



## FLITWICK TOWN COUNCIL

**DRAFT Minutes of the Flitwick Town Council meeting held on  
Tuesday 19th August 2025 at the Rufus Centre at 7:45pm**

Present:

Cllr J Roberts (Chairman)  
Cllr A Snape  
Cllr I Blazeby  
Cllr A Crawford  
Cllr R Wilsmore  
Cllr F Patterson  
Cllr P Earles  
Cllr L Bandy  
Cllr M Platt  
Cllr C Thompson  
Cllr T Parsons

Also present:

Stacie Lockey – Town Clerk & Chief Executive

### **5862. APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllr Harald – work commitment, Cllr Hodges – holiday, and Cllr Toinko – holiday.

### **5863. DECLARATIONS OF INTEREST**

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

- (a) Disclosable Pecuniary interests in any agenda item.
- (b) Cllr Parsons declared a non-pecuniary interest in item 15a due to working with the agent acting on behalf of the Council.

### **5864. TOWN MAYOR'S ANNOUNCEMENTS**

The Town Mayor had held a Coffee Morning at the Village Hall in aid of the Town Mayor's Charities and thanked those who attended and helped, raising over £200.

The Town Mayor advised that he had attended the VJ Day service at the war memorial, and wanted to pass on thanks to the Public Realm Team, as comments were received about how nice the area looked.

The Town Mayor has also attended the Car Show and thanked Jim Snook for delivering another great day for the Community.

### **5865. Leader Update**

The Leader updated Members on the outcome of the action he was given at the last meeting regarding Section 106 funding. He had received agreement from senior Members at CBC that the remaining £56k could be allocated to Flitwick for various projects. Officers were now completing the next steps to obtain this funding.

The Leader also advised that he had received verbal communication from CBC that Flitwick would be receiving funds from the household support scheme, which would be used for the Community Fridge.

**5866. REPORTS FROM WARD MEMBERS**

No items.

**5867. PUBLIC OPEN SESSION**

Jim Snook joined the meeting but was unable to talk due to a bad connection.

**5868. INVITED SPEAKER**

No invited speaker.

**5869. MEMBERS QUESTIONS**

There were no questions from Members.

**5870. MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to approve the minutes of the Town Council Meeting held on Tuesday, **15<sup>th</sup> July 2025**, this meeting was held at the Rufus Centre.

It was **resolved** to accept the minutes of the Town Council meeting held on Tuesday, 15th July 2025, as an accurate record of the meeting.

- b. For Members to receive and consider the resolutions and recommendations of the Community Services Committee meeting, held on **Tuesday, 5<sup>th</sup> August 2025**, this meeting was held at The Rufus Centre.

Members noted the resolutions from the Community Services meeting held on Tuesday, 5<sup>th</sup> August 2025.

**5871. MATTERS ARISING**

- a. There were no matters arising.
- b. There were no updates from officers.

**5872. OUTSIDE BODIES**

No items.

**5873. ITEMS FOR CONSIDERATION**

- a. **Central Bedfordshire Council – Licensing Policy Consultation**

Members decided not to respond to this consultation.

**b. Planning application Land between Brogborough, Lidlington and Marston Moretaine CB/18/01969/OUT**

The Town Mayor advised Members that Cllr Hodges had looked at this application and proposed submitting the existing response with the following amendments:

1. On page 6, remove the comment where it refers to a 'commitment by the development to have a 'net benefit' impact in terms of biodiversity'. The Bio Diversity Net Gain became a requirement at the beginning of 2024, so this comment was no longer relevant.
2. Add an additional comment that the revisions to the application do not sufficiently address FTC's previous objections, and we regret that FTC object to the application.

Members commented that it had been reported within the local news recently that should this development go ahead, there would be proposed changes to junction 13 of the M1.

The Leader of the Council commented that he felt it would be beneficial to reinstate the joint committee with CBC, which would focus on creating a list of infrastructure improvements to be included in both the current and new local plans. The Leader and the Town Clerk would work together to look at getting this back up and running.

*Action: Leader/Town Clerk*

Reference to CCJ needed to be amended within the report as this no longer existed.

It was **resolved** to submit the existing response with the amendments listed above.

**c. Sabbatical Leave Request**

It was **resolved** to accept the sabbatical request from Cllr Thomson from 27<sup>th</sup> August to 31<sup>st</sup> October.

