

## MINUTES

### FULL MEETING OF THE COUNCIL

Monday 12<sup>th</sup> January 2026 at 19:30

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, Ryan Gillies

#### Officer Present: RFO (Katherine Harmsworth)

Two Members of the Public Present.

Meeting started: 19:30

#### FC25/26-050 Public Questions:

The new owners of 1 Newport Road attended the meeting to discuss the certificate of lawfulness application (reference PLN/2025/2744) for a proposed change of use to a Class C3(b) residential home accommodating up to four children with disabilities. They outlined their plans for the property.

#### FC25/26-051 Apologies and Disclosures of Interests.

No apologies received.

Disclosures of interest noted for Cllr Major (Trustee Patch Allotment); Cllr Hall (President of Patch Allotment) and item 058-6.

The resignation of Councillor Wickramasinghe was formally acknowledged, and the Council expressed its appreciation for her contribution to the Council.

#### FC25/26-052 Co-option

There are currently two councillor vacancies: one in Passmore Ward and one in Woughton Park Ward. No applications have been received for these vacancies to date.

#### FC25/26-053 Minutes.

The minutes of the Full Council meeting held on 11/11/25 were agreed and signed by the Chair as a correct record of the meeting held.

#### FC25/26-054 Finance & Admin (RFO):

1. Payments: Council noted and agreed payment schedule 01/11/25 to 31/12/25.
2. Yr to date Activity v Budget: Council noted and agreed the report.
3. Bank Reconciliations recorded and signed (Total £66063.58 as at 31/12/25):  
Lloyds: £45230.95  
Metro: £20832.63
4. Budget: Council discussed and agreed to accept the proposed budget.
5. Precept: Council discussed the precept for 2026/27. It was agreed at £17000, a reduction of 40% or £11000 on last year.

6. Spending:  
It was resolved to approve the payment of £536.30 + VAT for AdvantEdge allotment management software.  
It was resolved to purchase 2 extendable litter pickers at a cost of approximately £17 each.
7. It was resolved that the following actions will be completed in preparation for the next audit and to address Assertion 10:
  - Review the website's accessibility and implement any necessary improvements.
  - Update the accessibility statement on the website once the accessibility review is complete.
  - Update the website's privacy policy.
  - Explore the possibility of changing the domain name from .org.uk to .gov.uk.
8. Policy Review:  
It was resolved to adopt the following policies:
  1. Biodiversity Policy
  2. Equality and Diversity Policy
  3. Freedom of Information and Publication Policy
  4. Grievance Policy
  5. Health and Safety Policy
  6. Subject Access Request Policy

FC25/26-055 **Allotments**

1. Patch Allotment Report (PAA):  
Cllr Nash presented the key matters:
  - a) Surplus rental funds will be received shortly and retained by the Council as earmarked reserves.
  - b) Quotes are being obtained for the replacement of roadway gate supports and for extending the security fencing.
  - c) The terms and conditions will be updated to include a requirement that keys must be returned within six months, or the deposit will be forfeited.

FC25/26-056 **Environment Updates and decisions.**

1. Case Work Updates:  
There is an ongoing issue with a leak under Groveway near the canal, and the source of the leak remains unclear.  
A recent increase in graffiti has been reported across the Parish. Residents are encouraged to report incidents via the MKCC website.  
A new French drain has been installed by The Parks Trust (gateway to field near No 6) to help alleviate flooding on The Green from run-off. Further work is still needed by MKCC to clear verge 'cuts' and vegetation in the ditch.  
There is still frequent flooding near the raised hump at the junction on the Newport Road to Baskerfield Grove. This has been reported again.
2. CaRT Volunteer Partnership Renewal:  
It was resolved to renew the volunteer partnership with CaRT for another year.
3. Parking Matters:  
There are ongoing parking issues at The Close and Bowles Place. It was resolved that Cllr Brown will prepare a resident survey to gather feedback on potential options for addressing the problem. The Council also acknowledged the Parks Trust for improving their event leaflets, which now encourage attendees to use alternative parking locations.

