Old Woughton Parish Council
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MINUTES of the MEETING held on Monday 8th January 2018 at 7.30pm at St. Mary's Church, Woughton-on-the-Green

Councillors present: A. Humphries (in the Chair); M. Blomley; R. Brown; V. Freeman Gwynn; R. Grindley; C. Hall; J. Howson; and R. Kenyon. 3 members of the public
Clerk: J. Vischer

1. **Public Open Forum**
   None

2. **Procedural**
   - 2.1. **Apologies –** Cllr Nash. These were accepted
   - 2.2. **Declarations of Interest by councillors -** Cllr Hall regarding: the Woughton Heritage Group (Chair); the Patch Allotment Association (President); and latterly Executive member of the MK Heritage Association.
   - 2.3. **To agree the Minutes of the November meeting -** These were proposed by Cllr Hall, Seconded by Cllr Kenyon and duly accepted as a true record.
   - 2.4. **Matters arising from these Minutes not covered elsewhere on the agenda** –
     - 2.4.1. Other parishes' arrangements for dog wardens and ownership arrangements for audio support. Carry forward. **CLK**

3. **Finance**
   - 3.1 **Balances and approval of the payments schedule** (*see graphs, Annex A*) - The Clerk reported that the Parish and Allotments Budget Trend Graphs had been modified to show operational costs only. This gave a crisper picture of how near or far operational expenditure was veering from the mean. It was noted that both Graphs showed expenditure very close to the budget prediction demonstrating that operating costs were fully under control. The third Graph displayed total Reserves and thus included capital costs. It was noted that overall Reserves had reduced by £992 on the year so far, taking into account the receipt of over £5,000 of allotment rents. Balances and payments were approved unanimously. Proposed by Cllr Brown, Seconded by Cllr Kenyon.
   - 3.2 **Clerk's Pay Review** – The Chair proposed awarding the Clerk a one Spine Point salary increase of 36.2p per hour in accordance with the current National Salary Award documentation (equating to £131.79 per annum). This was seconded by Cllr Brown and approved unanimously.
   - 3.3 **2018-19 Budget Ratification** – the proposed budget had been submitted to public consultation and no comments had been received (*see Summary sheet, Annex B*). The proposed budget was therefore approved - Proposer Cllr Freeman Gwynn, Seconder Cllr Brown, unanimous.
   - 3.4 **2018-19 Precept** – As the budget predicted no increase in expenditure it was proposed that the precept remain the same as it had for the last 4 years, at £9,104. Proposed by Cllr Kenyon; Seconded by Cllr Freeman Gwynn and unanimously agreed.

3.5 Parish Improvement Projects –

3.5.1 Cllr Hall reported that the Parks Trust (PT) had expressed considerable interest in working with the Parish Council. Cllrs Hall and Gwynn in conjunction with the PT will prepare a joint review and audit of project possibilities. It was agreed to add this potential cost to the Project List. Cllr Hall added that good relationships with the PT could prove useful in a future where MK Council operates minimal public realm services. **CH/VG**

3.5.2 The Parks Trust is in the process of renewing the parish heritage information boards (x3) and it is hoped that OWPC can be involved in this project. The possibility of a fourth board (in more of a public thoroughfare location) was discussed and will be investigated as part of this process. **CH/VG**

3.5.3 Passmore white-lining – site visit to be arranged shortly.

3.5.4 Four bollards at Newport Road underpass – to be reviewed at the next meeting.

4. Allotments

4.1 Patch Report

The Report had been previously circulated – the second noticeboard had been erected near the pedestrian entrance to the allotments; new boundary fencing had been installed from the pedestrian gate to the SW corner; re-staking continued with 69 completed plots.

