

**DRAFT MINUTES of the MEETING held on Monday 11<sup>th</sup> March 2019 at St. Mary's Church,  
Woughton on the Green, at 7.30pm**

**Present:** Parish Councillors: A. Humphries (in the Chair); V. Freeman Gwynn; C. Hall; R. Kenyon; M. Major; P. Nash. 3 members of the public.

Clerk: J. Vischer

**1. Public Open Forum** – no issues raised.

**2. Procedural**

**2.1. Apologies** – R. Grindley; R. Brown. 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 January Meeting** – Proposed by Cllr Freeman Gwynn, Seconded by Cllr Hall. Unanimously accepted as a true record.

**2.4. Matters arising from these Minutes** not covered elsewhere on the agenda –

**2.4.1. Meeting facilities audio improvement (3.2.2)** – the contribution of £1,000 had been sent to the Woughton Ecumenical Parish committee along with the specified covering note on 11<sup>th</sup> February. A grateful acknowledgement had been received.

**2.4.2. MKC Budget consultation (6.1)** – detailed OWPC comments had been submitted on 25<sup>th</sup> January. Cllr Freeman Gwynn was thanked for her contribution.

**2.4.3. Tree survey/management (6.4.2)** – email exchanges between the Clerk and Maurice Barnes, MKC Landscape Client Services Manager had revealed that the survey had been running for 6 months and MKC had more than enough work to use their whole budget. Some of the funding would be used to better understand the strategic condition and health of the council tree stock. A reply was awaited to the Clerk's latest request to know if Old Woughton Parish had featured in the survey and if Mr Barnes would be open to a 'walk-round' the parish. It was agreed that the Clerk further enquire as to whether OWPC could contribute financially to further tree work via the landscape 'top-up' option. **CLK**

**2.5. Councillor vacancy** – No requests for election had been received by MKC by 25<sup>th</sup> January. Free to co-opt the vacancy was advertised on noticeboards. One candidate had put himself forward. A notice would appear in the upcoming newsletter to invite further candidates.

**3. Finance**

**3.1 Balances and approval of the payments schedule** (*see graphs, Annex A*) – figures up to the end of February showed that Parish revenue expenditure was above target by approximately £1,000. This was the sum debited wrongly by Wave for the water at the allotments site. Taking this into consideration expenditure was on target. Overall reserves had reduced by £8,781 on the year.

- 3.1.1 Cleared Balances at 28<sup>th</sup> February: Main account: £4,377; Allotments account: £1,798; Key deposits (residual): £140; instant access account: £20,114. £30,000 in a Fixed Term bond with the bank.
- 3.1.2 Payments schedule since the last meeting (January) to date -  
Main account: Bins (Jan) £201.49; Clerk's salary (Jan) £277.71; Website hosting (Jan) £5.99; OWIS subscription (Jan) £61.44; Bins (Feb) £201.49; Clerk's admin/expenses (Jan-Mar) £89.78; Clerk's salary (Feb) £277.91; Hall hire (April-Jan) £280.00; Newsletter (Xmas) £390.60; Audio equipment contribution £1,000.00; website hosting (Feb) £5.99.  
Allotments account: Cllr expenses (creosote) £43.00.

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

- 3.2 **Parish Improvement Programme** - Cllr Hall gave an update on the projects spreadsheet. The number of mini-projects was steadily increasing. The village gated signage designs and locations should be ready for approval at the next meeting.
  - 3.2.1 Allotments signage – expenditure and mock-up designs previously circulated were approved unanimously. Proposed by Cllr Freeman Gwynn, Seconded by Cllr Major. **MM**
  - 3.2.2 Mini-project approval from – this was approved and may be extended to cover all projects.

#### 4. Allotments

- 4.1 **Patch Report** - The Report had been previously circulated.
- 4.2 **Re-staking** - this had re-started; another session is planned for 22<sup>nd</sup> March. Approximately 50% of the site had been completed.
- 4.3 **Water bill** – the Clerk reported that he had been in communication with Wave on nine occasions since the last meeting and had been allotted a series of case reference numbers, but the full refund was still awaited. It had been confirmed that the water account had been transferred to the Patch Association.

