

10 May 2018

**To: Members of the Council**

The **Annual Meeting of ARLESEY TOWN COUNCIL** will be held in the **Village Hall, Arlesey** on **Tuesday 15 May 2017 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 ELECTION OF CHAIRMAN & VICE CHAIRMAN FOR THE ENSUING YEAR**

- 1.1 Nominations for Chairman to be considered. Elected member to sign Declaration of Acceptance of Office of Chairman.
- 1.2 Nominations for Vice Chair to be considered.

### **2 APOLOGIES FOR ABSENCE**

### **3 DECLARATIONS OF INTEREST AND DISPENSATIONS**

- 3.1 To receive declarations of interest from councillors on items on the agenda.
- 3.2 To receive written requests for dispensations for disclosable pecuniary interests.
- 3.3 To grant any requests for dispensation as appropriate.  
**Cllr Frost** request dispensation for continued absence from meetings due to ill-health.

### **4 CHAIRMAN'S ANNOUNCEMENTS**

- 4.1 **CBC Press Release- 'Bedfordshire residents nominated to be part of royal wedding'**. Five Bedfordshire nominated by HM Lord Lieutenant of Bedfordshire to attend the Royal wedding on the 19<sup>th</sup> May. *(attached)*
- 4.2 **CBC Press Release – 'Council improves safety and efficiency of its fleet services'**. CBC ran a trial of Lightfoot software in its vehicle fleet. The in-cab feedback to drivers increased their safety scores from 52% to 97% and as a result the technology is to be installed across the fleet. *(attached)*
- 4.3 **CBC press Release – 'CBC launches a new parent and child fostering scheme'**. New scheme sees foster carers offering a room to not only a child but their parent too for a period of 12 weeks or more. Specific training will be provided and an intensive support rate of £550 a week to have a child and parent in placement. *(attached)*

- 4.4 **CBC Press Release – ‘Councillors give green light for Central Bedfordshire Local Plan’.** Local Plan to be submitted to the Secretary of State, following approval at a Full Council meeting held on 26th April. This includes plans for 2,000 homes east of Arlesey. *(attached)*
- 4.5 **CBC Press Release – ‘Council recommends changes to bin collections in line with residents preferences’.** 15,000 responses received to recent consultation resulting in a recommendation for weekly food waste collections throughout Central Beds, a choice of wheelie bin or re-useable bags for fortnightly garden waste collections and potential kerbside glass collections for all. *(attached)*
- 4.6 **Bedfordshire Bugle -** May 2018 edition *(attached)*
- 4.7 **Need Project** – Members to receive letter of thanks for financial contribution of £500.00 to the Need project. *(attached)*
- 4.8 **Notice of Vacancy in office of Councillor** – Members to note, no election called, vacancy to be filled by Co-option process. *(attached)*
- 4.9 **Central Government Consultation on powers to deal with Unauthorised Traveller Encampments** - Central Government launch new consultation on effectiveness of current enforcement powers which deal with unauthorised development and encampments. **Consultation closes 15 June 2018** *(attached)*
- 4.10 **CBC Press Release – ‘Council commences construction of new Highways depot at Sandy’** Work has started on a new £4.3m highways depot at Beamish Close Sandy replacing the two previous sites in Bedford and Dunstable. In future all fleet vehicles and gritters can be kept securely at the one location. *(attached)*
- 5 **RESOURCE CENTRE MANAGER REPORT** – Members to receive a report from Colette Lowe. *(attached)*
- 6 **MEMBERS QUESTIONS**
- 7 **PUBLIC PARTICIPATION**
- 8 **MINUTES OF PREVIOUS MEETING**
- To consider and approve the minutes of the Town Council meeting held on 17 April 2018 as a true record of proceedings. *(attached)*
- 9 **MATTERS ARISING**
- 10 **REPORTS FROM CENTRAL BEDFORDSHIRE COUNCIL REPRESENTATIVES**
- To receive reports from Ward Councillors.
- 11 **ELECTION OF COMMITTEES FOR ENSUING YEAR**
- 11.1 Finance & General Purposes Committee membership
- 11.2 Public Lands & Highways Committee membership
- 11.3 Public Relations Committee membership
- 11.4 Personnel Committee membership
- 11.5 Archive Group Sub-committee membership
- 12 **ELECTION OF REPRESENTATIVES ON OUTSIDE BODIES FOR ENSUING YEAR**
- 12.1 Glebe Meadow Management Group
- 12.2 Arlesey Community Safety Group

