Old Woughton Parish Council
Website: www.oldwoughton.org.uk Email: clerk@oldwoughton.org.uk

MINUTES of the MEETING held on Monday 14th January 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; R. Kenyon; M. Major; P. Nash. 4 members of the public.
Clerk: J. Vischer

1. **Public Open Forum**
   - 1.1 Two residents thanked councillors for applying pressure on MKC to undertake the recent gate repair to the playing field**.**

2. **Procedural**
   - 2.1. **Apologies –** None.
   - 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 November Meeting –** Proposed by Cllr Freeman Gwynn, Seconded by Cllr Major. Unanimously accepted as a true record by attendees of that meeting.
   - 2.4. **Matters arising from both these Minutes not covered elsewhere on the agenda** –
     - 2.4.1. **Dog Bins** - Cllr Freeman Gwynn pointed out that the changeover in bin-emptying contractor had not been formally minuted. It was noted that councillors had agreed this at an informal session in the summer. This was due to the sudden incapacity of the previous contractor. The contract had been transferred to a member of the previous contractor's team on the basis that the prices remained the same. It was further noted that the Mediland litter-bin (owned and emptied occasionally by MKC) had now been added to OWPC's emptying schedule, with the explicit agreement of MKC.
   - 2.5. **Councillor vacancy –** The Notice of Vacancy had been formally posted on 7th January. If no requests for election have been received by MKC by Friday 25th January, OWPC would be free to co-opt.

3. **Finance**
   - 3.1 **Balances and approval of the payments schedule** (*see graphs, Annex A*) – figures up to the end of December showed that Parish revenue expenditure was still very much on target. Overall reserves had reduced by £5,898 on the year.
     - 3.1.1 Cleared Balances at 31st December: Main account: £8,634; Allotments account: £1,841; Key deposits (residual): £140; instant access account: £20,099. £30,000 in a Fixed Term bond with the bank.
     - 3.1.2 Payments schedule since the last meeting (November) to date -
       Main account: Bins (Nov) £201.49; Clerk's salary (Nov) £269.14; website hosting (Nov) £5.99; OWIS subscription (Nov) £61.44; PAYE (3rd Qtr.) 151.40: Bins (Dec) £201.49; Clerk's

admin/expenses (Nov-Jan) £37.17; Clerk's salary (Dec £347.34; Cllr expenses (online survey) £23.74; website hosting (Dec) £5.99.
Allotments account: Water £1,237.16 (to be refunded); Cllr expenses (aggregate) £240.00.

Balances and payments were approved unanimously. Proposed by Cllr Hall, Seconded by Cllr Brown. Unanimous.

3.2 **Parish Improvement Programme** (*see Annex B)*

3.2.1 Cllr Hall gave an update on the previously circulated spreadsheet of projects. No comments had been received from the consultation with residents.

3.2.2 Meeting facilities audio improvement – it was agreed to contribute to the purchase of new audio equipment at the meeting venue on two conditions: 1, that OWPC had input to ensure that it covered OWPC needs; 2, that the money be repaid in full if not spent on this project. Proposed by Cllr Major, Seconded by Cllr Grindley. Unanimous. Clerk and Cllr Hall to draft letter. **CLK/CH**

3.2.3 It was agreed to review the OWPC Grant Policy. **CH/MM**

3.3 **Budget 2018/19** (*see Annex C)* – no comments had been received from the public consultation on the Draft Budget. The final draft Budget, previously circulated, was approved; this now included the new pay rate for the Clerk (previously unavailable). The increase of one Spine Point had been previously agreed in a closed session. Proposed by Cllr Brown, Seconded by Cllr Freeman Gwynn. Unanimous.

3.4 **Precept 2019-20** - it was agreed to accept the budgeted zero increase in the precept for next year (£9,104). Proposed by Cllr Brown, Seconded by Cllr Freeman Gwynn. Unanimous.

