

Minutes of meeting of **ARLESEY TOWN COUNCIL** held in the **Village Hall, Arlesey** on **Tuesday 18th September 2018 at 7.00pm.**

PRESENT: Cllrs: C Livermore (Chairman) C Ferris
 R McGann M Holloway
 D Page A Ward
 J Wallace R Clark

ABSENT: Cllr J Auburn.

In attendance: Mrs Janet Bailey (Assistant Clerk), CBC Ward R Wenham, and 6 members of the public.

18/076 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs J Randall, J Want, S Sarll and Ward Councillor Shelvey. Cllr Clark to retire at 8.30pm.

18/077 DECLARATIONS OF INTEREST AND DISPENSATIONS

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

- a) Disclosable Pecuniary Interests - None
- b) Other Interests: Cllr Ferris Agenda item 9.5 – adjacent neighbour to property
Cllr Ward – Agenda item 12.8 - Spouse committee member of Arlesey Community Events Group
Cllr Livermore – Agenda item 12.11 – Related to a member of Arlesey Town Youth Football Club.

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

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

18/078 CHAIRMAN'S ANNOUNCEMENTS

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

078.1 **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

078.2 **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.

18/079 PUBLIC PARTICIPATION

Mike Lake, representing Mears Developers, informed council that the 3 grounds for objection previously raised by Town Council against CB/18/00399/RM: insufficient car parking allocation, raised platform installation prior to western relief road construction, and sewerage – infrastructure work required, had all been re-addressed by Developer and amended in accordance with CBC Planning requirements. Bedroom capacity of houses had been amended reducing car parking allocation required, developer was supportive of deferring discharge of condition 4 to install raised platform, to

a later date, Attenuation basin redesigned, no conflict with foul drain which is 3m deep. Drainage ditch moved from back of gardens to public realm – sited in Highway. Landscaping had been altered and flats redesigned to reduce access onto link road.

Cllr Wenham stated that if instructed by CBC he could lobby that Section 278 condition 4 installation of raised table could be carried out at a later date.

18/080 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.

RESOLVED that the minutes of the Extra Ordinary meeting of the Town Council held 4th September 2018 be approved and be signed by the Chairman as a true record of proceedings.

18/081 MATTERS ARISING

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

Cllr M Holloway NOMINATED Cllr C Ferris for the position of Vice Chair/Deputy Mayor for the remainder of year. Cllr Page SECONDED the nomination. No other nominations were put forward.

RESOLVED that Cllr C. Ferris be elected as Vice Chair/ Deputy Mayor for the remainder of year.

18/082 ARLESEY RESOURCE CENTRE & LIBRARY

(i) Members received Resource Centre Manager's Report noting increase in Summer reading challenge participation 2108, review of CBC libraries statistics for challenge which adopted a new format for 2018, were awaited. Cllr Ward requested year on year comparisons of figures to give greater understanding of changes and volunteered to assist Resource Centre Manager to create tabulated template for future figures.

(ii) To consider and approve Fees & Charges review – Members considered suggested amendments to fees and charges. Cllrs noted wording for Rhyme Time charges appeared ambiguous.

RESOLVED that Council approve amendments to Resource Centre fees and charges with re-wording of Rhyme Time fees to reflect same format as Story Time – price for 1 child and cost for additional siblings.

(iii) To consider and approve disposal of redundant equipment – Members determined condition of printing equipment unknown. Discussion on responsible disposal of PC Tower and electrical equipment followed.

RESOLVED that the Council approve responsible disposal of disused equipment including PC tower with destruction of motherboard. Assistant Clerk to research if 2nd hand items have any resale value and disposal costs if applicable.

18/083 REPORTS FROM CENTRAL BEDFORDSHIRE COUNCIL REPRESENTATIVES

To receive reports from Ward Councillors.

Cllr R Wenham confirmed that Town Council's request to reduce the number of councillors required to form Arlesey Town Council had been approved and will be applicable at May 2018 election.

Cllr C Livermore raised the poor condition of pavement on main route to school – Cllr Wenham had already raised this issue with Cllr Dalgarno.

White Horse Field Development is being advertised with name of "Mayfair Place" not in-keeping with Town Council street naming from roll of honour of Arlesey's fallen soldiers. Cllr Wenham stated that naming of a development is independent from street naming schemes.

