



Scan for Agenda Attachments

Minutes of a meeting of ARLESEY TOWN COUNCIL held in the Village Hall, Arlesey on Tuesday 21st October 2025 at 7.00pm.

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

In attendance: Mrs Janet Bailey (Town Clerk) and 4 members of the public were present

25/076 APOLOGIES FOR ABSENCE (*Local Government Act 1972 Sch12 para40*)

Apologies had been received from Cllrs Page and Hamilton.

25/077 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)

25/077.1 To receive declarations of interest from councillors on items on the agenda.

Agenda item: 25/081.3 Cllr Stevenson Reason: potential nominated trustee candidate of football club.

Agenda item: 25/084.9 Cllr Stevenson Reason: potential nominated trustee candidate of football club.

25/077.2 To receive written requests for dispensations for disclosable pecuniary interests.

None received

25/077.3 To grant any requests for dispensation as appropriate. A request for dispensation must be made on an individual basis.

None received

25/078 CHAIRMAN'S ANNOUNCEMENTS - *For Information only – taken as read.*

25/079 Crime Figures – Members received crime figures for September 2025

Noted

25/080 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. Residents to note, names of speakers may be included in the Formal Minutes and published.

There was no public participation.

25/081 MINUTES OF PREVIOUS MEETINGS

25/081.1 To consider and approve the minutes of the meeting of the Town Council held 16th September 2025 as a true record of proceedings.

RESOLVED that the Minutes of the Meeting of the Town Council held on 16th September 2025 be approved and signed by the Chairman as a true recording of proceedings.

25/081.2 To consider and approve the minutes of the Extra-Ordinary meeting of the Town Council held 30th September 2025 as a true record of proceedings.

RESOLVED that the Minutes of the extra-Ordinary meeting of the Town Council held on 30th September 2025 be approved and signed by the Chairman as a true recording of proceedings.

25/081.3 **Arlesey Town Football Club** –Members received an update from Arlesey Town Football club on recent activity from the clubs Ticketing and Membership Manager, Matt Broyd.

- Volunteer led facility consisting approx. 5-6 members.
- Connectivity and community engagement is key for the club
- Club representatives have been attending and participating in community events for exposure.
- 20% growth has been seen year on year since Matt joined, and indications show that it's looking positive to achieve this again this current year.

The chairman, Cllr Arkle, thanked Matt for his informative presentation.

25/081.4 **Allotment Resident** - Members to receive a proposal from an allotment holder for suggested alterations to allotment site.

Speaker unable to attend matter deferred.

25/082 CLERKS REPORT – Members received a report from the Clerk on matters ongoing.

A correction was noted to the litter pick having a new date of 23rd November.

25/083 REPORTS FROM CENTRAL BEDFORDSHIRE COUNCIL REPRESENTATIVES
To receive reports from Ward Councillors

None present.

25/084 PLANNING APPLICATIONS & ISSUES

25/084.1 **CB/25/02852/FULL: Church Farm, 4 High Street, Arlesey, SG15 6RA**

Proposal: Conversion and extension of existing car port to granny annexe, creating a first floor with dormer windows and new fenestration.

No motion tabled.

25/084.2 **CB/25/2853/LB: Church Farm, 4 High Street, Arlesey, SG15 6RA**

Proposal: Listed Building: Conversion and extension of existing car port to granny annexe, creating a first floor with dormer windows and new fenestration.

No motion tabled.

25/084.3 **CB/25/02779/FULL: 9 Hillary Rise, Arlesey, SG15 6TL**

Proposal: Single storey rear extension with roof lantern.

Response by: 24th October 2025

No motion tabled.

25/084.4 **CB/25/03004/ADV: Grass verge by roundabout corner between Dickens Boulevard and Hitchin Road, Fairfield**

Proposal: Advertisement: Erection of a village sign on a pole for the community.

No motion tabled.

25/084.5 **CB/25/02863/FULL: 25 Jubilee Crescent, Arlesey, SG15 6SB**

Proposal: Erection of a single storey side extension and garage conversion, alterations to windows and doors.

No motion tabled

25/084.6 **CB/25/02926/FULL: 45 Stotfold Road, Arlesey, SG15 6XL**

Proposal: Single storey extension to the front and side. Two storey pitched roof extension to the rear, and flat roof single storey extension to rear.

No motion tabled

25/084.7 CB/25/02740/RM: Land south of Arlesey Road, Stotfold

Proposal: Reserved Matters: following Outline Application CB/21/01248/OUT (The development proposed is a development of up to 181 dwelling to include 35% affordable, an integrated Care Village (C2 use) with ancillary community facilities, 9.88 ha of public open space comprising parkland and woodland extension, Pix Brooke mitigation proposals, extensive new landscaping, play areas, creation of biodiversity habitat, new access arrangements and all ancillary works.) Approval of the reserved matters of appearance, landscaping, scale and layout for 100 dwellings on Area 2 of the site, and an integrated Care Village (C2 use) on Area 3 of the site.

RESOLVED that the council support the comments presented by Stotfold Town Council.

25/084.8 Appeal Reference: APP/P0240/W/25/3372714

Location: 2 Chase Close, Arlesey, SG15 6UT

Development: Erection of a single storey side and rear extension, front extension to create a bay window/ porch. Demolition of conservatory and garage.

Application reference: CB/22/00263/FULL.

No motion tabled.

25/084.9 Pre-planning Application Consultation

Proposal: Base station upgrade to telecoms mast at CS11392824 VM02 33756, Arlesey Town FC, Hitchin Road, Arlesey Members to consider whether to consider response at this stage.

Cllr Burrows raised concerns with the content of the communication received as telephones no longer use 2G or 3G signals.

RESOLVED that Council delegate Cllr Burrows to have a conversation with the contractor to ascertain the accurate details as concerns regarding 2G or 3G, and report response back to council.

Cllr Stevenson did not participate due to declared interest.

25/084.10 Planning Applications Refused/Granted –Members noted decisions on applications as at 16th October 2025

Noted

25/085 FINANCE REPORTS

25/085.1 Income and Expenditure September 2025– For Information Only – For Information Only

To acknowledge receipt of a report of year-to-date Income and Expenditure up to 30th September 2025, compared to 2025/26 budget (month 6).

Noted

25/085.2 Balance Sheet as of 30th September 2025- For Information Only

To acknowledge receipt of the Balance Sheet as of 30th September 2025. (month 6).

Noted

25/085.3 Accounts for Payment - To approve accounts to be paid October 2025 as presented.

Direct Debit Payments				
Supplier	Description	Net	Vat	Gross
Rightfuel	Monthly fee	5.00	1.00	6.00
Cloudscape	B/Band Due 12/10/25	33.34	6.67	40.01
U.T.B	Charges- August	14.25	Nity Trust Bank	14.25
U.T.B	Charges- September	16.20	0.00	16.20
British Gas Lite	Credit Note inv 12163800	-69.88	-3.49	-73.37
British Gas Lite	CEM Elec- 1/5-15/9/25	76.07	3.80	79.87
Puzzle Technology	Monthly IT support/Datto/back up	370.50	74.10	444.60
BT	RC Phone bill 1 Oct- 31 Dec	134.57	26.91	161.48

ICO	CREDIT NOTE Data protection annual fee overpayment	-5.00	0.00	-5.00
UTB	Manual handling Charge-	7.80	0.00	7.80
British Gas	MUGA elec11/9-11/10/25	109.96	5.50	115.46
Cawleys	Waste Disposal Sept x 1	26.27	5.25	31.52
PAID ACCOUNTS - Deposit refunds/other reimbursements.				
N Simmons	VH Deposit Refund-27/9/25	50.00	0.00	50.00
D Ireland-Coe	VH Deposit Refund-28/9/25	50.00	0.00	50.00
G Sohal	VH Deposit Refund-4/10/25	100.00	0.00	100.00
T Smith	VH Deposit Refund-11/10/25	50.00	0.00	50.00
C Jones	VH Deposit Refund-11/10/25	50.00	0.00	50.00
G Neoh	Allot Deposit Refund	40.00	0.00	40.00
E Dainty	Allot Deposit Refund	40.00	0.00	40.00
M Harlow	Allot Deposit Refund	40.00	0.00	40.00
R Snelling	Allot Deposit Refund	40.00	0.00	40.00
T Dunn	Allot Deposit Refund x 2	80.00	0.00	80.00
L Daddario	Allot Deposit Refund	40.00	0.00	40.00
J Brett	Reimbursement	25.35	5.07	30.42
ONLINE Payments Due				
CBC	V Hall Rates 2nd install 25-26	1722.00	0.00	1722.00
CBC	Cemetery Rates 2nd Install 25-26	1073.00	0.00	1073.00
CBC	MUGA Rates 2nd Install 25-26	1223.00	0.00	1223.00
Cloudnext	Premium Hosting.gov.uk	99.99	19.99	119.98
Festive Lighting	Christmas Decorations x 7	1196.90	239.38	1436.28
Amazon	Hozelock timers x 2	30.54	6.12	36.66
Amazon	RC Modelling clay	9.14	1.83	10.97
Amazon	Hozelock timers x 1	15.42	3.09	18.51
Amazon	Rolling pins x 6	7.32	1.47	8.79
Amazon	Uniform	15.37	3.08	18.45
I.C.C.M.	Membership fee Sept 25-Mar26	52.00	0.00	52.00
CBC	Qrtly Allotment rent	48.75	0.00	48.75
Greenwood Contacting	Rec grass cut Sept x 2	230.00	46.00	276.00
DCHL	Grass cut September	2266.00	0.00	2266.00
Amazon	EV Charging cable adapter	63.92	12.78	76.70
Amazon	Van seat covers	17.41	3.48	20.89
Amazon	ACORN S137 Equip (part)	19.86	3.99	23.85
Buxtons Ltd	ACORN S137 Equip (part)	237.40	47.48	284.88
Buxtons Ltd	ACORN S137 Equip (part)	63.24	12.65	75.89
Gayways Ltd	ACORN S137 Equip (part)	373.12	74.62	447.74
Galasso Signs	ATC van signage	165.00	33.00	198.00
BRCC	Contribution to Green wheel 2025-26`	1500.00	0.00	1500.00
Arlesey Scouts	Supplies for summer fete	430.21	33.04	463.25
Stellantis &You	ATC Vehicle purchase	14280.83	2856.17	17137.00
Stellantis &You	ATC Vehicle Road Tax	345.00	0.00	345.00
James Hallam	ATC Vehicle Insurance	502.53	60.30	562.83
Latus	Professional Fees	410.00	0.00	410.00
Payroll Liability Payments Due				
HM Rev & Customs	Mth 7 PAYE	1370.46	0.00	1370.46
HM Rev & Customs	Mth 7 Nat. Emp'ee NI Contributions	407.16	0.00	407.16
HM Rev & Customs	Mth 7 Nat. Emp'er NI Contributions	1232.64	0.00	1232.64
HM Rev & Customs	Mth 7 SMP Recovery	0.00	0.00	0.00
HM Rev & Customs	Mth 7 SMP Compensation	0.00	0.00	0.00
Beds Pension Fund	Mth 7 Emp'ee Pension Contributions	576.05	0.00	576.05

Beds Pension Fund	Mth 7 Emp'ler Pension Contributions	2369.33	0.00	2369.33
	Total Pension Contributions			
Salaries Payments Due				
J Bailey	October	Salary		Salary
P Hector	October	Salary		Salary
J.Savory	October	Salary		Salary
C.Winwood	October	Salary		Salary
J.Brett	October	Salary		Salary
TOTAL OCTOBER SALARIES		7,788.41		7,788.41
TOTAL October 2025 PAYMENTS		41,466.43	3,583.28	45,049.71

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

25/086 FINANCE & GENERAL PURPOSES MATTERS

25/086.1 **Remembrance Sunday** (*Road Traffic Regulation Act, 1984, section 72*)- Members to note date of Remembrance Sunday Parade - 9th November 2025- Councillor volunteers sought for the event.

Resolved that Cllrs Arkle, Burrows, Hamilton and Stevenson will assist with the event.

25/086.2 **Annual Return and External Audit Certificate Year Ended 31 March 2025** (*Local Audit & Accountability Act 2014, Accounts & Audit Regulations 2015 and Local Audit (Smaller Authorities) Regulations 2015*): – Members to receive and approve Audited Annual Governance & Accountability Return Year Ended 31st March 2025 and acknowledgement of External Auditor Certificate (*Local Audit & Accountability Act 2014 s20*) which raises no issues for review.

Resolved that Council acknowledge receipt of, and approve, certification of Audited Annual Governance & Accountability Return year ended 31st March 2025. Certificate and associated paperwork had been published in line with requirements prior to 30th September. No matters raised requiring attention.

25/086.3 **Dignity at Work Policy Review**- Members reviewed the Dignity at Work policy

RESOLVED that following review Council approve the policy as amended and presented.

25/086.4 **Cemetery Layout Considerations**- Members considered layout of Phase 2 of cemetery and inclusion of variation of internment options.

Resolved that Council delegate the initial research stages to a working party comprising the Clerk and Cllrs Arkle, Burrows and Stevenson.

25/086.5 **Cemetery Fee Table**- Members considered proposed change to wording on cemetery fee table.

RESOLVED that Council agree new wording to add clarity. The newly worded table to be published as soon as practicable

25/086.6 **Health Capability Procedure Review**- Members to review Health Capability Procedure.

RESOLVED that review of the policy is deferred to the December meeting to enable full and thorough review.

25/086.7 **I.T. Policy**- Members to consider adoption of new I.T. Policy

RESOLVED that the policy adoption is deferred and researched further by Cllr Burrows and Arkle.

25/086.8 **Christmas Office and Resource Centre Closure 2025** – Members considered proposed office and Resource Centre closure dates.

RESOLVED that Council approve the proposed closure dates acknowledging staff sacrifice of annual leave dates to provide continuous closure during the period. Council resolved to change wording on Christmas closure notice to “wishing residents a happy holiday and new year”.

25/087 PUBLIC LAND AND HIGHWAYS

- 25/087.1 **Bench Project Electronic Consultation Responses** – Members to consider responses submitted from electronic consultation conducted and review drafted letter for circulation to residents in the immediate vicinity of proposed locations.

RESOLVED that Council approve the draft letter to be circulated. Responses received to be incorporated into the statistics already received but highlighted as pertinent to residents in the immediate vicinity of a proposed site. Response analysis and review to be conducted to ensure accurate representation of public feedback, at the December meeting.

- 25/087.2 **Open Green Space Protection** – Members to consider and suggest areas of Public Open Space within the parish for potential inclusion for protection under Central Bedfordshire Council's Local Plan.

RESOLVED that Council propose amenity land at Saffron Close, green space at Bury Mead car park and Etonbury Community Orchard as areas to be considered for Open Green Space Protection. The Clerk to submit suggestions before deadline of 27th November 2025.

- 25/088 **PUBLIC RELATIONS MATTERS**- No matters requiring discussion

- 25/089 **PERSONNEL MATTERS** – No matters requiring discussion.

25/090 PUBLIC PARTICIPATION ON ITEMS ARISING FROM THIS EVENING'S MEETING

Mr Watson:

- Was not aware of the formal request from CBC for registering Open Green Spaces for protection spaces and acknowledges the landfill site does not meet the criteria.

Mr Dyer

- Expressed that he did not support removal of the word Christmas on closure notices.

25/091 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 that this business relates:

Agenda item 25/092 this business relates to labour relations issues.

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.

- 25/092 **Staff Absence**- Members received an update on staff absence and advice received via Bedfordshire Association of Town and Parish Councils.

RESOLVED that Council follow the advice received and approve quotation provided, to protect both parties.

Date of next meeting: Town Council 18th November 2025.

Meeting closed 9.15am

Chairman.....

Date.....