



## Bletchley and Fenny Stratford Town Council

### Minutes of a meeting of Bletchley and Fenny Stratford Town Council held at the Methodist Hall, Queensway, Bletchley on Tuesday 22 May 2018 beginning at 7.30 pm

**Present:** Cllrs Mohammed Arshad, Samantha Browne, Keith Ely, Richard Graham, Ron Haine, Ed Hume, Ethaniel Kelly-Wilson, Michael McDonald, E'Amonn O'Rourke, and Lewis Webster

**Absent:** Cllrs Wajeeha Khan, Peter Kuling, Linda Reeves, William Hewitt, Shirley Rolfe, Sean Porter, Angela Kennedy, Mohammed Rohim

**In attendance:** One member of the public representing Newton Leys Football Club, Alison Kennedy, Regeneration Officer and Delia Shephard, Town Clerk, Bletchley and Fenny Stratford Town Council

#### Min Ref

FC18/19-69 **Apologies for Absence**

Apologies for absence had been received from Cllrs Hewitt, Kennedy, Kuling, Porter and Rolfe.

FC18/19-70 **Declarations of Members' Interests**

Personal interests - None  
Pecuniary interests - None

FC18/19-71 **Public Speaking Time**

There were no representations at this time.

FC18/19-72 **Minutes of Previous Meeting**

It was **RESOLVED** to approve the minutes of the annual meeting of Full Council held on Tuesday 8 May 2018 as a correct record of proceedings

FC18/19-73 **Minutes of Committee Meetings**

It was **RESOLVED** to note the draft minutes of the meeting of the HR Committee held on Thursday 3 May 2018 and to note that the recommendations contained therein had all been approved by council via specific agenda items at the last meeting of Council

FC18/19-74 It was **RESOLVED** to note the draft minutes of the meeting of the Newton Leys Buildings Committee held on Thursday 3 May 2018. The following recommendations which had not been the subject of specific agenda items at the last meeting were considered.

FC18/19-75 **NLBC18/19-07** It was **RESOLVED** to approve the committee's recommendation that the sum of £1,552.95 (which represented the overspend on the original sum of £5,000 allowed for the kitchen) should be deducted from the S106 contribution.

FC18/19-76 It was further **RESOLVED** that the BFSTC logo should be incorporated into all signage for the building and all other decision making matters to do with signage were delegated to the Newton Leys Pavilion Committee.



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- FC18/19-77 **NLBC18/19-12** It was **RESOLVED** to approve the recommendation to install fire alarm red care link (excluding red care line) at a cost of £2,559.25 which should be deducted from the lump sum for fit out of the S106 contribution.
- FC18/19-78 **NLBC18/19-13** It was **RESOLVED** to approve the recommendation that an amount of £263.36 should be used for installation of a power supply (fuse spur inside plant room with hole in wall for subsequent wiring) and deducted from the lump sum for fit out of the building included in the S106 agreement.
- FC18/19-79 **NLBC18/19-14** It was **RESOLVED** to approve the recommendation to install a lockable metal entry barrier for the car park at Newton Leys Pavilion at a cost of £2,042.50 and that the Town Council would be invoiced directly if necessary.

It was agreed to vary the order of the agenda to discuss item 8 community grant applications next.

- FC18/19-80 **Newton Leys Football Club**  
A representative of Newton Leys Football Club explained the history of the club from its origins via the Youth Network club at Newton Leys and the strong local involvement of families and the community and answered questions.  
It was **RESOLVED** to approve the grant requested in the sum of £1,500 subject to the Club participating in three local community events such as litter picks etc to be arranged by the Town Council. It was agreed that the money would be paid on the basis of quotes supported by receipts as the Club had such limited funds.

- FC18/19-81 **Living Archive**  
An application for a community grant in the sum of £1,280 from the Living Archive charity was discussed but opposing views were expressed and a motion to approve the grant was not carried.

- FC18/19-82 **Planning Matters**  
The following planning applications to be considered by Milton Keynes Council were reviewed.

