

MINUTES

FULL MEETING OF THE COUNCIL

Monday 11th November 2025 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 (left at 20:43).

Officer Present: Apologies from Acting Clerk - Minutes noted by RFO (Katherine Harmsworth).

Four Members of the Public Present.

Meeting started: 19:30

FC25/26-038 Public Questions:

- 1) A member of the public asked why a meeting had not been held in September. Cllr Hall explained that this was part of a trial to reduce the amount of Council meetings.

FC25/26-039 Apologies and Disclosures of Interests.

Apologies received and accepted from Cllr Wickramasinghe.

Disclosures of interest noted for Cllr Major (Trustee Patch Allotment); Cllr Freeman Gwynn item 045-4 and 045-5; Cllr Hall (President of Patch Allotment) and item 045-10.

FC25/26-040 Minutes.

The minutes of the Full Council meeting held on 14/07/25 were agreed and signed by the Chair as a correct record of the meeting held.

FC25/26-041 Finance & Admin (RFO):

1. Payments: Council noted and agreed payment schedule 01/07/25 to 31/10/25.
2. Yr to date Activity v Budget: Council noted and agreed the report.
3. Bank Reconciliations recorded and signed (Total £69355.28 as at 31/10/25):
Lloyds: £48,548.74
Metro: £20,806.54
4. Draft Budget: The Council discussed the proposed budget. It was agreed that feedback will be sought from residents, and the final budget will be confirmed at the January meeting.
5. Precept: The Council discussed the precept. It was agreed in principle to reduce the precept with the final figure being confirmed at the January meeting.
6. Bin Collections: The contractor, Marcus Young Landscapes, reviewed the dog waste bin collections and recommended that four bins be moved to twice-weekly collections. Council agreed to accept this recommendation.
7. MKCC Funding: The Council noted receipt of £500 from the Household Support Fund. It was agreed that the funding be used to support Citizens Advice Bureau (CAB) sessions.
8. Savings Account Recommendations – As the Council currently holds higher

than usual reserves, it was suggested that two savings accounts be opened; one with instant access and one as a fixed term account. In this arrangement, the existing Metro account would be closed due to its low interest rate. It was agreed that the Council investigate this proposal further.

9. Spending: It was resolved to purchase the reference book - Local Council Administration 14th Edition (£144) and Child Defibrillator pad replacements (£78).

10. **Policies Review:**

It was resolved to adopt the following policies, subject to minor formatting amendments for consistency.

1. Co-option Policy
2. Co-option Application Form
3. Reserves Policy
4. Risk Register
5. Scheme of Delegation
6. Communications Policy
7. IT Policy – add reference to
8. Complaints Policy
9. Complaints Form
10. Data Protection and Privacy Policy
11. Disciplinary Policy
12. Document Retention and Disposal Policy

FC25/26-042 **Allotments**

1. Patch Allotment Report (PAA):

Cllr Nash presented the key matters:

- a) Rent payments have been received, with nearly all now paid in full.
- b) Consideration is being given to potential capital projects. Cllr Nash has requested a quotation from Warefence for new fencing and replacement of the main entrance gate posts and locking systems. Additionally, repairs to the toilet roof and the rear of the hut are being reviewed.

FC25/26-043 **Environment Updates and decisions.**

1. Case Work Updates:

Bollards have now been installed in Passmore to prevent vehicular access to the Village Green. Ongoing issues remain with the road surface on The Green. MKCC conducts annual inspections in April; however, the surface has not yet met the threshold for maintenance. Request for a reassessment has been made.

2. Parking Matters:

Ongoing parking issues were discussed in relation to The Close and Bowles Place. It was resolved that a survey be issued to residents to gather feedback and ideas to garner possible options to address the problem.

FC25/26-044 **Consultations**

1. Community Governance Review:

The review has been completed, with no changes recommended to Old Woughton Parish Council (OWPC). The outcome will now be submitted to central government for approval. An ongoing issue remains regarding the use of the name 'Woughton' in various contexts, which continues to cause confusion. Furthermore, there have been mapping errors that have come to the surface during the recent statutory processes that remain unresolved. It was agreed to contact the Office for National Statistics (ONS) in the first instance and to continue to find the best way forwards here with both issues.