Cllr C Ferris enquired as to progress with delivery of Pix Brook Academy. – Cllr Wenham, although not directly involved with the project, confirmed that talks had continued during the summer holidays between, BEST, Department of Education and CBC.

Cllr Ward questioned how CBC would prevent future illegal encampments along A507 as travellers were once again in situ. Cllr Wenham advised to raise this issue with Cllr Dalgarno at next Town Council meeting.

18/084 **PLANNING APPLICATIONS & ISSUES**

- 084.1 [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.

APPLICATION WITHDRAWN

- 084.2 [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

Discussion followed on raised table installation at entrance to development on High Street and potential disruption/nuisance that this could cause. Traffic calming as complete scheme for High Street as a whole should be considered in entirety, not with the piecemeal approach currently experienced.

RESOLVED that the Council has no objection to deferment of discharge of condition 4 until a later date as Council has concerns associated with raised table at the location and piecemeal approach to traffic calming measures planned for High Street. Cllrs Ward and Holloway to draft a formal response detailing Town Councils full position, to be submitted by deadline of 21st September 2018.

- 084.3 [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

RESOLVED that the Council object as per previous application: development includes creation of a road outside of the settlement boundary as enclosed in adopted Neighbourhood Plan.

- 084.4. [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

No comments deemed necessary.

- 084.5 [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

RESOLVED that the Council recommend the application's approval subject to neighbours' comments being taken into consideration.

- 084.6 **Planning Applications Refused/Granted** – Members noted recent decisions denoted by asterisk as at 13th September 2018.

- 084.7 **Enforcement cases created and/or closed:**

- **Twin Acres, Hitchin Road, Arlesey, SG15 6SE** – Cllr Wenham to provide update regarding Planning Condition 4 being satisfied at next meeting when confirmed situation as currently stands.

- **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.

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

084.9 **CBC Digitisation of Planning Application Papers** – Members acknowledged CBC's new process for advising the Town Council of planning applications resulting in issue of less paperwork and preferred method of receiving responses being via Planning Register <http://www.centralbedfordshire.gov.uk/PLANTECH/DCWebPages/AcolNetCGI.gov>

18/085 FINANCE REPORTS

085.1 **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.

Cllr Ward emphasised that streetlighting budget 2018/19 appeared inadequate, requiring review during budgeting process for 2019/20.

085.2 **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.

Cllr Ward queried difference in balance sheet data for streetlighting budget and breakdown of spending as notified to members at meeting for purposes of consideration for streetlighting repairs required. Assistant Clerk informed members that balance sheet information relates to completed jobs and invoices paid, breakdown of repairs indicative of works commissioned, not yet completed or paid.

085.3 **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)

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

085.4 **Credit Card Purchases – August 2018**

To receive for approval copies of the Town Council credit card expenditure details for August 2018 – (month 5)

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

085.5 **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.
Direct Debit Payments						
DD.09/18-01	Rightfuel	Diesel for ATC van DD Due 20/08/18	17.93	3.59	21.52	4051/101
DD.09/18-02	Rightfuel	Diesel for ATC van DD Due 27/08/18	17.92	3.58	21.50	4051/101
DD.09/18-03	Rightfuel	Diesel for ATC van DD Due 10/09/19	17.92	3.58	21.50	4051/101
DD.09/18-04	BRCC	2018/19 Membership	35.00	0.00	35.00	4027/101
DD.09/18-05	TV Licencing	TV Licence Resource Centre 2018/19	150.50	0.00	150.50	
DD.09/18-06	Cloudscape	Broadband/internet and office 365- DD due 10/09/18	48.34	9.67	58.01	SPLIT
DD.09/18-07	Antechs (Go Cardless)	R/C & TC computer maintenance and anti virus DD Due 11/09/18	150.90	30.18	181.08	SPLIT
DD.09/18-08	UTAX	Photocopying/printing meter charge DD due 14/09/18	28.04	5.61	33.65	4024/SPLIT
DD.09/18-09	ICO	Data Protection - data controller registration 2018/19 DD Due 19/09/18	35.00	0.00	35.00	4026/101
DD.09/18-10	EON	Cemetery Electricity 30/07/18 - 30/07/18 DD due 17/09/18	10.88	0.54	11.42	4014/203
DD.09/18-11	Lloyds Bank	credit card purchases August + monthly fee DD due 17/09/18	302.98	54.20	357.18	SPLIT
DD.09/18-12	SSE	Unmetered streetlighting - DD due 21/09/18	217.71	43.54	261.25	4014/303
DD.09/18-13	SSE	Unmetered streetlighting - DD due 21/09/18	12.72	0.63	13.35	4014/303
DD.09/18-14	BT	TC Office fax line rental DD Due 26/09/18	37.89	7.58	45.47	
DD.09/18-15	Biffa	Cemetery refuse collection - DD due 30/09/18	69.98	14.00	83.98	4017/203
DD.09/18-16	Cawleys	Skip rental/ removal Hillary Rise allotments Aug 2018 DD Due 30/09/18 CONTRACT NOW ENDED	250.38	50.08	300.46	4044/SPLIT
DD.09/18-17	Unity Trust Bank	Commission charges July to September 2018 DD DUE 30/09/18	36.15	0	36.15	4017/101
DD.09/18-18	EDF Energy	MUGA Electricity DD due 01/10/18	143.00	0.00	143.00	4014/202
PAID ACCOUNTS - Deposit refunds/other reimbursements.						
BACS09/18-0	L Guile	Return of MUGA Key deposit 04/09/18	30.00	0.00	30.00	5727
BACS09/18-0	K Beauchamp	Return of hall hire deposit 19/09/18	50.00	0.00	50.00	5707
BACS09/18-0	M Lucy	Return of hall hire deposit 26/08/18	50.00	0.00	50.00	5707
BACS09/18-0	J Bailey	Mileage Claim July to September	10.67	0	10.67	4009/1017

