

Recommendations and resolutions of the Corporate Services Committee 29th September 2020

The Town Council are asked to consider and **approve** the **Recommendations** of the Corporate Services Committee

596a Market Towns Project

It was **recommended** to progress with part funding the planters at a cost of £5,860 including VAT.

596b Town Council Website

It was **recommended** to purchase the website mapping software at a cost of £252.00 for the new Council website to support future events.

599 Building Insurance (EXEMPT)

It was **recommended** to contact interested parties.



FLITWICK TOWN COUNCIL

Report to Town Council 20th October 2020: Calendar of Meetings

Implications of recommendations

Corporate Strategy: Flitwick Town Council will provide day to day responsibility and management for the Town Council

Finance: N/A

Equality: Increases inclusivity.

Environment: Takes forward policy objectives directly

Background

Due to Covid-19 all Flitwick Town Council and Committee meetings have been taking place by virtual access on their set dates.

Each meeting has continued to start at the set time of 7:45pm, with members of the public being able to join all meetings as they previously would have done prior to Covid-19.

The virtual joining information for each meeting is available on all agendas, the Flitwick Town Council Facebook page and the website.

Introduction

The annual calendar of meetings has been drafted for January – December 2021 (appendix 001).

Due to Covid-19, the meetings are set to continue via virtual access until such time the Government guidance allows meetings to take place in person again.

While meetings are continuing to be held virtually, officers are recommending that the meeting start time is moved to 7pm, which will allow the meeting to finish earlier.

It is recommended for continuity that all Council and Committee meetings will meet on a Tuesday, with each committee meeting on the same Tuesday each month, e.g. Community Services – 1st Tuesday of the month.

Once meetings return in person at the Rufus Centre, start times would revert to 7:45pm.

Recommendations

1. To consider approving the calendar of meetings for 2021 (appendix 001)

Susan Eldred
Community Services Officer

FLITWICK TOWN COUNCIL**DRAFT CALENDAR OF MEETING DATES 2021**

***ALL OF THE FOLLOWING MEETING DATES WILL BE ACCOMMODATED BY VIRTUAL ACCESS UNTIL
GUIDANCE ALLOWS MEETINGS TO RETURN TO THE RUFUS CENTRE***

Virtual Meetings – 7pm

In Person Meetings – 7:45pm

January

5 th	Community Services Committee	7.00pm
7 th	Planning Committee	7.00pm
12 th	Corporate Services Committee	7.00pm
21 st	Town Council	7.45pm
26 th	Business Services Committee	7.00pm
28 th	Planning Committee	7.00pm

February

2 nd	Community Services Committee	7.00pm
9 th	Corporate Services Committee	7.00pm
16 th	Town Council	7.00pm
18 th	Planning Committee	7.00pm
23 rd	Business Services Committee	7.00pm

March

2 nd	Community Services Committee	7.00pm
9 th	Corporate Services Committee	7.00pm
11 th	Planning Committee	7.00pm
16 th	Town Council	7.00pm
25 th	Personnel Panel	7.00pm
23 rd	Business Services Committee	7.00pm

April

1 st	Planning Committee	7.00pm
6 th	Community Services Committee	7.00pm
13 th	Corporate Services Committee	7.00pm
20 th	Town Council	7.00pm
22 nd	Planning Committee	7.00pm
27 th	Business Services Committee	7.00pm

May

4 th	Community Services Committee	7.00pm
11 th	Corporate Services Committee	7.00pm
13 th	Planning Committee	7.00pm
18 th	Town Council	7.00pm
25 th	Business Services Committee	7.00pm

June

1 st	Community Services Committee	7.00pm
3 rd	Planning Committee	7.00pm
8 th	Corporate Services Committee	7.00pm
15 th	Town Council	7.00pm
22 nd	Business Services Committee	7.00pm
24 th	Planning Committee	7.00pm
24 th	Personnel Panel	7.00pm

July

6 th	Community Services Committee	7.00pm
8 th	Corporate Services Committee	7.00pm
15 th	Planning Committee	7.00pm

