

## **WOBURN SANDS TOWN COUNCIL**

Minutes of the Meeting held at the Memorial Hall on Monday 10 June 2019 at 7.30p.m.

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

**Clerk :** Mrs L Stapleton (from 7.51)  
**Clerical Assistant** Mrs P Biggs

**Apologies:** None

**Also present:** 1 member of the public

### 21/19 **Town Mayor's Announcements**

Members were reminded that the Clerk will be away from 13 – 21 June.

She had officially opened St. Michaels Fun Day

She had been invited to an official opening of the mural of the history of the Station installed on the platform which Paul Cox had researched on 12 June.

She also reported that Woburn Sands Band and the Volunteers at the Stables had been awarded The Queens Award. It was agreed that letter of congratulations be sent to both recipients.

### 22/19 **Declarations of Interest**

Cllr Farrant declared an interest that there is now an family connection in this business due to the retirement of the previous owner of The Hogsty End Monthly Booklet which the Town Council submit news for each edition

### 23/19 **Minutes**

Minutes of the meeting held on 13 May 2019 had been circulated, approved and signed as a true record.

### 24/19 **Insurance 2019 – 20**

The Clerk had reviewed the Insurance Policy for its adequacy the Old Fire Station had been amended to cover the extension. It was suggested to members that a proper rebuilding valuation be sought to ensure adequate cover.

The new PA system had also been added to the policy. The Clerk will go through the insurance that the Council had adequate fidelity & liability cover.

Members agreed that a valuation of rebuilding should be obtained.

### 25/19 **Progress Reports** for information

#### **a Clerk**

- 1.. sent correspondence to Dudley Taylor regarding installation of a defibrillator.
2. Prepared this years budgets for computerisation
- 3.. Prepared supporting documents for Annual Return, prepared Annual Return, Internal Audit concluded, investigation papers to send Auditor for intermediate audit.
- 4.. Oversaw works and helped during Mike illness, liaised with builders and hall bookings for opening and closing.
5. Amended and circulated Policies to be reviewed.
6. Completed end of year for Charity
7. Shopped for essential cleaning items for Fire Station quick opening.
8. Met with 2 contractors regarding quotes for Library back door.
9. New lock now on office door in Summerlin

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

Parking signs for High Street which were removed (post has now been installed with no sign  
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**  
 Refuse collection at the Old Fire Station was discussed and will be monitored, Refuse Collection at the Summerlin was discussed and due to the amount it was **RESOLVED** to increase the collection from every other week to weekly.  
 A site meeting took place at the Sports Hall site, due to different ground levels between the Summerlin Centre and new site it would not be possible to have the two sites joined Taylor Wimpey will install fencing, and possibly solar panels, and wiring for a CCTV. It was also requested a similar gate to the Summerlin Centre be installed to safeguard the dedicated parking spaces, locking systems will be investigated. Council Tax will have to be taken into account as part of the expenditure of the Hall.  
 The Clerk asked that the Charity pay for cleaning equipment such as a vacuum cleaner, Kentucky bucket and mop etc. Storage a problem at the Old Fire Station and 2 cabinets will be purchased one for after school club and one for the cleaner.  
 Cllr Geddes reported that he had spoken to the Caretaker and requested a list of the work he currently carries out, and mention any items which he was not particularly happy with.
- c. Environment**  
 Cllr Temple had agreed to attend the App training for booking the lorry and driver for weed killing.
- d. Police and Policing**  
 The Police had arranged a public drop – in event for the Danesborough area. Cllr Temple had emailed the Police to enquire why no Police in attendance.
- e. Edgewick Farm**  
 Cllr Skelton reported that the boardwalk had partially been installed. The extra parts needed involved setting up a Screwfix Trade account. It was **RESOLVED** that a trade account be opened, the Clerk to oversee the form and terms and conditions.  
 The resident who had requested a Memorial seat to be installed at Edgewick had now donated a Walnut Tree, which will have to be planted.
- f. Fulbrook School**  
 Some queries had been answered regarding the new sandpit installed at the school.  
 No official decision had yet been made regarding the application to increase the admission age.
- g. Market**  
 Market growing, the Clerk had made them aware of the closing date for grant applications and had been informed that they would not be applying but would like to make a small donation to the Council  
 The Clerk suggested one or two tables for The Old Fire Station.
- i. Christmas Fayre**  
 Cllr Skelton had some concerns regarding the proposal to have Reindeer as it can be quite stressful and should not have animals for entertainment., Cllr Farrant clarified that they would be an attraction not entertainment, but would pass his comments onto the committee.
- j. Summer Festival 2019**  
 Everything has now been organised, volunteers are still required and posters are due to come out.
- k. Communications**  
 Noticeboards have now been installed
- l. Love Woburn Sands**  
 Cllr. Brooke reported that the Station Tavern raised £410 by holding a quiz afternoon for the Community Transport. Hoping to resolve the website issues soon.
- m. East/West Rail/Network Rail**  
 Meeting to take place shortly.  
 An official opening of a Muriel of the history of WS Station will be on 12 June.

26/19 **Unitary Councillor Report**

Cllr Hopkins reported that the meeting of the SEMK Stakeholder Group will be held on 27 June when the Terms of Reference has been prepared, the following meeting will be held 25 July.  
 MK50 is publishing the MK Futures 2050 draft strategy by the end of July. The South Caldecotte Plan. Expressway timeline and progress on the Vale Aylesbury Local Plan and confirmation that MKC will consider their response.  
 He also informed Members that he had a meeting with Sara Bailey and Phil Jeffs regarding the parking in Downham Road.

27/19 **Planning**

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

a. Prior notification for change of use from A1/A2 to A3 at:

**51A High Street** Mr J McEvady

Concern regarding another food/drink outlet in the High Street to loss of retail. Some residents unhappy with the number alcohol outlets affecting the character of the Conservation Area.

**19/01507/FUL**

Single storey front and double storey side extension at:

**25 Tidbury Close**

Mrs & Mrs Cakebread

Large extension but does not impact on neighbours

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

34 The Leys

Granted

No. 31 Tappas Bar is now operating a Take-Away, Cllr Jeffreys suggested that she could mention to them that they should apply for this use.

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

Parklands – WS Angling Club, MKC had provided a lease for signature, individual committee members do not want the responsibility of signing the document without legal advice. It was agreed that a quotation be sought to do this from the Town Council's solicitor. This will be considered at the next meeting.

28/19 **Audit 2018 – 2019 Internal Audit Report**

Report from Internal Auditor (circulated.)

It was agreed that the report was a good and fair.

Financial Risk Assessments carried out during the year was highlighted that this had not taken place officially and minuted, but could see that the Council were aware of risks and addressed them during the year when making decisions.

Agreed that this was a matter to be addressed during this financial year.

29/19 **Audit 2018 – 2019 Section 1 Annual Governance Statement Circulated**

All statements in each box were read out and approved except Assertion 5, members had not met during this year to assess the risks except for internal controls which had taken place.. The Clerk and the Chairman of the finance committee had discussed this when the audit had been completed and ready for approval.

An explanatory note had been prepared to accompany the Annual Return for approval.

It was **RESOLVED** to answer yes to Assertions 1, 2, 3, 4, 6, 7, 8, 9.

It was **RESOLVED** to answer No to Assertion 5 and approved the explanatory note.

30/19 **Audit 2018 – 2019 Section 2 Accounting Statement Circulated**

All accounting supporting documents had been circulated to all Members.

It was **RESOLVED** to approve Section 2 of the Annual Return

The Clerk was thanked for preparing the Accounts.

31/19 **Policies – Reviews (circulated)**

All members had read the following:

Complaint procedure Wording regarding Milton Keynes Council officer changed to cover if Monitoring Officer or Ombudsman title changes. **RESOLVED** to approve this Policy

Grant Award Policy The wording regarding the payment section has changed.

**RESOLVED** to approve this Policy.

32/19 **Defibrillator**

Dudley Taylor, although not against defibrillators thought Club Lane unsuitable location, as to get power supply would be difficult due to their internal fittings on the wall.

It was then agreed that the only central location was the Library on the side wall near the plaques, there was also an outside socket which should be convenient to add supply to the box.

The Clerk had also sourced that St. John's Ambulance would be happy to run a demonstration on how to use a machine for £100 but could invite large group to attend.

Cllr Hopkins mentioned that Wavendon PC had installed one and so has Bow Brickhill. Agreed to get details and useful to get same machine.

- 33/19 **Community Warden / Enforcement officer**  
 Cost of enforcement officer would be £25,135.64 per annum plus expenses, it was agreed that this will need to be discussed with other options to be considered at the finance sub- group meeting under staffing. Need to decide on a traffic warden part time or Community Warden, cost of training and on-going costs .
- 34/19 **Request from resident**  
 Request for some form of plaque to go in the soil (not on War Memorial) as a commemorative reminder of Graham Circuit who lost his life during training in Belize. Agreed that a small plaque could be placed on the Library wall next to the Tommy plaque, also thought it would be suitable for anyone else who would like a similar memorial with forces / military connection.
- 35/19 **Notification of consultation of a proposal to create all through education provision at Glebe Farm.**  
 There was discussion that this could have an impact on our three tier system in Woburn Sands as it is envisaged catchment area will include Woburn Sands and Wavendon which will be nearer and easier to access than Walton High.
- 36/19 **To Review Reserves**  
 The Clerk informed Members that the following transfers of funds from **2018 – 19** year General Fund to the following reserves were required:  
 £2,000 Halls repairs (side passage Memorial Hall)  
 £1,500 Halls decoration Memorial Hall  
 £5,500 MKC transfer of services  
 £1,000 MKC transfer of services – Salaries  
 It was **RESOLVED** to approve the transfers.
- 37/19 **Office Opening Times**  
 The office opening times for the short term were reviewed,  
 It was approved to close the office on a Monday and throughout August to allow time to get up to date with work and overhaul the filing system.
- 38/19 **Notification of Urgent Decisions that have been made.**  
 None
- 39/19+ **Finance**
- a. List of payments circulated were approved for payment.
  - b. The End of Year accounts for the Gravel Pit Close Charity which had been circulated were reviewed and RESOVLED to approve the accounts and signed by the Finance Chairman
  - c. It was requested that the Clerk get the cost of removing the WC and associated works, and usage numbers.
- 40/19 **Correspondence for Information**  
 The BBRUA newsletter had been received.
- 41/19 **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 9.15
- 42/19 **Date of next meeting will be on 9<sup>th</sup> September 2019**