

Minutes of meeting of **ARLESEY TOWN COUNCIL** held in the **Village Hall, Arlesey** on **Tuesday 16th October 2018 at 7.00pm.**

**PRESENT:** Cllrs: C Livermore (Chair) M Holloway  
S Sarll J Randall  
A Ward J Wallace  
J Want

**ABSENT: Cllr D Page.**

**In attendance:** Mrs Janet Bailey (Deputy Clerk), CBC Ward Cllrs D Shelvey, R Wenham and 3 members of the public.

#### **18/095 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs R McGann, C Ferris and R Clark.

#### **18/096 DECLARATIONS OF INTEREST AND DISPENSATIONS**

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

a) Disclosable Pecuniary Interests

**None received**

b) Other Interests: Agenda item 12.9 – Cllr Livermore – relation is a member of Arlesey Town Youth Football Club.

Agenda item 12.5 - Cllr M Holloway- involvement with Arlesey Remembers You project

Agenda item 12.5 – Cllr S Sarll – Employer involvement with creation of Memorial Copse.

096.2 To receive written requests for dispensations for disclosable pecuniary interests.

**None received**

096.3 To grant any requests for dispensation as appropriate. A request for dispensation must be made on an individual basis.

**None received**

#### **18/097 CHAIRMAN'S ANNOUNCEMENTS**

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

097.1 **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.

<http://www.centralbedfordshire.gov.uk/council/consultations/overview.aspx>

097.2 **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

097.3 **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.

- 097.4 **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.
- 097.5 **CBC Press Release: Flu vaccinations urged for children.**  
Parents in Central Beds 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/>
- 097.6 **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.
- 097.7 **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.
- 097.8 **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.
- 097.9 **Rail users Compensation Scheme** - Eligible season ticket holders can now make an online compensation claim from Tuesday 25<sup>th</sup> September 2018.
- 097.10 **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/>

#### **18/098 PUBLIC PARTICIPATION**

C Gravett provided an update on Arlesey Remembers You Memorial Copse plans and funding. Amendments to original plans had been necessary due to angles of boarder to copse and available funds for benches and monolith. Crowd funding had been established and remained available however a funding shortfall of £750.00 remained. To complete the project by the deadline of 24<sup>th</sup> November additional Town Council funding was sought in sum of £750.00.

#### **18/099 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.

Amendment required: Cllr Randall noted that he had given apologies for the meeting.

**RESOLVED that the minutes of the Town Council Meeting held on 18<sup>th</sup> September 2018 to include the amendment above, be approved and be signed by the Chairman as a true record of proceedings.**

#### **18/100 MATTERS ARISING**

Cllr Wallace drew Council's attention to War Memorial scaffolding work carried out by Reunited Scaffolding. Due to the significance of the War Memorial statue, scaffolding had kindly been provided at cost price. Council extended thanks to Reunited Scaffolding.

Cllr Holloway informed Council that the working party formed to research possibility of building a funeral parlour within phase 2 of the cemetery, could stand down as the company who had requiring new premises had been offered a suitable location, therefore the project now had no purpose/relevance.

**18/101 ARLESEY RESOURCE CENTRE & LIBRARY** – Members received a report from Colette Lowe.

- (i) Macmillan coffee morning had been well supported, raising £560.48. Attendance of Cllrs Randall and Wallace at the event was appreciated by Resource Centre staff and well received by residents. Focus was now aimed at arranging craft opportunities for adults and arranging activities for festive period.

Members considered approval of travel expenses for children's author Lou Treleven to attend author reading and creative writing event, standard rate of 45p per mile.

**RESOLVED that the Council approve travel expenses in the sum of £15.30 for children's author Lou Treleven to attend author reading and creative writing event at Arlesey Resource Centre.**

- (ii) **Arlesey Resource Centre Logo** –Members considered adoption of new logo for use on all correspondence. Two options based on Town Council logo were provided.

