

Minutes of a meeting of **ARLESEY TOWN COUNCIL** held in the **Village Hall, Arlesey** on **Tuesday 20th March 2018 at 7.00pm.**

PRESENT: Cllrs: C. Ferris (Chairman) C. Gravett (Vice Chair)
J. Auburn C. Livermore
R. McGann J. Randall
S. Sarll J. Wallace
J. Want A. Ward

In attendance: Ms S Foulkes (Town Clerk), CBC Ward Cllrs I. Dalgarno and D. Shelvey and 2 members of the public.

17/187 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors H. Frost, M. Holloway, D. Page, M. Gould, R. Clark and CBC Ward Cllr R. Wenham.

17/188 DECLARATIONS OF INTEREST

a) Disclosable Pecuniary Interests – None.

b) Other Interests – None.

17/189 CHAIRMAN'S ANNOUNCEMENTS

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

- 189.1 **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.
- 189.2 **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”
- 189.3 **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.
- 189.4 **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.
- 189.5 **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”

189.6 **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.

189.7 **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. Town Council to publicise temporary closure on social media and noticeboards. Cllr Dalgarno was liaising with a local business to explore relocation of post office service.

189.8 **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.

189.9 **Bedfordshire Bugle** – March 2018 edition.

17/190 **MEMBERS QUESTIONS**

None raised.

17/191 **PUBLIC PARTICIPATION**

There was no public participation.

17/192 **MINUTES OF PREVIOUS MEETING**

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

RESOLVED

that the minutes of the Town Council meeting held on 20th February 2018 be approved and be signed by the Chairman as a true record of proceedings.

17/193 **MATTERS ARISING**

Minute 17/179.6: Members were advised that further correspondence had been sent to Etonbury Academy Principal Mr Prior as resolved by Council and a response had been received on the day of the meeting. Cllr McGann had been provided with a copy of the response. Further discussion deferred to next Town Council meeting.

17/194 **REPORTS FROM CENTRAL BEDFORDSHIRE COUNCIL REPRESENTATIVES**

To receive reports from Ward Councillors.

194.1 **Ward Cllr Dalgarno reported on the following matters:**

- **Waste Collections Consultation** - 9.5k residents responses had been received which indicated a 50/50 split of support for and against waste collection proposals.
- **Cheering Volunteering** – entry for nominations to close at 12pm on 2nd April 2018.
- **CBC Grants to local groups/volunteers** - Grant awards will be made from a minimum of £100 to a maximum of £1,000. Applications for funding will close at 12pm on 2nd April 2018. Further information: <http://www.centralbedfordshire.gov.uk/council/stronger-communities/awards-event.aspx>
- **Volunteer Display Space** – available at CBC Priory House. Further information available at: <http://www.centralbedfordshire.gov.uk/council/stronger-communities/display-space.aspx>

194.2 **Ward Cllr Shelvey reported on the following matters:**

- **Local Plan Submission** - Timescales for submission extended by 1 month following recent government announcements regarding changes to the National Planning Policy Framework (NPPF). CBC to approve the Local Plan on 26th April 2018 for submission to inspector by 30th April 2018.

194.3 **Members Questions:**

- **Cllr Gravett: Referred to agenda item 9.10: Telereal Trillium (TT) A507 Pedestrian Bridge and the Council's recent correspondence with TT regarding a liaison meeting.** Cllr Dalgarno advised that CBC Assets were applying pressure to TT to progress matters and their response to the Council would be raised at a pending meeting.
- **Cllr Sarll: Queried CBC's review of parking scheme introduced in north end of Arlesey in 2016.** Cllr Dalgarno advised that he would expedite the review subject to CBC Officer's time/availability. Residents would be consulted as part of the review.
- **Cllr Ferris: Requested an update on the Pix Brook Academy planning situation.** Cllr Shelvey advised that it was moving forward albeit a slow process. Department for Education agreement required. Heads of Terms being drawn up after which detailed plans will be submitted to planning. Feasibility work underway.

17/195 **PLANNING APPLICATIONS & ISSUES**

195.1 **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.

Members considered proposed comments formulated by Cllr Want and Mr R. Watson.

