
MINUTES
Monday 11 March 2024 at 19h30
Venue

St Mary's Church, Woughton on the Green, MK6 3BS.

Members Present

Councillors Charlotte Hall (Chair), Vanessa Freeman Gwynn (Vice-Chair), Roshini Wickramasinghe, Geoff Long, Roy Kenyon, Phil Nash, Mary Major, Rob Grindley

Officer Present

Vicky Mote (Clerk/RFO).

Residents

Five residents present.

Meeting Started @ 19h30.

FC23/24-92 Apologies.

Councillor Ray Brown not present (no apologies received)

FC23/24-93 Resignation.

Council NOTED the resignation of the Clerk, ending on 31 March 2024.

Councillor Charlotte Hall (Chair) gave thanks to the Clerk for her professionalism and work carried out during her tenure.

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. There were no declarations to note.

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).

Resident wanted an update on the Hotel. Councillor Hall confirmed that it would be opening in a months' time as a hotel again. They will be doing a "soft opening" initially as they have a lot of work to do to bring it back up to standard as a hotel.

Resident queried the status of the Old School House, in Woughton Park, as there was a sign advertising "Offices to Let". Councillor Grindley confirmed that the class of use of this dwelling is "live/work unit" and therefore, they are within their rights to advertise the use as they have. The Council confirmed that they will keep an eye on the use, to ensure that the owner does not breach their planning obligations.

Resident raised a concern about the canal parking; recently 10 boats moored and a lorry parked up.

Resident raised a concern about the potholes. Councillor Hall confirmed that the City Council had been out and filled in two of the bad holes due to the imminent marathon, which will pass through the parish.

Councillor Hall also confirmed that the City Council has assessed our roads and deemed them as “not meeting their criteria” and therefore, not a priority. Councillor Hall has requested an emergency review as some of the potholes are extra hazardous at night with no paths or lighting.

FC23/24-96 Minutes.

Councillor Nash highlighted a correction as follows:

FC23/24-82.1(b): It was noted that Les will be retiring from the Patch Allotment Association as Chair however, remaining on the committee. The Council would like to thank Les for his hard work and commitment to the committee.

Council RESOLVED that the draft minutes of the Full Council meeting held on 15 January 2024, with the above amendment, be accepted as a true copy. Duly signed by Councillor Charlotte Hall (Chair).

FC23/24-97 Finance (RFO)

1. Payments, Council NOTED the payment schedule 01/01/24 to 29/02/24 (previously circulated), no questions were raised.

2. Actual vs Budget 2023/24 report YTD 29/02/24 (previously circulated). Council NOTED the report, no questions were raised.

FC23/24-98 Meeting Log Update.

Clerk gave a brief updated on the report previously circulated, no questions were raised.

FC23/24-99 Microsoft 365 Migration update.

Councillor Nash asked that the Clerk notify Cloudy IT of the change of person, who will be responsible as contact for the council, once she leaves. Clerk confirmed that this will be addressed under agenda item 109 (3.3) in more detail.

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, Council RESOLVED to take this to the May meeting, post elections.
2. Communications, Council RESOLVED to take this to the May meeting, post elections.
3. Planning, Council RESOLVED to adopt the draft presented by the Clerk, with the addition of a note to say that any application that is responded to outside of a meeting, will be ratified at the next full council meeting. Clerk confirmed that this is within the Delegation Policy.
4. Allotments, Council RESOLVED to take this to the May meeting, post elections.

FC23/24-101 Allotments

1. Patch Allotment Report (PAA) (previously circulated). Reported NOTED.

2. PAA Trees on West Boundary (Newport Road).

Council were very happy with the detailed assessment carried out by RTM Landscapes Ltd and RESOLVED that the Clerk instruct them to go ahead with the Urgent and Immediate proposed works (T1,T2,T11,T17,T22,T23,T26,T27,T56,G2,Ivy) at a total cost of £1,900 + VAT. Due to this being a conservation area, the cost includes the relevant Planning application submissions required to carry out the works.

3. Patch Allotment Devolved Management Review.

Clerk circulated the existing agreement, with comments. Council RESOLVED that they would review this document with the Patch Allotment Association management team, before bringing it back to full council for final agreement.

FC23/24-102 Environment Updates and decisions.

1. Environment.

Environmental log NOTED. Councillor Hall gave an update as follows:

- There are a number of holes currently along the Ouzel Valley, where The Parks Trust are testing the environment to see if they can create a new pond for newts.
- The water run-off onto the Green Road near the “kissing gate” is going to be fixed; The Parks Trust will be re-instating the French drain that has become clogged.
- There have been a number of arson incidents in the book shop (old bus stop) on the corner of Baskerfield Grove. Councillor Hall has asked to meet with Milton Keynes City Council to re assess this location, especially as it is right next to a thatched cottage, which is at risk.
- There is graffiti on one of our new dog bins, which needs to be cleaned, Councillor Hall agreed to do this.
- New road surface on Woughton Park road is wearing away where the council keeps sweeping it, asked for a further assessment.
- Lots of work going on with MK Dons SET and Milton Keynes City Council at Woughton Park Playing Fields regarding trees, paths and bridges.

Canal Matters

Councillors Long and Wickramasinghe gave a joint update on canal matters. There is a dangerous hole on the towpath, which has been reported twice. There is a muddy patch between bridges 88-89, which they will keep an eye on. They have arranged a litter pick on 23/03.24.

2. Speedwatch, Cllr Kenyon gave an update.

Nine out of ten sites have been identified as meeting the criteria by Thames Valley Police. Awaiting a response from Thames Valley Police on the first session. Still short on volunteer, there are currently five registered.

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. The update report had been circulated prior to the meeting and will be shared with the public via our website.

FC23/24-104 **Consultations.**

Current consultation NOTED, councillor to respond as members of the public, if they wish to do so.

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

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

To NOTED and ratified the following responses:

24/00153/CLUP

At: 9 Newport Road Woughton on The Green, Milton Keynes MK6 3BS.

Proposal: Certificate of lawfulness for the erection of a timber prefabricated single storey granny annexe for ancillary use to the main dwelling. NOTIFICATION ONLY.

24/00152/HOU

At: 9 Newport Road Woughton on The Green Milton Keynes MK6 3BS.

Proposal: Erection of a timber prefabricated single storey granny annexe for ancillary use to the main dwelling.

15/02/24 Old Woughton Parish Council notes that two different but parallel applications have been submitted for the same proposal. However, in support of the Parks Trusts comments the Parish Council OBJECTS to both applications for the following reasons:

Under application 24/00153/CLUP we disagree that the proposal can be allowed under permitted development rights as the site is in the Woughton on the Green Conservation Area where these rights are removed.

We are not convinced that the annexe could be defined as a mobile home as there is insufficient space between the house and the garage for the structure to be moved from its proposed location. The proposal is evidently a permanent structure, with foundations and connections mains drainage, hence a separate Householder application (as below).

Under application 24/00152/HOU the Parish Council OBJECTS due to insufficient information being supplied to assess the proposals for this sensitive site.

The supporting documents fail to demonstrate that there is no impact on the root protection area of the mature trees to the boundary, which are situated in the Scheduled Ancient Monument. There should also be an ecological impact assessment on the historic pond located within a few meters of the site boundary.

Likewise, there is no assessment as to whether the annexe will be visually prominent from the Linear Park and Schedule Ancient Monument. It may be that if the proposal was positioned closer to the host house and away from the site boundary some of these concerns could be allayed.

24/00144/ADV

At: Ye Olde Swan Newport Road Woughton on The Green Milton Keynes MK6 3BS.

Proposal: Advertisement consent for the display of x1 non-illuminated projecting sign, x1 set of non-illuminated individual house name letters, x1 set of non-illuminated sign-written house name letters, x2 non-illuminated car park disclaimer signs, x1 non-illuminated post mounted amenity sign and x2 non-illuminated post mounted welcome signs.

12/02/24 The Parish Council OBJECTS To the installation of new signage as detailed in the application documents. In particular note the following detail comments:

Sign 1 (Hanging pub sign): The new signage looks to hang lower than the existing and may cause an issue with larger delivery vehicles.

Sign 6 (entrance car park sign Newport Road): The positioning of this sign appears to be on public highway land and should be omitted.

Sign 9 (entrance car park sign The Green): The positioning of this sign appears to be on public highway land and should be omitted.

Context: The pub is Grade II Listed building and is located in the Old Woughton Conservation Area. The proposals will detract from the character of the area and will harm the setting.

24/00345/CLUP

At: 16 Goodman Gardens Woughton on The Green Milton Keynes MK6 3EP.

Proposal: Certificate of Lawfulness for the conversion of existing attached double garage into a studio/guest room with changes to doors and addition of 3no rooflights. NOTIFICATION ONLY.

FC23/24-106 **Licensing Applications.**
Council NOTED the Boroughwide renewals.

FC23/24-107 **Community Engagement.**
MK Citizens Advice Outreach Service.
Councillor Freeman Gwynn confirmed that both she and Councillor Hall had met with Simpson and Ashland Parish Council to explore a collaborative approach between the two councils, where the service could be alternated on a quarterly basis. To be brought back to a future meeting for approval.

Annual Residents Meeting

Councillor Hall confirmed that the date for the residents meeting will be on 18 June 2024. The format will be the same as last year and the current line up is Citizens Advice Bureau, MK Dons SET (Woughton Pavilion and Playing Fields), Neighbourhood Watch.

FC23/24-108 **Communications.**

1. Reports: Members to give an update on any meetings attended. None to report other than agenda item 107.
2. Newsletter/Calendars: Communications working group to give an update. Sign off on the newsletter is 11/03/24 and distribution will be before Easter.

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

1. Council to note outcome of interview.
Councillor Hall gave a brief overview and confirmed that whilst there were a number of people who enquired about the role, only one person came forward for an interview. Whilst the candidate could fill part of the role, they were not a full fit and therefore not appointed.
2. Council RESOLVED to go ahead and register for a Locum Clerk through all the relevant public sector bodies. National Association of Local Councils (NALC), Society of Local Council Clerks (SLCC), Local Government Resource Centre (LGRC). Council also RESOLVED to include an advert in the latest newsletter.
3. Council to agree the delegated roles and terms, in the absence of a Clerk.
Clerk presented a report summarising the councils' legal duties and obligations and confirmed that no delegation could be given to an individual councillor or working group.
 - 3.1 Clerk. Council RESOLVED to bring back to the May meeting post elections.
 - 3.2 Responsible Financial Officer. Council RESOLVED to bring back to the May meeting post elections.
 - 3.3 IT. Council RESOLVED to delegate the IT responsibility to Councillor Nash. No decision can be taken unless a minimum of five councillors respond, via email, to any request or item raised. All decisions to be ratified at the following full council meeting.

Council RESOLVED that the current Clerk would keep hold of the council laptop and retain full access until the completion of the Internal Audit in April 24.

FC23/24-110 **Meetings.**

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

DATE: 13/05/2024	CHAIR:	SIGNATURE:
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