



Bletchley and Fenny Stratford Town Council

Minutes of a meeting of the Full Council of Bletchley and Fenny Stratford Town Council held at Sports Hall - Newton Leys Pavilion on Tuesday, 23rd May, 2023 commencing at 7.30 pm

Present: Cllrs E Kelly-Wilson, R Graham, A Palmer, G Bedford, S Browne, L Campbell, K Ely, R Haine, E Hume, T Stephens, M Wymer, A Khanom and I Hussein

Absent: Cllrs S Clark and M Imran

Apologies: Cllrs S Elhasoglu, E O'Rourke, A Segebrecht and U Osumili

In attendance: Delia Shephard (Town Clerk) (Clerk), John Fairclough (Support Services Manager) and Alison Brown (Finance Manager) (Secretary)

Min Ref

- FC23/24-18 **Election of chair of council and declaration of acceptance of office**
It was RESOLVED unanimously that Cllr Kelly-Wilson be elected as chair of the council for the year 2023-2024.

Cllr Kelly-Wilson made his declaration of acceptance of office before the council.
- FC23/24-19 **Election of vice-chair of council**
It was RESOLVED unanimously that Cllr Richard Graham be elected vice-chair of the council for the year 2023-2024.
- FC23/24-20 **Councillors' apologies for absence**
It was RESOLVED to note the apologies as listed above. Cllr Wymer had submitted apologies for anticipated late arrival which were also noted.
- FC23/24-21 **Councillors' declarations of interest in matters on the agenda**
No declarations of interest were made.
- FC23/24-22 **Minutes of meeting Tuesday, 25 April 2023 of Full Council**
It was RESOLVED that the minutes of the last meeting of the council be approved as a correct record.
- FC23/24-23 **Public Speaking**
There were no representations from members of the public.
- FC23/24-24 **Minutes of recent meetings of committees of the council and recommendations contained therein**
- FC23/24-24.i **Employment Policy Committee held on 2 May 2023**
It was RESOLVED to note the minutes of the meeting and to deal with the recommendation at minute reference EMPC23-24/31 at the end of the meeting.
- FC23/24-24.ii **Environment and Planning Committee meeting held on 16 May 2023**
It was RESOLVED to note the draft minutes. There were no recommendations for consideration.
- FC23/24-25 **Scheme of delegations and committee structure**
It was RESOLVED to approve the existing scheme of delegations.



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FC23/24-26 **Election to committees**

FC23/24-26.i **Finance & Governance Committee**

It was RESOLVED to elect the following members to the Finance and Governance Committee:

Cllr Eamonn O' Rourke
Cllr Ethaniel Kelly-Wilson
Cllr Keith Ely
Cllr Richard Graham
Cllr Ron Haine
Cllr Sam Browne
Cllr Uche Osumili

which left three vacant seats on the committee.

It was RESOLVED that Cllr Ely be elected as chair of the committee and Cllr Browne as vice-chair of the committee.

FC23/24-26.ii **Environment and Planning Committee**

It was RESOLVED to elect the following members to the Environment and Planning Committee:

Cllr Andrew Palmer
Cllr Eamonn O' Rourke
Cllr Ethaniel Kelly-Wilson
Cllr Ismail Hussein
Cllr Keith Ely
Cllr Richard Graham
Cllr Ron Haine

which left three vacant seats on the committee.

It was RESOLVED that Cllr Hussein be elected as chair of the committee and Cllr Haine as vice-chair of the committee.

FC23/24-26.iii **Community Committee**

It was RESOLVED to elect the following members to the Community Committee:

Cllr Andrew Palmer
Cllr Ayesha Khanom
Cllr Ethaniel Kelly-Wilson
Cllr Liz Campbell
Cllr Mariee Wymer
Cllr Richard Graham
Cllr Sam Browne
Cllr Terry Stephens

which left two vacant seats on the committee.

It was RESOLVED that Cllr Stephens be elected as chair of the committee and Cllr Wymer as vice-chair of the committee.



