

WOBURN SANDS TOWN COUNCIL

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Monday 14th June 2021 2.30 pm Memorial Hall

44/21	Present: Apologies and approve reasons for absence:	Councillors: Jan Rae (Chairperson), Peter Skelton (Deputy), Paul Farrant, Michael Geddes, Jo Green, David Hopkins, Jacky Jeffreys, Richard Lanyon-Hogg, Town Clerk Alison Jordan
45/21	Town Mayor's Announcements (if any)	The Town Council have been donated an electric piano for use at the Memorial Hall. The Mayor asked the Clerk to write a thank you letter to Mike Kearney for the piano. The Clerk to contact Network Rail to see if they would like to take piano, it is thought they take old pianos to put in rail stations.
46/21	DECLARATION OF INTEREST	a. Under the localism act 2011 (section 26-37 and schedule 4) and in accordance with the Councils code of conduct Cllr D Hopkins referred to his entry in the member's register of interests b. Cllr Jeffreys declared an interest regarding item 71/21 correspondence about the flood lights on the Greens Court Tennis Courts
48/21	Minutes:	The SID has been repaired and about to move to Hardwick Rd. Some residents have requested it remain on Station Rd/ Newport Rd. Cllrs asked if there is a case to have two SIDs. Minutes ACCEPTED
49/21	Progress Reports: a. Clerk's Report b. Halls and Sports Centre update c. Environment Report	a. Clerk's report, attached. b. The meeting was updated on the Halls meeting on Monday 7 th June. Handover of the Sports Hall has been delayed from June to July. <ul style="list-style-type: none"> • Open evening of 9th July will be moved to 30th July. This is to be advertised. • David Jordan spoke to Taylor Wimpey on behalf of the council to get the ventilation unit installed as planned, and looked at the progress. Mr Jordan who has offered to act for the Council liaising with TW and carry out a snagging inspection on hand-over from TW. This was ACCEPTED and the council thanked David Jordan. • The Clerical Assistant and Clerk will prepare an information sheet about the Sports hall for potential users. The booking system will be more complex than the other halls, this will be looked at in costings. Hiring rates must take into account 'going rate' and mustn't compete with our other halls. The Council must be prepared to subsidise the Sports Hall at first. • The Clerk is to contact Swallowfield Lower School and local groups regarding interest in booking. c. Environment: the banners alerting residents to EWR proposals were taken down on 10 th June. The group behind this want to be a network to get all interested groups together they are now thinking of a name, maybe the Voice of Woburn Sands (VOWS). The kissing gate on Footpath 14 in Edgewick Farm by the pond, is quite old and beginning to get stuck but has now been repaired by Martin Hughes. Thank you to Mr Hughes on behalf of Edgewick Farm volunteers and visitors.
50/21	Unitary Councillor Report	Cllr. Hopkins report has been circulated Consultation on Glebe Farm School Academy is taking place. Cllr Hopkins handed out copies to be circulated. Councillors discussed the new schools proposed in the SEMK development; two primary and one secondary. Cllr Hopkins explained all new school have to be academies now, and they have to go to tender. Bow Brickhill Primary is keen to transfer to the new site as did St Mary's in Wavendon. MK Council have some anti-litter posters available which Cllr Skelton requested the Clerk order or print out for our use.

