



Scan for Agenda Attachments

MINUTES of the Annual Meeting of ARLESEY TOWN COUNCIL held in the Village Hall, Arlesey on Tuesday 20th May 2025 at 7.00pm.

PRESENT: Cllrs: P Arkle (exiting Chair) J Hooker
N Stevenson
S Spoor

In attendance: Mrs J Bailey (Town Clerk) Mrs C Winwood (Assistant Clerk) and 3 members of the public were present.

25/001 ELECTION OF MAYOR/CHAIRMAN & DEPUTY MAYOR/VICE CHAIR FOR THE ENSUING YEAR

25/001.1 Nominations for Mayor/Chairman to be considered. Elected member to sign Declaration of Acceptance of Office of Chairman.

Cllr Stevenson NOMINATED Cllr Arkle as Chair.

Cllr Spoor SECONDED the nomination.

No other nominations were received.

RESOLVED: that Cllr Arkle is elected as Chair and Town Mayor for the ensuing year.

Cllr Arkle duly signed the Declaration of Acceptance of Office in the presence of the Clerk.

25/001.2 Nominations for Deputy Mayor/Vice Chair to be considered.

Cllr Arkle NOMINATED Cllr Stevenson as Vice Chair.

Cllr Hooker SECONDED the nomination.

No other nominations were received.

RESOLVED: that Cllr Stevenson is elected as Vice Chair for the ensuing year.

25/002 APOLOGIES FOR ABSENCE (Local Government Act 1972 Sch12 para40)

Apologies had been received from Cllrs Hamilton and Burrows due to prior engagements.

25/003 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)

25/003.1 To receive declarations of interest from councillors on items on the agenda.
None received.

25/003.2 To receive written requests for dispensations for disclosable pecuniary interests.
None received.

25/003.3 To grant any requests for dispensation as appropriate. A request for dispensation must be made on an individual basis.

None received.

- 25/003.4 **Register of Interests** – Members reminded to conduct annual review of interests registered with Central Bedfordshire Council and amend if required, sending Clerk a printout of the up-to-date list recorded.

Noted

25/004 COMMITTEES FOR ENSUING YEAR AND MEMBERSHIP ELECTION

- i) Members to consider committees required for 2025/26: Personnel; Appeals and whether to reinstate Finance and General Purposes Committee.
- ii) Members to consider en-bloc election of councillors to committees for 2025/2026.
- iii) Committee Terms of Reference to be adopted. (attached)

RESOLVED to adopt Personnel and Appeals Committees for 2025/26 with membership detailed below, and keep Finance and General Purposes Committee on hold due to low number of council seats for full council.

Personnel Committee 2025/26 will comprise:

Cllr Burrows
Cllr Arkle
Cllr Hamilton
Cllr Hooker

Appeals Committee 2025/26 to comprise:

Cllr Spoor
Cllr Page
Cllr Stevenson

- iii) Committee Terms of Reference to be adopted.

RESOLVED that following review council adopt the Terms of Reference for all committees adopted for 2025/26 as presented.

25/005 ELECTION OF REPRESENTATIVES ON OUTSIDE BODIES FOR ENSUING YEAR

Members to consider en-bloc election of representation on the following outside bodies:

Glebe Meadow management Group Cllrs Stevenson and Burrows sought election

Etonbury Green Wheel Cllrs Stevenson and Burrows sought election

Bus User Forum Liaison Cllrs Arkle and Spoor sought election

Masterplan Stakeholder Committee Cllr Arkle and Stevenson sought election

Liaison Bedfordshire Police Cllrs Arkle and Burrows sought election

Emergency Response Cllrs Arkle, Hamilton and Burrows sought election

RESOLVED that council approve the above Representatives on Outside Bodies who were elected en-bloc.

25/006 FUTURE MEETINGS FOR 2025/2026

To approve 2025/2026 diary dates for Full Council and Committee Meetings.

RESOLVED that the diary dates for council and committee meetings be adopted.

25/007 ANNUAL SUBSCRIPTIONS

To approve the annual subscriptions for 2025/2026.

- i) SLCC Annual Membership £360 previous year was £348.
- ii) BATPC Annual branch membership

RESOLVED that Council approve continuation of subscriptions to BATPC and SLCC for the year 2025/2026.

25/008 CHAIRMAN'S ANNOUNCEMENTS- For Information only– taken as read.

- Your Voice matters on the former Sandye Place Academy site in Sandy.
- Ward Councillor Scheme returns from 30 April to back local projects.
- Silsoe Horticulture Centre hosts heartfelt VE Day celebration
- New woodlands named: Cope Spinney and Bidlake Spring

25/008.1 **Crime Figures** – Members received crime figures for April 2025.

Noted.

25/009 PUBLIC PARTICIPATION Standing Orders suspended at this point and re-instated before proceeding to the next agenda item .

Standing Orders Suspended

M Holloway:

- Thanked the council and Ward Cllrs for their respective parts played in delivery of the amendments to the school bus timetable and bus stop location, following his 5yrs + lobbying.

25/010 MINUTES OF PREVIOUS MEETINGS

To consider and approve the minutes of the Town Council meeting held 15th April 2025 as a true record of proceedings.

RESOLVED that the Minutes of the meeting of the Town Council held on 15th April 2025 be approved and signed by the Chairman as a true recording of proceedings.

25/011 CLERKS REPORT– Members received a report from the Clerk on matters ongoing.

Cllr Stevenson requested that West Drive was marked as ONGOING as opposed to completed as the benches are still awaiting installation by BRCC, Brownies still have to plant bulbs and rubbish still to be cleared by CBC.

25/012 REPORTS FROM CENTRAL BEDFORDSHIRE COUNCIL REPRESENTATIVES

To receive reports from Ward Councillors

No Ward Cllrs were present.

25/013 PLANNING APPLICATIONS & ISSUES

25/013.1 **Planning Applications Refused/Granted** –Members noted decisions on applications as of 15th May 2025

Noted

25/014 FINANCE REPORTS

25/014.1 **Income and Expenditure April 2025– For Information Only – For Information Only**

To acknowledge receipt of a report of year-to-date Income and Expenditure up to 30th April 2025, compared to 2024/25 budget (month 1).

Noted, no questions raised

25/014.2 **Balance Sheet as of 30th April 2025- For Information Only**

To acknowledge receipt of the Balance Sheet as of 30th April 2024 (month 1).

Noted, no questions raised.

25/014.3 Accounts for Payment

To acknowledge accounts to be paid May 2025 as presented.

FOLIO	Ω	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MUTIPLE INV. TOTAL	BANK REF
Direct Debit Payments									
DD05/25-01		Rightfuel	Monthly Fee	5.41	1.08	6.49	4051/SPLIT		MAYDD01
DD05/25-02		Rightfuel	Fuel for ATC Van 8/5/25	27.57	5.51	33.08	4051/101		MAYDD02
DD05/25-03		British Gas	Cem Elec 22/4-1/5/25	3.65	0.18	3.83	4014/203		MAYDD03
DD05/25-04		British Gas	CEM Elec 23/2/25-22/4/25	350.16	17.51	367.67	4014/203		MAYDD04
DD05/25-05		British Gas	MUGA Elec- 12/4/-12/5/25	138.72	6.94	145.66	4014/202		MAYDD05
DD05/25-06		Puzzle Technology	Monthly IT support/Datto/back up	370.50	74.10	444.60	SPLIT		MAYDD06
DD05/25-08		Cloudscape	B/Band Dec due 12/5/25	33.34	6.67	40.01	4028/SPLIT		MAYDD08
DD05/25-09		Wave	Cemetery water bill	13.09	0.00	13.09	4012/203		MAYDD09
DD05/25-10		Wave	HR Water Feb-May	91.70	0.00	91.70	4012/205		MAYDD10
DD05/25-11		UTB	Charges-April	16.95	0.00	16.95	4071/101		MAYDD11
DD05/25-12		Cawleys	Waste Disposal Apr x 2	48.64	9.73	58.37	4017/SPLIT		MAYDD12
PAID ACCOUNTS - Deposit refunds/other reimbursements.									
BACS05/25-01		J Bailey	Reimbursement	3.31	0.66	3.97	SPLIT		MAYFP01
BACS05/25-02		C Winwood	Reimbursement	56.69	11.34	68.03	4232/102		MAYFP02
BACS05/25-03		D Burrows	Reimbursement	19.47	3.89	23.36	4232/102		MAYFP03
BACS05/25-04		P Arkle	Reimbursement	114.74	7.95	122.69	SPLIT		MAYFP04
BACS05/25-05		P Blake	VH Deposit Refund- 3/5/25	50.00	0.00	50.00	570		MAYFP05
BACS05/25-06		J Burlingham	VH Deposit Refund- 17/5/26	50.00	0.00	50.00	570		MAYFP06
05/25-10		Amazon	Barrier Tape	7.07	1.41	8.48	4045/SPLIT		MAYFP10
05/25-11		Amazon	Microphones x 2	58.32	11.66	69.98	4045/103		MAYFP11
05/25-12		Amazon	Nuts & Bolts Picnic benches	29.36	5.84	35.20	4047/301		MAYFP12
05/25-13		Amazon	RC Bowl	4.92	0.98	5.90	4016/104	604.78	MAYFP13
05/25-14		Metta Media Ltd	Year End Process 2024-25	650.00	130.00	780.00	4063/101		MAYFP14
05/25-15		Filmbank Media	Film hire Licenses	219.00	43.80	262.80	4232/102		MAYFP15
05/25-16		Canopy Tree Care	Hedge reduction Rec	236.00	0.00	236.00	4042/301		MAYFP16
ONLINE Payments Due									
05/25-01		Adam Bradford	Annual mailbox hosting	95.00	0.00	95.00	4067/104		MAYFP01
05/25-02		HFC	VE Day Flags x 2	107.62	21.53	129.15	4232/102		MAYFP02
05/25-03		SLCC	Level 5 Comm Gov	3000.00	0.00	3000.00	4008/101		MAYFP03
05/25-04		Amazon	Metal Lantern	8.32	1.67	9.99	4232/102		MAYFP04
05/25-05		Amazon	Cable Ties	8.92	1.79	10.71	4045/SPLIT		MAYFP05
05/25-06		Amazon	16 & 32amp Ext.cables	35.79	7.18	42.97	4045/SPLIT		MAYFP06
05/25-07		Amazon	Hazard Tape x 3	17.65	3.54	21.19	4045/SPLIT		MAYFP07
05/25-08		Amazon	Feather flags x 2	200.00	40.00	240.00	4045/202		MAYFP08
05/25-09		Amazon	S137 purchase for Brownies	162.97	32.59	195.56	4401/107		MAYFP09

05/25-10	Amazon	Barrier Tape	7.07	1.41	8.48	4045/SPLIT		MAYFP10
05/25-11	Amazon	Microphones x 2	58.32	11.66	69.98	4045/103		MAYFP11
05/25-12	Amazon	Nuts & Bolts Picnic benches	29.36	5.84	35.20	4047/301		MAYFP12
05/25-13	Amazon	RC Bowl	4.92	0.98	5.90	4016/104	604.78	MAYFP13
05/25-14	Metta Media Ltd	Year End Process 2024-25	650.00	130.00	780.00	4063/101		MAYFP14
05/25-15	Filmbank Media	Film hire Licenses	219.00	43.80	262.80	4232/102		MAYFP15
05/25-16	Canopy Tree Care	Hedge reduction Rec	236.00	0.00	236.00	4042/301		MAYFP16
05/25-17	Ricoh	TC printer hire 1st Qrt	353.40	70.68	424.08	4024/10		MAYFP17
05/25-18	Harrisons	Replacment battery for alarm	28.98	5.80	34.78	4301/103		MAYFP18
05/25-19	MJ Ryalls	Wood & Screws Coom Garden	22.04	4.41	26.45	4917/109		MAYFP19
05/25-20	NBB	Anchor kits For benches	225.00	45.00	270.00	4047/301		MAYFP20
05/25-21	Greenwood Contracting	Rec Grass cutting Apr x 2	230.00	46.00	276.00	4040/301		MAYFP21
05/25-22	LH Engravers	Awards	102.50	20.50	123.00			MAYFP22
05/25-23	RoSPA	Annual Play area inspection Report	656.00	131.20	787.20	4084/301		MAYFP23
05/25-24	DCHL	Grasscutting May	2086.00	0.00	2086.00	4040/SPLIT		MAYFP24
05/25-25	LUSH Digital Media	Outdoor Screen Hire	2350.00	470.00	2820.00	4232/102		MAYFP25
Payroll Liability Payments Due								
5/25-26	HM Rev & Customs	Mth 2 PAYE	1253.07	0.00	1253.07	525		MAYFP26
	HM Rev & Customs	Mth 2 Nat. Emp'ee NI Contributions	396.85	0.00	396.85	525		
	HM Rev & Customs	Mth 2 Nat. Emp'er NI Contributions	1183.16	0.00	1183.16	525		
	HM Rev & Customs	Mth 2 SMP Recovery	0.00	0.00	0.00	525		
	HM Rev & Customs	Mth 2 SMP Compensation	0.00	0.00	0.00	525	2,833.08	
5/25-27	Beds Pension Fund	Mth 2 Emp'ee Pension Contributions	551.93	0.00	551.93	526		MAYFP27
	Beds Pension Fund	Mth 2 Emp'er Pension Contributions	2275.01	0.00	2275.01	526	2,826.94	
5/25-28	NEST Pension Sche	Mth 2 Emp'ee Pension Contributions	0.00	0.00	0.00	526		MAYFP28
	NEST Pension Sche	Mth 2 Emp'er Pension Contributions	0.00	0.00	0.00	526	0.00	
Total Pension Contributions							2,826.94	
Salaries Payments Due								
5/25-29	J Bailey	May	Salary		Salary	4001		MAYSAL01
5/25-30	P Hector	May	Salary		Salary	4001		MAYSAL02
5/25-31	J.Savory	May	Salary		Salary	4001		MAYSAL03
5/25-32	C.Winwood	May	Salary		Salary	4001		MAYSAL04
5/25-33	J.Brett	May	Salary		Salary	4001		MAYSAL05
TOTAL MAY SALARIES			7,622.47		7,622.47	520		
TOTAL May 2025 PAYMENTS **			25,571.29	1,241.14	26,812.43			

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

25/015 FINANCE & GENERAL PURPOSES MATTERS

25/015.1 **2025 NALC Model Financial Regulations** – Members to review and adopt NALC Model Financial Regulations updated 2025.

RESOLVED that following review of amendments made to Model Financial Regulations provided by NALC, council approve adoption of the policy as presented having amended information regarding delegated spending limits and committees.

- 25/015.2 **2025 NALC Model Standing Orders** – Members to review and adopt updated Standing Orders in line with updated Model Guidelines provided by NALC March 2025.

RESOLVED that following review, council adopt the updated Standing Orders as presented, Councillors to be fully conversant with and follow Standing Orders during all meetings.

- 25/015.3 **Annual Review of Direct Debits and Standing Orders**– In accordance with Financial Regulations, members to review and approve live direct debit and standing order payments.

RESOLVED that following review the Council approve continuation of payment of live direct debits and banking standing orders as appended to Agenda with no existing instruction requiring expiry.

- 25/015.4 **BACS Payments** – In accordance with Financial Regulation 7.10, last reviewed May 2025, members to approve continued use of BACS method of payment for suppliers/employees not paid by Direct Debit, for the year.

RESOLVED that following review the Council approve continuation of BACS method of payment for suppliers/employees not paid by direct debit.

- 25/015.5 **Bank Mandate and signatory authorisations** - Members to consider and approve bank mandate and signatories for the coming term – using 3 signature authorisation Clerk and 2 Councillors.

RESOLVED that council approve Cllrs Hamilton, Arkle, Stevenson, Clerk and Assistant Clerk as authorised bank signatories. Authorisation of payment requirements to comprise 2 Cllr signatories in conjunction with Clerk or in her absence Assistant Clerk in accordance with Financial Regulations 7.6 May 2025.

- 25/015.6 **Strategic Plan** – Members to consider Strategic Plan aims, values and objectives report to enable second part of plan creation to begin.

RESOLVED that the Clerk request for the Community Larder to be removed from the Strategic Plan aims, values and objectives, and following redaction approve the document and progression to stage 2 of the plan creation.

- 25/015.7 **Review of S137 Expenditure under s137 Local Government Act 1972** – Members reviewed expenditure incurred 2024/2025 and note £11.10 per elector limit 2025/26.

Noted.

- 25/015.8 **Code of Conduct** – Members to review and adopt Code of Conduct. Deferred till June.

- 25/015.9 **Protocol on Member Officer Relations** – Members reviewed Protocol on Member Officer Relations policy.

RESOLVED: that Council approve and adopt Protocol on Member Officer Relations Policy.

- 25/015.10 **Data Protection Impact Assessment (DPIA)** – Members to consider adoption of DPIA in accordance with Internal Auditor recommendation.

Deferred until July 2025.

- 25/015.11 **Cllr Allowances** – Members considered Clerk recommendation to continue to not adopt member allowances for the remainder of this municipal term.

RESOLVED that council approve Clerk recommendation to continue to not adopt member allowances for the remainder of this municipal term.

25/016 PUBLIC LANDS & HIGHWAYS MATTERS

25/016.1 **Community Garden Terms of Reference** – Members considered Terms of Reference applicable to the Queen Elizabeth II Community Garden to provide framework and guidance for volunteers.

RESOLVED that the council approve and adopt Terms of Reference for the Queen Elizabeth II Community Garden as presented.

25/016.2 **Assets of Community Value** – Members considered submitting applications to Central Bedfordshire Council to list the following as Assets of Community Value:

- i) The White Horse public house
- ii) Arlesey WI Hall

RESOLVED that the council support the applications for both premises to be listed as assets of community value, and instruct the Clerk to begin collating evidence required for the application to be submitted to Central Bedfordshire Council.

25/017 PUBLIC RELATIONS MATTERS- No matters requiring discussion.

25/018 PERSONNEL MATTERS – No matters requiring discussion.

25/019 PUBLIC PARTICIPATION ON ITEMS ARISING FROM THIS EVENING'S MEETING

Mr Arkle mentioned lack of support for council meetings and interest in the council or its activities. Mr Dyer congratulated the council on VE Day activities hosted and urged council to carry out more community events of that nature as they were well received.

25/020 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.

Agenda item 25/021 - 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.

25/021 Arlesey Methodist Church – Members considered proposal presented by Cllr Arkle regarding the church building.

No motion was tabled.

Date of next meeting: Town Council 17th June 2025.

Meeting closed 8.40pm

Chairman.....

Date.....