

PRESENT: Cllrs: C Gravett (Vice Chair) M Gould
J Randall J Wallace
J Want A Ward

In attendance: Ms S Foulkes (Town Clerk), Ward Cllrs R. Wenham and D. Shelvey. Mr T. Clarke, Principal of Gothic Mede Academy, Nicola King, Aragon Youth and Community Participation Officer and Chris Mountcastle, Aragon Youth Support Worker. No members of the public present.

17/129 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors C. Ferris (Chairman), J. Auburn, R. Clark, H. Frost, M. Holloway, C. Livermore, R McGann, D. Page and S. Sarll.

17/130 DECLARATIONS OF INTEREST

- a) Disclosable Pecuniary Interests: None.
- b) Other Interests:
- Agenda item 9.5. – Cllr Gravett due to friendship with applicant.

17/131 CHAIRMAN'S ANNOUNCEMENTS

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

- 131.1 **CBC Press Release** – ‘Central Bedfordshire Council hosts national zoo training seminar.’ CBC hosted a seminar on 15th November in recognition of its expertise in the sector at ZSL Whipsnade Zoo.
- 131.2 **CBC Press Release** – ‘Make sure you get your free flu vaccine.’ Babies, children and adults with chronic medical conditions are being urged to get a free flu vaccine as soon as possible.
- 131.3 **CBC Press Release** – ‘Fighting for our communities.’ Leader of CBC, Cllr James Jamieson and Bedford MPs met with Secretary of State for Communities and Local Government to discuss proposals for increased housing.
- 131.4 **CBC Press Release** – ‘New council campaign to improve recycling rates.’ An initiative that aims to increase knowledge and encourage recycling has been launched across Central Bedfordshire.
- 131.5 **CBC Press Release** – ‘Working together to raise awareness of domestic abuse.’ 25th November marks the beginning of 16 Days of Action against domestic abuse. The international recognised campaign takes place from 25th November – 10th December and highlights the issues of domestic abuse and raises awareness of the different forms it can take.
- 131.6 **CBC Press Release** – ‘Local schools to cycle, scoot and walk their way to Lapland.’ The ‘Santa Challenge’ is an interschool cycling, scooting and walking competition that will run from 27th November to 8th December.
- 131.7 **CBC Press Release** – ‘Central Bedfordshire Council has been named Best Social Work Employer of the Year’ CBC has been named Best Social Work Employer of the Year in a national awards event. Children’s Services saw off three other shortlisted local authorities to claim the prize at the Social Worker of the Year Awards on 24th November 2017.
- 131.8 **Henlow Church of England Academy Admissions Policy September 2019** – A six week consultation on proposed changes to the admission policy that would take effect from September 2019 has commenced and will run through to 12th January 2018.

17/132 **MEMBERS QUESTIONS**

None raised.

17/133 **PUBLIC PARTICIPATION**

Nicola King, Aragon Youth and Community Participation Officer, introduced herself and her colleague Chris Mountcastle, Community Youth Support Worker and advised members that she was in attendance to provide an update of Aragon's youth services provision in Arlesey and the surrounding area.

The youth involvement team have been focused on delivery in targeted areas, such as:

Youth Allotment – very successful in terms of produce and family involvement.

Detached Youth Work – meeting children and young people whilst out in Arlesey, using 'street games' and building a rapport.

Summer and Half-Term Sessions – sessions run for ages 8-17 including arts, fitness and sport.

National Citizen Service - Community Action Project completed by 14 young people at Arlesey Summer Fete.

Mentoring/ One-to-One - valuable time had been spent on supporting young people and their families through local schools, self-referrals and multi-agency teams.

Youth Work Training – two members of team qualified as level 2 & 3 youth workers in 2017.

During the year, positive impact and outcomes included:

- Volunteer hours and awards via Vinspired
- Family involvement
- Team work/community initiatives
- Employment Support
- Mentoring through crisis/Anti-Social Behaviour Intervention

December 2016 – 2017:

- Total Participants - 83
- Total Contacts - 107 (35 already known)
- 54 male participants
- 29 female participants

Future Plans:

Discussions held with Central Bedfordshire Council regarding Aragon's proposal for taking over and running the Arlesey Youth Centre. Various meetings and a Business Plan will determine the outcome. If successful, plans will include a Community Hub, training venue, open space/drop-in café, digital inclusion, targeted project work, base for Aragon Involvement Team, employment skills and training. Existing provision will not be affected.