3.5 **Internal Audit Provider –** it was agreed to re-appoint this year's internal auditor for next year following their apology, fee waiver and promise to visit on site. Proposed by Cllr Brown, Seconded by Cllr Kenyon. Unanimous. **CLK**

4. **Allotments**

4.1 **Patch Report** - The Report had been previously circulated – this was the first report generated by The Patch Allotments Association (PAA) management team. Occupancy is at 90%; telescopic lockable security posts have been installed in front of the container; hardcore has been purchased to maintain haulage ways; security cameras have been fitted on the main gates, 15 lamp posts, and the rear gate; the tea hut roof has been re-waterproofed.

4.2 **Hut insurance** - Cllr Kenyon reported that the quoted cost for the fabric of the hut had proved prohibitive and so it had been decided not to insure the structure.

4.3 **Water bill** – the most recent bill, based on estimated usage, was wholly inaccurate and had been sent to OWPC instead of the PAA. The bill had not taken into account that the water tap had been turned off for the winter and that usage had not changed since the last bill. Furthermore the PAA had written to Wave (ex Anglian Water) detailing this and the need to change the account details. Since then Cllr Kenyon and the Clerk had transferred the billing account to the PAA. A full refund had been promised by Wave (9 January 2019) and was awaited.

5. Environment

5.1 Speedwatch Programme – no progress had been made. An update had been promised in a fortnight's time. **RK**

5.2 Conservation Area Review – the dates for the upcoming consultation had been pushed back to April. Cllr Hall expressed concern that the outcome of this review would be a pared-back version of what had been envisaged. **CH**

5.3 Grand Union Canal update

5.3.1 Cllr Major had joined the Canal team.

5.3.2 Cllr Freeman Gwynn reported that they had just been informed that the delivery barge was still not repaired.

5.3.3 Due to Canal & River Trust reorganisation the award system was being reviewed. The award shield will remain with OWPC for the time being.

5.4 Environment (and Parks Trust) – Cllr Gwynn reported that the Parks Trust had promised to contribute to the next OWPC newsletter.

5.4.1 A421 Noise issue – the Chair reported that the impetus reported in the November minutes had evaporated. No further information had been received.

5.4.2 Travellers prevention measures – Cllr Hall had attended the recent public meeting held by MK Council regarding the £4m capital investment in statutory traveller sites. The program of prevention measures seemed to be a low priority following £half million expenditure on remedial measures. Cllr Hall is endeavouring to determine when phase two of the remedial works would take place (which was to include Woughton) and to secure a meeting with decision-makers to see what options and plans are being considered. **CH**

5.4.3 Log – previously circulated - Eight items had been added to the Log since the November meeting. Of these, one had already been completed. Three older issues had been completed. There were forty issues ongoing.

5.4.4 Devolved Landscape Services – Cllr Freeman Gwynn and the Clerk would be attending the upcoming MKC meeting and update on behalf of OWPC; scheduled for 21st January 2019.

5.5 Planning Applications

5.5.1 Update on Previous Planning Applications

18/02019/FUL & 18/02020/LBC 4 Newport Road Woughton On The Green, erection of proposed detached (ancillary) annexe within the curtilage of the existing dwelling. *Permitted.*

Pub retrospective application for car park lighting - no new submission had yet been made.

5.5.2 Planning Applications since the last meeting

18/02903/FUL 10 Newport Road Woughton On The Green, Single storey front extension to hallway and study. *Permitted*

18/02981/FUL 8 Adams Court Woughton On The Green, Part single part two storey rear extension and garage conversion. No comments.

Pub Statement of Community Involvement - Cllr Hall pointed out that this was due for renewal. It had been added to the planning ongoing issues chart. **CH/RK**

5.6 **Village Greens**

5.6.1 **Playing Fields Right of Way** – Arrangements for resident interviews were ongoing. To take place mid-February. **CLK**

6. **Communications**

6.1 **Consultations** – MK Budget Consultation – Cllrs Freeman Gwynn and the Chair to prepare a response. To be circulated to councillors. **VG/AH**

6.2 **Data Protection –** The team reported that with all relevant policies now in place it was time to focus on processes. It was planned to use Google Vault for archiving; this was being researched. It was likely that some kind of discipline would have to be imposed on councillors' use of emails as a result. **CLK/PN/CH**

6.3 **Woughton Heritage Group** – various events are planned over the coming months.

