

## MINUTES of the Meeting held on Monday, 11<sup>th</sup> November 2019

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

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

Six members of the public

### 1. Public Open Forum

- 1.1. John Banner of 28 The Green made an observation that with MK Dons moving its training facility to the Bowl might this affect the public right-of-way which the Parish Council are working to protect. Terry Baines advised that this was a public right designated green space in the current five-year plan it is protected. It is also expected to be protected in the following five year plan.
- 1.2. Geoff Bowles WP requested an update on who was responsible for the pathways leading from the gate opposite the pub into the field. Currently the tractors going in and out to maintain the grass are churning up the entrance by the gate. Councillor Hall advised that this was the responsibility of 1Life or Cathy Bland at MK Council. It was noted that 1Life had agreed to 6 monthly liaison meetings with OWPC and these should be reinstated.
- 1.3. Marilyn Long WP asked about the roadworks taking up Newport Road. Terry Baines advised that the licence had been issued until April 2022 to SGN for gas mains works. This was the same crew that had a licence revoked previously. Terry asked that the crew be monitored and he would ask again that the licence be reviewed or revoked.

### 2. Procedural

#### 2.1. Apologies Cllrs R.Brown, J.Morrison and The Clerk

#### 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.
- 2.2.3. Cllr Freeman Gwynn as co-applicant re planning application 19/02851/TPO 2.

#### 2.3. To agree September Meeting Minutes - Proposed Cllr Freeman Gwynn, Seconded Cllr Hall. Unanimous .

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

- 2.4.1. Fly tipping signage is in place the invoice is awaited.
- 2.4.2. Allotments accounts audit. Action on Cllr Morrison to be carried over to next meeting. **JM**
- 2.4.3. Re-siting of noticeboard three quotes have been received and reviewed. Wait return of the Clerk to progress choice of contractor. **CLK**
- 2.4.4. Terry Baines advised that Campbell Park sited their boards and without council permission. Cllr. Humphries suggested this was not an option for OWPC in this instance.
- 2.4.5. Thames Valley PCSO sent apologies for not attending this meeting. The Clerk would be asked to invite her to a subsequent meeting. **CLK**

### 3. Finance

#### 3.1. Balances and approval of the latest payments schedule (Clerk)

Spending vs budget graphs, see Annex A.

Cleared Balances at 31st October: Main account: £5,342; Allotments account: £1,025; Key deposits (residual): £120; instant access account: £20,174.

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

Main account: website hosting (Sep) £5.99; OWIS subscription (Oct) £117.30; External Audit £240.00; Woughton Heritage Open Day Grant £120.00; Newsletter Autumn £390.60; venue hire (Sep) £30.00; Parish project printing W Pk £6.00; Bins (Oct) £201.49; Clerk's salary (07) £360.75; website hosting (Oct) £5.99; OWIS subscription (Nov) £117.30; National Alloment Association Annual Membership £66.00; Bins (Nov) £201.49; Clerk's salary (08) £288.72; Clerk's admin/expenses (July-Sep) £53.45; Cllr Refund – Land Registry fee £9.00; Poppy wreath refund £39.00.

Balances and payments were approved unanimously. Proposed Cllr Kenyon, Seconded Cllr Hall.

#### 3.2. External Audit Report (Clerk)

Completed, posted on Noticeboards.

#### 3.3. Draft Budget 2020-21 (Chair)

The draft budget for 2020 was reviewed, (see Annex B). After considerable discussion about where and how the newsletter costs should be allocated, it was proposed to accept the value for expenditure over income of £3521 this was proposed Cllr Grindley, seconded Cllr Hall this was approved by a majority vote with one abstention.

It was proposed that the precept for 2020 would remain unchanged. This was proposed Cllr Grindley, seconded Cllr Hall. This was approved by majority vote which one abstention.

It was proposed to accept the budget subject to satisfactory wording regarding reserves and capital expenditure. This was proposed by Proposed Cllr Freeman Gwynn, Seconded Cllr Hall. Approved.

A question arose about how the value of the Clerk's remuneration was budgeted. Cllr Humphries explained that this was based on pay scales issued in January of each year and the draft budget would need to be adjusted accordingly.

#### 3.4. Capital Improvement Programme (Cllr Hall)

Councillor Hall explained there was a running list we still expect to pay £10,000 for gateways, but still expect to receive the approved £5000 match funding from the MKC old system.

Fencing of allotments requires an increase in the budget needed in current year.

Ward projects see discussion in 5.1.

Newsletter will no longer be reported in projects.

Cllr Hall agreed to update the chart for projects.

CH

#### 4. Allotments

##### 4.1. Patch Report (Patch Allotment Committee)

Cllr Kenyon reported that the first year of devolved management of the allotments to PAA was completed. The PAA still require some limited IT support, however in general they are coping well with management role.

A vote of thanks to the PAA for the first year that involve management was proposed : Cllr Freeman Gwynn Seconded Cllr Humphries. Approved.

##### 4.2. Security Fencing project - (Cllr Kenyon)

Cllr Kenyon advised that the fence improvements for this year will cost £4666.05 plus VAT of which PAA will donate £2300.00.

Councillor Hall requested that space to be left to allow hedgehogs and other wildlife to move through the boundary safely. Proposed that the current year budget be increased to cover the increased cost of fencing. Proposed Cllr Kenyon, seconded Cllr. Grindley. Approved.

#### 5. Environment

##### 5.1. Ward Projects –

###### 5.1.1. Woughton Park (Cllr Freeman Gwynn);

The Biodiversity plan is lodged with MKC Landscape. This had highlighted that MK council only had a minority interest in local green spaces, the main interest being from the Parks Trust. This had been raised with the Head of Environment & Waste and we are advised to make any representations for change through the 'Greenest City in the World' initiative out for consultation currently. Cllr. Hall and the Clerk representing OWPC at the forthcoming Bio-diversity workshops.

**CH & CLK**

###### 5.1.2. Passmore (Cllr Major);

The order has been placed for the four projects on Passmore that were agreed by MKC. Now await work to be conducted.

###### 5.1.3. Woughton on the Green North and South (now combined) (Cllr Hall);

Surveys had been distributed to residents which has produced some excellent feedback. Some of the comments related to poor landscape maintenance (weeds / hedges etc) and other MKC matters which will be reported and progressed where possible.

Emerging projects include:

- Assessment and works on the Water Gardens - working with the PT
- Biodiversity Activities: Bat boxes; wild flower planting ; bug house and bee hotels!
- Defibrillator
- Street tree decorations and lights
- Tree Planting

Cllr Hall reported that a meeting with the PT had been scheduled for Thursday to progress the Water Gardens Project.

##### 5.2. Speedwatch Programme (Cllr Kenyon)

To continue with speed watch everyone who might operate the equipment has to sign a form. The form will be circulated for signature by those interested in taking part. Operators will also be given safety training.

##### 5.3. Conservation Area Review (Cllr Grindley)



There is now an opportunity to respond to the second round of consultation on the conservation areas. Maps have now been issued by MKC to show the existing and proposed area boundaries. The OWPC planning team will prepare a written response and distribute to all councillors for agreement before the response goes out.

The only people being consulted by MKC are those either moving in or out of the new conservation area boundary. However, we have yet to receive a letter regarding the consultation and the Clerk has submitted a holding reply raising a number of technical issues.

**5.4. Grand Union Canal update (Cllrs Freeman Gwynn, Major, Morrison)**

Cllr Freeman Gwynn reported that last Friday another successful canal tow path working party had taken place. The Milton Keynes Mayor, Sam Crooks, had attended the event and assisted in the laying of five ton bags of gravel onto the tow path as part of the ongoing repair. It will require another two or three sessions in the next year to complete the task. Thanks to all concerned.

**5.5. LED streetlight replacement programme (Cllr Hall)**

Cllr Hall stated there was no update on the LED conversion programme. Terry Baines advised that he had requested MK Council delay any activity until after the completion of the conservation review area.

**5.6. Bins & Noticeboards (Cllr Major, Clerk)**

Nothing except quotes reported under finance.

**5.7. Litter Picking Programme (Cllr Hall)**

Cllr Hall reported that a good relationship was being built with MK Council refuse team.

The next Litter Pick will be on Saturday 16th November in Woughton on the Green south. A budget of £30 to provide tea and cake at the church after this next Litter Pick to say thank you to volunteers was proposed. . Proposed Cllr Hall Seconded Cllr Humphries. Approved.

**5.8. Log (Clerk)**

Many items on the log have been completed. Six new items have recently been added to the log.

Cllr Hall asked if items that had been reported could be listed somewhere to save people asking if they had been progressed. After some discussion about residents not having access to the Internet and the council portal it was agreed that Cllr. Hall would run a pilot in Woughton on the Green South of displaying newly added items on the local Noticeboard. **CH**

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

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

N/A

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

19/02379/DISCON (*for info only*) Lomond House 17 The Green Woughton On The Green, Details submitted pursuant to discharge of condition 6 attached to planning permission 18/01197/FUL. *Discharged*

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. *Supported.*

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' gardens would like the same 20-25% to match in to the original 9. So 11 in total.