4.2 Devolved Management Agreement

The final document was presented for formal signature. Proposed by Cllr Kenyon; Seconded by Cllr Howson, unanimously agreed. The Chair formally signed on behalf of the Parish Council, formally witnessed by the Clerk. Newsletter publicity to be prepared. **AH**

5. Environment

5.1 Conservation Area Review

Cllr Hall reported that it is hoped that the final consultation document will be released in early Spring 2018. This document will require thorough scrutiny.

5.2 Grand Union Canal

Cllr Howson displayed the Canal & River Trust Volunteer Group Shield. The volunteers were particularly commended for maintaining momentum under adverse circumstances. Members congratulated the Group on winning the trophy. An article would be composed for the Newsletter. It was agreed to display the Shield in Ye Olde Swan Inn with the landlord's' permission. Clerk to ascertain insurance situation. No more workdays had been held since November. Cllr Howson was planning to walk the entire length of the parish towpath to confirm its condition. **JH/JV**

5.3 Environment Log – previously circulated

Six items had been added to the Log since the November meeting, three of which had been dealt with already. Regarding the request for street lighting on the Green it was agreed that a request be submitted by the member of the public to MKC and OWPC will respond to the application in the usual manner.

5.4 Planning Applications

5.4.1 Update on Previous Planning Applications

17/01749/FUL 4 Newport Road Woughton On The Green, Erection of single family dwelling within the curtilage of no.4 Newport Road. *Application withdrawn.*

17/02653/TPO 10 The Green Woughton On The Green, One Willow tree to be re-pollarded approximately 4 meters height. One semi mature Raywood ash to fell to ground level. *Permitted*

17/02654/TPO 3 Pinkard Court Woughton On The Green, With a mixture of copping and pruning to clear a 2 meter wide strip adjustment to the two garden fence boundaries, also pruning where stems overhang into the cleared strip from the remaining hedgerow stems. *Permitted*

17/02786/TPO 8 Newport Road Woughton On The Green, Woughton Orchard - Ten willow trees to be re-pollarded down to historic pollard heads approximately 1.5 to 2.5 meters height. Length of stems to be removed are up to 10 meters. the work to be carried out during October 2018. *Permitted*

5.4.2 ***Planning Applications since the last meeting***

17/03011/FUL The Old School Newport Road Woughton Park, Change of use from a residential property to a Live-work unit. An amended proposal had been submitted. The planning officer advised that the original OWPC comments would still be valid.

17/03297/FUL 15 Passmore, Replacement single storey extension to the rear of the property. No objections.

5.5 **Any other planning matters** –

5.5.1 A planning application in the neighbouring parish (17/02139/FUL, former day nursery 211 Simpson, Change of Use) had been objected to as the application affects the principal school-walking route for OW families.

5.6 **Working from Home** - The prepared planning breach list will be presented to MKC for their comments. **JH/RG/CH**

5.7 **Village Greens and Consultations**

5.7.1 **The Orchard -** Cllr Brown reported that the submission had been heard and rejected. Cllr Brown to contact Rights of Way officer. To be kept under review. **RB**

5.7.2 **Playing Fields Right of Way** The Chair reported that over 110 signatures had been collected on evidence forms and submitted to MKC. The Rights of Way officer would next present to the planning department as these routes would be extensions of existing footpaths.

6. **Communications**

6.1 **Devolution of Services from MKC –** the Clerk had circulated a paper resulting from a meeting he had attended with fellow clerks and with Kay Pettit, Programme Manager Parish & Town Councils, and Nick Hannon, Head of Environment and Waste. Little had moved on with the Framework document but firstly, grant monies would now be available and secondly as the current MK-wide landscape contract with SERCO would not be reviewed until 2020 no major changes could be implemented without breaking this contract. Officers had asked for 'expressions of interest' in taking over some of the services. Councillors agreed on the basis that in this way they would be informed of costs, provided with maps and kept abreast of developments. Proposed by Cllr Brown; Seconded by Cllr Freeman Gwynn and unanimously agreed. **JV**

