

WOBURN SANDS TOWN COUNCIL

Minutes of the Meeting held at the Summerlin Centre on Monday 14 December 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, J. Green, R. Lanyon-Hogg, P. Farrant
Clerk	Mrs L Stapleton 1 member of the public
Apologies	C. Cowmeadow

67/20 **Town Mayor's Announcements**

Cllr Geddes thanked the Councillors for their contributions towards a gift for Mrs Biggs who will be retiring at the end of the month.

He also thanked the Christmas Fayre for the help in putting up the Christmas Trees on the shops, but due to Covid restrictions unable to put the lights on the trees, also the large central tree outside the Methodist Chapel, only few volunteers carried this out which took most of Saturday, these volunteers will not be able to do this next year, and urgently need more help by younger members of the community. Father Christmas also went around the residential streets, which was very much appreciated. Suggested asking Swallowfield PTA.

68/20 **Declarations of Interest**

Nil

69/20 **Minutes**

Minutes of the meeting held on 12 October 2020 had been circulated, approved and signed as a true record

70/20 **Progress Reports**

a Clerk Report

1. Reported Flooding on Cranfield Road
2. **Electric charger** company are trying to obtain a price from MKC to mark the parking bays.
3. **Click & Collect** is now operating at the Library on a Saturday morning, the second Saturday was very busy.
4. Arranged for the **door entry system** to be replaced unfortunately, existing wiring could not be used as this materialized as the fault. Contractor was in all day.
5. **Library car par fencing**. Mike was unable to get a second quote for the 3 panels, the fence has deteriorated, and as a matter of urgency I asked MK Fencing to replace panels as soon as possible.
This will be done on 16 December.
6. **Under Stage**. Caretaker has installed protective flooring similar to Fire Station under the stage.
All items from Parent & Toddlers are now under stage. Christmas Fayre will put the Lights etc. under the stage.
7. Arranged for electrician to repair the **lights** on the passage to entrance to office, as none working.
- 8.. Chased Connolly Homes solicitor regarding taking over ownership of **Club Lane**.
Cllr Jeffreys updated Members that Connolly Homes had repaired the pot holes on the access road, installed Mirror to enhance line of sight on the bend in and out of the car park and some speed safety markings on the access road.
Green Court Management Committee had been told by Connelly's solicitor that they would be prepared to pay the legal fees for the Council to take ownership of Club Lane..
9. Proposed **budgets** for next and future years, and circulated all with all proposed grant applications.
10. The **Office toilet** was leaking a contractor had quoted to repair, seals have corroded by the condensing boiler and requires a neutralizer to be fitted, the macerator has broken and needs replacing and the flush button needs replacing. He has closed the WC. See item on agenda.

- 11 Another **roof leak** has occurred at the Summerlin into the office. Contractors who fitted the new roof found the lead flashing around the guttering was the cause. Repaired. Quotes to be obtained for the cost of repairing the ceiling to ascertain if it will need to be an insurance claim or roofing company reimbursing.
- 12 Arranged for Steve Dear to quote for **removal of branch on tree on Mowbray Green** and to cut back tree in Spinney which is overhanging Hardwick Road covered in ivy.
13. Redundant “fingers” removed from the **finger posts** on Club Lane and Shoppers car park.
- 14 **Hedge works** completed at Mowbray Green and extra for Hedge at corner of entrance to Library car park.
- 15 Queried if Taylor Wimpey would like to hand over the **emptying dog bins** at Parklands, to the Council. Refused, so will monitor situation.
- 16 Arranged for Forde & McHugh to put lights up on front of Library. Suggested that as lights have fallen off Gable end next to the Green that they should replace the fixings possibly in the summer when weather good, most hooks have fallen out.

Note of complaints registered to Environmental Services

Bollard knocked down at junction of Wood Street/Theydon Avenue.

Reported post on Mowbray Green again and sent photo.

Met Ringway who will be sending a quotation to rectify some of the surface at Hardwick Road lay-by.

Cllr Skelton enquired if Head of Highways has replied to the invite to attend a meeting.

Cllr Hopkins informed Members that she was not attending face to face meetings and would try to attend a virtual meeting

b. **Halls & Library**

Cllr Geddes reported that the Library is now open on reduced days and times. Members to keep in mind that the front windows of the Library need replacing at an approximate cost of £12,000. Investigations will be made with Milton Keynes Council if there were any S.106 library money that could be used for this. Cllr Hopkins will also make enquiries. The site manager at Parklands has indicated that the ground levels between the Summerlin Centre and the new Sports Hall could be levelled to enable extra parking.

The report the halls meeting on 27th October had been circulated.

c. **Environment & Edgewick**

Cllr Skelton reported that the S.106 funds to install Boardwalk with associated works have now been completed. The Clerk had reported on the accounts and now submitted the audit to MKC for this project. He expressed his thanks to the Clerk.

Cllr Jeffreys also thanked the volunteers who had carried out this work on behalf of the Council.

Club Lane

As discussed in Clerk’s report, it was **RESOLVED** that the Town Council would take ownership of Club Lane once we receive written confirmation that Connelly Homes will pay the fees.

e. **Climate Change**

Cllr Skelton thanked Mary Davies who had written a draft proposal to increase biodiversity in the local area which had been circulated to all members; it covers Woburn Sands and outskirts which is relevant to the Town Council and the Neighbourhood Plan.

The lengthy document was discussed which covers a lot of topics. The next step is to include the Community and when allowed to have some meetings and carry out some consultation by a survey. These proposals will need the community support. The Neighbourhood plan needs refreshing, with the aim that these topics should be included.

The Town Council approved this but Cllr Geddes informed members that the updated Neighbourhood Plan should be drafted when more information on the SPD is known.

Cllr Green queried if Trees should be planted in gardens in new developments as a condition at planning stage.

She suggested that WS could have some sort of an event to encourage the community such as the Forest Centre at Marston.

Cllr Geddes thanked those who had done this work and for the suggestions.

d. **SEMK & Level Crossing**

Cllr Hopkins reported there is a move to cabinet for a delegated decision in January, Public Consultation in February. The Council urgently need a meeting, the only option being a virtual meeting perhaps on a Saturday and would need to publicise well asap.

Cllr Geddes reported that himself and Cllr Hopkins had attended a virtual meeting with Charles Hirst, he is now part of the Bicester – Oxford line with Network Rail, Woburn Sands comes under East-West Rail. It was questioned if MKC have a view, as EWR and SEMK need to work together which would impact on the Bletchley-Bedford line.

A response had been sent regarding the CAG presentation held on 4 November.

A letter had been sent to the Chief Executive of East West Rail expressing the Town Council's concern regarding both projects.

71/20

Unitary Report

Cllr Hopkins had circulated a full report mentioning:

SEMK, MK2050 which has now been published, MKC "Make Space in MK" campaign regarding messages going out on digital screens Schools update, to help MK Control Covid-19.

72/20 **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

73/20 **CCTV**

Cllr Jeffreys asked how the CCTV footage was being used as residents concerned about no parking wardens. The Clerk mentioned that the camera has recorded burglary at Tesco they filed report to Police, MKC are also sourcing footage, and last week the Police had made a request that if necessary could the camera be moved for the Police to monitor certain areas. The Clerk agreed. It has also been unfortunate that Lockdowns and restrictions have been in place since April when the camera was installed. Traffic Wardens have also all been furloughed during first lockdown.

- 74/20 **Marcus Young Environmental Services**
The contract expires on 1st January and sent a 2 year fixed term contract at the same price as current. It was **RESOLVED** to renew the contract by all Councillors. It was also **RESOLVED** to add the Parklands bins to this contract.
- 75/20 **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.
It was **RESOLVED** to have these installed due to being highlighted on the Risk Assessment.
- 76/20 **Office Saniflow Repairs**
Plumbing and Gas have closed the office toilet and quoted for repairs, due to leak and inadequate flushing. £1,398. As a matter of urgency it was agreed that these works should be carried out as soon as possible.
- 77/20 **Lap Top to replace Desk top computer**
To purchase 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.
Prior authorisation to purchase Dell laptop with 3 yr support £1,306.15 plus VAT was given due to time restraints.
- 78/20 **Recreation Ground Survey**
Cllr Rae has collated results of survey and circulated to all members.
Discussion took place regarding the survey findings, 2 further items should be considered within the Recreation Ground when works commence. To install a soakaway to stop the flooding on the path next to gate at the entrance to the Rec and look at installing path to link to proposed gate to Swallowfield School. The Survey was extremely successful and both schools sent details to all parents. Over 130 responses were received.
Cllr Rae was thanked for all her hard work.
Agreed: Results be sent to Phil Snell at Milton Keynes Council for designs of some schemes with costings. Some items which were mentioned could be installed within the SEMK area which the Town Council are suggesting as a green buffer zone/country park. Survey results to be put on website and in the next newsletter.
- 79/20 **SID Report**
Report of the traffic and speeds on Hardwick Road during August was circulated and indicates that there is a speeding problem.
- 80/20 **Clerical Assistant**
The Clerk reported that quite a few applications had been received. A date will be arranged for interviews after closing date by the new Clerk, the retiring Clerk and Cllr Rae.
- 81/20 **Budgets for 21 – 22**
The Clerk had circulated proposed budget for the finance committee.
Cllr Geddes explained that Cllr Cowmeadow had got the base rates and although the budgets were subsidised by the Reserves this year, the Council cannot continue to do this. There will have to be some cuts to the budgets and some reserves to be used. The precept will have to be increased, the Clerk will look at proposed budgets to see if there can be some reductions during this financial year.
Cllr Rae reported that the Clerk had costed the production and delivery of a newsletter to be produced by young people for the Young Environmentalist Competition, due to original plans prior Covid would not be able to go ahead as originally suggested. To organise the newsletter by young people regarding environmental issues the budget would need to be increased.
It was agreed that Cllr Green would help by contacting the schools, it was also suggested to contact Tesco and Amazon for sponsorship (when more details are known)
- 82/20 **Appointment of Internal Auditor**
It was **RESOLVED** to appoint Denise Batchelor to carry out the Internal Audit for year ending 31st March 2021, at the cost of £50.
- 83/20 **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.*
No comments from the Council, this item does not affect figures. Member agreed that the conclusion of audit notice can be taken out of noticeboards and website at the end of the year.

84/20 **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.

85/20 **Interim Internal Audit**

CLlr Cowmeadow carried out an Interim Audit check on 13 October. Report circulated to all members, no issues raised.

86/20 **Finance**

a. **Grants**

It was recommended to Full Council to approve the following grants as recommended by the Finance Committee

It was **RESOLVED** that the Council in accordance with its powers under sections 137 and 139 of the Local Government Act 1972, should incur the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure:

The Three Parishes	Running Costs	£450
Friends of WS Station	Plants	£100
George Wells Foundation	Running Costs	£100
St Michaels Church	Tools for Upkeep of Churchyard	£500
Parent & Toddlers	New equipment	£300
WS Tennis Club	Items for Club room & courts	£250
Three Parishes Fuel Charity	Running Costs	£100
<u>Under Local Government Act 1972 s.145</u>		
Woburn Sands Band	Bell Covers	£400

- b. A list of payments had been circulated, all invoices were tabled, and it was **RESOLVED** to authorise all payments and duly signed by 2 Councillors.

87/20 **Councillor's reports and items for next agenda**

Response to Waste & Recycling collection Consultation ending 24 January 2021

88/20 **Date of next meeting 18 January 2021 venue to be arranged.**

Meeting Closed 4.35 pm