

WOBURN SANDS TOWN COUNCIL

Minutes of the Annual Meeting held at the Memorial Hall on Monday 13 May 2019 at 7.30p.m.

Present Councillors: Cllr G Brooke (in the chair)
C. Cowmeadow, M. Geddes, D. Hopkins, Dr J. Rae.
K Temple

Apologies: **Clerk** : Mrs L Stapleton
Cllr. Mrs J Jeffreys, P Farrant, P Skelton

Also present: 1 members of the public

1/19 **Election of Chairman**

Nominations for Chair 2019/20 were invited and Cllr Brooke was nominated by Cllr. Geddes, seconded by Cllr. Hopkins Cllr Brooke agreed to stand.

It was **RESOLVED** by all members to elect Cllr. Brooke as Chair of the Council.

To Receive the Chairman's and Members declaration of Acceptance of Office or, if not, then received to decide when it shall be received.

All members received forms to be completed

Also all Members received a Register of Members Interests form to be updated. All forms should be completed for the next meeting.

Election of Vice -Chairman

Nominations for Vice-Chair for 2019/20 were invited. Cllr Geddes was nominated by Cllr. Cowmeadow and seconded by Cllr. Hopkins. Cllr Geddes agreed to stand.

It was **RESOLVED** by all members to elect Cllr Geddes as Vice Chair of the Council.

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

The Clerk had notified all by email she will be taking some holiday 15 – 17 May and 13 – 21 June.

3/18 **Declarations of Interest**

Nil

The Chairman closed the meeting for public speaking time 7.41

1 member of the public spoke about item 18 on the agenda. He supported the installation of a Defibrillator in the High Street and gave some personal reasons why.

It was explained that the Council had previously enquired about this but was subject to some ongoing costs, also the location required some debate as it would be preferred in the central part of the High Street. There was also a concern if someone had agreed DNR and the Defibrillator was used.

Meeting reconvened 7.50

4/18 **To Appoint Statutory or Standing Committees and Working Groups**

Councillors were appointed on various Committees. The Chairman and Vice Chair will stand on all Committees, except sub – Committees and working groups.

Finance, Environment, Halls, Communications committees to all remain the same, Cllr Hopkins to be added to Danesborough Forum & Cross Party Liaison group.

Parklands will remain the same.

Finance Sub-Group will now consider all staff matters, review Policies and all management risks.

5/19 **Standing Orders 2019**

NALC Model Standing Orders 2018, had been discussed, reviewed and the following items had been added for the Town Council. 13g, 15bii & xv, 17ci & ii, 18c, 19 a b c d & e, 20b, 23b, 26.

It was **RESOLVED** to approve these changes and adopt the Standing Orders. To be reviewed 2020.

6/19 **Financial Regulations**

These have been reviewed, it will be necessary to make a few changes to cover the financial risks to the Council, which will be presented to the Council at the July further meeting.

It was **RESOLVED** to approve these financial regulations as they stand.

a Clerk

- 1.. Sports Hall site meeting with Cllrs. Geddes and Taylor Wimpey
2. Prepared reports for Town Meeting
- 3.. Main work preparing for year end, running year end and setting new budgets and price increases.
- 4.. Prepared paperwork for clean-up, went to Civic Offices to collect bags and arranged pick up of filled bags
5. Applied for grant for the Library to Aspley Guise PC as they have changed the system to a cutoff date of 31 May.
6. Prepared and circulated Policies to be reviewed.
7. Met with Aylesbury Mains regarding Christmas light installation.

Note of complaints registered to Environmental Services

Parking signs for High Street which were removed by MKC due to damage.

Street lights not working in Parklands

Chased grass cutting in Parklands

Chasing the post on Mowbray Green Highway verge which is broken

Faded Yellow Lines junction of Bow Brickhill Road and Theydon Avenue

All tree shrub weed spraying in car park is currently in progress.

b. Halls and Library

Cllr Geddes reported that the Fire Station is progressing. A new gate has been installed into the Recreation Ground and a pedestrian gate.

Site meeting had taken place regarding the Sports Hall.

Showers will be installed but turned off at the mains, investigate locking systems, wiring will be put in for CCTV.

Storage will be a problem and due to different ground levels between the Summerlin and Sports hall will not be able to utilise the two venues.

Hopefully a gate will be installed across the parking area for the hall.

Cover for 18th May for the Caretaker was discussed and agreed to pay the bar staff for extra hours to lock up in evening.

c. Environment

The Clerk had arranged with Paul Cox to hold another Heritage Walk on Sunday 15 September 10am as part of the MK Heritage weekend.

A successful Clean-Up day was held on 28th April.

d. Police and Policing

Nil to report

e. Edgewick Farm

Problem with a very large crack in a mature Oak.

The Clerk had received a quotation from Steve Dear Tree Services

To shorten split limb, leaving split section attached to tree as it is highly likely to be used by Bats. £210. This was approved to go ahead as soon as possible due to safety reasons.

f. Fulbrook School

Nil to report.

The height of the new sand pit was queried as seemed excessively high. This will be mentioned at the next meeting.

g. Market

Next Market Saturday 8 June

i. Christmas Fayre

The Clerk had received a second quotation from Aylesbury Mains at the cost of £6,200.

It was **RESOLVED** to accept Forde & McHugh quotation with the increased cost at £2,773.50, Cllr Farrant will make the Christmas Fayre committee aware of the new cost.

