

Woughton Community Council

Full Council

Minutes of the meeting held on Tuesday 8th June 2021, 6:00pm via Zoom Video Call and Facebook Live.

Present: Cllrs Sue Smith (Chair), Jordan Coventry (Vice-Chair), Elina Apse, Janette Bobey, Donna Fuller, Brian Hepburn, Phillip Hopcraft, Amber McQuillan, Luke Louis, Ruth McMillan, John Orr, Nick Scott, Liz Simpkins, Yvonne Tomlinson, Lauren Townsend, Alan Williamson, Pam Wilson.

Also present: Brian Barton (Committee & Member Services Officer), Tash Darling (Youth Manager/Safeguarding Lead), Steve McNay (Council Manager), Sean Perry (Community Services Manager), Samone Winsborough (Responsible Financial Officer / Operations Manager).

FC 27/21 Apologies for Absence:

Cllr Maggie Ferguson (another commitment).

AGREED

Cllr Terri Parish was not in attendance or gave her apologies.

NOTED

Cllr Carole Baume Woughton & Fishermead Ward could not attend due to another meeting commitment.

NOTED

FC 28/21 Declaration of interests:

There were no declarations of interest.

NOTED

FC 29/21 Minutes of the previous Full Council meetings:

The minutes of the Parish and Annual Meeting of Council held on Tuesday 4th May 2021 were **AGREED** and will be signed by the Chair as a true and correct record.

FC 30/21 Chair's Announcement(s):

The Chair informed the meeting that there was a record breaking attendance at the Community Fridge last week, a hot meal was provided at the Community Café on Thursday, this Thursday it is planned to have cottage pie, egg and baked bean curry and possibly another curry or cauliflower cheese provided by a third party, but this will be publicised on social media as soon as we know what it is, everyone welcome on Thursday at 12:00pm for a free lunch.

NOTED

FC 31/21 Questions from the public:

There were no questions from the public.

NOTED

FC 32/21 To note the Returning Officer's report:

There were no additional candidates than there were vacant seats for both byelections and therefore the following were duly elected unopposed on Thursday 6th May 2021:

Cllr Amber McQuillan – Beanhill Ward

Cllr Yvonne Tomlinson – Leadenhall Ward

NOTED

FC 33/21 Declaration of Acceptance of Office:

Cllr Amber McQuillan and Cllr Yvonne Tomlinson both signed their declaration of acceptance of office form in the presence of the Council Manager.

NOTED

FC 34/21 To agree the Committee Memberships for the Council year 2021/2022:

Cllr Amber McQuillan requested to be appointed onto the Operations Committee.

Cllr Yvonne Tomlinson requested to be appointed onto the Operations Committee and Planning, Licencing & Development Committee.

RESOLVED

- 1. That Cllr Amber McQuillan is appointed onto the Operations Committee.**
- 2. That Cllr Yvonne Tomlinson is appointed onto the Operations Committee and Planning, Licencing & Development Committee.**

FC 35/21 Ward Matters arising:

Cllr Brian Hepburn – landscaping issues on Beanhill, clearance of pathways, matter to be considered at the next meeting of the Services & Communities Committee.

Cllr Alan Williamson – requested a landscaping schedule of work to be uploaded onto the website.

Cllr Jeanette Bobey – cutting back of low level tree branches and bushes is not being done, affecting access to pathways, each Councillor should be issued with a landscaping schedule of works so they can inform residents accordingly.

The Council Manager asked Councillors for a list of outstanding landscaping works in their ward, a statement will be circulated tomorrow about the landscaping service, agency staff maybe utilised on a temporary basis to catch up on work that is still outstanding.

Cllr Phil Hopcraft – can staff be trained on using landscaping equipment or would that not be possible due to insurance issues.

The Council Manager said that it is possible to seek volunteers subject to training and insurance, this could include Councillors, the payback team are helping out as well.

RESOLVED

- 1. To discuss and progress all outstanding work and any other issues relating to the landscaping service at the next meeting of the Services & Communities Committee.**
- 2. That the Council Manager to circulate a landscaping schedule to all Councillors for their respective wards.**

FC 36/21 Milton Keynes Council Ward Councillors report:

This will be a regular agenda item to give an opportunity to the Woughton & Fishermead Ward Councillors to verbally report to the meeting, on their ward activities and to raise any issues, along with their work on Milton Keynes Council and on its activities.

Cllr Donna Fuller – Not attended a meeting yet, has been dealing with casework with Milton Keynes Council officers, the Council is now run by a progressive alliance between Labour and the Liberal Democrats, happy to help anyone please do get in contact.

