

A Meeting of ARLESEY TOWN COUNCIL be held in the Village Hall, Arlesey on Tuesday 20th July 2021 at 7.00pm.

PRESENT: Cllrs: S Hamilton (Chair)
R Wenham
P Arkle
D Shelvey
S Spoor

In attendance: Mrs J Bailey (Town Clerk), and 2 members of the public.

21/032 APOLOGIES FOR ABSENCE

Apologies had been received from Cllr Pang due to work commitments and Cllr Dalgarno due to being unwell.

21/033 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)

21/033.1 To receive declarations of interest from councillors on items on the agenda.

Agenda Item 21/039.2 – Cllr Wenham due to role held at CBC

Agenda Item 21/039.2 – Cllr Shelvey due to role held at CBC

21/033.2 To receive written requests for dispensations for disclosable pecuniary interests.
None

21/033.3 To grant any requests for dispensation as appropriate. A request for dispensation must be made on an individual basis.
None

21/034 CHAIRMAN'S ANNOUNCEMENTS- taken as read.
Go to www.centralbedfordshire.gov.uk/news/news.aspx for latest news for Central Bedfordshire.

21/034.1 All Coronavirus updates

- Flooding after the recent heavy rain.
- Armed Forces Flags flown at Council Office buildings.
- Update on 0421 road closure
- Doorstep caller incidents.
- Lily and Dixie sniff out shops' illegal tobacco and cigarettes.
- Bedfordshire PCC Announces Paid Internship Scheme.

21/034.2 London Luton Airport arrival routes airspace change
Noted

21/034.3 Police and Crime

Crime figures June 2021- Members received crime figures for June 2021

It was noted that the crime figures had increased from 17 the previous month to 24

21/035 PUBLIC PARTICIPATION *Standing Orders suspended at this point*

Mr Griffiths enquired as to the repair of a leaking tap at Stotfold road allotments.

Standing Orders re-instated.

21/036 MINUTES OF PREVIOUS MEETINGS

To consider and approve the minutes of meeting of the Town Council meeting held 15th June 2021 as a true record of proceedings.

RESOLVED that the Minutes of the meeting of the Town Council meeting held 15th June 2021 be approved and signed by the Chairman as a true recording of proceedings.

21/037 CLERK'S REPORT – Members received report from the Clerk on matters ongoing and noted the increasing need for replacement of office pc's with particular urgency around the Admin Assistant machine. Clerk and Chairman to use delegated powers to authorise replacement if needed before September meeting.

21/038 REPORTS FROM CENTRAL BEDFORDSHIRE COUNCIL REPRESENTATIVES

Ward Cllrs reported that the Town and Parish Council bulletin provided a comprehensive update for Cllrs, Clerk to circulate when received.

- 36 Safer Community Officers were now recruited

21/039 PLANNING APPLICATIONS & ISSUES

21/039.1 CB/21/02858/FULL: 3 Church Lane, Arlesey, SG15 6UL
Proposal: Single Storey front and rear extensions
Response by: 22nd July 2021

No comment deemed necessary

21/039.2 CB/21/02756/REG3: Land east of Goodwin Drive, High Street, Arlesey.
Proposal: A new signalised junction to replace approved but as yet unbuilt junction.
Response by: 21st July 2021

RESOLVED: that Council have no objection to the application.

21/039.3 Planning Appeal- Olive Tree Property Developments Ltd
Appeal reference: APP/P0240/W/21/3270327
Location: 41 House Lane, Arlesey, SG15 6XX
Application Reference: APP/P90240/W/21/3270327

No comment deemed necessary

21/039.4 Planning Appeal: J S Bloor (Northampton)Limited
Appeal Reference: APP/P0240/W/21/3275720
Location: 137 and 139 High Street, Arlesey
Application Reference: CB/20/03988/FULL

RESOLVED: that the Clerk re-submit the previous objection passed by resolution of the Council.

21/039.5 Planning Applications Refused/Granted – Members noted decisions on applications as of 15th July 2021.

21/040 FINANCE REPORTS

21/040.1 Income and Expenditure – June 2021 – For Information Only
Members acknowledged receipt of a report of year-to-date Income and Expenditure up to 30th June 2021, compared to 2021/22 budget (month 3).
No questions were raised

21/040.2 Balance Sheet as of 30th June 2021- For Information Only
Members acknowledged receipt of the Balance Sheet as of 30th June 2021 (month 3).
No questions were raised

21/040.3 **Accounts for Payment** - To approve accounts to be paid July 2021 as emailed to members prior to meeting.

FOLIO	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	BANK REF
Direct Debit Payments							
DD07/21-01	Rightfuel	Fuel for tools and ATC van due 21/06/21	22.92	4.58	27.50	4051/SPLIT	JULYDD-01
DD07/21-02	BT	ATC Office Phone line due 29/06/21	295.85	59.17	355.02	4021/101	JULYDD-02
DD07/21-03	UTB	Manual Handling charge 05/03-03/06/21	1.90	0	1.90		JULYDD-03
DD07/21-04	BT	RC Telephone line rental/charges 16/07/21	41.40	8.28	49.68	4012/205	JULYDD-04
DD07/21-05	CF Corporate	RC Photocopier lease rental due 01/08/21	145.38	29.08	174.46	4024/104	JULYDD-05
DD07/21-06	British Gas Lite	MUGA Electricity 8 June-7 July 2021	51.24	2.56	53.80	4014/202	JULYDD-06
DD07/21-07	SSE	Electricity S/Lights 02/06/21 to 01/07/21	15.78	0.78	16.56	4014/303	JULYDD-07
DD07/21-08	SSE	Electricity S/Lights 02/06/21 to 01/07/22	271.08	54.21	325.29	4014/303	JULYDD-08
DD07/21-09	Puzzle Tech (formerly Antechs)	IT Support and Maintenance July 2021	150.90	30.18	181.08	SPLIT	JULYDD-09
DD07/21-10	UTAX	Meter Billing & Admin Charges June 2021	70.57	14.11	84.68	4024/SPLIT	JULYDD-10
DD07/21-11	Cloudscape	Broadband/Internet/Hosting services DD Due	49.34	9.87	59.21	SPLIT	JULYDD-11
DD07/21-12	UTAX	Excess cover charge 03/21-06/21	4.27	0.85	5.12	4024/101	JULYDD-12
DD07/21-13	EDF Energy	Cemetery Electric 08/05/21-22/06/21	51.58	2.58	54.16	4014/203	JULYDD-13
DD07/21-14	EDF Energy	Cemetery Electric 23/06/21-07/07/21	54.97	2.75	57.72	4014/203	JULYDD-14
DD07/21-15	Cawleys	Cemetery Skip June 2021	27.25	5.45	32.70	4017/203	JULYDD-15
PAID ACCOUNTS - Deposit refunds/other reimbursements.							
BACS07/21-01	T Vardy	Deposit Return - Village Hall	50.00	0.00	50.00	570	JULYBP01
BACS07/21-02	J Bailey	Lavender plants and mileage	16.69	0.00	16.69	SPLIT	JULYBP02
BACS07/21-03	J Bailey	Moneysoft Renewal + mileage	75.45	18.75	94.20	4063/101	JULYBP03
ONLINE Payments Due							
07/21-01	AC Supply Limited	Generator repair	86.00	17.20	103.20	4043/SPLIT	JULYFP01
07/21-02	David Granger	Grass cut St Peter's 21/06/21	260.00	52.00	312.00	4040/103	JULYFP02
07/21-03	David Granger	Fortnightly grass cut, play areas, Com Centre, Cem 26/06/21	350.00	70.00	420.00	4040/SPLIT	JULYFP03
07/21-04	David Granger	Fortnightly grass cut, play areas, Com Centre, Cem 15/06/22	350.00	70.00	420.00	4040/SPLIT	JULYFP04
07/21-05	David Granger	Monthly Grass cuts, allotments, Cemetery phase 2, Hse Lane	590.00	118.00	708.00	4040/SPLIT	JULYFP05
07/21-06	David Granger	Fortnightly Grass cut Memorial, Com Centre, Play areas, Church	610.00	122.00	732.00	4040/SPLIT	JULYFP06
07/21-07	T & J Seymour Electrical	Quarterly S/Lights Maintenance April-June 21	165.00	33.00	198.00	4048/301	JULYFP07
07/21-08	Herts Fullstop	Storage boxes, Gloves, hand sanitiser	30.20	6.04	36.24	4062/101	JULYFP08
07/21-09	Greenwood Contracting	Grass Cutting Recreation Ground June 2021	200.00	40.00	240.00	4040/301	JULYFP09
07/21-10	MJ Ryall Building Supplies	Kerb edging, balast, sand, tarmac for Cemetery	158.10	31.62	189.72	4042/203	JULYFP10
07/21-11	Harrisons Electrical	Investigate CCTV Fault no playback May 2021	103.00	20.60	123.60	4301/103	JULYFP11
07/21-12	BATPC	Finance Training JB, SH JG 27/10/21	90.00	0.00	90.00	4008/101	JULYFP12
07/21-13	Bedford Borough Council	Refuse collection 1/03/21-02/05/21	59.12	11.81	70.93	4063/101	JULYFP13
07/21-14	Proludic	Shackles, bolts etc for Turnfly	51.46	10.29	61.75	4048/301	JULYFP14
07/21-15	Arlesley News	Half page b/w July Edition	72.00	0.00	72.00	4033/102	JULYFP15
07/21-16	Herts Fullstop	A4 Copier Paper	9.30	1.86	11.16	4054/101	JULYFP16
07/21-17	CBC	Allotment Rental 24/06/21 to 28/09/21	48.75	0.00	48.75	4026/101	JULYFP17
07/21-18	Mow Sure Training Ltd	Brush cutter/trimmer training - Johnnie	164.40	32.88	197.28	4008/101	JULYFP18
07/21-19	Adam Bradford	Mailbox hosting RC email addresses	60.00	0.00	60.00	4028/104	JULYFP19
07/21-20	JRB Enterprise Ltd	2000 Dog waste bags	30.89	6.18	37.07	4029/305	JULYFP20
07/21-21	T & J Seymour Electrical	A13 Stotfold Road replace with ARC 80 lantern	375.00	75.00	450.00	4075/303	JULYFP21
07/21-22	CYS Security	Annual key holding charge 01/08/21-31/07/22	300.00	60.00	360.00	4914/109	JULYFP22
Payroll Liability Payments Due							
07/21-23	HM Rev & Customs	Mth 4 PAYE	667.60	0.00	667.60	525	
	HM Rev & Customs	Mth 4 Nat. Emp'ee NI Contributions	394.20	0.00	394.20	525	
	HM Rev & Customs	Mth 4 Nat. Emp'ee NI Contributions	563.39	0.00	563.39	525	
	HM Rev & Customs	Mth 4 SMP Recovery	0.00	0.00	0.00	525	
	HM Rev & Customs	Mth 4 SMP Compensation	0.00	0.00	0.00	525	JULYFP23
07/21-24	Beds Pension Fund	Mth 4 Emp'ee Pension Contributions	350.19	0.00	350.19	526	
	Beds Pension Fund	Mth 4 Emp'ee Pension Contributions	1499.66	0.00	1499.66	526	JULYFP24
07/21-25	NEST Pension Scheme	Mth 4 Emp'ee Pension Contributions	38.45	0.00	38.45	526	
	NEST Pension Scheme	Mth 4 Emp'ee Pension Contributions	48.06	0.00	48.06	526	JULYFP25
Salaries Payments Due							
07/21-26	J Bailey	JULY Salary	Salary		Salary	4001	JULYSAL.01
07/21-27	P Hector	JULY Salary	Salary		Salary	4001	JULYSAL.02
07/21-28	J Savory	JULY Salary	Salary		Salary	4001	JULYSAL.03
07/21-29	C Winwood	JULY Salary	Salary		Salary	4001	JULYSAL.04
07/21-30	J Graves	JULY Salary	Salary		Salary	4001	JULYSAL.05
07/21-31	J Brett	JULY Salary	Salary		Salary	4001	JULYSAL.06
	TOTAL JULY SALARIES		6,709.14		6,709.14	520	
TOTAL JULY 2021 PAYMENTS			12,268.93	1,021.68	13,290.61		

RESOLVED: that these accounts be paid.

21/041 FINANCE & GENERAL PURPOSES MATTERS

- 21/041.1 **Grass Cutting Contract** – Members to consider ongoing support for St Peter's Church in respect of grass cutting contract from July 2021-2022.

RESOLVED: that Council accept the recommendation of the Clerk to continue to provide grass cutting at St Peter's Churchyard accepting the quotation received from D Granger at a cost of £300 per cut.

- 21/041.2 **Payments during August 2020 Recess** - Council to approve delegation of 2 members to verify and countersign August payments to meet contractual agreements; to be reported at next meeting.

RESOLVED: that Cllrs Hamilton and Pang be delegated to verify and countersign August salaries and bills to meet contractual agreements.

- 21/041.3 **Streetlight Electricity Contract** – Members considered end date of current contract (August 2021) and approval of new supplier.

RESOLVED: that Cllrs Pang and Hamilton are delegated to approve new contract for unmetered streetlighting electricity supply, during recess. Most competitive quote to be approved.

- 21/041.4 **Assets of Community Value** - Members considered process involved and whether to apply to list and re-list any eligible buildings/land considered as potential ACV's.

RESOLVED: that the Council support and submit, an application to re-register the Whitehorse Public House as an Asset of Community Value conducting land registry searches if required.

- 21/041.5 **Insurance Policy Schedule Review** – Members reviewed current policy schedule detail.

RESOLVED: that following review Council considered cover detailed in the insurance schedule to be sufficient – noting that new computer equipment in the office will need adding to the schedule once purchased.

- 21/041.6 **Refuse Collection Community Centre** – Members considered quotations for collection of general waste from the Community Centre.

RESOLVED: that the Council accept the Clerk recommendation to continue with the current service provider and maintain the supply and recharge of a refuse collection vessel and waste disposal to the Medical Centre at a fee of £100 +VAT per quarter.

21/042 PUBLIC LANDS & HIGHWAYS MATTERS

- 21/042.1 **Allotment Grass Cutting** - Members considered continuation of grass cutting services between plots due to current issues experienced.

Matter deferred to September meeting – Clerk to suggest amendments to policy and allotment holder handbook.

- 21/042.2 **Hedge Cutter Course Grounds Maintenance/Handy Person** – Members to consider enrolling member of staff on hedge cutter course at cost of £150+VAT.

RESOLVED: that the Council delegate powers to the Clerk to agree any training deemed necessary for staff/councillors keeping within annual budget set and report to council only if there is insufficient budget remaining.

- 21/042.3 **Street Lighting Church Lane** - Members to note CBC request to improve and adopt specific street lighting as required by traffic calming plans, in Church Lane resulting in removal from Town Council assets register.

RESOLVED: that the Council accept the proposal from Central Bedfordshire Council to take ownership streetlights A1-A16 inclusive on Church Lane following improvement works carried out at CBC expense.

- 21/042.4 **Arlesey Common** – Members considered request from resident regarding Common Rights.
Standing Orders Suspended for Mr Watson to give details to council
Standing orders re-instated

Clerk to contact CBC to determine detailed held on register of Common Lands regarding ownership of land, common rights and legal stance.

21/043 PUBLIC RELATIONS MATTERS

Social Media - Members to consider best practice for third party social media page comments.
Discussion followed.
No motion tabled

- 21/044 PERSONNEL MATTERS**- Members considered adoption of Training & Development policy.

RESOLVED: that the Council adopt the Training and Development policy and suggested review date.

21/045 PUBLIC PARTICIPATION ON ITEMS ARISING FROM THIS EVENING'S MEETING

Mr Watson made an observation that he had witnessed surveying works and traffic monitoring equipment on the Stotfold Road, near to the area that had been discussed as a potential access/egress for approx. 100 houses at the Northern end of the Masterplan.

21/046 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 items 21/047 & 21/048 – this business relates to the business or financial affairs of the council.
(Item 4: Annex B – Descriptions of Exempt Business/DCLG Open & Accountable Local Government).**

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

- 21/047 **Queens Honours 2022**** – Members considered submission of nominations.

No motion tabled

- 21/048 **7 Pre-Purchased burial plots in Cemetery**** – Members to receive an update and consider how to proceed.

An update was provided by the Clerk.

Meeting closed 8.10pm

Signed.....

Dated.....