



Scan for Agenda
Attachments

MINUTES of a Meeting of ARLESEY TOWN COUNCIL held in the Village Hall, Arlesey on Tuesday 22nd July 2025 at 7.00pm.

PRESENT: Cllrs: P Arkle (Chair) N Stevenson
J Hooker S Spoor
D Burrows S Hamilton

In attendance: Mrs J Bailey (Town Clerk) and 2 members of the public were present.

25/037 APOLOGIES FOR ABSENCE (Local Government Act 1972 Sch12 para40)

Cllr D Page due to work commitments.

25/038 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)

25/038.1 To receive declarations of interest from councillors on items on the agenda.
None received.

25/038.2 To receive written requests for dispensations for disclosable pecuniary interests.
None received.

25/038.3 To grant any requests for dispensation as appropriate. A request for dispensation must be made on an individual basis.
None received.

25/039 CHAIRMAN'S ANNOUNCEMENTS- For Information only- *taken as read*.

- Impressive Leighton Leisure and Community Centre tops out.
- Have your say: Help shape the future of your local community.
- Empowering young people to take the lead on climate action
- Citizens Advice Arlesey Report 2024/2025
- Don't lose your voice- residents in Central Bedfordshire urged to look out for their voter registration details form Central Bedfordshire
- A year of impact: how the UKSPF is transforming Central Bedfordshire.

25/040 Crime Figures – Members received crime figures for June 2025.

25/041 PUBLIC PARTICIPATION

Residents to note, names of speakers may be included in the Formal Minutes and published.

****Standing Orders suspended****

There was no public participation.

****Standing Orders re-instated****

25/042 MINUTES OF PREVIOUS MEETINGS

To consider and approve the minutes of the Meeting of the Town Council held 17th June 2025 as a true record of proceedings.

24th June change in Cllr Andrews report.

RESOLVED that the Minutes of the Meeting of the Town Council held on 17th June 2025 be approved and signed by the Chairman as a true recording of proceedings with the amendment made to Cllr Andrews report changing “24th Stakeholder” to “24th June”.

25/043 CLERKS REPORT– Members received a report from the Clerk on matters ongoing.

25/044 REPORTS FROM CENTRAL BEDFORDSHIRE COUNCIL REPRESENTATIVES

To receive reports from Ward Councillors.

Ward Cllr Chillery had sent apologies as unable to attend.

Ward Cllr Andrews:

- Next meeting of Steering Group scheduled for 21st October 2025.
- ATC Cllr attendance recommended for the next CBC executive meeting to argue need for financial support for delivery of five ways junction and keeping forthcoming development S106 money within Arlesey to extend services and infrastructure.
Cllr Stevenson suggested building the five ways roundabout with dead spurs to assist speeding up the process of relief road completion.
- Changes happened to Integrated Care Board locally. 5 areas now covered Bedford, Luton Milton Keynes, Herts and West Essex, Peterborough and Cambridgeshire.

25/045 PLANNING APPLICATIONS & ISSUES

25/045.1 CB/25/02001/FULL: 4 Little Close, Arlesey, SG15 6AB

Proposal: Single storey side extension with roof lights, associated hard landscaping and construction of a detached rear garden room.

No motion tabled.

25/045.2 Planning Applications Refused/Granted –Members noted decisions on applications as at 17th July 2025.

25/046 FINANCE REPORTS

25/046.1 Income and Expenditure June 2025– For Information Only – For Information Only

To acknowledge receipt of a report of year-to-date Income and Expenditure up to 30th June 2025, compared to 2025/26 budget (month 3).

Noted.

25/046.2 Balance Sheet as of 30th June 2025- For Information Only

To acknowledge receipt of the Balance Sheet as of 30th June 2025 (month 3).

Noted.

25/046.3 Accounts for Payment

To approve accounts to be paid July 2025 as presented.

FOLIO	Ω	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.
Direct Debit Payments							
DD07/25-01		Rightfuel	Fuel for ATC Van & tools 24/6/25	35.02	7.00	42.02	4051/SPLIT
DD07/25-02		Rightfuel	Monthly Fee	5.25	1.05	6.30	4051/SPLIT
DD07/25-03		Cloudscape	B/Band Due 12/7/25	33.34	6.67	40.01	SPLIT
DD07/25-04		British Gas	CEM Elec 24/5/25-22/6/25	17.93	0.90	18.83	4014/203
DD07/25-05		British Gas	MUGA Elec- 11/6/-11/7/25	92.59	4.63	97.22	4014/202
DD07/25-06	X	UTB	Charges-Mar-May	3.60	0.00	3.60	4071/101
DD07/25-07		Puzzle Technology	Monthly IT support/Datto/back up	370.50	74.10	444.60	SPLIT
DD07/25-08		BT	RC Telephone Apr-Jun	135.82	27.16	162.98	4021/104
DD07/25-09	X	Cawleys	Waste Disposal May x 3	78.81	15.76	94.57	4017/SPLIT
DD07/25-10		Cawleys	Waste Disposal June x 2	52.54	10.51	63.05	4017/SPLIT
DD07/25-11	X	British Gas	CREDIT NOTE for inv10603966	-24.37	-1.22	-25.59	4014/203
PAID ACCOUNTS - Deposit refunds/other reimbursements.							
BACS07/25-01		C Winwood	Reimbursment	104.52	20.00	124.52	SPLIT
BACS07/25-02		J Bailey	Reimbursment	15.70	3.14	18.84	4087/103
BACS07/25-03		J. Chingan	VH Deposit Refund-21/6/25	50.00	0.00	50.00	570
BACS07/25-04		M Pateman	VH Deposit Refund-Block booking	50.00	0.00	50.00	570
BACS07/25-05		J Rayner	VH Deposit Refund-28/6/25	50.00	0.00	50.00	570
BACS07/25-06		P Virdee	VH Deposit Refund-12/7/25	100.00	0.00	100.00	570
BACS07/25-07		V Lee	VH Deposit Refund-13/7/25	50.00	0.00	50.00	570
BACS07/25-08		L Nimmo	VH Deposit Refund-19/7/26	50.00	0.00	50.00	570
ONLINE Payments Due							
07/25-01	X	IAC	Year End 2024-25 Internal audit	375.25	75.05	450.30	4062/101
07/25-02		Amazon	Cleaning products RC	5.79	1.16	6.95	4018/104
07/25-03		Amazon	TC Clock	15.48	3.10	18.58	4045/101
07/25-04		Amazon	Wall Clock TC	24.98	5.00	29.98	4045/101
07/25-05		Amazon	RC Telephone	19.94	3.99	23.93	4045/104
07/25-06		Amazon	Hacksaw blades	4.99	1.00	5.99	4045/SPLIT
07/25-07		Amazon	Anti climb paint	44.96	8.99	53.95	4045/202
07/25-08		Stotfold & Arlesey News	July edition submission	164.01	32.80	196.81	4033/102
07/25-09		CBC	Allotment Qrtly rent 2025-26	48.75	0.00	48.75	4013/205
07/25-10		MJ Ryalls	Supplies for Arlesey sign flowerbed	192.15	38.43	230.58	4087/103
07/25-11		Burleys(Plantscape)	Lamppost planters install & maintenance	4940.00	988.00	5928.00	4087/103
07/25-12		TJ Seymour	MUGA emergency lighting repair	785.00	157.00	942.00	4018/202
07/25-13		TJ Seymour	MUGA Distridution Board repair	125.00	25.00	150.00	4041/202
07/25-14		TJ Seymour	1st Qtrr S/light maintenance	165.00	33.00	198.00	4075/303
07/25-15		TJ Seymour	A7 Mill Lane Lamppost replacement	1900.00	380.00	2280.00	4075/303
07/25-16		TJ Seymour	A20 Hitchin Road lamppost replacement	1900.00	380.00	2280.00	4075/303
07/25-17		TJ Seymour	Defib Installation A20 Hitchin Road	100.00	20.00	120.00	4043/103
07/25-18		Greenwood Contracting	Weed treatment & grass cut June x2	295.00	59.00	354.00	4040/301
07/25-19		DCHL	Grass cutting June	2086.00	0.00	2086.00	4040/SPLIT
07/25-20		Defib4life	Replacement pads x 3	435.00	87.00	522.00	4043/103
07/25-21		Clear Councils	ATC Insurance 2025-2026	4459.71	0.00	4459.71	4025/SPLIT
Payroll Liability Payments Due							
7/25-22		HM Rev & Customs	Mth 4 PAYE	1291.06	0.00	1291.06	525
		HM Rev & Customs	Mth 4 Nat. Emp'ee NI Contributions	401.08	0.00	401.08	525
		HM Rev & Customs	Mth 4 Nat. Emp'er NI Contributions	1190.23	0.00	1190.23	525
		HM Rev & Customs	Mth 4 SMP Recovery	0.00	0.00	0.00	525
		HM Rev & Customs	Mth 4 SMP Compensation	0.00	0.00	0.00	525
7/25-23		Beds Pension Fund	Mth 4 Emp'ee Pension Contributions	563.83	0.00	563.83	526
		Beds Pension Fund	Mth 4 Emp'er Pension Contributions	2320.85	0.00	2320.85	526
			Total Pension Contributions				
Salaries Payments Due							
7/25-23		J Bailey	July	Salary		Salary	4001
7/25-24		P Hector	July	Salary		Salary	4001
7/25-25		J.Savory	July	Salary		Salary	4001
7/25-26		C.Winwood	July	Salary		Salary	4001
7/25-27		J.Brett	July	Salary		Salary	4001
			TOTAL JULY SALARIES	7,591.05		7,591.05	520
TOTAL July 2025 PAYMENTS **				32,740.73	2,468.22	35,184.58	

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

25/047 FINANCE & GENERAL PURPOSES MATTERS

- 25/047.1 **Payments during August 2025 Recess** - Council to approve delegation of 2 members to verify and countersign August payments to meet contractual agreements- to be reported at next meeting.

RESOLVED that council approve Cllrs Hamilton and Arkle to authorise August payments drawn up by the Clerk/RFO with expenditure reported to Council in September.

- 25/047.2 **Remembrance Day 2025** – Members considered purchase of 2x wreaths from Royal British Legion Poppy Appeal for a donation of £100 as per budget allocation 2025/2026 Wreaths to be laid at war memorial and memorial copse.

RESOLVED that Council place an order with Royal British Legion Poppy Appeal for 1 wreath to same specification as previous years and approve a complete donation in the sum of £100-

- 25/047.3 **WPS Fleet insurance-** Members to consider renewal quotation for 2025-2026 for Town Council Vehicle.

RESOLVED that council approve renewal of current provider WPS quotation in the sum of £704 due to niche policy requirements reducing providers to one who meet need for a fleet policy comprising one vehicle but multi driver cover.

- 25/047.4 **Christmas light purchase approval** - Members to consider and approve quote received to purchase of 4 new Christmas lights to extend display further throughout Arlesey.

RESOLVED that council approve in principle the purchase of 4x 12-line LED ball decorations and associated fittings for a fee of £674.80, asking the supplier to not deliver until confirmed that no further decorations will be added to the purchase order, as adding items in effect dilutes delivery cost.

- 25/047.5 **Data Protection Impact Assessment (DPIA)** – Members considered adoption of DPIA in accordance with Internal Auditor (IA) recommendation.

Communication with CCTV provider confirmed that this document is for new projects and not required for retrospective. This feedback was conveyed this to internal auditor and his response awaited.

Matter deferred until IA response received.

- 25/047.6 **Cemetery Electricity supply-** Members considered quotes received for electricity supply for cemetery as contract has now expired.

RESOLVED that the council accept recommendation to commit to contract to start Feb 2026 to secure reduced tariff.

- 25/047.7 **Strategic Plan-** Members received and considered action plan and final version of strategic plan.

RESOLVED that the council adopt the strategic plan and publish, providing direction and accountability for council and its activity.

- 25/047.8 **Bench Project Public Consultations-** Members considered attendance at public consultations.

Consultations scheduled for 29th July 7pm to 9pm, 7th August 9am to 3pm and 13th August 9am to 3pm.

RESOLVED that councillors liaise with Cllr Stephenson who will co-ordinate a timetable of Cllrs to cover consultations. Clerk to introduce another evening session to the group and create visuals and interesting display to attract engagement.

- 25/047.9 **Fiscal Management-** Council to reconsider position of retaining current account within Financial Service Compensation Scheme limit of £85,000.

RESOLVED that council accept the proposal to quash retention of the current account balance at under the FSCS protection limits. Members acknowledged that the current account balance

decreases monthly and the time taken to source additional institutions that offer council accounts, setting them up and moving money is resource consuming.

25/047.10 **Newsletter**- Members considered re-instigation of Arlesey Town Council newsletter.

Deferred to a later meeting.

25/047.11 **Training and Development Policy** -Members reviewed the Training & Development policy.

RESOLVED that council approve the policy as presented.

25/048 PUBLIC LANDS & HIGHWAYS MATTERS

25/048.1 **ROSPA report** – Members received a summary of issues highlighted during RoSPA inspection 2025.

Noted

25/048.2 **MUGA availability over the summer**- Members considered open access to the MUGA courts during the summer months.

RESOLVED that council approve for the MUGA gates to be unlocked for the duration of the summer holidays to allow free access for all.

25/049 PUBLIC RELATIONS MATTERS- No matters requiring discussion.

25/050 PERSONNEL MATTERS – No matters requiring discussion.

25/051 PUBLIC PARTICIPATION ON ITEMS ARISING FROM THIS EVENING'S MEETING

Mr Dyer:

- Shared his appreciation for floral displays throughout the parish this year.
- Shared concerns about fleet policy insurance and tendency for suppliers to inflate costs associated with councils.
- Questioned a £100 delivery charge for Christmas lights raised which he considered excessive and urged council to challenge these costs.

25/052 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 25/053 - 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.

25/053 Staff Absence- Members to note staff absence.

Members were appraised regarding a recent prolonged staff absence and communications to be held.

Date of next meeting: Town Council 16th September 2025.

9.20pm meeting closed

Chairman.....

Date.....

DRAFT