

11<sup>th</sup> October 2018

**To: Members of the Council**

**A Meeting of ARLESEY TOWN COUNCIL will be held in the Village Hall, Arlesey on Tuesday 16<sup>th</sup> October 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.

Mrs Janet Bailey  
**Deputy Clerk**

## **AGENDA**

### **1 APOLOGIES FOR ABSENCE**

### **2 DECLARATIONS OF INTEREST AND DISPENSATIONS**

- 2.1 To receive declarations of interest from councillors on items on the agenda.
- 2.2 To receive written requests for dispensations for disclosable pecuniary interests.
- 2.3 To grant any requests for dispensation as appropriate. A request for dispensation must be made on an individual basis.

### **3 CHAIRMAN'S ANNOUNCEMENTS**

- 3.1 **CBC Press Release: Give your views on Broadband in Central Bedfordshire.**  
CBC seeks public feedback on its broadband project. CBC surveying residents, schools and businesses to gauge perceptions of the current levels of broadband speed and coverage. Consultation will run until 30<sup>th</sup> November 2018. *(attached)*  
<http://www.centralbedfordshire.gov.uk/council/consultations/overview.aspx>
- 3.2 **CBC Press Release: Bogus telephone Line or Broadband problem calls.**  
The Trading Standards team is urging residents to be extra vigilant of telephone scams. Central Beds has set up a link on their website to report scam calls. If you experience or suspect a scam, please report to 03454040506 *(attached)*
- 3.3 **CBC Press Release: Front-line Officers set to use body-worn cameras.**  
CBC will provide 21 body worn cameras for front line council officers, this will help improve evidence gathering, inspection and monitoring procedures and increase the safety and well-being of council staff. *(attached)*
- 3.4 **A New Community Transport service:** Greensands Country will be offering a new transport service for residents over pensionable age and anyone with a mobility disability. Membership Forms and further details can be obtained by contacting 01234 834933. *(attached)*
- 3.5 **CBC Press Release: Flu vaccinations urged for children.**  
Parents in Central are being urged to get their children vaccinated against seasonal flu. From the age of two. The vaccine is free and helps prevent the spread of the disease to more vulnerable family and friends.  
<https://www.nhs.uk/conditions/vaccinations/child-flu-vaccine/> *(attached)*

- 3.6 **Town & Parish Councils Conference** – Members to consider delegation of members to attend Town & Parish Council conference 8 November, 6pm to 9pm at Priory House, Chicksands. *(attached)*
- 3.7 **Havoc Causing Travellers banned from Central Bedfordshire** – Injunction gained banning eleven named individuals from setting up unauthorised encampments anywhere in Central Bedfordshire over the next 2 years. *(attached)*
- 3.8 **Proposed temporary Road Closure** – The Rally, Arlesey – Temporary road closure to enable carriageway resurfacing 8<sup>th</sup>-9<sup>th</sup> November 2018 between the hours of 0800-1800. *(attached)*
- 3.9 **Rail users Compensation Scheme** - Eligible season ticket holders can now make an online compensation claim from Tuesday 25<sup>th</sup> September 2018. *(attached)*
- 3.10 **Access for all nominations 2019-2024** – Department for Transport Inclusive Strategy in July 2018, announced up to £300 million funding to create step free access solutions at stations nationally between 2019 and 2024. Nominations to be submitted by 19<sup>th</sup> October 2018 <https://www.networkrail.co.uk/communities/passengers/station-improvements/access-for-all/>
- 4 PUBLIC PARTICIPATION**
- 5 MINUTES OF PREVIOUS MEETINGS**
- To consider and approve the minutes of the meeting of the Town Council held 18<sup>th</sup> September 2018 as a true record of proceedings. *(attached)*
- 6 MATTERS ARISING**
- 7 ARLESEY RESOURCE CENTRE & LIBRARY**
- (i) To receive and consider Resource Centre Manager’s Report and approve payment of travel expenses for children’s author Lou Treleaven to attend author reading and creative writing event, standard rate of 45p per mile. *(attached)*
- (ii) **Arlesey Resource Centre Logo** – Members to consider adoption of new logo for use on all correspondence. *(attached)*
- 8 REPORTS FROM CENTRAL BEDFORDSHIRE COUNCIL REPRESENTATIVES**
- To receive reports from Ward Councillors.
- 9 PLANNING APPLICATIONS & ISSUES**
- 9.1 **CB/18/03232/VOC - Hampden House, Hitchin Road, Arlesey, SG15 6RS**  
**Proposal:** Variation of Condition 2 of Planning Permission **CB/18/01003/FULL** dated **01/08/2018**- Omit drawings/documents:2017/907/210A,2017/907/211A,2017/907/212A and 2017/917/216.  
 Replace with drawings documents:2017/907210B,2017/907/211B,2017/907/212B and 2017/907/216A
- 9.2 **CB/18/03444/FULL - Annexe, 7 Hitchin Road, Arlesey, SG15 6RP**  
**Proposal:** Change of use to single dwelling house from annexe.  
**Response required by:** 23<sup>rd</sup> October 2018
- 9.3 **CB/18/03441/FULL - 22 St. Peters Avenue SG15 6UR**  
**Proposal:** Porch to the front and new en-suite side window.  
**Response required by:** 26<sup>th</sup> October 2018
- 9.4 **Planning Applications Refused/Granted** – To acknowledge decisions on applications as at 11<sup>th</sup> October 2018. New decisions are identified by an asterisk. *(attached)*.

