A Meeting of ARLESEY TOWN COUNCIL held remotely via Zoom, on Tuesday 20th October 2020 at 7.00pm.

PRESENT: Cllrs: I Dalgarno (Chairman) S Hamilton (Vice Chairman)
R Wenham D Shelvey
P Arkle S Spoor

In attendance: Mrs Janet Bailey (Town Clerk), Mrs Jo Graves (Assistant Clerk) and 3 members of the public were present.

20/167 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Pang.

20/168 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)

a) Disclosable Pecuniary Interests

b) Other Interests:

Agenda Item 10 - Planning Cllr Dalgarno – Cllr Dalgarno informed those present that he would continue to Chair the meeting through Agenda item 10.1-10.4 however would not participate in any discussion or voting on the items as he is a member of the Central Bedfordshire Planning Committee.

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

None received

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

None Received

20/169 ELECTION OF COMMITTEES FOR ENSUING YEAR

Finance & General Purposes Committee membership.

RESOLVED that all members continue to form committee until such time as membership increases. No further Committees to be resumed due to low membership numbers.

20/170 ELECTION OF REPRESENTATIVES ON OUTSIDE BODIES FOR THE ENSUING YEAR

Member considered en-bloc election of Councillors as representatives for outside bodies:

170.1 Glebe Meadow Management Group

170.2 Arlesey Community Safety Group

170.3 Community Emergency Response Team

170.4 Etonbury Green Wheel Stakeholder Group

170.5 Arlesey Cross Masterplan Stakeholders Group

170.6 Etonbury Sports Management Group

170.7 Bedfordshire Police Liaison

170.8 Academies and Schools Liaison

170.9 Arlesey Community Events Group

RESOLVED that Council approve all Councillor to be permitted to represent the Council on Outside Bodies above, as and when required due to limited member numbers.

20/171 CHAIRMAN'S ANNOUNCEMENTS - ***For Information only – taken as read.***

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

171.1 (i) Bedfordshire Queen's Birthday Honours List 2020
(ii) www.adoptionconnects.co.uk/naw2020
enquiries@adoptionconnects.co.uk or 03003008090
(iii) Council agrees plan to build the homes people need.
(iv) Your views wanted on strategies
(v) Bedfordshire\\ARL-L3A2000\bedfordshire Lieutenancy- HM Lord-Lieutenant's Cadets ready for Service.

Go to www.centralbedfordshire.gov.uk/info/135/coronavirus for Coronavirus updates from Central Bedfordshire, including weekly figures.

171.2 Public Health expert explains how to protect yourself and others from Coronavirus.

20/172 BEDFORDSHIRE POLICE– Members received:
Crime figures September 2020.

20/173 PUBLIC PARTICIPATION – Standing Orders will be suspended at this point and re-instated before proceeding to the next agenda item.

Mr R Watson informed Council of his planned attendance of Arlesey session of Draft Local Plan examination, requested electronic copies of agenda attachments for the public, and could recommend a sign maker if required.

Mr M Holloway requested Council consideration for removing confidential information from meeting recordings and making available to the public, questioned absence of land location relating to Deed of Easement and how granting an Easement may then make objections to forthcoming planning applications difficult.

20/174 MINUTES OF PREVIOUS MEETING
To consider and approve the minutes of the Extra-Ordinary Town Council meeting held on 8th October 2020 as a true record of proceedings.

RESOLVED that the minutes of the Extra-Ordinary meeting of Arlesey Town Council held 8th October 2020 be approved and signed by the Chairman as a true record of proceedings.

20/175 REPORTS FROM CENTRAL BEDFORDSHIRE COUNCIL REPRESENTATIVES

Cllr Shelvey reported:

- Etonbury Academy had confirmed cases of Coronavirus and self-isolations.
- RAF Henlow development consultation announced following planned closure 2023, leaflets delivered to local villages.

Cllr Wenham reported:

- CBC is not involved in the RAF Henlow development and Ward Councillors would not be representing CBC at this stage.
- Local Plan Examination scheduled to begin December and run until early 2021.
- CBC Budget process underway and posed difficulties resultant to Covid-19 with loss of Business Rates and Council Tax which would impact on Precept revenue, although that may be balanced by the increase in new properties in Arlesey.
- Luton Airport proposal to change flightpaths in the area

Cllr Hamilton questioned progress on the relief road delivery. Cllr Wenham advised there had been no further developments. Cllr Dalgarno had written to the CBC portfolio holder requesting compulsory purchase be pursued to enable delivery of relief road.

20/176 PLANNING APPLICATIONS & ISSUES

176.1 **CB/20/03231/FULL: 6 House Lane, SG15 6XU**
Proposal: Replacement of a section of the temporary chestnut fence at the north west corner of the property with a 1.8m new fence (composed of 1.5m boarded panels and 0.30m trellis above) Addition of a new double gate, opening into the garden, along with the existing hedge and the proposed fence, with a matching height of 1.8m

RESOLVED that Council deem no comment necessary.

176.2 **CB/20/03284/FULL: 37 The Hermitage, Arlesey, SG15 6XF**
Proposal: First floor side extension, new side door and demolition of existing conservatory and erection of single storey rear Orangery style extension.

Cllr Arkle queried whether building work underway, Town Clerk to contact planning department to review if work had started.

RESOLVED that Council deem no comment necessary.

176.3 **CB/20/03124/FULL: 30 Chase Close, Arlesey, SG15 6UU**
Proposal: First floor side and rear extension and extension to existing front dormer.

RESOLVED that Council deem no comment necessary.

176.4 **CB/20/03502/FULL: 108 Hitchin Road, Arlesey, SG15 6SA**
Proposal: Single storey rear extension and alterations and re-roofing of existing single storey rear extension.

RESOLVED that Council deem no comment necessary.

176.5 **Planning Applications Refused/Granted** – Members noted decisions on applications as at 15th October 2020.

176.6 **Enforcement cases created and/or closed: *For Information Only***
None received

20/177 FINANCE REPORTS

177.1 **Income and Expenditure September 2020**– ***For Information Only***
Members acknowledged receipt of a report of year-to-date Income and Expenditure up to 30th September 2020, compared to 2020/21 budget (month 6). No questions were raised with Town Clerk.

177.2 **Balance Sheet as at** 30th September 2020**- *For Information Only***
Members acknowledged receipt of the Balance Sheet as at 30th September 2020 (month 6). No questions were raised with Town Clerk.

177.3 **Accounts for Payment -**To approve accounts to be paid October 2020 as emailed to Cllrs.

Cllr Wenham queried fax line expenditure – Clerk to contact tech support.

