

MINUTES

FULL MEEETING OF THE COUNCIL

Monday 14th July 2025 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 (arrived at 7.50pm) , Roshini Wickramasinghe, Mary Major, Ryan Gillies.

Officer Present: Apologies from Acting Clerk - Minutes noted by Cllr Major and in part recorded (Trial Audio to script)

Three Members of the Public Present

Meeting Started: 7.30 pm

FC25/26-026 **Public Questions:**

- 1) Question raised with regards to the new 20mph speed limits in Woolstone and how this was implemented. Cllr Hall noted that this is an extensive process with consultation, evidence collection and multiagency involvement. Any scheme agreed is added to the MKCC works list and that there are only a certain number actioned annually (as it is an involved process).
- 2) Question raised with regards to the recent field fire (likely / witnessed/ caused by young people) on the Green in the village. Could there be a request for the hay to be cut sooner than the end of month that is scheduled? Cllr Hall to contact The Parks Trust to discuss. It was noted also, that there had been a serious house fire in Woughton Park and that it was unanimously agreed that thanks, in both cases, must be given to the quick actions of neighbors and passerby's and the speedy response by the fire service bringing matters under control quickly. Cllr Freeman Gwynn has been in contact with the residents impacted by the house fire to offer support.

FC25/26-027 **Apologies and Disclosures of Interests.**

No Apologies received.

It was noted that there has been confusion for residents with regards to Ward Councillor status in relation to the new City Ward Boundary review / new Ward arrangements. Campbell Park and Old Woughton Ward Councillors remain the elected Councillors for our parish. In May 2026 there is an 'all out' election for all City Councillors which will determine the elected Councillors who would represent the parish / new Ward arrangements (Ouzel Valley Ward). It was agreed that clear communication needed to be shared in parish communications. All members of the public are welcome to our public meetings.

Disclosures of interest noted for Cllr Major (Trustee Patch Allotment) ; Cllr Freeman Gwynn item 33.2 ; Cllr Hall (President of Patch Allotment) and item 33.3 and 33.4 (Employee).

FC25/26-028

Minutes.

1. The minutes of the Annual Parish meeting held on 12/05/25 were agreed and signed as a correct record of the meeting held
2. The minutes of the Full Council meeting held on 12/05/25 were agreed and signed as a correct record of the meeting held.

FC25/26-029

Finance & Admin (RFO):

1. Payments: Council noted and agreed payment schedule 01/04/25 to 30/06/25. The April payments included in the schedule (absent in May papers due to the timing of migration of accounting software)
2. Yr to date Activity v Budget: Report Noted
3. Bank Reconciliations recorded and signed (Total £58,066.94 as at 1/7/25):
Lloyds: £37,312.91
METRO: £20,754.03
4. VAT has been reclaimed for the period to 31/03/25 2025 (£2,571.04)
5. CCLA Bank Report: The report prepared by RFO was noted. Council agreed that it would be prudent to explore other banking possibilities also, to ensure to seek the best return on funds and appropriate banking facilities and arrangements.
6. SCRIBE: The migration from RIALTAS to SCRIBE accounting software has been successfully completed. Access to SCRIBE (read only / scrutiny and transparency) has been setup for the Finance Working Group. Other Cllrs to contact RFO if wishing to be allowed access also.
7. Insurance 2025/2026: Renewal has been completed (June 2025) – 3 yr fixed rate with a small increase to £528.82 / annum (Hiscox Insurance Co Ltd)
8. SLCC Membership Fee confirmation noted: This is proportional with RFO covering two Parish Councils (£32.30)
9. Grant Allotment Open Day: Grant (£100) agreed for contribution to Open Day event.
10. Councillor Portfolios and External Representation: Summary updated document agreed for 2025-2026. To be published on Website
11. Policies to review: As part of the Policy Audit:
 1. Code of Conduct
 2. Grants – Need to review Allotment payment under a different heading as technically not a grant, but an annual payment towards a specific community event.Revised policies were received and agreed.

FC25/26-030

Allotments

1. Patch Allotment Report (PAA): This was received.
Cllr Nash presented the key matters:
 - a) Cllrs agreed to a ban on fires and BBQ's on the allotments until further notice during this period heightened fire / wild fire risk. Signage to be installed onsite.
 - b) Water Usage - monitoring continues with regards to this issue and potential leaks etc
 - c) Projects: Locks on standpipes to discourage use of hose-pipes have been installed; Gate works; Looking at locking systems and mechanisms (Mag locks rather than keys) ; Ridings repairs ; Apiary Development; and other general investment and improvements.
- c) Cllr Hall to collect excess produce to take to Tinkers Bridge Larder and Community Hub.

