

Minutes of the Full Council meeting held on 27th March 2019 at 19:30 in the Parish Office, Great Linford House, 1 St Leger Court, Great Linford, Milton Keynes, MK14 5HA.

Present: Councillors Bedford (Chair), Burgess, Chowdhury, El-Zamek, Foskett, Hyacinthe, Johnston, Macaulay, Olney, Stabler, Whelan and Widdowson.

Also present: Parish Manager, RFO and one member of the public.

1. **Apologies** – It was proposed by Cllr Foskett, seconded by Cllr Burgess and agreed by all that the apologies received from Cllrs Crooks, Hanif, Heale, Khan and Omole were valid and acceptable reasons.

2. **Declaration of Members' Interests** – None.

3. **Minutes of the previous meeting**

3.1. Minutes from the meeting held on 27th February 2019 were accepted as a true record of the meeting. This was proposed by Cllr Stabler, seconded by Cllr Burgess and voted as: 9 for, 0 against and 3 abstentions.

3.2. Minutes from the meeting held on 11th March 2019 were accepted as a true record of the meeting. This was proposed by Cllr Macaulay, seconded by Cllr Widdowson and voted as: 11 for, 0 against and 1 abstention.

4. **Matters Arising** – None raised.

5. **Public Question Time** – The meeting was closed at 19:34 for public questions.

The resident raised some points about his planning application. He had consulted his neighbours.

The meeting was reopened at 19:35.

6. **Planning**

6.1. Report on Planning Progress was provided by Cllr Stabler and noted by all.

6.1.1. Council noted the S106 for 18/03002/FUL and requested the Parish Manager write to Milton Keynes Council (MKC) to confirm that the arrangements for the disposals of the monies are in the legal documents between the developer and MKC, as noted in the minutes of the meeting held on 14th December 2018. This was proposed by Cllr Stabler, seconded by Cllr Burgess and voted as: 11 for, 0 against and 1 abstention. **RESOLVED**

6.1.2. Plan:MK was accepted by MKC on 20th March 2019 – A verbal update was provided: it has been adopted. There is a 5-year land supply which should reduce speculative developers.

6.2. Memorandum to Cllrs on all applications

6.2.1. **19/00570/FUL** **44 Rowsham Dell, Giffard Park** **No objection**
Cllr Stabler proposed no objection. This was seconded by Cllr Foskett and voted as: 11 for, 0 against and 1 abstention.

6.2.2. **19/00541/FUL** **8 Coberley Close, Downhead Park** **No objection**
Cllr Stabler proposed no objection. This was seconded by Cllr Whelan and voted as: 11 for, 0 against and 1 abstention.

6.2.3. **19/00537/FUL** **22 Abraham Close, Willen Park** **Objection**
Cllr Stabler proposed that an objection is made regarding the application. The conversion of the garage would be too close to the neighbouring garage and would set a precedence to others converting their garages. This was seconded by Cllr Burgess and voted as: 9 for, 0 against and 3 abstentions.

6.2.4. **19/00482/FUL** **6 Brockhampton, Downhead Park** **No objection**

Cllr Stabler proposed no objection. This was seconded by Cllr Whelan and voted as: 12 for, 0 against and 0 abstentions.

- 6.3. Planning Enforcement Update – Cllrs were asked to note the outstanding enforcement issues and agree, where necessary, details should be escalated to more senior management at MKC. Cllr Stabler proposed to draft a letter to Tracy Darke regarding 14 Ransoms Avenue, 6 Millfield Gardens, 8 Millfield Gardens and 25 Cornbury Crescent for the Parish Manager to send to MKC. This was seconded by Cllr Johnston and agreed by all. ACTION

7. Governance

The Finance & Governance (F&G) working group were tasked with reviewing and revising certain documents, policies and procedures that are defined within the *Governance and Accountability Practitioners Guidance* and relate to the Audit and Accounts regulation 2015.

