

## MINUTES of the Meeting held on Monday, 11th May 2020

at 7.30pm

**This meeting is the first to be conducted remotely experimenting with Zoom video conferencing software**

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

Two members of the public

Clerk J. Vischer

1. **Apologies** - None.
2. **OWPC's response to the Coronavirus outbreak** - Cllr Hall gave a full report on how OWPC councillors had responded to the community following the 'Stay-at-Home' advice issued during the Covid-19 outbreak. (*see Annex A*)
3. **Public Open Forum**
  - 3.1. Both members of the public, Geoff Long (WP) and Neil Mitchell (WotGN) were asked independently if they had any points to raise. Both declined.
  - 3.2. A Passmore resident had also been intending to join and the invitation had been sent, though not realised. [*post-meeting note*: It was subsequently established via a test meeting involving this resident, the Chair and Cllr. Nash that the problem had been caused by an offer of a new account to the resident by Zoom software, which had the effect of obscuring the joining instructions]
4. **Procedural**
  - 4.1. **Declarations of Interest by councillors**
    - 4.1.1. Cllr Hall regarding: the Patch Allotment Association (President); planning item 20/00824/FUL & 20/00825/LBC as neighbour.
    - 4.1.2. Cllr Major as a Trustee of the Patch Allotment Association.
  - 4.2. **To agree March Meeting Minutes** - Proposed Cllr Brown, Seconded Cllr Hall. Unanimous (Cllr Grindley had not been present and so abstained).

As meeting minutes must be approved at a public meeting the Clerk took the opportunity to briefly cover the new legislation, Section 78 of the Coronavirus Act 2020, permitting the holding of remote meetings and the postponement of the 2020 parish annual meeting and OWPC's annual meeting, requiring that existing officer roles be maintained until May 2021.
  - 4.3. **Matters arising from these Minutes not covered elsewhere on the agenda**
    - 4.3.1. **Item 5.3 - Conservation Area Review (CAR)** - Cllr Hall reported that there had been additional consultation sought in the CAR process (further possible extensions of conservation area boundaries to take in The Old Rectory (Peartree Bridge), Bellis Gove and 27 & 29 Baskerfield Grove). Therefore the delegated decision is now likely to take place in early August.

**4.3.2. Item 5.6 - re-siting the Baskerfield Grove noticeboard** - the Clerk and nearby councillors Nash and Kenyon had met with the contractor on site prior to 'lockdown'. The works had been carried out on the very eve of lockdown. Project complete.

**4.3.3. Item 6.3.1 - MKC 2050 consultation** - Cllr Freeman Gwynn reminded councillors of the circulation of the draft response. Any comments welcome. Deadline 22nd May.

**4.4. Clerk Cover Protocol** - the document (version 1.0) previously circulated, was approved. Proposed Cllr Kenyon, Seconded Cllr Brown. Unanimous. Cllr Kenyon, nominated back-up councillor for use of Finance software, requested that a software training freshener be arranged once 'lockdown' was ended. This was agreed.

## 5. Finance

**5.1. Financial Year End Report** - the Clerk reported on the 2019-20 Year End figures via the Trend Reporting graphs (*see Annex B*). An overspend of approximately £1,000, showed on the Operating Budget. This was largely due to the unforeseen increased expenditure on the electronic storage system (£760).

Overall Reserves had again not decreased as much as the trend line showed but nevertheless had decreased by £11,827, the largest decrease since foundation of OWPC.

2020-21 reserves total stand at £44,087.

The Clerk was thanked for the end of year financial report and for his 'fine work throughout the year maintaining the accounts'.

### 5.2. Approval of the latest payments schedule

Payments schedule since the last meeting (March) to date -

Website hosting (Mar) £5.99; OWIS subscription (Apr) £117.30; Clerk's salary (01) £368.25; MKC (Ward project 2019-20 Passmore) £2,160.00; venue hire (Mar) £30.00; Bin emptying (Mar) £201.49; Stationery/printing expenses (2019-20) £33.58; Clerk's salary (02) £294.60; Clerk's admin/expenses (Mar-May; including SLCC subscription) £90.30; Zoom software subscription expenses £14.39; Noticeboard re-siting £588.00; Leaflets/printing expenses (Covid-19) £57.60; NALC/BALC subscription (annual) £153.27.

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

**6. Allotments** - The Patch Report had been received from the Patch Allotment Committee and circulated. The Allotments have remained open as per advice from the National Society for Allotment Gardeners, however the tea room and toilets have been closed. Occasionally plot holders have had to be reminded of the social distancing rules but by and large they have been obeyed. Occupancy is well over 90%; some new applicants have recently applied.

