



## FLITWICK TOWN COUNCIL

**DRAFT** Minutes of the Flitwick Town Council meeting held on  
Tuesday 15th October 2024 at the Rufus Centre at 7:45pm

Present:

Cllr J Roberts (Chairman)  
Cllr A Snape  
Cllr C Copleston  
Cllr R Wilsmore  
Cllr H Hodges  
Cllr F Patterson  
Cllr T Parsons  
Cllr I Blazeby  
Cllr C Thompson  
Cllr S Livens  
Cllr T Harald  
Cllr M Platt  
Cllr T Connell  
Cllr D Toinko

Cllr I Adams – Central Bedfordshire Ward Member

Also present:

Stacie Lockey – Town Clerk & Chief Executive  
Stephanie Stanley – Deputy Town Clerk & RFO  
4 members of the public (2 virtual access)

### **5700. APOLOGIES FOR ABSENCE**

Apologies were received and accepted for Cllr Earles.

### **5701. 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.

### **5702. TOWN MAYOR'S ANNOUNCEMENTS**

The Town Mayor thanked the Officers for their work in organising the Town Mayor's Charity Quiz Night, which was successful. £960 was raised for the Town Mayor's Charities, which would be split between Keech Hospice Care and the Town Mayor's Charity Community Fund. The Town Mayor thanked Cllr Thompson for being the Quizmaster.

The Town Mayor had attended the following civic events:

- Army Benevolent Fund Charity Lunch
- Coffee Morning for the Town Mayor's Charity at Flitwick Village Hall

- Celebration of Youth & Trafalgar Day at St Alban's Cathedral

The Deputy Town Mayor attended the Festival for Older People at the Rufus Centre.

The Town Mayor advised that James Gleave had resigned as a Councillor, which was a significant loss to the Council. Former Councillor Gleave had done fantastic work leading the Planning Improvement Working Group (PIWG), and Members thanked him for all his work.

### **5703. Leader Update**

Cllr Snape updated Members on matters that were going on in the background:

#### **i) Flooding**

Flitwick received record levels of rain on 22nd September. A picture was emerging locally of a situation where Flitwick was left at risk due to many small actions, or inactions, by many different stakeholders which turned a bad situation into a much worse situation.

Gullies were supposed to be cleared every three years, and a list of high-risk locations was maintained more often—Flitwick did not have any roads marked as high-risk. There were major issues at various points of the river Flit, especially around Manor Park. Anglian Water's sewers were unable to cope, and the Leader was aware of two houses that were flooded with sewage coming from manholes.

FTC was grateful to Cllr Heather Thompson for stepping in to act as the incident manager for Flitwick. Her actions in the background helped many people to avoid damage to their properties, particularly her work with Cllr John Baker to have gullies cleared on the High Street and Ivel Way the next day, which prevented more flooding.

CBC's Executive Director of Place and Communities was keen to point out that Flitwick Town Council did not have a flood kit or an emergency plan. The Leader wanted to be clear: Flitwick Town Council had no statutory role in emergency planning; this was firmly on Central Bedfordshire Council, and its response was wholly inadequate.

This incident showed that Flitwick does not have an operating Community Emergency Response Team or any kind of plan to help residents at a local level. FTC's experience from this incident shows that local capabilities and equipment are needed, including road signs, pumps, aqua sacks, and sand bags.

FTC had already agreed that the Rufus Centre would be an Emergency Response Centre and to order a flood kit (CBC gives us £1,800 for the kit). Heather was asking CBC for help/guidance on the CERT.

#### **ii) Section 106**

Cllr Snape recently met with Cllr John Baker and the lead officer for Section 106 at CBC. We have clarified that funding is to be allocated in accordance with the signed funding agreements, not per CBC officer interpretations.

Cllr Snape learned that the public art money was not public art money. It was a block of money for the public realm and community safety. £72k was allocated to 'Flitwick LC' for a MUGA without discussion, and they already have one, and Ampthill Rugby Club has been allocated money.

CBC's view was that it had already consulted with elected representatives through the local plan and the infrastructure development plan. Cllr Snape had asked for copies of the IDP. His view was that these decisions on allocating S106 funding need to be assigned to the shadow joint committee for ratification, and he would be pushing this further.

Three other updates would be reported under exempt section of the meeting.

## **5704. REPORTS FROM WARD MEMBERS**

### Flooding

Cllr Adams advised that Cllr Townsend had done an excellent job leading the response to the recent floods for Flitwick. He mentioned that he had been away but would have contributed if he had been there. Cllr Adams and Cllr Townsend were working together to create a document explaining the impact the floods had on Flitwick, and they planned to visit residents to understand their experiences.

