



Bletchley and Fenny Stratford Town Council

Minutes of the Annual Meeting of Bletchley and Fenny Stratford Town Council held at the Methodist Hall, Queensway, Bletchley on Tuesday 8 May 2018 beginning at 7.30 pm

Present: Cllrs Mohammed Arshad, Samantha Browne, Keith Ely, Richard Graham, Ron Haine, William Hewitt, Ed Hume, Ethaniel Kelly-Wilson, Angela Kennedy, Michael McDonald, E'Amonn O'Rourke, Shirley Rolfe, Sean Porter, Mohammed Rohim and Lewis Webster

Absent: Cllrs Wajeeha Khan, Peter Kuling and Linda Reeves

In attendance: Twelve members of the public
Delia Shephard, Town Clerk, Bletchley and Fenny Stratford Town Council

Min Ref

FC18/19-30 **Election of Chairman**

It was **RESOLVED** to elect Cllr Angela Kennedy as chairman of the council for the council year 2018/19.

FC18/19-31 **Declaration of Acceptance of Office**

It was **RESOLVED** to receive the declaration of acceptance of office of the newly elected Chairman. Cllr Kennedy thanked all councillors for their support.

FC18/19-32 **Election of Vice-chairman**

It was **RESOLVED** to elect Cllr Richard Graham as vice-chairman of the council for the council year 2018/19.

FC18/19-33 **Apologies for Absence**

Apologies for anticipated lateness or absence had been received from Cllr Kelly-Wilson due to work commitments.

FC18/19-34 **Declarations of Members' Interests**

Personal interests - None
Pecuniary interests - None

It was agreed to vary the order of the agenda and deal with planning matters next in view of the attendance of several members of the public.

FC18/19-35 **Planning Matters**

i **18/00737/FUL – 1 The Beeches, Bletchley MK1 1BJ**

First floor extension above existing flat roofed bungalow and erection of detached triple garage

Several members of the public expressed concern about the proposed development citing the existence of a covenant on the property which they believed should restrict development. The extension to the existing house represented development into a 10 bedroomed property with a pitched roof as well as a triple garage with second storey



Bletchley and Fenny Stratford Town Council

which would dramatically overlook properties on Staplehall Road and reduce light and privacy for the neighbours. Concerns were expressed that the plans did not incorporate dimensions or descriptions of materials used and public notice about the proposed development was felt to have been inadequate.

It was **RESOLVED** to object to the proposed development on the grounds that it was not in keeping with the surrounding area and would result in loss of light and loss of privacy for neighbours. It was further agreed that the given the size of the proposed development the parking arrangements were likely to be inadequate for the planned use.

ii **18/00697/OUT – 49-51 Aylesbury Street, Bletchley MK2 2BQ**

Outline application for construction of new flats at the rear of the property
Following discussion it was **RESOLVED** to object based on the grounds that the proposed development did not meet MK Council's parking standards with only 10 spaces for 11 flats and the existence of retail units on the site; that the proposed construction was overdevelopment of the site and that in design and scale was inappropriate next to a grade two listed building.

iii **18/00854/FUL – 116 Watling Street, Bletchley MK1 1BW**

Erection of one two-bedroom detached house and new access at the rear of existing dwelling

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

iv **18/00891/FUL – 16 Curacao Crescent, Newton Leys MK3 5PT**

Single storey rear extension

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

v **18/00898/PANB1C – Maybrook House, 224 Queensway Bletchley MK2 2ST**

Prior notification for change of use from office (use class B1) to 25x flats (Use class C3)

It was **RESOLVED** to object to the proposed development on the grounds that there were insufficient parking spaces to meet requirements of MK Council's parking standards and that this represented overdevelopment of the building.

vi **18/00927/FUL – 1 Harkness Close, Bletchley MK2 3NB**

3 bed end of terrace House

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

vii **18/00933/FUL – 3 Hunter Drive, Bletchley MK2 3LP**

Construction of new single storey side storey with pitched roof, internal remodelling, new front entrance porch, new rear windows/ doors

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



Bletchley and Fenny Stratford Town Council

FC18/19-35 **Minutes of Previous Full Council Meeting**

It was **RESOLVED** to approve the minutes of the meeting of Full Council held on Tuesday 17 April 2018 as a correct record of proceedings.

