



MINUTES of a meeting of ARLESEY TOWN COUNCIL held in the Village Hall, Arlesey on Tuesday 16th December 2025 at 7.00pm.

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

In attendance: Mrs Janet Bailey Town Clerk and 2 Members of the public were present

25/111 APOLOGIES FOR ABSENCE (Local Government Act 1972 Sch12 para40)

Apologies had been received from Cllr Hooker.

25/112 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)

25/112.1 To receive declarations of interest from councillors on items on the agenda.

Agenda item: 25/118.3 Cllr Stevenson potential trustee for Arlesey Town Football Club.

25/112.2 To receive written requests for dispensations for disclosable pecuniary interests.

None received

25/112.3 To grant any requests for dispensation as appropriate. A request for dispensation must be made on an individual basis.

None received

25/113 CHAIRMAN'S ANNOUNCEMENTS

- (i) **Co-Option Vacancy** - Members noted following disqualification of Derek Page due to non-attendance and formal publication of the notice of vacancy, the position may now be filled following the co-option process.

The following announcements were taken as read.

- Council approves plan to shape future of schools Central Bedfordshire
- Central Bedfordshire Council withdraw free winter gritting salt bag scheme for Town and Parish Councils.

25/114 Crime Figures – Members received crime figures for December 2025.

Noted – The Clerk to remind residents via social media to report all crimes even the smallest and not to upload any video footage of the crime or perpetrator as this hinders police investigations.

25/115 PUBLIC PARTICIPATION *Standing Orders will be suspended at this point and re-instated before proceeding to the next agenda item.* Residents to note, names of speakers may be included in the Formal Minutes and published.

There was no public participation.

25/116 MINUTES OF PREVIOUS MEETINGS.

25/116.1 To consider and approve the minutes of the meeting of the Town Council held 18th November 2025 as a true record of proceedings.

RESOLVED that the Minutes of the Meeting of the Town Council held on 18th November 2025 be approved and signed by the Chairman as a true recording of proceedings.

25/117 REPORTS FROM CENTRAL BEDFORDSHIRE COUNCIL REPRESENTATIVES

(i) Members received updates from Ward Councillors

Cllr Andrews reported:

Larksfield Patient Participation Group (PPG) meeting –

- Improvements had been seen in statistics for appointments rates
- New triage system seemed successful to date.
- Fewer complaints being seen on social media.
- Investigations being undertaken into how they can get involved in Arlesey going forward.
- The lead partner will be holding talks with Cllr Andrews to develop conversations.

Pix Brook Resilient Together Project

- The project involves flood mitigation and implementation of leaky dams.
- 20% of the existing mature trees will need to be removed due to ash die back, but replacement trees will be planted using a variety of natural species to enhance the woodland.
- Sloping banks will be introduced to reduce flooding.
- Work will begin May to Sept 2026.

Household Waste Recycling collection

- Current contractor who processes the materials wanted to increase fees by 200%
- Central Bedfordshire Council refused the inflated increase and the contractor withdrew the contract.
- New contractor appointed and collecting from Monday.

Universal Studios

- Planning permission granted today.
- Will bring new facilities and employment to the area.

25/118 PLANNING APPLICATIONS & ISSUES

25/118.1 **CB/25/03813/SECM: Land at Chase Farm**

Proposal: Discharge of planning obligations of Section 106 Agreement attached to planning permission CB/24/02263/RM discharge of schedule, schedule 2 part 2, clause 2.1 and 2.2 Affordable Housing.

No motion tabled.

25/118.2 **CB/25/03785/FULL:37 Church Lane, Arlesey, SG15 6UL**

Proposal: Two storey rear and side extension with roof lights.

RESOLVED that as long as the application is in line with stipulations of the adopted NHPATC has no objection.

25/118.3 Pre-planning Application Consultation

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

RESOLVED that following review of the plans provided, council has no objection to the plans presented or distance from neighbouring properties.

25/118.4 **Planning Applications Refused/Granted** –Members noted decisions on applications as at 11th December 2025.