#### 5. Environment

- 5.1 **Speedwatch Programme** – no progress had been made. A meeting with the new Head of Highways is awaited.
- 5.2 **Conservation Area Review** – the period for the upcoming consultation is still April as far as we are aware. Cllr Hall noted that the 1<sup>st</sup> Tranche of consultations were less detailed than previous versions. It was agreed to refurbish MKC with the OWPC 2014 review document. **CH**
- 5.3 **Grand Union Canal update** - the delivery barge was still not repaired. No progress since the last OWPC meeting.
- 5.4 **LED streetlight replacement programme** – Cllr Hall reported that she had attended both the MKC Scrutiny Committee meeting and the recent full Council meeting as no progress was being made. MKC had agreed to delay the installation programme for this portion of the parish (Woughton) until 2021 which had been scheduled to start in April 2019, to allow scope for consultation. **CH**
- 5.5 **Parish Gardeners** – a budget was planned to be agreed for each ward which would fall under the small projects portfolio. A letter-drop had been carried out in Woughton Park canvassing for suggestions. A letter-drop was also being planned for Passmore.
- 5.6 **A421 Noise issue** – MKC had estimated the cost of a survey at £6,000. Ward Cllrs had advised that the issue should be taken up at strategic level; in which case MKC would fund or at least part-fund a survey.

- 5.7 **Travellers' prevention measures** – no further action or communication had happened even though the parish was listed as a 'risk site'. Cllr Hall and Clerk to chase. **CH/CLK**
- 5.8 **GB Spring Clean** – it had been agreed at the informal meeting to arrange a litter-picking event. This is advertised in the upcoming newsletter. Clerk to register event. Date agreed as 6<sup>th</sup> April 2019. **CLK**
- 5.9 **Log** – previously circulated – the number of ongoing issues had been substantially reduced to thirty. Six items had been added to the Log since the January meeting.
- 5.10 **Devolved Landscape Services** – Cllr Freeman Gwynn and the Clerk had attended the MKC meeting on 21<sup>st</sup> January 2019. Following circulation of the notes from the meeting councillors had agreed to withdraw from the initiative. MKC had been notified.

**5.11 Planning Applications**

**5.11.1 Update on Previous Planning Applications**

18/02981/FUL 8 Adams Court Woughton On The Green, Part single part two-storey rear extension and garage conversion. *Application withdrawn.*

Pub retrospective application for car park lighting - no new submission had been made. It was agreed to notify planning enforcement if no application appeared in the next few days. [*post-meeting note* – a new application had been registered on 13<sup>th</sup> March]

**5.11.2 Planning Applications since the last meeting**

19/00091/FULMMA, 19/00115/DISCON, 19/00210/DISCON - various modifications to discharges of conditions for 19/00210/FUL Lomond House, 17 The Green, Woughton on the Green.

19/00323/FUL 8 Adams Court Woughton On The Green, Single storey rear extension and garage conversion. To be reviewed by the planning group.

**5.11.3 Working from Home** - Cllr Freeman Gwynn and Cllr Hall had drafted a letter of response to MKC. To be finalised and submitted by the Clerk. **CH/CLK**

**6. Communications**

**6.1 Consultations**

- 6.1.1 MKC Constitution, and Statement of Community Involvement – points to note referred to conduct and procedure for planning application hearings: speaking time to be reduced to 3 minutes; any questions must be submitted in advance.
- 6.1.2 PlanMK – Cllr Hall reported that this document had been reviewed – no comments to submit.
- 6.1.3 MKC Development Review Forum (for large developments) – case submissions would be shared in a public forum. Cases that would affect OWPC to be recorded on the OWPC Planning Chart (e.g. Oxford to Cambridge corridor). **CH**
- 6.1.4 Community Right to Bid (Ye Olde Swan) – Cllr Hall reported that nomination was due for renewal in Jan 2020; a draft application would be prepared as soon as is feasible and submitted before the end of August, as advised by MKC Officer.

**6.2 Data Protection**

6.2.1 Data Handling Protocol – a draft policy had been prepared and circulated. This was approved unanimously. Proposed by Cllr Nash, Seconded by Cllr Kenyon. Councillors present and the Clerk duly signed the Data Compliance Form.

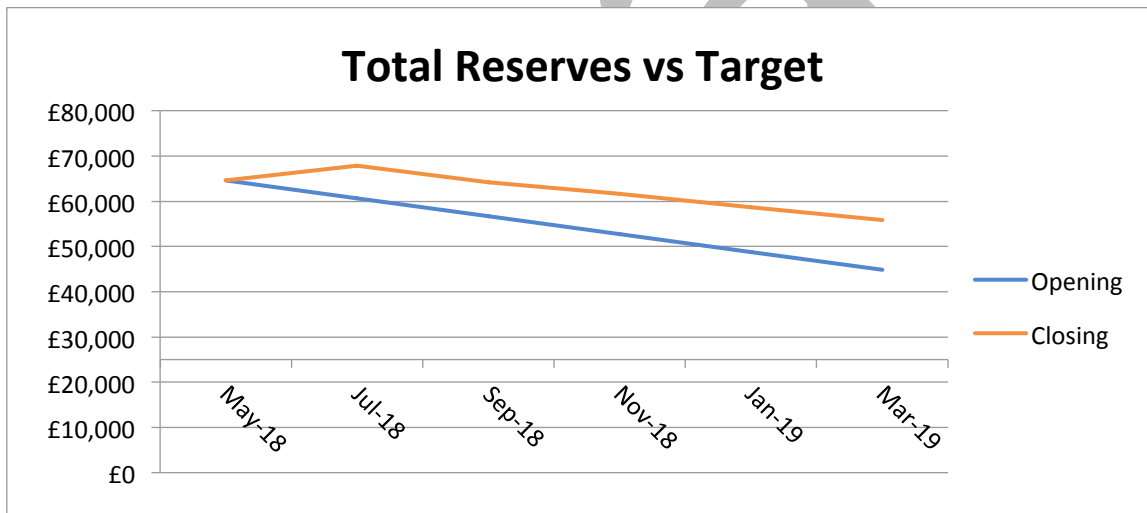
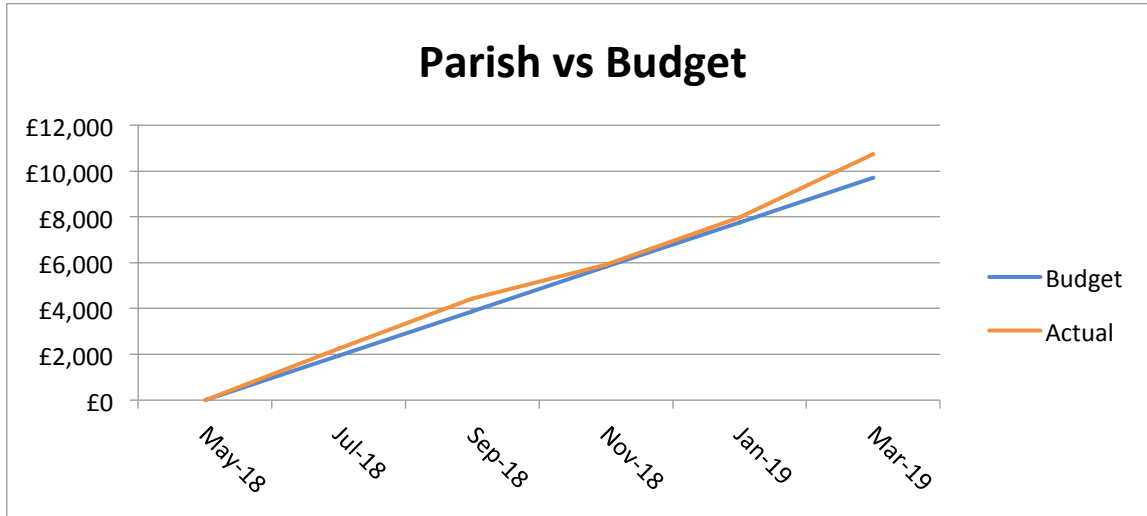
- 6.2.2 Cllr Nash reported that an Archive Group had been established on OWIS for storage of significant emails that did not fall into one of the regular Groups.
- 6.2.3 The final Data Protection policy document to follow concerned data requests to OWPC for private individual's information.
- 6.3 **Woughton Heritage Group** – various events are planned over the coming months: Quiz Night (3<sup>rd</sup> August); Talks programme; Open Day (September). Heritage bids were under review.
- 6.4 **Reports from Outside Meetings** – the Clerk reported back on the quarterly Society of Local Council Clerks meeting. This meeting had been attended by the new CEO Michael Bracey.
- 6.5 **Correspondence** (other than email) – SLCC Clerk's Quarterly, Highways Agency information letter regarding the continuing MI roadworks.
- 6.6 **Newsletter** – the third issue of the new style newsletter would be ready for circulation during the week commencing 25<sup>th</sup> March. It was agreed that a standard print-run would be 450 issues.
7. **Date and Time of next Meeting** – Annual Meeting 8<sup>th</sup> April 2019 at 7.30pm; Full Meeting and AGM 13<sup>th</sup> May 2019 at 7.30pm.

Meeting closed 9.00pm

signed

date

**Annex A – OWPC current financial performance**



Reserve Balances are represented by:

Current Year Fund	-8,781
Opening Total Reserves	64,627
Closing Total Reserves	55,846