FC25/26-031

Environment Updates and decisions.

1. Case Work updates: Cllr Hall reported that the installation of 2 bollards in Passmore at access points that had previously been used for illegal encampment activity had been approved by MKCC and on the 2025/2026 works list. Woughton Park, which also have had similar activity last summer have two tree trunks positioned, to limit access to the village green. The footpath between St Mary's and Turpyn Court has been repaired.

Numerous matters reported and being monitored, including potholes ; graffiti, hedges; road conditions (The Green) ; lighting; fly-tipping (Boater activity) etc which are all being tracked and followed-up as a Parish Council. Cllrs agreed that it was essential that residents also reported matters and the 'report it' page on the parish website was a helpful signposting tool here.

2. **Parking Matters:** This is an issue across the parish including overflow from parkland parking provision, event activity and general pressures generated on a 'rural' infrastructure at the heart of a growing city and in a 'destination' area for recreational activity. In the first instance, the impact arising from activity around the playing fields and Pavilion to be the first focus : It was agreed that a working party should be created to look at the specific issues here and the options available to find any possible solutions (Parking permits ;signage ; better liaison with partners; better communication and on-site management). It was noted that with current works taking place (Pavilion) that there had been vehicle use on the bridleway into the playing fields by security staff and fencing deterioration and gateway safety concerns. All of the latter have been reported.

FC25/26-032 Consultations

1. **Community Governance Review** – The Parish Council has submitted comments to the review. Expected outcome and final decisions to be taken in the Autumn.

FC25/26-033 Planning & Licensing Applications.

To note, consider and comment and update on new and current planning & licensing applications:

1. MK Dons – PLN/2025/0851 (Response Date 17/6/25) Comment Submitted
2. 1 Saddington – PLN/2025/1145 (Response Date 24/6/25) Comment Submitted
3. 5 The Green – PLN/2025/1010 (Response Date 7/7/25) Comment Submitted. Some discussion took place over the submission by the applicant that due to lack of enforcement within a 4 yr period allows 'lawfulness' in this instance.
4. Ye Olde Swan - PLN/2025/1254 (Response Date 24/7/25) No Comment
5. Pavilion - Alcohol License Ref: 174976: Notices to be put up on parish notice boards and further information sought.
6. There are a number of 'Open' Enforcement Queries under investigation

FC25/26-034 Council Projects

Council to consider any Ward Projects submitted:

1. **Maintenance of Parish Boards:** Cllr Hall noted that the next notice board to be overhauled would be the Passmore board.
2. **Other Ward Projects:** Cllr Gillies investigating matters relating to bus stops and other community projects ideas. Other projects are being progressed.

FC25/26-035 Community Engagement.

1. **MK Citizens Advice outreach service update:** the next surgery to take place on the 10th October at St Mary's Church. We continue to work with Simpson and Ashland PC to deliver a series of dates across the year where residents can come and get free advice and support.
2. **Community Events:**The Parks Trust ' Apple Day '(18th October 2025): OWPC will have a stall and be working with a 'resident' artist on the day (from MKUH Arts for Health). Budget already agreed of £250.

FC25/26-036 Communications.

1. Reports:

Cllr Hall reminded colleagues that she attends, once a month, the 'Parish Monitoring' meeting with landscaping Officers. This is a very effective forum for bringing to the table

parish issues and implementing any landscape works.

Cllr Hall has requested a meeting with DOT/LIME (E-bikes and Scooter operators) as part of the consultation taking place across MKC with regards to expanding and identifying 'geofence' parking bay locations which will be points where hire ends and starts. This is to reduce the nuisance and danger of ad hoc parking in the 'public realm'. By working with Parishes, there can be more of a granular approach to finding the most appropriate locations. However, locations can be moved or removed if found not to be the 'best-fit'.

Due to the decision to have 3 Newsletters this year (due to timings of decisions and other matters) the next newsletter will be going out at the end of November. There will be the possibility of an interim flyer / mini newsletters to capture key events and share timely and relevant information with residents.

2. Correspondence:

There have been two communications received from residents :

- 1) Query over dangerous Stile in parklands / playing fields boundary: this has been confirmed by the Parks Trust that it is a 'redundant' old stock fence stile and not a right of way or access and that they will be removing it as a precaution.
- 2) Complaint with regards to waste bin at 90b Bridge (Woughton Park) – side-waste and /fly tipping. This is an ongoing matter under review.

FC25/26-037 **Meetings.**

1. It was noted that the next Full Council meeting is scheduled for the 10th November 2025 : this is with the provision that if required an Emergency Meeting or Ordinary Meeting can be called with appropriate notice at any time.

Meeting Ended 8.55pm

SignedChair

Date 10/11/2025