25/119 FINANCE REPORTS

25/119.1 **Income and Expenditure November 2025– For Information Only – For Information Only**

To acknowledge receipt of a report of year-to-date Income and Expenditure up to 30th November 2025, compared to 2025/26 budget (month 8).

Noted.

25/119.2 **Balance Sheet as of 30th November 2025- For Information Only**

To acknowledge receipt of the Balance Sheet as of 30th November 2025 (month 8).

Noted.

25/119.3 **Accounts for Payment**

To acknowledge accounts to be paid December 2025 as presented.

PAYEE/SUPPLIER	DESCRIPTION	NET	VAT	GROSS
Direct Debit Payments				
Rightfuel	Monthly fee & Fuel 8/12/25	40.18	8.04	48.22
British Gas Lite	Cem Elec 20/10-19/11/25	12.05	0.60	12.65
UTB	Charges- November	15.90	0.00	15.90
Cloudscape	B/Band due 2/12/25	33.34	6.67	40.01
British Gas Lite	MUGA Elec 11/11-11/12/25	192.13	9.61	201.74
Puzzle Technology	Monthly IT support/Datto/back up	370.50	74.10	444.60
BT	TC Qrtly Bill & line rental	381.13	76.22	457.35
BT	TC Qrtly alarm/fax bill	133.59	26.72	160.31
SSE	S/Light Elec -November	712.49	142.50	854.99
Cawley's	Waste Disposal Nov x 2	52.54	10.51	63.05
PAID ACCOUNTS - Deposit refunds/other reimbursements.				
P Arkle	Reimbursement	20.59	0.42	21.01
J Bailey	Reimbursement	15.64	3.90	19.54
C Winwood	Reimbursement	8.00	2.00	10.00
J Peacock	VH Deposit Refund	50.00	0.00	50.00
L Pye	VH Deposit Refund-	50.00	0.00	50.00
L Parkin	MUGA key Deposit Refund	30.00	0.00	30.00
G Brown	VH Deposit Refund	50.00	0.00	50.00
ONLINE Payments Due				
Defib4Life	Replacement Defib Pads	290.00	58.00	348.00
Hets Fullstop	Stationery	26.90	5.38	32.28
Amazon	Xmas Backdrop	22.46	4.49	26.95

Amazon	RC Toner Ink	18.94	3.79	22.73
Amazon	Credit Note For RC Toner Ink	-18.94	-3.79	-22.73
Amazon	Tree Festival Tree	14.16	2.83	16.99
Amazon	Hex Matting	250.60	50.12	300.72
Amazon	Stationery	10.66	2.13	12.79
Amazon	First Aid Supplies	42.00	8.40	50.40
Amazon	First Aid Supplies	12.47	2.50	14.97
RBL Poppy Appeal	Wreath donation	125.00	0.00	125.00
BATPC	Officer Training	315.00	0.00	315.00
BATPC	Cllr Training	210.00	0.00	210.00
CPM Playgrounds	Quarterly Inspection	220.00	44.00	264.00
Canopy Tree Care	Hedge Reduction-Cemetery	250.00	0.00	250.00
Breakthrough Communications	DATA Protection Toolkit	595.00	119.00	714.00
Cloudnet	Domain hosting	50.00	10.00	60.00
Tool chimp	ACORN S137 Equip (part)	33.02	6.61	39.63
Screwfix	Sadolin, paint & brushes	81.95	16.39	98.34
Payroll Liability Payments Due				
HM Rev & Customs	Month 9 PAYE	1256.27		1256.27
HM Rev & Customs	Month 9 Nat. Emp'ee NI Contributions	412.25		412.25
HM Rev & Customs	Month 9 Nat. Emp'er NI Contributions	1200.83		1200.83
HM Rev & Customs	Month 9 SMP Recovery	0.00		0.00
HM Rev & Customs	Month 9 SMP Compensation	0.00		0.00
Beds Pension Fund	Month 9 Emp'ee Pension Contributions	558.48		558.48
Beds Pension Fund	Month 9 Emp'er Pension Contributions	2298.66		2298.66
	Total Pension Contributions			0.00
Salaries Payments Due				
J Bailey	December	Salary		Salary
P Hector	December	Salary		Salary
Savory	December	Salary		Salary
Winwood	December	Salary		Salary
Brett	December	Salary		Salary
TOTAL DECEMBER SALARIES		7,574.80		7,574.80
TOTAL December 2025 PAYMENTS **		18,018.59	691.14	18,709.73

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

25/119.4 **Expenditure Overview** – Members to be advised of existing budget overspends and predicted overspends and approve as presented.

