



**MINUTES of the MEETING held on Monday, 9<sup>th</sup> November 2015 at 7.30pm  
at St. Mary's Church, Woughton on the Green**

2015/11/026

**Present:** Cllrs. A. Humphries (Chair), R. Kenyon, S. Bennett, M. Blomley, P. McDonald, J. Howson, P. Nash, R. Brown (after 8.10pm); Ms Tracy Whitmore (Community Car Service Coordinator) & 16 members of the public.

Clerk: Julian Vischer

**1. Guest Speaker – Tracy Whitmore: update on the Volunteer Driver Transport Scheme**

Currently there are 27 passengers enrolled, and two drivers from within Old Woughton Parish. Ms Whitmore was looking to recruit more of both. Other local parishes were involved. 130 journeys have been completed since the beginning of September when the scheme began. The scheme was involved in discussions being held by Milton Keynes Council (MKC) regarding the future of Plusbus and home-to-school links provided by MKC. She thanked the Parish Council for its continuing support through advertising. In response to questions she explained that anyone could apply to use the service simply on the basis of having difficulty taking public transport. Drivers were rewarded at a 45p per mile rate, starting from leaving their home and then returning. This had been agreed with HMRC as a voluntary activity and so did not have to be declared for tax purposes. Similarly insurance companies did not levy extra premiums on car use, although they did need to be informed. The induction pack for prospective drivers included elements on safeguarding and working with the mentally ill. The future was hard to predict in the current austere financial climate but Ms Whitmore felt that they were demonstrating there was a need for the service. There would be an April decision on the future of the pilot by MKC. Ms Whitmore was thanked for her presentation and invited to report back on progress next year.

**2. Public Open Forum**

**Phil Wareham** (WotGN) offered his thanks and congratulations to the Chair for his professional performance at the recent hearing on Village Green status for the Playing Fields. The Chair echoed his words thanking all those members of the public and councillors who had attended.

**Mike Pearson** (WotGN) complained of pavement parking in his area, which is especially vexing at night where it is poorly lit. It seems local residents do not have enough parking spaces and something should be done. Discussion ensued around this issue and the often associated damage to verges. Such problems are reported to MKC but little is done. Phil Wareham added that the unattended overgrowing shrubs and hedgerows exacerbated the problem. In some areas residents are responsible for the latter and again in some areas residents invest their own time and effort in shrub pruning.

**3. Procedural**

a. **Apologies** – Cllr. R. Grindley

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

c. **To agree the minutes of the OWPC Meeting held on 14<sup>th</sup> September 2015** – These were duly accepted as a true and accurate record. Proposer Cllr. Bennett, Seconder Cllr. Blomley. Unanimous.

d. **Matters arising from the OWPC Minutes not covered elsewhere on the agenda** – No update had been received from MKC regarding the future of the Old Rectory, Peartree Bridge following Inter-Action MK's decision to move out.

A written note on the litter-picking schedule previously circulated by email was requested. The litter-picking schedule is once per 4 weeks in most areas.

**Clerk**



2015/11/027

## 4. Finance

### a. Current situation -

#### Summary Cash book position at 9th November

Main Current Account	23,238.07
Allotments Current Account	8,618.33
Business Reserve Account Rental deposits	2,377.01
Deposit Account	35,000.00
<b>TOTAL</b>	<b>69,233.41</b>

<u>All figures exclusive of VAT</u>	<u>2015/2016 BUDGET</u>	<u>ACTUAL Y.T.D</u>	<u>Variance</u>
<b>RECEIPTS - OPERATIONAL</b>			
Precept	9,104.00	9,139.39	35.39
Interest		0.56	0.56
Grants			
<b>Total Receipts</b>	<b>9,104.00</b>	<b>9,139.95</b>	<b>35.95</b>
<b>PAYMENTS - OPERATIONAL</b>			
Administration costs	690.00	665.35	24.65
Allotment expenses	5,904.00	4,690.17	1,213.83
Allotment rental	(4,720.00)	(4,958.70)	238.70
OWIS	408.00	323.04	84.96
Audit Fees	450.00	100.00	350.00
Chair's Expenses	103.00	45.00	58.00
Community fund	773.00	356.20	416.80
Dog bin clearance	1,753.00	1,284.08	468.92
Grants - S137 (community)	250.00		250.00
Insurance	308.00	293.23	14.77
Staff Costs	3,381.00	2,173.54	1,207.46
Training - Clerk/Councillors	515.00		515.00
Reserves			
VAT refund			
<b>Sub-total (Operations)</b>	<b>9,815.00</b>	<b>4,971.91</b>	<b>4,843.09</b>
<b>PAYMENTS - CAPITAL PROJECTS</b>			
Allotment Projects	2,040.00	247.50	1,792.50
Projects	1,200.00	421.83	778.17
<b>Total Payments</b>	<b>13,055.00</b>	<b>5,641.24</b>	<b>7,413.76</b>
<b>Surplus</b>	<b>(3,951.00)</b>	3,498.71	7,449.71



2015/11/028

**and approval of the payments schedule:**

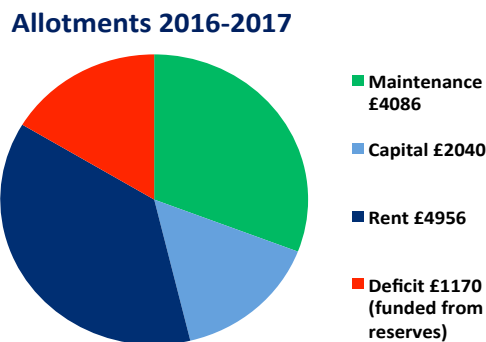
Period	14 September - 9 November	2015		
	date	payee	amount	VAT to reclaim
	10-Sep	Google Apps- missed from September	27.50	
	10-Oct	Google Apps	27.50	
	12-Oct	J Vischer salary	208.06	
	12-Oct	Chair's expenses (VG expenses)	105.90	8.32
	12-Oct	WR Kenyon - VG printing	46.32	
	12-Oct	Cllr. McDonald	117.52	
	12-Oct	WR Kenyon - n/letter printing - Oct	60.00	
	12-Oct	AH Contracts - 8264	306.60	51.10
	9-Nov	J Vischer salary	208.06	
	9-Nov	AH Contracts - 8320	188.50	31.42
	9-Nov	JV - admin expenses	64.27	2.74
	9-Nov	Mazars - audit	120.00	20.00
		<b>TOTAL</b>	<b>1,452.73</b>	<b>113.58</b>
	14-Sep	Key refund	20.00	
	22-Sep	Anglian Water	165.18	
	30-Sep	Buildbase - 2nd Tranche marker posts	297.00	
	12-Oct	WR Kenyon - security cameras	79.99	13.33
	9-Nov	'senior' refund, plots 64,68,69	42.24	
	9-Nov	plot swap refund (72 to 230)	26.60	
	9-Nov	Patch Allotments Assoc. - cutting grass	250.00	
		<b>TOTAL</b>	<b>881.01</b>	<b>13.33</b>

The above payments were approved. Proposer Cllr. Nash, Seconder Cllr. Kenyon. Unanimous.

The new savings account had been set up with Metro Bank for the sum of £35,000

**b. Budget – consultation approval – A high level view of next year’s budget was presented:**

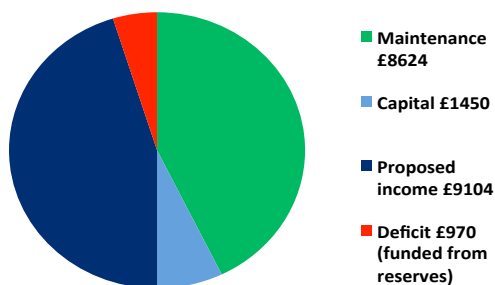
b. Proposed Budget 2015-16 – Cllr Bennett





2015/11/029

## Parish 2016-2017



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## Projected balance sheet

	2016-17	2017-18	2018-19	2019-20	2020-21
Allotments/£	-1170	858	801	825	806
Parish/£	-970	-1229	-1495	-1770	-2052
Income/£	9104	9104	9104	9104	9104
Funded from reserves/£	2140	371	694	945	1246
Reserves at year end/£	50907	50536	49842	48897	47651

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### Points for Discussion –

The precept being planned as constant is in reality reducing. But should a steeper reduction in reserves be planned through a lower precept?

- The allotments account will become close to cash neutral or show a small surplus – should this be placed in a separate allotment account? This would mean the reduction in reserves would be greater.
- The allotments team are looking into the feasibility of investing in a water-bore hole for all the water needed at the site – in addition to any grants, the funding for this would be taken from reserves.
- Rather than including contingency items such as legal fees and project expenditures within the annual budget, items earmarked for potential payment from the reserves would be agreed and listed separately.

It was proposed that:

- i. The 2016/17 budget would be based upon and similar to that of this year
- ii. The Precept will be as close as possible to the £9104 currently raised so that all dwellings are charged the same in 2016-17 as they were in 2015-16
- iii. All other spending to be paid out of the Reserves (as is our current policy) and that the steady decline in Reserves level be maintained



2015/11/030

- iv. The budget working group details of the budget would be finalised and circulated for open consultation at the beginning of December.' Proposer Cllr. Brown, Seconder Cllr. Blomley. Passed with one abstention.

## 5. Allotments

**Patch Report and Spending** – the report, with a spending summary, had been circulated prior to the meeting. *The Report in brief* - The second tranche of stakes had been purchased for the plot re-staking and work had resumed.

Occupancy is at the highest level with only a few unattractive plots on the boundary empty.

There is still a small waiting list.

A small number of repossessions have taken place over the renewal period.

Most renewal subscriptions have been collected.

OWPC has purchased a further two CCTV cameras for the site.

A small team of councillors had not yet met to draw up options for self-governance.

**Allotments Team**

## 6. Environment

- a. **Environment log and consideration of actions** – The Log, issue 22, had been circulated prior to the meeting and copies were available at the meeting. Items that had developed or were complete were gone through. Again nearly all new matters had been reported by residents with a copy being sent to the clerk or reported by the clerk at their request.

Discussions took place regarding the recent report on canal issues –

- i. There are 2 places where boaters are parking on the verges: by the canal steps and either side of the 'road' into the now defunct ball/wall area (near the Groveway bridge).  
It was agreed to raise a petition, following MKC procedure, to apply for the erecting of two discrete 'No Parking on the Verge' signs. **Cllr. Bennett**
- ii. There are a small number of gaps in the hedge alongside the towpath that are getting worn away (possibly by boaters short cutting to the road below). As it would be their responsibility to repair the hedge it was agreed to inform the Canal & Rivers Trust. **Cllr. Howson**
- iii. The Ball/Wall area is an eyesore with its asphalt surface breaking up and growing weeds. It was agreed to determine if this was MKC or Parks Trust (PT) land and ask if there are any plans to remedy it. **Clerk**

Motor bicycle nuisance in Woughton Park – There had been an increase in sightings of motorcyclists using the redways in the Parish. The route from Tinkers Bridge through Woughton Park towards the Open University is frequently used. This dangerous activity causes unsociable noise levels and damage to grassland. The Parks Trust have asked if any sightings can be reported on the following email addresses: [communityranger@theparkstrust.com](mailto:communityranger@theparkstrust.com) and the local PCSO [Colin.Cooper@thamesvalley.pnn.police.uk](mailto:Colin.Cooper@thamesvalley.pnn.police.uk). Also reporting's can be sent to: [clerk@oldwoughton.org.uk](mailto:clerk@oldwoughton.org.uk)

- b. **Legacy Offer** - Woughton Parish was being left a legacy of £1000 by a resident who was leaving the area. Suggestions so far included: entrance and exit signs to the village; a public bench by the bus stop; a gift towards heritage of the parish. It was agreed to put these to the mystery-donor. **Chair**  
Charlotte Hall, the leader of the Heritage Group, would come up with a more tangible heritage proposal. Clerk to ascertain whether the putting up of a bench required MKC approved contractors. **Clerk**
- c. **Parish Hall** - The Village Hall at Woughton on the Green is managed by St Mary's DCC. It is currently being considered for potential redevelopment. Due to the need for maintenance work it is not available



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- d. for hire. The running costs of the hall are around £1500 *per annum* and although now watertight, it is in a poor state of repair. Renovation work would be necessary such as providing a disabled toilet; furniture would need to be provided. Parking would also be an issue. Is there any appetite to take an interest in renting so it is kept as it is rather than redeveloped? Do we have any potential uses? It was agreed to find out on what basis and what terms St Mary's would do this. A proposal could then be put to residents to get their views. A suggestion was that it could be used as a permanent display place for Heritage assets and as a free book swap for residents. It was agreed to establish more about the costs and viability and what plans the diocese may have. Clerk to contact St Mary's DCC. **Clerk**

e. **Planning comment**

**Update on Previous Planning Applications -**

- 15/02015/FUL Mercure Parkside Hotel Newport Road. Proposal to extend an existing application for a temporary marquee to the north of the hotel for a period of 3 months over the Christmas period. *Refused.*  
15/02031/FUL Mercure Parkside Hotel - Two storey and single storey extensions (29 additional bedrooms) to accommodation block and restaurant with associated external landscaping and car parking alterations. *Pending.*

15/02032/LBC Mercure Parkside Hotel – Listed Building Consent for the above. *Pending.*

**Planning Applications since last meeting -**

15/02605/FUL 27 Baskerfield Grove Woughton On The Green Single storey front extension. No objection

e. **Village Green status -**

- i. The Playing Fields – The Chair thanked all those who had come along and supported him at this hearing, and to be 'grilled' by the attending barrister – it was no ordinary meeting. The outcome appeared to hinge on interpretation of an arcane aspect of the law. The Inspector's report is due at the end of November/beginning of December.
  - ii. The Paddocks – (Peter McDonald) – the MKC Regulatory Committee is due to consider the application on 2<sup>nd</sup> December.
  - iii. Passmore – (Mike Blomley) – the MKC Regulatory Committee is due to consider the application on 2<sup>nd</sup> December.
  - iv. Woughton Park – (Stuart Bennett) – the MKC Regulatory Committee is due to consider the application on 2<sup>nd</sup> December.
  - v. The Green – (Phil Nash) – The questionnaires need checking to see that all have been signed etc. They should be submitted by the end of the year.
  - vi. The Orchard – (Rob Grindley) – The questionnaires need checking to see that all have been signed etc. They should be submitted by the end of the year.
- f. **[Sports Field Right of Way (playing fields) – standing item: awaiting outcome of item i above]**
- g. **Land to side of St. Mary's Church** - Cllr. McDonald pointed out that there is some doubt as to who owns the strip of land that runs from Newport road down the side of the Church/Turpyn Court - and therefore who does the maintenance/litter clearance. MKC deny ownership but one of the local maps states that it is theirs. Clerk to contact St Mary's DCC on this matter as well. **Clerk**

7. **Communications**





2015/11/032

- a. **MK 50 celebration plans** – The actual 50 year date is 22<sup>nd</sup> January 2017 although celebrations are being planned throughout the year. It was agreed to place an article in the Newsletter asking residents for their views and suggestions and then make a decision. It was further agreed to set up a Working Group to establish whether the Parish Council celebrates the half-century or not, possible costs and the necessary publicity needed. Proposer Cllr. McDonald, Seconder Cllr. Blomley. Passed with one Against.  
**Cllr. McDonald**
- a. **Future of the website** – Cllr. Nash reported that the email request he had circulated about a new logo also included a request for an Old Woughton icon such that may be visible in the tab at the top of the window in internet browsers. It was agreed to invite suggestions via the Newsletter. He added that work was progressing on the building of the site but he needed some ‘static text’ – descriptive writing - for web pages which could be done by other councillors as well as pieces on each councillor. **Cllrs.**
- b. **‘Friends of Old Woughton’ page on Facebook** – the page was slowly growing and now had 13 ‘friends’. The clerk suggested that it needed more input to attract followers and that items of interest should be posted that covered a wider range of Milton Keynes issues than those governed by the noticeboard policy. This was a discussion for the next meeting.  
**Cllr Grindley/Clerk**
- c. **Reports to note on any outside meetings** attended by Councillors/Clerk – The clerk had attended a training session on the new Transparency Code and new External Audit arrangements. Although not a legal requirement (a Code of Practice) much of the information that should be posted on the website relating transparency was readily to hand. Clerk to circulate a paper. **Clerk**  
Cllr. Bennett had attended the required Speed Indicator Device (SID) training on 21<sup>st</sup> October which had taken up most of a day and had covered the most basic of skills such as putting up a ladder safely. A fraction of the time spent concerned the actual device, which was fairly fool-proof. This seemed an unnecessarily long and inefficient session. Awaiting further instructions from MKC.
- d. **Correspondence** – the allotment team had replied to a complaint concerning the allotments through the auspices of the clerk.  
After more than 6 months a reply had been received from HMRC regarding the PAYE overpayment made by the previous clerk. This offered no explanation and simply requested that details be sent – even though details had already been sent in our letter of 10<sup>th</sup> April 2015. A cheque returning the overpayment had been received at the end of the last financial year as a result of earlier correspondence but not cashed while the outcome was awaited. It was agreed to pay in the cheque before it became out-of-date and for the clerk to re-issue said details to HMRC. **Clerk**
- e. **Newsletter** – Cllr. Howson stated that the next issue would be out before Christmas and that she already had copy but additional items regarding: the icon for the website, litter in the parish, and ideas for MK50 to be submitted as soon as possible.
8. **Date and Time of Next Meeting** – the proposed Date of the Parish Annual Meeting 11<sup>th</sup> April 2016 (2<sup>nd</sup> Monday) was accepted.  
**Next meeting:** 11<sup>th</sup> January 2016 at St. Mary's Church, Woughton-on-the-Green at 7.30pm.  
then on 14<sup>th</sup> March: Last Ordinary Meeting of current Council; [11<sup>th</sup> April 2016 Parish Annual Meeting]  
9<sup>th</sup> May 2016: AGM of New Council followed by 1<sup>st</sup> Ordinary Meeting.

**Meeting closed at 10pm**

Signed

date