

**OLD WUGHTON PARISH COUNCIL**  
**Minutes of Parish Council General Meeting held on Wednesday 18/06/2012**  
**at 7.30pm in St Mary's Church**

PRESENT: Councillors King (Chair), Bennett, Blomley, Humphries, Kenyon & O'Neill. Ward Councillor John Bint as well as the interim Clerk Mrs K Hill were in attendance. There were 54 members of the public present. The meeting commenced at 7.30pm. The chair outlined the running order of the meeting & introduced David Foster from Parks Trust.

**Ward Councillor report:** Cllr Bint acknowledged his thanks for being invited to the meeting & wished to comment on agenda items. With regard to planning issues he wanted to remind residents that anyone is allowed to submit comments on any planning issue via the MKC planning portal & would encourage them to do so. State of the roads. Newport Road (agenda item 7.1) He acknowledged that the bad surface state of the road would not be rectified in entirety in this financial year (12/13). What was not completed this year would be done in the next budget. Chair asked residents if when contacting the Ward Cllr, they could copy in the Parish Council. Cllr Bint explained that MKC had an expensive piece of machinery that fills in potholes & makes the job quicker & easier to complete as it does not require the whole road area to be resurfaced as before. The machine targets the immediate area around the pothole, excavates the area & fills in the hole. Unfortunately the smaller sized potholes needed to be repaired by hand. He thanked residents for their emails on pothole problems. Grass cutting: The wet weather and machine unserviceability had delayed the schedule. The teams were doing their best to catch up as soon as possible. The Green: He apologise for the year long enquiry into the ownership/adoption of the roads & paths around the Green. He had got to the bottom of the ownership question & a report was in hand. He encouraged residents to email him with their thoughts on any matters as all communications would be welcome.

**Open Forum:** A resident commented on the small print size on the notices & requested whether something could be done to rectify this situation. Clerk to look into increasing size of font whilst managing to keep the number of paper sheets as low as possible. The resident also commented on having paperwork distributed. Chair to look into this. A resident asked whether it was possible for the PC to look into ways to reduce the constant drone of traffic noise from the A421 & H7 & whether there were ways to reduce impact on the houses nearby. This will be scheduled for future meeting. Cllr Bennett commented to the resident that it was known that the drone was caused by tyre noise on the road & one way was to reduce the speed limits on grid roads. PC has agreed to take this forward at a later stage. A resident asked whether anything could be done regarding the vegetation in Baskerfield Grove that was obscuring the street lamps. He noted that this has already been raised with MKC to no effect. Chair to obtain street lamp numbers & report to clerk for lodging with MKC. Chair acknowledged that the PC will need to address the vegetation maintenance & control with MKC. There being no further comments from the public, this part of the meeting closed at 7.49pm

- 1        **APOLOGIES FOR ABSENCE: 2012/038**  
Cllrs McDonald, Brown, Howson for reason of annual holidays.  
Apologies accepted.
- 2        **DECLARATIONS OF INTEREST** by Councillors in any agenda items below  
**2012/039**

ACTION

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None.

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### **MINUTES OF THE LAST MEETING APPROVAL: 2012/040**

- 3.1 The minutes of the general meeting of the 23 May 2012 were unanimously agreed as a true & accurate record.

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### **PRESENTATION BY David Foster (CEO Parks Trust):**

- 4.1 Slide presentation available from [clerk@oldwoughton.org.uk](mailto:clerk@oldwoughton.org.uk).

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### **ADDENDA REPORTS from Councillors or Clerk: 2012/041**

- 5.1 Clerks report  
5.2 Communications update  
5.3 Allotments update.  
5.4 Financial update:..

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### **PLANNING APPLICATIONS: 2012/042**

- 6.1 12/00970/FUL: 27 The Green Woughton On The Green: Infilling of openings in rear elevation of car port. No objection.  
6.2 12/00980/FUL: 14 Adams Court Woughton On The Green: Single storey rear extension. No objection.

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### **RESOLUTIONS: 2012/043**

- 7.1 It was unanimously agreed that the Clerk would write to A Constantidies to ask for a timetable for the repair of the (previously identified) potholes & road surfaces within the parish as well as the timescale for the restyling of identified traffic calming measures to conform to the 60mm maximum height for bus routes. It was also agreed that traffic calming measure/s to be installed at the other end of Newport Road (H8 end) as well as confirmation that the white lines around that area need refurbishing/repainting. Cllrs O'Neill & Kenyon will take this project forward with delegated authority under LGA 1972 s101 (a). *[Clerks post meeting note: Resident explained that a bus has already been re-routed due to speed bumps]*  
7.2 It was unanimously agreed to accept the Came & Co quote on insurance for £313.77.  
7.3 It was unanimously agreed to allow the clerk to purchase stationery supplies up to the value of £100.  
7.4 It was unanimously agreed to adopt the NALC template Standing Orders & to review in a few months. Clerk to distribute copies to all Cllrs after the meeting.  
7.5 The budget for 2012/2013 financial year was unanimously approved. £1100 to be released to the Allotments Association as soon as possible when funds are available. Budget of £10952.00 was agreed.  
7.6 It was unanimously agreed to allow the Clerk to approach the following professional bodies for literature on the benefits of membership : BALC; SLCC, MKAoLC. Report back at July meeting.  
7.7 It was unanimously agreed to register at ICO for data protection & FOI at an annual cost of £35.  
7.8 It was unanimously agreed to adopt the Risk Assessment which was signed by the Chair.

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### **CORRESPONDENCE RECEIVED : 2012/044**

- 8.1 Resident. Suggest creating Wild Flower meadows or borders on verges. D Foster explained that MKC responsible for planting the grid road verges. Parks Trust have identified several parks/paddocks that

CLERK

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will be ploughed & reseeded with a wild flower mix.

8.2 Resident: query over minute reference on dog bin collection.  
Resolved between clerk & resident.

8.3 WCC- Tracy Peters: Allotment holder letter to explain transfer of authority. Suggestion was to accept with details of a dedicated allotments email address allotments@oldwoughton.org.uk.

8.4 St Mary's Jubilee Strawberry Fayre – 30<sup>th</sup> June 12noon – 4pm.

#### 9 **ANY OTHER BUSINESS : 2012/045**

9.1 July agenda: Consideration of allotment report

9.2 July agenda: Vegetation control & maintenance around parish

9.3 July meeting: Report back on roads/highways schedule

9.4 July meeting: Ward Cllr Bint – The Green roads adoption/ownership

9.5 September agenda: Mobile library sign

9.6 September agenda: report back on verge cutting

#### 10 **DATES OF FUTURE MEETINGS: 2012/046**

16 July 2012 at St Mary's Church. Meetings held 3<sup>rd</sup> Monday in every month

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There being no further business to discuss the meeting ended at 9.38pm

**AGREED AS A TRUE AND ACCURATE RECORD**

.....  
**CHAIRMAN**

.....  
**DATE**

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ADDENDA TO MEETING MINUTES:

### 5.1 CLERKS REPORT & REVIEW OF ACTIONS

DOG BINS: Contract for 3 years, 13 weekly collection 1 x fortnightly collection £2.50 per bin per collection + VAT = £1581 for this financial year. Signed & in place.

NOTICEBOARDS: 1 new one needed in Passmore, 1 in WOTG needs replacing. None are PC secure & there are no place for public notices.

Priority 1- 2 covered on list as requested.

MKC: liaison. Planning attempting to get system to identify applications in new parish.

Might take some time. Electoral roll in Clerks possession. Contact made with neighbourhood management team that service the area. Suggestion that Clerk & Cllrs (?) do a walkabout with Neighbourhood Mgmt team to assess parish & establish a "action" list. Community Liaison : have registered new parish temp details so should soon get mailouts. New email in place.

### 5.2 COMMUNICATIONS UPDATE: CLLR KING & O'NEILL

Cllr O'Neill presented a newsletter template for comment by the Cllrs in due course.

Cllr King indicated that there were dedicated email addresses for all councillors as well as the Clerk. These would go on the noticeboards for information. The website name has been purchased & the actual site will go live as soon as possible. Address is:

[www.oldwoughton.org.uk](http://www.oldwoughton.org.uk). Residents are encouraged to email any councillors with queries or go through to the clerk's address [clerk@oldwoughton.org.uk](mailto:clerk@oldwoughton.org.uk). Copies of minutes & agends will be available via electronic means (download from website) or via email or post. Residents who wish to receive such information are encouraged to leave an email or postal address on the list available at the end of the meeting from the Chair.

### 5.3 ALLOTMENTS UPDATE: CLLR BENNETT & KENYON

Cllr Bennett gave a brief overview of the site, The Patch & explained that as the site had now been transferred to Old Woughton Parish Council, there had been a need to review the site, find out what was going on, speak with tenants to gauge satisfaction & generally produce a report on the current situation to enable the Council to determine the way forward. Both Cllr Bennett & Kenyon have spent considerable time getting the information together. Cllr Bennett thanked Cllr Kenyon for collating the data. The Patch allotment site is vast & it has to be recognised that the costs associated with the maintaining a site as large as this will be a considerably higher percentage of Old Woughton's smaller overall budget than the larger budget associated with Woughton Community Council. There is an Allotments Association group affiliated to the NSALG but because some allotment holders do not belong to the association, there are some who are insured (as required by law) & some who aren't. This is something the Council must look into. The site covers 3.5 hectares (approximately 7 acres) with 245 allotment plots, the standard plot size being 5 poles or 125m<sup>2</sup>. There are 140 tenants with some plots worked by charitable /community groups. There is a Bee group & a chicken group. There are still several matters outstanding that need to be finalised & a few more meetings to hold before the report can be finalised. There has been several matters that have been highlighted through speaking to tenants, the most important being security as there have been several burglary/thefts & incidents of vandalism. The Council recognise there is a security problem that needs to be addressed. Regarding costs: There is a compostable toilet being installed this week thanks

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to a grant raised by the Allotments Association but a modesty barrier screen needs to be installed. Cllrs will approve a £1100 grant payment to the Association under budget discussions. Final report will be ready for Council to consider & discuss at July's meeting.

### **5.4 FINANCIAL UPDATE: CLLR KING**

It would appear that the bank has managed to lose all the paperwork originally submitted by Cllr McDonald & there is now pressure on the bank to process the newly submitted paperwork as promptly as possible.