



## MINUTES of the MEETING held on Monday 9<sup>th</sup> July 2018 at St. Mary's Church, Woughton-on-the-Green, at 7.30pm

**Councillors present:** C. Hall (in the Chair); V. Freeman Gwynn; R. Grindley; J. Howson; R. Kenyon and P. Nash. 3 members of the public; Ward Cllr P. McDonald  
Clerk: J. Vischer

### 1. Public Open Forum

- 1.1 Mr and Mrs Banner (WoTG S) were concerned about the increasing number of white-paint markings appearing on pavements, redways and other signage, perhaps to aid marathon runners or cycling competitors, which took a long time to erode. This view was supported by Geoff Bowles (WP). OWPC promised to look into the matter through contacting 1Life (the Pavilion) and Marathon organisers.

CH/RG

### 2. Procedural

- 2.1. **Apologies** – Cllrs R. Brown, in attendance from 20.20hrs; A. Humphries. These were accepted
- 2.2. **Declarations of Interest by councillors** - Cllr Hall regarding: the Woughton Heritage Group (Chair); the Patch Allotment Association (President); and Executive member of the MK Heritage Association.
- 2.3. **To agree the Minutes of the Annual Meeting** – Proposed by Cllr Howson, Seconded by Cllr Nash and duly accepted as a true record.
- 2.4. **To agree the Minutes of the Ordinary May Meeting** – Proposed by Cllr Freeman Gwynn, Seconded by Cllr Kenyon and duly accepted as a true record.
- 2.5. **Matters arising from both these Minutes not covered elsewhere on the agenda** – None
- 2.6. **Vacancy update**– No further candidates had put themselves forward. It was agreed to arrange interview meetings in August.

### 3. Finance

- 3.1 **Balances and approval of the payments schedule** (*see graphs, Annex A*) – Initial figures for the financial year showed that Parish revenue expenditure was broadly on track but that both Allotments revenue expenditure and Capital expenditure were under-spending.  
Cleared Balances at 30<sup>th</sup> June: Main account: £9,559; Allotments account: £5,710; Key deposits: £3,160; instant access account: £20,053. The Finance Group had agreed to re-invest £30,000 in a Fixed Term bond with the bank at the end of May.

#### **Payments schedule since the last meeting (May) to July meeting -**

Main account: Bins (May) £188.50; Clerk's salary (May-Jun) £269.14; PO Box renewal (annual) £258.00; website hosting (May) £5.99; Cllr expenses (projects) £22.16; accounting software subscription (annual) £142.80; OWIS subscription (May) £53.64; PAYE (1<sup>st</sup> Qtr) £150.00; Bins (Jun) £188.50; website hosting (June) £5.99; Clerk's admin/expenses (May to July) £74.29; Clerk's salary (June) £269.14.

Allotments account: PAA Open Day grant £100.00; Plumbing & re-staking expenses £96.87; toilet consumables £12.58.

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

- 3.2 Parish Improvement Programme** - Cllr Hall reported that in relation to securing these types of works, Milton Keynes Council (MKC) is requiring a 19% levy for their administrative role. It was agreed that the scale of this charge seemed excessive, especially given that many of the projects benefit MKC and the community at large. It was agreed to challenge the fee with the support and encouragement of Ward Cllr P. McDonald.
- 3.3 Internal Audit Report** – the Clerk reported a successful outcome, with all areas of the audit being signed off. It was agreed to collate and organize Financial Regulations documentation as per the auditor’s recommendation.

**JV/Finance Group**

#### **4. Allotments**

##### **4.1 Patch Report**

The Report had been previously circulated – Management Team IT training sessions for the Patch Allotments Association (PAA) have been completed. Re-staking is held up by the dry weather. Occupancy is 96%.

#### **5. Environment**

- 5.1 Dog Bin Review** – Cllr Howson reported that she had undertaken a litter/dog bin status inspection and had concluded that of the 15 bins, 6 dog bins and 1 litter bin could be replaced. She also proposed that one MKC litter bin (frequently needing emptying) should be included in the emptying schedule at OWPC’s expense. She had obtained prices from the contractor for new, larger and green-coloured bins and their installation. It was unanimously agreed to replace the 7 bins at a total cost of £1,660 and add the MKC litter bin to the emptying schedule. Proposed by Cllr Howson, Seconded by Cllr Gwynn. Unanimous.
- 5.2 Travellers** – Cllr Hall reported that she had attended the MKC full Council meeting at which the complex issue of Travellers was debated. It is a city-wide issue and the encampments in Woughton playing fields in the last 15 months have been relatively small compared to other sites. However, Woughton will be noted as a 'sensitive' site and will be part of the discussions by the Council and all other relevant agencies (Police, The Parks Trust) in looking to find practical solutions, legal measures and a joined-up approach in terms of policy. OWPC will be consulted as part of this process.
- 5.3 Speedwatch Programme** – the planned first roadside survey had not taken place (26<sup>th</sup> June) due to the shared equipment not being delivered in time. Delivery was planned for next Monday (16<sup>th</sup> July); the equipment would be on loan for that week.
- 5.4 Conservation Area Review** - Cllr Hall reported that there had been no developments over the last two months - the final consultation document had still not been released. Ward Cllr P. McDonald was also working on the resolution of the issue.
- 5.5 Grand Union Canal update**
- 5.5.1** Cllr Howson reported that the planned towpath renovation session (4<sup>th</sup> June) had not gone ahead as Canal & River Trust (C&RT) had not coordinated with the delivery of hardcore. Following vigorous complaints the session had finally managed to be held last Saturday (7<sup>th</sup> July). The renovation work had now passed Bridge 90.
- 5.5.2** Further deliveries of hardcore had been promised for the month of August and renovation sessions would be arranged accordingly.
- 5.5.3** Cllr Howson to draft a letter to C&RT, on behalf of the Chair, reviewing the first year of partnership.