FC25/26-057 **Consultations**

1. Community Governance Review:  
It was resolved to report the boundary issues to the ONS Geospatial Team.
2. New Towns Briefing:  
To be monitored for further developments.
3. Buckinghamshire Fire Consultation (28/01/26):

- Councillor Hall will attend a drop-in session to gather information and provide feedback.
4. MKCC Budget 2026/27 (15/01/26):  
The Council reviewed the budget and noted a significant deficit requiring spending cuts.
  5. MK City Plan 2050:  
Due to technical errors in the initial consultation, the process has reopened. The Council agreed that no additional feedback is necessary.
  6. Local Travel Plan:  
Similarly, technical errors have led MKCC to reopen this consultation.
  7. Neighbourhood Health:  
The Council awaits further information on this matter.

**FC25/26-058 Planning & Licensing Applications.**

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

1. MK Dons – PLN/2025/0851 (Response date: 17/6/25)  
Case still open.
2. 1 Saddington – PLN/2025/1967 (Discharge of Conditions – Boundary Treatments)  
(Response date: 6/10/25)  
Permission granted.
3. 2 Baskerfield – PLN/2025/2086 (Response date: 12/9/25)  
Permission granted, with conditions.
4. 58 Passmore – PLN/2025/2173 (Response date: 20/9/25)  
Permission granted, with conditions.
5. 27 Passmore – PLN/2025/1712 (Response date: 21/11/25)  
Permission granted, with conditions.
6. 5 The Green – PLN/2025/1805 (Response date: 4/12/25, 23/1/26)  
The wording of application has been altered to include the 'demolition of the remaining lambing sheds'. This alteration extended further consultation to the PC, however it was noted that there is no public signage for this alteration of description of scheme. Council resolved to resend the previous objection and request for panel hearing.
7. 1 The Green – PLN/2025/2517 (Response date: 24/12/25)  
Council had no comment to make.
8. 1 Newport Road PLN/2025/2744 (Response date 19/01/26)  
Council had no comment to make.
9. Enforcement Matters:  
Council noted that the enforcement queries raised were still open cases.

**FC25/26-059 Council Projects**

Council to consider any Ward Projects submitted:

1. Geo-fencing for Lime and Dott E-Scooters  
The Council was unable to provide feedback within the required timeframe due to technical difficulties. The new geofenced areas are expected to go live shortly. Should any issues arise, the Council will notify the providers so that adjustments can be made.
2. Other Ward Projects  
It was resolved that the Council will research transitioning to a .gov.uk domain name.

**FC25/26-060 Community Engagement.**

1. Defibrillator Awareness Training (19/11/25)  
The session was well attended and positively received. A further session was offered; however, no additional requests have been received to date.
2. Orchards 50-Year Celebration  
The Parks Trust will host a series of events throughout the year to mark the Orchard's 50th anniversary. The Council will consider ways in which it can support these celebrations. The Council resolved that it would again attend the 'Apple Day' event.
3. The Big Spring Clean / The Big Help out  
It was resolved that Cllrs Grindley and Hall will be engaging with Orbit management to discuss possible community sessions (Litter-picks; and community events). Cllr Grindley

investigating the possibility of a another 'Big Help Out' project.

**FC25/26-061 Communications.**

1. Reports:  
Cllr Major attended the Parish Forum which primarily focused on the use of AI within MKCC and Parish and Town Councils.
2. Correspondence:  
Hazardous waste reported and dealt with.  
Cabling fly tipping (and possible copper strip-out under 90b canal bridge) also reported and removed.

**FC25/26-062 Meetings.**

1. It was noted that the next Full Council meeting is scheduled for the 9<sup>th</sup> March 2026.
2. It was resolved to hold the annual Residents Meeting 2026 in June, date to be confirmed depending on speaker and venue availability.

In accordance with the Public Bodies (Admission of Meetings) Act 1960, the public and representatives of the press and broadcast media are excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

**FC25/26-063 HR**

1. Council discussed and agreed the appointment of Katherine Harmsworth as Parish Clerk effective from 1<sup>st</sup> January 2026. Contracted hours were agreed at 7 hours per week term-time and 3 hours per week during school holidays. Rate of pay was agreed at SCP27 with a working from home allowance of £26 per month.

Meeting Ended 21:10

Signed .....Chair

Date .....