



**MINUTES of the MEETING held on Monday, 14th July 2014 at 7.30pm
at St. Mary's Church, Woughton on the Green**

2014/07/013

Present: Cllrs. S. Bennett, M. Blomley, R. Grindley, J. Howson, R. Kenyon, P. McDonald, P. Nash + 7 members of the public.

Due to the absence of both Chair and Vice Chair the clerk opened the meeting and explained that it had been agreed by email that Cllr. McDonald would chair the meeting unless there were any last minute objections. None were put forward.

1. Public Open Forum

- a. Phil Wareham, (Woughton North) - complained about fly-posters remaining on lamp posts by the pavilion and Newport Road. Clerk
- b. - the damage to the verge on Baskerfield Grove was still not remedied (on Environment Log)
- c. - local newspapers were not being delivered regularly (not a Parish Council matter)
- d. Vincent Brooks (Woughton South) enquired as to the completion of the new fence and gates at the allotments and mentioned that some of the pyracantha plants had died. Cllr. Kenyon responded by saying that the programme had been delayed due to staffing issues with the contractor but that the fence and gates would begin no later than August 1st or a new contractor would be sought.
- e. - there were pallets and timber stored on a nearby allotment which was untidy. Phil Wareham explained that this was a plot he was about to take on but he had not been given the go ahead yet. It comprised raised-beds.
- f. Mrs. Brooks brought up another allotment matter which would be taken up by the allotment team on their imminent site visit.

2. Procedural

- a. **Welcome - Apologies** – Cllrs. A. Humphries (Chair), R. Brown (Vice Chair)
- b. **Declarations of interest** by councillors - None
- c. **To agree the minutes** of the May meeting & review of actions not covered below – Approved. Proposer Cllr. McDonald, Seconder Cllr. Bennett. Passed. Unanimous.

The clerk reported that the War Memorial had been cleaned and the damaged lettering removed. The new lettering was yet to be fitted.

3. Finance

a. Current position -	Bank Position:	
Main Current Account		68,454.36
Allotments Current Account		1,855.97
Business Reserve Account Rental deposits		2,255.78
Deposit Account		0.00
		<hr/> <hr/>
		72,566.11
VAT claimed		2,069.32

Signed

Old Woughton Parish Council

Woughton Park

Woughton-on-the-Green

Passmore



PO Box 7575

Milton Keynes,

MK11 9GR

Email: clerk@oldwoughton.org.ukWebsite: www.oldwoughton.org.uk

Contact: 01908 465811 Mobile: 07706 709310

2014/07/014

Cllr McDonald reported expenditure of £2,610 to date out of the budgeted total of £15,823. see below

<u>All figures exclusive of VAT</u>	<u>2014/2015 BUDGET</u>	<u>ACTUAL Y.T.D</u>	<u>Variance</u>
RECEIPTS - OPERATIONAL			
Precept	9,000.00	4,551.86	(4,448.14)
Interest		0.22	0.22
Total Receipts	9,000.00	4,552.08	(4,447.92)
PAYMENTS - OPERATIONAL			
Administration costs	690.00	1,036.32	(346.32)
Allotment expenses	5,625.00	528.21	5,096.79
Allotment rental	(3,500.00)	(620.39)	(2,879.61)
Audit Fees	400.00	0.00	400.00
Chair's Expenses	100.00	0.00	100.00
Community fund	400.00	448.70	(48.70)
Dog bin clearance	1,702.10	135.42	1,566.68
Environment		0.00	0.00
Trees for cities		0.00	0.00
Grants			
Insurance	306.26	299.67	6.59
Reserves		0.00	0.00
Staff Costs	3,000.00	782.80	2,217.20
S137 - community		0.00	0.00
Training - Clerk/Councillors	500.00	0.00	500.00
Sub-total (Operations)	9,223.36	2,610.73	6,612.63
PAYMENTS - CAPITAL PROJECTS			
Projects	6,600.00	0.00	6,600.00
Total Payments	15,823.36	2,610.73	13,212.63
Surplus	(6,823.36)	1,941.35	8,764.71

Proposal: 'To place £25,000 on deposit for 6 months'. Proposer Cllr. McDonald, Seconder Cllr. Kenyon. Passed, unanimous. **Cllr. McDonald**

b. **To consider & approve the payments schedule**

Main Account

Payee	Chq	Gross	VAT	Net	Invoice ref
Cllr Kenyon	121	177.69	3.00	174.69	News letter expenses
BALC	122	129.60			Subscription – annual
Woughton Ecumenical Parish	123	250.00			Hire of Church – annual
Broker Network Ltd	124	299.67			Came Insurance & Co
EMW	125	120.00			Downpay't land search
<i>cancelled</i>	126	-			
J Vischer	127	247.20			June Salary
Cllr Kenyon	128	57.38	3.00	54.38	Refund of Newsletter costs
J Vischer	129	247.20			July Salary
Mercure Parkside Hotel	130	75.00			September Hall Hire
AH Contracts – May	131	162.50	27.08	135.42	dog bins
J Vischer	132	32.91			Mileage & postage expenses
Totals		1,499.48	33.08	364.49	

Signed



2014/07/015

Allotments account

Payee	Chq	Gross	VAT	Net	Invoice ref	Date
Cllr. R. Kenyon	26	428.82	35.00	393.82	Refund of maintenance costs	16/06/14
<i>cancelled</i>	27	-				-
Cllr. R. Kenyon	28	115.29	0.00		Refund of plot renewal costs	14/07/14
L. Pizarro	29	55.70			refund of double payment	14/07/14
Totals		599.81	35.00	393.82		

The above payments were approved.

- c. **Internal Audit Report** - Cllr McDonald reported a completely clean internal audit from Auditing Solutions Ltd.
 - d. **Grant Request** - *Towards cost of practice nets from MK City Cricket Club*, located at the Woughton Playing Fields. Councillor Grindley had received the grant request papers from MK CCC which were forwarded to the Chair (unopened). For review at the next meeting. **Clerk**
 - e. **WCC monies** – the full amount had now been received and banked.
4. **Allotments**
- a. **A report** had been circulated prior to the meeting
 - b. **Patch Working Group Terms of Reference** – Proposal '*To agree the Patch Working Group Terms of Reference*'. Proposer Cllr. Kenyon Seconder Cllr. Blomley. Passed. Unanimous. *(see attached)*
 - c. **Vacant Plots - Proposal:** '*To agree the offer from the PAA to clear and cover the vacant plots at maximum £25 per plot. The project will be reviewed following work on the current vacant plots, and again after work on further vacant plots appearing as a result of non-renewals for 2014/15*'. Estimated worst case cost up to and including rental year 2014/15 is £1,750. Proposer Cllr. Kenyon Seconder Cllr. Blomley. Passed. Unanimous.
5. **Environment**
- a. **Environment log and consideration of actions** – item 03/009, new dog bin was complete - see *attached*. **Clerk to ensure bin added to emptying schedule**
 - b. **Planning comment and update**
 - i. **14/01169/FUL, 13 Adams Court**, Woughton On The Green, Construction of an ancillary granny annexe. Concerns were raised about the lack of detail e.g. toilets planned for? Height of annex? It was noted that no neighbouring properties had raised an objection to councillors. **Clerk to check details** – *subsequent to meeting clerk established that 3 neighbours had objected, all commenting on the lack of height detail, imposing 3-storey house on small plot, lack of car parking, and referring to a new two-storey annexe constructed less than two years ago with the same 'grandparent annexe' reason. The clerk therefore added an objection on behalf of the Parish Council's as the deadline was imminent, citing the above comments.*
 - ii. **14/01334/FUL, 17 The Green Woughton On The Green**, Erection of one five bedroom dwelling house with integral garage (Resubmission of 14/00360/FUL). No objections.
 - c. **Village Green status** – The village green application for the sports field is awaiting Council to specify a hearing date. Two other applications are in the course of preparation.

Signed

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Milton Keynes,
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2014/07/016

- d. **No18 Bus service** – The service was running effectively.
 - e. **Volunteer Transport Survey** – The organiser was not currently available, the survey was on hold.
 - f. **Woughton Park Car Park** – nothing to report.
 - g. **Woughton on the Green Conservation Area** – a map of the 1978 conservation area was displayed but it was agreed that the boundaries needed redefinition. No other documentation on this was held by MK Council. The latter might be willing to contribute to the cost of doing this. Proposal: 'That OWPC initiate the process of redefining the conservation area and hiring Peter Howard architect to do this up to a maximum cost of £5,000.' Proposer Cllr. McDonald Seconder Cllr. Nash. Passed. Unanimous. **Cllr. McDonald**
 - h. **Woughton Playing fields/QE2 status** – Cllr. McDonald had applied for this special status (George VI Playing Fields charitable status) that would ensure the playing fields would be preserved for future generations.
 - i. **Sports (Woughton Playing) Fields Right of Way** - still no update from MK Council.
 - j. **Braunston – update** – (*Env Log 01/004*) Cllr. Bennett reported that the MK officer had not been available to come and meet on site. **Cllr. Bennett**
6. **Communications**
- a. **Newsletter** – Cllr. Howson reaffirmed that the 'as & when information was sufficient to warrant a copy' policy meant that the next copy would probably not be put out until September. Councillors were invited to send in contributions as and when they had them. A discussion followed about whether hard copies were still needed or whether a website-based version was sufficient. It was agreed that there were residents who enjoyed receiving the newsletter who would not have access to the internet.
 - b. **New Noticeboard for WotG North – update** - Cllr Blomley reported that permission from MKC was taking time and that the contractor's quote for erecting the noticeboard would need to be accepted in order for the process to continue. In the light of the fact that the contractor's price was very similar to a previous quotation for the same job it was agreed to accept the quotation from FJ Morris. Proposer Cllr. Blomley, Seconder Cllr. McDonald. Passed. Unanimous. (The cost of the noticeboard had already been approved in the budget). **Clerk** to issue Purchase Orders on receipt of details
 - c. **Road Safety H7 Woughton/Woolstone** – It was agreed to ask MK Council for a review of road safety at this junction. This would be circulated. Proposer Cllr. McDonald, Seconder Cllr. Howson. **Clerk**
 - d. **Reports to note on any outside meetings** attended by Councillors/Clerk – Cllr. Grindley reported that he had attended a question and answer session on the future of **Woughton Playing Fields**. This formed part of a process which included Woughton Campus, Brooklands Pavilion, Broughton Pavilion and Windmill Hill Golf Club.
 - e. **Correspondence** – None (other than email communication that had been circulated)
7. **Date and Time of Next Meeting** - 8 Sep. 2014, at the Mercure Hotel.

Meeting closed at 8.25pm

Signed