Cllr Amber McQuillan – not attended a meeting yet but had lots of training.

NOTED

FC 37/21 Feedback from meetings with Outside Bodies:

- a) Woughton Welfare Trust - Cllr Elina Apse - Nothing to report at this time.**
- b) MKALC - Cllr John Orr, Cllr Sue Smith, Cllr Pam Wilson - A meeting is coming up so will have something to report back on at the next meeting.**
- c) Parishes Forum - Cllr Sue Smith, Cllr Alan Williamson - The next meeting will be held next Thursday and so will have something to report back at the next meeting.**

NOTED

FC 38/21 To note the minutes from the following Committees:

- a) Planning, Licencing & Development Committee - Tuesday 27th April 2021**
- b) Planning, Licencing & Development Committee - Tuesday 11th May 2021**
- c) Services & Communities Committee - Tuesday 18th May 2021**

NOTED

FC 39/21 To agree to the revised 2021/2022 Calendar of meetings:

It is proposed to now hold meetings of the Services & Communities Committee on the third Wednesday of the month.

Need to revise holding Full Council Meetings on Tuesdays in September 2021.

RESOLVED

- 1. To hold meetings of the Services & Communities Committee on the third Wednesday of the month.**
- 2. To revise holding Full Council meetings on Tuesdays in September 2021.**

FC 40/21 To update Full Council on a meeting that took place with Cllr Brian Hepburn and representatives at the Milton Keynes University Hospital:

The meeting was held with the Deputy Chief Executive Officer on ongoing development on the hospital site and how it affects surrounding estates, a team has been set up to deal with parking issues and contractor vehicles.

Recent developments include a new entrance, academic centre, cancer centre and multi storey car park and new Women and Children's centre along with other service enhancements.

Another meeting will be held later in the year.

NOTED

FC 41/21 To agree the Safeguarding Policy Audit:

Training to take place, an app will be developed with Cloudy IT, the audit gave a clean bill of health in a number of areas, another deputy has been appointed Sue Varley from the Woughton Community Council Wellbeing Service.

RESOLVED

- 1. To agree the Safeguarding Policy Audit.**
- 2. To implement the recommendations following on from the audit.**

FC 42/21 To inform the meeting of the delegated decisions made and a report from the Council Manager:

The meeting was informed of the delegated decisions made by a written report from the Council Manager.

RESOLVED

- 1. That council notes this report.**
- 2. That membership of the Blue Light Walk Task and Finish group are agreed.**
- 3. That all Councillors, Officers and residents consider what they would like to see in any Woughton Community Council website, so that these views can be collected and considered when developing a new, WCAG compliant, site, for full proposal to the Operation's Committee in September 2021.**
- 4. That any Councillor who hasn't already provided a 'profile' for the website gets one to the Committee & Member Services Officer so it can be uploaded onto the current website and used in the future.**
- 5. To provide a Council Manager's report to go on the agenda for Full Council as a standing item.**

FC 43/21 To propose the creation of a Child Poverty working group:

To propose the creation of a Child Poverty working group, following the recent report issued by Milton Keynes Council.

RESOLVED:

- 1. That Council notes this report.**
- 2. That Council agrees to a working group to focus on child poverty across the Woughton Community Council area, led by a Councillor and with membership that includes both internal and external parties, such as Family Centres, Schools, charities, and others.**

3. That the working group creates an action plan that works alongside the Service Plan and also includes proposals for future years.
4. That the working group reports to Full Council on a quarterly basis.

Date of next meeting:

Tuesday 13th July 2021 via Zoom Video Call and Facebook Live.

THE CHAIR CLOSED THE MEETING AT 7:11PM

Chair _____ Date _____

Woughton Community Council

Full Council

Minutes of the extraordinary meeting held on Tuesday 22nd June 2021, 6:00pm, outside the Woughton Community Council Hub, 60, Garraways, Coffee Hall, Milton Keynes and via Facebook Live.

Present: Cllrs Sue Smith (Chair), Jordan Coventry (Vice-Chair), Elina Apse, Maggie Ferguson, Donna Fuller, Brian Hepburn, Phillip Hopcraft, Luke Louis, Ruth McMillan, Nick Scott, Liz Simpkins, Yvonne Tomlinson, Alan Williamson, Pam Wilson.

Also present: Steve McNay (Council Manager), Samone Winsborough (Responsible Financial Officer / Operations Manager).

FC 44/21 Apologies for Absence:

Cllr Jeanette Bobey (personal).