Across Central Beds, 63 members were affected by the floods, so this matter was an item for the Full Council's scrutiny. Cllr Adams reported that there were many issues, including the movement of water from West to East, identifying vulnerable gullies, and that attenuation ponds were not filling up, i.e., not working. Cllr Adams mentioned the impact of new developments on dealing with the flooding. Cllr Townsend and Cllr Adams would continue to push for a better response for Flitwick.

### Highways

A section of Maulden Road was due to be resurfaced from November 4<sup>th</sup> to 8<sup>th</sup>. Cllr Adams referred to the speed concerns for this road and commented that unfortunately, the evidence obtained did not suggest a problem. However, there had been an incident recently near the nursery on Maulden Road, and since then, 500 signatures had been received regarding the speed limit being too high.

(Two members of the public joined the meeting online at this time, 20:20.)

### Step Free Access at Flitwick Station

Blake Stephenson (MP Mid-Bedfordshire), Cllr Townsend and Cllr Adams had been asking questions about timescales for step-free access. Cllr Adams believed a plan would not be released until Spring 2025, which was disappointing. Previous contractors have been dropped because Network Rail did not get the response they wanted, and the land purchase next to the station has not yet been finalised. There has not been much progress. Cllr Adams had heard rumours that the funding Biggleswade had received for their step-free access was in doubt, so he feared that Flitwick might be in a similar position. Cllr Adams had requested that the MP keep pushing on this matter.

### Senior Living Village & Adjacent Land Sale

Cllr Adams had requested a timescale for completing this project, but CBC officers did not provide a definitive answer. A comment about 'early 2025' had been made, but he believed the Officers were unsure. No further information was received regarding the sale of land next to this development, either. Cllr Adams reiterated his concerns about CBC needing to be transparent about its plans, and he had asked about public engagement concerning the sale of this land. He had asked for this information, but unfortunately, there had been no response.

### Questions

Cllr Wilsmore asked if Cllr Adams knew why the senior living development had been delayed. Cllr Adams mentioned that he had asked why it had been delayed, but he did not have an answer.

Cllr Wilshire referred to the flooding update and stated that just because the attenuation ponds were not filling up did not mean they were not working. Cllr Adams asked to speak with Cllr Wilshire about this separately.

Cllr Thompson referred to the scrutiny meeting of CBC's Full Council and requested for Members to be informed when a date was set. Cllr Adams agreed to do this.

**5705. PUBLIC OPEN SESSION**

The Chairman welcomed the residents in the public gallery.

Sheila Smith (resident) attended the meeting to speak to Members about her family's experience following the flooding. She was disappointed to hear that the Town Council could not assist her family members when they were affected by the recent floods. The Chairman clarified that CBC coordinated this response and was not the remit of the Town Council.

Ms Smith had contacted CBC by phone but had experienced problems because a computer instead of a person answered the calls. This had been frustrating because she needed emergency assistance.

Ms Smith requested an update about the proposed development at Steppingley Road and to understand why the Council had stopped the Lunch Club provision as she believed this was a lifeline for many residents.

The Chairman explained that the Council had undertaken a community events review and that the Lunch Club was one of the activities that did not meet social value outcomes. The Chairman empathised with Ms Smith that this decision was difficult and unpopular with Lunch Club users. The Chairman commented that Officers would write to Ms Smith with a full explanation.

*Action: Community Services & Amenities Manager*

Cllr Adams answered Ms Smith's question about the Steppingley Road planning application. The application was still with the CBC Officer; however, Cllr Adams anticipated further work regarding the traffic survey. He highlighted that the application would be considered by CBC's Development Management Committee.

Ms Smith noticed that work had begun at the former bank (3 Station Road) and questioned if the Council was progressing with having a Post Office. The Chairman advised that including a Post Office counter remained an aspiration for the project.

(Cllr Adams left the meeting at 20:20.)

**5706. INVITED SPEAKER**

There was no invited speaker.

**5707. MEMBERS QUESTIONS**

Cllr Hodges advised that a resident had approached him about an issue relating to the flooding from his estate, and he asked how he could pass this information on. Cllr Snape suggested that this should be reported to Cllr Townsend.

Cllr Wilshire requested that Flitwick's response to the flooding be opened to other organisations and the Town Council. Cllr Snape mentioned that Cllr Townsend's aim was to have a Flood Summit for Flitwick, but there were challenges, e.g., the fact that

Steppingley Road's ownership was not registered. Cllr Wilsmore commented that it was important for experienced people to be involved who knew about technicalities, such as topography. Cllr Wilsmore was asked to raise this matter with Cllr Townsend.

