

Flitwick Town Council

Minutes of the 390th meeting of Town Council will be held on
Tuesday 15th May 2018 at the Rufus Centre at 7.45pm

Present: Cllr G Mackey (Chairman)
Cllrs K Badham J Blakeman I Blazeby
M Bonner J Dann P Feerick
A Larkins A Lutley M Platt
K Quantrill J Roberts M Sheehan
P Thompson M Waites

Also present: CBCllrs A Turner C Gomm

In attendance: Town Clerk Assistant Town Clerk

Apologies for Absence Accepted: Cllr M A Williams CBCllr F Chapman

Open Forum None

The Chairman referred to the passing of former Councillor David Thompson who had been Town Mayor many times. He offered condolences to Cllr Phil Thompson and the family. Members stood for a minute's silence.

(Cllr Bonner entered the meeting at this time).

Reports from Central Bedfordshire Members

1. CBCllr Gomm advised on new bin collections for CBC, which included increases to recycling, best service and value. Following consultation an introduction into weekly collections for food waste would be done where possible, potential kerbside collections etc. There were no plans for three weekly black bin collections and the present bottle banks would remain.

2. The Local Plan had been submitted on 30th April 2018 and was now subject to independent investigation by a Planning Inspector.

4578 Election of Chairman/Town Mayor and Declaration of Acceptance of Office

Cllr Mackey was nominated and seconded for Chairman/Town Mayor and was duly elected as Chairman/Town Mayor. He read and signed the Declaration of Acceptance of Office. The Chairman thanked Members for having the confidence in him to fulfil the role for a second year.

4579 Election of Vice Chairman/Deputy Town Mayor and Declaration of Acceptance of Office

- (i) Cllr Thompson was nominated and seconded for Vice Chairman/Deputy Town Mayor and was duly elected as Vice Chairman/Deputy Town Mayor. He read and signed the Declaration of Acceptance of Office. Cllr Thompson thanked Members and stated that he would do his best to fulfil the role.
- (ii) The Chairman thanked Cllr Platt, former Deputy Town Mayor, for another year's service and Cllr Platt thanked Members for supporting him.

4580 To note any Declarations of Interest relating to items on the agenda

There were no Declarations of Interest.

4581 **Town Mayor's Announcements**

- (i) The Chairman advised that former Cllr Vicky Owens had submitted a letter of resignation from the Council and he read this letter aloud. Members accepted the resignation, noted the vacancy for the West Ward of Flitwick and understood the options moving forward for an election or co-option.
- (ii) Cllr Thompson commented that he thought that if vacancies arose within the final year of a Council term that an election would not be required. The Town Clerk advised that she had checked this matter and CBC had confirmed that elections were not undertaken within 6 months of the end of the Council term.
- (iii) Cllr Thompson advised Members that a Service of Remembrance would be held in memory of his Father on 6th June at 2.30pm at the Parish Church followed by refreshments at The Rufus Centre.

4582 **Town Clerk's Report**

- (i) The Dog Show had gone well the previous weekend and Cllr Lutley was thanked for assisting at the event.
- (ii) Sharepoint had been installed and Members would receive a guide of how to log in, their passwords and emails by the end of the following week once configurations, permissions, folder set-ups etc. had been done.
- (iii) Staff were progressing with necessary steps for compliance with GDPR.
- (iv) Assistance was required with the Carnival on 9th June, particularly to marshal the parade, therefore Members were asked to let staff know if they were available to help.
- (v) The survey for Resident Driven Projects was going well with 111 votes to date from social media sharing. Voting boxes had also been out at the Dog Show.

4583 **To confirm and adopt the Minutes of the Annual Town Meeting held on 10th April 2018**

- (i) It was proposed, seconded and agreed to **Resolve** that the Minutes of the Annual Town Meeting held on 10th April 2018 having previously been circulated, be taken as read, be signed and adopted as a true record.
- (ii) The Chairman recalled that Members had requested for the MP and Police & Crime Commissioner's Office to be sent the notes from the crime aspect of the ATM seeking their comments. Members were in agreement that this should be done.

