



Bletchley and Fenny Stratford Town Council

Minutes of the Full Council of Bletchley and Fenny Stratford Town Council held at the Methodist Hall, Queensway, Bletchley on Tuesday 20 February 2018 beginning at 7.30 pm

Present: Cllrs Samantha Browne, Keith Ely, Richard Graham, Ron Haine, Ed Hume, Ethaniel Kelly-Wilson, Angela Kennedy (Chairman), Wajeeha Khan, Michael McDonald, E'Amonn O'Rourke, Sean Porter, Shirley Rolfe and Mohammed Rohim

Absent: Cllrs Mohammed Arshad, William Hewitt, Peter Kuling, Linda Reeves and Lewis Webster
In attendance: David Lewis, Parkrun, one member of the public and Delia Shephard, Town Clerk

Min Ref

- FC2017/18-269 **Apologies for Absence**
Apologies for absence had been received from Cllrs Arshad and Webster.
- FC2017/18-270 **Declarations of Interests**
Disclosable Pecuniary Interests – none.
Other Interests – none.
- FC2017/18-271 **Public Speaking Time**
There were no representations at this time although the Chairman reminded the meeting that there was an informal meeting for tenants of all allotment sites on Tuesday 27 February 2018 at Spotlight.
- FC2017/18-272 **Minutes of Previous Meetings**
It was **RESOLVED** to approve the minutes of a meeting of the Full Council held on Tuesday 6 February 2018 with one amendment to correct minute reference FC2017/18-268 to read Cllr McDonald not Cllr Kelly-Wilson.

Members noted that the minutes of a meeting of the HR Committee held on Thursday 15 February 2018 were not yet available.
- FC2017/18-273 **Junior Parkrun**
It was **RESOLVED** to vary the order of the agenda and deal with agenda item 7 next. A report concerning a proposal to develop a Junior Parkrun at St Herbert Leon School playing field had been discussed. David Lewis, of the parkrun organisation answered questions from members and spoke about the benefits of parkrun for the community.
It was unanimously **RESOLVED** to contribute £1,500 towards the £4,000 start-up costs for a Junior Parkrun to be held on Sundays at 9 am on Sir Herbert Leon playing field provided that sufficient parkrun volunteers could be found and permission granted from the landowner for use of the playing field.
- FC2017/18-273.i **Planning applications**
The following planning applications submitted to the Local Planning Authority for determination were reviewed.
18/00308/FUL – BT Telephone Exchange, BT Bletchley Data Centre Tavistock Street MK2 2PL – Installation of louvres within external elevations and screen fencing as part of internal cooling and ventilation upgrade of Bletchley Data Centre
It was **RESOLVED** to make no comment on the proposed development.



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- FC2017/18-273.ii **18/00261/PNHSE – 63 Oakwood Drive, Bletchley MK2 2JG** – Single storey rear extension measuring 4.5m deep and 5.78m wide
It was **RESOLVED** to make no comment on the proposed development.
- FC2017/18-273.iii **18/00229/FUL – Denbigh West Industrial Estate Unit C 25 Third Avenue** – Use of building as a data centre together with installation of six air conditioning units and two ventilation grilles to rear
It was **RESOLVED** to make no comment on the proposed development.
- FC2017/18-274
- Financial Matters**
- Performance against budget**
It was **RESOLVED** to note the financial management reports showing detailed income and expenditure for the financial year to the end of January 2018 and to compare this to the planned budget. (Cllr Porter left the meeting)
- Balance Sheet at 31 January 2018**
It was **RESOLVED** to note balance sheet.
- Confirmation of Review of Bank Statements, Reconciliations and Cash Books**
The Clerk reported that no member of council had attended the office to review the statements, reconciliations and cash books and therefore this item would be held over to the next meeting. (Cllr Porter re-joined the meeting.)
- Expenditure**
It was **RESOLVED** to ratify a list of payments made or due to be made since the last meeting of council. Members were advised that a date of 1 March 2018 had been set for Acorn Asbestos to complete outstanding work.
- Market information**
It was **RESOLVED** to note the market income for the year to date. Members were advised by the clerk that the progress of the Market Working Group would be included on the agenda on the next occasions as she remained concerned that no formal agreement had been reached on future pricing.
(Cllr Rohim joined the meeting.)
- Asset Register**
A revised asset register showing disposals and updating the current register to remove items previously added incorrectly (eg play equipment donated to MK Council which the Town Council no longer owned, had no responsibility and did not insure, air conditioning units at 74-76 Queensway which were fixtures rather than assets) was tabled. Following discussion it was **RESOLVED** to approve the asset register.
- Review of effectiveness of internal controls**
It was **RESOLVED** to approve a review of the effectiveness of the internal controls of the Council for the financial year 2017/18 which had been undertaken on behalf of the council by the Chair and Vice-chair and circulated in advance of the meeting.
- Review of Financial Risk**
It was **RESOLVED** to note the Council's policy on the review of financial risk which had not changed from 2016/17 and to approve the review of financial risks to the council for the year 2017/18 which had been circulated before the meeting with no amendments.
- FC2017/18-276 **Finger post**
Members discussed a quotation in the sum of £1,051.08 to add two cast aluminium Toilet signs to the existing fingerposts in Bletchley town centre which had been circulated before the meeting. The Clerk noted that it had been difficult to obtain alternative quotations for additional signs to fit the existing furniture. Members of the public had requested additional signage for the Albert Street public conveniences and therefore this option had been put before Council by officers.
Following discussion it was **RESOLVED** to review signage in the town centre as a whole and to



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defer introduction of any additional signs for the Albert Street WCs to a later date.

