
Wednesday, 23 September 2020

To: The Town Mayor and all Members of Leighton-Linslade Town Council

NOTICE OF MEETING

You are hereby summoned to attend a meeting of Leighton-Linslade Town Council to be held on **Monday, 28 September 2020** commencing at **7.30 pm** in the This will be a remote meeting held via Microsoft Teams in accordance with The Local Authorities and Crime Panels (Coronavirus)(Flexibility of Meetings)(England and Wales) Regulations 2020. The meeting link is below:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_M2I5OWMyNjgtNGRkZi00ZjdjLWFjNjgtM2NiZjkwYzRiOGEz%40thead.v2/0?context=%7b%22Tid%22%3a%2243be2b38-f73a-4576-be88-53d30b9697ef%22%2c%22Oid%22%3a%225c24f997-2ebc-40a3-9343-b16681c77adf%22%7d



M Saccoccio
Town Clerk

AGENDA (revised; item 25 added)

1. **ELECTION OF CHAIR (TOWN MAYOR)** (Pages 1 - 6)

As permitted by the above legislation and further to the resolution made by Council on 27 July 2020, to elect a Town Mayor for the period 28 September 2020 – 16 May 2022 (Protocol for Mayor **attached**).

2. **DECLARATION OF ACCEPTANCE OF OFFICE** (Pages 7 - 8)

The newly elected Town Mayor will make the Declaration of Acceptance of Office (**attached**).

3. **TOWN MAYOR'S ANNOUNCEMENTS**

4. **VOTE OF THANKS TO RETIRING MAYOR**

5. **RESPONSE BY RETIRING MAYOR**

6. **ELECTION OF VICE CHAIR (DEPUTY MAYOR)**

This will be a remote meeting held via Microsoft Teams in accordance with The Local Authorities and Crime Panels (Coronavirus)(Flexibility of Meetings)(England and Wales) Regulations 2020

To elect a Deputy Town Mayor for the period 28 September 2020 – 16 May 2022.

7. DECLARATION OF ACCEPTANCE OF OFFICE (Pages 9 - 10)

The newly elected Deputy Town Mayor will make the Declaration of Acceptance of Office (**attached**).

8. APOLOGIES FOR ABSENCE

Schedule 12 of the Local Government Act 1972 requires a record be kept of the Members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk.

9. DECLARATIONS OF INTEREST

- (i) Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the Member's Register of Interests or if he/she has not notified the Monitoring Officer of it.
- (ii) Should any Member have a Disclosable Pecuniary Interest in an item on the agenda, the Member may not participate in consideration of that item unless a Dispensation has first been requested (in writing) and granted by the Council (see Dispensation Procedure).

10. LEADERS' ANNOUNCEMENTS

11. QUESTIONS

- (a) To receive questions and statements from members of the public as provided for in Standing Order Nos.3 (f) and 3 (g)
- (b) To receive questions from Councillors as provided for in Standing Order No.27, provided three clear days' notice of the question has been given to the person to whom it is addressed.

12. MINUTES OF PREVIOUS MEETING (Pages 11 - 22)

- (a) To receive and approve as a correct record the minutes of the Council meeting held on 24 August 2020 (**attached**) in accordance with Standing Order 12.
 - (b) To receive information updates on matters arising from the previous meeting (where appropriate).
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13. END OF YEAR ACCOUNTS 2019-2020

(a) To receive a report from the Auditor, including issues arising, and produce an appropriate action plan if required (**attached**).

(b) To approve and accept the Auditor's Certificate and Opinion on the Annual Return.

14. LOCAL COUNCIL AWARD SCHEME RE-ACCREDITATION (Pages 23 - 44)

Further to the report presented to the Policy and Finance Committee on 21 September 2020, to receive a report regarding re-accreditation of the Council's Quality Gold status (**attached**) and to consider the recommendation/s contained therein.

15. APPOINTMENTS TO OUTSIDE BODIES (Pages 45 - 46)

(a) To consider appointments to new Guaranteed Grant recipients: Rotary Club of Leighton-Linslade (Yes We Can), Autism Bedfordshire, Freddie and Friends Sunshine Stop CIC, Keech Hospice Care.

(b) To consider any changes to appointments (current list **attached**).

16. APPOINTMENTS TO COMMITTEES

To consider any changes to appointments, if applicable.

17. COMMITTEE MINUTES (Pages 47 - 100)

To receive the approved Minutes of Committee meetings (**attached**) as follows: (see agenda items 18-23 for recommendations arising from Committees)

(a) Partnership Committee meeting of 6 February 2020

(b) Planning & Transport Committee meetings of 19 February, 11 March, 6 July, 22 July and 19 August 2020

(c) Policy & Finance Committee meetings of 24 February, 20 July 2020

(d) Grounds & Environmental Committee meeting of 2 March 2020

(e) Cultural & Economic Committee meeting of 9 March 2020

18. GREEN WHEEL MASTERPLAN (Pages 101 - 142)

As recommended by Partnership Committee of 6 February 2020 (Minute ref 43/LLP), to endorse the revised Green Wheel document (**attached**).

19. STANDING ORDERS (Pages 143 - 146)

As recommended by Policy & Finance Committee of 20 July 2020 (Minute ref 126/PF), to consider proposed changes to Standing Orders. (in accordance with SO 26b, once proposed and seconded these will stand adjourned until the

next ordinary meeting of the Council).

20. FINANCIAL REGULATIONS (Pages 147 - 166)

As recommended by Policy & Finance Committee of 20 July 2020 (Minute ref 126/PF), to consider proposed changes to Financial Regulations (**attached**).

21. RECRUITMENT POLICY (Pages 167 - 174)

As recommended by Policy & Finance Committee of 20 July 2020 (Minute ref 131/PF), to consider approval of the proposed new Recruitment Policy (**attached**).

22. COMPASSIONATE AND SPECIAL LEAVE PROCEDURE (Pages 175 - 194)

As recommended by Policy & Finance Committee of 20 July 2020 (Minute ref 131/PF), to consider approval of changes to the policy to meet new legislative requirements (**attached**).

23. TOWN COUNCIL OBJECTIVES AND PARTNERSHIP PROJECTS (Pages 195 - 214)

To consider the recommendations made by the Policy and Finance Committee on 20 January 2020 which were deferred at the Council meeting of 27 January 2020:

(i) to approve the revised wording in the Five Year Plan for 2019-2024, to incorporate objectives agreed by Council on 30 September 2019 (attached)

(ii) to approve the proposed Partnership Project list (attached) which incorporates aspirations agreed by Council on 30 September 2019 as well as ongoing aspirations carried forward from Big Plan II (town plan for 2011-2017), subject to adding up to date comment.

(iii) that where considered relevant and appropriate, to seek the support of the Partnership Committee to lobby on behalf of the Parish in raising the profile of any project(s) as set out within the Leighton-Linslade Partnership Project List.

24. PUBLIC REALM IMPROVEMENTS (Pages 215 - 224)

As recommended by the Grounds and Environmental Services Committee of 14 September 2020: to endorse Option 2 – the devolved model – as set out in Central Bedfordshire Council's Public Realm Position Statement and Operating Model and to accept circa £100,000 for the purchase of the relevant and appropriate equipment, to deliver a town ranger/public realm service for Leighton-Linslade and to surrounding parishes namely, Billington, Eggington, Stanbridge, Hockliffe, Heath and Reach, Gattlesden, Potsgrove, Milton Bryan, Woburn, Aspley Heath, Aspley Guise, Husborne Crawley Parish Councils (original report **attached**).

25. NEIGHBOURHOOD PLAN

To consider the recommendations made by the Policy & Finance Committee on 21 September 2020:

RECOMMENDED TO COUNCIL:

(a) that through the Partnership Committee the Town Council continues working collaboratively with Central Bedfordshire Council (as the plan making authority) in the review of the Development Brief for the site known as Land South of the High Street, Leighton Buzzard, considering and taking into account the potential uses of other town centre sites such as Bridge Meadow and existing community facilities available in the town, to ensure that the benefits obtained for Leighton-Linslade from the Land South of the High Street site are maximised.

(b) that the merits or otherwise in the creation of a neighbourhood plan for the Town Centre and its hinterland be considered in 6 months' time.

(c) that material consideration be afforded to the Partnership Project List by the Partnership Committee when considering any development proposals that come forward within the parish or its hinterland.

(d) that the Town Clerk writes to Central Bedfordshire Council (Development Management) to express the Town Council's on-going need to continue to be involved in the identification of appropriate projects which qualify for S106 spend by providing development management and economic regeneration colleagues with the Partnership Project List once endorsed by Council.