Cllr Wilsmore asked if the Rufus Centre would be considered a Refuge Centre for future flood emergencies or a Control Centre. Cllr Snape clarified that it would be a Refuge Centre. Cllr Wilsmore stated that this was right and that the accessibility to catering facilities was another benefit.

Cllr Patterson asked if the plan would involve resident volunteers or other authorities. Cllr Snape said the aim was to create a Community Emergency Response Team. The primary method of communication was via a WhatsApp group. The WhatsApp group had become apparent approximately one month before the recent flooding, which had been useful, but it proved difficult to get anything done due to CBC's resources being overwhelmed. CBC's focus was on supporting vulnerable people. Cllr Snape mentioned that there needed to be a community response. He highlighted that the closure of Greenfield Road was challenging to achieve as CBC only had two crews of people to shut 60 roads.

Members discussed the recent road closure training carried out by FTC staff and asked if this meant that Officers could close roads if flooding happened in the future. Cllr Wilsmore commented that the training received covered road closures for events but not flooding. He asked for these matters to be thought through properly.

#### **5708. MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. For Members to approve the minutes of the Town Council Meeting held, on **Tuesday 17<sup>th</sup> September**, this meeting was held at the Rufus Centre.

Cllr Wilsmore corrected minute number 5695b – speeding – stating that the SpeedWatch equipment provided to volunteers was not calibrated.

It was **resolved** to adopt the minutes of the Town Council meeting held on Tuesday 17<sup>th</sup> September at the Rufus Centre as an accurate record with one amendment: delete 'accurate' from minute reference 5695b and insert 'not calibrated'.

- b. For Members to receive and consider resolutions and recommendations of the Community Services Committee meeting, held on **Tuesday 1<sup>st</sup> October 2024**, this meeting was held at The Rufus Centre.

The Community Services Committee resolutions from the meeting held on Tuesday 1<sup>st</sup> October 2024 were noted.

- c. For Members to receive and consider resolutions and recommendations of the HR Committee meeting, held on **Wednesday 9<sup>th</sup> October 2024**, this meeting was held at The Rufus Centre.

This item was discussed in the exempt section of the meeting.

#### **5709. MATTERS ARISING**

- a. Minutes of the Town Council Meeting held on **Tuesday 17<sup>th</sup> September 2024**.

There were no items.

- b. Members to receive any updates from Officers.

The Town Clerk advised that CBC had responded to the letter about the local plan and that she would email their response to all Members.

**5710. OUTSIDE BODIES**

There were no items.

**5711. ITEMS FOR CONSIDERATION**

**a. Community Services Committee**

The Chairman advised that, following James Gleave's resignation, there was a vacancy on the Community Services Committee. The Town Clerk advised that Cllr Earles had asked to be considered for this position.

It was **resolved** that Cllr Earles be elected to the Community Services Committee.

**b. Central Bedfordshire Council – School Street Proposal – Kendal Drive**

Members discussed the CBC proposal circulated and were unwilling to respond formally, for various reasons.

Cllr Toinko liked the principle of school streets; however, he felt that the document lacked any reference to enforcement and that responses should include responses from highways or schools.

Cllr Snape commented that CBC should fully consult with local businesses. He added that many parents parked at Tesco to walk their children to the schools and then nearby. However, this was not an agreed-upon scheme, but it was something that the schools had decided to relay to parents. Cllr Snape believed that CBC needed to consider this proposal's impact on the Tesco car park.

Cllr Wilsmore informed Members about a similar scheme being trialled for 18 months at Icknield School in Luton and thought that CBC should look at feedback from this experiment first. He advised that CBC had done two consultation activities on this proposal. The first session mostly spoke to school parents rather than residents, and the second had a particularly hostile reaction from residents attending. Cllr Wilsmore noted that CBC planned to write to residents but it was unclear which residents. He believed the proposal would move the problem.

**c. Central Bedfordshire Council - Consultation on the Policy and Principles to inform the draft School Organisation Plan 2025-2030**

Cllr Toinko did not want the Council to formally respond. He did not like the changes proposed which related to fewer, bigger schools. He anticipated parking problems and commented that the most pressing addition was to move to a two-tier school system, which he hoped did not happen. A two-tier system move would cause disruption to pupils' education and it would be very expensive.

The Council decided not to formally respond to this consultation.

**d. External Audit for the Year Ended 31st March 2024**

The Chairman thanked the finance team for their work on the accounts for 2023/24.

It was **resolved** to approve the audited approve the Audited AGAR, year-end 31st March 2023, the external auditor's certificate and report.

**e. Internal Audit (1<sup>st</sup> Interim)**

Members commented that it was positive to see no issues raised in the report circulated.

It was **resolved** that the Internal Audit (1<sup>st</sup> Interim) for the accounts 2024-25 be accepted.