**d. Universal Destinations Theme Park Planning Application**

The Leader of the Council advised that he had put together this response based on feedback he had received from others. He felt the Council should respond to this application.

Members were concerned that there was no consideration for improvements to junction 13 of the M1, which was already an issue at peak times. They felt this development would significantly worsen this.

Members also commented that there was nothing within the application relating to the large proposed development at Marston Moretaine; this should be added to the response, as it would double any impact.

It was **resolved** to respond to the universal planning application, including the following comments: concern over the congestion of junction 13 of the M1 and the lack of mitigation, the impact of the planning application Land between Brogborough, Lidlington and Marston Moretaine CB/18/01969/OUT, and mitigation for M1 closures.

**5874. ITEMS FOR INFORMATION**

**a. Finance Reports**

Members noted the following finance reports:

- i) Balance Sheet
- ii) Projects Fund

**b. Flitwick Town Mayor's Charity Annual Report & Accounts**

Members noted the annual report and accounts for the Flitwick Town Mayor's Charity.

**c. Delegated Authority Decision**

Members noted the following decision made via delegated authority on 18<sup>th</sup> July 2025:

To allocate up to £20k from the ops reserve to complete necessary upgrades to the Tractor Store.

**5875. PUBLIC OPEN SESSION**

Jim Snook joined the meeting and thanked the Members for attending. He advised Members that he was having a meeting with the Town Clerk to discuss next year's event and plans to overcome the issues that arose on the day. He asked if the Council would be doing anything to rectify the mess from the skatepark contractors. The Town Clerk advised that officers were working with the contractors to rectify this matter, and they were currently waiting for a date to resolve this issue.

**5876. 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.

**a. 3 Station Road**

It was **resolved** to remarket the restaurant unit, adding new photos and further information to the marketing material.

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: 20.28.

Signed .....(Chairman)

**Recommendations and Resolutions of the  
Community Services Committee 2<sup>nd</sup> September 2025**

The Town Council are asked to note the **RESOLUTIONS** and **approve** the **RECOMMENDATIONS** of the Community Services Committee 2<sup>nd</sup> September 2025

**1305. APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllr Thompson – sabbatical.

**1311. MINUTES**

- a. For Members to receive and adopt the minutes of the Community Services meeting held on **Tuesday 5<sup>th</sup> August 2025**.

It was **RESOLVED** to accept the minutes from the Community Services meeting held on **Tuesday 5<sup>th</sup> August 2026** with no amendments.

**1313. ITEMS FOR CONSIDERATION**

- a. **Event Bookings Fee Review**

It was **RESOLVED** to charge Flitwick 10k the fees as per the Event Booking Protocol and to offer a 100% discount for Flitwick Baptist Church and Junior Park Run.

- b. **Flitwick Car Show**

It was **RESOLVED** to approve the use of Millennium Park for the Car Show event on Sunday 16<sup>th</sup> August 2026.

**1316. The Mount & Dew Pond – for consideration**

It was **RESOLVED** not to issue a statement regarding the land ownership and to delegate to the Town Clerk the wording on the website following legal advice.

**Recommendations and Resolutions of the  
Business Improvement and Development Board Committee 9th September 2025**

The Town Council are asked to note the **RESOLUTIONS** and **approve** the **RECOMMENDATIONS**  
of the Community Services Committee 9th September 2025

**1602. APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllr Blazeby – holiday.

**1608. MINUTES**

For Members to receive and adopt the Minutes of the Business I&DB Committee held on  
**Tuesday 11<sup>th</sup> February 2025.**

It was **RESOLVED** to adopt the minutes of the Business Improvement & Development  
Board meeting held on **Tuesday 11<sup>th</sup> February 2025**, as an accurate record.

**1610. ITEMS FOR CONSIDERATION**

**a. Election of Vice-Chairman**

It was **RESOLVED** to appoint Cllr Hodges as the vice chairman.

**c. Room 21 Refurbishment**

Members did raise some concerns about continuing to allocate funding from the ops  
reserve for projects, given the current financial situation; however, after some discussion,  
Members felt this was a worthwhile project to proceed with.

It was **RECOMMENDED** to pursue option one at a cost of £6,444.42 for the refurbishment  
of office space 21, which would be funded from the ops reserve.

**1613. Rufus Centre Bonus Scheme**

Members discussed the revised Rufus Centre Bonus Scheme.

