

**Minutes of the Full Council Meeting
held at 7pm on
Tuesday 23rd June 2020 held virtually**



Councillors present: Cllrs Moss (Mayor), Hussain (Vice-Chair), Forbes, Cook, Orimogunje, Saunders, Aiyeola and Bamisile

Also present: Sally McLellan-Town Clerk

Absent: Cllrs Barby and Oladepo

TC20/41	Update from the Mayor: Note the Mayors prior and forthcoming engagements. The update from the Mayor was received and it was noted that the Mayor attended the Albert French Memorial, at MK Rose on the 15th June and the Albert French wreath laying for Twinning at Wolverton War Memorial on 21st June.
TC20/42	Apologies for absence The following apologies were received and noted. Cllr Swanepoel-Leigh- personal reasons Cllr Riaz- personal reasons
TC20/43	Declarations of interest in any matter on the agenda No declarations were made
TC20/44	Minutes: Approve the minutes of the Full Council Meeting and the Annual Town Council Meeting on 19th May 2020. It was RESOLVED to approve the minutes of the Annual Town Council Meeting and Full Council Meeting on 19 th May 2020 as a true and correct record.
TC20/45	Finance: Agree the accounts for the month of April It was RESOLVED to approve the accounts for the month of April.
TC20/46	Approve Direct Debits and Standing Orders for 2020/2021 It was RESOLVED to approve the Direct Debits and Standing Orders as listed.
TC20/47	Receive the response from the Ombudsman regarding the closure of Lloyds bank in Wolverton Cllr Khan joined the meeting at 19.28 The response was received, noting that as a local authority the council are not a qualified body to submit a complaint to the Financial Ombudsman.
TC20/48	Model Code of Conduct: Consider submitting a response on the new draft of the Model Code of Conduct. The council chose to make no comment on the proposed draft.
TC20/49	Committees, Outside bodies and working groups: Agree to appoint members to the listed bodies, working groups and committees. It was RESOLVED to appoint Cllrs Bamisile, Khan and Orimogunje as additional members to the Planning Committee It was RESOLVED to appoint Cllr Bamisile, Khan and Hussain as additional members to the Personnel Committee. It was RESOLVED to appoint Cllrs Khan and Cook as additional members to the Twinning working group. It was RESOLVED to appoint Cllr Khan to the Traffic and Parking Working Group, but to include this item at the next meeting to enable other members not present to be appointed.

<p>TC20/50</p>	<p>It was RESOLVED to appoint Cllr Bamisile as an additional member to the Engagement and Environment working group. It was RESOLVED to appoint Cllr Moss as an additional member to Agora working group. It was RESOLVED to Cllrs Bamisile and Saunders to Parishes Forum. It was RESOLVED to Cllrs Khan and Bamisile to Future Wolverton. Agree a calendar of meetings for the Personnel Committee. It was RESOLVED for the Personnel Committee to hold a Personnel Committee meeting every other month, from September, which the committee can cancel if there is no business to be discussed.</p>
<p>TC20/51</p> <p>TC20/52</p>	<p>Neighbourhood Plan: Receive an update on the Neighbourhood plan and make any necessary decisions. The update was received, and the budget approved for the Neighbourhood Plan for consultancy fees and grants from Locality.</p> <p>Agree the Terms of Reference for the working group It was RESOLVED to approve the following Terms of Reference for the Neighbourhood Plan working group:</p> <p>1.1. Neighbourhood Plans were introduced through the Localism Act 2011 which empowers local people much greater ability to shape the development within their area.</p> <p>1.2. To comply with the Localism Act and its regulations, the Neighbourhood Plan must be in line with wider ambitions for growth and sustainability in Milton Keynes Council's Local plans.</p> <p>1.3. The former Plan for Wolverton Town Centre was formally adopted in 2015, however due to the plan being out of date, a new and evolved plan which also encompassed the remainder of the parish was agreed at Full Council late in 2019. The areas within the parish were formally designated by Milton Keynes Council in January and from there the consultants have been instructed to assist us to start work in preparing the plan.</p> <p>2. Purpose of the Neighbourhood Plan Working Group</p> <p>2.1. The purpose of the Working Group is to develop and oversee a process that will result in the preparation of a Neighbourhood Plan for the parish of Wolverton and Greenleys Town Council, which includes the following areas of the parish; Greenleys, Hodge Lea, Wolverton Mill, Old Wolverton, Stacey Bushes, Stonebridge and Wolverton.</p> <p>In order to:</p> <p>“Preserve and enhance the built, natural and historical environment of the Wolverton area and its distinctive character, whilst allowing for sustainable economic and social growth and development throughout the remainder of the parish”</p> <p>2.2. The process will be:</p> <p>Inclusive – offering the opportunity to participate for everyone who lives or works and around the parish.</p> <p>Comprehensive – identifying all the important aspects of life within the parish for which we need to plan for the future.</p> <p>Positive – Bring forward proposals which will improve the quality of life for the population of the parish.</p> <p>2.3. The main purpose of the Working Group is to oversee the preparation of the Neighbourhood Plan on behalf of Wolverton & Greenleys Town Council, ensuring that all issues are addressed properly with high levels of community engagement to maximise the potential that the plan will get successfully through the examination process and then be supported at the local referendum.</p> <p>2.4. As the lead body for the Neighbourhood Plan, Wolverton & Greenleys Town Council is committed to developing the Neighbourhood Plan through the Working Group to ensure the widest possible involvement from the local community.</p>

