

Minutes of meeting of **ARLESEY TOWN COUNCIL** held in the **Village Hall, Arlesey** on **Tuesday 20th November 2018 at 7.00pm.**

PRESENT: Cllrs: C Livermore (Chairman) C Ferris
M Holloway R Clark (retired at 8.30pm)
J Randall A Ward
J Wallace S Sarll
J Want

ABSENT: None

In attendance: Mrs Janet Bailey (Deputy Clerk), CBC Ward Cllrs Dalgarno, Shelvey and Wenham and 4 members of the public.

18/114 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs R McGann and D Page.

18/115 DECLARATIONS OF INTEREST AND DISPENSATIONS

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

- a) Disclosable Pecuniary Interests – None
- b) Other Interests:
 - Agenda item: 15.15 & 15.16 - Cllr Livermore due to being resident of Stotfold Road.
 - Agenda item: 15.12 - Cllr Sarll due to membership of Arlesey Events Group
 - Agenda item: 15.16 - Cllr Sarll due to being resident within parking permit area.

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

None received.

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

None received.

18/116 CHAIRMAN'S ANNOUNCEMENTS

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

116.1 **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.

116.2 **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.

116.3 **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 or apply online at: www.centralbedfordshire.gov.uk/admissions

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

116.5 **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.

- 116.6 **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.
- 116.7 **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.go.uk
- 116.8 **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 25th June and closed on 19th August. Existing farmers were written to prior to the start of the consultation and invited to respond to a questionnaire and discuss the proposals.
- 116.9 **Press Release: Bedford Music in Detention at Yarls 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"
- 116.10 **Bedfordshire Bugle** – November Edition.
- 116.11 **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"

18/117 PUBLIC PARTICIPATION

Mr R Watson confirmed receipt of traffic survey data and offered assistance if required to interpret data.

18/118 MINUTES OF PREVIOUS MEETINGS

To consider and approve the minutes of the Town Council held 16th October 2018 as a true record of proceedings.

RESOLVED that the minutes of the Town Council Meeting held on 16th October 2018 be approved and be signed by the Chairman as a true record of proceedings.

18/119 MATTERS ARISING

Cllr Holloway noted a recent incident of an approach made towards an Etonbury pupil using the A507 underpass and enquired as to possible actions to prevent further incidents, maintaining safety of children travelling to/from school at regular times and following attendance of afterschool clubs. Agenda item to be added for December meeting to determine steps that can be taken by ATC and assistance available from CBC. Cllr Holloway requested investigation in to re-instating school buses for Arlesey children and how ATC can assist with this.

Ward Cllr Shelvey commented that children over 8yrs old are only entitled to free transport to school if the distance to travel is over 3 miles as the crow flies.

18/120 COUNCILLOR VACANCY APPLICATIONS

Prior to the meeting members received a copy of two applications which had been received prior to the publicised closing date. Members considered the application from Mr Stephen Hamilton and Mr David West.

RESOLVED that Mr Stephen Hamilton be invited for Co-option as a Town Councillor at the next Council meeting. Mr David West's application was not compliant with item 4 of Co-option policy and under clause 7 of Arlesey Town Council Co-option policy

18/121 MEETING DATE AMENDMENTS

Members to approve amendment to January Committee meeting date from 1st to 8th January 2019.

RESOLVED that the January Committee meetings re-scheduled to take place 8th January.

18/122 ARLESEY RESOURCE CENTRE & LIBRARY

Members received Resource Centre Manager's Report. New craft sessions had been arranged for older age groups and festive arrangements were underway.

18/123 REPORTS FROM CENTRAL BEDFORDSHIRE COUNCIL REPRESENTATIVES

To receive reports from Ward Councillors.

Cllr Shelvey reported:

- Frontline officers in Central Bedfordshire will now wear body cameras for protection of officers and public, procedure states that officers inform individuals before equipment is activated.
- Family Services - Children's Centres are looking to provide services for 0-12yr olds linking with child provision centres, schools etc to improve services offered.
- Gritting alerts are available via text message from CBC to residents signing up to the service.
- Community Centre and Village Hall facilities survey is currently underway to log all local facilities available to hire.

