

Minutes of Extra ordinary meeting of **ARLESEY TOWN COUNCIL** held in the **Village Hall, Arlesey** on **Tuesday 4th September 2018 at 7.00pm.**

**PRESENT:** Cllrs: C Livermore (Chairman) C Ferris  
R McGann M Holloway  
D Page J. Randall  
S Sarll A Ward

**In attendance:** Ms S Foulkes (Town Clerk), Mrs Janet Bailey (Assistant Clerk), CBC Ward Cllr Dalgarno and 36 members of the public.

#### **18/059 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs J Auburn, R Clark, J Want, J. Wallace

#### **18/060 DECLARATIONS OF INTEREST AND DISPENSATIONS**

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

- a) Disclosable Pecuniary Interests – None
- b) Other Interests - None

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

060.3 To grant any requests for dispensation as appropriate. A request for dispensation must be made on an individual basis.  
  
None received

#### **18/061 CHAIRMAN'S ANNOUNCEMENTS**

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

061.1 **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.

061.2 **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)

061.3 **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>

061.4 **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>

061.5 **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.

- 061.6 **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.
- 061.7 **BATPC 'Bedfordshire Bugle' September 2018** – Town & Parish Council topical newsletter.
- 061.8 **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.
- 061.9 Cllr Livermore informed members of resignation received from Chris Gravett. Vacancy in office of Councillor to be displayed when received from CBC.

#### **18/062 MEMBERS QUESTIONS**

None raised.

#### **18/063 PUBLIC PARTICIPATION**

Ms A. Robins raised her concerns regarding Planning Application [CB/18/03008/OUT](#)- 1 Lynton Avenue, regarding current traffic situation in the vicinity being exacerbated at existing junction of Lynton Avenue and High Street. Size of proposed garage will not fit a standard funeral vehicle, and access times for the funeral directors needing to be sympathetic to school run times which can occur at 9am, 12 noon, 1pm, 3pm and 3.30pm.

Mr R. Lee-Jones also addressed members regarding planning application for 1 Lynton Avenue – proposed funeral parlour. Main points for Mr Lee-Jones' objections to the plans are:

- Change of use from residential to retail property denotes insufficient commercial allocation for Arlesey before expansion with planned developments and may set precedent for future change of use within residential estates.
- Plans not in keeping with local residential area and not suitable for 247, 365 day use.
- Vehicular access required over foot path
- Hazardous access/egress onto Highway for long vehicles (Hearses) and refuse collections, 20mph limit already in place with bottle-necking due to parked cars on High Street.
- Insufficient car parking planned on site- 6 spaces planned (including 1 space in garage) to accommodate staff, resident of flat above funeral parlour, visitors, company vehicles of up to 6m in length.
- Parking space in proposed garage insufficient in length for company vehicle of 6m – internal dimensions 5.5m x 1.5m.
- Negative affect on traffic and pedestrian safety as company cars prepare/form procession.
- Access for 7.5 tonne delivery vehicles
- Highways Development Manager at Central Bedfordshire Council has been contacted, response awaited.
- Noise pollution from vehicles and extraction unit – 28 decibels is above permitted noise levels for neighbouring properties
- Health & Safety at work contraventions for starting vehicles in buildings (this is stated within plans as noise reduction method)
- Proposed extension should be in keeping with current area. Proposed 54m<sup>2</sup> extension will double footprint of existing property.

Mr S. Hamilton informed council of his objections to planning application for 1 Lynton Avenue Funeral Parlour stating that change of use of residential properties to A1 use must be of benefit to Town. No negative affect on community by not changing use.

Mr M. Budworth informed council that no signage regarding submitted planning application had been displayed on lamp posts in proximity to Lynton Avenue and only 2 neighbours had been officially consulted. Mr Budworth raised concerns of future applications for change of use for residential to A1 if planning approval granted.

Ward Cllr I. Dalgarno addressed public present.

Cllr Dalgarno had received a vast amount of resident feedback/correspondence on planning application for 1 Lynton Avenue change of use to Funeral Parlour, and had "called in" the application to be considered by CBC's Development Management Committee concerning:

- Change of use to A1 policy within Central Bedfordshire Council
- To investigate environmental impact from mortuary/embalming
- Loss of amenity
- Damage to local property
- Impact on Highways.

