



Minutes of the Annual Parish Meeting and Full Council Meeting held on Wednesday 25th May 2022 at 19:00 at Great Linford Parish Office

Present: Councillors: Kupczyk, Burgess, Widdowson, Heale, Harvey, El Zamek, Mackenzie, Nicholls.

Cllr Burgess arrived at 18:40

Also present: Parish Manager and three members of public.

It was agreed by all that Cllr Heale would Chair the meeting	
1. Election of the Chair of the Council for 22/23	
It was proposed by Cllr Heale and seconded by Cllr Widdowson that Cllr Nixon remain as Chair of the Council. The declaration of acceptance form will be signed in due course This was voted as all in favour. RESOLVED	
2. Election of the Vice Chair of the Council for 22/23	
it was proposed by Cllr Widdowson and seconded by Cllr Harvey that Cllr Heale remain as Vice Chair of the Council. The declaration of acceptance form was signed. This was voted as all in favour. RESOLVED	
3. Disqualification	
Council noted and accepted the disqualification of Cllr Hilda Muchando due to non-attendance for six consecutive months and in accordance with the Local Government Act 1972.	
4. Members' apologies for absence	
It was proposed by Cllr Widdowson and seconded by Cllr Kupczyk that the valid reasons for absence received from Cllrs Calverley and Nixon were accepted. This was voted as all in favour. RESOLVED	
5. Member's declarations of interest in matters on the agenda	
No declarations were made.	
6. Resolution reversal of March item 6.3	
It was proposed by Cllr Burgess and seconded by Cllr Harvey that the resolution made in March (agenda item 6.3) relating to Cllr Heale' request to step down from Downhead Park and represent Downs Barn should be reversed. This was voted as all in favour. RESOLVED	
Cllr Heale remains as the representative for Downhead Park and Vice Chair.	
7. Review of the delegation arrangements to committees/subcommittees and staff	
It was proposed by Cllr Widdowson and seconded by Cllr Kupczyk that the Council agreed the scheme of delegated powers. This was voted as all in favour. RESOLVED	
8. Review of Standing orders, Terms of References (TOR) for Committees and model Terms of Reference of project or working groups	
8.1. Standing Orders - Cllr Harvey proposed that Council should review and agree the Standing Orders with one amendment to Standing Order 3x. The amendment would allow Committees or Subcommittees to meet at other times of the day that is suitable for the members of that committee, rather than the current blanket time of 19:00. The standing order would read:	



A meeting shall not exceed a period of 2 hours and shall be held in such premises as the Parish Council decides within the boundaries of the Great Linford Parish Council. Full Council meetings shall commence no earlier than 19:00 and shall close no later than 22:00 hours. Members of Committee and Sub Committee meetings will agree what is the most suitable time for its members and officers to meet.

This was seconded by Cllr Kupczyk and voted as all in favour.

RESOLVED

- 8.2. **Standard Terms of Reference (common aspects)** It was proposed by Cllr Widdowson and seconded by Cllr El Zamek that the common elements of the terms of reference as documented should relate to all Committees. This was voted as all in favour.

RESOLVED

8.3. **Personnel Committee**

- 8.3.1. **Personnel Committee Terms of reference** – It was proposed by Cllr Harvey and seconded by Cllr Widdowson that the changes as proposed within the documentation (starting times and quorate) should be agreed. This was voted as all in favour.

RESOLVED

- 8.3.2. **Disciplinary and Grievance Committee Terms of reference** – It was proposed by Cllr Nicholls and seconded by Cllr Harvey that there is no required change to these TOR. This was voted as all in favour

RESOLVED

- 8.3.3. **Appeals Committee Terms of reference** – It was proposed by Cllr Heale and seconded by Cllr Nicholls that there is no required change to these TOR. This was voted as all in favour

RESOLVED

- 8.4. **Community Services Committee** - It was proposed by Cllr Mackenzie and seconded by Cllr Harvey that the changes as documented are accepted. This was voted as all in favour

RESOLVED

- 8.5. **Finance Governance and Asset Committee** – It was proposed by Cllr Widdowson and seconded by Cllr Kupczyk that there is no required change to these TOR. This was voted as all in favour

RESOLVED

- 8.6. **Planning Committee** – It was proposed by Cllr Heale and seconded by Cllr Mackenzie that the acceptance of the changes as documented in the terms of reference which would be valid as and when advisors were included in the Committee. This was voted as all in favour.

