

You are summoned to attend the Annual Parish Council meeting to be held on Wednesday 25th May 2022. This will be followed by the monthly Full Council meeting.

The meeting will commence at 18:30 and the Full Council Meeting will start straight after at approx. 19:00

These meetings will be held at the Parish Council Office Great Linford House 1 St Leger Drive Great Linford.

This meeting **will not be** streamed or placed online.

Public participation procedures and information can be found on the website document [Public Participation \(great-linford.gov.uk\)](http://great-linford.gov.uk) and within Standing orders [Policies & Documents \(great-linford.gov.uk\)](http://great-linford.gov.uk)

Agenda

Agenda Item	Doc Ref (abbreviated)
Welcome and introduction to the meeting is given by the current Chair, the first business is to elect a Chair.	
1. Election of the Chair of the Council for 22/23 and signature of declaration of acceptance form.	Internal form for Cllrs
2. Election of the Vice Chair of the Council for 22/23 and signature of declaration of acceptance form.	Internal form for Cllrs
3. Disqualification	
Council is asked to note and accept the disqualification of Cllr Hilda Muchando due to non-attendance for six consecutive months and in accordance with the Local Government Act 1972.	
4. Members' apologies for absence	
All apologies are to be presented by 12 noon on the meeting date. Emails must be sent to glpc@great-linford.gov.uk stating the reason for absence	
5. Member's declarations of interest in matters on the agenda	
Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, members are required to declare any disclosable pecuniary interests which they may have in any of the items under consideration at this meeting). Parish Manager to update Council on code of conduct changes, process for pecuniary interest, register of interest and information available to Cllrs.	

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Agenda Item	Doc Ref (abbreviated)
<p>6. Resolution reversal of March item 6.3</p>	
<p>At the April Full Council meeting it was noted that March's agenda item 6.3 relating to Cllr Heale' request to step down from Downhead Park and represent Downs Barn had not been completed. Cllr Heale and Council had not appreciated the unintended consequence of this action and as such given the current councillor numbers and that the loss of another Cllr to the availability, Cllrs Nixon, Burgess, Harvey and Widdowson have requested that council reverse the decision agreed in March and Cllr Heale remains as the representative for Downhead Park and Vice Chair.</p>	
<p>7. Review of the delegation arrangements to committees/subcommittees and staff</p>	
<p>Council is asked to agree the report detailing the scheme of delegated powers. There have been grammatical amendments but no significant amendments.</p>	<p>Doc ref 7.0</p>
<p>8. Review of Standing orders, Terms of References (TOR) for Committees and model Terms of Reference of project or working groups</p>	
<p>8.1. <u>Standing Orders</u> - Cllr Harvey proposes that Council should review and agree the Standing Orders with one amendment to Standing Order 3x. This is to allow Committees or Subcommittees to meet at other times of the day that is suitable for the members of that committee, rather than the current blanket time of 19:00. The standing order would be amended to read:</p> <p><i>A meeting shall not exceed a period of 2 hours and shall be held in such premises as the Parish Council decides within the boundaries of the Great Linford Parish Council. Full Council meetings shall commence no earlier than 19:00 and shall close no later than 22:00 hours. Members of Committee and Sub Committee meetings will agree what is the most suitable time for its members and officers to meet.</i></p> <p>There is no statutory requirement on the commencement time for meetings.</p> <p>8.2. <u>Standard Terms of Reference (common aspects)</u> Council are asked to agree the common elements that are relevant to all Committees.</p> <p>8.3. <u>Personnel Committee</u></p> <p>8.3.1. <u>Personnel Committee Terms of reference</u> – Council is asked to agree the changes as proposed in the attached document.</p> <p>8.3.2. <u>Disciplinary and Grievance Committee Terms of reference</u> – Council is asked to confirm no change is required.</p> <p>8.3.3. <u>Appeals Committee Terms of reference</u> – Council is asked to confirm no change is required.</p>	<p>Doc ref 8.1</p> <p>Doc ref 8.2</p> <p>Doc ref 8.3.1</p> <p>Doc ref 8.3.2</p> <p>Doc ref 8.3.3</p>
<p>8.4. <u>Community Services Committee</u> - Council is asked to agree the changes as proposed in the attached document.</p>	<p>Doc ref 8.4</p>