The public were reminded that objections to Planning applications must be made on planning grounds.

Mr R. Waterhouse raised concerns regarding dangers of pollution/potential toxicity from embalming chemicals emitting from proposed vent/chimney within a residential estate.

Research had not shown any residential semi-detached properties having been converted to Funeral Parlour premises.

Mr D. Landman suggested that the Council consider delegating members to meet with the Funeral Parlour applicant to request that the planning application is withdrawn.

Mr R. Watson commented regarding Agenda item 12.10 that he was concerned installation of bollards on pavements has a potential to grid-lock the village as cars will be prevented from mounting kerbs, being an option currently used by some vehicles to achieve traffic movement.

#### **18/064 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.

**RESOLVED** that the minutes of the Town Council Meeting held on 17<sup>th</sup> July 2018 be approved and be signed by the Chairman as a true record of proceedings.

#### **18/065 MATTERS ARISING**

None raised.

#### **18/066 PLANNING APPLICATIONS & ISSUES**

##### **066.1 [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**

Discussion followed regarding traffic/Highways dangers for vehicles and pedestrians. Concerns over a precedent being set for 'change of use' applications for residential to A1 use. Cllr Ward expressed concerns about the loss of a residential dwelling to business use at a time when residential properties were in short supply. Cllr Ferris referred to the [Arlesey Cross Masterplan](#) which would offer more appropriate commercial units within development. Cllr Sarll informed those present of ability to apply to speak at Development Management Committee meeting where application will be discussed.

Cllr Holloway informed the meeting that he had informally discussed the application with the proprietor of Benedicts Funeral Service, who advised that a move from existing premises was outside of their control due to their lease being terminated. Further discussions around alternative premises resulted. Cllr Holloway requested that the Council consider the allocation of land at the Hitchin Road Cemetery for the provision of Funeral Parlour.

**RESOLVED** that the Council **OBJECT** to the application. A draft a response to be considered at next meeting of Town Council to include following points for objection:

- **Inadequate parking/access**
- **Potential environmental impact**

- **Loading and delivery access**
- **No comment received from Highways**
- **Impact on pavements**
- **Disproportionate size of building extension**

The Council will publicise the date of the Development Management Committee meeting on Arlesey Town Council website and social media pages as soon as date known.

066.2 **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**

**RESOLVED** that the Council object as per previous application comments to include objection to provision of mini roundabout being insufficient within a national speed limit section of highway.

066.3 **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. **No comment required**

066.4 **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. **No comment required. Cllr Sarll requested for her objection to application to be noted.**

066.5 **Taylor Wimpey/Lewis Lane Residential Development Consultation –** Members considered Taylor Wimpey Public Consultation for the development of Lewis Lane, Arlesey. Extended deadline: 21<sup>st</sup> September 2018.

**RESOLVED** that the Council reiterate previous response to developer to utilise link road access to development as opposed to access via Rose Cottages/High Street.

066.6 **Arlesey Cross Stakeholders' Meeting –** Members received Cllr Want's summary of matters discussed at the meeting held 31<sup>st</sup> July 2018. Points to note:

- CBC officers to investigate width of entry road into Wheatley Homes development currently underway as currently appears too narrow to form part of link road.
- Greene King close to agreement with Wheatley Homes for site 2, planning application could be expected in due course
- White Horse Field – further changes made to application resulting in another consultation phase imminent.
- Sites 7, 8 and 9 – remain on hold until progress made on western portion of relief road.
- Five Ways Junction – awaiting legal completion S106 agreements etc.
- East Side – remaining conditions requiring discharging on application are close, agreement that possession of farm land will not take place until after harvest (November) is in place. Plans for wooden bridge over A507 ongoing but allowing for future dualling of A507. Commitment not to build from High Street was restated although there could be some development from Stotfold Road parallel with main relief road.
- West side relief road – efforts continue to gain access to all sites for pre-application archaeological works. A geological survey not involving trench digging may be more acceptable to all landowners. Compulsory purchase remains an option. No movement with sites 4,5,6, 10 or 11.

**RESOLVED** that the Council delegate Cllr Want and Town Clerk to generate a draft response to Central Bedfordshire Council, for consideration at next meeting of Town Council.

