

**OWPC MEETING LOG (CLERK REPORTING)**

Date	Minute	Decisions	Action	Details	Status
10/10/22	FC22/23-06	<b>Code of Conduct.</b> Council RESOLVED to adopt, Clerk to review and make any minor amendments that related to PC	Clerk	28/11/22 Clerk printed copy to read through.	Open
10/10/22	FC22/23-08 (4.2)	<b>Credit Card.</b> Council to agree Clerk investigation into a Parish Council credit card facility with an agreed limit. Council RESOLVED that Clerk investigate and bring back a proposal to next meeting.	Clerk	Waiting for change of bank. 11/09/23 Clerk will bring back a proposal to next meeting 08/01/24. <b>11/03/24 In the absence of a Clerk, council to consider if this item is closed until such time as a Clerk is appointed.</b>	Open
14/11/22	FC22/23-23.2	<b>IT Allotments.</b> Council RESOLVED that the Clerk arrange a demo with EDGE IT Systems, to include the Patch Allotment Association (PAA) committee members.	Clerk PN	21/11/22 Clerk sent email to ALL Cllrs asking who would like to attend demo. Clerk to set up a demo in the New Year. 13/11/23 Council to consider when this should happen. 15/01/24 Council to agree Clerk's priorities. <b>11/03/24 As Clerk has resigend, council to consider next steps.</b>	Open
09/01/23	FC22/23-38.2	<b>Volunteer Policy.</b> Council RESOLVED to adopt the rewrite of the Volunteer Policy presented by the Clerk.	Clerk CH VFG	Clerk/CH/VFG to get together to review (TBC)	Open
09/01/23	FC22/23-41.3	<b>Erlass</b> (pathways that are not main thoroughfares, need clearing). Council AGREED that this is a further topic to be picked up with Nick Hannon. Councillor's to continue to send the Clerk a list of all identified pathways that are not being maintained.	VFG	28/03/23 Meeting at MKCC with NH/KP. Clerk to collate all data before meeting. 10/07/23 ERLASS etc. MKCC'S Landscape Client Officer walkabout being arranged by Cllr VFG. 13/11/23 Council to consider if this item is now closed. <b>15/01/24 Council agreed to leave this on the log as an ongoing item.</b>	Open
13/03/23	FC22/23-54	<b>Civility and Respect.</b> Council RESOLVED to sign up to the pledge. Clerk create a Dignity at Work Policy and bring back to the next full council meeting 15/05/23.  Council RESOLVED to review the drafted letter by NALC, who recommends Councils send to their MP's in support of lobbying government for change.		30/03/23 Clerk logged the pledge with NALC, certificate received. 04/10/23 BMKALC notified the sector that the Early Day Motion had expired and encouraging Council to write to their MP's again in support of this. To be added to the next meeting in Jan 24. 15/01/24 Will be added to the March 24 agenda. <b>11/03/24 has not been actioned due to hours.</b>	Open
13/03/23	FC22/23-56	<b>Allotments.</b> Council RESOLVED to review the devolved management agreement and allotment documentation.	Clerk	10/07/23 Clerk to add to the Sept agenda for review. 11/09/23 added to agenda under item FC23/24-45 Office 365 Migration. 13/11/23 will add to agenda for agreement on updates and next actions. 15/01/24 Will be added to the March 24 agenda. <b>20/02/24 Clerk asked councillors (CH/MM/RK/PN/RB) for their availability to meet to go through the existing devolved agreement, only received one response (PN).</b>	Open