**f. Planning Improvement Working Group (PIWG)**

Following the resignation of James Gleave, the Chairman advised that a new Chairman was required for the PIWG.

It was **resolved** that Cllr Hodges be elected as the Chairman of the PIWG until the end of the civic year.

**5712. ITEMS FOR INFORMATION**

**a. Finance Reports**

- i) Balance Sheet – noted.
- ii) Central Projects Fund Summary – noted.

**b. 3 Station Road**

The Deputy Town Clerk advised that:

- Planners at Central Bedfordshire Council (CBC) had requested further details on the impact of trees at the site and the consultant had been authorised to carry out this assessment
- CBC had previously suggested that the planning application be withdrawn, but LBC's (Luton Borough Council) Design Team had suggested the route of conducting the additional impact assessment on the trees instead. This caused a delay in the planning process, but a decision was expected soon.
- The contractors submitting bids for the main works had requested an extension to the submission deadline, and therefore, this had been moved back by one week to 30th October.
- Officers had investigated lowering the cost of electricity capacity work by liaising with an alternative company to see if they could provide a lower quotation than UK Power Networks (UKPN). Unfortunately, the quote received was not much different from UKPN's. Officers had received advice stating that using two companies could complicate the process and cause delays. UKPN also required payment upfront, which suited the Community Ownership Fund (COF) requirements for its spending deadline.
- The roof works had begun, but the wet weather had impacted progress.
- The roof works, and the utilities work (including the new electricity cable) would form part of the COF grant claim.
- Nothing had progressed in securing tenants for the building, as this would commence in the new year.

**5713. PUBLIC OPEN SESSION**

No items.



**5714. 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 issues are discussed.

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.

- a. Confidential Reports** – noted.
- b. Leader Update Exempt** – noted.

The Town Clerk left the meeting at 21:00.

**c. Minutes & Recommendations of Meetings**

The resolutions of the HR Committee meeting held on Wednesday, 9<sup>th</sup> October 2024, were noted.

It was **resolved** for the Town Clerk’s salary to move from SCP 50 to SCP 51 from April 2025.

The meeting closed at 21:07.

Signed .....  
(Chairman)



**Recommendations and resolutions of the  
Finance & General Purposes Committee 14<sup>th</sup> October 2024**

The Town Council are asked to note the **RESOLUTIONS** and **approve** the **RECOMMENDATIONS** of the Finance & General Purposes Committee 12<sup>th</sup> October 2024

**08. Exempt Items**

a.) RFO Update – Financial Position

It was **resolved** to adopt the virements proposed in the document, with the addition of £14,600 from the Capital Receipts Reserve (EMR 350), £1,500 from Office Equipment & Furniture (4025/101), and £500 from Regalia Fund (4035/102) to be transferred to EMR 3 Station Road Development (322).

**Recommendations and resolutions of the  
Community Services Committee 5<sup>th</sup> November 2024**

The Town Council are asked to note the **RESOLUTIONS** and **approve** the **RECOMMENDATIONS** of the Community Services Committee 5<sup>th</sup> November 2024

**1126. ITEMS FOR CONSIDERATION**

**a. Nature Park Master Plan**

It was **RESOLVED** to accept the Nature Park Master Plan as presented and submit said plan for formal planning.

**b. Manor Park Management Plan Update**

It was **RESOLVED** to set up a Manor Park working group consisting of Members and Officers to implement moving forward with the Parkland Management plan for Manor Park.

It was **RESOLVED** to elect Councilor Toinko, Councilor Earles and Cllr Wilsmore into the Manor Park working group.

**c. Skate Park**

It was **RESOLVED** to proceed with the additional skate park works subject to approval of section 106 funds.

**Recommendations and resolutions of the  
Business Improvements & Development Board Committee 12<sup>th</sup> November 2024**

The Town Council are asked to note the **RESOLUTIONS** and **approve** the **RECOMMENDATIONS** of the BI&DB Committee 12<sup>th</sup> November 2024

**1572. MINUTES**

It was **RESOLVED** to adopt the minutes of the Business Improvement & Development Board meeting held on Tuesday 10<sup>th</sup> October 2024, as an accurate record.

**1574. ITEMS FOR CONSIDERATION**

**a. Office Space Refurbishment**

It was **RESOLVED** to accept quotation 1 - £3,477.60, to refurbish tenant office room 2. This would be funded via the earmarked Rufus Centre surplus (£40k).

Stacie Lockey  
Town Clerk & Deputy Responsible Finance Officer  
Rufus Centre  
Steppingley Rd,  
Flitwick,  
Bedford

14<sup>th</sup> October 2024

**Airmen Memorial at the Rufus Centre**

Dear Stacie,

I am writing to enquire about possibility of doing a small remembrance wreath laying ceremony remembrance 10am Sunday morning, the ceremony would consist of myself and two from the Royal British Legion and would run for approximately 15 minutes I would also like to extend this invitation to your Councillors should they wish to attend.