F&G members reviewed these documents in terms of their legal content, procedural presentation and clarity, and the Governance Report summarised the recommendations made by the working group.

Cllr Widdowson thanked the Parish Manager and RFO for their work on the item and for the knowledge gained from CILCA and used by the Parish Manager.

Council were asked to review the documents and agree the recommendations as proposed:

A Standing Orders

It was recommended that the model standing orders and proposed changes were accepted. This was proposed by Cllr Widdowson, seconded by Cllr Foskett and voted as: 10 for, 1 against and 1 abstention. RESOLVED

B Staff Grievance Policy and Procedure

It was recommended that, after renewing this documentation, no amendments were required. This was proposed by Cllr Widdowson, seconded by Cllr Foskett and voted as: 10 for, 0 against and 2 abstentions. RESOLVED

C Staff Disciplinary Policy and Procedure

It was recommended that, after renewing this documentation, no amendments were required. This was proposed by Cllr Widdowson, seconded by Cllr Foskett and voted as: 11 for, 0 against and 1 abstention. RESOLVED

D Financial Regulations

It was recommended that the changes to the documentation, as listed in the report, should be accepted. This was proposed by Cllr Widdowson, seconded by Cllr Foskett and voted as: 11 for, 0 against and 1 abstention. RESOLVED

E & F Risk Management and Risk Register

It was proposed by Cllr Widdowson that:

- The new Risk Management policy be approved.
- The Risk Register, as presented, be approved: there were no new risks identified.
- The mitigating actions for the high risk elements are accepted by Council.
- Some risks are amalgamated as they are repetitive.

This was seconded by Cllr Foskett and voted as: 11 for, 1 against and 0 abstentions. RESOLVED

G Asset Register and Asset Policy

It was proposed by Cllr Widdowson that Council should accept the following:

- The Asset Register as at 11th March 2019, which totals £351,590.83.
- The list of disposed items (printer and vehicle), totalling £6,542.99.
- The list of duplicated items from a previous year, totalling £732.02.
- The list of stolen items as previously reported, totalling £1,369.52.
- The list of additional items, totalling £14,186.30.

This was seconded by Cllr Foskett, 11 for, 0 against and 1 abstention. RESOLVED

H & I Freedom of Information Policy and Model Publication Schedule

It was recommended that, after reviewing this documentation, no amendments were required. This was proposed by Cllr Widdowson, seconded by Cllr Foskett and voted as: 11 for, 0 against and 1 abstention. RESOLVED

J Internal Control Policy and Statement

It was recommended that the new Internal Control policy and the statement applying to 18/19 be accepted. This was proposed by Cllr Widdowson, seconded by Cllr Foskett and voted as: 11 for, 0 against and 1 abstention. RESOLVED

K Treasury and Investment Policy

It was recommended that there were some amendments made to the Treasury and Investment policy. This was proposed by Cllr Widdowson, seconded by Cllr Foskett and voted as: 10 for, 0 against and 2 abstentions. RESOLVED

8. Finance and Governance

8.1. Monthly Payments and Finance Report

Cllr Widdowson proposed that:

- 8.1.1. The payments for the month of April were correct and should be paid.
- 8.1.2. The bank reconciliation had been completed and duly signed.
- 8.1.3. The property report funds can be noted and remain positive.

This was seconded by Cllr Burgess and agreed by all.

8.2. Budget Virements – Noticeboards

- 8.2.1. It was proposed by Cllr Foskett and seconded by Cllr Stabler that a budget virement of £823 should be used to purchase three noticeboards to assist with the communication of Great Linford Parish Council (GLPC) community and Little Bookshop information for people visiting Great Linford local centre. This was agreed by all. RESOLVED

9. Community Facilities – proposer Cllr Widdowson

- 9.1. It was proposed by Cllr Widdowson that, in line with Strategic Aim B “*Where appropriate to assume responsibility for Milton Keynes Council and other assets or functions that will enhance our community and bring greater value for money*”, GLPC’s principle should be to investigate the practicalities of managing the facility subject to the analysis of:
 - 9.1.1. What value it brings to the community;
 - 9.1.2. What the financial implications are;
 - 9.1.3. What the resource implications are.