6.4 **Reports from Outside Meetings** –

6.4.1 Cllr Hall had attended a Budget Scrutiny Committee meeting (which included the LED Programme) to ask if there was the opportunity for Parish Councils to be involved in this programme, with local knowledge and an understanding of local issues. She had been informed that this was possible and is awaiting progress on this. The key issues being: time-table of roll-out; key liaison Officers; understanding the scope of options (if any), especially in this more 'rural' parish with heritage sensitivities; consideration of residents' concerns. This would be a topic in the next Newsletter if timing permitted. **CH**

6.4.2 Cllr Freeman Gwynn had had a meeting with Maurice Barnes, MKC Landscape Client Services Manager, about the request for parishes to submit a tree management Statement of Requirements pursuant to the new MKC budget allowance for remedial work on mature trees. This was to be a general statement of needs area by area over the next two months. Councillors were invited to draw up observations for their own wards which would then be collated and submitted. Clerk to confer with Maurice Barnes regarding submission criteria/proforma's etc. **CLK/CLLRS**

6.5 **Correspondence** (other than email) – SLCC Clerk's Quarterly.

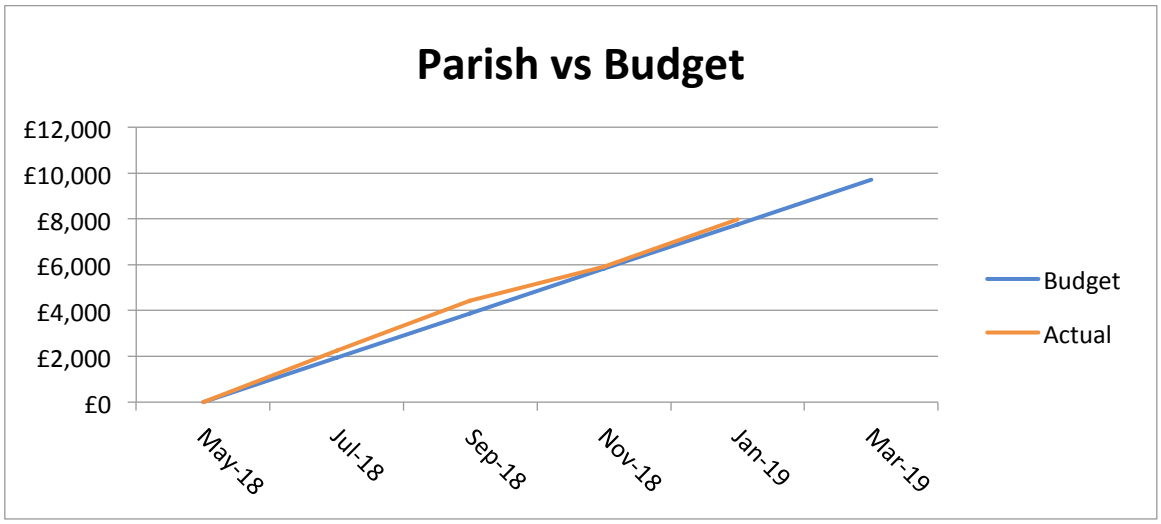
6.6 **Newsletter** – the third issue of the new style newsletter was in preparation. It was planned to place the Parks Trust piece at the centre as a two-page spread. Submission deadline: 25th February 2019.

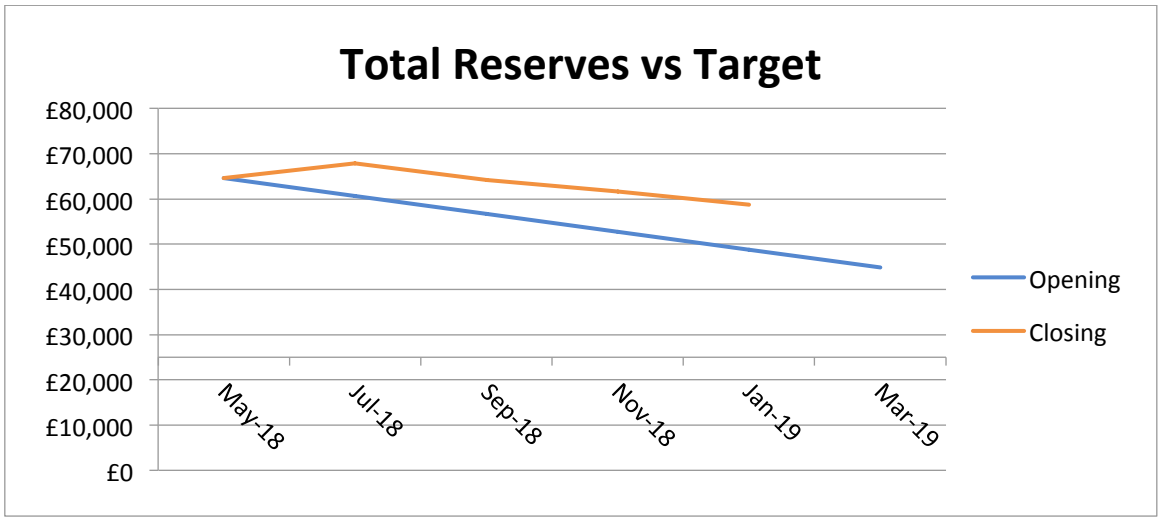
7. **Date and Time of next Meeting – 11th March 2019** at St. Mary's Church, Woughton on the Green at 7.30pm. Then – Annual Meeting 8th April 2019; Full Meeting 13th May 2019

Meeting closed 9.10pm

signed date

Annex A – OWPC current financial performance





Opening reserves £64,627
Closing reserves £58,729

Annex B – OWPC Parish Improvement Projects

15/01/19 **Rolling Forecast and Update:** CH/19/2

CH

	TWO YEAR PHASED			
PARISH PROJECTS	**2018-2019**	**Project Lead**	**2019-2020**	**NOTES & ACTIONS / other**
Passmore Whitelining	£ 550.00 ?	**MM**		MKC List of works (PMc)
No Fly Tipping Signage - layby under H8	400.00 *Estimate*	**CH**		CH Meeting with RINGWAY 16/01/19 - Quotes being prepared By MKC
Gateways (x 3) Gateways (x2)	9,000.00	**CH**	6,400.00	Quotes being prepared note £5,000 Parsh Partnership Fund
PAA Gates Signage (x2)	600.00	**MM**		Quotes Sought and design Consultation Underway
Boundary Fencing	2,000.00	**RK/PN**	3,000.00	
Newsletter	770.00	**COMMS**	1,600.00	Spring Edition due end of March 19
Canopy bus stop WP seat	?	**AH / VG**		Site meeting 10/1/19
Meeting Venue Facilities Audio Project	1,000.00 ?	**RK/CH/ALL**		Agreed 14/1/19 with Conditions Review Grant Policy
Mini 'Top Up' landscaping projects For each area (4 x £2,000) [Emerging lists: Leaf clearance; weed killing; paths ; hedgework tree work]		**ALL**	8,000.00	How do we access the top-up facility to implement these projects? Look at Tree work needed across Parish
Totals	**14,320.00**		**19,000.00**	

Annex C OWPC Agreed Budget for 2019-2020

Financial Year		2017-18 actual	2018-19 Budget	2018-19 projected	2019-20 proposed budget
Allotments					
Income		0	5,250	**0**	**0**
Maintenance Expenditure		5,234	5,244	**0**	**0**
Balance		-5,234	6	**0**	**0**
Parish					
Income		9,965	9,404	**14,373**	**9404**
Maintenance Expenditure		8,569	9,581	**9,827**	**9784**
Balance		1,396	-177	**4,546**	**-380**
Capital Expenditure (Allots)		5,069	4,343	**1,338**	**3425**
Capital Expenditure (Parish)		1,890	250	**13,320**	**19000**
Opening reserves		68,983	64,627	**64627**	**55853**
Closing reserves		64,627	59,863	**55853**	**36473**