

12th July 2018

To: Members of the Council

A Meeting of ARLESEY TOWN COUNCIL will be held in the Village Hall, Arlesey on Tuesday 17th July 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 –Etonbury “Green Wheel” Masterplan approved** – CBC, Arlesey and Stotfold Town Councils and Fairfield Parish Council have formally approved and adopted the plan for an ‘Etonbury Green Wheel’- a long term vision to form a linked loop of publicly-accessible green spaces and paths around Arlesey, Stotfold and Fairfield. *Read more at www.centralbedfordshire.gov.uk/leisure (attached)*
- 3.2 **CBC Press Release – ‘Who Newt’** - The country’s first ever Newt Officer is to be based at CBC. Working to ensure the protection of Great Crested Newts. Proposed planning developments within 500 metres of ponds are affected at planning application stage. Newt Officers raise awareness of a new licensing scheme. More info available from www.naturespaceuk.com (attached)
- 3.3 **CBC Press Release- “Have your say on the farms estate”** - Consultation with public on how the CBC plans to manage its 4,700 acre public farmland estate over a 10 year period. Online consultation at www.centralbedfordshire.gov.uk/consultations to run until 5pm on 19th August 2018. CBC Executive Committee meeting 9th October 2018 to consider feedback. (attached)
- 3.4 **CBC Press Release – “Central Bedfordshire gets SATs results boost”** – Increase above national average in reading, writing and mathematics SAT results among pupils aged 7-11 (attached)
- 3.5 **Bedfordshire Bugle** - July 2018 edition (attached)
- 3.6 **North Herts Methodist Circuit** – Members to acknowledge Reverend Graham Claydon – Knights will be serving the Methodist Circuit covering Arlesey, Baldock, Stevenage and Stotfold Churches, a welcome service will take place 1st September 4.00pm at Stotfold Methodist Church.

3.7 **CBC Making Day Services about you** – Update on CBC’s review of day services offered to older people and adults with disabilities. More info: www.centralbedfordshire.gov.uk/day-offer

4 **MEMBERS QUESTIONS**

5 **PUBLIC PARTICIPATION**

6 **MINUTES OF PREVIOUS MEETINGS**

To consider and approve the minutes of Town Council meeting held 19th June 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/18/02048/FULL** - Land off un-named road, Cambridge Road, Langford, Biggleswade
Proposal: Change of use of land to use as a residential caravan site for four gypsy families, each with two caravan’s hardstanding and amenity building.
Respond by: 18th July 2018

10.2 **CB/18/02333/FULL** – 28 Station Road, Arlesey SG15 6RG
Proposal: Loft conversion with front Dormer.
Respond by: 25th July 2018.

10.3 **CB/18/02402/FULL**- 204 High Street Arlesey, SG15 6TB
Proposal: Single Storey extension to replace existing flat roofed extension.
Respond by: 1st August 2018

10.4 **CB/18/02356/FULL**- 160 High Street Arlesey SG15 6TB
Proposal: Single storey rear extension & loft conversion.
Respond by: 27th July 2018

10.5 **CB/18/01904/FULL** - 84 Chase Hill Road Arlesey SG15 6UD
Proposal: Construction of new front porch, single storey link to garage, single storey rear extension and loft conversion including 2 no. rear Dormer windows.
Respond by: 24th July 2018

10.6 **Update on CB/18/01145/MW – Arlesey Landfill Site, Mill Lane, Arlesey**
Members to acknowledge decision notice received for Containerised battery storage facility. *(attached)*

10.7 **Planning Applications Refused/Granted** – As at 12th July 2018. New decisions are identified by an asterisk. *(attached)*

10.8 **Enforcement cases created and/or closed:**

- **74 Church Lane, Arlesey, SG15 6 UX - CASE CREATED**
Alleged change of use of outbuilding (log cabin) to front of dwelling, for business purposes.
- **Twin Acres, Hitchin Road, Arlesey, SG15 6SE** – Cllr Wenham to provide update regarding Planning Condition 4 being satisfied.

10.9. **JJ Design Update on Local Plan process** - Delays to oral hearings likely following CJEU Judgement on Habitats Regulations Assessment Screening. CBC required to submit an Appropriate Assessment necessitating further consultation with Natural England. *(attached)*

11 FINANCE REPORTS

11.1 Income and Expenditure – June 2018

To review the Income and Expenditure up to 30th June 2018, compared to 2018/19 budget (month 3) and submit questions to the Town Clerk as necessary. *(attached)*

11.2 Balance Sheet as at 31st June 2018

To review Balance Sheet as at 30th June 2018 (month 3) and submit questions to the Town Clerk as necessary. *(attached)*

11.3 Petty Cash – June 2018

To receive for approval copies of the petty cash details for the Resource Centre and Town Council for June 2018 – (month 3) *(attached)*

11.4 Credit Card Purchases – June 2018

To receive for approval copies of the Town Council credit card expenditure details for June 2018 – (month 3) *(attached)*

11.5 Accounts for Payment

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

12 FINANCE & GENERAL PURPOSES COMMITTEE

12.1 Councillor Vacancy – Members to note following Notice of Vacancy in Office of Councillor upon resignation of Helen Frost, there has been no call for election. The position may now be filled by the co-option process.