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FOLIO	Ω	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MUTIPLE INV. TOTAL	BANK REF
Direct Debit Payments									
DD010/20-01		Rightfuel	Fuel for ATC Van and tools	33.91	6.78	40.69	SPLIT		OCTDD-01
DD010/20-02		SSE	Unmetered streetlighting 4 Aug-1 Sept	270.96	54.19	325.15	4014/303		OCTDD-02
DD010/20-03		SSE	Unmetered streetlighting 4 Aug-1 Sept	12.72	0.63	13.35	4014/303	338.50	OCTDD-03
DD010/20-04		BT	Telephone bill TC Fax line 1 Sept-30 Nov	37.89	7.58	45.47	4021/101		OCTDD-04
DD010/20-05		Unity Trust Bank	Cash and cheque charges June-Sept 20	0.60	0	0.60	4071/101		OCTDD-05
DD010/20-06		SSE	Unmetered streetlighting 2 Sept-1 Oct 2020	12.72	0.63	13.35	4014/303		OCTDD-06
DD010/20-07		SSE	Unmetered streetlighting 2 Sept-1 Oct 2020	270.96	54.19	325.15	4014/303	338.50	OCTDD-07
DD010/20-08		CF Corporate	Lease rental and annual service fee for RC Photocopier	185.38	37.08	222.46	4024/104		OCTDD-08
DD010/20-09		British Gas	Electricity - ATC 08/9/20-07/10/20	58.39	2.92	61.31	4014/202		OCTDD-09
DD010/20-10		Cawleys	Hilary Rise Skip Rental and disposal due 30/10/20	391.43	78.29	469.72	4044/SPLIT		OCTDD-10
DD010/20-11		Cawleys	Cemetery refuse collection - DD due 30/10/90	29.65	5.93	35.58	4017/203	505.30	OCTDD-11
DD010/20-12		EON	Electricity Cemetery to 01/10/20	8.31	0.42	8.73	4014/203		OCTDD-12
DD010/20-13	X	Antechs	IT Support and Maintenance	150.90	30.18	181.08	SPLIT		OCTDD-13
DD010/20-14		UTAX	Excess coverage charge	7.89	1.58	9.47	4024/101		OCTDD-14
DD010/20-15		UTAX	Meter Billing and Admin charge Sep 20	44.49	8.90	53.39	4024/SPLIT		OCTDD-15
DD010/20-16		UTAX	**Credit** re overcharged Meter Billing & Admin charges	-7.89	-1.58	-9.47	4024/101	53.39	OCTDD-16
DD010/20-17		BT	Telephone bill RC 01/10/20-31/12/20	39.53	7.91	47.44	4021/101		OCTDD-17
DD010/20-18		Rightfuel	Network services admin charges	2.60	0.52	3.12	4051/101		OCTDD-18
DD010/20-19		Rightfuel	Fuel for ATC Van and tools	38.02	7.6	45.62	SPLIT		OCTDD-19
DD010/20-20		Cloudscape	Broadband/Internet/Hosting services DD Due 10/10/20	49.34	9.87	59.21	SPLIT		OCTDD-20
DD010/20-21		UTB	Manual Handling Charges July-Sept	37.95	0	37.95	4071/101		OCTDD-21
PAID ACCOUNTS - Deposit refunds/other reimbursements.									
BACS10/20-01		C Williams	MUGA Key Deposit Return (Our Parks)	30.00	0.00	30.00	572		OCTBP01
BACS10/20-02		C Winwood	Mileage, Keys cut, Face masks, wipes	65.63	3.72	69.35	SPLIT		OCTBP02
BACS10/20-03		J Bailey	Zoom subscription and keysafe for MUGA	35.72	7.39	43.11	SPLIT	112.46	OCTBP03
ONLINE Payments Due									
10/20-01	Ω	Jensens Security & Fire System	Maintenance/Monitoring RC Intruder Alarm	738.00	147.60	885.60	4057/104		OCTFP01
10/20-02	X	Sports Courts Ltd	Pressure Washing/Treatment for MUGA Court	725.00	145.00	870.00	4042/202		OCTFP02
10/20-03		Herts Fullstop	Copier Paper/pink paper	13.11	2.62	15.73	4023/101		OCTFP03
10/20-04	✠	T&J Seymour Electrical	Replace/Repair Lantern A4 Gothic Way	300.00	60.00	360.00	4075/303		OCTFP04
10/20-05	X	T&J Seymour Electrical	Repair/replace Lantern A12 Church Lane	300.00	60.00	360.00	4075/303	720.00	OCTFP05
10/20-06	✠	Beds Rural Communities Char	Contribution towards BRCC developing Green Wheel	1500.00	0.00	1500.00	4425/107		OCTFP06
10/20-07	✠	MJ Ryall	Masking tape	6.44	1.29	7.73	4045/301		OCTFP07
10/20-08	✠	Central Bedfordshire Council	Allotments quarterly rental 29/9/20 to 24/12/20	48.75	0.00	48.75	4013/205		OCTFP08
10/20-09	✠	Prestige Design & Workwear	2 bottle green T Shirts	17.00	3.40	20.40	4007/101		OCTFP09
10/20-10	✍	DJ Granger Grounds Main	Grass Cutting St Peter's Churchyard - mid September	260.00	52.00	312.00	4040/103		OCTFP10
10/20-11	?	DJ Granger Grounds Main	Grass Cutting St Peter's Churchyard - October	260.00	52.00	312.00	4040/103		OCTFP11
10/20-12	✠	Greenwood Contracting	Grass cutting - playing field September 2020	300.00	60.00	360.00	4040/301		OCTFP12
10/20-13	X	T&J Seymour Electrical	Quarterly streetlight maintenance July-Sept 20	165.00	33.00	198.00	4075/303		OCTFP13
10/20-14	X	Stotfold News Ltd	1/2 page black and white	45.00	0.00	45.00	4033/102		OCTFP14
10/20-15	?	DJ Granger Grounds Main	Grass cutting St Peter's Churchyard October	260.00	52.00	312.00	4040/103		OCTFP15
Cheques for payment									
Payroll Liability Payments Due									
		HM Rev & Customs	Mth 7 PAYE	949.60	0.00	949.60	525		