**RESOLVED that the council approve adoption of Option 2 logo with amendment to font to be in same typeface as that of Town Council.**

**18/102 REPORTS FROM CENTRAL BEDFORDSHIRE COUNCIL REPRESENTATIVES**

To receive reports from Ward Councillors.

Ward Cllr:Shelvey reported on the following:

- Reminder that any changes relating to Councillors should be notified to CBC engagement team.
- Broadband survey on superfast coverage underway, deadline for responses 30<sup>th</sup> November 2018.
- BRCC are conducting Community and Village Hall facilities survey.
- Local Plan – currently there are no dates set for hearings. Further information can be accessed via CBC website.

**Question's to Ward Cllrs:**

Cllr Sarll requested an update on Parking scheme review/consultation. Cllr Dalgarno had indicated that a review would be carried out September. Cllr Wenham was unaware of any imminent consultation and would request that Cllr Dalgarno contact Cllr Sarll with an indication as to expected review date.

**18/103 PLANNING APPLICATIONS & ISSUES**

103.1 **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:2017/907/210B,2017/907/211B,2017/907/212B and 2017/907/216A

**Deadline for responses passed.**

103.2 **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

**RESOLVED that the Council OBJECT on the grounds of concerns as to whether building is of sufficient building standard/quality, in sufficient parking and access/egress issues for site.**

- 103.3 **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

No comment necessary

- 103.4 **Planning Applications Refused/Granted** – Members acknowledged decisions on applications as at 11<sup>th</sup> October 2018. New decisions are identified by an asterisk.

Document suitability to be included in Agenda for November meeting of Finance & General Purposes Committee.

- 103.5 **Enforcement cases created and/or closed:** Members noted:

- **35 Hospital Road Arlesey, SG15 6RH**-Alleged unauthorised erection of outbuilding, forward of principle elevation.
- **Twin Acres, Hitchin Road, Arlesey, SG15 6SE** – Cllr Wenham provided an update regarding Planning Condition 4 being satisfied. Enforcement had been consulted and informed Cllr Wenham that Highways had reported no hazard posed to drivers from external lighting at site. Condition 4 had never been discharged and as such Enforcement will contact the owner. If information is not forthcoming CBC Legal team will decide whether to pursue the issue.

- 103.6 **Arlesey Cross Masterplan** – Members considered 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,**”. Discussion followed, members felt all concerns addressed within communication.

**RESOLVED that the Council approve response to CBC and publication of response on ATC website and Social Media page. Copy to be forwarded to Rt Hon. Alastair Burt MP.**

- 103.7 **JJ Design Update on Local Plan process** – Members acknowledged correspondence received from JJ Design enclosing copy of Inspectors response to CBC dated 12<sup>th</sup> September 2018.

## 18/104 **FINANCE REPORTS**

- 104.1 **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 Deputy Clerk as necessary.

No questions raised.

- 104.2 **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 Deputy Clerk as necessary.

No questions raised.

- 104.3 **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)

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

104.4 **Credit Card Purchases – September 2018**

To receive for approval copies of the Town Council credit card expenditure details for September 2018 – (month 6)

