



**MINUTES of the Parish Council Meeting held on Monday 8th November 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) (arrived 19.47)  
Cllr Ray Brown (RB); Cllr Rob Grindley (RG);Cllr Roy Kenyon (RK);  
Cllr Geoff Long (GL);  
Cllr Mary Major (MM); Cllr Phil Nash (PN);

Ward Councillor(s) Cllr Charlotte Hall (dual hat)

Officer Present: Charlie Davies (Clerk) (CD)

In attendance: 6 members of the public

Meeting started at 19h30

REF	MINUTES
1.	<p><b>Public Open Forum, including Parish and Ward Councillor updates:</b></p> <p>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> <ol style="list-style-type: none"><li>1. Use more environmentally friendly paper – re letters. Discussions took place with regards to the issue or 'thicker' paper needed to actually deliver through letter-boxes.</li><li>2. Resident asked again if the bushes adjacent to Ye Olde Swan could be cutback. Cllr CH confirmed she has a meeting with the landscaping contractor to discuss this and other issues. It is likely that the Willow tree adjacent to bus stop and self-set ash tree at corner of pub will be removed. MKC assessing these trees.</li><li>3. Lucas Place Update: Cllr Grindley has been in communication with Orbit on a number of matters : white lining ; parking signage ; roof , heating and other works and will feedback in due course.</li><li>4. Issue with regards to pathway from Castle Rose to Groveway – leaf/ moss and overgrown and pavement parking, forcing pedestrians to walk in the road. This has been reported a number of times. Cllr Hall to follow-up.</li><li>5. Representation from Woughton Park resident and the concerns over the works that have been carried out and the lack of regular maintenance (grass cutting etc) in terms of gaining the benefit / value for money of the projects implemented. Cllr CH confirmed that there were city wide issues here and that as a Parish Council we were continuing to explore a different landscaping option – that of seeking to work with The Parks Trust in areas not already tended by them.</li></ol> <p>Open Session finished at 19h50</p>

<p><b>2.</b></p>	<p><b>Procedural</b></p> <p>2.1 <u>Apologies.</u> Council RESOLVED to accept Cllr Emma Wilson apology.</p> <p>2.2 <u>Declarations of Interests by Councillors.</u> Cllr CH regarding item 4: the Patch Allotment Association (President). Cllr CH is a neighbour of planning application Ref 21/01842/FUL &amp; 21/01262/DISCON Cllr MM regarding item 4, as a Trustee of the Patch Allotment Association.</p> <p>2.3 <u>To agree 13th September 2021 Meeting Minutes (Chair).</u> Council RESOLVED that the draft minutes of the meeting held on 13th September 21 be accepted as a true copy with amendment 3.3 12<sup>th</sup> JULY; duly signed by Cllr CH (Chair).</p> <p>2.4 <u>Matters arising from these Minutes not covered elsewhere on the agenda (Chair).</u> No matters arising.</p>
<p><b>3</b></p>	<p><b>Finance (Cllr. Kenyon)</b></p> <p>3.1 <u>Approval of the latest payments schedule (previously circulated).</u> Cllr RK ran through the report. Council NOTED payment schedule dated : 31/08/21 to 31/10/2021</p> <p>3.2 <u>Bank and signatory update.</u> Cllr RK confirmed that previous Clerk and retired councillor have been removed. Council RESOLVED that Charlie Davies (Clerk/RFO) be added as a new signatory.</p> <p>3.3 <u>Financial situation report (circulated prior to meeting).</u> <b>Savings Account:</b> 12-month fixed term interest account has recently matured. Current rate is 0.5% higher than the instant access account. Monies will be left on instant access. Monitoring fixed rates being offered. <b>Bank Balances :</b> Monies held at Metro Bank as at 31/10/21 were £37,274 and outstanding liabilities were £3,321 with a net balance of £ 33,953</p> <p>3.4 <b>Bank Reconciliations:</b> Confirmed, verified and noted  Council RESOLVED to accept the Finance Report.</p> <p>3.5 <u>Internal Audit</u> Audit 2020-2021 now complete</p> <p>3.6 <u>External Audit Notice of Conclusion of Audit and Outcomes</u> The statutory notice of conclusion of audit and outcomes for 2020/2021 were published on the 24<sup>th</sup> September (deadline 30<sup>th</sup> September) and displayed both on website and Ward noticeboards together with sections 1, 2 &amp; 3 of the AGAR. Recommendations and comments were noted.  The Council RESOLVED to ensure timings of notices were met and other recommendations applied.</p>

	<p><b>3.7 <u>Draft Budget 2022-2023</u></b></p> <p>The draft budget was presented. Cllr Nash talked through some of the financial implications of moving the IT system to Microsoft 365 (from Google). Support and training would be available under Microsoft 365 and overall the monthly costs would be less. However, there would be a one off cost of £960 to transfer data etc. This cost not included in the draft budget. The reduced monthly costs would recoup the one off costs within 21 months, should we decide to go ahead.</p> <p>Any financial liabilities that might be due to Devolved Landscaping arrangements are also not included in the draft budget as details have yet to be drawn-up.</p> <p>The Council RESOLVED to accept the Draft Budget 2022-2023 and to make available for public consultation.</p> <p><b>3.8 <u>Precept 2022-2023</u></b></p> <p>The Council RESOLVED to accept the recommended precept for 2022-2023 of £10,925 (an increase of 20% or £4.32 BAND D per annum). Consultation would take place until the 20<sup>th</sup> December 2021.</p>
<p><b>4</b></p>	<p><b>Allotments</b></p> <p>4.1 <u>Patch Report (previously circulated) (Patch Allotment team),</u> Council NOTED the Patch Allotment Committee Report presented by Cllr RK.</p>
<p><b>5</b></p>	<p><b>Environment</b></p> <p>5.1 <u>Canal &amp; River Trust Partnership (Cllr. Long).</u></p> <p>Cllr Long reported that there would be a cross-parish action day (litter) on the 20<sup>th</sup> November. A team of volunteers in OW is committed to action. MKC have provided refuse bags and there will be a central collection point for any waste and debris collected.</p> <p>Other issues: fallen tree reported ; concern over pavement parking generated from boat traffic; boats without permits and rubbish.</p> <p>5.2 <u>Ward projects.</u> Cllr CH proposed to continue to put ward projects on hold until budget and forward planning has been discussed and confirmed. Council RESOLVED to continue to accept the proposal to put on hold.</p> <p>5.3 <u>Environment Log (previously circulated) (Cllr.Hall).</u> No Comments.</p> <p>5.4 <u>War Memorial (Cllr Hall).</u> The War Memorial, which is a Grade II listed asset owned by OWPC has been cleaned and tidied in readiness for Remembrance Sunday ( 14/11/21)</p>

	<p>5.5 <u>Street light replacements in Adams Court and Baskerfield Grove / Verley Close.</u>  Cllr CH confirmed that she has not managed to determine why <u>all</u> of the heritage Globe lights, which had already been fitted with LED's, have now been removed. Cllr CH confirmed that the same is about to happen in Verley Close (14 lights) despite previous liaisons and work with MKC over a number of years.</p>			
<p><b>6</b></p>	<p><b>Planning (Cllr Grindley)</b>  6.1 Update on Previous Planning Applications</p>			
	<p><b>REFERENCE</b></p>	<p><b>ADDRESS</b></p>	<p><b>DETAILS</b></p>	<p><b>STATUS</b></p>
	<p><b>21/01262/DISCON</b></p>	<p>5 The Green, WOTG</p>	<p>Details submitted pursuant to discharge Conditions 6 (Surface water drainage), 7 (Surface Water drainage maintenance plan), 8 (Boundary treatment and access gate) &amp; 9 (Hard and soft landscaping) at-tached to planning application 20/02611/FUL.</p>	<p>PENDING</p>
	<p><b>21/02067/FUL</b></p>	<p>15 Medland WP</p>	<p>The erection of a single storey front extension</p>	<p>PERMITTED</p>
	<p><b>21/02238/FUL</b></p>	<p>15 Castle Rose WP</p>	<p>Garage conversion and replacement of flat roof over garage with new pitched roof</p>	<p>PENDING (OWPC Objected)</p>
	<p><b>21/01842/FUL</b></p>	<p>5 The Green WOTG</p>	<p>Erection of garden Shed</p>	<p>PENDING</p>
	<p><b>21/02588/PANOTH</b></p>	<p>Newport Road Baskerfield Grove</p>	<p>15m 5G Mast and associated cabinets / works</p>	<p>REFUSED</p>
	<p><b>21/02647/TPO</b></p>	<p>1 Rogers Croft</p>	<p>The reduction in height by 2.5 m of x 7 Yew Trees TPO order: PS/540/15/40</p>	<p>PERMITTED</p>

	6.2		<b>Planning Applications since last meeting</b>	
	<b>21/02939/TPO</b>	Nr North Cottage- The Green	Reduction of crown and removal of dead wood. Ancient Horse Chestnut. The Parks Trust	PENDING
	<b>21/03018/FUL</b>	17A The Green WOTG	Erection of a detached rear outbuilding to form a garden room /gym	PENDING
	<p>6.3 <u>Planning Matters.</u> There have been a number of changes of case officers in MKC.</p> <p>It was RESOLVED by the Council that Enforcement would be contacted on a number of matters of concern and that Land Registry documents sourced / purchased as needed.</p> <p>6.4 <u>Conservation Area Review</u> Cllr VFG reported that a MKC Delegated Decision meeting had been scheduled for 7<sup>th</sup> December 2021 – 5.30pm. Cllrs Grindley and Hall to attend.</p>			
7.	<p><b>Communications</b></p> <p>7.1. <u>Reports from any other outside meetings (All).</u> None to add</p> <p>7.2 <u>Standing Way / Noise Project.</u> Local survey results were low outside Passmore though clustering and hot spots were clear. Cllr Hall has met with Head of Highways (Interim) and made good progress. Will report outcomes and actions in due course.</p> <p>7.3. <u>Devolved Landscaping</u> It was RESOLVED that the Council would formally submit an' expression of interest ' to MKC in terms of Devolvement of Landscaping (no final commitment made by this expression, but access to data etc) in the parish and specifically to the progression of a model working with The Parks Trust..</p> <p>7.4. <u>Pavilion / Playing Fields.</u> Cllr Hall to garner a meeting with stake-holders. Resident rep will attend any meetings held. The Rights of Way officer is currently on Maternity Leave.</p> <p>7.5 <u>Open Spaces Survey</u> The Council agreed that the survey was not clear as to outcomes and appeared to duplicate possibly previous submissions / data. Cllr Hall to seek guidance from MKC</p>			



	<p>7.6 <u>Lucas Place Update ( Cllr Grindley)</u> Cllr Grindley in liaison with ORBIT on a number of matter : line marking in parking bays ; programmes of works ; Parking Signage (to be removed). Further updates at next meeting.</p> <p>7.7 <u>Christmas Tree Lights</u> to be put up 28<sup>th</sup> November 2021. Risk assessment completed.</p>
<b>8.</b>	<p><u>Correspondence – other than email (ALL)</u></p> <p>8.1 <u>Broughton PC</u> – had been in contact with regard to our devolved allotment Management. Passed to PAA</p> <p>8.2 <u>Orchard</u> – unauthorised cropping / commercial cropping. The Parks Trust made aware – to monitor.</p>
<b>9.</b>	<p><u>Newsletter ( Cllr Freeman Gwynn, Hall, Nash)</u></p> <p>9.1 <u>Calendars 2022 –</u> Revised proofs have been agreed and delivery expected 19<sup>th</sup> November.</p> <p>9.2 <u>Winter Newsletter</u> – to be distributed prior to Parish Meeting</p>
<b>10.</b>	<p><u>Date and Time of Next Meeting</u></p> <p>Full Council 10<sup>th</sup> January 7.30pm</p> <p>Annual Parish Meeting 6<sup>th</sup> December 2021 7-8.30pm</p>

Meeting ended at 21:02