

You are summoned to attend the ANNUAL Parish Council Meeting to be held on **Wednesday 31st May 2017, at 7.30pm** in the Parish Council's Office, Great Linford House, 1 St Leger Court, Great Linford.

Agenda

- 1. Welcome and Introduction from current Chair**
- 2. To receive apologies**
- 3. Election of the Chairman of the Council and the Vice Chairman of the Council**
- 4. Councillor positions:**
 - 4.1. It is proposed by Cllr Calverley that for many/most of the Lead Councillor roles there should also be appointed a Vice-Lead.
 - 4.2. If 4.1 is agreed by Council, nominations for Lead and Vice Lead are required for:
 - 4.2.1. Finance and Governance
 - 4.2.2. Staffing
 - 4.2.3. Communication
 - 4.2.4. Community Engagement
 - 4.2.5. Planning
 - 4.2.6. Strategic Vision
 - 4.3. It was proposed by Cllr Calverley that a Lead Councillor should be appointed to guide, monitor and advise on the day-to-day activities of the Parish Ranger(s) and Enforcement Officer(s) in the pursuance of customer satisfaction, best practice and value for money. This role would also consider the development of these services in the future.
 - 4.4. It was proposed by Cllr Widdowson that a working group for Finance and Governance should be created and nominations for members are invited.
 - 4.5. It was proposed by Cllr Bedford that a working group for Communications should be created and nominations for members are invited. Within this group, Lead Cllr for Summer of Fun and Lead Cllr for Neighbourhood Action group (NAG) should be appointed.
 - 4.6. It was proposed by Cllr Panes that three Cllrs should be nominated to form a Staff Grievance and Disciplinary Committee if the need arose.
 - 4.7. It was proposed by Cllr Panes that three Cllrs should be nominated to form a Staff Appeals Committee if the need arose.
 - 4.8. It was proposed by Cllr Panes that all Lead Cllrs should be responsible for drafting the Terms and Conditions for each of the areas/groups and that these should be ratified by Full Council.

5. **To agree the appointment of the representatives to the:**

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| 5.1. | Great Linford Charities | (1 member) |
| 5.2. | Great Linford Memorial Hall | (1 member) |
| 5.3. | Stars Forum (Sustainable Transport and Road Safety) | (1 member) |
| 5.4. | Parishes' Forum | (2 members) |
| 5.5. | Milton Keynes Association of Local Councils | (1 member) |
| 5.6. | Cross and Stable | (1 member) |
| 5.7. | Milton Keynes Bus User Group | (1 member) |
| 5.8. | Giffard Park Pond | (1 member) |

6. **To agree or confirm the Lead Councillors for active projects:**

- 6.1. Marsh Drive redevelopment
- 6.2. Enhanced publicity and communications
- 6.3. Staffing structure and Parish Team - *resourcing development*
- 6.4. Enforcement and Parish Ranger development (*see agenda item 4.3*)
- 6.5. Canal Art Project phase II
- 6.6. Asset Survey
- 6.7. Redhouse Park Art Project

7. **Governance** – Cllr Widdowson asks Council to familiarise themselves with the relevant documents and the memo detailing the appropriate changes to these documents. Cllr Widdowson proposes:

- 7.1. That there are no amendments required for the **Standing Orders** documentation and thus they are adopted without change.
- 7.2. That Cllrs agree the amendments required to update certain elements of the **Financial Regulations**, with these changes the regulations are then adopted. These changes are detailed in the additional information report.
- 7.3. That Cllrs agree to the amendments to the **GLPC Investment** policy which follows the comments from the Internal Auditor, with these changes the regulations are then adopted.
- 7.4. That Cllrs agree and note the comments and actions made to the Risk Assessment 2017.

The next part of the meeting represents the monthly Council business.

8. Declaration of members interest

9. Councillor resignation

- 9.1. To acknowledge and note the formal resignation of Maureen Windridge (Conniburrow), Ernest Butler (Conniburrow) and Teresa Martignetti (Downhead Park and Willen Park North). Let it be noted that Ms Windridge's resignation was verbal only, requests for written confirmation have not been forthcoming.

10. Councillor Co-option report and recommendations. Formal Council co-option to be held on 12th June 2017 with a welcome to candidates and acceptance of office.

11. To approve the minutes of the meeting held on 3rd May 2017 as a true record.

12. To approve the minutes of the Annual Parish Meeting held on 8th May 2017 as a true record.

13. 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.

14. Public Question Time – the meeting will be adjourned for an agreed time by the Chair for the public to ask questions about agenda items.

15. Telecoms Mast proposal for Marsh Drive

- 15.1. Cllr Foskett proposes that Council should agree the certain principles for the agreement of a partnership with a provider for the lease agreement at Marsh Drive. These are outlined on the additional information.
- 15.2. Cllr Foskett proposes that with the agreed principles the Parish Manager and he should agree the specific terms of any agreement (Heads of Terms). This may require some expenditure from professional services budget, to determine the best offer and lease.
- 15.3. The final contract should be presented to Council for ratification

16. Governance

- 16.1. End of Year report - Cllr Widdowson proposes that the detailed report on the end of year finances and the Annual Return be reviewed by Council and the following proposals be accepted:
- 16.1.1. Highlighted carried forward figures be agreed.
- 16.1.2. That there is no requirement for a virement process.
- 16.1.3. To note update of Asset register list.

- 16.1.4. That the accounting statement, as shown in the document as the Annual Return Report and variances are approved and the Annual Return duly signed by the Clerk and Chair.

17. Finance

- 17.1. Monthly Payments and Finance report - Cllrs are asked to agree the payments for the month of May as well as review and agree the finance report. Cllrs are asked to note and agree the recommendations made.

18. Planning related matters

- 18.1. **Plan:MK** - The working group has agreed a formal response to the Plan:MK consultation. Cllr Widdowson requests that the response is agreed by Council and sent to MKC as the GLPC statement on this topic.
- 18.2. **Urban Capacity** - Cllr Maclean proposes that GLPC may wish to consider a response to the proposals in this study report. The responses may be:
 - 18.2.1. Seek more information.
 - 18.2.2. Make a formal objection to some, or all, of the sites.
 - 18.2.3. Highlight concerns about the viability of some of the sites.
- 18.3. **Scheme of Delegations** - Cllr Calverley proposes that to comply with the new MKC scheme of Delegations GLPC should amend the footnote wording to any application where an objection is made to read, "GLPC wish to be notified in advance should this application be recommended for approval and request that it be called in for consideration by DCC or DCP so that GLPC may make representations to DCC or DCP objecting to the application".
- 18.4. **1 Yeomans and the Neighbourhood Plan** - Cllr Calverley proposes that GLPC should consider the report as detailed and circulated relating to this application and the consideration of the applications to the neighbourhood plan policies. Cllrs are to consider which option should or could be considered:
 - 18.4.1. Accept the decision made by the Planning Officer and DCC, or
 - 18.4.2. Arrange a meeting with the Head of Planning and Senior Officers to discuss future implications for the GLNP, what can be done to boost the effectiveness of the plan and policies, or
 - 18.4.3. Make a statutory challenge or call in of the planning application.
 - 18.4.4. Seek a judicial review by a High Court Judge under the part 54 of the Civil Procedure Rules.

19. Planning applications

19.1. Report and update on planning applications

19.2. Planning updates

- 19.2.1. **17/01030/FUL** - 19 Summerhayes, Great Linford Two storey rear extension
- 19.2.2. **17/01109/FUL** - 6 The Wharf, Great Linford Part single and part two storey extensions and garage demolitions
- 19.2.3. **17/01241/FUL** - 8 Lower Stonehayes, Great Linford Two storey front and rear extensions first floor side above existing garage and a single storey rear extensions (resubmission of 17/00505/FUL)
- 19.2.4. **17/01295/FUL**- 2 France Furlong, Great Linford Proposed alterations to openings to front elevation and porch
- 19.2.5. **17/01229/FUL** - 14 Speedwell Place, Conniburrow Change of use of dwelling house (use class C3) to house in multiple occupation (use class C4) for six lettable rooms (retrospective)
- 19.2.6. **17/01270/FUL** - Church Farm House, 12 High Street, Great Linford Detached residential annex and associated works

20. To agree the next Full Council meetings

- 20.1. Full Council Meeting Monday 12th June 2017 Future vision and planning
- 20.2. Full Council Meeting Wednesday 28th June 2017 Business as normal
- 20.3. Meetings in July - It is proposed by Cllr Maclean that due to the Parish Managers holidays in July, there are no meetings. It should be agreed that Cllrs responsible for Financial and Planning transactions should be given delegated responsibility to process responses as necessary and report in August on these matters.
- 20.4. Meetings in August - It is proposed that there should be one meeting held in August on the 14th. All business should be transacted at this meeting.

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 or ring the office on 01908 606613

Reports and supporting information are available on request

Eirwen Tagg *Eirwen Tagg*

Parish Manager

25th May 2017

Great Linford Parish Council