



# Bletchley and Fenny Stratford Town Council

## Minutes of a meeting of Bletchley and Fenny Stratford Town Council held at Bletchley Library, Westfield Road MK2 2RA on Tuesday 16 April 2019 beginning at 7.30 pm

- Present:** Cllrs Samantha Browne, Keith Ely, Richard Graham (Vice-chairman), Ron Haine, William Hewitt (present for part of the meeting), Ed Hume, Angela Kennedy (Chairman), Ethaniel Kelly-Wilson, Gary Kenworthy, Michael McDonald, Sean Porter Mohammed Rohim and Rosemary Smith
- Absent:** Cllrs Mohammed Arshad, Peter Kuling, E'amonn O'Rourke, Shirley Rolfe and Lewis Webster.
- In attendance:** Three members of the public. Gill Long Support Services Manager and Delia Shephard, Town Clerk

### Min Ref

- FC19/20-001 **Apologies for Absence**  
Apologies for absence had been received from Cllrs O'Rourke, Rolfe and Webster. Apologies for absence had not been received from Cllrs Arshad and Kuling
- FC19/20-002 **Declarations of Members' Interests**  
Under the Relevant Authorities (Disclosable Pecuniary Interest) Regulations 2012 made under s30 (3) of the Localism Act Members were required to declare any disclosable pecuniary interests they held in any items under consideration at the meeting.
- i Pecuniary interests – None
  - ii Other interests – Cllr Porter noted that he knew the applicant for the Fenny Poppers Grant socially.
- FC19/20-003 **Public Speaking Time**  
No representations were made at this time.
- FC19/20-004 **Minutes of Previous Meetings**  
It was **RESOLVED** to approve the minutes of the extraordinary meeting of Full Council held on Tuesday 26 March 2019 as a correct record of proceedings
- FC19/20-005 **Minutes of Previous Committee Meetings**  
It was **RESOLVED** to note the draft minutes of a meeting of the Newton Leys Pavilion Committee held on 26 February 2019.
- FC19/20-006 It was **RESOLVED** to note the minutes of a meeting of the Human Resources Committee held on 2 April 2019 and to note the draft minutes of a meeting held on 9 April 2019. It was agreed to consider recommendations contained within the minutes later during the meeting.
- Planning Matters**  
The following planning applications submitted to the Local Planning Authority for determination were reviewed and discussed.
- i **Application No. 19/00728/NMA 12A Clarke Road, Bletchley, MK1 1LG**  
Change of use from offices (use Class B1) to education (use Class D1)
- FC19/20-007 It was **RESOLVED** to make no comment on the proposed development.



## Bletchley and Fenny Stratford Town Council

- ii **Application No 19/00765/ADV Bull and Butcher, Aylesbury Street, Fenny Stratford, MK2 2BA** Installation of replacement illuminated and non illuminated signs and repainting to exterior
- FC19/20-008 It was **RESOLVED** to make no comment on the proposed development.
- iii **Application no 19/00739/FUL 40 Walnut Drive, Bletchley, MK2 2JA** 2 bed attached dwelling to 40 Walnut Drive
- FC19/20-009 It was **RESOLVED** to object to the proposed development on the grounds of insufficient number of parking spaces and to make the comment that there was a generic problem with on street parking in this area.
- FC19/20-010 iv **Application no 19/00812/FUL 52 Staple Hall Road Bletchley Milton Keynes MK1 1BQ** Single-storey side extension
- It was **RESOLVED** to make no comment on the proposed development.
- v **Application no 19/00895/FUL 55 Simpson Road Bletchley Milton Keynes MK1 1BE**
- Single storey kitchen & sunroom extension to rear
- FC19/20-011 It was **RESOLVED** to make no comment on the proposed development. The Chairman advised that there were four additional applications which should be commented upon before the next town council meeting as follows:
- vi **Application no 19/00927/DISCON Marstons Public House, Jersey Drive, Newton Leys**
- vii **Application no 19/00986/ADV 14 Stadium Way, West Denbigh North Milton Keynes MK1 1<sup>ST</sup>**
- viii **Application no 19/00997/FUL Single Storey side and rear extension and conversion of outbuilding at 52 Chestnut Crescent**
- ix **Application no 19/00924/FUL 4C Princes Way Bletchley, retrospective planning application for 2x 1 Bed flats in roof space of new development.**
- FC19/20-012 It was **RESOLVED** to make no comments on applications 00927 and 00986 and to delegate authority to the clerk to respond on behalf of the council on applications 00997 and 00924 following receipt of comments by individual councillors and with consideration of the council's known position on planning matters.
- Grant Applications**
- FC19/20-013 Following discussion it was **RESOLVED** to approve an application for community grant funding from Bletchley Town Cricket Club in the sum of **£4,000.00** to contribute towards equipment for maintenance of the cricket squares. Members expressed their support of the work being done by the cricket club to include more young people in playing cricket.
- FC19/20-014 Following discussion it was **RESOLVED** to approve an application for community grant funding from Fenny Festival Community Group in the sum of **£4,250.00** as a contribution to enable the Fenny Poppers Festival to take place.
- Finances**
- FC19/20-015 It was **RESOLVED** to ratify a list of payments made or due to be made to 16 April 2019. It was **RESOLVED** to note a financial report on the council's income and expenditure against budget to 31 March 2019 and to note that detailed financial reporting on the year 2018-19 would follow in May 2019.
- FC19/20-015 It was **RESOLVED** to move agenda item number 9 IT Report to later in the meeting and deal with agenda item 10 Landscaping consultation next.