This was seconded by Cllr Foskett and voted as: 11 for, 0 against and 1 abstention. RESOLVED

- 9.2. With the agreement of item 9.1, Council were asked to agree to the formation of a working group to investigate the practicalities of GLPC taking on a responsible role in the Giffard Park Community facility. This was proposed by Cllr Johnston, seconded by Cllr Whelan and voted as: 10 for, 0 against and 1 abstention. Cllr Widdowson declared a personal interest and did not vote. The volunteers for the working group were Cllr El-Zamek, Cllr Foskett and Cllr Johnston. RESOLVED

10. Finance & Governance Working Group

10.1. Asset Maintenance Contracts April 2019 – March 2022

Council were asked to agree the principles for contracts, fulfilling asset maintenance work. It was proposed that quotes/tenders are requested from suppliers for a 3-year period. However, contracts will be awarded for one year and extended for a further two years, dependent on performance.

Cllrs were asked to note that for the budget process, quotes were obtained to ensure an adequate amount of money has been put away to meet the cost of these works. This exercise is required to ensure the correct procurement process is followed, as per the Financial Regulations. This was proposed by Cllr Widdowson, seconded by Cllr Burgess and agreed by all.

It was proposed by Cllr Widdowson and seconded by Cllr Burgess that the procurement approach, as detailed in the project update report, should be accepted. Delegated powers commensurate with Financial Regulations are given to the RFO and Clerk so the formal contracts can be drawn up with selected suppliers. A summary of progress will be reported to the F&G working groups and then to Council. This was agreed by all. RESOLVED

10.2. Asset Maintenance Contracts April 2019 – March 2022: Tree Management at Marsh Drive

Councillors were asked to note the project update report for the procurement of specialist suppliers to carry out the necessary works on the trees at Marsh Drive. Council was asked to consider the proposed work schedule and procurement process for this expenditure and confirm their decisions on the following proposals:

1. The Parish Manager asked if the trees should be worked on in one go or over a period of time, as has been budgeted for. After much discussion about financial or risk benefit, it was proposed by Cllr Widdowson that the work should be staggered over a 3-year period. This was seconded by Cllr Whelan and voted as: 10 for, 2 against and 0 abstentions.
2. It was proposed by Cllr Chowdhury, seconded by Cllr Stabler and agreed by all, that the Parish Manager be given delegated powers to approach a selection of suppliers and obtain quotes for the works to be done over 3 years.
3. It was proposed by Cllr Stabler, seconded by Cllr Foskett and agreed by all that Council is content with the above procurement process, as it is defined within financial regulations and Standing Orders. Council also noted and agreed that this requirement is within the risk management scheme and insurance cover. RESOLVED

10.3. Salaries – The Parish Manager asked Council to note that the agreed joint NJC pay increase meant that there was a slightly higher pay award to staff. This would mean that the budget for staff costs would be potentially lower than required by £726.30. RESOLVED

11. **Parishes Forum** – An update was provided by Cllr Stabler and Cllr Hyacinthe. The Parish Manager is to investigate on behalf of GLPC. ACTION

12. **Consultations** – Cllr Stabler asked Cllrs that if there were any comments on the consultations regarding S106, they should forward them to him as he will compile a response on behalf of GLPC. This was agreed by all. Cllr Widdowson and Cllr Johnston volunteered to submit their comments for inclusion.

13. **The following Full Council Meetings were confirmed:**

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| 13.1. | Monday 8 th April 2019 | Full Council Meeting |
| 13.2. | Monday 15 th April 2019 | Annual Parish Meeting at 19:30 at Southwood School
Conniburrow. <u>All Cllrs and residents welcome.</u> |
| 13.3. | Wednesday 24 th April 2019 | Full Council Meeting |

The meeting was closed at 21:12.

Chair _____

Date _____