

13th December 2018

To: Members of the Council

A Meeting of ARLESEY TOWN COUNCIL will be held in the Village Hall, Arlesey on Tuesday 18th December 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 CO-OPTION OF TOWN COUNCILLOR: MR STEPHEN HAMILTON

- 2.1. Co-option of Mr Stephen Hamilton to take place by way of resolution.
- 2.2. Signing of Declaration of Office to be witnessed by the Deputy Clerk.
- 2.3. Election of Cllr Hamilton to committees.

3 DECLARATIONS OF INTEREST AND DISPENSATIONS

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

4 CHAIRMAN'S ANNOUNCEMENTS

- 4.1 **CBC Press Release: Older people in Central Beds. urged to get flu jab.** CBC urging residents aged 65 and over to have their free annual flu jab. Health chiefs believe new vaccine could reduce hospitalisations by over 200 and prevent more than 700 deaths.
To find out if you are eligible for the free vaccine go to www.nhs.uk/staywell (attached)
- 4.2 **CBC Press Release: Have your say on changes to school admission arrangements.** CBC is holding a consultation on proposed changes to school admissions arrangements for all Community and Voluntary Controlled (VC) schools in September 2020, adding oversubscription criteria. Have your say at www.centralbedfordshire.gov.uk/consultations (attached)
- 4.3 **CBC Press Release: CBC social worker scoops top award at national ceremony.**
A student from CBC wins Student Social Worker of The Year at National Social Workers of the Year Awards ceremony. Nominations were received from 93 social workers and social work teams being selected across 16 different categories
(attached)
- 4.4 **CBC Press Release: Communities crackdown on speeding drivers with new council-funded speed detection kits.** CBC supplies speed detection kits to Community Speedwatch

representatives. Anyone interested in volunteering should email www.speedwatch@bedfordshire.pnn.police.uk or complete the guidance and registration pack at www.bedfordshire.policeuk/assets/speedwatch-GuidanceRegistration.pdf (attached)

- 4.5 **BABUS NEWSLETTER 37** - Changes to bus Routes and Timetables for 71 + 72 buses servicing Bedford to Hitchin will become route 9 - an hourly journey between Hitchin and Shortstown. View timetables on the Stagecoach website – www.stagecoach.co.uk (attached)

- 4.6 **Bedford Creative-Bedford Creative Arts (BCA) Appoints new Director.** Elaine Midgley has been appointed Director of BCA her mission is to boost growth and development and raise the profile of the BCA. (attached)

- 4.7 **CBC Press Release: Hundreds attend Councils “Find Your Future” event.** More than 800 people attended CBCs Find Your Future event at the Rufus Centre. Leading businesses from a range of different sectors were represented, pupils from 14 schools and academies attended. (attached)

5 **MEMBERS QUESTIONS**

6 **PUBLIC PARTICIPATION**

7 **MINUTES OF PREVIOUS MEETINGS**

To consider and approve the minutes of the meeting of the Extra Ordinary Meeting of Arlesey Town Council held 4th December 2018 as a true record of proceedings. (attached)

8 **MATTERS ARISING**

- 9 **ARLESEY YOUTH DEVELOPMENT** - Members to receive a report from Nicola King, Youth Worker, Grand Union Housing Group.

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 and update on status of Pix Brook Academy.

12 **PLANNING APPLICATIONS & ISSUES**

- 12.1 **CB/18/04185/FULL**- Etonbury Academy Stotfold Road Arlesey, SG15 6XS
Proposal: Two Storey detached school building with associated car/cycle parking, external works, landscaping and external play areas.
Response Extended to: 19th December 2018
- 12.2 **CB/18/04160/FULL** – Land in front of 24 Hillary Rise, Arlesey SG15 6TL
Proposal: Change of use of public amenity land to driveway and provision of vehicle crossover.
Extension granted for comments to be submitted 20th December 2018
www.centralbedfordshire.gov.uk/planning-register
- 12.3 **CB/18/04218/FULL**- 271 High Street, Arlesey, SG15 6TA
Proposal : Convert 1 dwelling into 2 dwellings.
Response by: 8th January 2019
www.centralbedfordshire.gov.uk/planning-register
- 12.4 **CB/18/04442/FULL** – 1 High Street, Arlesey, SG15 6RA
Proposal: Proposed change of use from A1 to C3 1 No. 1 Bed unit.
Deadline for Response 9th January 2019
www.centralbedfordshire.gov.uk/planning-register

