



It was however suggested that recommendation 3 has been superseded by recommendations from Personnel Sub Committee and recommendation 4 had been superseded by the agreed motion under Minute 9615 from Town Council. As such it was suggested that no further consideration of these recommendations was necessary at this time.

The accuracy of the minutes from 8<sup>th</sup> October 2018 were queried. It was suggested that the statement made by the Corporate Services Manager must have been provoked by a previous comment or incident which had been omitted from the minutes. Officers advised that the preceding conversation had happened in a closed session without officers present. As such officers had been unable to refer to the conversation in the draft minutes.

Members were reminded that content of the previous meeting could not be discussed, only the accuracy of the minutes. It was suggested that the members with conflicting opinion should offer alternative wording on the accuracy of the minutes.

It was proposed under Standing Order SO13riv a vote be taken on the accuracy of the minutes.

Some members objected to moving on as it was felt that the discussion had not yet been exhausted.

A vote to move on was proposed by: Cllr Abbott Seconded by: Cllr Hillyard

Members for: 8

Members against: 5

Accordingly, it was agreed to vote on the accuracy of the minutes of the meeting held on 8<sup>th</sup> October. A recorded vote was requested.

Proposed by: Cllr Abbott Seconded by: Cllr Hillyard.

In favour: Cllrs: Ms L Ellaway, Mrs S Thorne, Mrs Y Farrell, Mrs T McMahon, Ms J Hillyard, J Carroll, D Abbott and K Wattingham.

Against: Cllrs: T Welch, D Dixon-Wilkinson, A Swain, M Kennedy and C Slough.

Accordingly, the accuracy of the minutes of the meeting held on 8<sup>th</sup> October were agreed.

**Resolved: To approve the Minutes of the meeting held on 8<sup>th</sup> October 2018.**

Matters arising from the Minutes.

Some members raised concerns that the information received that the internal investigation report was flawed and inadequate, led them to vote accordingly. It was subsequently felt that this was not the case and the report was perfectly adequate.

The minutes of the meeting held on 8<sup>th</sup> October had recorded Cllr Dixon-Wilkinson as having left at 9.30pm, however he was aggrieved that the details under which he had left the meeting were omitted.

**Resolved: To approve the Minutes of the meeting held on 22<sup>nd</sup> October 2018.**

To receive the minutes of the following committees and consider any recommendations contained therein

Corporate Services Committee	24 <sup>th</sup> September 2018. Members were requested to note that minutes 9578, 9581, 9587 and 9588 were considered by Town Council on 8 <sup>th</sup> October 2018.
Community Services Committee	3 <sup>rd</sup> September 2018.
Environment & Leisure Committee	17 <sup>th</sup> September 2018.
Planning Committee	10 <sup>th</sup> September, 1 <sup>st</sup> October & 22 <sup>nd</sup> October 2018.
Town Partnership Committee	24 <sup>th</sup> July 2018.

To receive the minutes of the following sub committee and consider any recommendations contained therein

Office Provisions Sub Committee	26 <sup>th</sup> June 2018
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To receive the minutes of the following working group and consider any recommendations contained therein

Proposed New Cemetery Working Group	9 <sup>th</sup> July, 20 <sup>th</sup> August & 1 <sup>st</sup> October 2018
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**Resolved: To receive the Minutes detailed above.**

## 9716 COUNCILLOR VACANCY

Members were advised that following on from the Notification of Vacancy no election had been called. As such the council had been invited to co-opt to fill the councillor vacancy within Tithe Farm ward.

The Local Elections (Parishes and Communities) (England and Wales) Rules 2006 state that a council may co-opt but that if the period of vacancy has less than 6 months to run but the council is not bound to co-opt.

It was suggested that given that the vacancy had less than 6 months to run that the council may decide not to co-opt.

However, to manage councillor vacancies in the future it was suggested that a Co-Option Policy be presented for consideration at a future meeting.

**Resolved:**

- 1. To note the councillor vacancy for Tithe Farm Ward but to determine that as the vacancy has less than 6 months to run that the council decides not to co-opt at this time;**
- 2. To request that the Corporate Services Committee consider and approve a Co-Option Policy.**

## 9717 TOWN MAYOR'S ANNOUNCEMENTS

The Town Mayor advised members that he had attended 41 events. His thanks were given to Cllr Thorn and Cllr Goodchild who had accompanied him at some of the events.

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Several highlights included Dunstable Mayors Race Night, Remembrance Day and the Celebration of Christmas. He had visited care homes and had enjoyed a conversation with a lady at Roslyn House, who was 103 years of age and at Johnson Court he spoke with a gentleman who had received a letter from Winston Churchill.

The Deputy Mayor advised members that he had attended 12 events, a particular highlight was a visit to Homestart where an account was given from a client of how she had been helped by the organisation and the gratitude she felt.

#### **9718 REPORTS FROM REPRESENTATIVES ON OUTSIDE ORGANISATIONS & ON TRAINING SESSIONS ATTENDED**

Councillors were requested to provide verbal reports from meetings they had attended of outside organisations or from training courses they had attended on behalf of the Council.

Cllr Kennedy updated members on Houghton Hall Park. Members were advised that the caterers had moved on and it was hopeful that a new contractor would offer an improved and more bespoke service.

Cllr Slough advised members that he had unfortunately missed the meeting at the Hospice at Home due to Town Council commitments. He assured members that every effort would be made to attend the next meeting.

Cllr Welch advised members that he was disappointed that he and Cllr Swain had not received invitations to the Children's Centre party which had been detailed in their newsletter. There was concern raised that Houghton Regis Town Council Councillors attendance was no longer required. Councillor Goodchild assured members that due to a change in management structure, there were no longer regular meetings, however, their input was still valued.

