

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

**held on TUESDAY 15 MAY 2018 at 7pm in Room 2, MKSNAP, Bourton Low, Walnut Tree, Milton Keynes, MK7 7DE**

**Present:**

**Councillors:** Amanda Taylor (Chair), Phil Chambers, Ian McColl, Brendan Metcalfe and Terry Reynolds.

**Officers:** Lesley Sung (Council Manager) and Sally King (Responsible Finance Officer)

**RC001 ELECTION OF CHAIR**

**Resolved Unanimously:** That Councillor Amanda Taylor be elected as the Chair of the Regulatory Committee in 2018/2019.

**RC002 APPOINTMENT OF VICE-CHAIR**

**Resolved Unanimously:** That Councillor Brendan Metcalfe be appointed as the Vice-Chair of the Regulatory Committee in 2018/2019.

**RC003 DECLARATIONS OF INTEREST**

None received.

**RC004 MINUTES**

**Resolved Unanimously:** That the minutes of the Regulatory Committee meeting held on 17 April 2018 be approved and signed by the Chair as a correct record.

**RC005 COUNCIL MANAGER'S REPORT**

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

**RC006 PLANNING APPLICATION**

(Note: The Chair announced that the incorrect planning application details had been published in the agenda. The Chair had requested, and the Committee had agreed that three planning application should be considered as urgent item so that any comments could be made within the consultation period).

The Committee considered the following planning applications:

- (a) Planning Application 18/01061/FUL – 84 Pettingrew Close, Walnut Tree, MK7 7LN** – Proposed conversion of an existing 2-bedroom end of terrace dwelling into 2 no 2-bedroom apartments, each with their own amenity space and off-street parking. The existing property will also be extended to increase the habitable floor space required.
- (b) Planning Application 18/00964/FUL – 17 Parsley Close, Walnut Tree, MK7 7DA** – Proposed single storey side and rear extensions.
- (c) Planning Application 18/01028/FUL – 121 Walton End, Wavendon Gate, MK7 7AX** – Erection of UpVC conservatory in rear garden.

**Resolved Unanimously:**

1. That the Council objects to planning application 18/01061/FUL (84 Pettingrew Close) as the proposed 1 parking space per apartment was insufficient for a potential 2 cars per apartment, in an area where parking was currently a problem.
2. That in respect of the other planning applications, the Council has no objection or comment to make.

**RC007 REVIEW OF PLANNING DECISIONS**

**Resolved Unanimously:** That the report be accepted.

**RC008 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.

**RC009 REGULATORY COMMITTEE BUDGET 2018/2019**

**Resolved Unanimously:** That the Regulatory Committee budget and forecast for 2018/2019 be accepted.

**RC010 COUNCIL BUDGET 2018/2019**

**Resolved Unanimously:** That the Council budget and forecast for 2018/2019 be accepted.

**RC011 ACCRUALS AND PREPAYMENTS**

**Resolved Unanimously:** That the accruals and prepayments as set out in the 2018/2019 budget be accepted.

**RC012 GENERAL DATA PROTECTION REGULATION 2018 (GDPR) - UPDATE**

The Council Manager reported on progress on implementation of the General Data Protection Regulation 2018. She reported that an audit had been carried out on all documentation that contained personal information. She also reported that emails had gone out to contacts to ensure the appropriate consents were in place and that all contacts were aware of how their data was being used. The email also requested that for the Council to stay in touch, they would be required to give Walton Community Council their consent to do so.

She reported that the Committee would be required to agree an updated Volunteer Policy and a Retentions Policy to take account of the new regulation.

**Resolved Unanimously:** That the update on GDPR be accepted.

**RC013 GENERAL DATA PROTECTION REGULATION 2018 (GDPR) – VOLUNTEER POLICY**

The Council Manager submitted an updated Volunteer Policy and Volunteer Agreement to take account of GDPR (General Data Protection Regulation 2018).

**Resolved Unanimously:**

1. That the proposed Volunteer Agreement should contain a paragraph that indicates how the personal data provided on the Volunteer Agreement, by the volunteer, would be used and stored and that an opt-in for volunteers to receive additional information be added.
2. That with the above amendment, the Volunteer Policy and Agreement be recommended to Full Council for adoption.

**RC014 DRAFT RETENTIONS POLICY**

Following comments made at the last meeting of Full Council, the Committee received an amended draft of the Council's Retentions Policy

**Resolved Unanimously:** That the draft Retentions Policy, as amended, be recommended to Full Council for adoption.

**RC015 DRAFT WORKING FROM HEIGHT POLICY**

The Committee considered a draft Working from Height Policy.

**Resolved Unanimously:** That the draft 'Working from Height' policy be recommended to Full Council for adoption.

**RC016 LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982 – BOROUGH STREET TRADING CONSENT**

The Committee received details of 4 ice cream van street trading applications to operate throughout Milton Keynes:

- MSJ Ice Cream Services – renewal application - Van registration KU61 ZVR
- Mister Softee – new application

**Resolved Unanimously:** That the Committee has no comment to make.

**The Meeting Ended at 8.40pm**