

**DRAFT MINUTES of the MEETING held on Monday 10th September 2018 at St. Mary's Church,
Woughton-on-the-Green, at 7.30pm**

Present: Parish Councillors: A. Humphries (in the Chair); R. Brown; V. Freeman Gwynn; C. Hall; J. Howson; R. Kenyon and P. Nash. 5 members of the public, prospective parish councillor Mary Major; Ward Cllr P. McDonald.
Clerk: J. Vischer

1. **Public Open Forum** - There were no issues.
2. **Procedural**
 - 2.1. **Apologies** – Cllr 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 Executive member of the MK Heritage Association.
 - 2.3. **Co-option** – Ms Mary Major was duly elected parish councillor for the Passmore ward. She signed the Declaration of Acceptance of Office.
 - 2.4. **To agree the Minutes of the July Meeting** – Proposed by Cllr Howson, Seconded by Cllr Kenyon. Unanimously accepted as a true record by attendees of that meeting.
 - 2.5. **Matters arising from both these Minutes not covered elsewhere on the agenda** – None
3. **Finance**
 - 3.1 **Balances and approval of the payments schedule** (*see graphs, Annex A*) – Initial figures for the first four months of the financial year showed that Parish revenue expenditure was slightly above expected levels but that Allotments revenue expenditure was under-spending by approximately 50%. Overall reserves had reduced by £445 on the year.
 - 3.1.1 Cleared Balances at 31st August: Main account: £6,632; Allotments account: £5,576; Key deposits: £3,120; instant access account: £20,070. £30,000 in a Fixed Term bond with the bank.
 - 3.1.2 Payments schedule since the last meeting (July) -
Main account: Bins (July) £188.50; Clerk's salary (Jun-Jul) £336.22; website hosting (July) £5.99; OWIS subscription (July) £57.05; Bins (Aug) £188.49 website hosting (Aug) £5.99; BALC subscription £144.25; Clerk's admin/expenses (July-Sep) £73.26; Clerk's salary (Jul-Aug) £269.14. PAYE (2nd Qtr.) £218.60; New bins £1,470.00.
Allotments account: Water £213.59; postage (renewals) £58.98; Allotment Society subscription £66.00; printing (renewals) £31.01; skip hire & plumbing 276.98.

Balances and payments were approved unanimously. Proposed by Cllr Humphries, Seconded by Cllr Howson. Unanimous.
 - 3.2 **Parish Improvement Programme** –
 - 3.2.1 Cllr Hall agreed to prepare a list of realistic capital projects that might be achievable in the next 8 months to circulate to councillors.

3.2.2 Attempts to have the 19% charge levied by MKC waived or reduced had not been successful as they insisted that the charge had always applied but had not been revealed before.

3.3 **Loss of hard copies of 2017-18 invoices by Internal Auditor** – the Clerk gave a report that had been circulated previously. In brief: This came to light in July when the hard copy files – bank statements and invoices for the 2017-18 year – had not been returned. At first the auditors denied receipt but then acknowledged that they had picked up the package but could not locate it. Further searches were unsuccessful. A formal letter of apology had been received, along with the withdrawal of their fee. The director had offered to come and visit the parish council to apologise in person. The possibility of a data breach seems low, the only personal information being signatures and names relating to expense sheets, but nevertheless the Clerk had contacted the Information Commissioners Office for advice. After listening to a full explanation the adviser had stated that it was for OWPC to determine the level of risk adding that a low level risk did not need to be reported.

Action: meeting to be arranged between the director of the company and councillors (the Chair, Vice Chair volunteered to attend with the Clerk), request him to re-do audit; report to professional body; copies of all invoices to be generated; Metro bank to be informed and consulted on their estimate of risk of fraud. [*post meeting note* – the day after the meeting the Clerk had visited the Bank who emphasised their built-in systems of continual fraud detection. The manager felt the likelihood of fraud in this situation was very low].

CLK

3.4 **Budget 2018/19** – The Chair flagged up the need to bear in mind budget considerations as a draft version for consultation would have to be ready in time for the next meeting. **Finance Group**

4. Allotments

4.1 **Patch Report** - The Report had been previously circulated – The Patch Allotments Association (PAA) management team have embarked upon the rental renewals process for the first time. Re-staking is still held up by the hard ground, but it is planned to purchase all the remaining stakes and store on site. Occupancy is approximately 90%.

Request for bollard grant – Cllr Kenyon reported that the PAA had requested match funding for additional security from OWPC. He had researched costs for telescopic security bollards which would be in the range of £500-£600 - installed. This was agreed subject to insurance conditions being in place. Cllr Kenyon to confirm. Proposed by Cllr Kenyon, Seconded by Cllr Nash. Unanimous.

RK

5. Environment

5.1 **Dog Bin Review** – Cllr Howson reported that the new bins would be installed during next week. The Mediland litter-bin was still a cause for concern (lack of frequent emptying by MKC) but responses from MKC about OWPC taking over the emptying had not been forthcoming.

5.2 **Travellers** – Cllr Hall reported that preventive measures had been budgeted for by MKC for a list of sites including Old Woughton. Their consultation on type and siting was awaited.

5.3 **Speedwatch Programme** – the equipment had been tested but a formal monitoring programme was yet to be agreed amongst the group. This should take place in October or November. An extra set had been purchased by MKC which should make the sharing of equipment easier. **RK**

5.4 **Conservation Area Review** - Cllr Hall reported that a 6-week consultation period was due to begin in January 2019.

5.5 Grand Union Canal update

5.5.1 Cllr Howson reported that the towpath renovation work was now well past Bridge 90.

5.5.2 The planned September session had to be abandoned due to problems with deliveries of hardcore once again. It was hoped that next session planned for 17th September would go ahead as a boat had been booked to deliver the hardcore.

5.5.3 Cllr Howson had not yet drafted a letter to C&RT, reviewing the first year of partnership, as due to regional reorganisation it was not clear to whom it should be addressed. **JH**

5.6 Environment and Parks Trust

5.6.1 **Log** – previously circulated - Nine items had been added to the Log since the July meeting. Of these, five – mostly graffiti related - had been completed. There were 33 issues ongoing.

5.6.2 **Devolved Landscape Services** – Cllr Freeman Gwynn reported that the much-awaited information on TUPE had been received. Prior to this she had attended a TUPE briefing session organised by MKC. However she had concluded that the project was no longer viable due to lack of expertise being transferred, and OWPC interest in the current model of service transfer had run its course. Perhaps there was interest in testing a different approach with the collaboration of neighbouring councils, although time was now short. This was agreed. Cllr Freeman Gwynn was thanked for all her work on this topic. **VG**

5.7 Planning Applications

5.7.1 Update on Previous Planning Applications

18/01197/FUL 17 The Green Woughton On The Green, Construction of two dwellings with integral garages plus driveways and access. *Approved with Conditions*

18/01483/TCA Mercure Parkside Hotel, Notification of intention to remove one sycamore which is self set and growing from a culvert causing structural damage to brick work, and remove a limb from one oak tree. *No objections from MKC*. Cllr Hall reported that the tree work had now been carried out.

18/01244/FUL Childrens Resource Centre 211 Simpson, Simpson, Demolition of a former day nursery and change of use to C3, development of 7 no, dwellings on the site at 211 Simpson, with associated highways and associated works. New submission for 4 dwellings issued 10th September.

18/01693/FUL & 18/01694/LBC Ye Olde Swan Newport Road Woughton On The Green, Installation of external lighting. *Awaiting decision*. This had been withdrawn pending a new submission.

5.7.2 Planning Applications since the last meeting

18/01995/FUL 12 Passmore, Construction of master bedroom over existing garage. This would be studied but a neighbour had had no objections.

5.8 Village Greens – No update.

5.8.1 **Playing Fields Right of Way** – still awaiting MKC officer's interview schedule for residents in order to book St. Mary's Church for the interviews. This maybe during October.

6. Communications

6.1 **Consultations** - None

6.2 **Draft Privacy Policy** – the policy was ratified subject to nomenclature rationalisation. Proposed by Cllr Hall, Seconded by Cllr Nash. Unanimous.

6.3 **Woughton Heritage Group** – the Group had held a very successful weekend event with over 260 visitors attending.

6.4 **Reports from Outside Meetings** - None

6.5 **Correspondence** (other than email) – Internal auditor formal letter of apology (*see above*).

6.6 **Newsletter** – the group had analysed the first proof and returned it to the publishers with comments. Publication date to be around the end of September. It was noted that the survey was best replied to online.

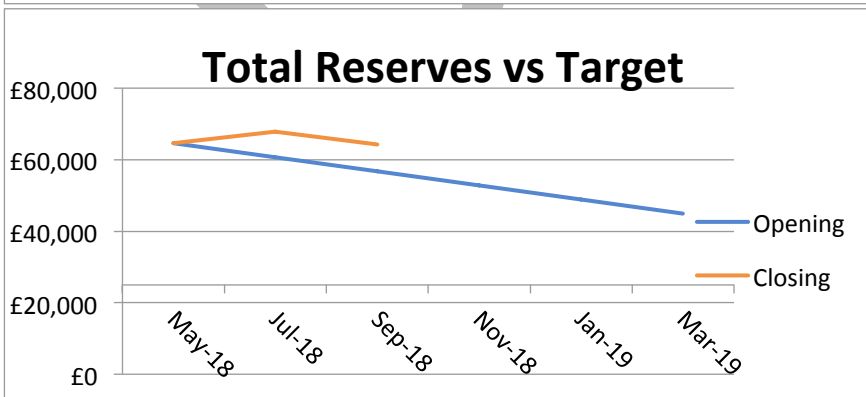
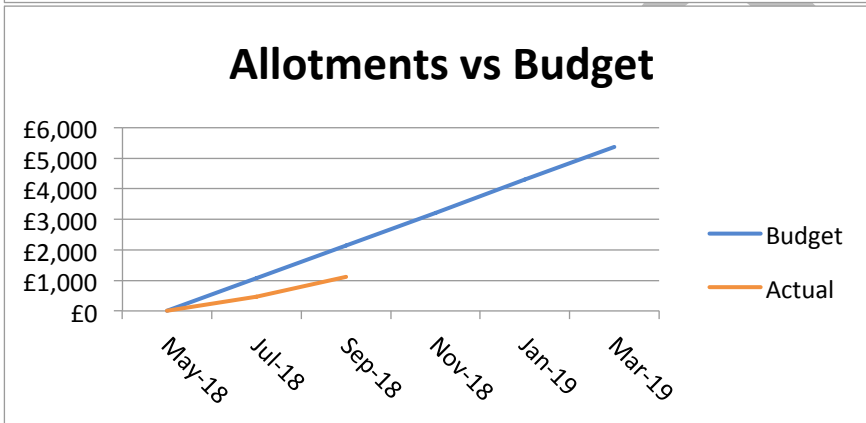
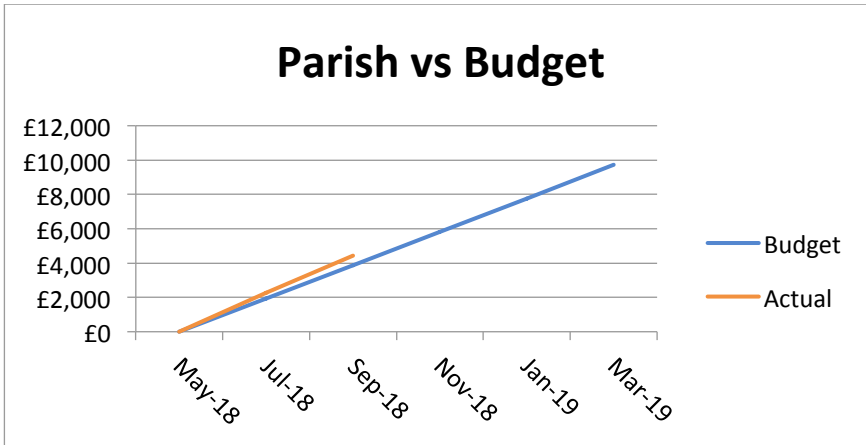
7. **Date and Time of next Meeting** – 12th November 2018 at St. Mary's Church, Woughton on the Green at 7.30pm. Then – 14th January 2019.

Meeting closed 8.55pm

signed

date

Annex A – OWPC current financial performance



Opening: £64627

Closing: £64182

Balance: -£445