

Minutes of a meeting of **ARLESEY TOWN COUNCIL** held in the **Village Hall, Arlesey** on **Tuesday 21<sup>st</sup> November 2017 at 7.00pm.**

**PRESENT:** Cllrs: C Ferris (Chairman) J. Auburn  
R Clark M Holloway  
C Livermore R McGann  
S Sarll J Wallace

**In attendance:** Ms S Foulkes (Town Clerk), and 2 members of the public.

#### **17/111 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors C Gravett, D. Page, H. Frost, M Gould, and J Randall and Ward Councillors I Dalgarno, D Shelvey and R Wenham.

Apologies were also noted from Councillors J Want and A Ward, on account of their attendance to Central Bedfordshire Council's Town and Parish Council Conference.

#### **17/112 DECLARATIONS OF INTEREST**

a) Disclosable Pecuniary Interests: None.

b) Other Interests: None.

#### **17/113 CHAIRMAN'S ANNOUNCEMENTS**

Prior to the meeting members received a copy of the following correspondence, which were taken as read:

- 113.1 **CBC Press Release** – 'Household garden waste collection to be suspended for winter' Kerbside collection of garden waste to be suspended from Monday 4<sup>th</sup> December 2017 until Friday 2<sup>nd</sup> March 2018.
- 113.2 **CBC Press Release** – 'Have your say on how your local community is represented' CBC are asking residents whether they think their town or parish council is reflecting needs of their community. Local Governance review, consultation runs from 1<sup>st</sup> November 2017 until 1<sup>st</sup> February 2018.
- 113.3 **CBC Press Release** – 'Council's independent living residence wows the judges to win national building award.' Priory View, an independent living scheme in Dunstable, has been awarded the title of Best Social or Affordable New Housing Development at the Grand Final of the LABC Building Excellence Awards
- 113.4 **BEST Consultation on the Admission policy for September 2019** - 6 week consultation on proposed changes to the admission policy, open until Thursday 21<sup>st</sup> December 2017. **Agreed:** Cllr Ferris to review the consultation and provide a draft response for consideration at the next Council meeting.
- 113.5 **Pix Brook Academy** – Update on development following the initial public consultation and the approval of their free school application.
- 113.6 **Bedfordshire Bugle** – November 2017 Edition.
- 113.7 **CBC Consultation** - Admission arrangements for Community and Voluntary Controlled Schools for 2019/2020
- 113.8 **CBC Consultation** – Public consultation for the draft Pharmaceutical Needs Assessment, open until Friday 15<sup>th</sup> December 2017

- 113.9 **CBC Press Release** –Residents to receive leaflets distributed by CBC designed to increase the participation of kerbside recycling.
- 113.10 **VCSE Provider Forum** – Invitation for ATC representative to attend Voluntary, Community and Social Enterprise Forum, to receive information on Central Bedfordshire Council funding opportunities, 30<sup>th</sup> November 2017 9.30am to 12.30pm Rufus Centre, Flitwick.
- 113.11 **Register of Interest Forms for Town/Parish Councils** – Members to note withdrawal of CBC Monitoring Office checking service prior to publishing forms on CBC website.
- 113.12 **CBC Press Release – “Hundreds attend free jobs and training event.”** CBC’s first-ever Find Your Future employment and training fair proved a huge success, with hundreds of people passing through the doors of The Incuba, in Dunstable, over the course of the day.

**17/114 MEMBERS QUESTIONS**

None raised.

**17/115 PUBLIC PARTICIPATION**

Mr R. Watson referred to agenda item 10.4.and advised members that the land in question fell within a larger land parcel which was included within the Neighbourhood Plan’s proposed Green Open Space.

**17/116 MINUTES OF PREVIOUS MEETING**

- 116.1 To consider and approve the minutes of the Town Council Meeting held on 17<sup>th</sup> October 2017 as a true record of proceedings.

**RESOLVED**

**that the minutes of the Town Council meeting held on 17<sup>th</sup> October 2017, be approved and be signed by the Chairman as a true record of proceedings.**

- 116.2 To consider and approve the minutes of the Extraordinary meeting of the Town Council held on 7<sup>th</sup> November 2017 as a true record of proceedings.

**RESOLVED**

**that the minutes of the Extra Ordinary Town Council meeting held on 7<sup>th</sup> November 2017, be approved and be signed by the Chairman as a true record of proceedings.**

**17/117 MATTERS ARISING**

Following the approval of Neighbourhood Plan Referendum publicity costs at the last meeting, information leaflets had been produced and were about to be delivered to all houses within the coming week. Copies of the Arlesey Neighbourhood Plan itself were available from the Town Council office.