51/21	<p>Finance:</p> <p>a. To consider and approve payments for the month (list to be circulated)</p> <p>b. Review Reserves and budgets</p> <p>c. Staff costs</p>	<ul style="list-style-type: none"> • Payments NOT APPROVED due to an error and query regarding CCTV payments. They were discounted last year, the Clerk to check if the discount is still in place and confirm current payment. Clerk to resend accounts for approval. • Figures to be approved include quotes for an entrance system using cards at the Sports Hall. Cllr Geddes explained card entry system, it will allow entry at set times depending on the booking. They are not a single use plastic cards but can be re-programmed to be reused. • There is a budget of £5,000 earmarked for the Sports Hall as of 1st April which has not yet been spent. Clerk to send out General Reserve amount and a quarterly budgets report is to go out next month. • Note the Halls reserve is all halls not just sports hall. The Council could take £10,000 out of reserves for Sports Hall. • increased hours discussed would mean increased staff budget by about £8,000 Comparisons with other parishes might be difficult but Cllr Cowmeadow and the Clerk agreed to find out what similar sized parishes pay in staff costs. There was further discussion on the role of the Clerical Assistant in generating income by promoting the halls • It was suggested it would be useful to have a discussion on finance as a whole; considering more housing, new facilities etc. in future developments. The Council need to look at total financial situation, perhaps develop a five year financial plan. Cllr Rae suggested this should be for the whole council rather than the finance committee. • Cllr Cowmeadow suggested Sept / Oct for a meeting, i.e. before budget, to discuss staff costs. We have five halls to manage, more than many parishes, so need to consider this with job role.
52/21	<p>Audit 2020 – 2021 Internal Audit Report</p>	<p>APPROVED</p> <p>Cllr Cowmeadow made an Internal Check (not Report) and noted the changeover to Scribe. He thinks this new system will be an improvement. It will be helpful to have a quarterly report on budgets and expenditure, Scribe will allow these reports.</p>
53/21	<p>Audit 2020 – 2021 Section 1: Annual Governance Statement Circulated</p> <p>To agree/discuss The Annual Governance Statement Boxes 1 – 9</p>	<p>Statements in each box on the Annual Governance Statement were read out</p> <p>RESOLVED to APPROVE</p> <p>and signed by the Chairperson and the Clerk</p>
54/21	<p>Audit 2020 – 2021 Section 2: Accounting Statement Circulated</p> <p>To Approve section 2 the Accounting Statement supporting papers circulated</p>	<p>Section 2 Accounting Statements were read out</p> <p>RESOLVED to APPROVE</p> <p>and signed by the Chairperson and the Clerk</p>
55/21	<p>End of year accounts for the Gravel Pit Close Charity to be approved</p>	<p>RESOLVED to APPROVE</p> <p>It was noted that the After School Club need to pay an outstanding invoice before September when they wish to start again, and in future all invoices will have to be paid in full and promptly</p>

56/21	<p>Planning</p> <ul style="list-style-type: none"> • *21/01406/FUL 1st floor extension over garage <p>61 Elm Grove No objection.</p> <ul style="list-style-type: none"> • *21/01595/CLUP certificate of lawfulness for a MOT station <p>Unit 5, Station Yard, Newport Rd No objection.</p> <ul style="list-style-type: none"> • *21/01621/TCA Fell 3 Norway Spruce trees and reduce Ash tree <p>7 Sandy Court No objection.</p> <ul style="list-style-type: none"> • 21/01661/TPO consent for tree reduction, coppicing and general management advised by Tree Officer <p>7 Sandy Court No objection, WSTC are aware of a detailed conversation with the Tree Officer and are happy to follow his advice regarding both applications from 7 Sandy Court.</p> <ul style="list-style-type: none"> • 21/01622/TPO consent to prune Hazel tree <p>8 Sandy Court No objection.</p> <p>31a Station Rd came in after agenda went out – A application to reducing the height of several trees and fell a Horse Chestnut. The topping of trees by several meters seems quite severe, but the Horse Chestnut due to be felled appears to be healthy, Cllr Skelton is not convinced by the argument for felling and would like Tree Officer’s opinion. It is in conservation area. Cllr Skelton is also concerned about the health of a Horse Chestnut by Sandy Court gates. If it needs replacing this should be done by those responsible as it appears to have been caused by work on the gate. Cllr Skelton to ACTION. There was a discussion on the way the planning applications are presented on the agenda and minutes. Regarding MKC planning decisions, it needs to say on agenda if WSTC approved or objected to the applications.</p>	
57/21	<p>MKC Planning Officer’s consideration of WS Conservation area</p>	<p>The Council are very disappointed that Asplands Close amendments to footpath and store were approved. The MKC Tree Officer was unhappy with the work going on but the Planning Officers did not take this into account. The changes to the footpath were approved despite issues of safety and access. Following discussion it was agreed that WSTC needs to gather evidence of where our opinion has been ignored. Cllr Jeffreys suggested we look at item 65/21 and this item together. Cllr Green is taking over the planning brief from Cllr Jeffreys.</p>
	<p>65/21 - The role of Parish Council’s in MKC when working with other organisations, e.g. EWR</p>	<p>Cllr Skelton has spent a lot of time looking at Asplands, and notes there are 10 or 11 pages of objections. But it was still approved under delegation due to covid restrictions. Cllr Skelton’s opinion is that the only things the Planning Officers took account of were opinion of other officers, e.g. Tree Officer. The re-routed path was not discussed with WSTC but planning accepted a statement from developers which claimed they had communicated with the Council. Following discussion the Clerk was asked to seek a meeting with the Head of Planning (a new person in post) and Chief Executive Michael Bracey. WSTC Councillors put in a lot of work considering planning applications but think MKC is not taking WSTC’s opinions into account. We, the Town Council, need to say what outcome we would like from this meeting. Cllrs Hopkins, Skelton, Jeffreys, and Green agreed to attend the meeting. Comparison was made with Central Beds Planning who come out to look at applications such as the Glassworks application to change to a car showroom, but MKC Officers do not go out.</p>
58/21	<p>Neighbourhood Plan</p>	<p>See circulated document and review. Congratulations were given by Cllr Jeffreys to Cllr Rae and those who contributed to the Neighbourhood Plan for the amount of work they put into the plan.</p>

		<ul style="list-style-type: none"> The Neighbourhood Plan is a supplementary planning guide, subsidiary to Plan: MK and SEMK. Assuming we wish to have a plan for WSTC we cannot include what is covered by Plan: MK and SEMK and must be consistent with them. But Plan: MK has not been published yet, so we should wait to consider this. <p>Points to consider:</p> <ul style="list-style-type: none"> WSTC should work with and include neighbouring parishes. A NP can be drawn up and run by community groups, doesn't have to be Parish Council. SEMK will create a 'new' WS, so the NP needs to have policies applicable to the new and the old WS. We can employ someone to work on aspects of a NP but would be a cost of course. Needs committed councillors/people to do this. What is expected in a NP has changed from when WSTC did one before, however, there is help available from MKC. Some Cllrs question whether to go ahead yet. Other parishes have abandoned NP's. MKC do not necessarily take them into account when it comes to planning. It might be best to create a plan without looking at planning issues but to look at facilities etc. Collecting data from residents about what they want in WS could be useful, there are lots of ways we could influence developments, the Sports Hall is a good example, and the Institute building being used by the Library Service. Some Councillors could get together to collect data which may be useful when looking at the SEMK development and EWR's proposals Cllr Hopkins clarified that having a NP made no difference to the status of the conservation area. The Clerk to follow up the Article 4 Direction request because we need an answer from MKC before the end of July Other issues include a bigger car park.
59/21	Taylor Wimpey Tree planting	Taylor Wimpey need to give us a planting schedule before the council adopts the site. The Clerk to liaise with Phil Snell about this.
60/21	Young Environmentalist <i>Jan will come with ideas by mid next week.</i>	<p>Cllr Rae has been discussing with the Clerk and Cllr Skelton the possibility of an Environmental event next year, in recreation ground, under a marquee. This could be something we ask Anglian Water to fund or contribute towards as part of their compensation for use of the recreation ground. If using a hall we will need to book it now.</p> <p>The environmental and communications group will meet to consider exhibition, or environmental weekend and how to promote this event. Suggestions include approaching schools, and taking the curriculum into account. Also, consider dates if working with schools. Must approach schools asap about this.</p> <p>Cllr Skelton has produced a walking & cycling policy, we could get people to comment on this during the event.</p> <p>Cllr Cowmeadow tells us that Headteacher Mrs Clancy would like to meet the new Mayor and Clerk before end of the school year. He has agreed to speak with her regarding a meeting.</p>
61/21	Communications Policy a. Councillor and staff photos and information on website b. E-mail addresses for Councillors	<p>Communications Policy now needs updating.</p> <p>Social Media policy: added a new paragraph about updating social media pages and the website. WSTC should be able to promote ourselves but not other profit making companies.</p> <p>Cllr Skelton asked if we need to consider enlarging the number of Councillors? There is much growth in WS and Wavendon where, Cllr Hopkins told the meeting, Wavendon Clerk will become a full time position.</p> <p>There is a photo of Cllr Rae already on WSTC website introducing herself as Mayor it would be a good idea if other councillors and staff provided photos and a brief bio for a webpage. This was AGREED</p>

		Email addresses: six Cllrs agreed they would like a WSTC email, Cllr Hopkins already has a Milton Keynes email address for his role as Ward Councillor. The suggested format is councillorjanrae @ wstc... The Clerk will action this.
62/21	Staff appraisals	Staff appraisals are in the job description of the new staff. WSTC wishes to formalise this idea and have taken MKC's staff appraisals as a template. First process: Mayor and Head of Finance appraises the Clerk, the Clerk plus another Cllr appraise the Clerical Assistant and Caretaker. Cllrs discussed using a triangulation process; i.e. collect info from others. Two staff have not been in post for long so this is early preparation, it was agreed the process could be formal but without too much paperwork as we are a small organisation. Cllr Rae will continue to work on this before the next meeting.
63/21	DRT	The Clerk has written a letter to Pete Marland summarising the councils concerns about the new Demand Responsive Transport system and the complaints received from residents. It was AGREED to send the letter adding some further comments from Councillors. Cllrs Hopkins and Geddes have met with Peter Marland; he has spoken to Central Beds Council and is working on the possibility of having system extend into CBC. We need to ask for a review of service so far, those who are having difficulty are those who most need service. If works would be good but not there yet. Older people hit worst and also commuters not getting to work so easily. The service needs to be risk assessed.
64/21	EWR a. Cost of engineering report	Cllr Hopkins has been in contact with someone who could draw up an engineering report for WSTC looking at the level crossing. EWR next round of consultation is now due to be at the end of 2022. The Clerk is arranging a Zoom meeting with a resident who may be able to advise WSTC regarding other options for the rail crossing. We have time to gather information and seek out others expertise, all parishes should be involved, 19 at least. Cllr Skelton reported on the Edgewick Farm meeting with EWR. Present were representatives from Friends group. It was a constructive meeting, and he has sent an addendum to WSTC response to the EWR proposals. MP Iain Stewart's response is to go on website, as well as this addendum on website. WSTC wish to thank Iain Stewart for his thoughtful response. He has more influence than us, as a junior minister. It would also be good to get Ben Everitt MP MK North to liaising with other MPs Bicester to Cambridge to see if we can work together.
65/21	The role of Parish Council's in MKC when working with other organisations, e.g. EWR	See item 57/21 above.
66/21	Grants: • Community Infrastructure grant application deadline 27 th Aug • Tesco Community Grants	<u>Community Infrastructure</u> : this is for play areas, landscaping, flood preventing, etc. Guidance says the applicant must match themes, and so WSTC would need to match funds awarded. Suggestions include applying to pay for the new windows for The Institute; and to replace Edgewick Farm's barn roof, a need identified by the Environment Committee in 2020. <u>Tesco Community Grants</u> : may not be very useful to us. Maybe more suitable for clubs or groups in Woburn Sands rather than the WSTC.
67/21	Garden Competition Judging date 20 th July	Cllr Jeffreys is to judge alongside Maurice Rust. The categories are the same as usual and judging will take place on 20 th July. To enter contact the Clerk.
68/21	Traffic calming on Bow Brickhill Rd <i>Check email from David H</i>	Cllr Hopkins too part in an online community forum with TVP on 24 th May regarding road safety on Bow Brickhill Road. Discussion included: <ul style="list-style-type: none"> • A 40mph 'slow down' stretch • A SID to indicate speed of traffic leaving Woburn Sands

		<ul style="list-style-type: none"> Traffic slowing measures and the danger crossing the road <p>The Clerk to draft a letter to Stewart Proffitt on the issue.</p>
69/21	Mural on Club Lane wall	<p>Is there s106 money for a mural? Could old signs be restored to create a mural or should it be a mural for modern WS? There could be a competition.</p> <p>Do we need planning permission for a mural in a conservation area?</p> <p>The Clerk will check S106 funds and speak to the contact regarding S106 money (was Paul van Geete, now James Williamson)</p>
70/21	Notification of Urgent Decisions that have been made	<p>Purchased a new vacuum for the Institute</p>
71/21	Correspondence	<ul style="list-style-type: none"> Thank you notes and emails from Greens Court and Shelton Court for some plants. The Town Council have been asked to keep a copy of the new constituency boundaries available for public viewing and consultation. They don't effect WS directly, but the areas are being renamed so Iain Stewart is still MP here but his area will be called MK Borough and Ben Everitt is MP for North MK. Amazon have offered the Gravel Pit Close Charity the opportunity of fundraising through Amazon Smile. This is a scheme where shoppers use the 'Smile' website and a percentage of sales will be donated to the chosen charity. It was AGREED to register the GPCC. CCTV report on evening/night time drinkers in the recreation ground. Our local PC Rob Childs will keep an eye on the area although those concerned do not appear to be doing harm Tennis Club floodlights: there has been a complaint from a resident and it refers to an ongoing issues. The tennis club changed the flood lights provided by Connelly Homes and have not put up shields to protect residents. Management group at Greens Court contacted Tennis Court who say cannot afford to put up shields. A resident wrote to environmental officer at MKC to complain but was told to write to WSTC. The Town Council do not have powers to deal with this and Councillors are surprised at MKC's reaction as light pollution has serious impact on wildlife. Neil Allen the Environment Officer, The Clerk to contact and clarify the situation.
72/21	Councillor's reports and items for next agenda	<p>Car parking on Leys/Hardwick Rd. Cllr Hopkins told the meeting the PCSO has been informed. The Clerk has already tried to report parking issues but was told by the police that TVP won't come out unless a 999 issue and MKC said they are not looking at parking at the present.</p>
73/21	Date of next meeting Monday 12th July	<p>Cllr Skelton gives apologies as he will not be able to attend a meeting on this date. Venue to be decided depending on social distancing.</p>

Meeting ended at 5.15pm

Chairperson: