

A Meeting of ARLESEY TOWN COUNCIL held in the Village Hall, Arlesey on Tuesday 14th December 2021 at 7.00pm.

PRESENT: Cllrs: S Hamilton (Chairman) I Dalgarno (Vice)
D Shelvey P Arkle
R Wenham S Spoor
N Stevenson (successfully co-opted agenda item 21/101.1)

In attendance: Mrs J Bailey (Town Clerk), and 1 member of the public – Neil Stevenson.

21/100 APOLOGIES FOR ABSENCE – LGA 1972 Sch 12 para 40

Apologies had been received from Cllr Pang –due to commitment with local scouting movement.

21/101 COUNCILLOR CO-OPTION (Section 21 of The Representation of The People Act 1985)

21/101.1 **Co-option to fill casual vacancy** – Members considered co-option of Neil Stevenson to fill a casual vacancy on council.

Cllrs Dalgarno, Shelvey and Wenham seconded to council by Secretary of State abstained from vote to enable Councillors who are Arlesey residents to decide on membership of the council. A vote took place by show of hands

RESOLVED that following an open vote- in accordance with LGA 1972 Sch12 para 39 - Neil Stevenson be Co-Opted as a member of Arlesey Town Council.

21/101.2 **Signing of Declaration of Acceptance of Office** – LGA 1972 s83(4) - witnessed by the Town Clerk.

Newly co-opted member Cllr Neil Stevenson signed his declaration of acceptance of office in presence of Town Clerk.

21/102 DECLARATIONS OF INTEREST AND DISPENSATIONS - Localism Act 2011 s31 and s33

(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)

21/102.1 To receive declarations of interest from councillors on items on the agenda.

Agenda item **21/108.1 CB/21/04901/OUT: Land fronting Hitchin Road, Arlesey**
Cllr Stevenson due to position held of Chairman of Arlesey Petanque who use ATFC grounds.

Agenda item **21/110.9 Bedfordshire Schools Trust**
Cllrs Dalgarno, Shelvey and Wenham due to positions held within Central Bedfordshire Council.

21/102.2 To receive written requests for dispensations for disclosable pecuniary interests.
None

21/102.3 To grant any requests for dispensation as appropriate. A request for dispensation must be made on an individual basis.
None

21/103 CHAIRMAN'S ANNOUNCEMENTS - For Information only – taken as read.
Go to www.centralbedfordshire.gov.uk/news/news.aspx for latest news for Central Bedfordshire.

21/103.1 All Coronavirus updates

- Fairness taskforce given green light at Executive.
- London Luton Airport arrival routes airspace change

21/104 PUBLIC PARTICIPATION Standing Orders will be suspended at this point and re-instated before proceeding to the next agenda item - Public Participation up to a maximum of 15 minutes.

There was no public participation.

21/105 MINUTES OF PREVIOUS MEETINGS

To consider and approve the minutes of meeting of the meeting of the Town Council held 16th November 2021 as a true record of proceedings.

RESOLVED that the Minutes of the meeting of the Town Council meeting held 16th November 2021 be approved and signed by the Chair as a true recording or proceedings.

21/106 CLERK'S REPORT – Members received report from the Clerk on matters ongoing.

21/107 REPORTS FROM CENTRAL BEDFORDSHIRE COUNCIL REPRESENTATIVES

Reports received from Ward Cllrs.

Cllr Shelvey informed members of an upcoming Town and Parish Council event focussing on the design guide open to 2 attendees of the council.

21/108 PLANNING APPLICATIONS & ISSUES

21/108.1 CB/21/04901/OUT: Land fronting Hitchin Road, Arlesey

Proposal: Outline Application: residential development of five bungalows following removal of earth bund. All matters reserved apart from access.

RESOLVED that the council OBJECT to application CB/21/04901/OUT: Land fronting Hitchin Road, Arlesey, on the following grounds:

- **Developer is in conflict of condition 2 of original application for the site as a football club.**
- **Damage of amenity to properties adjacent**
- **Multiple accesses onto a small stretch of highway**
- **Noise pollution issue resultant to removal of bund.**

21/108.2 CB/21/04965/FULL: 19 St.Peters Avenue, Arlesey, SG15 6UR

Proposal: Proposed part two storey and part single storey rear extension and single storey front extension following partial demolition of garage.

RESOLVED that council have no objection to application CB/21/04965/FULL: 19 St.Peters Avenue, Arlesey, SG15 6UR.

21/108.3 CB/21/05166/FULL: 4 Bury Mead, Arlesey, SG15 6UB

Proposal: Part single, part 2-storey rear extensions with front porch extension.

No comment deemed necessary.

21/108.4 CB/21/05249/FULL: 14 Weavers Orchard, Arlesey, SG15 6PD

Proposal: Demolition of detached double garage and erection of replacement single storey side and rear extension

No comment deemed necessary.

21/108.5 CB/21/05238/FULL: Land adjacent to 1 Bates Avenue, Arlesey, SG15 6RA

Proposal: Erection of one net-zero carbon residential dwelling, relocation of visitor parking and alterations to play area and open space approved under application CB/18/00399/RM

RESOLVED that council re-submit previous objection issued as grounds for objections raised have not been addressed within new plans submitted– loss of and damage to amenity area of site for residents.

21/108.6 Planning Applications Refused/Granted –Members noted decisions on applications as of 9th December 2021.

21/108.7 Development Management Committee meeting 15th December 2021

Application No.: CB/21/00227/FULL **Location:** Land to west of Hitchin Road, Arlesey, SG15 6RT

Proposal: Surfacing of site of 0.75 Ha. Installation of conducting media. Erection of 5m fence to yard B. Formation of access to the highway. Siting of 2 containers and installation of cement silo. Provision of surface drainage and attenuation.

RESOLVED that council submit a written response via the late sheet due to unavailability of Cllrs to attend in person to address the committee. Clerk to resubmit previous response of council issued upon initial consideration of application.

21/109 **FINANCE REPORTS**

21/109.1 **Income and Expenditure – November 2021 – For Information Only**

Members acknowledged receipt of a report of year-to-date Income and Expenditure up to 30th November 2021, compared to 2021/22 budget (month 8).

No questions raised.

21/109.2 **Balance Sheet as of 30th November 2021- For Information Only**

To acknowledge receipt of the Balance Sheet as of 30th November 2021 (month 8).

No questions raised.

21/109.3 **Accounts for Payment - To approve accounts to be paid December 2021 as emailed to members prior to meeting.**

Direct Debit Payments									
DD12/21-01	X	Rightfuel	Fuel for ATC Van due 22/11/21	22.73	4.55	27.28	4051/101		DECD01
DD12/21-02		UTAX	Meter billing/admin charge Nov 2021	85.46	17.09	102.55	SPLIT		DECD02
DD12/21-03		UTAX	Meter billing Excess usage charge	5.07	1.01	6.08	SPLIT	108.63	DECD03
DD12/21-04		SSE	Electricity S/Lights 02/11-01/12/21	2.21	0.44	2.65	4014/303		DECD04
DD12/21-05		SSE	Electricity S/Lights 02/11-01/12/21	568.39	130.11	698.50	4014/303	699.15	DECD05
DD12/21-06		Cloudscape	Broadband/Internet/Hosting services DD Due 10/12/21	33.34	6.67	40.01	SPLIT		DECD06
DD12/21-07		EDF Energy	Cemetery Electric 04/11/21-02/12/21	6.90	0.35	7.25	4014/203		DECD07
DD12/21-08		British Gas Lite	MUGA Electricity 07/11/21-07/12/21	92.47	4.62	97.09	4014/202		DECD08
DD12/21-09		Cawleys	Cemetery Skip November 2021 (1 collection)	17.75	3.55	21.30	4017/203		DECD09
DD12/21-10		Unity Trust Bank	Bank Charges 04/09/21- 04/12/21	50.70	0	50.70	4071/101		DECD10
PAID ACCOUNTS – Deposit refunds/other reimbursements.									
BACS12/21-01		C Winwood	Thermal Till Rolls	5.75	1.15	6.90	4023/104		DECBP01
BACS12/21-02		A.Cann	Hall deposit return – event 4/12/21	50.00	0.00	50.00	570		DECBP02
BACS12/21-03		N.Gifford	Hall Deposit return- event 11/12/21	50.00	0.00	50.00	570		DECBP03
BACS12/21-04		C. Winwood	Cable ties & Padlocks- MUGA & Play area	19.19	4.80	23.99	SPLIT		DECBP04
BACS12/21-05		J.Bailey	Fridge- Village Hall	92.79	23.20	115.99	4045/201		DECBP05
BACS12/21-06		C. Winwood	Mileage- banking	5.40	0.00	5.40	4009/101		DECBP06
BACS12/21-07		C. Winwood	Christmas Lights, Photo frame , cable ties	21.43	5.36	26.79	SPLIT		DECBP07
ONLINE Payments Due									
12/21-01		CPM Playgrounds	Quarterly operational playground inspection Nov 21	200.00	40.00	240.00	4084/301		DECFF01
12/21-02		Grassmats Limited	200 extra pegs for grassmats	30.00	6.00	36.00	4049/301		DECFF02
12/21-03		IAC	Internal Audit- 29/11/2021	365.75	73.15	438.90	4062/101		DECFF03
12/21-04		Puzzle Technoogy	Resource Centre maintenance & Setup	210.90	42.18	253.08	4067/104		DECFF04
12/21-05		Stotfold & Arlesey News	Half page in January issue	79.20	0.00	79.20	4033/102		DECFF05
12/21-06		David Granger	Grass cut Ast.Peters churchyard 30/11/21	300.00	60.00	360.00	4040/103		DECFF06
12/21-07		MJ Ryalls	Sand /topsoil Playing field	42.34	7.97	50.31	SPLIT		DECFF07
12/21-08		MJ Ryalls	Sharp sand/Topsoil Youthzone	42.34	7.97	50.31	SPLIT	101.62	DECFF08
12/21-09		Herts CC	Disposable Gloves	4.60	0.92	5.52	SPLIT		DECFF09
12/21-10		Herts CC	Copier paper/ A5	18.86	3.77	22.63	SPLIT	28.15	DECFF10
12/21-11		T. Seymour	A1 London Row-Replace lamp & Sleeve	495.00	99.00	594.00	4075/303		DECFF11
12/21-12		Harrisons	CCTV replacements x 2	341.89	68.38	410.27	4057/101		DECFF12
12/21-13		Roof Test Consultancy Ltd	Roof Survey	1235.00	247.00	1482.00	4037/101		DECFF13
Payroll Liability Payments Due									
12/21-14		HM Rev & Customs	Mth 9 PAYE	344.20	0.00	344.20	525		
		HM Rev & Customs	Mth 3 Nat. Emp'ee NI Contributions	354.39	0.00	354.39	525		
		HM Rev & Customs	Mth 3 Nat. Emp'ee NI Contributions	471.44	0.00	471.44	525		
		HM Rev & Customs	Mth 3 SMP Recovery	0.00	0.00	0.00	525		
12/21-15		HM Rev & Customs	Mth 3 SMP Compensation	0.00	0.00	0.00	525	1,170.03	DECFF14
		Beds Pension Fund	Mth 3 Emp'ee Pension Contributions	344.99	0.00	344.99	526		
		Beds Pension Fund	Mth 3 Emp'ee Pension Contributions	1479.98	0.00	1479.98	526	1,824.97	DECFF15
12/21-16		NEST Pension Scheme	Mth 3 Emp'ee Pension Contributions	0.00	0.00	0.00	526		
		NEST Pension Scheme	Mth 3 Emp'ee Pension Contributions	0.00	0.00	0.00	526	0.00	
			Total Pension Contributions					1,824.97	
Salaries Payments Due									
12/21-17		J.Bailey	DECEMBER Salary	Salary		Salary	4001		DECSAL.01
12/21-18		P.Hector	DECEMBER Salary	Salary		Salary	4001		DECSAL.02
12/21-19		D.Pascoe	DECEMBER Salary	Salary		Salary	4001		DECSAL.03
12/21-20		J.Savory	DECEMBER Salary	Salary		Salary	4001		DECSAL.04
12/21-21		C.Winwood	DECEMBER Salary	Salary		Salary	4001		DECSAL.05
12/21-22		J.Graves	DECEMBER Salary	Salary		Salary	4001		DECSAL.06
12/21-23		J.Brett	DECEMBER Salary	Salary		Salary	4001		DECSAL.07
			TOTAL DECEMBER SALARIES	5,899.58		5,899.58	520		
			TOTAL DECEMBER 2021 PAYMENTS	22,724.91	1,252.63	23,977.54			

RESOLVED that the accounts be paid

21/110 **FINANCE & GENERAL PURPOSES MATTERS**

21/110.1 To ratify the recommendations (Resolutions) contained within the Finance and General Purposes Committee held on 7th December 2021.

RESOLVED: that Council ratify the recommendations contained within the Minutes of the Finance and General Purposes Committee meeting held on 7th December 2021.

21/110.2 **Interim Internal Audit Report** – Members received report from IAC and consider recommendations contained within. – 2 matters already actioned via F&GP meeting 7th December 2021.

RESOLVED that council acknowledge and approve the IAC internal audit report received noting that 2 minor issues had already been addressed the Clerk via Finance & General Purposes Committee meeting held 7th December 2021.

i) **Fidelity Insurance cover** – Members to consider adequacy of current sum insured value of £500,000 As per internal audit observation.

RESOLVED that following consideration council retain existing fidelity insurance limit cover due to imminent payment of sizeable creditor invoices.

21/110.3 **Approval of Detailed Budget 2022/23**– Members considered approval of v2 Detailed Budget 2022/23 £253,576 resulting in 0.5% decrease in Town Council element of Council Tax year 2022/23.

Council discussed points raised during Finance & General Purposes Committee meeting 7th December 2021.

EMR balances and forecasts were considered including potential of movement of £30k into skatepark EMR this financial year.

Forecasted underspend in salary budget was questioned and explanation provided that, due to Assistant Clerk termination of employment November 2021 and time estimated to fill vacancy, a saving will be seen, also reduction in pool staff hours due to restrictions in place on Resource Centre services during pandemic, and revised Admin Assistant hours to cover Saturday lone working had negated need for additional expenditure on salaries, this also reduced Employers NIC and Superannuation year end forecasts.

Electricity and Gas account forecasts show an overspend in 2021/22 budget due to unanticipated level of increase in utility costs seen nationwide.

Service Charges showing figures attributed to prior financial years as an accrual, was explained.

Budget overspend for Information Technology had occurred 2021/22 due to office computer equipment upgrade, however this expense had been offset by a transfer from EMR for office Health and Safety project.

Grass cutting – this was an area that had seen a substantial overspend due to loss of previous Groundsman after budget setting process for 2021/22 had been completed Grass cutting had been carried out inhouse as part of job description previously, however this year contractors had been required not previously anticipated in budget process. Clerk informed members that an increase on this figure had been allocated for year 2022/23 as part of budget due to an existing contractor not participating in tendering to continue service upon contract end (March 2022) and anticipated invoice from CBC for percentage contribution towards verge cutting 2022/23.

Festive lighting over spend had been seen 2021/22 as lighting display had been increased, however this was offset from transfer from EMR for Festive lighting.

Budget underspends were discussed and virements/transfers to EMR's agreed for Fun Day and Elections.

Transfers from Community Projects EMR had offset overspend seen to memorial copse project and seats, bins and signs.

In general income levels 2021/22 had been greater than budgeted as caution had been exercised when forecasting anticipated income due to ongoing pandemic and uncertainty over possible continuation/reintroduction of restrictions for facility hire/use.

RESOLVED that council note information provided on budget over and underspends forecast for year end and approve detailed budget 2022/23 v2 as presented, resulting in Precept of £253,576.

- 21/110.4 **Precept Request Form 2022/23** - Members to approve submission of precept requirement form for 2022/23 in the sum of £253,576. **Submission deadline: 17th January 2022.**
- RESOLVED** that council approve submission of 2022/23 precept requirement form for the sum of £253,576 delivering a reduction of 0.5% to Town Council element of council tax reducing a Band D charge from £120.78 2021/22 to £120.24 2022/23.
- 21/110.5 **Bank Mandate amendments** – Members to approve amendments to banking mandates following change in staff.
- RESOLVED** that council approve removal of Mrs J Graves from all bank account mandates and replace with new Assistant Clerk upon appointment, with same level access and permissions as previously applied to post.
- 21/110.6 **UTB Rating** – Members considered potential risk of retaining high balances within UTB accounts as opposed to within larger banking organisations CCLA.
- RESOLVED** that council instruct Clerk to transfer funds above a total of £85K from the UTB bank accounts to Barclays (new balance will be above FSCS protection limit of £85k) whilst Teachers Building Society account is being opened, to ensure funds are in a lower risk larger organisation.
- 21/110.7 **Skatepark EMR** – Members to consider transfer of £30k into EMR for Skatepark from General funds and whether to transfer this financial year or 2022/23.
- RESOLVED** that council approve transfer of £30k from General Reserves to EMR for Skatepark this financial year.
- 21/110.8 **Standing Orders** – Members to approve amendment to adopted standing orders to update s18 (f) & (g) in line with latest Public Contracts Regulations 2015 legislation values applicable.
- RESOLVED** that this item is deferred to January 2022 meeting after clarification sought regarding reference to OJEU and document being latest model updated by NALC.
- 21/110.9 **Bedfordshire Schools Trust** –
- i) Members to consider offer of meeting attendance to appraise council on updated schools for future position and answer councillor questions.
- RESOLVED** that council await publication of CBC response in January 2022, before considering future meeting attendance invitation.
- ii) Members to receive two-tier update publication.
- Members noted update received.**
- 21/111 PUBLIC LANDS & HIGHWAYS MATTERS**
- 21/111.1 **War Memorial** - Members to consider quotation received to conduct steam cleaning and application of protective coating to war memorial.
- RESOLVED** that council approve quotation received in the sum of £1,685 from IMI to conduct steam cleaning and protective coating to War Memorial.
- 21/111.2 **Junction Lyman's Road and High Street Arlesey** – Members to consider resident communications received expressing ongoing concerns regarding dangerous parking at junction following recent traffic accident.
- RESOLVED** that the Clerk contact CBC Traffic Management Team, supporting local residents' and their concerns raised and request a review of the safety at the junction Lyman's Road and High Street, with a view to installing yellow lining to assist vision when joining High Street. Councillors and officers to meet Traffic Management representative on site and suggest lining distances.
- 21/111.3 **DEFRA Consultation amending Environmental Permitting (England & Wales) 2016 Regulations** – Members to consider response to consultation prior to deadline of 22nd December 2021.

RESOLVED that no response deemed necessary.

21/112 PUBLIC RELATIONS MATTERS

No matters requiring attention

21/113 PERSONNEL MATTERS

CILCA course – Members noted Town Clerk completion of CiLCA portfolio, submitted 25th November 2021 confirmation of outcome awaited.

21/114 PUBLIC PARTICIPATION ON ITEMS ARISING FROM THIS EVENING'S MEETING

There was no public participation.

21/115 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 21/116- this business relates to labour relations issues.

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.

21/116 Recruitment – Members considered Cllr Hamilton and Clerk recommendation for appointment to fill Assistant Clerk vacancy and approve subsequent recruitment process to begin in January to fill new vacancy created- approving all terms and conditions and employment particulars for job role.

RESOLVED that council approve appointment of Mrs C Winwood, pay scale, continuous employment, pension applicable, start date, contract terms and conditions all approved as per recommendation presented. Recruitment process to begin for Admin Support Role for 15 hours per week, pension, pay scale, and employment particulars approved as presented to council. Cllr Hamilton and Clerk delegated authority to conduct recruitment interviews and bring recommendation to council for consideration/approval.

Meeting Closed 8.12pm

Chairman.....Date.....