20 th	Town Council	7.00pm
27 th	Business Services Committee	7.00pm

August

3 rd	Community Services Committee	7.00pm
5 th	Planning Committee	7.00pm
10 th	Corporate Services Committee	7.00pm
24 th	Business Services Committee	7.00pm
26 th	Planning Committee	7.00pm

September

7 th	Community Services Committee	7.00pm
14 th	Corporate Services Committee	7.00pm
16 th	Planning Committee	7.00pm
28 th	Business Services Committee	7.00pm
21 st	Town Council	7.00pm
23 rd	Personnel Panel	7.00pm

October

7 th	Planning Committee	7.00pm
5 th	Community Services Committee	7.00pm
12 th	Corporate Services Committee	7.00pm
19 th	Town Council	7.00pm
26 th	Business Services Committee	7.00pm
28 th	Planning Committee	7.00pm

November

2 nd	Community Services Committee	7.00pm
9 th	Corporate Services Committee	7.00pm
16 th	Town Council	7.00pm
18 th	Planning Committee	7.00pm
23 rd	Business Services Committee	7.00pm

December

7 th	Community Services Committee	7.00pm
9 th	Planning Committee	7.00pm
14 th	Corporate Services Committee	7.00pm
16 th	Personnel Panel	7.00pm
21 st	Business Services Committee	7.00pm

Recommendations and resolutions of the Planning Committee 8th October 2020

The Town Council are asked to consider and **approve** the **Recommendations** of the Planning Committee

2719. Correspondence Received

It was **RECOMMENDED** that a response to the MHCLG Planning Consultations be submitted in line with comments from the Executive Summary from CPRE Bedfordshire. (Vote: all in favour)

2720. Highways Matters

It was **RECOMMENDED** that a speedwatch scheme in Flitwick be progressed. (Vote: all in favour)

Date :- 01/09/2020

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
-----------------------	------------------	---------------------	-----------------------	-----------------

Support on the following applications;

20/02640/FUL

10/08/2020	Julia Ward	Mr J Tilston (Agent)	Garage Block Adj to 8 Hinksley Road Flitwick MK45 1HH
------------	------------	----------------------	--

Proposal : Demolition of disused garage block and erection of a pair of 2-storey semi-detached houses.
Observations : FTC - Support
 Vote: all in favour

20/02665/FUL

10/08/2020	Julia Ward	Paul Dodds	2 Ennerdale Path Flitwick Beds MK45 1NE
------------	------------	------------	--

Proposal : Single storey side extension and install roof to front bay window.
Observations : FTC - Support
 Vote: all in favour

20/02736/FUL

10/08/2020	Stuart Kemp	Aziza Jeppe	Flitwick Railway Station Steppingley Road Flitwick MK45 1AJ
------------	-------------	-------------	--

Proposal : Re-development of land adjacent to Flitwick Railway Station to provide a new transport interchange hub, including the demolition of a standalone premises comprising A5 use; the provision of a new bus interchange area with associated bus shelters; a new drop-off/pick-up layby; re-arranged layouts of existing cycling, motorcycle and car parking facilities, revised vehicular and pedestrian access; landscaping works; and revisions to the existing Tesco access.

Observations : FTC - Support
 Vote: 13 in favour, 1 against
 Members asked that the following be considered:

1. Has a 20mph speed limit been considered for the area to protect pedestrians?
2. Highways need to consider the impact of lorries (including refuse collectors) reversing into Franklin House, considering the proximity to Kendal Drive and the proposed new Tesco ingress/egress point
3. We are concerned that there are no current guarantees of new bus routes or an increased timetable. We understand that there is no bus coverage beyond 7pm. We acknowledge that discussions with bus companies are planned to address this.
4. Is there going to be further consultation on sustainable transport?
5. Will CBC arrange consultation events concerning the plans, with plans and graphics?
6. We are concerned about the loss of 69 parking spaces, given the lack of alternative means of reaching the station. It has been suggested that a reduced number of parking spaces will result in lower demand for spaces in due course, but there is a real risk of a negative impact on local streets in terms of commuter parking.
7. We request that priority is given to foot traffic at station entrance/exit points.
8. Flitwick requires a study on traffic flow.

