

11th April 2019

To: Members of the Council

A Meeting of ARLESEY TOWN COUNCIL will be held in the Village Hall, Arlesey on Tuesday 16th April 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:** Council formally marks start of work upgrade A421 into Milton Keynes
www.centralbedfordshire.gov.uk/a421 (attached)

3.2 **Press Release:** Central Bedfordshire council conducts domestic abuse assessment.
www.cenralbedfordshire.gov.uk/council/consultations/domestic-abuse-survey/overview.aspx.
(attached)

3.3 **CBC Press Release:** Help improve services for the homeless by sharing your experiences. www.centralbedfordshire.gov.uk/consultations (attached)

3.4 **CBC Press Release:** Planning Application submitted for future M1 to A6 Link Road
www.centralbedfordshire.gov.uk/M1-A6 or CB/19/00887/FULL at:
www.centralbedfordshire.gov.uk/planning (attached)

- 3.5 **CBC Press Release:** Measles- have you been vaccinated? *(attached)*
www.nhs.uk/measles/Pages/introduction.aspx
- 3.6 **Press Release:** Affinity Water- Water Resources management Plan-Consultation open *(attached)*
<https://stakeholder.affinitywater.co.uk/have-your-say.aspx>
- 3.7 **CBC Press Release:** Parent Governor representative elected to Council children's Committee *(attached)*
- 3.8 **CBC Press Release:** Local High Street businesses boosted by £190,000 of council grants. *(attached)*
- 3.9 **CBC Press Release:** Just what the doctor ordered. *(attached)*
www.centrelbedfordshire.gov.uk/feeling-well
- 3.10 **CBC Press Release:** Historic pub and local High street businesses boosted by council grant worth £125,599 *(attached)*
- 3.11 **CBC Press Release:** Leighton-Linslade businesses get £56,500 boost from Council *(attached)*
- 3.12 **CBC Press Release:** New café in Ampthill given boost of £15,000 grant from council *(attached)*
- 3.13 **CBC Press Release:** Council awarded Government funding to help people who are Homeless. *(attached)*
- 3.14 **CBC Press Release:** Pix Brook Academy pre-planning consultation drop-in session *(attached)*
www.centrlbedfordshire.gov.uk/consultations
- 3.15 **CBC Press Release:** Council supports local communities to clean-up as part of country's biggest environmental campaign. *(attached)*
www.keepbritaintidy.org or www.centralbedfordshire.gov.uk/cheering-volunteering
- 3.16 **CBC Press Release:** Council support for tackling exploitation, domestic and sexual abuse *(attached)*
<https://safercentral.org/survey/>
- 3.17 **CBC Press Release:** Safer Central Community Safety Partnership (CSP) has now been published and can now be viewed at: *(attached)*
<https://safercentral.org/safer-central-strategy-2019-2021/>
- 4 PUBLIC PARTICIPATION**
- 5 MINUTES OF PREVIOUS MEETINGS**
 To consider and approve the minutes of the meeting of Arlesey Town Council held 19th March 2019 as a true record of proceedings. *(attached)*
- 6 MATTERS ARISING – For Information only**
- 7 ARLESEY RESOURCE CENTRE & LIBRARY**
- 7.1 **Resource Centre Manager's Report** – Members to receive and consider Resource Centre Manager's Report. *(attached)*
- 7.2 **Author visit** – Members to approve reimbursement of author travel expenses of £15.75 to facilitate another author event following success of recent event, within Resource Centre.

7.3 **Expenditure for future Activities** – Members to consider delegation of authority to Resource Centre Manager to spend up to a maximum of £30 net for future Resource Centre activities/events.

