Old Woughton Parish Council
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DRAFT MINUTES of the MEETING held on Monday 12th March 2018 at 7.30pm at St. Mary's Church, Woughton-on-the-Green

Councillors present: A. Humphries (in the Chair); M. Blomley; R. Brown; V. Freeman Gwynn; R. Grindley; C. Hall; R. Kenyon and P. Nash. 3 members of the public. Ward Cllr P McDonald.
Clerk: J. Vischer

1. **Public Open Forum**
   - 1.1 Mr Frank Weiler (WotGN) asked if OWPC had a view on the new LED street lighting which was proving brighter than the old and so was more intrusive. OWPC had not taken a view. Cllr Hall offered to liaise with Milton Keynes Council (MKC) with regard to their policy on the matter. **CH**
   - 1.2 Mr Derek Day (WotGN) enquired after the OWPC response to 18/00382/FUL & 18/00399/LBC (4 Newport Road). This response was in preparation. Mr Day was of the view that the proposed annex was far larger than a simple annex and the structure was not in keeping with the area.

2. **Procedural**
   - 2.1. **Apologies –** Cllr J. Howson. These were accepted
   - 2.2. **Declarations of Interest by councillors -** Cllr Hall regarding: the Woughton Heritage Group (Chair); the Patch Allotment Association (President); and latterly Executive member of the MK Heritage Association.
   - 2.3. **To agree the Minutes of the January meeting -** These were proposed by Cllr Gwynn, Seconded by Cllr Blomley and duly accepted as a true record.
   - 2.4. **Matters arising from these Minutes not covered elsewhere on the agenda** – None

3. **Finance**
   - 3.1 **Balances and approval of the payments schedule** (*see graphs, Annex A*) - It was noted that the Parish and Allotments Budget Trend Graphs showed expenditure very close to the budget prediction, a slight underspend, demonstrating that operating costs were fully under control. The Reserves Graph (including capital costs) showed that overall Reserves had reduced by £2,219 on the year to date.
     Cleared Balances at 27th February: Main account: £6,910; Allotments account: £7,335; Key deposits: £3,220; fixed term savings account: £30,000; new instant access account: £20,030.
   - 3.2 **Payments schedule since the last meeting up to end February -**
     Main account: Cllr Brown accumulated expenses - £384.00; Bins (Jan) - £188.50; Cllr Hall expenses - £32.55; Clerk's salary (Feb) £329.80; website (Jan) - £4.99; Newsletter printing (2 issues) £116.00; Gardening Club grant - £34.69.
     Allotments account: Anglian Water £154.81; Stationery expenses - £17.98
     Balances and payments were approved unanimously. Proposed by Cllr Gwynn, Seconded by Cllr Nash.
   - 3.3 **Internal Audit** – the Finance group had agreed to employ IAC Audit & Consultancy Ltd. for the first time, to replace the previous firm. No objections were raised.

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3.4 **Parish Improvement Projects –** Cllr Hall reported that she and Cllr Gwynn had updated project possibilities, and clarified the format. This had been circulated. A vote of thanks was passed to the team. This item to become known as the Parish Investment Programme.

4. Allotments

4.1 Patch Report

The Report had been previously circulated – re-staking had continued with 80 completed plots; occupancy rates were now 94%.

4.2 Devolved Management Agreement

The final document had yet to be signed by the Patch Allotment Association Trustees. This was now planned for March 10th.

5. Environment

5.1 Conservation Area Review

Cllr Hall reported that the Review was progressing.

5.2 Grand Union Canal

Cllr Blomley informed the meeting that the upcoming session had been postponed as Canal & River Trust had not yet confirmed – probably weather-related.

5.3 Environment log, landscape maintenance devolvement (& Parks Trust)

5.3.1 **Log –** previously circulated

5.3.1.1 Six items had been added to the Log since the January meeting. Two items had been dealt with. There were now 28 issues outstanding of a total 133 historically recorded.

5.3.1.2 Cllr Blomley reported that a Passmore dog bin had fallen off its post and that the contractor had managed to repair it for the time being. This would need replacing in the near future. Cllr Blomley to contact contractor and request a report on the condition and usage of all the bins in the parish. **MB**

5.3.2 **Landscape maintenance devolvement (& Parks Trust)** –

5.3.2.1 Cllr Gwynn had circulated an updated report prior to the meeting. A formal Expression of Interest had been signed better to understand how formal delegation of this service might actually be funded, Already a need for clarification of the figures had been exposed.

5.3.2.2 Cllr Gwynn stated how partnership work with MKPT already offers an expert insight into active *management* of the natural environment. Current unit cost rates had been obtained to enable project planning.

5.3.2.3 In addition opportunity to scope for future landscaping renovation projects had thus arisen and a list of suggestions was being compiled.