RESOLVED

that the Council OBJECT to the application on the following grounds:

- 1) **Insufficient Car Parking Spaces - 13 spaces short of the minimum requirement.**
- 2) **Raised Platform – siting of platform will cause a nuisance to local residents, and should not be installed prior to the construction of 'Arlesey Cross Western Relief Road'.**
- 3) **Sewerage – infrastructure work required – absence of large water tank.**

195.2 **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.

RESOLVED

that the Council OBJECT to the application on the following grounds:

- 1) **The proposal will result in an insufficient vision splay leading to a hazard for vehicles exiting the proposed site and to road users on High Street. Arlesey**
- 2) **The proposed access/egress is within a curved segment of the main road (High Street) which presents a further hazard.**
- 3) **The proposed access/egress is in close proximity to a number of existing vehicular access/egress points in this area.**

195.3 **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.

RESOLVED

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

- 195.4 **CB/18/00636/FULL – 9 London Row, Arlesey, SG15 6RX**
Proposal: Proposed rear extension and alterations to existing dwelling.

RESOLVED

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

- 195.5 **CB/18/00802/FULL – 7 Weavers Orchard, Arlesey, SG15 6PD**
Proposal: Proposed single storey rear infill with internal alterations.

RESOLVED

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

- 195.6 **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. Cllr Gravett reminded members that the street naming project related to 1st World War Roll of Honour only.

RESOLVED

that the Council approve the street names of Barnes, Goodwin, Topham and Walker in relation to planning application CB/16/01420/FULL - Land west of the High street, Arlesey.

- 195.7 **Planning Applications Refused/Granted** – Members noted recent decisions denoted by asterisk as at 15th March 2018. Cllr Want commented on the granting of consent for Etonbury Academy application, despite the Town Council's concern over traffic. A further review of local traffic will be required when Pix Brook Academy plans come forward.
- 195.8 **National Planning Policy Framework Consultation** – Members received NALC briefing PC06-18 on NPPF Consultation. Consultation closes 10th May 2018, deadline for inclusion into NALC response 20th April 2018. No response was deemed necessary.
- 195.9 **CB/16/05513/FULL Five Ways Junction** – Members noted minor revisions to planning application. Cllr Want had reviewed the revisions and confirmed they were of a minor nature however they failed to satisfy the Council's concerns regarding a lack of parking in the area.

RESOLVED

that the Council reiterate its previous objections to the application, particularly concerning the lack of parking and proposed loss of historical buildings.

- 195.10 **Telereal Trillium A507 Pedestrian Bridge** – Members received copy correspondence between Town Clerk, Telereal Trillium (TT) and Central Bedfordshire Council Planning Officer. Cllr Dalgarno advised that he had seen images of alternative bridge design which appeared to be aesthetically pleasing at no additional cost and agreed to take forward correspondence from TT's Eric Williamson. The Town Clerk was instructed to reiterate the Council's request for a meeting with TT.

- 195.11 **Wild Flower Meadow and Green End Farm** – Members noted response received from Central Bedfordshire Council regarding the Town Council's objection to applications which it perceived to be non-compliant with the Arlesey Neighbourhood Plan. Cllr Dalgarno expressed his concerns that the Planning Officers had not given weight to the Neighbourhood Plan when writing their reports, and he agreed to raise the matter with the Portfolio Holder.

RESOLVED

that the Council express its disappointment to CBC Planning Officer Julia Ward that representations submitted on the two applications were not afforded appropriate weight.

- 195.12 **Enforcement cases created and/or closed:**

- **Crossways Park, Hitchin Road, Arlesey – CASE CREATED**
Alleged breach of condition 13 relating to the construction of a footpath 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.

17/196 FINANCE REPORTS

196.1 **Income and Expenditure - February 2018**

Prior to the meeting members received a report of year-to-date Income and Expenditure up to 28th February 2018, compared to 2017/18 budget (month 11) and were invited to submit questions to the Town Clerk. No questions were raised.

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

Prior to the meeting members received a copy of the Balance Sheet as at 28th February 2018 (month 11) and submit questions to the Town Clerk. No questions were raised.

196.3 **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)

RESOLVED

to approve the Resource Centre and Town Council petty cash expenditure for February 2018.