**18/067 FINANCE REPORTS**

067.1 **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. No questions raised.

**067.2 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. No questions raised.

**067.3 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) No questions raised.

**RESOLVED** that the Council approve the Resource Centre and Town Council petty cash expenditure for July 2018.

**067.4 Credit Card Purchases – July 2018**

To receive for approval copies of the Town Council credit card expenditure details for July 2018 – (month 4)

**RESOLVED** that the Council approve the Town Council Credit Card purchases for July 2018.

**067.5 Accounts for Payment**

To approve accounts paid during August Council recess as attached.

FOLIO	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MUTIPLE INV. TOTAL	BANK REF
<b>Direct Debit Payments</b>								
DD.08/18-01	Rightfuel	Diesel for ATC van DD Due 09/07/18	26.89	5.38	32.27	4051/101		AUGDD-01
DD.08/18-02	Rightfuel	Diesel for ATC van/petrol for tools DD due 23/7/18	35.18	7.04	42.22	4051/SPLIT		AUGDD-02
DD.08/18-03	Wave (Anglian Water)	Stofford Road Allotment water supply February to May 2018 DD Due 15/06/18	13.06	0.00	13.06	4012/205		AUGDD-03
DD.08/18-04	Wave (Anglian Water)	Cemetery water supply February to May 2018 - DD Due 15/06/18	14.41	0.00	14.41	4012/203		AUGDD-04
DD.08/18-05	Rightfuel	Diesel for ATC van/petrol for tools DD due 06/08/18	33.79	6.76	40.55	4051/SPLIT		AUGDD-05
DD.08/18-06	Cloudscape	Broadband/internet and office 365- DD due 10/08/18	48.34	9.67	58.01	SPLIT		AUGDD-06
DD.08/18-07	Antechs (Go Cardless)	R/C & TC computer maintenance and anti virus DD Due 11/08/18	150.90	30.18	181.08	SPLIT		AUGDD-07
DD.08/18-08	UTAX	Photocopying/printing meter charge DD due 14/08/18	30.71	6.14	36.85	4024/SPLIT		AUGDD-08
DD.08/18-09	EON	Cemetery Electricity 08/07 - 30/07/18 DD due 14/08/18	11.20	0.56	11.76	4014/203		AUGDD-09
DD.08/18-10	Lloyds Bank	credit card purchases: R/C vans, Poms Poms, Moneysoft renewals + monthly fee DD due 16/08/18	132.65	25.93	158.58	SPLIT		AUGDD-10
DD.08/18-11	SSE	Unmetered streetlighting - DD due 19/08/18	217.71	43.54	261.25	4014/303		AUGDD-11
DD.08/18-12	SSE	Unmetered streetlighting - DD due 19/08/18	12.72	0.63	13.35	4014/303	<b>274.60</b>	AUGDD-12
DD.08/18-13	Biffa	Cemetery refuse collection - DD due 30/08/18	70.86	14.17	85.03	4017/203		AUGDD-13
DD.08/18-14	Cawleys	Skip rental Hillary Rise allotments Jul 2018 DD Due 30/08/18	5.17	1.03	6.20	4044/SPLIT		AUGDD-14
DD.08/18-15	EDF Energy	MUGA Electricity DD due 01/09/18	143.00	0.00	143.00	4014/202		AUGDD-15
DD.08/18-16	Wave (Anglian Water)	Cemetery water supply May to August 2018 DD Due 17/09/18	14.02	0.00	14.02	4012/203		AUGDD-16
<b>PAID ACCOUNTS - Deposit refunds/other reimbursements.</b>								
BACS08/18-01	A Kellegher - Turley	Return of Hall hire deposit 18/7/18	50.00	0.00	50.00	570		AUGBP01
<b>ONLINE Payments Due</b>								
08/18-01	Beds & River lvel Drainage Board	Drainage SR Allotments APR 2018 - March 2019	13.26	0.00	13.26	4042/205		AUGFP01
08/18-02	IMI Memorial Inspection	Steam Clean of war memorial	1325.00	265.00	1590.00	4331/103		AUGFP02
08/18-03	WPS	Commercial vehicle insurance renewal	489.80	0.00	489.80	4025/101		AUGFP03
08/18-04	TCS Electrical	Quarterly street light maintenance Apr-Jun 18	165.00	33.00	198.00	4075/303		AUGFP04
08/18-05	TCS Electrical	A2 Church Lane new lantern	468.00	93.60	561.60	4075/303		AUGFP05
08/18-06	UK Events & Tents	Marquees and toilet hire summer fete	1435.00	287.00	1722.00	4232/102		AUGFP06
08/18-07	JRB Enterprise	Dog poop scoop bags	58.04	11.61	69.65	4029/305		AUGFP07
08/18-08	BABUS	Membership 2018/19	12.00	0.00	12.00	4026/101		AUGFP08
08/18-09	MJ Ryall	Coach screws	1.75	0.35	2.10	4045/205		AUGFP09
<b>Salaries Payments Due</b>								
08/18-15	S. Foulkes	AUGUSTSalary	Salary		Salary	4001		AUGSAL.01
08/18-16	J Bailey	AUGUSTSalary	Salary		Salary	4001		AUGSAL.02
08/18-17	P Hector	AUGUSTSalary	Salary		Salary	4001		AUGSAL.03
08/18-18	G Studley	AUGUSTSalary	Salary		Salary	4001		AUGSAL.04
08/18-19	J Spedding	AUGUSTSalary	Salary		Salary	4001		AUGSAL.05
08/18-20	D Pascoe	AUGUSTSalary	Salary		Salary	4001		AUGSAL.06
08/18-21	D Rickman	AUGUSTSalary	Salary		Salary	4001		AUGSAL.07
08/18-22	K Fitzgerald	AUGUSTSalary	Salary		Salary	4001		AUGSAL.08
08/18-23	C Lowe	AUGUSTSalary	Salary		Salary	4001		AUGSAL.09
08/18-24	J Savory	AUGUSTSalary	Salary		Salary	4001		AUGSAL.10
08/18-25	P Legate	AUGUSTSalary	Salary		Salary	4001		AUGSAL.11
08/18-26	C Winwood	AUGUSTSalary	Salary		Salary	4001		AUGSAL.12
08/18-27	G Bainum	AUGUSTSalary	Salary		Salary	4001		AUGSAL.13
<b>TOTAL SALARIES</b>			<b>8,579.36</b>		<b>8,579.36</b>	520		
<b>TOTAL AUGUST 2018 PAYMENTS</b>			<b>17,566.28</b>	<b>852.98</b>	<b>18,419.26</b>			

