

30<sup>th</sup> August 2018

**To: All Members of Arlesey Town Council**

An **EXTRAORDINARY MEETING** of **ARLESEY TOWN COUNCIL** will be held in the **Village Hall, Arlesey** on **Tuesday 4<sup>th</sup> September 2018** at **7pm**.

All Members of the Town Council are hereby summoned to attend for the purpose of considering and resolving the business to be transacted as specified below.

Cllr Chris Livermore  
**Chairman**

## **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-Central Bedfordshire Council agrees new approach for future of schools-** With some 40,000 new homes planned across Central Bedfordshire over the next 15-20 years schools across the area are actively working with the Council on long term planning. *(attached)*
- 3.2 **CBC Press Release- A-Level Success-** All 10 schools across Central Beds have shown an increase in the average points score per entry of 3.4 from 2017 to 32.1 (C+ grade) *(attached)*
- 3.3 **CBC Press Release- Flu Press release: Pregnant Women and Children aged 2-9 Years Old-** Pregnant Women and young children are being urged to get their free flu vaccine as soon as possible Health leaders across Bedfordshire are urging. Children between the ages of 2 and 9 are also eligible for a free nasal spray. <https://www.nhs.uk/conditions/vaccinations/flu-influenza-vaccine/>, <https://www.nhs.uk/Conditions/vaccinations/flu-vaccine-questions-answers.aspx> *(attached)*
- 3.4 **CBC Press Release- Work to Commence on final part of A421 upgrade in Central Bedfordshire -** Preparatory work to commence the first week of September. CBC is leading the project to ease congestion and improve access to planned developments in Central Beds. Initial work to run until February. <http://www.centralbedfordshire.gov.uk/transport/a421/overview.aspx> *(attached)*

- 3.5 **CBC Press Release – Council consult on improving support services for children and young people.** Consultation on improving services for children, focusing on extending the offer of providing Family Services to 0-12year olds (currently 0-5) and developing Youth Services and maintaining a good quality service for children looked after by the Local Authority <http://www.centralbedfordshire.gov.uk/council/consultations/childrens-services-2018/overview.aspx> Responses: 21<sup>st</sup> September 2018. (attached)
- 3.6 **CBC Legal and Democratic Services-** Colonel Chris Sharwood-Smith MBE announced as new Vice Lord-Lieutenant of Bedfordshire following the retirement of Col. Colin Mason MBE. (attached)
- 3.7 **BATPC ‘Bedfordshire Bugle’ September 2018** – Town & Parish Council topical newsletter. (attached)
- 3.8 **CBC Press Release - Have your say on Leisure Centres** – CBC is asking residents/local councils for feedback on its leisure centres and how to encourage those who don't currently use them. The feedback will help to improve future services at the six leisure centres provided by the council. More info: <http://www.centralbedfordshire.gov.uk/council/consultations/leisure-centre-survey-2018/overview.aspx> Responses by: 16<sup>th</sup> September 2018. (attached)
- 4 MEMBERS QUESTIONS**
- 5 PUBLIC PARTICIPATION**
- 6 MINUTES OF PREVIOUS MEETINGS**
- To consider and approve the minutes of Town Council meeting held 17<sup>th</sup> July 2018 as a true record of proceedings. (attached)
- 7 MATTERS ARISING**
- 8 PLANNING APPLICATIONS & ISSUES**
- 8.1 **[CB/18/03008/OUT](#)- 1 Lynton Avenue SG15 6TT**  
**PROPSAL-** Change of use from a residential dwelling into a ground floor Funeral Directors premises with a 1 bedroom residential flat above. **Respond by: 18<sup>th</sup> September 2018**
- 8.2 **[CB/18/02251/OUT](#)- The Lagoon, 197 Hitchin Road Arlesey SG15 6SE**  
**PROPOSAL:** Outline application: with all matters reserved except means of access for up to 151 dwellings and public spaces. **Respond by: 19<sup>th</sup> September 2018**
- 8.3 **[CB/18/02985/NMA](#)- 11 The Granary Arlesey SG15 6SH**  
**PROPOSAL-** Non-Material Amendment: on Application CB/17/02762/FULL - Replace two separate windows on front elevation with one single window. Change external finish of side extension to brickwork to match existing dwelling.
- 8.4 **CB/TRE/18/00290- works to trees Protected by a Tree preservation Order**  
**PROPOSAL:** Fell one Purple Beech (shown as T1 on plan) and as shown on the expired permission reference CB/TRE/17/00055; reduce one Lime tree (shown as T2 and one Horse Chestnut (shown as T3) by 30% and clear crowns to prevent nuisance to neighbours and for general maintenance of public area. Trees are listed as G1 within TPO Ref: MB/TPO/88/00005  
**LOCATION:** Green space adjacent to 66 House Lane SG15 6XX
- 8.5 **Taylor Wimpey/Lewis Lane Residential Development Consultation** - To consider Taylor Wimpey Public Consultation for the development of Lewis Lane, Arlesey. Extended deadline: 21<sup>st</sup> September 2018. (attached)
- 8.6 **Arlesey Cross Stakeholders’ Meeting** - To receive Cllr Want’s summary of matters discussed at the meeting held 31<sup>st</sup> July 2018. (attached)
- 9 FINANCE REPORTS**
- 9.1 **Income and Expenditure – July 2018**  
To review the Income and Expenditure up to 31<sup>st</sup> July 2018, compared to 2018/19 budget (month 4) and submit questions to the Town Clerk as necessary. (attached)

- 9.2 **Balance Sheet as at 31<sup>st</sup> July 2018**  
To review Balance Sheet as at 31<sup>st</sup> July 2018 (month 4) and submit questions to the Town Clerk as necessary. *(attached)*
- 9.3 **Petty Cash – July 2018**  
To receive for approval copies of the petty cash details for the Resource Centre and Town Council for July 2018 – (month 4) *(attached)*
- 9.4 **Credit Card Purchases – July 2018**  
To receive for approval copies of the Town Council credit card expenditure details for July 2018 – (month 4) *(attached)*
- 9.5 **Accounts for Payment**  
To approve accounts paid during August Council recess as attached. *(attached)*
- 10 FINANCE & GENERAL PURPOSES COMMITTEE**
- 10.1 **Employment Tribunal, Civil Appeal by Mrs E. Hare** – To acknowledge receipt of Court Order dated 23<sup>rd</sup> July 2018, which determines the Civil Appeal as ‘refused’. *(attached)*
- 10.2 **NALC 2018 Model Standing Orders Amendment** – To consider adoption of amendments to Standing Orders 17(d)(ii), 21(a) and 15(b)(ix) and 18(c) as detailed in NALC Briefing LO9-18. *(attached)*
- 10.3 **BATPC AGM 2018** - To consider and approve representation as deemed necessary at BATPC AGM, 18<sup>th</sup> October 2018 starting at 7.30pm at Cople Village Hall. *(attached)*
- 10.4 **Town Council Vehicle Emergency Repairs** – To acknowledge costs incurred as follows:  
(i) replacement of 2x wing mirrors at cost of £185.98 resulting from vandalism  
(ii) replacement of 1x tyre at cost of £85 resulting from accidental damage
- 10.5 **MUGA Pavilion Shutter Housing Repairs** – To acknowledge repair cost of £55.00 to damaged shutter, approved by Assistant Clerk and Vice Chairman in absence of Town Clerk.
- 10.6 **British Legion Poppy Wreaths 2018** – To approve £80 donation (Budget Acc: 4429/107) to British Legion for Poppy Wreath to be laid by Town Council at Arlesey War Memorial on 11<sup>th</sup> November 2018 and consider Cllr Holloway proposal to fund additional wreath to be laid at Cenotaph by resident of Arlesey on behalf of Town Council.
- 10.7 **Members & Staff Training Courses** – To consider:  
(i) Chairmanship and Planning Responses Training provided by LCPAS *(attached)*  
(ii) BATPC Training Programme Autumn 2018 *(attached)*  
(iii) CiLCA Registration for Assistant Clerk following notification of increased fee *(attached)*
- 10.8. **Virement of Budget Account 4342/103: School Patrol Crossing** – To approve virement of £300 to Transfers to EMR 324: Traffic Calming to correct error in 2018/19 budget setting.
- 11 PERSONNEL COMMITTEE**
- 11.1 **Staff Resignations** – To acknowledge resignations/applicable contract end dates and agree:  
(i) delegation of members/officers to undertake recruitment processes  
(ii) scope of delegation – drafting of vacancy adverts, shortlisting of applicants and interviews  
(iii) timescales and reporting to Council.
- 11.2 **Staff Reviews and Appraisals** – To agree delegation of officers/members to undertake reviews/appraisals with following staff members:  
(i) **Resource Centre Manager** – post probation period review requested by staff member.  
(ii) **Grounds Maintenance Operative** – 1<sup>st</sup> year appraisal due.  
(iii) **Litter Picking Operative** - 1<sup>st</sup> year appraisal due.  
(iv) **Resource Centre Relief Staff x4** – 1<sup>st</sup> year appraisals due.
- 12 PUBLIC LANDS & HIGHWAYS COMMITTEE**
- 12.1 **London Row Street Light** - To consider removal of street lamp A3 outside 26 London Row and approve associated costs. *(attached)*