It was **RESOLVED** to accept the Rufus Bonus Scheme, with the attendance criteria being  
at the Town Clerk's discretion and the bonus amount to be decided by the Finance &  
General Purposes committee at year-end close.

## Balance Sheet as at 31st August 2025

31st March 2025

31st March 2026

Net Value	Fixed Assets	Cost of Asset	Depreciation	Net Value
<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>
	<b>Long Term Assets</b>			
<u>0</u>			<u>0</u>	<u>0</u>
	<b>Current Assets</b>			
92,680	DEBTORS	67,280		
5,599	Burial Grounds & Cemeteries	390		
19,462	VAT Control Account	0		
28,835	PREPAYMENTS	0		
8,166	Mthly Business Prepays	34,062		
53,989	PrePayment for Land Sale	64,011		
4,532	Accrued Income	0		
3,298	Stock Held - Bar	3,131		
4,346	Stock Held - Food	4,977		
5,569	Current Bank Ac Barclays 009	5,109		
42,231	Barclays Business Reserve 106	109,980		
1,000	PDQ Account	1,000		
46,550	Tenants Deposits Account	52,349		
400	Petty Cash Control (YE)	400		
400	Float - Main Safe (YE)	200		
400	Float - Cafe Safe (YE)	600		
15	Float - Reception Safe (YE)	15		
80	Float - Cafe Till Drawer	80		
1,133,095	CCLA Deposit Fund	925,595		
<u>1,450,647</u>			<u>1,269,180</u>	
	<b>1,450,647 Total Assets</b>			<b>1,269,180</b>
	<b>Current Liabilities</b>			
15,997	DEBTORS Control: Functions	24,093		
0	VAT Control Account	14,698		
0	Barclaycard	1,748		
3,441	CREDITORS	78,177		
7,943	ACCRUAL - Loan Interest (YE)	0		
12,119	ACCRUALS (YE)	0		

## Balance Sheet as at 31st August 2025

31st March 2025

31st March 2026

17,763	PAYE/NIC Due	19,236
10,568	LGPS Pension Control	10,791
3,128	NEST Pension Control	3,686
6,400	Income in Advance (YE)	0
4,722	Past Yr TM Charity (YE)	0
2,291	Past Yr TM Allow & Civic Recep	0
77	Past Yr Leader Expenses (YE)	0
52,188	Tenants Rent Deposits	52,188
500	Refundable Deposits: Functions	450
1,079	Barclaycard Year End balance	0

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**138,217**


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**205,067**


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**1,312,429 Total Assets Less Current Liabilities**


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**1,064,113**
**Long Term Liabilities**


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**0**


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**0**


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**1,312,429 Total Assets Less Long Term Liabilities**


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**1,064,113**
**Represented By**

397,766	GENERAL RESERVE	499,225
100	EMR Proud AF Picnic	100
14,000	EMR Compensation Field 2025	7,175
92,164	Central Project Fund	141,703
10,458	EMR Nature Park Annual Grant	4,308
500,000	EMR Do Not Spend Ops Reserves	488,000
1,916	EMR IT Equipment Provision	1,916
17,487	EMR Flitwick Living History	14,182
10,505	EMR Hinksley Music Park 24/25	511
18,187	EMR Allotments	16,957
1,048	EMR Summer Programme	931
397	EMR Youth Activities	397
0	EMR Fixed Wire Testing (5yrs)	850
0	EMR Rufus Boilers Provision	57,050
13,351	EMR Cost of Living	8,699
57,050	EMR Steppingley Rd Legal Fees	0
133,566	EMR 3 Station Road Development	(245,298)
722	PROJ - Flitwick Town Sq Defib	722
3,800	PROJ - Heritage Website	2,220
2,000	PROJ - Rural Match Fund Bench	2,000
1,814	PROJ - Nature Park Planning	164

11/09/2025

**Flitwick Town Council 2025/26: CURRENT YEAR**

15:47

**Balance Sheet as at 31st August 2025**

**31st March 2025**

**31st March 2026**

36,100 PROJ - Skate Park Extension

0

0 PROJ - PublicR Improvements

62,302

1,312,429

1,064,113

The above statement represents fairly the financial position of the authority as at 31st August 2025 and reflects its Income and Expenditure during the year.

