

## Minutes of the 414<sup>th</sup> Meeting of Flitwick Town Council held on 16<sup>th</sup> June 2020 via Zoom

Present: Cllr J Dann (Chairman)  
Cllrs K Badham I Blazeby R Coleman P Dodds P Earles  
A Lutley G Mackey M Platt J Roberts R Shaw  
A Snape D Toinko

Also present: CBCllrs N Bunyan C Gomm

In attendance: Town Clerk Deputy Town Clerk  
2 Residents

Apologies for Absence received: Cllr M Williams

No Apologies for Absence received: Cllr M Halligan

### Open Forum

Mr Gleave [resident] attended the meeting to speak about agenda item 15 and gave background information regarding a list of Highways projects that the community had suggested for funding. The list had been submitted to Central Beds Council in its entirety and he was in attendance to offer an open invite for the Town Council to work with the Flitwick & Ampthill Climate Change Groups going forward. It was noted that some suggested improvements could be delivered by other means.

Councillor Mackey asked if the Chairman would consider moving agenda item 15 higher up the discussion and this was agreed.

### 4978 Reports from Central Bedfordshire Members

- (i) Members were informed that former Councillor Fiona Chapman had passed away and a minute's silence was held in her memory. A memorial service would be held later in the year.
- (ii) CBC Chief Executive Richard Carr was due to retire and had started his six-month notice period.
- (iii) CBC meetings were now being held online.
- (iv) The Crematorium application had been delayed further.
- (v) Footpath 15 would be joined up with Froghall Fields with the installation of a bridge and it would include a cycle path. There were discussions being held regarding the private land connecting Millwright Way with Chapel Road which formed part of the original footpath.
- (vi) A fence would be installed the following day at the bottom of Salisbury Road to keep the public off private land.
- (vii) CBCllr Bunyan asked if Councillors would agree for letters to be posted through residents' doors regarding household hedges overhanging the pathways. Councillors did not see it as the Town Council's responsibility to do this.
- (viii) Planning would be re-consulting regarding the Aldi supermarket until the end of June as there were changes to the application with regards to traffic management, the landscape and layout of the property.

### 4979 Town Mayor's Announcements

- (i) The Chairman had selected the Domestic Violence Service of Victim Support and The Need Project as his charities for the year. The Need Project were the only organisation delivering food parcels to Flitwick residents. The structure of the organisation was now separated from the Baptist Church where it was formed, and no religious literature was circulated with the parcels.

- (ii) The Chairman had received a request from some Councillors to display the 'Pride' flag outside the Rufus Centre. There were no objections to flying the flag and it was suggested to do the same for the anniversary of the NHS on 5<sup>th</sup> July, as well as putting together a calendar to mark all occasions throughout the year.

*Action: Town Clerk*

**4980 To note any Declarations of Interest relating to items on the agenda**

Councillor Roberts declared an interest in agenda item 12b – To consider a vacancy for a Trustee to the Flitwick Combined Charities – he took no part in the discussion or voting process. Councillor Roberts would sign the Town Council's Declaration of Interest Book later considering the restrictions for Covid-19.

**4981 To confirm and adopt the Minutes of the 410<sup>th</sup> meeting of Flitwick Town Council held on 18<sup>th</sup> February 2020**

- (i) Councillor Dodds advised the action under minute number 4927 (iv) – Highways Walkabout exercise - was now completed.
- (ii) It was proposed, seconded and agreed to **Resolve** that the Minutes of the 410<sup>th</sup> meeting of Flitwick Town Council held on 18<sup>th</sup> February 2020 having previously been circulated be taken as read, signed and adopted as a true record with the following amendment: delete Cllr Dann and insert Cllr Toinko to item 3, paragraph 2 (Projects Update) in the Confidential Section.

**4982 To confirm and adopt the Minutes of the 335<sup>th</sup> meeting of the Planning Committee held on 20<sup>th</sup> February 2020**

It was proposed, seconded and agreed to **Resolve** that the Minutes of the 335<sup>th</sup> meeting of the Planning Committee held on 20<sup>th</sup> February 2020 having previously been circulated be taken as read, signed and adopted as a true record.

**4983 To confirm and adopt the Minutes of the 336<sup>th</sup> meeting of the Planning Committee held on 12<sup>th</sup> March 2020**

- (i) It was proposed, seconded and agreed to **Resolve** that the Minutes of the 335<sup>th</sup> meeting of the Planning Committee held on 12<sup>th</sup> March 2020 having previously been circulated be taken as read, signed and adopted as a true record.
- (ii) Councillor Dodds advised that he was disappointed to see that planning application 20/00483/FUL – 3 Lark Way, Flitwick – had not been considered by CBC's Development Management Committee considering the level of objection.

