

WOBURN SANDS TOWN COUNCIL

Minutes of the Meeting held at the Summerlin Centre on Monday 13 July 2020 at 2.30p.m.

Chairs for Councillors and any members of the public were set at least 2 metres apart, hand sanitiser, disposable gloves and masks were on hand for anyone to use to comply with social distancing rules.

Present Councillors: Cllr M Geddes (in the chair)
D. Hopkins, J. Jeffreys, Dr J Rae, P. Skelton, J. Green,
Clerk Mrs L Stapleton
Apologies C. Cowmeadow, P. Farrant, R. Lanyon-Hogg

11/20 Town Mayor's Announcements

Cllr Geddes informed members that the Clerk would be taking week leave commencing 20 July.

12/20 Declarations of Interest Nil

13/20 Minutes

Minutes of the meeting held on 11 May 2020 had been circulated, approved and signed as a true record.

14/20 Progress Reports for information

a Clerk

- Closed Library Car Park, WC now dismantled and taken away.
- Have reconciled VAT for reimbursement January – April.
- Internal Audit was carried out on Thursday 28 May, 5 hours.
- Arranged for MKC to authorize the stopping of 5 parking bays in the High Street to aid Social Distancing and queueing.
- All 4 boilers have been serviced and all 4 required repairs. The Summerlin Boiler has water damage, and the Caretaker is taking this up with the roofing contractors.
- Trying to get buses to stop using Theydon Avenue (No. 17 and rail replacement busses.)
- SID has moved from Newport Road to Hardwick Road outside Edgewick Farm.
- Chased Ringway again regarding a price for repairing the surface in the parking lay-by Hardwick Road.
- Dealt with Forde & Mc Hugh regarding further certification.
- Looking at Risk Assessments for hirers and special conditions of hiring and TC risk assessment ready for re-opening halls.
- Received phone calls from a few residents of Aspley Hill who thought it inappropriate that the TC refer that in our letter we refer to representing residents who live on the opposite side of the road to the parking bays and the wider community, when there has been non consultation or survey carried out, and that we seemed to be persuading residents to write to object. As I signed the letter I am getting a few comments that the views were more personal. I have tried to explain to those who have called and emailed that the decision to send the letter was approved by all 9 Councillors. Some residents calling for numbers of complaints, I have got those on email but I tried to explain that sometimes Councillors were approached individually by people and the phone calls are not logged. Hopefully, I have explained enough. (one phone call was 30 minutes)
- Prepared the Gravel Pit Close Charity Year End.
- Have now sorted all the agendas and minutes to be returned to the Auditor (intermediate check) *Copies of the relevant minutes, agenda papers, and any related reports to support the setting of the budget for the subsequent year. Environment meeting, Halls Meeting Finance meeting November and January, January full council meeting. Evidence of action regarding Auditors note from last year Full Council February Meeting.*
- Arranged with Jason regarding planting and works around WC. Liaised with Market regarding space required between planters to accommodate gazebo.

Note of complaints registered to Environmental Services

Car parked over 1 day blocking a resident's driveway

Chasing the post on Mowbray Green Highway verge which is broken

Met Ringway who will be sending a quotation to rectify some of the surface at Hardwick Road lay-by.

Still no reply or quote

b. Halls & Library

Agreed to hold a Halls meeting 10 August at 2.30p.m location to be confirmed. This will be to discuss the re-opening of the halls and procedures to be put in place, Risk Assessments and equipment to be purchased.

Report of the informal meeting regarding impending works held 6th July had been circulated including the Sports Hall, Memorial Hall Stage and Library Car Park.

Library

Still not known when the Library will open.

The Clerk queried if the phone line which was installed for Age UK in the Library should be disconnected. It was **RESOLVED** that the line be disconnected.

Part of the Library Car Park Fence needs to be repaired, 2 car parking spaces now closed for safety reasons and trying to ascertain ownership of fence with No. 32 Chapel Street, Milton Keynes Council and advice from Solicitor.

Memorial Hall

Two quotations had been received to make a new access to under the stage, it was agreed that access will be the opposite side to the steps, this scheme will give less loss of stage.

1. £2,240

2. £2,614

It was **RESOLVED** to accept the first quotation, with the view that the work be completed before hall opens.

