



**MINUTES OF THE EXTRA ORDINARY FLITWICK TOWN COUNCIL MEETING  
HELD ON 22<sup>ND</sup> DECEMBER 2020  
AT 7.45PM VIA VIRTUAL ACCESS**

**Present:**

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

**Also present:**

Rob McGregor – Town Clerk  
Stephanie Stanley – Deputy Town Clerk  
Stacie Lockey – Environmental Services Manager

**5049. APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Councillor Mackey – personal commitment.

Apologies were received from Councillor Badham – work commitment – he joined the meeting at item 8c – Grounds Team Lease Vehicles.

No apologies were received from Councillor Halligan or Councillor Platt.

**5050. 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.

**5051. TOWN MAYOR'S ANNOUNCEMENTS**

The Chairman mentioned the following:

- Welcomed Councillor Gleave to his first Council meeting.
- Thanked staff and Councillors for their hard work this year.
- Thanked Councillors for staffing the Surgeries which had been a positive development. He had hosted a Zoom Surgery the previous week, but no public attended. The Council had offered/publicised several Surgeries.

- Planters had been installed outside Barclays that day, but temporary barriers were yet to be removed. The Mayor would officially 'open' the planters the following day.
- He wished everyone a happy Christmas.

#### 5052. **PUBLIC OPEN SESSION**

There were no members of the public present.

#### 5053. **MEMBERS QUESTIONS**

The Chairman was aware that a couple of Members had missed notification of this meeting as it was initially mentioned within an email regarding electrical works for the Rufus Centre kitchen. He requested for all future meeting notifications to be sent separately.

#### 5054. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to receive and adopt the **minutes** of the Town Council meeting held on **Tuesday 17<sup>th</sup> November 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 17<sup>th</sup> November 2020 via virtual access.

- b. For Members to receive and consider **recommendations** of the Planning Committee Meeting, held on **Thursday 19<sup>th</sup> November 2020**, this meeting was held via virtual access.

Members received and approved the recommendations of the Planning Committee Meeting held on Thursday 19<sup>th</sup> November 2020 via virtual access.

- c. For Members to receive and consider **recommendations** of the Corporate Services Committee Meeting, held on **Tuesday 24<sup>th</sup> November 2020**, this meeting was held via virtual access.

The recommendations from the Corporate Services Committee Meeting held on Tuesday 24<sup>th</sup> November 2020 would be deferred to the next meeting as paperwork had not been circulated.

Members received and approved the recommendations of the Corporate Services Committee Meeting held on Tuesday 15<sup>th</sup> December 2020. These included the adoption of the Delegation of Committees document and associated Heads of Terms. The Chairman requested for the Committees to have sight of all the Scheme of Delegations documentation.

*Action: Deputy Town Clerk/Town Clerk*

- d. For Members to receive and consider **recommendations** of the Community Services Committee Meeting, held on **Tuesday 1<sup>st</sup> December 2020**, this meeting was held via virtual access.

Members received and approved the recommendations of the Community Services Committee Meeting held on Tuesday 1<sup>st</sup> December 2020 via virtual access.

- e. For Members to receive and consider **recommendations** of the Business Services Committee Meeting, held on **Thursday 10<sup>th</sup> December 2020**, this meeting was held via virtual access.

Members received and approved the recommendations of the Business Services Committee Meeting held on Thursday 10<sup>th</sup> December 2020 via virtual access.

- f. For Members to receive and consider **recommendations** of the Planning Committee Meeting, held on **Thursday 17<sup>th</sup> December 2020**, this meeting was held via virtual access.

Members received and approved the recommendations of the Planning Committee Meeting held on Thursday 17<sup>th</sup> December 2020 via virtual access.

The Chairman updated Members on the recent concern regarding advertising and the legitimacy of banners, particularly those that previously were displayed to promote the Rendezvous café at the Millennium Park railings. He had hoped the paper that went to the Planning Committee would cover this point and Councillor Dodds explained that the paper covered every banner on a highway needing planning permission. Members were advised that the A-Frame style banners were not covered in the document.

- g. For Members to receive and consider **recommendations** of the Personnel Committee Meeting, held on **Monday 21<sup>st</sup> December 2020**, this meeting was held via virtual access **(Chairman to move item to Exempt)**.

Members received and approved the recommendations of the Personnel Committee Meeting held on Monday 21<sup>st</sup> December 2020 via virtual access.

#### **5055. MATTERS ARISING**

- a. Minutes of the Town Council Meeting held on Tuesday 17<sup>th</sup> November 2020.

The Chairman had hoped Councillor Mackey would be present to answer a question from the Minutes of 17<sup>th</sup> November, but he was not in attendance.

#### **5056. Items for Consideration**

- a. **Meetings Calendar 2021**

Councillors were advised that the meeting dates had been re-drafted with changes to the Business Services and Planning meetings. Business Services would be held on a Thursday and Planning was predominantly Thursdays, with a few dates being moved to either a Tuesday or a Wednesday depending on other meetings scheduled for the same week.

It was **resolved** to approve the re-drafted Calendar of Meeting Dates for 2021.

- b. **Co-option Process**

Members had an extended discussion on the document circulated. Councillors raised a variety of questions relating to the process to seek clarification on what would happen for a future co-option.

Members were advised that the process presented was no different to the opportunity given for the co-option that occurred at the November meeting. Recommendations could be made from the interview panel however any other Member could propose an alternative candidate. Some Councillors did not feel they had this opportunity for the previous co-option.

Some Councillors did not feel the new process was democratic, but this was disputed by others. The Chairman explained that the process was more robust because it allowed the interview panel to assess the candidates' commitment and skills. Councillor Toinko raised

a suggestion, which was largely supported, for any candidate with the highest number of votes and therefore 'first past the post' be co-opted. He also commented that it was important to restore numbers on the Council for vacancies whilst Councillor Williams stated that it was not a requirement.

Councillor Thompson shared her view as she had recently been co-opted under the new process. Some Councillors believed all Members should have the opportunity to be involved in the interviews but Councillor Thompson felt this would be too intense and suggested a 'meet and greet' for all Members in addition to the interview when Covid-19 restrictions allowed.

It was **resolved** to amend the Co-option Policy to reflect that the successful candidate would be co-opted via a 'first past the post' process via a Council meeting vote.

It was **resolved** to accept the Co-option Policy as drafted with the amendment above and minor grammatical changes to be sent to the Town Clerk by the Chairman.

It was proposed and seconded for all interested Councillors to be involved in the Co-option interview process but after a vote, this was not carried.

Councillor Badham entered the meeting at this time.

**c. Grounds Team Lease Vehicles**

Councillors asked a few questions regarding the quotations circulated. The Environmental Services Manager advised that:

- The leases were up for renewal in February
- There had been issues for the companies sourcing the vehicles due to Covid-19
- She had not looked at rolling lease or purchasing options as this had not been requested
- Gave background on why the vehicles were leased previously
- She recommended the Mitsubishi as the package was good and the Team were pleased with their service

Councillor Toinko advised that the Ford Ranger was more efficient and that the low mileage on the current vehicle might mean a balloon payment would be better value for money. The Environmental Services Manager would look into this but advised that there was no guarantees this could happen because the current vehicle was not on a hire-purchase basis. She would investigate if the current lease could be extended but this might be a higher cost.

It was **resolved** for the Environmental Services Manager to make further enquiries based on the discussion and report findings back to the January Council meeting.

The Chairman advised that if matters became more urgent in the interim period then discussions could be had in advance of the Council meeting.

**d. Standing Orders for Contracts**

Councillor Thompson questioned whether some of the elements of the document were necessary, including number of people in attendance, and stated there were also some inconsistencies in the document. She, and other Councillors, agreed to send comments to the Town Clerk. The revised document would be discussed at the next Business Services meeting.

*Action: All Members/Town Clerk*

Councillor Dodds asked if the Council had an approved list of contractors and mentioned this was a necessity. The Town Clerk advised that this was being worked on.

**5057. Items for Information**

**a. Kitchen Works**

Members noted the emergency works and costs (£7,500) associated with the Rufus Centre kitchen.

**b. Planning Decisions**

Members noted Planning Committee decisions from 19<sup>th</sup> November and 17<sup>th</sup> December.

Councillor Dodds advised that the station development was discussed at the Planning meeting on 17<sup>th</sup> December as a CBC Officer was in attendance giving an update on the scheme. The project was going back through the Planning process as new plans had been created to accommodate realignment of bus stops, alterations to the layout, and more. Draft drawings of the new scheme would be attached to the Planning Minutes from 17<sup>th</sup> December. Completion was aimed for December 2021 therefore the Committee had asked about the Christmas Lights Switch On event for next year. Unfortunately, the site would not be ready however Officers agreed to look at this and to include plans for a Christmas tree.

Councillor Shaw mentioned step-free access being linked to the new scheme and that SEMLEP could join the Committee meetings. Everything was to be approved by Network Rail and regular updates would be provided to the Council.

**5058. PUBLIC OPEN SESSION**

There were no members of the public present.

**5059. EXEMPT ITEMS**

The following resolution will be **moved** that is advisable in the public interest that the public and press are excluded whilst the following exempt item issue is discussed.

**11a Asset Review – for consideration**

Members discussed the report circulated.

It was **resolved** that the Town Clerk and Deputy Town Clerk continue to work with CBC regarding burial provision and how best to utilise land.

It was **resolved** that the Town Clerk continue discussions with developers on a conditional agreement on land at Steppingley Road.

It was **resolved** to offer an organisation a 15-year lease at the cost of the Council including the adjoining FTC space at the cost of the organisation. This was based on the organisation covering the cost of health and safety (including legionella) matters.

It was **resolved** to set up a Task & Finish Group to discuss outstanding matters relating the organisations involved in the Asset Review. All Members would be invited to attend.

The Deputy Town Clerk and Environmental Services Manager left the meeting at this time.

**11b Personnel Committee Recommendations**

The recommendations were approved.

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council **resolve** to exclude the public and press by reason of the confidential nature of the business about to be transacted.

Meeting closed at 9:25pm.