



Bletchley and Fenny Stratford Town Council

Minutes of a meeting of the Finance and Planning Committee of Bletchley and Fenny Stratford Town Council held at Bletchley Library, Westfield Road MK2 2RA beginning at 7.30 pm on Tuesday 20 November 2018

Present: Cllrs Sam Browne, Keith Ely, Ron Haines, Ed Hume, Michael McDonald (Chair) and E'Amonn O'Rourke

Absent: Cllrs Mohammed Arshad, Angela Kennedy, Sean Porter and Mohammed Rohim.

In attendance: Delia Shephard, Town Clerk

Min Ref

- FP19/19-47 **Apologies for absence**
Apologies for absence had been received from Cllrs Porter and Kennedy.
Apologies for absence had not been received from Cllrs Arshad and Rohim.
- FP18/19-48 **Declarations of Members' Interests**
Disclosable Pecuniary Interests – None
Other Interests – None
- FP18/19-49 **Public Speaking Time**
No members of the public were present.
- FP18/19-50 **Planning Matters**
The following planning applications submitted to Milton Keynes Council for determination were reviewed.
- i **18/02644/FUL 13 Honduras Gardens, Newton Leys MK3 5LY** Conversion of carport to enclosed garage, removal of fences, footing to be dug using matching brickwork, two doors to be integrated and a proposed shutter door.
It was **RESOLVED** to make no comments on the proposed development.
 - ii **18/02633/FUL 2 Clifford Avenue, Bletchley MK2 2LT** Single storey side extension
It was **RESOLVED** to make no comments on the proposed development.
 - iii **18/02648/FUL 4 Stuart Close, Bletchley Milton Keynes MK2 2NW** Two-storey side and single-storey rear extension; new roof over the existing single-storey rear extension; part of existing wall on the ground floor to be demolished.
It was **RESOLVED** to make no comments on the proposed development.
 - iv **18/02659/FUL 90 Victoria Road, Bletchley MK2 2PA** Proposed removal of glass from two windows on the 4th floor north elevation of the exchange. Two aluminium louvres will be installed and fixed to the window frame to allow ventilation to the room.
It was **RESOLVED** to make no comments on the proposed development.
 - v **18/02687/CLUP 18 Staplehall Road, Bletchley MK1 1BQ** Conversion of attic into habitable space including the construction of a dormer window to the rear elevation and addition of a roof lights to the front elevation.
It was **RESOLVED** to make no comments on the proposed development.
 - vi **18/02704/DISCON LEAP 2 Play Area, Newton Leys Phase 5, Bletchley** Details submitted pursuant to discharge of condition 18 (Open Space Specification) attached to planning permission 17/02143/REM
It was **RESOLVED** to make no comments on the proposed development.
 - vii **18/02743/CLUP 35 Pinewood Drive, Bletchley MK2 2HT** Certificate of lawfulness for a proposed loft conversion with gable end, rear dormer with front roof lights and associated internal alterations.



Bletchley and Fenny Stratford Town Council

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

FP18/19-51 **Internal Audit Report**

It was **RESOLVED** to approve the interim internal audit report prepared for Bletchley and Fenny Stratford Town Council following a visit in October 2018 and to note that no matters were brought to the attention of the council.

FP18/19-52 **Policy Matters**

It was **RESOLVED** to recommend to full council revised and updated versions of the council's Reserves Policy and Treasury Management Policy which had been circulated before the meeting. However, members noted that the reserve funds should be reviewed again prior to yearend and that reserve movements and/or changes to the reserves policy may be necessary.

FP18/19-53 **Bank Statements and Reconciliations**

It was **RESOLVED** to note that the council's bank statement and reconciliations to 31 October 2018 had been reviewed by Cllr Graham on behalf of the council and to note the copies of the reconciliations provided prior to the meeting. It was **RESOLVED** that Cllr Ely and Cllr Hume would also undertake the task of reviewing statements and reconciliations in the future and the necessary documents could be provided prior to the Finance and Planning Committee meetings.

FP18/19-54 **Payments**

It was **RESOLVED** to note and ratify a list of payments made or due to be made by the council since 6 November 2018.

FP18/19-55 **Financial Management**

Financial management reports showing detailed income and expenditure against budget for the financial year to the end of October 2018 had been circulated in advance of the meeting and these were discussed. The clerk noted that work was being undertaken to review the council's vehicle policy and that leasing, purchase and use of environmentally friendly vehicles would all be considered. It was **RESOLVED** to note the reports.

FP18/19-56 **Balance Sheet**

It was **RESOLVED** to note the balance sheet at 31 October 2018.

FP18/19-57 **Market Income**

A report showing market income for the year to date and a comparison with previous years' performance was discussed. Members noted the decline in income and the decline in recent levels of attendance. The clerk gave an oral report on recent lack of consistent attendance by "regular" traders. It was unanimously **RESOLVED** to instruct the officer team to enforce the current market terms and conditions so that regular traders who did not attend in line with the terms and condition would be moved to the status of casual traders. (Before this decision was made the clerk noted that strict enforcement of the rules might well lead to the loss of some traders.)



Bletchley and Fenny Stratford Town Council

FP18/19-58

Outsourced Consultant

Members discussed short term arrangements for replacement of the Finance and Procurement Manager who had recently left the council's employment. A long term plan for recruitment and replacement would be developed as soon as practical in the new year but it was felt important to review the role in the light of experience gained through the temporary arrangements.

It was **RESOLVED** to employ a consultant accountant from RBS for two days per month at a cost of £395 per day plus 45 p per mile travelling expenses from Northamptonshire (approximately 40 miles per day). The consultant would prepare and post sales invoices, capture purchase ledger invoice data, enter receipts and payments, undertake monthly reconciliations and prepare financial management reports. All other financial tasks would be undertaken by the council's staff team.

FP19/19-59

Dog Bin Provision

Following discussion it was **RESOLVED** to approve twice weekly collection of dog waste from the following dog bins in the parish which the council's contractor had identified as needed additional collections.

Bin no	Location
4	Manor Fields, Saffron Gardens
5	Community Orchard
6	Canal Bridge Orchard
7	Canal side Fenny Stratford/Watling St
9	Leon Rec - Queensway
11	Leon Rec - Queensway
12	Leon Rec – Eaton Avenue
13	Leon Rec – Leon Avenue
18	Water Eaton Road
21	Willow Way Water Eaton Brook
22	Chestnut Crescent Water Eaton Brook

All other bins would continue to be emptied once per week (including the 7 new bins previously approved). The cost of the annual dog bin emptying contract would now increase to £10,452.00 pa.

FP19/19-60

Budget

A first draft of working papers for the 2019-20 budget was tabled. It was recognised that members would not be able to comment on these and the clerk apologised for the late production of papers due to competing work priorities. The first draft included carried forward figures for expenditure which was included in the 2018/19 budget and not used but where work was still planned to take place. Members were asked to provide comment and questions to the clerk prior to a review of a revised draft at full council in December.

The meeting closed at 8.19 pm