

You are summoned to attend the Full Council meeting of the Parish Council to be held on Wednesday 30th September 2020 at 19.00pm. This meeting will be held virtually using zoom.

Members of the public are welcome to observe a meeting or partake in the public participation section of the meeting provided their comments relate to agenda item. Members of the public or press must register their attendance through the GLPC website form or by writing to the Parish Manager at glpc@great-linford.gov.uk. Registration must be logged at least 48 hours before the meeting start time. Please ensure you list your:

- name,
- email / phone contact details,
- question or the comments you wish to make and the agenda item it relates to.

Once registered you will receive the joining instructions for the meeting.

Public participation procedures and information can be found on the website document <https://www.great-linford.gov.uk/virtual-meetings/>.

Agenda

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1. Welcome and register of those in attendance	
2. Apologies for absence	
3. Declaration of members' interests	
4. To note the resignation of Cllr Morgan and confirm that the vacancy and co-option process will proceed as normal.	
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. The Chair will allocate speaking time as appropriate.	
6. Vice Chair – At the last meeting there were no nominations for the position of Vice Chair. Cllr Lawar has registered her interest for this position. Cllr Whelan proposes that council accept her nomination.	
7. Minutes of previous meetings	
7.1. Council are asked to agree the minutes of the meeting held on the 29 th July 2020 as a true record. It is noted that item 9.5 should read <u>Grant application update</u> –It was agreed that Cllr Stabler Foskett and McGing would liaise with the Friends of Great Linford Manor in the siting of a piece of artwork.	1 – 3
7.2. Council are asked to agree the minutes of the meeting held on the 26 th August 2020 as a true record.	4 - 6

Great Linford Parish Council

Great Linford House, 1 St Leger Court, Great Linford MK14 5HA

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8. Finances

8.1. Pay Scales - The National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2020-21 to be implemented from 1 April 2020. There is an increase of 2.75% which will be applied and backdated for staff. GLPC's terms of employment are based on the NJCs conditions, Cllr Widdowson recommends Council note and confirm acceptance of the pay increases, acknowledging that only a 2% increase was budgeted last year. 7 – 9

8.2. Month's Finance Report and payments – Cllr Burgess has completed the scrutiny checks and proposes that the report and payments are correct and should be accepted by council. 10 – 13

Detailed finance transactions are listed in a separate report for Cllrs to review.

8.3. Insurance - Following last month's consideration relating to the insurance schedule, quotes were provided and reviewed by the finance and governance group. It is recommended from Cllr Widdowson that the Pen/Axa offer is taken for a 3-year period. The total cost per annum is £5062.35 which is a budget item but is higher than the budget estimated. Cllr Burgess proposes acceptance of this recommendation. 14

9. Project and working group updates

9.1. Marsh Drive redevelopment - A project update report is provided which details the progress in the last two months and the financial processes completed. 15 - 16

Since the last report on 22/07/20, the following have been successfully completed:

- a. Final details have been signed off with Paragon Space.
- b. Orders have been placed for new water and electricity services.
- c. Conditions on the Planning Permission have been discharged.
- d. Works started on site w/c 21/09/20 (as planned) and should be completed by mid-December 2020. Building should be available for use from 01/01/2021 (possibly earlier).

In accordance with Standing Orders:

- e. Quotations have been obtained for the trenching works in connection with item b. above and an order placed with F.J.Morris.
- f. The Project Team have determined that the external lighting needed due to the use of the new facility in the evenings should be completed before the resurfacing of the car park, this work will be done early as part of the enabling work for the new building.

Council should note that full tenders have been advertised and obtained through Contract Finder by MKC Procurement Team. A contract has been placed with SOS Electrical with F.J.Morris doing the trenching and ground work. This work will be paid for from the S106 money awarded for upgrading existing facilities.

- g. Project remains on Budget - £639,777.48

Council are asked to note and accept this report.