Signed _____ Date _____

Rob McGregor Mr

Date :- 01/09/2020

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
-----------------------	------------------	---------------------	-----------------------	-----------------

Object on the following applications;

20/02475/FUL

10/08/2020

Julia Ward

Xavier Soinard

22 Hinksley Road
Flitwick
Beds
MK45 1HH

Proposal : Construction of a single storey link-detached dwelling. New vehicular access from Hinksley Road.

Observations : FTC - Object

Vote: All in favour

1. Not in keeping with the current street scene

2. Overdevelopment of the area

3. Members agreed with comments from the Highways Officer

Signed _____ Date _____

Rob McGregor Mr

Date :- 21/09/2020

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
Support on the following applications;				
20/00457/TRE	08/09/2020	Pat Longland	Mr Andrew Woolgar	12 Woburn Close Flitwick Beds MK45 1TE
Proposal : Works to trees protected by a Tree Preservation Order: Prune 2 Lime Trees and 1 Maple Tree. Observations : FTC - Support, subject to approval from Tree Officer Vote: All in favour				
20/02133/FUL	08/09/2020	Eleanor Keep	Mrs Jocelyn Smith	6a Pilgrims Close Flitwick Beds MK45 1UL
Proposal : Covert garage into living space with infill between existing house and garage and loft extension. Observations : FTC - Support Vote: All in favour				
20/02927/FUL	08/09/2020	Eleanor Keep	Mr & Mrs Garraway	50 Dunstable Road Flitwick Beds MK45 1HU
Proposal : Proposed demolition of existing conservatory and erection of single storey side/rear extensions. Fenustration revisions to front elevation and new canopy to garden room. Observations : FTC - Support Vote: All in favour				
20/02946/FUL	08/09/2020	Sarah Fortune	Mr Clive Bratt	17 Astwood Drive Flitwick Beds MK45 1EN
Proposal : Two storey side extension and associated alteration works including new rear dormer. Observations : FTC - Support Vote: All in favour				
20/02969/FUL	08/09/2020	Nicola Stevens	Site Supervision Ltd	Lnd between 24&26 Trafalgar Dr Flitwick Beds MK45 1EF
Proposal : New 3 bedroom detached house. Observations : FTC - Support Vote: All in favour				
20/03070/FUL	08/09/2020	Katie Dowling	Mr J Kelly	14 Clover Road Flitwick Beds MK45 1PQ
Proposal : 2.75m long drop kerb to front entrance of property Observations : FTC - Support Vote: 4 in favour, 1 against				

Date :- 21/09/2020

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
20/03105/FUL	08/09/2020	Katie Dowling	Mr James Wilde	13 Townfield Road Flitwick Beds MK45 1JE

Proposal : Single storey rear extension to replace existing conservatory
Observations : FTC - Support
 Vote: All in favour

Signed _____ Date _____

Rob McGregor Mr

Date :- 21/09/2020

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
Object on the following applications;				
20/02857/LDC	08/09/2020	William Comber	Mr Stanley Reid	1 Buttermere Close Flitwick Beds MK45 1NG
Proposal : Lawful Development Certificate Existing: detached studio/dwelling Observations : FTC - Object Members felt that further information was required such as proof of sanitary facilities and whether change of use was granted. Vote: 4 in favour, 1 abstention				
20/02987/FUL	08/09/2020	Lucy Baxter	Mr Dave Thorne	12 Ennerdale Path Flitwick Beds MK45 1NE
Proposal : Single storey front and side extension Observations : FTC - Object 1. Not in keeping with current street scene 2. Plans not accurate - roof line does not match up 3. Quality of development Vote: All in favour				
20/03068/FUL	08/09/2020	Thomas Mead	TBC	9 Kings Road Flitwick Beds MK45 1ED
Proposal : Demolition of existing building and erection of 9 residential apartments. Observations : FTC - Object 1. Would effect the tree line within the boundary of the Baptist Church 2. Overdevelopment 3. Members felt it would cause loss of character to the centre of Flitwick Vote: 3 in favour, 2 abstentions				