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- FC23/24-26.iv **Appeals Committee**
It was RESOLVED to elect the following members to the Appeals Committee:
- Cllr Ayesha Khanom
Cllr Richard Graham
Cllr Sam Browne
- which left two vacant seats on the committee.
- It was RESOLVED to elect Cllr Graham as chair of the committee and Cllr Khanom as vice-chair of the committee.
- FC23/24-26.v **Employment Policy Committee**
It was RESOLVED to elect the following members to the Employment Policy Committee:
- Cllr Ed Hume
Cllr Ethaniel Kelly-Wilson
Cllr Gavin Bedford
Cllr Keith Ely
Cllr Uche Osumili.
- It was RESOLVED to elect Cllr Hume as chair of the committee and Cllr Bedford as vice-chair of the committee.
- FC23/24-26.vi **Clerk Performance Management Sub-committee**
It was RESOLVED to elect the following members to the Clerk Performance Management Sub-committee:
- Cllr Ed Hume
Cllr Ethaniel Kelly Wilson
Cllr Gavin Bedford.
- It was RESOLVED to elect Cllr Hume as chair of the sub-committee and Cllr Bedford as vice-chair of the committee.
- FC23/24-27 **Standing orders**
It was RESOLVED to approve and adopt existing Standing Orders.
- FC23/24-28 **Financial regulations**
It was RESOLVED to approve and adopt existing Financial Regulations.
- FC23/24-29 **Code of conduct for members and member officer protocol**
It was RESOLVED to review the existing adopted members' code of conduct and the member officer protocol and to make no changes.
- FC23/24-30 **To review arrangements with community partners**
- FC23/24-30.i **Partnership with Water Eaton Community Larder**
It was RESOLVED to approve the continuing partnership arrangement which was managed by the Community Committee.
- FC23/24-30.ii **Partnership with Milton Keynes Canalside Forum**
(Cllr Wymer joined the meeting.)



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It was RESOLVED to approve the continuing partnership arrangement. The clerk noted that this was the final year of a three year agreement and members agreed that a review should be conducted before entering into any further agreement.

FC23/24-31

Representation on or work with external bodies

It was RESOLVED to make the following arrangements for town council representation on outside bodies:

Organisation	Representatives
Milton Keynes Parishes Forum	Cllr Stephens and the clerk
BMKALC	Cllr Hume and Cllr Kelly-Wilson
Lakes Estate Renewal Forum	Cllr Hume and Cllr Wymer
Town Deal Board	Clerk
Salden Chase Sub-committee, West Bletchley Council	No arrangement pending further enquiries by the clerk
Bletchley and Fenny Stratford Neighbourhood Plan	Cllr Hussein Cllr Bedford Cllr Graham Cllr Kelly-Wilson Cllr Hume Cllr Wymer

FC23/24-32

Asset register including inventory of land

It was RESOLVED to approve the summary asset register and inventory of land.

FC23/24-33

Annual insurance arrangements

It was RESOLVED to approve the town council's existing arrangements for insurance in respect of all insurable risks including payment of the annual premium of £8,491.25 to Zurich Municipal for the general insurance policy for the year 1 June 2023 to 31 May 2024. The Finance Manager drew attention to the increase in premium from the previous year (£7,668.07) which was accounted for by addition of content insurance for premises at Barton Road.

FC23/24-34

Subscriptions to other bodies

It was RESOLVED to approve the following subscriptions for the year

- i Buckinghamshire & Milton Keynes Association of Local Councils (BMKALC) including NALC contribution £2,947.90
- ii Society of Local Council Clerks (SLCC) £501.00
- iii The Allotment Association (formerly National Association of Allotment and Leisure Gardeners) £55
- iv Following a recommendation from officers it was agreed to give the 12 months notice required to stop the annual subscription to National Association of British Markets (NABMA) which was not felt to be providing value for money but the subscription of £384.00 for the current year was approved.

FC23/24-35

Policies, procedures and practices in respect of its obligations under freedom of



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information and data protection legislation

Members reviewed revised Freedom of Information Policy and Data Protection Policy which had been simplified, and updated in the light of changes to the town council's website.

It was RESOLVED to approve and adopt the new policy documents with immediate effect.

FC23/24-36

Press/Media policy

Members reviewed a revised policy on dealing with the press and media which incorporated the Civility and Respect policy addendum recommended by the Civility and Respect project.

It was RESOLVED to approve the revised policy and adopt it with immediate effect.

FC23/24-37

Complaints procedure

Following review it was RESOLVED to approve the town council's existing complaints procedure with no changes.