- 17/118 MEETING DATE AMENDMENTS** – Members considered bringing forward the December Town Council meeting date from 19<sup>th</sup> to 12<sup>th</sup>, and moving back the first January 2018 committee meeting date for from 2<sup>nd</sup> to 9<sup>th</sup>.

**RESOLVED**

**that the Town Council meeting in December 2017 take place on 12<sup>th</sup> December and the January 2018 committee meetings take place on 9<sup>th</sup> January.**

**17/119 REPORTS FROM CENTRAL BEDFORDSHIRE COUNCIL REPRESENTATIVES**

Apologies had been received from all Ward Councillor due to their attendance at other events.

**17/120 PLANNING APPLICATIONS & ISSUES**

- 120.1 **CB/17/04303/FULL – Etonbury Academy, Stotfold Road, Arlesey, SG15 6XS**  
**Proposal:** Erection of a new single storey building to provide nursery facilities. Additional 5 car parking spaces and new outdoor play area for nursery children.

**RESOLVED**

that the Council **OBJECT** to the application's approval on the following grounds:

- 1) **Impact of additional traffic flow on Stotfold Road at peak school drop-off and collection times. The area already suffers from traffic congestion around the school, and this will be exacerbated by parents transporting young children by car to the site.**
- 2) **The proposed '5 additional car parking spaces' appear to be insufficient in comparison to the additional staff and visitors that will result from the proposed nursery.**
- 3) **The Town Council has concerns over pedestrian safety at peak school drop-off and collection times. Many of the existing school pupils access the site, unaccompanied, on foot/bicycle/scooter. Additional vehicles accessing/leaving the proposed nursery will add to the risks experienced by those traveling on foot to the site.**

- 120.2 **CB/15/04839/FULL – Gothic Mede Lower School, High Street, Arlesey, SG15 6SL**  
**Proposal:** Proposed front entrance extension, extension to existing staff room area and freestanding building comprising of 2 no. classrooms to replace existing swimming pool.

**RESOLVED**

that the Council **OBJECT** to the application's approval on the following grounds:

- 1) **The Council has assumed that the additional 2 classrooms will result in additional pupils. Taking into account long-standing communications with Central Bedfordshire Council's Assets Team, which have sought to address existing traffic and pedestrian safety concerns experienced at Arlesey Community Centre car park arising from parents transporting children to school at Gothic Mede, the Town Council would not wish to see any increase in regular visitors to the site until the traffic flow and car parking situation is resolved.**

- 120.3 **AMENDMENT CB/16/05513 – Land and buildings at 35 – 41 High Street, builders' office and entrance to Primrose Lane, Arlesey.**  
**Proposal:** Remodelling of the High Street, Primrose Lane, Mill Lane, Station Road junction and creation of a new southern access to land west of the High Street, demolition of existing site buildings and erection of two retail and twenty residential units.

**RESOLVED**

that the Council **OBJECT** to the application's approval on the following grounds:

- 1) **The Town Council's original objections to the application stand.**
- 2) **The proposed development is not supported by appropriate infrastructure provisions – including insufficient parking and additional traffic on local roads. The proposed roundabout does not appear to be fit-for-purpose in terms of its use by HGV's.**
- 3) **Access to the site by construction traffic via the High Street would cause severe disruption to local traffic, and a worsening of current traffic flow problems.**
- 4) **The emerging Arlesey Neighbourhood Plan (Public referendum 30th November 2017) seeks to preserve buildings of local interest (paragraph 5.8 refers), and the Town Council would seek to preserve the 19th century Arlesey white brick terraced**

**cottages and the 1920s art deco building (currently occupied by 'Tidy Time') which it is proposed will be demolished under this application.**

**120.4 CB/17/05016/FULL – Land known as Pond and Wildflower Meadow, East of 10 The Hermitage, Arlesey, SG15 6XE**

**Proposal:** Retrospective change of use of adjacent land known as 'Pond & Wildflower Meadow' to No. 10 The Hermitage to Domestic garden.

