

DRAFT MINUTES of the MEETING held on Monday 10th July 2017

at 7.30pm at St. Mary's Church, Woughton on the Green

Councillors present: C. Hall (Vice Chair, in the Chair), M. Blomley, R Brown, R. Kenyon, R. Grindley, and J Howson.
Ward Cllr Peter McDonald.

6 members of the public

Clerk: Julian Vischer

1. Parish Councillor Vacancy followed by Public Open Forum

- 1.1. The Notice of Vacancy** having duly expired with no calls for an election Cllr Blomley proposed that Mrs Vanessa Freeman Gwynn be co-opted. Seconded: Cllr Howson. Unanimous. Mrs Freeman Gwynn was duly co-opted and signed the Declaration of Acceptance.
- 1.2. Overstaying canal-boats** was brought up as an issue by a concerned resident Mr Banner who had witnessed canal boats regularly overrunning their allotted stay. Cllr Howson explained that the Canal and River Trust (CaRT) had to follow agreed procedure to force boaters to move on which took some weeks of warnings etc. Wily canal-boat owners knew the score. Furthermore the jurisdiction of the organisation only ran to the water itself and the towpath bank, not both banks. The issue here was that the boats were moored by the Interaction site and thus MK Council property (not under the control of CaRT).

2. Procedural

- 2.1. Apologies** – Cllrs Humphries and Nash. These were accepted.
- 2.2. Declarations of interest by councillors** - Cllr Hall regarding: the Heritage Group (Chair); the Patch Allotment Association (President); neighbour to planning item 5.4.1.
- 2.3. To agree both the Annual Meeting minutes and the Ordinary Meeting minutes of the May meeting** - These were duly accepted as a true and accurate record. Proposer Cllr Brown, Seconder Cllr Kenyon. Unanimous.
- 2.4. Matters arising from these Minutes not covered elsewhere on the agenda**

2.4.1. MKC Budget / Non-statutory Service Provision (update) –

2.4.1.1. In an email update on July 7th it was apparent that fact-finding continued but little of substance had been developed: Sarah Gonsalves, Acting Director of Policy, Insight and Communications, Milton Keynes Council (MKC) had circulated the update which confirmed discussions were ongoing and that more than half of the parish clerks had been interviewed. A draft framework was currently being developed to cover: “**Intro** – setting out why we are doing it and how we value our relationship with parishes and town councils, etc. **Options** – for parish and town council involvement, e.g. a) influencing, b) joint delivery / service enhancement, c) delegation of service delivery and d) transfer of service , etc. **Exclusions** – a list of services that are currently out of scope for parishes to do. **Processes** – how requests for parishes wanting to take on services / become more involved in services, will be dealt with. **Competency and standards. Monitoring. Various appendices with details of baseline services**”. These matters had all been aired at some length at the March conference.

2.4.1.2. The Clerk reported that he had indeed been interviewed on behalf of all five of the small parish councils he represented. Discussions had revolved around budgets and population, attitudes to devolvement and scope for services. The Clerk had made it clear that the small parish councils he represented would require considerable investment in administration and contractual services requiring unpopular sharp rises in precept. The interviewing officer accepted this.

2.4.1.3. A Briefing Note from the new Head of Waste and Environment Nick Hanlon issued on 8th July stated that MKC had ceased all in-season weed control (except notifiable weeds etc.). It seemed that MKC Cabinet councillors were pressing ahead cutting services regardless of the outcome of devolvement discussions and with scant regard to either the preservation of assets or the resulting chaotic and messy appearance of the environment. Cllr Howson confirmed that weeds in parts of Passmore had already reached crisis levels.