PAYMENT OF ACCOUNTS SCHEDULE
OCTOBER 2020

FOLIO	Ω	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MUTIPLE INV. TOTAL	BANK REF
10/20-16		HM Rev & Customs	Mth 7 Nat. Emp'ee NI Contributions	731.76	0.00	731.76	525		
		HM Rev & Customs	Mth 7 Nat. Emp'er NI Contributions	933.36	0.00	933.36	525		
		HM Rev & Customs	Mth 7 SMP Recovery	0.00	0.00	0.00	525		
		HM Rev & Customs	Mth 7 SMP Compensation	0.00	0.00	0.00	525	2,614.72	OCTFP16
10/20-17		Beds Pension Fund	Mth 7 Emp'ee Pension Contributions	555.01	0.00	555.01	526		
		Beds Pension Fund	Mth 7 Emp'er Pension Contributions	2306.92	0.00	2306.92	526	2,861.93	OCTFP17
10/20-18		NEST Pension Scheme	Mth 7 Emp'ee Pension Contributions	47.30	0.00	47.30	526		
		NEST Pension Scheme	Mth 7 Emp'er Pension Contributions	59.12	0.00	59.12	526	106.42	OCTFP18
			Total Pension Contributions					2,968.35	
Salaries Payments Due									
10/20-19		J Bailey	OCTOBER Salary	Salary		**Salary**	4001		OCTSAL.01
10/20-20		P Hector	OCTOBER Salary	Salary		**Salary**	4001		OCTSAL.02
10/20-21		J Savoury	OCTOBER Salary	Salary		**Salary**	4001		OCTSAL.03
10/20-22		P Legate	OCTOBER Salary	Salary		**Salary**	4001		OCTSAL.04
10/20-23		C Winwood	OCTOBER Salary	Salary		**Salary**	4001		OCTSAL.05
10/20-24		J Graves	OCTOBER Salary	Salary		**Salary**	4001		OCTSAL.06
		TOTAL SALARIES	OCTOBER Salary	**7,200.59**		**7,200.59**	520		
TOTAL OCTOBER 2020 PAYMENTS				**19,529.06**	**993.64**	**20,522.70**			

RESOLVED that these accounts are approved and to be paid.

20/178 FINANCE & GENERAL PURPOSES MATTERS

178.1 To ratify the recommendations (Resolutions) contained within the minutes Finance and General Purposes Committee meeting held on 6th October 2020.

RESOLVED that the committee recommendations (resolutions) contained within the minutes of the F & GP Committee meeting held 6th October 2020 be ratified by the Council.

178.2 **Finance & GP Committee Terms of Reference** – Members reviewed Terms of Reference for Committee in absence of Annual Meeting of Town Council 2020/2021.

RESOLVED: that Council approve the Terms of Reference for Committees as appended.

178.3 **Interim Internal Audit** – Members noted interim internal audit scheduled for 21st October 2020.

