

You are summoned to attend the meeting of the Parish Council to be held at 19:30 on Wednesday 27<sup>th</sup> March 2019 in the Parish Council's Office, Great Linford House, 1 St Leger Court, Great Linford.

## Agenda

1. **Apologies**
2. **Declaration of Members' Interests**
3. **To approve the minutes of**
  - 3.1. the meeting held on Wednesday 27<sup>th</sup> February 2019
  - 3.2. the meeting held on Monday 11<sup>th</sup> March 2019
4. **Matters Arising** from previous meetings to be presented to the Parish Manager before 12 noon the day before the meeting on the above date. These will be circulated to Cllrs.
5. **Public Question Time** – *The meeting will be adjourned for an agreed time by the Chair for the public to ask questions about agenda items.*
6. **Planning**
  - 6.1. Report on Planning Progress – An update on previous applications is provided in a written report from Cllr Stabler.
    - 6.1.1. Council are asked to note the S106 for 18/03002/FUL and request the Parish Manager write to Milton Keynes Council (MKC) to confirm that the arrangements for the disposals of the monies are in the legal documents between the developer and MKC as noted in the minutes of the meeting 14<sup>th</sup> December 2018.
    - 6.1.2. Plan:MK was accepted by MKC on 20<sup>th</sup> March 2019 – verbal update to be provided.
  - 6.2. Memorandum to Councillors

6.2.1	19/00570/FUL	44 Rowsham Dell, Giffard Park	Single storey front and rear extensions
6.2.2	19/00541/FUL	8 Coberley Close, Downhead Park	First floor front extension
6.2.3	19/00537/FUL	22 Abraham Close, Willen Park	Conversion of existing integrated garage to form additional living accommodation with first floor extension over; proposed two storey side extension
6.2.4	19/00482/FUL	6 Brockhampton, Downhead Park	Single storey front extension
  - 6.3. Planning Enforcement Update – Cllrs to note the outstanding enforcement issues and agree, where necessary, details should be escalated to more senior management at MKC. *Report provided.*

## 7. Governance

The Finance & Governance (F&G) working group were tasked with reviewing and revising certain documents, policies and procedures that are defined within the *Governance and Accountability Practitioners Guidance* and relate to the Audit and Accounts regulation 2015.

F&G members have reviewed these documents in terms of their legal content, procedural presentation and clarity. The Governance Report summarises the recommendations made by the working group. Where no changes or updates are required, a minute is still required to acknowledge it has been reviewed. Full supporting documents are made available to all Cllrs.

Council are asked to consider the Governance Report and agree the recommendations made for each individual document.

## 8. Finance

8.1. **Monthly Payments and Finance Report** – Cllrs are asked to agree:

- 8.1.1. the payments for the month of March;
- 8.1.2. the Finance report;
- 8.1.3. the Investment Performance report. *A report is available.*

8.2. **Budget Virements – Noticeboards**

- 8.2.1. Cllrs are asked to agree the virement of £823 for the purchase of three noticeboards to assist with the communication of Great Linford Parish Council (GLPC) community and Little Bookshop information for people visiting Great Linford local centre.

## 9. Community Facilities – proposer Cllr Widdowson

9.1. In line with Strategic Aim B, *“Where appropriate to assume responsibility for Milton Keynes Council and other assets or functions that will enhance our community and bring greater value for money”*, Council are asked to agree in principle that where a community facility becomes available, GLPC will investigate the practicalities of managing the facility subject to the analysis of:

- 9.1.1. what value it brings to the community;
- 9.1.2. what the financial implications are;
- 9.1.3. what the resource implications are.

9.2. If the principle defined in 9.1 is agreed, Council are asked to agree that a working group be formed to investigate the practicalities of GLPC taking on a responsible role in the Giffard Park Community facility.

## 10. Finance & Governance Working Group

10.1. **Asset Maintenance Contracts April 2019 – March 2022**

Council are asked to agree the principles for contracts to fulfil work within the asset maintenance remit. It is proposed by Cllr Widdowson that quotes/tenders are requested from suppliers for a 3-year period. However, contracts will be awarded for one year and extended for a further two years, dependent on performance.

Councillors are asked to note that for the budget process, quotes were obtained to ensure an adequate amount of money has been put away to meet the cost of these works. This exercise is required to ensure the correct procurement process is followed, as per the Financial Regulations.

- 10.2. **Asset Maintenance Contracts April 2019 – March 2022: Tree Management at Marsh Drive**  
Following the arborist's report in 2015, the priority works have been completed. The work still outstanding relates to the active management of the various tree groups to ensure they continue to thrive, and that the area remains healthy.

Councillors are asked to note that for the budget process, quotes were obtained to ensure an adequate amount of money has been put away to meet the cost of these works. Council are asked to consider the proposed work schedule and procurement process for this expenditure.

10.3. **Salaries – Note to Council**

The salary budget was calculated based on indication from the NJC proposal. The confirmed pay rates have been indicated by the Employment Briefing E02-18 and are to be applied by 1<sup>st</sup> April 2019. Rates for the salary points have been included in the budget calculations and the difference for the end of year is estimated to be increased by £726.30

11. **Parishes Forum** – update from Cllrs Stabler & Hyacinthe

12. **Consultations** – council are asked if they wish to comment on the consultations brought before them.

13. **To confirm the forthcoming Full Council Meetings:**

13.1. Monday 8<sup>th</sup> April 2019 Full Council Meeting

13.2. Wednesday 14<sup>th</sup> April 2019 Full Council Meeting

13.3. Monday 15<sup>th</sup> April 2019 Annual Parish Meeting 19:30 at Southwood School, Conniburrow. All Cllrs and residents welcome.

22<sup>nd</sup> March 2019

Eirwen Tagg

*Eirwen Tagg*

Parish Manager

Members of the public are welcome to attend Parish Council Meetings.

Only items listed on this agenda will be discussed.

If you have comments about any other subject, please contact the Parish Manager.

*Reports and supporting information are available on request*