

You are summoned to attend the Annual Parish Council meeting to be held on Wednesday 26th May 2021 at 19.00. This meeting will be held at the Parish Council Office Great Linford House 1 St Leger Drive Great Linford.

NEW ARRANGEMENTS

Due to Government legislation all Council meetings must take place face to face.

However, Covid restrictions will apply, and this will limit the number of people allowed into the meeting room. Face masks are essential.

As a resident or member of the press you are welcome to attend

- **via Teams** <https://bit.ly/2QDwaWx>
- **or in person** but due to the limited space please register your desire to attend via the GLPC website form or by writing to the Parish Manager at glpc@great-linford.gov.uk. Seats will be allocated on a first come first served basis.

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

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 21/22 and signature of declaration of acceptance form.	Internal form for Cllrs
2. Election of the Vice Chair of the Council for 21/22 and signature of declaration of acceptance form.	Internal form for Cllrs
3. Members' apologies for absence	
4. Member's declarations of interest in matters on the agenda	
5. Co- option of Cllrs	
Following the attendance at three council meetings, completion of the co-option paperwork and a review meeting with Cllrs Widdowson, Foskett, Lawar and Whelan (M) it is proposed by Cllr Foskett and seconded by Cllr Widdowson that the following are co-opted to the parish council and individual wards.	
5.1. Hilda Muchando Giffard Park and Blakelands parish ward	Doc 5.1
5.2. Tamsin Kupczyk Neath Hill parish ward	Doc 5.2

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6. Resignation.	
Council is asked to note that Charles Omole has formally resigned his position as Councillor for Great Linford. The co-option vacancy process will be completed as required.	
7. 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.	
8. Membership of Committees	
8.1. <u>Committee Chairs, Vice Chairs and Members</u> have only recently been agreed. It is proposed by Cllr M Whelan that the membership as noted on the attached reports are proposed as accepted and membership will continue for this year 21/22.	Internal form for Cllrs
8.2. <u>Cllr information and consent forms</u> need to be checked and updated annually. A 365 form has been created for Cllrs to complete this year, it is circulated with the additional information and Cllrs are asked to return it asap. This will then be used for each subsequent year. Cllrs are also asked to check their details, training, attendance, and bios on the website. Parish Councillors & Staff (great-linford.gov.uk) If there are any amendments, please contact the office glpc@great-linford.gov.uk	Internal form for Cllrs
9. Terms of Reference and delegation arrangements	
9.1. <u>Terms of reference</u> were recently changed when GLPC changed to committee structure. Council is asked to agree amendments as noted in the attached documentation for all the committees.	
9.1.1. Planning Subcommittee – changes are made to the terms of reference relating to number of applications reviewed, advisory Cllrs and meeting of developers.	Doc 9.1.1
9.1.2. Personnel committee – changes to wordings have been made and are shown in the attached document for council agreement.	Doc 9.1.2
9.1.3. Finance Governance and Asset Committee - amendments made to wording are shown in the attached document for council agreement.	Doc 9.1.3
9.1.4. Community Services Committee – addition made as previously there was no quorum number stated.	Doc 9.1.4
9.2. Council is asked to agree the report detailing the scheme of delegated powers for committee’s sub committees and officers.	Doc 9.2

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<p>9.3. Council subscription to other bodies</p> <p>Council is asked to review and agree the continuation of subscription to the following.</p> <p>9.4. 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 members of the county association (Buckinghamshire & Milton Keynes Association of Local Councils (BMKALC) who support the council directly. Cost BALC £1,848.34 and NALC £1,073.23 (invoiced as one item)</p> <p>9.5. Milton Keynes Association of Local Council (MKALC) – this membership is separate to the one paid for to NALC as it is an organisation run for the MK councils primarily -- Cost £112 when charged.</p> <p>9.6. 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</p> <p>9.7. The Allotment Association – formerly the Nation 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.</p>	<p>Doc 9.5</p>
<p>10. Representation on external bodies</p> <p>GLPC has formal and informal membership to a variety of partnership groups. The current representatives are listed on the attached form and if any other Cllr would like to represent GLPC they are asked to make their intentions on the form. Council is then asked to agree the representatives and vote if there is more than one interested candidate.</p> <p>10.1. Parish Forum – current representatives are Cllr Widdowson and the Parish Manager. There are 4 meetings a year and reports are given to the next council meeting.</p> <p>10.2. Milton Keynes Association of Local Council – there is currently no name individual, but Cllr Burgess has previously attended. There are 4 meetings a year and reports will be given to the next council meeting.</p> <p>10.3. Great Linford Charities – Meets ad hoc, representative is a conduit between the charity and council. Cllr Burgess has assisted in the past.</p> <p>10.4. Cross and Stable – Cllr Heale is currently the representative as a resident of the area. He remains a member until he leaves the parish council.</p> <p>10.5. Giffard Park Pond – Cllr Widdowson is the representative of the parish council on this group. They report annually on their activities.</p>	<p>Internal form for Cllrs for items 10.1 to 10.3</p>

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11. Code of Conduct	
11.1. <u>For information only</u> This is being reviewed by NALC and Milton Keynes council are reviewing theirs as well, Personnel Committee will review this when it is available as it is advisable that the GLPC code reflects that of the local authority whose monitoring officer will investigate any charges.	
12. Standing Order	
12.1. Change is proposed to the <u>standing order 5 J ix</u> which relates to the reviewing and agreeing governance documents. They should now be amended by the Committee responsible for the area with recommendation to council.	Standing order page 11 Doc 12.1
12.2. Policies and Procedures – are reviewed as per the schedule and again are the responsibility of the relevance Committee. Council is asked to agree to the Standing Order amendment and note the policy list, which the relevant committees should take responsibility for.	Doc 12.2
13. Review the meeting schedules for the rest of the year	Doc 13

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Full Council business following the agenda items for the Annual Parish Council meeting the following other council business will be transacted.	
14. Minutes of the meeting previous meeting	
<p>14.1. Council is asked to agree the minutes of the Annual Parish Meeting held on 21st April 2021.</p> <p>14.2. Council is asked to agree the minutes of the previous meeting held on the 28th of April 2021.</p> <p>14.3. Council is provided with an update of the outstanding Resolutions and asked to review and ask any questions.</p>	
15. To note and accept the draft minutes of the recent Committee / Sub Committee meetings and to consider any recommendation therein not otherwise specified on the agenda	
<p>Cllrs are asked to review the minutes as presented and agree the recommendation proposed from the committee / subcommittee. Recommendations to this council meeting are highlighted if they are not already noted as a council agenda item.</p> <p>15.1. Finance Governance and Assets Committee – 10th May 2021 – there are two recommendations requiring council agreement.</p> <p>15.2. Personnel Committee – 12th May 2021 – there are three recommendations requiring council agreement.</p> <p>15.3. Planning Subcommittee 4th May 2021 – no recommendation</p> <p>15.4. Planning Subcommittee 18th May 2021 – one recommendation for the approval of the reply to MKC regarding the MK East development</p>	<p>Doc Ref 15.1</p> <p>Doc Ref 15.2</p> <p>Doc Ref 15.3</p> <p>Doc Ref 15.4</p>
16. Government call for evidence relating to virtual meetings	
<p>16.1. To note and accept the report and draft response to the “call for evidence” relating to virtual meetings. This is presented by Cllr M Whelan and Cllr Lawar. Cllrs input will be agreed and included in the final response documentation.</p>	Doc 16.1
17. Financial transactions	
<p>17.1. <u>Month’s Finance Report and payments</u> – The accountant has reviewed the financial transactions for 20/21 and a report will be forward to the FGA Committee for consideration in May. 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.</p> <p>17.2. Cllr Widdowson proposes that council approve the payments as recommended by himself and Cllr Burgess.</p>	Doc 17
18. Sports users credit to review the proposal for the credit of fees to the Tennis Club	Doc 18
19. Monthly update A presentation will be provided with updates from around the parish area.	
20. To confirm the date of the next meeting which will be 30th June 2021	

Eirwen Tagg

Eirwen Tagg

Parish Manager. 21st May 2021

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