

## **WOBURN SANDS TOWN COUNCIL**

Minutes of the Annual Meeting held at the Memorial Hall on Monday 14 May 2018 at 7.30p.m.

**Present Councillors:** Cllr K Temple (in the chair)  
C. Cowmeadow, M. Geddes, P Farrant, D.Hopkins, J. Jeffreys,  
Dr J. Rae, P Skelton

**Apologies:** **Clerk :** Mrs L Stapleton  
**Cllr. ` :** Mrs G Brooke

**Also present:** 4 members of the public

### 1/18 **Election of Chairman**

Nominations for Chair 2018/19 were invited and Cllr Temple was nominated and agreed to stand.

It was **RESOLVED** to elect Cllr. Temple as Chair of the Council

### **Election of Vice -Chairman**

Nominations for Vice-Chair for 2018/19 were invited. Cllr Hopkins was nominated and declined to stand, he then nominated Cllr. Brooke who had expressed an interest in standing.

It was **RESOLVED** to elect Cllr Brooke as Vice Chair of the Council.

### 2/18 **Town Mayor's Announcements**

Councillor Farrant informed of 2 events he had attended, Spectrum who were celebrating their 30 years in business and Fulbrook School giving a Community enrichment class on how the Council works and asking how they would like to see improvements to the Town.

It was also appreciated that Tim Fryer had arranged for the flags to be put up in the High Street.

Councillor Farrant informed members that owing to the office being so busy at present he had decided that there would be no End of Term function this year and he will donate his allowance to charity. He will inform all members which charity he chooses.

### 3/18 **Declarations of Interest**

Cllr Jeffreys reiterated her original declaration from the previous year of office regarding all planning matters relating to the Green development.

### **The Chairman closed the meeting for public speaking time 7.36**

1 member of the public spoke about the outline planning application for the development off Asplands Close, expressing concerns and queried what would happen if residents did not agree with the Town Council's view.

2<sup>nd</sup> person queried the lorries coming through the Town all day, and the positive response she has received from Central Beds complaining about the diversion route through Woburn Sands during night closures at J.13 and A421.

### **Meeting reconvened 7.59**

### 4/18 **Minutes of previous meeting**

It was **RESOLVED** to approve the Minutes of the meeting held on 9<sup>th</sup> April 2018 and signed as a true record.

### 5/18 **To Appoint Statutory or Standing Committees and Working Groups**

Cllr Farrant offered to go on all committees, the Chair and Vice attend all committees and Councillors were happy to remain on the committees that they were on the previous year.

There was a vacancy for the Parish Forum it was suggested that the meetings were not productive Cllr. Jeffreys did not want to commit to these meetings but agreed that she would attend if there was useful on the agenda. Committee list attached to minutes.

6/18 **To Approve Standing Orders and Financial Regulations**

It was **RESOLVED** to approve and retain the standing orders in their present form. The new model Standing Orders need more time to be drafted. The Clerk and Cllr. Cowmeadow will meet to prepare this with the aim to be ready for circulation at the next meeting for approval.

7/18 It was **RESOLVED** to Approve the Financial Regulations in their present form.

The Clerk did notify members that new model Financial Regulations is expected soon which will need to be considered.

8/18 **Progress Reports** for information

**a Clerk**

1. Completion for audit and year end
2. Letter sent to JL Cleaning opposing the price increase to cover minimum wage levels.
3. Queried invoice to PRS which now includes PPL to date has been reduced by £224 This invoice to be paid this month due to late charges could be applied. Late charges of £335 have been waived.
4. Applied for release of S.106 money to fund The Old Fire Station extension.
5. Getting quotation for replacement posts on Mowbray Green.
6. Getting a quotation of replacing lights in Shoppers car park to LED and saving on the unmetered Supply.
7. Progressing on GPDR paperwork.
8. Working on new model Standing Orders which also covers the new laws of Data Protection.
9. Disputed charges on Apogee invoice. They have now agreed prices which I was quoted Invoice reduced by £269.
10. Fencing and signage completed in small car park.

**Note of complaints registered to Environmental Services.**

|  |          |
|--|----------|
| Faded yellow lines in Downham Road                                 | Reported |
| Russell Street, High Street, The Leys                              | Reported |
| Loose Grid across pavement outside Gibson Andrew                   | Reported |
| Pot holes in Theydon Avenue  | Reported |
| Faded white lines on Station Road from Station to Weathercock Lane | Reported |
| Belisha Beacon not working on zebra crossing                       | Repaired |

**b. Halls and Library**

The Clerk informed members that two new door closers are required at Summerlin £160 **RESOLVED** to be approved.

JL Cleaning have agreed not to increase their charges.

A booking over the August Bank Holiday in the Memorial Hall have requested that they be considered for the preparation rate for the Friday and full hourly charge for Saturday, Sunday and Monday.

After discussion it was **RESOLVED** to allow this but the hall will not be heated.

Three quotations had been received to replace the lighting in the Summer lin with LED fittings.

£2,197                      £3,984                      £2,286

It was **RESOLVED** to request the supplier at the cost of £2,197.00 to carry out the work. It was also noted that the PPF grant will contribute to 50% of the cost.

Two quotes have been received for the Library Ramp, another will be sought but the Clerk recommended that because this is higher than expected we should wait until further in the year and re-assess be finances.

**c. Environment**

Cllr Skelton had circulated a draft letter to our MP regarding choosing a corridor with the least environment impact. This was discussed at length as to whether it was too early and we should be considering our own area only, but as our MP is involved in this project it was **RESOLVED** to send the letter.

Councillor Hopkins also informed members that he will be attending a meeting on 16<sup>th</sup> May where he would know some further details.

Cllr Skelton reported that the path on the southern boundary of parklands has been surfaced to complete the link to footpath 2. He will enquire with Phil Snell when the work to Footpath 2 will commence.

**d. Police and Policing**

Cllr Hopkins mentioned that the Police have reconsidered helping with traffic control on Remembrance Sunday and will be in attendance.

**e. Edgewick Farm**

Cllr Skelton reported that the extension to boardwalk has not yet commenced and will enquire with Phil Snell.

**f. Fulbrook School**

Nil to report.

**g. Market**

Cllr Farrant reported that the market will be increased to bi-monthly on the second Saturday of the month, The World Cup theme for 9<sup>th</sup> June.

**i. Christmas Fayre**

The report from the latest meeting had been circulated and progressing.

Cllr Geddes mentioned that a large storage shed would be needed at Sports Hall when built.

**j. Summer Festival 2018**

Progressing.

**k. Communications**

Cllr Rae reported that the new format website should be available soon. An informal meeting will be held with Cllrs Temple and Brooke and the Clerk to ensure all new GDPR regulations will be complied with on facebook. Date to be confirmed.

**l. Love Woburn Sands**

Cllr Brooke reported that the launch of the taxi will be at the Market on 9<sup>th</sup> June, 200 tablets will be delivered to Fulbrook which have been supplied by John Lewis who supports the Charity.

**m. East/West Rail/Network Rail**

Bletchley/Bedford line will shortly be getting new Class 230 trains, introduction to Bank Holiday services in 2018 and Sunday services by May 2021. Extra trains will be operating for the Bedford River Festival.

9/18 **Unitary Councillor Report**

Cllr Hopkins had circulated a reported which included the recent election results, Wavendon Properties decision should be received by 30<sup>th</sup> May. A note to say cardboard will not be collected unless in a clear or pink sack. Oxford – Cambridge Expressway, and the submitted MK Local Plan.

10/18 **Planning**

Notification from Milton Keynes Council of the following applications:

- |    |  |   |
|----|--|---|
| a. | 18/00909/FUL<br><b>25 Tidbury Close</b><br>Would wish that a condition is attached that the turning circle is not used to park car | Detached double garage at:<br><b>Mr &amp; Mrs Cakebread</b>   |
|    | 18/00926/FUL<br><b>15 Aspley Hill</b><br>No Objection  | Demolition of existing rear wing and construction of a single storey rear extension and front porch at:<br><b>Mr Ardern</b> |

*(83 Elm Grove on last agenda after plans viewed, agreed to object that the front extension is too big and out of keeping with the street scene)*

18/01141/FUL

Single floor extension to existing youth club. Internal and external renovations to youth club. Improvement to existing car park drainage. Removal of vegetation. Enlargement to car park area and resurfacing at:

**The Old Fire Station**

No Comment.

**Recreation Ground.**

b. **Notification of Decisions made from Milton Keynes Council**

29 Hardwick Place

Granted

4 The Leys

No Objection

Land to south of Railway Line

Refused

c. **Parklands, F.O. Parklands, Greens, Updates (if any.)**

Parklands Cllr Farrant reported that signs have been placed around the lake saying no overnight parking with MKC and WSTC logos on them.

Greens Clerk requested to write to Connolly Homes requesting a meeting regarding the Community Room.

d. Notification that Central Beds Local Plan has been submitted to Secretary of State

11/18. **Parking in Woburn Sands**

Cllr Hopkins had been sending through the complaints recently received regarding the illegal parking mainly in the High Street, Station Road and some residential streets. He suggested that enquiries be made regarding the cost of funding a traffic warden.

He also suggested that Nigel Spencer be invited to a site meeting or to the next meeting. Cllr. Hopkins will progress this.

12/18 **GPDR**

Cllr Rae reported that we are in the process of sending out consent forms for volunteers and groups & organisations etc who are named on the web site. We are in the process of drafting a policy for FOI requests, which will be subject for approval at the next meeting.

She also gave a little more information regarding the .gov emails as she had spoken at length to Vision ICT. Cost was the main concern if Councillors need to purchase separate software to avoid using web mail.

**RESOLVED** to research alternatives for consideration which would avoid large costs.

**RESOLVED** to approve Social Media Policy which has been circulated.

13/18 **Overdue Debts**

1. £5 cannot contact hirer did pay for booking but not the preparation time.

2. £3 long outstanding debt who has paid small amount for quite a few months.

It was **RESOLVED** to write these off.

3. The third debt the customer had contacted the Clerk and is due in on 15<sup>th</sup> May to pay in full. Therefore no further action required.

14/18. **Update for The Old Fire Station**

New plans and all relevant documentation for the extension of The Old Fire Station have now been completed. The Planning application has been submitted.

Received 2 estimates on building works for budget purposes and S.106 application only.

Full specification and plans will go out for sealed tender and will be advertised on the website.

15/18 **To Review Budgets, Reserves and Income & Expenditure up to end of Financial Year 31<sup>st</sup> March 2018.**

Income and Expenditure figures for the year ending 31<sup>st</sup> March 2018 and the Balance Sheet had been circulated. The budgets and final figures were also circulated. The Clerk explained that these figures will be used to complete the Annual Return which will be on the agenda for next month's meeting to be approved.

The Internal Audit will be on 31<sup>st</sup> May.

End of Year accounts for the Gravel Pit Close Charity were circulate and approved.

16/18 **Notification of Urgent Decisions that have been made.**

None.

17/18 **To discuss items raised at Annual Town Meeting**

- \* The proposed footpath on the outline application for the development of the land off Asplands Close. This application is an outline and all in depth details will have to be submitted at the Full application stage. The footpath was proposed for the benefit of all residents of Woburn Sands.
- \* This development would also have Traffic implications on local streets including Theydon Avenue. The Council are aware and will be requesting certain conditions.
- \* Projects for Woburn Sands and use of S.106 funds. It was agreed to publish some of the top projects in Woburn Sands some using S.106 funds which would form part of the new neighbourhood plan, request suggestion for what residents would like in the community, information about this will go in the next newsletter.

18/18 **Friends of St Michaels**

Minutes of meeting held 24<sup>th</sup> April have been received. General maintenance to the Church was the main topic.

19/18 **Finance**

- a. List of payments had been circulated to all Councillors. It was RESOLVED to approve all invoices listed for payment.

20/18 **Correspondence for Information**

Had notification from Frosts Garden Centre that they will once again sponsor it. Also supplying 2 judges.

21/18 **Councillors' reports and items for future agenda**

Apologies were for the net meeting by Cllr Jeffreys.

22/18 **Date of next meeting 11<sup>th</sup> June 2018**

Meeting closed at 9.30pm