Signed :  
Chairman

Date : \_\_\_\_\_

Signed :  
Responsible  
Financial

Date : \_\_\_\_\_

**FTC Projects Review 2025-26**

(315)	Central Project Fund	Opening Balance	£	<b>92,164</b>	
315	PLUS 2025/26: Agreed CPF Precept Funding		£	89,747	(1st Instal £44,874 rec'd April & 2nd Instal £44,873 received Sep)
800s	LESS: 25/26 Projects Opening Balance		£	186,576	
	LESS Projects Overspend		£	-	
	PLUS Projects Underspend		£	4,665	
(315)	Central Project Fund YTD Funds Available		£	<b>0</b>	Working balance (315) less 2nd precept instal (Oct)=-£44,874

Accepted Project budget variance at 5%.

Last Updated: **31 August 2025**

**2025-26 Capital Projects Funding**

As at April 25, the Central Project Fund is committed spend to 3 Station Road project.  
All identified capital projects to be considered on a case-by-case basis and funded through the Operations Reserves (EMR 319).

	PROJECT Details					Project Details								24/25 FUNDING Details				Comments		
	Project Code	N/C	Project Description	Committee	Minute Ref	Project Start Date	Whole Project Funds Committed	Previous Year's Project Spend	25/26 Opening Project Balance	GRANT Received	25/26 Project Spend to Date	Overspend Funded by CPF	Underspend Returned to CPF	Project Commitment Remaining YTD		TOTAL Approved Grants/ Funding	Prev Yrs Funds Received		25/26 Funds Received	Grants/ Funding Budget Remaining
Ongoing Projects	800	4212 110	Proj - Nature Park	Community	Del. Auth	Apr-21	£ 3,000	£ 13,490	£ -	£ -	£ -			£ -	0%	£ 283,385	£ 10,490	£ -	£ 272,895	S106 remaining: Phase 1 E7,106.89, Phase 2 E274,728 & Plans E1,550 (CBC to be invoiced for S106 once works completed). SL 7/9/22. Planning Consultant RCF approved July 23. Jan 25 : CPF Fund & 24/25 Grant Instal complete. Outstanding approved grant fund (E272,895) not yet claimed. No further CPF spend committed. £10,490 received oo. ETCR584 June 2024.
	801	4819 110	Proj - Flitwick Town Sq Defib	Community	5213d	Feb-22	£ 1,770	£ 1,048	£ 722	£ -	£ -			£ 722	41%					Defib Purchased and installed March 2024. Further costs anticipated due to possible relocation fees.
	802	4823 110	Proj - Heritage Website	Corporate	753a 5252a)j	Jun-23	£ 3,800	£ -	£ 3,800	£ -	£ 1,580			£ 2,220	58%					
	803	4837 110	Proj - Rural Match Fund Benches	Community	5226e	Mar-22	£ 2,000	£ -	£ 2,000	£ -	£ -			£ 2,000	100%					Resolution made at Council March 2022 confirmed March 2023 to be match funded by CBC - amount TBC
	808	4853 110	Proj - Nature Park Planning	Community	5622c	Apr-24	£ 23,673	£ 21,859	£ 1,814	£ -	£ 1,650			£ 164	1%					
	814	4859 110	Proj - Skate Park Extension	Community	5681gii	Jul-24	£ 9,600	£ 9,600	£ 36,100	£ -	£ 36,100			£ -	0%	£ 64,900	£ 64,900	£ -	£ -	£38,400 match funding from CBC UKSPF Community Grant E26,500 from CBC S106 Funding <b>PROJECT COMPLETED &amp; CLOSED - June 25</b>
NEW Projects: 2025/26	106		3 Station Road Project	FTC			£ 137,476		£ 142,140											Please refer to full project schedule for details
			Historic Project Refund									£ 4,665								Refund from UKPN (Chq rec'd, paying in reference 201765) for historic project dated 25/10/2022 in relation to feeder pillar installation credited to CPF. Refurbishment works to Tractor Store and Play Areas (Fir Tree Close Park & Station Rd Park) funded by: £54,059.80 CBC S106 invoice FTC9193 £12,000 Ops Reserves EMR transfer (Journal 4263).
	817	4862 110	Proj - Public Realm Imprements	Community	Del Auth	Jul-25	£ -		£ -	£ 66,060	£ 3,758			£ 62,302	0%	£ 54,060	£ 12,000	£ 66,060	£ 66,060	