



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)

## MINUTES

**Monday 11 September 2023 at 19h30**

**Venue: St Mary's Church, Woughton on the Green, MK6 3BS**

Members Present: Cllr Vanessa Freeman Gwynn (VFG) - (Vice Chair), Cllr. Geoff Long (GL); Cllr. Mary Major (MM), Cllr. Roy Kenyon (RK); Cllr. Phil Nash (PN)

Apologies: Council RESOLVED to accept apologies as follows:  
Cllr Charlotte Hall, Cllr Rob Grindley, Cllr Roshini Wickramasinghe, Cllr Ray Brown

Officer Present: Vicky Mote (Clerk/RFO)

Meeting Started @ 19h33 and chaired by Cllr Vanessa Freeman Gwynn (VFG)

| MINUTE   |  |
|--|--|
| <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.<br><br>Cllr MM (PAA trustee) declared an interest in item 46-Allotments. |  |
| FC23/24-41   | <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). No public present.  |
| FC23/24-42   | <b>Minutes.</b> Council RESOLVED that the draft minutes of the Full Council meeting held on 10 July 2023 be accepted as a true copy. Duly signed by Cllr VFG(Vice-chair).  |
| FC23/24-43   | <b>Finance (RFO)</b> <ol style="list-style-type: none"><li><u>Payments</u>, Council NOTED the payment schedule 01/07/23 to 31/08/23.</li><li><u>Actual vs Budget 2023/24 report</u>, Council NOTED the report YTD 31/08/23, there were no questions raised.</li><li>Council RATIFIED the new bank Direct Debit for TTNC.</li><li>Council RATIFIED the new bank Direct Debit for Google Drive.</li><li><u>Payroll</u>, Clerk presented the current payroll process, which is not efficient enough. Council discussed and AGREED that payroll is to be set up as a Standing Order for the Clerk's standard 28 contractual hours per month and that any overtime agreed, will be put through as a separate transaction.</li></ol> |
| FC23/24-44   | <b>Meeting Log Update.</b> Clerk presented an update on all outstanding live actions. Council NOTED further updates on Canal Trust matters (refer to item 47.1).   |

|                        |  |
|------------------------|--|
| <p>FC23/2<br/>4-45</p> | <p><b>Office 365 Migration.</b> Update and further actions.<br/>Cllr PN still had some concerns regarding the migrations process as follows:</p> <ol style="list-style-type: none"> <li>1. Further clarity is required on migrating email groups. Clerk suggested that Cllr PN send through his spreadsheet, detailing how the groups are currently set up on Google Drive.</li> <li>2. Due to the start of the Patch Allotment Association (PAA) new allotment year, there would be some email traffic therefore, Cllr PN recommended that migration is postponed until end Nov. Council AGREED.</li> <li>3. Cllr PN recommended that the Patch Allotment Association (PAA) continue to use the parish council email domain name. However, the PAA are to pay the cost of the licenses required. Council AGREED that the Clerk write to the PAA confirming this.</li> <li>4. Cllr PN confirmed that the existing Secure Sockets Layer (SSL) certificate for the website domain, expires on 05/12/23 therefore, he recommended that council do not change their domain name from <b>.org.uk to .gov.uk</b> during the migration process, this to be carried out at a later date. Council AGREED.</li> </ol>  |
| <p>FC23/2<br/>4-46</p> | <p><b>Allotments (Cllr Kenyon)</b></p> <ol style="list-style-type: none"> <li>1. Patch Allotment Report (PAA), circulated by Cllr RK.</li> <li>2. Council NOTED that their open day had been changed from 15 July to 22 July due to bad weather.</li> <li>3. National Allotment Society-annual membership at £66 (incl. VAT). Clerk asked Council if they still needed the subscription as they no longer manage the PAA site. Council RESOLVED to continue with the membership for another year, due 18/09/23.</li> <li>4. Council NOTED that the PAA hold their AGM in April.</li> </ol>   |
| <p>FC23/2<br/>4-47</p> | <p><b>Environment Updates and decisions.</b></p> <ol style="list-style-type: none"> <li>1. <u>Canal Matters</u> (Cllr's RW and GL)<br/>Cllr GL had received a response from The Canal Trust and noted that the grass and undergrowth had been done however, not the overhanging trees or hedges. The Canal Trust confirmed that it is not their responsibility to carry out works on the trees and overhanging hedges, this is the responsibility of the residents who back onto the canal.<br/><br/>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.<br/><br/>Cllr GL confirmed that he has sent photos to The Canal Trust, showing the overgrowth. Where hedges and trees do fall under their responsibility, they will not cut-back in the summer months due to the bird nesting season. The Canal Trust are very limited on resources and will prioritise the works however, they are not able to give any specific updates.<br/><br/>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.<br/><br/>Both Cllr GL and RW carry out monthly walks along the canal, highlighting any issues. Council thanked Cllr RW for her collation of photo's and narrative, which is very useful. Cllr GL agreed to arrange a litter pick along the canal and Cllr PN will include the volunteer list.</li> <li>2. <u>Speed watch</u>, Cllr Kenyon to give an update.<br/>Reminders were sent out and six varied replies had been received. Cllr RK confirmed that there are still only two qualified trained people (Cllr's PN, RK). There was a discussion about the difficulty/ambiguity in the questions that have to be answered in the online test in order to qualify, it was suggested that this is something that might be putting volunteers off.</li> </ol> |

|                        |   |
|------------------------|---|
| <p>FC23/2<br/>4-48</p> | <p><b>Planning Applications:</b> To note, consider, ratify and comment on new and amended planning applications.</p> <p><b>23/01442/HOU-At:</b> Fairview 1 Newport Road Woughton On The Green Milton Keynes MK6 3BS. <u>Proposal:</u> Construction of single storey side extension, containing a new ground floor bedroom. New single-storey rear extension including a first floor balcony above the proposed flat roof. Installation of lift to facilitate first floor access within the existing property. Deadline response: 31/07/23.<br/>22/08/23 MKCC Granted Permissions.</p> <p><b>23/01557/HOU- At:</b> The Lodge The Green Woughton On The Green Milton Keynes MK6 3BE. <u>Proposal:</u> Erection of a house single rear extension.</p> <p><b>23/01560/HOU-At:</b> 2 Bellis Grove Woughton On The Green Milton Keynes MK6 3EZ. <u>Proposal:</u> Installation of solar panel. Deadline response: 14/08/23.</p> <p><b>23/01631/TCA-At:</b> 2 The Green Woughton On The Green Milton Keynes MK6 3BE. <u>Proposal:</u> The removal to ground level of 1x Quince (T1)(approx 4m tall) due to heavy case of blight, and replant with something suitable. Tree protected by Milton Keynes Tree Preservation Order no PS/540/15/19. Deadline response: 24/08/23.</p> <p><b>23/01668/DISCON-At:</b> 5 The Green Woughton On The Green Milton Keynes MK6 3BE. <u>Proposal:</u> Approval of details required by condition 2A (Schedule and statement - Phased) of permission ref. 23/00301/LBCM. Deadline response 18/08/23.</p> <p><b>23/01715/TCA-At:</b> 29 Baskerfield Grove Woughton On The Green Milton Keynes MK6 3ES. <u>Proposal:</u> The crown reduction of Cherry Tree by 3-4ft. Deadline response: 30/08/23.</p> <p><b>23/01775/HOU-At:</b> 10 Verley Close Woughton On The Green Milton Keynes MK6 3ER. <u>Proposal:</u> The erection of a single storey front extension. Deadline response: 07/09/23.</p> <p><b>23/01932/TCA-At:</b> Peartree House The Green Woughton On The Green Milton Keynes MK6 3BE. <u>Proposal:</u> Willow tree (1) on drive, fallen blocking drive. Tree is rotten at base - remove. Prunus tree (4) fallen/leaning on garage. Advised by structural engineers report to remove. Sycamore (2) and ash trees (2) overgrowing barn - pollard to 3m. Dead silver birch with associated risk of falling on barn structure - remove. Deadline response: 03/10/23.</p> <p>It was NOTED that the Applications listed had either closed for comment or were awaiting comments from the relevant MKCC Officers. No OWPC input needed to be made at this time.</p> |
| <p>FC23/2<br/>4-49</p> | <p><b>Licensing Applications:</b> Council NOTED the following application and had no comment.</p> <p><b>Boroughwide Street Trading Consent – New</b><br/>We have received an application from <b>MK Ices on</b> 10.08.23 for 1 ice cream van (DK13FFJ) to trade Boroughwide for the following times:<br/><b>Monday to Sunday 15:00 to 18:00</b><br/>Deadline response: 07/09/23.</p>  |
| <p>FC23/2<br/>4-50</p> | <p><b>Boroughwide Consultation(s).</b> To consider if they wish to respond.</p> <ol style="list-style-type: none"> <li><u>Milton Keynes New City Plan:</u> various consultation activities to be held throughout Autumn and Winter 2023. Council NOTED that Cllr's CH+RG will be attending the presentation on 02/10/23.</li> <li><u>Local Enforcement Plan 2023</u> from 01/09/23 to 13/10/23.<br/>Council RESOLVED to delegate to Clerk and Cllr RG to put forward the response.</li> </ol>   |

|                |   |
|----------------|---|
| FC23/2<br>4-51 | <p><b>Working Groups (Task &amp; Finish).</b> Council to consider and agree the general Terms of Reference (ToR) for Working Groups, followed by an agreed deadline to complete more specific Terms for each working group listed below:</p> <ol style="list-style-type: none"> <li>1. Finance.</li> <li>2. Communications.</li> <li>3. Planning.</li> <li>4. Allotments.</li> </ol> <p>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.</p>   |
| FC23/2<br>4-52 | <p><b>2023/24 Projects</b><br/>Agree future projects in readiness for 2023/24 budget planning. Council RESOLVED to include the following projects in the next financial year:</p> <ol style="list-style-type: none"> <li>1. Advancement of landscaping review Woughton Park.</li> <li>2. speed watch.</li> <li>3. Community annual event.</li> <li>4. QE11 Status and playing fields.</li> </ol>  |
| FC23/2<br>4-53 | <p><b>Community Engagement:</b> Council to discuss and consider the following:</p> <ol style="list-style-type: none"> <li>1. <u>MK Citizens Advice Outreach Service:</u> council to agree future dates.<br/>Cllr VFG confirmed that she is currently looking at the availability of dates for the next workshop in the Christmas period.</li> <li>2. <u>Residents meeting 20/06/23</u> Update; see attached Q&amp;A addendum.<br/>Cllr VFG confirmed that the Q&amp;A will form part of the central pages in the next newsletter.</li> <li>3. <u>Age UK (Milton Keynes):</u> digital inclusion support and technology help services.<br/>Clerk confirmed that she had spoken to the key contact given by Cllr MM and the following was noted: <ul style="list-style-type: none"> <li>• Current service is fully funded until end Nov 23 and they don't know if they will get any further funding.</li> <li>• They can offer group sessions to clubs or in sheltered housing.</li> <li>• They trialed a dop-in service at Bradwell however, the numbers were very sporadic.</li> <li>• They offered a 4-week service at the Frank Moran Centre at West Bletchley Parish Council and also ran a session at Simpson.</li> <li>• Clerk suggested they might want to look at a model where Parish, Town and Community Council offer funding, similar to the model that MK CAB offer.</li> <li>• Clerk also suggested that neighbouring Parish, Town and Community Councils might want to work together to offer the service.</li> <li>• Melissa was pleased about the new idea and will take it back to their committee.<br/>Our details will be kept on file for future contact.</li> </ul> </li> </ol> |
| FC23/2<br>4-54 | <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.<br/>Council NOTED that the Canalside forum will be attended by Cllr RW.</li> <li>2. <u>Newsletter/Calendars:</u> (Cllr's Freeman-Gwynn, Hall and Nash).<br/>Cllr VFG confirmed that the next newsletter Autumn/Winter edition, will be delivered at the beginning of November.</li> </ol>  |
| FC23/2<br>4-55 | <p><b>Meetings</b><br/>Council to NOTED the next full council meeting on Monday 13 November 2023 at 19h30</p>   |

Meeting ended at 21h05

|                |                            |            |
|----------------|----------------------------|------------|
| DATE: 13/11/23 | CHAIR: Cllr Charlotte Hall | SIGNATURE: |
|----------------|----------------------------|------------|

ADDENDUM - FC23/24-53 (2) RESDENTS MEETING 20/06/23 Q+A

|  |  |
|--|--|
| <b>Q.1</b> Would the 'enhanced monitoring option' for devolved landscaping be parish by parish or altogether?  | <b>A.1</b> The 'third way' as it is sometimes badged, is a series of bi-monthly meetings with MKCC to enable greater focus on landscape works, involving <b>all</b> parishes, which opt to join. 13 parishes have so far devolved and there are 5 parishes that currently meet using the 'enhanced monitoring option'. There would be an additional cost to OWPC if the Clerk attends ( Clerk Hours) at least. |
| <b>Q.2</b> Do devolving parishes receive funding from MKCC?  | <b>A.2</b> Yes, there is a sum equivalent to existing annual cost, which would transfer between MKCC and OWPC, which could be then re-contracted by OWPC. This was estimated at £13,000 @ for the whole parish. Whilst not devolved spend levels can be changed by any approved MKCC budget.   |
| <b>Q.3</b> Where verges only are mown, does MKCC manage seed dispersal into adjacent gardens?                  | <b>A.3</b> No  |
| <b>Q.4</b> How is the electricity for the new contractor's fleet provided?                                     | <b>A.4</b> As part of MKCC's recycling functions at Old Wolverton.   |
| <b>Q.5</b> Why is there no maintenance of W. Park Village 'Green'?   | <b>A.5</b> There is a metre-wide cut on all the Green's verges. Tree management can be explored in a joint site visit.   |
| <b>Q.6</b> Why is there no tree or French drain management on W. Park Village Green?                           | <b>A.6</b> Per <b>A.5</b> above, this can be reviewed in the site visit.   |
| <b>Q.7</b> Why is ivy not managed (causes weakened overhanging branches especially into neighbouring gardens)? | <b>A.7</b> MKCC has an ivy management policy, which does not include the routine control of ivy. This can also be reviewed through the site visit.   |
| <b>Q.8</b> What will MKCC do about tree interference with my television signal?                                | <b>A.8</b> There is no right to a TV signal, nor solar gain, for that matter.  |
| <b>Q.9</b> Why is landscape not managed around road signs?   | <b>A.9</b> Please use MKCC's 'Report It' service to notify problem instances.  |
| <b>Q.10</b> What about having a 'Report It' service for all these issues?                                      | <b>A. 10</b> MKCC's Report It service is widely available ( <a href="https://www.milton-keynes.gov.uk/pay-report-and-apply/report-it">https://www.milton-keynes.gov.uk/pay-report-and-apply/report-it</a> ) & <b>Fact Box or ring customer services on MK 691 691 . and info on the PT</b>   |
| <b>Q. 11</b> Are the original blue recycling boxes now redundant?  | <b>A.11</b> Yes. Please feel free to re-purpose them.  |
| <b>Q.12</b> Are smaller wheelie bins available?  | <b>A.12</b> All wheelie bins are now a standard size. They do not have to be put for every collection.   |
| <b>Q13</b> Will all these bins be returned to their own properties?  | <b>A.13</b> The new waste contract has much tighter requirements and bins are expected to be returned to their properties. This will be a monitoring issue and the new collection vehicles will have 360 degree cameras to assist.   |
| <b>Q.14</b> Can all complaints be made on-line (no phoning-in needed)?   | <b>A.14</b> Yes, via MKCC'S Report It service (see Fact Box).  |
| <b>Q.15</b> What will be the frequency of collection (by bin colour)?  | <b>A.15</b> Green and Black collections remain weekly. Blue and Red collections will alternate fortnightly. Printed details will be delivered with the bin roll out.   |
| <b>Q.16</b> Are we really going to recycle glass in plastic sacks?   | <b>A.16</b> Yes, where properties have been assessed and eligible for sacks rather than bins.  |

|  |  |
|--|--|
| <b>Q.17</b> Who is responsible for clearing up after the crows?                        | <b>A.17</b> The change to a fully binned system helps to reduce bird damage. Bin lids to be fully closed as this is important for the mechanism of the trucks.                           |
| <b>Q.18</b> My daughter lives in Woburn Sands, how does she make space for this?       | <b>A.18</b> Your daughter can ask for a review of her property.  |
| <b>Q.19</b> Which bin is the right one for soft plastics?                              | <b>A.19</b> It is not currently economical for MKCC to recycle these items, so place in Black bin. Alternatively, some larger supermarkets offer this service (eg the Co-op, M & S etc.) |
| <b>Q.20</b> How do the operators know there is an 'assisted collection' at a property? | <b>A.20</b> There is an in-cab system which will notify the crew of this.  |
| <b>Q.21</b> Where do you put shredded paper?   | <b>A.21</b> In the red bin ( it must be clean and dry).  |
| <b>Q.22</b> How will the service be monitored?   | <b>A.22</b> A more robust contract with rigorous performance targets and clear penalties for poor performance. Vehicles 360' cameras will help.  |