

14<sup>th</sup> March 2019

To: Members of the Council

A Meeting of ARLESEY TOWN COUNCIL will be held in the Village Hall, Arlesey on Tuesday 19<sup>th</sup> March 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  
Town Clerk

### AGENDA

1 **APOLOGIES FOR ABSENCE**

2 **DECLARATIONS OF INTEREST AND DISPENSATIONS**

*(Members of the Council are invited to disclose any personal interest or personal and pecuniary interests they may have in any items on the agenda for this meeting in accordance with the Council's Code of Conduct for Members)*

- 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-** *For Information only*

- 3.1 **CBC Press Release: A few minutes of your time could help those affected by domestic abuse.** [www.centrabedfordshire.gov.uk/consultations](http://www.centrabedfordshire.gov.uk/consultations) For information about local support services visit: <https://bedsdv.org.uk/> *(attached)*
- 3.2 **CBC Press Release: Parent governor representatives named for Council children's committee.** Ballots can be found at : <http://www.centralbedfordshire.gov.uk/council/overview-scrutiny/parent-gov-rep.aspx> *(attached)*
- 3.3 **CBC Press Release: Delight as most Central Beds. pupils granted first choice school.** For more information about schools admissions and transfers visit: [www.centralbedfordshire.gov.uk/school/admissions/2019/overview.aspx](http://www.centralbedfordshire.gov.uk/school/admissions/2019/overview.aspx) or email [admissions@centralbedfordshire.gov.uk](mailto:admissions@centralbedfordshire.gov.uk) or call 0300 300 8037 *(attached)*
- 3.4 **CBC Press Release: HM Lord-Lieutenant's Honours Ceremony held at RAF Henlow.** *(attached)*
- 3.5 **CPRE AGM** – Members to note CPRE AGM scheduled for 24<sup>th</sup> April 7pm, Clifton Community centre, all invited to attend.

3.6 **CPRE East West Rail briefing** – Members to receive notification of East West Rail Consultation March 2019. [www.cprebeds.org.uk/news](http://www.cprebeds.org.uk/news) (attached)

#### **PUBLIC PARTICIPATION**

#### **MINUTES OF PREVIOUS MEETINGS**

To consider and approve the minutes of the Extraordinary meeting of Arlesey Town Council held 5<sup>th</sup> March 2019 as a true record of proceedings. (attached)

#### **MATTERS ARISING** – *For Information only*

#### **ARLESEY RESOURCE CENTRE & LIBRARY**

To receive and consider Resource Centre Manager's Report. (attached)

#### **REPORTS FROM CENTRAL BEDFORDSHIRE COUNCIL REPRESENTATIVES**

To receive reports from Ward Councillors.

#### **PLANNING APPLICATIONS & ISSUES**

##### **CB/19/00329/FULL-20 St. Johns Road Arlesey SG15 6ST**

**Proposal:** Proposed single storey side extension

**Response by:** 21<sup>st</sup> March 2019 [www.centralbedfordshire.gov.uk/planning](http://www.centralbedfordshire.gov.uk/planning)

##### **CB/19/00538/OUT- Land off Hitchin Road, Arlesey, SG15 6RT**

**Proposal:** Outline Application- development of a mixed use scheme comprising A1 retail, A2 Financial and Professional Services, A3 Food and drink, B1(a) Business and D1 clinic and Health Centre.

**Response by:** 08<sup>th</sup> April 2019 [www.centralbedfordshire.gov.uk/planning](http://www.centralbedfordshire.gov.uk/planning)

##### **Planning Applications Refused/Granted** – *For Information only*

To acknowledge decisions on applications as at 14<sup>th</sup> March 2019. (attached)

##### **Enforcement cases created and/or closed:**

- **Moorlands Farm, 119 high Street Arlesey SG15 6SX- CASE CREATED**  
Alleged non- compliance with a planning condition against a planning permission: restrictions for loading and unloading construction vehicles.