- 12.5 **CB/18/04160/FULL – 13 Lynton Avenue, Arlesey, SG15 6TT.**
Proposal: Two storey extension, open porch and single storey rear extension following removal of existing garage.
Deadline for Response by 24th December 2018
www.centralbedfordshire.gov.uk/planning
- 12.6 **Planning Applications Refused/Granted** – To acknowledge decisions on applications as at 13th December 2018. *(attached)*
- 12.7 **Enforcement cases created and/or closed:**
- None received
- 12.8 **Master Plan** – Members to acknowledge response received from CBC in reply to ATC letter sent, and consider next steps including whether to request John Shephard to review the response to determine any grounds for further action. *(attached)*.
- 13 FINANCE REPORTS**
- 13.1 **Income and Expenditure – November 2018**
- To review the Income and Expenditure up to 30th November 2018, compared to 2018/19 budget (month 8) and submit questions to the Deputy Clerk as necessary. *(attached)*
- 13.2 **Balance Sheet as at 30th November 2018**
- To review Balance Sheet as at 30th November 2018 (month 8) and submit questions to the Deputy Clerk as necessary. *(attached)*
- 13.3 **Petty Cash –November 2018**
- To receive for approval copies of the petty cash details for the Resource Centre and Town Council for November 2018 (month 8) *(attached)*
- 13.4 **Credit Card Purchases – November 2018**
- To receive for approval copies of the Town Council credit card expenditure details for November 2018 (month 8) *(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 **CBC Youth Parliament and Youth Central Manifesto Launch Event-** Members to consider invitation to attend Manifesto Launch event Tuesday 12th Match 2019 at Priory House, Chicksands 6.00pm to 7.30pm. *(attached)*
- 14.2 **Draft budgets 2019/20**
- a) Members to consider 2nd draft of budget 2019/20 as advised prior to meeting.
- b) Members to consider 2018/19 Earmarked Reserves Review and Forecast as advised prior to meeting.
- 14.3 **Internal Audit Engagement Letter** - Members to acknowledge Internal Audit Engagement letter dated 22nd November 2018 (3rd year of 3 year appointment). *(attached)*
- 14.4 **GDPR Compliance inspection** – Members to note compliance inspection scheduled for 24th January 2019.

- 14.5 **Rural Match Fund Application 2019/20** – Members to consider delegation to compile application to be submitted no later than 31st January 2019. *(attached)*
- 14.6 **St Peter’s Church Grounds Maintenance** – Members to consider administration process for management of contractors and purchase ledger.
- 14.7 **Christmas Light wiring repairs** – Members to acknowledge cost of £300.00 to replace insufficient wiring for Christmas lighting, approved by Deputy Clerk and Vice Chairman.
- 14.8 **Meeting with Dr Alan Lee Best Academies** – Cllrs McGann and Holloway to provide feedback from meeting 29th November 2018 with Dr Alan Lee CEO Best Academies.
- 14.9 **Vacuum Cleaner provision** – Members to approve purchase of Henry Hoover for use by ATC Cleaning Operative and hirers of Village Hall facility. *(attached)*
- 14.10 **Arlesey Town Football Club** – Members to receive report from Cllr Clark following meeting with ATFC Committee member and consider assistance.
- 14.11 **BATPC Annual Report & Accounts 2017-18** – Members to acknowledge Annual report and accounts of Bedfordshire Association of Town & Parish Councils *(attached)*

15 PUBLIC LANDS & HIGHWAYS COMMITTEE

- 15.1 **Etonbury Academy student safety** – Members to consider steps to maintain safety of students using underpass to arrive/depart from school during peak times and following attendance of after school clubs, assistance available from CBC and options regarding school buses and funding thereof.
- 15.2 **Bedfordshire Schools Trust Consultation on Admission Arrangements September 2020** – Members to note 6 week consultation period ending 1st January 2019, and consider comments to be submitted via: admissionsconsultation@bestacademies.org.uk *(attached)*
- 15.3 **Memorial Copse** – Members to consider options for provision of pathway to access Memorial Copse from bridge within Cemetery.

16 PUBLIC RELATIONS COMMITTEE

- 16.1 **Councillor Surgeries** – Members to receive an update from Cllrs Ward and Holloway following Councillor surgery held 1st December 2018. Cllr C Ferris scheduled to conduct January Surgery.

17 PERSONNEL COMMITTEE

- 17.1 **GDPR Training Library Assistant** - Members to consider attendance of GDPR Training for Library Assistant.
- 17.2 **NALC 2019/20 Pay Scales** – Members to acknowledge Nalc pay scales for 2019/20 to be implemented from 1st April 2019. *(attached)*
- 17.3 **Deputy Clerk Temporary Extension of hours** - Members to review temporary increase in hours
- 17.4 **Town Clerk/RFO vacancy** - Members to consider quotation in sum of £600 +VAT to advertise staff vacancy on Jobs go Public website. *(attached)*
- 17.5 **Relief Staff Appraisals**–Members to consider appraisals for Relief staff and appropriateness thereof.

18 REPRESENTATIVES’ REPORTS

- 18.1 **Bedfordshire Police Liaison:** Cllr Wallace to provide a report on the following:
 - a) Crime Figures November 2018

b) Presentation of SID

c) Beds PCC Grant Fund (<https://www.bedfordshire.pcc.police.uk/bedfordshire-pcc-grants-funding?platform=hootsuite>)

18.2 **Bedfordshire Police Funding** – Members to receive correspondence from Shefford Town Council and consider suggestion of submitting a letter to Chancellor of Exchequer requesting consideration be given to annual grant for Police and address methods to provide adequate funding increase commensurate to needs of County. *(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 ,22 & 23 - this business relates to labour relations matters** (Item 4: Annex B – Descriptions of Exempt Business/DCLG Open & Accountable Local Government).
- **Agenda Item 21, 22 & 23- this business relates to the business affairs of the Council** (Item 3: Annex B – Descriptions of Exempt Business/DCLG Open & Accountable Local Government).

21 **Resource Centre Manager Annual Leave Entitlement 2017/18** – Members to approve corrected calculation of Annual Leave entitlement 2017/18 for Resource Centre Manager and addition of 2.33 hours not allocated, to 2018/19 entitlement.

22 **Deputy Clerk Job Description** – Members to review Job Description previously created for Assistant Clerk role, to reflect added duties under job title Deputy Clerk following amendment to title effective 1st October 2018. As advised at meeting.

23 **Litter Picking Operative**– Members to consider increase in contracted hours for Litter Picking operative.