

Minutes of the **ANNUAL MEETING** of **ARLESEY TOWN COUNCIL** held in the **Village Hall, Arlesey** on **Tuesday 15th May 2018 at 7.00pm.**

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

In attendance: Ms S Foulkes (Town Clerk), Ward Cllr Wenham, Resource Centre Manager Colette Lowe and 5 members of the public.

18/001 ELECTION OF CHAIRMAN & VICE CHAIRMAN FOR THE ENSUING YEAR

001.1 Nominations were requested for the position of Chairman/Town Mayor for the ensuing year.

Cllr Holloway **NOMINATED** Cllr C. Livermore for the position of Chairman and Town Mayor.
Cllr Sarll **SECONDED** the nomination. No other nominations were put forward.

RESOLVED that **Cllr C. Livermore be elected as Chairman and Town Mayor for the ensuing year.**

Cllr Livermore duly signed his Declaration of Office in the presence of the Clerk.

001.2 Nominations were requested for the position of Vice Chair for the ensuing year.

Cllr Want **NOMINATED** Cllr C. Gravett for the position of Vice Chair for the ensuing year.
Cllr Wallace **SECONDED** the nomination. No other nominations were put forward.

RESOLVED that **Cllr C. Gravett be elected as Vice Chair for the ensuing year.**

18/002 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs H. Frost, D. Page and Ward Cllr D. Shelvey.
Cllr Ward send apologies for lateness and Cllr Clark for early retirement due to work commitments.

18/003 DECLARATIONS OF INTEREST AND DISPENSATIONS

003.1 To receive declarations of interest from councillors on items on the agenda.

a) Disclosable Pecuniary Interests:

- Agenda item 16.3. - Cllr Sarll due to her employment with contractor.

b) Other Interests:

- Agenda item 15.5. - Cllr McGann due to her child's attendance to Gothic Mede Academy.

003.2 To receive written requests for dispensations for disclosable pecuniary interests – None received.

003.3 To grant any requests for dispensation as appropriate. Members considered a request received from Cllr H. Frost for the approval of her absence from the meeting on the grounds of ill-health.

RESOLVED that **Cllr H. Frost be granted dispensation for non-attendance to the meeting on grounds of ill-health.**

18/004 CHAIRMAN'S ANNOUNCEMENTS

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

- 004.1 **CBC Press Release- 'Bedfordshire residents nominated to be part of royal wedding'**. Five Bedfordshire residents nominated by HM Lord Lieutenant of Bedfordshire to attend the Royal wedding on the 19th May.
- 004.2 **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.
- 004.3 **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.
- 004.4 **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.
- 004.5 **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.
- 004.6 **Bedfordshire Bugle -** May 2018 edition acknowledged as received.
- 004.7 **Need Project** – Members received letter of thanks for financial contribution of £500.00 to the Need project.
- 004.8 **Notice of Vacancy in office of Councillor** – Members noted receipt of CBC's confirmation that no election had been called, resulting in current vacancy to be filled by Co-option. The Town Clerk had displayed the appropriate Co-Option Notice – deadline date for applications: Wednesday 12th July 2018. Co-Option to be considered by Council at meeting to be held 17th July 2018.
- 004.9 **Central Government Consultation on powers to deal with Unauthorised Traveller Encampments -** Central Government launches new consultation on effectiveness of current enforcement powers which deal with unauthorised development and encampments.
Consultation closes 15th June 2018

RESOLVED that Cllrs Wallace, Want and Ward be delegated authority to draft a response to the consultation for consideration by the Finance and General Purposes Committee, and approval to submit as Council's response if approved by that committee.

- 004.10 **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.

18/005 RESOURCE CENTRE MANAGER REPORT

Members received a report from Colette Lowe. Discussion took place on the following matters:

- **Footfall** - Down by 35 on last month but increase of 146 on April 2017.
- **Support requirements** - Resolution of ongoing cleaning and carpet situation at earliest opportunity to improve environment.

18/006 MEMBERS QUESTIONS

Variation of Agenda - Cllr Gravett PROPOSED that item 19 (e) be brought forward to take place whilst Ward Cllr Wenham was in attendance. Cllr Randall SECONDED the motion which was UNANIMOUSLY CARRIED.