- i **18/00986/FUL – 34 George Street, Bletchley MK2 2NR**  
Proposed single storey front extension/  
This item was withdrawn as the Local Planning Authority had determined the matter prior to the deadline for comment.
- ii **18/01071/NMA – 128 Western Road, Bletchley MK2 2PU**  
Non-material amendment to application number 12/00013/REF (Erection of three one bedroom flats with associated landscaping and car parking) (related to 15/022215/DISCON)  
This item was withdrawn as the Local Planning authority could not make the documentation fully available.
- iii **18/01044/ADV – Saxon Bridge Car Superstore, Auckland Park Bletchley MK1 1BU**  
Advertisement Consent for external signage.  
It was **RESOLVED** to make no comment on the proposed development.
- iv **18/01057/NMA – 21 Leon Avenue, Bletchley MK2 2HL**  
Non material amendment to planning application 17/03104/FUL (rear elevations and glazing change on first floor)



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This item was withdrawn as the Local Planning Authority had determined the matter.

v **18/01084/FUL – 6 Aylesbury Street, Bletchley MK2 2BA**

Two storey side extension

It was **RESOLVED** to make no comment on the proposed development.

vi **18/01047/FUL – 2 North Gate, Bletchley MK2 2TJ**

Part change of use (ground floor only) from C3 residential to Sui Generis Veterinarian, Physiotherapy and Hydrotherapy Centre. Including the demolition of the existing front porch and existing single storey rear extension and the construction of a new 2 storey rear extension and new front porch.

It was **RESOLVED** to object to the proposed development on the grounds of insufficient local parking to support the development.

### FC18/19-83 **Financial Matters**

- i It was **RESOLVED** to ratify a list of payments made or due to be made since the last meeting of council which was tabled at the meeting.
- i It was **RESOLVED** to approve a list of direct debit mandates for regular payments during 2018/19
- ii Item 7 iv was withdrawn as the list of contracts to be published on the website was incomplete. However the Clerk noted that the name of contractors and the value of each contract would be published on the website.
- iii It was **RESOLVED** to approve an adjustment to the 2018/19 budget to show the actual carried forward figure for ring fenced income from MK Council in respect of the waste recycling scheme (projected figure was £3,859 and actual was £5,851)
- iv It was **RESOLVED** to approve the insurance arrangements for the year from 1 June 2018 which had been made on behalf of the council and included the addition of cover for the war memorial and a reduction of cover for play equipment which was no longer in the council's possession.

### FC18/19-84 **GDPR**

The clerk gave a PowerPoint presentation which briefed members on progress with the council's arrangements for compliance with the new Data Protection Act 2018 and GDPR. The clerk confirmed that a data audit had been completed and a copy of the council's GDPR action plan specifying work undertaken and work still outstanding was tabled. Pressure of work due to lack of resource had prevented earlier reports and development of arrangements for full council as reported to the HR Committee. The council's suite of documents had been prepared and based on the NALC Toolkit and copies of all relevant documents were provided for members. The data audit had confirmed the large amount of duplicated data in the Town Council's archives and further work was necessary to refine the council's record keeping systems and delete duplicated information. Additional external resource would be needed to complete this work.

The clerk also provided a briefing for members on their own individual responsibilities under GDPR and drew attention to the NALC advice that all members who engaged in case work, party political work and discussions about strategic and voting etc (ie work undertaken in their capacity as individuals and not on behalf of the council) and kept personal data in connection with this work either on their own or council



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equipment or on paper in an organised information retrieval system would need to notify the ICO as a data controller in their own right.

*(Cllr Arshad left the meeting during this presentation.)*

It was **RESOLVED** to note the presentation and action plan report.

It was **RESOLVED** to approve the policies and notices with a view to ensuring compliance on the understanding that some documents would need further revision in the light of experience.

