



MINUTES of the MEETING held on Monday, 9th May 2016 following the Annual Meeting

at 7.50pm at St. Mary's Church, Woughton on the Green

Newly elected Councillors present: M. Blomley, R. Brown, R. Freeman, C. Hall, J. Howson, A. Humphries, R. Kenyon, and P. Nash

12 members of the public

Clerk: Julian Vischer

1. Public Open Forum

Maureen Thornton (WotGS) reported fly-tipping on Newport Rd – reported earlier today by the clerk via the Chair. She proposed a No Dumping sign or a dummy CCTV camera/sign be erected at the pull-in which has seen regular dumping.

Ray Yates (new resident) asked if the 'quad bike' (mini trail-bikes) menace occurred at a particular time of day so that he could time his dog walks accordingly. Unfortunately not. Cllr Hall added that they had appeared on the Green on Sundays sometimes; a police car had been seen following them.

Phil Wareham (WotGN) asked for clarification on the colour of dog bins on Parks Trust land. Cllr Howson replied that although usually green for the Trust this was not always the case as permission had been given for a Parish Council red bin. He went on to request more dog bins well inside the parks to help the dog fouling/dog bag issue. This seemed unlikely as Parks Trust have always been unwilling in the past. However a change of policy might have occurred – clerk to verify. **Clerk**

Tracy Banner (WotGS) reported that the MK Marathon event clean-up had been better organised and proposed a note of thanks to demonstrate that residents were grateful. **Clerk**

Vanessa Gwynne (WP) reported that the Medland rubbish bin by the canal was now being used by boaters, although now overflowing., Clerk to action with MKC to get the bin emptied. **Clerk**

2. Procedural

2.1. **Apologies** – None

2.2. **Councillors**

2.2.1. Thanks to retiring councillors – the Chair thanked the two retiring councillors Peter McDonald and Stuart Bennett, for their steadfast commitment and hard work in bringing the young Parish Council into being. This was echoed by all present. He went on to suggest some kind of memento should be awarded. A Roll of Honour on the website was also suggested. This item was carried over to give time for further discussion. It was agreed that a letter would be written to each retiree and all should sign each letter. **Clerk/Chair**

2.2.2. Welcome to new councillors – The Chair welcomed the two new councillors Cllr Charlotte Hall and Cllr Richard Freeman.

2.2.3. Woughton on the Green North vacancy - As there was a window after the election when advertising was not required the Chair invited ex-parish councillor Robert Grindley to be co-opted for this vacancy. Cllr Kenyon seconded the proposal; all were in favour. Mr Grindley accepted the offer and duly signed the Acceptance of Office.

2.3. **Declarations of interest by councillors** – None

2.4. **To agree the minutes of the OWPC Meeting held on 14th March 2016**

These were duly accepted as a true and accurate record. Proposer Cllr Kenyon, Seconder Cllr Howson Unanimous.

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

Gaps in the hedge alongside the canal towpath – Cllr Freeman reported that the volunteer group hoped to carry out planting works in the Autumn as the time for planting was now passed, and that by this time the Canal & Rivers Trust might have agreed to subsidise the project with the purchase of plants.

3. **Finance - Year End figures and approval of the payments schedule**

Summary Cash book position at 31 March 2016

Main Current Account	£20,763
Allotments Current Account	£6,232
Business Reserve Account Rental deposits	£3,573
Deposit Account	£35,000
TOTAL	£65,568