The PA system has been purchased it was suggested to trial the system at the next market to establish if the brackets will be necessary.

j. Summer Festival 2018

Progressing.

k. Communications

Nil to report.

l. Love Woburn Sands

Cllr. Brooke reported that grants were being investigated for the Community Transport, and the Station Tavern will be holding a quiz night on 9 June to help to raise funds, and looking at having a new website.

m. East/West Rail/Network Rail

Cllr Geddes reported that the footbridge has been granted planning permission, ticket machine will be installed on platforms, he is also meeting with the Jnr. Minister

8/19 **Unitary Councillor Report**

Cllr Hopkins had circulated a detailed report which included South Caldecote Plan, Which is very worrying for Bow Brickhill and requested that road infrastructure Is in place before any development with appropriate car parking. Officer Andrew Turner promised a meeting regarding transport. Cllrs. Brooke and Temple will attend. Also details regarding concerns about huge developments impacting on damage to the countryside and natural environment. Road closures for highway repairs.

9/19 **Planning**

a. Notification from Milton Keynes Council of the following applications:

a. 19/01121/REM Approval of reserved matters following outline approval 18/00458/OUT regarding appearance and landscaping at:

Land off Asplands Close Mr M Jones

Concerns regarding Appearance of building, traffic management plan, drainage strategy and maintenance, trees and landscaping specially protection of trees on site, boundary fence on the southern side and lighting of footpath

19/00785/TCA Notification of intention to thin crown by 30% and reduce Oak (T11) at:

22 Station Road Mr H Lewis

Happy to leave to tree officer

19/00874/TCA Notification of intention to make changes to trees T1 – T13
Mowbray Green Woburn Sands Town Council

19/01211/TCA Notification reduce overall crown of Eucalyptus T1 by 3 – 4 mtrs, selectively prune to balance crown to Apple T2, fell to ground level Elder T3 at:

34 The Leys Mr Clarkson

No comment

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

9 Hardwick Road Granted
22 Station Road Refused (T12 & T13) TPO to be placed
3 Aspley Hill Granted
Notification of TPO placed on 9 April on land to front of 20 Station Road (silver birch)

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

10/19 **Policies – Reviews**

The following Policies had been circulated to all Councillors for comments and review.

Councillor Privacy Notice Completely up to date, reviewed and approved.

Social Media & Electronic Communication Policy Up to date, Councillors should be mindful of this policy when using social media, reviewed and approved

The following draft Policies circulated to all Councillors for comments and review.

Code of Corporate Governance This draft policy was reviewed, some typing errors needed to be corrected. All members **RESOLVED** to adopt this policy.

Complaint procedure It was questioned if Milton Keynes Council has a Local Ombudsman this will be checked. This will be reviewed at the next meeting.

Grant Award Policy This was circulated to all Councillors prior to meeting for comments and review.

The wording that payment will not be given unless receipt for purchase can be given was questioned as sometimes organisations want money towards a large project and need the funds to purchase item.

A review of this clause will be made for approval at the next meeting.

11/19 **Library Ramp**

To consider 2 quotations to install ramp to rear of Library.

A third quotation had been sought by several builders, but all declined.

Plans were tabled and quotations were discussed. It was **RESOLVED** to award the work to JET Construction £6,538.

Quotations will now be sought to install a wider door so all will become fully disabled compliant.

A meeting to discuss if the wider width of the ramp than the current pathway will be a risk to vehicles accessing and leaving a parking space to be held when further information is obtained.

12/19 **Dog Bin Deethe Close**

The public footpath sign at the end of Deethe Close has rusted and fallen with the dog bin attached.

The Clerk has reported this to MKC to investigate a new post. It was **RESOLVED** that if MKC do not replace post the Town Council will purchase a new one.

13/19 **Defibrillator High Street**

This was discussed under Public Speaking time, it was suggested if the Council goes ahead to consider one for the Sports Hall. One business has offered to pay for one in the High Street.

It was agreed to make further enquiries regarding, training, installation, location and costs.

14/19 **To Review Budgets, Reserves and Income & Expenditure up to end of Financial Year 31st March 2019**

Final budgets, year-end income and expenditure and balance sheet circulated. The Annual Return and associated papers will be based on these figures, for approval at the June meeting.

15/19 **Notification of Urgent Decisions that have been made.**

New lock required for Summerlin Office door, requested the Caretaker to get this replaced before he goes on leave.

16/19 **To discuss any items raised at Annual Town Meeting**

* Parking in Downham Road and Russell Street mainly at the junctions to the High Street. Cllr Hopkins had met with residents and will be speaking to Milton Keynes Council regarding these problems.

* Lack of signage of HGV weight limit from Bow Brickhill to Woburn Sands as no warning signs until Mowbray Green then having to go into residential streets. MKC will be installing more sign, but no date known.

* Vans and cars parked on footways in Station Road. Similar problem of enforcement. Cllr Cowmeadow is aware that it would be useful to get costs of an enforcement officer or for the Council to consider a Woburn Sands Community Warden to cover a variety of things. Cllr Hopkins will make enquiries and try to get further information. To be discussed at next meeting.

17/19 **Finance**

a. List of payments circulated were approved for payment.

b. It was **RESOLVED** the following payments by Direct Debit for year commencing 1st April 2019 Milton Keynes Council Business Rates, Total Gas & Power, E-On to be changed to SSE in October (electric supplier), Bucks Pension, SSE (car park electric supplier), BT, Orange (Caretaker's phone)

18/19 **Correspondence for Information**

Milton Keynes Council notification that the Draft Supplementary Planning Document Consultations commences May 2019 – to July 3rd for comments which includes Affordable Housing, Planning obligations and South Caldecote Development.

19/19 **Councillors' reports and items for future agenda**

Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

Meeting Closed 9.00pm

20/19 **Date of next meeting will be on 11th June 2019**