12.2 Unity Trust Bank Charges – Members to note alterations to service tariff's effective 5th September 2018. *(attached)*

12.3 BEST CEO meeting – Members to note meeting scheduled with Dr Alan Lee at Gothic Mede Academy on Thursday 20th September 2018. Cllrs Gravett and McGann to attend.

12.4 Repayment of Small Grant - Arlesey Parents & Toddlers - Members to note repayment of £250 grant made in 2017/18 for purpose of purchasing play mats following organisational restructure.

12.5 Payments during August 2018 Recess - Council to approve delegation of 2 members to verify and countersign payment of August salaries and arising bills to meet contractual agreements; to be reported at next meeting.

13 PUBLIC LANDS & HIGHWAYS COMMITTEE

13.1 To ratify the recommendations (Resolutions) contained within the minutes Public Lands & Highways Committee meeting held on 3rd July 2018 **excluding minute 18/012.** *(attached)*

13.2 RoSPA Report 2018 – Members to note receipt of RoSPA reports 2018. No high-risk items/urgent repairs noted. Low risk repairs to be deferred to Public Lands & Highways meeting.

13.3 HGV Weight Restriction Proposal – Members to note submission to CBC's Traffic Management Officer Paul Salmon and consider arising feedback as provided at the meeting.

13.4 Rail User Group Arlesey – Members to receive minutes of meeting between Govia Thameslink, Alastair Burt MP and Jodie Gravett and consider delegation of Council representative for Arlesey Rail User Group. *(attached)*

13.5 BABUS Membership 2018 – Members to consider renewal of 'Bedford Area Bus Users' membership – 1 year £12.00 subscription fee. Quarterly newsletter provided – office review.

13.6 Arlesey War Memorial Renovations - Members to consider 'Independent Memorial Inspection' quotation for cleaning and restoration works. *(as emailed prior to meeting)*

- 13.7 **Community Centre Car Park Safety** - Members to consider CBC's proposals. *(attached)*
- 13.8 **London Row Streetlight Update** - Members to consider:
- i) TCS Electrical's advice on negative impact on light levels resulting from PL&H Committee's suggestion of removing 2 streetlights and replacing with 1.
 - ii) remedial action to address resident's complaint regarding light nuisance
 - iii) approval of urgent repairs to A2 London Row (damaged concrete column).
- 13.9 **Hitchin Road A7 Streetlight Update** - Members to consider TCS Electrical's advice on negative impact on light levels resulting from PL&H Committee's suggestion of removing A7 on residential property.
- 13.10 **Stotfold Road Allotments/Bedfordshire and River Ivel Internal Drainage Board Correspondence** - Members to acknowledge correspondence received and to note Town Clerk's consultation with ATC's conveyancing solicitor to establish legal position. *(attached)*
- 13.11 **CBC Leisure Strategy** – Members to acknowledge 'Parish Schedule' and 'Outdoor Sport Priority Project List' which will be used to secure developer contributions under the Community Infrastructure Levy (CIL) regulations. *(attached)*

14 PUBLIC RELATIONS COMMITTEE

- 14.1 To ratify the recommendations (Resolutions) contained within the minutes Public Relations Committee meeting held on 3rd July 2018. *(attached)*
- 14.2 **Summer Fete Town Council Stall** - Members to consider recommendation of Public Lands & Highways Committee as contained within minute 18/012, noting staff availability. Member attendance to be agreed.
- 14.3 **Councillor Surgeries** – Cllrs Livermore and Randall to provide an update on Councillor Surgery held on 7th July 2018. Members to consider availability to assist Cllr Wallace at September Surgery to be held at Summer Fete, following resignation of Helen Frost.
- 14.4. **Website Update** - Members to receive an update on communications with 2 providers, and consider proposed timescales and approach of alternative website designers.

15 PERSONNEL COMMITTEE

- 15.1. **CBC Pay Scales Resource Centre Relief Staff** – Members to approve adoption of 2018/19 CBC pay scale Spinal Point 11 (£8.839 per hour) for Resource Centre Relief Staff effective 1st April 2018.
- 15.2. **Temporary Administrative Assistant Appointment** – Members to acknowledge Town Clerks appointment of Mrs C. Winwood as Temporary Administrative Assistant on NALC Model Contract at SCP 9.
- 15.3 **Resource Centre Relief Staff Appointments** - Members to acknowledge Town Clerks appointment of Mr L. Coleman and Mrs M. Gravett as RC Relief Staff on a Casual Worker Contracts at CBC SCP 11.

16 REPRESENTATIVES' REPORTS

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

- a) Crime Figures June 2018 - No police figures available due to new Police offence-logging system and replacement reporting processes requiring development.
- b) Sgt Welch visit to Arlesey 19th June.
- c) Operation Beneke - Arlesey Friday 27th July.
- d) SpeedWatch
- e) PCC Event Schedule 2018. *(attached)*

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

18 **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:

- **Agenda Item 19** - to legal proceedings (Item 5: Annex B – Descriptions of Exempt Business/DCLG Open & Accountable Local Government).

19 **PROCEEDINGS RELATED TO FORMER EMPLOYEE**

Members to receive an update from Cllr Livermore regarding Civil Appeal.