

OLD WUGHTON PARISH COUNCIL

Minutes of Parish Council General Meeting on Wednesday 23/05/2012 at 7.30pm, St Mary's Church

PRESENT: Councillors King (Chair), Bromley, Howson, Humphries, Kenyon & O'Neill. Ward & Cllr McDonald arrived late and sat in the public gallery. The interim Clerk Mrs K Hill was in attendance. There were 26 members of the public present. The meeting commenced at 7.30pm

		ACTION
1	<p>APOLOGIES FOR ABSENCE: 2012/024 Cllrs Bennett, McDonald (late arrival), Brown. Apologies accepted. DECLARATIONS OF INTEREST by Councillors in any agenda items below None</p>	
2	<p>APPROVE MINUTES OF THE LAST MEETING : 2012/025 The minutes of the first annual meeting of the Parish Council (under working name of Ouzel Valley Parish Council) of the 9 May 2012 were accepted as a true & accurate record with 2 amendments: Minute reference 8 Local Government Act 2000-Ethical Framework arrangements and members' code of conduct: [Clerks note: addition of sentence: amendment to minute record: with adoption of 12 (2)] and minute reference 18 transfer of assets/liabilities from Woughton Community Council [Clerks note: amendment. by the teams within the next two weeks to be published with the agenda for at] the next meeting.</p>	Clerk (amended)
3	<p>MEETING PROTOCOL & ADDRESS OF COUNCILLORS: 2012/026 It was unanimously agreed that Councillors would be addressed by their given names during the meeting.</p>	
4	<p>OPEN FORUM</p>	
4.1	<p>A resident asked if the PC would consider what could be done to the mobile library signage that was past its sell-by date. It was agreed that this would be taken forward at a later stage. Resident offered to submit a written report to the Pc to inform the debate.</p>	Clerk Agenda (Aug/Sept)
4.2	<p>A resident asked whether it would be possible for the Pc to liaise with MKC on the maintenance of the grassed verges/areas in the Parish & to look into the possibility of creating wildflower areas. It was unanimously agreed that this would be taken forward at a later stage.</p>	Clerk Agenda (Aug/Sept)
5	<p>EMPLOYMENT OF INTERIM PARISH CLERK: 2012/027</p>	
5.1	<p>Chair stated that Mrs Hill had been interviewed by Chair & Vice Chair as tasked at last meeting. They had also approached 2 local parish clerks who had refused the job due to work commitments. Mrs Hill has 5 years clerking experience and is available to start immediately. Chair recommended that the interim clerk be offered a 3 month assignment to assist with the set up of the PC on a contract basis based on Mrs Hill's quotation of 87.5 hours at LC1 SCP24 hourly rate. This was unanimously agreed. Mrs Hill offered a task list in priority order for Cllrs to read through. There was unanimous acceptance of the task list. Clerk instructed to start immediately with priority 1 & 2. Proposed Cllr King seconded Cllr Bromley. Chair & Vice Chair to sign purchase order.</p>	Chair/V Chair (signature)
6	<p>TRANSITION ARRANGEMENTS WITH WCC: 2012/028</p>	
6.1	<p>Update on meeting with WCC: Chair A positive & productive meeting was held with officers from WCC. It was agreed that WCC would be responsible until 1 June so there is some urgency to sort out & take over the maintenance & payment of services. Cllrs have established that there are 13 dog bins mostly in good condition, 1 litter bin and 2 notice boards. Cllrs have plotted exact locations of above on a map. Dog bins emptied weekly, litter bins monthly.</p>	
6.2	<p>Dog Bins: Report by Cllrs Blomley & Howson Quotes have been obtained from Marcus Young: (£2 + VAT per bin) = £1684.00 pa including VAT A H Contracts (£2.50 + VAT per bin) = £2106.00 pa including VAT Sovereign Facilities Management: = £1950.00 pa excluding VAT. Cllrs Bromley & Howson stated that their recommendation based on advice & references was to use A H Contracts who had all the necessary licences in</p>	

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place to absolve the PC of any liability. Cllr Howson mentioned that Simpson & Ashland use A H Contracts.

Chair suspended the meeting to take comments from the public.

A resident asked whether 13 bins were needed & suggested there might be too many. Cllr Howson commented that originally Passmore had rejected having a dog bin. Another resident commented that it was felt that dog faeces was left by people "passing through" and not by residents of the parish who were generally well disciplined in taking the dog mess home or leaving it in bins. Cllr Howson also stated that while on a walkabout other possible locations for bins had been identified by dog walkers. Another resident suggested that the dog training site was most probably responsible for the filling up of the dog bin near the centre & perhaps the PC should encourage the owners to take the mess home with them. A resident suggested the PC speak to A H Contracts to see if there is possibility of cost reduction as they collect for Simpson & Ashland PC.

Chair resumed the meeting

It was unanimously agreed that (1) the PC use A H Contracts and that (2) the PC delegate authority to Cllrs Bromley & Howson under LGA 1972 s101(a) to carry this forward (3) PC will review the location and number of dog bins in the future. Proposed Cllr Bromley seconded Cllr Howson.

6.3 Notice board report by Cllrs Blomley & Howson

There are 2 notice boards in fairly good condition. Keys to both eventually obtained from WCC. One notice board is difficult to open and it is possible that other parties have keys as there are notices that do not relate to the PC posted on the notice board.

Chair suspended the meeting to take comments from the public.

A resident asked if it was possible to curtail public notices or at least clear the notice boards regularly as they were often overflowing and untidy. The resident wanted to know from the PC whether there were plans to look into the future capacity/use of the boards. A resident suggested that Passmore would benefit from having a notice board.

Chair resumed the meeting

Cllr Humphries mentioned that an agreement of the take over was for WCC to "de-brand" the notice boards. Cllr Bromley stated this had been done on one (plastic name strip removed) but the carved oak headed notice board would be very difficult to re-brand. Cllr Humphries suggested approaching original contractor for advice. After discussion it was unanimously agreed to (1) locate more keys for each notice board; (2) get copies cut for Interim clerk (3) look into possibilities of re-branding the notice boards (4) look into cost of new notice board for Passmore & review possible locations. Cllrs Bromley & Howson given delegated authority under LGA 1972 s101(a) to take this forward.

6.4 Allotments report by Cllr Kenyon

Meeting with Allotment manager next week 29/5, so full report will be available at next meeting. Investigations into insurance for allotments showed that they were covered by Hiscox commercial insurance until end June. There had been a break in last week and apart from damage to the hut structure, equipment and money from the safe had been stolen. Cllr Kenyon suggested that it might be worthwhile to look into getting some ex cargo containers as they might be more secure. Negotiations are ongoing with Chair of the Allotments Association and a review is taking place into the cost of the allotment manager.

Chair suspended the meeting to take comments from the public.

A resident & member of the Allotment Association asked whether the PC were taking into consideration the community projects, bee keepers, chicken keepers & the independent co-operatives. The resident asked that the PC note that 63% of plot holders do not belong to the Allotments Association.

Chair resumed the meeting

Cllr Kenyon said that the group tasked with this responsibility have noted the various groups who use the allotment facility and would talk to the person in

M Bromley
J Howson
Clerk
Agenda July

Clerk
PC insurance

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charge at each relevant body before any recommendations are made to the PC. It should also be noted that full details pertaining to the allotments had only just been obtained from WCC. Chair asked that all interested parties in the Allotments note that the PC is taking its time to sort this situation out properly and are making sure that going forward, the allotments are protected for the valuable asset that they are. It was unanimously agreed that the Allotment would run "as is" for the foreseeable future & that the working group of Cllrs Bennett and Kenyon be given delegated authority under LGA 1972 s101(a) to take this project forward. Clerk to source insurance.

7

COMMUNICATIONS REPORT: 2012/029

7.1 A comprehensive report had been put together by Cllrs Brown and O'Neill.

Methods of communicating to the residents identified as:

Newsletter: suggested quarterly and delivered by Cllrs with provision for taking advertising (paying and non paying community notices) at a later stage.

Email: dedicated email contact for PC – one for each cllr advertised although it is limited by homes with internet.

Website: costly to set up/design but felt it worthwhile to develop a site. Chair proposed she ask person who developed SIBC website which would be FOC to PC. Proposed Cllr King seconded Cllr O'Neill. Passed unanimously.

Blog – cheaper & easier to set up than a website

Facebook/twitter

Notice-boards: Recommendation for 1 in each area ideally with PC branding and lockable area for PC notices and public area for community use, Cllr in charge of the one in their area.

Coffee mornings/surgery (perhaps alongside the Open Church on Saturdays).

Telephone and Cllr contact details.

Chair thanked Cllr O'Neill for the comprehensive report.

It was unanimously decided that:

1) branding across all forms of communication needed as a focus on the new PC

2) web site to be set up

3) central email for clerk and cllrs to be set up on back of website

4) notice boards – Clerk to hold a key

5) telephone number for PC contact to be Chairs until 3 month review of clerk is completed at September meeting when final decision/approval on cost to be taken then. Each Cllr can decide whether they wish their contact details to be uploaded onto website for residents to view/use.

6) Coffee mornings/surgeries – Cllr O'Neill to liaise with Vicar (Cathy), Norma & Church council on their thoughts. Possibly 1 per quarter

Cllr Humphries stated that there was of course the Annual parish meeting in May for all residents to encourage exchange & dialogue between residents and PC.

7) Facebook/Twitter/blog: Cllrs O'Neill & Brown to look into the set up and management in more detail & to see how it can be used for effect in the future.

8) Newsletter: branding must be consistent across all forms of communications. All Cllrs to deliver to their "patch". Cllr O'Neill to set up newsletter template to bring to next meeting for comments but idea was to initially go with a simple design on A4 size paper. Frequency of newsletter issue to be decided at next meeting

9.03pm Ward Cllr and PC Cllr McDonald arrived

Chair suspended the meeting to take comments from the public.

A resident stated that they thought a little news more frequently was better than lots of news infrequently. Another resident asked about the name of the PC – had it been decided. Chair asked Ward Cllr and PC Cllr McDonald who had arrived at the meeting and who had been at the meeting at MKC where the name change was discussed, if there was news he could share. Ward Cllr McDonald was able to report that by majority vote the name of Old Woughton Parish Council had been approved by MKC.

Chair resumed the meeting.

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- 8 **PLANNING APPLICATIONS (previously viewed on line by Cllrs): 2012/030**
8.1 12/00927/FUL : 1 Turpyn Court: Change of class use from B1 to D1 (to incorporate use as a private dentist practice) & internal structure changes. No objections carried by majority vote. There was general consensus that it would have been more acceptable to the Parish Council to have had a NHS practice there for the wider community.
Chair suspended the meeting to take comments from the public.
A resident spoke in support of the planning application after declaring a personal interest (resident's dentist). The resident stated he felt the move by the dentist was a positive one & showed confidence in the Parish & would bring into use a space currently vacant and bring employment possibilities to the area. A resident asked if dentist was to be private or NHS. Chair stated private although any resident could use the service. A resident queried whether there was a possibility for parking problems. Chair stated that the current tenant used 12 bays, the dentist was appointment only and he and his wife who ran the practise would walk to the surgery thereby reducing parking bay usage to 2 or 3 which would represent a reduction on current usage. A resident queried whether all units were let – Chair stated she did not know. Another resident pointed out that previously when there had been a small shop there had been no reported parking problems and that was at a time when all units were occupied.
Chair resumed the meeting.
Chair asked for support or objection from Cllrs. 6 for 1 against. Majority vote carried for no objection.
- 9 **ANY OTHER BUSINESS (for noting, or for inclusion on a future agenda): 2012/036**
9.1 Cllr Humphries proposed that a letter be sent to MKC to thank them for all their support and assistance in setting up the Parish Council. Unanimously approved. Cllr Humphries to draft
- 10 **DATES OF FUTURE MEETINGS: 2012/037**
10.1 It was unanimously agreed that all future meetings would be held on the 3rd Monday in every month. Future meeting dates 18 June, 16 July, 20 August, 17 September, 15 October, 19 November, 17 December 2012. The Clerk to liaise with Church Committee on charge and dates in diary.

Clerk

Clerk
MKC Portal
comment

Clerk
bookings

There being no further business to discuss, the Chair thanked those present for attending and closed the meeting at 9.30pm.

ACCEPTED AS A TRUE AND ACCURATE RECORD

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CHAIR

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DATE