8 **REPORTS FROM CENTRAL BEDFORDSHIRE COUNCIL REPRESENTATIVES**

To receive reports from Ward Councilors

9 **PLANNING APPLICATIONS & ISSUES**

9.1 **CB/19/00638/FULL: 15 London Row Arlesey, SG15 6RX**

Proposal: Single storey rear extension

Responses by: 20th April 2019 www.centralbedfordshire.gov.uk/planning

9.2 **CB/19/00799/MWS: Arlesey Landfill Site, Mill Lane, Arlesey.**

Proposal: Variation of condition 25 of planning permission 131/OMP/4/01. Revised Restoration Scheme

Response by: 19th April 2019 www.centralbedfordshire.gov.uk/planning

9.3 **CB/19/00211/FULL: 2 Bury Mead, Arlesey SG15 6UB**

Proposal: Erection of front porch

Response by: 17th April 2019 www.centralbedfordshire.sov.uk/planning

9.4 **CB/19/00788/VOC: Land at Chase Farm, East of High Street**

Proposal: Variation of Condition 10 to planning permission **CB/15/02916/REG** amended to state as follows: Details of pedestrian and cycle crossing of the A507 shall be submitted to and approved in writing by the Local Planning Authority. The approved crossing shall be provided in full within 12 months of either: a) The full connection of the road hereby approved between the High Street and the A507; or b) The occupation of any development that would be directly served from any part the road hereby approved that is accessed from the A507, whichever is sooner.

Response by: 26th April 2019 www.centralbedfordshire.gov.uk/planning

9.5 **CB/19/00778/FULL: 53 Chase Close, Arlesey, SG15 6UU**

Proposal: Part double and part single storey side and rear extension. Extension of rear facing roof and insertion of dormer window.

Response by: 6th May 2019 www.centralbedfordshire.gov.uk/planning

9.6 **CB/19/00922/FULL: 6 Lymans Road, Arlesey SG15 6TE**

Proposal: Single storey conservatory to the rear of the property

Response by: 7th May 2019 www.centralbedfordshire.gov.uk/planning

9.7 **CB/19/01005/FULL: 11 Lymans Road, Arlesey, SG15 6TE**

Proposal: Removal of existing outbuilding and decked area and erection of a single storey timber granny annexe for ancillary use to the main dwelling.

Response by: 8th May 2019 www.centralbedfordshire.gov.uk/planning

9.8 **Planning Applications Refused/Granted** – To acknowledge decisions on applications as at 11th April 2019 *(attached)*

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

- Land in front of 24 Hillary Rise, Arlesey, SG15 6TL CB/EN/19/0177
Subject: Alleged crossover not as approved by CB/18/04160/FULL- Opened
- 126 High Street Arlesey SG15 6SN – Breach of planning control remedied
Subject: Alleged unauthorized erection of conservatory built being over permitted development- **Closed**

- 9.10 **Local Plan update-** Members to consider correspondence received from JJ Design regarding proposed fee schedule for representation of Arlesey Town Council and proposed participation at Local Plan examination May-June 2019. *(attached)*

10 FINANCE REPORTS

- 10.1 **Interim Income and Expenditure – March 2019**
To review the Interim Income and Expenditure up to 31st March 2019, compared to 2018/19 budget (month 12) and submit questions to the Town Clerk as necessary. *(attached)*
- 10.2 **Interim Balance Sheet as at 31st March 2019**
To review Interim Balance Sheet as at 31st March 2019 (month 12) and submit questions to the Town Clerk as necessary. *(attached)*
- 10.3 **Petty Cash – March 2019**
To receive for approval copies of the petty cash details for the Resource Centre and Town Council for March 2019 (month 12) *(attached)*
- 10.4 **Credit Card Purchases - March 2019**
To receive for approval copies of the Town Council credit card expenditure details for March 2019 (month 12) *(attached)*
- 10.5 **Accounts for Payment**
To approve accounts to be paid as advised to members at the meeting.