Cllr Gravett thanked Nicola for her report and recommended that she familiarise herself with the Council's small grants programme, as applications had been low during the current year.

17/134 **MINUTES OF PREVIOUS MEETING**

To consider and approve the minutes of the Town Council Meeting held on 21st November 2017 as a true record of proceedings.

Cllr Wallace PROPOSED that the minutes of the meeting held on 21st November 2017 be approved as a true record. The motion was not SECONDED due to those members present not being present at the previous meeting. **Approval of minutes deferred to January 2018 meeting.**

17/135 MATTERS ARISING

BEST Consultation on Admission Policy 2019 - Members considered a review of the consultation as delegated by last meeting. Discussion took place on the following matters:

- Etonbury Academy's removal as a 'named feeder school' is a consequence of its change from a middle school to an extended 'junior to secondary' school. The policy excludes sixth form entry to Samuel Whitbread.

Council concluded that no observations were necessary on this point.

- Policy of prioritisation of 'staff children' over 'children with siblings'.

Council concluded that the recruitment and retention of quality staff supported this policy. No observations deemed necessary.

- Pupil admission numbers for BEST schools are not proposed to increase.

Council **supported** Cllr Ferris' suggested response to express concern over the number of children being sent to other schools as a result of pupil admission numbers not being increased.

- BEST plans to open the new school, Pix Brook Academy, in September 2019 had not been acknowledged within their proposed admissions policy.

Council **supported** Cllr Ferris' suggested response to remind BEST of the community's expectations regarding Pix Brook Academy and the future provision of a lower school under the Arlesey Cross development.

RESOLVED

that the Town Clerk submit a response on behalf of Council on the BEST Consultation on Admission Policy 2019, in accordance with the above discussions.

17/136 REPORTS FROM CENTRAL BEDFORDSHIRE COUNCIL REPRESENTATIVES

136.1 **Unitary Cllr Shelvey reported on the following matters:**

Town & Parish Council Conference – New Highways reporting system to be launched.

Update on Local Plan – Completion to be expedited following government proposals on increased housing numbers.

Hospitals Trust Merger – Luton & Dunstable and Bedford Hospital business case being put forward.

Boundary Commission Review – Proposals to amend electoral constituency boundaries, to reduce the overall number of constituencies. Arlesey and Henlow proposed to join Mid-Beds constituency (MP – Nadine Dorries), from North East Beds (MP- Alistair Birt).

Community Government Review - Deadline for responses to consultation: 1st February 2018.

Household Christmas Waste & Recycling - Waste and recycling bins will be collected on a revised day between Saturday 23 and Saturday 6 January. Normal collections will resume on Monday 8 January. Real Christmas trees will be collected for recycling between Monday 8 and Friday 19 January 2018 inclusive. Residents can place 'real' Christmas trees separately next to their recycling bin (not in a bin or bag) on the relevant collection day. Trees should be no taller than 5ft, with trunks no greater than 3 inches in diameter and all decorations removed. During this period, no other garden waste will be accepted. Alternatively, residents can recycle real trees at their local Household Waste Recycling Centres which are open Monday - Sunday from 9am-5pm, except Christmas Eve and New Year's Eve when they are open 9am-1pm. All sites are closed on Christmas Day, Boxing Day and New Year's Day.

136.2 **Unitary Cllr Wenham reported on the following matters:**

CBC Draft 2018/19 Budget – Consultation to run January to February 2018.

Pending CBC Press Release – Release of funds for the regeneration of the RAF base at Henlow.

136.3 **Members Questions to Ward Councillors:**

Cllr Ward enquired about the regulation and approval of external lighting at the Twin Acres site, Hitchin Road.

Cllr Wenham advised that Cllr Dalgarno may be able to provide details on the original application. Concerns about planning breaches should be reported to Chris Perry, Enforcement Officer. Certain lighting may be covered by Permitted Development regulations.

Cllr Gravett enquired about CBC's involvement with Utility companies, following another power outage in Arlesey.