BACS09/18-04	N Fabron	Return of hall hire deposit 15/09/18	50.00	0.00	50.00	570
ONLINE Payments Due						
09/18-01	Mazars LLP	External Audit Yr end March 2018	600.00	120.00	720.00	4061/1017
09/18-02	Haptc	Job vacancy publication	25.00	0.00	25.00	4037/1017
09/18-03	Rialtas	Cemeteries Software support x 5 users	285.00	57.00	342.00	4065/1017
09/18-04	Rialtas	Omega Cashbook/sledger/p ledger x 5 users	648.00	129.60	777.60	4063/1017
09/18-05	Woodman Fabrications	Repairs to Memorial bollard chain housing	150.00	0.00	150.00	4331/1037
09/18-06	CBC	Allotment rates 09/18-12/18	48.75	0.00	48.75	4013/2057
09/18-07	CBC	MUGA Court and premises rates 2nd installment 2018/19	1128.00	0.00	1128.00	4013/2027
09/18-08	Herts Fullstop	Stationery /craft items	15.50	3.10	18.60	SPLIT7
09/18-09	Herts Fullstop	Card	2.09	0.42	2.51	4023/1047
09/18-10	Herts Fullstop	Stationery/ WC facility items/ craft items	159.79	31.96	191.75	SPLIT7
09/18-11	Broxap	Basketball nets	19.20	3.84	23.04	4045/3017
09/18-12	BRCC	Etonbury Green Wheel Contribution 2018/19	1500.00	0.00	1500.00	4425/1077
09/18-13	Beds Borough Council	Trade Refuse disposal/ vessel rental Village hall	186.94	37.38	224.32	4017/2017
09/18-14	DWF LLP	Professional fees E Hare appeal	0.00	274.58	274.58	4037/1017
09/18-15	Pure PAT	Annual PAT Testing	174.95	34.99	209.94	SPLIT7
09/18-16	Safe & Secure Systems Ltd	Height restriction Barrier for cemetery	890.00	178.00	1068.00	4043/2057
09/18-17	Harrisons	Supply & Install monitorable alarm panel	175.00	35.00	210.00	4057/1017
CHEQUE Payments due						
09/18-18	Town Council Petty Cash	Petty cash August 2018 reimbursement	42.21	0.00	42.21	4020/1017
09/18-19	Resource Centre Petty Cash	Petty cash August 2018 reimbursement	3.74	0.00	3.74	4020/1047
09/18-20	S Ward	Return of hall hire deposit 08/09/18	100.00	0.00	100.00	570
Payroll Liability Payments Due						
09/18-21	HM Rev & Customs	Mth 6 PAYE	857.40	0.00	857.40	525
	HM Rev & Customs	Mth 6 Nat. Emp'ee NI Contributions	687.27	0.00	687.27	525
	HM Rev & Customs	Mth 6 Nat. Emp'er NI Contributions	790.37	0.00	790.37	525
	HM Rev & Customs	Mth 6 SMP Recovery	-290.36	0.00	-290.36	525
	HM Rev & Customs	Mth 6 SMP Compensation	-8.72	0.00	-8.72	525
09/18-22	Beds Pension Fund	Mth 6 Emp'ee Pension Contribution	611.62	0.00	611.62	526
	Beds Pension Fund	Mth 6 Emp'er Pension Contribution	2343.24	0.00	2343.24	526
Salaries Payments Due						
09/18-23	S. Foulkes	SEPTEMBERSalary	Salary		Salary	4001
09/18-24	J Bailey	SEPTEMBERSalary	Salary		Salary	4001
09/18-25	P Hector	SEPTEMBERSalary	Salary		Salary	4001
09/18-26	G Studley	SEPTEMBERSalary	Salary		Salary	4001
09/18-27	D Pascoe	SEPTEMBERSalary	Salary		Salary	4001
09/18-28	D Rickman	SEPTEMBERSalary	Salary		Salary	4001
09/18-29	K Fitzgerald	SEPTEMBERSalary	Salary		Salary	4001
09/18-30	C Lowe	SEPTEMBERSalary	Salary		Salary	4001
09/18-31	J Savory	SEPTEMBERSalary	Salary		Salary	4001
09/18-32	P Legate	SEPTEMBERSalary	Salary		Salary	4001
09/18-33	C Winwood	SEPTEMBERSalary	Salary		Salary	4001
09/18-34	G Begum	SEPTEMBERSalary	Salary		Salary	4001
09/18-35	L Coleman	SEPTEMBERSalary	Salary		Salary	4001
	TOTAL SALARIES	NET SEPTEMBER SALARIES	9,245.60		9,245.60	520
TOTAL SEPTEMBER 2018 PAYMENTS			22,164.50	1,132.65	23,297.15	

