

**DRAFT MINUTES of the MEETING held on Monday 12th November 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; R. Grindley; C. Hall; J. Howson; R. Kenyon and M. Major. 6 members of the public. Police Community Support Officer (PCSO) Tracey Jones & Police Constable (PC) Stephanie Craig.
Clerk: J. Vischer

1. Public Open Forum

- 1.1 PCSO Tracey Jones & PC Stephanie Craig reported on the crime figures for the last 90 days (9 reports), which was a low figure compared to the average in Milton Keynes. A new online reporting system was available as a complement to the '101' number. Local reports would be channelled to the local Thames Valley Police team. In response to questions: fly-tipping was principally a matter for Milton Keynes Council (MKC) – it had to be causing an obstruction for the police to get involved; possible drug dealing required some evidence that this was the case – suspicion was not enough for the police to get involved.
- 1.2 Two residents thanked councillors for the recent informative and professional 'bumper' newsletter.
- 1.3 John Banner (WotGS) asked how residents' items were added to the Environment Log as he had reported two items directly to MKC but noted they were not on the Log. It was explained that items were passed on to the Clerk via parish councillors or could be sent directly to the Clerk. One item had since been resolved, the second (a fire at 5 The Green) was added.

2. Procedural

- 2.1. **Apologies** – Cllr P. Nash. These were accepted.
- 2.2. **Declarations of Interest by councillors** –
 - 2.2.1. Cllr Hall regarding: the Woughton Heritage Group (Chair); the Patch Allotment Association (President); and Treasurer of the MK Heritage Association Executive Team.
 - 2.2.2. Cllr Major as a Trustee of the Patch Allotment Association
- 2.3. **To agree the Minutes of the September Meeting** – Proposed by Cllr Kenyon, Seconded by Cllr Hall. Unanimously accepted as a true record by attendees of that meeting.
- 2.4. **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*) – figures up to the end of October showed that Parish revenue expenditure was very much on target. The Allotments revenue expenditure graph had been discontinued with the devolution of management to the PAA. Overall reserves had reduced by £3,046 on the year.
 - 3.1.1 Cleared Balances at 31st October: Main account: £8,634; Allotments account: £3,370; Key deposits: residual £140 (funds transferred to PAA); instant access account: £20,084. £30,000 in a Fixed Term bond with the bank.
 - 3.1.2 Payments schedule since the last meeting (July) to date -
Main account: Bins (Sep) £188.50; Clerk's salary (Aug-Sep) £336.22; website hosting (Oct)

£5.99; OWIS subscription (Sep) £59.68; Bins (Oct) £261.49; Clerk's admin/expenses (Sep-Nov) £42.38; Clerk's salary (Sep-Oct) £269.14; newsletter printing £800; external audit fee £240.00; Data Protection (ICO annual sub) £35.00.

Allotments account: Water £268.92; postage £33.99; mowing (annual) £250.00; re-staking materials £1,356.00; re-staking materials £52.39.

Balances and payments were approved unanimously. Proposed by Cllr Gwynn, Seconded by Cllr Kenyon. Unanimous.

3.2 Parish Improvement Programme (see Annex B) – Cllr Hall gave an update on the previously circulated spreadsheet of projects. Potential bus stop shelter purchase to be added. The Programme was approved. Proposed by Cllr Brown, Seconded by Cllr Major. Unanimous. To be put forward for consultation to residents along with the proposed budget.

3.3 Budget 2018/19 (see Annex C) – As Parish maintenance spending was on target the Chair proposed no increase in the precept for the next year. This was agreed. Proposer Cllr Gwynn, Seconded Cllr Major. Unanimous. To be put forward for public consultation.

3.4 External and Internal Audit –

3.4.1 The External audit report had been received and circulated. There were no issues.

3.4.2 A meeting had been arranged with the auditor for the week beginning 19th November. Day and time yet to be fixed. **CLK**

4. Allotments

4.1 Patch Report - The Report had been previously circulated – The Patch Allotments Association (PAA) management team is now responding to all emails and other communications in their own right and the rental renewals process continues. Some assistance from OWPC allotment team is still required in managing the software. Re-staking has recommenced, with 83 plots remaining. The security camera trench has been dug out.

5. Environment

5.1 Speedwatch Programme – the team still awaits their turn with the equipment. A changeover in officers is now complete. **RK**

5.2 Conservation Area Review – no fresh update.

5.3 Grand Union Canal update

5.3.1 Cllr Howson reported that the barge carrying the hardcore was still not repaired; this meant that the planned workday had been cancelled once again.

5.3.2 Due to Canal & River Trust reorganisation the award system was being reviewed. The award shield will remain with OWPC for the time being.

5.4 Environment and Parks Trust

5.4.1 A421 Noise issue – the Chair reported back on a productive meeting with the new MK officer. Quotations for an acoustic survey would be passed on to OWPC along with potential remedial actions and costs. The survey will include traffic volumes and vehicle types but not air quality monitoring. The Parks Trust would be consulted about the potential solutions. A line had been included in the budget for the possible cost of the survey.