11 FINANCE & GENERAL PURPOSES MATTERS

- 11.1 **Minutes of the Previous Meeting -** To consider and approve the minutes of the Finance & General Purposes Committee meeting held 2nd October 2019. *(attached)*
- 11.2 **Practitioners Guide 2019-** Members to consider adopting 2019 version of Governance and Accountability for smaller authorities in England as jointly published by NALC and SLCC. **No significant changes to 2018 edition have been implemented. Although clarifications regarding loans have been made.** *(attached)*
- 11.3 **Bank Mandate-** Members to approve amendment to bank mandate to add Cllrs Clark and Hamilton and to remove other presiding members effective 7th May 2019.
- 11.4 **2019/20 Precept Receipt of 1st instalment –** Members to acknowledge receipt of the 1st instalment of the Council's precept from CBC and approve transfer of approx. £37,000.00 into Unity Trust Instant Access account from current account to fall within maximum protected balance of £85,000.00 protected by FSCS.
- 11.5 **Mayoral Chain of Office –** Members to consider quotations received to engrave 4 links of Mayor's Chain of Office with the names of individuals holding title over the last 4year period. *(attached)*
- 11.6 **NALC consultation on new Code of Audit Practice-** members to consider response to consultation. *(attached)*
- 11.7 **Internal Audit Quotation -** Members to consider IAC Internal Audit quotation dated 31st March 2019 with 5% discount on fee of £770.00 + VAT on appointment for minimum of 3 years. *(attached)*
- 11.8 **Internal Audit Year-End Inspection –** Members to acknowledge confirmation of year-end internal audit inspection date.
- 11.9 **S137 Expenditure Limit 2019-20 -**Members to note increase in appropriate sum to £8.12 increasing from £7.86 2018-19 for Parish Council purposes of section 137 (4) (a)Local Government Act 1972 for 2019-20 as confirmed by the Ministry of Housing, Communities and Local Government. *(attached)*

- 11.10 **Data Protection Policy** – Members to approve adoption of amended policy as per minute 18/037 *(attached)*
- 11.11 **Stotfold News** – Members to consider approach from Stotfold News magazine *(attached)*
- 11.12 **Approval of Audit Plan for year ended 31st March 2019-** Members to acknowledge and approve the Audit Plan for year ended 31st March 2019.

12 PUBLIC LANDS & HIGHWAYS MATTERS

- 12.1 To ratify the recommendations (Resolutions) contained within the minutes Public Lands and Highways Committee meeting held on 2nd April 2019. *(attached)*
- 12.2 **Minutes of the Previous Meeting** - To consider and approve the minutes of the Public Lands & Highways Committee meeting held 2nd April 2019. *(attached)*
- 12.3 **Street Light A8 House Lane** – Members to consider quotation to replace faulty lamp to column A8 House Lane for the sum of £450 + VAT. *(attached)*
- 12.4 **A1 Glebe Avenue and A4 Church Lane** – Members to consider quotation received to repair 2x faulty street lamps at a reduced rate of £775.00 + VAT. *(attached)*
- 12.5 **Street lighting repairs** – Members to consider delegation of authorisation of streetlighting repairs up to the value of £500 + VAT to Town Clerk to assist with timely repairs. Members to receive reports on repairs and budget availability on monthly basis throughout financial year.
- 12.6 **Arlesey Events Group** – Members to approve revised date of 10th August 2019 for Fast & Furious event. Use of Recreation Ground and MUGA facilities/electricity approved Minute 18/224.4
- 12.7 **Wheatley Homes developer of Mayfair place** - Members to consider communications with Wheatley Homes to request that all site agents and employees park vehicles within the grounds of the site to ease traffic situation currently experienced by increased on street parking in and around development site.
- 12.8 **MUGA Pop up café proposal** – Members to consider request to hire MUGA pavilion to provide pop up café facility.
- 12.9 **Great British Spring Clean** - Members to consider scheduling a date of proposed annual event and area to be litter picked.

13 PUBLIC RELATIONS MATTERS

- 13.1 **Councillor Surgery-** Cllr McGann to provide update on surgery held 6th April 2019.
- 13.2 **Minutes of the Previous Meeting** - To consider and approve the minutes of the Public Relations Committee meeting held 2nd October 2018. *(attached)*

14 PERSONNEL MATTERS

- 14.1 **Minutes of the Previous Meeting** - To consider and approve the minutes of the Personnel Committee meeting held 8th January 2019 *(attached)*
- 14.2 **NJC Pay Scales 2019/20** - Members to consider adoption of recommended pay scales 2019-20 effective 1st April 2019. *(attached)*
- 14.3 **LGPS Employers pension contribution 2019/20** – Members to note increase in employer's contribution from 22.8% to 23.8% 2019/20.

15 REPRESENTATIVES' REPORTS

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

- Crime Figures March 2019 (Figures cover 26th February – 27th March inclusive).
(*attached*)

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 Vacancy** - Members to receive update on Assistant Clerk position.