



**OLD WOUGHTON PARISH COUNCIL**

Minutes of the meeting held on 18<sup>th</sup> March 2013 at 7.30pm in St Mary’s Church, Woughton on the Green

Present: Councillors King (Chair), Bennett, Blomley, Howson, Humphries, McDonald, & O’Neill. The Clerk, Mrs K Hill and 12 members of the public were present. The Chair welcomed those present & outlined the running order of the meeting.

**Public Forum: Not part of the formal minutes but recorded as a service to the residents:**

Environmental issues: Resident wanted update on pigeon problem. Chair reported that OWPC, and MK Council were seeking alternative methods of preventing the pigeons from roosting.

Resident asked why still nothing had been done to clean road and how long was the work on the Green going to take. Clerk assured resident that MKC building department had been informed and as far as she knew a site check had been done. MKC had confirmed that repair to grass verges was the responsibility of the contractor. [Any reports on grass verges to [envservices@milton-keynes.gov.uk](mailto:envservices@milton-keynes.gov.uk) / 01908 252570 ].

Communications issues: Resident asked why the notice boards were not accessible to residents (seemingly now only for Parish Council use) as he had had a notice removed from the board and the newsletter and several Council notices had been put up in its place which was surely against what had been previously agreed: Clerk said the notices were information notices for the public and she had placed the newsletter on the public side as she had felt at the time it was for public consumption. Unfortunately the agendas/minutes of meetings sometimes are as many as 6 pages (at 12 point [Clerk note: changed] for ease of reading as agreed) which means one side of the board is entirely necessary paperwork. The notice board policy was reiterated and the Clerk was instructed to make sure the residents were notified through a notice – as to who to ask for the key for displaying public interest notices.

Meetings: Resident asked about the Annual meeting – agenda on notice board? Chair informed those present that the Annual meeting was for all residents and there was no agenda – rather meeting is resident led on the night.

There being no further business, the open forum closed at 7.42pm

Item		Action
2013/029	<b>Apologies:</b> Cllrs Brown & Kenyon. Apologies accepted.	
2013/030	<b>Declarations of interest by councillors:</b> None	
2013/031	<b>Agree the minutes of the previous meeting &amp; review of actions:</b> The minutes of the meeting of the 18 <sup>th</sup> February were accepted as a true and accurate record with the amendment of Cllr Bennett’s name being removed from minute reference 2013/021.	
2013/032	<b>Updates:</b> <b>Communications:</b> Cllr King to ensure newsletter is available on website & minutes/agendas uploaded timeously Editor’s note to be introduced in next newsletter Notice-board policy to be printed and placed on boards for public <b>Environment log and consideration of actions:</b> Latest version on website. Passmore work party being organised through residents association. <b>Potholes:</b> Cllr Bennett spoke <del>to</del> about [Clerks note: changed] the number of potholes in the parish. It was agreed that the Clerk would accept notifications from Cllrs with pictures if possible and would start a separate log.	



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	<p><i>Newport Road/The Green Road Safety project:</i> Capital expenditure grant requested. Should have answer by May meeting.</p> <p><b>Allotments Association and The Patch management:</b> Meeting for tenants scheduled for 24<sup>th</sup> April in the village hall. Letters sent to all tenants.</p> <p><b>Update on Core Strategy modification review:</b> Further comments lodged on website.</p> <p><b>Accounts finance:</b> Annual internal audit due in May. Annual return to be completed and signed at May meeting.</p>													
<p><b>2013/033</b></p>	<p><b>Consider &amp; note the payments schedule and money transfer to call account:</b> The payments schedule was circulated in advance. Total payments of £846.49 and £496.15 (total expenditure for March £1342.64) was requested. Payments noted and cheques signed after the meeting.</p> <p><b>Receive statements of the current financial position:</b> Bank Reconciliations noted. No questions or comments.</p> <p><b>Consider a proposal to handle payment of services for coming financial year:</b> After much discussion it was decided to leave the financial matters as present especially as cheques for pre-approved payments could be written and signed between meetings.</p>													
	<table border="1"> <tr> <td data-bbox="304 1126 533 1167"><b>2013/033/1</b></td> <td data-bbox="533 1126 1066 1167">Salaries to staff +levies</td> <td data-bbox="1066 1126 1311 1167">£674.65</td> </tr> <tr> <td data-bbox="304 1167 533 1207"><b>2013/033/3</b></td> <td data-bbox="533 1167 1066 1207">Allotment maintenance</td> <td data-bbox="1066 1167 1311 1207">£115.79</td> </tr> <tr> <td data-bbox="304 1207 533 1247"><b>2013/033/3</b></td> <td data-bbox="533 1207 1066 1247">Dog bin emptying</td> <td data-bbox="1066 1207 1311 1247">£150.00</td> </tr> <tr> <td data-bbox="304 1247 533 1285"><b>2013/033/3</b></td> <td data-bbox="533 1247 1066 1285">Administration</td> <td data-bbox="1066 1247 1311 1285">£402.20</td> </tr> </table>	<b>2013/033/1</b>	Salaries to staff +levies	£674.65	<b>2013/033/3</b>	Allotment maintenance	£115.79	<b>2013/033/3</b>	Dog bin emptying	£150.00	<b>2013/033/3</b>	Administration	£402.20	
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<p><b>2013/034</b></p>	<p><b>Agree a Public excluded Part 2 of the meeting:</b> It was agreed to a Public excluded Part 2 of the meeting in accordance with Section 100(A) (4) of the Local Government Act 1972, as defined in paragraph 1 of Part 1 of Schedule 12A to the Act on the grounds of commercially sensitive information being discussed.</p>													
<p><b>2013/035</b></p>	<p><b>Agree the Woughton Community Council summary of monies due:</b> It was agreed that the Council could not accept the arbitrary administration figure nor the lack of reconciliation of monies banked from the allotments. It was agreed therefore that the Chair would request a full and thorough reconciliation with any outstanding paperwork attached of all incomings/outgoings received/made on behalf of Old Woughton Parish Council and an explanation as to how the administration figure was arrived at for next meeting in May.</p>													
<p><b>2013/036</b></p>	<p><b>Consider the Newsletter editorial role &amp; agree publication dates for 2013/2014 year:</b> Cllr O’Neill agreed to stay on as Editor of the newsletter. Cllr Howson to remain as proof-reader. It was also agreed that the printing would be delegated to Cllrs King and Kenyon &amp; delivery would be the responsibility of all Councillors. Dates for printing/issue: 17th May: Deadline for copy to Cllr O’Neill by 7 May, printing 14/5:</p>													



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	2013/14 dates (provisional): August, November, February, April/May.	
<b>2013/037</b>	<b>Consider and agree the format &amp; agenda of the Annual Parish Meeting (22 April 2013):</b> After some discussion it was agreed that as this was to be the first Annual parish meeting the evening would be dictated by the residents. Chair to give an annual report.	
<b>2013/038</b>	<b>Dates of future meetings:</b> <b>Village Hall 7.30pm</b> : 22 April 2013: Annual Parish Meeting <b>St Mary's Church 7.30pm</b> : 20 May 2013, 15 July 2013; 16 September 2013; 18 November 2013; 20 January 2014 Ordinary Council meetings.	

There being no further business to discuss this part of the meeting closed at 9.14pm

	<b>Part 2 – public excluded:</b>	
<b>2013/039</b>	<b>Consider and agree on accepting a quote for fencing at the Patch allotments to address security issues:</b> It was agreed to defer acceptance of any quotes until after the tenants meeting. Cllrs O'Neill, McDonald and Bennett to source alternative methods of securing the boundary <del>and funding options</del> . [Clerks note: remove]	

There being no further business to discuss this part of the meeting closed at 9.43pm

Accepted as a true and accurate record and signed by the Chair on 20 May 2013.