

15<sup>th</sup> November 2018

To: Members of the Council

**A Meeting of ARLESEY TOWN COUNCIL will be held in the Village Hall, Arlesey on Tuesday 20<sup>th</sup> November 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: M&S Food hall to come to Leighton Buzzard's Grovebury Road Retail Park.** CBC has confirmed that the long-awaited M&S Food hall is to open in the Grovebury Road Retail Park in Leighton Buzzard generating between 55-60 new jobs. For further information please contact [Deborah.mcdonald@centralbedfordshire.gov.uk](mailto:Deborah.mcdonald@centralbedfordshire.gov.uk)  
(attached)

- 3.2 **CBC Press Release: Councillors approve new way forward to support children and young people.** Central Bedfordshire Council's executive have voted to include a new larger age range for its Children's Services. The age range for the services support, will be extended to children up to the age of 12 years instead of the current 5 years.  
(attached)

- 3.3 **CBC Press Release: Councils schools admissions service rated best in the country.** Following on from the department of education scorecard, published in May, Central Bedfordshire is rated best in the country. Parents and carers can complete a paper application form, available from 0300 300 8037, email: [admissions@centralbedfordshire.gov.uk](mailto:admissions@centralbedfordshire.gov.uk) or apply online at: [www.centralbedfordshire.gov.uk/admissions](http://www.centralbedfordshire.gov.uk/admissions)  
(attached)

- 3.4 **CBC Press Release: Kerbside garden Waste Suspension-** CBC have confirmed that garden waste collections will be suspended from Monday the 10<sup>th</sup> December 2018 (last collection day) and will resume on Monday 4<sup>th</sup> March 2019.  
(attached)

- 3.5 **CBC Press Release: Council tenant farmers win silver national farming awards.** Dean and Katie Whybrow, tenant farmers of a Central Bedfordshire Council owned farm have won a silver award in the national 2018 British Farming Awards.  
(attached)

- 3.6 **CBC Press Release: More jobs growth in Biggleswade, as another big business named for Stratton Park.** The Co-Op Food Group has been confirmed as the latest company to be a part of the Stratton park development. Councillor Nigel Young has said “These new contracts are a signal that Stratton Park is emerging as a thriving strategic employment and logistics site within Central Bedfordshire. *(attached)*
- 3.7 **CBC Press Release: National survey seeks local views from carers on social care services.** From now until the end of November a survey will be being distributed to all informal carers of adult social care customers. The results of the survey will be used by the Care Quality Commission, Department of Health, NHS Digital and the council to improve services. Further details of the questionnaire can be found on the CBC website. Any queries regarding the survey email- [Partnershipteam@centralbedfordshire.gov.uk](mailto:Partnershipteam@centralbedfordshire.gov.uk) *(attached)*
- 3.8 **CBC Press Release : Council agrees its approach to farms.** Central Bedfordshire Council's Executive committee are to adopt its Farms Estate Plan. A public consultation was launched on Monday 25<sup>th</sup> June and closed on 19<sup>th</sup> August. Existing farmers were written to prior to the start of the consultation and invited to respond to a questionnaire and discuss the proposals. *(attached)*
- 3.9 **Press Release: Bedford Music in Detention at Yarl's Wood closes after 5 years.** Contemporary arts charity, Bedford Creative Arts (BCA) and national charity Music in Detention is to end. Director at Music in Detention, John Speyer said” We're very sad that Serco have decided to bring this work to an end” *(attached)*
- 3.10 **Bedfordshire Bugle – November Edition.** *(attached)*
- 3.11 **CBC Press Release: Council opens new £4.3m highways base at Sandy, ready for winter.** Work has been completed on the new £4.3million highways depot facility at Beamish Close, Sandy. At the opening ceremony Cllr Dalgarno said ”this Sandy depot will provide a key role for us in the east of our region ,especially being so close to the A1” *(attached)*
- 4 MEMBERS QUESTIONS**
- 5 PUBLIC PARTICIPATION**
- 6 MINUTES OF PREVIOUS MEETINGS**
- To consider and approve the minutes of the meeting of the Town Council held 16<sup>th</sup> October 2018 as a true record of proceedings. *(attached)*
- 7 MATTERS ARISING**
- 8 COUNCILLOR VACANCY APPLICATIONS**
- Members to consider applications received in respect of Town Councillor vacancies as received by Councillors via email.
- 9 MEETING DATE AMENDMENTS**
- Members to approve amendment to January Committee meeting date from 1<sup>st</sup> to 8<sup>th</sup> January 2019.
- 10 ARLESEY RESOURCE CENTRE & LIBRARY**
- To receive and consider Resource Centre Manager's Report. *(attached)*
- 11 REPORTS FROM CENTRAL BEDFORDSHIRE COUNCIL REPRESENTATIVES**
- To receive reports from Ward Councillors.