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

104.5 **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.	MUTIPLE INV. TOTAL	BANK REF
<b>Direct Debit Payments</b>								
DD.10/18-01	Wave	Water SR Allotment May - July 2018 DD due 17/09/18	49.61	0	49.61	4012/205		OCTDD-01
DD.10/18-02	Wave	Water MUGA May-Jul 1018 DD due 17/09/18	32.62	0	32.62	4012/202		OCTDD-02
DD.10/18-03	Wave	Water HR Allotments May - July 2018 DD due 17/09/18	30.26	0	30.26	4012/205		OCTDD-03
DD.10/18-04	Rightfuel	Diesel for ATC van & Petrol for tools DD Due 01/10/18	37.72	7.54	45.26	4015/SPLIT		OCTDD-04
DD.10/18-05	Rightfuel	Diesel for ATC van DD Due 08/10/18	22.40	4.48	26.88	4051/101		OCTDD-05
DD.10/18-06	Cloudscape	Broadband/internet and office 365- DD due 10/10/18	48.34	9.67	58.01	SPLIT		OCTDD-06
DD.10/18-07	CF Corporate Finance	Lease rental & annual service fee DD due	185.38	37.08	222.46	4024/104		OCTDD-07
DD.10/18-08	Antechs (Go Cardless)	R/C & TC computer maintenance and anti virus DD Due 11/10/18	150.90	30.18	181.08	SPLIT		OCTDD-08
DD.10/18-09	UTAX	Photocopying/printing meter charge DD due 12/10/18	42.43	8.49	50.92	4024/SPLIT		OCTDD-09
DD.10/18-10	Lloyds Bank	credit card purchases Sept + monthly fee DD due 16/10/18	117.50	11.31	128.81	SPLIT		OCTDD-10
DD.10/18-11	SSE	Unmetered streetlighting - DD due 19/10/18	217.71	43.54	261.25	4014/303		OCTDD-11
DD.10/18-12	SSE	Unmetered streetlighting - DD due 19/10/18	12.72	0.63	13.35	4014/303	<b>274.60</b>	OCTDD-12
DD.10/18-13	BT	TC Office telephone rental/calls DD due 30/09/18	250.82	50.16	300.98	4021/101		OCTDD-13
DD.10/18-14	BT	RC telephone line rental/calls DD Due 16/10/18	44.17	8.83	53.00	4021/104		OCTDD-14
DD.10/18-15	Cawleys	Cemetery refuse collection - DD due 30/10/18	14.60	2.92	17.52	4017/203		OCTDD-15
DD.10/18-16	Cawleys	Skip rental Hillary Rise allotments Sept 2018 DD Due 30/10/18	5.17	1.03	6.20	4044/SPLIT		OCTDD-16
DD.10/18-17	EDF Energy	MUGA Electricity DD due 01/11/18	143.00	0.00	143.00	4014/202		OCTDD-17
<b>PAID ACCOUNTS - Deposit refunds/other reimbursements.</b>								
BACS10/18-01	S Igoe	Return of hall hire deposit 19/09/18	50.00	0.00	50.00	570		OCTBP01
<b>ONLINE Payments Due</b>								
10/18-01	T& J Seymour	Works to A3 London Row	375.00	75.00	450.00	4075/303		OCTFP01
10/18-02	T& J Seymour	Replacement of concrete column A2 London Row	1800.00	360.00	2160.00	4075/304		OCTFP02
10/18-03	T& J Seymour	Lantern & Swan neck replacement A17 Hitchin Rd	450.00	90.00	540.00	4075/304	<b>3150.00</b>	OCTFP03
10/18-04	Sports Courts UK	Annual pressure was and treatment	700.00	140.00	840.00	4041/202		OCTFP04
10/18-05	Lockrite	1st stage MUGA lock alterations	275.00	55.00	330.00	4041/202		OCTFP05
10/18-06	Lockrite	2nd stage MUGA lock alterations	440.00	88.00	528.00	4041/202	<b>858.00</b>	OCTFP06
10/18-07	RS Groundcare	Herbicide spray to sports field	450.00	90.00	540.00	4048/301		OCTFP07
10/18-08	Greenwood Contracting	Grass cut Recreation Ground 9th & 10th August	200.00	40.00	240.00	4040/301		OCTFP08
10/18-09	TRADE UK - Screwfix	Safety workwear and tools	49.10	3.81	52.91	SPLIT		OCTFP09
10/18-10	Broxap	Tennis post hole covers	18.60	3.72	22.32	4043/202		OCTFP10
10/18-11	Broxap	Tennis post hole covers and delivery	27.60	5.52	33.12	4043/202		OCTFP11
10/18-12	Lamps & Tubes	Remembrance flags x 3	24.50	4.90	29.40	4020/201		OCTFP12
10/18-13	LCPAS	Chairmanship Training C Livermore	40.00	0.00	40.00	4008/101		OCTFP13
10/18-14	Modplan	MUGA refurbishment project	2068.69	413.74	2482.43	4906/109		OCTFP14
10/18-15	Auckland Manufacturing	2 x Speed watch signs and installation	109.64	21.93	131.57	4047/103		OCTFP15
10/18-16	Harrisons Electrical	Repairs to CCTV faulty camera	111.47	22.29	133.76	4057/101		OCTFP16
10/18-17	SLCC	Cilca registration	250.00	0.00	250.00	4008/101		OCTFP17
<b>CHEQUE Payments due</b>								