I undertook the research and fundraising for the memorial which also helped a number of charities both nationally and local to Flitwick, I also know how distraught the families of these young Airmen were at their loss in Steppingley Road Field back in February 1945.

Next year marks the 80<sup>th</sup> anniversary of this tragic accident I believe it would be fitting for the Council to consider adding this small commemoration to the remembrance Sunday schedule going forward for the town to give something back in their memory as we do every year at our memorial in the town centre.

I look forward to your support with this request,

Yours sincerely,

Flitwick Town Council	Calendar of Meetings	Times	Notes
<b>January 2025</b>			
Tuesday 7th	Community Services	7.45pm	
Tuesday 21st	Town Council	7.45pm	
<b>February 2025</b>			
Tuesday 4th	Community Services	7.45pm	
Monday 17th	Finance & General Purposes	7.45pm	
Tuesday 18th	Town Council	7.45pm	
<b>March 2025</b>			
Tuesday 4th	Community Services	7.45pm	
Tuesday 11th	Business I & D B	7.45pm	
Tuesday 18th	Town Council	7.45pm	
<b>April 2025</b>			
Tuesday 1st	Community Services	7.45pm	
Tuesday 15th	Town Council	7.45pm	
<b>May 2025</b>			
Tuesday 6th	Community Services	7.45pm	
Monday 19th	Finance & General Purposes	7.45pm	
Tuesday 20th	Town Council	7.45pm	
<b>June 2025</b>			
Tuesday 3rd	Community Services	7.45pm	
Tuesday 10th	Business I & DB	7.45pm	
Tuesday 17th	Town Council	7.45pm	
<b>July 2025</b>			
Tuesday 1st	Community Services	7.45pm	
Tuesday 15th	Town Council	7.45pm	
<b>August 2025</b>			
Tuesday 5th	Community Services	7.45pm	
Tuesday 19th	Town Council	7.45pm	

<b>September 2025</b>			
Tuesday 2nd	Community Services	7.45pm	
Tuesday 9th	Business I & D B	7.45pm	
Tuesday 16th	Town Council	7.45pm	
<b>October 2025</b>			
Tuesday 7th	Community Services	7.45pm	
Monday 20th	Finance & General Purposes	7.45pm	
Tuesday 21st	Town Council	7.45pm	
<b>November 2025</b>			
Tuesday 4th	Community Services	7.45pm	
Monday 17th	Finance & General Purposes	7.45pm	
Tuesday 18th	Town Council	7.45pm	
<b>December 2025</b>			
Tuesday 2nd	Community Services	7.45pm	
Tuesday 9th	Business I & D B	7.45pm	
Tuesday 16th	Town Council	7.45pm	

# PUBLIC NOTICE

The logo for Central Bedfordshire, featuring the text "Central Bedfordshire" in white on a green circular background.

## CENTRAL BEDFORDSHIRE COUNCIL PROPOSES TO INTRODUCE NO WAITING AT ANY TIME ON WINDMILL ROAD, FLITWICK

Reason for proposal: For avoiding danger to persons or other traffic and/or for preventing the likelihood of any such danger arising; For facilitating the passage of traffic on the road or any other road of any class of traffic (including pedestrians); The waiting restrictions are intended to address indiscriminate parking and to ensure that junctions are not obstructed by parked vehicles.

Effect of the Order:

### To Introduce No Waiting at any time on the following lengths of road in Flitwick:-

1. Windmill Road, south side, from a point where the existing waiting restrictions end at the south-west side of the raised junction at Millwright Way and extending in a north-easterly direction for approximately 28 metres.
2. Windmill Road, north side, from a point where the existing waiting restrictions end at the north-east side of the raised junction at Millwright Way and extending in a north-easterly direction for approximately 5 metres.
3. Windmill Road, south side, from a point approximately 10 metres west of the junction with High Street (where the existing waiting restrictions end) and extending in a westerly direction for approximately 12 metres (up to where the kerb drops to allow for Flitwick Fisheries customer parking).

Details may also be viewed online at [www.centralbedfordshire.gov.uk/publicstatutorynotices](http://www.centralbedfordshire.gov.uk/publicstatutorynotices).

Comments should be sent by e-mail to [highways.consultation@centralbedfordshire.gov.uk](mailto:highways.consultation@centralbedfordshire.gov.uk) by 5th December 2024. Any objections must state the grounds on which they are made **and must quote unique reference number A00475**. If you want to send in your comments in writing please send them to the address shown below FAO Emily Hirst.