## 7. Environment

### 7.1. Ward Projects

**7.1.1. Woughton Park** - Cllr Freeman Gwynn reported progress in three respects since the last meeting. Firstly, SERCO had carried out the hedgerow management works along the west side of Newport Road through W. Park w/c 16th March. Secondly, neighbours had already begun wild flower planting along the verges. Thirdly, approval had been recently received from MKC for the implementation of OWPC's Bio-diversity Plans, as submitted last October, subject only to the standard conditions previously circulated.

It was agreed that the Clerk write and thank MKC for its support, accepting the conditions and requesting, in return, a 3-months' Notice period for any change of plans on the MKC side as landowner. **CLK**

It was noted that although the Newport Road landscape works were completed last year, they remain un-billed at this point in time.

7.1.2. **Passmore** - Cllr Major reported that there had been some root grow back since the works in late February. MKC had been made aware and were drawing up potential solutions.

7.1.3. **Woughton on the Green North and South** - Cllr Nash reported that Cllr Grindley installed the bat boxes at the Water Gardens and by the pond in the field next to no.9 Newport Road the weekend after the March meeting. Enquires are being made with Barcham's, suppliers of trees to MK Council, with regard to replacing dead and/or dying trees along Baskerfield Grove in the autumn. Cllr Hall is looking into first aid training for Councillors and residents to supplement the use of the recently installed defibrillator (possibly October). Whilst no special training is needed to use the equipment it would allow residents an opportunity to familiarise themselves with it.

7.2. **Environment Log - previously circulated** - Of the fifty-two open issues sixteen had been completed and seventeen new issues recorded since the last meeting. Five of the ongoing issues involve a monitoring brief.

7.3. **Planning comment**

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

20/00431/TPO Old Tudor House 3 The Green Woughton On The Green, T1 - Ash - Reduce by 15-20% (15 feet). T2, T3, T4 - Willow - Pollard. [No comments]. *Permitted*

7.3.2. **Planning Applications since the last meeting**

20/00557/TPO 1 The Green Woughton On The Green. *Permitted*

20/00633/TPO 10 The Green Woughton On The Green, Tree Preservation Order consent to reduce 4 x Ash Trees by 2m in height and reduce lateral branches by 2m. *Permitted*

20/00722/FUL 20 Verley Close Woughton On The Green, Erection of a new fence on top of the existing low level brick wall to the front of the property, facing the highway. [No comments]

20/00824/FUL & 20/00825/LBC 5 The Green Woughton On The Green, Conservation and repair works, alterations and extensions to Grade II Listed dwelling and curtilage Listed building. Objected to.

## 8. Communications

8.1. **Correspondence (other than email)** - The Open Spaces Society quarterly; Local Clerks and Councils Direct Quarterly.

8.2. **Newsletter** - Cllr Freeman Gwynn reported that the Spring edition had been ready to go at the end of March but the coronavirus outbreak lockdown had put an end to it - not least because articles on the (cancelled) elections and various outdoor activities were no longer appropriate. Some residual expenses would need to be accounted for. The Comms team would be meeting Tuesday 19th May where the way ahead would be discussed. Reporting on VE Day Celebrations was suggested. Councillors were invited to pass on further suggestions to the Comms team.

9. **Date and Time of next Meeting** – 13th July 2020 at 7.30pm. Venue or Virtual - to be announced.

Meeting ended at 20.45

signed

date



## **ANNEX A - OWPC's response to COVID-19 - Overview**

How OWPC has sought to support our residents during these uncharted times:

The pace of change and the enormous volume of guidance and information that has filled our daily lives led us to focus on delivering to every household the core guidance from MK Council and official sources, also ensuring that key agency contact details were made available and signposting to sites that would provide further detail and help.

Whilst restricted in ways to do this we have to date prepared two leaflets that have been delivered by hand to each home. This also gave us the opportunity to provide contact details of our Councillors ensuring points of contact in each Ward. We have been mindful that not everyone uses the internet and so wanted to ensure there was a telephone network available so that no one would 'fall through the net'.

This information sharing has been mirrored on our own website (and boards) and regular updates on services are provided to those who have signed up to the 'notification system'.

As the weeks have progressed the extraordinary response by our communities and agencies has led to a number of layers of support being set up. We have within our own parish a 'buddy' network which has served to support residents (shopping, collection of medicines, telephone contact, dog walking and more) when not all schemes have been fully in place and have provided help to those that don't necessarily fit into a particular 'category' directly supported by official resources.

