



**MINUTES OF FLITWICK TOWN COUNCIL MEETING
HELD ON 27TH APRIL 2021
AT 7:30PM VIA VIRTUAL ACCESS**

Present

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

Cllrs G Mackey, C Gomm, N Bunyan – Central Beds Ward Members

Also present:

Rob McGregor – Town Clerk & Chief Executive
Stephanie Stanley – Deputy Town Clerk
Stacie Lockey – Environmental Services Manager
Beverley Jones – Communications & Marketing Manager
Pete Cooper – DCK Accounting Solutions
Members of the public - 0

5095. APOLOGIES FOR ABSENCE

Apologies were received and accepted for Councillor Williams (medical reasons).

5096. 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 – Councillor Mackey declared an interest for item 8d – Community Services Recommendations & Resolutions (grants awarded) – as he was part of the Respite at Home organisation.

5097. TOWN MAYOR'S ANNOUNCEMENTS

- The Chairman had presented three Flitwick Festive Fun awards.
- He had attended the Thanksgiving Service for HRH Prince Phillip hosted by Lord Lieutenant.
- The elections for senior roles and Committee choices would be undertaken at the next meeting. He advised that the meeting would take a hybrid format, with some Councillors attending in person and others joining remotely. Due to this, he urged

Councillors to indicate their interests prior to the meeting when the forms come out. He asked Councillors not to wait until the night to indicate interest for senior roles.

- The Chairman thanked Councillors and staff for their flexibility regarding re-scheduled meeting dates recently.

5098. REPORTS FROM WARD MEMBERS

Ward Members had received their monthly briefing on the station interchange project which was a few weeks ahead of schedule. The former Best Kebab unit would be demolished in a couple of weeks. Ward Members had raised concern regarding CBC's decision to delay ordering materials until a new contractor was in place.

The older people's living/care village planning application for Steppingley Road was due to be discussed at the Development Management Committee on 5th May which included a few changes to the original application.

The East/West Railway consultation was open until 9th June. Councillor Gomm advised that it was important for the future to register views.

5099. PUBLIC OPEN SESSION

No items.

5100. INVITED SPEAKER

No items.

5101. MEMBERS QUESTIONS

Councillor Dodds referred to the East/West Railway project and asked about Millbrook station. Councillor Mackey advised that Millbrook station would be taken out but Lidlington station would remain. This information was part of a recent briefing. Councillor Shaw raised the importance that progression is made regarding the proposed Wixams station.

Councillor Badham referred to the wildflower corridor project at Station Road and the fact that this was near the Scouts Headquarters. He asked if anything had been planted and if signage had been considered. Councillor Toinko advised this was in hand and Members were informed that the Public Realm Team would be putting signs up in the next few days.

Councillor Badham advised that a resident not connected with CBC had suggested there was to be a development in Church Road. He asked if Ward Members could update the Council with any information on this. Councillor Mackey advised that he had offered to do a briefing on this matter but required it to be within the exempt section of the meeting. The Chairman explained that he had been advised not to progress with this and asked Ward Members to discuss the matter with the Town Clerk.

5102. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a.** For Members to receive and adopt the minutes of the Town Council Meeting held, on **Tuesday 16th March 2021**, 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 16th March 2021 via virtual access. Small amendments would be made to adjust the minute numbers and correctly insert when the Deputy Clerk left and re-entered the meeting. Councillor Badham also referred to a statement made in the

Minutes from the March meeting regarding the Additional Restrictions grant which would be corrected.

- b. For Members to receive and consider **resolutions and recommendations** of the Appeals Committee Meeting, held on **Wednesday 31st March 2021**, this meeting was held via virtual access. **(Chairman will move this item to Exempt)**

This item was discussed under exempt. Members noted the resolutions of the Appeals Committee Meeting held on Wednesday 31st March 2021 via virtual access.

- c. For Members to receive and consider **resolutions and recommendations** of the Planning Committee Meeting, held on **Thursday 1st April 2021**, this meeting was held via virtual access.

There were no resolutions or recommendations.

