Old Woughton Parish Council
Website: www.oldwoughton.org.uk Email: clerk@oldwoughton.org.uk

DRAFT MINUTES of the MEETING held on Monday 14th May 2018 following the Annual Meeting at St. Mary's Church, Woughton-on-the-Green, at 7.45pm

Councillors present: A. Humphries (in the Chair); V. Freeman Gwynn; C. Hall; J. Howson; R. Kenyon and P. Nash. 7 members of the public
Clerk: J. Vischer

1. **Public Open Forum**

1.1 Mr Geoff Long (WPk) raised the issue of hazardous parking at the Old School House, Newport Road. Councillors had made a comment about parking on the planning application but felt that at present as renovation works continue and a skip occupied at least one parking place that this should be a temporary problem. The situation would be kept under review.

1.2 Mrs Tracy Banner (WotGS) asked if OWPC knew whether the professional dog-walkers using the green spaces had licences. Councillors referred her to the Parks Trust and added that it was known that the Trust carried out weekly monitoring of their land especially at key locations and 'hot spots' (dog fouling/bags issues).

2. **Procedural**

2.1. **Apologies –** Cllrs R. Brown; R. Grindley. 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 March meeting -** These were proposed by Cllr Freeman Gwynn, Seconded by Cllr Kenyon and duly accepted as a true record.

2.4. **Matters arising from these Minutes not covered elsewhere on the agenda** – None

2.5. **To agree initiating the formal vacancy process** – This was agreed. **CLK**

3. **Finance**

3.1 **Balances and approval of the payments schedule** (*see graphs, Annex A*) – Final Year End figures (2017-18) were displayed. It was noted that the Parish and Allotments Budget Trend Graphs showed expenditure almost matching the budget prediction, demonstrating that operating costs were fully under control. The Reserves Graph (including capital costs) showed that overall Reserves had reduced by £4,356 on the year.
Cleared Balances at 30th April: Main account: £9,272; Allotments account: £5,789; Key deposits: £3,180; fixed term savings account: £30,000; instant access account: £20,053.

Payments schedule since the last meeting (March) up to May meeting -
Main account: Bins (Mar) £188.50; Clerk's salary (Mar-Apr) £329.80; website (Apr) £5.99; Cllr expenses (printing) £21.15; Annual Meeting expenses £21.89; OWIS subscription (Apr) £43.88; Bins (Apr) £188.50; Insurance (annual) £315.35; Clerk's admin/expenses (March to May) £92.07; Clerk's salary (Apr-May) £336.22;
Allotments account: Anglian Water £144.58; Locksmith's £161.28.
Balances and payments approved unanimously. Proposed by Cllr Humphries, Seconded by Cllr Hall. Unanimous.

3.2 **Parish Improvement Programme** - Cllr Hall reported that she was awaiting revised quotes and data for a number of the current projects due to a change in system and procedure within Milton Keynes Council (MKC) in relation to securing these types of works. There will now be additional costs as a percentage amount will be levied by MKC.

3.2.1 **Passmore white-lining project** - to ascertain that this is possible (permissions), costs, any signage requirements and therefore allow a fully informed decision to be made. Consultation with Passmore residents to be carried out before project agreed and implemented.

3.2.2 **Bollards H8 layby** - to determine permissions, costs and any other technical information needed.

3.2.3 **Village Gate markers** - to determine permissions, costs and any other technical information needed.

3.2.4 **Heritage noticeboards renewal** – Ongoing - in collaboration with the Parks Trust.

3.2.5 **Speedwatch training** – a reply was awaited from the MKC officer giving details of the demonstrations/training. He could not attend evening meetings.

3.3 **Consideration and approval of Annual Governance Statement (External Audit)** – These had been circulated beforehand. Approved. Proposed by Cllr Hall, Seconded by Cllr Nash. Unanimous.

3.4 **Consideration and approval of Accounting Statements (External Audit)** – These had been circulated beforehand. Approved. Proposed by Cllr Hall, Seconded by Cllr Kenyon. Unanimous.

3.5 **To agree an OWPC grant to 'Girl Pack'** – Resolved to offer a grant of £50 – Proposed by Cllr Hall, Seconded by Cllr Freeman Gwynn. Four in favour, two abstentions. The Clerk had not yet had the formal grant form returned. It was also agreed to review the Grants Policy.

4. Allotments

4.1 Patch Report

The Report had been previously circulated – the first IT training session for the Patch Allotments Association (PAA) has been planned for May 21st. Re-staking continues - now 95 completed plots.

4.2 Devolved Management Agreement

The Agreement had been signed by the Trustees and copies exchanged between OWPC and the PAA. Newsletter publicity to be prepared.

5. Environment

5.1 Conservation Area Review

Cllr Hall reported that the final consultation document had still not been released. Ward Cllr P. McDonald was also actively hastening the solution of the issue.

5.2 Grand Union Canal update

5.2.1 Cllr Howson reported that the Canal & River Trust representative had changed. The next towpath renovation session should be going ahead provided suitable delivery points for the hardcore could be arranged. A monthly work schedule was being planned.

5.2.2 The previously reported leak is due to be repaired by the end of June.

5.3 Environment and Parks Trust

5.3.1 Log – previously circulated

5.3.1.1 Eight items had been added to the Log since the March meeting, most of these were litter or shrub/tree issues. Three of these had been dealt with. However two issues related to light pollution – at the Tennis Club and Ye Olde Swan Pub Car Park. A meeting with the 1Life, operators of the Sports Pavilion, was planned for 16th May, and for the second issue several objections had been submitted to MKC: a retrospective Listed Building Consent required from the pub owners.

5.3.1.2 The Redundant BT box on the Newport Road / Groveway has yet to be removed. MKC has issued a Section 81 Notice (Defective Apparatus Notice). Cllr Hall to follow up on progress. **CH**

5.3.1.3 Cllr Freeman Gwynn reported that the Medland rubbish bin was subject to a contract review. A schedule for emptying was still awaited.

5.3.1.4 Cllr Hall offered to make enquiries about the options for LED driven heritage street-lighting.

5.3.1.5 Cllr Hall reported that the slashing of the MKC landscape budget suggested that the last of the Coronation Cherry trees would not be attended to.

5.3.1.6 The dog bin in Passmore had been re-fastened to its post but a hole in the base was now apparent.

5.3.1.7 Cllr Howson reported fly-tipping around Bridge 90.

5.3.1.8 Several Cllrs agreed that sight lines are being compromised at the crossing into the park at the northern end of Newport Rd. by overgrown foliage.

5.3.2 Meeting with MKC Landscape Client Service Manager – Cllr Freeman Gwynn had noted that the officer's staff had been reduced from twelve to three in recent years which was a further indication of the slashed MKC landscape budget although some outsourcing had also occurred. Rectifications to the maps, and hence costs, regarding devolution of landscape services especially regarding the Pavilion field, had yet to be received. The proposed hedge-laying on Newport Road would be "unaffordable". The broken Ascot railing in the Ball and Wall area in Woughton Park would be removed and not repaired; and the officer had stated that the 'Wall' – which he pronounced safe in his opinion - belonged to the Parks Trust.

5.4 Planning Applications

5.4.1 Update on Previous Planning Applications

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. *Permitted*

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*

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. *Pending*

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. *Permitted*

5.4.2 Planning Applications since the last meeting

18/00943/FUL 20 Verley Close Woughton On The Green, Single garage with hobbies/store room over. *Awaiting Decision*

18/00767/FUL 2 Elton Woughton Park, Proposed single storey side extension, part garage conversion and minor elevational changes. *Awaiting Decision*

5.5 **Working from Home** - the letter had been sent to the Head of Planning. The Clerk had yet to request information from neighbouring parishes. To be actioned before the next meeting. **CLK**

5.6 **Village Greens**

5.6.1 **Playing Fields Right of Way** – awaiting MKC officer's interview schedule for residents and hence meeting yet to be arranged.

6. **Communications** [Cllr Brown arrived during this item]

6.1 **Consultations** - The Site Allocation Plan that had been commented on last year was still with the Inspector and no date had been given. Clerk and Cllr Hall to trace email trail and contact Ward Cllr P McDonald. **CLK/CH**

6.2 **OWIS/website** Cllr Nash and councillors confirmed that the switch to the new Team Drives was working well. Cllr Nash proposed reviewing the 'static data' on the website as some of this no longer applied. Councillors asked to report any they may have noticed. **PN**

6.3 **Data Protection –** the Clerk reported that formal training was still awaited but with the announcement from the ICO that the Clerk of a Parish Council could be the 'Data Protection Officer' that the pressure seemed to be off small councils – whose volume of personal data was very limited. Draft policies had been studied and a draft spreadsheet for the handling of data had been drawn up. A Privacy Statement was being considered.

6.4 **Woughton Heritage Group -** Cllr Hall reported that projects were being put together for the year. – including the August Quiz to which councillors were invited.

6.5 **Reports from Outside Meetings** –

6.5.1 The Clerk had attended the quarterly meeting of the Society of Local Council Clerks – data protection and devolution of landscape services were the main items for discussion.

6.5.2 Cllr Nash had attended a meeting with Mansour Moini, Landscape Services Officer, arranged by Ward Cllr P McDonald. The main points were as follows –

6.5.2.1 The current MK Council landscaping contract was exclusively with Serco, set at a minimum specification. OWPC could pay for a higher specification, but only with Serco under the current contract.

6.5.2.2 An enforcement letter has been sent to a resident in Verley Close concerning their overgrown hedge as they have not responded sufficiently to an earlier letter. Their neighbour will be receiving a similar letter.

6.5.2.3 OWPC may send such letters to residents as long as no statute is quoted. (OWPC could not enforce any such requests as enforcement is the prerogative of MKC)

6.5.2.4 The Coronation Cherry tree (*see above: item 5.3.1.5*) next to the village hall was identified as needing maintenance, but unfortunately it was confused with a crab apple tree.

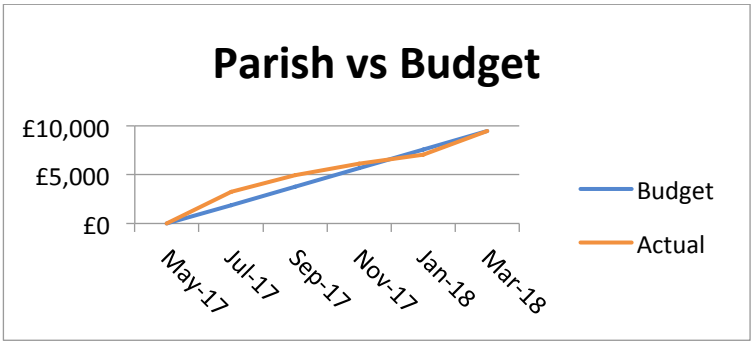
6.6 **Correspondence** - None

6.7 **Newsletter** – the 'bumper' edition would be the next edition. Proposed articles to follow. Proposed timescale: articles, early June; distribution, end of June.

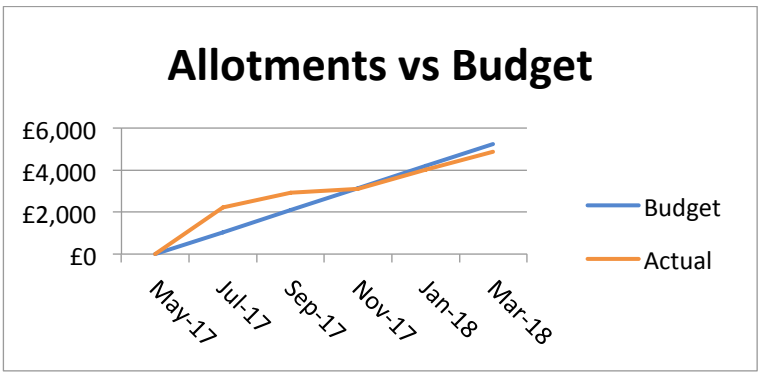
7. **Date and Time of next Meeting – 9th July 2018** at St. Mary's Church, Woughton on the Green at 7.30pm. Then – 10th September 2018

Meeting closed 9.05pm signed date

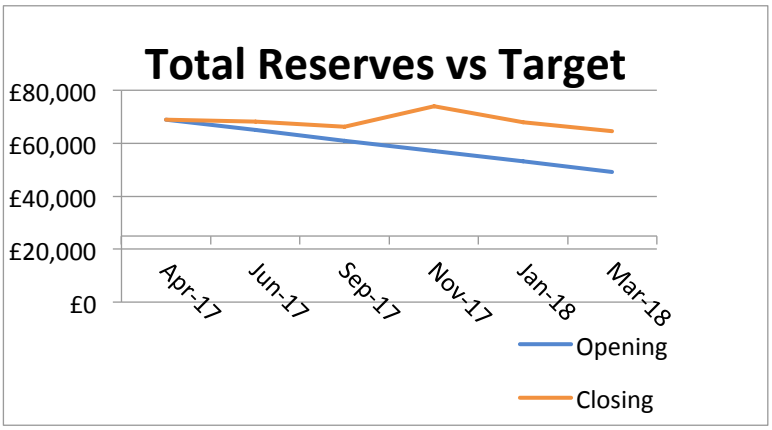
Annex A – OWPC financial performance to end of year 2017-18



	May-17	Jul-17	Sep-17	Nov-17	Jan-18	Mar-18	
							revenue
Budget	0	1897	3794	5691	7588	9485	budget
Actual	0	3214	4926	6121	7050	9478	



	May-17	Jul-17	Sep-17	Nov-17	Jan-18	Mar-18	
							revenue
Budget	0	1047	2094	3140	4187	5234	budget
Actual	0	2223	2921	3120	4005	4860	



Reserve Balances are represented by:	**March 31st 2018**
Current Year Fund	-4,356
Opening Total Reserves	68,983
Closing Total Reserves	64,627