

13th June 2019

To: Members of the Council

A Meeting of ARLESEY TOWN COUNCIL will be held in the Village Hall, Arlesey on Tuesday 18th June 2019 at 7.00pm.

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 – taken as read.

Go to www.centralbedfordshire.gov.uk/news/news.aspx for latest news for Central Bedfordshire

3.1 www.centralbedfordshire.gov.uk/fostering

3.2 <http://centralbedfordshire.gov.uk/council/consultations/send-funding-2019/overview.aspx>

3.3 <https://www.passengerbenefit.co.uk>

3.4 **Police and Crime Commissioners Newsletter** *(attached)*

4 Councillor Co-option (power under Section 21 of the Representation of the People Act 1985) – Members to: -

i) Consider Co-option of T Pang

ii) Approve Working Party recommendation to review skills base requirements, when considering future member co-options.

5 RESOURCE CENTRE MANAGER REPORT – Members to receive a report from C Lowe. *(attached)*

6 PUBLIC PARTICIPATION

7 MINUTES OF PREVIOUS MEETING

To consider and approve the minutes of the Annual meeting of Town Council held on 21st May 2019 as a true record of proceedings. *(attached)*

8 REPORTS FROM CENTRAL BEDFORDSHIRE COUNCIL REPRESENTATIVES

To receive reports from Ward Councillors.

9 PLANNING APPLICATIONS & ISSUES

9.1 CB/19/01379/VOC: The Lagoon, 197 Hitchin Road, Arlesey, SG15 6SE.

Proposal: Variation of Condition no. 1 To planning permission CB/15/03000/VOC 12.11.2015. The site shall not be occupied by any persons other than gypsies and travellers as defined in Annex 1 of Planning Policy for Travellers sites, August 2015, or any subsequent guidance. Variation to permit the site shall be occupied by persons requiring general housing needs as a general market caravan park.

Response by: 19th June 2019

9.2 CB/19/01472/FULL:1 The Granary, Arlesey, SG15 6SH

Proposal: Single storey Front extension

Response by: 25th June 2019

9.3 CB/19/01552/FULL: 46 St Johns Road, Arlesey, SG15 6ST

Proposal: Single storey rear extension.

Response by: 2nd July 2019

9.4 Planning Applications Refused/Granted – To acknowledge decisions on applications as at 13th June 2019. Emailed to members and uploaded to website. *(attached)*

9.5 Enforcement cases created and/or closed: *For Information Only*

CB/EN/0274 : The Lagoon, 197 Hitchin Road ,Arlesey, SG15 6SE

- Occupation of site by non-travellers or gypsies in contravention of condition No.1 of planning permission CB/15/03000/VOC
- **CB/EN/19/0177** - Land in front of 24 Hillary Rise Arlesey SG15 6TL is **now closed**. No breach of planning control found.
- **CB/EN/18/0462** – 126 High Street, Arlesey, SG15 6SN is **now closed** breach of planning control has been remedied.
- **CB/EN/19/0145** – Land rear of 2 Rose Cottages, Arlesey – **now closed** no breach identified.

10 FINANCE REPORTS

10.1 Income and Expenditure – May 2019 – *For Information Only*

To acknowledge receipt of a report of year-to-date Income and Expenditure up to 31st May 2019, compared to 2019/20 budget (month 2). *(attached)*

10.2 Balance Sheet as at 31st May 2019 - *For Information Only*

To acknowledge receipt of the Balance Sheet as at 31st May 2019 (month 2). *(attached)*

10.3 Petty Cash – May 2019

a) To receive for approval copies of the petty cash details for the Resource Centre and Town Council for May 2019 – (month 2) *(attached)*

b) To consider recommendation of the Town Clerk, to close the existing petty cash accounts for the Town Council and Resource Centre, retaining only a cash float of £30 facilitating Resource Centre customer transactions.

10.4 Accounts for Payment

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

11 FINANCE & GENERAL PURPOSES MATTERS

- 11.1 **Internal Auditors Report** (In support of Page 3 of Annual Return) – Members to acknowledge receipt, note report content, consider recommendations. and approve as provided at meeting.
- 11.2 **Unaudited Annual Governance Statement (Section 1)** - Members to consider Clerk's briefing/recommendation as to a response to each of the Governance Statements contained within Section 1 of the unaudited Annual Governance & Accountability Return. *(attached)*
- 11.3 **Unaudited Accounting Statements (Section 2) year ended 31st March 2019** – Council to consider and approve together with 'Notes to External Auditor' providing Explanation of Significant Variances, Bank Reconciliation and Explanation of Differences between boxes 7 and 8, as required by Mazars. *(attached)*
- 11.4 Members to approve preferred option for amending errors found by External Auditor:
- a) Auditor to return form to Clerk to correct – charge for this option
 - b) Accepting a qualification of Auditor opinion at AGAR Section 3 - no charge.
- 11.5 **Notice of Exercise of Public Rights** - Members to acknowledge and approve commencement of statutory 30day period from Thursday 20th June 2019 through to Wednesday 31st July 2019.
- 11.6 **Insurance renewal** – Members to consider quotation for insurance renewal with Zurich Municipal, Town Clerk recommendation to opt for 5 year fixed rate of £3,744.56. *(attached)*
- 11.7 **Data Protection Officer** – Members to consider delegation to Town Clerk in capacity of Executive Officer, to undertake role of Data Protection Officer – arranging suitable training for Town Clerk and Assistant Clerk.
- 12 PUBLIC LANDS & HIGHWAYS MATTERS**
- 12.1 **M.U.G.A. Terms & Conditions of hire-** Members to approve waiver added to hire conditions of MUGA pavilion and court. *(attached)*
- 12.2 **MUGA Court Gates -Working Party Recommendation–** Members to ratify Working Party recommendation to lock the MUGA court gates for a trial period due to damage suffered to court surface and Health & Safety requirements of court hirers
- 12.3 **Bedfordshire Police Neighbourhood Priority Setting** – Members to consider response to Priority setting form. *(attached)*
- 12.4 **Allotment shed requests** – Members to delegate authority for approval of siting sheds on Council allotment sites, to Town Clerk.
- 13 PUBLIC RELATIONS MATTERS** - No business to be addressed
- 14 PERSONNEL MATTERS**
- 14.1 **Pension Provision for new Employees post July 2019-** Members to ratify recommendation of Working Party: to approve to replace LGPS pension scheme currently offered with a Nest alternative for new employees post July 2019 with a maximum matched contribution level by Council, of up to 6%.
- 15 PUBLIC PARTICIPATION ON ITEMS ARISING FROM THIS EVENING'S MEETING**
- 16 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 17 - to labour relations issues (Item 4: Annex B – Descriptions of Exempt Business/DCLG Open & Accountable Local Government).**
- 17 **Assistant Clerk Recruitment** – Members to consider recommendation of Recruitment panel following completion of recruitment process and approve model contract.

-End of Agenda-