- d. For Members to receive and consider resolutions and recommendations of the Community Services Committee Meeting, held on **Tuesday 6th April 2021**, this meeting was held via virtual access.

The Community Services Committee Chairman gave Members some background regarding the decision relating to the Lockdown Car Show, advising that the previous years event was a walkabout Car Show and the new proposal was different. This would be discussed under the relevant agenda item later in the meeting.

Members noted the resolutions of the Community Services Committee Meeting held on Tuesday 6th April 2021 via virtual access. Members approved the applications to the Rolling Capital Fund regarding the Wildflower Corridor project.

- e. For Members to receive and consider **resolutions and recommendations** of the Business Services Committee Meeting held on the **Thursday 15th April 2021**, this meeting was held via virtual access **(Chairman will move this item to Exempt)**.

The Chairman moved this item to Exempt. Members noted the resolutions of the Business Services Committee Meeting held on Thursday 15th April 2021 via virtual access.

- f. For Members to receive and consider **resolutions and recommendations** of the Planning Committee Meeting, held on **Friday 23rd April 2021**, this meeting was held via virtual access.

There were no resolutions or recommendations.

- g. Members noted the Planning Decisions from 1st and 23rd April 2021.

5103. MATTERS ARISING

- a. Minutes of the Town Council Meeting held on Tuesday 16th March 2021.

Councillor Badham referred to the Ward Members update at the meeting commenting that there was an inaccurate statement included in the Minutes regarding the Additional Restrictions Grant and the self employed not being eligible to apply. A discussion took place regarding SEISE and ARG. The Minutes would be amended.

- b. Members to receive any updates from Officers – no items.

Councillor Bunyan left the meeting at this time.

5104. ITEMS FOR CONSIDERATION

a. Councillors Surgeries

Members considered the options and recommendations in the report circulated regarding councillor surgeries from the Community Services Officer.

It was **resolved** to progress with option 6 - holding one Councillor Surgery for two hours at the Flitwick Market with an additional Councillor Surgery at an agreed location or virtual meeting.

b. Committee Choices & Senior Roles

Members considered the contents of the report circulated and discuss the recommendations regarding Committee Choices and Champion roles.

Members noted that Committee Choices and Senior Role paperwork would soon be circulated for the ensuing year. The Annual Statutory Meeting (previously known as the Annual General Meeting of the Council) would be held on Tuesday 18th May at 7:30pm and would take a hybrid format with some Councillors attending in person, with the remaining Councillors joining virtually. Officers were investigating how the voting process would work with this set-up.

The Chairman explained that he had asked for this item to be on the agenda, especially due to the need to decide regarding Champion roles. A few Members advised that they had not done anything in relation to being a Champion. There had been a few actions in relation to the Youth Champion/Public Art roles. It was agreed that all Champion responsibilities would be better dealt with under the Committee structure.

The Chairman asked what was going to happen regarding voting at the Annual Statutory Meeting in May. The Deputy Clerk advised that guidelines regarding Covid-19 would be followed. Members attending virtually could vote via the chat function and those attending in person could safely use ballot papers.

It was **resolved** to discard Champion roles and allow relevant Committees, Working Groups and Panels to deal with these areas of work. The Patient Participation Group at Flitwick Surgery, the Village Hall Management Committee and Police Priority Setting roles would continue.

c. Management & Retention of Documents Policy

Members **resolved** to approve the Town Councils Management and retention of Documents Policy with a minor amendment to clarify how Trusts were exempt.

d. Flitwick Town Council Strategy

Members considered the draft Flitwick Town Council Strategy circulated.

Members considered the Resident FTC Strategy Feedback Questionnaire circulated.

The Chairman thanked everyone who contributed to the Strategy document and gave special thanks to Councillors Blazeby and Snape, and Pete Cooper.

Councillor Shaw referred to point 4.1 regarding Brexit and expressed a view to remove the word 'debate' as the country had voted to leave the EU. Other Members felt that although the decision to leave had occurred, the issue of Brexit was still being debated and therefore the wording was appropriate.