**JH**

## 5.6 Environment and Parks Trust

**5.6.1 Log** – previously circulated - Three items had been added to the Log since the May meeting and the new matters raised at that meeting. One of the new items had been resolved already – the homeless couple had been re-housed and were being supported by MKC.

**5.6.2 Devolved Landscape Services** – Cllr Freeman Gwynn reported that following the issue of detailed maps it had been confirmed that the costed Playing Fields area would not form part of the handover of responsibility. Information on the exigencies of TUPE was awaited and an invitation to a planned information session on the topic would be issued by MKC soon.

## 5.7 Planning Applications

### 5.7.1 Update on Previous Planning Applications

18/00382/FUL & 18/00399/LBC (listed building consent) 4 Newport Road Woughton On The Green, Erection of detached (ancillary) annexe within the curtilage of the existing dwelling. *Application withdrawn.*

18/00943/FUL 20 Verley Close Woughton On The Green, Single garage with hobbies/store room over. *Permitted with conditions.*

18/00767/FUL 2 Elton Woughton Park, Proposed single storey side extension, part garage conversion and minor elevational changes. *Permitted.*

### 5.7.2 Planning Applications since the last meeting

18/01197/FUL 17 The Green Woughton On The Green, Construction of two dwellings with integral garages plus driveways and access. An objection had been submitted on the grounds of: over-development, harm to the Conservation Area, car parking capacity, landscaping, mass and bulk of buildings and design and appearance.

18/01483/TCA Mercure Parkside Hotel, Notification of intention to remove one sycamore which is self set and growing from a culvert causing structural damage to brick work, and remove a limb from one oak tree. No objections but some comments to be submitted. **RG/CH/CLK**

18/01244/FUL Childrens Resource Centre 211 Simpson, Simpson, (neighbouring parish). 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. An objection had been submitted on the grounds of: over-development, highways and pedestrian routes, loss of public open space, and poor design.

**5.8 Working from Home** - the Clerk had requested information from the 4 neighbouring parishes. Woughton Community Council and Campbell Park PC had replied to say that it was not a problem they had experienced. Cllr Hall to draft a response to the initial reply received from MKC with regard to the paper and questions raised by OWPC on this matter.

**5.9 Village Greens** – Cllr Hall reported that MKC had refused to grant further voluntary registrations on the grounds that the Delegated Decision to grant those to the north of the parish was done on an exceptional basis. Ward Cllr P. McDonald was also pursuing this issue.

**5.9.1 Playing Fields Right of Way** – still awaiting MKC officer's interview schedule for residents in order to book St. Mary's Church for the interviews.

## 6. Communications

**6.1 Consultations - Open Spaces Assessment** (for MKC Site Allocation Plan) - MKC had agreed that OWPC could submit comments after the deadline. This had been done and the officer had replied straight-away to clarify certain items and principally to suggest that use of the Linear Park



designation covered several OWPC points. This was accepted.

**6.2 NALC Membership (National Association of Local Councils)** – This item was revisited from the previous meeting as the Data Protection team had made good use of NALC documents and templates and probably would continue to do so. Furthermore the Internal Auditor had recommended use of the NALC template Financial Regulations document. It was proposed therefore to remain a subscriber. Proposed by Cllr Hall, Seconded by Cllr Kenyon. Unanimous.

**6.3 Data Protection**

**6.3.1. Appointment of Clerk as Data Protection Officer** - It was agreed that the designation of Data Protection Officer be added to the Clerk's duties and job description. A Variation of Contract was signed.

**6.3.2. Data storage** — Cllr Nash advised members that guidelines on the use of Team Drive for all parish electronic work would be circulated. This was driven by a need to maintain confidentiality for Parish held data and any personal data held by OWPC as per the new General Data Protection Regulations (GDPR).

**6.3.3. Draft Privacy Policy** – a draft had recently been circulated but only one comment received. It was agreed to set a July 31<sup>st</sup> deadline for comments. A final draft would be presented to the next full meeting for ratification.

**6.4 Woughton Heritage Group** – Cllr Hall gave a brief summary of the Groups' activities and plans.

**6.5 Reports from Outside Meetings**

**6.5.1** Cllrs Grindley and Hall had attended a meeting with 1Life (Sports Pavilion) regarding the recent travellers' invasion following a sports event. The clean-up operation had cost over £1,000. Extra stewards would be made available at future events courtesy of organisers. Future dates of upcoming events would be issued regularly.