FC23/24-38

Employment policies and procedures

The town council's employment policies and procedures were reviewed. No changes were proposed or made.

FC23/24-39

Annual calendar of meetings

It was RESOLVED to confirm the council's calendar of meetings for the year 2023-2024 which had already been approved at an earlier meeting.

FC23/24-40

Review of Planning Application 23/00984/PRIOR - 27 The Concourse Brunel Centre Locke Road Bletchley Milton Keynes Prior approval for the demolition of two storey retail unit

It was RESOLVED to support the prior approval for proposed demolition of the former Sainsbury's site.

The clerk noted that since the planning application had been placed on this agenda the town council had been notified that the city council would be preparing development briefs for Milton Keynes Development Partnership owned sites and commencing the preparation of a development brief for the Brunel Centre and former Sainsbury's store, Bletchley. This development brief would outline high level principles and parameters to help inform more detailed subsequent proposals for this key gateway area of Bletchley.

The outline programme for preparation of the brief was:

- 1 May-June : Preparation of Draft Development Brief
- 2 July – August: 8-week formal consultation
- 3 August-September: amendments following formal consultation
- 4 Late September 2023 : Delegated Decision to approve Development Brief

The town council could expect to be formally consulted on the Draft Development Brief during the above-mentioned formal consultation period. The clerk advised that she had already contacted MKCC on behalf of the town council to express concern that the formal consultation would be taking place during the summer holidays and that she would invite representation from MKCC to the July town council meeting to enable members to understand and ask questions about the brief.



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- FC23/24-41 **Financial matters**
- FC23/24-41.i **Summary financial report showing income and expenditure against budget to 30 April 2023**
The Finance Manager noted that at this stage in the year not all the accruals from the previous year had been reversed out of the accounts.
It was RESOLVED to note the report.
- FC23/24-41.ii **Ratification of payments made or due to be made before the next meeting of the Finance and Governance Committee on 20 June.**
It was RESOLVED to ratify the list of payments made or due to be made.
- FC23/24-41.iii **Approval of spending from Neighbourhood Plan Earmarked Reserve**
It was RESOLVED to allocate £2,500 from the Neighbourhood Plan earmarked reserve to be used by the Neighbourhood Plan Steering Group for planning consultancy fees to support planned meetings of the steering group and task force meetings. It was noted that, as required under the grant scheme the town council had refunded to Locality any Neighbourhood Plan monies which were unspent in 2022-23. As soon as the 2023-24 funding window opened a further application would be made for the grant funding.
- FC23/24-42 **Draft minutes from annual meeting of electors held on Thursday 11 May 2023**
It was RESOLVED to note the draft minutes of the annual meeting of electors held on 11 May 2023 along with copies of the presentation on the Town Deal and the questions and answers asked by residents.

The clerk drew attention to concerns raised by one member of the public about councillor attendance at meetings and failure to submit apologies which had been raised for the second time in two years. The chair noted that this issue had already been discussed at a recent meeting of the council. It was suggested that the chair should write to individual councillors who did not attend or submit apologies reminding them of their obligations.
- FC23/24-43 **Exclusion of the public**
It was RESOLVED that members of the public and press 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 was likely to include discussion of the personal circumstances of individual employees.
- FC23/24-44 **Recommendation from the Employment Policy Committee to add to the town council staff permanent headcount**
The chair of the Employment Policy Committee (Cllr Hume) gave a confidential presentation which included a reminder that the existing employee headcount was 11 employees, or 8.9 full time equivalent posts. The annual payroll for these employees including employer pension and national insurance contributions had been budgeted at £477,019 for 2023-34 (excluding anticipated TUPE/recruitment for landscaping staff from September 2023). However the current annual forecast for these costs was now £488,417. This represented an overspend on budget of £11,398 caused by additional weekend cover costs, two increments not in the original budget and anticipated outcome of the ongoing negotiations on local government pay which seemed likely to exceed the 4.5% included in the original budget.



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Cllr Hume then explained the rationale for the creation of a new permanent full-time post of Support Services Officer in the Support Services Team at a salary scale of spinal column points 16-19. This would increase the anticipated overspend to approximately £49,736. Following questions it was RESOLVED to approve the creation of the additional post which would be funded from reserves for 2023-24.

The meeting closed at 8.36 pm