**RESOLVED**

**that the Council OBJECT to the application's approval on the following grounds:**

**1) The proposal is inconsistent with the emerging Arlesey Neighbourhood Plan (ANP), as the land falls within an area which is clearly identified as being in need of protection as a 'Local Green Space'.**

**2) The land in question is outside of both the existing garden line and the natural settlement boundary.**

**120.5 AMENDMENT CB/17/027620FULL – 11 The Granary, Arlesey, SG15 6SH**

**Proposal:** Erection of single storey side & rear extension to provide annexe accommodation to the host dwelling.

**RESOLVED**

**that the Council recommend the application's approval subject to neighbours' comments being taken into consideration.**

**120.6 Planning Applications Refused/Granted –** Members noted recent decisions denoted by asterisk, as at 14 November. Concerns were expressed that building works appeared to be in progress at 197 Hitchin Road, despite the withdrawal of 'The Lagoon' planning application. The Town Clerk confirmed that a report had been submitted to CBC's Planning Enforcement.

**120.7 Enforcement cases created and/or closed:**

**• Annexe, 46 London Row, Arlesey, SG15 6RX – CASE CLOSED**

The business use carried out by the home owner/occupier is limited to a single room with few clients visiting each week. It is considered that there has not been a material change of use from residential to a mixed residential and business use and so there is no break of planning control.

**• 42 Stotfold Road, Arlesey, SG15 6XT – CASE CLOSED**

The current condition of the property frontage is not considered so detrimental to warrant the service of a Section 215 Untidy Land Notice.

**• 10 The Hermitage, Arlesey, SG15 6XE – CASE CLOSED**

A planning application has now been received ref: CB/17/05016/FULL for change of use of land to domestic garden. The enforcement case is closed pending the outcome of this application.

**• 39A House Lane, Arlesey, SG15 6XX – Untidy site(S215) CASE CREATED**

**120.8 Local Plan Update –** Members acknowledged the receipt of information from CBC Jason Longhurst concerning representations received on the draft local plan, and the stages of the Local Plan process.

**17/121 FINANCE REPORTS**

**121.1 Income and Expenditure - October 2017**

Prior to the meeting members received a report of year-to-date Income and Expenditure up to 31st October 2017, compared to 2017/18 budget (month 7) and were invited to submit questions to the Town Clerk as necessary. No questions were raised.

121.2 **Balance Sheet as at 31st October 2017**

Prior to the meeting members received a copy of the Balance Sheet as at 31<sup>st</sup> October 2017 (month 7) and were invited to submit questions to the Town Clerk as necessary. No questions were raised.

121.3 **Petty Cash – October 2017**

Prior to the meeting members received a copy of the petty cash details for the Resource Centre and Town Council for October 2017 – (month 7)

**RESOLVED**

**to approve the Resource Centre and Town Council petty cash expenditure for October 2017.**

121.4 **Accounts for Payment**

Members received a schedule of the November 2017 accounts due for payment, as follows:

FOLIO	ORDER No	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MUTIPLE INV. TOTAL	BANK REF
<b>Direct Debit Payments</b>									
DD.11/17-01		Right Fuelcard	Petrol for tools/ Diesel for van DD due 23/10/17	34.85	6.97	41.82	4051/split		U/DD-01
DD.11/17-02		HM Land Registry	Land searches residential borders with Rec ground DD Due 24/10/17	9.00	0.00	9.00	4037/101		U/DD-02
DD.11/17-03		CF Corporate Finance	R/C printer 1/4ly rental and set up fee DD due 03/11/17	310.38	62.08	372.46	<b>SPLIT</b>		U/DD-03
DD.11/17-04		Right Fuelcard	Diesel for ATC van DD due 06/11/17	26.88	5.38	32.26	4051/101		U/DD-04
DD.11/17-05		Cloudscape	Broadband/internet and office 365- DD due 10/11/17	48.34	9.67	58.01	SPLIT		U/DD-05
DD.11/17-06		UTAX	Photocopying/printing meter charge DD due 15/11/17	35.78	7.16	42.94	4024/101		U/DD-06
DD.11/17-07		Antechs - Go Cardless	R/C & TC computer maintenance and antivirus November 2017 DD Due 17/11/17	150.9	30.18	181.08	SPLIT		U/DD-07
DD.11/17-08		SSE	Unmetered streetlighting - DD due 19/11/17	217.47	43.49	260.96	4014/303	-	U/DD-08
DD.11/17-09		SSE	Unmetered streetlighting - DD due 19/11/17	12.72	0.63	13.35	4014/303	<b>274.31</b>	U/DD-09
DD.11/17-10		EON	Cemetery electric October DD Due 20/11/17	8.15	0.41	8.56	4014/203		U/DD-10
DD.11/17-11		Axis Energy	MUGA Electric Oct2017 - DD due 28/11/17	53.68	2.68	56.36	4014/202	-	U/DD-11
DD.11/17-12		Biffa	Cemetery refuse collection - DD due 30/11/17	66.06	13.21	79.27	4017/203		U/DD-12
DD.11/17-13		Cawleys	Skip rental/replaced Oct 2017 - DD due 30/11/17	235.17	47.03	282.20	4044/split		U/DD-13
DD.11/17-14		Anglian Water	SR Allotments water Aug - Nov 2017 DD Due <b>15/12/17</b>	14.80	0.00	14.80	4012/205		U/DD-14
DD.11/17-15		Anglian Water	MUGA water Aug - Nov 2017 - DD Due <b>15/12/17</b>	42.32	0.00	42.32	4012/202		U/DD-15
DD.11/17-16		Barclays	Bank charges - DD due 06/11/17	6.00	0.00	6.00	4071/101		B/DD-01
<b>PAID ACCOUNTS - Deposit refunds/other reimbursements.</b>									
BACS11/17-01		DOR-2-DOR Zone Marketing	Delivery of N/hood plan leaflets	324.00	64.80	388.80	4076/101		NOVBP01
BACS11/17-02		Chris Edwards	Hall hire deposit refund	50.00	0.00	50.00	570		NOVBP02