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<p>9.2. <u>Parishes Forum</u> - the meeting was held on 17th September and an update report is provided by Cllr Widdowson and the Parish Manager. The next meeting is in December and it is suggested that GLPC provides an update to the forum about the Community Larder and how it has worked within the parish.</p> <p>Council are asked to note and accept the report and recommendation.</p>	17 – 18
<p>9.2.1. <u>Parish Forum protocol</u> has been reviewed and updated by collaboration with MKC, Parish representatives and MKALC. It was acknowledged in the forum that the ambition of the document is supported. The document is provided for Councils consideration. It is proposed by Cllr Stabler that the document is accepted with no comment.</p>	
<p>9.3. <u>Giffard Park Community Centre update report</u> – Cllr Whelan to provide a verbal report.</p>	
<p>9.4. <u>Training</u> is being provided by Buckingham Association of Local Councils now and there are a variety of events being run by National Association of Local Councils. Cllrs are encouraged to get involved in these events. Verbal feedback is provide from Cllrs who have been on recent courses.</p>	
<p>9.5. <u>Internal Training – Microsoft 365.</u> An update from the Parish Manager about the training to be provided to Cllrs and Staff in the next few months.</p> <p>Any other Cllr who wishes to be issued with a GLPC laptop before the training should contact the Parish Manager immediately.</p>	
<p>9.6. <u>Monthly update PowerPoint presentation</u> – <i>for information only</i> a presentation on activities in the area will be presented.</p>	
<p>10. Community</p>	
<p>10.1. <u>Red Kiosk in Great Linford High Street</u> Following an approach by residents and an initial consideration by Council a report is provided detailing the liabilities, costs, and usage of this Kiosk. GLPC would purchase the asset for a £1 and maintain it. Residents would furnish and carry out the day to day management.</p> <p>It is proposed by Cllr Foskett that GLPC agrees to the purchase and a small EMR account is created for ongoing maintenance.</p>	23 – 24
<p>10.2. <u>Digital Census support service – March to May 2021 (9 weeks)</u> Council are asked to consider the documents and summary report detailing how GLPC could be involved in providing support to residents in the completion on their Census next year. This is a paid contract to organisations providing support. There are suggestions explaining how GLPC, with staff, Cllrs and parish guardians could help individuals within the parish who need IT assistance in completing this compulsory census.</p> <p>Council are asked to agree to the GLPC making an application to provide this support to the community with up to 70 hours of resource available per week for the 9 weeks. It is suggested that the activity could be cost neutral.</p>	25 – 26

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11. **Council meetings** It is proposed by Cllr Whelan that for the months of October November and December there will be two virtual full council meetings a month as per the pre COVID19 schedule. This will allow for the following business to be transacted:
- 11.1. Monday 12th October To review grant applications as per the agreed policy (review batches of grants twice a year)
 - 11.2. Wednesday 28th October To transact business as usual
 - 11.3. Monday 9th November To review community services for 21 22
 - 11.4. Wednesday 25th November To transact business as usual
 - 11.5. Monday 14th December To discuss the budget review
 - 11.6. Wednesday 16th December To transact business as usual
12. **Planning** 27 - 28
- 12.1. Update on planning applications previously reviewed by Council or the Planning working group 29
- 12.2. Proposals on current Planning Applications Council are asked to consider the recommendations from the planning working group. Cllr Stabler proposes that these recommendations are accepted by Council. 30 – 35
- 12.2.1. 20/02285/FUL - 23 Warmington Gardens, Downhead Park, MK15 9BP
Proposed single storey side and rear extension with canopy link to garage and entrance gate
- 12.2.2. 20/02184/TPO - 37 Warmington Gardens, Downhead Park, Milton Keynes, MK15 9BP
Tree preservation order consent for 1. Ash tree close to house - remove now. 2. Sycamore Close to house - remove 1-2 years. Sycamore Close to garage and causing problems with garage - remove now. 4. Sycamore Close to Garage - remove 1-2 years.
- 12.2.3. 20/02022/FUL - 38 Coberley Close, Downhead Park, Milton Keynes, MK15 9BJ
Proposed two storey side and rear and single storey rear extensions and roof terrace
13. **Consultations**
A list of current consultations is provided. If a Cllr wishes GLPC to formally consider and respond to a consultation they are asked to make their intent known by sending a proposal to the Parish Manager, seven working days before the next meeting.
- 13.1. Housing Revenue Account (HRA) Business Plan Link: <https://www.milton-keynes.gov.uk/consultations/595>
14. **Cllr wish list** following on from the August meeting and the Chairs email in September, Cllrs are asked to consider / share with Council the 5 things that they would like to see achieved in their parish ward or within the parish community. Ideas will be captured on the evening.

Eirwen Tagg

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Parish Manager

25th September 2020

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