Cllr Wenham advised that the power supply companies are solely responsible for maintaining their service. Cabling is in need of replacement in most areas.

Cllr Want enquired about the provision of Salt Bins following the recent inclement weather.

Cllr Wenham advised that CBC would be repeating the offer of free salt to Town and Parish Council's, which had been available in previous years. Salt bins would be restocked where owned by CBC.

Nicola King and Chris Mountcastle left the meeting.

17/137 PLANNING APPLICATIONS & ISSUES

- 137.1 **Gothic Mede Academy** - Members considered correspondence from GMA Principal Mr T. Clarke, regarding planning application CB/15/04839/FULL. Mr Clarke was present at the meeting. **Standing Orders Suspended.** Mr Clarke advised that pupil numbers would not increase as a result of the 2 new classrooms, as had been previously assumed by the Council. It was intended that the additional classrooms would enable better use of ancillary space. Mr Clarke also expressed his wish to establish a closer working relationship with the Town Council on matters of mutual interest. **Standing Orders Reinstated.**

The Town Clerk advised members that the information provided by Mr Clarke represented a material change, thus enabling the Council to reconsider its previous objection to the application. Members discussed the view that pupil numbers should not increase in the future as a result of the provision of the additional classrooms. A condition of planning was suggested as being necessary to prevent this situation arising, and an appropriate proviso to the Council supporting the application. Cllr Shelvey advised members that BEST would consult on any proposed increase in pupil numbers and therefore the discussed condition of planning was not necessary.

RESOLVED

that Council withdraw its previous objection to Planning Application CB/15/04839/FULL and instead SUPPORT the application, subject to an appropriate condition of planning to prevent any future increase in pupil numbers resulting from the provision of the two additional classrooms.

- 137.2 **CB/17/05453/FULL – 17 Jubilee Crescent, Arlesey, SG15 6SB**
Proposal: Part first floor and part single storey rear extension
Reply by: 15 December 2017

RESOLVED

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

- 137.3 **CB/17/05559/FULL – 40 House Lane, Arlesey, SG15 6XU**
Proposal: Proposed front porch and cladding to the garage.

RESOLVED

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

- 137.4 **CB/17/05285/FULL: 22 Jubilee Crescent, Arlesey SG15 6SB.**
Proposal: Single storey rear extension following demolition of existing conservatory extension.

RESOLVED

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

- 137.5 **CB/17/05739/FULL – Land at 2 Bury Mead, Arlesey, SG15 6UB**
Proposal: Erection of a new dwelling adjoining existing end terrace to form a new 4 bedroom home with parking. Discussion took place on the Council's previous response to this application. No further comments were deemed necessary.

- 137.6 **Planning Applications Refused/Granted** – Members noted recent decisions as at 7 December 2017.

- 137.7 **Enforcement cases created and/or closed:** Members acknowledged:

- **The Lagoon, 197 Hitchin Road, Arlesey, SG15 6SE** – Alleged unauthorised development on site related to withdrawn planning application CB/17/03168/OUT for residential use. **CASE CREATED**
- **39 House Lane, Arlesey, SG15 6XX** – The condition of the front garden area is now acceptable and no longer warrants the service of a Section 215 Untidy Land Notice. **CASE CLOSED.**

- 137.8 **Neighbourhood Plan Referendum Result** – Members acknowledged the successful outcome of the public referendum, resulting in the Arlesey Neighbourhood Plan being formally adopted by Central Bedfordshire Council as the planning authority. Cllr Ferris expressed the Council's gratitude to Cllr Want and the NP Steering Committee for all their hard work.

- 137.9 **Consultation on the Hertfordshire Draft Minerals Local Plan** - Members acknowledged receipt of the consultation and agreed that consideration of a draft response be deferred to the next meeting. Town Clerk to email all members to seek a volunteer to review the consultation documents.

17/138 FINANCE REPORTS

- 138.1 **Income and Expenditure - November 2017**

Members acknowledged receipt of the year-to-date Income and Expenditure report up to 30th November 2017, compared to 2017/18 budget (month 8) and were provided the opportunity to submit questions to the Town Clerk. No questions were raised.

- 138.2 **Balance Sheet as at 30th November 2017**

Members acknowledged receipt of the Balance Sheet as at 30th November 2017 (month 8) and were provided the opportunity to submit questions to the Town Clerk. No questions were raised.

138.3 **Petty Cash – November 2017**

Members received for approval copies of the petty cash details for the Resource Centre and Town Council for November 2017 – (month 8)

RESOLVED

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

138.4 **Accounts for Payment**

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

| FOLIO | PAYEE | DESCRIPTION | AMOUNT | VAT DUE | TOTAL | ACC. No. | MUTIPLE INV. TOTAL | BANK REF |
|--|-----------------------|--|--------|---------|--------|------------|----------------------|----------|
| Direct Debit Payments | | | | | | | | |
| DD.12/17-01 | Right Fuelcard | Petrol for tools/ Diesel for van DD due 27/11/17 | 35.32 | 7.06 | 42.38 | 4051/split | | U/DD-01 |
| DD.12/17-02 | Lloyds Credit Card | Monthly Oct fee DD due 16/11/17 | 3.00 | 0.00 | 3.00 | 4071/101 | | U/DD-02 |
| DD.12/17-03 | Lloyds Credit Card | Monthly Nov fee DD due 16/11/17 | 3.00 | 0.00 | 3.00 | 4071/101 | | U/DD-03 |
| DD.12/17-04 | Antechs (Go Cardless) | R/C & TC computer maintenance and anti virus December 2017 DD Due 11/12/17 | 150.90 | 30.18 | 181.08 | SPLIT | | U/DD-04 |
| DD.12/17-05 | Cloudscape | Broadband/internet and office 365- DD due 10/12/17 | 48.34 | 9.67 | 58.01 | SPLIT | | U/DD-05 |
| DD.12/17-06 | HM Land Registry | Land searches House Lane DD Due 12/12/17 | 9.00 | 0.00 | 9.00 | 4037/101 | | U/DD-06 |
| DD.12/17-07 | UTAX | Photocopying/printing meter charge DD due 15/12/17 | 39.23 | 7.85 | 47.08 | 4024/101 | | U/DD-07 |
| DD.12/17-08 | Anglian Water | Cemetery water Aug - Nov 2017 DD Due 15/12/17 | 14.80 | 0.00 | 14.80 | 4012/203 | | U/DD-08 |
| DD.12/17-09 | Anglian Water | HR Allotments water Aug - Nov 2017 - DD Due 15/12/17 | 21.53 | 0.00 | 21.53 | 4012/205 | | U/DD-09 |
| DD.12/17-10 | EON | Cemetery Electricity 19/10-03/12/17 DD due 18/12/17 | 8.26 | 0.41 | 8.67 | 4014/203 | | U/DD-11 |
| DD.12/17-11 | SSE | Unmetered streetlighting - DD due 21/12/17 | 217.47 | 43.49 | 260.96 | 4014/303 | - | U/DD-12 |
| DD.12/17-12 | SSE | Unmetered streetlighting - DD due 21/12/17 | 12.72 | 0.63 | 13.35 | 4014/303 | <u>274.31</u> | U/DD-13 |
| DD.12/17-13 | Biffa | Cemetery refuse collection - DD due 30/12/17 | 65.64 | 13.13 | 78.77 | 4017/203 | - | U/DD-14 |
| DD.12/17-14 | Cawleys | Skip rental/replaced Nov 2017 - DD due 30/12/17 | 5.17 | 1.03 | 6.20 | 4044/split | | U/DD-15 |
| DD.12/17-15 | Unity Trust Bank | Bank charges Sept - Dec 2017 - DD due 31/12/17 | 18.00 | 0.00 | 18.00 | 4071/101 | | |
| PAID ACCOUNTS - Deposit refunds/other reimbursements. | | | | | | | | |
| BACS12/17-01 | J Wheatley | Hall hire deposit refund | 50.00 | 0.00 | 50.00 | 570 | | DECBP01 |
| ONLINE Payments Due | | | | | | | | |