5.4.2 Travellers prevention measures – Cllr Hall reported that Woughton (vulnerable sites) is in the second phase of the approved MK Council works to deter encampments. There are no firm details at this time.

5.4.3 Log – previously circulated - Eleven items had been added to the Log since the September meeting. Of these, six – mostly fly-tipping - had been completed. There were 36 issues ongoing.

5.4.4 Devolved Landscape Services – Cllr Freeman Gwynn reported that councillors had agreed to sign the MKC Confirmation of Commitment form at the informal meeting as the deadline had been 31st October. The reason for this change of tack was due to the lack of information regarding future top-up costs and how the top-up delivery system would operate. Furthermore the baseline of service provision may well deteriorate with MKC cost cutting measures. This may result in the top-up process costing as much or more to run than the full devolvement of services. The form was signed with this explicit condition appended. A realistic cost comparison could then be made.

5.5 Planning Applications

5.5.1 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*

18/01244/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. *Permitted*

18/01693/FUL & 18/01694/LBC Ye Olde Swan Newport Road Woughton On The Green, Installation of external lighting. *Application withdrawn*

18/01995/FUL 12 Passmore, Construction of master bedroom over existing garage. *Permitted*

5.5.2 Planning Applications since the last meeting

18/02019/FUL & 18/02020/LBC 4 Newport Road Woughton On The Green, erection of proposed detached (ancillary) annexe within the curtilage of the existing dwelling. The submission had been altered with only minor changes and so it was agreed that OWPC's original objection was still valid. It was agreed to reiterate it and ask why OWPC had not been informed directly of the modifications.

CLK/RG

18/02181/FUL Church House Newport Road Woughton On The Green, Dormer window to rear elevation and detached car port. *Permitted*

18/02260/FUL Woughton House Hotel Newport Road Woughton On The Green, Erection of timber frame Garden Wedding Gazebo Structure to front lawn of hotel within a conservation area. *Permitted*

5.6 Village Greens

5.6.1 Playing Fields Right of Way – Last week a re-submission of the map had been requested by the footpaths officer as footpath B had not been shown to terminate at the bridleway by the footbridge over the Ouzel at Point B3. [*post meeting note*: the Clerk had submitted the revised map the day following the meeting, and the submission had been successful].

6. Communications

6.1 Consultations – MKPlan – Cllr Grindley reported that some of the points made by OWPC on the Open Spaces Review maps had been taken up by the inspector and were now included in the final consultation version of MKPlan. Consultation deadline 12th December. **Planning group**

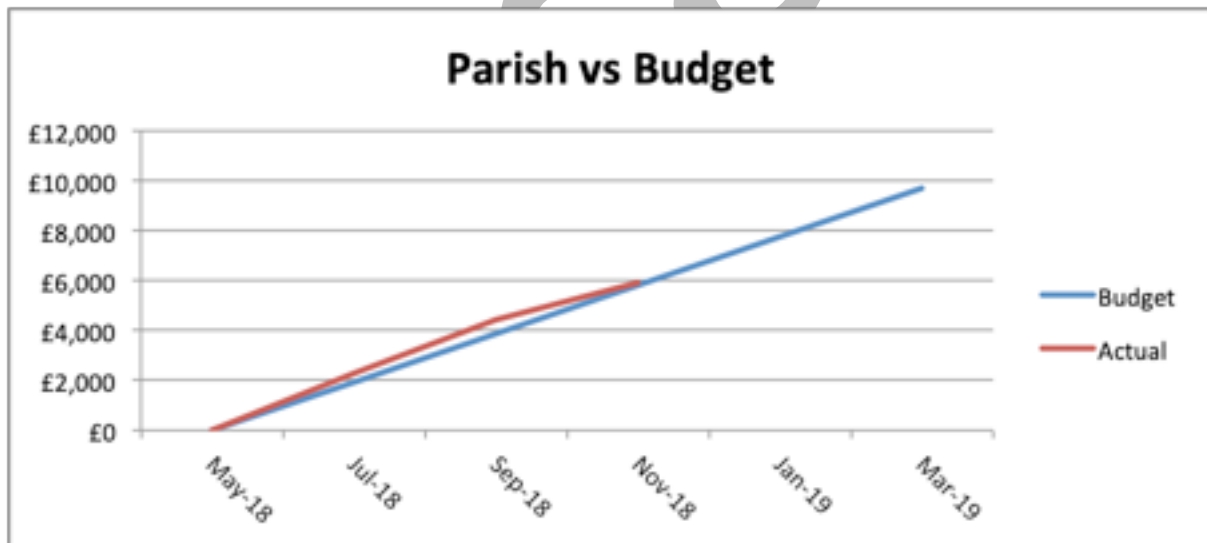
- 6.2 **Data Protection Control List** – the List was ratified. Proposed by Cllr Brown, Seconded by Cllr Kenyon. Unanimous.
 - 6.3 **Woughton Heritage Group** – the Group had organised an event to coincide with the 100th Remembrance Sunday laying of wreaths. There had been over 120 attendees.
 - 6.4 **Reports from Outside Meetings** – Visit to the new MK Recycling Centre. Cllr Hall had been present at two electronic/online meetings concerning use of Ordnance Survey maps in one case and Historic England in the other.
 - 6.5 **Correspondence** (other than email) – Local MPs’ Scam Mail poster; MK Community Foundation publicity; SLCC Clerk’s Quarterly; Open Spaces Society magazine.
 - 6.6 **Newsletter** – an 8-page newsletter was planned for release before Christmas.
7. **Date and Time of next Meeting** – 14th January 2019 at St. Mary’s Church, Woughton on the Green at 7.30pm. Then – 11th March 2019.

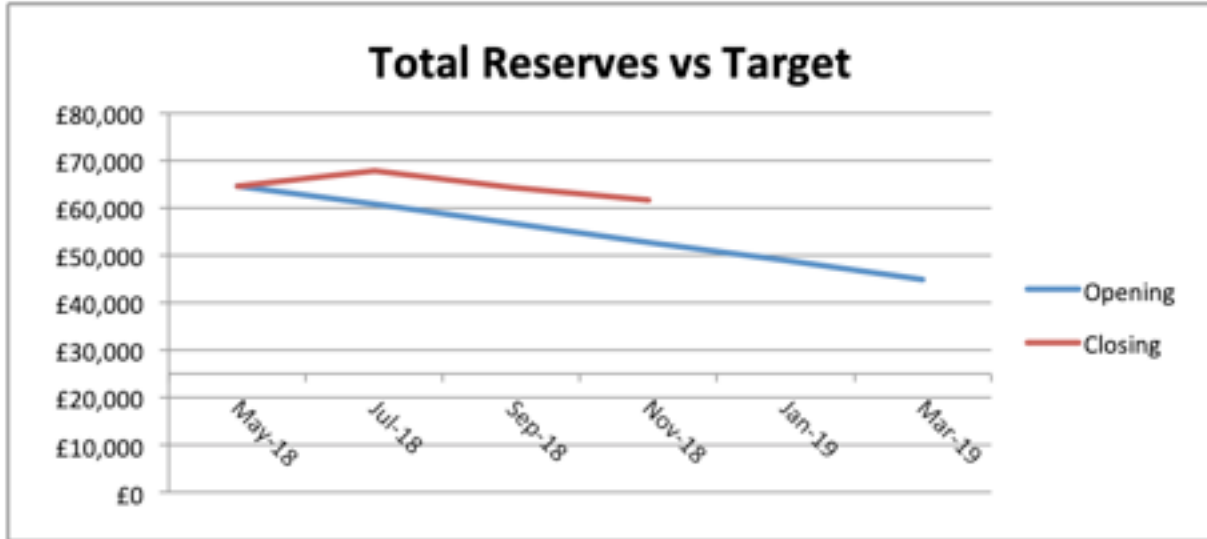
Meeting closed 9.10pm

signed

date

Annex A – OWPC current financial performance





Opening reserves £64,627
Closing reserves £61,581

Draft

Annex B – OWPC Parish Improvement Projects

PARISH PROJECTS	TWO YEAR PHASED			NOTES & ACTIONS
	2018-2019	Project Lead	2019-2020	
Passmore Whitelining	£ 550.00	MM		Signage?
Bollards layby signage	400.00 <i>Estimate</i>	CH		Quote received for bollards but look at signage, keep foliage low & then review. CH to get full quote for signage
Gateways (x 3)	9,000.00	CH		Passmore (gas works expected?)
Gateways (x2)			6,400.00	note £5,000 Parish Partnership Fund
PAA Gates Signage (x2)	600.00	MM		
Boundary Fencing	2,000.00	RK/PN	3,000.00	
Newsletter	770.00	COMMS	1,600.00	
Canopy bus stop WP seat	?	AH		
Mini 'Top Up' landscaping projects For each area (4 x £2,000) [Emerging lists: Leaf clearance; weed killing; paths ; hedgework]		ALL	8,000.00	How do we access the top-up facility to implement these projects?
Totals	13,320.00		19,000.00	

Annex C OWPC Proposed Budget for 2019-2020

Financial Year	2017-18 actual	2018-19 Budget	2018-19 projected	2019-20 proposed budget
Allotments				
Income	0	5,250	0	0
Maintenance Expenditure	5,234	5,244	0	0
Balance	-5,234	6	0	0
Parish				
Income	9,965	9,404	14,373	9404
Maintenance Expenditure	8,569	9,581	9,827	9596
Balance	1,396	-177	4,546	-192
Capital Expenditure (Allots)	5,069	4,343	1,338	3425
Capital Expenditure (Parish)	1,890	250	13,320	19000
Opening reserves	68,983	64,627	64627	55853
Closing reserves	64,627	59,863	55853	36661