Cllr Dalgarno reported:

- Several blocked drains Arlesey have been reported to Cllr Dalgarno. Equipment to clear larger blockages has been leased by CBC, work began mid November. Tree roots have already been cleared from drain running parallel to White Horse Public House and 100m of ditches are to be cleared to relieve problems experienced in Arlesey New Road.

18/124 PLANNING APPLICATIONS & ISSUES

124.1 **DMC Meetings** – Members to delegate additional Councillors to attend DMC meetings to represent Arlesey Town Council – Cllrs Want and Wallace currently delegated.

RESOLVED that Council delegate Cllr C Livermore to attend DMC meetings and address committee on behalf of Arlesey Town Council.

124.2 **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: 23rd November 2018

www.centralbedfordshire.gov.uk/planning-register

RESOLVED that the Council OBJECT to application on the following grounds:

- **Overdevelopment of the car park - due to needs of football club patrons.**
- **Concerns regarding noise levels - from neighbouring businesses and football club**
- **Dangerous access/egress onto Hitchin Road via 2 additional junctions proposed**

Council strongly request a thorough assessment by CBC highways of the area owing to significant number of perceived hazards present at the location specified.

124.3 **Planning Applications Refused/Granted** – To acknowledge decisions on applications as at 14th November 2018 and consider proposed amendments to report as suggested by Cllr Ward.

RESOLVED that the Council approve newly designed spreadsheet for logging planning applications, Town Council comments and outcome of applications. Councillors to receive information in new format prior to meetings and as part of agenda.

124.4 **Enforcement cases created and/or closed:** Members noted

- **35 Hospital Road Arlesey, SG15 6RH**-Alleged unauthorised erection of outbuilding, forward of principle elevation. **CASE OPENED**
- **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 **CASE OPENED**

124.5 **Pix Brook Consultation Questionnaire** – Members to consider response to Pix Brook Consultation Questionnaire, deadline for submission Thursday 10th January 2019.

No proposal was tabled.

124.6 **CPRE Response to Bedford Borough Council's Local Plan 2030** – Members noted CPRE response to Bedford Borough Council's new Local Plan 2030 Draft for submission.

124.7 **Twin Acres, Hitchin Road, Arlesey, SG15 6SE** – Cllr Wenham confirmed that no further update was available, Enforcement would contact the landowner regarding non-discharge of Planning Condition 4. Legal action will be considered if no response is received however cost implications of this would need to be considered.

18/125 FINANCE REPORTS

125.1 Income and Expenditure – October 2018

To review the Income and Expenditure up to 31st October 2018, compared to 2018/19 budget (month 7) and submit questions to the Deputy Clerk as necessary.
No questions raised.

125.2 Balance Sheet as at 31st October 2018

To review Balance Sheet as at 31st October 2018 (month 7) and submit questions to the Deputy Clerk as necessary.

No questions raised.

125.3 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)

