

14th June 2018

To: Members of the Council

A Meeting of ARLESEY TOWN COUNCIL will be held in the Village Hall, Arlesey on Tuesday 19th June 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 AND DISPENSATIONS

- 2.1 To receive declarations of interest from councillors on items on the agenda.
- 2.2 To receive written requests for dispensations for disclosable pecuniary interests.
- 2.3 To grant any requests for dispensation as appropriate.

A request for dispensation must be made on an individual basis.

3 CHAIRMAN'S ANNOUNCEMENTS

- 3.1 **CBC Press Release – “Would you be #proudtofoster?”** National Foster Care Fortnight ran from Monday 14th May to the 27th May. Using the theme #proudtofoster; getting foster carers to share their experiences. *(attached)*
- 3.2 **CBC Press Release – “Have your say on proposed changes to how your local community is represented”.** CBC is asking residents for feedback on proposed changes to some town and parish councils. These include reducing the number of councillors, changing boundaries and the abolition, creation or merging of parishes. Proposed changes follow on from Consultation last year. Consultation open between **14th May and 6th July** with any agreed change implemented in May 2019 in time for Town and Parish council elections. Consultation and proposed changes can be viewed at [CBCconsultations](#) and [summaryproposedchanges](#) *(attached)*
- 3.3 **CBC Press Release – “Chairman and Vice Chair for Central Bedfordshire Council re-elected”.** Councillor Fiona Chapman was elected for a second term as Chairman of CBC on the 17th May and Cllr Brian Saunders re-elected for a second term as Vice Chairman. *(attached)*
- 3.4 **CBC Press Release – “Streets Ahead: Council wins Gold award for its management of street data”.** CBC received a “Gold Performance award” in recognition of the management of its street information database and its use of best practice in uploading monthly data to the national hub that co-ordinates all street data from authorities across the UK. *(attached)*

3.5 **CBC Press Release – “Hundreds cheer volunteers’ achievements”** The 4th annual Cheering Volunteers awards ceremony took place in Dunstable on the 5th June. The ceremony thanks volunteers and voluntary organisations across central beds for their work. *(attached)*

3.6 **CBC Press Release – “Council consults on investment in special school facilities”**
CBC is consulting on proposals to improve school provision for children and young people with special needs after being allocated £1.6m from the D of E. have your say by following the link centralbedfordshire. **The deadline for responses is 5pm on 29th June.** *(attached)*

3.7 **Safer Central Survey** – One of the key statutory priorities of the Central Bedfordshire Community safety Partnership (CSP) is to engage and consult with the local community. As part of this commitment they are asking the public and stakeholders to give their feedback. Responses will help inform Strategic Assessment Process deciding priorities for the CSP for the next 3 years. Survey can be found at Safer Central Community Survey or visit like/follow Safer Central on Facebook: <https://www.facebook.com/safercentral/> or Twitter: <https://twitter.com/safercentral>. *(attached)*

4 MEMBERS QUESTIONS

5 PUBLIC PARTICIPATION

6 MINUTES OF PREVIOUS MEETINGS

To consider and approve the minutes of the Annual Meeting of the Town Council held on 15th May 2018 as a true record of proceedings. *(attached)*

7 MATTERS ARISING

8 **RESOURCE CENTRE MANAGER REPORT** – Members to receive a report from Colette Lowe. *(attached)*

9 REPORTS FROM CENTRAL BEDFORDSHIRE COUNCIL REPRESENTATIVES

To receive reports from Ward Councillors.

10 PLANNING APPLICATIONS & ISSUES

10.1 **CB/18/00610/FULL** – Arlesey Post Office 82 House lane, Arlesey. SG15 6XX
Proposal: Food takeaway. **Response extension requested to: 21st June 2018.**

10.2 **CB/18/00196/OUT** - Land rear and side of Hampden House, Hitchin Road, SG15 6RS
Proposal: Outline Planning permission – A residential development of up to 58 dwellings including all ancillary works on land to the rear and side of Hampden House, Hitchin Road, Arlesey with all matters reserved except access following the demolition of existing buildings on the site. **Deadline for response: 25th June 2018.**

10.3 **Planning Applications Refused/Granted** – As at 14th June 2018. New decisions are identified by an asterisk. *(attached)*

10.4 Enforcement cases created and/or closed:

- **Land East of 10 The Hermitage, Arlesey - CASE CLOSED**
Hard surface is permitted development and therefore there is no breach of planning control.
- **Crossways Park, Hitchin Road, Arlesey Enforcement – CASE CLOSED**
The quality of footpath installation required to meet highway requirements has been referred to the Highways Officers. No further action required from Planning enforcement.
- **Twin Acres, Hitchin Road, Arlesey, SG15 6SE** – Cllr Wenham to provide update regarding Planning Condition 4 being satisfied.

- 10.5 **Asset of Community Value, White Horse PH, Arlesey** - Members to note following no objections being received to recent consultation, CBC has agreed to de-list that part of the Proposed Disposal Land currently listed as an Asset of Community Value **save** for the land edged red (hashed pink) on Plan 2 "Retained Land". *(attached)*
- 10.6 **Taylor Wimpey 'Lewis Lane' Engagement Approach and Consideration of Outline Plan** - Members to consider approach by Taylor Wimpey to consult with the local community regarding proposed development, and to consider outline plan as provided. *(attached)*
- 10.7 **APPEAL DECISION: Arcade Flowers, Stotfold Road, Arlesey** – Appeal dismissed due to effect of proposed development on the character and appearance of the area. *(attached)*
- 11 FINANCE REPORTS**
- 11.1 **Income and Expenditure – May 2018**
To review the Interim Income and Expenditure up to 31st May 2018, compared to 2018/19 budget (month 2) and submit questions to the Town Clerk as necessary. *(attached)*
- 11.2 **Balance Sheet as at 31st May 2018**
To review Interim Balance Sheet as at 31st May 2018 (month 2) and submit questions to the Town Clerk as necessary. *(attached)*
- 11.3 **Petty Cash – May 2018**
To receive for approval copies of the petty cash details for the Resource Centre and Town Council for May 2018 – (month 2) *(attached)*
- 11.4 **Credit Card Purchases – May 2018**
To receive for approval copies of the Town Council credit card expenditure details for May 2018 – (month 2) *(attached)*
- 11.5 **Accounts for Payment**
To approve accounts to be paid as advised to members at the meeting.
- 12 APPROVAL OF ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR YEAR ENDED 31 MARCH 2018**
- 12.1 **Financial Statements for year ended 31st March 2018** – Members to approve. *(attached)*
- 12.2 **Internal Auditors Report** (In support of Page 3 of Annual Return) – Council to acknowledge receipt, consider any recommendations and approve. *(attached)*
- 12.3 **Approval of Section 1: Annual Governance Statement 2017/18** – Council to consider Clerk's briefing/recommendation as to a response to each of the Governance Statements contained within Section 1 of the Annual Governance & Accountability Return. *(attached)*
- 12.4 **Approval of Section 2: Accounting Statements 2017/18** – Council to consider and approve together with 'Notes to External Auditor' providing Explanation of Significant Variances, Bank Reconciliation and Explanation of Differences between boxes 7 and 8, as required by BDO. *(attached)*
- 12.5 **Notice of Exercise of Public Rights** - Members to acknowledge commencement of statutory 30 day period from Thursday 21st June 2018 through to Friday 3rd August 2018.
- 13 FINANCE & GENERAL PURPOSES COMMITTEE**
- 13.1 To ratify the recommendations (Resolutions) contained within the minutes Finance and General Purposes Committee meeting held on 5th June 2018. *(attached)*
- 13.2 **Review of Direct Debits and Standing Orders** - Members to review and approve live direct debit and standing order payments. *(attached)*
- 13.3 **Standing Orders** – Members to consider recommendation of Finance & General Purposes Committee to adopt NALC Model Standing Orders 2018, as amended. *(attached)*

- 13.4 **BEST CEO response to ATC request for information** - Members to receive response from BEST CEO Dr Alan Lee, and consider: *(attached)*
- a) financial information taken from [BEST Trustees Report & Financial Statements Year End August 2017](#) (pages 38-40) obtained from BEST website
 - b) the Council's response to Dr Lee's request for clarification on ATC position on school structures in Central Bedfordshire
 - c) Dr Lee's offer to meet ATC representative/s at Gothic Mede Academy and discuss more fully the matters raised by the Town Council's recent correspondence
 - d) Cllr Gravett's proposal to seek the information as listed below, under a 'Freedom of Information Request' following the receipt of concerns expressed by parents over pending redundancies of Gothic Mede Academy teaching assistant staff, the poor Ofsted report on Etonbury Academy, and increasing parental concerns regarding individual pupil situations at Etonbury. The Council is mindful of discussions in the media and debate in parliament regarding some Academies paying excessively high salaries to non-teaching staff with a consequence that teaching standards are falling whilst funding for education is absorbed by these high salaries. It is appropriate that BEST is transparent regarding salaries to put the parents mind at rest. FOI request to include:
 - salary scales currently being used for all non-teaching, management and administrative roles within BEST.
 - numbers of people in post in all the above roles
 - salary scales currently being used for all teaching and teaching assistants within BEST
 - numbers of people in post in the above roles
 - details of any payments made for consultancy services.
- 13.5 **SLCC Membership renewal 2018/19** – Members to approve SLCC membership renewal in the sum of £258.00. *(attached)*
- 13.6 **Resource Centre Laminator** – Members to approve purchase of A3 laminator at cost of £80.60 for Resource Centre to fulfil service offered and approve disposal of broken machine.
- 13.7 **Arlesey Events Group Generator Request** - Members to consider request from Arlesey Events Group to use Town Council generator for Summer Fete 2018, and any fee applicable for the loan of equipment and to cover the cost of fuel for the day's use.
- 13.8 **Summer Fete Marquee & Toilet Hire** – Members to consider quote received for supply of Marquees and toilet hire for Arlesey Events Group Summer Fete 1 September 2018. *(attached)*
- 13.9 **Seafarers UK Merchant Navy Day 3rd September 2018** – Members to consider participating in raising awareness for reliance on seafarers and shipping by flying a Red Ensign on civic building or flagpole on Merchant Navy Day. Flags can be purchased from recommended supplier at a cost of between £28.00 and £45.17 + VAT. merchantnavyday.uk *(attached)*
- 14 PUBLIC LANDS & HIGHWAYS COMMITTEE**
- 14.1 **HGV Weight Restriction Proposal, High Street, Arlesey** – Members to consider Cllr Gravett's proposal for the Council to request a vehicle weight restriction on Arlesey High Street for vehicles of 7.5 tons and over except for loading from Pizza La La in the south to 306 High Street in the North. This proposal follows ongoing traffic incidents, concerns raised by residents and media/press attention. Ward Cllr Dalgarno has expressed his support for the initiative and has advised the Town Clerk of his intention to liaise with CBC officer Paul Mason.
- 14.2 **Risk assessment/alarm attendance** - Members to consider quotation received to provide key holder provision for out of hours alarm activation for Resource Centre and Town Council office, and installation of monitored alarm in office. *(attached)*

- 14.3 **Arlesey Events Group Pop-Up Cinema** – Members to consider request for use of MUGA pavilion (access to toilets and electricity) and Recreation Ground 14th July for open air cinema and any charges to be applied for use of these facilities. *(attached)*
- 14.4 **Etonbury Green Wheel Masterplan 2018** – Members to consider adoption and approval of plan. Central Bedfordshire Council approved and adopted Etonbury Green Wheel Masterplan June 2018. **Master copies available to view prior to meeting at Town Council office and Arlesey Resource Centre. Members received copy prior to meeting by email.**
- 14.5 **Community Garden House Lane** – Members to consider potential barriers to the proposed community garden project and feedback from neighbours, as advised by Cllr Gravett, and decide on course of action.
- 14.6 **Stotfold Road Allotments** - Members to consider purchase of suitable covering for vacant plots eliminating the requirement for repeated clearing by Groundsman, and siting of wooden posts to number plots enabling timely identification of plots by potential tenants, tenants and council staff. *(attached)*
- 14.7 **London Row Street Light Complaint** – Members to consider resident’s complaint in relation to lighting nuisance caused by streetlamp affixed to their property, and quotation provided by TCS Electrical to provide an ‘automatic timer’ remedy. *(attached)*
- 14.8 **Road closure proposals Hitchin Road/Stotfold Road**- Members to consider a response to proposed road closures during the summer holidays to accommodate the installation of mains sewerage to the new housing development. *(attached)*
- 14.9 **Memorial Copse** – Members to receive an update from Cllr Gravett and to note funds transferred to Town Council in the sum of £1,438.61, from ‘Arlesey Remembers You’ project as contribution towards memorial copse.
- 14.10 **Streetlight repairs** - Members to approve streetlighting contractor quotations to repair A2 Church Lane – requiring new lantern £468.00 + VAT and column A17 Hitchin Road - requiring new lamp (LED not suitable due to weight on swan neck), wiring, cleaning and painting of column £450.00 +VAT. *(attached)*
- 14.11 **Village Hall fee waiver/reduction** – Members to consider a request for waiver of Village Hall hire fees for fundraising quiz night to assist a 14 year old Arlesey resident to compete in ITF Taekwon-Do World Championships in Argentina 2018. *(attached)*
- 14.12 **Arlesey War Memorial Grant Application to War Memorial Trust** - Council to acknowledge WMT response to Council’s ‘Grant Pre-application’ submitted by Town Clerk, and to: *(attached)*
- a) approve submission of full grant application in respect of elements eligible for funding
 - b) consider Council’s funding of cleaning cost for completion prior to Nov. 2018
 - c) consider Council’s funding of repairs to soldier’s nose for completion prior to Nov. 2018

15 **PUBLIC RELATIONS COMMITTEE**

Councillor Surgeries – Cllrs Want and Ferris to provide an update on Councillor Surgery held on 2nd June 2018. Members to acknowledge delegates for July: Cllrs Randall & Livermore

16 **PERSONNEL COMMITTEE**

To consider the recommendations (Resolutions) contained within the minutes Personnel Committee meeting held on 5th June 2018. *(attached)*

17 REPRESENTATIVES' REPORTS

Bedfordshire Police Liaison: Cllr Wallace to provide a report on the following:

- (a) Crime figures May 2018. *(attached)*
- (b) Crime figures summary – quarterly priority setting meeting. *(attached)*
- (c) Quarterly Watch Scheme Meeting Report
- (d) Measures to prevent ASB in Arlesey PSPO. *(attached)*
- (e) Reporting parking concerns *(attached)*
- (f) British Transport Police – Arlesey Train Station *(attached)*
- (g) Police & Crime Commissioner of Bedfordshire newsletter *(attached)*
- (h) Resident suggestions for Council consideration re: knife crime/drugs *(attached)*
and information day.

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