

Summons & Agenda

To: All Councillors

Your attendance is requested at a Full Council Meeting to be held at:

The Methodist Hall, Queensway

On 15th December 2009 at 7.30pm when the business set out below will be transacted:

Clerk to the Council

Agenda

- 1. Apologies**
- 2. Notification of any Other Business**
- 3. Declarations of Interest**
- 4. Minutes of the Full Council Meeting held on 17th November 2009**
To agree the minutes as attached
- 5. Matters arising from the minutes of the last meeting not included elsewhere on the Agenda**
- 6. Regeneration Committee Meeting held on 3rd December 2009**
 - 6.1 – to note minutes attached
 - 6.2 – Recruitment
To receive a verbal update regarding the recruitment and appointment of the Regeneration Officer and Administrator
 - 6.3 – Parish Regeneration Fund
To consider and agree the 13 priorities for funding under the parish regeneration fund. The attached document recognises the view of the Regeneration Committee and the Full Council is required to consider and ratify this decision.

This matter also needs to be agreed by the Lakes NAP Steering Group as any projects need to meet the priorities of the Lakes NAP and local residents. The ultimate decision is that of the Town Council although it would be advisable for decisions to be reached in conjunction with the Lakes NAP to evidence support of the regeneration programme.
- 7. Spotlight on Bletchley**
To note that work continues on the draft business plan and future direction for the Spotlight office and it is anticipated that this will be presented to the Full Council for authorisation at the January / February meeting.
- 8. Community and Grants Committee Meeting held on 1st December 2009**
 - 8.1 - To note minutes attached

8.2 – Tesco's Planning Application

To note that this application was considered at the C & G meeting where reports were requested from MKC regarding the environmental impact of this development. There was also the request that the application is determined by the Development Control Committee rather than by MKC Officers – further details are awaited. It is therefore anticipated that this application will be carried forward to the January C & G meeting for further consideration once additional details are received from MKC.

8.3 – Traveller's Site

To consider a formal response to the actual planning application as requested at the C & G December meeting, details as follows:

09/01942/FUL – Change of use to a permanent gypsy traveller's site with the construction of 10 single storey, semi-detached amenity blocks including access link to the highway, roadways, hard surfacing, play area, fencing lighting and associated works. Brief details were as attached to the C & G December agenda papers - full set of plans available for inspection in the office.

Whilst the Town Council has taken a view on the outline and principle of this development (at the October FC meeting) and has fed back individual views to MKC, a formal view on the actual final application itself has not been decided.

8.4 – To note that there will be a public exhibition of the proposed traveller's site at the Town Council offices from 16th December 2009. MKC Officers will be present on this date to meet and speak with members of the public to answer any queries. The exhibition will then be retained in the Town Council offices until 4th January 2010 and a comments book will be available for people to record their comments back to MKC. Details have been included on the Town Council's website and will be decided at MKC Development Control committee on 21.01.10.

9. Finance & General Purpose Committee Meeting held on 8th December 2009

9.1 - To note minutes attached

10. 2010/11 Town Council Budget

The 2010/11 draft budget has gone to the committees for consideration and any amendments are shown on the attached document. To consider the following:

- (a) To set the Town Council budget for 2010/11 at £513,367.00
- (b) To set a precept budget for 2010/11 at £490,018.00
- (c) To recognise that any differences in the budget and precept will be met from reserves (ie £23,349.00)
- (d) To note that the tax base for 2010/11 is projected at 4382.55 (2009/10 was at £4258.47). This increase in the tax base will result in a lower Band D precept charge to residents assuming that the budget is retained at the same level as 2009/10. Details of the precept charge are shown on the first page of the budget proposals.
- (e) To consider the production of the annual parish precept leaflet

The budget must be agreed and set no later than the December Full Council meeting.

11. Town Council Community Officer (TCCO) / Parish Ranger

Monthly report from TCCO / Parish Ranger as attached.

12. Thames Valley Police

12.1 – To note the crime statistics as attached from TVP

12.2 - To note that details regarding the work of the PCSOs in our parish area have been requested and are awaited.

12.3 – To note that a response is awaited regarding the request for the new Inspector to meet with the Town Council

13. BALC – Development Needs Assessment 2009

BALC is carrying out an annual review of training needs amongst clerks and councillors and is requesting individuals to let them know any training needs. A copy of the questionnaire is as attached and members are requested to complete individual response and forward to the clerk for a summarised response to be sent to BALC. This exercise also fits with the work requested of the clerk to prepare a training matrix for councillors – in order to do this a needs assessment should be completed.

