

You are summoned to attend the Full Council meeting to be held on Wednesday 28th July 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/3wYdNdV>
- **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 \(great-linford.gov.uk\)](https://www.great-linford.gov.uk/public-participation) and within Standing orders [Policies & Documents \(great-linford.gov.uk\)](https://www.great-linford.gov.uk/policies-documents)

Agenda

Agenda Item	Doc Ref (abbreviated)
1. Welcome and attendance register	
2. Members' apologies for absence Cllrs are asked to accept valid apologies presented as required.	
3. Member's declarations of interest in matters on the agenda	
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. Questions can be presented in person or via email. The Chair will allocate speaking time as appropriate.	
5. Minutes of the meeting previous meeting	
5.1. Council is asked to agree the minutes of the Full Council meeting held on the 30 th June 2021	Doc Ref 5.1
5.2. Council is provided with an update report of the outstanding Resolutions. Any reported actions completed since the last meeting are also recorded. Cllrs are asked to review and ask any questions as required.	Doc ref 5.2a and b

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<p>6. 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>	
<p>Cllrs are asked to review the minutes as presented and agree the recommendation/s proposed. Recommendations to this council meeting are highlighted.</p>	
<p>6.1. Finance Governance and Assets Committee – 12th July 2021 there is one recommendation to be noted and agreed by council. Council is asked to confirm acceptance of the recommendation to increase the money to a total of £5k for grants in October if demand requires it.</p>	<p>Doc Ref 6.1</p>
<p>6.2. Planning Subcommittee 6th July 2021 – Cllrs are asked to note the minutes there are no recommendations to Council.</p>	<p>Doc Ref 6.2</p>
<p>6.3. Planning Subcommittee 20th July 2021 – Cllrs are asked to note the draft minutes there are no recommendations to Council.</p>	<p>Doc Ref 6.3</p>
<p>7. Future Council meetings.</p>	
<p>With the lifting of covid restrictions and the legal requirement for decisions to be only made by a physical presence Council are asked to consider the options for future meetings while balancing the duty of care to all involved in council business at this time.</p> <p>Council is asked to confirm how meetings should operate. Options are detailed in the supporting paper.</p> <p>If Council wish to consider making more space in the meeting room small desks with need to be purchased costing approx. £500 (unbudgeted item).</p>	<p>Doc ref 7</p>
<p>8. Project Workbook overview</p>	
<p>Council is asked to review the workbook and consider the position of all the projects are there any concerns on the progress of projects that Council feel Committees should consider.</p>	<p>Doc ref 8</p>
<p>9. Monthly Financial report</p>	
<p>9.1. Cllrs are asked to <u>review</u> the finance report and the payment scheduled. These have been checked by Cllr Widdowson and are recommended for acceptance.</p>	<p>Doc Ref 9.1</p>
<p>9.2. Budget process – Cllr Widdowson would like to highlight the proposed timetable for the budget process. As this is the first year of Committees it would assist the FGA if any budgets are made available to the RFO by 20th October 2021.</p>	<p>Doc Ref 9.2</p>
<p>10. Community Infrastructure Fund grant – CIF</p>	
<p>One proposal has been put forward for application to the CIF.</p> <p>It is recommended that GLPC should complete the CIF grant to request a 50:50 grant for monies to install internet connectivity into the Marsh Drive Community Facility. The grant maximum is £20k so GLPC contribution is £10k. This would be a project in 2022/23. The details for the CIF application have to be sent to MKC by mid-August</p>	

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<p>Council is asked to give delegated responsibility to the PM to generate the appropriate documentation and apply for the grant once discussions have been had with a variety of suppliers. Updates would be given to the Chair and Vice Chair. This will allow the deadline to be met.</p>	
<p>11. Updates</p>	
<p>11.1. <u>Rocla Art highlight update report</u> – Council is asked to note and approve;</p> <p>11.1.1. the update report and the actions therein.</p> <p>11.1.2. the proposal for Phase 3 as outlined and agree that GLPC should enter into a Financial Agreement with MKC for the funds.</p> <p>11.1.3. the application for the S106 monies available for Phase 4 when it becomes available. A PID with the Project Boards ideas, thoughts and costs will be presented to Council before the application is made.</p> <p>11.2. <u>Resident Complaint – for information only</u>. A complaint has been made connected to the Rocla Art project. The PM has investigated the complaint taking information from several stakeholders. As per the complaints policy a reply has been sent to the complainant.</p> <p>The outcomes of the investigation will be reviewed by the Board, Lead Cllr and Project Support Officer. Agreed changes will then be reported back to council for use in the project management documentation. This will establish working practices for all current and future projects.</p>	<p>Doc ref 11.1</p>
<p>11.3. <u>Community Services Committee Summer Activities</u> – update and current progress is provided within the report.</p> <p>The turnaround from inception at the CSC meeting to grant application and partner involvement has been exceptionally quick and demanding due to the Government and MKC short deadlines. Delivering this programme will meet some of the aims of holiday food poverty an idea that GLPC discussed in 2019.</p> <p>Council is asked to approve the report and the progress that has been made on the delivery of this project.</p>	<p>Doc Ref 11.3</p>
<p>11.4. <u>Neath Hill Mound and Artwork</u> – an update report is provided documenting the progress made on the Mound works and also the Art selection.</p> <p>Following the creation of the working group a selection process was held. Council are asked to agree the recommendation to appoint a local artist (Whytehaartforge).</p> <p>Workshops will then be held by the artist during August to formalise the design and engage with residents.</p>	<p>Doc ref 11.4</p>
<p>11.5. <u>Marsh Drive redevelopment</u> – for information an update report is provided. There are no decisions to be made by Council.</p>	<p>Doc ref 11.5</p>
<p>11.6. <u>Good Cllr Guide - Cllr Lawar</u> has requested that the Good Guide published by NALC is made available to all Cllrs as a reminder of the responsibilities of the role. Over the summer months Cllr Lawar asks all Cllrs to consider the following:</p>	<p>Doc ref 11.6</p>

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<p>11.6.1. What skills are you able to bring to the role of Cllr and how would you wish to use them?</p> <p>11.6.2. What training or support do you require for the following months?</p> <p>11.6.3. What information and guidance would you welcome to help you in the role?</p> <p>11.6.4. Would you consider business cards, branded Hi Vi jackets, branded litter pickers etc helpful in your role?</p> <p>11.6.5. What other elements would help you be a “good Cllr”?</p> <p>11.6.6. What do you wish to achieve for the GLPC community?</p> <p>The office will circulate a form for you to complete by the 22nd August. The information will help the Personnel Committee to identify its budget and support needs.</p>	
<p>11.7. <u>Branding – visual identity</u> Following the shared ideas to the CSC committee Cllr Mackenzie has circulated ideas for visual identity. There are a few gaps and to enable this work to be progressed over summer ideas for icons would be appreciated from the Council.</p> <p>Agreement is required for Conniburrow, Downhead Park, Redhouse Park, Tongwell and Willen Park</p> <p>Council is asked to agree the icons presented.</p>	<p>Doc ref 11.7 Cllrs asked to review teams post for further details sent by Cllr Mackenzie</p>
<p>11.8. <u>Insurance changes and agreement</u> - The insurance renewal is due before the next FGA and Council meeting. There will be amendments required to the schedule. This will include an increase to the general contents sum insured of £48k due to furniture in the new facilities of GPCC and MD Community Hall. There is also an increase to office contents of £11k for the cover of Cllr laptops. This could therefore incur an increase in premium for 21/22, current cost is £5,811.</p> <p>Council is asked to agree the principle that they wish for the contents to be insured and not self-insured</p> <p>Council is asked to provide delegated powers to the RFO to agree the amount and process the renewal documentation so there is no break in cover. An update will be presented for the FGA meeting in September</p>	
<p>12. Monthly update A presentation will be provided with updates from around the parish area.</p>	<p>Presentation to be shown</p>
<p>An update of activities is documented for council information</p>	<p>To be circulated after meeting</p>
<p>13. To confirm the date of meetings in August 2021</p>	
<p>13.1. 3rd August 2021 - Planning Subcommittee</p> <p>13.2. 9th August 2021- Community Services Committee</p> <p>13.3. 17th August 2021 - Planning Subcommittee</p> <p>13.4. 24th August 2021 - Personnel Committee</p>	

Eirwen Tagg

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Parish Manager.

23rd July 2021

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