

15th March 2018

To: Members of the Council

A Meeting of ARLESEY TOWN COUNCIL will be held in the Village Hall, Arlesey on Tuesday 20th March 2018 at 7.00pm.

All Members of the Town Council are hereby summoned to attend for the purpose of considering and resolving the business to be transacted.

Ms Susan Foulkes
Town Clerk

AGENDA

1 APOLOGIES FOR ABSENCE

2 DECLARATIONS OF INTEREST

To receive declarations of interest from members
(Members of the Council are invited to disclose any personal or personal and pecuniary interests they may have in any items on the agenda for this meeting in accordance with the Council's Code of Conduct for Members)

3 CHAIRMAN'S ANNOUNCEMENTS

3.1 **CBC Press Release** – "Have your say on proposed changes to bin collections" CBC is now consulting with its residents on proposed changes to bin collections. Three options are being considered including putting cardboard and paper in a separate box and glass collection being rolled out to all residents. CBC are also consulting on charging for an optional fortnightly garden waste collection at a proposed cost of £40 per year. Bin collections currently account for 7% of the council budget. *(attached)*

3.2 **CBC Press Release** – "Fly Tipper from Dunstable receives 8-week prison sentence" In February at Luton Magistrates Court Daniel Peters received an 8-week prison sentence, (suspended for 12months) after pleading guilty to four offences of fly tipping across central Bedfordshire. In addition, Peters is subject to a 2-month curfew between 7pm and 7am and a Criminal Behaviour order for 5 years. A CBC representative said "We are delighted with the result this shows how seriously this crime is now considered" *(attached)*

3.3 **CBC Press Release** – "Secondary offer Day delight as almost all pupils granted first-preference school". On National Secondary Offer Day (1st March) 95% of Central Bedfordshire pupils who applied to transfer to upper schools for 2018/19 academic year have been granted their first preference. 93% of all applications came via the council's online system. *(attached)*

3.4 **CBC Press Release** – "We're supporting LGBT Adoption and Fostering Week" (March 5th-11th) CBC are proud to be taking part and want to spread the message that fostering, and adoption is very much open to members of the LGBT (lesbian, gay, bisexual and transgender) community. A telephone enquiry service is available Monday, Wednesday and Friday 9.00am - 5.00pm on 0300 300 8090. *(attached)*

- 3.5 **CPRE Bedfordshire** – “Invitation to 31st AGM on the 17th April at 7pm”. Following the AGM there will be a presentation by the guest speaker Prof. Paul Leinster CBE of Cranfield University titled “Accounting for the Natural Environment in the Oxford Cambridge Growth Corridor- a practical approach” *(attached)*
- 3.6 **Community Catalysts** – CBC announce the engagement of a social enterprise group called Community Catalysts. This is a 2-year programme that aims to stimulate the growth and development of community micro-enterprises that provide a wide range of help and support for older people in the home with the initial focus on the Ivel valley region. *(attached)*
- 3.7 **Temporary Closure of Post Office** –The Post Office at 1 High Street, Arlesey, SG15 6RA, will close temporarily on 7th April 2018 following sale of shop and withdrawal of premises for Post Office use, *(attached)*
- 3.8 **CBC Press Release – “Tell us about your inspiring volunteers”** Nominations are open for 4th annual Central Bedfordshire Cheering Volunteering Awards. Awards and celebration evening to take place Tuesday 5th June 2018 at Grove Theatre Dunstable. Nominations open until beginning of April 2018. *(attached)*
- 3.9 **Bedfordshire Bugle** – March 2018 edition. *(attached)*

4 MEMBERS QUESTIONS

5 PUBLIC PARTICIPATION

6 MINUTES OF PREVIOUS MEETINGS

To consider and approve the minutes of the Town Council Meeting held on 20th February 2018 as a true record of proceedings. *(attached)*

7 MATTERS ARISING

8 REPORTS FROM CENTRAL BEDFORDSHIRE COUNCIL REPRESENTATIVES

To receive reports from Ward Councillors.

9 PLANNING APPLICATIONS & ISSUES

- 9.1 **CB/18/00399/RM – Land at White Horse field, High Street, Arlesey.**
Proposal: Reserved Matters – following planning permission CB/16/01608/OUT dated 07/07/2017 details of appearance, landscaping, layout and scale on land.
Extended deadline approved to 23rd March 2018.
- 9.2 **CB/18/00496/FULL – Land Adj to Moorlands Farm, 119 High Street, Arlesey SG15 6SX**
Proposal: Proposed demolition of existing and erection of new dwelling and proposed vehicular access.
Extended deadline approved to 23rd March 2018.
- 9.3 **CB/18/00700/FULL – 16 Chase Close, Arlesey, SG15 6UT.**
Proposal: Proposed conversion of existing garage storage area into study/shower room including raising roof. Construction of windowless dormer to rear first floor bathroom. Flat roofed entrance porch.
Respond by: 2nd April 2018
- 9.4 **CB/18/00636/FULL – 9 London Row, Arlesey, SG15 6RX**
Proposal: Proposed rear extension and alterations to existing dwelling.
Respond by: 4th April 2018
- 9.5 **CB/18/00802/FULL – 7 Weavers Orchard, Arlesey, SG15 6PD**
Proposal: Proposed single storey rear infill with internal alterations.
Respond by: 30th March 2018

- 9.6 **Street Naming and Numbering**
Location - Land west of the High street, Arlesey. CB/16/01420/FULL: 40 new dwellings
 Members to consider response received from Central Bedfordshire building control, regarding implications of alphabetical allocation of street names from Arlesey Roll of Honour and to approve alternative street names of: Barnes, Goodwin, Topham and Walker. (attached)
- 9.7 **Planning Applications Refused/Granted** – As at 15th March 2018. New decisions are identified by an asterisk. (attached)
- 9.8 **National Planning Policy Framework Consultation** – Members to receive NALC briefing PC06-18 on NPPF Consultation. Consultation closes 10th May 2018, deadline for inclusion into NALC response 20th April 2018. (attached)
- 9.9 **CB/16/05513/FULL Five Ways Junction** – Members to note minor revisions to planning application and links provided to view amended plans. Plans include additional parking provision to meet Councils Parking Standards. (attached)
- 9.10 **Telereal Trillium A507 Pedestrian Bridge**– Members to receive copy of correspondence between Town Clerk, Telereal Trillium and Central Bedfordshire Council Planning Officer. (attached)
- 9.11 **Wild Flower Meadow and Green End Farm** – Members to note response received from Central Bedfordshire Council. Town Council objected to applications due to non-compliance with Neighbourhood plan yet permission granted. (attached)
- 9.12 **Enforcement cases created and/or closed:**
- **Crossways Park, Hitchin Road, Arlesey– CASE CREATED**
 Alleged breach of condition 13 attached to planning permission CB/14/01275/VOC.
 - **Land to the rear of 54 High Street, Arlesey –CASE CLOSED**
 An application for a non-material amendment to planning permission CB/17/00744/FULL has now been submitted for the front canopy and the rear rooflights ref: CB/18/00628/NMA. The enforcement case is closed pending outcome of application
 - **Twin Acres, Hitchin Road, Arlesey, SG15 6SE –CASE CREATED**
Alleged non compliance of planning condition 4 attached to planning permission CB/13/01851/VOC – external lighting scheme.

10 **FINANCE REPORTS**

10.1 **Income and Expenditure - February 2018**

To acknowledge receipt of a report of year-to-date Income and Expenditure up to 28th February 2018, compared to 2017/18 budget (month 11) and submit questions to the Town Clerk as necessary. (attached)

10.2 **Balance Sheet as at 28th February 2018**

To acknowledge receipt of the Balance Sheet as at 28th February 2018 (month 11) and submit questions to the Town Clerk as necessary. (attached)

10.3 **Petty Cash – February 2018**

To receive for approval copies of the petty cash details for the Resource Centre and Town Council for February 2018 – (month 11) (attached)

10.4 **Accounts for Payment**

To approve accounts to be paid as advised to members at the meeting.