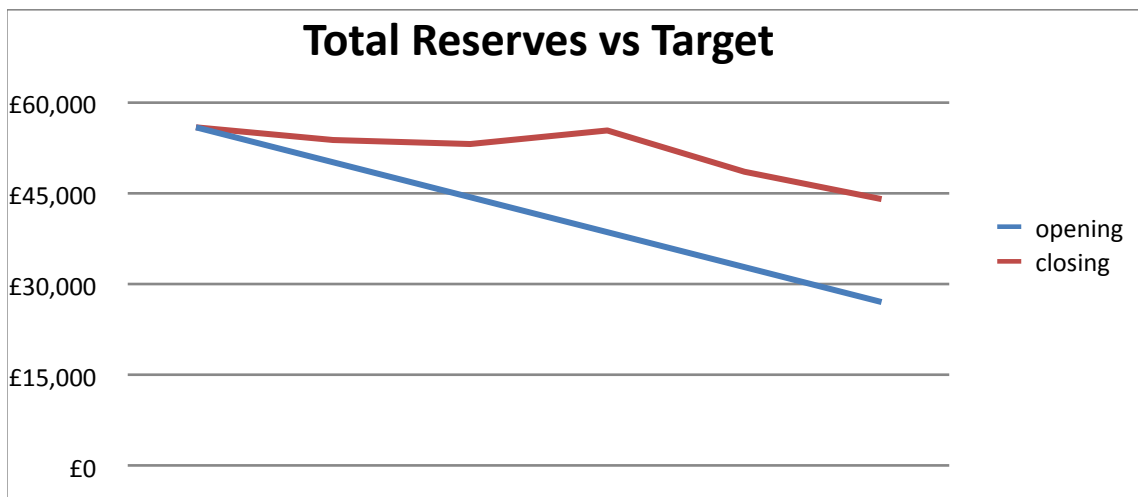
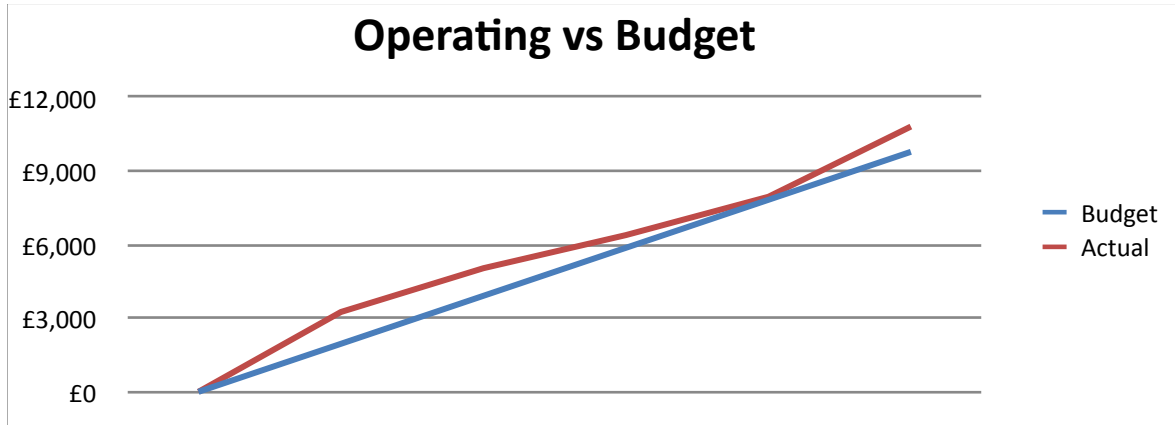
As well as this, we have also supported the collection of materials for our residents who have been sewing gowns, scrub bags and so forth and also food collection for the central MK Food Bank.

Our Community has of course rallied as neighbours support each other and find solutions. There have been hundreds of acts of kindness and in this way we have an amazing team embedded within our own parish. We must recognise also our 11 NHS Volunteer Responders (managed by the Royal Voluntary Service) that are active in the parish. Here further support has been given including mental health support, transport to hospital, and contact for those who feel isolated.

What next? As a Parish Council we welcome any suggestions and ideas of how we can further help and will continue to communicate where appropriate as we move forward and respond to what is in front of us. ....and what is most important is that we will continue to be here for our residents and wholeheartedly thank everyone for all that they are doing.

Cllr Hall

**ANNEX B - Spending versus budget graphs**



	May-19	Jul-19	Sep-19	Nov-19	Jan-20	Mar-20
opening	55914	50157	44400	38644	32887	27130
closing	55914	53823	53162	55396	48596	44087
		Reserve Balances are represented by:				
<b>Mar 31st 2020</b>		Current Year Fund		-11,827		
		Opening Total		55,914		
		Closing Total		44,087		