



**MINUTES of the MEETING held on Monday, 13 July 2015 at 7.30pm
at St. Mary's Church, Woughton on the Green**

2015/07/015

Present: Cllrs. S. Bennett (in the Chair), M. Blomley, R. Grindley, P. McDonald, J. Howson, P. Nash + 12 members of the public.

Clerk: Julian Vischer

1. Public Open Forum

Richard Freeman (Simpson and Ashland) announced that Simpson and Ashland Parish Council had been offered the use of Speed Indicator Devices (SID's) through Adrian Carden (Road Safety Team Leader, MK Council) and were seeking the involvement of neighbouring parish councils. Training was on offer. A total of 4 volunteers were needed. More information would be forthcoming. To be added to the next agenda.

Les Burgess (Chair of the Patch Allotment Association) relayed the Association's thanks for the financial contributions from the Parish Council towards the Bee Project and the Open Day. The latter had been a great success, with a strong turnout. £126 was raised.

Charlotte Hall (WotGS) asked for any update on the Conservation area status. No change at present.

Phil Wareham (WotGN) advertised a new event proposed by the retail businesses at Oakgrove who planned to run a Fun Day on the last weekend in August and were seeking community involvement.

Caroline Cooke (WotGS) complained of fires being lit by plot-holders in the allotments without due regard for neighbours. Fires had been lit when weather conditions were too still to ventilate the smoke or too late in the day and left to smoulder late into the evening – this caused a real nuisance making her shut all windows during hot nights. Had it just happened once she might not have complained but it had happened several times. As it was clear that allotment holders were not following the rules it was agreed to emphasise these through reminders and notices.

Allotment team

2. Procedural

a. **Apologies** – Cllrs A. Humphries, R. Brown, R. Kenyon. These apologies were accepted.

b. **Declarations of interest by councillors** – None

c. **To agree the minutes of the OWPC Annual Meeting held on 11 May 2015** – These were duly accepted as a true and accurate record. Proposer Cllr. Howson, Seconder Cllr. McDonald. Unanimous.

d. **To agree the Minutes of the OWPC May meeting held on 11 May 2015** – These were duly accepted as a true and accurate record. Proposer Cllr. Grindley, Seconder Cllr. McDonald. Unanimous.

e. **Matters arising from the OWPC Minutes not covered elsewhere on the agenda** – Cllr. Howson asked if any of the promised leaflets had been received from Tracey Whitmore about the Volunteer Drivers Scheme. Nothing received to date.

3. Finance

a. **Internal Audit** – The audit had had to be carried out in time for the external audit submission (Mazars) consequently the Clerk, after talking to the Chair, had asked fellow Clerks what they did and found that there was a network of Clerks who covered the position. They had both believed that Auditing Solutions had been chosen last year as a one-off extra detailed audit to cover the problems with the previous clerk and HMRC. However after the audit return had been sent off Cllr. McDonald informed them that Auditing Solutions had been asked to return until such time as a new internal auditor was appointed and therefore should have



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been asked to perform the task again. The audit had not presented any major issues and a written report would be circulated.

b. Current situation and approval of the payments schedule

Summary Cash book position at 25th June

Main Current Account	61,080.27
Allotments Current Account	5,193.91
Business Reserve Account Rental deposits	2,276.59
Deposit Account	68,550.77

<u>All figures exclusive of VAT</u>	<u>2015/2016 BUDGET</u>	<u>ACTUAL Y.T.D</u>	<u>Variance</u>
RECEIPTS - OPERATIONAL			
Precept	9,104.00	4,569.70	(4,534.30)
Interest			
Grants			
Total Receipts	9,104.00	4,569.70	(4,534.30)
PAYMENTS - OPERATIONAL			
Administration costs	690.00	445.30	244.70
Allotment expenses	5,904.00	803.34	5,100.66
Allotment rental	(4,720.00)	(214.88)	(4,505.12)
OWIS	408.00		
Audit Fees	450.00		450.00
Chair's Expenses	103.00		103.00
Community fund	773.00	196.20	576.80
Dog bin clearance	1,753.00	145.25	1,607.75
Grants - S137 (community)	250.00		250.00
Insurance	308.00	293.23	14.77
Staff Costs	3,381.00	847.20	2,533.80
Training - Clerk/Councillors	515.00		515.00
Reserves			
VAT refund			
Sub-total (Operations)	9,815.00	2,515.64	7,299.36
PAYMENTS - CAPITAL PROJECTS			
Allotment Projects	2,040.00		
Projects	1,200.00	225.00	975.00
Total Payments	13,055.00	2,740.64	10,314.36
Surplus	(3,951.00)	1,829.06	5,780.06



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b. To consider & approve the payments schedule –

Period		12 May - 13 July		
MAIN				
chq	date	payee	amount	VAT to reclaim
005	30-May	PAA (Bee grant)	150.00	
006	8-Jun	PAA (Open Day contrib)	100.00	
007	8-Jun	Woughton Ecumenical P (Church Hire)	260.00	
008	8-Jun	AH Contracts - 8041	174.30	29.05
009	8-Jun	Came & Co - annual insurance	293.23	
010	8-Jun	J Vischer salary	223.06	
011	8-Jun	HMRC - PAYE	169.00	
012	27-Jun	AH Contracts 7932, 7988	348.60	58.10
013	13-Jul	Warefence	3,665.35	610.89
014	13-Jul	R Kenyon - N/letter (June)	60.00	
015	13-Jul	JV Clerk's Salary	260.08	
016	13-Jul	JV - admin expenses	66.53	5.16
017	13-Jul	AH Contracts - 8098	<u>174.30</u>	29.05
			5,944.45	
ALLOT'S				
49	11-Mar	PAA - 50% insurance contribution	148.70	
003	08-Jun	R Kenyon - compostable toilet rolls	11.99	1.99
004	25-Jun	R Kenyon - paper for renewals	14.38	2.39
005	13-Jul	R Kenyon - printing, plumbing	<u>63.50</u>	0.95
			238.57	
TOTAL			6,183.02	736.63

The above payments were approved. Proposer: Cllr. McDonald, Seconder: Cllr. Blomley. Unanimous.

- c. **Changing banks from Nat West to Metro** – Clerk and Chair had met at the Metro Bank to sign the ‘7-day switch-over’ order on 10th June but this had been refused by NatWest a fortnight later citing something along the lines that ‘these accounts are too old to qualify’. As the Chair was now away the clerk had met with Cllr. McDonald in the last week of June, and signed a cheque for the total funds in the main account handing it in at Metro Bank there and then. On perusing bank statements online a week later the Clerk noticed that the money was still in the Nat West and had fleetingly appeared in the Metro account but had left the same day. On telephoning Nat West he had been told that ‘the signatures did not match those held on the system’. Finally on 9th July Cllr. McDonald and the clerk met in NatWest itself closing the account while the cashier checked the forms and the signatures and vouchsafed that a cheque would be sent in the post to Old Woughton Parish Council for the full amount within a week (a transfer would have cost £23).



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4. Allotments

- a. **Open Day Report** – Cllr Nash affirmed that the event had been a great success with a good many visitors (*see above*). A grant from the allotments team discretionary budget of £100 for the Day had helped the Patch Allotment Association to raise funds.
- b. **Patch Report and Spending** – the report with a spending summary had been circulated prior to the meeting.
The Report in brief - the delayed installation of the new security fence and tougher gates was now complete.
 The plot re-staking had been put on hold due to the dry weather.
 The rental renewals process had begun with terms and conditions of tenancy revised – although advised it was no longer a requirement for tenants to attest to holding third party liability insurance cover.
 A stricter regime of uncultivated plot monitoring had resulted in some terminations but there was still a healthy take-up of new tenants.
 The new Bee project was under way facilitated by a grant from the allotments team discretionary budget of £150. The first hives were in place.

5. Environment

- a. **Environment log and consideration of actions** – The Log, issue 19, had been circulated prior to the meeting and copies were available at the meeting. Items that had developed or were complete were gone through.
- b. **Proposal for additional dog bin** – Cllr. McDonald had summarised previous discussion on this topic by proposing the provision of a new bin in the car park opposite the water gardens in Woughton on the Green near H7. The car park is run by the Parks Trust who have agreed on condition that the Parish Council assumes the cost of installation and maintenance apart from the installation of the fixing post. The existing contractor has quoted costs at £115.25 for bin and installation; running costs of one bin are £130 per annum. Seconded by Cllr. Blomley; For:5; Against:0; Abstention:1; Passed.
- c. **Proposal from MK Council re ditch opposite Goodman Gardens** – Cllr. McDonald had met with Daniel Mullins from MKC on site who had subsequently confirmed that they would investigate the option of installing a simple post and rail wooden fence at the location of the ditch.
- d. **Planning comment**
Update on Previous Planning Applications -
15/00647/FUL 38 Passmore Change of use. *Objected to. Still pending.*
15/00641/CLUP 26 The Green Woughton On The Green Certificate of lawfulness for the proposed single storey rear extension. *Unlawful development.*
15/00733/FUL 5 Goodman Gardens Woughton On The Green Single storey rear extension. *Permitted*
15/00799/FUL Mercure Parkside Hotel Newport Road Woughton On The Green Extension to existing function rooms with associated parking. *Objected to. Still pending.* [post-meeting note – Cllr. McDonald reported that the MKC meeting to hear this application would be July 23rd at 7pm in the council chamber]
New -
15/01181/FUL Lomond House, 17 The Green Woughton On The Green, Erection of six bedroom



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dwelling house with detached garage (resubmission of 14/01334/FUL with alterations). No objection but a comment to be made that as a condition particular care should be taken on safeguarding the lorry/traffic flow in and out of the road, and that any mud on the road should be cleaned immediately.

15/01260/FUL 26 The Green Woughton On The Green Single storey rear extension. No objection.

15/01380/TCA 12 The Green Woughton On The Green Notification of intention to remove 1x Eucalyptus tree. No objection.

15/01488/TCA 1 The Green Woughton On The Green Notification of intention to fell to ground level 1x Lawson Cypress (T1) and fell to ground level and treat stump 6x Willows (T2, T3, T4, T5, T6, T7). No objection.

e. **Village Green status** –

- i. The Playing Fields – (Chairman) the public hearing of the regulatory committee had still not yet been scheduled but the 71 residents affected would be invited to attend.
- ii. The Paddocks – (Peter McDonald) – site notices have been put up; objections open until 13th August.
- iii. Passmore – (Mike Blomley) – paddocks and Passmore green spaces – site notices have been put up; objections open until 13th August.
- iv. Woughton Park – (Stuart Bennett) – site notices have been put up; objections open until 13th August.
- v. The Green – (Phil Nash) – the patch of land along Bellis Grove, bounded by the ditch – consultation was ready to be distributed to the public.
- vi. The Orchard – (Rob Grindley) – consultation was ready to be distributed to the public.

f. **[Sports Field Right of Way (playing fields) – to be kept on agenda]**

6. **Communications**

- a. **Future of the website** - Discussion initiated by Chair who emphasised that the focus was to be (on the assumption that there would be a website) on material that *needed* to feature, bearing mind the limited resource for website maintenance.
Suggestions by Council members were usefully enhanced by ideas from the floor. These included: minutes, agendas, meeting papers, policy documents, planning applications (links), notices and news items. Particularly important would be links to other relevant sites such as the *Heritage Group* and the *Patch Allotments Association*.
The point was made that the current site, although featuring some of the above information, would need to be replaced by a new platform that was more flexible and less 'clunky'. These matters, together with manageable maintenance, would be discussed at an informal meeting of council members before the September OWPC meeting.
- b. **Reports to note on any outside meetings** attended by Councillors/Clerk – Cllrs Bennett and Humphries had attended an informal meeting with Ashland and Simpson to discuss matters of mutual interest to both councils and ways that they may cooperate.
- c. **Correspondence** – A letter for the Pensions Regulator had been received inviting registration for all employers in line with the new legislation. The clerk had registered online.
An invitation from the Mayor to the Annual Civic Service had been received (July 26th at Emberton)

Old Woughton Parish Council

Woughton Park

Woughton-on-the-Green

Passmore



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- d. **Newsletter** – issue date around the end of July. Items to be included so far – Patch Open Day, Patch community workers/G4S, Heritage Group.
7. **Date and Time of Next Meeting** – 14th September 2015 at St. Mary's Church, Woughton-on-the-Green at 7.30pm
then on 9 November 2015; 11th January 2016 at 7.30pm at St. Mary's Church, Woughton-on-the-Green

Meeting closed at 9.00pm

Signed

date