196.4 **Accounts for Payment**

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

FOLIO	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MUTIPLE INV.	BANK REF
Direct Debit Payments								
DD.03/18-01	Right Fuelcard	Diesel for van DD due 05/03/18	26.88	5.38	32.26	4051/101		U/DD-01
DD.03/18-02	Land Registry	Land searches March 2018 DD Due 09/03/18	18.00	0.00	18.00	4037/101		U/DD-02
DD.03/18-03	Cloudscape	Broadband/internet and office 365- DD due 10/03/18	48.34	9.67	58.01	SPLIT		U/DD-03
DD.03/18-04	Antechs (Go Cardless)	R/C & TC computer maintenance and anti virus March 2018 DD Due 11/03/18	150.90	30.18	181.08	SPLIT		U/DD-04
DD.03/18-05	Lloyds Bank	credit card purchases: office phone/filing cabinet + card fees DD due 16/03/18	212.94	34.99	247.93	SPLIT		U/DD-05
DD.03/18-06	UTAX	Photocopying/printing meter charge DD due 16/03/18	30.12	6.02	36.14	4024/SPLIT		U/DD-06
DD.03/18-07	Right Fuelcard	Diesel for van DD due 19/03/18	26.88	5.38	32.26	4051/101		U/DD-07
DD.03/18-08	SSE	Unmetered streetlighting - DD due 19/03/18	217.47	43.49	260.96	4014/303		U/DD-08
DD.03/18-09	SSE	Unmetered streetlighting - DD due 19/03/18	12.72	0.63	13.35	4014/303	274.31	U/DD-09
DD.03/18-10	EEON	Cemetery Electricity 04/02 - 04/03/18 DD due 19/03/18	9.23	0.46	9.69	4014/203		U/DD-10
DD.03/18-11	BT	Office Fax line rental March - May 18 and useage Feb 2018 - DD due 27/03/18	37.91	7.58	45.49	4021/101		U/DD-11
DD.03/18-12	Cawleys	Skip rental Feb 2018 - DD due 28/03/18	5.17	1.03	6.20	4044/split		U/DD-12
DD.03/18-13	Antechs (Go Cardless)	1TB Hard drive Assistant Clerk PC - DD due 29/03/18	45.00	9.00	54.00	4066/101		U/DD-13
DD.03/18-14	Biffa	Cemetery refuse collection - DD due 30/03/18	64.80	12.96	77.76	4017/203		U/DD-14
DD.03/18-15	Unity Trust Bank	Bank Charges 05/12/17- 04/03/18 - DD due 31/03/18	18.00	0.00	18.00	4071/101		U/DD-15
DD.03/18-16	EDF Energy	April payment MUGA electricity - DD due 01/04/18	51.43	2.57	54.00	4014/202		U/DD-16
PAID ACCOUNTS - Deposit refunds/other reimbursements.								
BACS03/18-01	M Randhawa	Hall hire deposit refund	50.00	0.00	50.00	570		MARBP01
BACS03/18-02	L Roberts	Hall hire deposit refund	50.00	0.00	50.00	570		MARBP02
ONLINE Payments Due								
03/18-01	Alan Lamb	Site Visits 50%	1000.00	200.00	1200.00	4906/109		MARFP01
03/18-02	MAW Events	Rhyme Time sessions Jan 18 to March 18	440.00	0.00	440.00	4080/104		MARFP02
03/18-03	Harrisons	Replacement camera outside automatic doors	95.00	19.00	114.00	4301/103		MARFP03
03/18-04	T & J Seymour	New lantern & Arm A5 Stotfold Road	450.00	90.00	540.00	4075/303		MARFP04