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

- **35 Hospital Road Arlesey, SG15 6RH**-Alleged unauthorised erection of outbuilding, forward of principle elevation.
- **Twin Acres, Hitchin Road, Arlesey, SG15 6SE** – Cllr Wenham to provide update regarding Planning Condition 4 being satisfied.

9.6 **Arlesey Cross Masterplan** – Members to consider draft response to Central Bedfordshire Council, compiled by Cllr Want as per Minute 66.6 **“RESOLVED that the Council delegate Cllr Want and Town Clerk to generate a draft response to Central Bedfordshire Council,”**. *(attached)*

9.7 **JJ Design Update on Local Plan process** - To acknowledge correspondence received from JJ Design enclosing copy of Inspectors response to CBC dated 12<sup>th</sup> September 2018. *(attached)*

**10 FINANCE REPORTS**

10.1 **Income and Expenditure – September 2018**

To review the Income and Expenditure up to 30<sup>th</sup> September 2018, compared to 2018/19 budget (month 6) and submit questions to the Town Clerk as necessary. *(attached)*

10.2 **Balance Sheet as at 30<sup>th</sup> September 2018**

To review Balance Sheet as at 30<sup>th</sup> September 2018 (month 6) and submit questions to the Town Clerk as necessary. *(attached)*

10.3 **Petty Cash –September 2018**

To receive for approval copies of the petty cash details for the Resource Centre and Town Council for September 2018 – (month 6) *(attached)*

10.4 **Credit Card Purchases – September 2018**

To receive for approval copies of the Town Council credit card expenditure details for September 2018 – (month 6) *(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 rescheduled meeting between Dr Alan Lee, CEO BEST Academies and Cllrs McGann and Holloway, to be held 29<sup>th</sup> November 2018.

11.2 **Rt Hon Alistair Burt invitation** – Members to consider attendance at meeting with Alistair Burt MP - Saturday November 10<sup>th</sup>, 10.00am-12noon at Cardington Village Hall, for a discussion of local concerns of mutual interest. Appropriate agenda topics requested. *(attached)*

11.3 **Draft Budget for 2018/2019** –To consider delegation of a councillor to assist the Deputy Clerk in the compilation of the first draft budget for the new financial year 2018/2019.

11.4 **Etonbury Green Wheel funding 2019/20** – Members to consider request for funding 2019/20 and beyond. *(attached)*

11.5 **BRCC Membership** – Members to approve cancellation of Annual Standing Order in the sum of £35.00 Membership fee for BRCC as membership now free of charge. *(attached)*

11.6 **Surveillance Camera Commissioner** – Cllr Wallace to provide an update on operation of surveillance camera systems, the Protection of Freedoms Act 2012 and disclosure compliance.

- 11.7 **Community Governance Review** – Members to acknowledge Central Bedfordshire Council (Reorganisation of Community Governance) Order 2018. Changes contained within the Order will come into force on 1<sup>st</sup> April 2019. Final recommendations can be viewed : <http://www.centralbedfordshire.gov.uk/council/consultations/community-governance/part-2/have-your-say.aspx> *(attached)*
- 11.8 **Committee Terms of Reference** – Members to consider amendment to constitution for each Town Council Committee effective from general election 2019, to reflect reduction in Town Council seats to 12.
- (i) Finance & General Purposes Committee
  - (ii) Personnel Committee
  - (iii) Public Lands & Highways Committee
  - (iv) Public Relations Committee
  - (v) Appeals Committee
  - (vi) Arlesey Historical Archive Sub-Committee *(attached)*
  - (vii)
- 12 PUBLIC LANDS & HIGHWAYS COMMITTEE**
- 12.1 To ratify the recommendations (Resolutions) contained within the minutes Public Lands & Highways Committee meeting held on 2<sup>nd</sup> October 2018. *(attached)*
- 12.2 **Resource Centre Strategy Group** – To approve delegated members for Resource Centre Strategy Group. Deputy Clerk to attend meetings in absence of Town Clerk.
- 12.3 **Resource Centre Privacy Notice** – Members to consider draft Privacy Notice for adoption for Resource Centre GDPR compliance. *(attached)*
- 12.4 **Etonbury Woods** - To consider suggestions to be submitted to CBC for methods of prevention of caravan access to Etonbury Woods, in keeping with the natural context of the site. *(attached)*
- 12.5 **Arlesey remembers You Memorial Copse** – Members to receive update on project progress and consider request for additional funding in the sum of £750.00 *(attached)*
- 12.6 **Traffic Survey data** – Members to note receipt of May – June 2018 traffic survey data. *(attached)*
- 12.7 **MUGA Food Premises Registration** – Members to approve registration of MUGA pavilion as a food premises – no fee associated with registration. *(attached)*
- 12.8 **MUGA Kitchen hire** – Members to consider hire of MUGA kitchen facility, hourly rate chargeable and access implications to floodlights for court hirers.
- 12.9 **MUGA Pavilion Signage Provision–**
- (i) To consider suggested area and sizing for affixing board to MUGA exterior wall, to house signage for MUGA users upon request, as per Public Lands & Highways **“RECOMMENDATION** that a suitable, highly visible area on Northernmost external wall of MUGA pavilion is identified and dedicated for signage of regular users of facility. Maximum size and construction of signage to be stipulated with largest area to be available for Arlesey Town Youth FC in recognition of contribution towards refurbishment project. Board to be fixed to exterior wall to enable signage to be secured to board as opposed to brickwork” *(attached)*
  - (ii) to approve preferred ATYFC signage design for securing as permanent signage to board affixed to Northernmost exterior wall of MUGA. *(attached)*

- (iii) To approve quotation to supply brass coloured plaque, mounted on wooden surround to be secured to interior wall of MUGA pavilion denoting funding contributions received from Football Foundation and Eileen Alexander Legacy Fund/Bedford Physical Education Old Students' Association. Wording to be advised by Council. *(attached)*

12.10 **Remembrance Service 2018** – To review and agree revised Order of Service for 11<sup>th</sup> November act of Remembrance.

12.11 **Litter pick street barrow** – Members to consider purchase of equipment for litter picker, to be co-funded by resident. *(attached)*

12.12 **St Johns Road Amenity Land Usage** – Members to consider draft letter for distribution to residents in close proximity to St Johns amenity land, following recent misuse and issues arising. *(attached)*

12.13 **Arlesey RUG** – Members to consider a request for waiver of Village Hall hire fee 3<sup>rd</sup> November 2018 10.00am to 11.00am, for meeting of Arlesey Rail User Group.

### **13 PUBLIC RELATIONS COMMITTEE**

13.1 To ratify the recommendations (Resolutions) contained within the minutes Public Relations Committee meeting held on 2<sup>nd</sup> October 2018. *(attached)*

13.2 **Councillor Surgeries** – Cllrs Want and McGann to provide an update on Councillor Surgery held on 6<sup>th</sup> October 2018. Cllr Livermore to conduct 3<sup>rd</sup> November Councillor Surgery.

### **14 PERSONNEL COMMITTEE**

1<sup>st</sup> Aid Training - Members to consider approval of Resource Centre Manager and Library Assistant enrolment to online 1<sup>st</sup> Aid training to enable staff to cover emergency aid provision outside Town Council office hours. *(attached)*

### **15 REPRESENTATIVES' REPORTS**

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

- a) Crime Figures September 2018 *(attached)*
- b) Speed Watch update.

### **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 18 - this business relates to labour relations matters** (Item 4: Annex B – Descriptions of Exempt Business/DCLG Open & Accountable Local Government).
- **Agenda Item 19 - 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 **Deputy Clerk meeting attendance** – Members to consider remuneration method for meeting attendance until Town Clerk position filled.

18.2 **Notice Period for Town Clerk position** – Members to consider Town Clerk contract of Employment amendment to state 3 months' notice required on employee termination of contract as opposed to current contract requirement of 1 months' notice.

### **19 PERSONAL INFORMATION AUDIT**

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**PIA Action Plan** - To receive update from Cllr Wallace on Personal Audit Action Plan, responding to issues identified following Audit.