10/18-18	Town Council Petty Cash	Petty cash September 2018 reimbursement	20.73	0.00	20.73	4020/101		300063
10/18-19	Resource Centre Petty Cash	Petty cash September 2018 reimbursement	17.54	0.00	17.54	4020/104	<b>38.27</b>	300063
10/18-20	Royal British Legion	Poppy wreaths for Arlesey Memorial and Cenotaph	160.00	0.00	160.00	4429/107		300064
<b>Payroll Liability Payments Due</b>								
10/18-21	HM Rev & Customs	Mth 7 PAYE	-276.40	0.00	-276.40	525		
	HM Rev & Customs	Mth 7 Nat. Emp'ee NI Contributions	381.68	0.00	381.68	525		
	HM Rev & Customs	Mth 7 Nat. Emp'er NI Contributions	438.91	0.00	438.91	525		
	HM Rev & Customs	Mth 7 SMP Recovery	0.00	0.00	0.00	525		
	HM Rev & Customs	Mth 7 SMP Compensation	0.00	0.00	0.00	525	<b>544.19</b>	OCTFP18
10/18-22	Beds Pension Fund	Mth 7 Emp'ee Pension Contribution	406.94	0.00	406.94	526		
	Beds Pension Fund	Mth 7 Emp'er Pension Contribution	1569.04	0.00	1569.04	526	<b>1,975.98</b>	OCTFP19
<b>Salaries Payments Due</b>								
10/18-23	J Bailey	OCTOBER Salary	Salary		<b>Salary</b>	4001		OCTSAL.01
10/18-24	P Hector	OCTOBER Salary	Salary		<b>Salary</b>	4001		OCTSAL.02
10/18-25	G Studley	OCTOBER Salary	Salary		<b>Salary</b>	4001		OCTSAL.03
10/18-26	C Lowe	OCTOBER Salary	Salary		<b>Salary</b>	4001		OCTSAL.04
10/18-27	J Savory	OCTOBER Salary	Salary		<b>Salary</b>	4001		OCTSAL.05
10/18-28	P Legate	OCTOBER Salary	Salary		<b>Salary</b>	4001		OCTSAL.06
10/18-29	C Winwood	OCTOBER Salary	Salary		<b>Salary</b>	4001		OCTSAL.07
10/18-30	G Begum	OCTOBER Salary	Salary		<b>Salary</b>	4001		OCTSAL.08
10/18-31	L Coleman	OCTOBER Salary	Salary		<b>Salary</b>	4001		OCTSAL.09
	<b>TOTAL SALARIES</b>	<b>NET OCTOBER SALARIES</b>	<b>6,509.43</b>		<b>6,509.43</b>	520		
<b>TOTAL OCTOBER 2018 PAYMENTS</b>			<b>18,072.82</b>	<b>1,629.77</b>	<b>19,702.59</b>			

**RESOLVED that these accounts be paid.**

#### **18/105 FINANCE & GENERAL PURPOSES COMMITTEE**

105.1 **BEST CEO meeting** – Members acknowledged rescheduled meeting between Dr Alan Lee, CEO BEST Academies and Cllrs McGann and Holloway, to be held 29<sup>th</sup> November 2018.

105.2 **Rt Hon Alistair Burt invitation** – Members considered 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.

Council were informed that Arlesey Rail users would be represented by Jodie Chillery. Master Plan concerns should be raised with Rt Hon. Alastair Burt MP.

No Councillors present were able to attend the meeting 29<sup>th</sup> November 2018.