**4984 To confirm and adopt the Minutes of the 413<sup>th</sup> meeting of Flitwick Town Council held on 19<sup>th</sup> May 2020**

It was proposed, seconded and agreed to **Resolve** that the Minutes of the 413<sup>th</sup> meeting of Flitwick Town Council held on 19<sup>th</sup> May 2020 having previously been circulated be taken as read, signed and adopted as a true record.

**4985 To confirm and adopt the Minutes of the 48<sup>th</sup> meeting of the Corporate Services Committee held on 27<sup>th</sup> May 2020**

- (i) It was proposed, seconded and agreed to **Resolve** that the Minutes of the 48<sup>th</sup> meeting of the Corporate Services Committee held on 27<sup>th</sup> May 2020 having previously been circulated be taken as read, signed and adopted as a true record.

- (ii) Members were informed that the Working Group for the local organisation meetings had met with the Royal British Legion remotely and would be meeting the Sea Cadets the following week.

4986 **To confirm and adopt the Minutes of the 58<sup>th</sup> meeting of the Community Services Committee held on 2<sup>nd</sup> June 2020**

- (i) Minute number 692(i) was amended by the deletion of 'once the plots were full'. Members were advised that the area mentioned would be mowed and tidied up.
- (ii) Councillor Platt would be added to the apologies received. Members were advised that a site visit had been conducted at the Millennium Park play area with Kompan, and it had been made clear that the Town Council staff needed to tend the area.
- (iii) It was proposed, seconded and agreed to **Resolve** that the Minutes of the 58<sup>th</sup> meeting of the Community Services Committee held on 2<sup>nd</sup> June 2020 having previously been circulated be taken as read, signed and adopted as a true record.

4987 **To confirm and adopt the Minutes of the 105<sup>th</sup> meeting of the Business Services Committee held on 14<sup>th</sup> June 2020**

It was proposed, seconded and agreed to **Resolve** that the Minutes of the 105<sup>th</sup> meeting of the Business Services Committee held on 14<sup>th</sup> June 2020 having previously been circulated be taken as read, signed and adopted as a true record.

4988 **To consider an Honorary Citizenship Nomination**

The Town Mayor had nominated former Councillor Phillip Thompson for an Honorary Citizenship and he had received citations from members of the community. Twelve Councillors had supported the proposal in writing.

It was proposed, seconded and agreed to  
**Resolve** to award Phillip Thompson with an  
Honorary Citizenship.  
(Vote: all in favour)

*Action: Deputy Town Clerk to write to Phillip Thompson*

4989 **To consider a Vacancy for a Trustee to the FCC**

Two applications for the Trustee vacancy had been received for Flitwick Combined Charities and these were read aloud.

It was proposed, seconded and agreed to  
**Resolve** to elect Paul Cramner as the Trustee  
for Flitwick Combined Charities.  
(Vote: 8 in favour)

*Action: Deputy Town Clerk to write to successful and unsuccessful applicants*

4990 **Finance**

a) **To receive and agree the accounts for year end 2019/20**

- (i) Councillor Dodds requested for Station Road land to be included on page 15 in relation to lease agreements and it was agreed to take this forward.

It was proposed, seconded and agreed to  
**Resolve** to agree the accounts for year end  
2019/20. (Vote: 12 in favour, 1 abstention)

b) **To receive and agree the Governance Statement 2019/20**

It was proposed, seconded and agreed to  
**Resolve** to agree the Governance Statement  
2019/20

(Vote: all in favour)

c) **To receive and agree the Annual Return 2019/20**

It was proposed, seconded and agreed to  
**Resolve** to agree the Annual Return 2019/20

(Vote: all in favour)

4991 **To receive a car parking request from Fordfield Nursery**

- (i) A request to park on Town Council land in Maulden Road had been received and circulated to Councillors prior to the meeting. Some background information was explained to Councillors and an extended discussion took place.

It was proposed, seconded and agreed to  
**Resolve** to refuse the request from Fordfield  
Nursery due to major health and safety  
concerns:

a) There was no legal way to drive on/off the  
site, no highways assessment had been made,  
and there is no signage to warn motorists. There  
is considered to be a fire risk. Dirt would be  
moved onto the road, particularly in wet weather,  
and this would represent a hazard..

b) As the site is owned by the Council,  
Councillors were not willing to take liability  
should an accident occur.

c) The land was unlit and not monitored.