| | | | | | | | | |
|---------------------------------------|---------------------------------|---|------------------|---------------|------------------|----------|-----------------|-----------|
| 12/17-01 | IAC | Internal Audit 22/11/17 | 361.00 | 72.20 | 433.20 | 4062/101 | | DECFP01 |
| 12/17-02 | MAW Events- music | Rhyme time sessions Sept to Dec 2017 | 400.00 | 0.00 | 400.00 | 4080/104 | - | DECFP02 |
| 12/17-03 | M J Ryall | Hammertone paint | 28.39 | 5.68 | 34.07 | 4045/103 | | DECFP03 |
| 12/17-04 | Harrisons Electrical | CCTV Maintenance Dec2017- Dec 2018 | 290.00 | 58.00 | 348.00 | 4301/103 | | DECFP04 |
| 12/17-05 | Navigus | Support with N/Hood plan A Eardley & C Bowden | 682.50 | 136.50 | 819.00 | 4076/101 | | DECFP05 |
| 12/17-06 | Alan Lamb | MUGA - Building Regs app'n fee & 50% final plans | 800.00 | 160.00 | 960.00 | SPLIT | | DECFP06 |
| 12/17-07 | Zurich | LCAS Risk Management Seminar 28/01/17 | 30.00 | 0.00 | 30.00 | 4008/101 | | DECFP07 |
| 12/17-08 | CPM Playgrounds Ltd | Operational inspection reports Rec ground & St Johns | 135.00 | 27.00 | 162.00 | 4084/301 | | DECFP08 |
| 12/17-09 | Herts Fullstop (Herts CC) | Stationery | 48.25 | 9.65 | 57.90 | SPLIT | - | DECFP09 |
| 12/17-10 | Steven Eagell Toyota | Hilux tail hatch repairs- Insurance excess/Vat | 100.00 | 76.92 | 176.92 | 4054/101 | - | DECFP10 |
| CHEQUE Payments due | | | | | | | | |
| 12/17-11 | PETTY CASH T/C | Reimbursements Petty Cash T/C Oct & Nov 2017 | 38.43 | 0.00 | 38.43 | SPLIT | - | 300045 |
| 12/17-12 | PETTY CASH R/C | Reimbursements Petty Cash R/C Oct & Nov 2017 | 1.20 | 0.00 | 1.20 | SPLIT | 39.63 | 300045 |
| Payroll Liability Payments Due | | | | | | | | |
| 12/17-13 | HM Rev & Customs | Mth 9 PAYE | 653.60 | 0.00 | 653.60 | 525 | | |
| | HM Rev & Customs | Mth 9 Nat. Emp'ee NI Contributions | 561.65 | 0.00 | 561.65 | 525 | | |
| | HM Rev & Customs | Mth 9 Nat. Emp'er NI Contributions | 645.90 | 0.00 | 645.90 | 525 | <u>1,861.15</u> | DECFP11 |
| 12/17-14 | Beds Pension Fund | Mth 9 Emp'ee Super Contribution | 524.99 | 0.00 | 524.99 | 526 | | |
| | Beds Pension Fund | Mth 9 Emp'er Super Contribution | 1881.53 | 0.00 | 1881.53 | 527 | <u>2,406.52</u> | DECFP12 |
| Salaries Payments Due | | | | | | | | |
| 12/17-15 | S. Foulkes | DECEMBER Salary | Salary | | Salary | 4001 | | DECSAL.01 |
| 12/17-16 | J Bailey | DECEMBER Salary | Salary | | Salary | 4001 | | DECSAL.02 |
| 12/17-17 | P Hector | DECEMBER Salary | Salary | | Salary | 4001 | | DECSAL.03 |
| 12/17-18 | G Studley | DECEMBER Salary | Salary | | Salary | 4001 | | DECSAL.04 |
| 12/17-19 | J Spedding | DECEMBER Salary | Salary | | Salary | 4001 | | DECSAL.05 |
| 12/17-20 | D Pascoe | DECEMBER Salary | Salary | | Salary | 4001 | | DECSAL.06 |
| 12/17-21 | D. Rickman | DECEMBER Salary | Salary | | Salary | 4001 | | DECSAL.07 |
| 12/17-22 | K Fitzgerald | DECEMBER Salary | Salary | | Salary | 4001 | | DECSAL.08 |
| 12/17-23 | C Lowe | DECEMBER Salary | Salary | | Salary | 4002 | | DECSAL.09 |
| 12/17-24 | J Savory | DECEMBER Salary | Salary | | Salary | 4001 | | DECSAL.10 |
| 12/17-25 | P Legate | DECEMBER Salary | Salary | | Salary | 4001 | | DECSAL.11 |
| | TOTAL SALARIES | NET DECEMBER SALARIES | 7,193.34 | 0.00 | 7,193.34 | 520 | | |
| TOTAL DECEMBER 2017 PAYMENTS | | | 15,078.16 | 659.40 | 15,737.56 | | | |

RESOLVED

that these accounts be paid.