5.4 Planning Applications

5.4.1 **Update on Previous Planning Applications**

17/03011/FUL The Old School Newport Road Woughton Park, Change of use from a residential property to a Live-work unit. An amended proposal had been submitted. The planning officer advised that the original OWPC comments would still be valid. *Permitted*

17/03297/FUL 15 Passmore, Replacement single storey extension to the rear of the property. No objections. *Permitted*

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5.4.2 ***Planning Applications since the last meeting***

18/00419/FUL 52 Passmore, Mono pitch design bungalow, raise the bedroom wing roof 2 meters, install first floor to add a first floor master bedroom and on-suite. No comments/neutral.

18/00269/TPO Frenches Farmhouse 18 The Green Woughton On The Green, Notification of intention to fell 16 trees on boundary with neighbouring property and reduce crown of 1 Ash Tree by 30%. Preservation order TRE/9. *Permitted* (no objections)

18/00382/FUL & 18/00399/LBC (listed building consent) 4 Newport Road Woughton On The Green, Erection of detached (ancillary) annexe within the curtilage of the existing dwelling. Objections to the previous application still stand. **CLLR GRINDLEY/CLK**

18/00428/FUL & 18/00429/LBC (listed building consent) North Cottage The Green Woughton On The Green, Demolition of existing modern extension (to the rear of the dwelling) and existing garage with replacement single storey extension and replacement garage & car port. No objection but a comment to be made regarding use of appropriate materials.
CLLR GRINDLEY/CLK

5.4.3 **Any other planning matters** – None.

5.5 **Working from Home** – Cllr Hall reported that the MKC document on Business and Home working had been studied and various points tested. This sampling proved that there were inconsistencies in the policy - a chart had been drawn up and circulated regarding potential breaches. A draft letter to the Head of Planning had also been prepared. This was approved. It was also agreed to ask neighbouring parishes how much they might be affected. **CLK**

5.6 **Village Greens and Consultations**

5.6.1 **Playing Fields Right of Way** The Chair reported that the officer in charge had requested that a small number of the consulted residents be interviewed. This would take place in St Mary's Church at a date yet to be agreed. **CLK**

6. **Communications**

6.1 **Consultations** –

6.1.1 **Site Allocation Plan**, revised Consultation – Cllr Hall stated that it had not been easy to find the relevant documents on the MKC website. She had invited the Ward Councillor to comment.

6.1.2 **New Town Heritage Register** – Cllr Hall reported that this new Register was available for councillors to nominate specific parish assets, such as the linear run of poplar trees along the canal, that had been established between 1967 and 1992. Closing date for nominations 23/03/18. **CLLRS**

6.1.3 **Updates or new consultations** – none.

6.2 **OWIS/website** - Cllr Nash stated that all councillors had moved across to the new system. The transition of folders from Google Drive/Back-up and Sync to Team Drives was progressing well and about halfway through the process. **PN**

6.3 **Data Protection –** The Clerk had attended the regional training course on 31st January. It had been of an introductory nature. More targeted training was awaited from both SLCC and BALC. The new working group had met and produced a briefing note to councillors requesting

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comments. A first draft spreadsheet of the inward and outward flow of personal data was being discussed within the working group.

6.4 **Woughton Heritage Group -** Cllr Hall reported about a recent successful lecture about a local policeman and one of the village school Headmasters; this was given by Peter Barnes from the Simpson Historical Group last month and which had seen an excellent attendance of over 60 residents. A Woughton Parish Walking booklet was being researched and prepared. Interest in the Summer Quiz was already being shown. A Parish Council table was proposed and agreed.
CH/CLK

6.5 **Reports from Outside Meetings** – The Clerk had attended a clerks' visit to the County Records Office at Aylesbury. All kinds of parish documents were accepted not just minutes.

6.6 **Correspondence -** none

6.7 **Newsletter** – the 'bumper' edition would be the next issue. The edition would be a different format and include the review of the year. Cllr Hall proposed a 'survey of parishioners' to be included. This was agreed. A Survey working group to comprise Cllrs Hall, Nash, and Gwynn. Links to the website and Facebook page would be included.

7. **Date and Time of next Meeting** – **Annual Meeting 9th April 2018** at St. Mary's Church, Woughton on the Green at 7.00pm.

