
MINUTES

ANNUAL MEEETING OF THE COUNCIL

Monday 11th May 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), Ray Brown, Ryan Gillies, Rob Grindley, Mary Major, Phil Nash

Officer Present: Katherine Harmsworth (Clerk)

Ward Councillors Macsene Isles-Ahite and Jenni Ferrans present.
No members of the public present.

Meeting started: 19:30

FC26/27-001 **Election of Chair for the year 2026/27.**

Charlotte Hall was proposed by Cllr Nash and seconded by Cllr Brown. All members voted in favour. With no other nominations received, Cllr Hall was duly elected Chair for the forthcoming year. The Declaration of Office was signed at the meeting.

FC26/27-002 **Election of Vice-Chair for the year 2026/27.**

Vanessa Freeman Gwynn was proposed by Cllr Brown and seconded by Cllr Major. All members voted in favour. With no other nominations received, Cllr Freeman Gwynn was duly elected Vice-Chair for the forthcoming year. The Declaration of Office was signed at the meeting.

FC26/27-003 **Apologies.**

No apologies received.

FC26/27-004 **Declarations of Interests.**

Declarations of interest noted for Cllr Major (Trustee Patch Allotment); Cllr Hall (President of Patch Allotment) and Cllr Freeman Gwynn item FC26/27-017.2

FC26/27-005 **Public Questions:**

None received.

FC26/27-006 **Minutes**

The minutes of the Full Council meeting held on 9th March 2026 were agreed and signed by the Chair as a correct record of the meeting held.

FC26/27-007 **Review of Working Groups.**

1. Council reviewed and agreed the following working groups and their members:

- a. Allotment Working Group – Cllr Nash (Chair), Cllr Brown and Cllr Gillies
- b. Communications Working Group – Cllr Freeman Gwynn (Chair), Cllr Hall and Cllr Nash.

- c. Finance Working Group – Cllr Hall (Chair), Cllr Brown and Cllr Major
 - d. Planning Working Group – Cllr Grindley (Chair), Cllr Brown, Cllr Freeman Gwynn and Cllr Hall.
2. Council reviewed and agreed the terms of reference for the following working groups:
- a. Allotment Working Group
 - b. Communications Working Group
 - c. Finance Working Group
 - d. Planning Working Group

FC26/27-008 Membership of External Bodies.

Council reviewed and agreed membership of:

1. Buckingham & Milton Keynes Association of Local Councils (BMKALC) and National Association of Local Councils (NALC)
2. Society of Local Council Clerks (SLCC).
3. The National Allotment Society (NAS).

FC26/27-009 Representation at External Bodies.

Council agreed representation by council members at the following external bodies:

1. Parish Forum – Cllr Major
2. Canal and River Trust – Cllr Gillies

FC26/27-010 Appointment of Internal Auditor

Council agreed to appoint Joanna Simonds as internal auditor for 2026/27.

FC26/27-011 Annual Policy Review

The following Annual Policies were reviewed and agreed, with no changes:

1. Standing Orders
2. Financial Regulations

FC26/27-012 Finance & Admin (RFO):

1. Council noted and agreed payment schedule 1/3/26 to 30/4/26.
2. Council noted receipts and payments to 30/4/26.
3. Council noted and agreed the Actual vs Budget 2025/26 report.
4. Bank Reconciliations recorded and signed (Total as at 30/4/26): £69073.47
Lloyds: 48189.42
Metro: 20884.05
5. The insurance renewal was noted for June 2026.
6. An update was received on the work needed to address Assertion 10:
 - Continue to improve website accessibility in accordance with WCAG 2.2.
 - Move to a .gov.uk domain.

FC26/27-013 Annual Accounts and Return for the year ended 31 March 2026.

1. The Annual Internal Audit Report 2025/26 conducted by Joanna Simonds on 22nd April 2026 was reviewed and noted.
2. The following actions needed from the Annual Internal Audit Report were reviewed and agreed:
 - a. Continue to improve website accessibility in accordance with WCAG 2.2.
 - b. Move to a .gov.uk domain.
3. The Section 1 Annual Governance Statement for the year ending 31st March 2026 was reviewed, approved and signed.
4. The Section 2 Accounting Statement for the year ending 31st March 2026 was reviewed, approved and signed.
5. The dates Wednesday 3rd June 2026 - Tuesday 14th July 2026 for the Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return were reviewed and approved.

FC26/27-014 **Allotments**

1. The Patch Allotment Report (PAA) was noted.
2. Capital Projects: The PAA has now received quotes for the toilet block improvements and the fencing and gate post work. They are currently awaiting further information on options and pricing for a potential electric entry system. Once all quotations have been received, the PAA will prioritise which works should be completed first. Council noted the importance of completing the toilet block improvements before winter.
3. Honey: A verbal proposal to install a small hut at the allotments for honey-processing purposes was discussed. The Council agreed that, in principle, it would be supportive of an application, but requested that a full written proposal be submitted for consideration.

FC26/27-015 **Environment Updates and decisions**

1. Case Work Updates:
 - The Jubilee Oak has been cut back to reduce weight, and it is hoped this will extend its life by a further 20–30 years. A future project may involve planting saplings propagated from this tree.
 - The missing yellow bollard and lock at the entrance to the Village Green in Woughton Park have been replaced.
 - The Canal and River Trust has carried out repairs to the canal beneath the Groveway bridge; however, the underlying issue does not appear to be fully resolved.
2. Parking Matters: A survey was sent to residents of The Close and Bowles Place, with a 47% response rate. Overall, residents were supportive of the introduction of signage and expressed a desire for improved communication from event organisers, including better sharing of information about upcoming events. Feedback from last weekend's Parks Trust event indicated that marshalling was well managed and no issues were reported.
3. The Canal and River Trust partnership renewal is underway.

FC26/27-016 **Consultations.**

1. **East West Rail (response date: 9/6/26):**
Cllr Grindley attended an East West Rail consultation. A renewed proposal has been put forward to close both Fenny Stratford Station and the level crossing, which would require diverting both pedestrian and vehicular traffic. It was agreed to seek further information on the potential impact on Old Woughton residents.
2. **Grand Union Transfer Project (response date: 2/4/26):**
The Council submitted comments highlighting concerns about potential works required at Bridge 88 and the possible effects on the surrounding area, including the Green, which is a scheduled ancient monument.
3. **Local Transport Plan 5 (response date: 31/3/26):**
The Council submitted a response requesting further consideration of speed-reduction measures, noise-mitigation options, and improvements to public transport provision.
4. **MK50 Plan:**
MKCC has now submitted the MK50 Plan to the Secretary of State for the Ministry of Housing, Communities and Local Government (22 April 2026) for independent examination.
5. **Lucas Place – Orbit (response date: 19/5/26):**
Orbit had proposed to inform and consult residents of Lucas Place regarding future improvement works; however, this consultation has now been postponed with a date yet to be confirmed.

. 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) The application remains unresolved.
2. Trees at 1,2,3 Saddington and 14 Braunston - PLN/2026/0437 (response deadline: 29/4/26) Planning permission has been approved.
Cllr Freeman Gwynn clarified that although the title of the planning application included 1

Saddington, works were only planned on the 11 trees at 2 and 3 Saddington and 14 Braunston.

3. 1 The Green - PLN/2026/0407 (response deadline: 21/5/26) Council has no comments to submit.
4. Enforcement Matters: None received.

FC26/27-018 **Community Engagement.**

1. **Annual Residents' Meeting – 16 June 2026:**

Three speakers have been confirmed, and posters have been produced to promote the event.

2. **The Big Help Out – 6 June 2026:**

In previous years, the Council has supported the event by assisting with transport and the disposal of household waste. This year, it has agreed to focus on alternative ways of offering help. Further information is awaited from Orbit regarding their plans to consult and inform Lucas Place residents about potential improvement works, after which the Council will consider how it may be able to assist.

3. **Apple Day – 17 October 2026:**

A proposal from Arts for Health MK, at a cost of £350, was received and approved.

FC26/27-019 **Communications.**

1. Reports: None received.
2. Communications received from residents: Regular reports received from residents regarding side waste at bin 2 by bridge 90b.

FC26/27-020 **Meetings.**

Council noted the next full council meeting on 13th July 2026 at 19:30.

Meeting Ended 21:04

Signed Chair

Date