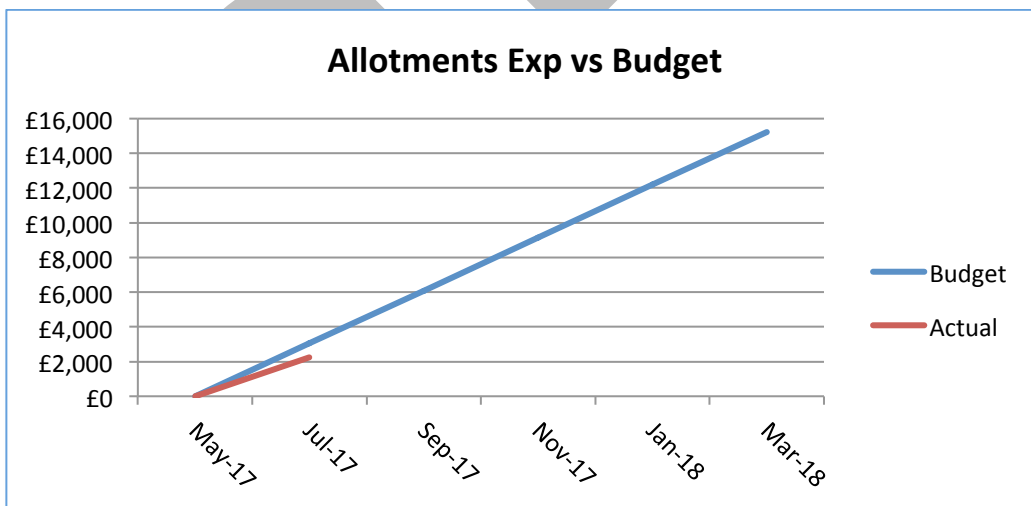
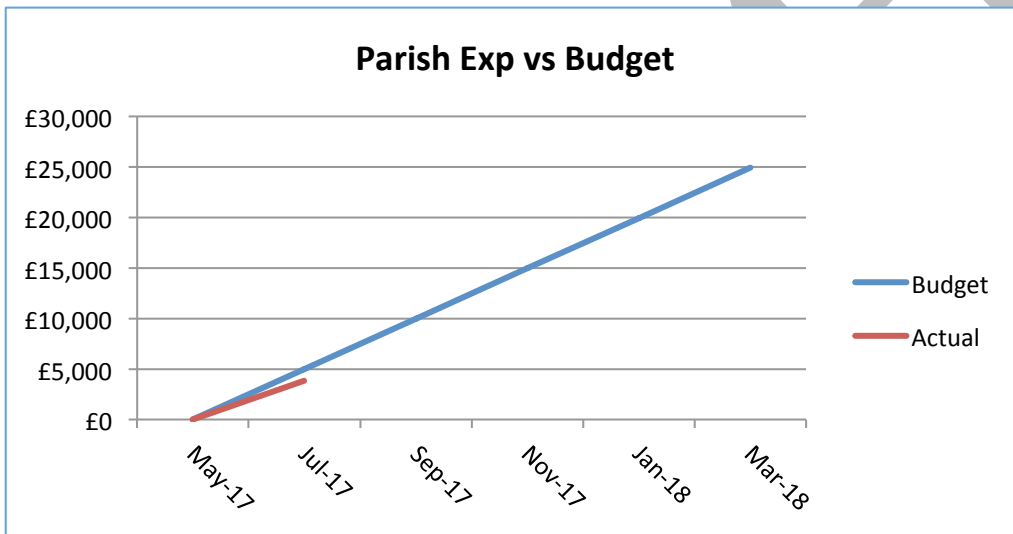
3. Finance

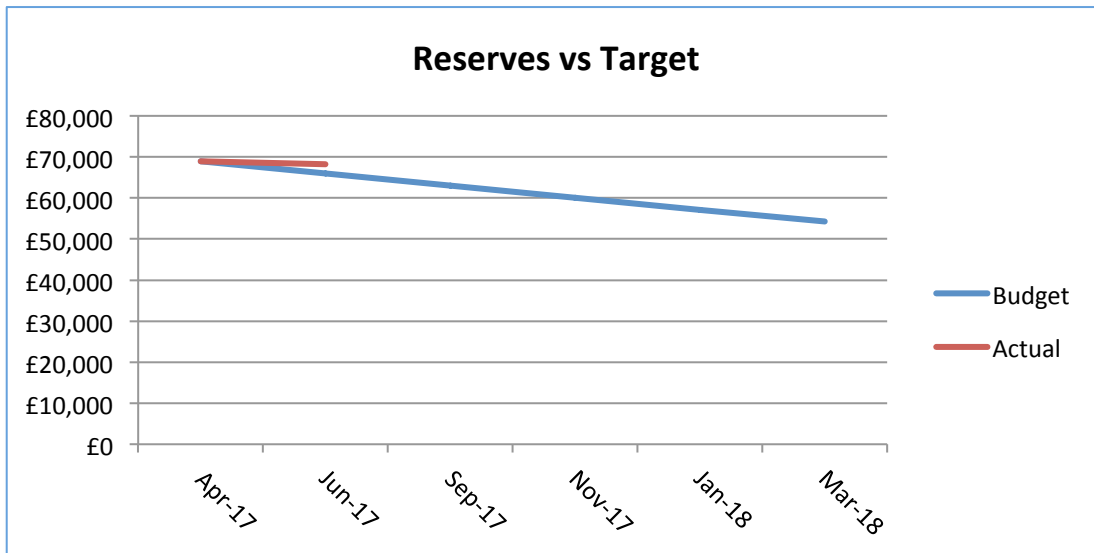
3.1. Balances and approval of the payments schedule – up to end June 2017:

