

You are summoned to attend the extraordinary meeting of the Parish Council to be held on Monday 23rd March 2020 at 7.30pm in the Parish Council's Office, Great Linford House, 1 St Leger Court, Great Linford.

This meeting is to be held in place of the meeting scheduled for Wednesday 25th March. Business is to be conducted to ensure that Council can carry out its responsibilities if meetings are prevented due to the coronavirus.

Cllrs are asked to read the additional information before the meeting and indicate their voting preference and /or questions to the Parish Manager by 12 noon on the 23rd March. This will allow the meeting to be conducted quickly and effectively ensuring that the meeting time is kept to its minimum.

Agenda

1. Apologies

2. Declaration of members' interests

3. To approve the minutes of the meeting held Monday 9th March 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. GLPC Contingency Plan for the Corvid 19 virus – A proposed plan has been circulated from SLCC for Councils to consider. Cllrs are asked to review the document and agree to the policy.

5.1. As part of this contingency plan and in conjunction with the IT Modernisation council are asked to agree a £7k emergency fund to assist the Parish Manager with any exceptional operational expenditure required over this period. Monies will be taken from reserves and agreed with the Lead Cllr Finance and Vice or Chairman.

6. Delegated powers it is proposed by SLCC that all Councils, at this time consider extension of delegated powers to allow Councils business to continue in this current situation. As such council are asked to agree that the following resolution be made:

“to agree to extending the delegation of council decisions to the Clerk and or RFO during any period of restricted activity declared by the Government in respect of Covid 19 virus. Such delegation to enable the Council to fulfil its responsibility to its residents“

7. GLPC Events for March to July

7.1. Council are asked to consider whether the events planned for the next 4 months should be cancelled or postponed and the budgeted money used to fund future community activities that address some of the issues brought about by the Coronavirus. Contingency Plan arrangements will allow the Parish Manager to review these activities and obtain agreement.

7.2. Council are asked to agree that the operational team proactively co-ordinating support for older people and the vulnerable within the parish wards. Risk assessments and procedural steps to be defined by the Parish Manager, Office team and in liaison with the Cllrs names in the Contingency Plan.

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8. Governance Statement

8.1. As required within the Annual Governance and Accounting Report (AGAR), the Finance and Governance working group have reviewed the elements of the Governance statement.

Cllr Widdowson proposes acceptance of the Governance report and its recommendations:

- 8.1.1. Standing Orders have been reviewed and there are no changes to be made
- 8.1.2. Risk Management and Risk Register have been reviewed. The highest risks have been identified and mitigating actions will be followed up by F&G.
- 8.1.3. Asset register has been reviewed and updated. As at 16th March the value is £249,516.20 Council are asked to note and accept the following summary;
 - disposed items totalling £103,401.94 (£100k is the CCLA property fund)
 - noted as stolen totalling £0
 - additions that were not presented last year totalling £0
 - additions purchased this year totalling £1,721.51
- 8.1.4. Internal Scrutiny and control Statement – this has been reviewed by the F&G group and the findings noted in the report. Where changes are required these are detailed in the statement.
- 8.1.5. Investment and Treasury Policy – the policy has been reviewed and a minor amendment made to reflect the resolutions agreed in November 2019 about the spread of bank deposit risks. The memo included details of the bank account structure that is to be adopted by GLPC considering this policy change.
- 8.1.6. Staff remuneration – staff pay scales reflect the NJC scale and are paid accordingly. The only change for 19/20 was the change of the Parish Managers pay scale as detailed in March's meeting.
- 8.1.7. Open Transparency documentation and model publication. As required by the Transparency Code 2015 certain information should be available on the larger councils Parish Council's website. It is confirmed that the following items are presented on the website:
 - Salary Structure and ratio – as attached
 - Grants – as attached
 - Land and assets – as attached
 - Model Publication and FOI 0 as attached and agreed previously
 - Expenditure over £500
 - Publication information for all contracts over £5,000

9. Council Structure Change – As per the discussion at the last meeting (9th March) the structure report has been updated following the input from Cllrs and has been circulated by Cllr Widdowson. Cllr Widdowson proposes that from May GLPC trial a Council structure that has 3 committees: Planning, Operations and Finance Governance & Resources. Draft terms of reference have been circulated following the discussion on the 9th March. An agreement to proceed will enable the IT Modernisation to be structured to reflect the Committee organisation. Members will be nominated and voted onto these committees at the Annual Parish Council Meeting. *Report available along with background information on this topic.*

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10. Planning

- 10.1. Report on Planning Application Progress from Cllr Stabler For information only
- 10.2. Memorandum to Councillors on Planning Applications - Report available
- 10.2.1. 20/00348/FUL 192 Downs Barn Boulevard Downs Barn MK14 7QH
Garage Conversion with first floor extension above and two-story front-side extension.
- 10.2.2. 20/00653/FUL Great Linford Sports Pavilion Marsh Drive Great Linford MK14 5HH
Construction of new community hall and sports changing rooms using modular construction adjacent to existing pavilion.
- 10.2.3. 20/00636/FUL 3 Quadrans Close Pennyland MK15 8AU
Single storey extension with first floor balcony (north), single storey extension to garage (west), solar panels to existing pitched roof
- 10.2.4. 20/00462/FUL 43 Ramsons Avenue Conniburrow MK14 7BB
Change of use from C3 to C4 (5 bed HiMO) with a front extension to create an extra bedroom
- 10.2.5. 20/00556/TCA Chestnut House 7 Harpers Lane Great Linford MK14 5BA
Notification of intention to fell Ash tree at rear of house, due to ash die back.
- 10.2.6. 20/00540/TCA Willow Pond 8 Harpers Lane Great Linford MK14 5BA
Notification of intention to crown reduce Willow tree by 60%

11. Financials

- 11.1. Cllr Widdowson proposes the payments for the month of March and asks Council to note and agree the Financial report

12. To agree when the current statutory required decisions / meetings as detailed below could be held,

- 12.1. Agreement of the Governance Statement
- 12.2. Agreement of the End of year accounts
- 12.3. Annual Parish Meeting – must be held between 1st March and 1st June
- 12.4. Annual Parish Council Meeting – must be held in May

Recommendation from the Parish Manager is that all of the above are conducted in one meeting date on the 11th May so as to comply with the current audit / end of year legislation and meeting legislation.

Eirwen Tagg 17th March 2020 Parish Manager

Members of the public are welcome to attend

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 or ring the office on 01908 606613.

Reports and supporting information are available on request

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