



A Meeting of ARLESEY TOWN COUNCIL held in the Village Hall, Arlesey on Tuesday 20th June 2023 at 7.00pm.

PRESENT: Cllrs: P Arkle (Chair) S Hamilton
N Stevenson S Spoor
D Page T Pang arrived Agenda item 23/026

In attendance: Mrs Janet Bailey (Town Clerk), Mrs Christine Winwood (Assistant Clerk), Alice Bishop and Katie Searles CBC Flood Liaison Officers, 0 members of the public were present.

23/021 **APOLOGIES FOR ABSENCE** (*Local Government Act 1972 Sch12 para40*)

Apologies had been received from Cllr Dalgarno due to prior commitment.

23/022 **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*)

23/022.1 To receive declarations of interest from councillors on items on the agenda.

Cllr P Arkle, Agenda Item: 23/030.9 Reason: Community Larder volunteer position held.

Cllr T Pang, Agenda Item: 23/030.9 Reason: Community Larder volunteer position held.

23/022.2 To receive written requests for dispensations for disclosable pecuniary interests.
None received.

23/022.3 To grant any requests for dispensation as appropriate. A request for dispensation must be made on an individual basis.
None received.

23/023 **CHAIRMAN'S ANNOUNCEMENTS-** *For Information only- taken as read.*

- Central Bedfordshire Council takes to the roads to fix potholes.
- Two parent governors appointed to Children's Services Overview and Scrutiny Committee.
- Cheering Volunteering: A Joyous affair at the rufus Centre.

23/023.1 **Crime Figures** – Members received crime figures for May and considered Cllr Stevenson proposal to send correspondence to Police crime commissioner to request improved PCSO presence in Arlesey.

RESOLVED that Council write to PCC requesting higher profile presence in Arlesey due to quantity and severity of crimes within this small area.

23/023.2 **Resilient Together Project Outreach:** CBC's flood risk management team member Katie Searles addressed Council.

- Pix brook runs from Letchworth through Fairfield, Stotfold and up to North of Arlesey where it meets the river Hiz.
- Surface water flooding Stotfold and Arlesey causing concern.

- Community engagement through surveys currently in preparation
- Public engagement events being planned/held
- Water quality monitored– sample collecting and laboratory examinations
- River wardens volunteer group collaborates with catchment partnership – volunteers sought, no set time commitment only that which volunteers wish to give.
- Late July early August mailing due re: new website and data
- Surveys – gauging community knowledge re flooding access via QR code.

23/024 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. Members of the public wishing to address the Council should note that they must advise the Council before 12 noon on the day before the meeting both of their wish to participate and their topic. All participants are restricted to a maximum of three minutes. Residents to note: names of speakers may be included in the Formal Minutes and published.

There was no public participation.

23/025 MINUTES OF PREVIOUS MEETINGS

To consider and approve the minutes of the Town Council meeting held 16th May 2023 as a true record of proceedings.

RESOLVED that the Minutes of the meeting of the Town Council meeting held 16th May 2023 be approved and signed by the Chairman as a true recording of proceedings.

23/026 CLERKS REPORT– Members received a report from the Clerk updating on matters ongoing.

23/027 REPORTS FROM CENTRAL BEDFORDSHIRE COUNCIL REPRESENTATIVES

Members received reports from Ward Councillors.

Cllr Chillery:

- The main structure of the relief road footbridge had been installed.
- Footpath No1 The Rally – Not managed or belonging to CBC -Rights of Way or Highways
- Potholes, drains, Toucan crossing potholes and bus stop pot holes to be fixed.
- Stotfold Road new surface to crossing scheduled, length of road on watch list not in need of repair yet.
- Stotfold Road highway markings - top of Stotfold Road by Old Oak due to be corrected.
- Ramerick gardens pothole to be fixed.
- Blocked drains outside Community Centre to be unblocked (all drains routinely cleared every 3 to 4 years)
- Carters Way pothole scheduled for repair.
- Zebra crossing outside Community Centre to undergo repair to prevent flooding.
- Monthly footpath safety inspections are conducted.
- Cemetery to twin acres pavement to be cleared and made good in addition to outside football club on opposite side of road.
- Q&As from Relief Road drop-in session published and available via ATC FB and website, further drop-in session planned for an evening.
- Phase 2 relief road meeting planned in coming weeks.
- Schools for the future update to be published imminently.

Cllr Andrews

- Ward Cllrs will be holding a meeting with the PPG for Larksfield and Arlesey medical partnership.

23/028 PLANNING APPLICATIONS & ISSUES

23/028.1 **CB/23/01673/SECM: Land south of Arlesey Road Stotfold (Etonbury Park).**

Proposal: Modification of Section 106 Agreement attached to planning permission CB/21/01248/OUT. Modification relates to 1: to delete the requirement for 30% of the extra care units to be affordable and insert a new obligation requiring a financial contribution in lieu of this. 2: removal of the restriction preventing more than 50% of the dwellings (excluding Area 1 to the north of Pix Brook as identified on the plan included in the S106 Agreement) from being occupied until 100% of the extra care units are delivered. 3: amendments to Part 3 of Schedule One of the S106 from the open space to be delivered prior to occupation of 75% of the dwellings in any area to prior occupation of 75% of the units in that Area. 4: the introduction of a new clause within S106 Agreement to exclude Area 1 from the provision of Part 4 of Schedule One which currently prevent the occupation of units in area 1 as defined in the S106 Agreement until the self-build and custom housing services plots are provided.

RESOLVED that council **OBJECT** to this application on the following grounds:

- Concerns regarding the potential delay in delivery of public open space on site
- Removal of any restrictions on this developer increase negative impact already expected to the residents and community.
- Recent developments:- Red Row Astwick Rd, and Fairfield Park have experienced social housing dispersed intermittently throughout developments delivering inclusion, this should be upheld within the Arlesey Road development not altered to be segregated due to the developer intention to offload site to multiple builders.
- The care home must be included within the development and the s106 financial contribution, as previously supported by Stotfold residents and Council. The local area is in need of such a facility for this demographic.
- Delivery of open park land and community use areas should be prioritised enabling use and provision prior to completion of the development to ensure they are delivered for use by the growing community whilst development continues.
- A refusal of these amendments by planning officers is sought, the site development should proceed in accordance with the appeal that was upheld including all caveats/conditions that were applied.

23/028.2 **Planning Applications Refused/Granted** –Members noted decisions on applications as of 15th June 2023.

23/029 FINANCE REPORTS

23/029.1 **Income and Expenditure May 2023– *For Information Only* – *For Information Only***

To acknowledge receipt of a report of year-to-date Income and Expenditure up to 31st May 2023, compared to 2022/23 budget (month 2).

Noted, no questions raised.

23/029.2 **Balance Sheet as of 31st May 2023- *For Information Only***

To acknowledge receipt of the Balance Sheet as of 31st May 2023 (month 2).

Noted no questions raised.

23/029.3 **Accounts for Payment**

To acknowledge accounts to be paid June 2023 as presented.

CLLrs attention was drawn to invoices from Rialtas for accounting software and support, now under new invoicing structure method affecting total payable due to change in year chargeable, bringing in line with financial year. This brings an increase to the fees payable 2023/24 but will subsequently reduce 2024/25.

FOLIO	Ω	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.
Direct Debit Payments							
DD06/23-01		Rightfuel	Account Charge- Monthly Fee	1.08	0.22	1.30	4051/101
DD06/23-02		Rightfuel	Fuel ATC VAN 07/06/23	30.86	6.17	37.03	4051/101
DD06/23-03		EDF	Cemetery Electric -May	1.86	0.10	1.96	4014/203
DD06/23-04		Cloudscape	Broadband/Internet hosting due 12/6/23	33.34	6.67	40.01	SPLIT
DD06/23-05		Puzzle Technology	IT Maintenance & Support	385.00	77.00	462.00	SPLIT
DD06/23-06		SSE	\$/Light Elec 3/5/23-1/6/23	580.42	116.08	696.50	4014/303
DD06/23-07		SSE	\$/Light elec 3/5/23 - 1/6/23	26.75	1.33	28.08	4014/303
DD06/23-08		BT	Alarm Facilitating Line 1/6/23 -- 31/8/23	37.89	7.58	45.47	SPLIT
DD06/23-09		BT	Line Rental charges 1/4/23-31/8/23	357.09	71.41	428.50	4021/101
DD06/23-10		WAVE	Cemetery Water Supply Feb-May	11.38	0.00	11.38	4012/203
DD06/23-11		British Gas Lite	MUGA Electric 7/5/23-7/6/23	118.13	5.91	124.04	4014/202
DD06/23-12		Cawleys	Waste Disposal -May	44.58	8.92	53.50	SPLIT
DD06/23-13		UTB	Bank Charges 5/3/2023-3/6/2023	44.85	0.00	44.85	4071/101
PAID ACCOUNTS - Deposit refunds/other reimbursements.							
BACS06/23-01		C.Robinson	Hall hire deposit refund	50.00	0.00	50.00	570
ONLINE Payments Due							
06/23-01	X	Amazon	Anti-Climb paint signs	3.96	2.00	11.96	4045/202
06/23-02		M.Warr	Rhyme Time April-May	120.00	0.00	120.00	4080/104
06/23-03		Zurich Municipal	Annual Insurance due prior to 18/07/2023	3856.26	462.75	4319.01	4025/SPLIT
06/23-04		BATPC	New Cllr Induction	35.00	0.00	35.00	4008/101
06/23-05		SLCC	Level 4 year 2 payment	2775.00	0.00	2775.00	4008/101
06/23-06		IAC	Year end 2022-23 audit	280.25	56.05	336.30	4062/101
06/23-07		Metta Media	Year End RIALTAS processing	440.00	88.00	528.00	4037/101
06/23-08		Herts Fullstop	Punch Pockets	4.78	0.36	5.74	4023/101
06/23-09		CBC	Service Charge Nov22- Mar 2023	10154.00	0.00	10154.00	4015/201
06/23-10		Amazon	Long handled paintbrush	5.21	1.04	6.25	4045/SPLIT
06/23-11		Amazon	Gazebo	43.31	8.67	51.98	4045/101
06/23-12		Amazon	Padlock- Allotments	9.97	2.00	11.97	4045/205
06/23-13		Amazon	Corkboard - Allotments notice boards	19.98	3.99	23.97	4047/205
06/23-14		Greenwood Contracting	Rec grasscutting- May x 3 cuts	315.00	63.00	378.00	4040/301
06/23-15		Greenline Medical Services Ltd	Medical cover for Coronation Party in the park	200.00	40.00	240.00	4232/102
06/23-16		DCHL Services	Grasscutting- June	1900.00	0.00	1900.00	4040/SPLIT
06/23-17		TJ Seymour	A1 Jubilee Lantern replacement	300.00	60.00	360.00	4075/101
06/23-18		RBS Rialtas	Annual Cemetery IT Support & Maintenance	400.26	80.05	480.31	4065/101
06/23-19		RBS Rialtas	Annual Accounting IT Support & Maintenance	611.80	122.36	734.16	4063/101
Payroll Liability Payments Due							
06/23-20		HM Rev & Curranr	Mth 3 PAYE	910.20	0.00	910.20	525
		HM Rev & Curranr	Mth 3 Nat. Emp'ee NI Contributions	456.31	0.00	456.31	525
		HM Rev & Curranr	Mth 3 Nat. Emp'or NI Contributions	704.27	0.00	704.27	525
		HM Rev & Curranr	Mth 3 SMP Recovery	0.00	0.00	0.00	525
		HM Rev & Curranr	Mth 3 SMP Compensation	0.00	0.00	0.00	525
06/23/21		Bedr Penrian Fund	Mth 3 Emp'ee Penrian Contributions	448.69	0.00	448.69	526
		Bedr Penrian Fund	Mth 3 Emp'or Penrian Contributions	1984.58	0.00	1984.58	526
06/23/22		NEST Penrian Scheme	Mth 3 Emp'ee Penrian Contributions	5.18	0.00	5.18	526
		NEST Penrian Scheme	Mth 3 Emp'or Penrian Contributions	6.47	0.00	6.47	526
			Total Pension Contributions				
Salaries Payments Due							
06/23-23		J Bailey	June Salary	Salary		Salary	4001
06/23-24		P Hector	June Salary	Salary		Salary	4001
06/23-25		J.Savory	June Salary	Salary		Salary	4001
06/23-26		C.Winwood	June Salary	Salary		Salary	4001
06/23-27		J.Brett	June Salary	Salary		Salary	4001
06/23-28		E.Brown	June Salary	Salary		Salary	4001
		TOTAL JUNE SALARIES		7,455.25			520
TOTAL June 2023 PAYMENTS				35,174.96	1,292.26	29,011.97	

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

23/030 FINANCE & GENERAL PURPOSES MATTERS

- 23/030.1 Internal Auditors Report-** (In support of Page 3 of Annual Return) – Members to acknowledge receipt, note report content, consider recommendations. and approve as provided at meeting.

RESOLVED that Council acknowledge and approve the Internal Audit Report provided by Kevin Rose of IAC noting that no observations were raised and acknowledging councils continued achievement of this.

- 23/030.2 Unaudited Annual Governance Statement (Section 1) -** Members to consider Clerk's briefing/recommendation as to a response to each of the Governance Statements contained within Section 1 of the unaudited Annual Governance & Accountability Return.

RESOLVED that the Council approve YES responses to Annual Governance Statements numbered 1 to 8, and a N/A response to statement 9.

- 23/030.3 Unaudited Accounting Statements (Section 2) year ended 31st March 2023–** Council to consider and approve together with 'Notes to External Auditor' providing Explanation of Significant Variances, Bank Reconciliation and Explanation of Differences between boxes 7 and 8, as required by Mazars.

RESOLVED that Council approve Unaudited Accounting Statements Section 2 of Annual Governance & Accountability return year ended 31st March 2023 as shown above, together with supporting "Notes to External Auditor".

- 23/030.4 External Audit -** Members to approve preferred option for amending errors found by External Auditor:

- i) Auditor to return form to Clerk to correct – charge for this option
- ii) Accepting a qualification of Auditor opinion at AGAR Section 3 - no charge.

RESOLVED that Members approve option i – to accept a charge to enable corrections to be made should they be required by Mazars.

- 23/030.5 Notice of Exercise of Public Rights -** Members acknowledged and approved commencement of statutory 30day period from Thursday 22nd June 2023 through to Wednesday 2nd August 2023 and that publication onto the Town Council website will occur on 21st June 2023.

RESOLVED that Council approve dates provided for 30 day of Notice of Exercise of Public Rights from Thursday 22nd June 2023 through to Wednesday 2nd August 2023 and agreed to abide by the yearly schedule.

- 23/030.6 Internal Audit Quotation -** Members to consider IAC Internal Audit quotation dated 15th February 2023 with 5% discount on fee of £790.00 + VAT per year on appointment for minimum of 3 years.

RESOLVED that council approve the quotation received from IAC and commit to a 3year contract period attracting a 5% reduction of the overall fee of £790.00 + VAT per year.

- 23/030.7 Resource Centre Photocopier Return-** Members to note cost of Resource Centre photocopier return following termination of contract with UTAX. Cost to include Media cleanse and Data Deletion and collection of device -£250.00

RESOLVED that council approve the uplift and return cost of £250.00 to remove the photocopier following termination of contract and replace with alternative to be sourced via

current IT provider – quotation to be presented to council for approval in accordance with financial regulations.

23/030.8 **Action Plan** – Members to consider Action Plan 2023/24.

RESOLVED that council approve and adopt the Action Plan 2023/24 as presented.

23/030.9 **Review of S137 Expenditure under s137 Local Government Act 1972** – Members reviewed expenditure incurred 2022/2023

Members noted expenditure 2022/23 being within the constraints of legal permitted limits per elector.

23/030.10 **Insurance Policy schedule review and approval 2023/2024** – Members to conduct insurance policy schedule review and renewal to be conducted prior to end of current contract end date 17th July 2024

RESOLVED that following review council approve content, sums incorporated/covered to rebuild and asset sum insured as sufficient and meeting the needs of the council.

23/030.11 **Model Publication Scheme** – Members to review and adopt updated Publication Scheme.

RESOLVED that following review, council adopt the updated Model Publication Scheme.

23/030.12 **Standing Orders**- Members to review adopted Standing Orders.

RESOLVED that following review, council adopt the updated Standing Orders based.

23/030.13 **Committees**-Members to consider:

- (i) Committee Terms of reference: Finance & General Purpose
- (ii) Personnel
- (iii) Appeals

RESOLVED that council approve en bloc the Terms of reference for the Finance & General Purposes Committee, Personnel committee and Appeals committee.

23/030.14 **Amendment to meeting day**- Members considered a shift from first Tuesday to first Wednesday every quarter as per amended schedule.

RESOLVED that council retain Tuesdays as meeting days for committees – Finance & General Purposes to hold initial meeting in Starting July then September and quarterly thereafter.

Cllr Pang left meeting.

23/030.15 **Arlesey Town Council strategy documents**- Members reviewed the Town Council Strategy formal adoption of Arlesey Town Council Strategy Documents including:

- (i) Appendix A (Community Engagement Strategy)
- (ii) Appendix B (Press and Media Policy.)

RESOLVED that the council adopt the strategy as presented incorporating Appendices A and B.

23/030.16 **Biodiversity and Environmental Policy/strategy**- Members considered adoption of Biodiversity and Environmental Policy.

RESOLVED that council adopt the policy as presented and review as necessary.

23/030.17 **Data Protection Policy**-Members to conduct bi-annual review of Data Protection Policy.

RESOLVED that following bi-annual review, the Data Protection Policy is adopted as presented.

23/030.18 **Review of Delegations** – Members to review and approve delegations in place for Town Clerk.

RESOLVED that following review council maintain and adopt delegations in place for Town Clerk as presented.

23/031 PUBLIC LANDS & HIGHWAYS MATTERS.

23/031.1 **Allotment Holders Handbook**- Members to consider approval of new style handbook and amendments to contents therein.

RESOLVED that council approve and adopt the updated allotment holder handbook, with a copy to be issued to all existing and future tenants.

23/031.2 **Allotment Sites**-Members to receive and consider proposal from Cllr Arkle

Deferred to July.

23/031.3 **War Memorial Centenary**- Members to consider resident request to host remembrance event and Councils financial support thereof.

RESOLVED that council approve use of remaining Coronation EMR funds to a maximum of £1,535 for use to commemorate the installation of the war memorial. Cllr Stevenson delegated to source scaffolding quotes to repair memorial soldier's ear. Cllr Arkle to read roll of honour during ceremony, and permission granted to volunteers to re-paint the memorial step with materials and equipment provided by council.

23/031.4 **Queens Memorial Raised Bed**- Members considered quote received for implementation of raised flower memorial bed and funding opportunities from BRCC Green Infrastructure Fund, Ward Councillor Grant and CBC Highways improvement Scheme.

RESOLVED that council approve in principle with additional quotations to be sought in line with Financial Regulations, approving grant funding requests and highways permission to be sought to a max project cost of £13k.

23/031.5 **Tree Planting Grant**- Members to consider additional application for trees/hedgerow under CBC tree planting Grant, previously used.

RESOLVED that council approve a funding application for larger, more mature trees and hedgerow plants to rebuild biodiversity project previously carried out at the Recreation Ground.

23/031.6 **Summer Express 2023**-Members considered summer schedule provided by Grand Union Housing Group as per minute ref. 22/159.2

RESOLVED that council approve the schedule as presented by Nicola King, funded by the approved sum in minute 22/159.2 of £2,500. Using balances available from EMR community projects.

23/032 PUBLIC RELATIONS MATTERS- No matters arising.

23/033 PERSONNEL MATTERS- No matters arising.

23/034 PUBLIC PARTICIPATION ON ITEMS ARISING FROM THIS EVENING'S MEETING

There was no public participation.

23/035 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 this business relates.

**23/036 - 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.

23/036 Senior Officer Pay Review- Members to consider current arrangement and proposal following review of Job Description.

RESOLVED that council approve the amendment of payment method to fixed monthly payment for staff working 35hours or more each week, calculated by multiplying hourly rate, by hours worked per week for 52 weeks of the year and dividing by 12 to begin April 2024. Uplift in pay scale for Town Clerk approved as per proposal, backdated to April 2023 with additional increase applicable upon completion of Community Governance Level 4 qualification (October 27th 2023).

Date of next meeting: meeting of the Town Council 18th July 2023.

Signed as a true record by Chairman.....

Date