FC2017/18-
277

Landscaping Service Delivery

Members discussed the value of making a formal expression of interest to Milton Keynes Council in taking over service delivery of landscape services in the parish of Bletchley and Fenny Stratford to take effect in 2020. The importance to residents of the parish of the appearance of the landscaping was noted by several members.

It was **RESOLVED** to make a formal expression of interest to Milton Keynes Council so as to keep the Town Council's options open and to instruct the clerk to continue working on this opportunity.

FC2017/18-
278

Allotment Fencing

Members noted a report about concerns from allotment tenants regarding the boundary between Orchardside Allotment field and the Community Orchard and considered whether to install additional fencing at a cost of between £735-£920 depending on the type of fencing to be introduced.

It was **RESOLVED** to install stock proof fencing at a cost of £735 and to explore the introduction of covering vegetation.

FC2017/18-
279

Spotlight Refurbishment

The Clerk gave an oral report on progress with refurbishment of the Spotlight offices. Physical alterations to the interior of the building were almost completed to a satisfactory standard although the reception window was not ideal and not exactly as indicated by YourMK in their specification. The budget of £10,000 had been overspent by agreement of Council because costs amounted to £13,217.28. The most significant items of expenditure (all of which had been approved individually by Council) included the unanticipated replacement of the boiler of £2,650, carpets at £1,800 and replacement tables for the computer room at £1,000. The majority of the expenditure had been on electrical and data work to make the building safe following some years of neglect, replacement of roller shutter motors and repairs to the guttering and weatherboarding on the building. These latter items were essential to ensure the building met health and safety requirements.

The Clerk confirmed that current users who did not pay rent for their use of the building were -
NEP Job Club
Age UK Job Club
Citizens Advice (service purchased by BFSTC)
Your:MK (partnership agreement)
and any Town Council hosted meetings.

Users who did pay rent included:

Brook, Lakes Residents Association, Sexual Health Clinic, other individual and ad hoc users

The Clerk asked for approval to introduce three new services free of charge or at a reduction to the current rate. These were:

- 1) Daisychain/Family Centre – 4 drop ins per week starting after Easter with the prospect of additional services based at Spotlight. This was potentially a key partner for the Town Council in improving access to services for families on the Lakes
- 2) An additional day from MK Citizens Advice starting after Easter for a money advice project (some contribution towards running costs was anticipated but at less than usual booking rate) again this was a key service for local residents
- 3) Get Set Go, a training programme for 15-24 year olds provided by People Plus using ESF funding – People Plus needed access to the computer suite and use of other space, and hoped to set up a regular drop in to encourage sign up to the Get Set Go



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programme.

It was **RESOLVED** to authorise the Clerk to introduce these services and negotiate with providers, securing contributions towards running costs where possible but ensuring that if necessary space was offered free of charge in order to locate essential services at Spotlight.

Members noted plans for a Health, Well-being and Yoga event at Spotlight on 28 April proposed by Cllr Wajeeha Kahn. This event would be free of charge to residents of the parish and would be provided by Patanjali Yog Peeth, a charitable organisation. Following discussion it was agreed Cllr Kahn would work with the charity and submit a grant application for funding to support this event meanwhile a booking would be held for the event.

FC2017/18-280

It was **RESOLVED** that members of the public be excluded from the meeting during the consideration of the following two items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted which was either commercially sensitive or of a confidential nature concerning members of staff.

FC2017/18-281

Property and Premises Matter

The Clerk gave a confidential oral report about information which had become available within the few days preceding the meeting and the actions which had been taken as a consequence. It was **RESOLVED** that the Council wished to progress the course of action which had been explored and in principle it wished to go ahead with the opportunity which had become available subject to more information, due diligence and advice from an independent solicitor. Members voting in favour of this resolution: Cllrs Browne, Ely, McDonald, Kelly-Wilson, Hume, Khan, Haines, Graham, Kennedy, Rohim and O'Rourke
Members voting against this resolution: None
Members abstaining from voting: Cllrs Porter and Rolfe

The Town Clerk was given instructions and Cllrs Webster, Kelly-Wilson and Ely agreed to support the Clerk with the work to be undertaken.

FC2017/18-282

Staff Matters

A report from the HR Committee to the Full Council containing proposals and rationale for a restructure of the current staff establishment and new job descriptions, person specifications etc had been circulated to members on the evening of Friday 16 February 2018. The view was expressed that members had not had sufficient time to read the report and the proposals it contained and therefore the item of business should be deferred to a subsequent meeting. Other members felt there had been sufficient time to read the report and consider it and delay would be detrimental as recruitment to increase staff capacity was overdue. Following further debate it was **RESOLVED** to deal with the matter without a deferment and to approve the recommendation of the HR Committee contained in the report for a phased introduction of the proposed new structure beginning with recruitment to three new posts.

The meeting closed at 9.30 pm

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Approved by Chairman
20 March 2018