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## MINUTES

### FULL MEETING OF THE COUNCIL

Monday 9<sup>th</sup> March 2026 at 19:30

Venue: St Mary's Church, Woughton on the Green, MK6 3BS

#### Councillors Present:

Charlotte Hall (Chair), Vanessa Freeman Gwynn (Vice Chair), Rob Grindley, Ray Brown, Mary Major, Ryan Gillies

**Officer Present:** Clerk (Katherine Harmsworth)

Three Members of the Public Present.

Meeting started: 19:30

#### FC25/26-064 **Public Questions:**

1. A representative from the Passmore Residents Association attended to discuss the possibility of installing a bench in Passmore. They requested information on how to proceed and whether a grant could be sought from OWPC. Chair advised that the Residents Association must first contact MKCC, as the landowner, to obtain permission for installation. It was also noted that the OWPC Grants Policy is available on the Council's website and that an application could be submitted for consideration at the next meeting.
2. A resident attended to raise points regarding the MKCC Local Transport Plan Consultation. He asked the Parish Council to support his comments relating to speed, safety, traffic noise, emissions, and his recommendation that grid roads be limited to 50mph. Chair encouraged residents and the whole community to submit their own responses to the survey. The issues raised at the meeting were noted and also historic matters relating to data collection as carried out by MKCC.
3. A resident reported concerns about potholes in Woughton Park, with particular reference to one on Foxton. Chair confirmed that OWPC is aware of the potholes and has reported them. However, they do not currently meet the repair threshold set by the authority. OWPC will continue to monitor the situation.

#### FC25/26-065 **Apologies and Disclosures of Interests**

Apologies accepted from Cllr Nash.

Disclosures of interest noted for Cllr Major (Trustee Patch Allotment); Cllr Hall (President of Patch Allotment) and item 072-2.

#### FC25/26-066 **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.

#### FC25/26-067 **Minutes**

The minutes of the Full Council meeting held on 12/1/26 were agreed and signed by the Chair as a correct record of the meeting held.

FC25/26-068 **Finance & Admin (RFO):**

1. Payments: Council noted and agreed payment schedule 1/1/26 to 28/2/26.
2. Yr to date Activity v Budget: Council noted and agreed the report.
3. Bank Reconciliations recorded and signed (Total £65453.68 as at 28/2/26):  
Lloyds: £44595.79  
Metro: £20857.89
4. Spending: It was resolved to approve the payment of £110.15 for the purchase of replacement defibrillator pads.
5. The future payments list 2026-27 was reviewed and agreed.
6. The Asset Register was reviewed and agreed.
7. Pension providers were reviewed and it was agreed to use Nest.
8. Pension contribution amount was agreed at 15% of total earnings.
9. An update was received on the work needed to address Assertion 10:
  - The website's accessibility has been reviewed, and work has been started to improve this, however it is ongoing.
  - The accessibility statement on the website will be updated once the accessibility improvement work is complete.
10. Policy Review:  
It was resolved to adopt the following policies:
  1. Privacy Statement
  2. Recognition Scheme
  3. Safeguarding Policy
  4. Vexatious Policy
  5. Volunteer Policy
  6. Working Group Terms of Reference

FC25/26-069 **Allotments**

1. The Patch Allotment Report (PAA) was noted:
  - a) Surplus rental funds of £2100 have been received and added to the earmarked reserves for the Allotments.
  - b) Quotes have been obtained for the replacement of roadway gate supports and for extending the security fencing. Council agreed that the PAA can spend up to the earmarked reserve amount, ensuring that health and safety items are prioritised.

FC25/26-070 **Environment Updates and decisions**

1. Case Work Updates:
  - Flooding under the H9 Bridge - Anglian Water has confirmed that the water present is not theirs, as no chlorine was detected. The issue has been referred to the Canal and River Trust for further investigation.
  - A missing padlock and yellow bollard to the Village Green, in Woughton Park has been reported to MKCC as this area is vulnerable to illegal encampments.
  - The ownership of the section of Newport Road beneath the H9 remains unclear. Given its current poor condition, it was agreed that this matter should be pursued with MKCC to clarify responsibility and request repairs.
  - It was proposed to seek the Walk Wheel Cycle Trust's view on issues relating to the National Cycle Network within the Parish.
  - Concerns were raised regarding the safety of the large oak tree opposite the allotments, which has a significant cavity and overhanging branches extending across the footpath. It was agreed to check with MKCC whether the tree has been surveyed recently or, if not, request its inclusion in an upcoming survey.
2. Parking Matters  
The Council approved a survey, with minor refinements and formatting changes, for residents of The Close and Bowles Place to gather their views on potential parking arrangements. The survey will be distributed as soon as possible.