BACS11/17-03		S Khera	Hall hire deposit refund	50.00	0.00	50.00	570		NOVBP03
BACS11/17-04		N Gray (BlueBelles netball)	MUGA key deposit refund	30.00	0.00	30.00	572		NOVBP04
BACS11/17-05		N Midha	Hall hire deposit refund	100.00	0.00	100.00	570		NOVBP05
BACS11/17-06		SLCC (Beds Branch Local Councils)	Data Protection Course	10.00	0.00	10.00	4008/101		NOVBP06
BACS11/17-07		H Liston (Our Parks)	MUGA key deposit refund	30.00	0.00	30.00	572		NOVBP07
BACS11/17-08		J Moir	Hall hire deposit refund	50.00	0.00	50.00	570		NOVBP08
BACS11/17-09		M Gibbs	Hall hire deposit refund	50.0	0.00	50.00	570		NOVBP09
BACS11/17-10		Royal British Legion	Poppy Wreath 2017	80.00	0.00	80.00	4429/107		chq300042
BACS11/17-11		Carol Sills (Arlesey Ball Committee)	Hall hire deposit refund	100.00	0.00	100.00	570		chq300043
BACS11/17-12		M Jibril	Hall hire deposit refund	50.00	0.00	50.00	570		chq300044
<b>ONLINE Payments Due</b>									
11/17-01		Epic productions	A4 Folded to A5 Flyers N/Hood Plan	198.00	0.00	198.00	4076/101		NOVFP01
11/17-02		Epic productions	50x N/Hood plan book and 20x posters	567.00	113.40	680.40	4076/101	<b>878.40</b>	NOVFP02
11/17-03		Lamps and Tubes	Xmas light rental Year 3 of 3	1655.00	331.00	1986.00	4077/103		NOVFP03
11/17-04		SLCC	Membership Jul2017 - Jun 2018	250.00	0.00	250.00	4026/101		NOVFP04
11/17-05		SLCC	ILCM Membership Jul 2017 - Jun 2018	50.00	0.00	50.00	4026/101		NOVFP05
11/17-06		Woodman Fabrications	Drop bolt on MUGA	125.00	0.00	125.00	4041/202		NOVFP06
11/17-07		Bedford Borough Council	Refuse Collection	181.28	1.04	182.32	4017/201		NOVFP07
11/17-08		T&J Seymour	A14 Stotfold Road	385.00	77.00	462.00	4075/303		NOVFP08
11/17-09		Prestige	Uniform/workwear	89.00	17.80	106.80	4007/101	-	NOVFP09
11/17-10		Sports Courts	Annual court wash and treatment year 1	700.00	140.00	840.00	4041/202	-	NOVFP10
11/17-11		Greenwood contracting	Grass cut to Rec ground September 2017	200.00	40.00	240.00	4040/301		NOVFP11
11/17-12		Greenwood contracting	Grass cut to Rec ground October 2017	100.00	20.00	120.00	4040/301	<b>360.00</b>	NOVFP12
11/17-13		CBC	Bi-election costs - N/hood plan referendum	4698.43	0.00	4698.43	4233/102		NOVFP13
11/17-14		CBC	Apportionment charge Apr - Sept 2017	5464.02	0.00	5464.02	4015/201		NOVFP14
11/17-15		Trade UK (Screwfix)	Workwear and gloves	61.08	6.81	67.89	4007/101		NOVFP15
								-	
<b>CHEQUE Payments due</b>									
		NONE						-	
<b>Payroll Liability Payments Due</b>									
11/17-15	07/17-16	HM Rev & Customs	Mth 8 PAYE	425.80	0.00	425.80	525		
		HM Rev & Customs	Mth 8 Nat. Emp'ee NI Contributions	521.70	0.00	521.70	525		
		HM Rev & Customs	Mth 8 Nat. Emp'er NI Contributions	599.94	0.00	599.94	525	<b>1,547.44</b>	NOVFP15

11/17-16	Beds Pension Fund	Mth 8 Emp'ee Super Contribution	502.08	0.00	502.08	526		
	Beds Pension Fund	Mth 8 Emp'ee Super Contribution	1795.47	0.00	1795.47	527	<b><u>2,297.55</u></b>	<b>NOVFP16</b>
<b>Salaries Payments Due</b>								
11/17-17	S. Foulkes	NOVEMBER Salary	Salary		<b>Salary</b>	4001		<b>NOVSAL.01</b>
11/17-18	J Bailey	NOVEMBER Salary	Salary		<b>Salary</b>	4001		<b>NOVSAL.02</b>
11/17-19	P Hector	NOVEMBER Salary	Salary		<b>Salary</b>	4001		<b>NOVSAL.03</b>
11/17-20	G Studley	NOVEMBER Salary	Salary		<b>Salary</b>	4001		<b>NOVSAL.04</b>
11/17-21	J Spedding	NOVEMBER Salary	Salary		<b>Salary</b>	4001		<b>NOVSAL.05</b>
11/17-22	D Pascoe	NOVEMBER Salary	Salary		<b>Salary</b>	4001		<b>NOVSAL.06</b>
11/17-23	D. Rickman	NOVEMBER Salary	Salary		<b>Salary</b>	4001		<b>NOVSAL.07</b>
11/17-24	K Fitzgerald	NOVEMBER Salary	Salary		<b>Salary</b>	4001		<b>NOVSAL.08</b>
11/17-25	J Savory	NOVEMBER Salary	Salary		<b>Salary</b>	4001		<b>NOVSAL.09</b>
11/17-26	P Legate	NOVEMBER Salary	Salary		<b>Salary</b>	4001		<b>NOVSAL.10</b>
	<b>TOTAL SALARIES</b>	<b>NET NOVEMBER SALARIES</b>	<b>7,109.99</b>	0.00	<b>7,109.99</b>	520		
<b>TOTAL NOVEMBER 2017 PAYMENTS</b>			<b>27,875.29</b>	<b>1,040.74</b>	<b>28,916.03</b>			

## RESOLVED

that these accounts be paid.

### 17/122 FINANCE & GENERAL PURPOSES COMMITTEE

#### 122.1 Draft budgets 2017/18

a) Prior to the meeting members received a 1<sup>st</sup> draft of the budget for 2018/19 for consideration. Discussion took place as to whether the 2018/19 precept should be kept at a NIL increase, or whether a decrease should be achieved. Members noted that Central Bedfordshire Council had advised of an increase in Arlesey's Tax Base from 1,878 to 1,895 which would result in the precept being spread over a larger number of households. The Town Clerk confirmed the following:

- A precept of **£224,273** would result in a zero increase to Band D householders.
- The 1<sup>st</sup> draft budget reflected the anticipated running costs and commitments of the Council for 2018/19. No provision for new projects had been made.
- Increases were noted in the 1<sup>st</sup> draft budget in relation to:
  - **Staffing Costs:** During 2017/18 changes had occurred in terms of staffing structure, pay gradings and the availability of the Council's pension to all staff following Auto Enrolment. The draft budget anticipated a 2% increase in the National Joint Council Pay Agreement, together with an increase in employer National Insurance contributions. Employer Pension Contributions were also known to be increasing by 1%.
  - **Street Lighting Maintenance Costs:** Members noted that repairs and replacements in recent years had resulted in the depletion of the Streetlighting Earmarked Fund (EMR338). The draft budget allowed for a transfer of £3,278 to EMR 338, to bring the balance up to £4k, together with an increase in 2018/19 running costs.
  - **Resource Centre Costs:** Members noted that 'Rhyme Time' attendee numbers had fallen during 2017/18 resulting in a decrease in income generated.
- The 1<sup>st</sup> draft budget amounted to a precept of £221,382, which would result in a Band D reduction of 1.3% or £1.53 per household.
- £2,981 could be added to 1<sup>st</sup> draft budget to reach a NIL increase.

Members considered a proposal by Cllr Holloway to achieve a £10k reduction in the 2018/19 precept, by subsidising the budget by £5k from the Community Project Earmarked Reserve and reducing Acc. 4233 Election Fees budget to zero. The motion was dismissed after the majority of members present voted against the proposal.

