



**MINUTES of the Parish Council Meeting held on Monday 09 January 2023
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); Cllr Ray Brown (RB);
Cllr Roshini Wickramasinghe (RW)

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
FC22/23-32	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 the Chair's discretion). There were no members of the public present.
FC22/23-33	Apologies: Full Council present.
FC22/23-34	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. Cllr MM (PAA trustee) declared an interest in item 40. Cllr CH (PAA president) declared an interest in item 40. Cllr CH declared an interest in item 46.
FC22/23-35	Minutes Council unanimously RESOLVED that the draft minutes of the meeting held 14 November 2022 be accepted as a true copy. Duly signed by Cllr CH (Chair).
FC22/23-36	Clerks Report Update on previous outstanding Full Council meeting actions. Council NOTED the report, there were no questions raised.

FC22/23-37

Finance (RFO)

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

Date: 09/01/2023

Old Woughton PC

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Time: 10:20

Current Bank A/c

List of Payments made between 01/11/2022 and 31/12/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
04/11/2022	Cllr Kenyon	800197	10.62		Annual Parish Meeting Prints
14/11/2022	Bespoke Media (Mrs H Price)	800199	411.10		Newsletter-Autumn 22
14/11/2022	Woughton Ecumenical Partnershi	800200	75.00		Room Hire 11/07 + 10/10
14/11/2022	DNH Contracts	800198	201.49	Contract	Bin Servicing-Oct 22
14/11/2022	Vicky Mote	800203	621.31	Contractual	Salary-Oct 22
29/11/2022	Woughton Ecumenical Partnershi	800205	80.00		Room Hire 02/11 +14/11
29/11/2022	HMRC - PAYE	800204	122.38	Contractual	NI(EE)+Tax-Oct 22
30/11/2022	Google Cloud EMEA Limited	DD	132.48		Google Cloud monthly charge
06/12/2022	TSO Host - Paragon	BACS	35.99		SSL Cert 06/12/22-05/12/23
06/12/2022	Vicky Mote	800206	785.53	Contractual	Salary-Nov 22
20/12/2022	DNH Contracts	800207	209.56	Contractual	Bin Servicing-Nov 22
Total Payments			2,685.46		

2. Budget vs Actual report (previously circulated). Council NOTED the report, there were no questions raised.
3. TTNC (VOIP Phone), Council RATIFIED the direct debit mandate, which was set up to eliminate Cllr CH paying with personal credit card.
4. Bank, Council RESOLVED that:
 - As METRO Bank do not offer dual online signatory process, they would move their Community Account to Lloyds Bank.
 - That the METRO Bank Instant Access account will remain in place.
5. Budget/Precept 2023/24: Council to approve. Clerk/RFO circulated a draft Budget for Council to consider. After further discussions, Council RESOLVED:
 - (1) A budget of £24,074.
 - (2) To increase the Precept in 2023/24 by 30%, which is an annual increase of £7.59 per band D (15p/week).
 - (3) To utilise £9,843 from general reserves.
6. Reserve Policy: Council to review and approve. Council RESOLVED to adopt the new RESERVE POLICY presented by the Clerk and agreed that the general reserves should, in principle, be no lower than 12-months of the Operating Expenditure.

FC22/23-38

Policies, Council to review and adopt the following policies:

1. Safeguarding Policy & Procedure (NEW). Council RESOLVED to carry this forward to the next meeting and that a working group be set up to review further and propose a training plan for councillors.

	<p>2. <u>Volunteer Policy (REVISED)</u>. Council RESOLVED to adopt the rewrite of the Volunteer Policy presented by the Clerk.</p>
FC22/23-39	<p>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.</p> <p><u>Purchase of a Parish Council laptop</u>. Council RESOLVED to go ahead and purchase a new laptop as soon as an agreed specification has been reviewed and discussed with Cllr PN and Clerk.</p>
FC22/23-40	<p>Allotments (Cllr Kenyon) Patch Allotment Report (PAA) (previously circulated). Cllr RK confirmed that he had not received the PAA report, as requested.</p>
FC22/23-41	<p>Environment Updates and decisions.</p> <ol style="list-style-type: none"> <u>Environment & Canal Matters</u>. Clerk presented new log and agreed to investigate log FS465667627, relating to there being no weight restriction on The Green. <u>Devolved landscaping update</u>. Nicholas Hannon (Head of Environment and Waste) was unable to attend the meeting due to unforeseen circumstances. Clerk to re-arrange for him to attend the next full council meeting on 13 March 2023. <p>Clerk's response: minute was correct in line with the agenda item (2).</p> <p>Council RESOLVED to add the following additional wording: There remained a lack of clarity about the options going forward and OWPC's ability to opt back into this program following the failed MKPT proposal. A pre-meeting with Mr. Hannon to be explored. The future possibility of OWPC having to take its own advice was NOTED.</p> <ol style="list-style-type: none"> <u>ERLASS</u>, pathways that are not main thoroughfares, need clearing. Council AGREED that this is a further topic to be picked up with Nick Hannon. Councilor's to continue to send the Clerk a list of all identified pathways that are not being maintained. <u>Speedwatch</u> (Cllr Kenyon). Cllr RK gave a brief update on where this topic was left off regarding equipment and signage and needs to make further enquiries with MKCC TVP and will give an update at the next meeting. This has been added to the 2023/24 budget as a project.
FC22/23-42	<p>Planning Applications: To consider and comment on new and amended planning applications.</p> <p><u>22/03059/TPO</u> At: St Mary's Church Newport Road Woughton on The Green Milton Keynes. Proposal: The first major lateral branch on the Northern side to be reduced by 2m on the Cedar Tree (T1) protected by Milton Keynes Council Tree Preservation Order no. PS/540/15/19. Deadline: 11/01/23</p> <p>Council RESOLVED that they have no comments to add.</p>
FC22/23-43	<p>Consultations: There were no consultations to consider.</p>

FC22/23-44	<p>Community Engagement: Council to discuss and consider the following:</p> <ol style="list-style-type: none"> 1. <u>King Charles III Coronation</u> Saturday 06 May 2023. Cllr CH asked for Councillor support and the need to include volunteers in a working party to discuss and put forward a proposal for this event. 2. <u>MK Citizens Advice Outreach Service</u> (Cost of Living Winter Plan Funding MKCC)-Cllr Freeman-Gwynn. <p>Cllr VFG confirmed that two sessions had been booked as follows:</p> <p>Tues 24 Jan 23 @ St Mary's Church from 10h30 to 13h30 Wed 22 Feb 23 @ Woughton Pavilion from 10h30 to 13h30</p>
FC22/23-45	<p>Communications</p> <ol style="list-style-type: none"> 1. <u>Reports:</u> Members to give an update on meetings attended. (Lucas Place; Pavilion; MK East; Wheelie Bin Roll Out). There were no key updates at this time. 2. <u>Written Correspondence:</u> Council to note correspondence sent/received. There was no correspondence to note. 3. <u>Newsletter/Calendars:</u> (Cllr's Freeman-Gwynn, Hall and Nash). Cllr's CH & VFG distributed calendar requests and had a few left. The cost of the annual calendar remains cost neutral.
FC22/23-46	<p>Woughton Welfare Trust</p> <p>Cllr Hall to nominate Cllr Long as a trustee. Cllr CH nominated Cllr GL to remain as a trustee, Council AGREED unanimously.</p>
FC22/23-47	<p>Meetings</p> <p>Council NOTED the next full council meeting on Monday 13 March 2023 at 19h30.</p>

Meeting ended at 20h55

Name/Position:	Cllr Charlotte Hall (Chair)
Signature:	
Date:	13/03/23