03/18-05	T & J Seymour	Quarterly street light maintenance Jan - March 2018	165.00	33.00	198.00	4075/303		MARFP05
03/18-06	T & J Seymour	MUGA floodlight repairs	331.000	66.200	397.20	4075/304	1135.20	MARFP06
03/18-07	Modplan	Works on MUGA refurbishment less 5%	6675.00	1335.00	8010.00	4906/109		MARFP07
03/18-08	Herts Fullstop (Herts CC)	Stationery	52.77	10.55	63.32	4023/101		MARFP08
03/18-09	CBC	Allotment rent 29/9/17 - 23/06/18 (3 quarters)	146.25	0.00	146.25	4013/205		MARFP09
03/18-10	Janet Bailey	Reimbursement of mileage January - March	1.44	0.00	1.44	4009/101		MARFP10
03/18-11	Susan Foulkes	Reimbursement of mileage January - March	12.60	0.00	12.60	4009/101		MARFP11
CHEQUE Payments due								
03/18-12	Town Council Petty Cash	Petty cash reimbursement January 2018	13.15	0.00	13.15	4020/101		3000051
03/18-13	The Need Project	Financial Assistance Grant 2017/2018	500.00	0.00	500.00	4401/107		3000052
03/18-14	Citizens Advice Bureau	Financial Assistance Grant 2017/2018	250.00	0.00	250.00	4401/107		3000053
03/18-15	C Prieto - Joyejob	Hall hire deposit refund	100.00	0.00	100.00	570		3000054
Payroll Liability Payments Due								
03/18-16	HM Rev & Customs	Mth 12 PAYE	392.60	0.00	392.60	525		
	HM Rev & Customs	Mth 12 Nat. Emp'ee NI Contributions	488.55	0.00	488.55	525		
	HM Rev & Customs	Mth 12 Nat. Emp'er NI Contributions	561.83	0.00	561.83	525		
03/18-17	HM Rev & Customs	Mth 12 SMP Recovery	-572.32	0.00	-572.32	525		
	HM Rev & Customs	Mth 12 SMP Compensation	-17.17	0.00	-17.17	525	853.49	MARFP12
	Beds Pension Fund	Mth 12 Emp'ee Super Contribution	478.43	0.00	478.43	526		
	Beds Pension Fund	Mth 12 Emp'er Super Contribution	1719.17	0.00	1719.17	526	2,197.60	MARFP13
Salaries Payments Due								
03/18-18	S. Foulkes	MARCH Salary	Salary		Salary	4001		MARSAL.01
03/18-19	J Bailey	MARCH Salary	Salary		Salary	4001		MARSAL.02
03/18-20	P Hector	MARCH Salary	Salary		Salary	4001		MARSAL.03
03/18-21	G Studley	MARCH Salary	Salary		Salary	4001		MARSAL.04
03/18-22	J Spedding	MARCH Salary	Salary		Salary	4001		MARSAL.05
03/18-23	D Pascoe	MARCH Salary	Salary		Salary	4001		MARSAL.06
03/18-24	D. Rickman	MARCH Salary	Salary		Salary	4001		MARSAL.07
03/18-25	K Fitzgerald	MARCH Salary	Salary		Salary	4001		MARSAL.08
03/18-26	C Lowe	MARCH Salary	Salary		Salary	4001		MARSAL.09
03/18-27	J Savory	MARCH Salary	Salary		Salary	4001		MARSAL.10
03/18-28	P Legate	MARCH Salary	Salary		Salary	4001		MARSAL.11
03/18-29	M Spruce	MARCH Salary	Salary		Salary	4001		MARSAL.12
	TOTAL SALARIES	NET MARCH SALARIES	7,474.44	0.00	7,474.44	520		
	TOTAL MARCH 2018 PAYMENTS		21,833.53	1,923.09	23,756.62			

RESOLVED

that these accounts be paid.

17/197 FINANCE & GENERAL PURPOSES COMMITTEE

- 197.1 **Review of Standing Orders** – Prior to the meeting members received a copy of the current Standing Orders for review, with proposed amendment (indicated in red type/highlighted) to pages 8-9 No. 45 (b).

RESOLVED

that the Council approve the Standing Orders with proposed amendment to Standing Order 45 (b) to read. *“unless he/she has been granted dispensation, a councillor or non-councillor with voting rights shall abstain from the debate of any matter in which that person has a non-pecuniary interest (as declared under Appendix B of the Council’s Code of Conduct or thereafter) and may only speak on the matter if and when the public has a right to speak.”*

- 197.2 **Review of Financial Regulations** – Prior to the meeting members received a copy of the current Financial Regulations for review. No amendments were recommended by the Town Clerk/RFO.

RESOLVED

that the Council approve the re-adoption of the Financial Regulations unamended.

- 197.3 **Review of Annual Investment Policy** – Prior to the meeting members received a copy of the current 2017/18 Investment Policy and were asked to consider amendments to paragraphs 3.3 and 6.1.

RESOLVED

that the Council approve the proposed amendments to paragraphs 3.3 and 6.1 of the Investment Policy for 2018/19 as appended to the agenda.

- 197.4 **Annual Review of Risk Register** – Prior to the meeting members received a copy of draft Risk Register as prepared by Cllr Livermore and Town Clerk. In noting the arrangements for the ‘Key Log’ as referred under Assets – Physical Protection – Item 8, it was agreed that an emergency contact procedure be devised to ensure access in the event of the Caretaker being unavailable.

RESOLVED

that the Council approve the Risk Register March 2018.

- 197.5 **Annual Review of Effectiveness of Systems of Internal Control year ended 31st March 2018** – Prior to the meeting members received a copy of the annual review as prepared by Cllr Livermore and Town Clerk. Members requested that the following policies, as noted under Section 3.3 ‘Governance Documents & Policies’ also be reviewed in 2018/19:

- Protocol on Member/Officer Relations – February 2011
- Child Protection Policy – February 2011

The Town Clerk referred members to the ongoing review of funds held within the Community Projects Earmarked Reserve, which would be further considered under agenda item 11.14.

RESOLVED

that the Council approve the Review of Effectiveness of Systems of Internal Control year ended 31st March 2018, amended to include a review of policies as detailed above.

- 197.6 **Annual Review of Effectiveness of internal audit year ended 31st March 2018** – Prior to the meeting members received a copy of the annual review prepared by the Town Clerk. Members noted the existence of a 3 year agreement with IAC Ltd, valid until March 2019.

RESOLVED

that the Council approve the Review of Effectiveness of Systems of Internal Audit year ended 31st March 2018.

- 197.7 **Annual Review of Asset Register** – Prior to the meeting members received a copy of the Annual Review of Asset Register and were asked to approve amendments as detailed under purchases and disposals during 2017/18. The physical verification of assets would continue in 2018/19. The Town Clerk advised that she had attended a training session at which newly appointed auditors 'Mazars LLP' had advised that refurbishment projects would not change the value of existing assets. Further clarity would be sought prior to completion of the Annual Governance and Accountability Return for Year Ended 31st March 2018. Members were advised that the Council's assets were valued at 'purchase cost value' where known, or proxy cost at first valuation if the purchase cost was not known. Donated, gifted or Community Assets are recorded at a nominal value of £1 to ensure they are noted within the register. No adjustments for depreciation or the impairment of assets occurs.

RESOLVED

that the Council approve the Asset Register with proposed amendments for purchases and disposals as detailed, subject to clarification being obtained as to the inclusion of the value of MUGA refurbishment works.

- 197.8 **Internal Audit Year-End Inspection** - The Town Clerk confirmed that the year-end internal audit inspection would take place on Thursday 17th May 2018. The Internal Auditor's Report will be provided to Council at the meeting to be held on 19th June 2018.

- 197.9 **Approval of Audit Plan for year ended 31st March 2018** – Members considered the Audit Plan for year ended 31st March 2018, and the key dates contained therein as follows:

Description of Action Required	Delegation	Relevant Date/s
1) Town Council receipt and approval of Internal Audit Report from IAC	Town Council	19 th June 2018
2) Town Council approval of Annual Governance & Accountability Return Year Ended 31/03/2018: <ul style="list-style-type: none"> • Section 1: Accounting Statements • Section 2: Governance Statement 	Town Council	19 th June 2018
3) Completion of Intermediate Review Questionnaire & Appendix 1 (as a result of Council income/expenditure being over £200k)	Clerk/RFO	21 st June 2018
4) Display of 'Notice of Electors Rights'	Clerk/RFO	20 th June 2018
5) Upload of Annual Governance & Accountability Return/Accounting Statements to ATC Website	Clerk/RFO	20 th June 2018
6) Accounting Statements and records to be made available for public to inspect (N.B Minimum period of 30 days excluding weekends must include first 10 days of July)	Clerk/RFO	From Thursday 21 st June 2018, and ending on Friday 3 rd August 2018.
7) Annual Governance & Accountability Return, Bank Reconciliation, Statement of Significant Variances and Intermediate Review Responses to be sent to Mazars LLP for arrival before Audit Date: 6 th July 2018	Clerk/RFO	Friday 29 th June 2018.

