



Old Woughton Parish Council  
PO Box 7575, Milton Keynes  
MK11 9GR

Tel: 01908 465811

Email: [clerk@oldwoughton.org.uk](mailto:clerk@oldwoughton.org.uk)

Website: [www.oldwoughton.org.uk](http://www.oldwoughton.org.uk)

Allotments - [allotments@oldwoughton.org.uk](mailto:allotments@oldwoughton.org.uk)

## **PUBLIC NOTICE AND SUMMONS TO THE ANNUAL PARISH MEETING (AGM), FOLLOWED BY AN ORDINARY FULL COUNCIL MEETING**

**ALL MEMBERS** of Old Woughton Parish Council are **summoned** to attend the AGM, followed by a Full Council meeting to be held on:

**Monday 15 May 2023 at 19h30**  
**Venue: St Mary's Church, Woughton on the Green**

Signed

**Vicky Mote**

Parish Clerk

09 May 2023

### **Admission of the public and media:**

The Council welcomes members of the public to its meetings in accordance with the Public Bodies (Admission to Meetings) Act 1960. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of business on the agenda (OWPC Standing Orders 3e).

### **Mobile Phones:**

Please ensure that your mobile phone is switched to silent or is switched off completely during the meeting.

**Recording of Meetings:** The proceedings at this meeting may be recorded for the purpose of preparing the minutes of the meeting. In accordance with the Openness of Local Government Bodies Regulations 2014, you can film, photograph, record or use social media at any Council meetings that are open to the public. If you are reporting on the proceedings, please respect other members of the public at the meeting who do not want to be filmed. You should also not conduct the reporting so that it disrupts the good order and conduct of the meeting. While you do not need permission, you can contact the Council in advance of the meeting to discuss facilities for reporting the proceedings and a contact is included on the front of the agenda.

Guidance from the Department for Communities and local government can be viewed at the following link:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/343182/140812\\_Openness\\_Guide.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/343182/140812_Openness_Guide.pdf)

There follows a list of the business to be transacted (Agenda).

AGM + Full Council Agenda 15-05-23

Page 1 of 4

<b>AGENDA ANNUAL MEETING OF THE COUNCIL (AGM)</b>	
FC23/24-01	<b>Election of Chair for the year 2023/24.</b>
FC23/24-02	<b>Election of Vice-Chair for the year 2023/24</b>
FC23/24-03	<b>Apologies:</b> To receive, note and agree apologies.
FC23/24-04	<b>Declarations of Interests:</b> 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.
FC23/24-05	<b>Minutes.</b> To agree as a correct record the minutes of the Annual Meeting of the Council (AGM) held on 09/05/22.
FC23/24-06	<b>Standing Orders.</b> Council to review and approve.
FC23/24-07	<b>Financial Regulations.</b> Council to review and approve.
FC23/24-08	<b>Review of Working Groups and Terms of Reference.</b> (LGA1972, s101, decisions can only be delegated to committees, sub-committee, an Officer or another local authority).  Council to review and agree if all working groups (WG) remain the same, together with minimum number and members names and agreed Terms of Reference (list circulated prior to meeting).
FC23/24-09	<b>Representation at External Bodies.</b> (LGA1972, s101, decisions can only be delegated to committees, sub-committees, an Officer or another local authority).  Council to review and agree list of external bodies and representation (list circulated prior to meeting).
FC23/24-10	<b>Membership of External Bodies.</b> Council to review and agree. 1. National Association of Local Councils (NALC). 2. Buckingham & Milton Keynes Association of Local Councils (MKALC). 3. Society of Local Council Clerks (SLCC). 4. The National Allotment Society (NAS).
FC23/24-11	<b>Finance</b> <b>Annual Dispensation-Precept.</b> Council to agree to grant a blanket dispensation to all members of the Parish Council for deciding on precept and setting the Parish Council budget based on there being insufficient members who do not hold an interest to take these decisions.
FC23/24-12	<b>Appointment of Internal Auditor</b> Proposal that the Council continues with, and appoints, the firm of Auditing Solutions Ltd as internal auditors for 2023/24.
FC23/24-13	<b>Scheme of Delegation.</b> Council to agree the scheme of delegation to the Clerk.
FC23/24-14	<b>General Power of Competence.</b> To resolve to take the powers of General Power of Competence and to agree that the Parish Council meets the criteria for eligibility relating to its Electoral Mandate and qualified Clerk.
FC23/24-15	<b>Review and agree Annual Policies listed below.</b> 1. Code of Conduct. 2. Fixed Assets Register. 3. Reserves Policy. 4. Grants Policy. 5. Risk Register. 6. Document Retention Policy.

<b>AGENDA FULL COUNCIL MEETING</b>	
FC23/24-16	<b>Public question time, including Parish and Ward Councillor updates:</b> 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).
FC23/24-17	<b>Minutes.</b> To agree as a correct record the minutes of the Full Council meeting held on 13 March 2023.
FC23/24-18	<b>Finance (RFO)</b> 1. <u>Payments</u> , Council to approve latest payment schedule (previously circulated). 2. <u>Year End Actual vs Budget 2022/23 report</u> (previously circulated). 3. <u>Payroll</u> , Proposal to outsource payroll.
FC23/24-19	<b>Annual Accounts and Return for the year ended 31 March 2023.</b> (All reports circulated prior to the meeting for review). 1. Annual Internal Audit Report 2022/23; Council to review and adopt the Internal Audit report from Auditing Solution Ltd relating to financial year ending 31 March 2023. 2. Council to note the Asset Register as at 31/03/23. 3. Annual Accounts for 2022/23; Council to review and resolve to adopt. 4. Annual Governance and Accountability Return (AGAR) 2022/23 Part 2, Council to review and resolve to approve the following: 4.1 Section 1: Annual Governance Statement 2022/23. 4.2 Section 2: Accounting Statements 2022/23. 5. Council to approve Certificate of Exemption – AGAR 2022/23 Form 2.
FC23/24-20	<b>IT System Updates</b>
FC23/24-21	<b>Allotments (Cllr Kenyon)</b> Patch Allotment Report (PAA) (previously circulated).
FC23/24-22	<b>Environment Updates and decisions.</b> 1. Environment & Canal Matters. 2. Devolved landscaping/ERLASS update. 3. Speedwatch, Cllr Kenyon to give an update.
FC23/24-23	<b>Planning Applications:</b> To note, consider and comment on new and amended planning applications.  <u>23/00400/LBC: Proposal:</u> The erection of a covered external structure and external covered bar, and the installation of a replacement lantern. <b>At: Ye Olde Swan Newport Road Woughton on The Green Milton Keynes MK6 3BS.</b> Deadline for response 27/04/23.  <u>23/00757/TPO: Proposal:</u> The target pruning of overextended limbs by 0.5 metres to Apple (T1, 8 metres) tree located in the front garden, the removal to ground level of the Apple (T2, 10 metres) tree located in the rear garden, and the reduction of the large lowest limb by 2.5 metres of large Ash (T3, 20 metres) tree, protected by Milton Keynes Council Tree Preservation Order no. PS/540/15/19. <b>At: 1 The Green Woughton on The Green Milton Keynes MK6 3BE.</b> Deadline for response is 16/05/23.
FC23/24-24	<b>Licensing Applications:</b> To note, consider and comment on new and amended licensing applications.  <b>Boroughwide Street Trading Consent – New</b> <u>Charlie Browns on 12/04/2023</u> for 1 ice cream van to trade Boroughwide for the following times: <b>Monday to Sunday 16:00 to 19:00</b> , deadline for response 09/05/23.  <b>Boroughwide Street Trading Consent – Renewal</b> <u>MK Ices (Reg EK09 XXE) on 21/04/2023</u> for one ice cream van to trade Boroughwide for the following times: <b>Monday to Sunday 14:00 to 21:00</b> , deadline for response 19/5/23.

	<p><b>Boroughwide Street Trading Consent – Renewal</b>  Mister Softee (Reg J192 NVV) on 21/04/2023 for one ice cream van to trade Boroughwide for the following times: <b>Monday to Sunday 16:00 to 20:00</b>, deadlines for response 19/05/23.</p> <p><b>Boroughwide Street Trading Consent – Renewal</b>  MK Ices (Reg SV64 WSJ) on 24/04/2023 for one ice cream van to trade Boroughwide for the following times: <b>Monday to Sunday 14:00 to 21:00</b>, deadlines for response 22/05/23.</p> <p><b>Boroughwide Street Trading Consent – Renewal</b>  MK Ices (Reg DG10 HCV) on 24/04/2023 for one ice cream van to trade Boroughwide for the following times: <b>Monday to Sunday 14:00 to 21:00</b>, deadline for response is 22/05/23.</p>
FC23/24-25	<p><b>Consultations:</b> To consider and comment.  Statement of Licensing Policy (Licensing Act 2003), proposed revision relating to the MKCC Licensing Policy for 2023 to 2028, deadline for response 17/05/23.</p>
FC23/24-26	<p><b>Community Engagement:</b> Council to discuss and consider the following:</p> <ol style="list-style-type: none"> <li>1. King Charles III Coronation, feedback on event held 08/05/23.</li> <li>2. MK Citizens Advice outreach service. Cllr Charlotte Hall to put forward a proposal.</li> </ol>
FC23/24-27	<p><b>Communications</b></p> <ol style="list-style-type: none"> <li>1. <u>Reports:</u> Members to give an update on any meetings attended.</li> <li>2. <u>Written Correspondence:</u> To note any correspondence received/sent.</li> <li>3. <u>Newsletter/Calendars:</u> (Cllr's Freeman-Gwynn, Hall and Nash).</li> </ol>
FC23/24-28	<p><b>Meetings</b>  Council to NOTE the next full council meeting on Monday 10 July 2023 at 19h30.</p>
FC23/24-29	<p><b>Confidential Item.</b> Council to agree 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 end of 6-month probationary review.</p>