**6.5.2** Cllr Hall had received a request from a resident asking if they could be part of any group meetings with 1Life as a local representative. A timetable of meetings was yet to be formulated, and there are new staff in place, but once available the resident will be informed.

**6.6 Correspondence** – The Open Spaces Society had sent their annual meeting literature, including a request for a generic grant to support the organisation. Councillors were split over the awarding of the grant so the matter was deferred to the next meeting to allow for Cllr Humphries comments.

**6.7 Newsletter** – the group preparing the 'bumper' edition would be meeting tomorrow (10<sup>th</sup> July) to finalise plans. Publication date yet to be fixed. A prototype website survey was being tested – all councillors and the Clerk had been invited to test the survey.

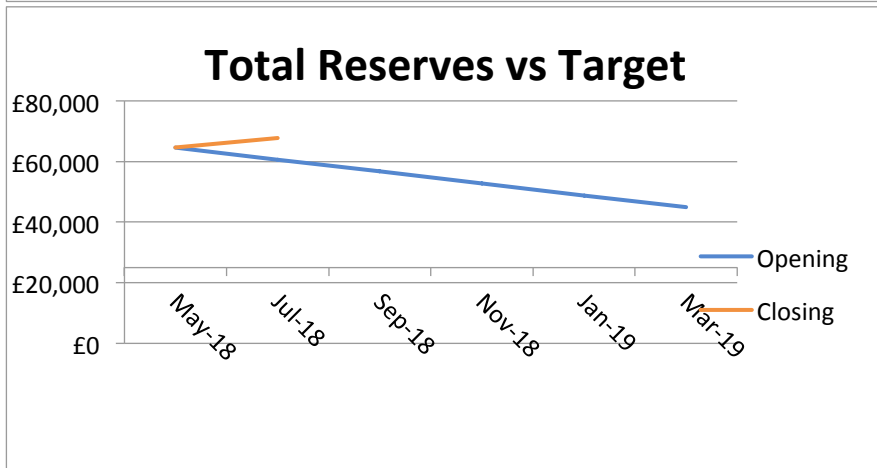
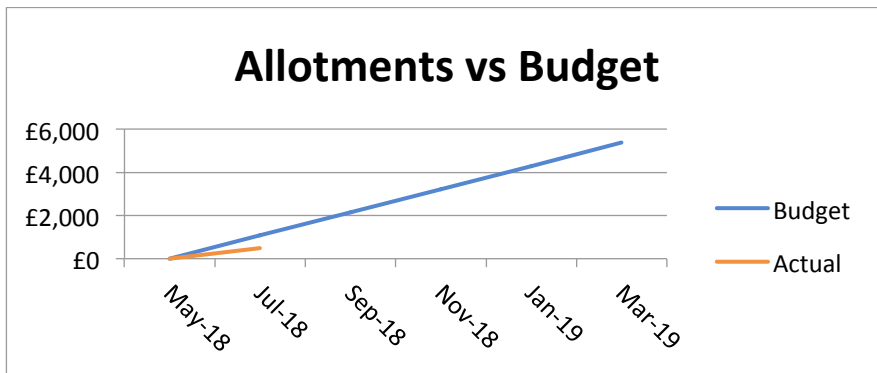
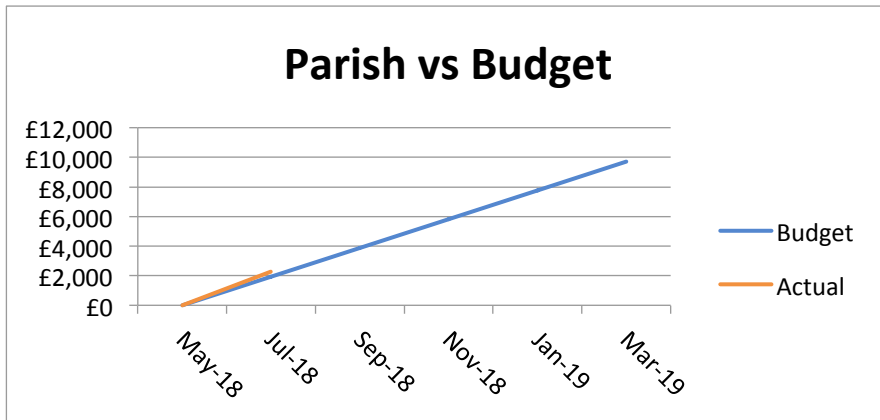
**7. Date and Time of next Meeting** – 10<sup>th</sup> September 2018 at St. Mary's Church, Woughton on the Green at 7.30pm. Then – 12<sup>th</sup> November 2018.

Meeting closed 8.45pm

signed

date

**Annex A – OWPC current financial performance**



**July 9th 2018**

**Reserve Balances**

|                        |        |
|------------------------|--------|
| Current Year Fund      | 3,173  |
| Opening Total Reserves | 64,627 |
| Closing Total Reserves | 67,800 |