



**MINUTES of the Parish Council Meeting held on Monday 13 March 2023
at 19h30, St Mary's, Woughton on the Green, MK11 9GR**

Members Present: Cllr's Charlotte Hall (CH) - (Chair)
Vanessa Freeman Gwynn (VFG)-(Vice Chair), Geoff Long (GL); Mary Major (MM), Roy Kenyon (RK); Phil Nash (PN); Roshini Wickramasinghe (RW)

Officer Present: Vicky Mote (Clerk/RFO)

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

In attendance: One member of the public present.

Meeting started at 19h30

REF	MINUTES
FC22/23-48	<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 was one member of the public present.</p> <p>Question raised about the new bins. Cllr CH confirmed that they are due to be rolled out in June, circa 300,000. New arrangement to start 4th September 23, all residents will get communication from Milton Keynes City Council (MKCC).</p>
FC22/23-49	<p>Apologies: Council RESOLVED to accept apologies from Cllr's Rob Grindley and (RG); Ray Brown (RB).</p>
FC22/23-50	<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 56. Cllr CH (PAA president) declared an interest in item 56. Cllr CH declared an interest in planning item 23/00301/LBCM 5 The Green.</p>

FC22/23-51	<p>Previous Minutes 09/01/23 Cllr VFG proposed a change to minute 41.2.</p> <p><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> <p>Clerk's response: minute was correct in line with the agenda item. 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 programme 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> <p>Cllr RK noted an error in agenda item 41.4 Speedwatch, correction as follows in red: Cllr RK gave a brief updated 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</p> <p>Council RESOLVED that the draft minutes, including the addition to 41.2 and correction to 41.4 of the meeting held 09 January 2023 be accepted as a true copy. Duly signed by Cllr CH (Chair).</p>
FC22/23-52	<p>Clerks Report Clerk's report circulated prior to the meeting with an update on previous outstanding Full Council meeting actions. Council NOTED the updated report. Cllr PN stated that the Clerk's report gives a good record of actions and updates and that it would be good to upload onto the Website, Council AGREED.</p>
FC22/23-53	<p>Finance (RFO)</p> <ol style="list-style-type: none"> 1. <u>Payments</u> (previously circulated). Council NOTED the payment schedule. 2. <u>Budget vs Actual</u> (previously circulated). There were no questions, Council NOTED the report ending 28 February 2023. 3. <u>External Audit</u>, Council RESOLVED that in line with The Local Audit and Accountability Act 2014, as the annual turnover does not exceed £25,000, they wish to opt out of a full external audit for the year ending 31 March 2023.
FC22/23-54	<p>Civility and Respect Council to discuss and agree to sign up to the pledge. After further questions, which were answered by the Clerk, Council RESOLVED that the Chair sign the pledge on behalf of Old Woughton Parish Council (OWPC), agreeing to the following statements:</p> <ul style="list-style-type: none"> • Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role. • Our council has committed to training councillors and staff. • Our council has signed up to Code of Conduct for councillors.

	<ul style="list-style-type: none"> • Our council has good governance arrangements in place including, staff contracts, and will look to implement a dignity at work policy. • Our council will commit to seeking professional help in the early stages should civility and respect issues arise. • Our council will commit to calling out bullying and harassment if and when it happens. • Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme. • Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate. <p>Cllr VFG proposed that OWPC write to the local MP's, stating that OWPC had signed up to the pledge.</p> <p>There was some confusion relating to lobbying MP's, Clerk confirmed that she would re-circulate the draft letter that NALC has proposed parish, town and community councils send to their MP's.</p> <p>Council RESOLVED to review the letter and bring back to the next meeting for consideration.</p>
FC22/23-55	<p>IT System Office 365, Council to note update. Cllr PN confirmed that the migration to Office 365 will take place in the new financial year. He confirmed that the cost of buying the licenses before the new financial year, to secure the current rate before increase, would not be of benefit as Cloudy IT are not able to migrate until circa end April/May and this would mean sitting on unused licenses. Council AGREED.</p>
FC22/23-56	<p>Allotments (Cllr Kenyon) Council NOTED the Patch Allotment Report (PAA), circulated by Cllr RK.</p> <p>Clerk as when Council would see a copy of their financial reporting for auditing purposes, which is in line with 6.3 of their devolved management agreement. Cllr RK confirmed that they have tended to have their finances reviewed by an allotment tenant who has a financial background. Cllr CH confirmed that their accounts had not been audited by OWPC auditors in the past..</p> <p>Clerk recommended that Council review the Devolved Management Agreement, Council AGREED.</p> <p>Cllr PN confirmed that he had a conversation with PAA regarding software licenses and confirmed that they should pay for their own licenses. Awaiting confirmation from PAA on how many licenses they wish to have.</p> <p>Cllr RK notified Council that the PAA are in the process of preparing the existing chicken run to take on more birds. Cllr CH raised a concern with the current bird flu situation in the UK and asked Cllr RK to ensure that the PAA are consulting with DEFRA before introducing new stock, Council AGREED.</p>

	<p>Cllr CH to check if there is an allotment anniversary coming up. Cllr CH asked for a review on allotment documentation.</p>
FC22/23-57	<p>Environment Updates and decisions.</p> <ol style="list-style-type: none"> 1. Environment & Canal Matters. Council NOTED the updated Environmental Log produced by the Clerk. Cllr CH confirmed that MKCC has £250K in budget for redway maintenance and will ask again about Newport Rd. 2. <u>Devolved landscaping/ERLASS update.</u> Clerk confirmed that a meeting is scheduled for Tuesday 28 March 23 with Nicholas Hannon (MKCC), Cllr's CH, VFG and Clerk will be in attendance, to discuss the way forward with devolved landscaping and ERLASS. Clerk confirmed that Nicholas Hannon will be attending our Annual Residents Meeting to be held on 20 June 23. Clerk asked all Councillors to send through any outstanding ERLASS photos and locations before the meeting on 28 March 23. 3. <u>Speedwatch</u>, Cllr Kenyon to give an update. Cllr RK confirmed that both he and Cllr PN have now completed the training and that he has also set up the group. Cllr CH confirmed she has yet to complete the training. Council can now set up the locations, once agreed with TVP, within next couple of months. All councillors to send through recommendations of proposed locations.
FC22/23-58	<p>Planning Applications: To consider and comment on new and amended planning applications.</p> <p><u>23/00228/HOU:</u> Proposal: The erection of a single storey front porch, single storey side and rear extension with roof light and first floor dormer with roof light. Removal of chimneys. At:10 Baskerfield Grove Woughton on The Green Milton Keynes MK6 3EN (deadline 02/03/23) Clerk confirmed that no response received from Council on this application before the deadline.</p> <p><u>23/00400/LBC:</u> Proposal: Listed Building Consent for the replacement of rotten timber casement windows with timber, heritage cottage style, slim double-glazed casement windows and the repair & repainting of lime rendered wall on south elevation of property. At: North Cottage The Green Woughton On The Green Milton Keynes MK6 3BE. Deadline 21/03/23.</p> <p><u>23/00301/LBCM:</u> Proposal Variation of condition 4 (Schedule of Works) seeking to phase the timeline of submission of details (relating to permission ref. 20/02612/LBC Listed Building consent for conservation and repair works, alterations and extensions to the Grade II Listed dwelling and Listed curtilage building. (Resubmission of 20/00825/LBC)). At: 5 The Green Deadline: 20/03/23</p>

	<p><u>23/00580/PRIOR</u>: Proposal: Installation of 20m slimline street pole style telecommunications mast, ground based equipment cabinets and ancillary development. At Highways Land on North Side of Standing Way A421 Standing Way V8 To V10 Milton Keynes. Deadline: 07/04/23</p> <p>Council RESOLVED to devolve the decision to the Clerk and planning working group to respond.</p>
FC22/23-59	<p>Licensing Applications: To consider and comment on new and amended licensing applications.</p> <p>Boroughwide Street Trading Consent – Renewal Application from Soft99Whip (Reg S99 WHP) for one ice cream van to trade Boroughwide. Monday to Sunday 15:00 to 20:00 Deadline for comment 21/03/23.</p> <p>Council RESOLVED that Old Woughton Parish Council has no objection to this application.</p>
FC22/23-60	<p>Consultations: To consider and comment. Milton Keynes New City Plan: Ambition & Objectives and Sustainability Appraisal Scoping Report Consultation, deadline 16 March 2023. Council RESOLVED to devolve to the planning working group for comment.</p>
FC22/23-61	<p>Community Engagement: Council to discuss and consider the following:</p> <ol style="list-style-type: none"> King Charles III Coronation Saturday 06 May 2023. <ul style="list-style-type: none"> Cllr's CH gave an update, still waiting for a decision on location. Council is seeking funding where relevant. Cllr RK proposed that council involve the PAA, Cllr CH confirmed that they are waiting for the main structure of the event first. Council RESOLVED to devolve to management of the budget to the Clerk and the working group. MK Citizens Advice Outreach Service (MKCAB)-Cost of Living Winter Plan Funding MKCC. Cllr's VFG gave an update and confirmed that the two sessions were very successful. The Director of MKCAB ran the pilot and confirmed that there were no vacant slots and they had repeats from some of the cases. MKCAB will quantify what additional money on unclaimed benefits will come back to OWPC, we await their final report. <p>Cllr GL asked if MKCAB were made aware of the Woughton Welfare Trust and the resources that might fit in with peoples' needs. Cllr CH confirmed they were. All agreed that it was good partnership working.</p>
FC22/23-62	<p>Communications</p> <ol style="list-style-type: none"> <u>Reports:</u> Members to give an update on any meetings attended. Cllr CH confirmed that she is meeting with key personal at MK DonSET, based at Woughton Park Pavilion and forming relationships. MK DonSET are investing lots into the site and very much want a community front-facing relationship.

	<p>Cllr RW proposed that they are invited to Coronation event, Council AGREED.</p> <p>2. <u>Written Correspondence</u>: Council to note correspondence sent/received. Council NOTED correspondence received from The Pensions Regulator, employer re-enrollment duties due 29/03/23. Clerk confirmed that her salary income does not meet the enrollment criteria and that a zero return will be submitted before the deadline.</p> <p>3. <u>Newsletter/Calendars</u>: (Cllr's Freeman-Gwynn, Hall and Nash). Cllr PN asked why the calendar costs were not showing as cost neutral in the finance report. Cllr CH confirmed that OWPC has claimed the VAT back in the past. Clerk is exploring this with the internal auditor.</p> <p>Cllr VFG confirmed that the new draft of the newsletter would be circulated to all councillors before going to print. Delivery is scheduled for end of March 23.</p>
FC22/23-63	<p>Meetings</p> <p>1. Council NOTED the next full council meeting on Monday 15 May 2023 at 19h30.</p> <p>2. Council NOTED the date for the Annual Residents Meeting 20 June 23 and agree topics to be included.</p> <ul style="list-style-type: none"> • Clerk confirmed that she has secured "Bins on Tour" for the Annual Residents meeting and that Nicholas Hannon (Head of Environment and Waste) will also be attending to discuss devolved landscaping. • Cllr CH proposed that both TVP and PCSO are invited, as well as Neighbourhood Watch. Council AGREED.

Meeting closed 20h56.