

You are summoned to attend the meeting of the Parish Council to be held on Wednesday 26<sup>th</sup> February 2020 at 7.30pm 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 the meeting held Monday 10<sup>th</sup> February 2020.

#### **4. Public Question Time** – *The meeting will be adjourned for an agreed time by the Chair for the public to ask questions about agenda items.*

#### **5. Projects update – Marsh Drive** - A presentation and update on the successful tender will be given by Project Manager - Andrew Morphet.

5.1. Cllr Bedford as Lead Cllr for the Marsh Drive Project proposes that Council approve that the Design & Build contract is placed with Paragon Space Ltd (in the sum of £377,164.00 plus VAT). The other enabling works will be placed with various contractors in line with Financial Regulations and council will be updated as appropriate. Total budget expenditure for new changing rooms, refurbished pavilion and community facility is as determined previously to be £583k (the amount of the budget approved by Council on 31/07/20).

5.2. Cllr Bedford proposes that the Parish Manager be given delegated powers for the processing of the contractual agreements and that the RFO be responsible, as per Financial regulation 12 for "Payments under contracts for building or other construction works (public works contracts)".

Council are to note that project updates will be presented as and when significant milestones are reached.

#### **6. Finance**

6.1. Monthly Payments and Finance Report - Cllr Widdowson proposes that the payments for the month of February and the finance report with comments are accepted by council.

6.2. Expenditure item – As per financial regulation 4.5, work to remove damaged trees due to the recent storm was authorised to the value of £680. Council are asked to note.

6.3. Contracts for Routine Maintenance – On 27<sup>th</sup> March 2019 it was agreed that quotes/tenders be obtained from suppliers for a 3 year period. Contracts would be awarded for 1 year and extended for a further 2 years dependent on performance. It is proposed by Cllr Widdowson to continue with all of the current contracts for 2020/21 except uRisk (legionella testing) where a new supplier will be found.  
*Report available*

#### **6.4. Change to VAT status for Marsh Drive Facility**

6.4.1. Cllr Widdowson proposes that following advice and discussions with DCK Accounting, GLPC resolves to opt to tax the new Marsh Drive premises from the 1st March 2020. This requires the RFO to have delegated authority to complete the necessary HMRC paperwork which will need to be sent to HMRC no later than 30 days after this resolution is made. The tax status of the existing building is to be considered in the near future.

### **Great Linford Parish Council**

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6.4.2. Cllr Widdowson proposes GLPC engages with DKC Accounting to review the financial processing to ensure that GLPC conducts its financial transactions for this project in the most effective way for the public purse and adheres to all the statutory requirements. The cost for this professional advice is approx. £1,000 which is a budgeted item.

6.5. Marsh Drive Trees maintenance programme. – A full report on the scheduled annual tree maintenance programme is available. In addition to this programme GLPC has been approached to complete mitigation works on the spinney area that borders properties in Lufford Park. Cllr Widdowson proposes that GLPC follow advice from the GLPC loss adjuster and MKC tree officer that the boundary trees should be removed and all stumps ground to abate any impact. The proposed expenditure for 2020/21 is £8,500. The boundary work is estimated at £2,820 and the schedule conifer reduction is £5,800. All expenditure is within budgeted levels. *Report available*

## 7. Resourcing working group

7.1. Holiday Pay - Cllr Widdowson proposes that on the advice taken from ACAS, the holiday pay entitlement for Parish Council staff shall be calculated on a part time pro rata basis. Currently the calculation of irregular hours for staff is not compatible with their actual contracted working arrangement, the operationally time to calculate this is time consuming and it leaves staff confused to their accrued holiday hours. *Report available*

7.2. PayScale Increase for CiLCA Qualification – Cllr Widdowson proposes that the Parish Manager role be regraded from SCP 36 to SCP 38 on the National Joint Council for Local Government Services pay scale (1<sup>st</sup> April 2019). This is in recognition of the work completed in achieving this qualification and the enhanced knowledge and experience the Parish Manager has demonstrated. The regrading is based on a review using the previously agreed and adopted NJC Scoring and Weighting Matrix. *Report available*

## 8. Planning

8.1. Report on Planning Application Progress from Cllr Stabler *Report available*

8.2. Memorandum to Councillors on Planning Applications *Report available*

- 8.2.1. 20/00380/LBC                      Great Linford Manor Park Great Linford Milton Keynes  
Listed building consent for minor works to restore the current ironwork gates and railings to good condition.
- 8.2.2. 20/00348/FUL                      192 Downs Barn Boulevard Downs Barn MK14 7QH  
Garage Conversion with first floor extension above and two story front-side extension.
- 8.2.3. 20/00329/CLUP                      4 Coachmaker Court Neath Hill Milton Keynes MK14 6JR  
Certificate of lawfulness for the proposed garage conversion and construction of an out building.
- 8.2.4. 20/00210/FUL                      1 Rothersthorpe, Giffard Park, Milton Keynes, MK14 5JL  
Detached garage and extend boundary wall to enclose rear garden.

## 9. Consultations

These are notified to GLPC via a variety of mediums. A list is compiled to make Council aware of the type of consultation and deadline dates. If a Cllr wishes GLPC to formally consider and respond to a consultation they are asked to make their intent known. A proposal will then need to be sent to the Parish Manager, seven working days before the next meeting.

9.1. Statutory Consultation: Proposed 20mph Speed Limits (various locations)

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- 9.2. Proposed 'no waiting at any time' restrictions (Bekonscot Court and Broadway Avenue, Giffard Park).
- 9.3. Mobility Strategy: Road Safety, Walking & Cycling and Smarter Travel Position Paper
- 9.4. Community Led Regeneration and Estate Renewal Strategy

**10. Annual Parish Meeting (Monday 18<sup>th</sup> May 2020) and Parish Guardian recognition.**

Cllrs Widdowson, Johnston and Cllr Foskett have outlined how the recognition event will be structured and invite comments and input so that preparations can be made for the May event. *Report available*

**11. Parish Manager update** - What's happened within the parish over the last month and what is planned for next month. Short presentation from Parish Manager. *Presentation and notes will be available*

**12. To confirm the forthcoming meeting dates as:**

- 12.1. Monday 9<sup>th</sup> March 2020 Full Council Meeting
- 12.2. Wednesday 25<sup>th</sup> March 2020 Full Council Meeting
- 12.3. Wednesday 15<sup>th</sup> April 2020 Full Council Meeting – **note NO Monday meeting because of the bank holiday**

21<sup>st</sup> February 2020

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 [parish.manager@great-linford.gov.uk](mailto:parish.manager@great-linford.gov.uk) or ring the office on 01908 606613.

*Reports and supporting information are available on request*