Sports Hall

Mike Smith is sourcing a CCTV system to work for the Sports Hall, the Summerlin and the Old Fire Station, a scheme for a door entry system and Burglar Alarm at the new sports hall, when specifications are known he will try to arrange a meeting with a Taylor Wimpey Representative. At this stage these works could be in the region of £5,000 and should be noted for this year's expenditure.

c. Environment

Cllr Skelton reported that 2 large fallen trees from the Spinney were obstructing the footpath and need a section cut out to clear path. Cllr Hopkins will arrange this. Fencing posts need to be replaced at Edgewick, The Greensand Trust had quoted £1,400 in March to supply and install posts and Graham Youngman had offered to install the fencing onto the posts. The Clerk will check if sufficient funding is available to finish off the Boardwalk area.

The Heritage Open Days are from 11 September to 20 September, he will be giving his Fullers Earth Guided Walk on Sunday 13 September.

Cllr Geddes reported that the Town Council will support the cafes who wish to put tables outside on the Memorial Green side of the road.

It was suggested one car parking space could be opened up from outside the Post Office.

Cllr Jeffreys reported that a resident from Russell Street was concerned about pedestrian safety on the access road into the shoppers car park, especially around the blind bend entering the car park, there were some safety measures which could possibly be installed and requested a meeting with Highways for advice.

It was suggested that perhaps there could be just a few local charity stalls for the Christmas Light switch on which the organiser of the market might be able to help. It was unfortunate that the Christmas Fayre will be cancelled this year but can understand why, the Clerk will liaise with the Committee if they might like to consider a very small scaled down event with no Fun Fair or road closure.

15/20 Unitary Councillor Report

Cllr Hopkins had circulated a full report and informed members that the Wavendon Properties Appeal went our way and The Stables lost their appeal with Abbey Development, which could result in the closure of the Theatre.

The "No Expressway" campaigners are now involved with the SEMK.

16/20 **Planning**

- a. Notification from Milton Keynes Council of the following applications:
- 20/01311/DISCON Details submitted pursuant to discharge of condition 15a (Highways CTMP), in respect to development stages 2C1, 2C2 and partially 2B6, attached to the Network Rail (East West Rail Bicester to Bedford improvements) Order 2020 (TWA/18/APP/04).at:
- Land between Bletchley and Bow Brickhill Associated with route corridor of the East West Rail Project.**
No Comment
- 20/01299/DISCON (also) Discharge of condition 10, land between Bletchley and Woburn Sands
No Comment
- 20/01303/ADV Replacement of existing shop fascia signs and lighting at:
67 – 69 High Street Cutting Co.
Sign and lighting of shop may be too bright at night request conservation officer to inspect.
- 20/01409/FUL** Proposed single storey rear / side extension and new side window at:
12 Bow Brickhill Road **Mark Gray**
No objection
- 20/01355/FUL Part two part single storey rear/side extension. At:
39 The Leys R. Palmer.
No objection essential that comment from neighbouring properties are taken into account, as possible loss of light to number 38.
- 20/01623/TCA Intention to fell conifer tree at:
50 Station Road Mr Medcalf
The tree is not a conifer but a Yew Tree, although not in good health would prefer works to be carried out rather than fell. Request the tree officer to inspect.
- b. **Notification of Decisions made from Milton Keynes Council**
12 Station Road No Objection
11 Hardwick Road No Objection
34 The Leys Granted
- c. **Notification from Central Beds.**
CB/20/01625/FULL Demolition of existing single storey building and erection of 2.5 storey classic car showroom at:
65 Station Road (TMD)
After contacting officer to be officially notified and MKC, agreed that the building was too large for site and request the height of the roof be reduced, concern regarding the difficulty accessing the parking on the frontage and extremely busy with school children accessing the 2 schools, reducing the splay of visibility to the Vets next door and reduction of light to the residential property to the rear of the building,
- d. **Swan Hill Homes**
Details of virtual meeting were received and a letter indicating that this application is too early as MKC can prove a 5 yr. land supply and not supported in any Local Plans.
- e. **SEMK**
Cllr Geddes reported on SEMK virtual Stakeholder Meeting held on 22nd June.
Comments previously circulated were sent to be within the time frame. Transport clarification need, East West Rail are looking at the crossings at Woburn Sands and Bow Brickhill, until the future of these crossings has been decided not much on the transport survey can be resolved.
Officers will be consulting.
Cllr Hopkins did mention that he has received comments from residents living on Newport Road regarding the amount of traffic and speeding, The mobile SID has been relocated to Hardwick Road, he questioned if a further camera could be purchased for Newport Road. The Clerk will make some investigations.

