

Minutes of a meeting of **ARLESEY TOWN COUNCIL** held in the **Village Hall, Arlesey** on **Tuesday 19th June 2018 at 7.00pm.**

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

ABSENT: None.

In attendance: Ms S Foulkes (Town Clerk), Colette Lowe (Resource Centre Manager) Ward Cllr Shelvey and 2 members of the public.

18/022 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs J. Auburn, R. Clark, R. McGann, D. Page, J. Randall and Ward Cllrs I. Dalgarno and R. Wenham.

18/023 DECLARATIONS OF INTEREST AND DISPENSATIONS

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

a) Disclosable Pecuniary Interests:

- Agenda item 10.2. - Cllr Holloway due to proximity to his home address.
- Agenda item 14.9. - Cllr Sarll due to her employment with contractor

b) Other Interests:

- Agenda items 13.7, 13.8 and 14.3. - Cllr Sarll as member of Arlesey Community Events Group.
- Agenda items 13.7, 13.8 and 14.3. - Cllr Ward due to spouse being a member of Arlesey Community Events Group.

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

023.3 To grant any requests for dispensation as appropriate – None received.

18/024 CHAIRMAN'S ANNOUNCEMENTS

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

024.1 **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.

024.2 **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](#)

024.3 **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.

- 024.4 **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.
- 024.5 **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.
- 024.6 **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.**
- 024.7 **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>.
- 024.8 **Cllr Helen Frost Resignation -** Members were advised that Cllr Frost had tendered her resignation prior to the meeting due to an ongoing health issue. Town Clerk to advise CBC Returning Officer.

18/025 MEMBERS QUESTIONS

None raised.

18/026 PUBLIC PARTICIPATION

Mr R. Watson – Attended CBC Development Management Committee on 23rd May 2018 and address the members on planning application CB/17/01158/OUT - Land at Chase Farm. The application was approved. Mr Watson has subsequently written an open letter to local parishes and CBC Ward members regarding the impact of the proposed large developments on the A507/roundabouts, and the use of software by CBC which he believes underestimates the impact. Cllr Shelvey advised the meeting that Mr Watson’s concerns had been noted and were being followed up by Cllr Wenham with the aim of achieving improvements going forward.

18/027 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.

RESOLVED that the minutes of the Annual Meeting of the Town Council held on 15th May 2018 be approved and be signed by the Chairman as a true record of proceedings.

18/028 MATTERS ARISING

- 028.1 **Draft Minutes -** Cllr Want enquired whether draft minutes of meetings were being published on the Council’s website prior to despatch with the agenda of following meeting. Town Clerk advised that this was normal practice in principle, dependant on other work pressures, as was agreed by Council. Town Clerk agreed to arrange for weblink to be sent to members by email on publication of draft minutes going forward.
- 028.2 **Minute 017.2: Website Development -** Cllr Gravett enquired about progress. Cllr Want advised no progress had occurred since last meeting. Members acknowledged need to prioritise the website development going forward.

18/029 **RESOURCE CENTRE MANAGER REPORT** – Prior to the meeting members received a report from Colette Lowe. Discussion took place on the following matters:

- RC webpages now up-to-date and Colette has arranged access to edit.
- Refresh of RC is continuing – new wall displays for both junior and adult sections.
- Read and relax area for adults created.
- Free IT Study Group being arranged with NOAH – 4 adults registered interest.
- Footfall and membership both increased in May 2018.
- Summer Reading Challenge promoted to schools – comparisons to last year intended.
- Children’s Centre Monday sessions – attendance low but being promoted by RC.
- RC Summer Opening Hours – no change in normal opening hours planned.
- Micro:bits – RC has 10 kits of which 6 currently on loan. Target group 8-12 years.
- ATC Cllr RC Membership and engagement – Members encouraged to call in to RC.
- Card holders verification - RC staff endeavour to confirm membership through other means when library cards are not available for inspection.
- DVD’s and school ‘Star Challenge’ Projects – Colette to liaise with schools to ascertain project topics going forward.

Colette Lowe was thanked for her report and retired from the meeting.

18/030 **REPORTS FROM CENTRAL BEDFORDSHIRE COUNCIL REPRESENTATIVES**

To receive reports from Ward Councillors.

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

- Resignations of Town Councillors and changes in members interests/contact information to be advised to CBC as early as possible.
- Revenue and Benefits online payments system in now active – via CBC website.
- GDPR obligations reminder given.
- Shelton Lower School Consultation – closure being considered due to falling numbers.
- Community Governance Review Consultation – CBC supported ATC’s request for reduction from 15 to 12 Town Councillors in first stage.
- Speed Cameras – Cllrs Dalgarno and Wenham had been working with CBC to secure 10 speed cameras, one of which is to be allocated to Arlesey.