- b) Members also considered the 2017/18 Earmarked Reserves Review and Forecast, as provided prior to the meeting. The Town Clerk's notes provided a summary of various projects discussed by the Council during the year, including the provision of Outside Gym Equipment, High Street Planting, the preparation of unused Allotment Land at Hillary Rise, and Christmas Lights for 2018. Members were also advised of those Earmarked Reserve funds which were running low or at a NIL balance.

Members discussed the effect on the 2018/19 precept should an allowance be made within the budget for the various projects. Members agreed that no provision should be made to replenish any existing Earmarked Reserve Funds other than those included in the draft budget, on the basis that any extraordinary expenditure could be found from the General Fund which was now forecast to be at an acceptable level in terms of good practice being 3 to 6 months running costs. Members considered a proposal by Cllr Holloway to contribute towards the annual maintenance of St Peters' Churchyard, however the ensuing vote resulted in the proposal being dismissed.

#### **RESOLVED**

- 1) **that the Council approve the setting of a 2018/19 precept which achieves a zero-percentage increase to Band D householders – being £224,273.**
- 2) **that £2,891 be added to the draft budget of £221,382, and that this amount be set aside within an Earmarked Reserve Fund towards the provision of Outside Gym Equipment.**
- 3) **that the Finance and General Purposes Committee consider the draft budget line-by-line and make recommendations to Council at December meeting on any virements thought beneficial.**

122.2 **General Data Protection Regulations (GDPR)** – Members received an update from the Town Clerk on GDPR requirements following her attendance to training course on 9<sup>th</sup> November 2017. The Council will need to review its decision to appoint the Town Clerk as its Data Protection Officer (DPO) as information provided suggests that the DPO must be independent from policy management. Further information is being sought from the Information Commissioner. Members of the Bedfordshire Branch of Society of Local Councils are currently considering joining together to appoint an area DPO – further information to follow in due course. The Council must be GDPR compliant by 25<sup>th</sup> May 2018. Deferred to Finance and General Purposes Committee.

122.3 **Zurich LCAS Risk Management Seminar** – Members were asked to approve the Town Clerk's attendance of seminar to be held on 24<sup>th</sup> January 2018 in St Albans at a cost of £30 plus VAT.

#### **RESOLVED**

**that the Council approve the Town Clerk's attendance to the LCAS seminar.**

122.4 **Payment approval by direct debit** – Members were asked to approve the following monthly direct debit payments:

- a) Antechs – IT support contract and DATTO server.
- b) Triumph Adler/UTAX - Resource Centre copier meterage
- c) CF Corporate Finance Limited – Resource Centre copier lease

#### **RESOLVED**

**that the Council approve payments be made to the above suppliers by monthly direct debit.**

122.5 **Sky and Balloon release petition** – Members considered a request received from a member of the public to share on ATC Facebook page, petition requesting Parliament to ban sky and balloon releases.



## RESOLVED

that the Council do not share the petition as requested, on the grounds that the Council do not have a view on the issue and are not resourced to respond to public comments or questions.

- 122.6 **Christmas Closure** - Members noted that the Town Council office would close over the Christmas period at midday on Friday 22<sup>nd</sup> December 2017 and re-open at 9.00am Tuesday 2<sup>nd</sup> January 2018.

## 17/123 PUBLIC LANDS & HIGHWAYS COMMITTEE

- 123.1 To consider the recommendations (Resolutions) contained within the minutes of Public Lands and Highways Committee meeting held on 7 November 2017.

## RESOLVED

that the committee recommendations (Resolutions) contained within these minutes be ratified by the Council.

- 123.2 **MUGA Refurbishment Project** – Members acknowledged confirmation of grant award of £10,000 from the Premier League & The FA Facilities Fund (Football Foundation) towards the partial funding of MUGA refurbishment project, and were asked to approve project costs and the placing of contract orders with building contractors Modplan and a storage container supplier.

### Summary of project costs:

- Modplan Builders Ltd: Approved tender £34,888 - £2k container: £32,888
- Container costs: 20ft converted container (2017/18 budget) £3,500
- Alan Lamb Project Manager fees £5,000

**Total project costs (excl. Planning and Building Regulation Fees) = £41,388**

### Funding Secured:

- Eileen Alexander Legacy Fund: £10,000
- Premier League & The FA Facilities Fund £10,000
- Central Bedfordshire Council (S106) £6,000

**Total Secured Project Funding: £26,000**

**Arlesey Town Council Contribution to project: = £15,388**  
**(excl. Planning and Building Regulation Fees)**

Less: Alan Lamb Fees paid £1,598 (Reclaimed from CBC/S106)

**Total payable to complete project: £39,790**

The Town Clerk advised members that she was exploring the provision of low level exterior car park lighting with Modplan Builders Ltd as this issue had previously been raised with the Council as matter of concern. Lighting costs will be brought to Council in due course.

