

**MINUTES of the Parish Council Meeting held on Monday 12 July 2021**  
**At 19h30, St Mary’s Church, Woughton on the Green, MK11 9GR**  
 (In accordance with social distance and guidance principles)

Councillors Present: Cllr Charlotte Hall (CH)-(Chair)  
 Cllr Vanessa Freeman Gwynn (VFG)-(Vice Chair)  
 Cllr Ray Brown (RB); Cllr Roy Kenyon (RK)  
 Cllr Mary Major (MM); Cllr Phil Nash (PN)  
 Cllr Rob Grindley (RG); Cllr Geoff Long (GL)

Co-option: Cllr Emma Wilson (EW)-Passmore Ward  
 Ward Councillor(s) Cllr Charlotte Hall (dual hat)

Officers Present: Vicky Mote-Locum Clerk  
 In Attendance: 5 members of the public

Meeting started at 19h32

Ref	MINUTES
1.	<p><b>Clerk</b>            Cllr CH notified council that Jackie Williams had resigned 11/06/21.            Cllr CH welcome Vicky Mote-Locum Clerk and put a motion to council to formally appoint her as Locum Clerk/RFO until such time as a new Clerk/RFO has been appointed.            Council RESOLVED to appoint Vicky Mote as a Locum Clerk/RFO until a new Clerk/RFO has been appointed.</p>
2.	<p><b>Public question time, including Parish and Ward Councillor updates:</b>            In accordance with Standing Order 3(e) &amp; 3(f) members of the public may ask questions on any matters dealt with by Full Council included on this agenda. <i>(please note that this item will generally be restricted to a maximum of 15 minutes, subject to Chair’s discretion).</i></p> <p>Member of the public raised an issue about overgrown hedges and streetlights. Resident confirmed that he had logged these issues on online with Milton Keynes Council however, they had just been closed without action. Ward Cllr CH confirmed that she would go and visit resident to discuss these issues further.</p>
3.	<p><b>Procedural</b></p> <p>3.1 <u>Apologies</u> – None</p> <p>3.2 <u>Declarations of Interest by Councillors</u>            Cllr CH regarding item 5: the Patch Allotment Association (President).            Cllr MM regarding item 5, as a Trustee of the Patch Allotment Association.</p> <p>3.3 <u>To agree 17 May 2021 meeting minutes and AGM minutes (Chair).</u>            Council RESOLVED that the draft minutes of the meeting and AGM held on 17 May 21 be accepted as a true copy; duly signed by Cllr CH (Chair).</p> <p>3.4 <u>Matter arising from these minutes not covered elsewhere on the agenda (Chair).</u>            None</p>

	<p>3.5 <u>Co-option of Emma Wilson, Passmore (All).</u>          Council RESOLVED to co-opt Emma Wilson (EW) into the Passmore Ward. Cllr EW signed her Acceptance of Office Form and was invited to join the meeting.</p> <p>3.6 <u>Appointment of new Clerk-progress (Chair).</u>          Cllr VFG gave council an update. Advert has gone out; have received several expressions of interest. Interviews will take place immediately after the deadline of 23/07/21.</p>
<p>4</p>	<p><b>Finance (Cllr Kenyon)</b></p> <p>4.1 <u>Approval of the latest payments schedule</u> (previously circulated).          Cllr RK ran through the report. Council NOTED payment schedule dated 12/05/21 to 30/06/21.</p> <p>4.2 <u>Bank signatory update.</u>          Council RESOLVED to remove Andrew Humphries (retired Chair) and Julian Vischer (retired Clerk) as signatories.</p> <p>4.3 <u>Financial situation report.</u>          Cllr RK gave an update on financial position as follows:          Potential liability of £6,000 on completed capital projects, leaving nominal reserves at approximately £30,000.          No capital projects expenditure so far in this financial year.</p> <p>4.4 <u>Internal Audit Report.</u>          Council RECEIVED the IAC internal audit report.          Council NOTED that the internal auditor, IAC Audit &amp; Consultancy Ltd has breached both their Contract and Regulations in not complying with the deadline of returning their internal audit report. This breach meant that the parish council has failed to meet their deadline of submission of their AGAR by 2 July 2021. Council has been asked to re-submit their financial information to internal auditor.</p> <p>Council NOTED the internal auditor notification of a negative response in respect of Control Objective M. The Period of Exercise of Public Rights 2019/20 did not provide for 30 working days.</p> <p>Council RESPONSE is that the Clerk inadvertently missed a bank holiday date, which is not classed as a working day.</p> <p>Cllr CH put a MOTION forward for council to consider the appointment of a new internal auditor for 2021/22 financial year.          Council RESOLVED to go ahead with sourcing a new internal auditor.</p> <p>4.5 <u>External Audit Return.</u>          Cllr CH advised council that she has requested an extension from PKF Littlejohn, which has been granted up to end of July 2021.</p> <p>Council RESOLVED to agree the Period of Exercise of Public Rights 2020/21 for 30 working days commencing Monday 19 July 2021 and ending Friday 27 August 2021.</p>
<p>5.</p>	<p><b>Allotments</b></p> <p>5.1 <u>Patch Report (PAA).</u></p>

	<p>Council NOTED the Patch Allotment Committee Report, previously circulated. Cllr PN confirmed that the PAA accounts had been independently reviewed. Council thanked and commended the PAA for getting the £9,500 from Lottery Fund to be used for fencing.</p>																				
<p>6.</p>	<p><b>Environment</b></p> <p>6.1 <u>Canal &amp; River Trust Partnership</u> (Cllr Long).        Another boat near fly over in bad condition, reported to Canal &amp; River Trust and also fallen tree blocking the towpath. Small area of towpath not been done, may need to visit approx 180m.</p> <p>Future agenda item: Council to CONSIDER if they wish to resume their own towpath repairs. Council to look at signing up existing group of volunteers and then any new group.</p> <p>6.2 <u>Ward Projects</u>.        Cllr CH proposed council halt all projects until new Clerk appointed. Council RESOLVED to accept the proposal.</p> <p>6.3 <u>Environment Log</u> (previously circulated) (Cllr Hall).        Cllr CH confirmed that she has updated the log.</p> <p>6.4 <u>Litter Picking Programme</u> (Cllr Hall).        New dates had been sent out in latest newsletter. Recent litter pick was supported by a party of 10 new residents. Next date is 14 August 2021.</p> <p>6.5 <u>Street light replacement in Adams Court and Baskerfield Grove</u>.        Cllr CH confirmed that the parish council has been working for over two years with Milton Keynes Council (MKC) to keep the heritage lighting. MKC had confirmed that the new LED fittings could be put into the globes and had been. However, two weeks ago operatives had been to change a number of fittings to 'flat heads'. Cllr CH will investigate this further.</p> <p>6.6 <u>Planning</u> (Cllr Grindley)        6.6.1 Council NOTED the update on previous planning applications.</p>																				
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6.6.2 Planning applications since the last meeting.  
 Council NOTED the update and status given by Cllr RG on applications received since last meeting.

REFERENCE	ADDRESS	DETAILS	STATUS
21/01276/TPO	17 The Green, WOTG	Tree Works on South Boundary	Approved
21/01591/PANO TH	Baskerfield Grove / Newport Road, WOTG	18m 5G Mast and associated cabinets / works	PENDING OWPC (Objection)
21/01617/FUL	5 Goodmans Gardens, WOTG	Single storey side extension	PENDING
21/01688/FUL	52 Passmore	[ Retrospective Application] - Extension of Conservatory / Porch	PENDING OWPC (Objection)

6.6.3 Planning Matters.  
 6.6.3.1 Conservation Area Review-No progress to report.

**7. Communications**

7.1 Report from any other outside meetings (All).  
 Cllr MM confirmed she had attended the last Parish Forum, notes circulated. Two main topics were (1) Devolved Landscaping and (2) How parishes are holding meetings.

Cllr's MM, GL, EW went to see the Great Linford community larder at Downs Barn. The relevant Parish Council would pay the £25 per membership towards running costs (rather than residents) which would not be viable for OWPC. MKC are looking to open five more larders across Milton Keynes. Cllr EW confirmed that she had visited Coffee Hall larder and had agreed to help set up the Tinkers Bridge larder. The community larders are provided by Sofea and run by volunteers. £10 one off setup, £3.50 single or £7.00 family monthly subscription. New larder starting up at Coffee Hall in a week. Cllr PN asked for materials for parish council to promote and signpost through communications teams. EW to consider article for next Newsletter

Cllr RG met with City Fibre, estimating Sept to turn on Lucas Place.

7.2 Correspondence-other than email (All).  
 Cllr CH confirmed letter received from St Marys bringing to attention the issues with landscaping, balustrade outside, grounds near war memorial, hedge around boundary or church, which should be maintained by MKC. Cllr CH is trying to arrange a site visit with key person at MKC.

Cllr CH confirmed that she had responded to the resident and had explained the process followed and that letters had been delivered by hand to every household in the parish (x 400) and help and assistance offered to residents. The PC had

	<p>done as much as it could to allow all residents to make their views known on this matter which was clearly effective in terms of numbers of comments submitted.</p> <p>Feedback received from marathon was Wardens shouting instruction early in the morning, feedback has been passed onto the organiser.</p> <p>7.3 Newsletter (Cllr's Freeman Gwynn, Hall, Nash). The Summer newsletter had recently been distributed and survey responses were beginning to come back in. Work starts on the Autumn edition on 20/07/21.</p> <p>7.4 Budget Survey update (Cllr Nash).        Cllr PN confirmed that Parish Survey had gone live a week ago and so far, 12 online responses received. No paper copies received to date, closing date 31/07/21. Cllr PN confirmed that he had to pay for two months with survey company, circa £30, which means that the parish council could extend the survey to 27/08/21 if required.</p>
8.	<p><b>Date and time of next meeting</b>        Council NOTED next Full Council meeting on 13 September 2021 @ 19h30.        Annual Parish Meeting 9 August 2021 (provisional)</p>

Meeting Ended at 20h45

DRAFT