178.4 **The Clerks Manual 2019 –** Members considered approval of purchase of the Clerk's Manual 2019 for use by the Clerk at the Members reduced fee of £47.50.

RESOLVED that Council approve purchase of Clerk's Manual 2019 at £47.50.

178.5 **Online Training Courses –** Members noted Clerk attended 4 online training courses year to date as per delegation. Members considered approval delegation for Clerk to register on additional courses as necessary this year remaining within budget 2020/21.

RESOLVED that the Clerk be delegated authority to approve further training courses for all staff whilst working within the parameters of budget set for 2020/21.

178.6 **Green wheel funding 2021/22 –** Members considered request for continuation of Green Wheel funding for financial year 2021/22 in the sum of £1500

Cllr Dalgarno gave summary of Green Wheel and plans to further extend as new housing developments complete. Funding initially supported project delivery not maintenance. Town Clerk to request detailed explanation of work covered by funding.

RESOLVED that Clerk ask BRCC how the funding is going to be used and report back to Council at next meeting.

178.7 **2020/2021 Precept Receipt of Final instalment –** Members acknowledged receipt of the 2nd instalment of the Council's precept from CBC.

178.8 **PAT Testing** – Members considered PAT Testing quotations received for electrical items across all facilities.

RESOLVED that Council approve recommendation to commission Direct365 at a fee of £112.50.

178.9 **S137 funding cheque** – Members considered re-issue of financial assistance cheque minus costs to cancel previous cheque issued and received by applicant.

RESOLVED that Council request the Clerk to cancel cheque, making BACS transfer for the agreed amount minus the cheque cancellation fee.

178.10 **Hirer refund request** – Members considered formal request received from MUGA hirer for cancelled hire in build up to Covid-19 Lockdown.

RESOLVED: that Council approve hirer refund for one week in respect of cancellation due to lockdown.

178.11 **Town Council Office Sign** – Members considered quotations received for replacement office sign.

RESOLVED that Council approve MVI Ltd at fee of £90.00 + VAT.

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178.12 **Recreation Ground Boundary Fence Repair** – Members considered quotations received to repair damaged fence on boundary between Recreation Ground and farmland.

RESOLVED that the Clerk contact insurers to determine insurance policy cover, if no claim possible to approve the Secure-a-Field quotation in the sum of £578.00 + VAT

20/179 PUBLIC LANDS & HIGHWAYS MATTERS

179.1 **School Bus Provision and Pupil Safety** – Members considered resident concerns raised at September meeting and funding avenues for re-instatement of school bus provision.

CBC funding of a bus to Etonbury would not be available as criteria not met. School budgets cannot be used on school buses. Criteria being reviewed by CBC Children's Services however would only be applied for statutory requirement such as SEN Children. No budget is available within Town Council funds.

179.2 **Resource Centre figures –** Members received a breakdown of Membership and book loan statistics for the year 2019 to 2020 as interim information whilst review of Resource Centre facility is conducted.

The figures were noted.

20/180 PUBLIC RELATIONS MATTERS

No business requiring discussion.

20/181 PERSONNEL MATTERS

Training Courses – Members were informed that as per delegation July 2019, Clerk has enrolled in maximum of 4 courses this year, permission to be granted to enrol on more virtual courses 20/21 working within budget set.

Item already discussed under minute 178.5

20/182 PUBLIC PARTICIPATION ON ITEMS ARISING FROM THIS EVENING'S MEETING

-Standing orders suspended-

Mr R Watson questioned decision to enable any Cllr to attend an outside body meeting concerned at possible lack of background knowledge of the organisation. Cllr Dalgarno reassured that many Cllrs had established links to organisations and those with links would generally represent Council.

Mr M Holloway thanked Council for discussing school buses, he upheld his concerns for student safety walking between villages and would raise the topic again next year.

-Standing orders re-instated-

Meeting closed at 8.08pm

Chairman……..

Dated……

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