



Scan for Agenda & Attachments

MINUTES of a Meeting of ARLESEY TOWN COUNCIL held in the Village Hall, Arlesey on Tuesday 17th December 2024 at 7.00pm.

PRESENT: Cllrs: P Arkle (Chair) N Stevenson
S Hamilton D Page
S Spoor

In attendance: Mrs J Bailey (Town Clerk), Mrs C Winwood (Assistant Clerk) and 4 members of the public were present.

24/116 APOLOGIES FOR ABSENCE (*Local Government Act 1972 Sch12 para40*)

Apologies had been received from Cllr Hooker.

24/117 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)

24/117.1 To receive declarations of interest from councillors on items on the agenda.

Cllr Arkle Agenda item:24/124.2

Cllr Arkle is a resident of Lewis Lane.

Cllr Arkle Agenda item: 24/128.1

Cllr Arkle had regularly volunteered for the Community Larder.

24/117.2 To receive written requests for dispensations for disclosable pecuniary interests.

None received.

24/117.3 To grant any requests for dispensation as appropriate. A request for dispensation must be made on an individual basis.

None received.

24/118 CHAIRMAN'S ANNOUNCEMENTS- *For Information only– taken as read.*

- Additional projects confirmed for Central Bedfordshire communities
- New Wholtime Fire fighters celebrate their Pass-Out Parade.
- Second summit on co-ordinated flood defence for Central Bedfordshire

24/119 Police and Crime- Members received Crime Figures for November 2024 showing 17 crimes which was less than the same time over the past 2 years.

24/120 PUBLIC PARTICIPATION

****Standing Orders Suspended*.***

There was no public participation.

****Standing Orders Re-instated*.***

24/121 MINUTES OF PREVIOUS MEETINGS – (*Local Government Act 1972 Sch12 para 41(1) & 41(2)*)

To consider and approve the minutes of the meeting of the Town Council held 19th November 2024 as a true record of proceedings.

RESOLVED that the Minutes of the Meeting of the Town Council held on 19th November 2024 be approved and signed by the Chairman as a true recording of proceedings.

24/122 CLERKS REPORT– Members received a report from the Clerk on matters ongoing.

24/123 REPORTS FROM CENTRAL BEDFORDSHIRE COUNCIL REPRESENTATIVES

To receive reports from Ward Councillors.

Cllr Nick Andrews:

- Transport meeting scheduled for 20th January 2pm at Etonbury Academy representatives from Arlesey Town Council (ATC) requested.
- Cllr Stevenson and Ward Cllr Andrews had attended a youth activity partnership meeting with Grand Union Housing Group (GUHG) Children's Society – taken over from Groundworks – Fairfield Parish and Stotfold Town councils. More access to Youth Centre requested for the local community. Pod Casting facility present sports facilities etc. Opening to wider community could improve facilities for residents. Potential for a community hub. ATC could get involved and approach CBC to discuss consideration. Provision short fall identified for 8-12yr olds. GUHG interested in running youth club again.
- Budget setting 12 million reserves used last year, reserves now dwindling.
- 2 Tier schooling programme stalled due to funding. Almost established already as children attend lower school and then Etonbury or Pix Brook Academy which are established Secondary level schools.

24/124 PLANNING APPLICATIONS & ISSUES

24/124.1 CB/24/02164/FULL: Ground floor of 3 High Street, Arlesey SG15 6RA

Proposal: Change of use from a betting shop (sui generis) to a café/restaurant(b), installation of a new commercial kitchen extraction system with ventilation ducting at the rear and associated works

Amendment: Revised floor plans and elevations 29.11.2024

No motion tabled.

24/124.2 CB/24/01029/RM: Land at Lewis Lane, Lewis Lane, Arlesey SG15 6FB

Proposal: Reserved Matters: following Outline Application CB/19/00201/OUT Variation (Outline application for up to 80 dwellings. Matters to be considered: Access.) Submission of Reserves Matters for 71 dwellings and associated ancillary works, pursuant to Outline Planning permission CB/19/00201/OUT and the discharge of outline conditions 7,14,15,16,17,18 and 21.

- **Amendment:** Alteration to parking, turning and vehicular areas- other plans amended to reflect changes.
- **Alteration to landscape plan-** including alteration to Landscape Management and Maintenance plan.

Cllr Stevenson chaired this item due to interest declared by Cllr Arkle.

RESOLVED that council don't consider that surface water drainage proposals within the application are in the interests of the residents between Cluny Way and Rose Cottages and reiterate the previous concerns raised regarding drain requirement between Cluny Way and Rose Cottages in an email sent to CBC planning Department dated 24 July 2024 which stated "Sewer/drainage outlet connection is identified running from Rose Cottages to Cluny Way – installation for which will cause severe disruption to High Street – and the pumping and adequacy of the connection raised concerns with request for Planning Officers to investigate suitability, further."

24/124.3 CB/24/03500/FULL: 44 Chase Close, Arlesey, SG15 6UU

Proposal: Apply off-white external sand cement render to the four external elevations of the house to match the recently consented rear extension.

RESOLVED that council has no objections to application CB/24/03500/FULL: 44 Chase Close, Arlesey, SG15 6UU.

24/124.4 CB/24/03569/FULL: 24 House Lane, Arlesey, SG15 6XU

Proposal: Front Porch Extension.

RESOLVED that council has no objection to application CB/24/03569/FULL: 24 House Lane, Arlesey, SG15 6XU.

24/124.5 **Planning Applications Refused/Granted**– Members noted decisions on applications as at 12th December 2024.

24/125 **FINANCE REPORTS** (*Local Government Act 1972, section 151*)

24/125.1 **Income and Expenditure November 2024– For Information Only – For Information Only**

To acknowledge receipt of an interim report of year-to-date Income and Expenditure up to 30th November 2024 compared to 2023/24 budget (month 8).

No questions raised.

24/125.2 **Expenditure Overview** – Members were advised of existing budget overspends and predicted overspends.

RESOLVED that council approve the budget overspends to date and those predicted for the remaining financial year as presented:

		Actual Last Year	Actual Year To Date	Current Annual Budget	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	Expenditure after EMR Transfer
Administration Centre 101										
	4045 Equipment & Small Tools	95	3,572	150	-3,422		-3,422	2381.60%	-3048	524
	4053 Vehicle Insurance	574	629	625	-4		-4	100.60%		
	4065 Cemetery Software Support	400	580	440	-140		-140	131.80%		
Local Democracy 102										
	4033 Newsletter	321	398	330	-68		-68	120.70%		
Town Centre 103										
	4045 Equipment & Small Tools	4,957	1,920	90	-1,830		-1,830	2133.70%	-1704	216
	4047 Seats, Bins and signs	33	538	350	-188		-188	153.70%		
	4301 CCTV Maintenance	140	1,316	575	-741		-741	228.90%		
Resource Centre 104										
	4021 Telephone & Fax line for alarm	272	396	195	-201		-201	203.30%		
Capital & Projects 109										
	4909 Lawn Mower Upgrade	0	685	300	-385		-385	228.30%		
Village Hall 201										
	4027 Fees & Licences	300	432	300	-132		-132	143.90%		
MUGA 202										
	4045 Equipment & Small Tools	640	519	200	-319		-319	259.60%	-487	32
Cemetery 203										
	4017 Refuse Disposal	392	431	420	-11		-11	102.60%		
	4045 Equipment & Small Tools	69	1,213	110	-1,103		-1,103	1103.00%	-1067	146
Playing Fields 301										
	4040 Grass Cutting	1,575	3,895	2,500	-1,395		-1,395	155.80%		
	4043 Equipment Maintenance	0	559	75	-484		-484	745.90%		
	4045 Equipment & Small Tools	11	124	50	-74		-74	248.10%	-120	4
	4048 Play Area Maintenance	251	1,305	1,300	-5		-5	100.40%		

24/125.3 **Balance Sheet as of 30th November 2024- For Information Only**

To acknowledge receipt of the interim Balance Sheet as of 30th November 2024 (month 8).

No questions raised.

24/125.4 **Accounts for Payment** – To approve accounts to be paid December 2024 as presented.

FOLIO	Ω	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.
Direct Debit Payments							
DD12/24-01		Rightfuel	Fuel for ATC Van DD due 9/12/24 & Monthly fee	31.40	6.28	37.68	4051/101
DD12/24-02		Edf	Cem-Elec -November	16.81	0.84	17.65	4014/203
DD12/24-03	X	Edf	Cem Elec - October	17.41	0.87	18.28	4014/203
DD12/24-04	X	UTB	Charges- Oct	17.40	0.00	17.40	4071/101
DD12/24-05		UTB	Charges-Nov	16.65	0.00	16.65	4071/101
DD12/24-06		Cloudscape	B/Band Nov DD due 12/12/24	33.34	6.67	40.01	4028/SPLIT
DD12/24-07		BritishGaslite	MUGA Elec - November	137.78	6.89	144.67	4014/202
DD12/24-08		Puzzle Technology	Monthly IT support/Datto/back up	341.50	68.30	409.80	SPLIT
DD12/24-09	X	Wave	MUGA Water- 6th Aug- 5th Nov	49.63	0.00	49.63	4012/202
DD12/24-10	X	Wave	SR Water- 69th Aug- 5th Nov	17.56	0.00	17.56	4012/205
DD12/24-11		BT	TC Phone bill Sept-Dec	358.66	71.73	430.39	4021/101
DD12/24-12		Cawleys	Refuse Disposal - Nov x 2	48.64	9.73	58.37	4017/SPLIT
PAID ACCOUNTS - Deposit refunds/other reimbursements.							
BACS12/24-01		J. Bailey	Reimbursement	5.58	1.40	6.98	4045/104
BACS12/24-02		L.Brown	Reimbursement	20.40	0.00	20.40	4022/101
BACS12/24-03		N.Gill	VH Deposit Refund-9/11/24	100.00	0.00	100.00	570
BACS12/24-04		L.Hope(Morris)	VH Deposit Refund-6/12/24	50.00	0.00	50.00	570
BACS12/24-05		C.Clarke	VH Deposit Refund-23/11/24	50.00	0.00	50.00	570
ONLINE Payments Due							
12/24-01	X	Cloud Next	Premium Hosting.gov.uk	99.99	19.99	119.98	4078/101
12/24-02		SLCC	Level 5 Qualification Fee- JB	400.00	0.00	400.00	4009/101
12/24-03		Online playgrounds	Gate spring x 1	43.00	8.60	51.60	4042/301
12/24-04		Online playgrounds	Gate spring x 1	30.00	6.00	36.00	4042/301
12/24-05		CPM Playgrounds	Playground Inspection	200.00	40.00	240.00	4084/301
12/24-06		Networld Sports	Boot Brushes replacements	87.00	17.40	104.40	4043/202
12/24-07		MJ Ryalls	Equipment for cemetery bench installation	91.41	18.28	109.69	4042/203
12/24-08		Amazon	Christmas Display backdrop	12.98	2.60	15.58	4020/101
12/24-09		BATPC	Staff E-Learning course x 5	85.00	0.00	85.00	4008/101
12/24-10		HertsFullstop	Stationary	7.65	1.53	9.18	4023/104
12/24-11	X	RBL Poppy Appeal	Wreath donation	100.00	0.00	100.00	4429/107
12/24-12		Woodberry	Bench Slats replacements	267.90	53.58	321.48	4047/301
Payroll Liability Payments Due							
121/24-13		HM Rev & Customs	Mth 9 PAYE	1094.60	0.00	1094.60	525
		HM Rev & Customs	Mth 9 Nat. Emp'ee NI Contributions	371.38	0.00	371.38	525
		HM Rev & Customs	Mth 9 Nat. Emp'er NI Contributions	857.18	0.00	857.18	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
12/24-14		Beds Pension Fund	Mth 9 Emp'ee Pension Contributions	506.98	0.00	506.98	526
		Beds Pension Fund	Mth 9 Emp'er Pension Contributions	2187.92	0.00	2187.92	526
12/24-15		NEST Pension Scheme	Mth 9 Emp'ee Pension Contributions	13.88	0.00	13.88	526
		NEST Pension Scheme	Mth 98 Emp'er Pension Contributions	17.35	0.00	17.35	526
			Total Pension Contributions				
Salaries Payments Due							
12/24-16		J Bailey	December	Salary		Salary	4001
12/24-17		P Hector	December	Salary		Salary	4001
12/24-18		J.Savory	December	Salary		Salary	4001
12/24-19		C.Winwood	December	Salary		Salary	4001
12/24-20		J.Brett	December	Salary		Salary	4001
12/24-21		E.Brown	December	Salary		Salary	4001
			TOTAL DEC SALARIES	8,392.07		8,392.07	520
TOTAL DECEMBER 2024 PAYMENTS **				16,179.05	340.69	16,519.74	

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

24/126 FINANCE & GENERAL PURPOSES MATTERS

24/126.1 **Fee Reviews** – Members reviewed fees charged for council services/use of facilities 2025/26.

RESOLVED that council approve the reviewed and amended fees enbloc for council facilities 2025/26 as presented.

24/126.2 **Draft Budget 2025/26** – Members to consider draft budget version 1 for 2025/26 and impact on precept requirement.

RESOLVED that Councillors meet with the Clerk to review the draft budget and receive an overview of the budget calculation spreadsheet used and attend an Extra Ordinary meeting 14th January to consider any amendments put forward.

24/126.3 **Grass Cutting Contract** – Members to consider quotations received for grass cutting/maintenance services at the cemetery including phase 2 and weed strimming, St Peters church, St Johns Road play area, recreation ground play area, Community Centre and allotments x2 sites.

RESOLVED that council approve Assistant Clerk recommendation to remain using the services provided by DCHL for the sum of £15,246 for 2025/26

24/126.4 **Christmas Office and Resource Centre Closure 2024** – Members considered proposed office and Resource Centre closure dates.

RESOLVED that council approve the closure dates as amended to close the office from noon on 24th December 2024 and re-open on Monday 6th January 2025 and close the Resource Centre mid-day on 24th December and re-open on Thursday 2nd January 2025.

24/126.5 **Glebe Meadows Management 2024/25** – Members to consider 2024/25 management cost estimate for Glebe Meadows Management.

RESOLVED that council approve the funding request as presented in the sum of £911.43 as per the management agreement in place and acknowledge that additional work may be required as aid out prior to year end.

24/126.6 **Etonbury Greenwheel Contribution 2025** – Members to consider contribution request for Etonbury Greenwheel 2025.

RESOLVED that council approve the funding request as presented in the sum of £1,500 for 2025/26.

24/127 PUBLIC LANDS & HIGHWAYS MATTERS.

No matters requiring attention.

24/128 PUBLIC RELATIONS MATTERS

24/128.1 **Arlesey Community Larder, Community Interest Company**– Members to consider issuing a formal letter to the Community Larder Director Mr Thomas Pang, to enquire into the rationale behind its closure.

Cllr Stevenson chaired this item as Cllr Arkle declared an interest,

RESOLVED that council request the Clerk to issue a letter to the Community Larder Director to determine the rationale behind the community support facility and to formally request copies of receipts previously requested for the £1,000 s137 funding provided by council 2022/23.

24/129 PERSONNEL MATTERS

No matters requiring attention.

24/130 PUBLIC PARTICIPATION ON ITEMS ARISING FROM THIS EVENING'S MEETING

Mr Arkle – Youth centre take over by ATC will naturally affect rent from this building which is a concern. A great deal would be needed from CBC for ATC to consider taking on the additional costs involved. Resources cost is an ongoing struggle.

Cllr Andrews commented: Lack of community activity in Arlesey, the Youth Centre could potentially provide a community café and hub facility.

Date of next meeting: Town Council 21st January 2025.

Meeting Closed: 8.15pm

Chairman.....

Date.....

DRAFT