Cllr Farrell advised members that she had attended the AGM of the Houghton Regis Memorial Hall, an election of the members and trustees was held. Members were advised that the website for the Memorial Hall was up and running.

Cllr Wattingham updated members that the Memorial Hall had agreed to install an alarm and CCTV at a cost of £2,000. They had received a rebuild estimate in excess of £600,000. It was confirmed that their grant would be held in an EMR pending the car park works being undertaken. The car park issue was ongoing, and solutions were being sought.

Cllr Thorn advised that Dial-a-Ride was experiencing a shortage of drivers, terms of employment were to be looked at.

Cllr Thorn advised members that the Citizens Advice were moving into their new premises within Dunstable Leisure Centre. Andrew Selous had spoken at the AGM about Universal Credit, he had stated that due to the changeover there had been problems resulting in an uptake of the food bank facilities.

#### **9719 COMPLAINT REGARDING LEGAL ADVICE**

At the Council meeting on 8<sup>th</sup> October (Minute 9613) Members discussed making a complaint to the legal ombudsman in relation to the incorrect legal advice received as part of the claim against the council as it was not felt that the letter and cheque received was an adequate conclusion.

Verbal advice received from the legal ombudsman was that the council may not qualify to receive their help as the council either had £1.8m in assets or turnover or more than 9 employees. A formal query had been made and a response was awaited. Should the formal response be different to the verbal advice received a report back to members would be made.

At the meeting on 8<sup>th</sup> October the following was included on the agenda:

In accordance with the resolution under Minute 9358 of the Town Council meeting held on 26<sup>th</sup> March 2018 members are advised a formal complaint was raised in relation to the incorrect legal advice received by the town council. The attached report provides further detail.

This report was again provided. In light of the advice from the Legal Ombudsman Members were requested to consider the previous recommendation as set out below.

Members suggested deferring this item to a future meeting.

Proposed by: Cllr McMahan

Members for: 8

Members against: 5

Accordingly, this item was deferred to a future meeting.

**Resolved: To defer this item to a future meeting of the Town Council.**

## **9720 COMMITTEE FUNCTIONS & TERMS OF REFERENCE**

Members received annotated extracts from the HRTC Committee Functions & Terms of Reference to make the following alteration:

New Cemetery Working Group – change to a Sub-Committee (as requested by the New Cemetery Working group)

**Resolved: To approve the amended Committee Functions & Terms of Reference.**

## **9721 COMMUNITY GOVERNANCE REVIEW**

Members were advised that the CBC Community Governance Review had been completed. The council had received a copy of The Central Bedfordshire Council (Reorganisation of Community Governance) Order 2018. The changes contained within the Order will come into force on 1<sup>st</sup> April 2019. There was an alteration to the Parish of Houghton Regis as numbers 21-33 Portland Ride would be included within the parish from 1<sup>st</sup> April 2019.

**Resolved: To note the report.**

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**9722 ASPIRATIONAL LIST OF TOWN FACILITIES**

At a recent Members Briefing session with CBC members, the town council was asked to consider a list of facilities that they would like to see come forward within the town as it grows. It was understood that this list could be used as support as developments come forward.

Members were invited to discuss. It was not known what level of detail was needed. It should be noted that within the planning permissions for HRN1 and HRN2 some of the facilities outlined were provided, some may come forward as more detailed plans were presented, and some may come forward should uplift triggers be achieved.

The following list of headings was provided as a prompt: members added specific ideas to the list (additions shown in italics)

- Education – preschool, primary, secondary, further education, *6<sup>th</sup> Form College, informal education, vocational education.*
- Health – GP, health hub, dentists, hospital, opticians, *children & family centre, chiropody, physiotherapy*
- Community safety – police
- Open space – formal, informal, sports hub / facilities, play sites, MUGA, all weather pitch, splash park, country park (within HRN2) (the quarry site may be another option), *crazy golf, zip wire, ski slope, nature park*
- Health & fitness - leisure centre, trim trails, outdoor exercise equipment, *large swimming pool, circular walk/cycle path around the boundary*
- Civic offices – town council offices, registry office, *multipurpose building encompassing services, maintained grounds for wedding photographs (if registry offices on site), crematorium for obese people as the nearest one was way away.*
- Community facilities - new cemetery, allotments, community centres / meeting rooms / neighbourhood centres, library, youth centre / hub, *speed reduction cameras, updated equipment for speedwatch, multipurpose building encompassing all services, green burial site, community workshops, covered outdoor spaces for youths, covered alfresco eating areas, seating benches, building for food bank storage, outdoor BBQ areas*
- Public realm / street furniture - noticeboards, bins, seats, *signage way markers, higher seats for the elderly*
- Retail – shops, food and drink, evening entertainment, *more variety of merchandise, multibank facility, cinema, bowling alley, go karts, adult ninja park*
- Employment – range of employment outlets from start up units upwards, business, industrial, service, *encourage local shops to use locally sourced produce, hot desk opportunities for small businesses.*

**9723 ENVIRONMENT & LEISURE COMMITTEE 19<sup>TH</sup> NOVEMBER 2018 – RECOMMENDATION TO TOWN COUNCIL**

Members were advised that the Environment & Leisure Committee on 19<sup>th</sup> November 2018 considered a report regarding the replacement of mowers. The report as presented was attached for information. The Committee supported the recommendation and as such were requesting use of general reserves up to £12245 to fund this replacement.

**Resolved:** To approve the request from Environment & Leisure Committee for the use of General Reserves up to £12245 to assist in funding replacement mowers.

**Dated this** 21<sup>st</sup> **day of** January **2019**

**Chairman**

DRAFT