

21<sup>st</sup> February 2019

To: Members of the Council

**A Meeting of ARLESEY TOWN COUNCIL will be held in the Village Hall, Arlesey on Tuesday 26<sup>th</sup> February 2019 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: Cheering Volunteering is back for 2019.** Central Bedfordshire Council in partnership with Volunteer Centres, Cheering Volunteering event returns. The event will take place at the Grove Theatre 4<sup>th</sup> June. Nominations open until 8<sup>th</sup> April. Free available from the Grove Theatre. To find out more about volunteering opportunities across Central Beds. go to [www.centralbedfordshire.gov.uk/cheering-volunteering](http://www.centralbedfordshire.gov.uk/cheering-volunteering) (attached)
- 3.2 **CBC Press Release: Parent governor representatives sought for Council children's committee.** CBC seeks four nominees for volunteer parent governor representatives on their Children's Services Overview and Scrutiny Committee. The closing date for nominations 4pm on 21<sup>st</sup> March 2019. For more information visit [www.centralbedfordshire.gov.uk/council/overview-scrutiny/parent-gov-rep.aspx](http://www.centralbedfordshire.gov.uk/council/overview-scrutiny/parent-gov-rep.aspx) (attached)
- 3.3 **CBC Press Release: Council to pilot high-tech roads.** CBC chosen to trial an innovative road pavement surface testing trial. A 3km stretch along the A421 has been selected for a special surface that captures solar and kinetic energy. The trials are still very much in their infancy but could be rolled out across other authorities in the future. (attached)
- 3.4 **CBC Press Release: Council to build affordable homes for the community.** In an aim to rectify a market shortfall CBC are to set up its own company to build affordable housing in the area. Councillor Eugene Ghent Executive Member for Assets and Housing Development said "Access to decent, affordable homes is fundamental to improving people's lives and reducing their dependency on social support. We recognise that currently that there's is a lack of affordable to homes to rent." (attached)

- 3.5 **CBC Press Release: Council consulting on air quality in Ampthill and Sandy.** Following consultation in 2015, CBC is consulting on plans on reducing road traffic pollution in Ampthill and Sandy. Cllr Ian Dalgarno, Executive Member for Community Services at CBC said. "Our key priorities are to target emissions from vehicles and promote the uptake of electric cars, as well as alternative forms of travel". Consultations run until 1 April 2019 and are available at [www.centralbedfordshire.gov.uk/consultations](http://www.centralbedfordshire.gov.uk/consultations) (attached)
- 3.6 **CBC Press and News Release:** "We're recruiting more officers to tackle crime and anti-social behaviour. CBC will be funding 12 new community safety officers by the end of the summer. The new posts include Neighbourhood Response Officers who will take part in the police accreditation scheme to enable them to work along side police to tackle local issues. (attached)
- 3.7 **CBC Press Release: Planning application submitted for crematorium in Steppingley.** A planning application has been submitted by Central Beds. Council to build a new crematorium for its residents. Councillor Richard Welham, Deputy Council Leader said "Steppingley has a central location within Bedfordshire , allowing easy access for all our residents" To find out more go to [www.centralbedfordshire.gov.uk/crematorium](http://www.centralbedfordshire.gov.uk/crematorium) Or read planning documents online at [www.centralbedfordshire.gov.uk/planning](http://www.centralbedfordshire.gov.uk/planning) Ref. CB/19/00289/REG3 (attached)
- 3.8 **CBC Revised Medium Term Financial Plan** – Members to note proposed budget for 2019/20 as part of longer term financial plan, subject to decision by Full Council 21<sup>st</sup> February 2019. (attached)
- 3.9 **CPRE Bedfordshire Matters** – Members to note receipt of Winter 2018 edition of publication. Copy available to view in Town Council office.
- 3.10 (i) **Mid Beds Citizens Advice Bureau** – Members to acknowledge receipt of Thank you letter for financial assistance award 2018/19. (attached)
- (ii) **ACORN** – Members to acknowledge receipt of thank you letter for financial assistance grant awarded 2018/19 (attached)
- 3.11 **A428 Black Cat to Caxton Gibbet Scheme** – Highways England publication on consultation assessment and decision to implement Orange route and Option C for Black Cat roundabout Find out more at [www.highwaysengland.co.uk/a428](http://www.highwaysengland.co.uk/a428) (attached)
- 3.12 **Govia Thameslink Railway (GTR) Summer 2019 Timetable-** On 19<sup>th</sup> May 2019 GTR introduce new summer timetable. Further details can be found at <http://www.national.co.uk/> (attached)
- 3.13 **Community Risk Management Plan 2019-23 Consultation-** Beds. Fire and Rescue Service consult (CRMP) Community Risk Management Plan to assess actions and activities for the next four years to meet new challenges. CRMP intend to deliver their vision of providing outstanding fire and rescue services. You can read CRMP at <https://bit.ly/2xocs7h> Or <https://bit.ly/2GGpLTc> Take the survey at <https://www.surveymonkey.co.uk/r/CRMP19> (attached)
- 3.14 **CPRE Condemn actions of CBC-** CPRE condemns action of CBC for approving planning application 18/02458/OUT (East of Baden Powell Way) for 1500 homes East of Biggleswade with only 8 weeks until start of "Public Hearing". A spokesperson for CPRE said" The actions of CBC show a flagrant disregard for the democratic rights of the residents of Biggleswade and Sutton and elsewhere." (attached)
- 3.15 **North Herts Local Plan 2011-2031 consultation** – Members to note extension to consultation period to run until 4<sup>th</sup> March 2019 – [www.north-herts.gov.uk/localplan](http://www.north-herts.gov.uk/localplan) or e-mail [Local.plans@north-herts.gov.uk](mailto:Local.plans@north-herts.gov.uk) (attached)

