

## MINUTES of the Meeting held on Monday, 14th September 2020

at 7.30pm

This meeting was conducted remotely via Zoom video-conferencing software

Present: Councillors Brown, Freeman Gwynn, Hall, Humphries, Kenyon, Major, Morrison and Nash.  
Three members of the public.  
Clerk J. Vischer

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

### 2. Public Open Forum

2.1. No questions from those members of the public present; one submitted:  
Anthony Ashmore (WotGN) queried the subsidising of Calendar costs as an appropriate use of public funds. The item was discussed. It was noted that last year's calendar had come in under budget at £520. It was agreed that the Clerk reply to Mr Ashmore explaining why councillors felt this subsidy was an appropriate use of OWPC funds. **COMMS/CLK**

### 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 July Meeting Minutes** - Proposed Cllr Morrison, Seconded Cllr Freeman Gwynn.  
Unanimous

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

3.4. **Chair's retirement** - The Chair reminded councillors of his intention to resign at the November 2020 meeting after 6 years in office, post-presentation of the draft 2021-2022 budget. It was agreed that an interim Vice Chair be informally appointed to cover the transition period whilst the current Vice Chair became Acting Chair. Volunteers had been requested to make themselves known to the current Vice Chair.

3.5. **Clerk's retirement and replacement** - the Clerk formally announced his resignation, to be completed by the end of the year. This was largely driven by ongoing health issues, although he would be happy to help a newly appointed Clerk through a handover period. The Clerk offered to circulate the vacancy via the MK Clerks' network. It was agreed to set up an appointments panel. This would: update the job description, promote the vacancy, review applications, hold interviews and ultimately determine the length of any handover period. It was agreed that the Panel should comprise Acting Chair and Interim Vice Chair, and Cllr Morrison who had extensive experience in appointments. Proposed Cllr Freeman Gwynn, Seconded Cllr Morrison.  
Unanimous.

#### 4. Finance

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

Payments schedule since the last meeting (July) to date -  
Website hosting (July) £5.99; OWIS subscription (Aug) £117.30; Clerk's salary (05) £294.40; Bin emptying (April & July) £408.98; Open Day grant £100.00; Website hosting (Aug) £5.99; Newsletter (summer) £462.60; Clerk's salary (06) £416.73; Bin emptying (Aug) £207.49; Clerk's admin/expenses (July-Sep) £66.96; PAYE (2nd Qtr) £251.40.  
Balances and payments were approved unanimously. Proposed Cllr Nash, seconded Cllr Kenyon.

##### 4.2. **External Audit Return results** - yet to be received.

#### 5. Allotments - PAA Report (*previously circulated*)

5.1. it was noted that some plot-holders had vacated their plots as the renewal season approached but it was too early to tell whether this would be enough to clear the waiting-list.

5.2. Completing the last section of the west fence at the allotments was discussed and confirmation given to place the order with the contractor. The PAA will be contributing £1,500. Expected installation in October.

#### 6. Environment

6.1. **Noticeboard refurbishment** - Cllr Major reported that a summary of the condition survey had been sent out to three contractors. One of these, the previous refurbishment contractor, had already showed interest but would not be available to quote until the end of September.

##### 6.2. Canal & River Trust

6.2.1. Volunteer Group Registration - Cllr Gwynn reported that OW Group registration had been reviewed and approved. The Partnership Agreement stands for the next two years. It was noted that the C&RT liaison officer had moved on and thanks for her positive and helpful contribution had been passed on.

6.2.2. Councillor role change - Cllr Morrison volunteered to take over Cllr Freeman Gwynn's liaison role with C&RT.

6.3. **City Fibre Works** - Cllr Hall reported that the original installation contract had been signed off and completed leaving some areas incomplete. City Fibre were looking at a second phase in terms of funding and logistics in these areas (including our Parish).

6.4. **Passmore consultation on streetlight brightness levels** - Cllrs Major and Morrison reported that a consultation flyer had been circulated to all Passmore residents. A reasonable response rate had been achieved of approximately 22%, which is higher than the response to the Parish projects flyer. About two-thirds of respondents were in favour of the new LED's and about two-thirds were concerned about low light levels, especially between the two cul-de-sacs. A request for a review of light levels to be made to MKC. **JM/MM**

6.5. **Environment Log** - *previously circulated* - Open issues had increased to sixty-two (from forty-nine) but several of these related to fly-tipping which were being cleared up quickly. Frequently the small turning-point under the H8 on Newport Road was affected in spite of the new warning sign; the faulty streetlight overlooking the site had not helped. In all, eleven issues had been completed since the last meeting.

6.5.1. **Litter** - during the Great British Litter Pick in September local picks were going ahead on 12th, 19th, and 26th.

6.5.2. **Ousel Valley dog bin** - Cllr Nash reported that this bin was frequently full to overflowing by collection day (Tuesday's). Councillors decided on further monitoring before agreeing to more frequent emptying.

6.5.3. **Footpath Right of Way** - The Chair relayed that the Rights of Way officer had informed him that the two footpath bridges at the Playing Fields had been inspected and she was awaiting the full report.

## 6.6. Planning comment

### 6.6.1. Update on Previous Planning Applications (*for info*)

20/01291/TPO St Marys 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.  
*Permitted*

20/01533/TCA 10 The Green Woughton On The Green, Notification of intention to: Fell Leylandii tree 3m from adjacent houses. *Permitted.*

### 6.6.2. Planning Applications since the last meeting

20/01743/FUL & 20/01744/LBC 1 The Green Woughton On The Green, Garden cabin and alterations to dwelling including replacement side wall, insertion of roof lights, new doors and internal alterations to rear extension and internal changes to west side of dwelling including relocation of staircase. Already permitted. Cllr Hall queried why OWPC apparently had not been sent details.

20/01776/TPO 11 Lucas Place Woughton On The Green, Tree preservation order consent 1x London Plane prune back extended lower laterals on S & E side in lower crown by 4m, lift crown to 6m on S & East side. 1x London Plane, prune back extended lower laterals on W & South by 1.5m and lift crown on S & E side. Already permitted. (OWPC had no objections)

20/02030/TPO Tree Works At 10/11 The Green Woughton On The Green, Notification of intention to T1 - Salix Spp remove at ground level and T2 - Salix Caprea pollard at 3m. Replacement in a suitable location. No objections.

20/02055/FUL 19 Verley Close Woughton On The Green, First floor rear extension with projecting balcony supported by posts and fenestration alterations to rear elevation at ground floor level. This was a revised proposal. Planning Group to review.

20/02102/FUL 3 Castle Rose Woughton Park, New porch. No objections from neighbours to date. Planning Group to review.

6.6.3. **Planning Enforcement** - fallen tree from Hotel across the churchyard wall - OWPC to write to Planning Enforcement on this issue. **Planning Group**

## 7. Communications

### 7.1. OWIS

7.1.1. Increase in Google Suite charges - Cllr Nash explained that as OWPC's discount of 18 months for the price of 12 months was drawing to a close the monthly fees would be rising from approx £117 to £138 in November. This increase had not been budgeted for. Councillors approved payment. Proposed Cllr Nash, seconded Cllr Morrison. Unanimous.

7.1.2. The PAA had asked for an additional user to be created. They would pay for the subscription. This was approved.



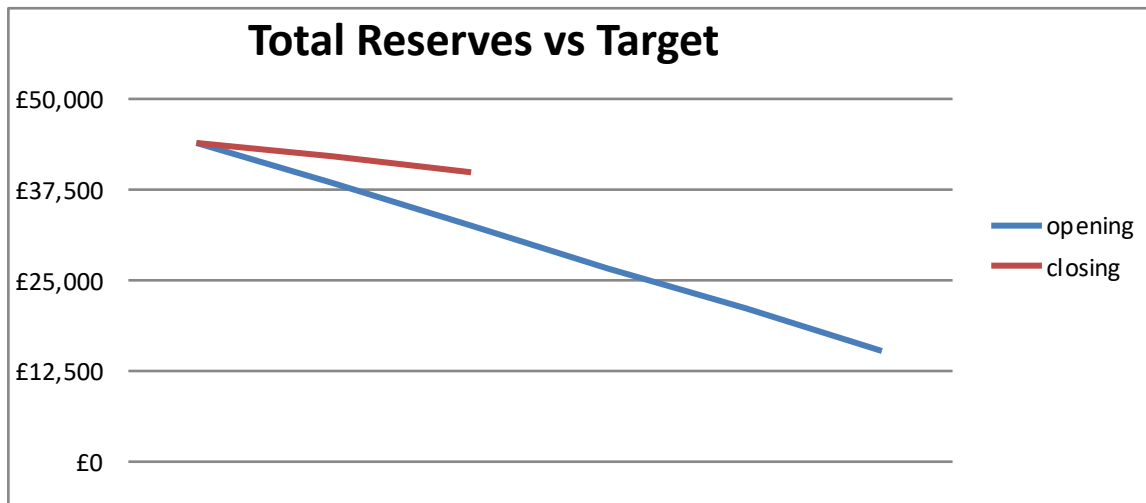
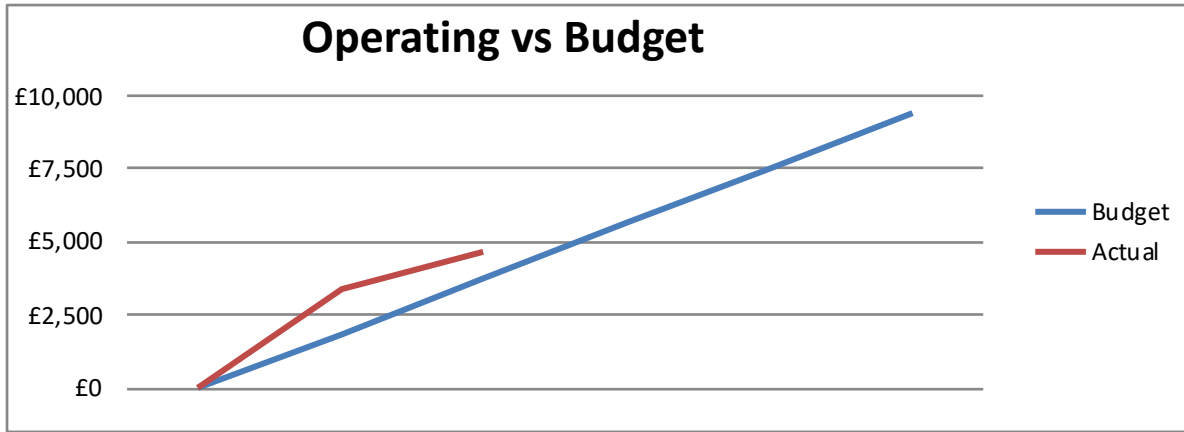
- 7.2. **Correspondence (other than email)** - Local Clerks and Councils Direct Quarterly; NSALG Magazine (Allotments).
  - 7.3. **Newsletter** - Cllr Freeman Gwynn reported that progress was being made on the November edition. No negative comments had been received regarding the Summer newsletter's request for views on OWPC's response to the Coronavirus crisis.
  - 7.4. **Calendar 2021** - Orders for Calendars had already reached 100.
  - 7.5. **Policies Review** - Communications; Disciplinary; Risk Assessment Register: All approved subject to minor changes listed below. Proposed Cllr Major, Seconded Cllr Freeman Gwynn. Unanimous.
    - 7.5.1. Disciplinary - add alteration: 'Hearings panel to be appointed as and when required'.
    - 7.5.2. Environmental policy - Cllr Hall reported work in progress.
    - 7.5.3. Risk Assessment Register approved but new column, to focus the type of risk, required filling in. Cllrs Hall, Nash, Major and the Clerk agreed to carry this out.
8. **Date and Time of next Meeting** – 9th November 2020 at 7.30pm. To be held remotely.

Meeting ended at 9.15pm

signed

date

**ANNEX A - Spending versus budget graphs**



Reserve Balances are represented by:

Current Year Fund	-4,192
Opening Total	44,087
Closing Total	39,895