15/05/2023 13/11/2023 15/01/2024	FC23/24-22.3 FC23/24-64.2 FC23/27-83.2	<b>Speedwatch. 22.3:</b> Cllr RK confirmed that there were two volunteers who had signed up at King's Coronation Big Help Out event. Cllr RK is currently working on training and sign-ons with Thames Valley Police (TVP). Cllr RK needs to provide map locations, all councillors to feed back to Cllr RK of any areas of concern. <b>64.2:</b> Cllr CH will find out from MKCC Highways, the process of requesting signage on lamp posts. <b>83.2</b> Cllr RK gave an update, signage will be approx. £500, will need to get permission from MKCC to install on lamp posts.	RK	10/07/23 Cllr RK gave an update – the online training module is an issue. 11/09/23 Cllr RK to give an update under agenda item FC23/24-47.2. 13/11/23 Cllr RK to give an update under agenda item FC23/24-64.2 <b>11/03/24 RK to give an update.</b>	Open

15/05/2023 11/09/2023 13/11/2023	FC23/24-08 FC23/24-51 FC23/24-62	<b>Working Groups and Terms of Reference.</b> Council RESOLVED: <b>08:</b> There should be a minimum of three-members in each working group as follows; Finance, Communication and Planning. <b>51:</b> To carry forward the Terms of Reference for agreement in the next meeting on 10 July 23. <b>62:</b> Clerk presented draft ToR for council to consider. Council RESOLVED that each group to review and bring back any additions/amendments for consideration and approval in the next full council meeting on 08 Jan 24.	Clerk	<b>08:</b> 03/07/23 In liaison with Chair and Vice, carried forward to Sep 23 meeting for when Clerk is back. 11/09/23 added under agenda item FC23/24-62.2 Council RESOLVED to adopt the draft ToR for Working Groups, presented by the Clerk and that the individual working groups would put forward further recommended details for each group for consideration in the next meeting on 13/11/23. <b>51:</b> 13/11/23 agenda item 62 <b>62:</b> Clerk will add to the March 24 agenda due budget discussions in Jan 24. <b>11/03/24 Agenda Item FC23/24100</b>	Open
15/05/23	FC23/24-15	<b>Document Retention Policy</b> , Policy adopted,	Clerk	Clerk to review all historic information and implement a project plan, update at Sept meeting. 13/11/23 Ongoing	Open
10/07/2023 11/09/2023	FC23/24-35 FC23/2 4-47	<b>Canal &amp; River Trust</b> <b>35:</b> To be asked about hedge-trimming programme (GL) and then litter pick to be arranged by OWPC (RW). <b>47 (a):</b> Council RESOLVED that the Clerk to find out, through the Milton Keynes City Council (MKCC) GIS mapping system, who owns the land along the towpath and therefore responsible for the upkeep. <b>47 (b):</b> Cllr VFG stated that The Canal Trust charity is set to lose almost half of its funding after 2027 – amounting to more than £300 million in real terms. Cllr VFG recommended that the Clerk write to The Canal Trust and ask to be put on their list of consultees for any planned changes, Council AGREED.	GL RW	<b>35:</b> 11/09/23 Cllr's GL & RW to give an update under FC23/24-47.1 <b>47 (a):</b> 21/09/23 Clerk sent email to Barry Goodman (The Parks Trust), having looked at the MKCC GIS System. Response received from Barry Goodman. 25/09/23 response sent to Cllrs GL+RW. 17/10/23 email circulated to Councillors. 29/10/23 Cllr VFG asked for progress on the agenda item. 08/11/23 Clerk re sent original email sent out on 17/10/23. <b>47 (b):</b> 13/11/23 still to be actioned.	Open
10/07/23	FC23/24-35	<b>MKCC Rights of Way</b> To chase MKCC Rights of Way Officer about long-outstanding playing fields route.	VFG	11/09/23 Cllrs VFG to give an update under agenda item FC23/24-54 Reports. 13/11/23 Council to discuss and agree way forward. 15/01/24 Cllr CH will bring back for an update. <b>11/03/24 Agenda Item FC23/24-103</b>	Open
10/07/2023 11/09/2023	FC23/24-38 FC23/24-53.1	<b>Community Engagement</b> MK Citizens Advice outreach service.	VFG	11/09/23 Cllr VFG confirmed that she is currently looking at the availability of dates for the next workshop in the Christmas period. 13/11/23 Cllr VFG to give an update under agenda item FC23/24-70.1 15/01/24 Cllr VFG/CH to give an update from 05/12/23 session held.	Open
11/09/23	FC23/2 4-52	<b>2023/24 Projects</b> Council RESOLVED to include the following projects in the next financial year: 1. Advancement of landscaping review Woughton Park. 2. speed watch. 3. Community annual event. 4. QE11 Status and playing fields.	Clerk	13/11/23 Agenda Item 60.3 Draft Budget 2024/25	Open
13/11/2023 15/01/2024	FC23/24-63 FC23/24-82.3	<b>PAA Allotment Trees-West Boundary</b> <b>63</b> Cllr CH highlighted that there is an issue regarding ownership of the trees that run along the entrance of the site. Both Cllr CH and Clerk to meet with MKCC to discuss further. <b>82.3</b> Council AGREED that the Clerk go ahead with the initial tree survey to assess if there is any immediate risk or need for maintenance works.	Clerk / CH	15/01/24 on further investigation, Clerk found the Deeds and redline drawings showing that OWPC do own and are responsible for the line of trees on the West Boundary, from the PAA entrance, along Newport Road towards the corner leading to the Orchard. 15/01/24 Clerk instructed RTM Landscapes to go ahead with survey. <b>20/02/24 Clerk received tree survey results, on agenda for consideration 11/0/24 FC23/24-101.2.</b>	Open

13/11/23	FC23/24-65	<p><b>Bins</b> Bins: 2023 risk assessment carried out by the Clerk and a recommended bin replacement plan put forward. Council RESOLVED to go ahead with the recommendations as follows:</p> <p>Bin replacements: 01 (£160), 09 (£185), 13 (£160), 14 (£160), 16 (£160). Lid replacements: 03 (£25), 15 (£25). Bins to be lifted off the ground by contractor DNH: 06, 07 (no cost). Total cost of £875 exc VAT to be actioned within this financial year 2023/24.</p> <p>Bin location map to be updated by PN.</p>	<p>Clerk</p> <p>PN</p>	<p>21/11/23 Clerk instructed DNH to go ahead with bin replacements. They confirmed they could not replace bin lid 3 as this is not a bin they installed. Replacements will take 4-6 weeks. <b>11/03/24 Clerk to put bin stickers on new bins.</b></p>	Open
13/11/23	FC23/24-65	<p><b>Noticeboards:</b> 2023 risk assessment carried out by the Clerk and a recommended noticeboard replacement/refurbishment plan put forward. After much deliberation about Passmore noticeboard position and whether Woughton Park needs a noticeboard, as the bus stop is no longer in use, Council asked the Clerk to bring back the total cost of replacing a noticeboard.</p>	Clerk	15/01/24 Budget decision for council	Open
15/01/24	FC23/24-87	<p><b>Biodiversity:</b> Under the 2021 Environment Act, public authorities (including town and parish councils) operating in England, must consider what they can do to conserve and enhance biodiversity. Council to review and agree any changes to the template circulated by BALC. Council NOTED the draft policy template and agreed that further work is needed and will bring back to the next meeting for approval and adoption.</p>			
15/01/24	FC23/24-90	<p><b>Clerk Appointment:</b> Council to discuss and agree next steps in relation to the appointment of a new Clerk. Councillor Charlotte Hall confirmed that Vicky will be resigning and council needs to consider how to best advertise the role.</p> <p>It was agreed that the Clerk send out an email to the Milton Keynes Clerk network in the first instance. Clerk confirmed that the role can also be advertised via SLCC and NALC, at a cost. It was suggested an advert also be included in the next Newsletter.</p>	Clerk	<p>22/01/24 Clerk notified Kay Pettit to put advert on MKCC website. <b>11/03/24 Agenda Item FC23/24-109</b></p>	