030.2 **Members Questions to Ward members:**

- Cllr Ferris enquired about Pix Brook Academy progress. Cllr Shelvey advised that the school build was being delivered by CBC and was in the pre-planning stage. Aim to open in September 2019 for Year 5 pupils as a minimum. BEST is sponsor of the ‘free school’. Concerns were expressed by members that BEST appear to be holding a monopoly on local school choices.

RESOLVED - Cllr Holloway **PROPOSED** agenda item 13.4 be brought forward to allow discussion of BEST’s CEO Dr Alan Lee’s response in the presence of Cllr Shelvey. **SECONDED** by Cllr Gravett and **UNANIMOUSLY CARRIED**.

030.3 **BEST CEO response to ATC request for information - Members received response from BEST CEO Dr Alan Lee, and considered:**

- a) **financial information taken from [BEST Trustees Report & Financial Statements Year End August 2017](#) (pages 38-40) obtained from BEST website.**

Cllr Ward referred members to Item 12 on page 40 – Trustees Remuneration.
Cllr Shelvey advised Dr Lee had not been in post a full year in previous financial year.

Members were reminded of the rationale in seeking BEST’s confirmation of salary structures, which arose from media reports of academy funding being redirected from teaching staff to management hierarchy, and concerns expressed to council members by parents following a recent consultation regarding redundancies at Gothic Mede Academy.

b) the Council's response to Dr Lee's request for clarification on ATC position on school structures in Central Bedfordshire

Members agreed that ATC had not resolved its position on school structures in Central Bedfordshire. Parents' concerns regarding funding of local Teaching and Teaching Assistant staff had stimulated the council's interest in acquiring information requested from BEST on salary structures and recent and planned redundancies.

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

Members noted Dr Lee declined to accept the council's invitation to attend either the June or July Town Council meeting. Discussion took place on the merits of meeting with Dr Lee at Gothic Mede Academy, as opposed to pressing for the salary structure and redundancies information via a Freedom of Information request.

RESOLVED that the Council accept Dr Lee's invitation to meet with him at Gothic Mede Academy. Cllrs Gravett and McGann (Cllr Livermore substitute) delegated to represent the Council.

d) Cllr Gravett's proposal to seek the information as listed below, under a 'Freedom of Information (FOI) 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.

Members agreed to defer consideration of FOI request, as detailed above, until after meeting with Dr Lee had taken place. Cllr Shelvey suggested that salary structure information available under the FOI Act was included within BEST's Trustees Report & Financial Statements.

18/031 PLANNING APPLICATIONS & ISSUES

031.1 Arlesey Post Office 82 House lane, Arlesey. SG15 6XX

Proposal: Food takeaway. **Response extension requested to: 21st June 2018.**

Members acknowledged receipt of a resident's written objections to the application.

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

- 1) an exacerbation of existing parking issues arising from increased customer parking needs**
- 2) adverse effect on neighbours arising from takeaway food preparation odours and litter**
- 3) adverse effect on neighbours arising from noise disturbance during proposed evening trading hours**

031.2 **CB/18/00196/OUT - Land rear and side of Hampden House, Hitchin Road, SG15 6RS Amendments to 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.**

Members acknowledged receipt of a resident's written objections to the application.

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

- 1) the Council's previously submitted objections, in relation to overdevelopment of the site, dangerous access/egress on to Hitchin Road and further loss of employment land, have not been satisfied by the proposed amendment to the application
- 2) the 'Viability Report' is not available for inspection within documentation provided
- 3) a mixed residential/employment development would be favoured terms of sustainability and benefits to the community

031.3 **Planning Applications Refused/Granted** – Members noted recent decisions denoted by asterisk as at 14th June 2018. Decision Notice to be obtained in relation to consent granted to application **CB/18/01145/MW** - Arlesey Landfill Site.

031.4 **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** – Members acknowledged Cllr Wenham's request that his update, regarding Planning Condition 4 being satisfied, be deferred to the next meeting.

Cllr Ward queried whether any time limits existed in relation to the enforcement of Planning Conditions being met. Cllr Shelvey advised that CBC had taken enforcement action where cases dated back to a number of years and he was not aware of any limitations in this respect.

031.5 **Asset of Community Value, White Horse PH, Arlesey** - Members noted that no objections were received to recent consultation, and as a result 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".

031.6 **Taylor Wimpey 'Lewis Lane' Engagement Approach and Consideration of Outline Plan**
Members considered Taylor Wimpey's options for consulting with the local community regarding their proposed development, and the outline plan as provided. Cllr Want advised members that he had met with Struan Power as delegated by Council and expressed his own concerns at that meeting regarding the proposed access to the site via Rose Cottages. Approaches made by Taylor Wimpey to Telereal Trillium regarding obtaining access from the eastern relief road had been unsuccessful to-date.

RESOLVED that the Council:

- 1) **OBJECT** to the proposed access from the High Street via Rose Cottages and state a preference that access be achieved via the eastern relief road/roundabout to A507
- 2) **express the Council's preference for Taylor Wimpey's OPTION 2 for consultation with local community, being a leaflet approach; taking into account a perceived level of planning consultation fatigue.**

031.7 **APPEAL DECISION: Arcade Flowers, Stotfold Road, Arlesey –** Members noted appeal dismissed due to effect of proposed development on the character and appearance of the area.

18/032 FINANCE REPORTS

032.1 **Income and Expenditure – May 2018**

Prior to the meeting members received a report of year-to-date Income and Expenditure up to 31st May 2018, compared to 2018/19 budget (month 2) and were invited to submit questions to the Town Clerk as necessary. No questions were raised.

032.2 **Balance Sheet as at 31st May 2018**

Prior to the meeting members received a copy of the Balance Sheet as at 31st May 2018 (month 2) and were invited to submit questions to the Town Clerk as necessary. No questions were raised.

032.3 **Petty Cash – May 2018**

Prior to the meeting members received for approval copies of the petty cash details for the Resource Centre and Town Council for May 2018 – (month 2).

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

032.4 **Credit Card Purchases – May 2018**

Prior to the meeting members received for approval a copy of the Town Council credit card expenditure details for May 2018 – (month 2)

RESOLVED to approve the Town Council Credit Card purchases for May 2018.

032.5 **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. | BANK REF |
|--|---------------------------------|--|--------|---------|--------|------------|----------|
| Direct Debit Payments | | | | | | | |
| DD.06/18-01 | UTAX | Annual Excess meter billing T/C | 138.71 | 27.74 | 166.45 | 4024/101 | U/DD-01 |
| DD.06/18-02 | Rightfuel | Petrol for tools and diesel for ATC van | 37.32 | 7.46 | 44.78 | 4051/SPLIT | U/DD-02 |
| DD.06/18-03 | Rightfuel | Petrol for tools and diesel for ATC van | 34.39 | 6.88 | 41.27 | 4051/SPLIT | U/DD-03 |
| DD.06/18-04 | Cloudscape | Broadband/internet and office 365- DD due 10/06/18 | 48.34 | 9.67 | 58.01 | SPLIT | U/DD-04 |
| DD.06/18-05 | Antechs (Go Cardless) | R/C & TC computer maintenance and anti virus DD Due 11/06/18 | 150.90 | 30.18 | 181.08 | SPLIT | U/DD-05 |
| DD.06/18-06 | UTAX | Photocopying/printing meter charge DD due 14/06/18 | 33.45 | 6.69 | 40.14 | 4024/SPLIT | U/DD-06 |
| DD.06/18-07 | Wave (Previously Anglian Water) | Water at Hillary Rise Allotments Feb-May 2018 DD Due 15/6/18 | 96.80 | 0.00 | 96.80 | 4012/205 | U/DD-07 |
| DD.06/18-08 | Rightfuel | Petrol for ATC tools DD Due 18/6/18 | 23.13 | 4.63 | 27.76 | 4051/SPLIT | U/DD-08 |
| DD.06/18-09 | EON | Cemetery Electricity 28/04 - 03/06/18 DD due 18/06/18 | 13.54 | 0.68 | 14.22 | 4014/203 | U/DD-09 |
| DD.06/18-10 | Lloyds Bank | credit card purchases: cups/trolley/turn R/C and card fees DD due 18/06/18 | 106.39 | 20.67 | 127.06 | SPLIT | U/DD-10 |
| DD.06/18-11 | SSE | Unmetered streetlighting - DD due 21/06/18 | 217.71 | 43.54 | 261.25 | 4014/303 | U/DD-11 |
| DD.06/18-12 | SSE | Unmetered streetlighting - DD due 21/06/18 | 12.72 | 0.63 | 13.35 | 4014/303 | U/DD-12 |
| DD.06/18-13 | BT | TC Office Fax line rental June - Aug 2018 | 37.89 | 7.58 | 45.47 | 4021/101 | U/DD-13 |
| DD.06/18-14 | Biffa | Cemetery refuse collection - DD due 30/06/18 | 99.14 | 19.83 | 118.97 | 4017/203 | U/DD-14 |
| DD.06/18-15 | Cawleys | Skip rental Hillary Rise allotments May 2018 DD Due 30/06/18 | 5.17 | 1.03 | 6.20 | 4044/SPLIT | U/DD-15 |
| DD.06/18-16 | EDF Energy | MUGA Electricity DD due 1/07/18 | 143.00 | 0.00 | 143.00 | 4014/202 | U/DD-16 |
| PAID ACCOUNTS - Deposit refunds/other reimbursements. | | | | | | | |
| BACS06/18-01 | N King | Return of MUGA key deposit | 30.00 | 0.00 | 30.00 | 572 | JUNBP01 |
| BACS06/18-02 | L Clifford | Return of MUGA key deposit | 30.00 | 0.00 | 30.00 | 572 | JUNBP02 |
| BACS06/18-03 | A Termeulen (C Annison) | Return of Hall hire deposit 16/6/18 | 50.00 | 0.00 | 50.00 | 570 | JUNBP03 |
| BACS06/18-04 | B Harvey | Return of Hall hire deposit BLOCK BOOKING | 50.00 | 0.00 | 50.00 | 570 | JUNBP04 |
| BACS06/18-05 | J Bailey | Mileage re-imbursement March - June | 8.11 | 0.00 | 8.11 | 4009/101 | JUNBP05 |

| PAID ACCOUNTS - Deposit refunds/other reimbursements. | | | | | | |
|--|---------------------------|--|------------------|-----------------|------------------|--------------------|
| BACS06/18-01 | N King | Return of MUGA key deposit | 30.00 | 0.00 | 30.00 | 572 JUNBP01 |
| BACS06/18-02 | L Clifford | Return of MUGA key deposit | 30.00 | 0.00 | 30.00 | 572 JUNBP02 |
| BACS06/18-03 | A Termeulen (C Annison) | Return of Hall hire deposit 16/6/18 | 50.00 | 0.00 | 50.00 | 570 JUNBP03 |
| BACS06/18-04 | B Harvey | Return of Hall hire deposit BLOCK BOOKING | 50.00 | 0.00 | 50.00 | 570 JUNBP04 |
| BACS06/18-05 | J Bailey | Mileage re-imbusement March - June | 8.11 | 0.00 | 8.11 | 4009/101 JUNBP05 |
| ONLINE Payments Due | | | | | | |
| 06/18-01 | Greenwood Contracting | Recreation ground grass cut 26/3/18 and 16/4 | 200.00 | 40.00 | 240.00 | 4040/301 JUNFP01 |
| 06/18-02 | Greenwood Contracting | Recreation ground grass cut 1st, 8th, 17th and 29th May 2018 | 400.00 | 80.00 | 480.00 | 4040/301 JUNFP02 |
| 06/18-03 | BATPC | Affiliation fee 2018/19 | 1100.00 | 0.00 | 1100.00 | 4027/101 JUNFP03 |
| 06/18-04 | Herts Fullstop (Herts CC) | Stationery and equipment | 313.20 | 62.64 | 375.84 | SPLIT JUNFP04 |
| 06/18-05 | Herts Fullstop (Herts CC) | CREDIT for returned items | -53.79 | -10.76 | -64.55 | split JUNFP05 |
| 06/18-06 | Adam Bradford | Website updates April to June 2018 | 78.12 | 0.00 | 78.12 | 4078/101 JUNFP06 |
| 06/18-07 | SLCC | Membership fee 2018/19 | 258.00 | 0.00 | 258.00 | 4027/101 JUNFP07 |
| 06/18-08 | Modplan | Final settlement of MUGA refurb costs | 24532.31 | 4906.46 | 29438.77 | 4906/109 JUNFP08 |
| 06/18-09 | Alan Lamb Associates | Handover documents and final account MUGA project | 500.00 | 100.00 | 600.00 | 4906/109 JUNFP09 |
| 06/18-10 | IAC | 1/2 day internal audit 17th May 2018 | 266.00 | 53.20 | 319.20 | 4062/101 JUNFP10 |
| 06/18-11 | CBC | Building Regs Inspection fee changes to MUGA pavilion | 350.00 | 70.00 | 420.00 | 4906/109 JUNFP11 |
| 06/18-12 | CBC | Rent of allotment area Hillary Rise June 2018 to Sept 2018 | 48.75 | 0.00 | 48.75 | 4013/205 JUNFP12 |
| 06/18-13 | CBC | credit against Comm Ctr recharges 10/17-3/18 | -40.13 | 0.00 | -40.13 | 4015/201 JUNFP13 |
