



**MINUTES OF FULL COUNCIL MEETING  
Monday 8 March 2021 at 7.30pm**

**This was a “VIRTUAL” meeting using Video Conferencing**

(In accordance with the \*Coronavirus Act 2020)

Councillors Present: Cllr Charlotte Hall - Chair  
Cllr Ray Brown  
Cllr Roy Kenyon  
Cllr Jeremy Morrison  
Cllr Vanessa Freeman Gwynn – Vice Chair Arrived at 8.30pm  
Cllr Rob Grindley  
Cllr Mary Major  
Cllr Phil Nash

Officers Present: Jackie Williams - Clerk

In Attendance: Mr Geoff Long  
Ward Councillor Ric Brackenbury  
Cabinet Member - Cllr Jennifer Wilson-Marklew

Members of the Public: 8

**Welcome and Introduction**

The Chair welcomed all attendees to the meeting. Zoom meeting protocols were laid out.

**1. Apologies**

None

**2. Procedural**

**2.1. Appointment of the New Clerk to OWPC** – The appointment of the new Clerk/Responsible Financial Officer was confirmed – proposed by Cllr Hall, seconded by Cllr Brown – Unanimous.

**2.2. Declarations of Interest** – Cllr Hall with her own planning application. Chair of Old Woughton Heritage Group and Trustee of the Welfare trust regarding the new appointment of Cllr Long. Cllr Major - Trustee of Allotments and a Trustee of the Welfare Trust. Cllr Morrison -Associate member of the Community Boat Foundation.

**2.3. Agree January 2021 Minutes** –No queries of issues raised. Cllr Morrison proposed to accept the minutes, seconded by Cllr Brown. All agreed and unanimous.

**2.4. Matters arising from minutes not covered** – None.

**2.5. Co Option of Mr Geoff Long** – Cllr Hall proposed to formally co-opt Geoff Long – seconded by Cllr Brown. Cllr Long was formally welcomed to the Parish Council. Declaration of Acceptance to Office and Declaration of Interest duly signed by Cllr Long.

**3. Cllr Wilson-Marklew, MKC Cabinet - DRT – MK Connect Overview**

The Demand Responsive Transport (DRT) is a shared service and replaces those subsidised within the borough boundary of Milton Keynes. For the parish it replaces bus service no. 18. This service comes within a range of 400 metres (average 200m) of your pick-up point and within 30 minutes max to take customers to their destination. It can be paid for by phone, app or PC. Peak and off-peak fares are £3.50/£2.50. MK Move cards can be used for “in vehicle” payment. Bus passes can’t be used at Peak Times. Concessions and All in One cards for young people are accepted. Updates on booking are given through the app. 30% of the vehicles are wheelchair accessible. All vehicles are electric.

**Q&As can be found in Annex C.**

**Any further questions regarding the DRT can be emailed to [clerk@oldwoughton.org.uk](mailto:clerk@oldwoughton.org.uk)**

#### 4. Public Open Forum

High Speed Internet – Ongoing discussions with City Fibre with regards to Woughton on the Green (including the Church) regarding implementation and timescales – likely to be June. This includes as far as Rogers Croft. Woughton Park (second phase) likely to be Summer time. More details will be provided in due course. City Fibre will publish updates in due course. Internet for the Allotments to be given consideration.

#### 5. Finance

5.1. **Approval of the latest payments schedule & budget trends** (see Annex A & B)  
Cllr Major proposed with Cllr Kenyon seconded. Agreement to accept schedule was unanimous.

5.2. **Bank signatory update** – Bank Signatories to be updated with starters and leavers. Action on Cllr Nash and Cllr Kenyon. Clerk to be added as signatory. Cllr Kenyon proposed. Cllr Brown seconded.

5.3. **Financial Sitrep (including report on outstanding ward projects)**

Cllr Kenyon presented an update for 2020/2021 financial year and forecast for 2021/2022.

Total Reserves Vs Target - The chart shows the expected reserves position at end of this current financial year. Reserves expected to be just over £28k by year end.

Precept - set to £9,104 in Q3 2014/15 to cover the annual operating expenditure at that time. Since then, costs have risen with inflation to around £13k. Increases have been funded from cash reserves as have Capital Projects. Reserves have been depleting over the years and are approaching the amount we consider to be the minimum of circa £18.5k. Precept will need to be raised in the future to cover the annual operating costs of today. For 2021/22 a decision has been made not to raise the precept, however for 2022/23 small annual increases will gradually close the gap to cover our annual costs. Example: If a Capital Budget of £1K per annum was retained then for a Band D property by 2025/26 a total increase of £1.08 per month would have been made. **Note: this would be the total increase per month over the four years and not an annual increase.**

Ward projects – a few invoices still outstanding so currently unpaid.

**A more detailed description of payments including OWPC financial history will be published in the Financial article of the upcoming Newsletter.**

5.4. **Community Boat Grant** - Cllr Hall proposed a grant payment of £200 to be made for the Electra Community Boat Scheme. Seconded by Cllr Freeman Gwyn. Cllr Major, Cllr Kenyon and Cllr Brown abstentions.

#### 6. Allotments

6.1. Patch report circulated – Vandalism and a break-in were reported but nothing taken. New fencing has now been repaired by the Patch Allotment Association. Cllr Grindley reiterated the potential for internet installation/connection to enable some security cameras for the area. For discussion with the PAA and City Fibre.

#### 7. Environment

7.1. Canal Matters –The tow path between bridges 89-90 is in poor condition, one stretch still to be repaired. Previous dredging works to pin back the bank has now started to slide back into the canal and marked for urgent attention. Bridge 90 is very dilapidated. Engineering team aware – urgent and significant works will be carried out. Cllr Morrison will follow up with CRT Management to see if Bridge 90 needs to be taken out of service until repairs made. There are a number of boats at Bridge 90C (H9) bridge - CaRT are liaising with the owners of the boats over various issues.

## 7.2. Ward projects

7.2.1. **Passmore** – Cllr Major confirmed that all work had been completed and payment of the invoice will be made as soon as it is received.

7.2.2. **Woughton Park** - Cllr Gwynn reported that works were substantially completed last week. The wildflower beds prep took place last week.

7.2.3. **Woughton on the Green Nth & Sth** - Cllr Nash reported that the SERCO quote had been received.

7.3. **Environment Log** – *not yet circulated*. Cllr Hall gave an update – Parking overspill from paddocks end) – The free car park was extended by Parks Trust 6 weeks ago and resurfaced; fencing was also erected. There continues to be an overspill on Newport Road of 14-15 cars. This is a safety concern of having to pass 14-15 cars. For discussions with Parks Trust. This also is a concern at the Pavilion end too and including verge parking when big events are scheduled. Cllr Hall met with residents at Rogers Croft with regards to the road noise coming from the A421. The noise level was bad – consideration to be given for noise reduction measures/project such as planting. Ward Cllr Brackenbury mentioned he received a similar request for Northwich, Woughton Park. Unauthorised travellers in the car park noted.

## 7.4. Planning comment – as reported by Cllr Grindley

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

<u>REFERENCE</u>	<u>ADDRESS</u>	<u>DETAILS</u>	<u>STATUS</u>
20/02611/FUL & 20/02612/LBC	5 The Green Woughton On The Green	Conservation and repair works, alterations and extensions to the main dwelling and curtilage building (Resubmission of 20/00824/FUL)	Permitted with conditions
20/03253/TPO	6 The Green Woughton on The Green	TPO / CA Tree Works – to 2x Beech Trees and 1x horse chestnut	Permitted

### 7.4.2. Planning Applications since the last meeting

<u>REFERENCE</u>	<u>ADDRESS</u>	<u>DETAILS</u>	<u>STATUS</u>
21/00075/FUL	6 Rogers Croft Woughton on the Green	Single Storey extension to dwelling	Approval given subject to conditions
21/00066/CUP	3 Odell Close MK6 3ER	Certificate of lawfulness to revise fenestration to front landing window	Approved
21/00350/FUL	16 The Green Woughton on the Green	New double-glazed windows and doors	Pending
21/00537/FUL	3 Odell Close MK6 3ER	Single Rear Extension and new outdoor swimming pool	Pending – No objections raised

**3 Odell Close** – Due to the new town heritage register (locally recognised) there is an extra layer of local assessment and therefore in this instance a Conservation Officer was submitted to assess the planning application for the swimming pool – No objections raised. Any observations need to be forwarded to Cllr Grindley. Cllr Nash reported a concern by a resident about potential noise from the use of the pool, however as this is technically not a planning matter, they would need to submit their own objection.

**16 The Green** – not a listed property. Planning application to replace with UPVC double glazing for the type of material being used. To be referred back to the Planning Group for further discussion.

**7.4.3. Planning Enforcement Queries:**

- 7.4.3.1. **Fallen tree in the Churchyard** – No further forward and need to follow up because of the hotel issues.
- 7.4.3.2. **52 Passmore** (17/00371/FUL and 18/00419/FUL) – Enforcement query no. 160597 issued on the 20<sup>th</sup> January 2021. Followed up by the Clerk on 22<sup>nd</sup> February 2021. Response received from Planning Enforcement Officer on the 23<sup>rd</sup> February 2021. The case is currently being investigated by Enforcement Officer and a response expected by the end of April.
- 7.4.3.3. **Conservation Area Review** - Officers had advised Cllr Gwynn that the delegated decision had again been deferred and has now slipped to June 2021 although reasons unknown. Ward Cllr Brackenbury offered help if we can get him up to speed.

**8. Communications**

- 8.1. **Elections** – Nomination papers will be distributed this week. Publication of Notice of Election is Wednesday 24<sup>th</sup> March 2021 with Receipt of Nominations by 4pm on Thursday 8<sup>th</sup> April 2021. Cllr Hall confirmed that polling will take place at St Mary’s Church.
- 8.2. **Correspondence** (other than email) and other meetings not mentioned elsewhere – Cllr Freeman Gwynn confirmed that she will attend the Online Public Meeting in connection with the South East Milton Keynes - Strategic Urban Extension. The meeting will take place at 7pm on the 17<sup>th</sup> March. Cllr Major confirmed her attendance at the Parish Forum on Thursday 18<sup>th</sup> March 2021.
- 8.3. **Newsletter**
  - 8.3.1. Update - The Spring newsletter will be circulated at the end of March and focuses on parish finance and parish activity.

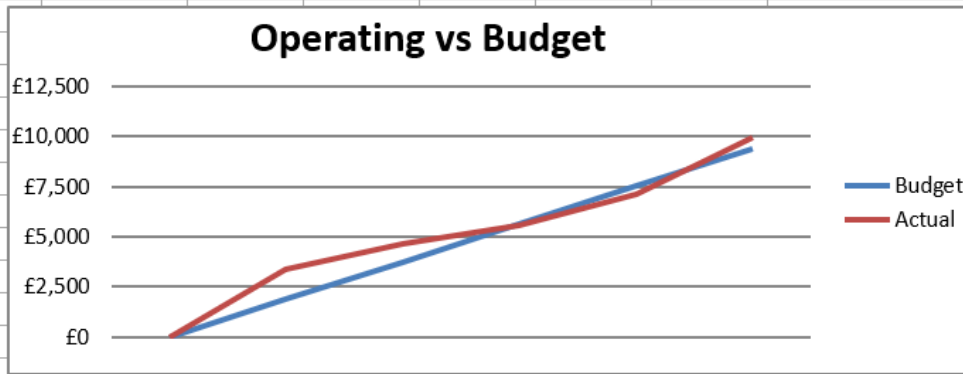
**9. Date and Time of next Meeting – 10<sup>th</sup> May 2021 @ 7.30pm by Zoom**

Meeting ended at 9.20pm.

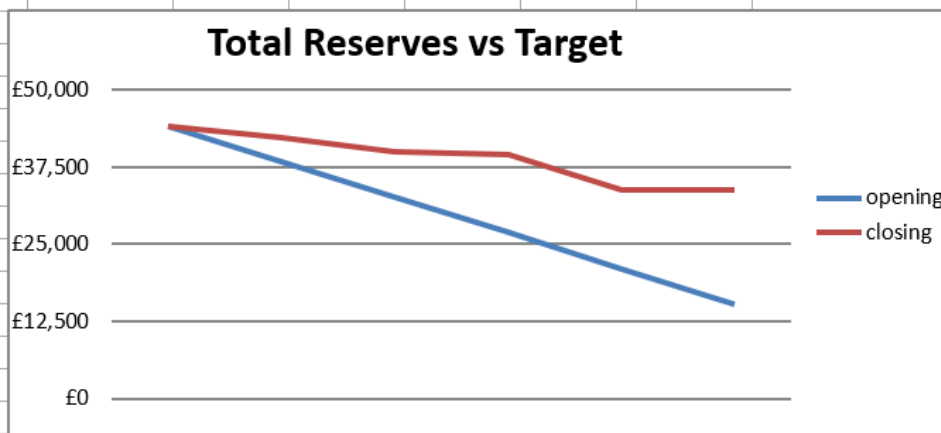
Signed .....

Date: .....

**ANNEX A – Spending Vs Budget 2020-21**



	May-20	Jul-20	Sep-20	Nov-20	Jan-21	Mar-21	
Budget	0	1881	3762	5642	7523	9404	revenue budget
Actual	0	3385	4657	5562	7138	9981	



	May-20	Jul-20	Sep-20	Nov-20	Jan-21	Mar-21	
opening	44087	38330	32573	26817	21060	15303	total revenue & capital budget = £20,463
closing	44087	42345	39895	39513	33874	33874	

	Reserve Balances are represented by:	
<b>4th March 2021</b>	Current Year Fund	10,213
	Opening Total	44,087
	Closing Total	33,874

## ANNEX B - Payments Schedule Since Last Meeting

### List of Payments made between 12/01/2021 and 08/03/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/02/2021	J Vischer	800090	302.68		Clerk's salary - 11 JV
08/02/2021	DNH Contracts	800091	201.49		Bin emptying - 1675
08/02/2021	TSO Host - Paragon	DD TSO	5.99		Website hosting - 10
18/02/2021	TSO Host - Paragon	DD	5.99		Website Hosting - March Period
02/03/2021	DNH Contracts	800092	201.49		DNH Contracts - Bin Emptying
<b>Total Payments</b>			<u>717.64</u>		

## ANNEX C

### DRT Q&A's

- Q1.** What happens to existing bus stops and if it's not popular/not cost effective will the price increase?
- A1.** Bus stops will remain and may be used by DRT to pick up people. No decisions have been made, however Cllr Wilson-Marklew will check and come back with a written response. The service is contracted for 3 years and the cost is fixed during the contract period. However, this will be double checked.
- Q2.** Is the service only available to people to have lost their bus service and would children be able to travel on the DRT?
- A2.** Only if there is no commercial route end to end. Children are allowed to travel as long as they are starting the journey with you. DRT can only be used if no commercial bus service is available to the destination requested.
- Q3.** Are the vehicles for independent use or shared and is it any type of vehicle?
- A3.** They are all shared. Details will be shared soon re COVID-19 measures. A fleet has been ordered for the service although unsure of what they will look like. All will be fully branded "MK Connect Vehicle". Feedback was received that the step was too high, so vehicles will have a lower step.
- Q4.** If bus stops are not being used can they be used for things such as scooters storage?
- A4.** Cllr Wilson-Marklew will take this thought back to the transport team.
- Q5.** How many vehicles have been ordered and how many routes will there be and how many routes considered not viable?
- A5.** Number of vehicles unknown at this time, however the contract stipulates the fleet must increase to meet demand. Figures based upon usage will be shared once they are available. The service doesn't run on routes, it adapts with demand and therefore routes will be added as per these demand/bookings. There are no fixed routes. Routes not viable are more than 10 but less than 20.
- Q6.** Was the Pilot scheme route 28 deemed successful? Which was route 28 and how long has it been running?
- A6.** The provider didn't want to continue to serve that route which is why this was the first route that was used which ran from Crownhill to Shenley and possibly Bletchley.
- Q7.** What happens if I'm not there at the pick-up point? Has there been any thought to personal safety/risk assessments for lone waiting?
- A7.** We have an idea of how it works in a lot of places so using the app re GPS and tracking for online bookings. Cllr Wilson-Marklew will clarify this and also with the safety measures for phone bookings.
- Q8.** What was the overall proposed cost saving to the council per year and have you calculated the carbon footprint benefit?
- A9.** This needs to be clarified. DRT was launched early due to COVID-19. Trial happened in Tattenhoe prior to COVID-19 and therefore the cost saving not the main driver. Carbon footprint information and projections will be made publicly available in due course.
- Ward Cllr Brackenbury later confirmed that the cost saving per year is £789K.
- Q10.** What if I booked to go to the tip and load with household waste?
- A10.** This would not be allowed.

**Q11.** What's the allowance for luggage/pushchairs etc?

**A11.** These vehicles are designed for this but will be limited. Limitations will apply.

**Q12.** How is it going to be publicised?

**A12.** There is a communications plan in place and this will be shared with Parish Councils as well as being advertised in bus stops, post and press releases. Bus hubs screens will run regular information about the DRT and how to use it.

**Q13.** Can bus passes be used and what is the typical time between booking and a vehicle being available?

**A13.** Older persons and disabled passes can be used after 9.30am (The weekly Saver Ticket can't be used). The SLA for arrival is up to 30 minutes but average is around 10-12 minutes.