## **18/068 FINANCE & GENERAL PURPOSES COMMITTEE**

068.1 **Employment Tribunal, Civil Appeal by Mrs E. Hare** – Members acknowledged receipt of Court Order dated 23<sup>rd</sup> July 2018, which determines the Civil Appeal as ‘refused’. Members thanked Cllr Livermore for his efforts and time dedicated to this case.

068.2 **NALC 2018 Model Standing Orders Amendment** – Members considered 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. Minor amendments made

**RESOLVED** that the Council adopt amendments to NALC model standing orders 2018 as detailed in NALC briefing LO9-18.

068.3 **BATPC AGM 2018** – Members considered representation at BATPC AGM, 18<sup>th</sup> October 2018 starting at 7.30pm at Cople Village Hall. **No proposal tabled.**

068.4 **Town Council Vehicle Emergency Repairs** – Members acknowledged 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 £85.00 resulting from accidental damage

068.5 **MUGA Pavilion Shutter Housing Repairs** – Members acknowledged repair cost of £55.00 to damaged shutter, approved by Assistant Clerk and Vice Chairman in absence of Town Clerk.

068.6 **British Legion Poppy Wreaths 2018** – Members considered £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 considered Cllr Holloway proposal to fund additional wreath to be laid at Cenotaph by resident of Arlesey on behalf of Town Council.

**RESOLVED:** that the Council approve £80 donation for Town Council wreath to be laid at Arlesey War Memorial by Town Council and approve £80 donation for wreath to be laid on behalf of Arlesey, at the Cenotaph by an ex-service man of Arlesey. Wreaths to be laid 11<sup>th</sup> November 2018.

068.7 **Members & Staff Training Courses** – Members considered:

- (i) Chairmanship and Planning Responses Training provided by LCPAS.

**RESOLVED** that the Council approve course fee £40 for Chairman Cllr Livermore attendance of LCPAS Chairmanship training 19<sup>th</sup> September 2018.