### FC18/19-85 **Office relocation**

The clerk gave an oral update on progress with relocation of the Town Council's Bletchley office from Queensway to Bletchley Library. Milton Keynes Council had indicated that it expected all legal work to be completed within 6-8 weeks. The Town Council's solicitor was preparing the sublease for the landlord at Queensway. The most immediate challenge in planning the move was the IT and data capacity at the library. Quotes for removal of furniture had been obtained and were all in the region of £1,900 basic cost without any packing. There would be some additional costs for example; signage and furniture for the community space at the library but the existing furniture and equipment had been purchased with a view to moving premises in due course.

Following discussion it was **RESOLVED** to set an interim budget for the move and for long term and permanent fixtures at the library of £20,000. All individual expenditure would be researched and reported to the finance committee in the usual way.

### FC18/19-86 **Future IT Arrangements**

Cllr Webster gave a presentation on behalf of the IT Working Group following the brief it had been given to explore replacement of the obsolete server and the need to integrate IT support across different council premises as well as investigating the implications of a move to the library. The presentation included recommendations to purchase a hosted server solution with associated infrastructure works including telephony and data cabling to be used at the Library at an estimated maximum capital cost of £6,100 and estimated maximum monthly cost of £1,400. In support of the power point presentation a technical factsheet had been prepared for all members and there was extensive discussion and questions about the proposed recommendations. It was stressed that a cloud based option was preferable for flexibility of work and for GDPR compliance and data security.

It was **RESOLVED** to approve the recommendation for capital expenditure in the sum of £3,035 for cabling at the library, £425 for reconfiguration of the firewall and £125 for a BT Infinity 4G box.

It was **RESOLVED** to approve the recommendation to upgrade the existing server to a cloud based system at a cost of £2,550 (one off cost for technician time) and to increase monthly expenditure on IT services to £1,358.44 pcm. (The cost of the cloud server package is £655 pcm but the cost of IT services increase by £578.03 by restructuring some of the council's other IT services.)

It was **RESOLVED** to recommend that if practicable the Town Council would use the Newton Leys Pavilion building as its business continuity provision in the event of interruption at its other site and, as previously recommended by the Newton Leys Building Committee, fibre provision should be put in place at Newton Leys as soon as



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possible.

FC18/19-87 It was **RESOLVED** to suspend standing order 3w to allow the final items of business on the agenda to be completed (although the meeting had already lasted two hours).

### FC18/19-88 **Bletchley Market**

A written report from the Bletchley Market Working Group with a recommendation therein to provide free rent to market traders at a cost of approximately £7,900 and a recommendation to undertake formal consultation at an estimated cost of £700 and a further recommendation from Cllrs Haine and O'Rourke to amend the terms and conditions of market trading had been circulated in advance of the meeting.

Cllr Haine (Chair of the Market Working Group) gave an oral report on the matter of rental charges on the market.

Following discussion it was **RESOLVED** to disband the Market Working Group and to deal with market matters at full council. The Town Clerk was instructed to prepare a report and bring this back to full council.

### FC18/19-89 **Christmas Event**

Cllr Hume (Chair of the Christmas Event Working Group) gave an oral report on the work done so far. The group had set three objectives for a community event on Saturday 24 November 2018 as follows:

- ii To bring the community together
- iii To increase footfall into the town
- iv To celebrate Christmas through a family friendly event

A theme of Christmas round the world had been selected and it was planned to have fairground rides, other entertainment and a Father Christmas grotto. Provided council agreed these proposals the Working Group would continue with its work to this end.

It was **RESOLVED** to approve the date and objectives and the outline given.

### FC18/19-90 **Dog Bin Provision**

The clerk advised that Taylor Wimpey's project management company had declined the council's request to introduce additional dog bins at Newton Leys or to permit the replacement of an existing bin with a larger model. It was not clear why this decision had been made and an explanation in writing had been requested.

It was **RESOLVED** to authorise the clerk to purchase and install a dog bin at Sycamore Avenue (a site which had already been approved by Milton Keynes Council) in response to residents' concerns and complaints about dog fouling.

The meeting was closed at 9.21 pm

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Approved by Chairman  
5 June 2018