2.5. In compliance with the Neighbourhood Planning (General) Regulations 2012, Wolverton & Greenleys Town Council is committed to carrying out all the necessary procedural requirements and liaising with Milton Keynes Council as the Local Planning Authority on behalf of the Neighbourhood Plan Working Group.

3. Project Team

3.1. The Working Group will oversee the work of the Project Team which will comprise of:

- Senior Planning Officer - David Blandemar, Milton Keynes Council in an advisory role
- Consultant - O'Neill Homer with admin support from Leani Haim and John Dowty
- Wolverton & Greenleys Town Councillors
 - WGTC Assistant to the Clerk and Town Clerk

Membership of the WGTC staff may change over time to reflect the needs of the Neighbourhood Plan process.

3.2. The WGTC Team will lead the work of the Neighbourhood Plan process, monitored, and guided by discussion at and decisions by the Neighbourhood Plan Working Group. 3.3. The WGTC Team will act as the public face and principal contacts with the local communities for the Neighbourhood Plan.

4. Aims of the Neighbourhood Plan Working Group

4.1. To provide strategic assistance and advice to the WGTC Team in the production of the Neighbourhood Plan.

4.2. To bring together appropriate local expertise and facilitate joint community working in developing the Neighbourhood Plan for WGTC.

4.3. To assist and help facilitate discussions with relevant and interested groups in the community to promote active involvement in the Neighbourhood Planning process.

4.4. To bring together potential partners who could support Wolverton & Greenleys Town Council to facilitate delivery of the Neighbourhood Plan.

5. Key Roles of the Working Group

5.1. Prepare an outline process for producing the Neighbourhood Plan for the parish.

5.2. Assess existing evidence about the needs and aspirations of the parish in close collaboration with Milton Keynes Council and agree a project timetable and delivery plan ensuring compliance with legal requirements with its consultants

5.3. The Working Group will also provide bi-monthly updates to Full Council including their progress, processes and obtain their feedback.

5.4. Approve and monitor the Project Plan produced by the Consultants, including a Community Consultation strategy.

5.5. Promote the objectives of the Neighbourhood Plan for the parish, manage and guide development of the plan and to assist with community engagement. Actively publicise the Neighbourhood Plan prior to referendum.

5.6. Ensure that there is transparency throughout the delivery process.

5.7. Encourage and strengthen links between key organisations and ensure they are informed of the work of the project team and progress with the Neighbourhood Plan.

5.8. Commission specific areas of evidence and analysis as required.

5.9. Analyse the views, ideas and proposals received during the planning process and use them, without bias, to prepare the draft plan. Work with Milton Keynes Council to ensure compliance and conformity of the final plan in parallel with their strategic planning policy and other statutory requirements.

5.10. Recommend the final draft of the plan prior to formal agreement by Wolverton & Greenleys Town Council.

5.11. Resolve any issues that may arise between individual residents or community and business organisations with the WGTC Team.

6. Relationship to Other Groups

6.1. The Working Group will have direct links with the WGTC Team which provides operational expertise, suggests actions, and refers items of importance to be discussed by the Working Group.

6.2. Officers in the WGTC Team will be responsible for informing relevant officers and members of Milton Keynes Council of progress with the Neighbourhood Plan.

6.3. Meetings of the Working Group will also be attended by the WGTC Team, and any other relevant person/s or community representatives may be invited to speak.

6.4. The meetings will be held at Town Hall meeting room, at an agreed time

6.5. Meetings will be open to the public to observe and the minutes will be available for inspection on the web site.

6.6. The minutes of each steering group meeting will be taken back to the Full Council for review.

7. Membership

7.1. The Working Group will consist of:

- Wolverton & Greenleys Town Council (2)
- Milton Keynes Council Ward Members (2)
- Business community (2)
- Community representatives (5)
- WGTC Staff (2)

NB. This number may change as the course of the project moves forwards

7.2. The Working Group will appoint a Chair and Vice-Chair within the membership, and these appointments will be reviewed on an annual basis. In the absence of the Chair the vice-chair shall take the meeting

7.3. The Working Group may form sub-groups to undertake various aspects of the work involved in producing the Neighbourhood Plan.

