

## RECORD OF DELEGATED DECISIONS from 20 March 2020 until 26 May 2020

In accordance with the resolutions made by Council on 20 March 2020 regarding decision-making arrangements during the COVID-19 pandemic, the following decisions have been made by the Town Clerk (Proper Officer) in consultation with a number of Councillors equal to or greater than the quorum of the relevant committee/body (normally 3 or 4 for committees and 7 for Council).

### COUNCIL

Date requested	Subject	Specific agreed decision	Agreed by Cllrs
14 April '20	Vandyke Road Cemetery	<p>1.1 To make available burial space at Vandyke Road Cemetery as a coordinated resource for the residents of the wider Central Bedfordshire area for the period of the pandemic.</p> <p>1.2 That resident fees will apply for all interments during the period of the pandemic.</p> <p>1.3 That non-resident fees be charged for any future exhumation of non-residents.</p> <p>1.4 That, in the light of the town council offering its unqualified support in this time of crisis, the Principal Authority will guarantee immediate and unqualified support for the expansion of viable burial capacity within Leighton Linlade Parish, regardless of usage during the pandemic, and as soon as working conditions permit.</p>	Approved by 13 Councillors
15 April 2020	Safety Visors	To draw down a maximum of £1,000 from the Community Safety Earmarked Reserve (920/9042) for the purchase of materials to be used in the creation of safety visors for medical purposes.	Approved by 12 Councillors

23 April 2020	Furloughing	<p>1.1 Note the report.</p> <p>1.2 Endorse that no action be taken in respect of furloughing employees of Leighton-Linslade Town Council unless and until such time as the Town Clerk believes it is appropriate to do so, based on ongoing Government guidance in respect of the COVID-19 pandemic.</p> <p>1.3 Endorse that updates in respect of staffing will continue to be provided both informally and formally to Members, via email updates and the Personnel Sub-Committee.</p>	Approved by 13 Councillors
23 April 2020	Meetings and Decisions	<p>1.1 To endorse that decision-making arrangements as agreed by Council on 20 March 2020 continue until further review on 29 June 2020.</p> <p>1.2 To note that the current Chair (Town Mayor) must remain in office until such time as the Council either holds an Annual Council Meeting or decides to appoint a new Chair at another meeting.</p>	Approved by 11 Councillors
26 May 2020	Safety Visors	To draw down £840.00 from the Community Safety Earmarked Reserve (920/9042) for the purchase of materials to be used in the creation of safety visors for medical purposes.	Approved by 13 Councillors
26 May 2020	Introduction of a Temporary Road Order to the High Street	To request that the Town Clerk writes on behalf of the Town Council to Central Bedfordshire Council (as Highways Authority) in support of the principle of introducing a Temporary Traffic Road Order to the High Street during the period of the Covid-19 Pandemic. to instruct the Town Clerk to write to Central Bedfordshire Council in its highways Capacity and confirm that:	Approved by 11 Councillors

		In the common interests of businesses, retailers and users of the town centre, the Town Council supports any measures that would encourage footfall to return to the High Street. The introduction of a TTRO is considered a credible measure that would provide retailers and consumers with a level of confidence that social distancing measures could be met. On this basis, the Town Council would encourage its introduction as soon as practicable.	
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## **POLICY AND FINANCE COMMITTEE**

<b>Date requested</b>	<b>Subject</b>	<b>Specific agreed decision</b>	<b>Agreed by Cllrs</b>
1 April 2020	Health Services	To seek approval to defer sending letter to BCCG until pandemic crisis over	Decision made to send letter by 4 Councillors
7 April 2020	Unspent Mod.gov budget	To seek approval to create a new Earmarked Reserve for IT and transfer £5k unspent Mod.gov budget from 2019/20 into it	Approved by 9 Councillors
7 April 2020	Data Protection Officer	To seek approval to give notice on current DPO contract and to undertake an external data protection audit	Approved by 9 Councillors
17 April 2020	Mobile phone contract	To appoint provider B for a 2 year mobile phone contract.	Approved by 9 Councillors
6 May 2020	Grant Applications	To approve a number of recommendations as set out in the report in respect of grant funding and applications.	Approved by 7 Councillors
11 May 2020	Personnel Sub-Committee re Contractors	1.3 To endorse a month by month extension of the existing work contractor for Market Support during Covid-19 restrictions, with termination needing to be confirmed 14 days in advance from either party to manage budget spend and specialist work activity.	Approved by 5 Councillors

		1.4 To endorse a month by month extension of the existing work contractor for Production Management at a reduced level of one day per month, during Covid-19 restrictions, with termination needing to be confirmed 14 days in advance from either party to manage budget spend and specialist work activity.	
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### GROUNDS AND ENVIRONMENTAL SERVICES COMMITTEE

<b>Date requested</b>	<b>Subject</b>	<b>Specific agreed decision</b>	<b>Agreed by Cllrs</b>
23 March 2020	LLTC Facilities and Cemetery Fees	<ol style="list-style-type: none"> <li>1) That all bookings for LLTC venues be cancelled without charge (prepayments to be refunded)</li> <li>2) That no further bookings be accepted for LLTC venues or sports pitches until further notice</li> <li>3) That public toilet facilities be closed until further notice</li> <li>4) That fees and charges for cemetery services remain at the 2019/20 level until further notice</li> </ol>	Approved by 5 Councillors
24 March 2020	Parsons Close adventure play tender	To seek agreement to temporarily suspend the tender process until further notice.	Approved by 5 Councillors
25 March 2020	Vandyke Road Cemetery	To seek agreement to layout changes at the cemetery to accommodate anticipated increased demand.	Approved by 6 Councillors
2 April 2020	Car parks	To seek agreement to close all town council car parks from 3 April 2020 to discourage travel to parks	Approved by 3 Councillors
14 <sup>th</sup> April 2020	Vandyke Road Cemetery	1.1 To make available burial space at Vandyke Road Cemetery as a coordinated resource for the residents of the wider Central Bedfordshire area for the period of the pandemic.	Approved by 7 Councillors