| 06/18-14 | Beds Borough Council | Refuse collection Village Hall/Town Council office | 174.50 | 34.90 | 209.40 | 4017/201 JUNFP14 |
| 06/18-15 | Zurich Municipal | Insurance renewal 2018/19 and IPT | 3922.09 | 0 | 3922.09 | 4025/101 JUNFP15 |
| 06/18-16 | Trade UK (Argos) | GDPR compliant metal file box | 17.59 | 3.51 | 21.10 | 4023/101 JUNFP16 |
| 06/18-17 | Stamps Direct Ltd | Stamps for R/C and T/c admin | 30.41 | 6.08 | 36.49 | 4023/SPLIT JUNFP17 |
| CHEQUE Payments due | | | | | | |
| 06/18-18 | Town Council Petty Cash | Petty cash May 2018 reimbursement | 19.34 | 0.00 | 19.34 | 4020/101 3000058 |
| Payroll Liability Payments Due | | | | | | |
| 06/18-19 | HM Rev & Customs | Mth 3 PAYE | 1032.80 | 0.00 | 1032.80 | 525 |
| | HM Rev & Customs | Mth 3 Nat. Emp'ee NI Contributions | 727.22 | 0.00 | 727.22 | 525 |
| | HM Rev & Customs | Mth 3 Nat. Emp'ee NI Contributions | 836.31 | 0.00 | 836.31 | 525 |
| | HM Rev & Customs | Mth 3 SMP Recovery | -580.72 | 0.00 | -580.72 | 525 |
| | HM Rev & Customs | Mth 3 SMP Compensation | -17.43 | 0.00 | -17.43 | 525 JUNFP18 |
| 06/18-20 | Beds Pension Fund | Mth 3 Emp'ee Super Contribution | 616.19 | 0.00 | 616.19 | 526 |
| | Beds Pension Fund | Mth 3 Emp'ee Super Contribution | 2322.68 | 0.00 | 2322.68 | 526 JUNFP19 |
| Salaries Payments Due | | | | | | |
| 06/18-21 | S. Foulkes | JUNE Salary | Salary | Salary | 4001 | JUNSA.01 |
| 06/18-22 | J Bailey | JUNE Salary | Salary | Salary | 4001 | JUNSA.02 |
| 06/18-23 | P Hector | JUNE Salary | Salary | Salary | 4001 | JUNSA.03 |
| 06/18-24 | G Studley | JUNE Salary | Salary | Salary | 4001 | JUNSA.04 |
| 06/18-25 | D Pascoe | JUNE Salary | Salary | Salary | 4001 | JUNSA.05 |
| 06/18-26 | D Rickman | JUNE Salary | Salary | Salary | 4001 | JUNSA.06 |
| 06/18-27 | K Fitzgerald | JUNE Salary | Salary | Salary | 4001 | JUNSA.07 |
| 06/18-28 | C Lowe | JUNE Salary | Salary | Salary | 4001 | JUNSA.08 |
| 06/18-29 | J Savory | JUNE Salary | Salary | Salary | 4001 | JUNSA.09 |
| 06/18-30 | P Legate | JUNE Salary | Salary | Salary | 4001 | JUNSA.10 |
| 06/18-31 | M Spruce | JUNE Salary | Salary | Salary | 4002 | JUNSA.11 |
| TOTAL SALARIES | | NET JUNE SALARIES | 8,751.02 | 0.00 | 8,751.02 | 520 |
| TOTAL JUNE 2018 PAYMENTS | | | 47,211.30 | 5,533.24 | 52,744.54 | |

RESOLVED that these accounts be paid.

18/033 APPROVAL OF ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR YEAR ENDED 31 MARCH 2018

033.1 **Financial Statements for year ended 31st March 2018** – Prior to the meeting members received a copy of the prepared Financial Statements for year ended 31st March 2018.

RESOLVED that the Financial Statements prepared by the Town Clerk/RFO be approved by the Council.

033.2 **Internal Auditors Report** (In support of Page 3 of Annual Return) – Council acknowledged receipt and considered recommendations as contained within the Observations Report, in relation to the following matters:

- 1) **Review of Direct Debit and Standing Orders in accordance with the Council's Financial Regulations.** Members noted that a review as recommended by the internal auditor was included within the current meeting agenda under item 13.2.
- 2) **Consultation with external auditor (Mazars) to seek confirmation of their position regarding an uplift in value of the Asset Register following recent refurbishment of the MUGA Pavilion.** Mazars response had been provided to the Council's Finance and General Purposes Committee, and advised against an uplift in accordance with the Practitioners' Guide.

RESOLVED that the Council acknowledge and approve the Internal Audit Report provided by Kevin Rose of IAC, and consider those recommendations contained within the Observations Report as being addressed by the Council.

033.3 **Approval of Section 1: Annual Governance Statement 2017/18** – Prior to the meeting members received a briefing prepared by the Town Clerk together with a recommended response to each of the Annual Governance Statements contained within Section 1 of the Annual Governance & Accountability Return.

RESOLVED that the Council approve YES responses to Annual Governance Statements numbered 1 to 8, and a N/A response to statement 9.

033.4 **Approval of Section 2: Accounting Statements 2017/18** – Prior to the meeting members received a copy of prepared Accounting Statements 2017/18 signed by the RFO, together with 'Notes to External Auditor' providing Explanation of Significant Variances, Bank Reconciliation and Explanation of Differences between boxes 7 and 8 being the combined values of Debtors and Creditors at year-end.

Section 2 – Accounting Statements 2017/18 for

| ARLESEY TOWN COUNCIL <small>ENTER NAME OF AUTHORITY</small> | | | |
|---|-----------------------|-----------------------|---|
| | Year ending | | Notes and guidance |
| | 31 March 2017 £ | 31 March 2018 £ | |
| 1. Balances brought forward | 141348 | 136198 | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year. |
| 2. (+) Precept or Rates and Levies | 189259 | 222264 | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received. |
| 3. (+) Total other receipts | 88567 | 77350 | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received. |
| 4. (-) Staff costs | 128591 | 135201 | Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses. |
| 5. (-) Loan interest/capital repayments | 0 | 0 | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any). |
| 6. (-) All other payments | 154385 | 93736 | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5). |
| 7. (=) Balances carried forward | 136198 | 206875 | Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6). |
| 8. Total value of cash and short term investments | 154623 | 220645 | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation. |
| 9. Total fixed assets plus long term investments and assets | 754473 | 757835 | The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March. |
| 10. Total borrowings | 0 | 0 | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB). |
| 11. (For Local Councils Only) Disclosure note re Trust funds (including charitable) | Yes | No | The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions. |
| | | ✓ | |

RESOLVED that the Council approve Section 2 of Annual Governance & Accountability Return as shown above, together with supporting 'Notes to External Auditor'.

033.5 **Notice of Exercise of Public Rights** - Members acknowledged commencement of statutory 30 day period from Thursday 21st June 2018 through to Friday 3rd August 2018.

18/034 FINANCE & GENERAL PURPOSES COMMITTEE

034.1 To ratify the recommendations (Resolutions) contained within the minutes Finance and General Purposes Committee meeting held on 5th June 2018.

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

034.2 **Review of Direct Debits and Standing Orders** – Prior to the meeting members received itemised notification of all live direct debits and standing orders payments. The Town Clerk provided validation of all ongoing instructions and indicated those payments which she had cancelled with Unity Trust Bank as no longer being valid.

RESOLVED that the Council approve ongoing payment by Direct Debit and Standing Order for those accounts validated.

034.3 **Standing Orders** – Prior to the meeting members received a copy of the NALC Model Standing Orders 2018, as amended, recommended for adoption by the Finance & General Purposes Committee.

RESOLVED that the Council adopt the NALC Model Standing Orders, as amended.

034.4 **BEST CEO response to ATC request for information** – Agenda item debated under 'Reports from CBC Representatives' – refer to minute 030.3 pages 14-15.

034.5 **SLCC Membership renewal 2018/19** – Members considered SLCC membership renewal in the sum of £258.00.

RESOLVED that the Council approve the renewal of SLCC membership at cost of £258.

034.6 **Resource Centre Laminator** – Members considered purchase of A3 laminator at cost of £80.60 for Resource Centre to fulfil service offered and approve disposal of broken machine.

RESOLVED that the Council approve the purchase of A3 Laminator at cost of £80.60 and disposal of broken machine.

034.7 **Arlesey Events Group Generator Request** - Members considered a request from Arlesey Events Group to use Town Council generator for Summer Fete 2018, and whether any charge should be applied to cover fuel costs.

RESOLVED that the Council grant free use of the generator to Arlesey Community Events Group for use at Summer Fete 2018, subject to the group's acceptance of any arising damage and liability costs.