RESOLVED that agenda item 19 (e) be dealt with after agenda item 9: Matters Arising.

18/007 PUBLIC PARTICIPATION

There was no public participation.

18/008 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.

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

18/009 MATTERS ARISING

009.1 **Minute 217.5 meeting held 17th April 2018: Community Garden** - Cllr Gravett advised members that his further investigations had raised increased concerns regarding the 4 mature trees. The trees were fully leaved and cast a shade over much of the open space. It was thought that severe tree surgery would be required to make the area suitable for growing vegetables, and this could affect the ongoing health of the trees. Cost implications and liabilities were also of concern. Cllr Gravett's discussions with neighbours had also identified previous episodes of vandalism to bench and picnic table. Members agreed that the Council should reconsider its decision to fund the project at the next meeting. Town Clerk to complete discussions with CBC regarding maintenance of the trees.

Colette Lowe left the meeting.

009.2 **Co-ordinated response from ATC following BBC offer of help after High Street traffic incident - agenda item brought forward by resolution.** Cllr Gravett advised members that following press attention, Cemex's Regional Manager had become aware of an incident involving a Cemex HGV vehicle in the High Street. As a result, arrangements had been made to divert tankers travelling to Derby via Fairfield. In addition, cement mixers will not travel through the High Street between 8.30am and 9.30am, and will avoid the High Street at other times where possible. Cllr Gravett suggested that the Council seek the implementation of a vehicle weight restriction starting Pizza La La (35 High Street) through to The Hermitage, Stotfold Road. Cllr Wenham recommended members visit Milton Ernest where a weight restriction is enforced by an ANP camera. Cllr Ferris suggested that any weight restriction introduced should be as short a distance as possible; perhaps ending at The White Horse. Further discussion took place on other methods of achieving a reduction of HGV's travelling through the High Street, including social media posts and approaching other local industrial business.

RESOLVED that the Council delegate Cllr Wallace to contact other industrial estate businesses to request that they follow Cemex's lead in reducing HGV's on the High Street, particularly at peak/school times. Council to consider proposal for introduction of vehicle weight limit on High Street at next meeting.

18/010 REPORTS FROM CENTRAL BEDFORDSHIRE COUNCIL REPRESENTATIVES

To receive reports from Ward Councillors.

010.1 **Ward Cllr Wenham reported on the following matters:**

- **Waste Consultation** – CBC Executive Committee approved a common collection strategy. A green waste bin option will be introduced in the north, with separate

collection of glass and possibly cardboard to improve CBC's recycling rates. Consideration of 3 weekly collections has been deferred and will not be revisited until a new paper is brought forward in the future.

18/011 ELECTION OF COMMITTEES FOR ENSUING YEAR

011.1 **Finance & General Purposes Committee membership:** The following members sought election to the Finance & General Purposes Committee for the ensuing year.

Cllrs Clark, Ferris, Frost, Holloway, Livermore, McGann, Page, Randall, and Sarll.
(9 members, 0 vacancies)

011.2 **Public Lands & Highways Committee membership:** The following members sought election to the Public Lands & Highways Committee for the ensuing year.

Cllrs Gravett, Holloway, Livermore, Randall Sarll, Wallace and Want.
(7 members, 3 vacancies)

011.3 **Public Relations Committee membership:** The following members sought election to the Public Relations Committee for the ensuing year.

Cllrs Holloway, Sarll, Wallace, Want and Ward.
(5 members, 2 vacancies)

011.4 **Personnel Committee membership:** The following members sought election to the Personnel Committee for the ensuing year.

Cllrs Clark, Ferris, Frost, Gravett, Livermore, McGann, Page and Ward.
(8 members, 2 vacancies)

011.5 **Archive Group Sub-committee membership:** The following members sought election to the Archive Group Sub-Committee for the ensuing year.

Cllrs Randall, McGann and Sarll.
(3 members, 0 vacancy)

RESOLVED that the above committee members be elected en-bloc.

18/012 ELECTION OF REPRESENTATIVES ON OUTSIDE BODIES FOR ENSUING YEAR

012.1 **Glebe Meadow Management Group:** Cllr Sarll sought election.

012.2 **Arlesey Community Safety Group:** No members sought election on the basis that further clarification of the Community Safety Group's status was unconfirmed.

012.3 **Community Emergency Response Team:** Cllr Sarll sought election.

012.4 **Etonbury Green Wheel Stakeholder Group:** Cllr Ferris sought election.

012.5 **Arlesey Cross Masterplan Stakeholders Group:** Cllrs Gravett and Want sought joint election.

012.6 **Etonbury Sports Management Group:** Cllr Want sought election.

012.7 **Bedfordshire Police Liaison:** Cllr Wallace sought election.

012.8 **Academies and Schools Liaison:** Cllr Gravett and McGann sought joint election.

012.9 **Arlesey Community Events Group:** Cllr Sarll sought election.

RESOLVED that the above Representatives on Outside Bodies be elected en-bloc.

18/013 PLANNING APPLICATIONS & ISSUES

013.1 **CB/18/01225/Full** 4 Lynton Avenue, Arlesey, SG15 6TT
Proposal: Single storey front extension

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

013.2 **CB/18/01145/MW** Arlesey Landfill Site, Mill Lane, Arlesey
Proposal: Containerised Battery Storage Facility

RESOLVED that the Council request that CBC control construction traffic on the High Street by restricting access/egress to/from the site to the south end of Arlesey.

013.3 **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.

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

013.4 **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.

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

013.5 **Planning Applications Refused/Granted** – Members noted recent decisions denoted by asterisk as at 10 May 2018.

013.6 **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.**

Cllr Ward expressed his concern that CBC Enforcement had not responded to the Council's query as to whether Condition 4, regarding the submission of a Lighting Scheme, had been satisfied by the applicant. Cllr Wenham agreed to raise the query with the relevant CBC officer and report back to the next meeting.

- **Land East of 10 The Hermitage, Arlesey - CASE CREATED**
Alleged non-compliance with approved plans attached to planning permission ref: **CB/17/05016/FULL**. The Town Clerk advised members that the case had since been closed on the basis that CBC Planning had advised that the variation to the approved plans would meet permitted development regulations.

013.7 **Taylor Wimpey development Lewis Lane, Arlesey** - Members considered an invitation to meet with representative of Taylor Wimpey to receive project briefing.

RESOLVED that Cllrs Want and Gravett be delegated to meet with Struan Power of Taylor Wimpey.

013.8 **White Horse, High Street, Arlesey** - Members considered CBC's notification regarding Greene King Retail Limited's intention to dispose of land owned under title number BD287927, noting that highlighted land on the plan provided includes an Asset of Community Value. Members discussed the previous use of land for fireworks displays and agreed that the development of the surrounding area would necessitate a change in the arrangements.

- 013.9 **Central Bedfordshire Local Plan** – Members noted Local Plan to be submitted to government 30 April 2018 and would now be subject to independent examination by a Planning inspector.

Cllr Clark left the meeting.

18/014 **FINANCE REPORTS**

014.1 **Income and Expenditure – April 2018**

Prior to the meeting members received a report of year-to-date Income and Expenditure up to 30th April 2018, compared to 2018/19 budget (month 1) and were invited to submit questions to the Town Clerk. No questions were raised.

014.2 **Balance Sheet as at 30th April 2018**

Prior to the meeting members received a copy of the Balance Sheet as at 30th April 2018 (month 1) and were invited to submit questions to the Town Clerk. No questions were raised.

014.3 **Petty Cash – April 2018**

Prior to the meeting members received for approval copies of the petty cash details for the Resource Centre and Town Council for April 2018 – (month 1)

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

014.4 **Accounts for Payment**

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

Header									
PAYMENT OF ACCOUNTS SCHEDULE APRIL 2018									
FOLIO	Ω	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MULTIPLE INV.	BANK REF
Direct Debit Payments									
DD.04/18-01	✓	BT	Town Council telephone DD due 29/03/18	247.89	49.57	297.46	4021/101		U/DD-01
DD.04/18-02	✓	Cawleys	Skip rental Apr 2018 - DD due 30/04/18	5.17	1.03	6.20	4044/split		U/DD-02
DD.04/18-03	✓	UTAX	Photocopying/printing meter charge DD due 12/04/18	73.10	14.62	87.72	4024/SPLIT		U/DD-03
DD.04/18-04		Antechs (Go Cardless)	R/C & TC computer maintenance and anti virus DD Due 11/04/18	150.90	30.18	181.08	SPLIT		U/DD-04
DD.04/18-05	✓	Rightfuel	Petrol for tools and diesel for ATC van	42.45	8.49	50.94	SPLIT		U/DD-05
DD.04/18-06		BT	Resource Centre Telephone	40.82	8.16	48.98	4021/104		U/DD-06
DD.04/18-07		EDF Energy	MUGA Electricity DD due 1/05/18	143.00		143.00	4014/202		U/DD-07
DD.04/18-08		SSE	Unmetered streetlighting - DD due 21/04/18	217.47	43.49	260.96	4014/303		U/DD-08
DD.04/18-09		SSE	Unmetered streetlighting - DD due 21/04/18	12.72	0.63	13.35	4014/303	274.31	U/DD-09
DD.04/18-10		EON	Cemetery Electricity 04/03 - 08/04/18 DD due 23/04/18	10.94	0.55	11.49	4014/203		U/DD-10
DD.04/18-11		Cloudscape	Broadband/internet and office 365- DD due 10/04/18	48.34	9.67	58.01	SPLIT		U/DD-11
DD.04/18-12	✓	Biffa	Cemetery refuse collection - DD due 30/04/18	66.06	13.21	79.27	4017/203		U/DD-12
DD.04/18-13		CF Corporate Finance	Lease rental R/C Printer DD due 01/05/2018	145.38	29.08	174.46	4024/104		U/DD-13
DD.04/18-14		Lloyds Bank	credit card purchases: Sign/post & fixings + card fees DD due 16/04/18	115.50	22.50	138.00	SPLIT		U/DD-14
PAID ACCOUNTS - Deposit refunds/other reimbursements.									
BACS04/18-01	✓	J Bailey	Reimbursement - Key cutting Village Hall Emergency Key Holders x2	47.50	9.50	57.00	4045/201		APRBP01

ONLINE Payments Due									
04/18-01	✓	Alan Lamb	Site Visits final 50%	1000.00	200.00	1200.00	4906/109		APRFP01
04/18-02	✓	Zurich	LCAS seminar 24/01/18 S Foulkes	30.00	6.00	36.00	4008/101		APRFP02
04/18-03	✓	Herts Fullstop (Herts CC)	Stationery T/c, R/c and hand towels for MUGA	72.80	14.56	87.36	SPLIT		APRFP03
04/18-04	✓	T & J Seymour	A15 Church Lane - new column and lantern	1700.00	340.00	2040.00	4075/303		APRFP04
04/18-05	✓	T & J Seymour	A14 Church Lane new column and lantern	1700.00	340.00	2040.00	4075/303	4080.00	APRFP05
04/18-06	✓	CPM Playgrounds	Skate park paint black and silver	131.00	26.20	157.20	4045/301		APRFP06
04/18-07	✓	M J Ryalls	Tarmac 25kg bags x 2	16.52	3.30	19.82	4049/301		APRFP07
04/18-08	✓	CBC	Community Centre Apportionment Recharges	6097.01	0	6097.01	4015/201		APRFP08
04/18-09		CBC	Non domestic rate bill 1st installment 18/19 MUGA court & pavilion	1104.00	0.00	1104.00	4011/202		APRFP09
04/18-10		CBC	Non domestic rate bill 1st installment 18/19 Village Hall & Premises	2256.00	0.00	2256.00	4011/201		APRFP10
04/18-11		CBC	Non domestic rate bill 1st installment 18/19 Cemetery & premises	918.66	0.00	918.66	4011/203		APRFP11
04/18-12	✓	Wildlife Trust	Glebe Meadows Management	541.18	108.24	649.42	4422/107		APRFP12
04/18-13		Mark Laurence	Village Hall floor clean	250.00	0.00	250.00	4016/201		APRFP13
04/18-14		Adam Bradford	Resource centre domain name renewal 2 yrs and mailbox hosting 1yr	40.00	0.00	40.00			APRFP14
CHEQUE Payments due									
04/18-15		Town Council Petty Cash	Petty cash March 2018 reimbursement	23.49	0.00	23.49	4020/101		
04/18-16		Resource Centre Petty Cash	Petty cash March 2018 reimbursement	7.30	0.00	7.30	4020/104	30.79	3000056
Payroll Liability Payments Due									
		HM Rev & Customs	Mth 1 PAYE	834.60	0.00	834.60	525		
		HM Rev & Customs	Mth 1 Nat. Emp'ee NI Contributions	602.16	0.00	602.16	525		
		HM Rev & Customs	Mth 1 Nat. Emp'ee NI Contributions	692.48	0.00	692.48	525		
		HM Rev & Customs	Mth 1 SMP Recovery	-572.32	0.00	-572.32	525		
		HM Rev & Customs	Mth 1 SMP Compensation	-17.17	0.00	-17.17	525	1,539.75	APRFP15
		Beds Pension Fund	Mth 1 Emp'ee Super Contribution	561.90	0.00	561.90	526		
Salaries Payments Due									
04/18-19		S. Foulkes	APRIL Salary	Salary		Salary	4001		APRSAL.01
04/18-20		J Bailey	APRIL Salary	Salary		Salary	4001		APRSAL.02
04/18-21		P Hector	APRIL Salary	Salary		Salary	4001		APRSAL.03
04/18-22		J Spedding	APRIL Salary	Salary		Salary	4001		APRSAL.04
04/18-23		D Pascoe	APRIL Salary	Salary		Salary	4001		APRSAL.05
04/18-24		D. Rickman	APRIL Salary	Salary		Salary	4001		APRSAL.06
04/18-25		K Fitzgerald	APRIL Salary	Salary		Salary	4001		APRSAL.07
04/18-26		C Lowe	APRIL Salary	Salary		Salary	4001		APRSAL.08
04/18-27		J Savory	APRIL Salary	Salary		Salary	4001		APRSAL.09
04/18-28		P Legate	APRIL Salary	Salary		Salary	4001		APRSAL.10
04/18-29		M Spruce	APRIL Salary	Salary		Salary	4001		APRSAL.11
		TOTAL SALARIES	NETAPRIL SALARIES	8,268.97	0.00	8,268.97	520		
		TOTAL APRIL 2018 PAYMENTS		29,767.93	1,278.98	31,046.91			

RESOLVED that these accounts be paid.

18/015 FINANCE & GENERAL PURPOSES COMMITTEE

- 015.1 **Precept 2018/19 – Receipt of 1st Instalment** - Members acknowledged receipt of the 1st instalment of the Council's precept from CBC.
- 015.2 **NALC update and briefings on GDPR and Data Protection Bill** – Members acknowledged receipt of the following communications:
- Update from NALC on GDPR and government amendment
 - LO5-18 Data Protection Fees
 - LO6-18 Data Protection Legislation for Public Authorities
- 015.3 **Archive Group Sub-Committee** - Ratification of recommendations contained within the minutes of the sub-committee meeting held on 24th April 2018.

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

- 015.4 **Community Governance Review** – Members noted stage 3 consultation to commence 14th May 2018, and considered the necessity for a response to the Draft Recommendations as stated in booklet "Community Governance Review – Draft Recommendation (Revised) which can be found at: <http://www.centralbedfordshire.gov.uk/council/consultations/overview.aspx> No further comments were deemed necessary.
- 015.5 **Gothic Mede Academy bookings request for waiver/reduction in Village Hall hire charge** - Members considered a request from Gothic Mede Academy to waive/reduce hire charges for multiple bookings for school productions.

RESOLVED that the Council grant a full waiver of the hall hire fees to Gothic Mede Academy on the proposed dates of the school performances.

015.6 **Bedfordshire Schools Trust publication** – Members acknowledged receipt of publication “Growing the BEST in everyone”. Copy available in the Town Council Office and email version available on request. Cllr McGann agreed to review the publication on behalf of the Council.

015.7 **NALC 2018 Model Standing Orders** – Members acknowledge receipt of NALC Briefing 6th April 2018 regarding publication of new model Standing Orders, and considered delegation to Finance and General Purposes Committee for review and recommendation on adoption.

RESOLVED that the Council delegate review of the document to the Finance and General Purposes Committee to reach a recommendation on adoption by the Council.

015.8 **Draft Dispensations Policy** - Members considered a draft policy for the granting of dispensations as delegated by the Council at previous meeting.

RESOLVED that the Council approve the adoption of the draft Dispensations Policy.

015.9 **Post 16 Provision within BEST** – Members considered copy correspondence regarding Etonbury Post 16 provision within BEST.

RESOLVED that BEST Chief Executive Officer Dr Alan Lee be invited to attend a meeting of the Council.

015.10 **Data Protection Policy Documents** – Members considered draft Data Protection policy documents as follows:

i) Draft Data Protection Policy - Members agreed *amendments* as follows:

- **8.1.** To read – *Staff and members are to be mindful* that personal or sensitive information is at risk if sent outside the Council’s network.
- **8.2.** To read – *Staff and members are to be mindful* if an email is sent to an address that is not a Council domain address the email will be delivered through the public network and the message may be left at several locations on its journey and could be deliberately intercepted.
- **8.6.** To read – No identifiable personal information should be included when sending on emails, *unless appropriate consent of the sender has been obtained.*
- **8.7.** To read – The recipients of Arlesey Town Council emails are prohibited from *forwarding, copying* or *blind copying* to any third party within or outside of the Council.
- **8.8.** To be deleted.

RESOLVED that the Council adopt the Data Protection Policy as amended.

ii) General Privacy Notice – website address noted as for correction.

RESOLVED that the Council adopt the draft General Privacy Notice.

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.

RESOLVED that the Council delegate authority to the Town Clerk to tailor the ‘General Privacy Notice’ to produce the Privacy Notices as stated above.

18/016 PUBLIC LANDS & HIGHWAYS COMMITTEE

016.1 To ratify the recommendations (Resolutions) contained within the minutes Public Lands and Highways Committee meeting held on 1st May 2018.

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

016.2 **Affinity Water Public Consultation** – Members received information on Affinity Water Business Plan Public Consultation 26th April – 25th May 2018 documents can be viewed at: <https://stakeholder.affinitywater.co.uk/business-plan-consultation.aspx>. No comments deemed necessary.

016.3 **Memorial Copse Project** - Cllr Sarll left the meeting during discussion of this item. Members received an update on progress from Cllr Gravett and copy correspondence including:

- (a) proposed project schedule from Amenity Trees
- (b) placing of order and terms with Amenity Trees to allow project to commence

A plan of the Memorial Copse is available in the Town Council office. The inscription on the monolith will comprise of quotes from WW1 soldiers chosen by local children. A Crowd Funder will be set up to meet the costs of the plinth and benches, however discussions were also taking place with Cllr Dalgarno and a local benefactor who had stated a preference for contributing up to £10k to a Community Project provided that it was initiated by the community and not the Town Council.

RESOLVED that the Council approved the project schedule provided by Amenity Trees and the placing of an order with Amenity Trees at the cost of £6,419 + VAT.

18/017 PUBLIC RELATIONS COMMITTEE

017.1 To ratify the recommendations (Resolutions) contained within the minutes Public Relations Committee meeting held on 1st May 2018.

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

017.2 **Town Council Website** – Members received an update on website development from Cllr Wallace. Two providers had confirmed their anticipated timescales for commencement and completion of works. Discussion took place on the specification given to each of the prospective website developers and whether it was adequate in meeting the Council's expectations.

RESOLVED that:

- 1) Cllr Sarll join the website Working Party
- 2) Cllrs Gravett, Ferris, Sarll, Want and Wallace and the Town Clerk to form a panel to meet with the two prospective providers to assess their ability to meet the Council's website development needs, from which a recommendation to be put to Council at the next available meeting
- 3) All members to receive an email containing examples of work undertaken by each of the prospective two providers.

017.3 **Councillor Surgeries** – Cllr's Holloway provided an update on Councillor Surgery held on 1st May 2018. 3 visitors called into the surgery and 2 others made enquiries. Matters raised included traffic and access issues, in addition to speeding and child safety. Grass verge cutting and dog fouling was also raised. Members acknowledged delegates for June: Cllrs Want and Ferris to attend.

18/018 PERSONNEL COMMITTEE

018.1 **NJC Pay Scales 2018/19** - Members considered the adoption of recommended pay scales 2018-19 effective 1st April 2018, which on average provided a 2% increase in scales LC2 and above and up to 9% increase in the lower spinal points below LC1. Members were also advised of an increase in the National Living Wage (NLW) from £7.50ph to £7.83ph.

RESOLVED that the Council approve the adoption of the NJC Pay Scales 2018/19 and NLW increases and the resulting increases in staff salaries effective 1st April 2018.

018.2 **Recruitment of Resource Centre Cleaner** – Members considered delegation of authority to the Town Clerk to carry out the recruitment process for position of Resource Centre Cleaner.

RESOLVED that the Council delegate authority to the Town Clerk to recruit a Cleaner for up to 4 hours per week at National Living Wage. NJC terms and conditions to apply.

018.3 **Resource Centre Relief Staff** - Members considered delegation of authority to the Town Clerk to appoint 2 additional relief staff on zero-hour contracts, terms and conditions as previously approved by Council.

RESOLVED that the Council delegate authority to the Town Clerk to appoint 2 additional Resource Centre Relief Staff on zero-hours contract at CBC Spinal Point 11.

018.4 **Staff Appraisals Update** – Members acknowledged 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.

18/019 REPRESENTATIVES' REPORTS

Bedfordshire Police Liaison: Members received a report from Cllr Wallace and acknowledged correspondence as follows:

- a) Crime figures April 2018 – 18 crimes reported including 4 domestic, 3 thefts from vehicles and 3 common assaults.
- b) Attendance at Neighbourhood Priority Setting Meeting on 16th May - Cllr Wallace would be attending. 3 members had responded regarding priority setting and 'Visible Policing' was the favoured priority.
- c) Speed Watch – Training of 6 volunteers now completed. Cllrs Livermore, Ferris, McGann, Holloway and Randall expressed an interest in joining Speed Watch. Cllr Wallace to liaise and arrange training.
- d) New sergeant at Biggleswade – Sgt Rachel Welch now in post.
- e) Co-ordinated response from ATC following BBC offer of help after High Street traffic incident – agenda item discussed under 'Matters Arising'.

18/020 PUBLIC PARTICIPATION ON ITEMS ARISING FROM THIS EVENING'S MEETING

Mr R. Watson confirmed his intention to attend Central Bedfordshire Council's Development Management Control meeting on Wednesday 23rd May and speak in connection with planning application CB/17/01158/OUT - Land at Chase Farm.

18/021 EXEMPT BUSINESS

021.1 **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).

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.

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

a) Town Clerk/RFO - The Town Clerk left the meeting during discussion of this item. Members acknowledged outcomes of appraisal as advised by Cllrs Gravett and Livermore.

RESOLVED that the Council uplift the post-holder's salary to salary scale LC3 SCP 42 effective 1st April 2018 in accordance with her employment contract.

b) Assistant Clerk: Members acknowledged outcomes of appraisal as advised by the Town Clerk and Cllr Gravett.

c) Village Hall/Resource Centre Caretaker: Members acknowledged outcomes of appraisal as advised by the Town Clerk and Cllr Sarll. Personnel Committee to consider issues arising. Members noted that no cost-of-living uplifts had occurred for previous 2 years as a result of non-NJC contract terms and conditions.

RESOLVED that the Council uplift the post-holder's remuneration to £3,285 per annum with effect from 1st April 2018, which equates to £9 per day over 365 day per year contract.

d) Resource Centre Assistant: Members acknowledged outcomes of appraisal as advised by the Town Clerk and considered the level of commitment demonstrated by the post-holder during the extended period of absence of the Resource Centre Manager.

RESOLVED that the Council uplift the post-holder's salary scale to NJC Spinal Point 11 with effect from 1st April 2018.

The meeting closed at 10.40pm

CHAIRMAN:

Date: