



MINUTES of the MEETING held on Monday 13th May 2019 at St. Mary's Church, Woughton on the Green, following the Annual Meeting at 7.40pm

Present: Parish Councillors: A. Humphries (in the Chair); R. Brown; V. Freeman Gwynn; C. Hall; R. Kenyon; M. Major; P. Nash. Ward Councillor T. Baines; 14 members of the public.

Clerk: J. Vischer

1. Public Open Forum

- 1.1 **Mr R. Ward (Passmore)** – requested an update on the A421 traffic noise issue. The Chair reported that Ward Cllr J. Bint had taken up the matter with the new CEO who was sympathetic to creating a top-down change in policy. Ward Cllr Baines added that according to the roads re-surfacing schedule the local section of A421 had been earmarked for low-noise tarmac surfacing.
- 1.2 **Mrs C. Peel (Passmore)** – requested adjustments to the new LED streetlights to increase brightness – walking at night, along uneven and poorly maintained footpaths was a hazard. The resident was encouraged to report on the MKC environment portal as it was known that adjustments were possible. She added that two streetlights did not have any bulbs. (Clerk to report). Ward Cllr Baines added that ward councillors had raised the need for specific adjustments with MKC officers.
- 1.3 **Mr K Pitkethly (Passmore)** – an active member of the Passmore Residents Association, wished to express his, and others', concerns at the potential co-option of a parish councillor for the Passmore Ward, on the basis that the candidate had never attended any Residents Association meetings and consequently was unknown to most. The Chair explained that Passmore Ward had provision for two parish councillors and that the Parish Council's appointment criteria were robust and thorough.
- 1.4 **Mrs M Thornton (Woughton on the Green South)** – wished to express her gratitude to the outgoing Ward Councillor P McDonald for all the work he had done taking up community issues over the last several years. This was met with general approval by all present.

2. Procedural

- 2.1. **Apologies** – R. Grindley. 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 the Minutes of the March Meeting** – Proposed by Cllr Hall, 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. **Councillor vacancy** – the proposed candidate Mr Jeremy Morrison was co-opted for the Passmore ward. Proposed by Cllr Hall, Seconded by Cllr Freeman Gwynn. 5 votes in favour, 2 abstentions. Mr Morrison signed the Declaration of Acceptance of Office.



- 2.6. **Recognition Scheme** – a model scheme had been circulated. It was agreed to look into the scheme and bring to the next meeting for approval. Proposed by Cllr Freeman Gwynn, Seconded by Cllr Nash. Unanimous. **COMMS**

3. Finance

- 3.1 **Balances and approval of the payments schedule** – No graphs were displayed as this was the first meeting of the year. Figures up to the end of April showed a net surplus of £504. Overall reserves: £56,418.

- 3.1.1 Cleared Balances at 30th April: Main account: £6,917; Allotments account: £932; Key deposits (residual): £140; instant access account: £20,128. £30,000 in a Fixed Term bond with the bank.
- 3.1.2 Payments schedule since the last meeting (March) to date -
Main account: Bins (Mar) £201.49; Clerk's salary (Mar) £288.92; OWIS subscription (Mar) £61.44; 4th Quarter PAYE £225.80; Bins (Apr) £201.49; Clerk's admin/expenses (Mar- May, including SLCC shared subscription) £102.23; Clerk's salary (Apr) £360.75; OWIS subscription (Apr) £61.44; Cllr expenses (mini-projects) £27.45; Cllr expenses (notably trefund for allotment signs) £243.90; Newsletter (Spring) £390.60; Allotment signs £492.00; website hosting (Apr) £5.99; BALC (annual subscription) £142.52; Annual Parish Meeting expenses £29.44; venue hire (St. Mary's) £40.00; internal audit fee £180.00.
Allotments account: Trench & Cabling £650.00; bollards (match-funding) £330.00.

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

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

- 3.2.1 Fly-tipping signage – expenditure (£290) and mock-up designs had been circulated. These were approved unanimously. Proposed by Cllr Major, Seconded by Cllr Brown. Unanimous.

MM

- 3.2.2 Litter-picking equipment – expenditure (£370) this was approved. Proposed by Cllr Major, Seconded by Cllr Brown. Unanimous.

CH

- 3.3 **Internal Audit Report** - previously circulated – no substantive issues had been raised in the Report. Separated Financial Regulations to be drawn up following recommendation. **FINANCE GRP**

- 3.4 **External Audit Return Forms** - previously circulated – the Annual Governance Statement 2018-19 and Accounting Statements 2018-19 were duly approved and signed. Proposed by Cllr Brown, Seconded by Cllr Nash. Unanimous.

4. Allotments

- 4.1 **Patch Report** - the Patch Allotment Association (PAA) Committee had previously circulated the Report: Eight workable plots were available for letting which represented over 95% take-up.
- 4.2 **Cheque** - Cllr Kenyon had received the PAA container/bollard security match-funding payment for banking.
- 4.3 **Patch Open Day** - It was agreed to continue supporting the Patch Open Day with the £150 donation. Proposed by Cllr Kenyon, Seconded by Cllr Morrison. Unanimous.

5. Environment

- 5.1 Ward mini-projects** – Cllr Freeman Gwynn reported that 32 ideas had been received following circulation of questionnaires in Woughton Park, aggregating around Newport Road hedge management, and a vision for the newly designated village green. Awaiting an initial response from MKC landscaping team. Cllr Major reported 16 responses had been received in Passmore following their consultation.
- 5.2 Speedwatch Programme** – no progress had been made by MKC regarding the appointment of personnel or how the distribution of 13 sets of equipment would be carried out. However Cllr Kenyon reported that he had been loaned one of the sets in the meantime. Speed-monitoring sessions to be arranged.
- 5.3 Conservation Area Review** – The Consultation period has again slipped. A letter has been drafted; to be sent to MKC at a senior level to ask how the review process is being managed and to remind them that we already have a robust review document available (2015) that has been paid for by them. **CH/CLK**
- 5.4 Grand Union Canal update** - Cllr Freeman Gwynn reported that the next towpath session had been arranged for June 8th as the Parks Trust had offered to assist with the delivery of hardcore - the C&RT delivery barge was still not repaired.
- 5.5 LED streetlight replacement programme** – Cllr Hall reported that an information-gathering meeting had been arranged with the relevant MKC Cabinet Member and Officer. Since the election hiatus the meeting had not been confirmed. **CH**
- 5.6 Parish Gardeners** – Cllr Major had taken on the coordinating role. There was nothing to report at present. It was pointed out that the PG was made up of small, localised groups of residents carrying out colourful additional planting to their immediate neighbourhood. There was the potential for more coordination.
- 5.7 Travellers' prevention measures** – Cllr Hall had met with One Life (based at the Pavilion) to discuss current issues. Upcoming events such as the Night Run and Hockey Festival, would mean close scrutiny of shutting gates etc. Further meetings were planned. Cllr Hall would attend the MKC Cabinet meeting next week to ask for a review on planned measures. **CH**
- 5.8 Litter-picking Programme** - Cllr Freeman Gwynn reported that councillors had agreed to hold quarterly litter-picking sessions by Ward. (*see also item 3.2.2 above*)
- 5.9 Log** – previously circulated – nine issues had been completed since the March meeting. Ten new ones added.

5.10 Planning Applications

5.10.1 Update on Previous Planning Applications

19/00091/FULMMA, 19/00115/DISCON, 19/00210/DISCON - various modifications to discharges of conditions for 19/00210/FUL Lomond House, 17 The Green, Woughton on the Green.

Conditions discharged.

19/00323/FUL 8 Adams Court Woughton On The Green, Single storey rear extension and garage conversion. *Permitted.*

19/00593/LBC & 18/00592/FUL Installation of external lighting comprising 5 No 5m high lighting poles food lights at Ye Olde Swan Newport Road Woughton On The Green Milton Keynes MK6 3BS. OWPC Comments submitted.

5.10.2 Planning Applications since the last meeting

19/00939/TCA Mercure Parkside Hotel Newport Road Woughton On The Green, Notification of intention to remove Goat Willow (T1) to ground level. Comments to be agreed and submitted.

PLANNING GRP/CLK



19/01168/TPO 2 Rogers Croft Woughton On The Green, Row of yew trees located in the back garden to be reduced by 2.5-3.0m and trim both sides. yew tree located on the end overhanging conservatory to remove to ground level. Ash tree located just behind row of yew trees to reduce all round by 1.5-2 meters and remove deadwood. To be examined by the OWPC Planning Group.

6. Communications

6.1 Consultations - Community Right to Bid; Working Together - An Approach to Devolution of Assets and Services.

6.1.1 Community Right to Bid (Ye Olde Swan) – submission deadline: January 2020. Being managed by OWPC Planning Group.

6.1.2 Working Together – the Chair proposed that since OWPC’s decision to not take on the recent landscaping devolution that this consultation was not relevant to OWPC. This was agreed.

6.2 Data Protection – the draft Information and Subject Access Policy prepared by the Data Protection working group was approved. Proposed by Cllr Nash, Seconded by Cllr Kenyon. Unanimous.

6.3 Woughton Heritage Group – Cllr hall reported that due to lack of funding the forthcoming exhibition in September would essentially reflect a selection of research work already carried out since 2015. There were spaces available for the Quiz Night in August and other projects were being worked on. Woughton Heritage sought to have their website hosted on the OWPC platform which would have no cost implications. This was agreed.

6.4 OWIS – G Suite Business subscription - Cllr Nash explained Google’s proposed increases in subscription rates that unfortunately coincided with the expiration of the much cheaper, introductory-rate period. The subscription would be going up from £61.44 to £117.30 per month. This was agreed. Proposed by Cllr Nash, Seconded by Cllr Brown. Unanimous.

6.5 Reports from any other outside meetings – None.

6.6 Correspondence (other than email) – None.

6.7 Newsletter – the submission deadline for articles for the next edition had been set at 4th June. Cllr Freeman Gwynn reported consistently encouraging feedback from residents.

7. Date and Time of next Meeting – 8th July at St. Mary's Church, Woughton on the Green at 7.30pm.
Then: 9th September 2019.

Meeting closed 9.10pm

signed

date