- (ii) BATPC Training Programme Autumn 2018. **No training course attendance required at present.**

- (iii) CiLCA Registration for Assistant Clerk. Members were advised of fee increase from £250 to £350 1<sup>st</sup> October 2018.

**RESOLVED** that the Council approve Assistant Clerk registration for CiLCA portfolio submission at a fee of £250.00.

068.8. **Virement of Budget Account 4342/103: School Patrol Crossing** – Members considered suggested virement of £300 to Transfers to EMR 324: Traffic Calming to correct error in 2018/19 budget setting.

**RESOLVED** that the Council approve virement of £300 from Budget Account 4342/103 to EMR 324: Traffic Calming correcting error made in 2018/19 budget setting

## **18/069 PERSONNEL COMMITTEE**

069.1 **Staff Resignations** – Members acknowledged resignations/applicable contract end dates and considered recruitment process:

- B. Sheil – SERVEST employee but worked at Community Centre for over 40 years

- D. Rickman – Administrative Assistant contract end date 31<sup>st</sup> August 2018
- S. Foulkes - Town Clerk contract end date 30<sup>th</sup> September 2018

Members noted resignations and acknowledged the service and commitment provided by B. Sheil over the last 40 years. S Foulkes – Town Clerk, was also thanked for her assistance and contribution during 3 years employment with Town Council. All were wished well for the future.

- (i) delegation of members/officers to undertake recruitment processes - Members discussed Cllr availability and experience for undertaking recruitment.

**RESOLVED that a recruitment panel consisting of Town Clerk, Cllrs Holloway, Ferris, McGann and Livermore be delegated to undertake initial recruitment process for both vacancies. Assistant Clerk to be involved with shortlisting and interviewing candidates for Admin Assistant position.**

- (ii) scope of delegation – drafting of vacancy adverts, shortlisting of applicants and interviews

**RESOLVED that Town Clerk circulate draft job adverts, Job Descriptions and Person Specifications to the delegated members. Delegated members to undertake shortlisting of applicants and interviews.**

- (iii) timescales and reporting to Council.

**RESOLVED that all appointments and final Terms and Conditions of both vacant posts be subject to the approval of Town Council prior to offers of employment being made. Town Council to consider the engagement of a Consultant to assist with interview stage of recruitment process at next meeting.**

069.2 **Staff Reviews and Appraisals** – members considered delegation of officers/members to undertake reviews/appraisals with following staff members: Discussion around Cllr availability and experience followed.

- (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.

**RESOLVED that the Town Clerk and Cllr Livermore conduct a post probation review with Resource Centre Manager. Town Clerk and Cllr McGann to conduct appraisals with Grounds Maintenance Operative and Litter Picking Operative. Resource Centre Manager delegated responsibility to conduct relief staff appraisals x4.**

## **18/070 PUBLIC LANDS & HIGHWAYS COMMITTEE**

70.1 **London Row Street Light** - Members considered removal of street lamp A3 outside 26 London Row. Resident survey responses were provided with background information. **Standing Orders suspended** enabling resident to speak on matter. Resident addressed council and notified members of light and noise disturbance caused by streetlight affixed to property. **Standing Orders re-instated.**

**RESOLVED that council approve removal and de-commissioning of streetlight affixed to No 26 London Row at a cost of £375.00+VAT. No alternative light source to be installed at present. Resident to be informed of lead time for work to take place.**

070.2 **Public Notice: Traffic Calming Measures High Street, Arlesey** – Members considered notice of proposed street calming measures associated with White Horse Field Development. Discussion followed. Piecemeal approach to High Street works considered unproductive and approving in part, would not show relevance or effect on High Street plans as a whole when all proposals come together.

**RESOLVED that the Council OBJECT in isolation as no context as to how the raised table proposed fits other traffic calming measures/plans. A comprehensive, complete plan for High Street to be requested from CBC.**

- 070.3 **WW1 Commemoration Flags** – Members considered purchase and display of commemorative flag(s). Methods of flying the flags were discussed, land ownership of space outside Town Council Offices/Village Hall and potential purchase of portable telescopic flag poles/methods of flying the flags.

