

Minutes of the Full Council meeting held on Wednesday 24th February 2016 at 7.30pm in the Parish Office, Neath Hill Local Centre.

Present: Councillors; Bedford, Large, Macaulay, Stabler, Lawar, Maclean, Foskett and Widdowson Panes (Chair).

Also Present: Parish Manager Crooks arrived late

1. **Apologies** were accepted from Cllr Windridge (ill), Cllr Omole (working) and Cllr Dean (working). These were proposed as accepted by Cllrs Stabler and Cllr Bedford and all agreed.
2. **Declaration of members' interests** - None declared
3. **Minutes of the previous meeting** - It was proposed by Cllr Widdowson and seconded by Cllr Macaulay that the minutes of the meeting held on the 8th February 2016, should be agreed as a true record. This was agreed by all.
4. **Matters arising** - None
5. **Public Question Time** - None
6. **Finance**
 - 6.1. Van - It was proposed by Cllr Foskett and seconded by Cllr Widdowson that the expenditure for the van maintenance be agreed. This was authorised by the Parish Manager under delegated powers. Costs are within budget and expenditure was incurred as the van failed its MOT. This was agreed by all.
 - 6.2. Electricity - It was proposed by Cllr Foskett and seconded by Cllr Stabler that the Parish Manager should investigate the recently received bills for Marsh Drive and Pear Tree Pond which were considerably higher than expected. Payment is required by the Supplier immediately but an investigation into the meter readings is to be conducted. A report to council will be provided when information is available. Virements will be required as the cost centre will be over budget. This was agreed by all.
 - 6.3. Monthly payments and Financial report - Cllr Widdowson proposed acceptance of the financial report and the payments for the month. This was seconded by Cllr Stabler and was agreed by all.
7. **Governance**
 - 7.1. Internal Audit report - Cllr Widdowson proposed that the actions/recommendations as highlighted in the Internal Audit report should be agreed, this was seconded by Cllr Foskett and this was agreed by all.

7.2. VAT advice and report

- a. Following advice and discussion from DCK Beavers it was proposed by Cllr Widdowson and seconded by Cllr Stabler that Opt to Tax on the new premises should be agreed from the 21st March 2016. This was agreed by all Cllrs.
- b. It was proposed by Cllr Foskett and seconded by Cllr Lawar that the advice from DCK Beavers for GLCP to become VAT registered should be accepted. DCK Beavers would be agents for GLPC and would assist with this process. Cost of these actions is £0.
- c. It was proposed by Cllr Widdowson and seconded by Cllr Foskett that DCK Beavers should be engaged to assist with a quarterly health check of accounting records, adjust transaction coding (where applicable) and review internal codes. This arrangement would cost £380 plus mileage for a day's visit once a quarter. Officers would report back to Council on the effectiveness of this service and if a further quarterly visit was required. It is envisaged that after 3 visits the service would no longer be required. This is not a budgeted item and will need to be funded from reserves. This was agreed by all.
- d. It was proposed by Cllr Widdowson and seconded by Cllr Macaulay to engage DCK Beavers on an annual basis for the VAT partial exemption calculations. This would be at a cost of £195. It is an unbudgeted item, but Legal and Professional services have been budgeted for in 16/17 for such items.

7.3. Investment policy - This item was deferred.

7.4. Financial regulations – This item was deferred.

7.5. Standing orders - This item was deferred.

7.6. Smaller Authorities Audit appointment - It was proposed by Cllr Widdowson and seconded by Cllr Foskett that as advised by BALC, GLPC will under the Local Audit (small Authorities) Regulations 2015 remain within the external audit arrangements that the Smaller Authorities Audit Appointments Limited (SAAA) is putting in place (as of 1st April 2017). This was agreed by all.

7.7. Great Linford Charities - Cllr Large proposed that he would happily be the GLPC representative for this charity. This was seconded by Cllr Widdowson and agreed by all.

7.8. Internal Audit It was proposed by Cllr Widdowson and seconded by Cllr Larger that ICT Audit should be asked to consider a 3 year contract for the provision of Internal Audit services for GLPC. The cost is estimated at £800 per year. This was agreed by all.

8. Planning

8.1. Planning Updates – Updates report was received and noted

8.2. Planning Applications

- 8.2.1. **16/00033/ful Underpass at Monks Way Bolbeck Park** - Installation of public artwork. No Comment
- 8.2.2. **16/00032/ful Underpass at Danstead Way** - Installation of public artwork. No Comment
- 8.2.3. **16/0014/ful 54 Tadmarton Downhead Park** Objection GLPC recommends refusal based on policy D2A i, ii D2 I ii and iv Milton Keynes Local Plan 2001 to 2011 adopted Dec 2005, this was proposed by Cllr Stabler, seconded by Cllr Large and voted on as: 7 for, 0 against and 2 abstentions.
- 8.2.4. **16/00194/ful 25 Bells Meadow** - Single storey rear extension. No Comment

9. Community and Correspondence

9.1. Clean for the Queen - Cllr Macaulay asked for it to be minuted that thanks should be sent to Ruth for her organisation and for conducting a clear concise and positive interview on the radio. All agreed.

Cllr Crooks arrived

10. Projects

10.1. Relocation Project

- 10.1.1. The report and the budget update were provided to council. The budget is on target. Cllr Foskett proposed formal acceptance of the budget and expenditure items. This was accepted by Cllr Large and all agreed
 - 10.1.2. Cllr Stabler and Cllr Macaulay agreed the communication plan.
 - 10.1.3. Next steps regarding the closure of the office, the issue with dilapidations and the temporary office location were all discussed and noted by council. The office team will maintain communication via email and telephone for the two weeks 14th March to 21st March.
- 10.2. Gyosie Art project, target date is still achievable. An open day is planned, details tbc, and the contracts and works have been agreed with all artists.
- 10.3. Marsh Drive redevelopment – Of the 5 companies who showed and interest, 3 had returned proposals by the delivery date. 1 has been rejected the other 2 have been asked to do a presentation in April before a final decision is made.
- 10.4. Neighbourhood plan – update was provided on the acceptance of the plans

11. To agree the next meetings

- 11.1. Full Council Meeting - Monday 7th March 2016, Cricket Pavilion Great Linford.
- 11.2. Full Council Meeting - Wednesday 30th March 2016, New offices at Great Linford House, 1 St Leger Court, Great Linford.

The change to the dates and venues was proposed by Cllr Widdowson and seconded by Cllr Stabler, and was agreed by all.

The meeting was closed at 8:25

Chair _____

Date _____