**RESOLVED that the Council forward a copy of CBC response drafted by Cllr Want, to Rt Hon. Alastair Burt MP, and email extended to Cllrs not present to gauge availability to attend meeting.**

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

**RESOLVED that the Deputy Clerk generate Draft Budget for consideration at next meeting of Finance & General Purposes Committee time permitting. Cllrs Livermore, Ward and Randall to review in advance of meeting.**

105.4 **Etonbury Green Wheel funding 2019/20** – Members considered request for funding 2019/20 and beyond.

**RESOLVED that the Council continue funding of Etonbury Green Wheel project at current level of £1,500.00 per year.**

105.5 **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.

**RESOLVED that the Council approve cancellation of annual standing order to BRCC.**

105.6 **Surveillance Camera Commissioner** – Cllr Wallace provided an update:

A Code of Practice is required to comply with the Protection of Freedoms Act 2012 and disclosure compliance.

Cllr Wallace to draft a C.O.P for consideration at next meeting of Council.

- 105.7 **Community Governance Review** – Members noted Central Bedfordshire Council (Reorganisation of Community Governance) Order 2018. Arlesey Town Council seats will be reduced to 12 effective 1<sup>st</sup> April 2019.
- 105.8 **Committee Terms of Reference** – Members considered amendments to constitutions 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

**RESOLVED that the Council amend the constitution for each Committee as follows, effective following General Election 2019 as follows.**

<b>Finance &amp; General Purposes Committee</b>	<b>7 members, 3 quorum.</b>
<b>Personnel Committee</b>	<b>8 members, 3 quorum.</b>
<b>Public Lands &amp; Highways Committee</b>	<b>8 members, 3 quorum.</b>
<b>Public Relations Committee</b>	<b>6 members, 3 quorum.</b>
<b>Appeals Committee</b>	<b>4 members</b>
<b>Arlesey Historical Archive Group</b>	<b>3 members.</b>

#### **18/106 PUBLIC LANDS & HIGHWAYS COMMITTEE**

- 106.1 To ratify the recommendations (Resolutions) contained within the minutes Public Lands & Highways Committee meeting held on 2<sup>nd</sup> October 2018.

**RESOLVED that the committee recommendations (Resolutions) contained within these minutes excluding minute 22.4 be ratified by the Council. Minute 22.4 to be discussed and resolved during Agenda item 12.9.**

- 106.2 **Resource Centre Strategy Group** – To delegate members for Resource Centre Strategy Group. Deputy Clerk to attend meetings in absence of Town Clerk. Discussion followed on relevance of monthly Strategy Group meeting and Cllr availability to attend.

**RESOLVED that the Resource Centre Manager formalise a draft strategy for 2019/20, with assistance from Cllr Livermore if required, for approval at December meeting of Town Council.**

- 106.3 **Resource Centre Privacy Notice** – Members considered draft Privacy Notice for Resource Centre GDPR compliance.

**RESOLVED that the Council accept and adopt the Privacy Notice for the Resource Centre.**

- 106.4 **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.

No suggestions tabled.

- 106.5 **Arlesey remembers You Memorial Copse** – Members had received update on project progress. Request for additional funding in the sum of £750.00 was considered.

**RESOLVED that the Council approve extra £750.00 funding to assist with completion of Memorial Copse by 24<sup>th</sup> November 2018.**

106.6 **Traffic Survey data** – Members noted receipt of May – June 2018 traffic survey data. Cllr Wallace stated that the data was beneficial for Speed Watch sessions, highlighting problem areas and specific time frames. CBC to be contacted to confirm next steps to assist with traffic calming on High Street following survey.

106.7 **MUGA Food Premises Registration** – Members to approve registration of MUGA pavilion as a food premises – no fee associated with registration.

**RESOLVED** that the Council approve registration of MUGA pavilion as a food premises- no fee chargeable.

106.8 **MUGA Kitchen hire** – Members to consider hire of MUGA kitchen facility, hourly rate chargeable and access implications to floodlights for court hirers.

Deferred to next meeting of Public Lands & Highways Committee.

