

OLD WUGHTON PARISH COUNCIL

Minutes of parish Council meeting 20/08/2012 7.30pm, St Mary's Church Woughton on the Green

PRESENT: Councillors King (Chair), Bennett, Blomley, Brown, Howson, Kenyon & O'Neill. The interim administrator Mrs K Hill was in attendance. There were 31 members of the public present. The meeting commenced at 7.33pm with the Chair outlining the running order of the meeting & introducing the speaker for the evening: Inspector C Lavery TVP.

Open Forum: Resident asked why a letter she had sent to the PC on the 20th July had still not been answered. Chair apologised and the Interim administrator (Mrs Hill) advised a letter had been posted last week to the resident in reply. Chair advised resident the letter was delayed as Mrs Hill had been on holiday for 2 weeks and it had been thought better to delay the reply until Mrs Hill was back from holiday. Chair asked the resident to inform herself or the interim administrator if not received by end of this week. Another resident who is partially sighted wished to lodge a request relating to agenda item 2012/081 - could the PC see if anything could be done to cut back the vegetation along Newport Road especially at eye level. Chair said PC would log a request [see decision reference 2012/066] Resident commented on ward boundary review taking place: asked whether the PC had decided to lodge a comment. Chair answered that currently comments requested would relate to the whole of the MK area not just the parish and that it was felt prudent to wait until comments on specific matters were lodged before the Council commented. Ward boundary review to be September agenda item. There were no further comments from the public. This part of the meeting closed at 7.45pm

2012/068	Apologies
	Cllrs Humphries and McDonald (vacation). Apologies accepted
2012/069	Declarations of interest by councillors in any agenda items below
	Cllr Brown: interest in agenda item 8 (neighbour)
2012/070	Agree the minutes of previous meeting
	The minutes of the general meeting of the 16 July 2012 were unanimously agreed as a true & accurate record
2012/071	Presentation by Thames Valley Police – Inspector Colleen Lavery
	Insp. Lavery gave a brief overview of the role of TVP in the area and the structure of the team that work for the parish community. The team handles the neighbourhood policing side of the TVP (serious crime is handled by CID) & her & her team's approach is to get to know the community & to be accessible to the community at all times. Currently the team work out of Netherfield Housing offices (soon to be closed down) & as yet have no idea where they will be based when that happens but assured those present that an office will be found & the team will continue to provide support to the community to ensure the safety of all residents. Insp Lavery urged residents to be the ears & eyes of the team & contact TVP through the 101 number (automated choices so there will be some delay in getting through to speak to a person). Crime figures (April – July) for the area: thankfully low. No serious crime. Some opportunist burglaries (breaking into cars, allotments). People have been apprehended. Neighbourhood Action Groups (NAGS): TVP actively support NAGS (the parish has 3 within the residential areas) & will assist if an area not covered by a NAG wishes to deal with an issue specific to an area by assisting with the set up, by residents, of a NAG or Specific Issue Action Group plan. See http://www.thamesvalley.police.uk/yournh-nag for details. Should any resident wish to contact Insp. Lavery directly details are at the bottom of the report. Finally Insp Lavery urged those present to read up about the coming elections for Policing Crime Commissioners and vote for a candidate you feel will best represent your needs in your parish. Link to Home Office : http://www.homeoffice.gov.uk/police/police-crime-commissioners/ CONTACTS for Police:

