



FLITWICK TOWN COUNCIL

Minutes of The Annual Statutory Meeting of Flitwick Town Council held on 17th May 2022 at 7:45pm at the Rufus Centre

Present:

Cllr A Snape (Chairman)
Cllr J Dann
Cllr J Gleave
Cllr I Blazeby
Cllr K Badham
Cllr B Meredith-Shaw
Cllr P Earles
Cllr A Lutley
Cllr M Platt
Cllr J Daly
Cllr H Hodges
Cllr J Roberts
Cllr D Toinko
Cllr G Mackey
Cllr C Thompson

Also present:

Rob McGregor – Town Clerk & Chief Executive
Stephanie Stanley – Corporate Services Manager
Stacie Lockey – Environmental Services Manager
Susan Eldred – Community Services Manager
Beverley Jones – Communications & Marketing Manager

Members of the public – 1

The Chairman mentioned that there were several votes required for items 5-7 and stated that microphones would be muted during this time as they were very sensitive to sound when counting the ballots.

1. **ELECTION OF TOWN MAYOR FOR THE YEAR 2022/2023**

It was **resolved** that Councillor Snape be elected to the office of Town Mayor for Flitwick, for the year 2022/2023.

2. **DECLARATION OF ACCEPTANCE OF OFFICE**

The Town Mayor, Councillor Snape, read and signed the Declaration of Acceptance of Office.

3. **ELECTION OF DEPUTY TOWN MAYOR**

It was **resolved** that Councillor Thompson be elected to the office of Deputy Town Mayor for Flitwick, for the year 2022/23.

4. **DECLARATION OF ACCEPTANCE OF OFFICE**

The Deputy Town Mayor, Councillor Thompson, read and signed the Declaration of Acceptance of Office.

5. **MEMBERSHIP OF STANDING COMMITTEES**

Information setting out the Committees of the Council and preferences had been previously circulated. First preferences had been selected and were highlighted on the form via blue font. The Chairman explained that the interest for Members to be on Community Services (as their first preference) was oversubscribed.

a. **For Members to determine membership of the Town Councils Standing Committees**

A resident joined the meeting at this time.

It was **resolved** that Members of the Standing Committees were as follows:

Community Services:

Cllr Meredith-Shaw, Cllr Thompson, Cllr Earles, Cllr Lutley, Cllr Badham, Cllr Chacko, Cllr Toinko and Cllr Dann.

(The above Members were elected following a written ballot).

Corporate Services:

Cllr Blazeby, Cllr Gleave, Cllr Roberts, Cllr Toinko, Cllr Lutley and Cllr Snape.

Business Improvement & Development Board:

Cllr Snape, Cllr Hodges, Cllr Roberts, Cllr Mackey, Cllr Blazeby and Cllr Gleave.

(The above Members were elected following a written ballot).

Personnel:

Cllr Snape, Cllr Blazeby, Cllr Gleave, Cllr Badham and Cllr Roberts.

(The above Members were elected following a written ballot and Cllr Roberts subsequently withdrew from the Appeals Committee).

Appeals:

Cllr Dann, Cllr Thompson, Cllr Earles and Cllr Toinko (1 vacancy).

b. **For Members to appoint Chairmen for Standing Committees**

It was **resolved** to appoint the following Chairmen of each Standing Committee:

Community Services – Councillor Badham

Corporate Services – Councillor Blazeby

Business Improvement & Development Board – Councillor Roberts

Personnel – Councillor Snape

Appeals – Councillor Thompson

c. **For each Committee to appoint a Vice Chairman**

It was **resolved** to appoint the following Vice Chairmen of each Standing Committee:

Community Services – Councillor Toinko

Corporate Services – Councillor Roberts

Business Improvement & Development Board – Councillor Gleave

Personnel – Councillor Gleave

Appeals – Councillor Dann

6. **MEMBERSHIP OF WORKING GROUPS**

- a. i) For Members to determine membership of the Planning Improvement Working Group
(8 Planning Trained Members).

It was **resolved** to appoint the following Members to the Planning Improvement Working Group: Cllr Platt, Cllr Shaw, Cllr Earles, Cllr Gleave, Cllr Hodges, Cllr Roberts (2 x vacancies).