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

125.4 Credit Card Purchases – October 2018

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

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

125.5 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.	MULTIPLE INV. TOTAL	BANK REF
Direct Debit Payments								
DD.11/18-01	EON	Cemetery electricity Sept to Oct 18 DD Due 22/10/18	11.34	0.57	11.91	4014/203		NOVDD-01
DD.11/18-02	Rightfuel	Diesel for ATC vehicle DD Due 22/10/18	26.88	5.38	32.26	SPLIT		NOVDD-02
DD.11/18-03	Biffa	Cemetery refuse collection - DD due 30/10/18	29.24	5.585	34.83	4017/203		NOVDD-03
DD.11/18-04	Wave	Water MUGA May- DD due 17/12/18	42.85	0	42.85	4012/202		NOVDD-04
DD.11/18-05	Wave	Water HR Allotments DD due 17/12/18	60.84	0	60.84	4012/205		NOVDD-05
DD.11/18-06	Wave	Water SR Allotments DD due 17/12/18	71.67	0	71.67	4012/205		NOVDD-06
DD.11/18-07	Wave	Water Cemetery DD Due 17/12/2018	14.81	0	14.81	4012/203		NOVDD-07
DD.11/18-08	Rightfuel	Diesel for ATC van DD Due 05/11/18	17.92	3.58	21.50	4015/101		NOVDD-08
DD.11/18-09	Rightfuel	Diesel for ATC van and petrol for toolsDD Due	27.79	5.56	33.35	4051/SPLIT		NOVDD-09
DD.11/18-10	Cloudscape	Broadband/internet and office 365- DD due 10/11/18	48.34	9.67	58.01	SPLIT		NOVDD-10
DD.11/18-11	Antechs (Go Cardless)	R/C & TC computer maintenance and anti virus DD Due 11/11/18	150.90	30.18	181.08	SPLIT		NOVDD-11
DD.11/18-12	UTAX	Photocopying/printing meter charge DD due 14/11/18	44.58	8.92	53.50	4024/SPLIT		NOVDD-12
DD.11/18-13	Eon	Cemetery Electricity Oct 18 DD Due 15/11/18	8.12	0.41	8.53	4014/203		NOVDD-13
DD.11/18-14	Lloyds Bank	credit card purchases Oct + monthly fee DD due 16/11/18	20.07	3.42	23.49	SPLIT		NOVDD-14
DD.11/18-15	SSE	Unmetered streetlighting - DD due 19/11/18	217.71	43.54	261.25	4014/303		NOVDD-15
DD.11/18-16	SSE	Unmetered streetlighting - DD due 19/11/18	12.72	0.63	13.35	4014/303	274.60	NOVDD-16
DD.11/18-17	Cawleys	Cemetery refuse collection - DD due 30/11/18	46.60	9.32	55.92	4017/203		NOVDD-17
DD.11/18-18	Cawleys	Skip rental Hillary Rise allotments Oct 2018 DD Due 30/11/18	5.17	1.03	6.20	4044/SPLIT		NOVDD-18
DD.11/18-19	EDF Energy	MUGA Electricity DD due 01/11/18	143.00	0.00	143.00	4014/202		NOVDD-19
DD.11/18-20	EDF Energy	MUGA Electricity DD due 01/12/18	143.00	0.00	143.00	4014/202		NOVDD-20
PAID ACCOUNTS - Deposit refunds/other reimbursements.								
BACS11/18-01	Arlesey Remembers You/Jodie C	Additional funding £750 for Memorial Copse	750.00	0.00	750.00			NOVBP01
BACS11/18-02	D Rickman	Hall deposit refund	50.00	0.00	50.00	570		NOVBP02
BACS11/18-03	S Fields	Hall deposit refund 27/10/18	100.00	0.00	100.00	570		NOVBP03
BACS11/18-04	P Bhangoo	Hall deposit refund 03/11/18	100.00	0.00	100.00	570		NOVBP04
BACS11/18-05	L Bertolaso-Scarlett	Hall deposit refund 10/11/18	50.00	0.00	50.00	570		NOVBP05
BACS11/18-06	C Godrey	Hall deposit refund 21/10/18	50.00	0.00	50.00	570		NOVBP06
BACS11/18-07	Henlow netball	MUGA key deposit refund	30.00	0.00	30.00	572		NOVBP07
ONLINE Payments Due								
11/18-01	Greenwood Contracting	Grass cut Recreation Ground 11th & 25th September	200.00	40.00	240.00	4040/301		NOVFP01
11/18-02	Greenwood Contracting	Grass cut Recreation Ground 9th & 23rd October	200.00	40.00	240.00	4040/301	480.00	NOVFP02
11/18-03	Screwfix	Weedkiller safety wear	20.79	4.16	24.95	4045/ SPLIT		NOVFP03
11/18-04	Reunited Scaffolding	Scaffolding for War Memorial repairs	275.00	55.00	330.00	4331/103		NOVFP04
11/18-05	T & J Seymour	1/4ly streetlighting maintenance Jul-Sept 2018	165.00	33.00	198.00	4075/303		NOVFP05