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	<p>Non emergency: 101 (automated system time delay in speaking to a person) Emergency: 999 Inspector Lavery : colleen.lavery@thamesvalley.pnn.police.uk Or contact any Councillor or email clerk clerk@oldwoughton.org.uk</p>
2012/072	Clerk's report & review of actions
	<p>Review of actions from previous meetings: 2012/060: Purchase of professional books: On hold as membership of BALC (on agenda) will allow £15 saving. 2012/062: Letter to Parks Trust regarding withdrawal of land (paddocks) for proposed development. Cllr McDonald distributed to all copies of letter sent. [No reply received] 2012/043: Potholes/traffic calming measures in Newport Road: J Pryor now appointed interim assistant director of Highways in MKC. Chris Fipps has conducted a survey of Newport Road & traffic calming ramps for costing. MKC Highways to come back to the PC when traffic calming costings received to negotiate on date for rectification. Potholes on schedule for filling. No date set. Clerks Report: Grit bin – request to MKC for consideration for bin FOC. Location Passmore. Will know late August/early September. Street sign Castle Rose: ongoing as to its replacement. Scheduled for replacement in this financial year. MKC liaison: planning has now recognised new parish boundary. Reports coming into PC. Website up and running also on MKC system under Parishes. Article to go in next Parishes newsletter. Unanimous decision to accept the Clerks report.</p>
2012/073	Communications update
	<p>Website (update by Cllr King): Up and running. Very much WIP. Feedback encouraged either via website links, to Clerk email address or via Councillors. Newsletter (update by Cllr O'Neill): 1st newsletter put together, printed by Cllrs Kenyon & King and distributed to all households. Initial response encouraging. Feedback encouraged either to Cllr O'Neill's or clerk's email address.</p>
2012/074	Planning
074/1	12/01427/FUL: Single storey rear extension (Conservatory) The Lodge The Green, WOTG. Cllr Brown abstained from voting. PC has no objections to build but would request that as the house is in a conservation area that traditional materials (hardwood/brick/glass) be used in place of the UPVC. No objection to size or design
2012/074/1	Report back on planning applications
074/1/1	12/01167/TCA: fell one yew tree/cut back one ash Parkside Mercure Hotel. No objections to work.
074/1/2	12/01311/FUL: Single storey rear extension, 19 Baskerfield Grove WOTG. Permitted
2012/075	Allotment report (Cllrs Bennett & Kenyon)
	<p>Cllr Bennett gave a brief overview of The Patch Allotment site which has now been transferred into OWPC ownership from Woughton Community Council. The site is 3.5 hectares, there are approximately 245 usable plots, approximately 167 tenants & the average plot size is 5 poles or 125m². Facilities include a toilet, water supply, shop & well established allotment association. The PC employs an allotments officer (Mrs Lorraine Essam) who currently works 8 hours weekly for the parish. There is a bee & chicken co-operative on site. Income is £2800 pa & expenditure £7666 pa (all figures are approximate & based on past years audited figures).</p>

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	<p>There is therefore an annual deficit. It is acknowledged that while this deficit was a small proportion of WCC's overall budget it will represent a large (13%) proportion of OWPC's budget. The promise the PC made to residents was to manage the allotments with as little support funding as possible. In the course of the fact finding, tenants and allotments association were asked for possible improvements in order to fully inform the report on future commitments necessary. Tenants listed: security; more parking; ridings quality; drainage; vermin as areas for improvement. Allotment Association listed: compostable toilet (now completed); fencing; secure cargo containers; ridings & bore hole as possible improvements. The report team met with all groups associated with the allotments in order to be able to put forward a recommendation acceptable as a basis on which to move forward. The report recommends:</p> <ul style="list-style-type: none"> • the allotments be self managed with devolved power to a level to be decided • rental charges are revised • insurance is mandatory for plot holders • move towards raising extra income through grants & investments <p>Footnotes: [Cllr Kenyon] Costs are recurring, will be a saving of £1100 from next full financial year on toilet costs Allotment software WCC used to manage site was reviewed & considered not fit for OWPC's purpose. Excel spreadsheets have been set up with all information. Vermin control is being handled.</p> <p>RESIDENTS NOTE: Patch Allotment open day 26th August 10-4pm. At this point in the meeting the Chair read out a communication from an allotment tenant (as requested in the email) that had been received by Cllr O'Neill today (meeting date). The email was noted under allotments report due to nature of content (Vermin control on allotments) having been discussed. Chair read the communication out at the meeting to enable Cllrs to comment as well as receiving feedback from Allotments officer and Chair of the Allotments Association and allotments site representative (present in the public gallery) if necessary. Communication stated that the tenant had been led to believe that allotment tenants had the right to shoot vermin and that the writer had been given permission by the Allotments Officer. Cllr Kenyon was asked to respond. Cllr Kenyon stated that he had had first sight of the email that evening and had straight away spoken to the Allotments Officer who strenuously denied there ever having been permission given by herself at any stage to any tenant including the letter writer. In fact when approached by the tenant some time ago, she had referred the tenant to the interim administrator for clarification & the PC's viewpoint. Cllr Bennett was asked to comment. He stated that while someone from a rifle club was to come in and shoot vermin, it was not a tenable situation to have individual tenants doing this on an ad hoc basis for obvious reasons. Chair asked Allotments officer for comment. Allotments Officer confirmed that she had not given permission to the writer or any other tenant to shoot vermin on the allotments. After discussion, it was unanimously agreed that Cllr Bennett would write back to the tenant concerned and explain the PC reasons for deciding on following the vermin control policy put in place and that no tenants of The Patch would be allowed to shoot vermin</p>
<p>2012/076</p>	<p>It was unanimously agreed that the Council support, in principle, the reports recommendation to go towards The Patch Allotments being self managed with the proviso of always having at least 2 parish councillors on the management committee.</p> <p>It was also unanimously agreed that (i) Cllrs Bennett & Kenyon have delegated authority under LGA 1972 s101 (a) to garner information & put together a report for recommendation on the level of self management for the Patch Allotment site</p>

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	(ii) Cllrs Bennett, Kenyon & King have delegated authority under LGA 1972 s101 (a) to gather information & put together a report for recommendation on a revised rental structure for the allotments both of which reports to be for discussion & decision at a later PC meeting. Grant income & investment to be deferred until a later date.	
	At 9pm Cllr Brown left the meeting.	
2012/077	The following statement on the MK local investment plan (LIP) consultation was agreed: <i>OWPC are supportive of the aspirations defined in the consultation but feel the document wording to be indeterminate. The Parish Council believe that the document should not only reflect Milton Keynes Council's aspirations for the next 14 years but should evidence achievable projects as well as specific goals with clear measures and tangible evidence of the finance to deliver such projects.</i>	
2012/078	It was unanimously agreed to adopt the following policies: Disciplinary, Grievance, FOI & publication, Equality and Terms & Conditions of Employment.	
2012/079	It was unanimously agreed that the £1000.00 PPF awarded by MK Council would be put towards the Community projects of notice boards and signage renaming/branding in the community (dog bins, notices). In this matter, Cllrs Blomley & Howson will present quotes for notice boards at the September meeting for approval.	
2012/080	It was unanimously agreed on membership of BALC at £129.60 for annual membership & SLCC once position of Clerk has been officially appointed/contract issued.	
2012/081	It was unanimously agreed that the clerk would initiate an environmental log to monitor matters relating to street signage, lighting, vegetation & pest control, litter. Residents & Cllrs encouraged to report matters to the clerk for logging with MKC. Review in December for effectiveness. Details to go on website and in next newsletter. Pigeon problem (under bridge A421): Chair said that Cllr McDonald had taken the matter up with MKC who would be waiting until after the nesting season and then erecting bird barriers to prevent future roosting.	
2012/082	It was unanimously agreed to appoint Mrs Hill as clerk & RFO at 5 hours per week on a temporary contract to run until March 2013, with a review in December 2012. Cllrs thanked Mrs Hill for the help so far.	
2012/083	It was unanimously agreed in principal that Cllr King could draft letter content to Parks Trust regarding access to the orchard via The Patch site. Cllr King was tasked with re-address the draft letter presented at the meeting to include issues raised by Cllrs on: charges, contract (to safeguard both parties against possible risk), control of keys & to challenge the PT's view that they could inherit a RoW. Cllr King to redraft letter & circulate to Cllrs for comments before final agreement on wording and sending.	
2012/084	A statement of the current financial position was circulated. All financial schedules approved unanimously.	
2012/085	The payments schedule was circulated in advance. Total payments of £2516.36 was requested. Total payments of £1581.25 was unanimously approved. Proposed Cllr King seconded by Cllr Kenyon.	
085/1	Salary	353.53
085/2	Interim administrators fees/expense to date	443.22
085/3	A H Contracts (dog/litter bin collection)	324.00
085/4	Grant – Allotments Association	75.00
085/5	WEC – room hire	35.00
085/6	SPS	162.00

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085/7	BALC – membership	188.50
2012/086	Correspondence: List available to all Cllrs at meeting. Copies were available for public to view at meeting. Highlighted items discussed but not on agenda, specifically:	
086/1	MKC – Legal department Code of Conduct paperwork. September agenda for adoption.	
086/2	B&MK canal cruise invitation:	
2012/087	Any other business for noting or inclusion on future agenda	
087/1	September agenda: flower insets/borders on grid roads & verges planting	
087/2	September agenda: Mobile Library signage.	
087/3	September agenda: Ward Cllr Bint – The Green road adoption report back	
087/4	September agenda: Ward Boundary Review	
087/5	September agenda: Notice board quotes and decision	
087/6	September agenda: New benefit system report by Cllr O'Neill,	
2012/088	Dates of future meetings	
088/1	Monday 17/09, 15/10; Monday 19/11, Monday 17/12, Monday 21/01/2013, Monday 18/02/2013 and Monday 18/03/2013	

[Minutes accepted as a true and accurate record and signed by the Chair 17/09/2012]