

Minutes of the Full Council meeting held on Wednesday 27th June 2018 at 7:30pm in the Parish Office, Great Linford House, 1 St Leger Court, Great Linford, Milton Keynes, MK14 5HA.

Present: Councillors Bedford (Chair), Burgess, Calverley, El-Zamek, Foskett, Heale, Hyacinthe, Macaulay, Neate, Panes, Phillips, Stabler and Widdowson.

Cllr Crooks arrived at 8:40pm.

Also, present: Parish Manager, six members of the public and Cllr Minnis Ward, Ward Cllr for Stantonbury.

1. **Apologies** were received and accepted from Cllr Maclean

Resignation notice was presented from Cllr Ward. This was duly accepted.

The Parish Manager (PM) was asked to circulate thanks to Cllr Ward. The PM was asked to make Cllrs aware of the roles Cllr Ward was involved in to see if others would be willing to take over these roles.

2. **Declaration of Members' Interests** – Cllr Calverley declared a personal interest in item 8.7 Audio-Visual.

3. **Minutes of the previous meeting** held on Monday 11th June 2018 were accepted as a true record of the meeting. This was proposed by Cllr Widdowson, seconded by Cllr Macaulay and voted as: 10 for, 0 against and 3 abstentions.

4. **Matters Arising**

4.1. Additional Working Group Members

4.1.1. Staff Grievance and Disciplinary Appeals members are noted as Cllrs: Heale, Foskett Burgess and Hyacinthe.

4.1.2. Staff Appeals Group members are noted as Cllrs: Panes, Ward and Calverley.

4.2. Resolutions Updates – document provided a list of non-completed resolutions

4.2.1. It was proposed by Cllr Calverley that for one of the resolutions (items regarding Yeoman's Drive and the Neighbourhood Plan implications) that the £5k previously agreed but not yet used should be ring-fenced within Earmarked Reserves. This could be used for challenges made against the Neighbourhood Plan. This was seconded by Cllr Stabler and agreed by all. **ACTION**

4.2.2. Cllr Panes asked how this list would be used proactively in the future so that activities not yet completed could be tracked. It was proposed by Cllr Macaulay that this documentation should be shared every six months and reviewed accordingly. This was seconded by Cllr Panes and agreed by all. The Chair asked the PM to include this item on the agenda for December. **ACTION**

5. **Public Question Time** – the meeting was closed at 19:42pm for public questions. A member of the public spoke on the planning application.

The meeting was reopened at 7:47pm.

6. **Planning**

6.1. Report on Planning Progress was provided by Cllr Stabler.

6.1. Memorandum to Cllrs on the planning application

6.1.1. 18/00214/FUL 11 & 12 The Crescent, Marsh Drive, Great Linford
Cllr Stabler proposed that, following a meeting with the MKC Planning Officer on-site, GLPC defer consideration of the amended plans. This is on the understanding that the Planning Officer will update the applicant/agent about the issues and, work with them to

bring forward a solution to secure a successful outcome. This was seconded by Cllr Calverley agreed by all.

7. Grant Applications S137

- 7.1. MK Foodfest – A delegation from the Foodfest gave a presentation about the festival to be held on 15th September 2018. Cllr Heale proposed that the application be accepted. This was seconded by Cllr Foskett. However, Cllr Panes made an amendment that as the insurance payment is not due until 30th August, the grant payment will not be released until that time. This amendment was proposed by Cllr Heale and seconded by Cllr Foskett. This was voted as: 11 for, 0 against and 2 abstentions. It was agreed that BACS would be used to support this grant payment. **RESOLVED**

- 7.2. FeedMK – Cllr Stabler proposed that the grant of £400 should be accepted and this was seconded by Cllr Panes. **RESOLVED**

Cllr Panes proposed that the Finance groups should look at the grant process criteria to view whether the criteria for accepting grants and the supporting information required should or could be changed to allow some simple grants to be delegated to the RFO and not Council. This was seconded by Cllr Calverley and all agreed. **ACTION**

8. Finance and Governance

The four points relating to the end of year accounts and the Annual Return were proposed as accepted by Cllr Neate.

- 8.1. End of Year Report – Noted the performance against budget and that the required £7,500 should be carried forward for the completion of the website.
- 8.2. Internal Audit Report – Noted that the internal control objectives had all been met and the Internal Auditors section was duly signed.
- 8.3. Annual Return – Section 2, the accounting statement was presented.
- 8.4. Explanation of Variation – These were duly noted completed and numerical explanations of the variances over or under 15% were detailed.

Acceptance of the above points was seconded by Cllr Foskett and voted as: 12 for, 0 against and 1 abstention.

Cllr Neate asked that thanks be minuted for the hard work and commitment shown by the PM and Finance Assistant.

8.5. Monthly Payments and Finance Report

Cllr Neate proposed that:

- 8.5.1. The payments for the month of June were correct and should be paid.
- 8.5.2. All the bank reconciliations had been completed and duly signed.
- 8.5.3. The property report funds have been noted and remain positive at £1,009,424.

As the Finance Report had not been circulated to all Cllrs, Cllr Panes recommended that it should be circulated immediately and that if anyone has any questions they should raise them directly

with Cllr Neate. If there are no issues the payments should be authorised by the Finance signatories. This was seconded by Cllr Burgess and agreed by all. **ACTION**

- 8.6. Contracted Payments and their method of payment were proposed as a true record by Cllr Neate. This was seconded by Cllr Foskett and all agreed.

Cllr Crooks arrived at 8:50pm.

- 8.7. Audio-Visual Equipment – The Chair asked Cllrs to confirm that they were still content for the meeting room to be fitted with audio-visual equipment. This was proposed as accepted by Cllr Widdowson, seconded by Cllr Foskett and agreed by all. Cllr Calverley declared a personal interest and did not vote. **RESOLVED**

With the acceptance that audio visual equipment is still a requirement, Cllr Panes proposed that the option to purchase an overhead projector and TV screen with hearing loop for a cost of £4,170 should be accepted. This was seconded by Cllr Stabler and agreed by all. Cllr Calverley declared a personal interest and did not vote. £1,500 will be taken from the budget and the remaining monies from general reserves.

RESOLVED

- 8.8. Membership of Milton Keynes Association of Local Council (MKALC) – It was proposed by Cllr Stabler and seconded by Cllr Panes that £135 should be paid for the above membership. This was a budgeted item and was agreed by all. **RESOLVED**

9. **Projects/Initiatives** – No formal update was available, but a written high-level update sheet was circulated to Cllrs.

10. **Parishes' Forum** – A written report was provided by Cllr Stabler. Questions were raised by Cllr Calverley about the landscaping progress but, at this time, a watching brief was agreed as the right approach.

11. **Consultations** – The two new consultations in relation to the Drayton Park School and Brookward merger and the informal consultation on a proposal to close Walnuts Childrens Home were noted by Council.

12. **The following forthcoming Full Council meetings were confirmed:**

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| 12.1. | Monday 9 th July 2018 | Full Council Meeting – Topic |
| 12.2. | Wednesday 25 th July 2018 | Full Council Meeting – Business |
| 12.3. | Monday 13 th August 2018 | Full Council Meeting (only one meeting in August) |
| 12.4. | Monday 10 th September | Full Council Meeting – Resourcing |
| 12.5. | Wednesday 26 th September 2018 | Full Council Meeting – Business |

The meeting was closed at 9:05pm.

Chair _____

Date _____