11/18-06	Wybone	4 x sign written salt bins	1039.96	207.99	1247.95	4047/103		NOVFP06
11/18-07	Bedford College	Pesticides course x 2	456.00	0.00	456.00	4007/101		NOVFP07
11/18-08	CBC	2nd installment rates for Vhall and premises	2256.00	0.00	2256.00	4011/201		NOVFP08
11/18-09	CBC	2nd installment rates for Cemetery and premises	918.00	0.00	918.00	4011/203		NOVFP09
11/18-10	Safe & Secure Systems Ltd	50% payment for opening in MUGA car park fence	200.00	40.00	240.00	0000/109		NOVFP10
11/18-11	Woodman Fabrications	Manufacture and fit steel panels for skate park	650.00	0.00	650.00	4049/301		NOVFP11
11/18-12	CPM Playgrounds	Operational Inspection repor Rec and St Johns Rd	135.00	27.00	162.00	4084/301		NOVFP12
11/18-13	CPM Playgrounds	supply and install 2x concrete bollards at War Memorial, youth shelter roof repair and bmx ramp repair.	450.00	90.00	540.00	SPLIT	702.00	NOVFP13
11/18-14	Beds Borough Council	Refuse collection 03/09-02/12/2018	179.96	35.99	215.95	4017/201		NOVFP14
11/18-15	Hire or Buy Group Ltd	Strimmer head repairs	32.50	6.50	39.00	4045/SPLIT		NOVFP15
11/18-16	Hire or Buy Group Ltd	Viking Mower repairs	85.95	17.19	103.14	4045/SPLIT	142.14	NOVFP16
11/18-17	G Churchman	Facial repairs, crack repair and addition of 3 names	3430.00	0.00	3430.00	4331/103		NOVFP17
11/18-18	Herts CC Herts Full Stop)	First aid suppliesand stationery	68.30	13.66	81.96	SPLIT		NOVFP18
11/18-19	Herts CC Herts Full Stop)	Stationery - copier paper	27.90	5.58	33.48	4023/101		NOVFP19
11/18-20	Herts CC Herts Full Stop)	Stationery T/C & R/C	34.44	6.89	41.33	SPLIT	156.77	NOVFP20
11/18-21	CYS Security	Annual Keyholding charge	300.00	60.00	360.00	4057/101		NOVFP21
CHEQUE Payments due								
11/18-21	Town Council Petty Cash	Petty cash October 2018 reimbursement	45.21	0.00	45.21	4020/101		300065
11/18-22	Resource Centre Petty Cash	Petty cash October 2018 reimbursement	0.00	0.00	0.00	4020/104	45.21	300065
11/18-23	H Cockrane	Hall deposit refund	50.00	0.00	50.00	570		300066
Payroll Liability Payments Due								
11/18-24	HM Rev & Customs	Mth 8 PAYE	473.00	0.00	473.00	525		
	HM Rev & Customs	Mth 8 Nat. Emp'ee NI Contributions	445.18	0.00	445.18	525		
	HM Rev & Customs	Mth 8 Nat. Emp'er NI Contributions	511.97	0.00	511.97	525		
	HM Rev & Customs	Mth 8 SMP Recovery	0.00	0.00	0.00	525		
	HM Rev & Customs	Mth 8 SMP Compensation	0.00	0.00	0.00	525	1,430.15	NOVFP21
11/18-25	Beds Pension Fund	Mth 8 Emp'ee Pension Contribution	442.45	0.00	442.45	526		
	Beds Pension Fund	Mth 8 Emp'er Pension Contribution	1700.22	0.00	1700.22	526	2,142.67	NOVFP22
Salaries Payments Due								
11/18-26	J Bailey	NOVEMBER Salary	Salary		Salary	4001		NOVSAL.01
11/18-27	P Hector	NOVEMBER Salary	Salary		Salary	4001		NOVSAL.02
11/18-28	G Studley	NOVEMBER Salary	Salary		Salary	4001		NOVSAL.03
11/18-29	J Spedding	NOVEMBER Salary	Salary		Salary	4001		NOVSAL.04
11/18-30	D Pascoe	NOVEMBER Salary	Salary		Salary	4001		NOVSAL.05
11/18-31	C Lowe	NOVEMBER Salary	Salary		Salary	4001		NOVSAL.06
11/18-32	J Savory	NOVEMBER Salary	Salary		Salary	4001		NOVSAL.07
11/18-33	P Legate	NOVEMBER Salary	Salary		Salary	4001		NOVSAL.08
11/18-34	C Winwood	NOVEMBER Salary	Salary		Salary	4001		NOVSAL.09
11/18-35	G Begum	NOVEMBER Salary	Salary		Salary	4001		NOVSAL.10
11/18-36	L Coleman	NOVEMBER Salary	Salary		Salary	4001		NOVSAL.11
	TOTAL SALARIES	NET NOVEMBER SALARIES	6,389.94		6,389.94	520		
TOTAL NOVEMBER 2018 PAYMENTS			23,418.10	804.81	24,222.91			