- ii) For Members to appoint a Chairman of the Planning Improvement Working Group

It was **resolved** to appoint Councillor Gleave as Chairman of the Planning Improvement Working Group.

- b. For Members to determine membership of the Heritage Website Working Group

The Chairman requested advice from the Town Clerk regarding appointing Members to be on this group as he believed this may not be legal as it reported to Corporate Services. Members were advised that this would be investigated and an item regarding membership to this Group would be an agenda item at the next Council meeting. Councillor Blazeby commented that it was never the intention for the Group to report into Corporate Services.

- c. For Members to determine membership of the Allotment Liaison Committee

The Chairman explained that it had been custom and practice for membership to this Committee to be appointed via Council. However, as this was a Sub-Committee for Community Services, when asked, the Town Clerk advised it would be appropriate to revisit this membership following the same logic as the previous item.

7. **APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES**

It was **resolved** to elect the following Members as representatives on Outside Bodies:

- (i) **Village Hall Management Committee** – Councillor Earles (Sub position vacant).
- (ii) **Police Priority Setting** – Councillor Badham (Sub: Councillor Roberts).
- (iii) **Patient Group – Flitwick Surgery** – Councillor Roberts (Sub: Councillor Chacko). These Members were elected following a written ballot.
- (iv) **Attend CBC Planning/DMC Meetings on behalf of FTC** – Councillor Gleave (Sub position vacant).
- (v) **Joint Committee with CBC** – Councillor Snape, Councillor Thompson and Councillor Blazeby. Sub position was left vacant however this role was to be filled at the next Council meeting.
- (vi) **Beds Association of Town & Parish Councils** – Councillor Platt. There was no proposal for the Sub position therefore it remained vacant.

Members were asked to contact the Town Clerk if they were interested in the vacancies, particularly for Corporate Services and these appointments, along with the Heritage Website Group membership would be considered officially at the next Council meeting.

8. **APOLOGIES FOR ABSENCE**

Apologies were received and accepted for Councillor Chacko (sabbatical leave) and Councillor Shaw (holiday).

9. **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.

10. TOWN MAYOR'S ANNOUNCEMENTS

Several events had been attended over the past month including:

- Houghton Regis Civic Service
- Mayor's Civic Dinner in Dunstable
- Ampthill Mayor's Charity Concert
- Licencing Service for the new Vicar at the Parish Church in Flitwick
- Central Bedfordshire Council Chairman's Civic Service in Woburn

The Chairman thanked Members for their support the previous Civic Year and for re-electing him to the role of Town Mayor for the ensuing year.

The Chairman thanked the Officers for their support and added it had been an interesting civic year with a lot of change. There had been many different events and activities provided, which were professionally delivered and appreciated by the community. The changes in the Council's Governance was mentioned as this had not been an easy process. There was a round of applause for the staff.

11. REPORTS FROM WARD MEMBERS

There was a consultation for plans to improve the Clophill roundabout (A507/A6). Funding was to be provided by the Levelling Up Scheme and people were encouraged to make comments. The improvements would make a big difference, with the bridge coming down and dual carriageway changes. Members advised the Ward Members that there had been several comments online from residents about the scheme, and some were surprised that CBC were using 'Levelling Up' funding to deliver an infrastructure project that would deliver very little in social value. A Ward Member commented that it was important to spend the funding if it was there.

The Annual Highways Plan work was nearing completion, which had been a frustrating process considering some aspects of work that Ward Members had asked for had been omitted which had delayed the release. There was more happening now and Ward Members would keep the Council informed. Improvements suggested for The Avenue had now been incorporated and preparation works would be done.

Ward Members were advised about reports of rats by the Interchange Scheme works. Members were advised that this matter had been reported to CBC's Statutory Nuisance department.

Councillor Gomm left the meeting at 20:52.

12. PUBLIC OPEN SESSION

No items.

13. INVITED SPEAKER

No speaker.

14. MEMBERS QUESTIONS

No questions.

15. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. For Members to receive and adopt the minutes of the Town Council Meeting held, on **Tuesday 19th April 2022**.

