

## MINUTES of the Meeting held on Monday, 13th July 2020

at 7.30pm

**This meeting was conducted remotely via Zoom video conferencing software**

Present: Councillors Brown, Freeman Gwynn, Grindley, Hall, Humphries, Major, Morrison and Nash.  
One member of the public.  
Clerk J. Vischer

1. **Apologies** - Cllr Kenyon. These were accepted.

### 2. **Public Open Forum**

2.1. Jean Mattinsley (Passmore) requested that the 'much-loved' old globe street lighting fixtures be restored to Passmore, to replace the new LED streetlights. This was not just a concern of heritage but also of lower light levels in some parts of the estate. It was agreed that local area parish councillors Morrison and Major canvass local residents not only to determine their views on the design but also as to their concerns over lightness levels. **JM/MM**

### 3. **Procedural**

#### 3.1. **Declarations of Interest by councillors**

3.1.1. Cllr Hall regarding item 5: the Patch Allotment Association (President).

3.1.2. Cllr Major regarding item 5, as a Trustee of the Patch Allotment Association.

3.1.3. Cllr Freeman Gwynn regarding item 6.3.3. (fallen tree in churchyard)

3.2. **To agree May Meeting Minutes** - Proposed Cllr Major, Seconded Cllr Freeman Gwynn.  
Unanimous

3.3. **Matters arising from these Minutes not covered elsewhere on the agenda** - None.

### 4. **Finance**

#### 4.1. **Approval of the latest payments schedule & budget trends** (see Annex A)

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

Website hosting (May) £5.99; OWIS subscription (May) £117.30; Clerk's salary (03) £368.25; Bin emptying (May) £201.49; PO Box renewal (annual) £277.50; Accounting software renewal (annual) £148.80; PAYE (1st Qtr) £257.60; Parish Insurance renewal (annual) £374.02; Website hosting (June) £5.99; Clerk's salary (04) £294.60; Bin emptying (Jun) £204.49; Clerk's admin/ expenses (May-July) £50.69; Zoom software subscription expenses (May+annual) £157.31; Internal Audit fee £180.00.

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

It had been agreed via email in between meetings that the Zoom software subscription be moved from monthly to annual, as this represented a cheaper rate. This was formerly approved: Proposed Cllr Hall, seconded Cllr Major. Unanimous.

It was noted that the June bin emptying cost had increased by £3.00 due to an agreed more frequent emptying of one over-used bin (fortnightly to weekly).

- 4.2. **Internal Audit Report** (*previously circulated*) - OWPC had been given a clean bill of health as there were no negative responses to the internal control objectives. Observations proposing direct debits review and the annual review of insurance cover be both formally minuted were briefly discussed and accepted, although it was noted that these had not been previously raised.
- 4.3. **External Audit Return**
- 4.3.1. Approval of Governance Statement (*previously circulated*) - this was approved. Proposed Cllr Hall, seconded Cllr Freeman Gwynn. Unanimous.
- 4.3.2. Accounting Statement (*previously circulated*) - this was approved. Proposed Cllr Hall, seconded Cllr Freeman Gwynn. Unanimous.
- 4.4. **Fixed-Term Deposit** - The sum proposed of £18,000 was approved. Proposed Cllr Major, seconded Cllr Hall. Unanimous. It was agreed to invite Cllr Kenyon to research possible alternatives to Metro Bank - notably National Savings and Investments and Santander Bank. **RK**
5. **Allotments** - PAA Report (*previously circulated*) - it was noted that occupancy rates were at an all-time high and a waiting list had had to be generated. There would be no Open Day this year although a show of produce may be going ahead in the autumn. It had been agreed in between meetings that the traditional Open Day grant from OWPC would still be honoured (£100). The May review of allotments accounts and finances had been undertaken by the accountant and ex-Ward Cllr P McDonald. No issues had been raised.
6. **Environment**
- 6.1. **Noticeboard refurbishment** - Cllr Major reported that a condition survey of all the noticeboards had been undertaken. Quotations were being sought. It was agreed that the works could be carried out up to a maximum spend of £1,000. Proposed Cllr Major, seconded Cllr Morrison. Unanimous.
- 6.2. **Environment Log** - *previously circulated* - Of the forty-nine open issues four had been completed and twelve new issues recorded since the last meeting. Seven of the ongoing issues involved a monitoring brief.
- 6.2.1. Litter generally - the foregoing prompted a discussion about litter generally. Cllr Hall informed councillors that she was planning to go ahead with the next litter pick in September although it would be done under social-distancing guidelines (The Great British September Clean). It was noted that the regular litter-pickers of the parish continued to do their individual rounds. Cllr Hall reported that due to littering (including glass), vandalism, and current Covid-19 regulations, portions of the the Pavillion/MK Dons grounds will be fenced off temporarily to allow maintenance of the training pitches and to ensure player safety. It was agreed to write to the three ward councillors and invite them to initiate a city-wide anti-littering campaign. **CH**
- 6.2.2. The Chair reported that the Rights of Way (RoW) officer had informed him that she had requested MK Council to inspect the two footpath bridges with a view to their formal adoption for the RoW.
- 6.3. **Planning comment**
- 6.3.1. **Update on Previous Planning Applications** (*for info*)
- 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]. *Refused*.



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. *Application Withdrawn.*

### 6.3.2. Planning Applications since the last meeting

20/01291/TPO St Mary's Church Newport Road, Woughton On The Green Notification of intention to - Cedar (T1) - insert a root barrier membrane within a 1m deep trench to the south of the paving outside the South porch, and to the South-West side of the porch. Mrs Mattinsley pointed out an error in the MK Council transcript of location and that the tree was not to the southwest of the porch but to the east. No Comments.

20/01533/TCA 10 The Green Woughton On The Green, Notification of intention to: Fell Leylandii tree 3m from adjacent houses. No Comments.

**6.3.3. Planning Enforcement** - fallen tree in churchyard. It was noted that no maintenance had ever been carried out on the tree which may have collapsed as a result. It was now lying across the churchyard wall, right up against gravestones. It was agreed to write to the hotel and MK Council inviting their comments on action to be taken and the possibility of replacing the tree. Planning Group to draft. **PG**

20/01067/TPO 1 Saddington Woughton Park, Tree preservation order consent to reduce the height of the crown of 15 Lombardy Poplars by approximately one third of the crown. No comments.

## 7. Communications

7.1. **Correspondence (other than email)** - Local Clerks and Councils Direct Quarterly; letter from the Pensions Regulator confirming renewal of auto-enrolment; Western Power Distribution wayleave payment; Willen Hospice Midnight Moo event advertising.

7.2. **Newsletter** - Cllr Freeman Gwynn reported that the Summer edition would be finalised at this Thursday's meeting of the Comms Team. It would include a short resident survey on OWPC's communications effectiveness during lockdown. Publication planned for the first week in August. The Comms Teams was thanked for all its hard work.

7.3. **Calendar 2021** - the project was in hand. Photographic submissions were being requested.

7.4. **Policies Review** - approval of 4-year cycle policies reviewed to date - Complaints; Data Protection and Data Handling; Employment; Equality; Grants; Grievance; Health and Safety Statement; Information & Subject Access; Redundancy; Volunteer; Website Privacy; Website Use of Cookies. These were approved subject to minor adjustments to Equality and Grants policies. Proposed Cllr Brown, seconded Cllr Major. Unanimous. Communications and Environment policies to follow.

7.5. **Policies Review** - approval of annual cycle policies reviewed to date - Code of Conduct; Standing Orders; Financial Reserves; Fixed Assets. These were approved subject to adjustments the 'contents' of Standing orders. Proposed Cllr Morrison, seconded Cllr Brown. Unanimous. Risk Assessment policy to follow.

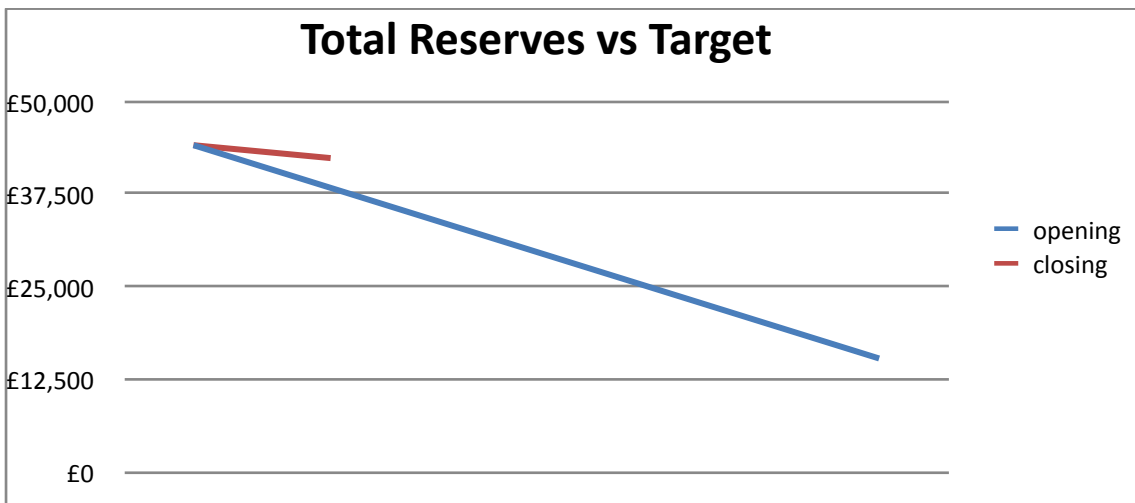
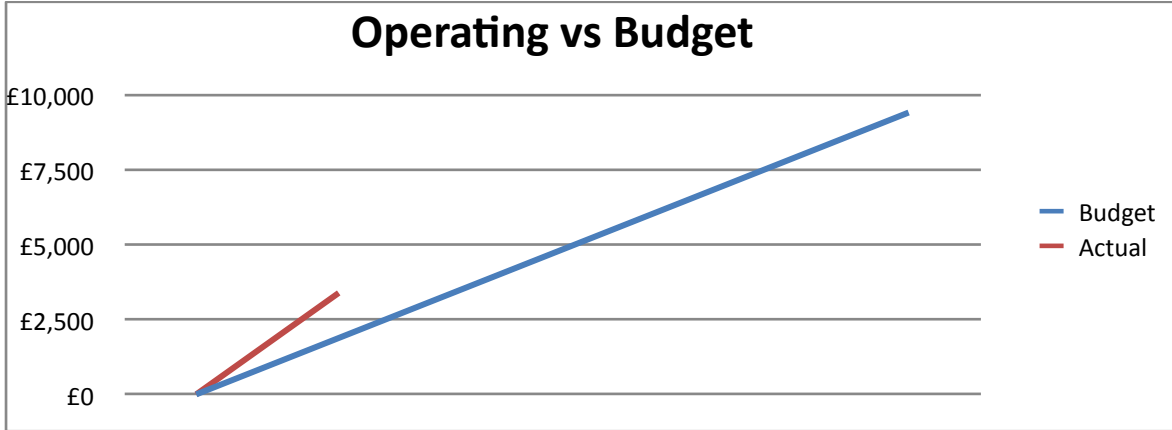
7.6. **Parishes Forum** - Cllr Major reported that this would now be held remotely on 23rd July 2020.

8. **Date and Time of next Meeting** – 14th September 2020 at 7.30pm. To be held remotely.

Meeting ended at 9.30pm

signed

date



		Reserve Balances are represented	
<b>July 13th 2020</b>	Current Year Fund		-1,742
	Opening Total		44,087
	Closing Total		42,345

**ANNEX A** - Spending *versus* budget graphs