**RESOLVED that the Council approve purchase of 3 commemorative flags 5ft x 3ft– Army, Navy, RAF designs at a cost of £6.50 + VAT each. Cllr Sarll to research costs for telescopic portable flag poles and report back to council at next meeting.**

- 070.4 **War Memorial Restoration & Stolen Vases** – Members received updates and considered the following:

- (i) **IMI Cleaning report** – A heated water treatment had been used to clean the memorial soldier, plinth, base, steps, surround and posts. A condition report was provided for records. Holly tree to north of memorial to be inspected to determine proximity to memorial and potential of longer branches reaching memorial.

**RESOLVED that the Council defer a response to report until monument site been photographed by Grounds Maintenance Operative to determine proximity of holly tree to memorial.**

- (ii) restoration project progress and costs as provided to members at the meeting.

Quotations had been sought for repairs to soldier's nose and ear, crack in obelisque and to add three names and correct spelling of one name. Bollard replacement work quotes had also been sought. Members noted that scaffolding would be required to enable restoration works to soldier to be completed by a specialist – quotations to be obtained. Depending on material of statue costs to repair facial features will be £2,300.00 or £2,600.00 + VAT.

To engrave missing names and amend one existing approx. cost £630.00 + VAT, crack repair £150.00+VAT, subject to inspection.

**RESOLVED that the Council approved quotations to repair war memorial damage and the addition of resulting in project costs of approx. £3,000.00 plus scaffolding costs to be sourced to assist with repairs.**

- (iii) the replacement of 2 stolen vases - Members noted the theft of 2 vases from War Memorial and that police and insurers had been informed. Replacement vases to match those remaining in situ can be manufactured however lead times would result in supply after 11<sup>th</sup> November 2018. An insurance claim for identical replacements was possible; £100 policy excess payable. To achieve replacement of vases for this years' Remembrance Sunday, 2 temporary replacements have been offered by James Pepper Memorials, being very similar in design to stolen vases at a cost of £200 + VAT each. Nevilles Memorials had also located 2 similar vases however costs were yet to be confirmed.

**RESOLVED that the Council approve purchase of 2 temporary replacement vases up to a maximum of £200 + VAT each. Insurance claim to be pursued to enable identical vases to be manufactured and installed as permanent replacements for stolen items.**

- 070.5 **Cemetery Vehicular Access Barrier** – Members noted damage caused to barrier resulting in insurance claim (£100 excess payable) and considered like-for-like replacement vs opening barrier. Discussions followed on purpose of barrier and functional requirements.

**RESOLVED that the Council approve replacement of damaged cemetery car park barrier with a like for like style to be covered under insurance claim with a £100 excess payable.**

- 070.6 **Community Centre Roof** – Members received third-party quotations to compare with quotation supplied by CBC contractor, and considered further communications with CBC following vast expense for roof works 2012/13. Discussions regarding history of works to roof and associated costs followed.

**RESOLVED that Town Clerk escalate situation to Marcel Coiffatt Assets Executive, Central Bedfordshire Council and advise that the Council do not believe the expense to**



**be acceptable due to re-roofing work being carried out in 2012/13. Timely conclusion to problem to be requested.**

- 070.7 **Salt Bins** – Members considered quotations for purchase of salt bins at locations approved by Central Bedfordshire Council Highways Custodian. Members were informed that CBC clarified that salt should not “spoil” and require disposing of as hazardous waste, but that clumped salt can be broken up and used.

**RESOLVED that the Council approve purchase of 4x Wybone RG/11 grit bins and vinyl Arlesey Town Council logo attachment at a total cost of £1,039.93 + VAT. Grounds Maintenance Operative to install bins and refill/maintain as necessary. General Reserves to fund project cost.**

- 070.8 **RoSPA Inspection Reports 2018** – Members received reports sent by email and considered action plan to remedy issues raised within those reports. Cllr Sarll requested a hard copy of reports to reconcile against the proposed action plan. Members were informed that some actions had already been completed and others were underway. All actions were medium to low risk. Cllr Sarll report to be provided to next meeting of Town Council.

- 070.9 **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.

**RESOLVED that the Council approve treatment and assess difference to surface following application of herbicide to determine whether to consider under future maintenance plan. Funds from General Reserves to be used to cover expense.**

- 070.10 **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.

**RESOLVED that the Council support the installation of bollards on pavements as recommended by Cllr Dalgarno and refer CBC’s Paul Salmon to the use of S106 monies in respect of funding the bollards provision in the first instance.**

#### **18/071 PUBLIC RELATIONS COMMITTEE**

- 071.1 **Council Profile** - Members noted Cllr Sarll to generate September Facebook post. Topics discussed for post included Thank you and acknowledgement of Fete success and War Memorial. Editorial to be approved by Town Clerk before published.

**RESOLVED that Cllr Sarll generate September Facebook post 100-150 words to include Fete and War Memorial news, to be approved by Town Clerk before being published.**

- 071.2 **Council Website** – Members received an update on meeting held with Web Designer Adam Bradford. Timescales to be determined when possible, resignation of Town Clerk will result in longer deadline as Cllr Want will conduct process for approval by Council

**RESOLVED that Cllr Want and Town Clerk generate a brief/plan for website design. Cllr Want to liaise with Clerk and progress plan/design brief with Adam Bradford, reporting draft proposal to Council for approval/consideration at future meeting.**

#### **18/072 PUBLIC PARTICIPATION ON ITEMS ARISING FROM THIS EVENING’S MEETING**

There was no public participation.

#### **18/073 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).

**RESOLVED** that members of public and press be excluded 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 to be transacted.

#### **18/074 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:

- 074.1 **Assistant Clerk** – Members acknowledged that the Assistant Clerk’s time and responsibilities would be stretched whilst the Town Clerk position remained vacant and discussion took place on the following matters:

**RESOLVED:**

- **Interim overtime payments** - To assist with handover during September and to cover scheduled holiday dates, overtime payments to Assistant Clerk were sanctioned by Town Council. Town Clerk authorised to manage as required.
- **Temporary extension of work hours** – To ensure continuity of service, Assistant Clerk’s working hours to be extended from 1<sup>st</sup> October 2018 from 29 hours per week to 37 hours per week until 31<sup>st</sup> December 2018. Thereafter, a monthly extension of the additional hours to be authorised by Council Chairman and Personnel Committee Chairman dependant on appointment of Town Clerk. Working hours to be agreed between Town Clerk and Assistant Clerk and documented for files.
- **Enhancement of duties/delegation** - To ensure appropriate Line Management of all staff is maintained, and that all formal duties of the Town Clerk are delegated during the period the post remains vacant, Assistant Clerk to be upgraded to the position of Deputy Clerk with effect from 1<sup>st</sup> October 2018. Council to review salary spinal point at next meeting.

- 074.2 **Temporary Administrative Assistant** – Members acknowledged that the office would require an extension of the Temporary Admin Assistant’s working hours to ensure that the opening times were fully staffed and that training and handover in the remaining weeks of September are achieved.

**RESOLVED** that the Temporary Admin Assistant working hours be extended from 20 hours per week to 27 hours per week, effective from 10<sup>th</sup> September 2018 until further review to take place on the appointment of a new Town Clerk.

#### **18/075 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.

**RESOLVED** that the following Terms and Conditions form the basis of pending staff vacancy adverts :

075.1 **Town Clerk:**

**Salary Grade:** LC3 SCP 39-42

**Hours:** 37 hours per week – TOIL to be taken for evening/weekend meetings worked.

**Superannuation:** Local Government Pension Scheme

**Holidays** Entitlement: NJC (NALC/SLCC) = 21 days basic, rising to 25 days basic after 5 years, plus 2 statutory days and public holidays

**Sick Pay Entitlements:** As stated within the NALC/SLCC Model Contract.

**Continuous Service:** To be offered to applicants currently serving as a Clerk to another Town/Parish Council.

075.2 **Administrative Assistant:**

**Salary Grade:** Below LC1 SCP 9 – 12

**Hours:** 20 hours per week – TOIL to be taken for additional hours worked.

**Superannuation:** Local Government Pension Scheme

**Holidays:** NJC Entitlement - NJC (NALC/SLCC) = 21 days basic, rising to 25 days basic after 5 years, plus 2 statutory days and public holidays

**Sick Pay Entitlements:** As stated within the NALC/SLCC Model Contract.

The meeting closed at 10.35pm

**Signed as a true record of the meeting by CHAIRMAN:**

**Date:**