RESOLVED that these accounts be paid.

18/126 FINANCE & GENERAL PURPOSES COMMITTEE

126.1 To consider the recommendations (Resolutions) contained within the minutes of the Finance and General Purposes Committee meeting held on 6 November 2018.

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

126.2 **Historical Archive Sub Committee** – Members to consider the recommendations (Resolutions) contained within the minutes Historical Archive Sub Committee meeting held on 30 October 2018.

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

126.3 **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.

RESOLVED that the Council approve fees of £5.45 per week for mixed recycling vessel rental and recycling waste disposal to be shared with Medical Centre, current requirement of 2x general waste vessels be reviewed following implementation of recycling facility, with 1x general waste bin provision being cancelled by Deputy Clerk if deemed appropriate following review.

126.4 **Draft budgets 2018/19**

- a) Members to consider 1st draft of budget 2018/19.

Members agreed need for increasing streetlighting budget and indicated that keeping a 0% increase on precept was favoured. Some minor adjustments to be made to draft budget v1.3 and brought back to Council for consideration.

- b) Members noted 2018/19 Earmarked Reserves Review and Forecast. Streetlighting EMR fund value of £272 to be used against any further streetlighting expenditure 2018/19. To be reviewed following minor amendments.
- c) Members considered budget provision for RBS fees to undertake Year End close down and Annual Return Preparation year end 31/03/2019. Specific pricing detail requested.

RESOLVED that the Council agree in principle to engage in services of RBS to carryout end of year close down and Annual return preparation year end 31 March 2019. To be included draft budget and reviewed in January.

- 126.5 **Stakeholder representative** – Members to delegate a representative on Stakeholder group, following Chris Gravett's resignation from Council.

RESOLVED that Cllr A Ward be delegated outside representative on Masterplan Stakeholder Group.

- 126.6 **Christmas Closure** - Members noted Town Council office Christmas Closure dates: close at 12.00pm Friday 21st December 2018, re-opening 9.00am Tuesday 2nd January 2019.

- 126.7 **Data Protection Policy 2018** – Members to carry out interim review of Data Protection Policy approved May 2018.

RESOLVED that the Council delegate review of Data Protection Policy to Cllr C Livermore to provide report at Finance & General Purposes Committee meeting.

- 126.8 **Resource Centre Christmas Opening Hours** - Members to consider proposed closure for Christmas 2018. Resource Centre to close 1pm 22nd December and re-open 2nd January 2019.

RESOLVED that the Council approve Christmas closure dates for Resource Centre and note additional leave to be used by staff to cover additional requirement for Saturday 29th December 2018.

