



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 on Tuesday 19 February 2019 commencing at 7.30 pm

Present: Cllrs Keith Ely, Ron Haines, Gary Kenworthy and E'Amonn O'Rourke.

Absent: Cllr Sam Browne, Ed Hume, Angela Kennedy and Michael McDonald (Chair).

In attendance: Dan Clucas, Public Art Producer, Milton Keynes Council and one member of the public.
Delia Shephard, Town Clerk.

Min Ref

- FP19/19-74 In the absence of Cllr Mc Donald it was **RESOLVED** to elect Cllr Ely to take the chair for the meeting.
- FP18/19-75 **Apologies for absence**
Apologies for absence had been received from Cllrs Browne, Hume, Kennedy and McDonald.
Apologies for absence had not been received from Cllrs Arshad, Porter and Rohim.
- FP18/19-77 **Declarations of Members' Interests**
Disclosable Pecuniary Interests – None
Other Interests – None
- FP18/19-78 **Minutes of previous meeting**
It was **RESOLVED** to approve the minutes of the meeting held on 18 December 2018 as a correct record of proceedings with one amendment on page 1 (Item FP18/19-65) the words "The Chair of Leon Resident Association would be amended to read "A member of the public".
- FP18/19-79 **Public Speaking Time**
No public representations were made.
- FP18/19-80 **Public Art at Newton Leys**
Dan Clucas, Public Art Project Producer, Milton Keynes Council was welcomed to the meeting and gave a short presentation to members on the planned Newton Leys Public Art Project at Little Callow Mound, Newton Leys. Members noted that since May 2018 work had been begun with a core group of 8-9 residents and wider consultation with the community at Newton Leys. Following this the artist Sarah Stratton had been chosen to make the proposed work (an archway with seat and small water feature) which it was hoped would be situated on Callow Mound. Taylor Wimpey had yet to confirm whether the mound was stable enough for the work and once this was confirmed a planning application would be made. Mr Clucas explained the local influences involved in creating the proposed design and described its construction. The materials would be bricks manufactured by H G Matthews, glass reinforced concrete (for roof and internal seat) and ceramic tile. It was planned to include a glass agate eye in the roof. The arch would be approximately 2.8 m high and 5.6 m in length (not including rim bowl) and the budget was £100,000 as set out in the relevant S106 agreement. Members expressed their individual support of the project and commented on various aspects of the design. It was noted that additional seating on the mound might add to the amenity, although there was no budget for this within the art project and this could be something the Town Council could consider contributing towards. Community consultation on the project (which had been going on for some time) would be continued as the project progressed. The Chair thanked Mr Clucas for his attendance and the information provided.



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Planning Matters

The following planning applications submitted to Milton Keynes Council for determination were reviewed.

- FP18/19-81 i **18/02353/FUL 8 Islay Court, Newton Leys, MK3 5QW** A new purpose built ground floor business unit, about 112 sum, for a food takeaway shop. The unit will be separated into different functional areas by partitions and an upper level at the back of the unit as storage.
It was **RESOLVED** to make no comment on the proposed development.
- FP18/19-82 ii **19/00279/FUL 103 Watling Street, Bletchley, MK1 1BN** Change of use from retail (Class A1) to self-storage centre (Class B8) plus erection of modular office building: installation of mezzanine floor and external works and **19/00280/FUL 103 Watling Street, Bletchley, MK1 1BN** Provision of direct access units totally 77 sq m
- FP18/19-83 It was **RESOLVED** to support the proposed developments.
iii **19/00270/FUL 61 Western Road, Bletchley MK2 2PR** Construction of a front facing dormer with windows within the existing roof space
It was **RESOLVED** to make no comment on the proposed development.
- FP18/19-84 The clerk reported that the usual bank reconciliations and financial management reports were not available for the meeting. This was because the accounting work in December/January had included large amounts of invoices for the Newton Leys Pavilion and the January month end procedures could not be finished on the last visit of the RBS consultant on 11 February 2019. However, the reports for both January and February would be available at the next meeting of the committee and if necessary an additional day's work could be requested from RBS.
- FP18/19-85 It was **RESOLVED** to ratify a list of payments made or due to be made by the council for the period to 19 February 2019 which had been circulated in advance of the meeting.
- FP18/19-86 It was **RESOLVED** to pay for room hire for the initial and next 4 meetings of Bletchley Community Parking Forum initiated by Cllr Darlington of Milton Keynes Council in the sum of £20.00 per meeting in order to encourage and assist this valuable initiative.
- FP18/19-87 Members discussed a review of the effectiveness of the internal controls of the council which had been circulated in advance of the meeting and it was **RESOLVED to recommend** this to full council for approval on 5 March.2019
- FP18/19-88 The clerk advised that preliminary arrangements for internal audit for 2019/20 had been made with the existing auditors, Auditing Solutions and a date of 21 May had provisionally been booked for the year end visit.
It was **RESOLVED** to continue with Auditing Solutions for the financial year 2020-21 on the same terms and the mid-year audit would take place in October/November 2020. The auditors would be asked to take into account the following areas of work for particular scrutiny during 2020-21:
- Card transactions made through the council's website via WorldPay
 - Newton Leys Pavilion accounts/bookings
 - Any changes to the efficacy of internal controls caused by changes to personnel and internal processes/procedures
 - Split of investments/reserves and security of investment vehicles.



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FP18/19-86 A draft council risk management strategy and separate risk register had been circulated in advance of the meeting and these documents were discussed. It was **RESOLVED** to amend the risk register to show that it would be reviewed in September 2019 which would be a better time to consider this piece of business (ie before the budget process rather than at the financial year end). It was also hoped that the high risk items in the register would have been reduced in severity by that date.

It was **RESOLVED to recommend** both documents to full council for approval on 5 March 2019.

FP18/19-87 **Landscaping**
Further information on progress with landscaping matters had been circulated in advance of the meeting. The clerk drew attention to the timetable for “devolution” of landscaping to interested parishes as follows:

MKC Cabinet Landscape Transformation paper agreed	5 February 2019
Developing/Signing Devo agreements in anticipation of April 2020	March and September 2019
Agreements signed	October 2019
Tranche 2 of parish landscaping devolution agreements commence.	April 2020

and gave a short oral report on a recent meeting with Serco arranged at the request of the landscaping group and attended by Cllr Webster, the clerk and the Environment and Premises Manager.

It was **RESOLVED to recommend** to full council on 5 March 2019 that a final decision about the council’s position on this matter should be reached and community consultation should be begun as soon as possible so as to be able to meet the timescales required for approving an agreement with MKC and tendering for the work. It was **RESOLVED** that no further factual information was needed from the officer team but that research should be done to identify a list of appropriately sized local companies in anticipation of the tendering process.

FP18/19-88 A report on the council's current vehicles had been circulated in advance and was discussed. The clerk noted that the use of an electric vehicle had been explored but no suitable models at an appropriate cost had been identified.
It was **RESOLVED** to approve the recommendation in the report to sell the existing two council vehicles to purchase rather than lease a single newer second hand van of transit dimensions ideally using a local dealer and local vehicle manufacturer eg Vauxhall Vivaro if possible. The clerk confirmed that a specification would be brought to the committee or council as soon as possible.

The meeting closed at 9.09 pm.