<u>All figures exclusive of VAT</u>	<u>2015/2016 BUDGET</u>	<u>ACTUAL Y.T.D</u>	<u>Variance</u>
RECEIPTS - OPERATIONAL			
Precept	9,104.00	9,139.39	35.39
Interest		0.56	0.56
HMRC refund			
Grants			
Total Receipts	9,104.00	9,139.95	35.95
PAYMENTS - OPERATIONAL			
Administration costs	690.00	1,144.69	(454.69)
Allotment expenses	5,904.00	6,388.66	(484.66)
Allotment rental	(4,720.00)	(5,456.34)	736.34
OWIS	408.00	460.54	(52.54)
Audit Fees	450.00	100.00	350.00
Chair's Expenses	103.00	57.65	45.35
Community fund	773.00	476.20	296.80
Dog bin clearance	1,753.00	1,912.40	(159.40)
Grants - S137 (community)	250.00		250.00
Insurance	308.00	293.23	14.77
Staff Costs	3,381.00	3,569.61	(188.61)
Training - Clerk/Councillors	515.00		515.00
Reserves			
VAT refund			
Sub-total (Operations)	9,815.00	8,946.64	868.36
PAYMENTS - CAPITAL PROJECTS			
Allotment Projects	2,040.00	247.50	1,792.50
Projects	1,200.00	440.53	759.47
Total Payments	13,055.00	9,634.67	3,420.33
Surplus	(3,951.00)	(494.72)	3,456.28

March 2016 - May 2016 Meetings		gross	VAT to
date	category	amount	reclaim
Main account			
24/03/16	N/letter & n/bd printing	84.51	
05/04/16	new website expenses	59.30	9.88
05/04/16	Woughton Ec P (Church Hire) Jan/Mar	80.00	
05/04/16	Woughton Heritage (Ward Cllr grant)	500.00	
07/04/16	Clerk's Salary	242.81	
07/04/16	AH Contracts (dog bins) - 8606	188.50	31.42
28/04/16	APM expenses	26.67	
28/04/16	N/letter/leaflet printing	80.00	
28/04/16	admin expenses	85.06	4.36
28/04/16	Clerk's Salary	242.81	
Allotments			
22/03/16	Anglian Water	1,192.07	
24/03/16	key deposits - transfer	1,454.99	
14/03/16	over payment	<u>0.21</u>	
	TOTAL	4,236.93	45.66

The above payments were approved. Proposer Cllr Brown, Seconder Cllr Howson. Unanimous.

3.2 Accounts software – update

The clerk reported that following the successful if lengthy installing of Windows 10 on his Apple/Mac computer it had been agreed with Rialtas Software that the implementation of the program be left until after the start of the new financial year. The figures reported and slides displayed at the July meeting should be derived from the new software.

3.3 External Audit – to agree that the External Audit Form may be signed off between meetings, following the Internal Audit. The figures used would be those approved above. This was agreed - Proposer Cllr Nash, Seconder Cllr Brown. Unanimous.

3.4 Backdated claim for Use of Home as Office – A paper had been issued prior to the meeting explaining that a possible claim for Use of Home as Office was written into the Clerk’s contract to take into account the use of space, lighting, heating and electricity due to working from home but that he had only made one recent claim for this in the 28 months he had been employed by OWPC. The sum amounted to £5 a month, paid 6 monthly as a per diem. This meant that 22 months or £110 was outstanding if councillors agreed to backdate it. This was agreed - Proposer Cllr Blomley, Seconder Cllr Nash. Unanimous.

4. Allotments

Patch Report - Highlights -

Plot Staking ongoing.

The first plot inspections of the year had taken place on 8th April and 45 letters issued to encourage plot holders to ‘get started’.

There was a good turn-out at last Sunday’s gathering of the Patch Allotments Association (PAA).

A meeting has been arranged on 20th June between the PAA, OWPC and the National Society of Allotment and Leisure Gardeners (NSALG) – of which OWPC is a member - re devolved management.

5. Environment

5.1 Speed humps – To agree a formal request that they be re-profiled during the re-surfacing works - Following further emails on the subject since the publishing of the agenda it was agreed that Cllrs

Freeman and Kenyon would liaise over how best to deal with MKC Highways regarding re-profiling the deep 'southern' side of the Newport Rd/Baskerfield Rd speed hump. **Cllrs Freeman/Kenyon**