17/139 FINANCE & GENERAL PURPOSES COMMITTEE

- 139.1 To consider the recommendations (Resolutions) contained within the minutes Finance and General Purposes Committee meeting held on 5th December 2017.

RESOLVED

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

- 139.2 **External Audit 2017/18** - Members acknowledged receipt of notification from Smaller Authorities Audit Appointments of external auditor appointments for 5 year period commencing 2017/2018 financial year.
- 139.3 **IAC Internal Audit Engagement Letter** - Members received Internal Audit Engagement letter from IAC dated 13th October 2017 (2nd year of 3 year appointment).
- 139.4 **IAC Internal Audit Interim Report** - Members received Internal Auditor's letter dated 29th November 2017 together with Internal Audit Summary and Interim Report arising from inspection of records carried out on 22nd November 2017. The following four recommendations were noted by the Council:

- 1) **Resource Centre Cash Till** – Z readings to be confirmed by Admin Office as being sequential and any missing Z totals to be immediately reported to Clerk.
- 2) **Resource Centre Cash Till** – PRG key to be restricted to supervisory staff only.
- 3) **Mayors Charity Bank Account** – Account to be closed as no use evident.
- 4) **VAT Invoices** - Valid VAT invoices to be present to support all payments.

RESOLVED

that the above Internal Auditor recommendations be endorsed by the Council and the necessary internal administrative procedures be implemented by the Town Clerk with resulting actions to be reported to the next Finance and General Purposes Committee.

- 139.5 **CBC Precept Request Form 2018/19** - Prior to the meeting members received a copy of the proposed Precept Requirement Form for 2018/19. CBC had advised of a Tax Base increase of 0.9% from 1,878 in 2017/18 to 1,895 in 2018/19. The proposed precept of £224,273 would result in a zero increase to Band D Householders. Cllr Want expressed his disappointment that the Council had not reduced the 2018/19 precept.

RESOLVED

that the Council approve the submission of 2018/19 Precept Requirement Form for the sum of £224,273.

- 139.6 **Approval of Detailed Budget 2018/19 v2.1**– Prior to the meeting members received a copy of the Detailed Budget 2018/19 v2.1. as recommended by Finance & General Purposes Committee 5th December 2017.

RESOLVED

that the Council approve the Detailed Budget 2018/19 v2.1.

- 139.7 **CBC Community Governance Review** – Members considered a response to CBC's Community Governance Arrangements questionnaire, which provides an opportunity for changes to the membership and boundaries of Town and Parish Councils. Cllr Ward referred members to Appendix B which detailed all Central Bedfordshire Town and Parish Councils, their councillor numbers/seats, parish electorate and number of co-opted seats at last full-term election.

RESOLVED

that the Council delegate a Working Party to review the consultation document and draft a response for Council's consideration at next meeting. Cllrs Want, Ward and Gravett appointed to Working Party. Town Clerk to invite all non-present members by email.

17/140 PUBLIC LANDS & HIGHWAYS COMMITTEE

- 140.1 **MUGA Refurbishment Project** – Members considered a quotation from 1st Containers to provide 20ft converted storage container to form part of MUGA Refurbishment Project. The Town Clerk confirmed that the price quoted, of £3,380 plus VAT was within the agreed 2017/18 budget.

RESOLVED

that the Council approve the purchase of a new green converted 20ft storage container from 1st Containers at a cost of £3,380 plus VAT.

