

You are summoned to attend the meeting of the Parish Council to be held on Wednesday 31st January 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 previous meeting held on Monday 8th January 2018.
4. **Matters Arising** from previous meetings 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.
 - 4.1. CAB – After the last meeting Cllr Coker, Cllr Ward and the Parish Manager reviewed the contract considering the Council discussions and amendments penned by Cllr Stabler. These amendments were presented and have been accepted by CAB and other parish councils in the working group. The amended Service Level Agreement is available for review. Cllr Ward proposes the acceptance of this new document.
 - 4.2. Asset maintenance one off expenditure - At an earlier Council meeting there were two items relating to fire doors that the PM was asked to review again with the Fire Officer and if required the Landlord. The meeting with the Fire Officer is documented and available for review. There is no need to amend the doors however there are additional recommendations to mitigate risks identified. Costs will be presented.
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. **Cllr Co-option** – recommendations are made to Council from Cllr Neate regarding the co-option of candidates to fill the vacancies in Conniburrow and Great Linford.
7. **Finance and Governance** – Cllr Neate
 - 7.1. Monthly Payments and Finance Report - Cllrs are asked to agree the payments for the month of January and the Finance Report.
 - 7.2. VAT - Cllr Neate proposes that GLPC continues to engage with DCK Beavers for VAT calculations and advice. This is an 18/19 budgeted item. Report available.
 - 7.3. Payroll - Cllr Neate proposes that as previously discussed the activity of payroll is outsourced to DM Payroll Services. This contract will be charged at a rate of £270/year. This is a 18/19 budgeted item. It is proposed that this contract is agreed for 3 years. Report available.
 - 7.4. Accounting - Cllr Neate proposes that GLPC purchase additional Rialtus financial modules to complement and enhance its current finance package. These modules are for bookings and invoices, sales ledger and purchase ledger. Cost of these modules is £2859 (excluding mileage cost from Swindon for training). Benefits of the modules are to improve work processing and thus improve efficiency, provide more frequent management information and future proof GLPC's financial management. This item is an 18/19 budgeted item but will need to be purchased now to ensure staff and processes are ready for the new financial year. Report available

- 7.5. Expenditure for asset review – A structural and electrical assessment of the lighting columns at Marsh Drive may be required to provide the Council with a full picture of the current and future expenditure required in providing floodlights at this venue. This activity will be completed by a local contractor. The cost of this expenditure is not a budget item but if required by the working party to allow them to progress the assessment monies can be released from Earmarked Reserves.

It is requested that Council should agree to this expenditure and allow the working group to make this expenditure as and when required. Quotes will be available at the meeting.

8. Planning

- 8.1. Report on Planning Progress (Cllr Calverley). A report on the additional information.

8.2. Memorandum to Councillors

- 8.2.1. **18/00052/PNHSE** – 10 Bells Meadow, Willen Park, MK15 9DG
Proposed development - demolition of existing conservatory with new proposed single storey rear extension.
- 8.2.2. **18/00023/FUL** – The Black Horse, Wolverton Road, MK14 5AJ
Proposed development - External alterations to existing terrace area overlooking Grand Union Canal to provide new covered seating area & alterations to balustrading to replace timber balusters with new glass panel inserts
- 8.2.3. **17/03405/FUL** – 21 Gyosei Gardens, Willen Park, MK15 9EL
Single storey rear extension with balcony over.

9. Parish Manager updates and reports

- 9.1. General Data Protection Regulation (GDPR) for information. The reports on GDPR are provided to Council following on from the initial information provided at the meeting in 25 October 2017. Council are asked to be aware of the resource requirement for this work, the deadline and the training commitment required from both Cllrs and Staff to ensure GLPC is compliant, demonstrates compliance and avoids the financial consequence of breaching the Act. Cllrs are asked to review the Project Brief and the Project Plan. A document explaining the steps is also available for your information and guidance. Updates on this work will be provided every month.
- 9.2. Polling Station 3rd May 2018 - Cllrs are asked to note the date of the Borough Elections and the request to use the Office as a Polling Station. GLPC have previously provided the Meeting rooms as an easy location for residents. Cllrs are asked to agree the hiring charge as £300+VAT.
- 9.3. Lead Cllr for Asset Management - Council are asked to note and agree that Cllr Burgess has agreed to be the Lead Cllr for the Asset Management.

10. **Consultations** are notified to GLPC via a variety of mediums. A list is compiled to make Council aware of the type of consultation and deadline dates. If a Cllr wishes GLPC to formally consider and respond to a consultation they are asked to make their intent known. A proposal will then need to be sent to the Parish Manager, with details, 7 working days before the next meeting.

Current consultations are:

- MKC Noise Policy Statement and Neighbourhood Noise Nuisance Complaint Investigation Procedure
- Saxon Court and adjoining land (D4.1), CMK Development Brief Consultation
- Health and Wellbeing Strategy for Milton Keynes 2018 - 2028
- Milton Keynes Draft Mobility Strategy 2018-2036 (LTP4)
- Statement of Licensing Policy 2018 - 2023 Consultation
- Budget Consultation 2018-19

Great Linford Parish Council

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11. To Confirm the Next Full Council Meetings

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| 11.1. | Monday 12 th February 2018 | Full Council Meeting |
| 11.2. | Wednesday 28 th February 2018 | Full Council Meeting – Business meeting |

26th February 2018 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.

Reports and supporting information are available on request.