17/20 **Audit 2019 – 2020 Internal Audit Report**

The report from the Internal Auditor had been circulated to all members noting no issues had been raised.

18/20 **Audit 2019 – 2020 Section 1 Annual Governance Statement Circulated**

Council had undertaken a Risk Management Policy Statement and Risk assessment during the year.

Resolved to answer in the affirmative the following Corporate Governance questions in Section 1

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of the council to conduct its business or manage its finances.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
7. We took appropriate action on all matters raised in reports from internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

Proposed Cllr Hopkins Seconded Cllr Jeffreys

19/20 **Audit 2019 – 2020 Section 2 Accounting Statement Circulated**

Council had received Year End accounts which was approved.

Considered the Accounting Statement in Section 2 of the AGAR matching to the year end accounts.

It was **Resolved to approve and sign Section 2 of the 2019 – 20 AGAR**

Proposed by Cllr Hopkins Seconded Councillor Jeffreys

Public Inspection of the AGAR 19 - 20 will be from 20 July – 28 August.

The Clerk was thanked for her work on the audit.

20/20 **Vacancy for Clerk & RFO position**

Cllr Geddes reported that 5 applications had been received. Proposed a small committee be formed to interview all applicants, follow up with references it will be formerly agreed at the September meeting the appointment of the successful applicant.

Resolved that Cllr Geddes, Cllr Rae, Cllr Cowmeadow and Cllr Skelton will form this committee.

21/20 **O&H meeting**

To still no confirmed date, Clerk will chase again when she returns from leave.

22/20 **To discuss anyone in the community who have done over and above than normal during covid-19**

Cllr Geddes reported that as part of the honours process, consideration to anyone in a community who went over and above the normal to help the community during Covid-19 pandemic. He asked Councillors for nominations.

23/20 **Street Lighting Structural Testing**

As part of the regulations to install fittings on light columns (Christmas lighting) MKC condition is that a structural test should be carried out. Forde & Mc Hugh informed the Council that this work is only carried out by very few companies, however the company they use has quoted for our columns £43 per column (22).

The Clerk advised that this normally lasts for 4 years unless it is recommended otherwise, she advised that this should be done as MKC could refuse light fittings to be installed at Christmas, leaving no time to have this work done.

It was **RESOLVED** to ask Forde & McHugh to arrange for this work to be completed.

24/20 **Rotary Woburn Sands & District**

Letter circulated informing Council it is supporting End Polio Now, are requesting permission to plant purple crocus corms on Mowbray Green on World Polio Day 24 October & to place a small Rotary Plaque. Members agreed this and for them to contact Cllr. Skelton to confirm where planting can take place.

25/20 **Notification of Urgent Decisions that have been made.**

- Due to current situation it was agreed by email that for the June payments the Council's suppliers can be paid by BACS at their request due to difficulty in accessing banks to pay cheques in. The financial Regulations allow the Council to do this and will be formally approved
- Due to longer than normal delivery time it was approved by email to purchase hand sanitiser and dispensers for Summerlin Centre, Memorial Hall, The Old Fire Station, Library, Office/committee room and Greens Court Community Rooms. In preparation for opening and Council Meetings.
- Repairs carried out on Memorial and Library boilers.

26/20 **Finance**

a. **BACS Payments,**

Due Supplies finding it difficult to access banks it was **RESOLVED** that BACS payments could be made to our regular suppliers during the Covid-19 restrictions.

b. 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

c. To Discuss budgets up to 30 June 2020. Councillors agreed that finances would need to fully monitored due to no income being received from hall hire.

d. Gravel Pit Close Charity end of Year Accounts were inspected.

Items for next meeting

- Clarification of Remembrance Sunday.
- Cllr. Green has offered to monitor HGV's coming through the town. The Clerk will suggest that the CCTV be set on the High Street.

27/20 **Date of next meeting 14 September time and venue to be confirmed.**

Meeting Closed 3.52pm