- 140.2 **Speeding Issues Working Party Report** – Members acknowledged receipt of:

- (a) draft minutes of the meeting held with members of the public on 5th December 2017. Cllr Ward advised members that the meeting had been well attended and discussion had focused on the hotspots, identified as being the village entry and exit points, and possible solutions as detailed within the minutes. Cllr Randall suggested that the area opposite Old Oak Close, commonly used by pedestrians as a route to the train station, should also be highlighted as a 'hotspot' as a result of it being close to a blind bend in the road. Cllr Want supported the introduction of designated parking bays.
- (b) Cllr Wallace advised members that he was in contact with Bedfordshire Police regarding the SpeedWatch scheme. It was hoped that the scheme would be re-established locally, and enquiries had been made regarding the purchase of speeding camera equipment for Arlesey's sole use.
- (b) a response from CBC regarding the repair of 'Vehicle Activated Speed Signs' and suggested method of achieving a traffic survey via the Rural Match Fund application process.

RESOLVED

that the Town Clerk respond to CBC to acknowledge receipt of email from Darren Foley and to seek the reinstatement of the VAS's at the earliest opportunity.

- (c) draft Rural Match Fund application, and up-front cost to the Council of £2,500.

RESOLVED

that the Council approve the submission of the draft Rural Match Fund application, and allocate £2,500 up front cost to be met from the Community Project Earmarked Reserve Fund.

- 140.3 **Widdershins Theatre** - Members acknowledged correspondence from Widdershins Theatre Company relating to proposed dates for theatre tour to include Arlesey Village Hall on Sunday 13th January 2019. Subsequent correspondence had also confirmed a

successful outcome to their grant application to the Arts Council. Town Clerk to confirm availability of the Village Hall.

- 140.4 **House Lane Amenity Land** – Members acknowledged confirmation obtained by the Town Clerk of CBC’s ownership of House Lane Amenity land, and were asked to consider ATC’s ongoing grass cutting responsibility and future use/adoption of land. Cllr Gravett advised members that ATC had undertaken grass cutting within the area for some time and had recently re-painted railings. It was initially thought possible that the area may be suitable for the Arlesey Remembers You Memorial Copse, however this had subsequently been ruled out. The area appears to have remained unused other than by dog walkers.

RESOLVED

that the Council investigate the possibility of adopting the land at House Lane and continue grass cutting the area until any subsequent review.

- 140.5 **A1 East of England Strategic Road Study** – Members acknowledged receipt of the fifth report from Beds Association of Town & Parish Councils representative on the A1/A428 Stakeholder Group.

- 140.6 **Cemetery Shed Electricity Supply** – Members considered the renewal of a 3 year fixed price electricity contract with EON – effective 17th February 2018.

RESOLVED

that the Council approve the signing of a 3 year fixed contract with EON for the supply of electricity to the Cemetery Shed at the following rates: 27p per day standing charge and 21.04p per kWh.

- 140.7 **CBC (Arlesey: Part of Footpath No 5) Public Path Extinguishment Order 2017** – Members considered Notice of Public Path Extinguishment Order relating to part of Footpath 5. Cllrs Gravett and Want referred members to the Council’s previous objection to the reduction of this footpath. The Order appeared to be contrary to the last information provided to the Council by Rights of Way Officer Adam Maciejewski.

RESOLVED

that the Council restate its previous objections to the narrowing of Footpath No. 5 and seek clarification on the apparent deviation from the DMC’s decision to retain a width of 2 metres.

- 140.8 **Resource Centre Opening Hours** – Members considered proposed alterations to the Resource Centre opening hours to align with those of Central Bedfordshire Libraries.

Current opening hours and proposed changes were noted as follows:

| | | |
|-----------|-------------------|---|
| Monday | 2.30pm to 4.30 pm | Proposed: <u>CLOSED ALL DAY</u> from 1st Jan. 2018. |
| Tuesday | 1pm to 5pm | Proposed: <u>Extend to 5.30pm</u> from 1st Jan. 2018. |
| Wednesday | 9am to 12.30pm | Proposed: <u>Extend to 1pm</u> from 1st January 2018. |
| Thursday | 1pm to 5.30pm | No changes proposed. |
| Friday | 9am to 12.30pm | Proposed: <u>Extend to 1pm</u> from 1st January 2018. |
| Saturday | 10am to 1pm | No changes proposed. |

Cllr Gravett referred members to the current Resource Centre Manager vacancy, and suggested that the proposed closure on Mondays would allow a two-day weekend for both new and existing staff; resulting in an improved work-life balance. The 2 hour reduction in opening hours on Mondays would be partially recouped by extending the closing times, by half an hour, on Tuesdays, Wednesdays and Fridays.