RESOLVED that these accounts be paid.

18/086 FINANCE & GENERAL PURPOSES COMMITTEE

086.1 **BEST CEO meeting** – Members acknowledged cancellation of meeting following resignation of Cllr Gravett and considered rescheduling of meeting and delegated attendees.

RESOLVED that Cllr Holloway be delegated to attend a meeting with Cllr McGann and Dr Alan Lee to address Council concerns.

086.2 **2018/19 Receipt of Precept Instalment** – Members acknowledged receipt of second precept instalment.

086.3 **Annual Return and External Audit Certificate: Year Ended 31 March 2018** – Prior to the meeting members received a copy of the Audited Annual Return including the External Auditor's Certificate which confirmed the conclusion of audit for year ended 31st March 2017, with no issues being raised.

RESOLVED that the Council approve the audited Annual Return for year ended 31st March 2018, together with the external auditor's certificate which states that no issues had been raised.

086.4 **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

RESOLVED that the Council approve removal of Chris Gravett and Susan Foulkes as signatories on Barclays Bank, Unity Trust and Hampshire Trust bank accounts.

(iv) delegation of new signatories/administrators to be added to Barclays Bank, Unity Trust Bank and Hampshire Trust Bank mandate.

RESOLVED that Cllr Page is added as new signatory to Barclays Bank, Unity Trust Bank and Hampshire Trust bank mandate.

086.5 **Credit Card** – To approve:

(i) MultiCard Cardholder Application - issue of Town Council credit card to Deputy Clerk

RESOLVED that the Council approve issue of Town Council credit card to Deputy Clerk

(ii) cancellation of card issued to Town Clerk Susan Foulkes effective 28th September 2018.

RESOLVED that the Council cancel Town Council credit card issued to Town Clerk Susan Foulkes effective 28th September 2018.

086.6 **Surveillance Camera Commissioner** – Members acknowledged correspondence received and considered delegation of Officer or Member to consider and advise the Council of its obligations under Section 31(1) of the Protection of Freedoms Act 2012.

RESOLVED that the Council delegate Cllr Wallace to report to Council on obligations under section 31(1) of the Protection of Freedoms Act 2012.

18/087 PUBLIC LANDS & HIGHWAYS COMMITTEE

087.1 **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

Deferred to next meeting of Public Lands & Highways in absence of Cllr Sarll.

- (ii) **Skate park** – Members considered 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.