4584 **To confirm and adopt the Minutes of the 389th meeting of the Town Council held on 17th April 2018**

- (i) CBCllr Turner referred to items 1 and 2 under Reports from Central Beds Members. He commented that he had received correspondence following publication of Flitwick Papers regarding the traffic calming for Temple Way as this had raised expectations from residents. CBCllr Turner had subsequently received a transcript of this item that confirmed an order had been raised and not that the measures were due to be installed. CBCllr Turner stated that the

crossing plans had been deferred for outside the 101 roundabout and he did not want residents thinking it might still go ahead.

- (ii) Cllr Blazeby advised that he had some points to raise under the Confidential Section.
- (iii) Cllr Sheehan commented that he had not attended the meeting but referred to Minute Number 4573 – Flitwick White Gates – as he believed the gates location should be moved to incorporate the new housing developments. He requested for this item to go back to Community Services for discussion. The Chairman advised that the Council had made a Resolution about this therefore a review could not take place for a 6 month period. Cllr Quantrill reiterated his view that leaving the signs in the current position gave the town a historic footprint and Cllr Lutley added that Members had previously been advised of the cost implication and delay should the Council have decided to move the location. Cllr Sheehan commented that there would not be a substantial cost and it did not necessarily need to be an actual gate to mark the start of Flitwick.
- (iv) It was proposed, seconded and agreed to **Resolve** that the public section of the Minutes of the 389th meeting of the Town Council held on 17th April 2018 having previously been circulated, be taken as read, signed and adopted as a true record.

4585 **To confirm and adopt the Minutes of the 304th meeting of the Planning Committee held on 26th April 2018**

- (i) Cllr Sheehan referred to Minute Number 2454 – Section 106 – and advised that he was working with staff to set up projects to claim funding. Work was underway for the improvements to Millennium Park play area.
- (ii) It was proposed, seconded and agreed to **Resolve** that the Minutes of the 304th meeting of the Planning Committee held on 26th April 2018 having previously been circulated, be taken as read, signed and adopted as a true record.

4586 **To confirm and adopt the Minutes of the 82nd meeting of the Business Services Committee held on 10th May 2018**
A) Solar Panels

- (i) The Chairman advised that Members had received a presentation before Business Services Committee on solar panels and there were three options documented on the paperwork circulated.
- (ii) Cllr Quantrill asked what the life expectancy was for the panels. Cllr Blazeby stated that there was a 25 year guarantee. There was a shorter 2-year warranty on the inverters but this was the market norm and the cost for replacement inverters was not material in comparison.
- (iii) The Chairman explained that if the market for solar panels deteriorated the Council would still be covered by the manufacturer Canadian Solar.
- (iv) Cllr Dann asked if appropriate enquiries had been made regarding the roof and Members were informed that it had been surveyed.

It was **Resolved** to fully purchase the solar panels from the Rolling Capital Projects fund and to re-invest savings made each year.

- (v) It was proposed, seconded and agreed to **Resolve** that the Minutes of the 82nd meeting of the Business Services Committee held on 10th May 2018 having previously been circulated, be taken as read, signed and adopted as a true record.

4587 **To receive reports from representatives on Outside Bodies**

There were no reports.

4588 **To appoint for the ensuing year:-**

A) Committees and Chairmen of Committees of the Council

- (i) Cllr Blazeby questioned what was being done for the Members who had not submitted their choices and asked if it would be appropriate to keep some roles vacant. The Chairman commented that it was best practise for the roles to be filled in the interim to alleviate any quorum issues and then Members could stand down from the Committees if needed in the future. Cllr Thompson commented that Cllr Williams had not returned the form due to medical reasons and stated she had previously been a Member of Business Services Committee. He added it would be kind to keep this role for her to return to and all agreed to this.

Corporate Services Committee

- (ii) The following Members were appointed to the Corporate Services Committee following a written ballot between three Members who had listed the Committee as their second choice: Cllrs Blazeby, Larkins, Lutley, Mackey, Sheehan and Thompson. Appointed Subs: Cllrs Blakeman and Roberts.
- (iii) Cllr Mackey was proposed and seconded for the Committee Chairman. It was **Resolved** that Cllr Mackey be elected as Chairman of the Corporate Services Committee.