8) Mazars questions (if any) to be answered	Clerk/RFO	As soon as possible upon receipt.
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Conclusion of Audit for Year Ended 31st March 2018

Arlesey Town Council will anticipate the completion of the external audit no later than 31st October 2018.

As soon as practicably possible, the Town Clerk will also arrange for the display of a **Notice of Completion of Audit**, as prescribed with Regulation 16 of The Accounts and Audit Regulations 2015.

The **External Auditor's Certificate and Opinion** (Section 3 of Annual Governance & Accountability Return) and any associated report will be presented to the next meeting of the Council, in accordance with Regulation 20 of the Accounts and Audit Regulations 2015, and thereafter will be published on the Council's website.

RESOLVED

that the Council approve the Audit Plan for year ended 31st March 2018.

- 197.10 **Consideration of transfers to Earmarked Reserves as recommended:**
Members were reminded of the proposed transfers, detailed below which formed part of the 2018/19 budget setting considerations.
- (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).

RESOLVED

that the Council approve transfers to Earmarked Reserves as detailed above.

- 197.11 **LCPAS Data Protection 'GDPR' Pack 2** – Members considered purchase of Pack 2 of LCPAS Data Protection Documents at a cost of £30.

RESOLVED

that the Council approve the purchase of 'GDPR' Pack 2 at cost of £30.00.

- 197.12 **Review of Local Government Ethical Standards Consultation** – Members acknowledged receipt of 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. No comments were deemed necessary.

- 197.13 **Arlesey Neighbourhood Plan Website** – Members considered the necessity to keep the Arlesey Neighbourhood Plan (ANP) website active. Cllr Want advised members that the adopted plan was available for download from both Central Bedfordshire Council and the Town Council websites, and he saw no need to renew the ANP website hosting arrangements.

RESOLVED

that the Council approve the ANP website to lay dormant with a redirection notice to the Town Council's website.

- 197.14 **Community Projects** – Members acknowledged Council's Resolution as contained within Minute 17/179.1 of meeting held 20th February 2018, and the need for further information and costings to be provided on projects suggested to enable Council's further consideration. Discussion followed on the various projects put forward to-date, and it was agreed that the Town Clerk would re-order the list into short, medium or longer-term priority, and include further details as provided by members. Projects which are brought to the Council with full costings will be considered by the Council as necessary. Members to provide further details to Town Clerk prior to next meeting.

17/198 PUBLIC LANDS & HIGHWAYS COMMITTEE

- 198.1 To ratify the recommendations (Resolutions) contained within the minutes Public Lands and Highways Committee meeting held on 6th March 2018.

RESOLVED

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

- 198.2 **Cemetery Refuse Bin price increases** – Members considered refuse disposal price increase 2018/19 advised by BIFFA, compared with quotation provided by Cawleys. Three months notice required by BIFFA to terminate contract from 27th August 2018. Cawleys offer twelve month rolling contract at a cost of £14.50 per lift + £0.14 per kg over max weight.

RESOLVED

that the Council approve termination notice be submitted to BIFFA and signing of refuse disposal contract with Cawleys payable by monthly Direct Debit.

- 198.3 **Remembrance Day 2018** – Members received an update from Working Party following meeting between Councillors and Royal British Legion representatives considered the adoption of standard Royal British Legion Order of Service. Police presence was discussed, and it was suggested that requests for officer attendance cannot be refused and no charge can be levied. Key notes were required from Assistant Clerk to compile action list. A subsequent meeting to be attended by ATC members, Rev Boulton and Royal British Legion representatives to be arranged.

RESOLVED

that the Council approve the 'Stotfold' version of the Royal British Legion Order of Service with the insertion of Arlesey's Roll of Honour (footnote to be amended accordingly).

