



AGENDA

PUBLIC NOTICE AND SUMMONS TO THE ANNUAL PARISH MEETING, FOLLOWED BY AN ORDINARY FULL COUNCIL MEETING

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

Monday 12 May 2025 at 19h30
Venue: St Mary's Church, Woughton on the Green, MK6 3BS

Signed

May 25

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

There follows a list of the business to be transacted (Agenda).

AGENDA
ANNUAL PARISH COUNCIL MEETING

- FC25/26-001 **Election of Chair for the year 2025/26.**
- FC25/26-002 **Election of Vice-Chair for the year 2025/26.**
- FC25/26-003 **Apologies.**
To receive, note and agree apologies.
- FC25/26-004 **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.
- FC25/26-005 **Minutes.**
To agree as a correct record the minutes of the APM held on 13 May 2024.
- FC25/26-006 **Standing Orders.** Council to review and approve.
- FC25/26-007 **Financial Regulations.** Council to review and approve.
- FC25/26-008 **Review of Working Groups.**
(LGA1972, s101, decisions can only be delegated to committees, sub-committee, an Officer or another local authority).

Council to review and agree if all working groups (WG) remain the same, (list circulated prior to meeting).
- FC25/26-009 **Representation at External Bodies.** (LGA1972, s101, decisions can only be delegated to committees, sub-committees, an Officer or another local authority).

Council to review and agree list of external bodies and representation (list circulated prior to meeting).
- FC25/26-010 **Membership of External Bodies.** Council to review and agree.
 1. National Association of Local Councils (NALC).
 2. Buckingham & Milton Keynes Association of Local Councils (MKALC).
 3. Society of Local Council Clerks (SLCC).
 4. The National Allotment Society (NAS).
- FC25/26-011 **Appointment of Internal Auditor**
Proposal that the Council continues with, and appoints Joanna Simonds as internal auditor for 2025/26.
- FC25/26-012 **Scheme of Delegation.** Council to agree the scheme of delegation to the Clerk/RFO
- FC25/26-013 **Review and agree Annual Policies listed below.**
 1. Code of Conduct.
 2. Fixed Assets Register.
 3. Reserves Policy.
 4. Grants Policy.
 5. Risk Register.
 6. Investment Strategy Policy.

AGENDA – FULL COUNCIL

- FC25/26-014 **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).
- FC25/26-015 **Minutes.** To agree as a correct record the minutes of the Full Council meeting held on 10th March 2025.
- FC25/26-016 **Finance (RFO)**
(All reports circulated prior to the meeting for review)
1. Payments: Council to note payment schedule 01/03/25 to 31/03/25
 2. Receipts and Payments to 31/03/2025: Council to note
 3. Actual vs Budget 2024/25 report YTD 31/03/25
 4. April 2025 Accounts: To note these to be included in July Financial Reporting
 5. Bank Reconciliations to 31/03/2025 Noted and signed.
 6. Accounting Software : To agree move from Rialtas to SCRIBE
 7. Insurance Renewal June 2025: To consider quotations received.
- FC25/26-017 **Annual Accounts and Return for the year ended 31 March 2024.**
(All reports circulated prior to the meeting for review).
1. To note the Annual Internal Audit Report 2024/25 conducted by Joanna Simonds on 2nd May 2025.
 2. To agree actions needed from the Annual Internal Audit Report.
 3. To approve and sign the section 1 Annual Governance Statement for the year ending 31st March 2025
 4. To approve and sign the Section 2 Accounting Statement for the year ending 31st March 2025.
 5. To note the dates Tuesday 3rd June 2025-Monday 14th July 2025 for the Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return.
- FC25/26-018 **Allotments**
1. Patch Allotment Report (PAA) (previously circulated) To note
 2. Capital Projects: To agree proposed Capital Projects.
- FC25/26-019 **Environment Updates and decisions.**
1. Environment & Canal Matters.
 2. Case Work
- FC25/26-020 **Consultations.**
1. Update Ward Boundary Review and Community Governance Review
 2. MKCC Corporate Sustainability Strategy: 'Changing Because We Have To': To consider a response
- FC25/26-021 **Planning & Licensing Applications.**
To note, consider and comment on planning and licensing applications:
1. 4 Foxton (WP) – PLN/2025/0685 (Response Date 12/5/25)
 2. 2 Passmore – PLN/2025/0458 (Response Date 14/05/25)
 3. 5 Goodman – PLN/2025/0685 (Response Date 19/05/25)

- FC25/26-022 **Community Engagement.**
1. MK Citizens Advice: to consider and agree continued sessions in conjunction with Simpson and Ashland Parish Council.
 2. Annual Residents' meeting 24th June 2025
 3. Apple Day Oct 2025: To Agree Budget.
- FC25/26-023 **Communications.**
1. Reports: Members to give an update on any meetings attended.
- FC25/26-024 **RFO**
1. Confirm and note Statutory LGA 1st April 2025 Review Scale and Rate
 2. Shared Resources Simpson and Ashland Parish Council
- FC25/26-025 **Meetings.**
- Council to NOTE the next full council meeting on 14 July 2025, starting at 19h30.