RESOLVED that the Council approve Woodman Fabrication quotation in the sum of £650.00 to weld 14no infill panels to skate ramps eliminating gap between ramp and railings.

- (iii) **CPM Playgrounds quotations** -Members considered 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.

RESOLVED that the Council approve CPM Playgrounds quotations for BMX ramp repairs at £80.00+Vat and to Proludic Teen shelter roof at £30.00 + VAT.

- 087.2 **Recreation Ground Play Area Gate** – Members considered recent safety issues experienced with Play area gate and CPM Playgrounds report. The gate has been secured shut at will remain locked until replaced.

RESOLVED that the Council keep play area gate securely locked whilst 2 further quotations for supply and installation of hydraulic gates are received and considered by Council.

- 087.3 **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.

RESOLVED that the Council approve purchase of 3no telescopic flag poles and fixings to fly the 3 commemorative flags for World War 1 centenary. Flag poles to be installed and removed at the start of and close of office hours. Central Bedfordshire Council to be contacted to gain permission to site poles on land outside Town Council Office. Total cost for 3no 5m telescopic poles and fixings £61.20 inc VAT

- 087.4 **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.

RESOLVED that the Council approve CPM Playgrounds quotation to supply and install 2 matching bollards to include removal of damaged bollard and disposal thereof. Total cost £340.00+VAT. Completion to be requested prior to Remembrance Sunday 2018.

- (ii) **IMI Cleaning Report Update** – Members acknowledged response received from IMI and noted receipt of corrected report.

- (iii) **Refurbishment Update** – Members considered response from Gary Churchman following inspection of the memorial, prior to commencement of works. Consideration was given to increased costs and format of re-lettering of misspelt roll of honour name. Discussion followed on potential redesign of inscription for “Boskill” to follow same format as other names listed- Surname, initial

RESOLVED that the Council approved increased costs of £3430.00 +VAT for repair to facial features, crack to front and side of stone, correction of spelling for Bowskill and addition of 3 further names. Bowskill to remain in current format of Forename, Surname to retain historic reference.

- (iv) **Scaffolding Cost** – members considered scaffolding/safety tower cost to enable safe access to memorial statue enabling refurbishment works to be completed.

RESOLVED that the Council approve scaffolding quotation supplied by Reunited Scaffolding in the sum of £275.00 and confirm that no damage will be caused as a result of securing structure to monument.

- (v) **Vase Replacement** – Members considered pursuit of insurance claim for long-term replacement of exact replica vases to return memorial to original condition before theft of items occurred. Thanks were extended to Offley Memorials and Chenery Funeral Services, for generous, free of charge donation of temporary replacement vases and fitting thereof.

RESOLVED that the Council proceed with a claim on insurance policy, for exact replicas of original vases to be cast and installed, providing insurance will fully cover casting fee and installation.

087.5 **Streetlight Maintenance** – Members considered TCS Electrical quotations and advice received:

- (i) **A7 Hitchin Road** - Streetlighting contractor advised that lamp requires removal on Health & Safety grounds as bracket affixed to residential property is severely corroded. Discussion followed on requirement of installing alternative street light column upon removal of A7. Members were informed of overspend on Street light budget 2018/19. Cllr Ward stated that appropriate consideration would need to be given when considering 2019/20 budget setting.

RESOLVED that the Council approve removal of street lamp A7 Hitchin Road from residential building without replacement. Subsequent effect on lighting provision within the area following removal to be assessed/monitored. Total cost £375.00+VAT.

- (ii) **A6 St Peter's Avenue** – Swan neck cast iron column bracket badly corroded and lamp burnt out. New Swan Neck bracket and lantern required at a cost of £450.00 + VAT.

RESOLVED that the Council approve repair works required for A6 St Peter's Avenue at a cost of £450.00+VAT.

- (iii) **A7 Church Lane** – SOX lantern burnt out requires replacing. New LED lantern and associated wiring work £400.00+VAT.

RESOLVED that the Council approve the supply and installation of new LED lantern for street light A7 Church Lane £400.00 +VAT.

087.6 **Arlesey Cemetery Phase 2 'Funeral Parlour' Land Allocation** – Members considered Cllr Holloway's proposal for allocation of land at Arlesey Cemetery Phase 2 for use as a Funeral Parlour/Chapel of Rest. Research required to determine feasibility and factors involved surrounding potential project.