RESOLVED

that the Resource Centre opening hours be amended from 1st January 2018 in accordance with the above proposal.

- 140.9 **CPM Playgrounds Operational Playground Inspection Report** – Prior to the meeting members received CPM’s quarterly playground inspection report covering the St. Johns Road and Recreation Ground Play Areas. Both sites were generally in good order with only minor maintenance works required. No ‘High Risk’ issues were raised.
- 140.10 **Changes to Bus Service January 2018** – Members considered the scheduled alterations to bus service 96 and 96A, to be operated by Centrebus from 2nd January 2018 and Service 97 to remain operated by Arriva and no longer service Arlesey at peak times. Concerns were raised regarding a lack of connections from south Arlesey and the train station, and also a disparity in the connection times between the bus timetable and London trains at peak times.

RESOLVED

that the Council highlight the following issues to CBC’s Transport Officer Nick Doolan:

- bus services to the train station for residents in the south end of Arlesey are extremely poor, particularly when compared to services from Stotfold – no early morning or evening connections with trains to/from London are available.
- buses which arrive at the station at 22 minutes past the hour leave insufficient time for commuters to catch the trains 24 minutes past the hour.
- train timetables are due to change in May 2018 which will necessitate a further review of the bus timetable to ensure connections are maintained.

17/141 PUBLIC RELATIONS COMMITTEE

- 141.1 **Councillor Surgeries** – Cllr Sarll was not present at the meeting to provide an update on the Surgery held on 2nd December 2017. Members noted Cllrs Ferris and McGann would be attending the next surgery to be held on Saturday 6th January 2018.
- 141.2 **Councillor Surgery Rota 2018** – Prior to the meeting members received a copy of the rota for 2018 surgeries.

RESOLVED

that the Council approve the Councillor Surgery Rota for 2018.

- 141.3 **St Peter’s Christmas Tree festival 2017** - Cllr Sarll had entered a tree on behalf of the Council with an office equipment/IT theme.

17/142 PERSONNEL COMMITTEE

To consider the recommendations (Resolutions) contained within the minutes Personnel Committee meeting held on 5 December 2017.

RESOLVED

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

17/143 REPRESENTATIVES’ REPORTS

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

- Crime figures November 2017 – 22 crimes reported in Arlesey with the majority being attributable to thefts from motor vehicles. An 80% increase in this type of crime across Bedfordshire.

17/144 PUBLIC PARTICIPATION ON ITEMS ARISING FROM THIS EVENING’S MEETING

There was no public participation.

17/145 EXEMPT BUSINESS

To resolve to exclude members of the public and press from the meeting under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business on the grounds that that this business relates:

- 1) Agenda Item 18** - to labour relations issues (Item 4: Annex B – Descriptions of Exempt Business/DCLG Open & Accountable Local Government).
- 2) Agenda Item 19** - to legal proceedings (Item 5: Annex B – Descriptions of Exempt Business/DCLG Open & Accountable Local Government).

RESOLVED

that members of public and press be excluded from the meeting under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business to be transacted.

17/146 STATUTORY SICK PAY ENTITLEMENT

Members considered the sickness absence and pay entitlement of a member of a member of staff in accordance with their employment contract, and noted the option to exercise discretion in relation to the payment of sick pay.

RESOLVED

that a staff member be paid in full for 2 weeks sickness absence.

17/147 PROCEEDINGS RELATED TO FORMER EMPLOYEE

Members received an update on the status of Tribunal Appeal, and noted:

- (a) the Council's position with regards to insurance cover.
- (b) the Council's position in relation to attendance at the Tribunal Appeal and associated costs.

RESOLVED

that the Council approve an instruction to the Council's solicitor that their appointed representative attend the Tribunal Appeal hearing on 24th January 2018 in accordance with costs quoted by Jessica Jones, Senior Associate DWF LLP.

- (c) request by the Claimant to settle costs awarded to the Council by monthly instalments.

RESOLVED

that the Council approve a request from the Claimant to pay the Costs Award by monthly instalments of £50 each until the £350 sum awarded, is paid in full. Missed payments to result in the full amount becoming immediately due for settlement.

The meeting closed at 9.05pm

CHAIRMAN

Date