

**Draft MINUTES of the MEETING held on Monday 8<sup>th</sup> July 2019 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; M. Major; J Morrison; P. Nash. Three members of the public.

Clerk: J. Vischer

**1. Public Open Forum**

- 1.1 Mrs M Thornton (Woughton on the Green South)** – wished to express her gratitude to OWPC for the impressive and informative newsletter – “It’s a pleasure to receive it.”
- 1.2 Mr R. Ward (Passmore)** – echoed the above – “a splendid publication”. He went on to report several recurring instances of pavement parking and requested some police patrolling. Clerk to contact Police Community Support Officer (PCSO) Tracy Jones.
- 1.3 Mr B Fernee (Passmore)** – complained of the overhanging willow trees behind his and his neighbours’ house. They were a constant source of problems with branches that re-grow and roots potentially disturbing foundations. He was invited to contact his house insurers with regard to subsidence.
- 1.4 Mr R. Ward (Passmore)** – complained, as has OWPC itself, of the poor state of the footpaths and pavements left after the gas-pipe contractors and City Fibre contractors had completed their work. Ongoing.

**2. Procedural**

- 2.1. Apologies** – R. Kenyon. 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 both May Meeting Minutes**
  - 2.3.1.** Annual Meeting – Proposed by Cllr Brown, Seconded by Cllr Major. Unanimously accepted as a true record. It was noted that both ‘subject to’ clauses for Standing Orders and Risk Assessment Schedule had been rectified.
  - 2.3.2.** May Ordinary Meeting – Proposed by Cllr Brown, Seconded by Cllr Major. Unanimously accepted as a true record.
- 2.4. Matters arising from these Minutes** not covered elsewhere on the agenda – none.
- 2.5. Recognition Scheme** – the model scheme was adopted. It would be reviewed in a year’s time. Proposed by Cllr Morrison, Seconded by Cllr Hall. Unanimous.

**3. Finance**

- 3.1 Balances and approval of the payments schedule** – Spending vv budget graphs were displayed (see annex A). Figures up to the end of June showed a net spend of £2,091. Overall reserves: £53,823.

**3.1.1** Cleared Balances at 30<sup>th</sup> June: Main account: £3,529; Allotments account: £997; Key deposits (residual): £120; instant access account: £20,151. The £30,000 Fixed Term bond had been reinvested for another year.

**3.1.2** Payments schedule since the last meeting (May) to date -  
Main account: Bins (May) £201.49; Clerk's salary (May) £288.92; OWIS subscription (May) £102.92; 1<sup>st</sup> Quarter PAYE £234.40; website hosting (May) £5.99; Clerk's admin/expenses (May-July) £176.20; Clerk's salary (Jun) £288.72; Cllr expenses (litter-picking equipment) £256.15; Newsletter (Summer) £415.60; website hosting (Jun) £5.99; BALC (training) £41.55; PO Box (annual) £267.00; Bins (Jun) £201.49; parish insurance (annual) £361.56; accounting software sub.(annual) £145.20.

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

**3.2 Capital Improvement Programme** - Cllr Hall gave an update on the previously circulated projects spreadsheet.

**3.2.1 Fly-tipping signage** – awaiting sign-off from MKC and scheduling of works. **CH**

**3.2.2 Gateways signage** – Cllr Hall reported that further progress had stalled. Clerk to contact relevant MKC officer. **CLK**

**3.2.3 Passmore road name sign** – Cllr Hall has asked MKC when the sign will be replaced as it is not on the current signage works list.

#### 4. Allotments

**4.1 Patch Report** - the Patch Allotment Association (PAA) Committee had previously circulated the Report: Twelve workable plots were available for letting. Thirteen letters to plotters asking them to tidy up their plots issued.

**4.2 Boundary fencing matching funds** – it is anticipated that funds will be available this autumn.

**4.3 Database** - Allotments team parish councillors will be involved in supporting the PAA in updating the database for the new rental year.

**4.4 Auditing** – it had been noted that the relevant clause in the Devolvement Agreement requires review. It was agreed that a local accountant or ex-accountant could be used to provide an independent audit of the accounts. Cllr Morrison suggested corporate sponsorship and would look into possibilities. OWPC would need a copy of the audit report. **JM**

**4.5 Patch Open Day** – this Saturday 13<sup>th</sup> July.

#### 5. Environment

**5.1 Ward mini-projects** (*for projects over and above landscape maintenance issues*)

**5.1.1 Woughton Park** - Cllr Freeman Gwynn gave a progress report on the 'Wonderful Woughton Park' initiative. She had met MKC Landscape team on site and the discussions had been encouraging with submission of a bio-diversity plan welcomed. Cllr Freeman Gwynn had been greatly supported in the visit by a landscape architect and she now wished OWPC to commission her to produce the plan at a cost of £350.00. The plan would be consulted on in WP before submitting to MKC as the landowner. Approved. Proposed by Cllr Freeman Gwynn, Seconded by Cllr Grindley. Unanimous.

The additional bin at Walton Lake car park had also been progressed with Milton Keynes Parks Trust (MKPT) undertaking the installation in August. It would add the collection/disposal to its own contract.

- 5.1.2 **Passmore** - Cllr Major planned to hold a meeting with the MKC landscaping team to discuss the Passmore proposals.
- 5.1.3 **Woughton on the Green South** – Cllr Hall commented that the focus was on tidying and enhancing the core area of the 'Old Village' - which historically was 'The Close' (where the metal seat surrounding the oak tree is located) adjacent to the church and pub. Discussions were proposed with MKPT about the potential for a wildflower meadow on the Green.
- 5.1.4 **Woughton on the Green North (WotGN)** – Cllr Kenyon was preparing a residents’ survey for the ward.
- 5.2 **Speedwatch Programme** – Cllr Nash reported on Cllr Kenyon’s behalf that two familiarisation sessions had taken place. Some calibration of the device was needed.
- 5.3 **Conservation Area Review** – The Consultation period has been further delayed, probably to the autumn.
- 5.4 **Grand Union Canal update** - Cllr Freeman Gwynn reported that the next towpath session had been arranged for 5<sup>th</sup> October. Canal and River Trust (C&RT) were very pleased with the work done so far. Cllr Freeman Gwynn was planning to meet up with the Operations Director in the near future to consider canal hedgerow maintenance.
- 5.5 **LED streetlight replacement programme** – nothing to report.
- 5.6 **Parish Gardeners** – Cllr Major had concluded that the small, localised groups of residents carrying out colourful additional planting to their immediate neighbourhood was the best way of operating. *[Item to be removed from agenda]*
- 5.7 **Travellers’ prevention measures** – Cllr Hall reported that preventative measures were being planned (Paddocks; Playing Fields; Pavilion). There had been less problem incidents this year due to a combination of greater vigilance (locking of gates etc.) and a more pro-active enforcement policy by Thames Valley Police. *[Item to be removed from agenda]*
- 5.8 **Bins and Noticeboards**
  - 5.8.1 **New bin** – this was now redundant – *see item 5.1.1.*
  - 5.8.2 **Re-siting of WotGN noticeboard** – Cllr Nash had received a quotation for re-siting the existing noticeboard for £385 from the original installer. However the encroaching hedgerow would have to be considerably cut back. A further quotation for shrub pruning had been submitted for £350, permission from MKPT would be required. The potential need to purchase another verge licence was being investigated by the Clerk. **CLK**
  - 5.8.3 **Timetable of noticeboard refurbishment** – to be drawn up by Cllr Major **MM**
  - 5.8.4 **Waste transfer certificates** – Cllr Hall requested the contractor provide a copy of the certificate. **CLK**
- 5.9 **Litter-picking Programme** – forthcoming litter-picks: Woughton on the Green North: 7<sup>th</sup> August; Woughton Park: 21<sup>st</sup> September; Passmore: 12<sup>th</sup> October.
- 5.10 **Log** – previously circulated – five issues had been completed since the May meeting and eleven new ones added out of a total of thirty-seven ongoing issues.
- 5.11 **Planning Applications**
  - 5.11.1 **Update on Previous Planning Applications**

19/00593/LBC & 19/00592/FUL Installation of external lighting comprising low level bollard lighting at Ye Olde Swan Newport Road Woughton On The Green Milton Keynes MK6 3BS. This application had been issued following protestations from OWPC about the five metre high poles originally erected without permission. *Permitted*

19/00939/TCA Mercure Parkside Hotel Newport Road Woughton On The Green, Notification of intention to remove Goat Willow (T1) to ground level. *Refused*

**5.11.2 Planning Applications since the last meeting**

19/01168/TPO 2 Rogers Croft Woughton On The Green, Row of Yew trees located in the back garden: height reduction of 2.5 metres and lateral reduction. 1x Yew tree located near the northern end of the row ;crown lift over conservatory. 1x Ash tree: to reduce all round by 1.5-2 metres. *Permitted*

**6. Communications**

**6.1 Consultations**

**6.1.1** Mobility Strategy - currently under review by Cllrs Humphries, Freeman Gwynn and Grindley.

**6.2 Woughton Heritage Group** – Cllr Hall reported that plans were in preparation for the forthcoming exhibition in September. The Quiz Night OWPC team was almost complete (3<sup>rd</sup> August).

**6.3 Reports from any other outside meetings** – The Clerk had attended the quarterly Society for Local Council Clerks meeting held in Milton Keynes.

**6.4 Correspondence** (other than email) – None.

**6.5 Newsletter** – the submission deadline for articles for the next edition: the last week of August.

**7. Date and Time of next Meeting** – 9<sup>th</sup> September at St. Mary's Church, Woughton on the Green at 7.30pm.

Then: 11<sup>th</sup> November 2019.

Meeting closed 9.20pm

signed

date

**Annex A**

Spending *versus* budget graphs

