

WOBURN SANDS TOWN COUNCIL.

Minutes of the Meeting held at the Memorial Hall on Monday 10 February 2020 at 7.30p.m.

Present Councillors:	Cllr M Geddes (in the chair) C. Cowmeadow, D. Hopkins, J. Jeffreys, Dr J Rae, P. Skelton
Clerk	Mrs L Stapleton
Apologies	P. Farrant
Also Present	4 members of the public

152/20 **Town Mayor's Announcements**

Cllr. Geddes informed members that he had attended a reception by the High Sheriff, had a long meeting with teachers at Swallowfield as the children came up with some suggestions of what they would like in the Rec. top 3 items, Zip Wire, Monkey Bars and a Climbing Wall. Clerk will contact Phil Snell and request another meeting to investigate a plan.

The school was also very interested in the Young Environmentalist competition and use of the Sports Hall.

153/20 **Declarations of Interest**

Cllr Jeffreys - Greens Hotel/Community Room and subsequent meetings.

The meeting was closed for public speaking at 7.30 – 7.50

Meeting reconvened 7.51

154/20 **Minutes**

Minutes of the meeting held on 13 January 2020 had been circulated, approved and signed as a true record.

155/20 **Progress Reports** for information

a Clerk

- CCTV meeting 20 January
- Liaising with Insurance Company regarding car park barrier and vehicle damage.
- Liaising with BP Chargemaster and MKC regarding Electric chargers in car park.
- Taylor Wimpey trying to sort out details on employment units, resident contact them and to date I don't think he has been given details on how to acquire a unit.
- CCTV camera in the High Street has been installed by the Police being a APNR
- Complaints still coming in regarding the parking bays in Aspley Hill, especially from residents in Downham Road as being used as a cut through when traffic queuing. Also residents of Wood Street regarding construction traffic.
- Drafted a Risk Management Policy for consideration
- Deadline for Community Infrastructure Fund is 7th February, have not completed any application, consideration for CCTV would not meet criteria if TC agree to proceed with Crime Wave.
- HMRC claim for VAT refund June – December.
- Completed Annual Return for the Gravel Pit Close Charity and submitted to the Charity Commission.
- Not had time to meet Ringway regarding the lay-by in Hardwick Road.

Note of complaints registered to Environmental Services

Parking signs for High Street which were removed (post has now been installed with no sign)

Chasing the post on Mowbray Green Highway verge which is broken

Street light in Vandyke Close

Surface of pavement between the Swan and zebra crossing being difficult for wheelchair and crutch users.

Pot hole Junction Theydon and Elm Grove

Applied to become a Stakeholder with Highways England just before Christmas, but not received a reply.

b. Halls and Library

The Clerk had circulated a report for items of works and costs.

4 round function tables need to be purchased due to breakages. Cost of each table £406.56.

RESOLVED to purchase tables. It was also agreed to make a £20 charge for the use of the function tables, the tables will be unlocked for hirers use when paid for. These charges will then cover the cost of any further breakages.

- c. **Environment**
Cllr. Skelton reported on the Biodiversity meeting he had attended on 6 February which discussed an Action Plan.
He did report that there were quite a lot of “bags for life” found in the spinney area at Edgewick, he spoke to Tesco Manager enquiring if the use of these bags were going to be continued, they had increased the cost of them, but no other action was known to them. It was agreed to write to head office for Tesco and Co-Op explaining the Town Council’s initiative by encouraging people to use other types of bags and to do the same.
- d. **Police and Policing**
Cllr Geddes informed members that the Clerk had requested a meeting but P.S Gehnick had now left his post and had forwarded our request to another member of the Police.
- e. **Edgewick Farm**
Cllr Skelton informed members that volunteers require some more equipment for the Boardwalk. This was approved and a list should be sent to the Clerk.
The calendars raised £246 this will enable the planting of more trees in Edgewick.
The Fullers Earth Heritage Trail has been booked but Greensand Country would like more ‘living archive’-type involvement with members of the local community who originally worked in the Steetley pits, for example talking in video-, or audio-clips about their experiences.
- f. **Fulbrook School**
Central Beds have launched a 12 week public consultation in the proposed changes to local schools.
- g. **Market**
Market was held 8th February and thanks was given to organisers for protecting the crocus on the Green.
- h. **Christmas Fayre**
Nil to report
- j. **Summer Festival 2020**
Nil to report
- k. **Communications**
Cllr. Rae suggested that notification of the closure of the WC should go on the website, also details of the Fullers Earth Heritage Trail.
- l. **Love Woburn Sands**
Nil to report
- m. **East/West Rail/Network Rail**
Dept. of Transport of Works have notified the Council that the Secretary of State has decided to make the proposed order with modifications and to give deemed planning permission subject to conditions for the proposed Network Rail (East West Rail Bicester to Bedford improvements)
However this does not include a footbridge for School Crossing as not included in the order.
Need to investigate options.
- n. **SEMK**
Nil to report
Expressway
Although no official notification has been received our MP reported at a recent meeting that the Expressway will not be supported by Government but would look at pinch-point areas of existing roadways.
This could now open up development within the SEMK

