

**Minutes of the meeting of Olney Town Council**  
**Held on Monday 07 March 2016 at 7.30 pm**  
**At the Olney Centre**

**Present:** Councillors Stephen Clark, Jeremy Rawlings, Deirdre Bethune, John Boardman, Tony Evans, Peter Geary, Rosemary Osbourne MBE, Colin Rodden, John Sharp, Joe Stacey.

**In attendance:** Liam Costello (Town Clerk), Debbie Eason (Assistant Town Clerk) and 4 members of the public

**Public Forum:**

- Sue Warren gave an update on Oakdown Crescent. She informed the council that there are 16 properties in total, one of which is empty. All 15 householders have given their support for a Residents Parking Scheme. The next step is for the Ward Councillors to agree. The MK council officer has asked Sue to speak to the Oakdown Crescent householders to explain the letter they will now receive from MKC which she has agreed to do. Sue hopes this issue will now be resolved within the next 6 months, and thanked everyone for their support.
- Brian Rice informed the council that he strongly objected to the proposed Oakdown Crescent parking scheme on the basis that 12 properties would lose parking spaces if this went ahead.

**1. Apologies for absence**

Apologies were received from Councillors Ron Bull, Sally Pezaro and Jock Smail.

**2. Declarations of interests on items on the agenda**

Cllr Jeremy Rawlings declared a personal interest in item 10.

**3. To approve the minutes of the meeting held on 01 February 2016**

**RESOLVED:** That the minutes of the meeting held on 01 February 2016 be approved and signed by the Mayor as a correct record.

**4. Oakdown Crescent – To receive an update**

Cllr Colin Rodden advised that the proposed Residents Parking scheme would prevent vehicles from parking at Oakdown Crescent and there is a need to investigate double yellow lines on Weston Road. Cllr Peter Geary did not consider there would be any concerns in gaining Ward Councillor approval for the Residents Parking Scheme. It was agreed that this was just the initial phase of a multi-staged approach to resolving the lack of parking options in the area. Cllr Deidre Bethune raised concerns over the condition of the pavements and potholes which are a danger to everyone but particularly to older people. It was agreed that we should approach MKC to undertake repair work as soon as possible.

**RESOLVED:**

- Town Clerk to seek action from MKC to repair pavements and potholes as soon as possible.

**5. Request to grant leave of absence to Cllr John Smail**

The council considered a request to grant leave of absence to Cllr John Smail until the May elections.

**RESOLVED:**

- To approve the leave of absence to Cllr John Smail.

**6. Plan:MK Strategic Development Directions Consultation**

Cllr Jeremy Rawlings advised that a consortium of councils had produced a letter in conjunction with a Barrister. MKC had sought external advice and concluded they would proceed as planned which raises a serious concern for OTC. Following an article in the Phonebox on this issue, approximately 40 individuals have been in touch with Cllr Rawlings to voice their own objections to the plan. There will be a meeting at the OC on Wednesday, 9<sup>th</sup> March to discuss this matter further. Phil Ayles, Chairman of Castlethorpe Parish Council, would be attending and had also been invited along to the annual Town Council meeting on 14<sup>th</sup> April 2016. It was decided that the council should not take any further legal action and await the public examination which is expected in January 2018.

**RESOLVED:**

- To take no further legal action at present and await the public examination which is expected to take place in January 2018.

## **7. Olney Neighbourhood Plan: Draft Plan for consideration**

Cllr Stephen Clark thanked everyone involved in the draft Plan for their considerable efforts in producing such a professional document. Cllr Joe Stacey advised the council that the consultation period would now start at the end of March 2016. An article would be produced for the Phonebox on the draft Plan and a couple of drop-in sessions would be organised. Cllr Stacey suggested a letter of thanks should be sent to the lay members of the Steering Group for their work on the Plan. It was agreed that Cllr Stacey would draft this letter for the Town Clerk to send. Cllr Colin Rodden also wanted to thank the many volunteers who also contributed their time on this issue.

### **RESOLVED:**

- To send a letter to lay members of the Steering Group from OTC to thank them for their work on the Plan.
- To approve the Draft Plan to go forward for pre-submission consultation.

