



## AGENDA

### PUBLIC NOTICE AND SUMMONS TO A MEETING OF FULL COUNCIL

**ALL MEMBERS** of Old Woughton Parish Council are **summoned** to attend the Full Council meeting to be held:

**Monday 11 March 2024 at 19h30**

**Venue: St Mary's Church, Woughton on the Green, MK6 4BE**

Signed

V MOTE

Parish Clerk

04 March 2024

#### **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).

## AGENDA

**FC23/24-92 Apologies.**

To receive, note and agree apologies.

**FC23/24-93 Resignation.**

Council to note the resignation of the Clerk.

**FC23/24-94 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.

**FC23/24-95 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).

**FC23/24-96 Minutes.**

To agree as a correct record the minutes of the Full Council meeting held on 15 January 2024.

**FC23/24-97 Finance (RFO)**

1. Payments, Council to note payment schedule 01/01/24 to 29/02/24 (previously circulated).
2. Actual vs Budget 2023/24 report YTD 29/02/24 (previously circulated).

**FC23/24-98 Meeting Log Update.**

Council to note and review highlighted items.

**FC23/24-99 Microsoft 365 Migration update**

**FC23/24-100 Working Groups (Task & Finish) Terms of Reference.**

Each group to review the draft Terms of Reference presented by the Clerk 13/11/23 and bring back any additions/amendments for consideration and approval.

1. Finance.
2. Communications.
3. Planning.
4. Allotments.

**FC23/24-101 Allotments**

1. Patch Allotment Report (PAA) (previously circulated).
2. PAA Trees on West Boundary (Newport Road).  
Council to agree the works to be carried out following a full survey.
3. Patch Allotment Devolved Management Review.  
Council to review and agree next steps.

**FC23/24-102 Environment Updates and decisions.**

1. Environment & Canal Matters.
2. Speedwatch, Cllr Kenyon to give an update.

**FC23/24-103 Woughton Playing Fields Rights of Way.**

Council to review and discuss the update report from Milton Keynes City Council Rights of Way Officer.

FC23/24-104 **Consultations.**

To note, consider and comment on new consultations.

Get Around MK: electric vehicles survey | Milton Keynes City Council ([milton-keynes.gov.uk](https://milton-keynes.gov.uk)), deadline 31/03/24.

FC23/24-105 **Planning Applications.**

To note, consider and comment on new and amended planning applications.

FC23/24-106 **Licensing Applications.**

To note, new and amended licensing applications.

FC23/24-107 **Community Engagement.**

MK Citizens Advice outreach service update.

Annual Residents meeting 18 June 2024.

FC23/24-108 **Communications.**

1. Reports: Members to give an update on any meetings attended.
2. Newsletter/Calendars: Communications working group to give an update.

FC23/24-109 **Clerk Appointment and Legal Obligations.**

1. Council to note outcome of interview.
2. Council to agree to register for a Locum Clerk.
3. Council to agree the delegated roles and terms, in the absence of a Clerk.
  - 3.1 Clerk.
  - 3.2 Responsible Financial Officer.
  - 3.3 IT.

FC23/24-110 **Meetings.**

Council to NOTE the next full council meeting on 13 May 2024 (AGM), starting at 19h30.