14. MK Heritage Event 17.11.09

To receive a verbal update from Tony Keller following this meeting and to consider the suggestion that the Town Council supports MK Heritage in looking for suitable storage space which could be in Bletchley.

15. Membership to Committees

15.1 - To note the following current committee membership

C & G

Alan Webb (Chair)*
Robin Bowen-Williams*
Samantha Browne
Monica Burt
Keith Ely*
Danny Galvin
Tony Keller*
Angela Kennedy*
Beryl Quigley
Shirley Rolfe
E'Amonn O'Rourke

F & GP

Robin Bowen-Williams (Chair)*
Bruce Abbott
Keith Ely*
Tim Haynes
Tony Keller*
Angela Kennedy*
Joan Thomas
Alan Webb*

Regeneration

Tony Keller (Chair)*
Robin Bowen-Williams*
Sam Browne
Keith Ely*
Angela Kennedy*
Tim Haynes
E'Amonn O'Rourke
Shirley Rolfe
Alan Webb*

* Denotes member of this committee by virtue of being a member of the Executive

15.2 – To consider committee membership. There is no specific reference in the Standing Orders around committee membership and there is a need to verify that councillors can be a member of more than one committee. Before the existence of the Regeneration Committee, there was an understanding that councillors (other than ex-officio members) were members of only one committee, this is clearly no longer the case with the creation of the Regeneration Committee. This area therefore needs to be clarified so that it is clear which committees councillors can become members of.

Suggestion from the Clerk:

- (a) That all councillors are a member of either the C & G **OR** F & GP Committee, and
- (b) That all councillors can become a member of the Regeneration Committee

15.3 – To agree membership of committees for the new councillor Sue Kettles and the 2 vacant posts of Granby and Eaton South.

15.4 – To consider a change in the standing orders which allows ex-officio membership to committees of all members of the Executive (not just the Chair and Vice Chair as currently stated).

16. NALC's Local Council Awards 2010

This year's NALC Local Council Awards will be in the categories of:

- Council of the year
- Clerk of the year
- Councillor of the year
- Council worker of the year
- Much improved council of the year

Closing dates for applications is 31.3.2010 and members are asked to consider nominations to any of the categories. Further details and nomination forms are held at the office and are available for review on request.

17. Section 137 Expenditure Limit for 2010/11

To note that the Department for Communities for Local Government has confirmed the expenditure limit under S137 as £6.15 per head of parish population.

18. Sustainable Communities Act Amendment Bill

To consider a response to the attached paper from BALC

19. Office Opening Hours over Christmas

To consider the office opening hours, proposal as attached.

20. Code of Conduct and Declarations

To note the attached presentation from the Society of Local Council Clerks (SLCC) regarding the code of conduct which aims to clarify queries around this matter. To note the pocket guide regarding the Code of Conduct as issued by the Standards Board for England.

21. Reports from other meetings

21.1 - Central Bletchley & Industry NAG - 26.11.09

21.2 - Lakes NAG 26.10.09 and 30.11.09 – copy of minutes in office for review upon request

21.3 - Parish Assembly – copy of minutes from 1.10.09 as attached and verbal report from meeting on 10.12.09

21.4 - Bletchley Forum AGM – copy of minutes from 29.09.09 as attached

21.5 - Unity Management Committee meeting – 08.12.09

21.6 - MKC's Housing Service road show – 24.11.09 11am – 6pm, Lakes Community Centre.

21.7 - Working Together Project MKC – 10th December from 5.15pm – 9pm at Newport Pagnell

21.8 – STARS – copy minutes from 26.11.09 as attached

21.9 – Safer Communities Review 9.12.09 – to receive a verbal report from Tim Haynes

21.8 - Any Other Meetings

22. Forthcoming Meetings

Bletchley Leisure Centre Public Art – Thursday 17th December 3.30-5pm – RBW to attend

23. Correspondence

MKC's monthly Parish Newsletter – as already emailed to all councillors.

MK Social Enterprise Network newsletter

24. Any Other Business

25. Questions from the Public

26. Date and time of next Full Council Meeting

Proposed for Tuesday 26th January 2010 at 7:30pm, Methodist Church Hall, Queensway

27. Town Council Vacancies

To consider co-option to the vacant seats in Granby and Eaton South. The Town Council is authorised to fill these vacancies by co-option as there has been no request for an election. Any interested applicants have been requested to attend the Full Council meeting where their co-option will be considered.