

**MINUTES of the Parish Council Meeting held on Monday 9<sup>th</sup> May 2022  
at 7.45pm, St Mary's, Woughton on the Green, MK11 9GR**

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

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

Observer: R. Wickramasinghe

In attendance: 5 members of the public

REF	MINUTES
1.	<p><b>Public Open Forum, 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.</p> <p>There were no questions from the public on this occasion.</p>
2.	<p><b>Procedural</b></p> <p>2.1 <u>Apologies.</u> Resolved to accept Cllrs Long's apologies.</p> <p>2.2 <u>Declarations of Interests by Councillors (All)</u> Cllr CH regarding the Patch Allotment Association (President) (item 6). Cllr MM as a Trustee of the Patch Allotment Association (item 6).</p> <p>2.3 <u>To agree 14th March 2022 Meeting Minutes (Chair)</u> Council unanimously RESOLVED that the draft minutes of the meeting held on 12<sup>th</sup> March be accepted as a true copy. Duly signed by Cllr CH (Chair).</p> <p>2.4 <u>Matters arising from these Minutes elsewhere on the agenda (Chair).</u></p> <p>CH welcomed our <u>Passmore Observer</u>, who has responded to the Vacancy advertisement. Any recommendation for Co-option will be made at the next meeting. The news on finding a <u>replacement Clerk</u> was not as encouraging, so the search continues.</p>
3.0	<p><b>Finance (Cllr. Kenyon)</b></p> <p>3.1 <u>Annual A/Cs and Return year ending 31/3/22 - Audit (previously circulated)</u> The report as circulated was taken as read.</p> <p>3.2 <u>Motion to agree signatories to the Audit 2021/22 documentation</u> In the absence of a Clerk, Cllr Kenyon to act as RFO with regards to required signatories. Agreed</p> <p>3.3 <u>Annual Governance &amp; Accountability Return (AGAR) 2021/22 Pt.3</u></p> <p>a) Section 1: Annual Governance Statement 2021/22.</p>

	<p>Reviewed by Councillors and are now to be issued for internal audit prior to approval and sign off. Proposed MM, Seconded RB</p> <p>b) Section 2: Accounting Statements 2021/22. Reviewed by Councillors and are now to be issued for internal audit prior to approval and sign off. Proposed CH, Seconded RB.</p> <p>c) Key dates and Statutory Actions for Audit confirmation:</p> <ul style="list-style-type: none"> <li>- By 13/5/22, submit VAT Return yr end 2022</li> <li>- Completion of Internal Audit @ 10/06/22</li> <li>- @13/6/22-22/7/22 – Notice of Public Rights and Publication of unaudited Annual Governance Statement and Accountability Return ( Website and Boards)</li> <li>- By 30/6/22, submit full papers to External Auditors</li> <li>- 30/9/22 Public Notice of Conclusion of Audit</li> </ul> <p>These were Noted</p> <p>3.4 <u>List of Payments (previously circulated)</u></p> <p>The list for 1/3/22-30/4/22 was approved.</p> <p>3.5 <u>Standing Orders, Direct Debits, Clerk’s Salary and Fixed Assets</u></p> <p>There were no Standing Orders this period. Direct Debits for the Open Spaces Society, the Information Commissioner and Google Cloud were confirmed. That there were no changes to OWPC’s Fixed Assets Register was Agreed.</p> <p>3.6 <u>Financial situation and Bank Reconciliations (previously circulated)</u></p> <p>Moneys held at Metro Bank at 30/4/22 were £35,747.13, with Outstanding Liabilities at £201.49, which leaves net cash Assets of £35,545.64. The Bank Reconciliations were Noted. The 1<sup>st</sup> tranche of Precept had been received.</p> <p>3.7 <u>Jubilee Event Funding</u></p> <p>There were no payments to report currently against the £1,200 provision, but RG reported that commitments of £900 had now been made. Expenditure would appear at ‘Parish Projects’. CH reported that grant applications to MK Community Foundation had advanced and could be netted off in due course.</p>
<p>4.0</p> <p>5.0</p>	<p><b>Liability Insurance – Renewal</b></p> <p>4.1 Renewal was unanimously Agreed and details and costs to be circulated once received from broker. Proposed CH and Seconded by MM.</p> <p><b>Jubilee Event – Update (RG)</b></p> <p>5.1 Three Project Team meetings had been held to-date, with the latest in the hotel grounds with the Manager on 7/5/22. All facilities necessary had been pledged by the hotel including some staff support. A new flag had been ordered, 60m of re-usable bunting; 2no. banners and 2no. Portaloos. The Bullfrogs and MK Dance had both been booked. The local scouts troupe were coming along to participate; and the PAA were organising a plant sale and bee display.</p>

C. Hall  
11/7/22

<p>6.0</p>	<p>5.2 St. Mary's would be open and its bells would be rung at 4.30pm to round off the event. A 'memory' card would be delivered to each household around 10 days before the event to include a detailed programme – this is being fully grant funded. Help was needed to set up on 4/6/22 @ 11.00. All volunteers are invited.</p> <p><b>Allotments Patch Report (previously circulated)</b></p> <p>6.1 The Patch Allotment Committee Report was presented by Cllr RK. 100% of usable spaces is now let. There has been 1 x Notice to Quit and 17 x Letters of Concern issued. Proposed RK, Seconded PN, the Report was Noted.</p> <p>6.2 The PAA's proposal to vary the discount for Old Woughton parish residents was unanimously Ratified.</p>																				
<p>7.0</p>	<p><b>Environment</b></p> <p>7.1 <u>Environment Log (Cllr. Hall).</u> The latest version had been circulated by CH.</p> <p>7.2 <u>Devolved Landscaping (Cllrs. Freeman Gwynn &amp; Hall)</u></p> <p>VFG had today received an update from MKC, whereby it was advised that the MKPT quantities were nearing a conclusion and confirming a bespoke solution for Old Woughton given its unique character. CH described the position as encouraging and VFG will reply saying that OWPC stands ready to progress further (including appreciation of the endowment concerns).</p> <p>7.3 <u>Rights of Way – Improvement Consultation (Cllr. Brown)</u></p> <p>RB was still proceeding methodically through the MKC request and the abundance of local source materials. OWPC has until mid-July to make its formal response.</p>																				
	<p>7.4 <u>Planning Comment (Cllr. Grindley)</u></p> <p>7.4.1 Planning Applications Update</p> <table border="1" data-bbox="300 1715 1401 2042"> <thead> <tr> <th>REFERENCE</th> <th>ADDRESS</th> <th>DETAILS</th> <th>STATUS</th> </tr> </thead> <tbody> <tr> <td colspan="4"><b>Applications since last meeting:</b></td> </tr> <tr> <td>22/00806/FUL</td> <td>10 Elton</td> <td>Two Storey rear extension and single storey front and side extension</td> <td>Pending</td> </tr> <tr> <td>21/02588/PANOTH</td> <td>APPEAL</td> <td>5G Mast Appeal - CK Hutchison</td> <td>Pending</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	REFERENCE	ADDRESS	DETAILS	STATUS	<b>Applications since last meeting:</b>				22/00806/FUL	10 Elton	Two Storey rear extension and single storey front and side extension	Pending	21/02588/PANOTH	APPEAL	5G Mast Appeal - CK Hutchison	Pending				
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Update on Previous Applications			
22/00520/FUL	14 The Green	Demolition of conservatory. Replacement of original windows and door with new and 2 x rear bi-fold doors. Erection of 1.5 storey pitched front porch. First floor extension to form an additional storey. Erection of a single-story front/side and rear. Internal alterations to form 1 bedroom annex. Erection of double garage with EV charging point. Rendering of main dwelling and garage	PENDING
22/00521/FUL	14 The Green	Erection of single storey pool house/pitched roof in rear garden.	PENDING
22/00060/TCA	11 The Green	Removal of Birch Tree	PERMITTED
21/03506/TCA	17A The Green	Pollard 14 Ash Trees	PENDING
21/02238/FUL	15 Castle Rose	Garage Conversion and replacement of flat roof over garage with new pitched roof	REFUSED

RG reported that whilst no Observations had been made at no.10 Elton, a full submission had been made to the Planning Inspector in response to the 5G mast Appeal by Hutchisons. This stage of the process has up to 6 months to run and should include a site visit. An Objection was made at 14, The Green largely in connection with materials.

#### 7.4.2 Conservation Area Review (Cllr. Freeman Gwynn)

This important project had finally been concluded with the boundary enlarged to take in The Rectory at Pear Tree Bridge, and other boundary revisions. Lucas Place would be advanced under the New Towns Heritage agenda/List.

### 8.0 Communications

#### 8.1 Reports from any other outside meetings (All).

##### 8.1.1 Lucas Place Update (Cllr. Grindley)

No new developments to report.

##### 8.1.2 Playing Fields (Cllr. Freeman Gwynn)

Discussions between MKC and the preferred bidder (MK Dons SET) were continuing with formalities now due to be completed by end May.

##### 8.1.3 East Milton Keynes main power route

	<p>Cllrs Hall and Nash had met on site with MKC's contractor. Current proposals were for a works trench to be dug up through the entirety of the village and there seemed to be little appetite in following the utilities corridors along the grid road instead. CH would continue to lobby Highways in her MKC capacity.</p> <p>8.1.4 Community Safety CH had now written to the PCSO inviting attendance at a future meeting.</p>
	<p><u>8.2 Correspondence - other than email</u></p> <p>8.2.1 Queen's Green Canopy (Cllr. Nash)</p> <p>PN had little to report despite frustration and a personal intervention at the nursery in Emberton. It was getting very (too?) late for tree planting this year and formal canopy registration has closed. Nonetheless, a final push would be made.</p> <p><i>[Post meeting note : Queen's Green Canopy planting and registration to continue and be extended later in the year]</i></p>
	<p><u>8.3 Newsletter (Cllrs. Freeman Gwynn, Hall &amp; Nash)</u></p> <p>The Spring 2022 Newsletter was delivered to schedule at the end of March and work now begins on the summer edition, which would inevitably focus on the jubilee celebrations. Everyone is requested to capture the Jubilee Tea event as part of the historic record that would form the centre pages.</p>
9.0	<p><b><u>Date and Time of Next Meeting</u></b> Full Council Monday 11<sup>th</sup> July 7.30pm</p>

Meeting Closed at 8.40pm