## **8. Olney Centre**

### **a. Replacement Windows**

Cllr Deidre Bethune advised the council that a recent Olney Centre Management meeting had discussed the 3 quotes received. Cllr Bethune had visited 2 of these companies and was not completely satisfied by the quality of the products. As a result, Cllr Bethune contacted The Heritage Window Company who manufacture windows for listed buildings, and following a meeting with them, it was her recommendation to proceed with them as the preferred contractor to replace one window in the Main Hall initially. It was decided that, before proceeding with the order, any planning constraints should be investigated.

### **RESOLVED:**

- To approve proceeding with The Heritage Window Company, subject to investigating any planning constraints pertaining to the Olney Centre being in a conservation area.

### **b. Replacement intruder alarm system**

The Town Clerk advised the council that a quote had been received from ADT to replace the damaged alarm system following the break-in on Thursday, 25<sup>th</sup> February 2016. Discussion followed on possible further intruder deterrents needed at the Olney Centre, such as motion activated lighting and smoke cloak. Concern was also raised for the risks for whoever attended an alarm

call-out and how this may be mitigated. It was agreed that further investigation is necessary to scope additional security options and the possibility of outsourcing alarm call-outs.

**RESOLVED:**

- To approve the replacement intruder alarm system.
- Town Clerk to investigate other security options and scope outsourcing alarm call-outs.

**9. Goosey section of circular walk – consider dedicating as Public Right of Way or as a Permissive Path**

Cllr Jeremy Rawlings considered that OTC should opt for a Public Right of Way as it is public land. This proposal was supported by Cllr Bethune and Cllr John Boardman.

**RESOLVED:**

- To dedicate the Goosey section, owned by the town council, as a public right of way.
- Town Clerk to liaise with MKC over council decision.

**10. Right of Way from Austen Avenue to Clifton Bridge – Correspondence from MKC**

The Town Clerk advised that the OTC had been approached for a list of names of those involved. Cllr Geary considered that MKC should already have these details and it is for MKC to prove the case with the evidence. Cllr Rawlings informed the council that a public inquiry would be held on Thursday, 19<sup>th</sup> May 2016 and MKC would like a pre-meeting with some of the original proposers beforehand.

**RESOLVED:**

- Town Clerk to liaise with MKC over list of names.

**11. Youth Centre C.A.T. – Building condition report**

The council considered the independent building condition report that it commissioned. It indicated that repairs in the order of £150K were needed. Cllr Rawlings advised that the Youth Centre could put forward some money towards the repairs, and that MKC might offer financial assistance. Cllr Bethune advised that there had not been any offer of financial assistance from MKC, and suggested an approach should be made to MKC to assist with

repairs to the building. Cllr John Boardman considered it was important the council agree future planned use for the building. Cllr Tony Evans advised that the council should proceed with caution on the £150K figure quoted as it may cost more. Cllr Joe Stacey advised that the Youth Centre land had been allocated in the Neighbourhood Plan for a possible future Health Centre, although Cllr Geary advised that MKC would retain a claw-back as part of the conditions of the CAT transfer, and that the building would have to be used for the same purpose as it was given.

**RESOLVED:**

- Town Clerk to make initial approach to MKC to enquire about financial assistance with CAT transfer, based on the building condition report.
- It was agreed that a building quantity surveyor should be approached for further advice if MKC agree to provide financial assistance.

**12. Olney Chamber of Trade – Map of Olney**

Cllr Bethune advised that the Chamber of Trade have enquired about OTC allocating some money towards this project to the value of £2K. Cllr Stacey considered that it would be useful to see what is proposed and Cllr Bethune suggested she should ask representatives to speak to the council and bring along some examples.

**RESOLVED:**

- Cllr Bethune to contact Olney Chamber of Commerce to request more advanced proposal.

**13. Morris Dancers on Market Place – 02 July 201**

It was agreed that this event should be advertised more widely and the Morris Dancers should be approached to produce PR material.

**RESOLVED:**

- It was agreed that this event should proceed.
- Town Clerk to ask Morris Dancers to provide a poster for OTC to promote the event locally.

**14. Arrangements for appointment of external auditor from 01 April 2017**

The Town Clerk advised the council about changes to the arrangements for the appointment to council's external audit. The council has two options:

1. to establish an independent audit panel, to make recommendations on the appointment of the auditor;
2. to leave the decision on the appointment to Smaller Authority Audit Appointments Limited which has been established for this purpose.

**RESOLVED:**

- It was agreed to leave the decision to Smaller Authority Audit Appointments Limited;
- The Town Clerk to circulate details on fees.

**15. To receive written reports and any recommendations from chairmen of committees that have met since the last council meeting.**

**a. Olney Centre – 15 February**

Cllr Bethune advised the council that repairs to the ceiling in Pre-School would be undertaken on Thursday, 10<sup>th</sup> March 2016. Cllr Bethune also reported that the guttering would also be cleared around the building on the same day.

**RESOLVED:** To note the report

**b. Neighbourhood Planning – 23 February**

Cllr Stacey submitted a written report and elaborated on the key points.

**RESOLVED:** To note the report

**16. Schedule of Meetings**

**Olney Centre Management:** next meeting scheduled for 11<sup>th</sup> April 2016.

**Planning:** Scheduled for monthly (exc. August).

**JUG:** The Rec Joint Users Group currently meets on a twice yearly basis but Cllr Evans felt that this could be reduced to once a year.

**Personnel:** Convened on an as need basis.

The Olney Town Council AGM meeting will now take place on Thursday, 14<sup>th</sup> April 2016.

**RESOLVED:** To approve the schedule of meetings.

**17. List of outstanding issues**

The Town Clerk submitted a report on outstanding actions

- Recreation ground play area refurbishment has commenced.

- Bus Shelter Brocks Garage. The bus stop has been moved but a bus shelter will only be installed if OTC agree to pay for it.
- Bathing Steps. Expect to receive quotes by the end of March 2016. This issue will be discussed at the Recreation & Services meeting.
- Market Electrics. This needs to be progressed.
- Facilities for teenagers. Cllr Colin Rodden will present ideas to the Recreation & Services meeting.
- Westlands. Planning documents submitted, but to note this is not now in use as a house in multiple occupancy.
- Tennis Club. £5K invoice has been received. OTC has agreed to pay 50% of this. A meter is now in place in the clubhouse, but further meter should be located where it tees off the workshop.
- Western Power. Work to start on 21<sup>st</sup> March to bury cables across the Allotments. Have asked that the allotment track be tarmacked after work has been carried out.

**RESOLVED:** To note the report.

#### **18. To approve Exclusive Rights of Burial and Memorials**

- Headstone Grave 1324 inscription “Happy with loving memories of Terence Frank Rawlings 3.10.1938 – 26.10.2015 a very much loved husband dad and grampy sadly missed by so many “forever in our hearts”.
- Headstone G of R 321 additional inscription “Arthur William Ryder 18.6.1927 – 28.9.2015 Dearly loved husband and father Reunited” On base at front “Everyday we will celebrate your lives in our hearts”.
- Headstone G of R 328 inscription “Loving memories of Lawrence Roy Crafter Laurie 27.2.1932 – 15.5.2015”.
- Headstone Grave 766 additional inscription “Eleanore Blunt 20.02.1925 – 24.11.2015, In memory of a Dear Mum and Dad, Remembered with Love, Always in our Hearts and Prayers”.
- Headstone Grave 1064 additional inscription “And Peter Anthony Talbot, A much loved husband, father, grandfather, son, uncle and brother, 24<sup>th</sup> March 1941 – 3<sup>rd</sup> December 2015, Together Again”
- Exclusive Right of Burial Grant 760, grave 1329 to Mrs Patricia Hedges.

**RESOLVED:** To approve the above exclusive rights of burial and memorials.

## 19. To receive reports from Representatives to Outside Bodies

- Cllr Stephen Clark reported that the café is now trading at Emberton Park, with the aim to open 364 days a year. Staff recruitment is underway. The range of refreshments on offer will increase with visitor numbers.

**RESOLVED:** To note the report

## 20. To approve the schedule of payments

<u>No</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
1	01/02/2016	Community Impact Bucks	Membership	(50.00)
2	03/02/2016	USS	Catering Equipment	(790.45)
3	03/02/2016	Civil & Lintels	Miscellaneous Supplies	(91.31)
4	03/02/2016	Malcolm Hodsdon	Piano Tuning	(55.00)
5	03/02/2016	npower	Electricity TOC	(2,405.29)
6	03/02/2016	Frosts Landscapes	Plant Maintenance TOC	(75.96)
7	03/02/2016	Sherington Parish Council	Returned Cheque	(6.00)
8	05/02/2016	Biffa Waste Services Ltd	Trade Waste Service	(321.12)
9	05/02/2016	Earth Anchors Ltd	Dog Bin	(179.94)
10	05/02/2016	George Browns Ltd	Service machinery	(960.00)
11	05/02/2016	A H Contract	Monthly Dog Bin Clearance	(529.39)
12	06/02/2016	Southern Electric	Quarterly Exp Market Place	(310.33)
13	08/02/2016	C Bowdidge	Drainage Pipe Rec	(120.00)
14	08/02/2016	Rutland Willows	Maintenance Market Place	(75.00)
15	08/02/2016	Olney & Clifton Fishing Club	Donation	(200.00)
16	09/02/2016	Neopost	823623	(6.00)
17	10/02/2016	Napier Parking Ltd	Car Park Management	(236.00)
18	10/02/2016	Hilary Brock Private Hire	Age UK Taxi	(100.00)
19	10/02/2016	C T Wilson & Son	Maintenance Expenses	(25.51)
20	10/02/2016	Liam Costello	Office Expenses	(78.00)
21	10/02/2016	M B C	OPS maintenance	(18.24)
22	12/02/2016	Katara Ltd	Staff training QB	(480.00)
23	12/02/2016	George Browns Ltd	Service	(360.01)
24	12/02/2016	Welding S A	Rec Expenses - Hand Rail	(63.00)
25	12/02/2016	Cawleys	Remove from site x 2	(36.00)
26	12/02/2016	Office Depot (UK) Ltd	Office Expense stationery	(78.71)
27	18/02/2016	Keyskips	Commercial Waste	(744.00)
28	18/02/2016	Advance Turf Machinery	Repair to trailer	(173.09)
29	18/02/2016	Acorn	Ops Maintenance Plants	(147.90)
30	18/02/2016	GLS	Cleaning Materials	(229.46)
31	18/02/2016	Wallgate Ltd	Cleaning Material	(79.20)
32	18/02/2016	Royal B Legion	Wreath Donation	(50.00)
33	22/02/2016	Biffa Waste Services	Trade Waste January	(256.90)
34	22/02/2016	Anglian Water	Anglian Water - Market	(31.00)
35	22/02/2016	Anglian Water	Water - Allotments	(40.00)

36	22/02/2016	Anglian Water	Water - Cemetery	(29.00)
37	22/02/2016	Anglian Water	Water - Workshop	(650.00)
38	22/02/2016	Anglian Water	Water - Olney Centre	(105.00)
39	23/02/2016	Vodafone	Office Expense	(25.52)
40	23/02/2016	British Gas	electricity rec ground	(405.38)
41	24/02/2016	Dave Boddy Electrical	Christmas Lights / CCTV	(1,355.04)
42	24/02/2016	JRB Enterprise Ltd	Mutts Butts Dog Waste Bags	(157.25)
43	24/02/2016	Olney Town Council	Sandra Leaving Gift	(200.00)
44	25/02/2016	Salaries	Staff costs	(7,998.73)
45	25/02/2016	Sage	Annual Subscription	(216.00)
46	25/02/2016	HMRC Paye	Month 11	(1,926.76)
47	25/02/2016	Bucks Pension	Pension return Month 11	(2,525.65)
48	29/02/2016	Adept Telecom	Office Expense	(17.96)
49	29/02/2016	Hibu (UK) Ltd	TOC Wedding Venue	(24.00)
				<b>(25,039.10)</b>

**RESOLVED:** That the schedule of payments as submitted be approved and signed by the Mayor.

## 21. Members Matters

- Cllr Rosemary Osbourne MBE reported that the AMAZING GRACE signs have now been ordered. A Heritage grant for £782 had been received, so the council would only have to pay £2K towards the full cost now. Cllr Osbourne would advise on the installation date when this is known.
- Doffs Field path. Cllr Tony Evans reported that this is not council land and the path is wide enough. Cllr Colin Rodden advised that this is part of the planned circular walk in effect and he is working with others to see what can be done.
- Sainsbury's. Cllr Colin Rodden queried why this was rejected. Cllr Stephen Clark advised that it is now for Sainsbury's to appeal the decision.
- Neighbourhood Plan. Cllr Joe Stacey thanked the Town Clerk for his help in pulling together the Neighbourhood Plan.
- Development Group. To meet on Thursday, 10<sup>th</sup> March and agree status of group and how it relates to Recreation & Services.
- Pancake Day. Cllr Evans reported that this was another successful year. He passed on the Committee's thanks to the council and Ground staff for their support, and to the Counsellors who attended the event.
- Olney Ward Forum. To take place on Wednesday, 9 March 2016.