- 12.3 Community Emergency Response Team
- 12.4 Etonbury Green Wheel Stakeholder Group
- 12.5 Arlesey Cross Masterplan Stakeholders Group
- 12.6 Etonbury Sports Management Group
- 12.7 Bedfordshire Police Liaison
- 12.8 Academies and Schools Liaison
- 12.9 Arlesey Community Events Group

### **13 PLANNING APPLICATIONS & ISSUES**

- 13.1 [CB/18/01225/Full](#) 4 Lynton Avenue, Arlesey, SG15 6TT  
**Proposal** : Single storey front extension  
**Respond by**; response deadline request extended to 19<sup>th</sup> May
- 13.2 [CB/18/01145/MW](#) Arlesey Landfill Site, Mill Lane, Arlesey  
**Proposal**: Containerised Battery Storage Facility  
**Respond by**: 21<sup>st</sup> May
- 13.3 [CB/18/01262/Full](#) 26 Jubilee Crescent, Arlesey SG15 6SB  
**Proposal**: Demolition of existing single storey rear extension, new extension to rear ground floor and a further meter than previous, with second storey element.  
**Respond by**: 22<sup>nd</sup> May
- 13.4 [CB/18/01273/Full](#) 60 Stotfold Road, Arlesey, SG15 6XT  
**Proposal**: Construction of two storey rear and single storey front extensions plus a detached double garage sited in the front.  
**Respond by**: 21<sup>st</sup> May
- 13.5 **Planning Applications Refused/Granted** – As at 10 May 2018. New decisions are identified by an asterisk. *(attached)*
- 13.6 **Enforcement cases created and/or closed:**
  - **Twin Acres, Hitchin Road, Arlesey, SG15 6SE –CASE CLOSED**  
Alleged non- compliance of planning condition 4 attached to planning permission [CB/13/01851/VOC](#) – external lighting scheme. **Lighting at access poses no danger to users of highway.**
  - **Land East of 10 The Hermitage, Arlesey - CASE CREATED**  
Alleged non-compliance with approved plans attached to planning permission ref: [CB/17/05016/FULL](#).
- 13.7 **Taylor Wimpey development Lewis Lane, Arlesey** - Members to consider invitation to meet with representative of Taylor Wimpey to receive project briefing. *(attached)*
- 13.8 **White Horse, High Street, Arlesey** - Members to consider comments to be submitted regarding the consideration by Greene King Retail Limited to dispose of all land owned under title number BD287927. Highlighted land includes Asset of Community Value. *(attached)*
- 13.9 **Central Bedfordshire Local Plan** – Members to note Local Plan submitted to government 30 April 2018 and now subject to independent examination by a Planning inspector. *(attached)*

## **14 FINANCE REPORTS**

### **14.1 Income and Expenditure – April 2018**

To acknowledge receipt of a report of year-to-date Income and Expenditure up to 30th April 2018, compared to 2018/19 budget (month 1) and submit questions to the Town Clerk as necessary. *(attached)*

### **14.2 Balance Sheet as at 30th April 2018**

To acknowledge receipt of the Balance Sheet as at 30<sup>th</sup> April 2018 (month 1) and submit questions to the Town Clerk as necessary. *(attached)*

### **14.3 Petty Cash – April 2018**

To receive for approval copies of the petty cash details for the Resource Centre and Town Council for April 2018 – (month 1) *(attached)*

### **14.4 Accounts for Payment**

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

## **15 FINANCE & GENERAL PURPOSES COMMITTEE**

**15.1 Precept 2018/19 – Receipt of 1<sup>st</sup> Instalment** - Members to acknowledge receipt of the 1<sup>st</sup> instalment of the Council's precept from CBC. *(attached)*

**15.2 NALC update and briefings on GDPR and Data Protection Bill** – Members to receive:

- i) Update from NALC on GDPR and government amendment. *(attached)*
- ii) LO5-18 Data Protection Fees *(attached)*
- iii) LO6-18 Data Protection Legislation for Public Authorities *(attached)*

**15.3 Archive Group Sub-Committee** - Ratification of recommendations contained within the minutes of the sub-committee meeting held on 24<sup>th</sup> April 2018. *(attached)*

**15.4 Community Governance Review** – Members to note stage 3 consultation to commence 14<sup>th</sup> May 2018, and consider response to Draft Recommendations as shown in the booklet “Community Governance Review – Draft Recommendation (Revised)” which can be found at: <http://www.centralbedfordshire.gov.uk/council/consultations/overview.aspx> *(attached)*

**15.5 Gothic Mede Academy bookings request for waiver/reduction in Village Hall hire charge** - Members to consider request received from Gothic Mede Academy to waive/reduce hire charges for multiple bookings for school productions. *(attached)*

**15.6 Bedfordshire Schools Trust publication** – Members to note copy of publication “Growing the BEST in everyone” available in the Town Council Office, email version available on request.