## **12 PLANNING APPLICATIONS & ISSUES**

- 12.1 **DMC Meetings** – Members to delegate additional Councillors to attend DMC meetings to represent Arlesey Town Council – Cllrs Want and Wallace currently delegated.
- 12.2 **CB/18/03804/OUT – Land to frontage of Arlesey Town Football Ground, Hitchin Road Arlesey SG15 6SE.**  
**Proposal:** Outline Application: Proposed residential development of up to 14 dwellings  
**Deadline for Response extended to:** 23<sup>rd</sup> November 2018  
[www.centralbedfordshire.gov.uk/planning-register](http://www.centralbedfordshire.gov.uk/planning-register)
- 12.3 **Planning Applications Refused/Granted** – To acknowledge decisions on applications as at 14<sup>th</sup> November 2018 and consider proposed amendments to report as suggested by Cllr Ward. *(attached)*.
- 12.4 **Enforcement cases created and/or closed:**
- **35 Hospital Road Arlesey, SG15 6RH**-Alleged unauthorised erection of outbuilding, forward of principle elevation.
  - **1,2 & 3 Ashwell Close, Arlesey SG 6AJ** – Alleged non- compliance with approved plans attached to a planning permission CB/15/01950/FULL & CB/17/00947/VOC re: positioning of 3 dwellings
- 12.5 **Pix Brook Consultation Questionnaire** – Members to consider response to Pix Brook Consultation Questionnaire, deadline for submission Thursday 10<sup>th</sup> January 2019. *(attached)*
- 12.6 **CPRE Response to Bedford Borough Council’s Local Plan 2030** – Members to note CPRE response to Bedford Borough Council’s new Local Plan 2030 Draft for submission. *(attached)*
- 12.7 **Twin Acres, Hitchin Road, Arlesey, SG15 6SE** – Cllr Wenham to provide an update regarding Planning Condition 4 following Highways report of no hazard to drivers from lighting on site and non-discharge of Condition 4 prompting Enforcement to contact the owner. Update requested on whether information had been forthcoming and stance of CBC Legal team regarding pursuit of issue.

## **13 FINANCE REPORTS**

### **13.1 Income and Expenditure – October 2018**

To review the Income and Expenditure up to 31<sup>st</sup> October 2018, compared to 2018/19 budget (month 7) and submit questions to the Deputy Clerk as necessary. *(attached)*

### **13.2 Balance Sheet as at 31<sup>st</sup> October 2018**

To review Balance Sheet as at 31<sup>st</sup> October 2018 (month 7) and submit questions to the Deputy Clerk as necessary. *(attached)*

### **13.3 Petty Cash –October 2018**

To receive for approval copies of the petty cash details for the Resource Centre and Town Council for October 2018 (month 7) *(attached)*

### **13.4 Credit Card Purchases – October 2018**

To receive for approval copies of the Town Council credit card expenditure details for October 2018 (month 7) *(attached)*

### **13.5 Accounts for Payment**

To approve accounts to be paid as advised to members at the meeting.

## **14 FINANCE & GENERAL PURPOSES COMMITTEE**

- 14.1 To consider the recommendations (Resolutions) contained within the minutes of the Finance and General Purposes Committee meeting held on 6 November 2018. *(attached)*
- 14.2 **Historical Archive Sub Committee** – Members to consider the recommendations (Resolutions) contained within the minutes Historical Archive Sub Committee meeting held on 30 October 2018. *(attached)*
- 14.3 **Waste Recycling Provision** - To consider a mixed recycling bin in the Community Centre for commercial non- confidential paper and cardboard waste. 1x 240l Mixed recycling bin to be collected weekly – fee £5.45 per week or £3.27 per week for a fortnightly collection. . *(attached)*
- 14.4 **Draft budgets 2017/18**
- a) Members to consider 1<sup>st</sup> draft of budget 2018/19. *(attached)*
- b) Members to consider 2017/18 Earmarked Reserves Review and Forecast. *(attached)*
- c) Members to consider budget provision for RBS fees to undertake Year End close down and Annual Return Preparation year end 31/03/2019. *(attached)*
- 14.5 **Stakeholder representative** – Members to delegate a representative on Stakeholder group, following Chris Gravett's resignation from Council.
- 14.6 **Christmas Closure** - Members to note proposed Town Council office Christmas Closure dates: close at 12.00pm Friday 21<sup>st</sup> December 2018, re-opening 9.00am Tuesday 2<sup>nd</sup> January 2019.
- 14.7 **Data Protection Policy 2018** – Members to carry out interim review of Data Protection Policy approved May 2018. *(attached)*
- 14.8 **Resource Centre Christmas Opening Hours** - Members to consider proposed closure for Christmas 2018. Resource Centre to close 1pm 22<sup>nd</sup> December and re-open 2<sup>nd</sup> January 2019.