(Vote: 10 in favour, 1 abstention)

*Action: Deputy Town Clerk*

- (ii) Councillors agreed that the land needed to be protected from unwanted encampments and it was agreed for Officers to investigate costs to create a ditch.

*Action: Town Clerk*

4992 **Highways Improvements to Promote Social Distancing**

- (i) Mr Gleave advised that there had been 80+ highways suggestions generated by residents and was currently waiting to hear back from CBC. Timescales were dictated by the Government and the second tranche of funding timescales were to be confirmed, which were for more permanent improvements, rather than temporary ones.

- (ii) Councillor Mackey indicated that the Town Council may need to delegate powers to Officers to write a letter of support of the scheme in case it was needed to act quickly when more details were known. Councillor Badham believed the scheme had been talked about at Community Services Committee where a Recommendation to create a Transport Working Group had already been formulated.

It was proposed and seconded for Officers to be given  
delegated powers to write to CBC in support of the

highways grant scheme should a quick decision be needed.

Vote: 2 in favour, 7 against, 1 abstention (vote not carried)

4993 **Questions**

- (i) Cllr Toinko asked when CBC were planning to reinstate the hedging at Station Road. CBCllr Gomm advised that this had been chased and it would be reinstated however suppliers were not currently open. This would be discussed at the next Highways meeting.
- (ii) A Councillor asked if the pathway from Millwright Way to the new estate was a footpath or a cycle path. CBCllr Bunyan advised that there would eventually be signs, but it was a shared footpath and cycleway.
- (iii) Councillor Dodds asked what was happening with regards to the unpermitted parking on the new area outside Barclays Bank. Councillors were informed that CBC were paying for planters and benches and Officers at the Town Council had been sourcing the materials for it. Councillor Mackey advised that the improvements did not match the designs presented to the Town Council and changes were not approved.
- (iv) Councillor Shaw advised that there had been two recent break-ins at the Football Centre, and it was felt that this was because of the gate on CBC land not being chained shut with a padlock anymore. Ward Members agreed to make enquiries with the Assets Team regarding this.

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 and 18 in view of the confidential nature of the information to be discussed relating to financial and contractual negotiations and questions.

4994 **Delegations of Power**

- (i) **To transfer RFO responsibilities to the Town Clerk for the duration of the RFO & HR Officer's Maternity Leave**

It was proposed, seconded and agreed to **Resolve** for the Town Clerk to be the Town Council's RFO for the duration of the RFO & HR Officer's Maternity Leave.  
(Vote: all in favour)

- (ii) **To rescind a decision made under Minute Number 4954(xvi)**

It was proposed, seconded and agreed to **Resolve** for the decision made under Minute Number 4954(xvi) to be rescinded: 'Stephanie Stanley to have full delegated powers to make all decisions relating to the running of Council services and operations which ordinarily would

be Council decisions until such a time that the new Town Clerk had been in post for 6 months. These delegated powers would be in place until the effects of the coronavirus pandemic had ceased.'

4995 **PDRT**

**(i) To note the answers provided by the Town Clerk relating to the Code of Conduct**

The answers provided were noted and Councillors were made aware that Standing Orders were being re-evaluated to take into consideration the information provided. The revised Standing Orders would be brought back to the Council for approval.

*Action: Town Clerk*

**(ii) To agree the Officers Code of Conduct**

It was proposed, seconded and agreed to **Resolve** to agree the Officers Code of Conduct document previously circulated.

**(iii) To agree the Councillor/Officer Protocol**

Councillor Mackey raised his opinion regarding the intention for Officers to refer to Members as 'Councillor xxx'. He felt that it was too formal, but the Town Clerk believed it was more appropriate and generated professionalism.

It was proposed, seconded and agreed to **Resolve** to agree the Councillor/Officer Protocol document previously circulated.

4996 **Questions**

- (i) Councillor Badham asked if Councillors could make a note of when they leave the meetings so that it is recorded in the Minutes. The Deputy Town Clerk advised that Councillor Coleman had left the meeting at 8.41pm because she had received a message from him but had not noticed him leave the Zoom session.
- (ii) Councillor Blazeby asked when the next Personnel Panel meeting would be held, and Councillors were informed that it would be on 25<sup>th</sup> June 2020.
- (iii) Councillor Lutley stated that there was a collection for the RFO & HR Officer's Maternity Leave gift that Councillors may wish to contribute towards.