## RESOLVED

that the Council approve the project costs as detailed above and the placing of contract orders with Modplan Builders Ltd and a storage container provider.

- 123.3 **Rural Match Fund** – Members were asked to consider Highway improvement projects for CBCs Rural Match Fund and the level of match funding that would be required from the Town Council. Members agreed that the Traffic Working Party consider this matter further and make recommendations to the Town Council at December meeting.

- 123.4 **Arlesey Traffic Issues** – Members acknowledged the Town Clerk's correspondence sent to CBC's Traffic Safety Officer Andrew Halcrow, requesting an urgent review of approach road speed limits on Hitchin Road and Stotfold Road in conjunction with a request for traffic surveys

on all main traffic routes. The Town Clerk suggested that a meeting be convened with CBC as a next step.

**RESOLVED**

**that Cllr Wallace join the Traffic Working Party, to make full use of his role as Police Liaison Representative. Working Party to engage with residents to determine priorities and next steps.**

123.5 **Anglian Water** - The Town Clerk provided an update to members on Anglian Water's proposed essential improvements works to be undertaken in 2018. Cllr Wallace and the Town Clerk had met with an Anglian Water representative, who advised that the proposed works were intended to reduce water leaks by levelling out the current fluctuation of pressure on the pipes caused by the daily rise and fall of water demand. After considering the impact of the proposed grounds works, originally suggested by Anglian Water to be sited within the MUGA car park, the parties present at the site meeting agreed that an alternative location being outside of the MUGA car park gate would be preferable. Anglian Water representative noted that their works should not coincide with the pending MUGA Refurbishment Project works and therefore the second week of the Easter school holidays was agreed in principle as being a preferred timing. Further discussions on compensation for disruption to land and ground level equipment remaining on site were yet to take place. Funding of the low-level lighting at the MUGA car park was suggested as being worthy of consideration. Anglian Water also required an area to site their Care Cabin, and were liaising with the WI with regard to the possible use of their car park.

123.6 **Remembrance Sunday 12<sup>th</sup> November 2017** – Members who had attended the War Memorial provided feedback on the event itself and arising issues. The event had been well attended by members of the public, and CBC's Lord-Lieutenant's Deputy Lieutenant Dr Vaughan Southgate. It was noted that insufficient service sheets were available at the War Memorial and that there was a mismatch between music played and the printed hymn. Cllr Sarll suggested that it may be possible to request Henlow RAF Band for the 2018 service. Cllr Ferris expressed thanks to Cllr Sarll for the poppy flower arrangements. Members noted that more definite plans were required for Event Marshals in 2018, to assist with the road closure and to ensure the safety of members of the public. A risk assessment would be required in advance of the event to ensure appropriate safety measures are put in place. Members agreed that a meeting should be arranged with the British Legion's Andy Fievez, to take place in February 2018, to establish the various areas of responsibility such as Public Liability Insurance and event co-ordination. Cllrs McGann, Sarll, Wallace and Holloway requested that they be involved in the meeting. Cllr Ward to be confirmed. **Defer to Public Lands and Highways Committee.**

123.7 **Village Hall Storage** – Members considered a request received from a regular hirer of village hall for the provision of small storage area. Members were advised that the hirer had been previously granted consent to store 2 items on the stage. Concerns were raised as to the effect on other hirers resulting from storing items on the stage, in addition to their possible damage and insurance cover.

**RESOLVED**

**that the hirer be advised that the additional item may be stored at the owner's own risk in terms of any possible damage that may be sustained and in terms of the item's damage/theft insurance; subject to the Council's right to withdraw consent for the storage of all items in the future should the space be otherwise required by the Council. No further items will be permitted for storage and the hirer will not use the storage space for any other purpose.**

123.8 **Recreation Ground Grass Cutting** – Members considered the renewal of the grass cutting contract with the current contractor as per quotation provided. Charge per cut remains unchanged from 2017. The Town Clerk advised members that the contractor had provided a good level of service over the previous year.