034.8 **Summer Fete Marquee & Toilet Hire** – Members considered quotation received for supply of 3 marquees and portable toilets for Arlesey Community Events Group Summer Fete on 1st September 2018. The Council's budget for 2018/19 of £1,500 was confirmed by the RFO.

RESOLVED that the Council approve UK Events and Tents Ltd quotation of £1,435 and authorise an order to be placed.

034.9 **Seafarers UK Merchant Navy Day 3rd September 2018** – Members considered correspondence requesting the Council's participation in raising awareness for reliance on seafarers and shipping by flying a Red Ensign on civic building or flagpole on Merchant Navy Day. No proposals were made.

18/035 PUBLIC LANDS & HIGHWAYS COMMITTEE

- 035.1 **HGV Weight Restriction Proposal, High Street, Arlesey** – Members considered 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, which follows ongoing traffic incidents, concerns raised by residents and media/press attention. Ward Cllr Dalgarno has expressed his support for the initiative and had advised the Town Clerk of his intention to liaise with CBC officer Paul Mason.

Cllr Wallace reported that he had met with Mr F. Flannery of Mitchellsons, Mill Lane who advised that many drivers are unfamiliar with the area and thus follow navigation systems. Severe penalties are incurred by drivers who exceed their legal driving time, resulting in the shortest route being taken. Use of Arlesey New Road may be option if roundabouts were improved. Fairfield currently adds delays due to temporary traffic controls. Mitchellsons adhere to weight restrictions, currently exiting Arlesey via Church Land to avoid House Lane, and Mr Flannery suggested that any new restrictions should be hours based. He believed that other business residents of Mill Lane would follow his lead in observing voluntary practices. Mr Flannery expressed his concerns that parent parking around the school needed to be better policed. Cllr Wallace had made efforts to contact other businesses however no response was received.

RESOLVED that the Council request Central Bedfordshire Council's implementation of 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.

- 035.2 **Risk assessment/alarm attendance** - Members considered quotations received to provide key holder provision for out of hours alarm activation for Resource Centre and Town Council office, and installation of monitored alarm system in office. Members noted that no delegation of staff members was in place for attendance of Town Council office alarm activations.

RESOLVED that the Council approve;

- 1) **Harrisons quotation for the provision and installation of 1x Digi Air Communicator at £130, annual monitoring cost at £45, and annual maintenance service visit costs of £50 being in addition to the current annual alarm service costs of £70.**
- 2) **CYS Security Ltd quotation to provide keyholder service to Town Council office and Resource Centre at annual cost of £330 plus alarm activation costs of £27.50.**

- 035.3 **Arlesey Events Group Pop-Up Cinema** – Members considered a request for use of MUGA pavilion and Recreation Ground on 14th July 2018 for open air cinema and charges to be applied. Two film showings were planned, to include a family film during the afternoon and an adults film during the evening to end approximately 10pm.

RESOLVED that the Council approve the use of the MUGA pavilion and recreation ground on Saturday 14th July 2018 for use by Arlesey Community Events Group for purposes of a pop-up cinema. No charges to be made in recognition of the group's Summer Fete provision.

- 035.4 **Etonbury Green Wheel Masterplan 2018** – Members considered the approval and adoption of the plan as provided prior to the meeting.

RESOLVED that the Council approve and adopt the Etonbury Green Wheel Masterplan 2018.

- 035.5 **Community Garden House Lane** – Members considered potential barriers to the proposed community garden project and feedback from neighbours, as advised by Cllr Gravett. The mature trees were thought to be a major hurdle in terms of causing excessive shade, and likely maintenance and liability issues. Vandalism was also raised as a possible concern. Cllr Gravett recommended that the Council do not progress the project in its current form. A possible use of Conservation Area was put forward for future consideration.

RESOLVED that the Council do not progress with a Service Level Agreement for the maintenance of House Lane as previously discussed with Central Bedfordshire Council.

- 035.6 **Stotfold Road Allotments** - Members considered 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.

RESOLVED that the Council approve the purchase of:

- 1) **8x 10mx5m heavy duty permeable weed control coverings at cost of £199.92 inc. VAT and sufficient garden pegs circa. £10 per 100 pegs.**
- 2) **20x 6ft wood posts at cost of £79.94 inc. VAT**

- 035.7 **London Row Street Light Complaint** – Members considered resident's complaint in relation to lighting nuisance caused by streetlamp affixed to their property, TCS Electrical had provided quotation for installation of 'automatic timer' remedy. Members agreed that further consideration should be given to removing or relocating the street lamp, dependant on the outcome of a consultation with neighbours.

