



**MINUTES of the Parish Council Meeting held on Monday 11<sup>th</sup> July 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. Geoff Long (GL); Cllr. Mary Major (MM)

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

In attendance: 1 member of the public (for Item 1.)

| REF | MINUTES   |
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| 1.  | <p><b>Public Open Forum, including Parish and Ward Councillor updates:</b><br/>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>An update on the Standing Way Noise Survey by MKC Highways / Environment was requested. CH advised that the data had been collected, but had not been shared with OWPC at this point, although it is expected in the near future.</p>  |
| 2.  | <p><b>Procedural</b></p> <p>2.1 <u>Minute-taker</u><br/>It was unanimously agreed that VFG take the minutes of this meeting.</p> <p>2.2 <u>Apologies</u><br/>Resolved to accept the Apologies of Cllrs Kenyon and Nash.</p> <p>2.3 <u>Declarations of Interests by Councillors (All)</u><br/>Cllr CH regarding the Patch Allotment Association (President) (item 6).<br/>Cllr CH regarding planning matters 5 The Green ( item 7.4.1)<br/>Cllr MM as a Trustee of the Patch Allotment Association (item 6).</p> <p>2.4 <u>To agree 9th May 2022 Meeting Minutes (Chair)</u><br/>Council unanimously RESOLVED that the draft minutes of the meeting held on 9th May be accepted as a true copy. Duly signed by Cllr CH (Chair).</p> <p>2.5 <u>Matters arising from these Minutes elsewhere on the agenda (Chair).</u><br/>Further to the decision at the last meeting, MKC had now adopted a revised (LGA model June 2022) <i>Code of Conduct Policy</i>, which is now recommended for Adoption by OWPC. This was Agreed.</p> <p>2.6 <u>Councillor Co-option: Passmore Ward</u><br/>Further to Roshini Wickramasinghe's attendance on 9th May the process for the Co-option is now complete and she was unanimously Agreed for Appointment. The forms of acceptance and Register of Interests to be lodged within 28 days of appointment with MKC.</p> |

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| <p><b>3.0</b></p> | <p><b>Finance (Cllr. Hall)</b></p> <p>3.1 <u>Annual A/Cs and Return year ending 31/3/22 - Audit update</u><br/>Cllr Hall informed the Council that the internal audit had been completed and all paperwork submitted for external audit in a timely fashion (by 1st July). All necessary documentation has been published on the parish website throughout the process.<br/>The notice period for the exercise of public rights to inspect approved accounts and accounting records had been set: 27/06/22 to 5/08/22 (inclusive) and notices had been placed on Notice Boards allowing for 30 consecutive working days of inspection including the first 10 days of July as required.<br/>The audit outcome is expected in September and it is noted that the 'Notice of Conclusion of Audit' must be published no later than the 30th September 2022.</p> <p>3.2 <u>List of latest Payments (previously circulated)</u><br/>The list for 1/5/22-30/6/22 was approved and noted.</p> <p>3.3 <u>Financial situation and Bank Reconciliations (previously circulated)</u><br/>Moneys held at Metro Bank at 30/6/22 were £34,236.73 with no Outstanding Liabilities, which leaves net cash Assets of £34,236.73.<br/>The Bank Reconciliations previously verified and circulated were agreed and noted.</p> <p>3.4 <u>Jubilee Event Funding</u><br/>The final balance – after grants and kind donations – is £709 against the £1,200 provision.</p> |
| <p><b>4.0</b></p> | <p><b>Liability Insurance – Renewal</b></p> <p>4.1 Renewal (2022-2023) was unanimously Agreed at £452.79 pa (incl. VAT). This is a fixed rate for a three year period.</p>  |
| <p><b>5.0</b></p> | <p><b>Jubilee Event – Update (RG)</b></p> <p>5.1 Despite the weather, the event had proved more popular than ever imagined, with support from across the parish as well as by hotel guests. Public feedback had been very positive on the day and, subsequently, in written remarks. These would form the basis of the up-coming Newsletter centre-fold together with the group photograph. RG offered to produce a digital copy for the archive. It was clear that there was an appetite to hold further events that brought neighbours together across the wards and further opportunities should be considered.</p>  |
| <p><b>6.0</b></p> | <p><b>Allotments Patch Report (previously circulated)</b></p> <p>6.1 The Patch Allotment Committee Report was Noted.</p>  |
| <p><b>7.0</b></p> | <p><b>Environment</b></p> <p>7.1 <u>Environment Log (Cllr. Hall).</u><br/>The latest version had been circulated by CH.</p>   |

7.2 Devolved Landscaping (Cllrs. Freeman Gwynn & Hall)

This project has moved forward with MKC's confirmation of the devolved amount at £9473.31 and now the Parks Trust's initial indication for its own standards at roughly double (including overhead and supervision costs). A 3-way meeting was now being convened by MKC to get behind the figures and look at room for manoeuvre. OWPC must move skillfully to a position whereby it is completely transparent about what is being purchased and what it will contribute to bring about the improvements that our parishioners constantly tell us they seek.

7.3 Rights of Way – Improvement Consultation (Cllr. Brown)

RB was remained confident that an OWPC response would be available by the deadline of 19th July. A draft would be provided to CH.

7.4 Planning Comment (Cllr. Grindley)

7.4.1 Planning Applications Update

| <b>REFERENCE</b>                        | <b>ADDRESS</b> | <b>DETAILS</b>  | <b>STATUS</b>             |
|---|----------------|---|---------------------------|
| <b>Applications since last meeting:</b> |                |   |                           |
| 22/01286/DISCON & 22/01285/DISCON       | 5 The Green    | Discharge of conditions: schedule of works and external materials   | PENDING                   |
| <b>Update on Previous Applications</b>  |                |   |                           |
| 22/00806/FUL                            | 10 Elton       | Two storey rear extension and single storey front and side extension  | PERMITTED and conditioned |
| 21/02588/PANOTH                         | APPEAL         | 5G Mast Appeal - CK Hutchison   | DISMISSED                 |
| 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 | Withdrawn                 |
| 22/00521/FUL                            | 14 The Green   | Erection of single storey pool house/pitched roof in rear garden.   | Withdrawn                 |
| 21/03506/TCA                            | 17A The Green  | Pollard 14 Ash Trees  | Resubmission required     |
| 21/02238/FUL                            | 15 Castle Rose | Garage Conversion and replacement of flat roof over garage with new pitched roof  | REFUSED                   |

RG thought it interesting that 14, The Green had been Withdrawn and was conscious of two planning matters for 5 The Green coming in over the last week, which he would review shortly.

7.4.2 Conservation Area Review (Cllr. Freeman Gwynn)

Whilst the Delegated Decision had been taken in March, MKC Officers were still to complete the statutory formalities. CH would continue to press, adding that new appointments had been made in this team and that the new

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|            | <p>Enforcement Officer was proposing to introduce surgeries to help tackle the number of unfinished cases she had inherited.</p> <p>RG said that it would also be important to understand the trigger date for the 5-year Review.</p>   |
| <b>8.0</b> | <p><b>Communications</b></p> <p>8.1 <u>Correspondence - other than email</u></p> <p>8.1.1 <u>Lucas Place Update (Cllr. Grindley)</u><br/>No new developments to report, but Orbit have offered to drop off the correct paint for refreshing the parking bays.</p> <p>8.1.2 <u>Playing Fields (Cllr. Freeman Gwynn)</u><br/>Still no announcement on MKC's new contractor.</p> <p>8.1.3 <u>East Milton Keynes main power route</u><br/>This work had now started on the stretch running north from St. Mary's along Newport Road to Baskerfield Grove. The narrowness of the highway restrictions along this stretch were proving a challenge for larger delivery vehicles, and the parking of the contractor's vehicles on the verges would require close attention to re-instatement provisions, in due course. RG flagged the weight of spoil being stored on adjacent tree roots was likely to produce compaction issues.</p> <p>8.2 <u>Written Correspondence</u><br/>None.</p> <p>8.3 <u>Newsletter (Cllrs. Freeman Gwynn, Hall &amp; Nash)</u></p> <p>The Summer 2022 Newsletter is now at proof stage and can be shared imminently; it needs to be delivered before 23rd July – the first event.</p> |
| <b>9.0</b> | <p><b><u>Date and Time of Next Meeting</u></b></p> <p>Full Council Monday 12<sup>th</sup> September 7.30pm</p>  |

Meeting Closed at 8.37pm

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|------------|-----------------------------|
| Name:      | Cllr Charlotte Hall (Chair) |
| Signature: |                             |
| Date:      |                             |