

A Meeting of ARLESEY TOWN COUNCIL will be held in the Village Hall, Arlesey on Tuesday 17th January 2023 at 7.00pm.

PRESENT: Cllrs: S Hamilton P Arkle
I Dalgarno R Delaney
N Stevenson D Shelvey (arrived item 22/107.2)
J Hooker R Wenham (arrived item 22/107.2)
S Spoor

In attendance: Mrs Janet Bailey (Town Clerk), Mrs Christine Winwood (Assistant Clerk) and 2 members of the public were present.

22/105 APOLOGIES FOR ABSENCE (Local Government Act 1972 Sch12 para40)

Apologies had been received from Cllrs Brown and Pang.

22/106 DECLARATIONS OF INTEREST AND DISPENSATIONS (Localism Act 2011 ss 31 & 33)

(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)

22/106.1 To receive declarations of interest from councillors on items on the agenda.

Cllr Dalgarno Agenda Item: 22/114.6 Reason: Bus user forum feeds into his portfolio therefore, he will not participate in discussion or voting.

Cllr Wenham Agenda Item: 22/114.7 Reason: Position held within CBC.

Cllr Shelvey Agenda Item: 22/114.7 Reason: Position held within CBC.

Cllr Dalgarno Agenda Item: 22/114.7 Reason: Position held within CBC.

**22/106.2 To receive written requests for dispensations for disclosable pecuniary interests.
None received.**

**22/106.3 To grant any requests for dispensation as appropriate. A request for dispensation must be made on an individual basis.
None received.**

22/107 CHAIRMAN'S ANNOUNCEMENTS- For Information only- *taken as read*.

- Central Bedfordshire Council Budget Consultation 2023.

22/107.1 Go to www.centralbedfordshire.gov.uk/news/news.aspx for latest news for Central Bedfordshire.

22/107.2 Police and Crime - Members received crime figures for December 2022.

Members noted a recent spate in catalytic converter thefts across Bedfordshire.

22/108 PUBLIC PARTICIPATION *Standing Orders will be suspended at this point and re-instated before proceeding to the next agenda item.*

Standing Orders Suspended

Cllr N Harris of Stotfold Town Council addressed members on concerns regarding the A507 underpass between Arlesey and Stotfold and its recent flooding being unacceptable. Cllr Harris offered collaboration with Arlesey Town Council to push for improved communication and urgency of effective repairs to pumps preventing further occurrence. Cllr Dalgarno informed of improved communication protocol already implemented with best academies and CBC.

Standing Orders were reinstated

22/109 MINUTES OF PREVIOUS MEETINGS

To consider and approve the minutes of the Town Council meeting held 13th December 2022 as a true record of proceedings.

RESOLVED that the Minutes of the meeting of the Town Council meeting held 13th December 2022 be approved and signed by the Chairman as a true recording or proceedings.

22/110 CLERKS REPORT – Members received a report from the Clerk on matters ongoing.

Members were further updated on village gates response and dismissal by CBC. Cllr Dalgarno to pursue with CBC officers.

Members were informed that the Community Governance Review had been recommended for approval at CBC.

22/111 REPORTS FROM CENTRAL BEDFORDSHIRE COUNCIL REPRESENTATIVES

Cllr Shelvey reported:

- Budget out for consultation recommended 0% increase on CBC element of council tax, whilst delivering increased spending on adult social care, children services and leisure centres. Last year a 0.95% increase was seen.
Reserves will be tapped into to support expenditure but unlike most authorities CBC have retained a 0% increase on its portion of council tax. Legislation allows for up to 5% increase without a referendum. Expected delivery of new housing will deliver an increase next year which contributes to controlling any potential increases required.

22/112 PLANNING APPLICATIONS & ISSUES

22/112.1 **Arlesey Town Football Club** – Members considered response to proposed upgrade of existing electronic communications radio base station for 4G and 5G EE and H3G networks.

RESOLVED : No comment deemed necessary

22/112.2 **Planning Applications Refused/Granted** – Members noted decisions on applications as of 11th January 2023 and attention was drawn to the refusal of the Vicars Inn planning application by the Development Management Committee.

22/113 FINANCE REPORTS

22/113.1 **Income and Expenditure –December 2022 – For Information Only**

To acknowledge receipt of a report of year-to-date Income and Expenditure up to 31st December 2022, compared to 2021/22 budget (month 9).

Noted

22/113.2 **Balance Sheet as of 31st December 2022- For Information Only**

To acknowledge receipt of the Balance Sheet as of 31st December 2022 (month 9).

Noted

22/113.3 **Accounts for Payment**

To acknowledge accounts to be paid January 2023 as presented.

FOLIO	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MUTIPLE INV. TOTAL	BANK REF
Direct Debit Payments								
DD001/23-01	Rightfuel	Fuel ATC VAN 07/12/22	24.77	4.95	29.72	4051/101		JANDD01
DD001/23-02	Rightfuel	Fuel ATC VAN 19/12/22	29.76	5.95	35.71	4051/101		JANDD02
DD001/23-03	BT	Line rental Dec-Feb	270.87	58.12	328.99	4021/101		JANDD03
DD001/23-04	BT	Alarm & Fax line rental-Dec	37.89	7.58	45.47	4021/101		JANDD04
DD001/23-05	BT	Alarm & Fax line rental-Jan	39.13	7.83	46.96	4021/101		JANDD05
DD001/23-06	UTB	Bank Charges 4/9/22-4/12/22	8.70	0.00	8.70	4071/101		JANDD06
DD001/23-07	UTB	Bank Charges 4/9/22-4/12/23	49.50	0.00	49.50	4071/101		JANDD07
DD001/23-08	Cloudscape	Broadband & line rental January 2023	33.34	6.67	40.01	4021/SPLIT		JANDD08
DD001/23-09	Puzzle Technology	IT maintenance & Support December 22	376.00	75.20	451.20	SPLIT		JANDD09
DD001/23-10	Rightfuel	Fuel ATC VAN 04/01/23	25.20	5.04	30.24	4051/101	95.67	JANDD10
DD001/23-11	SSE	S/Light electric supply 2/12/22 - 3/01/23	638.03	127.60	765.63	4014/303		JANDD11
DD001/23-12	SSE	S/Light electric supply 2/12/22 - 3/01/23	28.96	1.44	30.40	4014/303		JANDD12
DD001/23-13	Cawleys	Refuse Disposal x 2 - November 2022	41.29	8.26	49.55	4017/SPLIT		JANDD13
DD001/23-14	British Gaslite	MUGA Elec 7/12/22 -7/1/23	138.46	6.92	145.38			JANDD14
PAID ACCOUNTS - Deposit refunds/other reimbursements.								
BACS01/23-01	S.Palmer	Hall hire deposit refund	50.00	0.00	50.00	570		JANBP01
BACS01/23-02	R.Akhtar	Hall hire deposit refund	100.00	0.00	100.00	570		JANBP02
BACS01/23-03	T.Montgomery	Hall hire deposit refund	50.00	0.00	50.00	570		JANBP03
BACS01/23-04	CS.Chilley	Hall hire deposit refund	50.00	0.00	50.00	570		JANBP04
BACS01/23-05	C.Winwood	Reimbursement	21.18	3.00	24.18	SPLIT		JANBP05
BACS01/23-06	J.Brett	Reimbursement	21.60	0.00	21.60	4042/301		JANBP06
BACS01/23-07	E.Brown	Mileage	2.25	0.00	2.25	4009/101		JANBP07
ONLINE Payments Due								
01/23-01	Amazon	S/Steel Wire-Allotment fence	5.82	1.16	6.98	4042/205		JANFP01
01/23-02	Amazon	Steel Pegs allotment fencing	31.20	6.25	37.45	4042/205		JANFP02
01/23-03	Amazon	S/Steel Wire-Allotment fence	11.07	2.22	13.29	4042/205	57.72	JANFP03
01/23-04	M.Warr	Ryhme Time	260.00	0.00	260.00	4080/104		JANFP04
01/23-05	CBC	Allotment Rates	48.75	0.00	48.75	4013/205		JANFP05
01/23-06	CBC	Service charge 2nd payment	12928.00	0.00	12928.00	4015/201		JANFP06
01/23-07	T.Seymour	A2 Hospital Road lamp replacement	460.00	92.00	552.00	4075/303		JANFP07
01/23-08	T.Seymour	A7 Gothic Way Lamp Replacement	300.00	60.00	360.00	4075/303		JANFP08
01/23-09	T.Seymour	A1 Davis Row Lamop replacement	300.00	60.00	360.00	4075/303		JANFP09
01/23-10	T.Seymour	MUGA Floodlight Wire Replacement	97.00	19.40	116.40	4075/303		JANFP10
01/23-11	T.Seymour	Quarterly S/Light Maintenance Oct-Dec	165.00	33.00	198.00	4075/303	1586.40	JANFP11
01/23-12	Eventbrite	NALC Training JB	43.09	8.62	51.71	4008/101		JANFP12
01/23-13	Hampshire Flag	Halyard repairs	387.20	77.44	464.64	4916/109		JANFP13
01/23-14	DVLA	Vehicle Tax	290.00	0.00	290.00	4052/101	Chq	JANFP14
Payroll Liability Payments Due								
01/23-15	HM Rev & Customs	Mth 10 PAYE	906.60	0.00	906.60	525		
	HM Rev & Customs	Mth 10 Nat. Emp'ee NI Contributions	476.81	0.00	476.81	525		
	HM Rev & Customs	Mth 10 Nat. Emp'er NI Contributions	730.75	0.00	730.75	525		JANFP15
	HM Rev & Customs	Mth 10 SMP Recovery	0.00	0.00	0.00	525		
	HM Rev & Customs	Mth 10 SMP Compensation	0.00	0.00	0.00	525	2,114.16	
01/23-16	Beds Pension Fund	Mth 10 Emp'ee Pension Contributions	457.17	0.00	457.17	526		
	Beds Pension Fund	Mth 10 Emp'er Pension Contributions	2024.61	0.00	2024.61	526	2,481.78	JANFP16
01/23-17	NEST Pension Scheme	Mth 10 Emp'ee Pension Contributions	8.29	0.00	8.29	526		
	NEST Pension Scheme	Mth 10 Emp'er Pension Contributions	10.37	0.00	10.37	526	18.66	JANFP17
		Total Pension Contributions					2,500.44	
Salaries Payments Due								
01/23-18	J Bailey	January Salary	Salary		Salary	4001		JANSAL18
01/23-19	P Hector	January Salary	Salary		Salary	4001		JANSAL19
01/23-20	J.Savory	January Salary	Salary		Salary	4001		JANSAL20
01/23-21	C.Winwood	January Salary	Salary		Salary	4001		JANSAL21
01/23-22	J.Brett	January Salary	Salary		Salary	4001		JANSAL22
01/23-23	E.Brown	January Salary	Salary		Salary	4001		JANSAL23
	TOTAL January SALARIES		7,673.51		7,673.51	520		
TOTAL January 2023 PAYMENTS			29,652.17	678.65	30,330.82			

RESOLVED that the council approve these accounts and payment thereof to be made – the Chairman signed across the official payment documentation provided.

22/114 **FINANCE & GENERAL PURPOSES MATTERS**

- 22/114.1 **Approval of Detailed Budget 2023/24**– Members considered options of v3 and v4 Detailed Budget 2023/24 £253,576 resulting, respectively, in a 0% increase or a 0.5% decrease in Town Council element of Council Tax year 2023/24.

Council discussed grass cutting arrangements and the updated Mth9 figures which provided a deeper insight into the current financial situation. The projected surplus achieved at year end would reduce the amount required to be drawn on from the general reserve to subsidise the precept to deliver the decrease of 54p per Band D property.

Council considered forecasted budget for salaries and noted potential savings to be made via shift to voice over internet phones (VOIP) with the current savings achieved on photocopying arrangements and expenditure.

RESOLVED that council approve v4 detailed budget 2023/24 delivering a 0.5% reduction in the Town Council element of council tax for the fourth year running.

- 22/114.2 **Precept Request Form 2023/24** - Members to approve submission of precept requirement form for 2023/24. **Submission deadline: 19th January 2023. Power to raise a precept Local Government Finance Act 1992 s41.**

RESOLVED that council approve submission of the Precept request form, requesting the sum of £258,669 for the financial year 2023/24 which enables a 0.5% reduction in the Arlesey Town Council element of council tax subsidised through reserves as detailed in budget v4.

- 22/114.3 **Internal Auditor Engagement Letter** – Members to receive and approve internal auditor engagement letter.

RESOLVED: that members acknowledged and approved ongoing engagement of internal auditor (IAC).

- 22/114.4 **Review of Complaints Procedure** – Members reviewed Complaints Procedure.

RESOLVED that following review the amended Complaints procedure containing suggested amendments as appended to agenda, be approved and adopted.

- 22/114.5 **Grass Cutting Contract** – Members considered quotations received from contractors, to carry out yearly maintenance to Council owned grounds/open spaces. *Power to maintain burial grounds and cemeteries – Local Government Act 1972 s214(2), land for public recreation - Local Government (Miscellaneous Provisions) Act 1976, s.19 and allotments - Small Holdings Allotments Act 1908 ss 23, 26 and 42 .*

RESOLVED Financial Regulations 11h had been observed with in excess of 3 quotations being sought although only 1 was returned. Council approved continuation of DCHL contract for the financial years of 2023/24 and 2024/25 at the existing rate charged for 2022/23 and noted the positive feedback received from members of the public and St Peters Church on the quality of work and service provided by DCHL.

- 22/114.6 **Representative for Outside Body** – Members considered request for Town Council representative to participate in the Pan-Bedfordshire Bus Users' Forum.

RESOLVED that Cllrs Arkle and Spoor volunteer to be represent Arlesey Town Council on the Pan-Bedfordshire Bus Users' Forum.

- 22/114.7 **CBC Budget Consultation** – www.centralbedfordshire.gov.uk/budget - Members to consider representations as deemed appropriate: Deadline for responses 24th January 2023.

RESOLVED no comment deemed necessary.

- 22/114.8 **Anti-Fraud, Bribery & Corruption Policy Review** – Members reviewed Anti-Fraud, Bribery & Corruption Policy.

RESOLVED that following review Council approve the Anti-Fraud Bribery and Corruption Policy as appended to the agenda.

22/114.9 **Land & Property Acquisition Policy Review** – Members reviewed Land & Property Acquisition Policy.

RESOLVED that following review Council approve the Land & Property Acquisition Policy as appended to the agenda.

22/114.10 **Health Capability Procedure Policy Review** – Members reviewed Health Capability Procedure Policy.

RESOLVED that following review Council approve the Health Capability Procedure Policy as appended to the agenda.

A resolution was passed by majority vote to switch the running order of agenda items 22/114.11 and 22/114.12.

22/114.11 **Dignity at Work Policy** - Members considered approval of Draft Dignity at Work Policy.

This Members noted that this policy is intended to supersede the Bullying and Harassment Policy and forms part of the Civility and Respect Pledge.

RESOLVED that the council adopt the model Dignity at Work Policy created by NALC with Town Council name inserted as appropriate and approve that this policy replace the previous anti bullying and harassment policy.

22/114.12 **Civility & Respect** – Members considered:

i) Town Council commitment/signing up to the Civility and Respect Pledge.

RESOLVED that the council commit and sign up to the Civility and Respect Pledge.

ii) Submitting a letter to the local MP requesting MP support for Early Day Motion for Civility and Respect.

RESOLVED that the council commit to issue a letter the local MP to support the Early Day Motion Civility and Respect among local government.

22/115 **PUBLIC LANDS & HIGHWAYS MATTERS**

22/115.1 **Stotfold Road A507 Underpass** – Members considered contacting Central Bedfordshire Council to request consideration for improvements to emergency reporting/response out of hours for this issue.

Cllr Dalgarno had provided an update on the maintenance and repairs carried out to the 2 pumps installed and of the improved communications scheme between BEST Academies and CBC for reporting out of hours underpass issues.

No motion tabled.

22/115.2 **Cemetery Grants of Exclusive Rights** – Members to consider introduction of a nominal £5 admin fee for extension period of 10 years to GoER ownership following expiry of initial term purchased, providing accurate records for contacts regarding memorial safety.

No motion tabled.

22/115.3 **Arlesey Relief Road Update**- Members to receive update and clarification on:

i) Minor incident

ii) Dates on timescale

No information received to date regarding the incident or timescales. Update to be emailed to Cllrs directly when received.

22/115.4 **MUGA Floodlights** – Members to consider conversion to LED lights- costings provided - and funding application to reduce town council financial contribution requirement. *Public Health Act 1875, s.164 – England and Local Government (Miscellaneous Provisions) Act 1976, s.19.*

Deferred to next meeting due to non-receipt of quotation.

22/115.5 **Grit Bins** – Members to consider resident requests for grit bins for Thompson Road (Hampden House Estate)

Ward Cllr Dalgarno in contact with the residents requesting grit bins and CBC dealing with requests.

No motion tabled.

22/116 **PUBLIC RELATIONS MATTERS**- No matters arising.

22/117 **PERSONNEL MATTERS**- No matters arising.

22/118 **PUBLIC PARTICIPATION ON ITEMS ARISING FROM THIS EVENING'S MEETING**

There was no public participation.

Meeting Closed 8.30pm

Chairman.....

Date