9.5 **Central Bedfordshire Local Plan Examination** – Members to note change of inspectors for local plan examination. (attached)

#### **FINANCE REPORTS**

##### **Income and Expenditure – February 2019**

To review the Income and Expenditure up to 28<sup>th</sup> February 2019, compared to 2018/19 budget (month 11) and submit questions to the Town Clerk as necessary. (attached)

##### **Balance Sheet as at 28<sup>th</sup> February 2019**

To review Balance Sheet as at 28<sup>th</sup> February 2019 (month 11) and submit questions to the Town Clerk as necessary. (attached)

##### **Petty Cash – February 2019**

To receive for approval copies of the petty cash details for the Resource Centre and Town Council for February 2019 (month 11) (attached)

##### **Credit Card Purchases -February 2019**

To receive for approval copies of the Town Council credit card expenditure details for February 2019 (month 11) (attached)

##### **Accounts for Payment**

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

## **11 FINANCE & GENERAL PURPOSES MATTERS**

- 11.1 **Sports Equipment Funding** – Members to consider suggestion for funding of sports equipment and enquiry for football pitch hire.
- 11.2 **Annual Town Meeting** – Members to note amendment required to approved date of 14<sup>th</sup> May 2019, due to election year. Revised date for consideration **Tuesday 30<sup>th</sup> April 2019**
- 11.3 **Document Retention Policy** – Members to consider approval of Document Retention Policy to be provided before meeting.
- 11.4 **Review of Standing Orders** – Members to consider amendments indicated in red type/highlighted.
- 11.5 **Review of Financial Regulations** – To review Financial Regulations and approve subject to any proposed amendments.
- 11.6 **Review of Annual Investment Policy** – Approval of amendments indicated in red/highlighted.
- 11.7 **Annual Review of Risk Assessment** – Approval of annual risk assessment as prepared by Cllr Livermore and Town Clerk.
- 11.8 **Annual Review of Effectiveness of systems of Internal Control year ended 31<sup>st</sup> March 2019** – Approval of annual review as prepared by Cllr Livermore and Town Clerk.
- 11.9 **Annual Review of Effectiveness of internal audit year ended 31<sup>st</sup> March 2019** – Approval of annual review as prepared by Town Clerk.
- 11.10 **Annual Review of Asset Register** – Members to review Asset Register and approve amendments as details under purchases and disposals during 2018/19.

## **12 PUBLIC LANDS & HIGHWAYS MATTERS**

- 12.1 **Partial retention of damages deposit following Village Hall hire** – Members to consider information regarding a recent hall booking leading to partial retention of damages deposit and hirer response.
- 12.2 **RoSPA Play Area Inspections 2019** – Members to consider quote received to perform play area inspections, BMX track, skate park, St Johns Road play area and the playing field May 2019 **Cost £68.50 + VAT per site Any additional items over five per site - £3.50 + VAT per additional item.**
- 12.3 **Streetlight A6 House Lane** - Members to consider quotation received for repair of faulty streetlight requiring new lantern **Total Cost £450.00 + VAT** *(attached)*
- 12.4 **Arlesey Events Group** - Members to consider requests received from Arlesey Events Group:
- a) Use of Recreation ground and M.U.G.A electricity and toilets for a Japanese car display and open air cinema event on Sunday 14<sup>th</sup> July following the event already in receipt of Council approval- Saturday 13<sup>th</sup> July.
  - b) Litter collection and storage thereof. *(attached)*
- 12.5 **Street Food Market** – Members to consider request to host monthly street food market in Arlesey. *(attached)*

- 12.6 **Street Lighting Maintenance Contract** – Members to consider renewal of Street lighting maintenance contract. Total sum £660.00 + VAT per year for a further 3 years (6 years if contract extended) *(attached)*

**13 PUBLIC RELATIONS MATTERS**

- 13.1 **CBC Questionnaire Social media/website promotion** – Members to consider position regarding promotion of CBC questionnaires via Town Council social media page and website. *(attached)*

- 13.2 **Councillor Surgeries** – Members to receive an update from Cllr Randall following Councillor surgery held 2<sup>nd</sup> March 2019. Cllr McGann scheduled to conduct April Surgery.

**14 PERSONNEL MATTERS**

Matters to be discussed under Exempt Business.

**15 REPRESENTATIVES' REPORTS**

- 15.1 **Bedfordshire Police Liaison:** Cllr Wallace to provide a report on the following: *(attached)*
- Crime Figures February 2019
  - Speed Watch
  - Street Watch Recruitment
  - Quarterly Priority Setting Meeting

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

**17 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 18 & 19** - to labour relations issues (Item 4: Annex B – Descriptions of Exempt Business/DCLG Open & Accountable Local Government).

- 18 **Assistant Clerk Recruitment Update**** – Members to receive update following publication of vacancy.

- 19 **Staff Appraisals**** – Clerk to confirm schedule of appraisals 2019/20.