- 3.16 **North Herts Minerals Local Plan** – Hertfordshire County Council published regulation 19 Proposed Submission Minerals Local Plan 14<sup>th</sup> January 19. [www.hertfordshire.gov.uk/PSMLP](http://www.hertfordshire.gov.uk/PSMLP)  
(attached)
- 3.17 **Lord Lieutenants Honours Recipients gathering and Presentation Ceremony** – Members to consider attendance at Lord Lieutenants Honours Recipients and Presentation Ceremony Monday 11<sup>th</sup> March 2019 at RAF Henlow 1.30pm.  
(attached)
- 4 **MEMBERS QUESTIONS**
- 5 **PUBLIC PARTICIPATION**
- 6 **MINUTES OF PREVIOUS MEETINGS**  
To consider and approve the minutes of the meeting of the Meeting of Arlesey Town Council held 15<sup>th</sup> January 2019 as a true record of proceedings.  
(attached)
- 7 **MATTERS ARISING**
- 8 **ARLESEY RESOURCE CENTRE & LIBRARY**  
To receive and consider Resource Centre Manager's Report.  
(attached)
- 9 **REPORTS FROM CENTRAL BEDFORDSHIRE COUNCIL REPRESENTATIVES**  
To receive reports from Ward Councillors.
- 10 **PLANNING APPLICATIONS & ISSUES**
- 10.1 **CB/19/00040/FULL- Land to the front of 26 Hillary Rise, Arlesey, SG15 6TL.**  
**Proposal:** Change of use of public amenity land to driveway and provision of vehicle crossover  
**Response by:** Extended 28<sup>th</sup> February 2019 [www.centralbedfordshire.gov.uk/planning-register](http://www.centralbedfordshire.gov.uk/planning-register)
- 10.2 **CB/19/00135/FULL- 212 High Street, Arlesey, SG15 6TD.**  
**Proposal:** Single storey rear extension.  
**Response by:** 27<sup>th</sup> February 2019 [www.centralbedfordshire.gov.uk/planning-register](http://www.centralbedfordshire.gov.uk/planning-register)
- 10.3 (i) **CB/19/00201/OUT- Land at Lewis Lane Arlesey**  
**Proposal:** Outline planning application for up to 80 dwellings. Matter to be considered: Access.  
**Response by:** 6<sup>th</sup> March 2019 [www.centralbedfordshire.gov.uk/planning-register](http://www.centralbedfordshire.gov.uk/planning-register)
- (ii) **Indicative masterplan** – Members to receive Correspondence from Turley updating on changes to masterplan following consultation responses.  
(attached)
- 10.4 **CB/19/00254/FULL- 35 Lymans Road Arlesey, SG15 6TE.**  
**Proposal:** Proposed ground floor extension & new entrance porch to front  
**Response by:** 8<sup>th</sup> March 2019 [www.centralbedfordshire.gov.uk/planning](http://www.centralbedfordshire.gov.uk/planning)
- 10.5 **CB/19/00337/FULL- 28 Church Lane Arlesey SG15 6UL**  
**Proposal:** Proposed single storey front extension  
**Response by:** 20<sup>th</sup> March 2019 [www.centralbedfordshire.gov.uk/planning](http://www.centralbedfordshire.gov.uk/planning)
- 10.6 **Street naming and numbering-** Members to consider suggestions for two or three street names for Land at White Horse Field development.
- 10.7 **Planning Applications Refused/Granted** – To acknowledge decisions on applications as at 21<sup>st</sup> February 2019.  
(attached)