Please note that any comments received will be redacted of personal information and uploaded onto the Central Bedfordshire Council website as part of a report on the scheme a few days before the proposal is discussed at the relevant Traffic Management Meeting, where it will remain in the public domain. If you do not wish for your comments to be part of the report please state this explicitly within your response.

Order Title: If made will be "Central Bedfordshire Council (Bedfordshire County Council (District of Mid Bedfordshire) (Civil Enforcement Area and Special Enforcement Area) (Waiting Restrictions and Street Parking Places) (Consolidation) Order 2008) (Variation No.\*) Order 202\*\*"

Central Bedfordshire Council  
Priory House  
Chicksands  
Shefford SG17 5TQ

Gary Powell  
Assistant Director  
Highways

14 November 2024





## Statement of Reasons

For avoiding danger to persons or other traffic and/or for preventing the likelihood of any such danger arising; For facilitating the passage of traffic on the road or any other road of any class of traffic (including pedestrians); The waiting restrictions are intended to address indiscriminate parking and to ensure that junctions are not obstructed by parked vehicles.

Further details can be found on the attached Public Notice and Drawing.



### Key

-  Extent of Existing Waiting Restrictions
-  Extent of Proposed Waiting Restrictions

## Balance Sheet as at 31st October 2024

31st March 2023

31st March 2024

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>			
35,906	DEBTORS	27,605		
447	Burial Grounds & Cemeteries	0		
0	VAT Control Account	30,306		
39,477	PREPAYMENTS	1,056		
5,345	Mthly Business Prepays	30,001		
47,844	PrePayment for Land Sale	53,194		
4,733	Accrued Income	0		
3,886	Stock Held - Bar	3,309		
4,953	Stock Held - Food	5,130		
5,018	Current Bank Ac Barclays 009	5,179		
136,295	Barclays Business Reserve 106	97,463		
1,000	PDQ Account	937		
41,209	Tenants Deposits Account	46,918		
400	Petty Cash Control (YE)	400		
400	Float - Main Safe (YE)	400		
400	Float - Cafe Safe (YE)	400		
15	Float - Reception Safe (YE)	15		
80	Float - Cafe Till Drawer	80		
1,020,800	CCLA Control Account	1,470,095		
<u>1,348,208</u>			<u>1,772,488</u>	
	<b>1,348,208 Total Assets</b>			<b>1,772,488</b>
	<b>Current Liabilities</b>			
8,693	DEBTORS Control: Functions	5,894		
0	Burial Grounds & Cemeteries	109		
1,902	VAT Control Account	0		
0	Barclaycard	2,255		
23,904	CREDITORS	61,814		
8,493	ACCRUAL - Loan Interest (YE)	0		

## Balance Sheet as at 31st October 2024

## 31st March 2023

## 31st March 2024

18,438	ACCRUALS (YE)	0
18,645	PAYE/NIC Due	15,083
11,886	LGPS Pension Control	11,833
2,619	NEST Pension Control	2,816
2,973	Income in Advance (YE)	0
5,009	Past Yr TM Charity (YE)	0
1,591	Past Yr TM Allow & Civic Recep	0
45,751	Tenants Rent Deposits	46,599
1,500	Refundable Deposits: Functions	1,500
0	Refundable Tickets: Community	10
963	Barclaycard Year End balance	0

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**152,369**


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**147,914**


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**1,195,839 Total Assets Less Current Liabilities**


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**1,624,574**
**Long Term Liabilities**


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**0**


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**0**


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**1,195,839 Total Assets Less Long Term Liabilities**


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**1,624,574**
**Represented By**

453,445	GENERAL RESERVE	736,293
0	Proud AF Picnic	100
106,432	Central Project Fund	91,662
3,704	EMR Election Costs	0
500,000	EMR Do Not Spend Ops Reserves	500,000
6,457	EMR IT Equipment Provision	3,973
0	EMR Oral History Equipment	250
25,088	EMR Allotments	17,761
13,160	EMR Cost of Living	13,160
57,050	EMR Steppingley Rd Legal Fees	57,050
0	EMR 3 Station Road Development	132,180
0	EMR Rufus Capital Works	40,000
3,000	EMR Community Events	0
14,600	Capital Receipts Reserve	0
1,687	PROJ - Nature Park	4,077
722	PROJ - Flitwick Town Sq Defib	722
3,800	PROJ - Heritage Website	3,800
2,000	PROJ - Rural Match Fund Bench	2,000
524	PROJ - Lockyer Suite Works	0
800	PROJ - Hub Car Pk Delineation	0

11/11/2024

**Flitwick Town Council CURRENT YEAR: 2024-25**

10:43

**Balance Sheet as at 31st October 2024**

**31st March 2023**

**31st March 2024**

3,370	PROJ - Office Room 28 Refurb	0
0	PROJ - Nature Park Planning	10,737
0	PROJ - Burial Ground Wall	500
0	PROJ - Stocksfield Refurb	709
0	PROJ - Skate Park Extension	9,600

**1,195,839**

**1,624,574**

The above statement represents fairly the financial position of the authority as at 31st October 2024 and reflects its Income and Expenditure during the year.