RESOLVED

An amendment was proposed by Cllr Widdowson that stated that Non councillors' advisors should be involved in committees and as such should have an active vote. The number of advisors in any committee should be fewer than the number of Councillors on that Committee as Councillors are responsible for the decisions made. After some discussion, the amendment as noted was proposed as acceptable by Cllr Burges seconded by Cllr El Zamek and voted as 7 in favour, 1 abstention and 0 against.

RESOLVED

- 8.7. **Model Terms of Reference for working groups or projects** – It was proposed by Cllr Harvey and seconded by Cllr Nicholls that there are no changes required to this document. This was voted as all in favour.

RESOLVED

9. Appointment of membership to committees

The membership for the various Committees as recorded below were proposed as accepted by Cllr Burgess, seconded by Cllr Mackenzie, and voted as all in favour.

RESOLVED



9.1. Appeals Committee are	Cllr Widdowson
9.2. Community Services Committee are	Cllrs Nicholls, Mackenzie, Harvey Widdowson, Nixon, Heale, and Kupczyk.
9.3. Disciplinary Committee	Cllrs Burgess and Harvey
9.4. Finance Governance and Asset Committee	Cllrs Burgess, Harvey, Widdowson, El Zamek, Nixon, Kupczyk
9.5. Personnel Committee	Cllrs Harvey, Widdowson, Heale and Burgess
9.6. Planning Committee	Cllr Burgess

The Chair and Vice Chair of each Committee will be reconfirmed or elected at the first Committee meeting after the Annual Parish Council Meeting.

10. Council subscription to other bodies

Council is asked to review and agree the continuation of subscription to the following.

- 10.1. It was proposed by Cllr Widdowson and seconded by Cllr Harvey and votes as all in favour that GLPC subscribes to the National Association of Local Councils (NALC). **RESOLVED**
- 10.2. It was proposed by Cllr Burgess, seconded by Cllr El Zamek, and voted as all in favour that GLPC does not subscribe to Milton Keynes Association of Local Council (MKALC). **RESOLVED**
- 10.3. It was proposed by Cllr Widdowson and seconded by Cllr Kupczyk that GLPC subscribes Society of Local Council Clerks (SLCC) this was voted as all in favour. **RESOLVED**
- 10.4. It was proposed by Cllr Burgess seconded by Cllr Mackenzie that that GLPC subscribes to the National Association of Allotment and Leisure Gardens. This was voted as all in favour. **RESOLVED**

11. Representation on external bodies and the process for reporting back

- 11.1. Parish Forum – after some discussion it was proposed by Cllr Heale and seconded by Cllr Harvey that it would be more effective for the Paris Manger to notify all Cllrs of the Parish Forum dates and the agenda and then any Cllrs interested and available would attend. One Cllr would report back to council. This was voted as all in favour. **RESOLVED**
- 11.2. Milton Keynes Association of Local Councils – no representation required
- 11.3. Great Linford Charities – it was noted that Cllr Burgess was happy to continue is representation on this charity for GLPC
- 11.4. Cross and Stable Working Committee and Trustee Committee – it was noted that Cllr Heale will remain the representative.
Giffard Park Pond – it was noted that Cllr Widdowson will remain the representative.

12. Annual Cllr information and consent forms

Parish Manager noted that question 9 on the form was not clear. Cllrs present confirmed their preference for their public contact details. The form will be improved amended next year.

13. Governance documents, policies, and procedures.

- 13.1. It was proposed by Cllr Heale and seconded by Cllr Nicholls that the schedule of governance documents, policies and procedures, the respective review dates and the committee responsibility be agreed by council. Committee will need to action the review schedule within their meetings. This was agreed by all. **RESOLVED**



13.2. **Code of Conduct** It was noted by Council that Milton Keynes Council Standards Committee had adopted the LGA model code of conduct with some minor revisions. MKC will consider this in June 2022. The Parish Manager will attend the relevant training courses and present the findings to Personnel Committee in July for consideration by GLPC later in the year.