- 10.8 **Enforcement cases created and/or closed:**
- 182 Hitchin Road, Arlesey, SG15 6SD- Alleged non-compliance with plans attached to planning permission CB/17/02027/FULL re: garage used for car repair business and use of hazardous substances

- 10.9 **Breach of Condition notice issued** – Land South of Arlesey Landfill Site, Mill Lane, Arlesey
- Non compliance with conditions 3, 4 and 9 of permission CB/15/02200/MW as variations to permission CB/11/03771/MW for waste transfer and materials handling facility. Issues – outside storage, storage beyond permission area, condition of building, daily permitted number of vehicle movements exceeded.

- 10.10 **JJ Design News** - Members to receive news update from JJ Design. *(attached)*

## **11 FINANCE REPORTS**

- 11.1 **Income and Expenditure – January 2019**  
To review the Income and Expenditure up to 31<sup>st</sup> January 2019, compared to 2018/19 budget (month 10) and submit questions to the Deputy Clerk as necessary. *(attached)*

- 11.2 **Balance Sheet as at 31<sup>st</sup> January 2019**  
To review Balance Sheet as at 31<sup>st</sup> January 2019 (month 10) and submit questions to the Deputy Clerk as necessary. *(attached)*

- 11.3 **Petty Cash – January 2019**  
To receive for approval copies of the petty cash details for the Resource Centre and Town Council for January 2019 (month 10) *(attached)*

- 11.4 **Credit Card Purchases -January 2019**  
To receive for approval copies of the Town Council credit card expenditure details for January 2019 (month10) *(attached)*

- 11.5 **Accounts for Payment**  
To approve accounts to be paid as advised to members at the meeting.

## **12 FINANCE & GENERAL PURPOSES MATTERS**

- 12.1 **Internal Audit Interim Report** - Members to receive Internal Auditor's letter dated 28<sup>th</sup> January 2019 together with an Interim Report. *(attached)*

- (i) **RFO Appointment** – Members to appoint temporary RFO to cover until Town Clerk/RFO position filled.
- (ii) **Bank Signatories** - Members to receive update on bank signatories as noted in Internal Auditor report.
- (iii) **Budget/Precept 2019/20-** Members to note that formal approval of budget 2019/20 took place before Precept setting as required in Internal Auditors report.

- 12.2 **Review of Effectiveness of Systems of Internal Control 2018/19.** Members to delegate member/s to work with the Deputy Clerk to achieve these annual reviews.

- 12.3 **Annual Review of Risk 2018/19** – Members to delegate member/s to work with Deputy Clerk to undertake annual review of risk.

- 12.4 **Transfers to Ear Marked Reserves as noted budget 2019/20** – Members to approve transfers as detailed in budget 2019/20. Transfer of £4k from general Reserves to EMR for website and virement of underspend £2,500 4233/102 Elections budget 2018/19 to EMR 333 Elections for 2019/20.