6.2 **MKC Budget 2018-19 Consultation** - Cllr Freeman Gwynn summarised her previously circulated paper by saying that mandatory services were being favoured in budget terms to the detriment of the public realm, apart from social care services. It was agreed unanimously to submit her

formal response expressing concern at the effect this approach is having on funds available for the public realm, and that there is an expectation that the drive for efficiencies underpins all MKC's activities . Proposed by Cllr Humphries; Seconded by Cllr Hall. **JV**

6.3 **OWIS/website** Cllr Kenyon reported on behalf of Cllr Nash that instructions will be emailed out detailing the switch from Google Drive to the Back-up and Sync System. Cllr Nash had warned that councillors needed to be alert to the possibility of two editors working simultaneously on the same document as the 'tilde' did not appear in the new system. He had alerted Google to the problem. **PN**

6.4 **Data Protection –** the Information Commissioners Office had issued documentation proposing major changes for the coming year. The Chair had circulated an example policy on handling data and on confidentiality. The Clerk would be attending a regional training course on 31st January. It was agreed to set up a working group - members: Cllrs Nash & Hall, the Clerk.

6.5 **Woughton Heritage Group -** Cllr Hall reported that projects were being considered for the year - a report would be given at the next meeting. **CH**

6.6 **Reports from Outside Meetings** - None

6.7 **Correspondence** The Oakgrove School Consultation had been received. Cllr Grindley reported on the revisions to school admissions included in the consultation which see the selection chances for the Oakgrove Primary School improve slightly for residents of Woughton on the Green. The change to existing arrangements recognises that Woughton on the Green is in the catchment area of Oakgrove Secondary School.

6.8 **Newsletter** Cllr Howson enumerated various articles required/being prepared: Bins and visiting dog walkers; Parks Trust posters; residents' overgrown hedges; reporting environmental issues on the portal reminder; budget and precept; C&RT Shield Award; the Orchard village green. Special Newsletter – *carry forward.*

