

**Minutes of an Ordinary Meeting of the REGULATORY COMMITTEE**

held on **TUESDAY 20 FEBRUARY 2018** at 7pm in Room 2, MKSNAP, Bourton Low,  
Walnut Tree, Milton Keynes, MK7 7DE

**Present:**

**Councillors:** Amanda Taylor (Chair), Phil Chambers and Ian McColl.

**Officer:** Lesley Sung (Parish Manager)

**Also Present:** Lisa Cameron, Clare Fisher and Cindy Baines (Browns Wood Neighbourhood Watch)

**RC121 CHAIR'S ANNOUNCEMENT**

The Chair announced that Councillor Simon Lorrimer-Roberts had resigned from the committee due to his current level of workload.

**RC122 DECLARATIONS OF INTEREST**

None received.

**RC123 MINUTES**

**Resolved Unanimously:** That the minutes of the Regulatory Committee meeting held on 16 January 2018 be approved and signed by the Chair as a correct record, subject to a change to the wording in resolution 1 of Minute RC110 (Planning Application – 6 Twyford Lane) which should state that the Council wished to submit a comment about a condition to be attached to the application instead of objecting to the application.

**RC124 COUNCIL MANAGER'S REPORT**

The Council Manager reported on actions that she had taken since the last meeting of the Committee.

**Resolved Unanimously:** That the Council Manager's report be accepted.

**RC125 PLANNING APPLICATION**

The committee was invited to comment on the following planning applications:

- (a) **Application 18/00263/FULMMA – Walton Manor, Brickhill Street, MK7 7AJ** – Variation of Condition 1 (Approved Drawings), 4 (Access to Hullwell Gate) and addition of Condition 16 (Under Section 73 of the Town & Country Planning Act 1990) attached to planning permission 16/00540/FUL
- (b) **Application 18/00238/FUL - 6 Novello Croft, Old Farm Park, MK7 8QT** – Proposed single storey front extension, internal alterations and revised rear openings.
- (c) **Application 18/00157/FUL – 8 Mendelssohn Grove, Browns Wood, MK7 8DH** – Loft extension and single storey ground floor extension under 4m.

**Resolved Unanimously:** That the Council has no objections or comments to make.

**RC126 REVIEW OF PLANNING DECISIONS**

Councillor Chambers reported that the Milton Keynes Council Planning Officer had indicated on the planning report about 3 Calamus Court, that no objections had been received from Walton Community Council. The Council had submitted its comments to Milton Keynes Council on the last day of submission.

**Resolved Unanimously:**

1. That a complaint be submitted to Milton Keynes Council about not including Walton Community Council's comments in the planning report relating to 3 Calamus Court.
2. That details of the remaining planning decisions be accepted.

**RC127 AUTHORISATION OF PAYMENTS**

The Committee received a list of payments to be made, cheques and invoices to be paid and details of bank transfers and bank reconciliations.

**Resolved Unanimously:** That the invoices be reviewed and signed and that the payments and bank reconciliations be authorised and signed by two bank signatories.

**RC128 REGULATORY COMMITTEE BUDGET 2017/2018**

**Resolved Unanimously:** That the Regulatory Committee budget for 2017/2018 and forecast be accepted.

**RC129 STATEMENT OF CURRENT FINANCIAL POSITION**

**Resolved Unanimously:** That the 2017/2018 statement of the Council's current financial position be accepted.

**RC130 s.137 GRANT APPLICATION – BROWNS WOOD NEIGHBOURHOOD WATCH**

Representatives from the Browns Wood Neighbour Watch Group was present at the meeting.

The Browns Wood Neighbourhood Watch Group had recently been set up by a group of volunteers living the Browns Wood area. The Group was currently being by the small number of volunteers.

To gain interest from the community, the Neighbourhood Watch Group wanted to purchase 20 Smart Water kits which the Watch co-ordinator was able to purchase for a discounted cost of £8.99. The cost was considerably less than the cost of individual units and the Group requested a grant of £500 to purchase the kits and to cover some start-up costs such as printing paper and ink.

The Group was planning to host a event in June 2018 which would be held at Browns Wood Sports Ground. The Council's Operations Committee had

resolved to allow the Group to use the Sports Ground free of charge. However, it was incumbent on the Group to obtain their own public liability insurance which would cost in the region of £90.

**Resolved Unanimously:** That the Browns Wood Neighbourhood Watch Group be awarded a s.137 grant of £500 towards the cost of bulk purchase of smart water kits, the purchase of insurance for the Group's community event and to cover start-up administrative costs.

#### **RC131 INTERNAL AUDIT REPORT**

The Committee reviewed the internal auditor's interim report and the Council Manager's summary of the comments made in the report.

**Resolved Unanimously:** That Full Council receives the internal auditor's interim report for comment.

#### **RC132 PURCHASE OF A NEW ACCOUNTS SOFTWARE PACKAGE**

Following on from the previous meeting, the Council Manager and Responsible Finance Officer had further researched the purchase of a new financial software package and had recommended that the Council purchase the Rialtas Omega system which was design for use by local councils.

At the last meeting, the Committee had requested that information and a quote be obtained from a third software company (other than Rialtas and Sage 50) so that a fair comparison could be made with another type of software package. The Committee had also requested that Rialtas be consulted about their estimation of the number of training days that would be required and suggested that the Finance Officer takes part in a demonstration of the financial software package and report back to this meeting.

The Committee received an updated comparison chart which include information and comparisons with Xero accounting software package. The Committee could see the advantages of using the Rialtas system in the future and how the system could interact with other packages such as an allotment and facilities booking system.

Following the Rialtas demonstration, the Finance Officer was happy with the systems' functionality but was informed that any uploading of historical data would be at an additional cost.

Rialtas had estimated that up to 3 days training should be allocated to the installation and use of the new system.

The Council Manager reported that there were no specific funds allocated in the budget to cover the cost of the purchase and training on the new software.

**Resolved Unanimously:**

1. That the Finance Officer investigates the cost of uploading historical financial data to a new Rialtas system.
2. That subject to when the Sage 50 contract ended, Full Council be recommended to approve the purchase of the Rialtas Omega accounting system and that the cost of the purchase and training be allocated from the Process Improvement budget.

**The Meeting Ended at 8.45pm**

*A Taylor*  
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CHAIR

*20/3/18*  
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DATE