

You are summoned to attend the Full Council meeting to be held on Wednesday 29<sup>th</sup> September 2021 at 19.00.

### NEW ARRANGEMENTS

This meeting will be held at the Great Linford Primary School which is on St Leger Drive close to the Local centre. The navigation directions can be found using <https://w3w.co/distanced.modest.weary>

Using the school provides space for all Cllrs and room for members of the public to attend, there is wifi connections.

Covid restrictions will apply, sanitiser will be available, spacing is encouraged and face masks are required while people are moving around the meeting room.

Anyone wishing to attend is asked to register before 4pm on Wednesday 29<sup>th</sup> September by emailing [glpc@great-linford.gov.uk](mailto:glpc@great-linford.gov.uk) or phoning the office on 01908 606613. This will allow Officers to cater for all wishing to attend.

A link will be available via Teams <https://bit.ly/3CEZoqk> however the streaming of this meeting may be limited in its quality.

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)
<b>1. Welcome and attendance register</b>	
<b>2. Members' apologies for absence</b> Cllrs are asked to accept valid apologies presented as required.	
<b>3. Member's declarations of interest in matters on the agenda</b>	
<b>4. Public Question Time</b> 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.	
<b>5. Resignation of Cllr</b> Council is asked to note that Alifa Chowdhury has resigned from the parish council with immediate effect.	
<b>6. Co-option of Cllr</b> Following completion of the co-option process to attend three Council meetings and a co-option interview Cllr Burgess proposes that Ed Nixon is co-opted as a parish councillor for the Downhead Park and Willen North ward.	<b>Doc Ref 6</b>

#### Great Linford Parish Council

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<b>7. Future meetings</b>	
Cllr M Whelan proposes that a trial period of meetings, which has been agreed by all Cllrs is held at Great Linford Primary school. This will enable and provide the opportunity for residents to join all GLPC Cllrs at these meetings. If there is not a significant resident participation Council will consider moving back to GLPC Offices and use online streaming to keep residents informed. A review will occur after the November meeting.	
<b>8. Minutes of the meeting previous meeting</b>	
8.1. Council is asked to agree the minutes of the Full Council meeting held on the 28 <sup>th</sup> July 2021	<b>Doc Ref 8.1</b>
8.2. 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.	<b>Doc Ref 8.2</b>
<b>9. 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</b>	
Cllrs are asked to review the minutes as presented and agree the recommendation/s proposed. Recommendations to this council meeting are highlighted.	
9.1. <b>Community Services Committee</b> – 9 <sup>th</sup> August 2021 there are no recommendations that require council ratification, council are asked to note and accept the draft minutes.	<b>Doc Ref 9.1</b>
9.2. <b>Personnel Committee</b> 24 <sup>th</sup> August 2021 – there are no recommendations that require council ratification, council are asked to note and accept the draft minutes.	<b>Doc Ref 9.2</b>
9.3. <b>Planning Subcommittee</b> 14 <sup>th</sup> September 2021 – there are no recommendations that require council ratification, council are asked to note and accept the draft minutes.	<b>Doc Ref 9.3</b>
9.4. <b>Planning Subcommittee</b> 17 <sup>th</sup> August 2021 – Council is asked to agree the recommendations as listed below and confirm acceptance of the draft minutes.	<b>Doc Ref 9.4</b>
<ul style="list-style-type: none"> <li>• <i>Planning Subcommittee becomes a Committee reporting directly to Council.</i></li> <li>• <i>The committee should meet on the second Tuesday of the month to review all planning applications and that any application that was not permitted to be extended would be included on the Full Council agenda.</i></li> <li>• <i>If any planning application falls outside the 28 days validation time, then the office will request an extension.</i></li> <li>• <i>Planning Committee meetings calendar should show that if required a meeting on the 3<sup>rd</sup> Tuesday of the month will be held for any large development or controversial applications.</i></li> <li>• <i>Due to the small membership of this committee any issues with a meeting not being quorate the Vice Chair and another Committee Chair will be asked to be temporary members with full voting rights.</i></li> </ul>	
9.5. <b>Planning Subcommittee</b> 21 <sup>st</sup> September 2021 – Council is asked to agree the recommendation as listed below and confirm acceptance of the draft minutes.	<b>Doc Ref 9.5</b>
<ul style="list-style-type: none"> <li>• <i>As a result of issues with HiMOs in several estates which are contributing to lack of parking, fly tipping and anti-social behaviour and a lack of support to investigate from MKC it is proposed that GLPC proactively engages with MKC Ward Cllrs to request a moratorium for a defined time on the acceptance of HiMOs within Milton Keynes.</i></li> </ul>	

