

You are summoned to attend the meeting of the Parish Council to be held on Monday 18<sup>th</sup> April 2016, at 7.30pm in the Parish Council's Office, Great Linford House 1 St Leger Court Great Linford

### **Agenda**

1. **Apologies**
2. **Declaration of members' interests**
3. **To approve the minutes** of the meeting held on 30<sup>th</sup> March 2016.
4. **Matters arising** from previous minutes to be presented to the Parish Manager before 12 noon the day before the meeting on the above date. These will be circulated to Cllrs.
5. **Public Question Time** – *the meeting will be adjourned for an agreed time by the Chair for the public to ask questions about agenda items.*
6. **Community and Correspondence**
  - 6.1. **Citizens Advice Bureau.** In the 2016/17 budget and the strategic vision GLPC identified ways in which it would work with third parties. At this presentation CAB will provide information as to how they could work with GLPC and our residents. Cllrs will then have the opportunity to answer any questions. Cllrs are then asked to consider how CAB and GLPC could proceed.
  - 6.2. **Neighbourhood Action Group** – report from Cllr Crooks regarding the last NAG walk
7. **Finance**
  - 7.1. Pre application Cllrs are asked to agree the cost of the pre-application fee for the Marsh Drive Ground special ops project.
  - 7.2. Monthly Payments and Finance report - Cllrs are asked to agree the payments for the month of April as well as review and agree the finance report.
  - 7.3. Fees and income Cllrs are asked to consider the report on the fee structure of the various services provided by the parish council. Cllrs are asked to agree the structure and the charges. Terms and conditions will stay the same.
8. **Parish Manager**
  - 8.1. Staffing
    - 8.1.1. Cllrs are asked to agree to the advertising for a reception position on a 6 month trial. Job description and pay are included in the additional information. This is a budgeted item.
    - 8.1.2. Cllrs are asked to agree to the advertising for a Summer of Fun Bookings Support member, who will be responsible for administering the booking and administration from the parish office and also a Summer of Fun venue officer who will provide first aid and admin support at the venues. These are both budgeted items within the SOF programme.

### **Great Linford Parish Council**

Great Linford House, 1 St Leger Court, Great Linford MK14 5HA

Tel: 01908 606613 • Email: [parish.manager@great-linford.gov.uk](mailto:parish.manager@great-linford.gov.uk) • [www.great-linford.gov.uk](http://www.great-linford.gov.uk)

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## 9. Governance

- 9.1. Annual Governance statement 2015/16 – Cllrs are asked to review the 9 statements and agree that each has been met. If Cllrs require any clarification they are asked to contact the Parish Manager before the meeting.
- 9.2. Annual Meeting of the Parish Council – this has been **changed** to the 11<sup>th</sup> May 2016 due to the availability of Cllrs. This meeting is held to elect a chairman and vice chairman and also appoint Lead Cllrs for the distinct areas of responsibility, the representatives of other bodies and projects. Cllrs are asked to put forward their nominations to the Parish Manager by the 9<sup>th</sup> May 2016. Normal Full Council business will be transacted after this meeting.
- 9.3. Annual Parish Meeting is to be held at the Great Linford House and is to be held on Wednesday 25<sup>th</sup> May. This is not a council meeting but a meeting of the parish electors. The purpose is mainly to celebrate local activities and consider local issues. The proposed format of the meeting is set out in additional information Cllrs are asked to review and put forward other suggestions by the 18<sup>th</sup> April. A limited Full council meeting will be held before this session to review and discuss planning applications and financial transactions.

## 10. Planning

- 10.1. Report on Planning Progress (Cllr Stabler).
- 10.2. Memorandum to Councillors
- 10.2.1. **16/00187/FUL – Blakelands House, Yeomans Drive, Blakelands, Milton Keynes, MK14 5HG** – Installation of 4 no. aluminium louvers to match existing to north elevation in addition to 3 no. external condensers to support heating and cooling systems.
- 10.2.2. **16/00323/FUL – 7 Windrush Close, Downhead Park, Milton Keynes, MK15 9BN**– Single storey rear extension, first floor extension and loft conversion with dormer window to rear.

## 11. To confirm the next meeting dates as

- 11.1. Wednesday 11<sup>th</sup> May - Annual meeting of the Parish Council and Full Council Meeting
- 11.2. Wednesday 25<sup>th</sup> May - Full Council Meeting 6:30 to 7:00pm – finances and planning only
- 11.3. Wednesday 25<sup>th</sup> May - Annual Parish Meeting for residents – 7:30pm to 9pm

Date 13<sup>th</sup> April 2016

Eirwen Tagg

*Eirwen Tagg*

Parish Manager

Members of the public are welcome to attend Parish Council Meetings.

Only items listed on this agenda will be discussed. If you have comments about any other subject please contact the Parish Manager [parish.manager@great-linford.gov.uk](mailto:parish.manager@great-linford.gov.uk) or

ring the office on 01908 606613

*Reports and supporting information are available on request*

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