

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 summonsed to attend the Meeting of the Woburn Sands Town Council to be held at the Council Offices on Monday 9th April 2018 at 7.30p.m.

A G E N D A

1. **Apologies and approve reasons for absence**

2. **Town Mayor's Announcements**

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.

The meeting will be adjourned for Public Question Time

The time allocated is at the discretion of the Council/Chairman. Residents are invited to give their views and question the Town Council on issues on this agenda, or raise issues for future consideration at the discretion of the Chairman. Members of the public may not take part in the Town Council meeting itself. This period is not part of the formal meeting; brief notes will be appended to the minutes as an aide memoire. A Councillor with a prejudicial interest in a particular issue may address the Council on the issue during Public Question Time subject to the Councillor leaving the room in the event of an exchange of the issue between the public and the Council during this period.

4. **Minutes:**

To consider the approval of the draft minutes of the last meeting of the Council held on 12th March 2018

5. **Progress Reports** for information

- | | | |
|----|--------------------------------------|--|
| a. | Clerk | (<i>appendix i</i>) |
| b. | Halls & Library | Cllr Geddes |
| c. | Environment | Cllr. Temple. |
| d. | Police and Policing | Cllr Temple. |
| e. | Edgewick Farm | Cllr. Skelton |
| f. | Fulbrook School | Cllr. Cowmeadow |
| g. | Market | Cllr Farrant |
| i. | Christmas Fayre | Cllr Farrant |
| j. | Summer Festival 2018 | Cllr. Brooke |
| k. | Communications | Cllr. Rae |
| l. | Love Woburn Sands | Cllr. Brooke |
| m. | East West Rail / Network Rail | Cllr. Hopkins (Cllr. Geddes circulated report of mtg.) |

6. **Unitary Councillor Report**

Cllr. Hopkins

7. **Planning**

Notification from Milton Keynes Council of the following applications

- a. 18/00613/TCA Notification to remove lower branches of (T1) Chestnut by 3 mtrs. at:
52 Weathercock Lane Mr Cornelius
Leave to Tree Officer recommendation

18/00554/TCA Intention to remove (T1) Ash, as close to ground as possible at:
4 The Leys Mr Capper
Leave to Tree Officer recommendation

18/00519/FUL Demolition of existing single & two storey rear extensions, and erection of
new single and two storey extensions as well as a parapet party wall. (amended proposal) at
29 Hardwick Place Mrs Gargar

18/00792/FUL Single storey front, side and rear extensions at:
83 Elm Grove

b. **Notification of Decisions made from Milton Keynes Council**

25 Station Road Approved

15 Theydon Avenue Permitted
3 Bow Brickhill Road Permitted

- c. **Parklands, Greens, Updates**
- d. **F.O. Parklands and WS Angling Club**
- e. **Notification of recent changes to Neighbourhood Planning regulations and updating existing Plans** (*Appendix ii*)

8. **Data Protection**

Cllr. Rae to update on preparation for GDPR and report on training day and advice given.
To discuss options regarding Councillors emails and web site becoming .gov.uk
To discuss whether to update Virus protection on office computer. (Clerk recommends)
To agree to set aside 2 weeks in August to close office for shredding etc.
To agree to approve a privacy notice at the next meeting.

9. **Draft Copy of Proposed Order for Stopping Up Of Highway at Parkside 1 Mill Road Husborne Crawley**

Copy of order has been given to Library for public inspection until 10 May 2018, as requested by Department of Transport.

10 **Zebra Crossing**

To Discuss and agree to request Highways to apply for S.106 funds (if available) to update the lighting of the crossing with Zebrite, and arrange to meet with supplier and MKC Officer.

11 **Data Protection Officer**

Letter received from Karen J Hill offering services to be Data Protection Officer to the Council. Annual Fee £150 for annual compliance Audit and an hourly fee of £15 per hour.
Presently NALC are still waiting confirmation if Clerks will be able to be the Data Protection Officer.

12. **Audit 2017 – 18 PKF Littlejohn LLP**

Notification that Audit has been called for 25th June, all documents and paperwork are received electronically and notification of all documentation regarding major changes for the 2017/18 reporting season.
The Clerk proposes that the paperwork be completed for approval for the June meeting as the Internal audit has been booked for last week of May.

13 **St Michael's Church**

Notice that St. Michaels Church reaches its 150th Birthday September. They will be holding a flower festival from 7th to 9th September an invitation to enter a display to reflect on the Council has been received
To discuss if anyone would be interested in entering a display for the Council.

14 **Notification of Urgent Decisions that have been made.**

None

15 **Finance**

- a. To consider and approve payments on list enclosed circulated.

16 **Correspondence for information**

- a. Letters of notice that Serco will be increasing waste disposal charges.

17 **Councillors' reports and items for future agenda**

Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

18 **Town Meeting**

Opportunity to agree format of meeting *draft agenda circulated*

19 **Date of the next meeting will be held on 14 May 2018**

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

Date: 4th April 2018.