- 5.2 **Legacy offer** – A memorial plaque was still awaited. A vote of thanks was passed for Tim Liggins the hitherto mystery donor of the new seat with a letter to follow. He did not wish any kind of opening ceremony. Proposer Cllr Humphries, Seconder Cllr Blomley. Unanimous. It was agreed to place a photograph in the next newsletter. [*post meeting note* – the brass plaque was installed on 13th May] **Cllr Howson/Clerk**
- 5.3 **Environment Log** – The Log, issue 25, had been circulated prior to the meeting, and copies were available. The Chair thanked the Clerk for improving the appearance and correcting formatting issues. The Clerk passed his thanks on to Cllr Nash who had been instrumental in improving the document. The developing issues had already been covered above – re-surfacing/speed humps, fly-tipping – and two other items – the 'Triangle of Land' and 'Sports Fields Right of Way' – appear below.
- 5.4 **Planning comment**
Update on Previous Planning Applications –
- 5.4.1 16/00119/FUL 2 Bellis Grove Woughton On The Green. Demolition of existing conservatory and erection of replacement single-storey rear extension, erection of front porch, enlargement of front kitchen window and replacement link extension between house and annexe (alternative scheme with flat roof and lantern light to rear extension) (Resubmission of 15/01110/FUL). No comments or objections. *Permitted*
- 5.4.2 16/00167/FUL St Mary's Church Newport Road Woughton On The Green, Reinstatement of weathervane at the top of the tower. It was agreed to support this proposal, not simply to 'not object'. *Permitted*
- 5.4.3 16/00300/NMA Mercure Parkside Hotel Newport Road Woughton On The Green, Non material amendment to application 15/00799/FUL for the addition of a fire exit door in the new corridor area and x 3 door height glass panels in pvc. No comments or objections. *Refused*
- Planning Applications since last meeting -**
- 5.4.4 16/00817/DISCON, 8 The Green Woughton On The Green, Details submitted pursuant to discharge of condition 4 (roof materials) attached to planning permission 13/01870/FUL. *For info only*
- 5.4.5 16/00895/FUL, 4 Foxton Woughton Park, Single storey rear and side extension. No objections.
- 5.4.6 Appeal against Refusal – 38 Passmore; Change of use from residential dwelling (Use Class C3) to house in multiple occupation (Use Class C4) with 5 x lettable rooms (retrospective). It was agreed to endorse MKC planning department's approach. There were no additional comments to make. **Clerk**
- 5.4.7 **Cllr Freeman** raised the subject of what had happened to the planning application for 12 Braunston, Woughton Park, as work does seem to be continuing. **Cllr Grindley**
- 5.5 **Village Green status –**
- 5.5.1 The Paddocks – The Chair reported that this application had been refused and was now closed.
- 5.5.2 Passmore – Cllr Blomley - Awaiting the Regulatory Committee hearing.
- 5.5.3 Woughton Park – Awaiting the Regulatory Committee hearing.
- 5.5.4 The Green – A letter of objection had been received both from the Parks Trust and MKC making the case that use of the Green had been permitted and was not 'of right'. Awaiting the Regulatory Committee hearing.
- 5.5.5 The Orchard – Cllr Brown reported that this application was almost ready for submission. **Cllr Brown**

- 5.6 **Sports Field Right of Way** (playing fields) – Awaiting the action of Andy Burton Rights of Way officer. **Clerk**
- 5.7 **Land to side of St. Mary’s Church** - The clerk reported that he was awaiting confirmation (from Andy Burton Rights of Way officer) that this would now be integrated into the litter-picking schedule. The Clerk now had an additional officer to contact, Anthony Brown, but a chase-email on 3rd May had not elicited any response either. **Clerk**
- 5.8 **Woughton Park ‘Triangle’** – The clerk reported that he had received a disappointing reply from Andy Hudson at MKC who had not managed to progress the issue with either the Parks Trust or his own budget officers and had suggested that: “an alternative, perhaps, is for the PC to ask for the land to be transferred under the CAT programme (which would come “as is” and with no funding, if agreed)”. OWPC’s vision as discussed at the site meeting held on 8th January, asked for the removal of the 'ball wall' and adjacent hard standing and grassing (maybe with shrubs) of the whole area; with subsequent maintenance to be carried out by MKC. Installation of 'yellow bollards' at the northern end to prevent parking (and consequent littering). Provision would need to be made for access from Hanmer Road to the house by Bowlers Bridge (Bridge 91). It was agreed to ask the Ward Councillor to intervene. **Clerk**

6 Communications

- 6.1 **Training** – Planning for parish councillors, 2nd June 10.00-13.00. Induction for new parish councillors run by Bucks & MK Association of Local Councils (BMKALC). No immediate takers.
- 6.2 **Provision of Parish Council laptop** – It had been suggested to the Chair that a laptop specifically belonging to the Parish Council might be a good idea, reducing some of the formatting errors encountered between Apple and Microsoft programs, and allowing easy continuity when the clerk’s post had to be passed on - the new accounts software could also be installed on it. Cllr Howson added that a laptop might be useful should the clerk fall ill and need a locum. The Clerk pointed out that this would mean more IT paraphernalia to handle at home and the continual need for renewing rapidly outdated equipment - he already had one redundant laptop at home from another parish council that had to be stored etc. The accounting software would require the purchase of an extra licence in addition to the substantial cost of a laptop. The Chair suggested that as the clerk now finally had Windows 10 installed on a dedicated partitioned hard drive of his Apple Mac that the simple purchase of a subscription to Microsoft Office might be the best solution at least to solve any further formatting issues. Clerk to investigate the costs of a subscription. [*post-meeting note*: a one machine licence for a Home version of MsOffice would cost £59.99 including VAT per year)
- 6.3 **MK 50 celebration plans** – Cllr. Hall reported in her role as Chair of Woughton Heritage that their plans were being drafted. MK Council was currently putting a programme of events together which will take place during the year (2017). She added that the Group would be putting a range of options together to enthuse councillors and to look for suitable funding opportunities. It was agreed to await these proposals before formally agreeing to participate.
- 6.4 **New website** – Cllr Nash reported that the new website was running smoothly.
- 6.4.1 The two new parish councillors would receive an induction into both the website and OWIS as this was essential in carrying out their duties. The two outgoing councillors would be disenfranchised from access to OWIS.
- 6.4.2 He and the Clerk had enjoyed one editorial session so that the clerk could manage the meetings side of posting up relevant information and documents, and for taking it down.
- 6.4.3 Cllr. Nash and the Clerk had drawn up a formal approach to the deadline prior to meetings for posting papers and for the removal of redundant information after meetings. This had been circulated to councillors electronically and was in trial operation for this meeting.

- 6.4.4 Cllr Nash was seeking the cooperation of other councillors to further help him administer the site in the areas in which they had acknowledged liaison roles.
 - 6.4.5 The Clerk had formally ended the contract with Webeden for the previous website.
 - 6.4.6 More feedback was always welcome and the site layout was by no means 'locked'; Cllr Nash had already made an alteration in one page layout, at the suggestion of the clerk, to raise the prominence of meetings documentation.
All Councillors/Clerk
 - 6.5 **Friends of Old Woughton Page on Facebook** – Cllr Grindley reported that since the Parish Annual Meeting more interest was being shown. The Clerk had advertised the two current meetings on the Page.
 - 6.6 **Reports to note on any outside meetings** attended by Councillors/Clerk – The clerk had attended the quarterly Society of Local Council Clerks (SLCC) meeting but the issues such as holiday play session provision or seeking ways to draw in more local clerks were not relevant to report here.
 - 6.7 **Correspondence** – *in addition to that circulated by email to all councillors* – None.
 - 6.8 **Newsletter** – Cllr Howson stated that there was no immediate rush for the next issue and she only had one article so far. Further suggestions included – retiring and new councillors; new seat photo; Falconhurst School's planned visit to the allotments; Heritage Group update; planned Open Day at the allotments.
7. **Date and Time of Next Meeting** – 11th July 2016 at St. Mary's Church, Woughton-on-the-Green at 7.30pm.
Then: 12th September, 14th November 2016

Meeting closed at 9.40pm

Signed

date