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

MINUTES of the Meeting held on Monday, 13th January 2020

at St. Mary's Church, Woughton on the Green at 7.30pm

Present: Councillors Freeman Gwynn, Grindley, Hall, Humphries, Kenyon, Major, Morrison and Nash.

Nine members of the public.

Clerk J Vischer

1. Public Open Forum

1.1. Mrs Thornton (WotGS) thanked councillors for a wonderful calendar.

1.2. Mr M Pearson (WotGN) raised three issues. Firstly an update on the Speedwatch initiative. This would follow later in the meeting. Secondly he was concerned about the number of dog-poo bags hanging in trees and shrubs adjacent to Newport Road between Baskerfield Grove and Goodman Gardens. He had reported this to MKC but no action had followed. To be reported and added to the Log. His third concern was the footpath between Saddington towards Simpson, where the pavement is uneven, narrow and currently covered in a layer of mud that has washed down from the trees. To be reported and added to the Log.

1.3. Mrs T Banner (WotGS) reported that the new height restricting gates at Woughton Playing Fields had been left open in spite of a reasonable record of keeping them locked to date - this was crucial for preventing unauthorised encampments. It was agreed to liaise with 1Life and Leisure Services MKC. Clerk to write to Leisure Services. **CLK/CH**

1.4. Mr Leif Tarp (WotGN) asked if councillors knew the timetable of works regarding super-fast telecoms cable being installed by City Fibre. Councillors pointed out that neither the contractor nor MK Council had issued a schedule.

2. Procedural

2.1. Apologies - Cllr R. Brown. 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; item 5.1, Passmore ward project, as a closely affected resident.

2.3. To agree November Meeting Minutes - Proposed Cllr Nash, Seconded Cllr Hall. Unanimous**.**

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

2.4.1. Allotments accounts audit. Cllr Morrison had not managed to attract the corporate sponsorship he had hoped for. No audited allotments accounts appeared on the shared part of the Drive. To be looked into by allotments councillors. **RB/PN/RK**

2.4.2. Football Association survey of facilities - Cllr Grindley reported that this had proved to be of questionable value.

3. Finance

3.1. Balances and approval of the latest payments schedule

Spending vs budget graphs, see Annex A, showed a trend to return to the mean, although the Capital expenditure still fell some distance short.

Cleared Balances at 31st December 2019: Main account: £16,208; Allotments account: £0; Key deposits: £0; instant access account: £10,189. The Allotments and Key Deposits residual amounts had been transferred to the main account.

Payments schedule since the last meeting (November) to date -
Main account: website hosting (Nov) £5.99; OWIS subscription (Dec) £117.30; Clerk's salary (09) £288.92; HMRC (PAYE 3rd qtr) £234.60; Newsletter (Dec) & Calendar £1,146.60; venue hire (Nov) £30.00; Bins (Nov) £201.49; £360.75; Clerk's salary (10) £366.75; Clerk's admin/ expenses (Nov-Jan) £39.52; Ward project W Pk £420.00; Parish project (allotment fencing) £5,599.50.
Old Allotments account (no longer allotment matters): Ward project WotGN/S £352.26; Ward project WotGN/S £303.65; Transfer of funds to Main account £341.42.
Key Deposits account:Transfer of funds to Main account £120.00.

Balances and payments were approved unanimously. Proposed Cllr Kenyon, seconded Cllr Major.

3.2. Budget & Precept 2020-21 approval

3.2.1. **Budget** - The final draft of the budget for 2020-21 (see Annex B), including an Operating Expenditure deficit funded from Reserves of £3,871 was approved unanimously. Proposed Cllr Major, seconded Cllr Kenyon.

3.2.2. **Precept** - It was agreed that the precept for 2020-21 would remain unchanged at £9,104. This had not changed since 2015. This was approved by majority with one abstention. Proposed Cllr Hall, seconded Cllr Morrison.

3.2.3. **Clerk's remuneration** - the annual increment of one Spine Point was approved unanimously, although the actual rate had not been released nationally. Proposed Cllr Kenyon, seconded Cllr Freeman Gwynn.

3.3. Financial Regulations approval - This was approved by a majority with two abstentions. Proposed Cllr Humphries, seconded Cllr Kenyon.

3.4. Capital Improvement Programme

Cllr Hall ran through the latest edition of the spreadsheet.

4. Allotments - The Patch Report had been received from the Patch Allotment Committee. The security fencing section - part funded by OWPC - around the NW corner of the site had been completed.

5. Environment

5.1. Ward Projects

5.1.1. **Woughton Park** - Cllr Freeman Gwynn reported that MKC had tided up around the whole area in the autumn. The village green bio-diversity plan had been lodged with the MKC Landscape Team on 17th October and had been escalated last week.

5.1.2. Passmore - Cllr Major reported that commencement of works had been promised for January 2020.

5.1.3. **Woughton on the Green North and South** - Cllrs Hall, Grindley and Nash reported that the Christmas decorations and lights had been on display and well received. The lights were available for events during the year across all wards. Bat boxes had been purchased but not yet erected. Agreement had been reached with MKC that the Baskerfield Grove wooded shrub area by Newport Road could be grubbed up and re-planted with hedging and shrubs (the re-siting of the parish noticeboard was now dependent on this project). The provision of a defibrillator was also included in the list of projects and agreement had been received from the Dentist's to site it on the wall facing Newport Road. Total cost of these projects was projected to be £4,100. Councillors agreed that this slight overrun was acceptable. Cllr Hall reported that the meeting with the Parks Trust and Lead Biodiversity Team had proved successful. [p*ost meeting note*: Works have already been carried out to clear bramble, self-set trees and 'open up' the views of the seated area of the 'Water Gardens'. Trees have been identified for bat box installation and areas for bees homes and 'stumperies' (homes for beetles and other species). The Parks Trust would give advice on wildflower planting and strategies to encourage bio-diversity.

5.1.4. **Ward Project Form** - the principle of adapting the ward project form to record all spending on every project was approved. The ward project form currently in use may be amended following discussions - to be arranged. Proposed Cllr Major, Seconded Cllr Morrison. Unanimous

5.2. **Speedwatch Programme -** Cllr Kenyon stated that the initiative was still not functioning at a practical level.

5.3. **Conservation Area Review -** Cllr Grindley reported that the OWPC detailed response, including maps, had been submitted just before Christmas. Some extensions to the Area had been proposed. It was noted that MKForum had shown their support for the submission. A decision is expected from MKC in early March.

5.4. **Grand Union Canal -** Cllr Freeman Gwynn relayed two new planned dates for the towpath volunteer working party: 21st April and 19th May.

5.5. **LED streetlight replacement programme -** Cllr Hall stated that encouraging information had been received from MKC regarding the technical operation of re-fitting the old globe-lights with LED bulbs. No schedule has been forthcoming. This is also tied to the Conservation Area review.

5.6. **Bins & Noticeboards** - Nothing to report.

5.7. **Litter Picking Programme -** Nothing to report.

5.8. **Log -** Ten issues had been completed and six new issues recorded since the last meeting. There were fifty-five ongoing issues, several of which involved a monitoring brief.

5.9. **Planning comment -** (Cllr Grindley)

5.9.1. **Update on Previous Planning Applications** (for info)

19/02480/TCA St Marys Hall The Green Woughton On The Green, Notification of intention to reduce crowns of 2 lilac trees by 1.5m due to proximity to building. Permitted.

19/02560/TCA 2 Saddington Woughton Park, Row of 9 Lombardy poplars- To reduce in height to previous points which around 20-25% and remove major deadwood. 2 additional Lombardy poplars in the neighbours garden would like the same 20-25% to match in to the original 9. So 11 in total. *Permitted.*

19/02851/TPO 2 Saddington Woughton Park, Notification of intention for re-pollarding of treesT1-8 and T10 at the premises and T11 for neighbouring property 3 Saddington & T12 at 14 Braunston This row of trees comprises Lombardy Poplars - upper 10m is to be removed. *Permitted.*

19/02442/FUL 29 Passmore, Replace existing conservatory with single storey rear extension. *Permitted.*

5.9.2. Planning Applications since the last meeting

19/03123/LBC & 19/03122/FUL 1 The Green Woughton On The Green, (Listed building consent for) extension to and part conversion of garage and addition of single storey side / front extension with internal alterations. Comments were raised by OWPC [*post-meeting note: permitted].*

19/03224/FUL 5 Foxton Woughton Park, Two storey Side Extension with single storey rear extension and front alterations. No objections.

19/03253/FUL 64 Passmore, Proposed single storey side/rear orangery style extension. No objections. [*post-meeting note: permitted]*

20/00008/TCA PearTree House – removal of Ash Tree – ash dieback. Recently added. Comments to be submitted.

5.10. Pub car park low-level bollard lighting - not installed yet. Floodlights not removed.

5.11. Community Asset Registration - Cllr Hall reported that re-registration had been successful and OWPC's proposed inclusion of the car park had also been accepted.

6. Communications

6.1. Recognition Scheme - details of Mr Baldwin's award were still being finalised.

6.2. Playing Fields Right of Way - The Chair reported that he was in regular contact with the Footpaths Officer but progress had not only been held up by the need to square cycling with pedestrian use but also because a condition statement for the three bridges on the route had been requested.

6.3. Consultations

6.3.1. MKC Budget - Cllr Freeman Gwynn had drawn up a detailed response and this had been circulated. It was agreed to submit it to MKC

6.3.2. Car-cruising - Cllr Hall noted that control of this activity via a Public Open Space Order was likely to be accepted for the whole of Milton Keynes.

6.4. Woughton Heritage Group - Nothing new to report since the last meeting.

6.5. **Reports from any other outside meetings**

6.5.1. Cllr Hall met with the Parks Trust regarding field water run-off. She also reported that the BT phone-box that OWPC had asked to be removed some years ago was now down for removal. She had also noted, as part of the planned City of Sport activities, there would be 'summer games' at the Pavillion/Playing Fields whilst the Olympic Games are taking place (end of July). There is no detail to date.

6.5.2. Cllr Major had attended the Planning Enforcement training session run by MKC. She will be attending the Parishes Forum postponed to this coming Thursday 17th January.

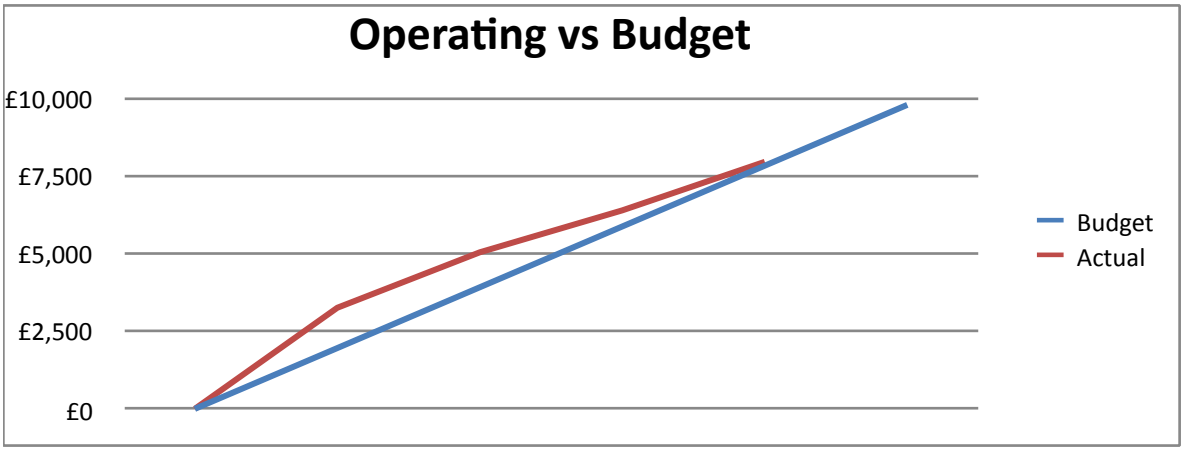
6.5.3. Cllrs Freeman Gwynn and Hall had attended the MKC Bio-diversity workshop on 25th November, which included the launch of the Greenest City Prospectus. Feedback notes were still to be issued.

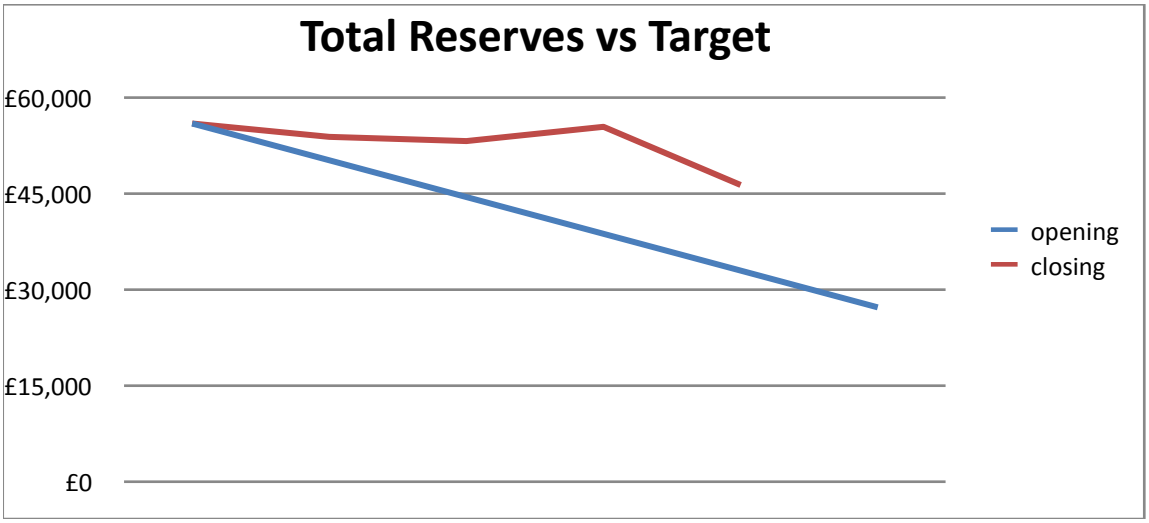
6.6. **Correspondence (other than email)** - a Christmas card form MKC; the National Allotments Society quarterly magazine; Open Spaces Society fund-raising letter; the Clerks' Quarterly.

6.7. **Newsletter -** Cllr Freeman Gwynn notified the meeting that the Ward Projects would be the centre feature of the next edition. The deadline for all articles is the last week in February.

7. **Date and Time of next Meeting –** 9th March 2020 at St. Mary's Church, Woughton on the Green at 7.30pm. Annual Parish Meeting 6th April 2020.

signed date





ANNEX A - Spending *versus* budget graphs

Financial Year		2017-18 actual	2018-19 Budget	2019-20 budget	2020-21 budget
Parish					
Income		9,484	9,404	**9404**	**9404**
Operating Expenditure		9,485	10,338	**9784**	**13275**
Balance		-1	-934	-380	**-3871**
Reserves Expenditure		12,680		**19380**	**16071**
Opening reserves		68,983	64,627	**55853**	**36534**
Closing reserves		64,627	55,846	**36473**	**20463**

ANNEX B - Budget Summary & Detail

OWPC DRAFT BUDGET 2020-21	Agreed Budget 2019-20	Forecast Actuals Jan2020	Budget 2020-21
Operating Expenditure (£)			
Administration costs	£239	£151	£235
Clerk's expenses - home as office(£60); travel (PO Box	£212	£178	£230
PO Box rental	£235	£223	£235
Website hosting	£65	£50	£65
Venue hire	£391	£180	£350
Venue expenses	£32	£28	£30
BALC/SLCC membership	£185	£186	£185
subscriptions (Open Spaces Society, NSALG)			£100
OWIS	£520	£1,045	£1,500
Audit Fees	£318	£350	£300
Chair's Expenses	£25	£25	
Newsletter / Comms	£0		£2,000
Bin clearance	£2,049	£1,508	£2,000
Parish noticeboards (maintenance)	£278	£0	£100
Insurance	£330	£362	£330
Recognition Scheme award			£250
Accounting software (sub)	£121	£121	£125
Training - Clerk/Councillors	£57	£42	£75
Data Protection	£35	£35	£35
Clerk (7hr p wk)	£4,692	£4,244	£4,830
Grants			£300
Total Operating Expenditure	**£9,784**	**£8,728**	**£13,275**
Capital Expenditure (£)			
Allotments - contingency			£4,000
Allotments - bollard trench	£900	£980	
Allotments - boundary & security	£775		
Allotments - aggregate for ridings	£550		
Allotments - PAA signage	£600		
Allotments - fence (phased)	£600	£4,666	
Road Noise Survey	£500		
Top Up Landscaping	£4,000		
Parish ward projects		£619	£8,000
Newsletter	£2,000	£2,177	£0
New Dog Bins	£180		£200
Gated Signage	£6,000		£0
Bollards - locations x3	£2,595		
Grants	£300	£259	
Total Capital Expenditure	**£19,000**	**£8,701**	**£12,200**
Total Expenditure	**£28,784**	**£17,429**	**£25,475**
Income (£)			
Precept	£9,104	£9,104	£9,104
Interest from Savings	£300	£315	£300
Ward Grant to transfer			
Funding from Reserves	£19,380	£8,010	£16,071
Total Income	**£28,784**	**£17,429**	**£25,475**
Opening Reserves (£)	£55,853	£55,914	£36,534
Closing Reserves (£)	£36,473	£47,904	£20,463