RESOLVED that the Council support proposal *in principle* and delegate a working party to carry out research into project viability. Working Party to consist of Cllrs Holloway, McGann and Ferris. Members of the public to be invited to join working party when progress/development of idea emerges. Project in principal, to be allocated budget of £500 from General Reserves with Working Party delegated to use fund to cover initial exploratory fees encountered. Cllr Want to be invited to join Working Party.

087.7 **Proposal for Land to West of Arlesey Cemetery** – Members considered Cllr Holloway proposal for possible use of land to west of Arlesey Cemetery. Cllr Holloway suggested a project which has potential to attach to plans shown in Planning Application for The Lagoon.

RESOLVED that the Council delegate a Working Party consisting of Cllrs Holloway, McGann and Ferris to conduct preliminary exploration into feasibility of "in principle" project and process/ requirements associated with concept of building houses within Phase 2 Cemetery land. Cllr Want to be invited to join Working Party.

087.8 **Arlesey Community Events Group**

- (i) **WW1 Centenary 'Aluminium Soldier' Memorial** – To consider Events Group's provision of an 'Aluminium Soldier' and preferred location.

RESOLVED that the Council approve siting of the WW1 Centenary 'Aluminium Soldier' Memorial statue to be purchased by Arlesey Events Group, within the Memorial Copse being created within phase 2 of Arlesey Town Council Cemetery. Groundsman to install figure and ATC to support ongoing maintenance and inspection of statue.

- (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.

RESOLVED that the Council approve free of charge use of the Recreation Ground and MUGA pavilion for access to washroom facility and power supply, as per previous Cinema event held.

- (iii) **Christmas Carol Singing** – Members considered request for use of Community Centre foyer/toilet facilities 22nd December 2018.

RESOLVED that the Council approve free of charge access to Community Centre Foyer and washroom facilities 22nd December 2018 for Christmas Carol Singing Event. Cllr Sarll to lock and unlock Community Centre for this event.

087.9 **MUGA Pavilion Locks Upgrade** – Members considered quotations for the upgrading of locks within MUGA pavilion to ease staff and user access.

RESOLVED that the Council approve Lock Rite Ltd quotation to supply and fit new locks and handles to internal doors complete with 2 keys for each lock and 2 master keys for suite as per quotation in sum of £735.00+VAT.

087.10 **St Johns Road Amenity Land Usage** – Members considered current usage of amenity land by local residents and issues arising from residents' play equipment in situ.

Matter deferred to Public Lands & Highways meeting.

087.11 **Arlesey Town Youth FC MUGA Pavilion Signage Request** – Members considered request from Arlesey Town Youth Football Club: Discussions regarding possible interpretation of branding pavilion and potential deterrent to other hirers as a result, followed.

- (i) to affix signage to exterior pavilion wall for identification as home ground facilities.

RESOLVED that the Council do not approve permanent signage depicting ATYFC branding of pavilion. Matter to be deferred to next Public Lands & Highways meeting to discuss alternative options for signage.

- (ii) to site framed copy of ATYFC logo on meeting room wall or to paint logo onto meeting room wall.

RESOLVED that the Council explore options for displaying ATC ownership of pavilion via brass plaque with provision to add individual plaques for hirers at organisation/groups own cost, upon request. Deferred to next Public Lands & Highways meeting.

18/088 PUBLIC RELATIONS COMMITTEE

088.1 **Councillor Surgeries** – Cllrs provided an update on Councillor Surgery held on 1st September 2018 at Summer Fete. Members considered availability to assist Cllr Livermore on 3rd November, following resignation of Helen Frost.

RESOLVED that the Council reduce Cllr attendance from 2 members to one for Councillor Surgeries going forward on reflection of historic level of resident attendance of sessions.

088.2 **Newsletter** –Publication of next issue of Town Council Newsletter deferred until new Town Clerk appointed.

18/089 PERSONNEL COMMITTEE

089.1 **Town Clerk Recruitment Update** –An update on recruitment process to-date was provided by the Town Clerk and engagement of services available from [The Baikie-Wood Consultancy](#) to assist with interview stage of the process, was considered. Ampthill Town Council had recently commissioned services of The Baikie-Wood Consultancy to assist with recruitment. Limited experience amongst members and availability was discussed.

RESOLVED that the Council approve appointment of The Baikie-Wood Consultancy at a cost of £650.00 + VAT to assist with the recruitment process for Town Clerk Vacancy.

