

WOBURN SANDS TOWN COUNCIL

Minutes of the Meeting held at the Summerlin Centre on Monday 14 September 2020 at 2.30p.m.
Chairs for Councillors and any members of the public were set at least 2 metres apart, hand sanitiser, and cleaning station made available.

Present Councillors: Cllr M Geddes (in the chair)
D. Hopkins, J. Jeffreys, Dr J Rae, P. Skelton, C. Cowmeadow
Clerk Mrs L Stapleton
Apologies J. Green (had circulated comments on items on agenda)

28/20 **Town Mayor's Announcements**

Cllr Geddes informed members that the Clerk could possibly be away 24 – 29 October inclusive, to be confirmed, he would be away 15 – 20 October; Cllr Jeffreys will be away 4 – 10 October inclusive. He also thanked Cllr. Skelton for organising a very successful Walk on Sunday.

29/20 **Declarations of Interest**

Cllr Rae Item 7 planning 19 Theydon Avenue, Cllr Skelton Item 7 Planning 25 Station Road, Item 13 Cllr. Jeffreys Greens Court Management Cmt.

30/20 **Minutes**

Minutes of the meeting held on 13 July May 2020 had been circulated, approved and signed as a true record After one amendment to minute 16/20a replace Yew Tree to Western Red Cedar.

31/20 **Progress Reports**

a Clerk Report

- Closed Shoppers car parks bays for ground works for charging machines, to be completed week commencing 5th October.
- Sorted posters, hiring papers, risk assessments, conditions of hire, Mike has taped all necessary areas for social distancing in 3 halls.
- Audit papers prepared and sent to Auditor.
- Arranged for MKC to review the stopping of 5 parking bays in the High Street to aid Social distancing.
- Arranged works to Memorial hall for access to under stage, building completed, meeting decorator 11th September, arranged electrician to move extractor fan to enable works and move PIR to new access for lighting. Christmas Fayre to store their items, when P & T group have sorted their equipment. Caution Mind Head sign ordered.
- Checked with deeds and gave copy to Solicitor for confirmation regarding ownership of Library fence.
- SID has moved from Hardwick Road back to Newport Road.
- Chased Ringway again regarding a price for repairing the surface in the parking lay-by Hardwick Road.
- Met Council Officer and a few Greens residents regarding access to shoppers car park. Report circulated.
- Met with the Chairman and the successful applicant applying for the role of Clerk, to ascertain if the applicant would like to accept, opportunity to ask questions and queries regarding the role.
- Agreed with the Woburn Sands Band to hold a rehearsal on Mowbray Green, checking that all social distancing regulations would be in place.
- Liaising with the Fun Fair regarding their request to open in the Recreation Green late September.
- The Old Fire Station needs new Fire Panel, as there are sufficient funds in bank I advise that we have this work done. Item 15 on agenda.
- Organised tickets for History of Fullers Earth Walk.
- Arranged with our Solicitor to act for us to take ownership of the Sports Hall, and negotiating at Taylor Wimpey cost.
- Met with Chairman and MKC officer at Recreation Ground to finalise the documents.

- Due to finance meeting (7 January) to be held before Full Council meeting 11 January, only 7 working days after December meeting returning 4 January the agenda has to go out the following day 5th January, the new Clerk will also be starting. This leaves 8 working days between December meeting to Agenda out for next meeting, and have to sort budget papers. I have suggested that the January, February, and March meetings be put back by one week, this then leaves 4 weeks (as normal) for the April Meeting. To be approved on item 8 on the agenda.

Note of complaints registered to Environmental Services

Reported vehicle in shoppers car park which had not moved for months, MKC sent letter.

Chasing the post on Mowbray Green Highway verge which is broken

b. **Halls & Library**

Cllr Geddes thanked the Clerk, Pauline and Mike for all the work carried out during August especially regarding the opening of all the halls ensuring they are all compliant.

The Library is still not open and notified that waiting for permission from the Corporate Leadership Team.

One quotation had been received to replace part of the fence in the Library Car Park, awaiting further quotes.

Members were unhappy with the reply received regarding the decline of a donation towards the running costs of the Library. It was suggested that a letter be sent to all residents of Aspley Guise to make them aware of this decision. Advice will be sought with Milton Keynes Council regarding this and to consider the consequences. Notification of this will be in The Hogsty Handbook.

Hall bookings in the Summerlin Centre and the Memorial Hall are now taking place.

c. **Environment & Edgewick**

Cllr Skelton reported that a meeting will be held on 20 October in the Memorial Hall at 2.30 to discuss budgets.

Crocus planting will take place 24 October, the Mayor has been invited, and this was going to be advertised but due to new Covid legislation advice will be sought.

The Fullers Earth walk was very successful with 19 attendees, as there were insufficient tickets agreed to hold a second walk on Saturday 19 September. Waiting to hear if this can proceed due to Covid restrictions.

Edgewick Volunteer sessions have now resumed, the Greensand Trust will be installing the new fence posts and the fallen trees in the Spinney have been cleared with the help of Councillor Hopkins, who was thanked.

d. **SEMK**

Cllr. Hopkins and Cllr Geddes had attended 2 CAG workshops discussing officers views on the SEMK.

There being mainly two option the first being preferable and least impact on Woburn Sands and Bow Brickhill with Newport Road being a type of barrier.

A Transport Assessment needs to be carried out but cannot proceed until N.R. have resolved the problem with the level crossing.

A draft response had been circulated and after one alteration it was **RESOLVED** to approve the draft response to be sent.

Need a public Consultation as early as possible.

32/20

Unitary Report

Cllr Hopkins had circulated a full report mentioning:

Planning applications for Lower End Road and golf course, changes to the current planning system, SEMK, A421 update, Expressway update, Draft planning obligations and health impact assessment SPD consultation Healthy Housing with a focus on healthier communities and local information.

33/20 **Planning**

Notification from Milton Keynes Council of the following applications:

- a. 20/02093/FUL Front porch extension, demolition of a conservatory on the rear and erection of a single storey rear extension at:

15 Cranfield Road Mr & Mrs Green

No objection comments from neighbours should be considered

20/02060/NOTTEL Formal advance 28 days notice in accordance with regulation 5 of the Electronic Communications Code regulations 2003 of intention to install fixed line broadband electronic communications apparatus under permitted development rights at:

Pristine Wheels Open Reach *No comment*

- 20/01843/FUL Single storey front extension and provision of patio doors and glazed canopy at:
1 Coach House Mews Mr Porthouse
Happy to leave to officer recommendation but the comment from neighbour regarding utility pipe under proposed extension should be investigated.
- 20/01935/FUL** Erection of 2 single storey extensions to create staff doffing and donning rooms for infection control at:
Burlington Hall Mr Hanspaul
No objection but condition that this will not be used as extra patient rooms.
- 20/02123/TCA To fell Thuja Gigantea to ground level. Previous permission granted a few years ago was never carried out at:
25 Station Road Mr M. Whetstone
No objection
- 20/02122/TPO Consent for Yew tree to rear of garden to be reduced by 2m, tree out of shape and not in proportion. A light prune on this tree will be beneficial at:
19 Theydon Avenue L. Sear
No objection
- (Wavendon Application)
20/01969/FUL Demolition of existing dwelling and erection of 2 dwellings with associated works resubmission of 20/00884/FUL
73 Newport Road RJK Homes.
Object to the size of the rear chalet bungalow being far too large, out of keeping and line with and needs to be single storey, the footprint be made smaller to be acceptable. The chalet bungalow to the front of the plot is acceptable. If this application is granted there should be a condition that bat boxes, bird boxes, swift boxes and hedgehog tunnels be installed as per ecology report recommends.
- 20/01813/TPO Inspect Oak Tree believed to be hollow, and to fell this or cut it down to ensure it is safe. A new tree can be planted if this is needed. Tree which has already fallen down to be replanted at:
 75 Newport Road
*A condition should be made that a replacement tree **must** be planted*
- The following applications had only just been received and plans to be considered:*
 20/02244/FUL Improvement to (historic Quaker burial ground) to provide seating, landscaping, a stone sculpture and the allocation of areas for burials and for scattering of ashes. Provision of new pedestrian access from Hardwick Road.
Friends Meeting House Dr M. Dobbin
- 20/02173/FUL** Two storey side and rear extension and single storey rear extension at:
10 Elm Grove Mr A.Hill

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

- 6 Station Road Objection
 12 Bow Brickhill Rd Granted
 67 – 69 High Street Granted

c. **To Consider draft response to Supplementary Planning Document**

It was **RESOLVED** that the draft response be approved.

d. **Government White Paper on planning**

Many papers had been received on this matter, it was agreed that the Town Council will respond and Cllr. Skelton will prepare a draft response for the October meeting.

34/20 **2021 Meeting Dates**

Due to extremely short time between December meeting, Christmas closure, and January meeting, meeting dates to be approved. January 18th, February 15th. March 15th, April 12th. is the second Monday.

It was **RESOLVED** to approve the above dates for 2021 meetings.

Cllr. Hopkins informed members that January, February and March meetings clashed with Wavendon Parish Council and would not be able to attend.

- 35/20 **Appointment of Clerk**
 The successful applicant for the position of Clerk/RFO had accepted the post. Details and information were discussed and informed that upon approval of full council a contract of employment will be sent for signing. The Contract of Employment was approved.
Local Government Pension Scheme
 Alison Jordan expressed a wish to join the LGPS when commencing her position of Clerk in January as she had already had been a member in the past.
 It was **RESOLVED** to join Alison Jordan as an employee into the Local Government Scheme commencing 1st January 2021.
- 36/20 **Salaries**
 NALC had circulated the 2020/21 National Salary Award to be implemented from 1st April 2020. Back pay will be given to the Clerk next month. The increase awarded at the budget setting meeting was in lieu of the delayed agreement the salary for 30 hours on point 29 of the LC scale, an increase in hours to 33.5 will be backdated to the April 1st.
 The Salary for the new Clerk has been entered in her contract of employment.
- 37/20 **School Crossing**
 A report of the Teams meeting held 2nd September had been circulated by Cllr. Hopkins. MKC argued the point that the Transport and works Act Order included mitigations on Cranfield Road which they want installed before closing the crossing. It was requested to re-open the crossing due to the risks of pedestrians and children have to negotiate roads without footways, and wait in live roads with inadequate waiting areas. NR would consider what had been discussed but would not open the crossing. MKC are now seeking legal advice.
 It was discussed and agreed to approach the two schools to write, publicise for the wider community. Set up a PR campaign and invite press and media.
- 38/20 **Consultation on Waiting Restrictions in Station Road, Theydon Avenue and High Street/Downham Road junction.**
 Notices have been put up but with an error on the times of the parking bays on Station Road, the Clerk to ask for a further extension of the consultation date when new notices are in place with correct information. Also notices should be placed near to Station Convenience Store
 The Town Council will object to the length of double yellow lines North East of Station Road. This will be highlighted in Hogsty Handbook.
- 39/20 **Woburn Sands Climate Change Group (papers circulated)**
 Cllr Skelton reported on the progress and meetings this group have held and hope to have a public open meeting early Spring 2021. It was agreed to have a regular slot on the Agenda for updates. Investigations towards Transport sustainability will be prepared for October meeting.
 Cllr Rae offered to be part of this group as The Young Environmentalist has been postponed and both topics interact.
The Plan and Street Tree Proposal.
 Cllr Lanyon-Hogg had circulated a detailed report outlining the importance and benefits of tree lined streets on well being. MKC are actively supporting this throughout MK.
 The report was well received; further investigations and consultations with local residents will be investigated. The Council approved the Plan and Street Proposal.
 Funding sources will be investigated.
- 40/20 **Greens Court Management Cmt. & Connolly Homes Solicitor**
 Letter received from Greens Court Management Company enquiring if the Town Council would consider taking ownership of Club Lane. A letter was sent to Connolly Homes with details of the site meeting with MKC Highways regarding the access to the car park: this was then referred to their solicitors. The solicitors are requesting the Town Council to contribute towards the upkeep of the access road and take ownership of Club Lane.
 The Town Council agreed it would be sensible to take ownership of Club Lane, but funds should be given to the Council to do this.
 The access had initially been approved by the planning dept. when constructed. Connolly Homes should make this safe and up to standard before the Management Committee and the Town Council consider taking on some responsibility for the road.

- 41/20 **Recreation Ground Refurbishment Consultation**
Proposed options of some suggestions for the Recreation Ground had been produced and circulated. Cllr Geddes had circulated some details to go on the website with options for residents to vote for the various options and their priority.
It was **RESOLVED** that Cllr Rae and the Clerk prepare the papers to go onto the website and this will be advertised fully.
- 42/20 **Street Lighting Structural Testing**
Structural testing survey results had been circulated, 3 columns need to be retested in three years the remainder in seven years. To be kept in mind for future budgets.
- 43/20 **New Fire Panel in The Old Fire Station**
The Old Fire Station requires a new Fire Panel and sounder to bring up to standard which will cost £689. **RESOLVED** to have this work carried out. Clerk had confirmed there were sufficient funds in the Charity's Account.
- 44/20 **Review of Health & Safety Policy**
A draft of the updated Health & Safety Policy had been circulated, it was **RESOLVED** to approve.
- 45/20 **Expenses Policy**
Draft Expenses Policy had been circulated, it was **RESOLVED** to approve.
- 46/20 **Parish Forum Representative**
To consider if any Councillor wishes to represent the Council on the Parish Forum.
At this present time no Councillor was able to represent the Town Council, but will be reviewed in May.
- 47/20 **CCTV**
It was agreed to request the CCTV being moved to monitor parking at the top of Station Road and lower end of High Street.
Cllr Farrant reported on the virtual meeting regarding sharing a Parking Enforcement Officer. £500 to sign up, MKC keep the revenue from fines.
Of the parishes that were considering this scheme, there were no close parishes to Woburn Sands.
The Newport Pagnell Clerk will collate the information.
- 48/20 **Notification of Urgent Decisions that have been made.**
None
- 49/20 **Finance**
 - A list of payments had been circulated, all invoices were tabled, and it was **RESOLVED** to authorise all payments and duly signed by two members
 - Meeting 17th November and 7 January 2021
 - The Clerk reported a fraudulent attempt with 2 cheques being submitted for payment, the Bank had sent a letter notifying the Clerk the Bank had declined 2 cheques for payment. The Clerk authorised a stop to both cheques. This matter has been referred to the Police as a no loss fraud.
- 50/20 **Date of next meeting 12 October time Summerlin Centre 2.30pm**
Meeting Closed 4.36 pm