2. Regulation 19 – MK City Plan 2050:

A consultation on the MK City Plan 2050 (Regulation 19) is now open. It was resolved that details of the consultation will be shared with residents.

FC25/26-045 **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)
New addition to the documents submitted suggesting that the fencing near the watercourse will be removable to allow the Water Board free access. Case still open.
2. Sports Pavilion – Ref: 174976 (Premises Licence) (Response date: 5/8/25)
Granted approval.
3. Ye Olde Swan – Ref: 175612 (Minor Variation to Premises Licence) (Response date: 30/9/25)
Granted approval.
4. 1 Saddington – PLN/2025/1145 (Response date: 24/6/25)
Granted approval, subject to conditions.
5. 1 Saddington – PLN/2025/1967 (Discharge of Conditions – Boundary Treatments) (Response date: 6/10/25)
Granted approval. The Council seeks clarification regarding the removal of two trees with Tree Preservation Orders (TPOs), as it is believed this should require a separate planning application and boundary fencing that has been presented as 'existing' in the planning process.
6. 2 Baskerville – PLN/2025/2086 (Response date: 12/9/25)
The Council had no comment to make.
7. 58 Passmore – PLN/2025/2173 (Response date: 20/9/25)
It was noted that there was an absence of public signage. Public comments to be reviewed.
8. 27 Passmore – PLN/2025/1712 (Response date: 21/11/25)
The Council had no comment to make. It was noted that there was an absence of public signage. Public comments to be reviewed if submitted.
9. Grand Union Transfer Consultation – PLN/2025/2268 (Response date: 12/11/2025)
The Council had no comment to make but noted that improvements to existing infrastructure are viewed positively.
10. 5 The Green – PLN/2025/1805 (Response date: 4/12/25)
The application has been submitted and withdrawn multiple times and has a long and complex planning history. The Council has requested a meeting with the Conservation Team but has not yet received a response. It was resolved to reiterate previous comments, as no material changes appear to have been made. The Council will also request that Ward Councillors call in the application to the MKCC Committee. It was further noted that no public signage or letters to neighbouring properties have been issued.
11. Enforcement Matters: Several open enforcement queries remain under investigation.

FC25/26-046 **Council Projects**

Council to consider any Ward Projects submitted:

1. Geo-fencing:
It was agreed that a working party would review the designated parking bays for e-bikes and e-scooters issued by Lime and Dott.
2. Other Ward Projects:
The Council discussed the complexities surrounding the installation of a bench in Passmore. Further investigation will be made but that it may not be possible to implement.

FC25/26-047 **Community Engagement.**

1. The Parks Trust 'Apple Day' (18 October 2025):

It was reported that the event was well attended and received positive feedback. It was noted that The Parks Trust has contacted the Parish Council to advise that next year will mark the 50th anniversary of the Orchard. It was agreed that this event had potential for collaboration for community events in 2026.

2. Remembrance Sunday (9 November 2025):

The event was well attended.

3. Defibrillator Awareness Training (19 November 2025):

It was noted that 20 residents have booked to attend. If successful, an additional session will be arranged.

FC25/26-048 **Communications.**

1. Reports:

Cllr Hall reported that she had met with the new Site Manager of Orbit Housing.

2. Correspondence:

The Council noted correspondence received from residents regarding recent fireworks. It was confirmed that the Council has no powers or duties in relation to this matter.

A query was also received concerning pigeons, and solar panels and the Council signposted the resident to relevant information.

FC25/26-049 **Meetings.**

1. It was noted that the next Full Council meeting is scheduled for the 12th January 2026.
2. Dates for future meetings noted: 9th March 2026 and 11th May 2026.
3. Arrangements for the annual Residents Meeting 2026 and meeting dates for 2026 will be agreed at the January meeting.

Meeting Ended 21:00

SignedChair

Date 12/01/2026