

You are summoned to attend the Full Council meeting of the Parish Council to be held on Wednesday 24th June 2020 at 7.00pm. 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 60 hours before the meeting start time. Please ensure you list you.

- 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

Agenda Item	Page No
1. Welcome and register of those in attendance	
2. Resignations Cllrs are asked to note that since March two Cllrs have tendered their notices – this is Cllr Olney and Cllr Chowdhury. The vacancies for Great Linford and Conniburrow will follow the normal co-option process.	
3. Apologies for absence	
4. Declaration of members' interests	
5. Governance – Virtual Meet Policy - Cllr Heale proposes that the policy and procedure should be formally agreed by Council and that public registration time be changed from 60 hours before a meeting to 48 hours thus allowing residents time to loge their questions.	5 to 9
6. 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.	
7. Minutes of the meeting on the 27th May 2020 - Cllrs are asked to agree the minutes as a true record of the meeting.	10 to 12
8. Finances	
8.1. <u>Annual Governance and Accountability Report AGAR</u> . The Finance & Governance working group have reviewed the documents relating to the AGAR. Cllr Widdowson proposes;	Appendices in separate folder 13 to 16

Great Linford Parish Council

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

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Agenda Item	Page No
8.1.1. that Council accept the Annual Internal Audit report as presented. This is seconded by Cllr Foskett.	
8.1.2. that Council accepts the documented Section 1 - Annual Governance Statement and in doing so accept the Governance report which has been provided to detail the affirmation or otherwise of the assertion required of council. This is seconded by Cllr Foskett.	
8.1.3. that Council agree the signing of Section 2 the Accounting Statements. Various supporting documents are provided detailing the information in this statement. This is seconded by Cllr Foskett.	
8.1.4. that Council agree the explanation of Accounting Statement Variances which explains the variance of key annual return metrics. This is seconded by Cllr Foskett.	
8.1.5. that the Council accepts the Balance Sheet which is to be signed by the Chair. This is seconded by Cllr Foskett.	
8.1.6. that the Council accepts the Bank Reconciliation. This is seconded by Cllr Foskett.	
RFO asks council to note that after this meeting, all necessary forms pertaining to the Annual Return (AGAR) will be physically signed by the relevant Officer and Cllr as required by the External Auditor. All information will be placed on the website for public reference.	
8.2. <u>End of Year Financial Report</u> - As required by the Financial Regulations a report is provided. The Finance & Governance working group have reviewed the documents and Cllr Widdowson proposes that council:	Appendices in separate folder
8.2.1. Agree the report as presented. This is seconded by Cllr Foskett.	17 to 20
8.2.2. Confirm the carried forward figures of £5,000 for IT costs and £2,650 for the Project Officer. This is seconded by Cllr Foskett.	
8.2.3. Note the comments on variances and that all Lead Cllrs should review the budget performance for their specific areas of responsibility and include the information in future budgeting process.	
8.3. <u>Income refunds</u> Cllr Widdowson proposes that a credit be given to the sports clubs for the proportion of the season that was lost due to Covid 19 lockdown. The credit would be for 1.5 months' worth of loss of use. This is seconded by Cllr Foskett.	
The total proposed is £1,811.68: GLFC £517.70, MK Dons £368.98, GLTC £925.00.	

Agenda Item	Page No
<p>8.4. <u>Change of payment process and office communications</u></p> <p>Cllr Widdowson proposes the purchase of a card reader machine for the office to enable card transactions. The aim is to reduce the need to handle cash and streamline the administration processes. There is a requirement to increase charges to cover the 1.175% cost on the card payment.</p> <p>A phone is required to facilitate the card payment transactions.</p> <p>A second phone is also required to support office communications and especially to allow the community liaison officer to have a mobile for engagement, provide contact of Key holder emergencies, set and reset facility alarms.</p> <p>There is</p> <ul style="list-style-type: none"> • A one-off cost of £19 (if purchased before 30th June) - costs from office expenses budget • An expenditure for two phones of £45 a month – an unbudgeted item to be taken from covid 19 budget • An Increase cost of 5p on sales from the office and 1.175% for other service paid using the card. <p>Full details are presented in the additional information report.</p>	<p>21 to 22</p>
<p>8.5. <u>Finance Report and monthly payments for June</u> are proposed as accepted by Cllr Widdowson.</p> <p>Detailed finance transactions are listed in a separate report for Cllrs to review.</p>	<p>23 to 25</p>
<p>8.6. <u>Annual Contracted Payments and their methods of payment (eg BACS or DD)</u>. Cllr Widdowson assures Council that the schedule of payments to contractors has been reviewed as required by Financial regulations. The list is presented, and acceptance of this schedule is proposed for acceptance.</p>	<p>Document 8.6</p>
<p>9. Planning</p>	
<p>9.1. <u>Update</u> on planning applications previously reviewed by Council or the Planning working group (decisions taken under delegated powers).</p>	<p>Document 9.1</p>
<p>9.2. <u>Proposals on current Planning Applications</u> Council are asked to note the recommendations of the planning working group.</p>	
<p>9.2.1. 20/01324/FUL 15 High Street Great Linford Removal of existing entrance porch and construction of new front porch extension.</p> <p>This is a modest extension to the front elevation of the dwelling on the High Street which is within the GL Conservation Area.</p> <p>Recommendation. GLPC make no objections to the application.</p>	<p>Document 9.2.1</p>

10. Project updates

10.1. Marsh Drive Redevelopment. Information as presented at the DCC meeting is made available to Council. Presentation from Ward Cllrs and local residents was also heard, objections have been reviewed and where practical mitigating actions will continue to be taken. At the meeting, the DCC agreed the application.

10.1.1. Council are asked to note that the first contract payments to the Contractor for the design and build phase will be paid in four instalments week commencing the 29th June 2020.

10.1.2. Car park resurfacing and additional spaces were scheduled for 2021- some money has been allocated to earmarked reserves. Cllr Foskett proposes that as the car park resurfacing and additional spaces are a planning condition the monies to fulfil this are taken from the general reserves in this financial year.

10.2. Giffard Park Community Centre – Cllr Widdowson will provide a verbal update of the progress to date.

11. Parish Councils Forum GLPC is entitled to two voting representatives for the parish Forum but any Parish Cllr can attend the quarterly meetings. It is proposed by Cllr Heale and seconded by Cllr Widdowson that the Parish Manager and one other Cllr should represent GLPC. Nominations are requested with an agreed reserve.

12. Community updates

12.1. Adopt a kiosk BT are decommissioning kiosks and GLPC have been asked by a member of the public to consider adopting a kiosk within the High Street. Council are asked for an in-principle decision of support for this proposal which will allow Officers to approach the relevant organisations and MKC Planning department to determine the requirements and liabilities of progressing. Costs will be brought to back to council for agreement to formally proceed.

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12.2. MK Strategy 2050 MKC have requested comments from Parishes and the wider community regarding the MK Strategy 2050. The background information is provided within the additional information documentation. As the response is for the 17th July, Cllrs will be sent an online form which they can use to answer the 4 main questions. Replies will be collated and a GLPC response circulated for agreement before being sent to MKC. Information is available in the additional documentation.

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Cllrs' replies are required by 9th July.

12.3. Monthly update PowerPoint presentation – *for information only* a presentation on activities and the office return to work in the area will be presented.

13. To confirm the next virtual meeting date as Wednesday 29th July 2020 starting at 7pm.

Eirwen Tagg

Eirwen Tagg

Parish Manager. Friday 19th June 2020

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