

**Minutes of the Full Council meeting held on Wednesday 13<sup>th</sup> December 2017 at 7.30pm in the Parish Office, Great Linford House, 1 St Leger Court, MK14 5HA.**

**Present:** Cllrs Bedford, Burgess, Calverley, Coker, Foskett, Heale, Maclean, Macaulay, Neate, Panes (Chair), Stabler, and Widdowson.

Cllr Crooks arrived at 8:36pm.

**Also Present:** Parish Manager.

1. **Apologies** were received and accepted from Cllrs Ward (personal), Khan (work), El-Zamek (holiday) Hyacinthe (course).
2. **Declaration of Members' Interests** – none.
3. **Matters Arising** – none raised.
4. **Public Question Time** – none present.
5. **Community and Correspondence**
  - 5.1. A report from Cllr Widdowson was provided in relation to the TVP Community Forum. It was poorly attended. Suggestions for improving such sessions are being sought.
6. **Finance and Governance**
  - 6.1. Monthly Payments and Finance Report Cllr Neate proposed the finance report and payments be accepted. This was seconded by Cllr Widdowson and voted as: 11 for, 0 against and 1 abstention.
  - 6.2. Internal Audit Interim Report
    - 6.2.1. Cllr Neate proposed that, with the following additions made, this should be agreed by council. This was seconded by Cllr Widdowson and agreed by all.
      - Line 1 – Green book pay rates: this is being considered by the Resource Working Group.
      - Line 2 – Payroll services: budget for 18/19 has been proposed and discussed and outsourcing is to be proposed.
      - Line 3 – Operationally the maintenance requirements should be surveyed and added to the asset register/maintenance schedule in time.
      - Line 4 – CCLA details of the performance are to be included on each Financial report.
      - Line 5 – Bank reconciliations are signed once checked
    - 6.2.2. Annual Return The comments made by the External Auditor were noted and Cllr Neate advised that mitigating actions are being undertaken by the Finance Working party. The comments and actions were noted and proposed as accepted by Cllr Foskett, seconded by Cllr Burgess and agreed by all.
  - 6.3. Asset Maintenance Schedule The expenditure items and the report were accepted, except for the activities relating to the works required on the fire doors. The PM was given delegated powers to proceed with all the works, but the fire doors need to be further researched.
    - 6.3.1. A report from a Fire Officer is required.
    - 6.3.2. If it is deemed that the doors should be altered. Permission from the Landlord should be sought and discussions held with the landlord as to who is responsible for the cost of changing them.



It was proposed by Cllr Neate and seconded by Cllr Foskett that the money is released for the works to be completed, with the provision that the actions to get a report from the Fire Officer and the discussions with the landlord are pursued. This was agreed by all.

6.4. Marsh Drive Tennis Club The Chair summarised the works required in relation to the Tennis Club contract and the invoice/fees.

6.4.1 Cllr Panes proposed that Cllr Calverley, as lead Cllr, should set up a working group to review the contract discussions with the Tennis Club. Cllr Bedford and Cllr Stabler would support this group. This was seconded by Cllr Foskett and voted on as: 10 for, 0 against and 2 abstentions.

6.4.2 In relation to the annual charge, it was proposed by Cllr Bedford and seconded by Cllr Stabler that the rate should be set at £3,991, a price previously discussed with the club. This was voted on as: 10 for, 1 against and 1 abstention.

Cllr Crooks arrived.

## 7 Planning

7.1 Report on Planning Progress was provided by Cllr Stabler.


7.2 Memorandum on all Applications

7.1.1	17/03185/FUL	30 Alverton, Great Linford	No	Objection	was
		proposed by Cllr Stabler, seconded by Cllr Macaulay; all agreed.			
7.1.2	17/03185/FUL	8 Windrush Close, Downhead Park	No	Objection	was
		proposed by Cllr Stabler, seconded by Cllr Bedford; all agreed.			
7.1.3	17/03185/FUL	1 Wellhayes, Great Linford	No	Objection	was
		proposed by Cllr Stabler, seconded by Cllr Burgess; all agreed.			

## 8 Next Meetings were confirmed as:

8.1	Monday 8 <sup>th</sup> January 2018	Full Council Meeting – Topic
8.2	Wednesday 31 <sup>st</sup> January 2018	Full Council Meeting – Business

The meeting was closed at 8:35pm.

Chair  Date 8/1/18