

**Minutes of the Full Council Meeting held on Wednesday 29<sup>th</sup> June 2022 at 19:00 at Great Linford Parish Office**

**Present:** Councillors: Kupczyk, Nixon (Chair), Burgess, Widdowson, Heale, Harvey, El Zamek, Nicholls.

**Also present:** Parish Manager plus 6 residents

<b>1. Welcome and attendance register</b>
Chair welcomed all Cllrs and residents to the meeting.
<b>2. Members' apologies for absence</b>
It was proposed by Cllr Widdowson and seconded by Cllr Burgess that the valid reasons for absence received from Cllrs Calverley were accepted, all voted in favour. <b>RESOLVED</b>
<b>3. Cllr Co-option</b>
Cllr Widdowson proposed the co-option of Janet Brindley for Parish Councillor for the Downs Barn ward, this was seconded by Cllr Nicholls, all voted in favour. <b>RESOLVED</b>
<b>4. Declarations of members interest</b>
None were raised
<b>5. Public Question Time</b>
The Chair closed the meeting at 19:02 for two residents to make comments.  Question 1 - was circulated to Councillors – raising assurances that the Parish Council would comply with the Equalities Act 2010 when managing the field.  The Chair confirmed that all aspects of this were being reviewed with MKC as discussion about the facility were held. The Parish Manager confirmed that the gates are currently open morning and night, but we were asking MC for guidance as to if the gates could be closed late at night and when events were held. More information will be shared when MKC had answered questions to GLPC.  Question 2 - feedback from MKC Officers was provided in relation to the comments and aspirations about the S106 for Redhouse Park.  The Chair confirmed that the aspirations as raised and documented were raised with the MKC Officer confirmed that this was a positive use of the s106.  The meeting was reopened at 19:15
<b>6. Minutes of the previous meeting</b>
6.1. It was proposed by Cllr Harvey and seconded by Cllr Heale that the minutes of the last meeting held on 25 <sup>th</sup> May 2022 are a true record. This was voted as all in favour. <b>RESOLVED</b>
6.2. There were no questions raised about the resolutions but there were some updates that the Parish Manager was asked to complete <b>ACTION</b>

## 7. Committee minutes

Council is asked to affirm that each of the recent Committee meetings has fulfilled its remit by recording its deliberations in their draft minutes. Council is asked to consider any recommendations proposed by the Committee that requires Council approval. These are highlighted within their minutes or specifically noted in this agenda

- 7.1. It was proposed by Cllr Harvey and seconded by Cllr Heale that the draft minutes of the Community Services Committee meeting held on 06<sup>th</sup> June 2022 were reflective of the committee's remit. This was voted as all in favour. **RESOLVED**
- 7.2. It was proposed by Cllr Widdowson and seconded by Cllr Burgess that the draft minutes of the FGA Committee meeting held on 20<sup>th</sup> June 2022 were reflective of the committee's remit. This was voted as all in favour. **RESOLVED**

## 8. Annual Governance and Accountability Return - AGAR

- 8.1. It was proposed by Cllr Widdowson and seconded by Cllr Burgess that the Annual Governance Report should be accepted, this was voted as all in favour. **RESOLVED**
- 8.2. It was proposed by Cllr Burgess and seconded by Cllr Nixon that the Annual Internal Audit report should be accepted, this was voted as all in favour. **RESOLVED**
- 8.3. It was proposed by Cllr Burgess and seconded by Cllr Nixon that Section 1 - Annual Governance Statement should be accepted, this was voted as all in favour. **RESOLVED**
- 8.4. It was proposed by Cllr Nixon and seconded by Cllr El Zamek that Section 2 - Accounting Statements should be accepted, this was voted as all in favour. **RESOLVED**
- 8.5. It was proposed by Cllr Nicholls and seconded by Cllr El Zamek that the Explanation of Accounting Statement Variances should be accepted, this was voted as all in favour. **RESOLVED**
- 8.6. It was proposed by Cllr Burgess and seconded by Cllr Kupczyk that the Balance Sheet should be accepted, this was voted as all in favour. **RESOLVED**
- 8.7. It was proposed by Cllr Kupczyk and seconded by Cllr Harvey that the Bank Reconciliation should be accepted, this was voted as all in favour. **RESOLVED**
- 8.8. It was proposed by Cllr Burgess and seconded by Cllr Kupczyk that the Earmarked Reserves should be accepted, this was voted as all in favour. **RESOLVED**
- 8.9. It was proposed by Cllr El Zamek and seconded by Cllr Kupczyk that the End of Year Financial Report should be accepted, this was voted as all in favour. **RESOLVED**

The Parish Manager was asked by the Vice Chair, Trevor Heale to minute the Councils Thanks to the Responsible Financial Officer for the work that has been put in to complete this activity.

**NOTED**

## 9. Finances transactions

- 9.1. Month's Finance Report and payments – Cllr Widdowson proposed that the June finances and the monthly report be accepted, this was seconded by Cllr Burgess and voted as all in favour. **RESOLVED**

## 10. Project workbook – has been updated and is circulated for Council to review, specific updates are provided below.

- 10.1. S106 review – the working group has reviewed the various elements and where appropriate project initiation documents are to be drafted and brought to council.

A Redhouse park resident has provided some thoughts and suggestions to areas that some of the S106 monies could be utilised to make safety and practical improvements. This will be reviewed with interested parties and the landowners, MKC. GLPC supports the proposals put forward to MKC.

- 10.2. Conniburrow Community Centre Update for Council Information - The working group's recommendations will be presented to the Personnel Committee and the Finance Governance and Asset Committee. A report will then be provided for Council to decide on a community asset transfer from MKC to GLPC.

## 11. Operational updates

- 11.1. Council Planning Committee Capability – update from Cllr Nixon. Two residents have shown an interest in assisting with this work. Planning Consultant will assist with training. BALC and MKC courses will be used as and when they are available.

- 11.2. Office desktop refresh It was proposed by Cllr Nixon and seconded by Cllr Widdowson that IT equipment as documented should be purchased. Total cost is £4,199.81 and will be funded from Earmarked reserves. This was voted as all in favour. **RESOLVED**

- 11.3. GLPC asset profitability review – Cllr Kupczyk will work with RFO and Chair of FGA to process this. **ACTION**

- 11.4. Climate change event attended – Cllr Heale will update the Community Services Committee on the course and work.

- 11.5. Resource specific – Cllr Harvey proposed that a temporary extension is reviewed with the current Environment and Premises Officer and the position is to be reviewed against the CCC working group and Personnel recommendation on staff structure. The recruitment process will commence but no recruitment will be made until after Councils decision in July. This was seconded by Cllr Nixon and voted as all in favour. No financial implications will occur until after Councils July decision. **RESOLVED**

- 11.6. GLPC events and activities and community updates provided by the Parish Manager – and update was provided

## 12. Next meeting and event dates

The following dates were noted and agreed by Council

- 12.1. Monday 4<sup>th</sup> July – Personnel and Governance Committee – time changed to 18:00 to 20:00

- 12.2. Monday 11<sup>th</sup> July – Finance Assets and Governance Committee
- 12.3. Saturday 23<sup>rd</sup> July – Community Litter pick – Neath Hill
- 12.4. Wednesday 27<sup>th</sup> July – Full Council Meeting
- 12.5. Saturday 6<sup>th</sup> August – GLPC Community Fun Day
- 12.6. Saturday 20<sup>th</sup> August – Pennylands and Bolbeck

**The meeting was closed at 20:00**

Chair \_\_\_\_\_

Date \_\_\_\_\_

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