

WOBURN SANDS TOWN COUNCIL

Memorial Hall, 4 High Street, Woburn Sands, Milton Keynes, MK17 8RH

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Members of Woburn Sands Town Council are hereby requested to attend the Meeting of the Woburn Sands Town Council on Monday 14th December 2020 at The Summerlin Centre 14.30

A G E N D A

1. **Apologies and approve reasons for absence**
 2. **Town Mayor's Announcements (if any)**
 3. **DECLARATION OF INTEREST**
Members to declare any disclosable pecuniary interests, or personal interests (including other pecuniary interests), they may have in the business to be transacted, and officers to disclose any interests they may have in any contract to be considered.
 4. **The meeting will be adjourned for Public Question Time**
 5. **Minutes:** To consider the approval of the draft minutes of the last meeting of the Council held on 2th October 2020 (circulated)
 6. **Progress Reports** for information
 - a. **Clerk** Circulated
 - b. **Halls/Library** Report on Halls meeting 27th & update on Library
 - c. **Environment & Edgewick** Report on meeting at Memorial Hall 20 Oct.
 - d. **Climate Change Group** Draft proposal to increase biodiversity in local area
 - e. **SEMK / Level Crossing** Cllr. Hopkins and Geddes to update
 7. **Unitary Councillor Report** Cllr. Hopkins Circulated
 8. **Planning**
Notification from Milton Keynes Council of the following applications:
 - a. *20/02597/TCA Intention to reduce a cypress tree by 2.5 m, and bring in the lateral branches by 1.5m, to keep the natural look of the tree at:
6 Station Road Paul Martin No Objection
 - *20/02103/FUL Change of use of part of the car park into a hand car wash/valeting centre at:
Frosts Garden Centre **Bibe Hysa**
Concern over both loss of parking spaces and safe disposal of used water which is also potentially contaminated. We also query if the large water usage from such facilities is really justified in these days when water conservation is crucially important for sustainability.
 - *20/03097/FULMMA Removal of condition 4 (reinstatement of original entrance to Spinney) attached to 03/00520/FUL at
The Spinney Newport Road
No Comment
 - 20/02753/CLUP Certificate of lawfulness for the proposed change of use from offices (Use Class E) to dental surgery (Use Class E) at:
The Spinney Newport Road
No objection to dentist surgery but needs adequate parking for 4 surgeries.
 - b. **Notification of Decisions made from Milton Keynes Council**

10 Elm Grove	Granted
19 Theydon Avenue	Approved
15 Cranfield Road	Granted
9 The Leys	No Objection
25 Station Road	No Objection
6 Station Road	No Objection
81 Newport Road	Approved
14 Weathercock Lane	Granted
13 Hillway	Granted

Notification Appeal has been granted for Land at Brickhill Street, South Caldecotte, now permitted
9. **CCTV**
Cllr Jeffreys requested this item to discuss how the CCTV information can be used.

9. **Marcus Young Environmental Services** (*circulated*) emptying dog and litter bins, cleaning shoppers car park and Rec.
The contract expires on 1st January and sent a 2 year fixed term contract at the same price as current.
To approve the signing of contract.
10. **Emergency PIR Lights at Summerlin**
B. Kent has quoted £557 to install 9 emergency external light to the perimeter of the building from exit door to the front. (This was highlighted on the Risk Assessment)
11. **Office Saniflow Repairs**
Plumbing and Gas have closed the office toilet and quoted for repairs, due to leak and inadequate flushing.
£1,398.
12. **Lap Top to replace Desk top computer**
A purchase of a laptop computer to enable virtual meetings, Microsoft Word 365 with an annual subscription of £80. This will then replace the desktop or older lap top but transfer of documents, emails and Sage to be arranged early next year. (Budget £1,000)
Prior authorisation to purchase Dell laptop with 3 yr support £1,306.15 plus VAT was given due to time restraints.
13. **Recreation Ground Survey** (*final copy circulated*)
Cllr Rae has collated results of survey and circulated, to agree next steps and send results to MKC Officer.
The Clerk suggests that the drainage at the entrance to the Rec. and ground levels to entrance.
Possible soakaway may be required.
14. **SID Report** (*circulated*)
Report of the traffic and speeds on Hardwick Road during August at Edgewick Farm.
15. **Clerical Assistant**
To agree dates to interview applicants for the above post.
16. **Budgets for 21 – 22**
The Clerk had circulated proposed budget for the finance committee .
All budgets will be finalised on 7th January by the finance committee to be approved at the January Town Council Meeting
To discuss if any further changes should be considered.
17. **Appointment of Internal Auditor**
To authorise the appointment of Denise Batchelor to carry out the Internal Audit for year ending 31st March 2021, at the cost of £50.
18. **Audit 2019 -2020**
Audit has been signed off with the following comment from Auditor:
*The AGAR was not accurately completed before review:
The figure in Section 2 Box 8 of the prior year comparative column does not agree to the prior year final signed AGAR. The smaller authority has confirmed that the figure in Section 2, Box 8 of the prior year comparative column should read £220,408.*
The Clerk has now posted on the website and noticeboards the “Notice of conclusion of Audit” to authorise to take notice down as posted 30th October.
19. **Office Entry System Replacement**
On 30 October the entry system failed and was replaced by a smaller system. (Clerk’s Report)
20. **Notification of Urgent Decisions that have been made.**
- To replace security entrance system to office door.
 - Purchase of laptop computer
 - Electric lighting repaired in office passageway on the grounds of safety.
21. **Interim Internal Audit**
Cllr Cowmeadow carried out an Interim Audit check on 13 October. Report circulated.
22. **Finance**
- a. To Approve proposed grants to local organisations.
 - b. To consider and approve payments on list enclosed.
23. **Councillor’s reports and items for next agenda**
24. **Date of next meeting 18 January 2021 venue to be arranged.**

Signed: *L. J. Stapleton*
Clerk to Woburn Sands Town Council

Date: 08.12 2020