		<p>1.2 That resident fees will apply for all interments during the period of the pandemic.</p> <p>1.3 That non-resident fees be charged for any future exhumation of non-residents.</p> <p>1.4 That, in the light of the town council offering its unqualified support in this time of crisis, the Principal Authority will guarantee immediate and unqualified support for the expansion of viable burial capacity within Leighton Linlade Parish, regardless of usage during the pandemic, and as soon as working conditions permit.</p>	
30 <sup>th</sup> April 2020	Solar Compacting Bins	1.1 To purchase 5 x Solar Compacting Bins for £1,200 each with the purchase cost of £6,000 to be met from budget code 4503/230 with available funds of £15,000.	Approved by 6 Councillors
22 <sup>nd</sup> May 2020	RoSPA Play Areas Inspection Review	1.1 To note the report.	Approved by 6 Councillors

#### **CULTURAL AND ECONOMIC SERVICES COMMITTEE**

<b>Date requested</b>	<b>Subject</b>	<b>Specific agreed decision</b>	<b>Agreed by Cllrs</b>
17 April 2020	Town Centre support	<p>1.1 To reassign 6hrs of the contracted weekly 15hrs allocated specialist marketing services currently in place as market support, due to expire on 31 May 2020, to assist with the preparation activity for the proposed town centre promotion campaign.</p> <p>1.2 To allocate up to £5000 from earmarked reserves (970/9018) to fund additional Town Centre promotion activity.</p>	Approved by 6 Councillors

15 May 2020	Community Events Update	<p>1.1 To cancel Music in the Park programme of events in June &amp; July.</p> <p>1.2 To cancel Linslade Canal Festival.</p> <p>1.5 To revise the programme planned for VJ Day to incorporate social distancing measures.</p> <p>1.6 To cancel Big Lunch.</p> <p>1.7 To cancel the Business Networking Event and hold online sessions.</p> <p>1.6 To cancel Living History Day in its current format.</p>	Approved by 5 Councillors
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#### MARKET SUB-COMMITTEE

<b>Date requested</b>	<b>Subject</b>	<b>Specific agreed decision</b>	<b>Agreed by Cllrs</b>
25 March 2020	Food market only	<ul style="list-style-type: none"> <li>i) The popular food and veg stall (south side) is to be sub-divided into 3 smaller stalls set apart from each other.</li> <li>ii) Operation Dodford to pay for a maximum of 4 Officers to manage the market on a Saturday and 2 Officers on a Tuesday.</li> <li>iii) Police will be supported by ex-forces personnel (volunteers) who are being sourced via Jim</li> </ul>	Approved by 6 Councillors

		<p>Woolley at the Hare. Direction to be provided by the police.</p> <ul style="list-style-type: none"> <li>iv) Radios provided so volunteers can communicate between themselves and cctv if required.</li> <li>v) The Market Manager will be contacting as many food market traders (including the farmers market) to encourage their attendance.</li> <li>vi) We will not be servicing the market. The traders are expected to take their own waste home.</li> </ul>	
26 March 2020	Review of food market	To review the food market on Mon 30 March after the Saturday market on 28 March, to determine if a food only market should continue operating subject to social distancing standards being strictly observed	Approved by 3 Councillors
30 March 2020	Review of food market	To cease the food only market on health and safety grounds due to the inability to guarantee that social distancing standards were and could be met	Approved by 5 Councillors
13 May 2020	Phased Return of the Market-Covid19	<ul style="list-style-type: none"> <li>1.1 To endorse a phased return of the market;</li> <li>1.2 Subject to a Temporary Traffic Road Order (TTRO) being in place that the market thereafter operates in accordance with option 2.</li> <li>1.3 Until such time as the TTRO is in place, that the Hockliffe Street car park be used as a short-term solution in accordance with option 3;</li> <li>1.4 To agree to the terms of use of Hockliffe Street car park as set out by Central Bedfordshire Council (CBC) as per para. 3.13.</li> </ul>	Approved by 7 Councillors

## PLANNING AND TRANSPORT COMMITTEE

Date requested	Subject	Specific agreed decision	Agreed by Cllrs
1 April 2020	Planning applications	<p>Objection recommended to CBC on application reference CB/20/00787 (REAR OF 19 DUDLEY STREET)</p> <p>No objection to all other applications listed.</p>	Approved by 5 Councillors
22 April 2020	Planning applications	<p>Objection recommended to CBC on application reference CB/20/01154 (7 Harcourt Close, Linslade)</p> <p>Comments made to CBC regarding applications:            CB/20/01137 – 3 Wing Road            CB/20/01145 &amp; CB/20/01146/LB – 12-14 Market Square            CB/20/01198 – 363 Bideford Green, Linslade            CB/20/01225 – 6 Windsor Avenue            CB/20/01074/RM – Chamberlains Quarry            CB/20/01066 – 81 Hockliffe Street</p> <p>No objection to all other applications listed.</p>	Approved by 5 Councillors
20 May 2020	Planning Applications	<p>Objection recommended to CBC on application reference CB/20/01358 Land at Billington Road</p> <p>Comments recommended to CBC on App Ref CB/20/01340/RM - Chamberlains Barn Quarry</p>	Approved by 6 Councillors