Signed :  
Chairman

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

Signed :  
Responsible  
Financial

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

**FTC Projects Review 2024-25**

Last Updated: **31 October 2024**

	Roll Over Balance (24/25 only)	£	119,335	
	Previous Year's Committee Spend (24/25 only)	£	12,903	
(315)	Central Project Fund Opening Balance	£	<b>106,432</b>	
1176/110	<b>PLUS 2024/25: Agreed CPF Precept Funding</b>	£	55,675	(1st Instal E27,837.50 rec'd April 24 & 2nd instal E27,837.50 received Sep 24)
800s	<b>LESS: 24/25 Projects Opening Balance</b>	£	68,967	
	<b>LESS Projects Overspend</b>	£	1,715	
	<b>PLUS Projects Underspend</b>	£	237	
(315)	Central Project Fund YTD Funds Available	£	<b>91,663</b>	Working balance (315) less 2nd precept instal (Oct)= £63,825

Accepted Project budget variance at 5%.

All projects now managed through individual EMRs with budgets drawn from CPF

	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	24/25 Opening Project Balance	GRANT Received	24/25 Project Spend to Date	Overspend Funded by CPF	Underspend Returned to CPF	Project Commitment Remaining YTD		TOTAL Approved Grants/ Funding		24/25 Actual Funds Received	Grants/ Funding Budget Remaining	
Ongoing Projects	800	4212 110	Proj - Nature Park	Community	Del. Auth	Apr-21	£ 3,000	£ 1,313	£ 1,687	£ 10,490	£ 8,100			£ 4,077	0%	£ 283,385	£ 10,490	£ 272,895	S106 remaining: Phase 1 £7,106.89, Phase 2 £274,728 & Plans £1,550 (CBC to be invoiced for S106 once works completed). SL 7/9/22. Planning Consultant RCF approved July 23.	
	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	£ -	£ -			£ 3,800	100%					
	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	
	804	4849 110	Proj - Locker Suite Works	Business	5565g ii	Dec-23	£ 48,655	£ 48,131	£ 524	£ -	£ 2,239	£ 1,715			£ -	0%				Overspend is within accepted 5% tolerance. PROJECT CLOSED June 24
	805	4851 110	Proj - Hub Car Park Delineation	Community	5605b	Mar-24	£ 800	£ -	£ 800	£ -	£ 645		£ 155		£ -	0%				PROJECT CLOSED August 24
	806	4852 110	Proj - Office Room 28 Refurb	Business	5608j	Mar-24	£ 3,370	£ -	£ 3,370	£ -	£ 3,370				£ -	0%				PROJECT CLOSED June 24
807	4850 110	Proj - Replacement Windows	Business	5608L	Mar-24	£ 3,560	£ -	£ 3,560	£ -	£ 3,560				£ -	0%				PROJECT CLOSED July 24	
NEW Projects: 2024/25	808	4853 110	Proj - Nature Park Planning	Community	5622c	Apr-24	£ 23,673		£ 23,673	£ -	£ 12,936			£ 10,737	45%					
	809	4854 110	Proj - Burial Ground Wall	Community	5622e	Apr-24	£ 16,127		£ 16,127	£ -	£ 15,627			£ 500	3%					
	810	4855 110	Proj - Stocksfield Refurb	Business / Community	5661gii3	Jun-24	£ 2,500		£ 2,500	£ 8,150	£ 9,941			£ 709	28%	£ 8,150	£ 8,150	£ -	£1,650 from TM Charities via Ward Councillors - received £6,500 Hubbub Grant Funding - received	
	811	4856 110	Proj - Café IT Station	Business	5661gii2	Jun-24	£ 2,621		£ 2,621	£ -	£ 2,539		£ 82		£ -	0%				PROJECT CLOSED August 24
	812	4857 110	Proj - Café Dishwasher	Business	5661gii1	Jun-24	£ 4,472		£ 4,472	£ -	£ 4,472				£ -	0%				PROJECT CLOSED July 24
	813	4858 110	Proj - Road Closure Signage	Community	5681gi	Jul-24	£ 1,453		£ 1,453	£ -	£ 1,453				£ -	0%				PROJECT CLOSED October 24
	814	4859 110	Proj - Skate Park Extension	Community	5681gii	Jul-24	£ 9,600		£ 9,600	£ -	£ -				£ 9,600	100%	£ 64,900	£ -	£ 64,900	£38,400 match funding from CBC UKSPF Community Grant £26,500 from CBC S106 Funding
	815	4860 110	Proj - Rufus Centre CCTV	Business	5696ei	Sep-24	£ 8,521		£ 8,521	£ -	£ 8,521				£ -	0%				PROJECT CLOSED October 24