7.4. It will be the responsibility of the Working Group members to report back to their constituent bodies for scrutiny and comment on the process and content of the plan as it progresses.

8. Probity - All Members of the Working Group will:

8.1. Ensure that the probity of the group and the plan is open and transparent.

TC20/53	<p>8.2. All Members of the Working Group must declare any personal interest that may be perceived as being relevant to any decisions or recommendations made by the group. This may include membership of an organisation, ownership of interest in land (directly or indirectly) or a business or indeed any other matter likely to be relevant to the work undertaken by the group.</p> <p>8.3. Ensure that there is no discrimination in the plan making process and that it is an inclusive, open, and transparent process to all groups in the local community and those wishing to undertake development or be involved in the process.</p> <p>8.4. Members of the Working Group will work together for the benefit of their communities.</p> <p>8.5. Treat other members of the group with respect and dignity, allowing members to air their views without prejudice and interruption.</p> <p>9. Role of the Local Planning Authority (Milton Keynes Council)</p> <p>9.1. Provide support to the Working Group throughout the process, providing professional planning advice and any relevant evidence to aid the development of the plan, to help ensure the plan conforms to national and local policy and will meet the basic conditions at examination and advising the Working Group as necessary. (It is acknowledged that some of this is outside the control of Milton Keynes Council and the responsibility to ensure the plan is sound is not entirely their responsibility.)</p> <p>9.2. Provide guidance to the Neighbourhood Plan Working Group to support their decisions around the plan making process.</p> <p>9.3. Work in an advisory capacity with the Working Group to develop policies and strategies to ensure these meets with the examiners requirements.</p> <p>9.4. Arrange with agreement from the Working Group and Town Council for the Examination of the Plan to be carried out.</p> <p>9.5. Arrange for the referendum of the plan.</p> <p>Appoint members to the working group. It was RESOLVED to appoint Cllrs Saunders, Cook, Moss to the Neighbourhood Plan working group.</p>
TC20/54	<p>COVID19: Consider the updated council policy on COVID19. It was RESOLVED to adopt the updated policy, noting that the council office will remain closed and meetings of the council will continue online until the situation is reviewed again in September.</p>
TC20/55	<p>Submit comments to Milton Keynes Council on the effects of COVID19 on Strategy 2050. It was RESOLVED for councillors to submit any comments to the Clerk by the 17th July.</p>
TC20/56	<p>Small business day: Consider supporting this event in partnership with Future Wolverton. It was RESOLVED to support the event in principle, but to gather more detail on what is involved to promote and support this event in partnership with Future Wolverton.</p>
TC20/57	<p>Christmas Lights: Consider the officer report and recommendations. The council RESOLVED to delegate to the Clerk to organise the festive display for 2020, which is proposed to be as follows:</p> <ol style="list-style-type: none"> 1. Wolverton Use the normal budget set aside for 19 motifs along Stratford Road. As the pricing for the tree in the square has doubled in price since 2018 no tree will be provided in the Square, but this budget will be used towards new infrastructure in the Square and installation of the mistletoe stars into the trees. 2. Greenleys Use the normal budget set aside for this for the installation and maintenance of the motifs on all the columns which have been declared as OK

	<p>around the shops and Ardwell Lane. Due to budget constraints and the new MKC policy defer the Community Tree lights infrastructure until 2021</p> <p>3. Hodge Lea Agree to use the shop to supply electricity for one tree as the infrastructure for one tree is in place - look at exploring costs and options in 2021</p> <p>4. Stacey Bushes Install one feeder pillar to light one of the trees. As all columns have failed - look at exploring costs and options in 2021 including reconnection of the connectors once the columns are replaced</p> <p>Unused lights to be disconnected by a qualified electrician and removed by the caretakers if possible, to make this removal affordable. It was RESOLVED review any underspent budgets later in the year to see if any further investment can be made towards new infrastructure for 2021.</p>
<p>TC20/58</p>	<p>Hodge Furze allotments: Consider the proposed changes from the Hodge Club to the Terms and Conditions for Hodge Furze allotment site</p> <p>It was RESOLVED for the Hodge Club to make the following changes to their allotment tenancy agreement:</p> <ul style="list-style-type: none"> • Invasive plants are not allowed to be cultivated on the site • Product from the allotment cannot be sold

The Chair closed the meeting 20.11

DocuSigned by:

 Signed.....Chair of Council

8/6/2020

Date.....

Next meeting