**15.7 NALC 2018 Model Standing Orders** – Members to acknowledge receipt of NALC Briefing 6<sup>th</sup> April 2018 regarding publication of new model Standing Orders, and to approve delegation to Finance and General Purposes Committee for review and recommendation on adoption. *(attached)*

**15.8 Draft Dispensations Policy** - Members to approve draft policy for the granting of dispensations as delegated by the Council at previous meeting. *(attached)*

**15.9 Post 16 Provision within BEST** – Members to consider copy correspondence regarding Etonbury Post 16 provision within BEST. *(attached)*

**15.10 Data Protection Policy Documents** – Members to approve draft Data Protection policy documents as follows:

- i) Draft Data Protection Policy *(attached)*
- ii) General Privacy Notice *(attached)*
- iii) Delegation to Town Clerk to tailor ‘General Privacy Notice’ for Employees, Job Applicants, Councillors, Allotment tenants, Exclusive Rights Purchasers/Cemetery, Hirer (Village Hall/Resource Centre/MUGA), and Email Communications.

## **16 PUBLIC LANDS & HIGHWAYS COMMITTEE**

- 16.1 To ratify the recommendations (Resolutions) contained within the minutes Public Lands and Highways Committee meeting held on 1st May 2018. *(attached)*
- 16.2 **Affinity Water Public Consultation** – Members to receive information on Affinity Water Business Plan Public Consultation 26<sup>th</sup> April – 25<sup>th</sup> May 2018 documents can be viewed at: <https://stakeholder.affinitywater.co.uk/business-plan-consultation.aspx>. *(attached)*
- 16.3 **Memorial Copse Project** - Members to receive and update on progress from Cllr Gravett to include the pending transfer of funds from ‘Arlesey Remembers You’ and to approve:
- (a) proposed project schedule from Amenity Trees *(attached)*
  - (b) placing of order and terms with Amenity Trees to allow project to commence. *(attached)*

## **17 PUBLIC RELATIONS COMMITTEE**

- 17.1 To ratify the recommendations (Resolutions) contained within the minutes Public Relations Committee meeting held on 1<sup>st</sup> May 2018. *(attached)*
- 17.2 **Town Council Website** – Members to receive an update on website development from Cllr Wallace and consider the placing of contract with recommended provider, and approval of relevant terms and conditions as appropriate.
- 17.3 **Councillor Surgeries** – Cllr’s Holloway and Clark to provide an update on Councillor Surgery held on 1<sup>st</sup> May 2018. Members to acknowledge delegates for June: Cllrs Gravett & Want.

## **18 PERSONNEL COMMITTEE**

- 18.1 **NJC Pay Scales 2018/19** - Members to consider adoption of recommended pay scales 2018-19 effective 1<sup>st</sup> April 2018. *(attached)*
- 18.2 **Recruitment of Resource Centre Cleaner** – Members to delegate authority to carry out recruitment process for position of Resource Centre cleaner.
- 18.3 **Resource Centre Relief Staff** - Members to delegate authority to Town Clerk to appoint 2 additional relief staff.
- 18.4 **Staff Appraisals Update** – Members to note appraisals had taken place with Town Clerk, Assistant Clerk, Village Hall/Resource Centre Caretaker and Resource Centre Assistant. Consideration of outcomes and salary review recommendations deferred to exempt business under agenda item 21.2.

## **19 REPRESENTATIVES’ REPORTS**

**Bedfordshire Police Liaison:** To receive a report from Cllr Wallace and acknowledge correspondence as follows:

- a) Crime figures April 2018. *(attached)*
- b) Attendance at Neighbourhood Priority Setting Meeting on 16th May
- c) Speed Watch
- d) New sergeant at Biggleswade.
- e) Co-ordinated response from ATC following BBC offer of help after High Street traffic incident.

## **20 PUBLIC PARTICIPATION ON ITEMS ARISING FROM THIS EVENING’S MEETING**

**21**      **EXEMPT BUSINESS**

21.1      **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)      **to labour relations issues (Item 4: Annex B – Descriptions of Exempt Business/DCLG Open & Accountable Local Government).**

21.2      **Staff Appraisal Outcomes and Salary Reviews Recommendations** relating to the following staff members:

- a) Town Clerk/RFO
- b) Assistant Clerk
- c) Village Hall/Resource Centre Caretaker
- d) Resource Centre Assistant