

WOBURN SANDS TOWN COUNCIL

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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 10th July 2024 at 7.30pm in the Committee Room, Memorial Hall.**
Members of the public are welcome to attend.

DRAFT MINUTES

ACTIONS

141/24	Present: Councillors G Jones, D Hopkins, G Smitham, J Green, K Temple, T Sutton, R Townend, Town Clerk Alison Jordan 3 x members of the public.	
142/24	Apologies and approve reasons for absence: Cllr A Poppleton	
143/24	DECLARATION OF INTEREST: <ul style="list-style-type: none"> • 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 	
144/24	Town Mayor's Announcements (if any): <ul style="list-style-type: none"> • Thanks to Cllr K Temple for attending a Civic Service at Christ the Cornerstone Church • Some cones have been placed on the roadside at Downham Road and on the High Street. This is to be discussed with MK Highways but generally have helped with the parking issues. • St Michael's service on Sunday 14th is part of the celebration 50th anniversary. Can Cllrs let the Clerk know how many are attending. 	
The meeting will be adjourned for Public Question Time A member of the public spoke about anti-social parking in Woburn Sands		
145/24	Minutes: To consider the approval of the draft minutes of the last meeting of the Council held on Monday 10 th June 2024. Resolved to approve.	APPROVED
146/24	Parking issues: the Town Council are concerned with the amount of anti-social parking. The Clerk has a meeting with Highways on 26 th July to discuss. Highways have previously said bollards are not possible due to utilities under the pavement. WSTC want them to allow planters and residents would be prepared to maintain them if necessary. Note to remind on booking forms that no parking outside Memorial Hall Cllr D Hopkins reminded the council section 106 money can be applied for and might pay for planters or other street furniture	
147/24	Progress Reports and feedback: <ol style="list-style-type: none"> a. 50th Anniversary: Thanks to all who helped put up bunting and delivered decorations to shops. Good response from shops and they seem happy to take part. <ul style="list-style-type: none"> - Fulbrook School and Swsallowfield Primary have taken part in an art competition - Shop window dressing competition - Cllr T Sutton, and R Townend to judge - Decorations going up this week - Cllr G Smitham on the door of the Memorial Hall for the coffee morning 	<p>-Cllrs T Sutton and R Townend</p> <p>-Cllr G Smitham</p>

	<ul style="list-style-type: none"> - Cllrs to steward cinema on recreation grounds - Caretaker Stuart managing gate to direct contractors and Ellievision. Also helping set up Memorial Hall - Rangers hosting coffee morning - WI hosting afternoon tea - Thanks to Encore Theatre Group for the loan of their PA system - Very big thanks to Community Market for sponsoring the cinema <p>b. Environment Committee:</p> <ul style="list-style-type: none"> - Cllrs to visit and assess the Greg Rutherford jump on Mowbray Green for any maintenance. Clerk to contact Louise Izod for funding - Edgewick Farm survey completed – need to be aware of the Beech tree - request from a resident for an accessibility audit of the High Street (Clerk to get advice) - CCTV was moved last month to the OFS/ Recreation Ground <p>c. Halls Committee:</p> <ul style="list-style-type: none"> - The Institute has had the five year EICR (electric wiring) test and the other halls to have this arranged in the next few weeks - new equipment in Summerlin kitchen has been installed and a new urn in Memorial Hall - it was reported that all halls have a healthy income and the Sports Hall bookings picking up with more individual bookings due to full time caretaker setting up equipment which was not possible previously - Communicating with Taylor Wimpey and Milton Keynes Council regarding sport Hall issues <p>d. Finance Committee: set a date for the next committee meeting, Monday 29th July.</p> <p>e. Co-option: we have more than one person interested in the current vacancy. The co-option will be on the September agenda Cllr G Jones explained the procedure to the meeting. WSTC are to request more councillor seats to MKCC. This may take some months to conclude. All prospective councillors invited to the coffee morning on Sat 13th July.</p>	<p>-Various Cllrs -Caretaker ST</p>
<p>148/24</p>	<p>Feedback from ‘unleash the power of local councils to tackle climate change’ attended by Cllr A Poppleton and Cllr D Hopkins who reported it was extremely good. Has circulated slides with a template which can be useful to consider. Recommend inviting P Skelton for his advice.</p>	
<p>149/24</p>	<p>Feedback from ‘Councillor Essentials’ attended by Cllr R Townend. This was in three online sessions put on by BMKALC, Cllr Townend reported it was quite useful although he found some familiar from his background in MKCC. Would recommend the course for new councillors and as a refresher for others. Dates for next course released today all councillors invited to let the Clerk know if they wish to attend.</p>	
<p>150/24</p>	<p>Clerk’s Report:</p> <ul style="list-style-type: none"> • A successful work experience placement in the office last week • The Clerk attended SLCC’s expo which included useful advice on Risk Assessments; IT and AI for Parish councils,; and the move to 	

	<p>.gov.uk; was also able to obtain a quote for new chains (see 161/24)</p> <ul style="list-style-type: none"> • Had a successful end of probation appraisal with the full time Caretaker • Has been busy with correspondence regarding co-options 	
151/24	<p>Ward Councillors' report(s):</p> <ul style="list-style-type: none"> • The request for an accessibility audit – Cllr Hopkins recommends talking to the Centre for integrated Living • Parklands maintenance needs to be addressed: undergrowth, littering in pond, lifebelt missing/in pond • The new 134 bus service has had a positive response from residents • Road closure on Newport Rd 22.07-26.07 • MK50 local plan with expansion east of Wavendon up to 3,000 houses and Wavendon strategic green 'buffers' in O&H land • An application for houses 1,250 on land south of Bow Brickhill • Special Landscape Area designation (description) consultation starts 7th July for 12 weeks • Kay Petit updated Cllr Hopkins with some new contacts (will forward to the Clerk) • The Ward Boundary response due early September • Universal theme park development by Marston Mortaine will create 20,000 jobs during development and 8,000-10,000 ongoing jobs • MK Highways has funding for drop kerbs for some streets in Woburn Sands • The footpath between Station Road and Weathercock Lane has been re-laid thanks to the Clerk and the Footpath Officer at MKCC 	
152/24	<p>Finance:</p> <ol style="list-style-type: none"> To consider and approve payments for July and August. Cllr G Jones to authorise this month. Resolved to approve To acknowledge delegation to the Clerk/RFO and the Finance Committee regarding payments (Financial Regulation 5.5). This is to allow prompt payment for the expected August invoices. Resolved to agree. For information - the Internal Auditor's Report has been submitted to the council. To agree a direct debit for PHS payments. Resolved to agree To arrange bank permission to withdraw petty cash from Unity account: a form has to be signed before anyone is allowed to withdrawing cash. Resolved to look at using co-op card to withdrawer cash 	<p>a.APPROVED</p> <p>b.AGREED</p> <p>c.AGREED</p> <p>e.AGREED</p>
153/24	<p>Financial Regulations: the model Financial Regulations has been rewritten by the National Association of Local Councils (NALC) and has substantial changes. WSTC are acting within the law and also abide by many of the 'best practice' points recommended. The new policy is setting out points not previously included in the previous policy, and updating other points, (e.g. referring to electronic banking instead of cheque payments). This is too much to consider at this meeting due to time constraints and so is referred to the Finance Committee to consider at their meeting.</p>	<p>AGREED to delegate to the Finance Committee then refer back to full council with recommendations.</p>

154/24	<p>Domain name: The domain name for the website was resolved at the previous meeting and there is to be no change to this resolution, however the Clerk was asked to find out if the letters 'cllr' are necessary at the beginning of email addresses.</p> <p>Cllr.firstname.lastname@woburnsandstowncouncil.gov.uk</p>	RESOLVED
155/24	<p>Christmas Fayre: The Committee request assistance from the Town Council Caretaker with putting up the Xmas trees over the shops, an onerous task for older volunteers. Also asked if WSTC would contribute to the cost of PAT testing the Christmas lights. WSTC agree in principle but will need to consider the Caretakers work commitments. The council agreed to include a request for volunteers in the monthly Hogsty End article.</p> <p>Resolved to agree to pay for PAT testing from Xmas Fayre budget likely to be about £250.</p>	APPROVE funds for PAT of Christmas lights
156/24	<p>Planning:</p> <ul style="list-style-type: none"> a. 24/01247/HOU single storey rear extension. 6 Blackthorn Grove. Response by 08.07.24 WSTC has RESOLVED to send a response of no objection, but asks to take into account residents opinions b. 24/01023/COU change of use to MOT test centre. Unit 9 Pristine Business Park Newport Rd. response by 08.07.24 WSTC RESOLVED to object due to lack of parking on the site. c. 24/01422/PRIOR change of use to one bed dwelling. 3 High Street. Response by 29.07.24 This has a notification of appeal to the Secretary of State following the refusal of the last application. Comments, if any, to the Planning Inspectorate by 25.07.24 WSTC RESOLVED to not respond. d. 24/00989/ADV erect illuminated advertising signs. The Swan, 2 High St. Response by 15.07.24 WSTC RESOLVED to respond with no objection but ask the lights are only illuminated during opening hours. e. 24/01260/CLUP notification only of confirmation Shelton House can continue as use as offices. 	<ul style="list-style-type: none"> a. NO OBJECTION b. OBJECTION c. NO RESPONSE d. NO OBJECTION – with caveat
157/24	<p>Notifications of decisions made from Milton Keynes Council:</p> <ul style="list-style-type: none"> a. 24/00977/PRIOR 3 High Street approval REFUSED. b. 24/01008/COU The Stables, Woodleys Farm permission REFUSED c. 24/01059/PRIOR. 8-10 High Street approval REFUSED d. 24/00915/HOU 32 Wood Street permission GRANTED 	
158/24	<p>Newsletter: Discussion on the future of the Woburn Sands Town Council Newsletter.</p> <p>Cllr J Green is current editor and will put together the August issue but wishes to step down.</p> <p>Clerk asked to arrange a meeting with AGPC and AHPC to contribute to the newsletter and have it delivered in a wider area.</p>	Clerk to arrange a meeting with neighbouring parishes
159/24	<p>Ward Boundary consultation: Cllr G Jones has drafted a response and other councillors have made further suggestions to amend the response.</p>	
160/24	<p>Accessibility Audit: The council has been asked to arrange an accessibility audit of the High Street. Help is offered by a resident and it is recommended that CIL (the Centre for Integrated Living) do the audit.</p>	Clerk to follow up

	Clerk noted may be an expense because when the audit is done if work is identified it must be carried out.	
161/24	New Chain of Office: the Mayor's chains are not in a very good condition. To consider budgeting for new chains which will be approximately £4,000 Councillors to discuss further and look at adding it to the budget.	
162/24	<p>Correspondence for information:</p> <ul style="list-style-type: none"> a. Thanks from residents for the new bus service b. A request for the council to speak to a house holder regarding an overgrown garden. Ask to speak to another resident regarding hedge overhanging pavement obstructing view at a junction. c. Dog mess being left in bags at the footpath entrance to Vandyke Close to/from the field. Put a sign on the gate to remind to put in proper bin. d. Concern about the state of Parklands pond. Clerk has put in a complaint to MKCC to ask they clean the pond. e. Parking on Downham Road an issue reported by residents f. Heron injured by discarded fishing line rescued on Parklands pond, asked to report to landowner cleaning up pond 	<p>b.Clerk to write to resident on corner to trim back hedge.</p> <p>c.Clerk to arrange for sign to be put up.</p> <p>Clerk to follow up</p>
163/24	<p>Notification of Urgent Decisions that have been made:</p> <ul style="list-style-type: none"> • Replace the office router 	
164/24	<p>Councillor's reports and items for next agenda:</p> <ul style="list-style-type: none"> • Co-option • Planning meeting on 19th September re SEMK south of railway line by Bow Brickhill. 	
165/24	<p>Date of next meeting: 7.30pm Monday 9th September 2024. (Please note there is no meeting in August).</p> <p>Venue: The Committee Room at The Memorial Hall</p>	

Meeting ended: 9.10pm

Signed:

Date: 08/07/2024