13.3.

14. **Review the meeting schedules** for the rest of the year

14.1. The schedule of meeting was reviewed, and it was proposed by Cllr Heale and seconded by Cllr Kupczyk that this schedule was agreed by Council. This was agreed by all. **RESOLVED**

The Annual Parish Council meeting closed at 19:20

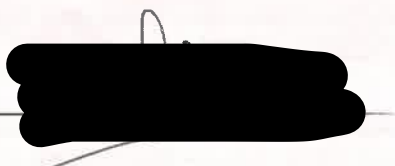


FULL COUNCIL MEETING 25th May 2022

15. Chair to welcome all to the Full Council meeting
16. Public Question Time
No questions were raised
17. Grant applications
<p>17.1. Friday Conniburrow Club – it was proposed by Cllr Widdowson and seconded by Cllr Mackenzie that £500 be awarded to this applicant volunteer group who meet to help residents in the area who may be lonely. This was agreed by all RESOLVED</p> <p>17.2. All people Active – it was proposed by Cllr El Zamek and seconded by Cllr Burgess that £1000 be awarded to this applicant who are a not-for-profit organisation bringing physical activity and sports sessions to communities. They are looking to develop sessions in Conniburrow. It was also agreed to provide them with the facility at Conniburrow free of charge for the first 3 months. This was agreed by all. RESOLVED</p> <p>17.3. MK Diamonds - it was proposed by Cllr Widdowson and seconded by Cllr Nicholls that the applicant a sporting club run by volunteers be awarded £1,000 to help improve the infrastructure of the softball facility at Conniburrow. MKC have given permission and the club are sourcing other funding and contributing skilled labour to the activity. This was agreed by all. RESOLVED</p> <p>Further to discussions about the <u>grant process</u> it was suggested by Cllr Mackenzie that the application and process for grants be improved for all involved. Cllrs also requested that the policy be amended to ensure that applicants attend the meeting to answer any questions from council. ACTION AMEND PROCESS FORM AND POLICY</p> <p>17.4. The Parish Manager wished it noted in the minutes that three applications had been dismissed at the first stage as they were not completed fully and there was no supporting information provided even though it was requested. NOTED</p>
18. Minutes of previous meetings
<p>18.1. It was proposed by Cllr Mackenzie and seconded by Cllr Burgess that the minutes of the Annual Parish Meeting held on Thursday 19th May 2022 were a true record. This was agreed by all. RESOLVED</p> <p>Cllr Mackenzie suggested that the parish council should follow up on the points raised at the meeting and deal with them directly or if they were outside of our control GLPC should actively pursue MKC and Ward Cllrs for some resolution or response. This should be shared via the Communication processes available to GLPC. ACTION</p> <p>18.2. It was proposed by Cllr Widdowson and seconded by Cllr Harvey that with the amendment to the last item – “which should read paddocks of Parks Trust not MKC” the minutes of the Full Council Meeting held on Wednesday 27th April 2022 were a true record. This was agreed by all. RESOLVED</p>

18.3. There were no questions raised in relation to the outstanding resolutions.
19. Council is asked to affirm that the recent
19.1. It was proposed by Cllr Heale and seconded by Cllr Kupczyk that the deliberations as noted in the draft minutes of the Finance Governance and Asset Committee held on Monday 9 th May 2022 were within the remit of this committee. This was agreed by all. RESOLVED
20. Financial transactions
<u>Month's Finance Report and payments</u> – It was proposed by Cllr Widdowson and seconded by Cllr Burgess that the payments and report should be agreed for the transactions presented for April and May. This was agreed by all. RESOLVED
21. The dates for the next meetings were noted
21.1. 13 th June 2022 – Community Services Committee meeting 21.2. 29 th June 2022 – Full Council Meeting 21.3. 4th July 2022 – Personnel Committee meeting
22. Planning Application
It was proposed by Cllr Burgess and seconded by Cllr El Zamek that the recommendations to object the planning application 22/00548/FUL, 35 Kemble Court Downhead Park Milton Keynes MK15 9AX, should be accepted. This was agreed by all. RESOLVED

The meeting was closed at 19:54

Chair 

Date 11/7/22