- 12.2 **Public Notice: Traffic Calming Measures High Street, Arlesey** – To consider notice of proposed street calming measures associated with White Horse Field Development. Further information available at <http://www.centralbedfordshire.gov.uk/council/public-statutory/notices.aspx>. **Deadline for comments:** 28<sup>th</sup> September 2018. *(attached)*
- 12.3 **WW1 Commemoration Flags** – To consider purchase and display of commemorative flag. *(attached)*
- 12.4 **War Memorial Restoration & Stolen Vases** – To receive updates and consider the following:
- (i) IMI Cleaning report – letter dated 26<sup>th</sup> July 2018 *(attached)*
  - (ii) restoration project progress and costs as provided to members at the meeting.
  - (iii) the replacement of 2 stolen vases - reported to police and insurers (£100 excess payable) *(attached)*
- 12.5 **Cemetery Vehicular Access Barrier** – To note damage to barrier resulting in insurance claim (£100 excess payable) and consider like-for-like replacement vs opening barrier. *(attached)*
- 12.6 **Community Centre Roof** – To receive third-party quotations to compare with quotation supplied by CBC contractor, and consider further communications with CBC. *(attached)*
- 12.7 **Salt Bins** – To consider quotations for purchase of salt bins at locations approved by Central Bedfordshire Council Highways Custodian. *(attached)*
- 12.8 **RoSPA Inspection Reports 2018** – To acknowledge receipt of reports sent to members by email and to approve action plan to remedy issues raised within those reports. *(attached)*
- 12.9 **Recreation Ground Chemical Spraying** – To consider RS Groundcare quote to supply and apply herbicide spray to approx. 2 hectares of sports fields - Nil budget 2018/19. *(attached)*
- 12.10 **High Street Vehicle Weight Restriction Update** – To receive response from CBC advising ATC's proposed HGV ban route is unacceptable following their consultations with Hertfordshire County Council, and to consider ATC's position on contribution to funding of bollards. *(attached)*

### **13 PUBLIC RELATIONS COMMITTEE**

- 13.1 **Council Profile** - To note Cllr Sarll to generate September Facebook post and approve topic for entry. Editorial to be approved by Town Clerk before published.
- 13.2 **Council Website** – To receive update on meeting held with Web Designer Adam Bradford and consider process and timescales for achieving ATC website redesign.

### **14 PUBLIC PARTICIPATION ON ITEMS ARISING FROM THIS EVENING'S MEETING**

#### **15 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:**

- **Agenda Items 16 & 17- this business relates to labour relations matters** (Item 4: Annex B – Descriptions of Exempt Business/DCLG Open & Accountable Local Government).

#### **16 STAFFING REVIEWS**

To consider the impact of staff resignations on the work of the Council and the following staffing roles, and agree temporary variations in contract as deemed necessary:

- 16.1 **Assistant Clerk** – Interim overtime payments, temporary extension of work hours, and enhancement of duties/delegation.
- 16.2 **Temporary Administrative Assistant** – Temporary extension of hours and contract period.

#### **17 STAFF VACANCIES**

To approve NJC salary spinal points range, working hours per week and Terms and Conditions to form the basis of advertising pending staff vacancies.