156/20 **Unitary Councillor Report**

Cllr Hopkins had circulated a report which included MK2050 where comments are welcome by 17th April, agreed to hold a public meeting provisional date 26th March in the Memorial Hall. New waste collection pilot scheme which would include wheelie bins and different collections.

157/20 **Planning**

Notification from Milton Keynes Council of the following applications:

- a. 20/00175/FUL Conservatory and veranda to the rear at:
20 Blackthorn Grove Mrs J Lodge
No Comment

- 20/00020/NMA Non-material amendments to 19/00849/FUL to alter eave overhangs, fenestrations on ground floor and 1st floor, external & internal layout on ground floor and 1st floor including addition of a balcony on 1st floor at:
Burlington Hall Mr Hanspaul
- 20/00048/TCA Lime (T11-T12) – T12 has large decay pocket below existing pollard head. Intention to reduce the pollard to below the decay and reduce T11 to matching height at:
22 Station Road Huw Lewis
Happy to leave to tree officer recommendation
- 20/00318/TCA Intention to crown reduce a magnolia back to original growth points and crown lift by 1.5m. Apple tree to be felled to ground, Pear Tree crown reduce by 0.6 – 0.9m. Hazel Tree, crown reduce 1.2m. Lawson cypress, crown raise 3.3.7m at:
34 Station Road Mr Amery
Happy to leave to tree officer recommendation

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

17 Asplands	No Objection
Land off Asplands	Condition details Approved
Burlington Hall	Refused

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

Greens Court Community Room Agreement Signature

Several meetings have been held with all parties present to agree the wording of the agreement. This document is now ready to be signed by the Town Council and subsequently Greens Court Rooms Management committee. This has been checked by the Clerk, Cllr Geddes and Cllr Jeffreys. It had been agreed that the Town Council would take on the responsibility for bookings, invoicing and safe keeping of any hire fees. Insurance is covered under Greens Court, thanks was given to Greens Court residents for their co-operation. There will be a small re-imburement to the Town Council for doing this work if available. The contract was signed by Cllr Geddes and the Clerk.

158/20 **Budgets up to 31st January** (*appendix ii*)

Budgets for all 3 halls, open space and general Admin had been circulated. Funding was discussed due to some financial decisions having to be made as follows:
Estimated Reserves and General Fund were discussed at length, the following expenditure including Reserves were agreed, priority given to the repair to the Summerlin Roof, allowing £12,000 which will be part funded by the Halls Reserve within this financial year.
Proposed Reserves £8,000 for CCTV and £10,000 for a warden will be combined to fund a CCTV contract if agreed due to MKC unable to source another parish at this current time to share the cost of a part time warden. The Pre-cept for 2020/21 has been agreed to be subsidised by £33,000 from Reserves.
The Clerk also informed members that S. 106 funds had been received for Library Ramp door and windows £11,304.16 and £1,324.43 Road Safety grant towards SID.
It was **RESOLVED** that extra Reserves might have to be used. The Clerk advised members that some works should be deferred until nearer the end of the financial year when the finances can be assessed.

Summerlin flat roof replacement

Mike Smith explained current situation, a major leak occurred three weeks ago from the flat roof at the Summerlin, this needs completely replacing, as it is over 30 years old, and metal capping has been removed. It also has 24 Solar Panels installed.
Three quotations have been received, by Morris Roofing, FSG Property Service and Jet Construction.
RESOLVED to award the work to Morris Roofing.

159/20 **CCTV Meeting**

A meeting was held on 20 January with the company who supply CCTV for MKC and other Councils. Report circulated.

RESOLVED to use the Reserves that were budgeted for 20/21 year for a Warden and CCTV together to sign up for a 6 month contract with Crimewave at £7,500. This then can be used for parking issues in the Town, if successful to extend for a further 6 months. The Clerk will clarify that a free 1 month trial will be included. This contract would commence in the next financial year.

160/20 **Halls – Quotations & Risk Assessments**

Memorial Under Stage

One quotation has been received regarding the access to under the stage, another 2 quotes to be obtained but there is some difficulty in sourcing carpenters willing to do this work..

Memorial, Summerlin and The Old Fire Station

FTS currently carry out PAT testing on all sites, and quoted the following:

FTS Fire Risk Assessments cost £660 for all halls

Service of the Fire Alarm and Emergency Lighting £275 all sites

PAT testing for all 3 halls, £300 plus any extras/repairs required.

Fire equipment service for all 3 halls £97

The Council will then be reminded when it is time to have all the services carried out the following year.

It was agreed that the risk assessments need to be carried out and it makes sense to have all sites done at the same time under one company.

It was **RESOLVED** to appoint FTS to undertake Fire Risk Assessments, Service of Fire Alarm and Emergency lighting, Fire equipment service and PAT testing.

161/20 **Young Environmentalist**

A copy of draft letter by Cllr. Rae to be sent to relevant people for sponsorship, advice, help and information was circulated. Cllr Rae was thanked for her work on this project and approved the letter to go out which states the key points on how they might like to engage.. Cllr Geddes will forward on a contact number for Swallowfield School who had indicated an interest in this project.

In preparation for this event both halls have been reserved for exhibition purposes.

162/20 **Notification of Roads to be a 20mph speed limit.**

Chapel Street, High Street, Theydon Avenue, Wood Street.

Members agreed to support this and requested that Downham Road should also be included.

Application to be considered in the future Station Road

Object to Station Road becoming 20mph.

163/20 **Consultation on proposed Waiting Restrictions:**

Station Road, Asplands Close, Downham Road,

Agreed to request that waiting restriction on the west side of Station Road be 1 hr Mon – Sat 8am -6pm.

Object to double lines on the East side of Station Road except for the junction of Weathercock Lane

Object to double yellow lines on the East side of Station Road from the Fish & Chip shop to the High Street except around the entrance of Sandy Court, this will slow traffic down.

No Loading restriction must be enforced and agreed to support.

Request that Asplands be put on hold until development of the apartments are completed and alterations to Asplands Surgery verified then review again.

164/20 **Vacancy for 2 Councillors**

Closing date for application is 21 February.

Agreed that Councillors Skelton, Rae and Geddes will conduct interviews on Tuesday 3rd March commencing at 2pm

165/20 **Climate Emergency**

Cllr. Skelton was thanked for his excellent report, he will now produce an action plan, and then to form a Climate Change Group.

166/20 **Draft Risk Management Policy & Risk Assessment V2**

A draft Policy had been circulated.

Amendments had been made as noted by Councillors, this Assessment covers Financial Procedures and Governance including Precept, Budgets, Financial Records, Bank and Banking, Cash, Reporting and Auditing, Costs & Expenses, Debts, Grants payable and receivable, Charges, Accountability, Salaries and associated costs, Workplace Pension, Employees, Allowances, VAT, Annual Return, Legal Powers, Minutes, agendas, notices & statutory documents, Members Interests, Insurance, Data Protection, FOI and Halls to Hire.

RESOLVED to adopt this Risk Management Policy and the Clerk was thanked for her work on it.

167/20 **Risk Assessment**

A quotation had been received to update the full Risk Assessment, adding the Shoppers car park and the Library car Park £600.

RESOLVED to have a full update carried out on the full Risk Assessment.

168/20 **VE Day**

Meeting will be held 27th February to discuss timings service music and logistics with The Woburn Sands Band, Revd. Diana Young, Cllr. Jeffreys and the Clerk.

169/20 **Car Park Barrier & Electric Chargers**

The Clerk informed Members that the insurance company did not consider liability to be the Town Councils' and will be contacting third party. The Barrier is not covered on the insurance.

Electric Chargers

The Council had been notified that three posts (6 car parking bays) can be installed in the shoppers car park and eligible for the grant.

RESOLVED to proceed with this but prior to written notice that there will be no cost to the Town Council for electric supply and installation for 5 years and the exact location of the proposed bays.

170/20 **W.C – Danfo**

Notification just received that the Town Council may now proceed to close the WC as from the end of February.

RESOLVED to inform Danfo that the WC will close from 1st March. To proceed with arrangements for the removal of the unit.

171/20 **Notification of Urgent Decisions that have been made.**

None

172/20 **Finance**

a.. A list of payments had been circulated, all invoices were tabled, and it was **RESOLVED** to authorise all payments and duly signed by two members.

173/20 **Correspondence for Information**

Nil

174/20 **Councillors' reports and items for future agenda**

- Response to MK2050.
- Cllr Geddes requested a meeting with all Councillors at 7pm prior to the next meeting.
- Cllr Jeffreys apologies for next meeting.

175/20 **Date of next meeting will be on 9 March 2020**

Meeting closed 9.50 pm