Business Services Committee

- (iv) The following Members were appointed to the Business Services Committee: Cllrs Badham, Blazeby, Larkins, Mackey, Roberts and Thomspson. There were two vacancies and no Subs appointed.
- (v) Cllr Blazeby was proposed and seconded for the Committee Chairman. It was **Resolved** that Cllr Blazeby be elected as Chairman of the Business Services Committee.

Community Services Committee

- (vi) The following Members were appointed to the Community Services Committee: Cllrs Badham, Blakeman, Bonner, Dann, Lutley, Platt, Sheehan and Waites. There were no Subs appointed.
- (vii) There were two nominations for Chairman and a written ballot was taken. It was **Resolved** that Cllr Badham be elected as Chairman of the Community Services Committee. There were no Subs appointed.

Planning Committee

- (viii) The following Members were appointed to the Planning Committee: Cllrs Bonner, Dann, Feerick, Quantrill, Platt and Sheehan.
- (ix) Cllr Sheehan was proposed and seconded for the Committee Chairman. It was **Resolved** that Cllr Sheehan be elected as Chairman of the Planning Committee. There were no Subs appointed.

B) Panels, Sub-Committees, Working Parties and any other group

- (x) The Chairmen of the following Panels, Sub-Committees, Working Parties and any other group would be chosen at the first meeting of the respective group.

Personnel Panel

- (xi) It was **Resolved** to elect the following Members to the Personnel Panel after a written ballot: Cllrs Blakeman, Blazeby, Lutley, Mackey and Sheehan.

Allotment Liaison Committee

- (xii) The following were elected as Members of the Allotment Liaison Committee: Cllrs Blakeman, Larkins, Lutley and Platt.

Policy Drafting & Review Team (PDRT)

- (xiii) As no Members had indicated that they wished to join the Policy Drafting & Review Team, it was decided that should a PDRT meeting be needed that a Working Group be set up to review items.

Health & Safety Panel

- (xiv) The following were elected as Members of the Health & Safety Panel: Cllrs Badham and Blakeman. Appointed Sub: Cllr Waites.

Marketing Panel

- (xv) The following were elected as Members of the Marketing Panel: Cllrs Badham, Roberts and Sheehan.

IT Panel

- (xvi) The following were elected as Members of the IT Panel: Cllrs Badham and Sheehan.

Cllr/Staff Workshop Panel

- (xvii) The following were elected as Members on the Cllr/Staff Workshop Panel: Cllrs Badham, Blazeby and Mackey.

(Cllr Thompson left the meeting at this time)

Community Liaison Forum (CLF)

- (xviii) Cllr Badham asked what the CLF was and he was advised that this Forum was for the Town and Parish Council neighbours to meet.

- (xix) The following were elected as Members of the CLF: Cllrs Badham and Waites.

Carnival Committee

- (xx) The following were elected as Members of the Carnival Committee: Cllrs Larkins and Sheehan.

Christmas Lights Working Group

- (xxi) The following were elected as Members of the Christmas Lights Working Group: Cllrs Badham and Sheehan.

(Cllr Thompson re-entered the meeting at this time)

Timebank Trustee

- (xxii) Cllr Dann was elected as the Timebank Trustee.

Police & Community Safety Panel

- (xxiii) Cllr Mackey was elected to attend the Police & Community Safety Panel meetings.

C) Reps on Outside Bodies

Highways Meetings

- (xxvi) Cllrs Blakeman and Sheehan were elected as Members to attend the Highways meetings.

Village Hall Management Committee (VHMC)

- (xxvii) Cllr Lutley was elected as the Member to attend the VHMC meetings.

Planning Committee Representative to attend Central Bedfordshire Meetings

- (xxviii) Cllr Platt was elected as the Planning Committee Member to attend the Central Bedfordshire meetings.

Patient Participation Group (PPG)

- (xxix) Cllr Roberts was elected as the Member to attend the PPG meetings.