FC25/26-071 **Consultations**

1. Future of Parish and Town Councils (6/2/26):  
An informal response was sent. Council awaits further consultation on this matter.

2. EV Infrastructure:  
Possible EV charging locations were discussed, however no locations on public land were recommended.
3. New Town Heritage Register (02/03/26):  
Council agreed to submit a comment that they support their nomination of 2 The Green.
4. Local Transport Plan 5 (31/3/26):  
Resident views were heard during the public forum and the transport working group will now coordinate a response.
5. Neighbourhood Health:  
The Council awaits further information on this matter.
6. Grand Union Canal Transfer (2/4/26):  
PC representatives will attend an exhibition about the Grand Union Canal Transfer on 19<sup>th</sup> March and report back.

#### FC25/26-072 **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)  
The case remains open. The Council agreed to follow up on previously submitted queries, specifically regarding whether cycle parking will be included as a condition, and whether a temporary five-year permission will be imposed—and, if so, when that period would commence. It was also noted that a new survey has not yet been submitted.
2. 5 The Green PLN/2025/1805 (Response date 23/01/25)  
Council submitted an objection and requested for the application to go to the planning panel. The planning panel convened on the 19/2/26 and Cllr Grindley represented OWPC. Permission was granted, with conditions.  
Council agreed to report new structures within the grounds of 5 The Green to enforcement and ask them to audit them.
3. 1 The Green PLN/2025/2517 (Response date 24/12/25)  
Listed building consent was granted. Planning permission was refused.
4. 1 Newport Road PLN/2025/2744 (Response date 19/01/26)  
Permission was approved.
5. 1 Bellis Grove PLN/2025/2568 (Response date 11/2/26)  
Council had no comment to make.
6. 58 Passmore PLN/2026/0161 (Response date: 27/2/26)  
Council had no comment to make.
7. 56 Passmore PLN/2026/0295 (Response date 16/3/26)
8. Council had no comment to make.
9. Grand Union Transfer Consultation PLN/2026/0346 (Response date 6/3/26)  
Council had no comment to make.
10. Enforcement Matters:  
Council noted that the enforcement queries raised were still open cases.  
Council agreed to pursue an update on enforcement query regarding 1 Saddington.

#### FC25/26-073 **Council Projects**

Council considered any Ward Projects submitted:

1. Geo-fencing for Lime and Dott E-Scooters: Council noted that the geofenced locations were now live, and it advises to report any ongoing issue to the Clerk, to forward to Dott and Lime.
2. Jubilee Oak: MKCC has recently completed a survey of the Jubilee Oak in Woughton on the Green and confirmed that the tree is in decline. They will be carrying out works soon to remove some of the upper branches to reduce the overall weight and improve safety. The Council agreed that, should the tree eventually die, appropriate commemoration options should be explored. Suggestions included propagating new saplings from the existing tree or creating artwork from the wood.
3. Other Ward Projects: None received.

#### FC25/26-074 **Community Engagement**

1. Orchards 50 Year Celebration was noted.

2. The Great British Spring Clean – Council agreed to hold a litter pick on 28<sup>th</sup> March.
3. The Big Help out – Council agreed to hold an event on 6<sup>th</sup> June, details to be confirmed at the May meeting.
4. Citizens Advice Bureau:  
It was noted that the next Citizens Advice session will be held on 17<sup>th</sup> April at St Mary's in Woughton on the Green. It was resolved to continue with the same format of Citizens Advice sessions in conjunction with Simpson and Ashland Parish Council, for 2026-27.

**FC25/26-075 Communications**

1. Reports: None received.
2. Correspondence:  
Council received a complaint regarding xenophobic language in the allotments. It was agreed to form a working party of two Cllrs to investigate and report back.  
Council received a complaint regarding parking around the Close/Bowles Place.

**FC25/26-076 Meetings**

1. Council noted the next full council meeting will be held on 11<sup>th</sup> May 2026.
2. Council noted annual residents meeting will be held on 16th June 2026.

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.

**FC25/26-077 HR**

1. Council agreed to the annualisation of the Clerk's contracted hours.
2. Council agreed the Clerk's contract of employment.
3. Council agreed the payment of holiday accrued due to overtime from April 2025-March 2026.

Meeting Ended 21:13

Signed ..... Chair

Date .....