Main account: £10,257; Allotments account: £7,693; Key deposits: £3,240; new fixed term savings account: £30,000; new instant access account: £20,000

The Clerk reported that Capital Projects spending figures had been incorporated into the budget summary and trend graphs.

Graphs -





Current Year Fund	-768
Opening Reserves	68,983
Closing Reserves	68,215

General Reserves had been reduced by £768 by 30 June

Payments schedule (since the last meeting) -

Main account: annual meeting expenses £27.40; Bins - March & April £377.00; annual PC insurance £303.22; BALC Annual sub £144.50; Open Spaces Donation £200.00; April salary (late) £255.82; June website £4.99; OWIS £27.50; Rialtas annual sub £139.20; Dog Bins May - 9418 £188.50; June salary £319.73; PAYE 1st qtr. £207.60; Newsletter printing £60.00; Dog bins June 9478 £188.50; Makron Theatre Grant £200.00; Village Green Signage £540.00; Noticeboard refurbish Passmore £110.00; July salary £255.62; clerk's expenses/admin. £68.77.

Allotments account: Skip hire £264.00; Printing, postage £108.53; Skip hire £264.00; New Keys £259.00; Transfer to Key Deposits £217.00; refund duplicate payment £30.69; Toilet consumables £3.00.

The above payments and balances were approved. Proposer Cllr Hall, Seconder Cllr Kenyon. Unanimous.

3.2 Internal Audit Report

3.2.1 Rialtas software - The Clerk prefaced this item with a brief review of the new accounting software as it had run its first year. It had showed itself to be a vast improvement on the previous overly-complicated system. Recording and clearing receipts and payments was more accurate and they were easier to trace. There was a wide variety of cross-referenced detail. Preparing year-end figures and VAT totals was very much quicker.

3.2.2 Internal Audit – Again this year there had been no major issues of concern found. The Clerk had circulated a paper pointing out the repetition and inaccuracies in the Report with regard to minor issues several of which had been resolved last year. He suggested that councillors might wish to find a different, and less expensive internal auditor for next year. This was formally proposed and approved: Proposer Cllr Hall, Seconder Cllr Kenyon. Unanimous.

3.3 Parish Improvement Projects

- 3.3.1 White-Lining** – Implementation of the white-lining was still awaited. **Cllr Hall**
- 3.3.2 Gated Village Signage** – Cllr Hall reported that she had submitted a Parish Partnership Fund application for £5,000 via the Clerk.
- 3.3.3 CCTV** – Cllr Hall proposed that this item be moved up the order of priority on the Projects List given the thefts and horse vandalism in the village. She had been considering the possibilities in conjunction with Ward Cllr P McDonald. Costings were awaited. This was agreed. Cllr Howson added that consideration should be given to CCTV on Passmore as well given the suspicious activities in the area
- 3.3.4 Parish Gardeners Project** - Cllr Howson reported that the 'Parish Gardeners' continued to make good progress.
- 3.4 Bank signatories to be updated** – Cllr Hall to be added to the bank signatories and ex-councillor McDonald to be removed. Proposer Cllr Brown, Seconder Cllr Kenyon. Unanimous.

4. Allotments

- 4.1 Patch Report and Spending** – These had been circulated. The PAA had carried out its first plot inspections under the devolvement process, and they will from now on be responsible for showing prospective tenants around prospective plots. However OWPC will still send out the required warning letters. Occupancy remains high. The Open Day is scheduled for Saturday 15th July.
- 4.1.1. Historic unclaimed key deposits** - The Allotments team proposed transferring historic unclaimed key deposits, from many years previously, to the main allotments account to ensure accuracy in the current reflection of key deposits held. Many of these had been inherited from WCC days and the claimants unrecorded. The fund amounted to £830.00. Should any valid 'old' claims be made the Parish Council would honour them. This was agreed. Proposer Cllr Blomley, Seconder Cllr Howson. Unanimous.
- 4.1.2. Retail Till and pedestrian gate Noticeboard** – the PAA had requested funds to purchase a retail till for the shop and a noticeboard for the pedestrian gate on the west side of the site. This was being more frequently used than before. It was agreed to allow the granting of funds up to the value of £500 for the former and £700 for the latter out of the capital projects budget. Proposer Cllr Blomley, Seconder Cllr Howson. Unanimous.

5. Environment

- 5.1 Conservation Area Review** – Cllr Hall had met with MKC for a site visit. The process is being administered by an outside agent and essentially the review is being carried out again, despite the submission by the Parish in 2014. It is likely that there will be further consultation and that the process will not be completed until the autumn. The proposed boundary (as identified in 2014 and consulted on) was seen as acceptable and that there maybe indeed further areas added fulfilling the requirements of the Council.
- 5.2 Grand Union Canal update** – Cllr Howson reported another very successful workday had been held in June when two tons of hardcore were shifted and laid by 10 volunteers in less than an hour. A further workday was planned for 22nd July starting at Bridge 89 going north. Three tons of hardcore are to be delivered but

access is restricted. Clerk to liaise with Cllr Blomley and C&RT on this occasion. A further workday was planned for 26th August.

5..2.1 The canal adoption certificate had been received and framed.

5.3 **Environment Log** (incorporating Roads and Paths Program) – Cllr Hall reported that she had added the few remaining items from the Roads and Footpaths Programme to the Log. One new item to add regarding vans parking on the verges at Adams Court. Clerk to write to residents. There were now 28 ‘live’ issues. **CLK**

5.4 Planning comment

Update on Previous Planning Applications (for information)

- 5..4.1 16/02721/LBC 5 The Green Woughton On The Green, Listed Building Consent for remedial and strengthening works to external brickwork, foundation, roof and chimney. *Objected to. Listed Building Consent given for remedial and strengthening works to external brickwork, foundation, roof and chimney.*
- 5..4.2 17/00361/LBC & 17/00360/FUL. Mercure Parkside Hotel Newport Road, Listed building consent and planning permission for the proposed single storey dining Room and ancillary accommodation extension and associated external landscaping. *Awaiting Decision*
- 5..4.3 17/00371/FUL 52 Passmore, Demolition of the existing conservatory and the erection of two single storey rear extensions (one forming a conservatory and the second extending the existing living room). In addition to the demolition of the existing porch and the erection of a single storey front extension to form a new porch. *Permitted*
- 5..4.4 17/00411/FUL Fairview 1 Newport Road Woughton On The Green, Single storey rear and front extensions. *Permitted*
- 5..4.5 17/00617/FUL 20 Verley Close Woughton On The Green, Detached two storey garage. *Permitted*
- 5..4.6 17/00749/FUL Mercure Parkside Hotel Newport Road Woughton On The Green, Proposed flagpole with advertisement flag printed with the MGallery logo. Curved PPC aluminium monolith signage. No objections. *Permitted.*
- 5..4.7 17/00750/ADV Mercure Parkside Hotel Newport Road Woughton On The Green, Advertisement consent for a 6.5 metre aluminium flagpole to be painted white, and fly an advertisement flag with the MGallery logo. Flag to measure 1 metre wide by 1.5 metre high, and to be made from polyester. MGallery Logo to be printed on flag, which is predominantly black in colour, with white and gold text. Flagpole is to sit on existing roundabout and is situated 12 metres from the front of the hotel. Curved PPC aluminium monolith signage with MGallery logo and text to match proposed flag. Signage to sit in front of flag pole on existing roundabout, approximately 12.5 metres from the front of the hotel. Sign to measure 1.8 metres wide by 0.85 metre high, and to be raised from the ground by 0.3 metres on galvanized steel support legs. Letters and logo on sign to be cut out and illuminated internally. No objections. *Consent with Standard Conditions.*
- 5..4.8 17/00804/FUL 1 Verley Close Woughton On The Green, Single storey rear extension, widening of existing dormers to the front and rear, existing rear windows replaced. *Permitted.*
- 5..4.9 17/01009/FUL Mercure Parkside Hotel Newport Road Woughton On The Green, Erection of part single and part two storey extension to provide 23 additional bedrooms, car parking, landscaping and associated works. *Pending.* Cllr Grindley reported that following OWPC’s previous objection plan elevations had been slightly modified and ‘timber-effect’ cladding had become ‘timber’ cladding. In his view the objection still stood. **Planning sub-group to discuss.**
- 5..4.10 17/00762/FUL 64 Passmore, Two-storey rear extension with a rear-facing balcony. To be objected to on the grounds of restricted light to overlooking properties. *Refused.*