Then – **14th May with AGM**

9th July 2018

Meeting closed at 9pm

signed date

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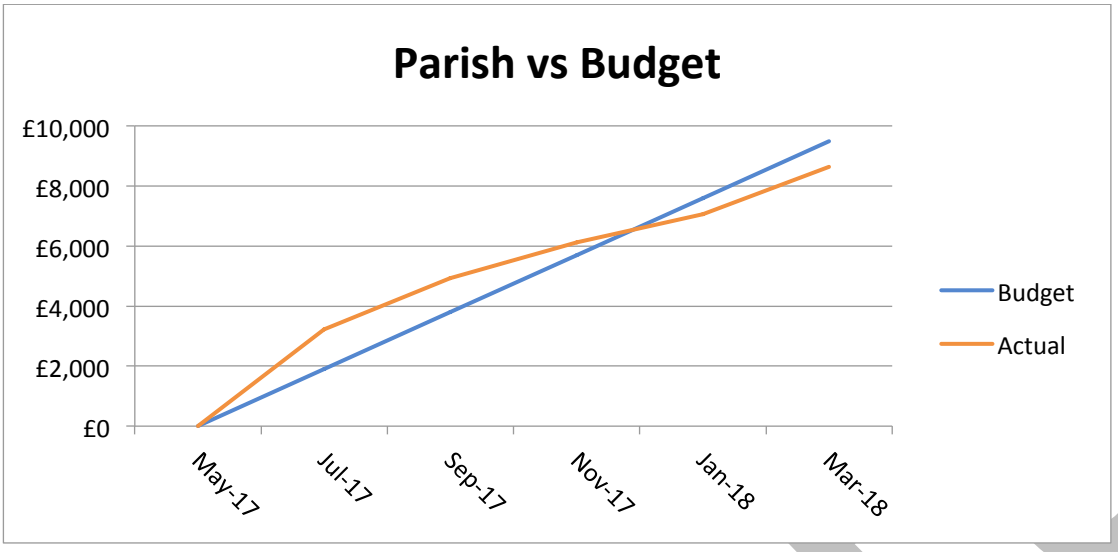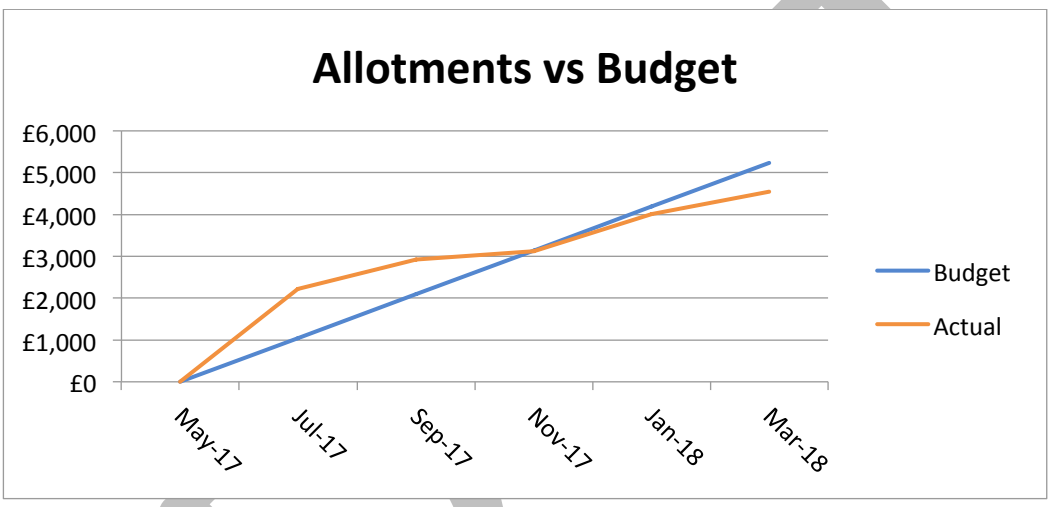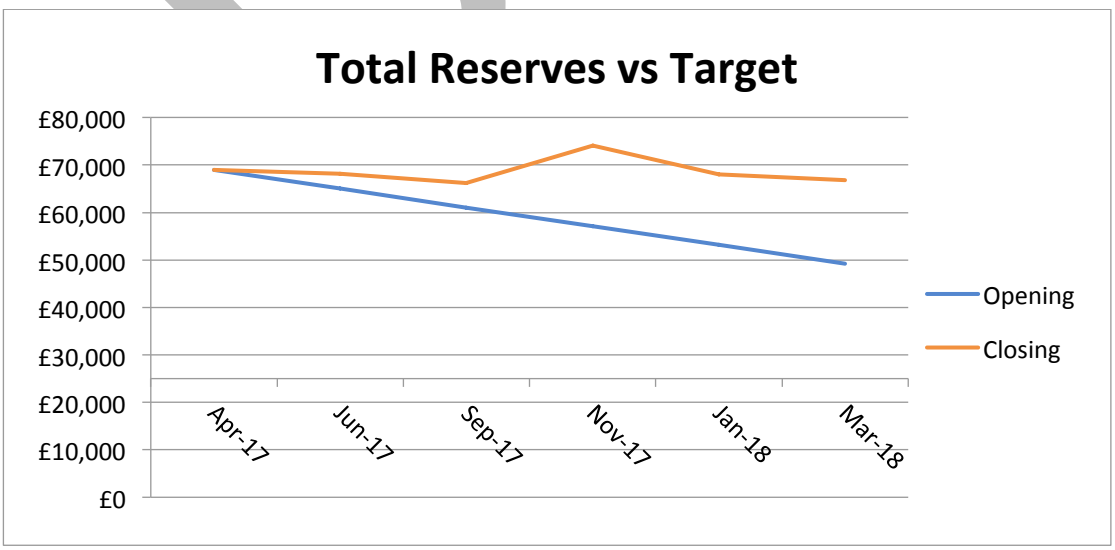
Annex A – OWPC financial performance to date