Councillor Shaw requested for a piece to be included about what the Town Council did and what CBC did. Councillor Blazeby advised that this was a valid point however this issue would be dealt with through different strands of the Comms and Marketing Plan.

Councillor Blazeby asked for a follow up email to be sent to Members regarding the consultation questionnaire in readiness for Corporate Services.

It was **resolved** to approve the draft strategy document and the associated consultation questionnaire.

e. IT Tender

Members considered the IT tender contracts and scoring contained in the supporting papers. Councillor Snape advised that the scoring had been done in relation to 50% on quality and 50% on price.

Members liked the format of the document in the supporting papers and wanted this used going forward for other contracts.

It was **resolved** to approve Quotation B at a price of £24,517.20 (scored 93) for the Council's IT contract (Vote: 13 in favour/1 abstention – Cllr Snape).

f. Lockdown Car Show

Members considered a request from a resident to use Millennium Park and the Hub car park for a 1 day event.

An extended discussion took place regarding the request to use the Park and the Car Park for the Car Show event. Members were not keen to approve the request as it was a risk they were unwilling to take due to Covid-19. The Council indicated they were likely to support the 'Lockdown Car Show' if it had a more 'walkabout' feel like the 2020 event but the request being considered at this meeting would constitute social gatherings. Councillor Blazeby commented that the resident could use the Council's website to show where the classic vehicles were if they were to revert to the 'walkabout' event.

It was **resolved** to reject permission for the Lockdown Car Show to use the Millennium Park and the Hub car park. The resident would be asked if they wanted to come up with an alternative proposal that was more in line with the 2020 'Walkabout' Lockdown Car Show. Officers would continue to work with the resident to see what could be done as Members were keen to get the community back out in the neighbourhood enjoying themselves.

5105. ITEMS FOR INFORMATION

a. Annual Town Meeting

Members noted that the Annual Town Meeting would be held on Thursday 6th May 2021 at 7:30pm via Zoom.

b. Councillors Attendance Record

Members noted the Councillor Attendance Record circulated. This document would be included as part of the pack produced for the Annual Town Meeting.

The section regarding Councillors' attendance at Surgeries would be removed and the Mayor and Deputy Mayor's attendance at Committee meetings for which they were not members of, would be inserted into the total numbers.

It was **resolved** to include former Councillors in the attendance record.

c. Local Plan Consultation

Members noted the information circulated regarding the Local Plan.

d. Welcome Back Fund

Members noted the information circulated regarding the Welcome Back Fund from CBC.

Members were advised that ideas for this would be worked on after May, but some ideas had already been raised from Officers regarding installing a Christmas tree.

Councillor Badham noted funding received from the European Regional Department which was for specific items such as street furniture and planters. It was agreed for the Town Clerk to investigate this.

Action: Town Clerk

Councillor Thompson asked when the information on the Welcome Back Fund had been circulated. The DTC advised that it had been received on the day of the meeting and was circulated to Members as part of the combined PDF.

e. Councillors Surgeries/Public Enquiries Feedback

Members are asked to note the form circulated.

The Chairman advised that Members could send in any information regarding conversations with the public at Councillor Surgeries etc. via the Community Services Officer and it would be included on the form.

Members agreed that it had been good for the Community Safety Officers to be present at the recent Surgery at the Market as they were able to directly answer queries from the public.

5106. Public Open Session

No items.

5107. 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.

13a) Minutes and Recommendations of Meetings – noted.

13b) Building Lease – for consideration

It was **resolved** to:

1. Legally establish the Council as the Lessor.
2. Authorise a rent appraisal to be undertaken by a surveyor.
3. Start discussions with the Lessee and gain an indication of when the Council could use the space under the lease terms.
4. Establish what the space can be used for in terms of the flooring limitations – understand what type of flooring was in the building. This was in relation to the fact that the lease mentions 'small meetings' usage.

13c) Projects – for consideration

It was **resolved** to report the most up to date position for all major projects at the Annual Town Meeting.

13d) Site discussion – for consideration

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.