Planning Applications since the last meeting

5.4.11 17/01238/FUL 2 Goodman Gardens Woughton On The Green, Proposed single storey side and rear extension and part garage conversion. *Permitted*

5.4.12 17/01400/FUL Fairview 1 Newport Road Woughton On The Green Single storey rear extension (resubmission of application: 17/00411/FUL) Cllr Grindley suggested that I was hard to see the differences in this resubmission. **Planning sub-group to discuss.**

5.4.13 17/01646/PNHSE 1 Adams Court Woughton On The Green, Prior notification for a proposed single storey rear extension measuring 4 metres from the rear wall of the existing dwelling with a maximum ridge height of 4.0 metres and maximum eaves height of 2.5 metres. Initial observation had shown an incorrect height of conifer. Clerk to submit statement following advice from Cllr Grindley.

Any other planning matters –

5.4.14 Since publication of the agenda: 6 Braunston, **Planning sub-group to discuss.**

5.4.15 There had still been no reply to OWPC’s enquiry as to whether Mercure Hotel had needed planning permission to erect the new signs at the entrance to the hotel. Clerk to chase for the third time. **CLK**

5.5 Working from Home – Cllr Howson and Cllr Hall had met to discuss which of the several suspected properties met the criteria. They had determined that two most certainly did meet them. It had proved difficult to arrange a meeting with planning so Cllr Howson would write to the Head of Planning. **JH**

5.6 Village Green Consultations

5.6.1 The Green – awaiting final update – no official confirmation letter had been received but the appeal period had duly expired.

5.6.2 The Orchard – awaiting First Hearing update – Cllr Brown relayed that he had received an apology from MKC following the missing of the deadline of the June Regulatory Meeting. This had been attributed to the reviewing consultants returning the documentation too late. The next meeting would not be until September. **RB**

5.7 Playing Fields

5.7.1 Hockey Event - the parking and litter-picking were well-organised however there was a good deal of anti-social behaviour reported.

5.7.2 Travellers – Approximately 12 vehicles had invaded the Fields but the Vice Chair who had been involved in reporting and monitoring the incident felt that the agencies had moved them on as quickly as possible. It was believed that a gate had been left open following a running event.

5.7.3 Rights of Way – as per email circulated – this had been postponed until September as a fresh residents survey would need to be undertaken according to the footpaths officer.

6. Communications

6.1 Woughton Heritage Group – Cllr Hall reported that the Exhibition held at the History Festival in Campbell Park had proved a remarkable success. Quiz Night: 5th August at the Church.

6.2 Reports to note on any outside meetings, other than those already covered – Cllr Nash had reported on the Proposed Expressway meeting via email. It was still very early days in this project.

6.3 Correspondence – *in addition to that circulated by email to all councillors* – Clerks & Councils Direct quarterly magazine; Red Ensign (Merchant Navy) community events day 3rd September flyers; new editions of Good Councillors Guide from BALC.

- 6.4 **Newsletter** – Cllr Howson was collecting possible subjects for the next issue. So far – Next issue planned for early August. Articles: Co-option of new councillor, Heritage Quiz, Allotments devolved management progress, adoption of canal; village green, Motor bikes on redways, Heritage group news. Cut-off date: 1st August.
- 6.5 **OWIS** – The Clerk reported that following Cllr Nash’s remedial work that he had found the electronic storage site more responsive and reliable.
- 7 **Date and Time of Next Meeting** – 11th September 2017 at St. Mary's Church, Woughton-on-the-Green at 7.30pm.

Following meeting 13th November 2017

Meeting closed at 9.05pm

Signed

date

DRAFT