18/127 **PUBLIC LANDS & HIGHWAYS COMMITTEE**

- 127.1 **CBC Free Salt Bag Scheme** – Members considered requirement for free salt offered by CBC.

RESOLVED that the Deputy Clerk be delegated responsibility to order salt to meet the needs of Town Council.

- 127.2 **Remembrance Sunday 11th November 2018** – Feedback from 2018 Remembrance Service had been positive Working Party to meet and learn from this year's event and make further improvement for 2019. Working Party to discuss timing issues and report back to Council.

- 127.3 **Recreation Ground Grass Cutting** – Members considered renewal of contract with current contractor- fee to remain unchanged at £100 + VAT per cut

RESOLVED that the Council approve continued engagement of services provided by Greenwood Contracting for 2019/20 at current fee of £100 per cut of Recreation Ground grass.

- 127.4 **Funeral Parlour Working Party**– Members received an update from Cllr M Holloway.

The Funeral Parlour in need of new site had now been offered suitable premises for relocation. The Working Party and project is no longer required.

- 127.5 **St Peters Church Grass Cutting** – Members received a proposal from Cllr Holloway regarding Church Yard grass cutting. Contractor costs to maintain and cut grass within St Peters Churchyard costs approx. £5,000 per year.

RESOLVED that the Council include St Peters Church yard maintenance costs in Draft Budget 2109/20 and review impact on budget figures. The Local Government Act 1972 s214 (6) gives the Town Council the power to contribute toward the expenses incurred by any other burial authority in providing or maintaining a cemetery in which the inhabitants of the area may be buried.

- 127.6 **Resource Centre Privacy Notice** – Members consider draft Privacy Notice for adoption for Resource Centre GDPR compliance.

RESOLVED that the Council adopt the Resource Centre Privacy Notice to be printed on approved letterheaded paper and displayed in Resource Centre to comply with GDPR regulations.

- 127.7 **Traffic Survey data** – Members noted 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.

STANDING ORDERS SUSPENDED

Mr R Watson stated that Hitchin Road statistics showed in excess of criteria of 85% above speed limit and should be addressed independently as not included in Masterplan. The junction to be created by development with construction of new road onto Stotfold Road at entry point to village may well have a traffic calming effect when delivered.

STANDING ORDERS REINSTATED

RESOLVED that the Council go back to CBC to request information on ATC options how to address speeding in Stotfold Road and Hitchin Road.

- 127.8 **Etonbury Green Wheel** – Members considered 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.

RESOLVED that the Council approve the suggested Green Wheel route along A507 to link with existing cycle ramp into station car park is sought.

- 127.9 **MUGA Pavilion Signage Provision** –

- (i) to consider quotations and proposed sizing for ATC branding to MUGA signage board

RESOLVED that the Council delegate Deputy Clerk to research best option for ATC signage from quotations sought, up to a cost of £135.00 +VAT.

- (ii) Members to approve preferred ATYFC signage design and size for permanent siting on board to be affixed to Northernmost exterior wall of MUGA.

RESOLVED that the Council approve design option 1 for ATYFC signage to be affixed to board on Northernmost exterior wall of MUGA pavilion. Size to be specified by Deputy Clerk and should be smaller than ATC sign, leaving sufficient space to be divided into equal parts for use to advertise how to hire courts and by additional users of facilities if required as per Minute:18/106.9 16th October 2018.

- 127.10 **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.

RESOLVED that the Council approve CPM Playgrounds quotation in sum of £150 + VAT, to supply and fit bolts to eliminate finger entrapments highlighted in RoSPA report.

- 127.11 **Playground Inspections** – Members received reports following November playground inspection of St Johns Road and Recreation Ground Play Areas and noted general good order of facilities.

- 127.12 **Summer Fete 2018** – Member received report from Arlesey Events Group which requested continued funding for the 2019 event.

