

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 summoned to attend the Meeting of the Woburn Sands Town Council on **Monday 11th March 2024 at 7.30pm in the Committee Room, Memorial Hall.**

Members of the public are welcome to attend.

DRAFT M I N U T E S

ACTIONS

53/24	<p>Present: Councillors J Green, D Hopkins, A Poppleton, G Jones, T Sutton, K Temple. Clerk A Jordan R Townend. MOP Ward Councillor T Bailey. Two other members of the public.</p>	
54/24	<p>Apologies and approve reasons for absence: None.</p>	
55/24	<p>Co-option: Richard Townend was co-opted.</p>	
56/24	<p>DECLARATION OF INTEREST:</p> <p>a. Under the localism act 2011 (section 26-37 and schedule 4) and in accordance with the Council's code of conduct Cllr D Hopkins referred to his entry in the member's register of interests https://www.milton-keynes.gov.uk/parish-register-interests/david-hopkins</p> <p>b. Cllr R Townend declared interest in item 63/24 and 64/24</p>	
57/24	<p>Town Mayor's Announcements (if any): Cllr J Green attended the MK Mayor's Civic Reception with Cllr G Jones.</p>	
	<p>The meeting will be adjourned for Public Question Time: Two members of the public spoke referring to item 62/24 d. supporting a bio-diversity survey for Edgewick Farm, and concerned about encroachment on green areas of the town. Cllr J Green suggested forming a working group with councillors and public to look at this. Cllr D Hopkins gave further information on MKCC and EWR's consultation. He is meeting with the Greensand Trust this week. Cllr A Poppleton also gave information about Local Nature Recovery Strategy.</p>	<p>Councillors to discuss on next agenda.</p>
58/24	<p>Minutes: To consider the approval of the draft minutes of the last meeting of the Council held on Monday 12th February 2024. Cllrs asked to compare income from previous year's halls income</p>	<p>Clerk to pass on info on hall usage. AGREED</p>
59/24	<p>Progress Reports and feedback:</p> <p>a. Environment Committee: Cllr A Poppleton reported that Local Nature Recovery Strategy (LNRS) survey results are starting to come in. This and might include some biodiversity surveying for our geographic area.</p> <ul style="list-style-type: none"> - Edgewick Farm fence completed and posts repaired - Yellow lines to be completed <p>b. Halls Committee:</p> <ul style="list-style-type: none"> - The full time Community Caretaker post has filled and to start 1st April - No action from Taylor Wimpey, an acknowledgement of receipt of email & letter. Cllr G Jones to meet with Clerk to 	<p>Clerk to ask contractor when he can complete yellow lines. Clerk to produce income report for next meeting</p>

	<p>write again. Cllr D Hopkins suggested a conversation with the Town Council solicitors regarding this matter</p> <p>c. 50th Anniversary:</p> <ul style="list-style-type: none"> - Cllr G Jones has booked the films and cinema. Thanked Woburn Sands Community Market for offering to donate to the cost of the cinema. - Cllr G Jones suggested a walking carnival down the High Street, with a road closure. It was RESOLVED not to have this. - Cllr T Sutton has booked portable toilets and is investigating decorative lights. - Cllr J Green reported the heritage trail has been published and ready for distribution - Cllr T Sutton would like to outline the budget for the event - AGREED to a coffee morning - Cllr A Poppleton suggested a cake competition - Cllr A Poppleton suggested linking the Danesborough Fort information to the anniversary celebrations, e.g. signposting it. - An exhibition at the library has been proposed - Cllr A Poppleton was thanked for her work designing some posters. The information needs to be confirmed and posters out by Easter. - A working party meeting to be arranged – Cllr J Green to email for a date 	<p>Contact Simon Rae regarding Art Group and loan of boards</p> <p>Cllr J Green to arrange the date for a working party on 50th Anniversary event</p>
<p>60/24</p>	<p>Ward Councillor's report(s):</p> <p>Ward Cllr Tracey Bailey:</p> <ul style="list-style-type: none"> - There is a lack of availability for disabled parking on the High Street Cllr T Bailey has put in a request for another parking bay. Currently there are only two spaces. Parking enforcement agreed to come out more often. - Asked Highways to improve crossing between Nonna's and The Swan - Cllr G Jones asked about the zebra crossings; Clerk clarified the work to be completed in the new financial year. <p>Ward Cllr David Hopkins:</p> <ul style="list-style-type: none"> - Additional funding in the government's budget for East West Rail, the Marston Vale line - Attended an EWR briefing - Information on local road closures are not in line with the actual road signs 	<p>Clerk to request Milton Keynes Highways replace the bay outside the chemist</p> <p>Clerk has contacted National Rail about contradicting signs and information</p>
<p>61/24</p>	<p>Clerk's Report:</p> <ul style="list-style-type: none"> • Making arrangements for new staff: the Community Caretaker and the Finance Assistant • Sourcing work clothing for the Caretaker • SID removed and damaged by Ringway 15.02.2024 they repaired it and agreed to install at the bottom of Hardwick Rd/The Leys corner 	

	<ul style="list-style-type: none"> • Zebra crossing outside library has been upgraded and work has now started on the other zebra crossing • The Clerk has been investigating .gov website domain and emails. This is recommended for all councils as it gives extra security • Contacted The Greensand Trust regarding Edgewick Farm support • Our annual fire safety checks are due • Edgewick Farm maintenance on fence and gates • All NatWest accounts have been closed and we have a current account and a deposit account with Unity Trust Bank. We also have one account with the Co-op which has a debit card used for online payments, and a deposit account with Santander to ensure our accounts stay below £85,000 per bank which is the maximum protected by the Financial Services Protection Scheme (FSPS). See bank statements 	
62/24	<p>Finance:</p> <ol style="list-style-type: none"> To consider and approve payments for March. RESOLVED to APPROVE payments Approve setting up a direct debit for the Sports Hall water bills with Water Plus. Council resolved to APPROVE Approve to PAT testing (biennial) and gas boiler servicing (annual) for all halls. RESOLVED to agree for the Clerk to go ahead and arrange for all tests and checks. Agree to a Bio-diversity Survey for Edgewick Farm. Resolved to APPROVE the Greensand Trust survey. 	<p>Clerk to produce a budget report and receipts report. Payments APPROVED</p> <p>AGREED to accept quote for the survey.</p>
63/24	The Council resolved to APPROVE Clerk incremental uplift and Bookings Manager honorarium payment for the new financial year (April 2024).	○ APPROVED staff pay for 2024/24
64/24	Appraisals: format needs to be updated, Cllr J Green invited councillors to join a Staffing Committee to rewrite an appraisal format. Cllr G Jones suggested finding out what is MKCC's appraisal format. Also, Clerk to speak to BMKALC (Bucks and MK Association of Local Councils)	○ AGREED for a Staffing Committee to consider format of appraisals. ○ Clerk to find out about appraisals
65/24	<p>Planning:</p> <ol style="list-style-type: none"> 24/00310/HOU the erection of a single storey rear and side wraparound extension and associated works 5 Chapel Street. Response by 15/03/24. WSTC resolved to no objection. 24/00329/FUL proposed replacement telecommunications street work style mast Newport Rd, by Frosts/Bellway Response by 15/03/24. Cllr D Hopkins has spoken to closest residents for opinions. WSTC resolved to no objection but will suggest a tree-like structure. 24/00160/HOU The erection of single storey side / rear extension with rooflights 6 Ridgeway response by 21/03/2024. WSTC resolve to no objection but take neighbour's comments into account. 	NO OBJECTION to these applications

	<p>c. 24/00378/PRIOR change of use from office to residential use 3 High Street response by 26/03/2024. WSTC resolves to no objection.</p> <p>d. 24/0376/TPO reduction in height of Thuja Plicata, and the reduction of group of Yew trees 8 Sandy Court response by 28/03/2024. WSTC resolves to no objection following consultation.</p> <p>e. 24/00375/TPO crown reduction of Pinus Sylvestris tree 1 Sandy Court response by 28/03/2024. WSTC resolves to no objection following consultation.</p>	
66/24	<p>Notifications of decisions made from Milton Keynes Council:</p> <ul style="list-style-type: none"> 24/00076/CLUP 9 Sturdy Lane APPROVED certificate of lawfulness 	
67/24	<p>To decide whether to allow access, either permanent or temporary, from the Russell Street to the rear of a High Street property. Cllr K Temple has looked at this, and together with Clerk, met with owner. The council RESOLVED to permit a permit temporary access for clearing garden.</p>	Resolved to AGREE to permit temporary access as needed for garden clearance.
68/24	<p>New Staff: Community Caretaker and Finance Assistant. Dan Hailes commences employment on 1st April and Charlotte Johnstone start date is to be confirmed. They both have a probationary of three months. It was resolved to provide workwear for the Community Caretaker The Clerk was asked to research the Local Government Pension Scheme (LGPS) for the Caretaker as APPROVED by the council.</p>	Resolved to AGREE to workwear for the Community Caretaker
69/24	<p>Correspondence for information:</p> <ul style="list-style-type: none"> Edgewick Farm broken gate post Pot hole complaints On-going flooding issues Theydon Avenue/Wood Street. 	
70/24	<p>Notification of Urgent Decisions that have been made:</p> <ul style="list-style-type: none"> Sports Hall shower replaced following a leak 	
71/24	<p>Councillor's reports and items for next agenda:</p> <ul style="list-style-type: none"> Update on End of year accounts Andy Mason to talk to the 50th Anniversary meeting Working group for bio-diversity Email and domain names Garden competition judges 	
72/24	<p>Date of next meeting: 7.30pm Monday 8th April 2024 Venue: The Committee Room at The Memorial Hall</p>	

Meeting ended 9.25pm

Signed:

Date: 11/03/2024