



**MINUTES of the MEETING held on Monday, 10 November 2014 at 7.30pm
at St. Mary's Church, Woughton on the Green**

2014/10/020

Present: Cllrs. A. Humphries (Chair), R. Brown (Vice Chair), S. Bennett, M. Blomley, R. Grindley, R. Kenyon, P. McDonald, J. Howson, P. Nash + 11 members of the public.

1. Public Open Forum

- a. Phil Wareham (WotGNth) stated that his situation had been positively resolved and he would be getting to work on his new plots soon.
- b. Mrs Winnard (plot-holder) complained about the actions of the Patch Allotment Association (PAA) in "barring" her from the allotment shop, "getting at" another plot-holder (a friend) "to get at" her, and general bullying tactics. It was made clear to her that although members were concerned, that she had to put her complaint in writing to the PAA with a copy to the Parish Council. Members were not cognisant of the details of the rules regarding access to the shop as established by the PAA volunteers.
- c. Mr. Weyler asked for an update on the pollarding of the trees by Ye Olde Swan pub and the resurfacing works programme. These were not expected to have been completed by now, but no indication had been received that they were not on schedule. Cllr. McDonald added that two separate drains repairs needed to be carried out first and they were scheduled to start this month and early December.
- d. Ms. Charlotte Hall (WotGSth) invited Parish Councillors to inspect historical documents of the parish inherited from her father, and to help in their preservation and archiving. Members were delighted to accept her invitation. **Cllrs. Grindley & McDonald to liaise**
- e. Phil Wareham queried the existence of a 'wedding fayre' and the flyer associated with it. Some members were aware of this intermittently appearing 'fly-posting' and agreed to investigate.

2. Procedural

- a. **Welcome - Apologies** – There were no apologies as all councillors present.
- b. **Declarations of interest by councillors** – None.
- c. **To agree the minutes** of the September meeting & review of actions not covered below – Approved. Proposer: Cllr. Brown, Seconder: Cllr. Nash. Passed. Unanimous.

3. Finance

a. Current position -

Main Current Account	67,377.15
Allotments Current Account	4,766.99
Business Reserve Account Rental deposits	2,256.00
Deposit Account	
	74,400.14

Spending and Budget –

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

2014/10/021

OLD WUGHTON PARISH COUNCIL

<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	11,173.04	2,173.04
Interest		0.44	0.44
Total Receipts	9,000.00	11,173.48	2,173.48
PAYMENTS - OPERATIONAL			
Administration costs	690.00	1,199.93	(509.93)
Allotment expenses	5,625.00	5,373.38	251.62
Allotment rental	(3,500.00)	(4,108.64)	608.64
Audit Fees	400.00	200.00	200.00
Chair's Expenses	100.00		100.00
Community fund	400.00	543.08	(143.08)
Dog bin clearance	1,702.10	551.51	1,150.59
Environment			
Trees for cities			
Grants			
Insurance	306.26	299.67	6.59
Reserves			
Staff Costs	3,000.00	1,833.40	1,166.60
S137 - community		100.00	(100.00)
Training - Clerk/Councillors	500.00		500.00
Sub-total (Operations)	9,223.36	5,992.33	3,231.03
PAYMENTS - CAPITAL PROJECTS			
Projects	6,600.00	245.00	6,355.00
Total Payments	15,823.36	6,237.33	9,586.03
Surplus	(6,823.36)	4,936.15	11,759.51

b. To consider & approve the payments schedule -

Main account

61154334

Chq	Date	Payee	Amount	Invoice ref
142	8-Sep	MKCCC	100.00	cricket club grant
143	8-Sep	FJ Morris	294.00	new noticeboard
144	23-Sep	Anglian Water	132.66	allotment water bill
145	24-Sep	Mazars	240.00	extyernal audit fee
146	24-Sep	Wernick	2,460.00	allotment containers
147	8-Oct	Information Cm'r	35.00	data registration
148	9-Oct	J.Vischer	309.00	clerk's salary
149	10-Oct	R Kenyon	90.11	allotment expenses
150	16-Oct	AH Contracts	162.50	dog bin emptying
151	21-Oct	AH Contracts	336.80	dog bin emptying + re-issue
152	10-Nov	J.Vischer	247.20	clerk's salary
153	10-Nov	J.Vischer	72.35	clerk's expenses
154	10-Nov	A Humphries	20.94	Chair's expenses
155	10-Nov	M Blomley	11.60	Cllr. Expenses
			4,512.16	



2014/10/022

Allotment Account

61159123

Chq	Date	Payee	Amount	Invoice ref
36	7-Oct	R George	20.00	Refund of key deposit
37	7-Oct	B Gallato	20.00	Refund of key deposit
38	7-Oct	J Such	33.54	Refund of double payment
39	21-Oct	T Owers	20.00	Refund of key deposit
40	10-Nov	Hough	20.00	Refund of key deposit
Totals			113.54	

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

c. Budget & Reserves Future Plan –

i. to agree the draft budget for 2015/2016

Allotments Budget – Maintenance (current £6,604) - £5,904 next year and then reducing to £5,535 the following year before moving back up to approximately today's level by 2019-20; **Capital** £2,040 for the next two years, then zero; **Rental** increases by 5% per year. This would result in almost balanced books by 2019-20.

Main Parish Budget – Maintenance (current £8,434) falling to £7,756 next year and then steadily increasing to £8,729 by 2019-20. **Capital** (current £8,203) falling to £1,450 next year and the following years. **Precept** (current £9,104), recommended no change. This would result in an increasing use of reserves over the next five years (to 2019-20) from £102 next year to £1,075.

Overall – This would result in reserves steadily declining from £52,235 to £42,439 over the next five years.

In response to a question Cllr. Bennett replied that there was no miscellaneous or emergencies spending category as reserves could be used *in extremis*.

It was also noted that should the extra hour administrative assistance agreed for the clerk in March be moved to general duties of the clerk, as the allotments team carried out much of the management duties, earlier self-sufficiency for the allotments budget would be achieved (by 2017-18).

The Budget Proposal was passed unanimously – Proposer: Cllr. Kenyon, Seconder: Cllr. Howson.

ii. to set the precept to be raised for 2015-2016

As anticipated in the budget the proposal is to maintain the same level of precept as this year - £9,104. Passed unanimously – Proposer: Cllr. McDonald, Seconder: Cllr. Blomley.

d. Grants Policy –

i. The previously circulated revised policy was **adopted**. Proposer: Cllr. Brown, Seconder: Cllr. Nash.

ii. **to consider any additional grant to the MK Community Cricket Club** – Cllr. Grindley proposed an increase in the grant to a total of £250 but this was not seconded. Cllr. Howson proposed an increase in the grant to a total of £200. Seconded: Cllr. Bennett. Passed – 5 For, 4 abstentions, 0 Against. A further cheque for £100 would be issued.

e. Clerk's Pay –



2014/10/023

- i. **to agree a one scale point increase** (to SCP23) – (30.3p. per hour) - this was passed.
Proposer: Cllr. Brown, Seconder: Cllr. Grindley. Unanimous.
- ii. **to agree transfer of additional hour from allotments to standard contract** - this was passed.
Proposer: Cllr. Blomley, Seconder: Cllr. Brown. Unanimous.

Allotments

Report - the report had been circulated prior to the meeting. The Patch Allotment Association was thanked for erecting the new noticeboard, which saved money as well as the time and trouble in organising the operation.

5. Environment

- a. **Environment log and consideration of actions** – The clerk reported that since the most recent issue a week before the meeting, the speed roundel on Newport Road had finally been restored. The relatively few outstanding matters had been chased up again prior to the meeting but this had not resulted in any new information. Four items on the list were not due to be carried out until this time of year and the Winter. One new item was added: the request for a new litter bin (*see below item 6d*).
Cllr. Howson reported that two environmental matters on Passmore had not been put on the Log. She had requested a meeting with MK council about the future of two very overgrown and untended areas on the estate. Clerk to be invited.
- b. **Planning comment**
 - i. 14/01169/FUL, 13 Adams Court, Woughton On The Green, Construction of an ancillary granny annexe. (*Objected to*) *Still Pending*
 - 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*) *Permitted*
 - iii. 14/01860/FUL - 22 Verley Close Woughton On The Green, First floor side extension over existing garage and associated internal alterations. (*not objected to*) *Pending*
 - iv. 14/01847/TPO - Ye Olde Swan Newport Road Woughton On The Green, Tree preservation order consent to re-pollard to previous pollard points of x5 Crack Willow (Gp1) and prune back the overhanging growth to suitable growth points of Plum trees. (*not objected to*) *Pending*

NEW -

 - v. 14/02205/TPO - Land Off Lucas Place Woughton On The Green, Tree preservation order consent to fell to ground level and grind out stump of x 4 Field Maple trees (T3, T4, T5 and T6) and to fell and treat stump of x 1 Ash tree (T8) due to adjacent house suffering from subsidence. The Tree Survey commissioned by the owners, Orbit Housing Association, advocated the felling of the trees however it had not been made clear whether a structural survey had been conducted on the affected property. It was agreed to object in order to ensure that a structural survey has or will be carried out. Proposer: Cllr. Grindley, Seconder: Cllr. Brown. For: 8 & I Abstention.
 - vi. 14/02277/FUL - Siting of a temporary marquee for a period of three months at: Parkside House Hotel, Newport Road, Woughton On The Green. This has happened in previous years and noise had not been an issue. No objections.
- c. **Village Green status** – The Paddocks area application is being submitted this week after gaining many residents' signatures. The Passmore application is also ready to go in this week after getting 27 respondents to the questionnaire – out of 70+ residents. It was agreed to put both applications in together. A third application, Woughton Park playing fields, is at the statutory notice stage; MK Council is carrying this out.



2014/10/024

- d. **Woughton on the Green Conservation Area Proposal** – the original 1978 documents are in the process of being updated, as they are incomplete. A draft is almost ready. MK Council supports the proposal. Moved to the January meeting for approval.
 - e. **Community Right to Bid** - to agree to designate Ye Olde Swan pub as an 'asset of community value'. This would give the Parish Council 6 months warning should the pub be put up for sale. Proposer: Cllr. McDonald, Seconder: Cllr. Brown. Passed. Unanimous
 - f. **H7 – Pattison Lane, Woolstone, Road Safety** – a letter of support for Campbell Park PC had been sent to MK Council for their bid to have this junction improved under the Traffic Management Capital Programme. Cllr. McDonald reminded councillors that he also had put in an application in his role as Ward Councillor.
 - g. **Sports Field Right of Way** – No update. Village Green status would be sufficient to ensure this right of way.
6. **Communications**
- a. **OW Information System** (Google Apps For Work proposal) - In between meetings Cllr. Nash had verified that this system seemed the most secure, adaptable to our needs and easy to use. Agreement had been reached via email – as per proposal in the last minutes – and email addresses had already been adapted to the new system. Some folders and documents had also been moved to the shared drive. Collaboration tools will be being used to sort through and decide which documents should be kept and under whose responsibility.
 - b. **Newsletter** – Cllr. Howson stated that a December newsletter was planned. The following items would be included: Budget Information; A request for articles from residents; Canal news; Change of email addresses; Allotment containers story; War memorial re-dedication and renovation; Swans in Passmore; No.18 bus stop change; Litter bins views. The deadline for contributions is 23 November.
 - c. **Reports to note on any outside meetings attended by Councillors/Clerk** – The clerk informed councillors that as a member of the Society for Local Council Clerks he did attend their regular quarterly meetings which kept him informed of regulatory updates and other matters that were of concern to local clerks. Cllr. McDonald spoke of the meeting he had attended at Simpson Parish Council where various concerns were raised about the canal. Cllrs. Howson and Blomley had both attended the local Canal and Rivers Authority meeting at Kents Hill. The importance of working with local people and groups was a priority for the Authority. They also learnt such facts as the towpath under a main road bridge is the responsibility of the local Highways Authority (MK council in our area) and not the Canal and Rivers Authority. Cllrs. Howson and Blomley would be arranging a 'canal' meeting.
 - d. **Correspondence** – An advertisement/poster for the **MK Marathon** had been received inviting applicants. Scheduled for 4 May 2015. A **Litter Bin** request had been received from a resident who regularly had to clean up the area 'between the water gardens and the paddocks' in Woughton on the Green. It was noted that this was Parks Trust land and they did not install and empty bins although they were not averse to others doing so with their permission. A discussion ensued about whether this area was any worse than anywhere else. It was agreed to place an invitation in the newsletter for residents' views on this and litter generally and whether they felt the Parish Council should invest in the installation and emptying of bins. Cllr. Kenyon added that he was now in charge of the **Parish mobile phone** as 9 out of 10 calls were allotments related. (The clerk may be contacted on 07866 412706 or 01908 320958)
7. **Date and Time of Next Meeting** - 12 January 2014 at St. Mary's Church, Woughton-on-the-Green at 7.30pm
Then - 9 March, 13 April Annual Parish Meeting, 11 May AGM, 13 July.

Meeting closed at 9.10pm