**RESOLVED**

**that the Council approve the renewal of the Recreation Ground Grass Cutting contract with Greenwood Contracting in accordance with their submitted quotation.**

## 17/124 PUBLIC RELATIONS COMMITTEE

- 124.1 To consider the recommendations (Resolutions) contained within the minutes of Public Relations Committee meeting held on 7 November 2017.

### **RESOLVED**

**that the committee recommendations (Resolutions) contained within these minutes be ratified by the Council.**

- 124.2 **Councillor Surgeries** – Cllr Gravett and Holloway had not attended the Councillor Surgery held on Saturday 4<sup>th</sup> November 2017 and therefore no update was provided. Cllr Sarll confirmed her availability to attend the forthcoming Surgery on Saturday 2<sup>nd</sup> December 2017. Cllr Auburn was unable to attend.
- 124.3 **Website provision** – Prior to the meeting members received a summary of costs obtained by the Working Party from 3 potential website providers, for the design and future maintenance of the Council's website. Cllr Wallace advised members that the brief given to the 3 providers had been based on Henlow Parish Council's website, which appeared both user friendly and visually appealing. The designer of Henlow's website had provided a quotation and this had been compared to quotes from the Council's existing Web Designer/Manager and one other alternative. Members considered pricing, and possible service levels. Support was expressed for maintaining a local provider, however concerns were also raised that the current website was less than satisfactory. The project also aimed to secure a **'.gov.uk'** domain name and 25 .gov.uk mailboxes. Discussion took place on the current website, and possible reasons for its current poor presentation and user issues. Cllr Wallace documented the concerns raised and agreed to discuss these further with the website provider. Members agreed that the website brief needed to be specific in order that the final product was fit-for-purpose. **Deferred to next Public Relations Committee meeting.**
- 124.4 **Councillor Surgery Rota** – Members considered a Councillor Surgery Rota for 2018. Discussion took place on the merits of continuing Councillor Surgeries in 2018, and whether one or two members should be present at each surgery. Cllr Livermore suggested that the time could be used to consider Working Party issues should no members of the public attend. It was also suggested that themed Surgeries could be held to such as 'Traffic Issues'. Cllrs Ferris and McGann confirmed their availability for the Saturday 6<sup>th</sup> January 2018. Members to receive an email seeking confirmation of their availability for the 2018 surgery dates. **Deferred to December Council meeting.**
- 124.5 **On The Button Editorials** – Members noted the cessation of publication of e-edition of On the Button.
- 124.6 **ATC Newsletter** – Members considered the suggested date of 1<sup>st</sup> December 2017 for distribution of 1<sup>st</sup> edition of new ATC Newsletter and delivery arrangements. Cllrs Ferris, Sarll and Livermore confirmed their availability to participate in the delivery of the newsletters. All other members to be emailed to request their participation. Town Clerk to liaise with Steve Maddox to enquire about the availability of the OTB delivery volunteers.

### **RESOLVED**

**that the 1<sup>st</sup> edition of the ATC Newsletter be distributed in Mid-January 2018. Public Relations Committee to approve draft at their meeting on 9<sup>th</sup> January 2018.**

- 124.6 **St Peter's Christmas Tree festival 2017** - Members considered whether to enter an Arlesey Town Council Christmas tree for Christmas Tree Festival 9<sup>th</sup> & 10<sup>th</sup> December 2017. Cllr Sarll suggested that all members be emailed after the meeting to give them an equal opportunity to put their ideas forward for a theme and to obtain offers of help.

**17/125 PERSONNEL COMMITTEE**

**Resource Centre Manager Recruitment** – Members acknowledged an extension to the deadline for applicants. New deadline 1<sup>st</sup> December 2017 with interviews to be held 13<sup>th</sup> and 14<sup>th</sup> December 2017.

**17/126 ARLESEY RESOURCE CENTRE**

**Resource Centre Christmas Opening Hours** - Members acknowledged proposed opening hours for Christmas and New Year to align with those advertised by Central Bedfordshire Council. Resource Centre to close 25<sup>th</sup> and 26<sup>th</sup> December and 1<sup>st</sup> January 2017, otherwise usual opening hours as advertised.

**17/127 REPRESENTATIVES' REPORTS**

**Bedfordshire Police Liaison:** Cllr Wallace provided a report on the following:

- a) Crime figures October 2017 - 18 crimes noted of which 38% were assault crimes and 11% harassment crimes. It was noted that across Bedfordshire 1,292 theft from motor vehicle crimes had occurred.

**17/128 PUBLIC PARTICIPATION ON ITEMS ARISING FROM THIS EVENING'S MEETING**

There was no public participation.

**The meeting closed at 10.10pm**

**CHAIRMAN**

**Date**