089.2 **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.

RESOLVED that the Council defer the advertisement of this vacancy until the appointment of the new Town Clerk to enable them to undertake process with Deputy Clerk.

089.3 **Temporary Administrative Assistant Contract** – To approve extension of temporary contract from 12th October 2018 to 31st March 2019.

RESOLVED that the Council approve extension of temporary contract from 12th October 2018 to 31st March 2019.

089.4 **Staff Reviews & Appraisals** – Members acknowledged progress of reviews and appraisals and considered deferral of contractual matters for discussion under Exempt Business.

RESOLVED that the Council defer discussion on contractual matters for consideration under Exempt Business

089.5 **Pesticides Application Courses** – Members considered Grounds Maintenance Operative's attendance of Pesticide Application Courses (PA1: Safe Use & PA6A: Hand Held Applicators) Bedford College at cost of £228 per course. Attendance of course PA2 was necessary as completion of PA1 course alone, would not be sufficient to allow use of pesticides. Pesticide use forms part of Grounds Maintenance Operative job description.

RESOLVED that the Council approve Grounds Maintenance Operative attendance for courses PA1 and PA2 to enable qualification in use of pesticides, at a cost of £228.00 per course to be funded by Training Budget and General Reserves.

18/090 REPRESENTATIVES' REPORTS

Bedfordshire Police Liaison: Cllr Wallace provided reports on the following:

- a) **Crime Figures August 2018** – Members acknowledged receipt of crime figure August 2018.
- b) Attendance at PCC Annual Parish Conference 13th Sept 2018. Cllr Wallace had attended conference which received around 50 attendees in total. PCC will accept invitation to attend Town Council meetings extended, if commitments allow.
- c) Give a day to Policing 18th Sept 2018.- Cllr Wallace informed members that he had dedicated a day to "shadow" on duty police personnel. 5 incidents were attended and provided an insight into time constraints experienced by officers in a working day.
- d) **Speed Watch Update**- Members received an update and consider purchase of 2no Speed watch signs to be installed at areas with prior approval from Central Bedfordshire Council.

RESOLVED that the Council approve purchase and installation of 2no speed watch signs at a total cost of £109.64 + VAT.

- e) **Police activities** – Sgt Welch was appointed in June 2018 and had subsequently met with Cllr Wallace spending an hour and half visiting in Arlesey. Operation Beneke had been held in the village and a PCSO had participated in a speed watch session held. Cllr Wallace felt that progress had been made with relations and continued to be built upon.

18/091 PUBLIC PARTICIPATION ON ITEMS ARISING FROM THIS EVENING'S MEETING

18/092 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).

RESOLVED that the Council resolve to exclude members of the public and press from the meeting.

18/093 PERSONNEL ISSUES

093.1. **Staff Reviews & Appraisals** - To consider contractual changes to following posts:

- (i) **Grounds Maintenance Operative** – to 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. Members discussed seasonal demands on workload for Grounds Maintenance Operative.

RESOLVED that the Council approve seasonal increase to Grounds Maintenance Operative hours to cover additional demands March to November. Hours to be increased from 25 hours p/w to 37 hours p/w March to November annually, effective 4th March 2019.

- (ii) **Resource Centre Manager** – review of salary grading - postholder appointed 13th March 2018 on SCP 19 within the advertised range SCP 18 – 21.

RESOLVED that the Council approve an uplift of one Spinal point from 19 to SCP 20 for Resource Centre Manager.

093.2. **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'.

DEPUTY CLERK LEFT ROOM while discussion took place.

RESOLVED that the Council approve an uplift in salary of Assistant Clerk package to spinal point 30 on promotion to Deputy Clerk.

18/094 PERSONAL INFORMATION AUDIT

094.1 Members acknowledged receipt of Local Council Public Advisory Service report following the completed audit of the Council office and Resource Centre filing and storage systems.

094.2 To delegate a member to work with Deputy Clerk to devise an action plan in response to issues identified.

RESOLVED that the Council delegate Cllr J Wallace to work with Deputy Clerk to devise action plan to address issues identified within Personal Information Audit.

094.3 To defer review of action plan to next Finance and General Purposes Committee.

RESOLVED that the Council defer review of Personal Information Audit Action plan to next meeting of Finance & General Purposes Committee.

MEETING CLOSED. 11.05pm

Chairman:

Date: