



**MINUTES of the Parish Council Meeting held on Monday 14 November 2022
at 19h30, St Mary's, Woughton on the Green, MK11 9GR**

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

Officer Present: Vicky Mote (Clerk/RFO)

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

In attendance: No members of the public present

Meeting started at 19h30

REF	MINUTES
FC22/23-18	<p>Public question time, including Parish and Ward Councillor updates: In accordance with Standing Order 3.4 & 3.5 members of the public may ask questions on any matters dealt with by Full Council included on this agenda. (Please note that this item will generally be restricted to a maximum of 15 minutes, subject to Chair's discretion).</p> <p>There were no members of the public present.</p>
FC22/23-19	<p>Apologies: Council RESOLVED to accept apologies from Cllr Ray Brown (RB) and Cllr Roshini Wickramasinghe (RW).</p>
FC22/23-20	<p>Declarations of Interests: Members to declare any disclosable pecuniary interests, or personal interests (including other pecuniary interests), they may have in the business to be transacted and in any contract to be considered.</p> <p>Cllr MM (PAA trustee) declared an interest in item 23.2 and 24. Cllr CH (PAA president) declared an interest in item 23.2 and 24. Cllr RG declared a financial interest in agenda item 26, planning application 22/0776/HOU.</p>
FC22/23-21	<p>Minutes</p> <p>1. Council unanimously RESOLVED that the draft minutes of the meeting held 10 October 2022 be accepted as a true copy. Duly signed by Cllr CH (Chair). Cllr VFG requested that Council consider not holding meetings too close to each other, Council NOTED.</p>

2. There were no matters arising from previous minutes not covered elsewhere on the agenda.

FC22/23-22

Finance (RFO)

1. Payments, Council NOTED and approved latest payment schedule (previously circulated).

Date: 12/11/2022

Old Woughton PC

Time: 13:12

Current Bank A/c

List of Payments made between 01/10/2022 and 31/10/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/10/2022	The Open Spaces Society	DD	45.00		The Open Spaces subs
03/10/2022	PKF Littlejohn LLP	800192	240.00		External Audit 2021/22
07/10/2022	Google Cloud EMEA Limited	DD	132.48		Google Cloud 1-31 Oct 22
07/10/2022	Google Cloud EMEA Limited	DD	132.21		Google Cloud 1-30 Sept 22
11/10/2022	Woughton Ecumenical Partnershi	CHQ	75.00		Meeting room hire
13/10/2022	Cllr Hall	800194	37.20		Remembrance reath
16/10/2022	Information Commissioners Offi	DD	35.00		Data Protection Renewal
19/10/2022	Vicky Mote	800195	672.50	Contractual	Salary 1-30 Sep 22
25/10/2022	Patch Allotments Association	800193	100.00		Grant-Open Day
Total Payments			1,469.39		

2. Budget vs Actual report (previously circulated). RFO confirmed that the budget is still underspent to date and asked if there were any questions. Cllr PN queried the reason for two different account codes for the P O Box charges. RFO confirmed she will review all account codes for the next financial year as there are historic codes that are obsolete.

3. Internal Auditor, Council to agree new auditor for 2022/23. Council RESOLVED to appoint Auditing Solutions for the financial year 2022/23 at a cost of £250 + VAT.

4. External Auditor, Council RESOLVED to agree the SAAA's appointment of an External Auditor over the next five-year period.

5. Draft Budget 2023/24, and Precept 2023/24 (previously circulated) Council RESOLVED that the draft budget is still under review pending a decision on devolved landscaping. The final budget and precept for 2023/24 will be agreed in the next meeting on Monday 09 January 2023.

6. Cost of Living Winter Plan Funding MKCC. Chair proposed this topic be taken under agenda item 28 Community Engagement; Council AGREED.

FC22/23-23

IT System Upgrades, Council to consider proposals for the following and agree if coming out of 2022/23 budget or carried forward to 2023/24 budget.

1. Move from Google Drive to Office 365. Council RESOLVED that the Clerk arrange a demonstration with Cloudy IT prior to a final decision.

	<ol style="list-style-type: none"> 2. Move Allotment details from spreadsheet to Allotment software system. Clerk reiterated the risk of using a spreadsheet and not having an IT System to manage the allotment tenants. Council RESOLVED that the Clerk arrange a demo with EDGE IT Systems, to include the Patch Allotment Association (PAA) committee members. 3. Move Finance from RBS Rialtas to a new upgraded system. Council AGREED that if the decision is taken to use EDGE IT Systems, then it would make sense that the finance system is also migrated. 4. Purchase a Parish Council laptop. Cllr VFG queried why the Council has to purchase a new laptop, not having needed this in the past. Clerk said that it is good business practice for the Parish Council to have their own laptop. Clerks should not be using their personal laptop/computer for business use. Council RESOLVED that the Clerk present a proposed spec and prices at the next meeting.
FC22/23-24	<p>Allotments (Cllr Kenyon)</p> <ol style="list-style-type: none"> 1. Patch Allotment Report (PAA) (previously circulated). Council NOTED the report and commented that they are incredibly pleased at how active the PAA is with outside groups. 2. Council to agree period of annual grant of £100 to the PAA. Council RESOLVED to give a contribution towards the running costs of the annual open allotment day, which is open to all residents. The amount is to be reviewed in line with the annual PAA agreement review.
FC22/23-25	<p>Environment Updates and comments</p> <ol style="list-style-type: none"> 1. Environment & Canal Matters. <u>Environmental Log</u>: Cllr CH confirmed that she will review the current log with the Clerk and make it more user friendly. All Councillors are to still forward any logs to the Clerk to collate and monitor. <u>Canal Matters</u>: Cllr MM confirmed that Cllr RW is interested in getting involved in Canal Matters. Cllr GL confirmed he would send her an email. 2. <u>Devolved Landscaping</u>. Council NOTED the update report from Cllr VFG. Council voiced their disappointment in Milton Keynes City Council (MKCC) pulling out of the proposed trial at the very last minute, having worked on this for a number of years. Cllr VFG confirmed that she will contact the Head of Environment & Waste on his return from holiday, to discuss this matter further. 3. <u>Bin Stickers</u>, Council to consider the purchase of identity stickers with contact details. Council agreed that this would be a good idea and RESOLVED to go ahead with the printing of stickers for all bins owned and managed. Clerk to consult with Council on final wording prior to order.

FC22/23-26	<p>Planning Applications: To consider and comment on new and amended planning applications.</p> <p>22/02660/TPO <u>Proposal:</u> The removal of x1 Elder (3m in height), x1 Cypress (3m in height) and x1 Laurel (3m in height) to be replaced with new fruit trees, and the removal of x1 Mountain Ash (13m in height) and lower limb on x1 Ash tree (8m in length) protected by Milton Keynes Tree Preservation Order no PS/540/15/19. TPO. At: 2 The Green Woughton on The Green Milton Keynes MK6 3BE</p> <p>Council RESOLVED that Old Woughton Parish Council has no objection.</p> <p>22/02776/HOU <u>Proposal:</u> The erection of single storey side and rear extensions to existing garage and car port to form a 1-bed annex, home office and new single car port. At: 2 The Green Woughton on The Green Milton Keynes MK6 3BE</p> <p>Council RESOLVED to delegate the decision to the Clerk and the Planning Working Group to respond before the deadline of 24/11/22. Cllr RG declared a financial interest and must abstain from the discussion and decision.</p>
FC22/23-27	<p>Consultations: To consider and comment.</p> <p>1. Planning Application Validation Requirements (PAVR), deadline 18/11/22 Planning Application Validation Requirements consultation Milton Keynes City Council (milton-keynes.gov.uk).</p> <p>Council RESOLVED that they do not have any comments to add.</p>
FC22/23-28	<p>Community Engagement: Council to discuss and consider the following:</p> <p>1. <u>King Charles III Coronation</u> Saturday 06 May 2023. Council RESOLVED that they would go ahead with an event and will consult with the volunteering group to discuss ideas and details. Clerk to look at the formalities of taking on volunteers and ensure that all the necessary paperwork is completed.</p> <p>2. <u>MK Citizens Advice Bureau (MKCAB) Outreach Service</u>. Council to consider. Council AGREED that they would go ahead with the proposed trial drop-in sessions as described by Cllr VFG. Cllr VFG to consult with MKCAB and see if we would be able to get one session in before Christmas and then two further sessions in the New Year. Council RESOLVED that the Clerk apply for the Cost of Living Winter Plan Funding (£500) from MKCC for this service (from agenda item 22.6), which will cover the three sessions. Council AGREED that the first session should be run in St Mary’s Church and to look further into the viability and accessibility at the Pavilion as well.</p> <p>3. Holiday craft packs. Council to consider. Council RESOLVED that they would like to find out from residents if this were something they would like the Council to provide and look at Easter next year</p>

FC22/23-29	<p>Communications</p> <p>1. <u>Reports:</u> Members to give an update on meetings attended. (Lucas Place; Pavilion; MKEast; Wheelie Bin Roll Out). Cllr CH confirmed that she and Cllr RG has a meeting with MKCC at Lucas Place on 15/11/22 to discuss a possible solution on bins. Cllr RG confirmed he had conducted a survey with Lucas Place residents and would share the results once collated.</p> <p>2. <u>Written Correspondence:</u> Council to note correspondence sent/received. Clerk confirmed the following correspondence:</p> <ul style="list-style-type: none"> ● Received details from resident on Fly Tipping Ref: FS463256993. Received completion email from MKCC on 07/11/22. Clerk responded on return from holiday 10/11/22, ● Resident confirmed that works have been carried out by The Parks Trust relating to pipework. Clerk acknowledged on return from holiday 10/11/22. ● Request from resident to unsubscribe from communication list. 10/11/22 Clerk asked Comms to confirm actioned. 10/11/22 Cllr PN confirmed actioned. <p>3. <u>Newsletter/Calendars:</u> (Cllrs Freeman Gwynn, Hall and Nash). Cllr CH confirmed that at the request from residents, a limited number of 2023 Calendars will be produced at cost neutral (self-funding).</p>
FC22/23-30	<p>Meetings</p> <p>Council AGREED the meeting dates for 2023, to be held at St Mary’s church on a Mondays at 19h30 as follows:</p> <p>09 January 2023; 13 March 2023; 15 May 2023 (AGM/Full Council); 12 June 2023 (Annual Residents Meeting); 10 July 2023; 11 September 2023; 13 November 2023.</p> <p>Public meeting closed at 21h29</p>
FC22/23-31	<p>Confidential Item. Council RESOLVED that under the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public in accordance with Section 1(2) and by reason of the confidential nature of the business, the Public and Press will be excluded from the following agenda item for the reason of it relating to Councils discussion and agreement on the Clerks salary scale.</p> <p>Council RESOLVED to agree SCP24.</p>

Meeting ended at 21h30

Name/Position:	Cllr Charlotte Hall (CHAIR)
Signature:	
Date:	09/01/23