FC18/19-36.i **Minutes of Committee Meetings**

i The minutes of the meeting of the HR Committee held on Thursday 3 May 2018 were not yet available

FC18/19-36.ii ii The minutes of the meeting of the Newton Leys Building Committee held on Thursday 3 May 2018 were not yet available

FC18/19-37 **Scheme of Delegations**

A scheme of delegations including committee structure and delegation arrangements to committees, subcommittees and employees and terms of reference for the committees was reviewed. It was **RESOLVED** to approve the draft scheme of delegations as recommended by Council on 17 April 2018 and as circulated before the meeting with the following two amendments.

Amendment 1 - Proper Officer's delegated powers

The Town Clerk as Proper Officer should be empowered to authorise routine expenditure within the agreed budget of up to £2,000 (rather than £1,000 as previously) and emergency expenditure up to £2,000 outside the agreed budget (rather than £1,000 as previously).

Amendment 2 - Committee Sizes

The committee structure diagram should be amended to show 10 members of the Finance and Planning Committee and 8 members of the Human Resources Committee.

FC18/19-38 **Finance and Planning Committee**

It was **RESOLVED** to appoint the following members to the Finance and Planning Committee

Cllr Arshad

Cllr Browne

Cllr Ely

Cllr Haine

Cllr Hume

Cllr Kennedy

Cllr McDonald

Cllr O'Rourke

Cllr Porter

Cllr Rohim

FC18/19-39 **Newton Leys Pavilion Committee**

It was **RESOLVED** to appoint the following members to the Newton Leys Pavilion Committee

Cllr Arshad

Cllr Ely

Cllr Graham



Bletchley and Fenny Stratford Town Council

Cllr Hewitt
Cllr Kelly Wilson
Cllr O'Rourke

and also the following non-councillor members
Graham Anderson
Stuart Pattico
Frank Sime

FC18/19-40 **HR Committee**

It was **RESOLVED** to appoint the following members to the Human Resources Committee

Cllr Browne
Cllr Ely
Cllr Graham
Cllr Hume
Cllr Kelly-Wilson
Cllr McDonald
Cllr Rohim
Cllr Rolfe

(Cllr Porter left the meeting.)

FC18/19-41 **Standing orders**

It was **RESOLVED** to approve and adopt a revised version of Standing Orders.

FC18/19-42 **Financial regulations**

It was **RESOLVED** to approve and adopt a revised version of Financial Regulations

FC18/19-43 **Code of conduct**

Members reviewed the adopted code of conduct and discussed the importance of all members complying with the code. The Clerk drew attention to recent breaches of confidentiality and members noted that breaches of confidentiality were breaches of the code.

It was **RESOLVED** to endorse the adopted code of conduct with no changes.

FC18/19-44 **Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses:**

It was **RESOLVED** to approve existing arrangements below with no changes.

- i Terms of reference for Eaton Leys Development Working Group
- ii Partnership Agreement with YourMK
- iii Service Level Agreement with MK Citizens Advice
- iv Service Level Agreement with MK Youth Network



Bletchley and Fenny Stratford Town Council

FC18/19-45 **External Representation**

It was **RESOLVED** to appoint Cllrs Hume and Webster as the council's representatives to BMKALC and MKALC.

It was **RESOLVED** to appoint Cllrs Kennedy and Webster as the council's representatives to MK Council's Parishes Forum.

FC18/19-46 **Asset Register**

Members reviewed the inventory of land and assets including buildings and office equipment and it was **RESOLVED** to approve this register with no amendments.

FC18/19-47 **Insurance**

The clerk advised that the council's general insurance was due for renewal in June 2018 and discussions with the existing provider were currently taking place. A further report would be provided at a later meeting.

FC18/19-48 **Review of subscriptions to other bodies**

It was **RESOLVED** to continue to subscribe to the following bodies during 28/19

- i BMKALC - £1,449.74 plus £855.85 NALC contribution
- ii MKALC - £135.00
- iii SLCC - £350.00
- iv Allotment Association (National) - £55.00
- v MK Bus Users Association - £25.00

Cllr Hewitt declared a personal interest in the subscription to the MK Bus Users Association by way of his occupation and chose not to vote on this matter.)

Members noted that in line with a previous council decision subscription to NAMBA would not be renewed during 2018/19.

FC18/19-49 **Complaints procedure**

It was **RESOLVED** to make no changes to the council's existing complaints procedure.

FC18/19-50 **Information and Data Policies**

It was **RESOLVED** to approve an amended FOI and EIR policy and to consider further policy documents in connection with compliance with the forthcoming GDPR legislation at the next meeting.

FC18/19-51 **Review of council's policy for dealing with the press/media**

The Council's policy for dealing with the press and media was reviewed. It was **RESOLVED** to make no immediate changes to the policy but to review the policy again within the next three months.

FC18/19-52 **Review of the Council's employment policies and procedures**

Members noted that these policies and procedures were embodied in a suite of documents including the employee handbook, job evaluation scheme, BFSTC's Equality and Bullying and Harassment policies, Member Officer Protocol and in the Town Council's scheme of delegations which had all previously been agreed by council. No changes were proposed for consideration at the annual meeting.



Bletchley and Fenny Stratford Town Council

FC18/19-53 Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence

Members noted that BFSTC continued to meet the eligibility criteria for GPC and therefore expenditure incurred under S137 is not relevant, to note that GPC is a power of first resort and therefore expenditure under GPC is not recorded separately but there were no items of expenditure during 2017/18 which were specifically authorised using GPC.

FC18/19-54 Annual calendar

It was **RESOLVED** to approve the following time and places of ordinary meetings of the Council up to and including the next annual meeting of the Council.

8 May 2018	Annual Meeting of the Full Council	
15 May 2018	Human Resources	BFSTC Office
22 May 2018	Full Council	Methodist Church Hall
29 May 2018	Newton Leys Pavilion Committee	BFSTC Office
5 June 2018	Full Council	Bletchley Library
19 June 2018	Finance/Planning	Bletchley Library
26 June 2018	Newton Leys Pavilion Committee	Bletchley Library
3 July 2018	Full Council	Bletchley Library
10 July 2018	Human Resources	Bletchley Library
17 July 2018	Finance/Planning	Bletchley Library
24 July 2018	Newton Leys Pavilion Committee	Bletchley Library
7 August 2018	Full Council	Bletchley Library
14 August 2018		
21 August 2018	Finance/Planning	Bletchley Library
28 August 2018	Newton Leys Pavilion Committee	Bletchley Library
4 September 2018	Full Council	Bletchley Library
11 September 2018	Human Resources	Bletchley Library
18 September 2018	Finance/Planning	Bletchley Library
25 September 2018	Newton Leys Pavilion Committee	Bletchley Library
2 October 2018	Full Council	Bletchley Library
9 October 2018		
16 October 2018	Finance/Planning	Bletchley Library
23 October 2018	Newton Leys Pavilion Committee	Bletchley Library
6 November 2018	Full Council	Bletchley Library
13 November 2018	Human Resources	Bletchley Library
20 November 2018	Finance/Planning	Bletchley Library
27 November 2018	Newton Leys Pavilion Committee	Bletchley Library
4 December 2018	Full Council	Bletchley Library
18 December 2018	Finance/Planning	Bletchley Library
1 January 2019	Bank Holiday	



Bletchley and Fenny Stratford Town Council

8 January 2019	Full Council	Bletchley Library
15 January 2019	Human Resources	Bletchley Library
22 January 2019	Finance/Planning	Bletchley Library
29 January 2019	Newton Leys Pavilion Committee	Bletchley Library
5 February 2019	Full Council	Bletchley Library
19 February 2019	Finance/Planning	Bletchley Library
26 February 2019	Newton Leys Pavilion Committee	Bletchley Library
5 March 2019	Full Council	Bletchley Library
12 March 2019	Human Resources	Bletchley Library
19 March 2019	Finance/Planning	Bletchley Library
26 March 2019	Newton Leys Pavilion Committee	Bletchley Library
2 April 2019	Full Council	Bletchley Library
16 April 2019	Finance/Planning	Bletchley Library
23 April 2019	Newton Leys Pavilion Committee	Bletchley Library
7 May 2019	Annual Meeting of Electors	Bletchley Library
14 May 2019	Annual Meeting of the Full Council	Bletchley Library
4 June 2019	Full Council	Bletchley Library

FC18/19-55 **Annual Report of the Town Council**

It was **RESOLVED** to approve the draft annual report of the Town Council which had been circulated to electors at the annual Town Meeting.

FC18/19-56 **Minutes of the Annual Meeting of Electors held on 24 April 2018**

It was **RESOLVED** to note the draft minutes of the annual Town Meeting.

Financial Matters

FC18/19-57 A list of payments made or due to be made since the last meeting of council was tabled and it was **RESOLVED** to approve the list.

FC18/19-58 The final report of the Internal auditor for the year ended 31 March 2018 had been circulated before the meeting and was discussed. It was **RESOLVED** to approve the report of the internal auditor.

FC18/19-59 It was **RESOLVED** to confirm the appointment Auditing Solutions Ltd as internal auditor for the year ended 31 March 2019

Members reviewed reports from the Town Clerk/RFO and Wentworth Accounting drawing attention to aspects of the council's performance against budget for the financial year 2017/18. It was **RESOLVED** to note the reports and to refer them to the Finance & Planning Committee for further detailed consideration.

Annual Governance and Accountability Return 2017/18

The AGAR and supporting papers had been circulated to members in advance of the meeting and these were reviewed.

FC18/19-61 It was **RESOLVED** to complete boxes 1 – 8 of the Council's Annual Governance Statement 2017/18 with the word YES and to approve the completed Annual



Bletchley and Fenny Stratford Town Council

Governance statement.

- FC18/19-62 It was **RESOLVED** to approve the completed Accounting Statements for 2017/18 (with supporting documentation) and to submit the return to the External Auditor. Members noted the arrangements made for the exercise of elector's rights, the dates set for the period for the exercise of rights was 4 June 2018 to 13 July 2018 and the announcement to this effect would be displayed from 10 May 2018.
- FC18/19-63 It was **RESOLVED** to appoint SMS cleaning contractor for Spotlight and Newton Leys Community Centre at a cost of £8,980 subject to written confirmation that the contractor paid the real living wage.
- FC18/19-64 It was **RESOLVED** to note changes to the nationally agreed salary scales of local government employees which had been reviewed by the HR Committee and the BFSTC pay scale had been amended accordingly. The changes would take effect from 1 April 2018.
- FC18/19-65 It was **RESOLVED** to note that a revised scale of charges for the financial year 2018/19 was not yet available and would be considered at a later meeting subject to the outcome of future work.
- FC18/19-66 A confidential clerk's report concerning aspects of the management of a funding application made in 2014/15 had been circulated to all members and this was discussed. It was **RESOLVED** that in future no applications for third party funds would be made by the Town Council without prior sight of the complete application documentation and approval in advance of submission.
- FC18/19-67 It was **RESOLVED** to return funds in the sum of £14,640 to Sport England. A letter would be sent with evidence evidencing the expenditure of £20,000 received in grant funding from Sport England.
- FC18/19-68 It was **RESOLVED** to ensure that all post was re-directed to the main council address at Queensway with immediate effect.

The meeting was closed at 9.05 pm.