11 FINANCE & GENERAL PURPOSES COMMITTEE

- 11.1 **Review of Standing Orders** - Approval of amendments indicated in red type/highlighted refer to pages 8-9 No. 45 (b) *(attached)*
- 11.2 **Review of Financial Regulations** – To review Financial Regulations and approve subject to proposed amendments *(attached)*
- 11.3 **Review of Annual Investment Policy** – Approval of amendments indicated in red/highlighted. *(attached)*
- 11.4 **Annual Review of Risk Assessment** – Approval of annual risk assessment as prepared by Cllr Livermore and Town Clerk. *(attached)*
- 11.5 **Annual Review of Effectiveness of systems of Internal Control year ended 31st March 2018** – Approval of annual review as prepared by Cllr Livermore and Town Clerk. *(attached)*
- 11.6 **Annual Review of Effectiveness of internal audit year ended 31st March 2018** – Approval of annual review as prepared by Town Clerk. *(attached)*
- 11.7 **Annual Review of Asset Register** – Members to review Asset Register and approve amendments as details under purchases and disposals during 2017/18. *(attached)*
- 11.8 **Internal Audit Year-End Inspection** - Town Clerk's confirmation of year-end internal audit inspection date scheduled for Thursday 17th May 2018.
- 11.9 **Approval of Audit Plan for year ended 31st March 2018** – Members to acknowledge and approve the Audit Plan for year ended 31st March 2018. *(attached)*
- 11.10 **Consideration of transfers to Earmarked Reserves as recommended:**
- (i) Acc. 4233/102 Elections – Transfer of £302 underspend to EMR 333: Elections
 - (ii) Acc. 4077/103 Christmas Lighting – Transfer of £845 underspend to NEW EMR 357: Christmas Lighting (Repairs).
- 11.11 **LCPAS Data Protection Pack 2** – Members to consider purchase of Pack 2 of LCPAS Data Protection Documents at a cost of £30. *(attached)*
- 11.12 **Review of Local Government Ethical Standards Consultation** – Members to receive PC05-18 Review of Local Government Ethical Standards Consultation launched by the Committee on Standards in Public Life. NALC survey to be completed by 27th April 2018, deadline for response to consultation 18th May 2018. *(attached)*
- 11.13 **Neighbourhood Plan Website** – Members to consider the need to keep the Arlesey Neighbourhood Plan website active.
- 11.14 **Community Projects** – Members to acknowledge Council's resolution Min 17/179.1 meeting held 20th February 2018, and the need for further information and costings to be provided on projects suggested to enable Council's consideration. *(attached)*

12 PUBLIC LANDS & HIGHWAYS COMMITTEE

- 12.1 To ratify the recommendations (Resolutions) contained within the minutes Public Lands and Highways Committee meeting held on 6th March 2018. *(attached)*
- 12.2 **Cemetery Refuse Bin price increases** – Members to consider proposed refuse disposal price increase 2018/19. *(attached)*

- 12.3 **Remembrance Day 2018** – Members to receive an update from Working Party following meeting between Councillors and Royal British Legion representatives. Members to consider adopting standard Royal British Legion Order of Service. *(attached)*
- 12.4 **Spring Clean/Litter Pick 2018** – Members to receive feedback from litter pick event 17th and 18th March 2018 from Cllr Wallace.
- 12.5 **RoSPA Play Area Inspections 2018** – Members to consider quote received to perform play area inspections at BMX track, skate park, St Johns Road play area and the playing field. *(attached)*
- 12.6 **Electric car charging point** – Members to consider request from resident to install an electric car charging point in Arlesey. *(attached)*
- 12.7 **ArleseyTown Cemetery** – Members to consider correspondence received from Tetlow King Planning enquiring about future of phase 2 of cemetery. *(attached)*
- 12.8 **Parking issue Howberry Green** - Members to consider complaint regarding dangerous parking in Howberry Green, and response received from Central Bedfordshire Council, to consider request to Highways department to propose a restriction of double yellow lines. *(attached)*
- 12.9 **Anglian Water Optimization Scheme** – Members to receive an update following meeting between Anglian Water, Town Clerk and Cllr Wallace on 14 March 2018.

13 PUBLIC RELATIONS COMMITTEE

- 13.1 To ratify the recommendations (Resolutions) contained within the minutes Public Relations Committee meeting held on 6th March 2018. *(attached)*
- 13.2 **Councillor Surgeries** – Cllr Randall and Gould to provide an update on Councillor Surgery held on 3rd March 2018. Members to acknowledge delegates for April: Cllrs Sarll & McGann.

14 PERSONNEL COMMITTEE

- 14.1. **Staff Appraisals** – Clerk to confirm schedule of appraisals 2018/19.

15 REPRESENTATIVES' REPORTS

- 15.1 **Bedfordshire Police Liaison:** Cllr Wallace to provide a report on the following:
- Crime figures February 2018. *(attached)*
 - Crime Summary February 2018. *(attached)*
- 15.2 **Arlesey Monthly Crime Figures** – Members to consider posting monthly crime figures for Arlesey on Town Council Face Book page until Arlesey Community Safety Group is operational. *(attached)*

16 PUBLIC PARTICIPATION ON ITEMS ARISING FROM THIS EVENING'S MEETING

17 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 legal proceedings (Item 5: Annex B – Descriptions of Exempt Business/DCLG Open & Accountable Local Government).

18 PROCEEDINGS RELATED TO FORMER EMPLOYEE

Members to acknowledge correspondence regarding Civil Appeal.