Signed_____ Date_____

Rob McGregor Mr

Date :- 12/10/2020

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
-----------------------	------------------	---------------------	-----------------------	-----------------

Support on the following applications;

20/03093/FUL

17/09/2020	William Comber	Mr Michael Dunn	9 Hinksley Road Flitwick Beds MK45 1HH
------------	----------------	-----------------	---

Proposal : Retrospective: Formation of top floor flat
Observations : FTC - Support
 Vote: all in favour

20/03138/FUL

17/09/2020	Katie Dowling	Paul Smetham	8 Orchard Way Flitwick Beds MK45 1LF
------------	---------------	--------------	---

Proposal : Rear single storey flat roof extension.
Observations : FTC - Support
 Vote: all in favour

20/03357/FUL

17/09/2020	Katie Dowling	Mr & Mrs Bezati	21 Townfield Road Flitwick Beds MK45 1JE
------------	---------------	-----------------	---

Proposal : Proposed single storey rear extension.
Observations : FTC - Support
 Members note that on a previous planning application for this address, the Planning Officer commented on the length of development. This application exceeds that length even more.
 Vote: all in favour

Signed _____ Date _____

Rob McGregor Mr

Date :- 12/10/2020

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
Object on the following applications;				
20/03080/FUL	17/09/2020	Nicola Stevens	c/o Blueprint Architectural	Lnd at rear of 48 Elmwood Cres Flitwick Beds MK45 1LH

Proposal : Erection of proposed 2 storey dwelling.
Observations : FTC - Object
 1. Overdevelopment of the land.
 Vote: all in favour

Signed _____ Date _____

Rob McGregor Mr

Recommendations and resolutions of the Planning Committee 8th October 2020

The Town Council are asked to consider and **approve** the **Recommendations** of the Planning Committee

2719. Correspondence Received

It was **RECOMMENDED** that a response to the MHCLG Planning Consultations be submitted in line with comments from the Executive Summary from CPRE Bedfordshire. (Vote: all in favour)

2720. Highways Matters

It was **RECOMMENDED** that a speedwatch scheme in Flitwick be progressed. (Vote: all in favour)

Recommendations and resolutions of the Community Services Committee 6th October 2020

The Town Council are asked to consider and **approve** the **Recommendations** of the Community Services Committee

741a. Lunch Club Day

It was **RECOMMENDED** to change Lunch club day to the second Tuesday of the month. (Vote: all in favour)

741b. Flitwick Festive Fun

It was **RECOMMENDED** to hold an annual competition 'Flitwick Festive Fun' with the winners of each category being awarded £100 to a charity of their choice. (Vote: all in favour)

741c. Flitwick Car & Bike Show

It was **RECOMMENDED** to relocate the Classic Car & Bike Show to the Millennium Park and investigate options to generate ticket income. (Vote: 5 in favour, 1 abstention)

741d. Hedge Removal at Hinksley Road

It was **RECOMMENDED** to leave the hedge as it is. (Vote: all in favour)

741e. Goal Posts

It was **RECOMMENDED** to purchase goal posts with Section 106 funds. (Vote: all in favour)

741f. Millennium Park Hire Structure

It was **RECOMMENDED** that a working party be set up to discuss the hire structure of Millennium Park. (Vote: all in favour)

741g. Allotment Liaison Committee Minutes

It was **RECOMMENDED** to accept the minutes of the Allotment Liaison Committee held on the 1st September 2020. (Vote: all in favour)

741h. Late Grant Request

It was **RECOMMENDED** to award £250.00 to Flitwick & District Heritage

Fund and review the policy before considering further application. (Vote: all in favour)

741i. Community Award

It was **RECOMMENDED** to defer Community Awards to the next meeting. (Vote: all in favour)

741j. 2021/22 Proposed Fee Increases for Burial Ground & Football Pitches

It was **RECOMMENDED** that fees for Burials Ground and Football Pitches be increased by 5% in line with Allotments.

741k. Youth Hub Request

It was **RECOMMENDED** to accept the request for free use of the Hub to charities. (Vote: all in favour)

741l. Public Realm Scheme

It was **RECOMMENDED** to consider the Public Realm Scheme in principle once further details had been obtained. (Vote: all in favour)

741n. Environment Agency – River Monitoring Programme

It was **RECOMMENDED** that permission be given to the Environment Agency to carry out the River Monitoring Programme. (Vote: all in favour)



**DRAFT MINUTES OF THE FLITWICK TOWN COUNCIL MEETING
HELD ON 15TH SEPTEMBER 2020
AT 7.45PM VIA VIRTUAL ACCESS**

Present:

Cllr J Dann (Chairman)
Cllr A Snape
Cllr A Lutley
Cllr M Platt
Cllr P Dodds
Cllr M A Williams
Cllr I Blazeby
Cllr K Badham
Cllr R Shaw
Cllr P Earles
Cllr D Toinko
Cllr J Roberts
Cllr G Mackey
Cllr C Thompson

Cllrs N Bunyan, C Gomm, G Mackey – Central Bedfordshire Ward Councillors

Rob McGregor – Town Clerk
Stephanie Stanley – Deputy Town Clerk
Susan Eldred – Community Services Officer
Members of the public - 2

5013. APOLOGIES FOR ABSENCE

Apologies were received by the Town Mayor for Councillor Halligan but these were not accepted by Members as the correct procedure had not been followed.

(Councillor Gomm entered the meeting)

5014. DECLARATIONS OF INTEREST

To receive Statutory Declarations of Interests from Members in relation to:

- (a)** Disclosable Pecuniary interests in any agenda item – none.
- (b)** Non-Pecuniary interests in any agenda item – none.

5015. TOWN MAYOR'S ANNOUNCEMENTS

The Town Mayor noted the resignation of Councillor Ryan Coleman and had thanked him for his contribution by email.

Members were advised that 6 staff members had delivered presentations the previous week as part of their ILM Level 3 qualification.

5016. REPORTS FROM WARD MEMBERS

- (i) Councillor Mackey had provided an email response to Councillor Toinko regarding the Emergency Travel fund. He had also asked for information regarding phasing of the station development but was yet to receive an official response from a CBC Officer.
- (ii) Councillor Gomm advised that the bungalow site in Church Road which had been an eyesore for some time had been cleared and would be redeveloped.
- (iii) The Council were advised that there had been a recent rumour that Flitwick Manor Hotel was housing immigrants on a short-term basis, which was untrue. The hotel was set to re-open in February.

5017. PUBLIC OPEN SESSION

No items.

5018. MEMBERS QUESTIONS

- (i) Councillor Badham referred to recent social media posts regarding the removal of NHS/Key Worker and other banners that were installed at the beginning of the coronavirus pandemic. He had questions and these did not relate to the decision to remove the banners, but about the reaction afterwards from a few Councillors. He summarised his reasons for asking the following questions, in the spirit of the Council doing things right and to properly protect the staff:
 - 1. Having read the Code of Conduct, does Councillor Platt feel it was appropriate to suggest that Flitwick Town Council had a lack of community spirit? Councillor Platt responded that he believed it did lack community spirit.
 - 2. In light of the Code of Conduct, can I ask Councillor Platt if he gave details of correspondence between him and a staff member to anyone else? Councillor Platt advised that he did not share this correspondence.
 - 3. Given the upset and anxiety that had already caused staff members to leave the Facebook group, could Councillor Mackey outline what steps he is taking to ensure that the reputation and integrity of staff is being protected on his Facebook group? Councillor Mackey responded that there were standards in place for the group, he mentioned that as soon as the name was seen, the post was deleted and he apologised for what happened. Subsequent discussions had been held with moderators of the page.