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<p><b>10. Councillor code of conduction, meeting etiquette and training</b></p>	
<p>Cllr Lawar, Vice Chair and Chair of Personnel Committee will provide a short presentation as a reminder to all Cllrs new and not so new about their role, code of conduct, behaviour at meetings and training that is available to all.</p>	
<p><b>11. Project Workbook overview</b></p>	
<p>11.1. 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>11.2. <u>Road Safety in Schools</u> – Update – most schools in our parish area have responded positively and are keen to use the Road safety equipment. The next step is to provide them with the options , collect their order and then process the purchase, each school will have a limit of £1,100 that works for them. This is a 50:50 grant with MKC so our budgeted allocation will be £3,850 gross.</p>	<p><b>Doc Ref 11.2</b></p>
<p><b>12. Monthly Financial report</b></p>	
<p>12.1. Cllrs are asked to <u>review</u> the finance report and the payment scheduled. These have been checked by Cllr Burgess and are recommended for acceptance.</p> <p>12.2. Cllr Burgess proposes that Cllr Kupczyk is a <u>signatory on the Unity Trust</u> account</p>	<p><b>Doc Ref 12.1</b></p>
<p>12.3. <u>Procurement update Sports ground maintenance at the Marsh Drive and High Street sports grounds</u>– As per the financial regulations and councils’ previous agreement Milton Keynes Council procurement team have concluded the tender process for the sports group maintenance. The contract for a three-year contract with a 1 year plus 1 year extension based on performance is to be awarded to Sports Ground Services for an annual cost of £30,696 starting on the 1<sup>st</sup> November. This is proposed by Cllr Kupczyk. The specification documents are attached for your interest and understanding.</p>	<p><b>Doc Ref 12.3</b></p>
<p>12.4. <u>Procurement update Landscape of Allotments, Pear Tree Pond, Great Linford House, Loriner place (orchard) and amenity land at Marsh Drive and High Street</u> – Milton Keynes procurement team are managing the Landscape tender. Bids are to be received by 27<sup>th</sup> September. The evaluation process will occur w/c 4<sup>th</sup> October and a decision will be made immediately after based on the quality and pricing scoring. This contract starts on 1<sup>st</sup> November.</p> <p>Cllr Kupczyk proposes that provided the procurement process identifies a reasonably priced contract the RFO has delegated responsibility to process the contract with the identified supplier.</p> <p>If no bids are received or the procurement bid received is unacceptable GLPC will conduct an open tender process as per the financial regulations. This will be actioned before the next meeting.</p>	<p><b>Doc Ref 12.4</b></p>
<p>12.5. <u>Reminder</u> to Council that as part of the project PID that project initiation documents for 2022/23 should be presented to the RFO by 20<sup>th</sup> October 2021.</p>	

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<b>13. Updates</b>	
13.1. <u>Monthly update</u> A presentation will be provided with updates from around the parish area.	
13.2. <u>Rocla Art update report</u> – a verbal update will be provided by Cllr J Whelan. Council are asked to note that the legal agreement for Phase 3 has been received and processed accordingly.	
13.3. <u>CSC – Communications update</u> - Cllr Mackenzie proposes that parish map is used on the <u>Autumn edition</u> and that the name of the magazine is changed. A memo is attached to provide an indication of the change, the printer will do the “professional” changes.	
13.4. <u>Parishes Forum</u> For information and interest - Cllr Widdowson has provided an update of the meeting and all presentation documents are provided within additional information for Council to review and be aware of topics discussed.	<b>Doc Ref 13.4</b>
13.5. <u>Devolved Services - Landscape</u> For information only. The working group has meet with MKC Officers to obtain information and understanding of this process. MK Council have reviewed the process and the relevant cabinet papers are available for Council. A timeframe for the process is included. The working Group will be meeting in October to discuss the process as presented and will report to Council in October.	<b>Doc Ref 13.5</b>
13.6. <u>Community Grants process</u> – For information the second grant application process will occur in October.	
13.7. <u>Recognition Event</u> Saturday 16 <sup>th</sup> October 3pm at Marsh Drive GLPC is holding an afternoon to celebrate all the brilliant people who make our community. The public have been voting for their heroes and Cllrs are asked to nominate the people they see in their estates. The deadline date for nominations is 30 <sup>th</sup> September.	
<b>14. Thatched Barn</b>	
14.1. The Council is invited to resolve that in view of the commercial and sensitive nature of the business about to be transacted which relates to the Parish Council’s operational management of the Thatched Barn it is advisable in the public interest that the press and public be excluded at this, and they are instructed to withdraw. <i>Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.</i>	
14.2. Council is asked to consider the papers and resolutions put before it in relation to the management of the Thatched Barn asset.	<b>Doc Ref 14.2</b>
<b>15. To confirm the date of meetings in October</b>	
15.1. Personnel Meeting – date to be confirmed 15.2. Planning meeting - date dependant on this meetings agreement 15.3. Community Services Committee – 11 <sup>th</sup> October 2021 15.4. Full Council Meeting – 27 <sup>th</sup> October 2021	

Eirwen Tagg

*Eirwen Tagg*

Parish Manager.

24<sup>th</sup> September 2021

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