£ 68,967

£ 1,715 £ 237

APPLICATION	DATE REC	ADDRESS	FTC DECISION	COMMENTS
CB/22/04108/FULL	10.05.2024	Steppingley Road Land		<a href="#">Report</a>
CB/24/01388/LDCP	14.05.2024	3 Station Road		FTC Application
CB/24/01387/LDCP	14.05.2024	60 Elmwood Crescent	Support	No comment
CB/24/01282/DOC	14.05.2024	15 Lyall Close	Support	No comment
CB/24/01539/LDCP	27.05.2024	19 Trafalgar Drive	Support	No comment
CB/24/01510/FULL	11.06.2024	50 Derwent Rise	Support	No comment
CB/224/01434/ADV	10.06.2024	70 Ampthill Road	Support	No comment
CB/24/01805/FULL	26.06.2024	2 Kendal Drive	Support	No comment
CB/24/01862/FULL	28.06.2024	56 The Ridgeway	Support	No comment
CB/24/01969/FULL	11.07.2024	11 Trafalgar Drive	Support	No comment
CB/24/02025/DOC	10.07.2024	Fitwick Leisure Centre		
				Object to this application on the grounds that the proposed development will result in overlooking onto neighbouring properties. This would make the development contrary to Policy HQ1 of the Local Plan as it does not accord with the CBC design guide. Should CBC be minded to approve this application, we would recommend a condition be placed on windows on walls looking onto adjacent properties stating they must be tinted, for reasons of maintaining privacy.
CB/24/01337/FULL	17.07.2024	17 Chapel Road	Object	
CB/24/02047/GPDE	12.07.2024	41 The Avenue		No comment
CB/24/02046/FULL	24.07.2024	28 Canterbury Road	Support	
CB/24/02138/FULL	01.08.2024	51 Chapel Road	Support	No comment
CB/24/02196/FULL	06.08.2024	36 Lyall Close	Support	No comment
CB/24/01701	12.08.2024	3 Newton View	Support	No comment
				OBJECT. This is because we consider that the external works and issues concerning parking in this location would be detrimental to the character and setting of the Grade II Listed Building at 117 Station Road. So the development is contrary to Policy HE3 of the Local Plan and paragraph 203 of the National Planning Policy Framework.
CB/24/02083/FULL	12.08.2024	119A Station Road	Object	
CB/24/02103/FULL	15.08.2024	11 The Thinnings	Support	No comment
CB/24/02184/FULL	16.08.2024	3 Station Road	N/A	FTC Application

CB/24/02493/FULL	05.09.2024	The Conservative Club	Support	No comment
CB/24/02634/FULL	02.10.2024	1 Wren Close	Support	No comment
CB/24/02656/FULL	03.10.2024	41 The Avenue	Support	No comment
CB/24/02681/FULL	03.10.2024	Woodlands, 2 Century Close	Support	No comment
CB/24/02840/FULL	08.10.2024	78 Station Road	Support	No comment
CB/24/02785/FULL	07.10.2024	6 Ullswater Close	Support	No comment
CB/24/02870/VOC	15.10.2024	Pine Lodge, 25 Hampden Road	N/A	N/A
CB/24/02883/FULL	22.10.2024	12 Moor Lane	Support	No comment
			Object	
CB/24/02794/VOC	22.10.2024	1 & 1a Vicarage Hill		To not permit Sunday trading - noise/disruption/traffic. To keep one quiet day. Comments have also been received from a resident
CB/24/02981/FULL	21.10.2024	Cowlgrove Parade		
CB/24/02992/FULL	28.10.2024	15 Ely Close		
CB/24/03162/FULL	07.11.2024	15 Ampthill Road	Support	No comment



CBC DECISION
Lawful development granted 26.06.2024
Lawful development granted 04.06.2024
DOC Granted 08.07.2024
Granted
Granted 29/07/2024
Granted 23/07/2024
Granted 13.08.2024
Granted 15.08.2024
Granted 15.08.2024
Application withdrawn 03.09.2024
Application withdrawn 13.08.2024
Granted
Granted
Granted
Granted
Refused
Refused 30.09.2024

Granted 25.10.2024

Granted

Granted

Withdrawn