

Minutes of the Full Council meeting held on Wednesday 31st January 2018 at 7.30pm in the Parish Office, Great Linford House, 1 St Leger Court, MK14 5HA.

Present: Councillors: Bedford, Burgess, Calverley, Coker, Crooks, El-Zamek, Foskett, Heale, Neate, Omole, Panes (Chair) and Ward.

Also Present: Parish Manager

1. **Apologies** were received and accepted from Cllrs Maclean (Governors' meeting), Hyacinthe (course), Macaulay (holiday), Stabler (holiday) and Widdowson (holiday) and were accepted by all.
2. **Declaration of Members' Interests** – none
3. **Minutes of the Previous Meetings** held on the Monday 8th January 2018 were proposed as a true record by Cllr Bedford and seconded by Cllr Ward, it was voted as: 11 for, 0 against, 1 abstention.

RESOLVED

4. Matters Arising

- 4.1. Citizens Advice Bureau – Following the last meeting's discussions about the need to amend certain words within the CAB Service Level Agreement/Contract, Cllrs Coker and Ward presented the changes. These were discussed and the proposal to accept the changes made by Cllr Ward, seconded by Cllr Foskett and voted as: 10 for, 1 against and 1 abstention.

RESOLVED

- 4.2. Asset Maintenance – As per discussions at a previous meeting, updated costs and actions relating to the fire doors at the High St Pavilion and the Office were presented. These costs were noted and the accepted. The expenditure is a budgeted item.

RESOLVED

5. **Public Question Time** – No public present.

6. **Cllr Co-option** – Cllr Neate presented a report on the recent co-option interviews. It was proposed by Cllr Neate that Nick Phillips be co-opted to Great Linford Ward and Alifa Chowdhury be co-opted to Conniburrow Ward. This was seconded by Cllr Heale and agreed by all.

RESOLVED

7. Finance and Governance

- 7.1. Monthly Payments and Finance Report – Cllr Neate proposed that the payments for the month of January, and the Finance Report be accepted. This was seconded by Cllr Burgess and agreed by all.

RESOLVED

- 7.2. VAT – Cllr Neate proposed that GLPC continues to engage with DCK Beavers for VAT calculations and advice. This is an 18/19 budgeted item and was seconded by Cllr Crooks and agreed by all.

RESOLVED

Cllr Neate proposed that the RFO should obtain quotes for insurance to cover financial liabilities created by VAT investigation. This was seconded by Cllr Burgess and voted as: 11 for, 0 against and 1 abstention.

RESOLVED

- 7.3. Payroll - Cllr Calverley proposed an amendment to the original proposal to outsource the payroll function to DM Payroll Services. Due to the time pressures, if a satisfactory and fair agreement cannot be achieved, then the appointment of an alternative provider should be made and agreed by the Finance and Governance Working party, with a reasonable cost. This was seconded by Cllr Bedford and agreed by all.

RESOLVED

Cllr Calverley proposed that this agreement with any provider should be for 12 months. This was seconded by Cllr Ward and agreed by all.

RESOLVED

Cllr Neate's proposal for outsourcing was seconded by Cllr Calverley and all agreed. This is a budgeted item up to £500.

7.4. Accounting - Cllr Neate proposes that GLPC purchases the following additional financial modules to complement the existing financial suite. These include the Booking facilities and the Sales and Purchase ledgers. This was seconded by Cllr Burgess and was agreed by all. Cost of these modules is £2859 (excluding mileage cost to Swindon for training). **RESOLVED**

7.5. Expenditure for Asset Review – Cllr Calverley proposed a survey of the electrical and structural testing of the columns at the Tennis Club Marsh Drive. It was agreed that, due to the age of the columns, this was a necessity. This was seconded by Cllr Ward and voted as: 11 for, 0 against and 1 abstention. **RESOLVED**

8. Planning

8.1. Report on Planning Progress – This was presented by Cllr Calverley and noted by Council.

8.2. Memorandum on All Applications

8.2.1.	18/00052/PNHSE	10 Bells Meadow, Willen Park	No objection
8.2.2.	18/00023/FUL proposed by Cllr Calverley and seconded Cllr Bedford; 1 against.	The Black Horse, Great Linford	No objection was
8.2.3.	17/03405/FUL proposed by Cllr Calverley as it is contrary to Parking Standards SPD 2016, Policy T15 (ii), D1 (iii), D2 (i) and (ii). It was seconded by Cllr Burgess and all agreed.	21 Gyosei Gardens, Willen Park	Objection was
8.2.4.	17/3334/CLUE noted	Southwood School Conniburrow	No objection

9. Parish Manager updates and reports

9.1. General Data Protection Regulation (GDPR) – An update was provided. Key dates are noted as:

- 14th May – training for Cllrs
- 25th May – go live date

9.2. Polling Station 3rd May 2018 – It was proposed by Cllr Calverley that the GLPC office is used as the Polling Station and that the charge should be £500 net. This was seconded by Cllr Foskett and voted as: 11 for 0 against and 1 abstention. **RESOLVED**

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 Asset Management. This was proposed by Cllr Neate and seconded by Cllr Coker; all agreed. **RESOLVED**

10. Consultations

10.1. Council noted the list of consultations that are live and that notification of any that Cllrs wished to comment on would be presented to the Parish Manager.

11. Next Meetings' Topics and Dates were confirmed as:

11.1.	Monday 12 th February 2018	Assets Part 1 Full Council Meeting
11.2.	Wednesday 28 th February 2018	Business Full Council Meeting

The meeting was closed at 8:50pm

Chair _____ Date _____

DRAFT