- 12.5 **Annual Town Meeting 2019** – Members to consider proposed date of Tuesday 14<sup>th</sup> May 2019 and note deadline of **Thursday 18<sup>th</sup> April 2019** for reports to be submitted to Town Clerk or Deputy Clerk for inclusion in Town Council Annual Report.
- 12.6 **CBC Enforcement response** – Members to consider submitting a letter of complaint to CBC regarding planning enforcement activity and progression of outstanding cases.
- 12.7 **CPRE Membership Renewal.** Members to consider renewal of annual membership at a cost of £36.00. *(attached)*
- 12.8 **Alastair Burt MP Broadband meeting invitation** - Members to consider acceptance of invitation to attend Broadband meeting Friday 1<sup>st</sup> March 7.00pm, Colmworth Village Hall.

### **13 PUBLIC LANDS & HIGHWAYS MATTERS**

- 13.1 To ratify the recommendations (Resolutions) contained within the minutes Public Lands and Highways Committee meeting held on 5<sup>th</sup> February 2019 *(attached)*
- 13.2 **CPM Playgrounds Inspection Reports** - Members to receive quarterly inspection reports for St Johns play area and Recreation Ground play area. *(attached)*
- 13.3 **High Street Bollard Provision** - Members to receive copy of communication from CBC Highways Officer requesting further information regarding specific location and extent of bollard provision desired for High Street. *(attached)*
- 13.4 **Lewis Lane Development** – Members to consider request for town council support in asking developer to provide access to rear gardens of rose cottages. *(attached)*
- 13.5 **Stotfold Road Pelican Crossing incident**
- (I) Members to consider draft letter to Central Bedfordshire Council addressing road safety issues in Arlesey. *(attached)*
  - (II) Members to acknowledge receipt of copy correspondence issued to CBC by resident R Watson. *(attached)*
- 13.6 **Restricted Parking Zone Review** – Members to note review of Restricted Parking Zone scheduled for by the end of March. Information regarding specific areas of concern requested, invitation extended to meet with interested parties if felt necessary. *(attached)*
- 13.7 **Great British Spring Clean 2019** – Cllr Livermore to provide an update on potential Spring Clean event 2019 determining interest levels and event details.
- 13.8 **MUGA Pavilion Grand Opening Event** – Cllr Livermore to update Members on discussions with ATYFC Chairman, Cindy Dixon.
- 13.9 **CBC Future High Street Fund** – Members to consider submission of expression of interest in Future High Street scheme required by 28<sup>th</sup> February 2019. *(attached)*
- 13.10 **Arlesey Cross Masterplan S106** – Members to consider correspondence received regarding S106 negotiations for Arlesey Cross Masterplan and further communications required. *(attached)*

### **14 PUBLIC RELATIONS MATTERS**

- 14.1 To ratify the recommendations (Resolutions) contained within the minutes Public Relations Committee meeting held on 5<sup>th</sup> February 2019. *(attached)*
- 14.2 **Councillor Surgeries** – Members to receive an update from Cllr Ward following Councillor surgery held 2<sup>nd</sup> February 2019. Cllr J Randall scheduled to conduct March Surgery.

**15**     **PERSONNEL MATTERS**

Matters to be discussed under Exempt Business.

**16**     **REPRESENTATIVES' REPORTS**

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

- Crime Figures January 2019 *(attached)*
- Cllr Wallace to report on correspondence with Beds. police over PCSO funding. Members to consider formal response to Police Crime Commissioner.
- Neighbourhood Priority Setting March 2019

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

**18**     **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:

- 1) **Agenda Item 19** - to labour relations issues (Item 4: Annex B – Descriptions of Exempt Business/DCLG Open & Accountable Local Government).

**19**     **Temporary Admin Assistant**– Members to consider extension to contract period and temporary continuation of extended hours.

**20**     **Deputy Clerk Review of hours** - Members to consider temporary extension to hours.