FTC/Central Beds Joint Group

- (xxx) The following Members were elected to attend the FTC/Central Beds Joint Group: Cllrs Badham, Blazeby and Thompson.

Champions

- (xxxi) The following Members were elected as Champions:

Buses – Vacant

Country Park – Cllrs Bonner and Larkins

Manor Park – Cllr Bonner

Millennium Park – Cllrs Bonner and Platt

Notice Boards – Cllr Lutley

Police – Cllr Roberts

Road Safety – Cllr Platt

Youth – Cllrs Larkins and Platt

Public Art – Cllr Sheehan

The Arts – Cllr Badham

4588 **To note the CBC Town and Parish Council Members' and Co-opted Members' Disclosure Pecuniary and Other Interests for Members to action, if necessary**

- (i) The Chairman reminded Members about their completed register of interest forms completed when joining the Council. The Town Clerk advised that if Members had any changes or additions to make then they needed to let the office know so that these could be sent to CBC.
- (ii) The Town Clerk agreed to circulate the current Disclosure Pecuniary and Other Interests forms to Members for review.

4589 **To note and confirm Trustees for Flitwick Combined Charities for the coming year and to note the accounts**

- (i) Copies of the Flitwick Combined Charities (FCC) accounts were circulated to Members at the meeting.
- (ii) Cllr Lutley advised that Sheila Smith had been elected as a Trustee.
- (iii) Cllr Lutley stated that Sheila Smith had given her a copy of an old Flitwick Papers article about FCC and Members were interested to see a copy of this.
- (iv) Trustees for FCC were: Reverend Lucy Davis, Cllrs Lutley and Williams and Sheila Smith, which was noted by Members.

4590 **To agree GDPR documentation**

- (i) The Chairman advised that he, the Town Clerk and the Senior Finance & HR Officer had met with representatives from PNC - the company who had been contracted to carry out the Council's GDPR audit. The meeting was good and the Chairman had been impressed with their significant history in dealing with GDPR in the past.
- (ii) Cllr Lutley asked how much PNC were costing the Council for the GDPR audit. The Chairman stated that he did not have this information to hand but if Members wanted this information circulated then this could be done.
- (iii) The Chairman commented that complying with new GDPR rules was mandatory to reduce the risk of penalties.
- (iv) Members agreed the circulated GDPR documentation, including the Records Management Policy.

4591 **Questions**

- (i) Cllr Badham asked if the CBC Ward Members had heard about the result of the Flitwick Regeneration funding that had been due in April. CBCllr Turner commented that he had not heard anything on this but he had not asked about it either.
- (ii) Cllr Badham commented that he thought there was some confusion among residents about the funding streams as the marginal viability and housing infrastructure funding streams were part of the same pot. CBCllr Turner advised that there could be a sub section. Cllr Badham referred to the accelerated

construction fund (programme online) and commented that there was potentially some 'triple counting' occurring.

- (iii) CBCllr Turner advised that it would be best for the Council to ask these detailed questions of CBCllr Young through the usual process of via the Chairman or the Town Clerk. He added that no residents had contacted the Ward Members regarding these questions.

Confidential Section

In accordance with Section 1 of the Public Bodies (Admission to Meetings Act 1960) the public and press to be excluded for item 17 in view of the confidential nature of the information to be discussed relating to financial and contractual negotiations and item 18.

(The Assistant Town Clerk left the meeting at this time)

4584 cont. **To confirm and adopt the Confidential Section of the Minutes of the 389th meeting of the Town Council held on 17th April 2018**

(The Assistant Town Clerk re-entered the meeting at this time)

It was proposed, seconded and agreed to **Resolve** that the Confidential Section of the Minutes of the 389th meeting of the Town Council held on 17th April having previously been circulated, be taken as read, signed and adopted as a true record with one amendment.

Vote: 7 Members in agreement, 2 against and 4 abstentions.

4592 **To receive an oral report from the Chairman of the Personal Panel**
The Council received an oral report from the Chairman of the Personnel Panel.

4593 **Questions**
Cllr Roberts asked a question under the Confidential Section.

The meeting closed at 9.08pm.

Signed
(Chairman)