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A Meeting of ARLESEY TOWN COUNCIL held remotely via Zoom, on Tuesday 15th December 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 1 member of the public was present.

20/200 APOLOGIES FOR ABSENCE

Apologies had been received from Cllr Pang.

20/201 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)

201.1 To receive declarations of interest from councillors on items on the agenda.

Agenda Items 8.1 to 8.3 Planning Cllr Dalgarno - Cllr Dalgarno informed those present that he would continue to Chair the meeting through agenda item 8.1 to 8.3, however would not participate in any discussion or voting on items as he is a member of the Central Bedfordshire Planning Committee.

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

None Received

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

None Received

20/202 CHAIRMAN'S ANNOUNCEMENTS - For Information only – taken as read.

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

CBC Covid-19 Updates - www.centralbedfordshire.gov.uk/info/135/coronavirus including weekly figures.

London Luton Airport Consultation update – webinar information provided.

20/203 BEDFORDSHIRE POLICE –

Members received: Crime figures November 2020.

20/204 PUBLIC PARTICIPATION – Standing Orders were suspended at this point and re-instated before proceeding to the next agenda item –

R Watson informed Council of his attendance at the Local Plan Examination.

20/205 MINUTES OF PREVIOUS MEETING

To consider and approve the minutes of the Town Council meeting held on 17th November 2020 as a true record of proceedings.

RESOLVED: that the Minutes of the Town Council Meeting held on 17th November 2020 to be approved and signed by the Chairman as a true record of proceedings.

20/206 REPORTS FROM CENTRAL BEDFORDSHIRE COUNCIL REPRESENTATIVES

To receive reports from Ward Councillors.

Cllr Wenham advised that he had been elected leader of the Conservative Group and will become leader of Central Bedfordshire Council on 14th January 2021.

Cllr Shelvey advised that:

- Budget discussions were taking place at Central Bedfordshire Council and that due to Covid-19 it is likely that Council Tax will increase.
- Covid rates were increasing in Central Bedfordshire with more cases being reported in schools, resulting in class or year groups being sent home and one local school closing.

20/207 PLANNING APPLICATIONS & ISSUES please see <http://plantech.centralbedfordshire.gov.uk/> for full information.

207.1 CB/20/04431/FULL: 82-84 Stotfold Road, Arlesey, SG15 6XR

Proposal: Front Porch

Respond by: 1st January 2021

No comment deemed necessary.

207.2 CB/20/04137/FULL: 1 West Drive, Arlesey, SG15 6RW

Proposal: Change of use of the main house from a care home (Use Class C2) to a supported living house (Use Class C3b)

Respond by: 17th December 2020

No comment deemed necessary.

207.3 CB/20/04176/FULL: 237A High Street, Arlesey, SG15 6SZ

Proposal: Single Storey front extension and part single storey rear extension to replace existing conservatory.

Respond by: 16th December 2020

No comment deemed necessary.

207.4 Planning Applications Refused/Granted – Members acknowledged decisions on applications as of 10th December 2020 emailed to members and uploaded to website.

207.5 Planning Appeals – Appeal by Mr. W. Hillman

Appeal Reference- APP/90240/W/20/3260606

Site at 130 Hitchin Road, Arlesey, SG15 6SA

<http://www.gov.uk/appeal-planning-decision/comment-on-an-appeal>

No response deemed necessary.

207.6 RAF Henlow – Members received an update from Cllr Hamilton following meeting attendance.

Cllr Hamilton advised that there was resistance from surrounding villages regarding over development of the local area and concerns about extra traffic on the A507. Leisure facilities were also discussed.

20/208 FINANCE REPORTS

208.1 Income and Expenditure November 2020– For Information Only

Members acknowledged receipt of a report of year-to-date Income and Expenditure up to 30th November 2020 compared to 2020/21 budget (month 8). **No questions raised.**

208.2 Balance Sheet as at 30th November 2020- For Information Only -Members acknowledged receipt of the Balance Sheet as at 30th November 2020 (month 8).

208.3 Accounts for Payment Members to approve accounts to be paid November 2020 as emailed to Cllrs.

FOLIO	Ω	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MUTIPLE INV. TOTAL	BANK REF
Direct Debit Payments									
DD012/20-01		Rightfuel	Credit note for card fees	-1.00	-0.2	-1.20	4051/101		DECD0-01
DD012/20-02		SSE	Unmetered streetlighting 3 Nov to 1 Dec	270.96	54.19	325.15	4014/303		DECD0-02
DD012/20-03		SSE	Unmetered streetlighting 3 Nov to 1 Dec	12.72	0.63	13.35	4014/303	338.50	DECD0-03
DD012/20-04		Cawleys	Skip at Hillary Rise Oct 2020	5.17	1.03	6.20	4044/SPLIT		DECD0-04
DD012/20-05		Cawleys	Credit note for Skip Hire Hillary Rise October 2020	-5.17	-1.03	-6.20	4044/SPLIT		DECD0-05
DD012/20-06		British Gas	Electricity - ATC 09/11/20-07/12/20	60.17	3.01	63.18	4014/202		DECD0-06
DD012/20-07		Cawleys	Cemetery refuse collection - DD due 30/12/20	22.00	4.40	26.40	4017/203		DECD0-07
DD012/20-08		EON	Electricity Cemetery to 01/12/20	11.06	0.55	11.61	4014/203		DECD0-08
DD012/20-09		Antechs	IT Support and Maintenance November 2020	150.90	30.18	181.08	SPLIT		DECD0-09
DD012/20-10		UTAX	Meter Billing and Admin charge Nov 20	48.72	9.74	58.46	4024/SPLIT		DECD0-10
DD012/20-11		UTB	Bank charges 4/9/20-4/12/20	45.75	0	45.75	4051/101		DECD0-11
DD012/20-12		Cloudscape	Broadband/Internet/Hosting services DD Due 10/12/20	49.34	9.87	59.21	SPLIT		DECD0-12
DD012/20-13		Rightfuel	Diesel for ATC Van	27.6	5.52	33.12	4051/101		DECD0-13
PAID ACCOUNTS - Deposit refunds/other reimbursements.									
BACS12/20-01		J Bailey	Cloudnext Internet Hosting inv 149532	79.99	15.99	95.98	4078/101		DECBP01
BACS12/20-02		The Need Project	S137 Grant	500.00	0.00	500.00	4401/107		DECBP02
BACS12/20-03		C Winwood	Postage/mileage	4.95	0.00	4.95	SPLIT		DECBP03
BACS12/20-04		LBTKD (Kirsty Owen)	Return of hall deposit	50.00	0.00	50.00	570		DECBP04
BACS12/20-05		Kelly Rega (Judge)	Return of hall deposit	50.00	0.00	50.00	570		DECBP05
BACS12/20-06		J Bailey	Monthly zoom subscription	11.99	2.4	14.39	4027/101		DECBP06
BACS12/20-07		J Graves	Mileage	4.50	0.00	4.50	4009/101		DECBP07
ONLINE Payments Due									
12/20-01		Herts Fullstop	Copier paper and ivory paper	13.11	2.62	15.73	4023/101		DECFP01
12/20-02		Screwfix	Work Trousers	12.49	2.50	14.99	4007/101		DECFP02
12/20-03		CPM Playgrounds	Operational Report Rec + St Johns Road	200.00	40.00	240.00	4084/301		DECFP03
12/20-04		CPM Playgrounds	Reinstall part seat - outdoor gym	120.00	24.00	144.00	4043/301	384.00	DECFP04
12/20-05		Bedford Borough Council	Refuse collection 01/06/20-30/08/20	186.94	37.38	224.32	4017/201		DECFP05
12/20-06		Plantscape	Solar Powered Christmas Trees and installation	1180.00	236.00	1416.00	4077/103		DECFP06
12/20-07		Bedford Borough Council	Refuse collection 31/08/20-29/11/20	186.94	37.38	224.32	4017/201		DECFP07
12/20-08		Direc365	PAT Testing 145 items + microwave test 7/12/20	112.50	22.50	135.00	4018/SPLIT		DECFP08
12/20-09		Mazars	External audit for year ended 31 March 2020	600.00	120.00	720.00	4061/101		DECFP09
12/20-10		BATPC	New Councillor Training S Spoor and P Arkle	60.00	0.00	60.00	4008/101		DECFP10
12/20-11		Bedford Borough Council	Refuse collection 31/11/20 top 28/02/21	186.94	37.38	224.32	4017/201		DECFP11
12/20-12		PPL/PRS	PPL/PR to July 2021	262.79	52.56	315.35	4027/201		DECFP12
Cheques for payment									
Payroll Liability Payments Due									
12/20-13		HM Rev & Customs	Mth 9 PAYE	283.80	0.00	283.80	525		
		HM Rev & Customs	Mth 9 Nat. Emp'ee NI Contributions	442.87	0.00	442.87	525		
		HM Rev & Customs	Mth 9 Nat. Emp'ee NI Contributions	576.53	0.00	576.53	525		
		HM Rev & Customs	Mth 9 SMP Recovery	0.00	0.00	0.00	525		
		HM Rev & Customs	Mth 9 SMP Compensation	0.00	0.00	0.00	525	1,303.20	DECFP13
12/20-14		Beds Pension Fund	Mth 9 Emp'ee Pension Contributions	430.94	0.00	430.94	526		
		Beds Pension Fund	Mth 9 Emp'ee Pension Contributions	1743.37	0.00	1743.37	526	2,174.31	DECFP14
12/20-15		NEST Pension Scheme	Mth 9 Emp'ee Pension Contributions	30.58	0.00	30.58	526		
		NEST Pension Scheme	Mth 9 Emp'ee Pension Contributions	38.22	0.00	38.22	526	68.80	DECFP15
			Total Pension Contributions					2,243.11	
Salaries Payments Due									

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**PAYMENT OF ACCOUNTS SCHEDULE
DECEMBER 2020**

FOLIO	Ω	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MUTIPLE INV. TOTAL	BANK REF
12/20-16		J Bailey	DECEMBER Salary	Salary		Salary	4001		DECSAL.01
12/20-17		P Hector	DECEMBER Salary	Salary		Salary	4001		DECSAL.02
12/20-18		J Savoury	DECEMBER Salary	Salary		Salary	4001		DECSAL.03
12/20-19		P Legate	DECEMBER Salary	Salary		Salary	4001		DECSAL.04
12/20-20		C Winwood	DECEMBER Salary	Salary		Salary	4001		DECSAL.05
12/20-21		J Graves	DECEMBER Salary	Salary		Salary	4001		DECSAL.06
		TOTAL SALARIES	DECEMBER Salary	6,998.43		6,998.43	520		
TOTAL DECEMBER 2020 PAYMENTS				15,066.10	748.60	15,814.70			

RESOLVED: that these accounts be paid.

20/209 FINANCE & GENERAL PURPOSES MATTERS

209.1 To ratify the recommendations (Resolutions) contained within the minutes of the Finance and General Purposes Committee meeting held on 8th December 2020.

RESOLVED: that Council ratify the recommendations (Resolutions) contained within the Minutes of the Finance and General Purposes Committee meeting held on 8th December 2020.

- 209.2 **Approval of Detailed Budget 2021/22**– Members considered approval of v3 Detailed Budget 2021/22 £251,109 resulting in 0.5% decrease in Town Council element of Council Tax year 2021/2022.

RESOLVED: that the Council approve v3 detailed budget resulting in a 0.5% decrease in Town Council element of Council Tax year 2021/2022

- 209.3 **Precept Request Form 2021/22** - Members to approve submission of precept requirement form for 2021/22. **Submission deadline: 18th January 2021.**

RESOLVED: that the Council approves submission of 2021/2022 precept Requirement Form for the sum of £215,109 resulting in 0.5% decrease to town council element of Council Tax, reducing Band D charge from £121.33 2021/2022 to £120.78 2021/2022.

- 209.4 **Mid-year Review of Effectiveness of Internal Control** – Members conducted mid-year review of effectiveness of systems of internal control.

RESOLVED: that Council approve mid-year Review of Effectiveness of Internal Control and note control measures in place.

- 209.5 **New Councillor training** – Members noted Cllrs Arkle and Spoor registered for BATPC online training February 2020- £30 per delegate.

- 209.6 **Website now Live** – Members noted new website was live and advertised and that staff currently registered for training on making documents WCAG 2.1 compliant.

- 209.7 **Future projects 2020/21**- Members considered proposals for future projects for Arlesey and priority for delivery.

RESOLVED: that Council approved future projects proposals with Memorial Copse path, Chase Hill play area and Covid snake project priorities for delivery.

20/210 PUBLIC LANDS & HIGHWAYS MATTERS

No business requiring discussion

20/211 PUBLIC RELATIONS MATTERS

No business requiring discussion.

20/212 PERSONNEL MATTERS

Staff Resignation – Members acknowledged resignation and noted last working day.

20/213 PUBLIC PARTICIPATION ON ITEMS ARISING FROM THIS EVENING'S MEETING *Standing Orders will be suspended at this point and re-instated before proceeding to the next agenda item.* Residents to note names of speakers may be included in the Formal Minutes and published.

Roger Watson asked for an update on the painted rocks project. The Town Clerk advised that the rocks had been removed in advance of Remembrance Sunday and that she was in contact with the organiser to discuss a design for the permanent display.

20/214 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:

Agenda Item 16 & 17– this business relates to labour relations issues (Item 4: Annex B – Descriptions of Exempt Business/DCLG Open & Accountable Local Government).

MEMBERS OF PUBLIC/PRESS WILL BE ASKED TO LEAVE THE ZOOM MEETING – Live streaming of the meeting (if any) will be terminated.

RESOLVED: that members of the public and press be excluded 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 to be transacted.

20/215 Staff cover – Members to consider provision of cover of staff duties in short term, following resignation received, and recruitment package and specifics or contractor provision.

RESOLVED: that Council approve Town Clerk recommendation to initiate recruitment for 15 hrs per week at SCP14.

Nest Pension matched contributions up to a max of 6%. No fixed start and end time to shifts. Work to accommodate needs of Council business week by week.

Recruitment panel to consist: Cllr Dalgarno, Cllr Hamilton and Cllr Arkle and Clerk.

20/216 Amendment to staff hours – Members to consider request for amendment to staff hours.

Delegated authority to Town Clerk.

The meeting ended at 7.55pm

Chairman.....

Dated.....