RESOLVED that the Council congratulate the Community Events Group on the 2018 event and approve budget support for 2019 event.

- 127.13 **Chase House Emergency Accommodation**– Members considered request to renew the agreement permitting Chase House to use Arlesey Village Hall as temporary accommodation in the event of an emergency.

RESOLVED that the Council renew agreement for Chase House use of Arlesey Village Hall as temporary accommodation in event of an emergency.

- 127.14 **Street Light Hitchin Road**- Members received correspondence from resident of Hitchin Road following removal of street light from residential property.

RESOLVED that the Council thank the resident for correspondence to confirm removal of streetlight due to Health and Safety requirement and inform that the situation is currently being monitored.

- 127.15 **Street Light A29 Stotfold Road** – Members to consider quotation to replace faulty lamp to column A29 Stotfold Road in the sum of £400 + VAT.

RESOLVED that the Council approve quotation to replace faulty lamp on column A29 Hitchin Road using EMR 338: £272 to part fund replacement.

- 127.16 **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.

RESOLVED that the Council await the result of the Parking Strategy Review Consultation and defer item to subsequent Town Council agenda.

- 127.17 **Christmas Street Light column decorations** – Members considered proposal from Cllr Sarll for funding towards provision of Street Light decorations. Honda had committed to contribute £300 towards lighting displays to be fitted to lamp posts and further companies would be approached to contribute towards 2019 display. £300 would enable hire of minimal number of solar powered tree decorations.

RESOLVED that the Council approve additional funds in the sum of £700 +VAT to lease streetlamp decorations for 2018 and extend thanks to Honda for their generous donation and support for project.

18/128 PUBLIC RELATIONS COMMITTEE

- 128.1 **St Peter's Christmas Tree festival 2018** – Members considered entering an Arlesey Town Council Christmas tree for Christmas Tree Festival 15th and 16th December 2018.

No motion tabled

- 128.2 **Councillor Surgeries** – Members noted withdrawal of Councillor Surgery facility November 2018 due to lack of Councillor availability. Cllrs Ward and Holloway scheduled to conduct December Surgery.

18/129 PERSONNEL COMMITTEE

Business to be covered under Exempt items.

18/130 REPRESENTATIVES' REPORTS

Bedfordshire Police Liaison: Cllr Wallace provided a report on the following:

Crime Figures October 2018 – New categories of crime were evident on the month's statistics.

Speed Watch update.

- i) Statistics – 20 Speedwatch sessions had taken place with over 4,400 vehicles recorded – on average 207 per session. To date 60 offenders have caught and received letters with some now in receipt of second letters. Police visit individuals after third time of being caught speeding. In December Arlesey Town Council receive a speed camera device
- ii) Speed watch signs – 2 signs had been now installed one on Hitchin Road and one on Stotfold Road. The signs eliminate the requirement for Speedwatch to erect temporary signage during a traffic monitoring session, minimising early warning that speed is being monitored.

18/131 PUBLIC PARTICIPATION ON ITEMS ARISING FROM THIS EVENING'S MEETING

There was no public participation.

18/132 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).

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.

18/133 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

Discussion followed on points i) – iv) for consideration, as above.

RESOLVED that the Council continue to advertise the vacancy through existing methods with an extension to advertised deadline for applications and wording amendment to include “flexible working conditions may be considered” Quotations to be sought from “Jobs Go Public” to determine whether feasible to extend target audience through this avenue.

- b) **Temporary/Freelance Town Clerk/RFO**– Members considered option of engaging in services of Temporary or Freelance Town Clerk/RFO for short to mid term cover on a temporary basis whilst vacancy advertising remains ongoing.

RESOLVED that the Council liaise with Baikie-Wood Consultancy to investigate freelance Clerk availability and pay rates.

- c) **Applications received to date** – Members considered responses for applications submitted.

RESOLVED that all applications received to date are informed that applications were unsuccessful on this occasion.

Meeting Closed: 10.30pm

Chairman.....

Date.....

DRAFT