RESOLVED that the Council defer further consideration to Public Lands and Highways Committee with costs of removal and relocation to be obtained from TC Electrical.

- 035.8 **Road closure proposals Hitchin Road/Stotfold Road** - Members considered proposed road closures during the summer holidays to accommodate the installation of mains sewerage to the new housing development.

RESOLVED that the Council OBJECT to the road closure proposals due to safety concerns for younger residents arising from the resulting additional traffic during summer school holidays.

- 035.9 **Memorial Copse** – Members received an update from Cllr Gravett, noting the receipt of funds transferred to Town Council in the sum of £1,438.61, from 'Arlesey Remembers You' project as contribution towards memorial copse. An opening ceremony was planned for 3rd November 2018. Schools had been involved in choosing the monolith quotations and it was proposed that children would plant the first and last tree. A [JustGiving](#) page had been launched to seek contributions from residents towards the cost of engraving and benches. Cllr Dalgarno was liaising with a member of the public with regards to a possible larger donation.

- 035.10 **Streetlight repairs** - Members considered 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.

RESOLVED that the Council approve the above quotations and works orders to be placed.

- 035.11 **Village Hall fee waiver/reduction** – Members considered 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. Members noted the Council's grant policy does not extend to funding individuals, and any such waiver of fees would set a precedent.

RESOLVED that the Council do not grant a waiver of fees on this occasion.

035.12 **Arlesey War Memorial Grant Application to War Memorial Trust** - Council acknowledged WMT's response to Council's 'Grant Pre-application' submitted by Town Clerk, and considered:

a) the approval of submission of full grant application in respect of elements eligible for funding

RESOLVED that the Council approve the submission of a full grant application to WMT for works to Arlesey War Memorial covered by the terms and conditions as outlined in WMT's response.

b) the Council's position on funding of the cleaning cost for completion prior to Nov. 2018.

RESOLVED that the Council approve quotations be obtained for consideration at next meeting.

c) the Council's funding of repairs to soldier's nose for completion prior to Nov. 2018

RESOLVED that the Council approve quotations be obtained for consideration at next meeting.

18/036 PUBLIC RELATIONS COMMITTEE

Councillor Surgeries – Cllrs Want and Ferris provided an update on Councillor Surgery held on 2nd June 2018 advising members that one member of public had reported a flooding issue which had been passed to the office to report to CBC. Members acknowledged delegates for 7th July: Cllrs Randall & Livermore.

18/037 PERSONNEL COMMITTEE

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

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

18/038 REPRESENTATIVES' REPORTS

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

a) **Crime figures May 2018.** 28 crimes reported.

b) **Crime figures summary.** Acknowledged.

c) **Quarterly Watch Scheme Meeting Report.** Cllr Wallace attended recent meeting at which senior police figures were present. Watch Schemes now fall under a 'Citizens & Policing Unit'. Speed Watch training had been arranged for additional volunteers. Cllr Dalgarno had secured funding for 10 speed watch devices, one of which would be allocated to Arlesey. Members questioned whether Cllr Shelvey had mistakenly referred to 'speed cameras' in his report. Cllr Wallace would seek clarification.

d) **Measures to prevent ASB in Arlesey PSPO.** Members noted receipt of 'Public Space Protection Order' (PSPO) information.

RESOLVED that Cllr Wallace research process for establishing PSPO's in Arlesey.

e) **Reporting parking concerns.** Members noted receipt of contact information to assist with the reporting of parking incidents. Information to be uploaded to website and Facebook.

f) **British Transport Police – Arlesey Train Station.** Members noted receipt of contact information provided by a resident following recent spate of bicycle thefts. BTP had arranged a security marking event at the station on 14th June. Information to be uploaded to website and Facebook.

g) **Police & Crime Commissioner of Bedfordshire newsletter.** Members noted receipt of newsletter dated 29th May and improvements and progress made.

h) **Resident suggestions for Council consideration re: knife crime/drugs.** Members considered correspondence from a resident and the suggestions therein. Concerns were expressed regarding safety implications for staff. No proposals were made to progress. Town Clerk to advise resident.

18/039 PUBLIC PARTICIPATION ON ITEMS ARISING FROM THIS EVENING'S MEETING

Mr R. Watson – Expressed his opinion that the Council's debate on BEST's staffing situation appeared unnecessarily protracted and strayed beyond the Council's remit on Education.

The meeting closed at 10.40pm

CHAIRMAN:

Date: