

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 Annual Town Council Meeting of Woburn Sands on **Monday 13th May 2024 at 7.30pm in the Committee Room, Memorial Hall.**

Members of the public are welcome to attend.

MINUTES

ACTIONS

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95/24	Elect a Chairman: Cllr Gwyn Jones nominated by Cllr J Green, Seconded Cllr D Hopkins. Cllr G Jones agreed to stand for the position of Chairman and Mayor of the council	
96/24	Receive the Chairman's Declaration of Acceptance: Cllr G Jones Declaration of Acceptance was received. Mayor G Jones thanked Cllr J Green for her hard work. Mayor G Jones recognises the council has various members with different skills and would like to the council to make use of these.	RECEIVED
97/24	Elect a Deputy Chairman: Cllr Keith Temple was nominated by Cllr G Jones, and seconded by Cllr D Hopkins. Cllr Temple signed his Declaration of Acceptance and then thanked Cllr J Green for her work.	RECEIVED
98/24	Present: Councillors D Hopkins, J Green, G, Jones, K Temple, R Townend. Ward Cllr T Bailey. Members of Public: G Smitham. M Jordan. Apologies: T Sutton, A Poppleton	
99/24	Co-option of a new councillor: Gwynn Smitham was co-opted and signed his Declaration of Acceptance.	RECEIVED
100/24	DECLARATION OF INTEREST: 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>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.</p>		
101/24	To consider the participation of the Chair of the council at committee meetings: The Chair has previously been a member of all committees, the council RESOLVED that the Chair is not obliged to attend all committee meetings unless the meeting might not be quorate.	AGREED
102/24	To appoint statutory or standing committees and working groups: (2023-24 list circulated) a. Planning: Every planning application should state MKCC should take into account opinions of neighbours regardless of WSTC's opinions. All Councillors are on the Planning Committee and responsible, but Cllr J Green agreed to take the lead.	WSTC RESOLVED to AGREE the Committees listed

	<p>b. Finance and Admin: Cllr T Sutton offered to continue as Chair of committee, this was acknowledged and noted that committees decide the Chair at their first meeting. Committee members: Cllrs T Sutton, J Green, and R Townend</p> <p>c. Staffing sub-committee of Finance: this will be all on the Finance Committee except Cllr R Townend who may have declaration of interest</p> <p>d. Environment: Cllrs D Hopkins, R Townend, K Temple, and G Smitham</p> <p>e. Halls: Cllrs J Green, T Sutton, and G Smitham</p> <p>f. Communication: Cllr J Green has been producing the newsletter and Hogsty End. The current newsletter is almost complete but Cllr Green is happy to hand over this role. This is to be left with the Chair and Clerk to consider for next meeting.</p> <p>g. Christmas Fayre Councillor representative: Cllrs T Sutton, and K Temple</p> <p>h. Danesborough Forum and Cross Boundary Parishes Liaison: The Chair suggests a nominated member of council to report on these meetings and Futures Group. As Ward Councillors Cllr D Hopkins and Cllr T Bailey are on the Forum and Parish Liaison.</p> <p>i. Parish Forum: This is usually the Clerk but any Councillor is welcome.</p> <p>j. 50th Anniversary working group: Cllrs J Green (Chair), G Jones, T Sutton, K Temple, R Townend (member of the public: Lynne Roberts) Representatives for local charities to be agreed at next meeting. The Music Festival requested to be separate from the council. WSTC are happy to continue to support the Music Festival and offer the use of town council facilities.</p>	
103/24	Minutes: To consider the approval of the draft minutes of the last meeting of the Council held on Monday 8 th April 2024. RESOLVED to approve.	APPROVED
104/24	<p>To approve amended and updated policies (circulated):</p> <p>a. Standing Orders: Resolved</p> <p>b. Financial Regulations: To be considered at the next meeting due to recent updates announced by NALC after this agenda was published</p> <p>c. Health and Safety Policy: Resolved</p>	WSTC RESOLVED to APPROVE amendments to policies
105/24	<p>To approve meeting dates for the year:</p> <p>a. Confirm monthly full council meetings as every second Monday of the month except for August: RESOLVED to be agreed</p> <p>b. Committee meetings: Proposed each committee meets every four months, i.e. three times per year, with first asap to elect or reaffirm chairs. Any additional meetings if needed. Dates to be set except Halls already set on 4th June. Clerk to circulate dates. 50th Anniversary dates – Tue 28th May 6.30pm</p> <p>c. Gravel Pit Close Charity meetings: Proposed to meet a minimum of two per year, the next meeting on Monday 10th June immediately before the next Town Council meeting.</p>	<p>AGREED</p> <p>AGREED</p> <p>Clerk to circulate dates</p> <p>AGREED</p>
106/24	<p>Progress Reports:</p> <p>a. Halls and Library: - the hot water system at the Sports Hall is 'over spec' and expensive to run, but the cost of replacing is likely to be £5k to £6k. Insulating would help, at a cost of £980+VAT.</p>	

	<ul style="list-style-type: none"> - The Caretaker would like to paint the outside of the library. He cannot do the end gables (too high) so we would need to get a contractor to do this. Caretaker has focused on the High Street due to 50th anniversary but from mid-July he will be focusing more on halls. If any councillor thinks anything work needs to be attended to please pass through the chair and clerk who will look at it. - Memorial Hall roof has had a leak and the quote to repair is £550.00 The Summerlin roof also appears to be leaking. <p>b. Environmental and Edgewick Farm:</p> <ul style="list-style-type: none"> - Agree the purchase of various tools in the budget for this year total cost £1,520.00 resolved to approve. <p>c. 50th Anniversary event: meeting arranged.</p> <p>d. Clerk's Report and Caretaker's update: Some items to be raised in a staff/finance committee meeting. RESOLVED to approve mileage for the Caretaker but ask he manage use of a vehicle and fill in a mileage claim form.</p>	<p>Clerk to obtain a quote for gable painting before the Caretaker paints. Chair/Clerk to receive issues from Cllrs. Clerk to arrange repairs to the Memorial Hall roof. AGREED</p>
<p>107/24</p>	<p>Ward Councillors Reports:</p> <p>D Hopkins Thanks to Cllr J Green for Futures meeting review.</p> <ul style="list-style-type: none"> o Boundary Ward changes: there is consultation for individuals and Town Council responses. A briefing on 22 May for anyone to join. o Marston Vale Line meeting at Bletchley on 23rd May, and at Marson Mortaine on 24th May. A statutory consultation follows in June. o Resurfacing on several streets in Woburn Sands and the entrance to the Russell Street car park (this belongs to MK Council and part to Greens Court) o Newport Rd closure until 26th July o Level crossing barrier was driven into but now repaired o Bus replacements are due to industrial action o Cllr Hopkins has requested a deep clean to get High Street in better state o MK 2050 timetable available o Britannia Buses plan to increase buses to one every two hours 6 days a week, there is an early draft <p>Ward Councillor T Bailey:</p> <ul style="list-style-type: none"> o In talks with MK Highways and they have agreed to widen the 20mph zone to more areas across Woburn Sands this year o Parklands fishing lake needs to be monitored, there has been an offer from a resident to be a fishing bailiff o There is a new Art & Architecture trail in Milton Keynes: New trail celebrates city centre's art and architectural heritage Milton Keynes City Council (milton-keynes.gov.uk) o The double mini roundabout at the end of the High Street needs some repair to the road surface. This might be Central Beds Council responsibility, can we ask them to tidy the roundabout? 	<p>Cllr T Bailey</p> <p>Clerk</p>
<p>108/24</p>	<p>Finance:</p> <ul style="list-style-type: none"> a. To consider and approve payments for May. RESOLVED to be approved b. To agree to insulate the Sports Hall heating/hot water boilers at £980.00 +VAT. Deferred until meeting until after meeting with Milton Keynes City 	<p>APPROVED</p>

	<p>Council and Taylor Wimpey, both meetings to take place within the next month</p> <p>c. For information: Charlotte Johnstone has taken up her post as Finance Assistant from 1st May. Council would be pleased to meet her.</p> <p>d. For information the Internal Audit is to be carried out by D Batchelor later this month</p>	
109/24	To approve direct debit and standing order payments and request HMRC payments be by direct debit: RESOLVED to approve.	APPROVED
110/24	Change to bank signatories: request councillors who are signatories and authorised to approve payments can also view the bank account not just the payments being authorised. Keep the same three signatories and authorise to see banks. RESOLVED to approve.	APPROVED and Clerk will contact Unity Bank
111/24	<p>Planning:</p> <p>a. 24/00853/HOU single storey extension and garage conversion 73 Elm Grove response by 23.05.24</p> <p>b. 24/00915/HOU single storey extension, rear dormer, second rear window, rear door 32 Wood Street response by 23.05.24</p> <p>c. 24/00946/TCA felling of a Norway Spruce and an Ash to ground level 7 Sandy Court response by 31.05.24</p> <p>d. For information – 3 High Street is appealing against the decision by MKCC: a new application.</p> <p>All applications in future to say ‘note neighbours comments’ and also point out a ‘no comment’ is not approval.</p>	Milton Keynes Planning Portal is not working so we cannot put in our responses yet. Clerk to check the number and forward to Cllr J Green
112/24	<p>Notifications of decisions made from Milton Keynes Council:</p> <p>a. 24/00668/TCA 40 Station Road tree works. No objection</p> <p>b. 24/00667/TC 38 Station Road tree works. No objection</p>	
113/24	Litter Pick: To agree a date for a town litter pick. Sunday 7 th July.	Clerk to advertise
114/24	D-Day commemorations: the 80 th Anniversary is on Thursday 6 th June. It was RESOLVED to have a small ceremony lasting about 15 minutes, inviting Rev Diana, Chris Batton and David Haseldine from the Methodist Church, and the Royal British Legion. There was a brief discussion on the ceremony.	Clerk to contact various people
115/24	<p>Correspondence</p> <ul style="list-style-type: none"> Residents have contacted regarding the 450 bus but there has been no information from Britannia Buses except to say the bus is cancelled indefinitely Operators of the 47 Community Transport to Leighton Buzzard have contacted us with this year’s timetable A complaint about parking on the Cranfield Rd junction with Station Rd A complaint about WSTC’s response to planning application 24/00701/HOU 4 Wood Street 	
116/24	<p>Notification of Urgent Decisions that have been made:</p> <ul style="list-style-type: none"> Some remedial work needed to smoke detectors etc. following annual fire services Roof leak discovered Friday in Memorial Hall, quote. Also the Summerlin Centre roof needs attention 	

117/24	Councillor's reports and items for next agenda: <ul style="list-style-type: none"> • Annual Governance and Accountability Returns (AGAR) forms to be approved and signed • GDPR policy and information • Financial Regulations • Ward Boundary • Recreation Ground – if no progress in two weeks with ground work, we need to look again. 	
118/24	Date of next meeting: Monday 10th June 2024, The Committee Room at The Memorial Hall	

Meeting finished: 9.05pm

Signed:

Date: