

MINUTES FULL MEETING OF THE COUNCIL

Monday 8 July 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) Phil Nash, Rob Grindley, Ray Brown, Mary Major, Roshini Wickramasinghe

Officer Present: Vicky Gladstone (acting clerk)

Meeting Started @ 19h30

FC24/25-033 **Public question time, including Parish and Ward Councillor updates:**

No members of the public nor Ward Councillors were present.

FC24/25-034 **Apologies and Conflicts of Interest:** Apologies were received and accepted from Cllr Ryan Gillies. Conflict of Interests were noted from Cllr Mary Major as a Trustee of the Allotments and Cllr Charlotte Hall as President of the Allotments and in relation to planning item FC24/25-045.-1.

FC24/25-035 **Minutes.** The Annual General Meeting (AGM) minutes and Full Council meeting minutes held on 13 May 2024 were approved and signed as a true record.

FC24/25-036 **Finance & Admin (RFO)**

1. Payments, Council approved and noted the payment schedule 01/05/24 to 30/06/24 as previously circulated.
2. RIALTAS training: It was resolved to seek training – within the training budget allocation
3. PO Box – Council to note new PO Box Address : PO Box 6548, Milton Keynes, MK10 1AB as of 26/06/24
4. Bank Mandates: Council agreed to make changes to Bank Mandates. It was resolved to remove Vicky Mote and Roy Keynon and to add Cllr Mary Major
5. Insurance 2024-2025: Council reviewed and noted the renewal of cover. No changes to policy cover. Premium cost £524.
6. Review of Reserves Policy to be reviewed under FC24/25-041
7. Equipment: Council resolved to have the Chair and acting Clerk to research a printer for the use of the Council.
8. Council confirmed Councillor Portfolios/Working Groups (as circulated) were correct and to be adopted.

FC24/25-037 **Annual Accounts and Return for the year ended which is 31 March 2024.**

1. Annual Internal Audit Report 2023/24; Council reviewed and adopted the Internal Audit report from Auditing Solution Ltd relating to financial year ending 31 March 2024. No actions were required, and it was signed off.

FC24/25-038

Fixed Assets.

1. Council to note addition to Fixed Asset Register to include the Clerk's laptop.
2. It was resolved that Cllr Nash should store the laminator and battery for the lights, Cllr Hall should store the Christmas tree baubles and lights, all of which had previously been stored by Cllr Roy Keynon. It was further resolved that a new battery and additional baubles be purchased and £158 has been budgeted for this purpose.

FC24/25-039

Microsoft 365 Migration update

Following the review of the previously circulated discussion paper, Cllr Nash suggested that as Councillors never collaborate in real-time on the production of documents and rarely are online concurrently, that the use of Teams for collaboration and messaging was not a good fit for Council use. Each working group should decide on the best method of messaging for them, e.g. Chat or WhatsApp. However, Teams should be used for video conferencing. This was approved by Council.

Cllr Nash also noted that currently in Microsoft 365 emails sent to groups were not replicated to the inboxes of group members, unlike how Google Workspace had been configured for us. This makes it necessary to go and check the group inboxes for new messages instead of only checking your personal inbox. Cllr Nash therefore requested permission to configure Microsoft 365 to replicate emails arriving in group inboxes to the inboxes of group members, thereby restoring the previous scenario of only having to check personal inboxes for new emails. All emails sent to a group will still be archived in that the group's inbox, therefore replicated emails in personal inboxes can be deleted once dealt with. This was approved by Council.

The creation of an Archive group for Councillors to copy emails sent to external email addresses, when not copying to another group, was approved by Council.

FC24/25-040

Working Groups (Task & Finish) Terms of Reference.

Additions/amendments for consideration and approval.

1. Finance. - it was resolved to carry this forward to next meeting
2. Communications. - changes made and approved.
3. Planning. - changes made and approved.
4. Allotments.- changes made and approved.

FC24/25-041

Allotments

1. Patch Allotment Report (PAA) circulated and approved.
2. Patch Allotment Devolved Management Agreement Review. The Agreement as circulated was approved. The related amendment to the Reserves Policy, as circulated, was approved.

FC24/25-042

Environment Updates and decisions.

1. Environment & Canal Matters. There has been an incident where barriers installed by the Canal Trust(C&RT) have been dumped into the canal. It was resolved that the Clerk write to C&RT and MK city council (MKCC) regarding the litter and tipping.
2. Speedwatch equipment on its way. Location of signage to be determined, but there are mobile signs in the pack that can be used during surveying and data collection.
3. Further to MKCC offering the PC additional trees, it was resolved that OWPC accepts this offer, where MKCC will also plant them. Cllr Nash to liaise.

FC24/25-043

Community Asset – Right to Bid

Council resolved to submit an application for renewal of the Right to Bid re: Ye Olde Swan, which is due for review at the end of the year.

FC24/25-044 **Consultations.**

The new city plan is to go to consultation with briefing on 22.7.2024. This Strategic Plan for Milton Keynes for the next 10 years proposes 65,000 homes within the Borough. Some 30,000 have already been allocated and now a further 30,000 has been put forward.

The MKCC Ward Boundary review deadline is 9th September. OWPC to consider and make input. More information is needed, particularly regarding the projected voter numbers. It was resolved to have a dedicated working group session on this.

FC24/25-045 **Planning & Licensing Applications.**

The following Planning Applications were discussed:

1. 24/01053/FUL 5, The Green: The draft letter of objection previously circulated by the Planning Working Group was approved and should be sent out by the Clerk. The objection includes a request that the application is called in by the MKCC Planning Committee for consideration.
2. 24/00345/CLUP 16, Goodman Gardens - Garage Conversion - no comments.
3. 24/00860/HOU Peartree House – Buttress Wall strengthening of ancient barn- no comments.

FC24/25-046 **Council Projects**

1. Dog Bin at Walton Lake Car Park (no. 3). It was resolved to upgrade to a 60 litre bin, which will cost £160+ VAT and is included in budget planning for 2024/25. There will be a nominal increase in collection costs for this size bin (with the increase in volume). The Parks Trust will re-site post and the OWPC Contractor to carry out installation and disposal of the old bin. (£10)
2. Passmore Ward: Cllr. Major has put together a draft consultation document to establish resident support for the installation of a commemorative bench. Need to investigate the view of the landowner (MKCC).

FC24/25-047 **Community Engagement.**

1. MK Citizens Advice – The MK Director presented at the Annual Residents Meeting. Joint surgeries with Simpson and Ashland Parish Council continue until the end of April.
2. Annual Residents Meeting 18 June 2024 – this was another great success with a good and effective format. It was resolved to continue the approach.
3. ‘Big Help Out’ – the special collection event on 8th June was much appreciated by residents.
4. MK Dons Set met with Cllrs. Grindley and Hall and gave an overview of operations, thus furthering links with them and understanding their plans for the future. It is hoped these will be regular meetings. Cllr Hall noted that the playing fields had QEII status. The Set also confirmed that they will replace/repair the Newport Road gates into the playing fields.
5. Rights of Way – Cllr Freeman Gwynn met with the MKCC Rights of Way Officer regarding particular health and safety hazards. The ROW Officer took photographs and issued a Closure Notice on the towpath behind Foxton.

FC24/25-048 **Communications.**

1. Reports:

The Chair met with MK Parks Trust regarding S106 funding, which is being applied for to support local heritage initiatives. £5000 is available and designated for use in increasing access to Heritage in Woughton on the Green. The Parks Trust is seeking OWPC support with this project. Cllr Hall to write in agreement.

2. Newsletter/Calendars: Communications Working Group working on next newsletter edition due to be delivered end of September.

FC24/25-049 **Meetings.**

Council agreed to cancel the next full council meeting on 09 September 24 to work up Parish position on both the MKCC Boundary Review and The New City Plan. Chair to investigate possibility of using Ashland Lakeside as a venue.

POST MEETING UPDATE : The Next Full Council Meeting will take place as scheduled on the 9th September 2024.

Next meeting date: 9th September 2024

The meeting ended at 21.00

DATE: 09/09/2024	CHAIR:	SIGNATURE:
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