

13th September 2018

To: Members of the Council

A Meeting of ARLESEY TOWN COUNCIL will be held in the Village Hall, Arlesey on Tuesday 18th September 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 **Have you applied for your child's school place for September 2019-** Applications for School places or transfers for September 2019 are now open. Applicants have until Tuesday 15th January 2019 for a place to start school or to join a middle school or if transferring to a secondary or upper school, the deadline is Wednesday 31st October 2018
To apply for a place online, visit www.centralbedfordshire.gov.uk/admissions
Email: admissions@centralbedfordshire.gov.uk *(attached)*

- 3.2 **Central Bedfordshire Council Youth Work and Positive Activities Grant –** Grants available to encourage and enable young people's participation in positive activities.
Deadlines for applications: 5th October 2018, 30th November 2018 and 15th February 2019.
Email: Youth.Services@centralbedfordshire.gov.uk to receive an application pack. *(attached)*

4 PUBLIC PARTICIPATION

5 MINUTES OF PREVIOUS MEETINGS

To consider and approve the minutes of the Extra Ordinary meeting of the Town Council held 4th September 2018 as a true record of proceedings. *(attached)*

6 MATTERS ARISING

- 6.1. **Election of Arlesey Town Council Deputy Mayor/Vice Chairman –** To consider nominations for the election of Arlesey Town Council Deputy Mayor/Vice Chairman.

7 ARLESEY RESOURCE CENTRE & LIBRARY

- (i) To receive and consider Resource Centre Manager's Report *(attached)*
- (ii) To consider and approve Fees & Charges review *(attached)*
- (iii) To consider and approve disposal of redundant equipment *(attached)*

8 REPORTS FROM CENTRAL BEDFORDSHIRE COUNCIL REPRESENTATIVES

To receive reports from Ward Councillors.

9 PLANNING APPLICATIONS & ISSUES

9.1 [CB/18/03008/OUT](#) - 1 Lynton Avenue SG15 6TT - To approve draft OBJECTION, as resolved by Town Council on 4th September 2018, as emailed to members prior to meeting.

9.2 [CB/18/0399/RM](#) - Land at White Horse Field, High Street, Arlesey
Proposal: Reserved Matters - following planning permission CB/16/01608/OUT dated 07/07/2017 details of appearance, landscaping, layout and scale on land.
Response required by: 21st September 2018

9.3 [CB/18/03097/FULL](#)- Green End Farm 1 Hitchin Road, Arlesey SG15 6RP
Proposal: Erection of a detached bungalow with ancillary works
Response required by: 1st October 2018

9.4. [CB/18/03211/FULL](#)-Etonbury farm, Stotfold Road, Arlesey, SG15 6XB
Proposal: Operational development that is required to implement the Prior Approval- approved Change of Use from agricultural building to 4 apart-hotel
Response required by: 5th October 2018

9.5 [CB/18/03024/FULL](#)- 33A Stotfold Road, Arlesey, SG15 6XL
Proposal: Rear and Side, single and double storey extension
Response required by: 9th October 2018

9.6 **Planning Applications Refused/Granted** – To acknowledge decisions on applications as at 13th September 2018. New decisions are identified by an asterisk. *(attached)*

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

- **Twin Acres, Hitchin Road, Arlesey, SG15 6SE** – Cllr Wenham to provide update regarding Planning Condition 4 being satisfied.
- **74 Church Lane, Arlesey, SG15 6UX**- This case is now closed: Subject to current planning application CB/17/01525/FULL. The case file will be reviewed once the outcome of the application is known.

9.8 **JJ Design Update on Local Plan process** - To acknowledge notification of
(a) Inspector's Initial Questions to CBC, specifically regarding the A507 and SA3 gas pipeline
(b) CBC's responses to Inspectors question. *(a&b attached)*

9.10 **CBC Digitisation of Planning Application Papers** – To acknowledge CBC's new process for advising the Town Council of planning applications and their preferred method of receiving responses. *(attached)*

10 FINANCE REPORTS

10.1 **Income and Expenditure – August 2018**
To review the Income and Expenditure up to 31st August 2018, compared to 2018/19 budget (month 5) and submit questions to the Town Clerk as necessary. *(attached)*

10.2 **Balance Sheet as at 31st August 2018**
To review Balance Sheet as at 31st August 2018 (month 5) and submit questions to the Town Clerk as necessary. *(attached)*

- 10.3 **Petty Cash – August 2018**
To receive for approval copies of the petty cash details for the Resource Centre and Town Council for August 2018 – (month 5) *(attached)*
- 10.4 **Credit Card Purchases – August 2018**
To receive for approval copies of the Town Council credit card expenditure details for August 2018 – (month 5) *(attached)*
- 10.5 **Accounts for Payment**
To approve accounts to be paid as advised to members at the meeting.
- 11 FINANCE & GENERAL PURPOSES COMMITTEE**
- 11.1 **BEST CEO meeting** – To acknowledge cancellation of meeting following resignation of Cllr Gravett and to consider the rescheduling of the meeting and delegated attendees.
- 11.2 **2018/19 Receipt of Precept Instalment** – To acknowledge receipt of second precept instalment receipt. *(attached)*
- 11.3 **Annual Return and External Audit Certificate: Year Ended 31 March 2018** - Approval of Audited Annual Governance & Accountability Return Year Ended 31st March 2018 and acknowledgement of External Auditor Certificate which raises no issues for review. *(attached)*
- 11.4 **Bank Signatories** – To approve:
(i) removal of Chris Gravett from Barclays Bank, Unity Trust Bank and Hampshire Trust Bank banking mandates
(ii) removal of Susan Foulkes from Barclays Bank, Unity Trust Bank and Hampshire Trust Bank banking mandates effective 28th September 2018
(iii) delegation of new signatories/administrators to be added to Barclays Bank, Unity Trust Bank and Hampshire Trust Bank mandate.
- 11.5 **Credit Card** – To approve:
(i) MultiCard Cardholder Application - issue of Town Council credit card to Deputy Clerk
(ii) cancellation of card issued to Town Clerk Susan Foulkes effective 28th September 2018.
- 11.6 **Surveillance Camera Commissioner** – To acknowledge correspondence received and to delegate Officer or Member to consider and advise the Council of its obligations under Section 31(1) of the Protection of Freedoms Act 2012. *(attached)*
- 12 PUBLIC LANDS & HIGHWAYS COMMITTEE**
- 12.1 **RoSPA Inspection Reports** – To consider:
(i) Cllr Sarll's comments, as delegated Play Area member, on reconciliation of RoSPA reports to Action Plan previously provided to members
(ii) **Skate park** – Members to consider quotation to remove risk highlighted in RoSPA report 2018 by filling Gap between top of ramp and barrier currently above recommended permitted safe height for gap. *(attached)*
(iii) **CPM Playgrounds quotations** - To consider repairs to Proludic Teen Shelter roof cutting back panel and finishing in orange paint £ 80.00+VAT and BMX Ramp repair smoothing off damaged area to top of ramp with grinding disc £30.00 + VAT. *(attached)*
- 12.2 **Recreation Ground Play Area Gate** - To consider recent safety issues and CPM Playgrounds report. *(attached)*
- 12.3 **Flag Poles** – To consider purchase of 3x telescopic flag poles and fittings, to fly commemorative flags for World War 1 Centenary approved 4th September 2018, and suitable location for siting portable poles. *(attached)*

- 12.4 **Arlesey War Memorial Update** – To consider:
- (i) **Bollard removal/replacement** – quotation to remove and dispose of damaged bollard and install 2 like-for-like to match remaining bollard in situ. *(attached)*
 - (ii) **IMI Cleaning Report Update** - response from IMI on 'holly tree' issue and to acknowledge corrected report received.
 - (iii) **Refurbishment Update** – response from Gary Churchman following inspection of the memorial prior to works being commenced to include approval of increased costs and format of re-lettering of misspelt Roll of Honour name.
 - (iv) **Scaffolding Cost** – approval of scaffolding/safety tower cost to enable safe access to memorial statue for refurbishment works to be completed.
 - (v) **Vases Replacement** – insurance claim for long-term replacement of replica vases and to acknowledge free-of-charge donation and fitting of similar vases by local businesses.
- 12.5 **Streetlight Maintenance** – To consider TCS Electrical's quotations and advice as follows:
- (i) **A7 Hitchin Road** - to be funded from General Reserves *(attached)*
 - (ii) **A6 St Peter's Avenue** – to be funded from Acc.4075/303 Lighting Maintenance *(attached)*
 - (iii) **A7 Church Lane** - to be funded by EMR 338 Streetlighting *(attached)*
- 12.6 **Arlesey Cemetery Phase 2 'Funeral Parlour' Land Allocation** – To consider Cllr Holloway's proposal for the allocation of land at Arlesey Cemetery Phase 2 for use as a Funeral Parlour/Chapel of Rest.
- 12.7 **Proposal for Land to West of Arlesey Cemetery** – To consider Cllr Holloway proposal for possible use of land to west of Arlesey Cemetery.
- 12.8 **Arlesey Community Events Group**
- (i) **WW1 Centenary 'Aluminium Soldier' Memorial** – To consider Events Group's provision of an 'Aluminium Soldier' and preferred location. *(attached)*
 - (ii) **Open Air Cinema** – To consider request for use of Recreation Ground and MUGA pavilion for electricity supply and toilet facilities to hold an Open-Air Cinema event 27th October 2018. *(attached)*
 - (iii) **Christmas Carol Singing** – To consider request for use of Community Centre foyer/toilet facilities 22nd December 2018 and approve unlocking/locking of building for this event, by Cllr Sarll. *(attached)*
- 12.9 **MUGA Pavilion Locks Upgrade** – To consider quotations for the upgrading of locks within MUGA pavilion to ease staff and user access *(attached)*
- 12.10 **St Johns Road Amenity Land Usage** – To consider current usage of amenity land by local residents and issues arising. *(attached)*
- 12.11 **Arlesey Town Youth FC MUGA Pavilion Signage Request** – To consider request from Arlesey Town Youth Football Club :
- (i) to affix signage to exterior pavilion wall for identification as home ground facilities.
 - (ii) to site framed copy of ATYFC logo on meeting room wall or to paint logo onto meeting room wall
- 13 PUBLIC RELATIONS COMMITTEE**
- 13.3 **Councillor Surgeries** – Cllrs Wallace to provide an update on Councillor Surgery held on 1st September 2018 at Summer Fete. Members to consider their availability to assist Cllr Livermore on 3rd November, following resignation of Helen Frost.

- 13.4 **Newsletter** – To defer publication of next issue following resignation of Town Clerk.
- 14 PERSONNEL COMMITTEE**
- 14.1 **Town Clerk Recruitment Update** – To receive an update on recruitment process to-date and consider appointment of [The Baikie-Wood Consultancy](#) to assist with interview stage of the process. *(attached)*
- 14.2 **Administrative Assistant Recruitment Update** – To agree to defer the advertisement of this vacancy until the appointment of the new Town Clerk to enable them to undertake process with Deputy Clerk.
- 14.3 **Temporary Administrative Assistant Contract** – To approve extension of temporary contract from 12th October 2018 to 31st March 2019.
- 14.4 **Staff Reviews & Appraisals** – To acknowledge progress of reviews and appraisals and to defer consideration of contractual matters for consideration under Exempt Business.
- 14.5 **Pesticides Application Courses** – To approve Grounds Maintenance Operative's attendance to Pesticide Application Courses (PA1: Safe Use & PA6A: Hand Held Applicators) Bedford College at cost of £228 each course.

15 REPRESENTATIVES' REPORTS

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

- a) **Crime Figures August 2018** - system and replacement reporting processes requiring development. *(attached)*
- b) Attendance at PCC Annual Parish Conference 13th Sept 2018.
- c) Give a day to Policing 18th Sept 2018.
- d) **Speed Watch Update**- To receive an update and consider funding purchase of 2no Speed watch signs to be installed at areas with prior approval from Central Bedfordshire Council. *(attached)*
- e) Police activities *(attached)*

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

17 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 - this business relates to labour relations matters** (Item 4: Annex B – Descriptions of Exempt Business/DCLG Open & Accountable Local Government).
- **Agenda Item 20 - this business relates to the business affairs of the Council** (Item 3: Annex B – Descriptions of Exempt Business/DCLG Open & Accountable Local Government).

18 PERSONNEL ISSUES

- 18.1. **Staff Reviews & Appraisals** - To consider contractual changes to following posts:
- (i) **Grounds Maintenance Operative** – approve an increase in hours to cover seasonal demands – from 25 hours p/w to 37 hours p/w March to November annually; effective 4th March 2019.
 - **Resource Centre Manager** – review of salary grading - postholder appointed 13th March 2018 on SCP 19 within the advertised range SCP 18 – 21.

- 18.2. **Deputy Clerk Spinal Point Review** – To consider uplift in salary spinal point, effective 1st October 2018, following contractual change in job title from 'Assistant Clerk' to 'Deputy Clerk'.

19 PERSONAL INFORMATION AUDIT

- 19.1 To acknowledge receipt of Local Council Public Advisory Service report following the completed audit of the Council office and Resource Centre filing and storage systems.
- 19.2 To delegate a member to work with Deputy Clerk to devise an action plan in response to issues identified.
- 19.3 To defer review of action plan to next Finance and General Purposes Committee.