Members adopted the minutes of the Town Council Meeting held on Tuesday 19th April with two amendments: under item 5235 – Invited Speaker Questions Section – in paragraph two clarify it was CBC who needed to continue to push the local MP regarding recruitment of Doctors and Nurses, and correct spelling of ‘Plan’ under item 5240c.

- b. For Members to receive and consider **resolutions and recommendations** of the Planning Committee held on **Thursday 21st April 2022**.

Members received and approved the resolutions and recommendations of the Planning Committee held on Thursday 21st April.

- c. For Members to receive and consider **resolutions and recommendations** of the Corporate Services Committee Meeting, held on **Thursday 28th April 2022**.

Members received and approved the resolutions and recommendations of the Corporate Services Committee Meeting held on Thursday 28th April.

Members commented that the approval of RCF applications had not been included on the Council agenda for the meeting, to discuss the Corporate Services recommendation to apply to the RCF for the heritage website proposal. Unfortunately, this had been overlooked and would feature on the next agenda.

- d. Members are asked to note the Minutes of the Annual Town Meeting held on **Tuesday 26th April 2022**.

Members noted the Minutes of the Annual Assembly held on Tuesday 26th April 2022 and Councillor Hodges name would be added to those present.

- e. For Members to receive and consider **resolutions and recommendations** of the Community Services Committee Meeting, held on **Tuesday 3rd May 2022**.

Members received and approved the resolutions and recommendations of the Community Services Committee Meeting held on Tuesday 3rd May 2022.

- f. For Members to receive and consider **resolutions and recommendations** of the Planning Committee Meeting, held on **Tuesday 10th May 2022** at the Rufus Centre.

Members received and approved the resolutions and recommendations of the Planning Committee Meeting held on Tuesday 10th May 2022.

- g. For Members to receive and consider **resolutions and recommendations** of the Business Services Committee held on **Thursday 12th May 2022**.

Councillor Dann asked if the cost of the Wi-Fi upgrade was an additional cost, and how it compared to current costs. This would be investigated however it was confirmed as a revenue cost rather than a RCF application.

Members received and approved the resolutions and recommendations of the Business Services Committee held on Thursday 12th May 2022.

- h. Members noted the Planning Committee decisions from 21st April and 10th May 2022.

Members advised that these decisions had not been circulated. The ESM advised that the decisions had been circulated alongside the corresponding Planning Committee resolution sheets.

16. MATTERS ARISING

a. Minutes of the Town Council Meeting held on Tuesday 19th April 2022.

A Member asked if the Project Manager for the Steppingley Road site had been invited to a future meeting and Members were informed this had been done.

Members asked if the S106 definitions had been received from CBC. Members were informed that this had been dealt with via an Officer and information would be presented to Community Services. A definition for the funds allotted against 'community cohesion' had been agreed and CBC had committed to releasing this funding to FTC if a relevant proposal was brought forward.

A Member asked if the street lighting issues had been forwarded to CBC and they had been. A Ward Member advised that there were some columns to be replaced under the Highways Improvement Scheme, which would be followed up.

A Member questioned if Officers had heard anything from CBC regarding not being invited to the CBC DMC meeting regarding the crematorium application. Members were informed that this question had not been raised via CBC yet due to other work taking priority. This would be followed up.

b. Members received any updates from Officers – none.

17. ITEMS FOR CONSIDERATION

a. Scheme of Delegations & Terms of Reference

(i) Members were asked to approve the amendments circulated for the Scheme of Delegations following decisions made at the previous Council meeting.

The Chairman advised that this item had been put on the agenda to approve the complete document in relation to several discussions at the previous Council meeting.

It was **resolved** to accept the circulated amended version of the Scheme of Delegations.

(ii) Members were asked to consider adopting the draft Terms of Reference for Committees following the amendments agreed to the Scheme of Delegations.

It was **resolved** to accept the Terms of Reference for Committees circulated.

b. Planning Policy

Members **resolved** to adopt the Planning Policy.

c. Planning Guide

Members **resolved** to adopt the Planning Guide.

18. ITEMS FOR INFORMATION

There were no items for information.

19. PUBLIC OPEN SESSION

No items.

20. 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.

No items.

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 21:05.