(Councillor Gomm entered the meeting)

- 4. Does the Council feel that it is appropriate for Councillor Bunyan to suggest a standing FTC Councillor break Planning regulations, on a public Facebook page, particularly as that Councillor is the current Deputy Chair of the Planning Committee. Councillor Bunyan believed the situation had been handled badly and understood Councillor Platt's annoyance.
- (ii) Councillor Dodds questioned if the correct procedure was being followed by concerns being aired at this meeting regarding the issue above. The Town Clerk advised that there was an option of contacting the Monitoring Officer however the Deputy Town Mayor commented that some Councillors were attempting to resolve the issue informally first. Councillor Badham had not wanted to waste staff time on approaching the Monitoring Officer.

(Councillor Thompson entered the meeting)

- (iii) Councillor Blazeby advised that the Policy agenda item dealt with this topic later.

- (iv) The Chairman asked if Planning Committee Minutes would come to Council meetings and the Town Clerk advised that they would from next month.

5019. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. For Members to receive and adopt the minutes of the Town Council Meeting held, on **Tuesday 21st July 2020**, this meeting was held via virtual access.

Members received and approved as a true record, the Minutes of the Town Council Meeting held on Tuesday 21st July 2020 via virtual access.

- b. For Members to receive and adopt the minutes of the Extra Ordinary Town Council Meeting held on **Tuesday 18th August 2020**, this meeting was held via virtual access.

Members received and approved as a true record, the Minutes of the Extra Ordinary Town Council Meeting held on Tuesday 18th August 2020 via virtual access with the following amendments: alter final two minute numbers and insert Councillor Badham's question regarding whether or not CBC had returned the £0.8m funding to Government, which he did not receive an answer for.

- c. For Members to receive and consider **recommendations** of the Corporate Services Committee Meeting, held on **Tuesday 28th July 2020**, this meeting was held via virtual access.

Members considered and approved the recommendations of the Corporate Services Committee Meeting held on Tuesday 28th July 2020 via virtual access.

- d. For Members to receive and consider **recommendations** of the Community Services Committee Meeting, held on **Tuesday 4th August 2020**, this meeting was held via virtual access.

Members considered and approved the recommendations of the Community Services Committee Meeting held on Tuesday 4th August 2020 via virtual access.

- e. For Members to receive and consider **recommendations** of the Business Services Committee Meeting, held on **Thursday 13th August 2020**, this meeting was held via virtual access.

Members considered and approved the recommendations of the Business Services Committee Meeting held on Thursday 13th August 2020 via virtual access.

- f. For Members to receive and consider **recommendations** of the Corporate Services Committee Meeting, held on **Tuesday 25th August 2020**, this meeting was held via virtual access.

Members considered and approved the recommendations of the Corporate Services Committee Meeting held on Tuesday 25th August 2020 via virtual access.

- g. For Members to receive and consider **recommendations** of the Community Services Committee Meeting, held on **Tuesday 1st September 2020**, this meeting was held via virtual access.

Members considered and approved the recommendations of the Community Services Committee Meeting held on Tuesday 1st September 2020 via virtual access with a few minor grammatical changes and an amendment to note one abstention for item 730j (Flag Flying Policy) recommendation number 3.

- h. For Members to receive and consider **recommendations** of the Business Services Committee Meeting, held on **Thursday 10th September 2020**, this meeting was held via virtual access.

Members considered and approved the recommendations of the Business Services Committee Meeting held on Thursday 10th September 2020 via virtual access

5020. MATTERS ARISING

a. Minutes of the Town Council Meeting held on Tuesday 21st July 2020.

- (i) Councillor Badham referred to Minute Number 5000(x) and asked if Councillor Mackey had forwarded a copy of the email to the Deputy Town Clerk. The Deputy Town Clerk did not recall receiving the email but would check her inbox. Later in the meeting, Councillor Mackey advised that he had sent a copy to the Town Clerk on 17th July.

Action: Deputy Town Clerk to send a copy of this email to all Councillors

b. Minutes of the Extra Ordinary Town Council Meeting held on Tuesday 18th August 2020.

- (i) The Chairman referred to item 5010b (iii) – MTRF – and asked for this to be chased up. It related to the site visit outside Barclays with the Highways Team. The Town Clerk advised that this related to an agenda item coming up soon. Councillor Badham asked for an update on the breakdown of costs for the project and Members were informed that this was in hand. Councillor Mackey agreed to circulate email correspondence on this.

Action: Councillor Mackey

5021. Items for Consideration

a. Committee Membership

As Councillor Coleman's resignation had created a vacancy on the Community Services Committee, there was no need to consider increasing the size of this Committee. It was agreed to elect Councillor Thompson to the Community Services Committee and Councillor Halligan to the Planning Committee.

b. Mid Beds Citizen's Advice Grant Request

It was **Resolved** for the Mid Beds Citizen's Advice Grant Request to be considered by the Community Services Committee once the late grants budget was known, and that the applicant be asked to complete the usual application form.

Action: Amenities Officer/Deputy Town Clerk

c. Publication Scheme

- (i) Councillor Blazeby referred to page 4 – for where a small number of documents only are requested – and suggested that there should be no charge if the actual costs are below £3.

It was **Resolved** to adopt the circulated Publication Scheme and Information Guide with one amendment on page 4 of the Guide to state that there would be no charge if the actual costs of printing was below £3.

d. Data & IT Related Policies

Members discussed the draft policy documents circulated and suggested some amendments.

It was **Resolved** to adopt the following Data & IT Related Policies:

- Information & Data Protection Policy (incorporating Digital ICT, Data Breach Notification, CCTV and Subject Access Policies)
- Removable Media Policy
- Internet Acceptable Usage Policy
- IT Access Policy

e. Fun Fair Request

Members discussed the request for Henry Harris' Fun Fair to be situated on the Millennium Park from 28th September – 12th October 2020. After an extended discussion, Councillors did not feel it was appropriate this year.

Councillor Blazeby requested for the fee structure for hiring the Millennium Park to be looked at by the Community Service Committee before committing to future requests.

It was **Resolved** to refuse the fun fair request due to the new Government rule of 6 with gatherings/mingling. Councillors suggested getting dates from him for next year with at least 3 months' notice of when they want to come.

Action: Amenities Officer

f. Credit Card Policy

It was **Resolved** to adopt the Credit Card Policy document circulated.

g. Standing Orders

- (i) Councillor Badham requested for gender related terms to be removed from the document other than for references to the 'Chairman' and other Councillors suggested grammatical amendments.

It was **Resolved** to adopt the Standing Orders circulated, incorporating the gender-neutral terminology and grammatical changes suggested. The Standing Orders would allow speakers at meetings to present from a seated position and the 'approved' list of activities that were acceptable for apologies reasons would be taken out.
(Vote: all in favour)

5022. Items for information

a. Precept

Members noted that Central Beds Council had sent the second and final instalment of the Town Council Precept for 2020/21.

b. Town Council Website

Members noted that the new Council website was due to be launched on 16th September. Councillors thought the site looked impressive and further amendments would be made once it was launched. Councillor Blazeby had sent the Communications & Marketing Officer details of a few required changes.

c. Councillor Surgeries

- (i) Members noted the document circulated on dates and locations for surgeries. It was agreed for finish times and additional sessions at Flitwick Market to be included. Members were asked to indicate their availability to attend sessions to the Deputy Town Clerk and these would be added to the schedule.

Action: Deputy Town Clerk

- (ii) Councillor Badham had attended the recent Comedy Night at the Rufus Centre and believed that there was room for Councillor Surgeries to be held prior to events like these.

Action: Community Services Officer

d. Action Log

Councillor Blazeby thanked the staff who had been involved in creating the Action Log and getting it to this stage. Members understood that this would be an item for future Council and Committee meetings. It was noted that one element of the Action Log needed further work.

Action: Deputy Town Clerk

5023. PUBLIC OPEN SESSION

A resident asked for an explanation about the fee charge for Henry Harris' Fun Fair and he was advised that historically, £100 of his fee went to the Town Mayor's Charities with the remainder supplementing children's activities run by the Council for the town. Councillors advised that the fair organisers historically never asked for their deposit back.

5024. EXEMPT ITEMS

No items.