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## AGENDA

### PUBLIC NOTICE AND SUMMONS TO THE ANNUAL PARISH COUNCIL MEETING

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

**Monday 11th May 2026 at 19:30**  
**St Mary's Church, Woughton on the Green, MK6 3BS**

Signed: Katherine Harmsworth (Clerk)

**May 26**

#### **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](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**

- FC26/27-001 **Election of Chair for the year 2026/27.**
- FC26/27-002 **Election of Vice-Chair for the year 2026/27.**
- FC26/27-003 **Apologies.**  
To receive, note and agree apologies.
- FC26/27-004 **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.
- FC26/27-005 **Public question time, including Parish and Ward Councillor updates.**  
In accordance with Standing Order 3.e. 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).
- FC26/27-006 **Minutes.**  
To agree as a correct record the minutes of the Full Council Meeting held on 9<sup>th</sup> March 2026.
- FC26/27-007 **Review of Working Groups.**  
LGA1972, s101, decisions can only be delegated to committees, sub-committees, an Officer or another local authority.  
  1. Council to review and agree if all working groups (WG) remain the same.
  2. Council to review and agree working group terms of reference.
- FC26/27-008 **Membership of External Bodies.**  
Council to review and agree membership of:  
  1. National Association of Local Councils (NALC).
  2. Buckingham & Milton Keynes Association of Local Councils (BMKALC).
  3. Society of Local Council Clerks (SLCC).
  4. The National Allotment Society (NAS).
- FC26/27-009 **Representation at External Bodies.**  
LGA1972, s101, decisions can only be delegated to committees, sub-committees, an Officer or another local authority.  
  1. Council to review representation of external bodies.
- FC26/27-010 **Appointment of Internal Auditor**  
Proposal that the Council continues with and appoints Joanna Simonds as internal auditor for 2026/27.
- FC26/27-011 **Review and agree Annual Policies listed below.**  
  1. Standing Orders
  2. Financial Regulations
- FC26/27-012 **Finance (RFO)**  
All reports circulated prior to the meeting for review  
  1. Payments: Council to note payment schedule 01/03/26 to 30/04/26.
  2. Receipts and Payments to 30/04/2026: Council to note
  3. Actual vs Budget 2025/26 report YTD 31/03/25
  4. To note insurance renewal in June 2026.
  5. To review ongoing Assertion 10 work.

- FC26/27-013 **Annual Accounts and Return for the year ended 31 March 2025.**
1. To note the Annual Internal Audit Report 2025/26 conducted by Joanna Simonds on 22<sup>nd</sup> April 2026.
  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 31<sup>st</sup> March 2026.
  4. To approve and sign the Section 2 Accounting Statement for the year ending 31<sup>st</sup> March 2026.
  5. To note the dates Wednesday 3<sup>rd</sup> June 2026 - Tuesday 14<sup>th</sup> July 2026 for the Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return.
- FC26/27-014 **Allotments**
1. Patch Allotment Report (PAA).
  2. Capital Projects; To agree proposed Capital Projects.
  3. To review proposal to process honey at the allotment site.
- FC26/27-015 **Environment Updates and decisions.**
1. Case work updates.
  2. To review parking survey responses.
  3. CaRT partnership renewal.
- FC26/27-016 **Consultations.**
- To note, consider and comment on consultations & updates:
1. East West Rail (response date: 9/6/26)
  2. Grand Union Transfer Project (2/4/26)
  3. Local Transport Plan 5 (31/3/26)
  4. MK50 Plan
  5. Lucas Place – Orbit (19//5/26)
- FC26/27-017 **Planning & Licensing Applications.**
- To note, consider and comment on planning and licensing applications:
1. MK Dons Pavillion - PLN/2025/0851 (response deadline: 17/6/25)
  2. Trees at 1,2,3 Saddington and 14 Braunston - PLN/2026/0437 (response deadline: 29/4/26)
  3. 1 The Green - PLN/2026/0407 (response deadline: 21/5/26)
  4. Enforcement Matters
- FC26/27-018 **Community Engagement.**
1. Annual Residents' meeting 16<sup>th</sup> June 2026
  2. The Big Help Out (6/6/26):
  3. Apple Day (17/10/26)
- FC26/27-019 **Communications.**
1. Reports: Members to give an update on any meetings attended.
  2. Communications received from residents.
- FC26/27-020 **Meetings.**
- Council to note the next full council meeting on 13th July 2026 at 19:30.