19/02851/TPO 2 Saddington Woughton Park, Notification of intention for re-pollarding of trees T1-8 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.  
*Supported.*

19/02442/FUL 29 Passmore, Replace existing conservatory with single storey rear extension.  
*No comment proposed.*

#### **5.9.3. Pub car park low-level bollard lighting**

It was noted that the pub originally had three years to implement bollard lighting. However, as an enforcement note has been placed for removal of flood lighting this should be implemented promptly. It was agreed that the Clerk will raise a note to the Enforcement Officer to request a progress statement. **CLK**

### **6. Communications**

#### **6.1. Parish Annual Meeting Date (Clerk)**

It was agreed that as the normal date for Parish Council meeting in April fell on Easter Monday the meeting would now be held on 6 April 2020.

#### **6.2. Recognition Scheme - 2019 Nomination/Approval (Chair)**

Councillor Hall proposed the nomination of Brian Baldwin for a lifetime award. Cllr. Kenyon Seconded the proposal, which was agreed unanimously and would be shared in the newsletter. Details of how the award would be recognised to be identified at the January meeting and presented at the AGM.

#### **6.3. Playing Fields Right of Way (Chair)**

Progress on approving the right-of-way across the playing fields has been slow because, although MKC is in favour, its legal team is considering how footpath designation could include cycling.

#### **6.4. Consultations**

The Football Association consultant has spoken with Cllr. Grindley.

#### **6.5. Woughton Heritage Group (Cllr Hall)**

A pop-up stand was at Archaeological Day in Milton Keynes, good contacts were made as a result.

A new booklet is being prepared on walks around the parish.

A series of talks and events are being prepared for 2020.

#### **6.6. Reports from any other outside meetings**

Parish Forum was attended in October. The next parish forum was due in December but has been postponed to January as it now clashes with the general election.

PCSO has advised that the police are running 'Dark Night' operation again this year. Posters have been made available for noticeboards and will also be posted on the website and sent to neighbourhood watch coordinators.

A meeting held with the Parks Trust's biodiversity officer to move forward on projects. They already advised that bat boxes would be useful as there are five types of bat in the area.

#### **6.7. Correspondence (other than email) (Clerk)**

None

#### **6.8. Newsletter (Cllrs Freeman Gwynn, Hall, Nash)**

Next Newsletter will be signed off on the 28<sup>th</sup> November for printing. The first parish calendar is already with the printer and will be distributed at the end of the month. Some further



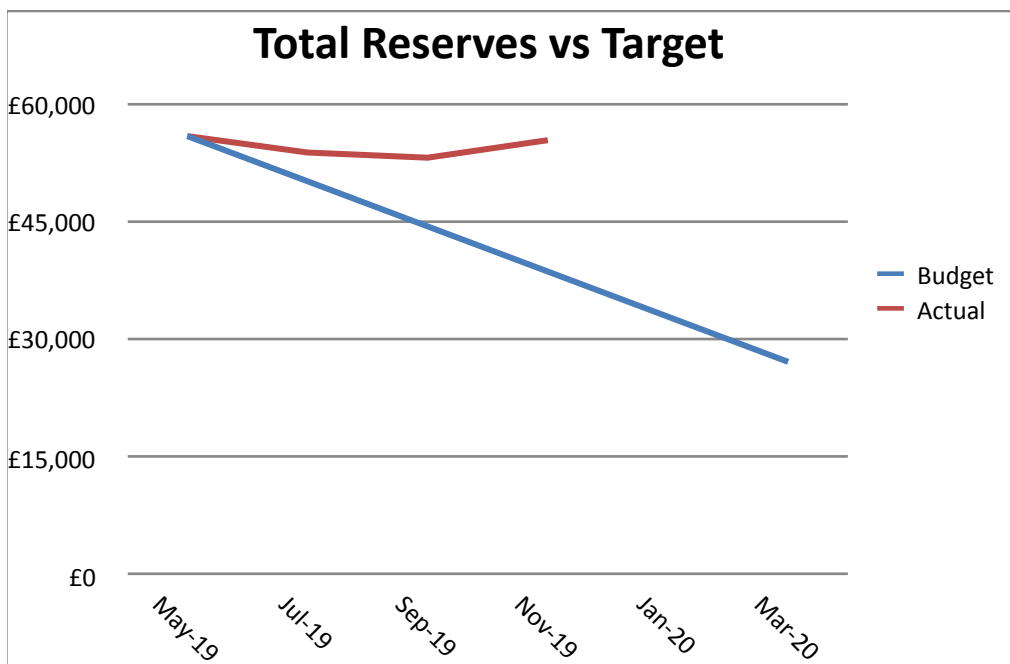
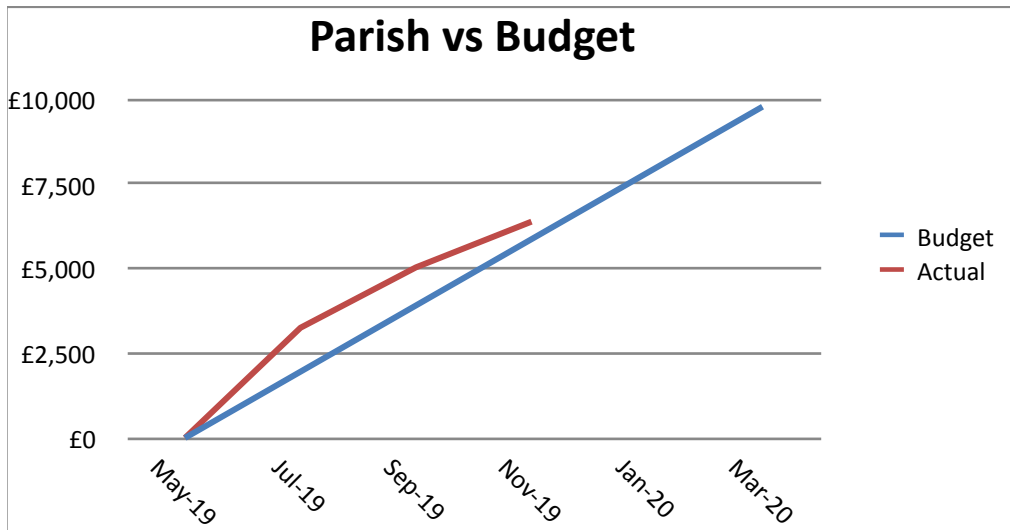
copies will be available for purchase and will be delivered with the Newsletter. Note: the additional calendars can be purchased from Cllr Hall. It was noted that the conservation area review would not be included in the newsletter as the consultation completes on the 18th of December before the newsletter is issued. Planning Group to consider other ideas for assisting.

**RG**

7. **Date and Time of next Meeting** – 13th January 2020 at St. Mary's Church, Woughton on the Green at 7.30pm. Then – 9th March 2020 at same time.

**Annex A**

Spending *versus* budget graphs



Annex B - Draft Budget 2020-21

OWPC DRAFT BUDGET 2020-21	Agreed Budget 2019-20	Budget 2020-21	Notes
<b>Operating Expenditure (£)</b>			
Administration costs	£239	£235	
Clerk's expenses - home as office(£60); travel (PO Box £100)	£212	£230	
PO Box rental	£235	£235	
Website hosting	£65	£65	
Venue hire	£391	£350	
Venue expenses	£32	£30	
BALC/SLCC membership	£185	£185	
OWIS	£520	£1,500	
Audit Fees	£318	£300	
Chair's Expenses	£25		
Newsletter / Comms	£0	£2,000	New item
Bin clearance	£2,049	£2,000	
Parish noticeboards (maintenance)	£278	£100	
Insurance	£330	£330	
Accounting software (sub)	£121	£125	
Training - Clerk/Councillors	£57	£75	
Data Protection	£35	£35	
Clerk (7hr p wk)	£4,692	£4,830	Subject to new pay scales Jan 2020
Grants		£300	
<b>Total Operating Expenditure</b>	<b>£9,784</b>	<b>£12,925</b>	
<b>Capital Expenditure (£)</b>			
Allotments - contingency		£4,000	
Allotments - bollard trench	£900		
Allotments - boundary & security	£775		
Allotments - aggregate for ridings	£550		
Allotments - PAA signage	£600		
Allotments - fence (phased)	£600		
Road Noise Survey	£500		
Top Up Landscaping	£4,000		
Parish ward projects		£8,000	
Newsletter	£2,000	£0	Now Op Exp
New Dog Bins	£180	£200	
Gated Signage	£6,000	£0	
Bollards - locations x3	£2,595		
Grants	£300		
<b>Total Capital Expenditure</b>	<b>£19,000</b>	<b>£12,200</b>	
<b>Total Expenditure</b>	<b>£28,784</b>	<b>£25,125</b>	
<b>Income (£)</b>			
Precept	£9,104	£9,104	
Interest from Savings	£300	£300	
Ward Grant to transfer			
<b>Funding from Reserves</b>	<b>£19,380</b>	<b>£15,721</b>	Inc £3,521 Income vs Op. Exp deficit
<b>Total Income</b>	<b>£28,784</b>	<b>£25,125</b>	
<b>Opening Reserves (£)</b>	<b>£55,853</b>	<b>£36,473</b>	Subject to reflecting Apr 2020 actual sum
<b>Closing Reserves (£)</b>	<b>£36,473</b>	<b>£20,752</b>	