## Bletchley and Fenny Stratford Town Council

### Landscaping Consultation

A draft consultation survey and proposed arrangements for consulting the community on whether the council should take over direct responsibility for landscaping services in the parish were discussed. Members noted that any consultation activity should meet the requirements of the council's adopted the council's current agreed policy on Community Engagement (November 2017) which required the council to take notice of the results of any consultation and explain how these had informed its decisions.

FC19/20-016 It was **RESOLVED** to approve the wording of the draft survey with the following amendments:

- i Inclusion of addition words in paragraph two to indicate that there were other potential ways of delivering the service rather than just using aa contractor
- ii An additional box at the bottom of the survey to allow for free form other comments.

FC19/20-017 It was **RESOLVED** to promote the survey on line using the Town Council website and sharing to other social media platforms and to provide paper copies in Town Council premises and other locations (self-selecting sample) and via a door to door survey in which councillors would join in a methodical door to door survey in selected streets in each ward following a standard procedure to ensure neutral data collection (selected sample) and via a vox pop event in the town centre (random sample). The clerk noted that acquisition of survey software would be necessary at a maximum cost of £300 which could be met from the current budget.

### High Street Clean Up

A written report had been circulated in advance of the meeting concerning the £35,000 of MHCLG's High Street Community Clean Up funding which had been allocated to Bletchley by MKC. Members were also advised that MKC had confirmed that BFSTC could procure works from SERCO under the contractual terms agreed with MKC which would facilitate procurement. Meetings had been arranged with relevant officers at MKC to discuss options and members expressed interest in a deep clean and repainting of street furniture and refurbishment of and replanting of containers. The funding was intended primarily for Queensway but MKC had confirmed that any residual funds could be used for the high street in Fenny Stratford.

FC19/20-018 It was **RESOLVED** to undertake community consultation about how the money should be used via the annual meeting of electors on 7 May 2019 and through additional outreach into the community eg via Residents Associations and other community groups. Members were asked to put forward their own proposals for use of the funds for further consideration.

FC19/20-019 It was **RESOLVED** to move agenda item number 12 Fenny Chapel to later in the meeting and deal with agenda item 13 Events.  
(Cllr Rohim left the meeting.)

### Events Planning

- i The Chair of the Christmas Event Working Group gave an oral report noting that there had not been a meeting of the working group since the last meeting of council but reporting on arrangements already made. Following recommendations from the group it was **RESOLVED** that the event would be held between 12 noon and 606.30 pm on Saturday 23 November 2019 and the Christmas lights would be switched on at 5 pm.
- ii The Chair of the Summer Event Working Group introduced a business plan and recommendations for a summer event provisionally described as "Bletchley Together" to be held on 7 September 2019. Discussion followed and members expressed strong support for the concept of this event but concern was



## Bletchley and Fenny Stratford Town Council

- expressed about the name and timing of the event and the capacity of the council to deliver this event in the timescale proposed given other work already approved. Members also asked for more detail about the event programme.
- FC19/20-021 It was **RESOLVED** to agree a provisional outline budget of £10,000 for this event but to make a decision about the date of the event at a full council meeting on 14 May 2019.  
(Cllr Hewitt left the meeting.)
- FC19/20-022 It was **RESOLVED** to defer item 15 Town Council Plan and Gateway report to the next meeting of council due to lack of time and urgency of other items. It was **RESOLVED** to hold an extraordinary meeting of council before the annual meeting to consider any items not dealt with during the remainder of the meeting eg the Clerk's report on the Scheme of delegations.
- FC19/20-023 It was **RESOLVED** that members of the public be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted which involved discussion of commercially sensitive items and discussion of matters affecting employees.
- FC19/20-024 **Manor Road Cemetery Chapel**  
A specification and quotations for remedial work to the wooden doors of the Chapel at Manor Road Cemetery were considered. It was **RESOLVED** to authorise the works to be undertaken by Symmetry at a cost of £2,335.00 plus VAT.
- IT Report**  
The council's Support Services Manager gave a short presentation in support of a detailed confidential report on the restructuring of the council's IT infrastructure which included proposals for the purchase of additional software and hardware. The report had been circulated before the meeting.
- FC19/20-025 Following discussion of the issues it was **RESOLVED** that the proposed Microshade Citrix solution be implemented thus providing agile working and resilience and to approve an amendment to the council's existing ACS IT support contract to cover hardware at Newton Leys Pavilion and Spotlight. The costs of these proposals fell within the budget previously agreed by council for a cloud solution provided by ACS. The set-up fee for migration to the hosted solution would be £1,250 and there would be a server decommission fee of approximately £102. The changes to licences and monthly fees would result in an increase to existing monthly IT costs of £281.99.  
It was **RESOLVED** to approve leasing of Modern Gov software at a cost of £9,000 in the first year and £7,250 per year thereafter in order to facilitate improved efficiency in meeting management and a transition towards paper light working in the council It was recognised that there would be an additional cost in purchase of android or other devices for use by members and this was anticipated to be in the region of £80-£120 per device.
- Human Resources Matters**  
The Chair of the Human Resources Committee gave a confidential presentation on the rationale for phase two of the council's proposed employee restructure and answered questions from councillors. Discussion followed.
- FC19/20-026 It was **RESOLVED** to approve the new staff structure recommended by the Human Resources Committee at their meeting on 2 April 2018 and to begin implementation of the necessary changes. Members were reminded that all details of the restructure would remain confidential until the staff affected by the planned changes had been



## Bletchley and Fenny Stratford Town Council

consulted.

The Chair of the Human Resources Committee introduced and explained recommendations which had been made by the committee at a meeting on 2 April 2019. These were as follows

- i *"It was unanimously resolved to note the process and outcome of an investigation following the raising of a grievance by a member of staff and to recommend the following actions to full council.*
  - *Review the Town Council's protocols and guidelines for confidentiality and GDPR compliance for employee data to ensure alignment with best practice*
  - *Provide GDPR staff awareness training to all staff and councillors*
  - *Establish clear guidelines to prevent councillors becoming involved in staff matters unless required to resolve the matters*
  - *Restrict attendance at administrative management meetings to invitation only*
  - *Ensure code of conduct and agreed office protocols are communicated and observed amongst all staff members and councillor."* (Minute reference HRCCom/2019/20-9)
- ii *"It was unanimously resolved to recommend to full council that the council's scheme of delegations should be reviewed and that*
  - a) *the size of the HR Committee should be reduced*
  - b) *a requirement of membership of the HR Committee should be that councillors hold a recognised HR qualification or undertake basic HR training to be provided by the Town Council before sitting on the HR committee."* Minute reference HRCCom/2019/20-10)

The committee was concerned that failure to observe appropriate boundaries and breaches of confidence by members were exposing the council to risk. Extensive discussion followed during which it was made clear that employees are employed by the council as a corporate body and do not report to individual councillors nor do individual councillors have an automatic right to confidential information about individual employees in order to carry out their duties. All councillors had a duty to maintain confidentiality and comply with the requirements of current data protection legislation.

FC19/20-027  
FC19/20-028  
FC19/20-029

It was **RESOLVED** to approve recommendation i above.

It was **RESOLVED** to reduce the size of the HR Committee to five members.

It was **RESOLVED** that once members have been elected to the Human Resources committee they should either hold a current HR qualification or should undertake HR training to be provided by the Town Council in order to be able to fulfil their duties.

FC19/20-030

It was **RESOLVED** to close the meeting and adjourn all remaining items on the agenda to an extra-ordinary meeting at a date yet to be agreed.

The meeting closed at 9.50 pm.