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

Annual Meeting 9th April 2018

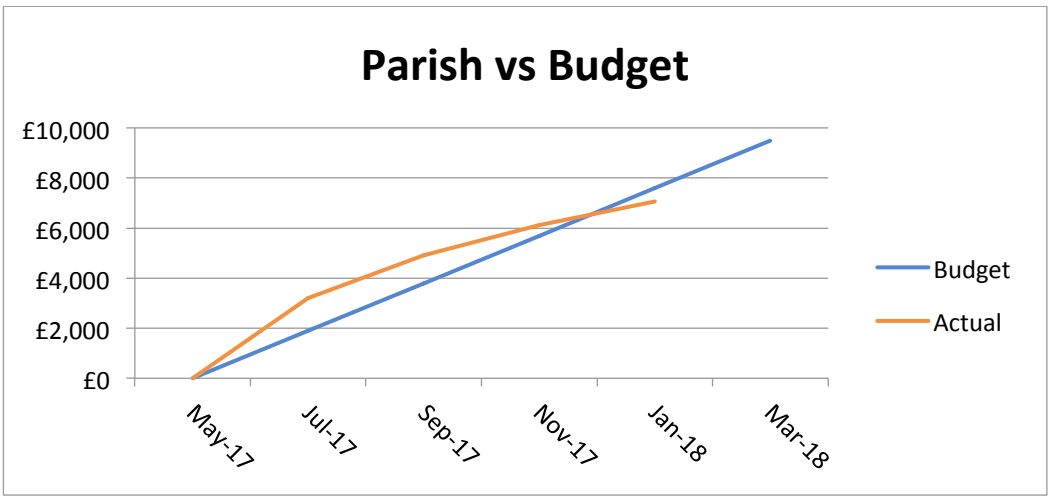
Meeting closed 9.35pm

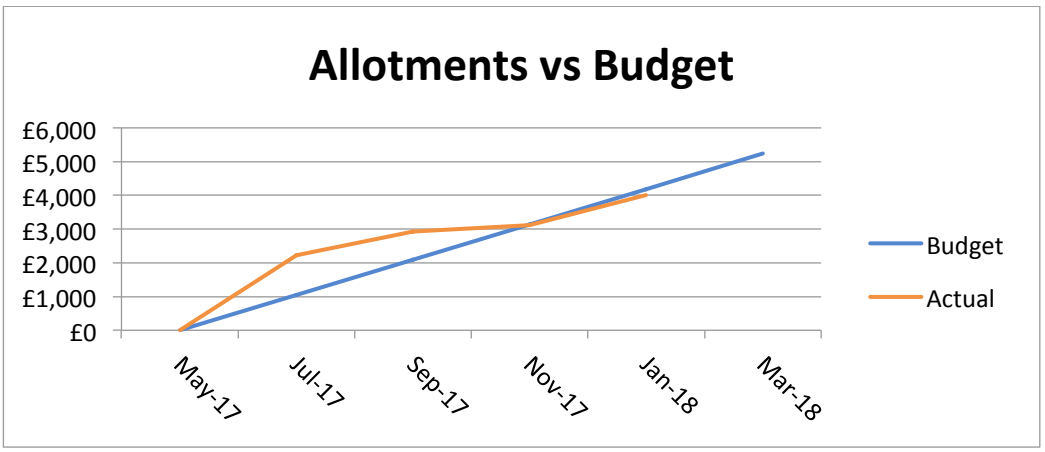
signed date

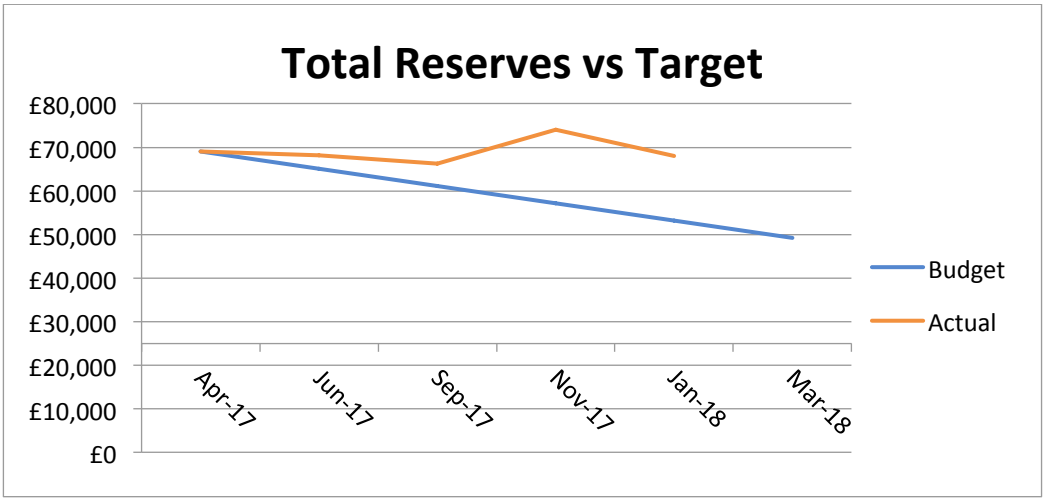
Annex A – OWPC financial performance to date

Annex B – OWPC budget 2018/19

Annex A – OWPC financial performance to date







Annex B – OWPC budget 2018/19

Financial Year		2017-18 Budget projected	2018-19 Budget
Allotments			
Income		**4,998**	**5,250**
Maintenance Expenditure		**5,234**	**5,366**
Balance		**-236**	**-116**
Parish (ex Allotments)			
Income		**9,484**	**9,404**
Maintenance Expenditure		**9,485**	**9,708**
Balance		**-1**	**-304**
Capital Expenditure (Allots)		**4,343**	**4,343**
Capital Expenditure (Parish)		**15,430**	**250**
Opening reserves		**68,983**	**48,973**
Closing reserves		**48,973**	**43,960**