Cllr Amber McQuillan (Milton Keynes Council meeting)

AGREED

Cllr John Orr was not in attendance or gave his apologies.

Cllr Terri Parish was not in attendance or gave her apologies.

Cllr Lauren Townsend was not in attendance or gave her apologies.

NOTED

Cllr Carole Baume (Milton Keynes Council - Woughton & Fishermead Ward) could not attend due to another meeting commitment.

NOTED

FC 45/21 Declaration of interests:

Cllr Phil Hopcraft - agenda item FC 50/21 as he holds an officer position in the Coffee Hall Residents Association.

Cllr Nick Scott - agenda item FC 50/21 as he holds an officer position in the Coffee Hall Residents Association.

NOTED

FC 46/21 Chair's Announcement(s):

The Chair thanked all Councillors, Officers, Residents Associations, and residents for all their help and support following the recent floods.

That Chair wished Cllr Amber McQuillan a happy birthday for today and also a happy birthday to Cllr Alan Williamson for tomorrow.

The Chair asked Members present if they were happy for a working group to be set up to deal with flood prevention.

RESOLVED

To set up a working group on flood prevention.

FC 47/21 Questions from the public:

There were no questions from the public.

NOTED

FC 48/21 To adopt and agree to implement any actions from the Internal Auditors Report:

The Internal Auditor's report had no concerns with any aspect of the accounting process, controls and governance.

The report did mention that the publication of the exercise in public rights being less than 30 days in length.

The only recommendation was the use of a rubber stamp on all invoices and direct debit statements indicating the cost centre and nominal ledger codes, which this is being dealt with.

RESOLVED

That the Committee notes the internal auditors report for 2020/2021.

FC 49/21 To agree the Annual Governance and Accountability Return for the year ending the 31st March 2021:

The Chair and Leader of the Council thanked the Responsible Financial Officer and the Finance Officer for all their hard work on the accounts.

RESOLVED

- 1. That the Council notes the report.**
- 2. That the Council approves the Accounting Governance and Accountability Return for 2020/2021.**
- 3. That the Chair signs off on the Accounting Governance and Accountability Return.**
- 4. That the Council approves the Public Notice for 2020/2021 to be published.**
- 5. That the Council approves the distribution of all supporting papers to PFK Little-John for external auditing purposes.**

FC 50/21 To consider the Communities & Environment Fund application from the Coffee Hall Residents Association for a community event to be held on Saturday 31st July 2021:

Cllr Phil Hopcraft and Cllr Nick Scott declared a personal interest in this agenda item and took no part in voting.

RESOLVED

To award £399 for the cost of a PA system to be used by the Coffee Hall Residents Association for their community events.

FC 51/21 To agree all the decisions made by Council at its meetings from Friday 7th May 2021:

The meeting was requested to adopt all decisions made since Friday 7th May 2021. which were as follows:

Planning, Licencing and Development Committee:

LD05/21 – minutes agreed.

LD06/21 – Vice Chair agreed.

LD07/21 – licencing application responses to Milton Keynes Council.

LD08/21 – Submission re communications infrastructure.

LD09/21 – agreement for development and focus for the committee in the coming year.

Services and Communities Committee:

SC 05/21 – minutes agreed.

SC06/21 – move future meetings to a Wednesday evening.

SC07/21 – information only.

SC08/21 – agreement regarding training for councillors.

Operations Committee:

OC05/21 – minutes agreed.

OC06/21 – agree and adopt policies listed.

OC07/21 – agreement around obtaining equipment for Operation London Bridge and to make preparations accordingly.

OC08/21 – to investigate options regarding a fully compliant website.

OC09/21 – information only.

OC10/21 – information only.

OC11/21 – information only.

Full Council:

FC29/21 – minutes agreed.

FC32/21 – noting of the Returning Officers report.

FC33/21 – acceptance of office from two new councillors.

FC34/21 – agreement of committee memberships for two new councillors.

FC38/21 – note and agree minutes from committees.

FC39/21 – agreement of revised calendar of meetings.

FC41/21 – agree safeguarding policy audit.

FC42/21 – agree delegated decisions and a regular Council Managers report for future meetings.

FC43/21 – Agreement to create a Child Poverty working group for Woughton.

RESOLVED

- 1. That the council notes the report.**
- 2. That the council agrees to ratify all decisions made in meetings since Friday 7th May 2021, clarifying the legal position.**

Date of next meeting:

Tuesday 13th July 2021 via Zoom Video Call and Facebook Live.

THE CHAIR CLOSED THE MEETING AT 6:15PM

Chair _____ Date _____