Agenda Item	Doc Ref (abbreviated)
8.5. Finance Governance and Asset Committee - Council is asked to confirm no change is required.	Doc ref 8.5
8.6. Planning Committee - Whilst there is, at this time no Committee, Council is asked to confirm acceptance of the changes made to the terms of reference which would be valid as and when advisors were included in the Committee. Standing order 4 allows non-Councillors to be involved in Committees. Council needs to determine whether their vote is active.	Doc ref 8.6
8.7. Model Terms of Reference for working groups or projects - Council is asked to confirm that there are no changes required	Doc ref 8.7
9. Appointment of membership to committees	
<p>An electronic form has been circulated to all Councillors. Cllrs should complete this form before 12 noon on Tuesday 24th May so that Officers can collate the information in time for the meeting.</p> <p>At the meeting Council is required to agree:</p> <ul style="list-style-type: none"> 9.1. The members of the Appeals Committee 9.2. The members of the Community Services Committee 9.3. The members of the Disciplinary Committee 9.4. The members of the Finance Governance and Asset Committee 9.5. The members of the Personnel Committee 9.6. The members of the Planning Committee <p>The Chair and Vice Chair of each Committee will be reconfirmed or elected at the first Committee meeting after the Annual Parish Council Meeting.</p>	Internal Form
10. Council subscription to other bodies	
<p>Council is asked to review and agree the continuation of subscription to the following.</p> <p>10.1. National Association of Local Councils (NALC). This group represents parish councils at the government level and provides guidance and legal support as well as training for Cllrs and Officers. It provides the model documentation for a variety of governance topics that are essential for the sector. As part of the fee, we are members of the county association (Buckinghamshire & Milton Keynes Association of Local Councils (BMKALC) who support the council directly. Cost BALC approx. £1,848.34 and NALC £1,073.23 (invoiced as one item). Cllr Widdowson proposes the continual membership of this body.</p> <p>10.2. Milton Keynes Association of Local Council (MKALC) – Cllr Burgess proposes that GLPC do not continue with the membership of this organisation. The constitution is available for Cllrs to review.</p> <p>10.3. Society of Local Council Clerks (SLCC) – this is the professional organisation for the Officers of the Council. The Parish Manager and RFO are members, but Cllrs and other Staff can attend the training provided. Cost £407 a year. Cllr Widdowson proposes the continual payment of these subscriptions.</p>	Doc 10.2

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Agenda Item	Doc Ref (abbreviated)
10.4. The Allotment Association – formerly the National Association of Allotment and Leisure Gardens – this organisation provides legal and technical support for allotment holders through the Parish Councils membership. Cost is £55 a year.	
11. Representation on external bodies and the process for reporting back	
<p>GLPC has formal and informal membership to a variety of partnership groups. The current representatives are noted and if any other Cllr would like to represent GLPC they are asked to make their intentions on the electronic form, it is possible and useful for there to be several representatives.</p> <p>Councillors are asked to notify the office through the electronic form if they wish to be a representative for GLPC on items 11.1 11.2 11.3 11.5.</p> <p>Council is asked to agree the nominations</p>	
<p>11.1. Parish Forum – current representatives are Cllr Widdowson and the Parish Manager. There are four meetings a year and reports are given to the next council meeting. Any Cllr can attend this Forum and substitutes are encouraged.</p> <p>11.2. Milton Keynes Association of Local Councils – will need a representative if Council do not agree resolution 10.2</p> <p>11.3. Great Linford Charities – Meets ad hoc, representative is a conduit between the charity and council. Cllr Burgess has assisted in the past.</p> <p>11.4. Cross and Stable Working Committee and Trustee Committee – Cllr Heale will remain the representative as a resident of the area and a parish councillor. He remains a member until he leaves the parish council.</p> <p>11.5. Giffard Park Pond – Cllr Widdowson will remain the representative of the parish council on this group. They report annually on their activities.</p>	Internal form
12. Annual Cllr information and consent forms	
An electronic form has been circulated to all Councillors prior to the meeting. Cllrs are asked to complete the form as soon as possible and before the meeting.	Internal form
13. Governance documents, policies, and procedures.	
13.1. It is recommended that the schedule of <u>governance documents, policies and procedures</u> is agreed by Council, and it is noted that the review dates are agreed, and each committee is responsible for the review of those documents as noted.	Doc 13.1
13.2. <u>Code of Conduct – update</u> . Milton Keynes Council Standards Committee have adopted the LGA model code of conduct with some minor revisions. MKC will consider this in June 2022. The Parish Manager will attend the relevant training courses and present the findings to Personnel Committee in July for consideration by GLPC later in the year.	
14. Review the meeting schedules for the rest of the year	
<p>The schedule of meetings is agreed as</p> <ul style="list-style-type: none"> Personnel Committee 1st Monday of the designated month – meetings held quarterly 	

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Agenda Item	Doc Ref (abbreviated)
<ul style="list-style-type: none">• FGA and CSC Committee 2nd Monday alternate months• Full Council last Wednesday of month (except August) <p>The dates are shown on the GLPC website Council Meetings (great-linford.gov.uk)</p>	

The Annual Parish Council meeting will be closed at this point.

MAY FULL COUNCIL MEETING

The chair, as elected will open the meeting to transact the Full Council business for the month of May.

The Council has invited representative from the community groups who have completed grant applications. This will be dealt with as the second piece of business after public question time.

Any new arrivals will be recorded at this point in the minutes at this point

15. Chair to welcome all to the Full Council meeting	
16. 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.	
17. Grant applications	
<p>Council is asked to consider the applications as received and the summary sheets. Representatives from the groups have been invited to attend where possible to answer any questions councillors may have.</p> <p>17.1. <u>Friday Conniburrow Club</u> – volunteer group who meet up to help residents in the area who may be lonely. Grant request is for £500 to help with activities and rental costs</p> <p>17.2. <u>All people Active</u> – not for profit organisation who bring physical activity and sports sessions to communities. They are looking to develop sessions in Conniburrow. Grant request is for £1,000 to help with the set up. Proposed that GLPC provides the facility free of charge for the first 3 months</p> <p>17.3. <u>MK Diamonds</u> - sporting club run by volunteers who are looking to improve the infrastructure of the software facility at Conniburrow by creating “dug outs.” MKC have given permission and the club are sourcing other funding and contributing skilled labour to the activity. Grant request is for £1,000.</p> <p>17.4. Parish Manager asks council to note that three other applications were received but they did not fulfil the criteria.</p>	Applications for internal use only due to personal data
18. Minutes of previous meetings	
18.1. Council is asked to agree the minutes of the Annual Parish Meeting held on Thursday 19 th May 2022 as a true record	Will be uploaded w/c 23 May Doc 18.2
18.2. Council is asked to agree the minutes of the Full Council Meeting held on Wednesday 27 th April 2022 as a true record.	
18.3. Council is provided with an update of the outstanding resolutions and asked to review and raise any points as required	Doc 18.3

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19. Council is asked to affirm that the recent	
19.1. Finance Governance and Committee meeting held on Monday 9 th May 2022 has fulfilled its remit by recording its deliberations in their draft minutes.	Doc ref 19.1
20. Financial transactions	
20.1. <u>Month's Finance Report and payments</u> – The accountant has reviewed the financial transactions for 21/22 and a report will be forward to the FGA Committee for consideration in June. With this action the year has been closed and the transactions for April and May have been entered on the system. A report is provided for both months. Cllr Widdowson proposes that council approve the payments as recommended by himself and Cllr Burgess.	Doc ref 20.1
21. To confirm the dates of the next meetings;	
22. 13 th June 2022 – Community Services Committee meeting 23. 29 th June 2022 – Full Council Meeting 24. 4 th July 2022 – Personnel Committee meeting	
22. Planning Application	
Council are asked to review the latest application and comments from the planning consultant in relation to this application 22/00548/FUL, 35 Kemble Court Downhead Park Milton Keynes MK15 9AX, The erection of a single storey dwelling house.	

Eirwen Tagg

Eirwen Tagg

Parish Manager. 20th May 2022