## **15 PUBLIC LANDS & HIGHWAYS COMMITTEE**

- 15.1 **CBC Free Salt Bag Scheme** – Members to consider requirement for free salt offered. *(attached)*
- 15.2 **Remembrance Sunday 11<sup>th</sup> November 2018** – Members of Working Party to provide feedback on 2018 event, and to schedule of meeting to consider 2019 arrangements.
- 15.3 **Recreation Ground Grass Cutting** – Members to consider renewal of contract with current contractor- fee to remain unchanged at £100 + VAT per cut. *(attached)*
- 15.4 **Funeral Parlour Working Party**– Members to receive an update from Working Party.
- 15.5 **St Peters Church Grass Cutting** – Members to receive proposal from Cllr Holloway regarding Church Yard grass cutting.
- 15.6 **Resource Centre Privacy Notice** – Members to consider draft Privacy Notice for adoption for Resource Centre GDPR compliance. *(attached)*
- 15.7 **Traffic Survey data** – Members to note CBC response following request for further information on procedure following collection of traffic survey data, Deputy Clerk gathering quotes for consultants to analyse traffic survey data to assist with progressing traffic calming for High street. *(attached)*

- 15.8 **Etonbury Greenwheel** – Members to consider suggested route for Green wheel whilst a new route along Northern side of A507 to link with existing cycle ramp into station car park is sought. *(attached)*
- 15.9 **MUGA Pavilion Signage Provision** –
- (i) to consider quotations and proposed sizing for ATC branding to MUGA signage board *(attached)*
  - (ii) to approve preferred ATYFC signage design and size for permanent siting on board to be affixed to Northernmost exterior wall of MUGA. *(attached)*
- 15.10 **Finger Entrapment Risk Recreation Ground Play Area** – Members to consider quotation received from playground inspector to supply and fit bolts and washers to eliminate finger entrapment risk highlighted in RoSPA report 2018, £150+VAT. *(attached)*
- 15.11 **Playground Inspections** – Members to receive reports following November playground inspection of St Johns Road and Recreation Ground Play Areas. *(attached)*
- 15.12 **Summer Fete 2018** – Members to receive report from Arlesey Events Group. *(attached)*
- 15.13 **Chase House Emergency Accommodation**– Members to consider request to renew the agreement permitting Chase House to use Arlesey Village Hall as temporary accommodation in the event of an emergency. *(attached)*
- 15.14 **Street Light Hitchin Road**- Members to receive correspondence from resident of Hitchin Road following removal of street light from residential property. *(attached)*
- 15.15 **Street Light A29 Stotfold Road** – Members to consider quotation to replace faulty lamp to column A29 Stotfold Road in the sum of £400 + VAT. *(attached)*
- 15.16 **CBC Arlesey Parking Permit Scheme** – Members to consider issues with parking permit scheme and delegate Member to draft correspondence to CBC stating resident dissatisfaction with administration/co-ordination of scheme.
- 15.17 **Christmas Street Light column decorations** – Members to consider proposal from Cllr Sarll for donations towards provision of Street Light decorations.
- 16 PUBLIC RELATIONS COMMITTEE**
- 16.1 **St Peter's Christmas Tree festival 2018** - Members to consider entering an Arlesey Town Council Christmas tree for Christmas Tree Festival 15<sup>th</sup> and 16<sup>th</sup> December 2018. *(attached)*
- 16.2 **Councillor Surgeries** – Members to note withdrawal of Councillor Surgery facility November 2018 due to lack of Councillor availability. Cllrs Ward and Holloway scheduled to conduct December Surgery.
- 17 PERSONNEL COMMITTEE**
- Business to be covered under Exempt items.
- 18 REPRESENTATIVES' REPORTS**
- Bedfordshire Police Liaison:** Cllr Wallace to provide a report on the following:
- a) Crime Figures October 2018 *(attached)*
  - b) **Speed Watch update** – Cllr Wallace to provide update on the following:
    - i) statistics
    - ii) Speed watch signs *(attached)*

19 **PUBLIC PARTICIPATION ON ITEMS ARISING FROM THIS EVENING'S MEETING**

20 **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 21 - this business relates to labour relations matters** (Item 4: Annex B – Descriptions of Exempt Business/DCLG Open & Accountable Local Government).
- **Agenda Item 21 - this business relates to the business affairs of the Council** (Item 3: Annex B – Descriptions of Exempt Business/DCLG Open & Accountable Local Government).

21 **TOWN CLERK/RFO VACANCY**

Members to receive an update on recruitment process to date and consider:

- a) Options going forward relating to current advertising of vacancy –
- i) Temporary hold on advertising until new year.
  - ii) Increasing advertising area
  - iii) Method of advertising
  - iv) Alteration to hours to include possibility of Flexi-time/Part Time
- b) **Temporary/Freelance Town Clerk/RFO**– Members to consider option of engaging in services of Temporary or Freelance Town Clerk/RFO.
- c) **Applications received to date** – Members to consider responses for applications submitted.