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

Budget Overspends as at 31 November 2025

		Actual Year To Date	Current Annual Budget	% Spent	Transfer to/from EMR
101	Administration				
4009	Travel	£ 131.00	£ 70.00	187.1%	
4020	Miscellaneous Expenses	£ 103.00	£ 20.00	512.5%	
4025	Insurance	£ 4,460.00	£ 4,349.00	102.5%	
4026	Subscriptions	£ 1,724.00	£ 1,660.00	103.9%	
4027	Fees & Licences	£ 47.00	£ 45.00	104.4%	
4037	Professional Fees	£ 3,290.00	£ 2,500.00	131.6%	
	Equipment & Small				
4045	Tools	£ 215.00	£ 150.00	143.3%	
4051	Petrol & Oil	£ 169.00	£ 500.00	33.8%	
4053	Vehicle Insurance	£ 704.00	£ 685.00	102.8%	
102	Local Democracy				
4232	Fete/Family Fun Day	£ 5,258.00	£ 1,500.00	350.6%	£ 4,977.00
103	Town Centre				
4043	Equipment Maintenance	£ 535.00	£ 70.00	764.3%	£ 435.00
	Equipment & Small				
4045	Tools	£ 143.00	£ 90.00	159.0%	
4087	Planters/water butts	£ 5,642.00	£ 5,000.00	112.8%	
104	Resource Centre				
4020	Miscellaneous Expenses	£ 34.00	£ 30.00	112.7%	
4028	Information Technology	£ 365.00	£ 280.00	130.5%	
	Equipment & Small				
4045	Tools	£ 90.00	£ 70.00	128.5%	
109	Capital & Projects				
	Equipment & Small				
4045	Tools	£ 105.00	£ 100.00	104.9%	
201	Village Hall				
	Equipment & Small				
4045	Tools	£ 202.00	£ 70.00	288.9%	
202	MUGA				
4018	Health & Safety	£ 785.00	£ 50.00	1570.0%	
4041	Property Maintenance	£ 1,625.00	£ 180.00	902.8%	
203	Cemetery				
4014	Electricity & Gas	£ 420.00	£ 250.00	167.8%	
4042	Grounds Maintenance	£ 1,133.00	£ 750.00	151.1%	
205	Allotments				
4012	Water Rates	£ 1,326.00	£ 850.00	156.0%	

4042	Grounds Maintenance	£	374.00	£	300.00	124.8%	£	233.00
	Equipment & Small							
4045	Tools	£	52.00	£	45.00	115.8%		

25/120 FINANCE & GENERAL PURPOSES MATTERS

25/120.1 **Draft Budget 2026/27** – Members considered draft budget version 1 for 2026/27 and impact on precept requirement.

RESOLVED that council approve Draft Budget 2026/27 version 1 as presented in the sum of **£414,333** which resulted in a Council Tax increase of **7.9%** equivalent to an increase of **£12.87** per annum for a band D property, and included:

2026/27 Draft Budget v1 provides for:

- £900 additional funding for training for new member of staff and additional Cllr training to assist members -Toddler group requirements (food hygiene/safeguarding etc), Risk Assessment, s106/planning training, Community Governance Level 5 and enhanced Assistant Clerk training.
- £10k increase to Community Centre Roof Repair EMR.
 - £1k Professional fees EMR top up
 - £1,500 to start building a find for the website
 - £1,400 provision for allotment software and support
 - The Publicity budget has been doubled to improve communication of council activity and engagement.
 - £5k top up to Neighbourhood plan review EMR as government funding for NHPs has been withdrawn.
 - Grass cutting contract, if agreed, will deliver potential savings of £15k across all centres.
 - £3k increase to Christmas Lights budget – purchase price and wiring/installation fee (budget now £13.75k) New lights are needed for the Christmas tree.
 - An increase of £1k to planters to maintain the Community Centre planters and new planters built.
 - £500 budget for Community Awards event and trophies.
 - £1k for Christmas light EMR as contingency
 - £2,000 to help build EMR for Environmental Projects
 - £5k to top up Community Development EMR
 - £5k to a new EMR for Cemetery improvements and to build funds for phase 2 planning, development and delivery.
 - £30k to an EMR to build funds for community buildings
 - £5k top up to HR allotment clearance EMR
 - £7.5k to Skatepark EMR
 - £2k to Play equipment repairs EMR in anticipation of required repairs due to age and RoSPA reports received.
 - £7.5k to an EMR for Rec Ground Improvements
 - Increase of £1k to Youth Activity Scheme budget

25/120.2 **Grass Cutting 2026/27** – Members to consider quotes received for grass cutting of recreation ground and town centre amenities.

RESOLVED that council approve the quotation submitted by Reynolds Landscaping Services to conduct grass cutting in accordance with the specification provided for the year 2026/27 at a combined services total of **£9,680 +VAT**.

25/120.3 **Defibrillator Stotfold Road**- Members considered quote received to supply and install a fourth new defibrillator and cabinet to suitable ATC owned lamp post on Stotfold Road providing amenity to the northern end of Arlesey.

RESOLVED that council approve purchase of a streetlamp mounted defibrillator and heated cabinet with associated fixings from Defib4life at a cost of £1,585 + VAT, and installation by the current street lighting contractor TCS Electrical.

25/120.4 **Fee Reviews** – Members reviewed fees charged for council services/use of facilities 2026/27.

RESOLVED that council approve the increases to flood light use and non-resident rate hall hire of 50p per hour, with all other fees and charges remaining unaltered from 2025/26 rate. 2026/27 floodlight rate now £15.00 per hour and Non resident rate Village Hall hire 2026/27 £16.00 per hour on weekends and £14.50 per hour on weekdays.

25/120.5 **I.T. Policy**- Members to consider adoption of new I.T. Policy

Matter deferred to subsequent meeting.

25/120.6 **Repair Café** – Members considered:

- i) Documents associated with repair café
- ii) PAT testing equipment purchase and training fees

RESOLVED that council approve the paperwork presented and incorporation of disclaimers for GDPR and insurance and also approve purchase of PAT testing equipment and training fees for operators within a maximum of £500 initial spend.

25/120.7 **North Hertfordshire Town Centres Strategy**- Members to consider consultation presented Response by 30 January 2026.

Matter deferred to the January meeting.

25/120.8 **Internal Audit** – Members noted date of interim internal audit, Wednesday 7th January 2026.

Noted

25/121 PUBLIC LAND AND HIGHWAYS- No matters requiring discussion

25/122 PUBLIC RELATIONS MATTERS- No matters requiring discussion

25/123 PERSONNEL MATTERS – No matters requiring discussion.

25/124 PUBLIC PARTICIPATION ON ITEMS ARISING FROM THIS EVENING'S MEETING

Mr Dyer

- Council's budget discussion and debate had been thorough, and he was confident in the increase and validity. He added that the communication of the reasoning behind the increase should be positively communicated.

25/125 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 25/125 and 25/126 this business relates to labour relations issues and an individual.

25/126 Staff Absence – Members received feedback from the professional report received and an update on the ongoing situation.

RESOLVED that council maintain staff communication and seek further guidance on support methods from BATPC members advisors.

25/127 Recruitment - Members considered interviewer recommendation, NALC model contract and overall offer including working arrangements.

RESOLVED that council approve the appointment of the recommended candidate with a suggested start date or 12th January 2026 under a NALC model contract for 20 hours per week to include a probationary period of 6 months and offering the Nest pension with employer matched contribution to a maximum of 6%. Salary scale as per Clerk recommendation.

Date of next meeting: Town Council 20th January 2026.

9.30pm meeting closed.

Chairman.....

Date

DRAFT