106.9 **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”

Discussion followed on Town Council ownership signage for pavilion and availability of advertising space for regular hirers.

**RESOLVED** that the Council attach signage/wording to top of advertising board, size of board 96”x53” stating “Arlesey Town Council MUGA and Rec Ground”. Signage for ATYFC to be permitted directly under ATC MUGA wording. Remainder of board space to be divided equally and offered for use by regular hirers with an area dedicated to state” MUGA Courts and Pavilion facility available to hire, please call Town Council Office :01462733722.

- (ii) to approve preferred ATYFC signage design for securing as permanent signage to board affixed to Northernmost exterior wall of MUGA.

**Deferred to next Town Council meeting to determine space available following addition of ATC ownership information being added to signage board.**

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

**RESOLVED** that the Council approve Option 3 Alpha Gifts & Awards quotation. Cllr Want delegated to formulate exact wording to acknowledge funding received.

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

Proof of order of Service not yet available due to recent amendments. Cllr Ward to circulate a draft and request any comments before working party meeting 31<sup>st</sup> October 2018.

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



**RESOLVED that the Council approve funding for 50% purchase cost for litter picking operative barrow. Bite to Eat to donate remaining 50%.**

- 106.12 **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.

**RESOLVED that the Council print and distribute the draft communication generated by Cllr Wallace, to all residents in close proximity to St Johns Open Green Space and assess response and affect on use of area. Town Council office telephone number to be added before distribution.**

- 106.13 **Arlesey RUG** – Members considered 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.

**RESOLVED that the Council approve waiver of Village Hall hire fee for Arlesey RUG meeting 3<sup>rd</sup> November 10am to 11am.**

#### **18/107 PUBLIC RELATIONS COMMITTEE**

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

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

- 107.2 **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.

Cllr Want informed the Council that one visitor had attended the Surgery session held 6<sup>th</sup> October with concerns over level of dog fouling on High Street. Cllr Livermore noted that he is unable to conduct Surgery on 3<sup>rd</sup> November – email to be sent to Cllrs enquiring as to availability to cover session.

#### **18/108 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.

**RESOLVED that the Council approve fee of £39.00 + Vat each for Resource Centre Manager and Library Assistant to carryout online first aid training provided by Tutor Care.**

#### **18/109 REPRESENTATIVES' REPORTS**

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

- a) Crime Figures September 2018  
Cllr Sarll raised concerns over level of violent crimes in Arlesey. Previous figures had differentiated between crimes of domestic violence and violence. Cllr Wallace to determine whether domestic violence is now included in the "violent crime" category or whether all violent crimes noted were general violence.
- b) Speed Watch update. – 3 sessions had been held, recording 814 cars of which 28 were speeding. Highways Speed Watch signs had been ordered and will be erected in locations approved by CBC Highways.

**18/110 PUBLIC PARTICIPATION ON ITEMS ARISING FROM THIS EVENING'S MEETING**

R Watson had a contact regarding speeding and level of speeding indicative of situation requiring remedial action. This information would be passed to Town Council Office.

**18/111 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).

**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.**

**18/112 PERSONNEL ISSUES**

112.1 **Deputy Clerk meeting attendance** – Members to consider remuneration method for meeting attendance until Town Clerk position filled.

**DEPUTY CLERK LEFT ROOM.**

**RESOLVED that the Council approve to pay Deputy Clerk overtime for meeting attendance above full time hours of 37 hours per week, at time and half as per Town Clerk Contract of Employment.**

112.2 **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.

**RESOLVED that the Council approve amendment to Town Clerk Contract of Employment to state 3 months' notice of termination of employment required from either Employer and Employee following completion of probationary period.**

**18/113 PERSONAL INFORMATION AUDIT**

**PIA Action Plan** – Cllr Wallace provided update on Personal Audit Action Plan, responding to issues identified following Audit. Identification of documents requiring disposal had taken place. Items not deemed confidential had been disposed of, confidential information awaiting shredding.

**MEETING CLOSED 9.15pm.**

**Chairman.....**

**Date .....**