



MINUTES of the MEETING held on Monday, 8 September 2014 at 7.30pm
at St. Mary's Church, Woughton on the Green

2014/09/017

Present: Cllrs. A. Humphries (Chair), R. Brown (Vice Chair), S. Bennett, M. Blomley, R. Grindley, R. Kenyon, P. McDonald + 7 members of the public.

1. **Public Open Forum**

- a. Mrs Winnard (plot-holder) reported several sightings of rats up at the back of the allotments. They were large specimens and appeared to be making use of the wood-chip and straw as nesting sites.
Allotment team to investigate
- b. Gordon Nurdin (WotGN) raised the issue of the overhanging trees by the pub – a planning application had been submitted for this, *see below (14/01847/TPO)*
- c. He also raised the issue of the overgrowing shrubs in the walkway in Verley Close. Supported by Fred Wyler. Cllr McDonald offered to clear.
Cllr. McDonald

2. **Procedural**

- a. **Welcome - Apologies** – Cllrs. J. Howson, P. Nash
- b. **Declarations of interest by councillors** - None
- c. **To agree the minutes** of the July meeting & review of actions not covered below – Approved. Proposer Cllr. Kenyon, Seconder Cllr. Bennett. Passed. Unanimous.

3. **Finance**

- a. **Current position -**

<u>Summary Cash book position</u>	£
Main Current Account	64,404.24
Allotments Current Account	1,615.33
Business Reserve Account Rental deposits	2,255.78
Deposit Account	0.00
	<hr/> 68,275.35 <hr/>

The clerk reported expenditure of £5,793 out of the £15,823 budget. *See below*

Old Woughton Parish Council

Woughton Park

Woughton-on-the-Green

Passmore



PO Box 7575

Milton Keynes,

MK11 9GR

Email: clerk@oldwoughton.org.uk

Website: www.oldwoughton.org.uk

Contact: 01908 465811 Mobile: 07706 709310

2014/09/018

<u>All figures exclusive of VAT</u>	<u>2014/2015</u> <u>BUDGET</u>	<u>ACTUAL</u> <u>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	1,164.93	(474.93)
Allotment expenses	5,625.00	3,290.61	2,334.39
Allotment rental	(3,500.00)	(883.64)	(2,616.36)
Audit Fees	400.00	0.00	400.00
Chair's Expenses	100.00	0.00	100.00
Community fund	400.00	503.08	(103.08)
Dog bin clearance	1,702.10	416.09	1,286.01
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	1,524.40	1,475.60
S137 - community		0.00	0.00
Training - Clerk/Councillors	500.00	0.00	500.00
Sub-total (Operations)	9,223.36	6,315.14	2,908.22
PAYMENTS - CAPITAL PROJECTS			
Projects	6,600.00	0.00	6,600.00
Total Payments	15,823.36	6,315.14	9,508.22
Surplus	(6,823.36)	(1,763.06)	5,060.30

A savings deposit had not been made as the bank no longer offered any at a competitive rate. It was case of either changing banks or investing in an interest bearing current account (which may not be offered to businesses).

b. Payments - main account

Payee	Chq	Gross	Invoice ref	Date
J.Vischer	133	247.20	July Salary	11-Aug
EMW	134	300.00	solicitors fees (Allot's)	28-Aug
AH Contract	135	174.30	Dog Bins	1-Sep
R Gazeley	136	1,554.00	new Noticeboard	1-Sep
Green Monkey	137	710.40	Allotment Noticeboard	1-Sep
Mike Blomley	138	96.00	Printing	8-Sep
J.Vischer	139	247.20	August Salary	8-Sep
Patch Allot's Assoc'n	140	125.33	insurance claim	8-Sep
J.Vischer	141	20.70	travel expenses	8-Sep
Totals		3,475.13		



Payments - Allotments account

2014/09/019

Payee	Chq	Gross	Invoice ref	Date
Patch Association	32	50.00	Fitting taps	5-Aug
NSALG (Nat. Allotments Soc'y)	33	66.00	subscription (new)	2-Sep
I Pendelea	34	20.00	Refund of key deposit	8-Sep
R Kenyon	35	20.00	Refund of cash key deposit	8-Sep
Totals		156.00		

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

b. **Grant Requests – Decision on MK City Cricket Club grant (grant form submitted)** The decision to award a grant was generally accepted but the amount remained undecided. This was due to the policy on awarding grants specifying on the one hand that grants should only be awarded to charities, of which the MKCCC were not one, and on the other that it was maintained an agreement had been minuted that a maximum of £100 could be awarded for any one grant. Two proposals were tabled but the first (offering £300) was not seconded. It was agreed to award £100 pending investigation and review into the criteria for awarding grants and with a proviso that MKCCC may be eligible for a supplementary enhancement in the light of findings. Proposer Cllr. Brown, Seconder Cllr. Bennett; For 4, Against 1, Abstain 1.

c. **To agree the timetable and process for setting the 2015/16 budget** – In the light of the fact that the budget had to be decided by the January meeting it was agreed to present draft proposals at the November meeting. The Budget Team (Cllrs. Brown, Bennett and Humphries), in conjunction with the clerk and Cllr. McDonald, would prepare patterns of income and expenditure to cover the next 3 to 4 years and review the policy of reserves being used to support current spending. Following the November meeting the document would be presented to residents for consultation. Proposer Cllr. McDonald, Seconder Cllr. Brown. Passed. Unanimous.

d. **To agree the timetable and process for setting the income and expenditure policy for the next 3-5 years** – this item was dealt with in item c above.

4. **Allotments**

- a. **Ownership** – it was noted that OWPC had now formally taken ownership of the Allotment Site. A revised Land Registry document had been received.
- b. **Report** - the report had been circulated prior to the meeting. The PAA was thanked for organising a successful and enjoyable Open Day. The new noticeboard would be delivered in the next day or two.

5. **Environment**

- a. **Environment log and consideration of actions** – The design of the Log had been altered to make it easier to: a) refer to outstanding items quickly by removing completed items to a second sheet, and b) follow the current status of an entry. In the light of this the clerk had resubmitted issues to MKC that appeared to have become dormant. The clerk would also set up an online account whereby all logged entries to MKC could be tracked on the MKC Environment Reporting System. **Clerk**

6. **Planning comment and update**

- i. 14/01169/FUL - 13 Adams Court, Woughton On The Green, Construction of an ancillary granny annexe. (*Objected to*) *Still Pending*

2014/09/020



- 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). *(not objected to) Still Pending*
- iii. 14/01860/FUL - 22 Verley Close Woughton On The Green, First floor side extension over existing garage and associated internal alterations. *No objections.*
- iv. 14/01847/TPO - Ye Olde Swan Newport Road Woughton On The Green, Tree preservation order consent to repollard to previous pollard points of x5 Crack Willow (Gp1) and prune back the overhanging growth to suitable growth points of Plum trees. *No objections.*
- b. **Village Green status** – No update on either the Passmore application or Woughton on the Green application.
- c. **Woughton on the Green Conservation Area Proposal** – the contractor was at present taking photographs of the area for the submission. A draft may be ready by November.
- d. **Woughton Playing fields/QE2 status** – Cllr. McDonald reported that a formal agreement was now in place between MKC and the National Playing Fields Association under the Queen Elizabeth II scheme which should ensure the playing fields remain as such in perpetuity.
- e. **Sports (Woughton Playing) Fields Right of Way** - no update from MK Council.
- f. **Braunston** – Although diary sheets had been submitted as requested by MKC, no action has been taken by MKC. Agreed that the matter is to be pursued. **Clerk**

7. **Communications**

a. **Online Filing System**

- i. **To agree the need for an On-line Parish Filing/Storage System.** Passed. Unanimous. Proposer Cllr. McDonald, Seconder Cllr. Brown.
- ii. **Subject to a satisfactory recommendation from Councillor Nash, to agree its funding and implementation** – as Cllr. Nash was not present it was agreed to approve this item by email circulation before the next meeting. Unanimous. Proposer Cllr. Bennett, Seconder Cllr. Kenyon.
- b. **To discuss and agree Minute format** – after discussion about the pro's and con's of longer, more informative but unwieldy minutes vv shorter more concise decision-based minutes it was agreed to opt for the latter. Unanimous. Proposer Cllr. McDonald, Seconder Cllr. Grindley.
- c. **Newsletter** – Cllr. Blomley reported on behalf of Cllr. Howson that the next publication was on schedule for the end of this month. One or two contributions were still outstanding. It was suggested and agreed that residents be invited to contribute via an advertisement in the newsletter.
- d. **New Noticeboard for WotG North** – Cllr. Blomley reported that the noticeboard was up and running. He submitted the installation contractor's invoice as this had not been received by the clerk. It was agreed to issue a cheque for the amount due (£294 including VAT).
- e. **Road Safety H7 Woughton/Woolstone** – Cllr. McDonald reported that MK Council had agreed to a review of road safety at this junction. To be brought to the next meeting.
- f. **Reports to note on any outside meetings attended by Councillors/Clerk** – None.
- g. **Correspondence** – (other than email communication which had been circulated). A letter of complaint from Mr. Aspinall regarding the allotments had been responded to by the Chair.

- 8. **Date and Time of Next Meeting** - 10 November 201 at St. Mary's Church, Woughton-on-the-Green at 7.30pm. Then - 12 January, 9 March, 11 May AGM, 13 July. Annual Parish Meeting to be arranged.

Meeting closed at 8.45pm

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