- 198.4 **Spring Clean/Litter Pick 2018** – Members were advised that the litter pick event which had been re-scheduled to 17th and 18th March 2018 due to the inclement weather on planned weekend of 3rd and 4th March had again been postponed due to a return of freezing temperatures and snow. The event may be re-scheduled to take place in summer months.

- 198.5 **RoSPA Play Area Inspections 2018** – Members considered a quotation to perform play area inspections at BMX track, skate park, St Johns Road play area and the playing field.

RESOLVED

that the Council approve the quotation of £66.50 + VAT per site, additional items over 5 per site charged at £3.50 + VAT each.

198.6 **Electric car charging point** – Members considered a request from resident to install an electric car charging point in Arlesey. Cllr McGann advised members that the nearest charging point was at Shefford and funding was available via the Office of Low Emission Vehicles. Members agreed in principle that the provision would be beneficial, and that the suggestion should be included within the list of Community Projects being considered by the Council. Cllr McGann to obtain further details including costs and funding.

198.7 **Arlesey Cemetery Extension Land** – Members considered correspondence received from Tetlow King Planning enquiring about future of phase 2 of cemetery. Members noted that the Council had previously committed to using the land for a Memorial Copse and a Cemetery extension.

RESOLVED

that the Council respond to Tetlow King Planning advising that Land known as Cemetery Phase 2 was not for sale.

198.8 **Parking issue Howberry Green** - Members considered a complaint regarding dangerous parking in Howberry Green, and response received from Central Bedfordshire Council, advising contact be made with Highways department to propose a restriction of double yellow lines. Members noted the 'vision splay obstruction' issue was evident at various locations throughout Arlesey. The Town Clerk suggested that the matter be raised with Senior Highways Officer Charlotte Denham as part of the Rural Match Fund discussions.

RESOLVED

that the Council include Howberry Green parking issues within it discussions with Central Bedfordshire Council about "vision splay obstruction" under the Rural Match Fund traffic management project.

198.9 **Anglian Water Optimization Scheme** – Members received an update following meeting between Anglian Water, Town Clerk and Cllr Wallace on 14th March 2018. Further discussions had taken place regarding the Council's concerns at a possible trip hazard resulting from the proposed works, Anglian Water had offered the contribution of £1,000 to the installation of a column street light. The Council had previously received a quotation of £4,075 for the provision of a light column. The Town Clerk advised that the remaining funds would not be covered by the MUGA project funds and therefore the additional costs would be taken from the General Fund.

RESOLVED

that the Council accept the offer of £1,000 contribution from Anglian Water towards the provision of a column street light outside of the MUGA car park.

17/199 PUBLIC RELATIONS COMMITTEE

199.1 To ratify the recommendations (Resolutions) contained within the minutes Public Relations Committee meeting held on 6th March 2018.

RESOLVED

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

199.2 **Councillor Surgeries** – Cllr Randall advised members that there had been no visitors to the Councillor Surgery held on 3rd March 2018. Members acknowledge delegates for April: Cllrs Sarll & McGann.

17/200 PERSONNEL COMMITTEE

200.1. **Staff Appraisals** – Clerk confirmed that a schedule of appraisals for 2018/19 was in place.

17/201 REPRESENTATIVES' REPORTS

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

- **Crime figures February 2018.** 8 Domestic Dispute/Incidents, represented just under half of the 18 crimes reported.
- **Crime Summary February 2018.** Thefts from Motor Vehicles continue to account for the majority of crimes reported across Central Bedfordshire.

201.2 **Arlesey Monthly Crime Figures –** Members were asked to consider posting monthly crime figures for Arlesey on Town Council Facebook page until Arlesey Community Safety Group is operational. No proposal was forthcoming.

17/202 PUBLIC PARTICIPATION ON ITEMS ARISING FROM THIS EVENING'S MEETING

There was no public participation.

17/203 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).

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.

17/204 PROCEEDINGS RELATED TO FORMER EMPLOYEE

Members acknowledged receipt of correspondence regarding a Civil Appeal, which had been forwarded to the Council's legal representative for comment.

RESOLVED

that Jessica Jones of DWF LLP be engaged as required to respond to the received correspondence as necessary on behalf of the Council.

The meeting closed at 10.20pm

CHAIRMAN

Date