

WOBURN SANDS TOWN COUNCIL

Memorial Hall, 4 High Street, Woburn Sands, Milton Keynes, MK17 8RH

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Members of Woburn Sands Town Council are hereby summoned to attend the Annual Town Council Meeting of Woburn Sands on **Monday 12th May 2025 at 7.30pm in the Committee Room, Memorial Hall.**

Members of the public are welcome to attend.

A G E N D A

Timings

	A G E N D A	Timings
96/25	Elect a Chairman:	5 minutes
97/25	Receive the Chair's Declaration of Acceptance:	
98/25	Elect a Deputy Chairman:	5 mins
99/25	Receive the Deputy Chair's Declaration of Acceptance:	
100/25	Present:	5 mins
101/25	Apologies:	
102/25	DECLARATION OF INTEREST: Members to declare any disclosable pecuniary interests, or personal interests (including other pecuniary interests), they may have in the business to be transacted, and officers to disclose any interests they may have in any contract to be considered	
103/25	Public Question Time The time allocated is at the discretion of the Council/Chairman. Residents are invited to give their views and question the Town Council on issues on this agenda, or raise issues for future consideration at the discretion of the Chairman. Members of the public may not take part in the Town Council meeting itself. A Councillor with a prejudicial interest in a particular issue may address the Council on the issue during Public Question Time subject to the Councillor leaving the room in the event of an exchange of the issue between the public and the Council during this period.	3 minutes per person if public wish to speak, or at the Chair's discretion
104/25	Minutes: To consider the approval of the draft minutes of the last meeting of the Council held on Monday 14th April 2025 and the extraordinary meeting held on Tuesday 22 nd April 2025. To be circulated.	
105/25	Actions from previous minutes: <ul style="list-style-type: none"> • Clerk to invite new PCSO to meeting (met new PCSO) • Clerk to get quotes for lamps (see item 115/25 e.) • Clerk to send out tendering guidance (training sourced) • Cllr K Temple to discuss a council Emergency Plan at the next Environment Meeting. Clerk to find templates of Emergency Plans • Clerk to circulate Caretaker phone number to councillors (done) • WSTC newsletter Councillors to discuss (see item 117/25 a.) • VE Day: to confirm if Mayor is available and Clerk to register event (done) • Garden competition (see item 118/25) • Clerk to add a link on the agenda to the MKCC webpage so councillors can look at all the planning information (done) 	5 mins
106/25	To appoint statutory or standing committees and working groups (2024-25 list circulated): To consider if Chair and Deputy Chair to be ex-officio members on all committees <ol style="list-style-type: none"> a. Finance b. Staffing 	10 mins

	<ul style="list-style-type: none"> c. Environment d. Halls e. Christmas Fayre f. Danesborough Forum and Cross Boundary Parishes Liaison g. Parish Forum h. Action Plan Working Group i. To consider forming any other committees or working groups if required 	
107/25	<p>To review and approve the following:</p> <ul style="list-style-type: none"> a. Standing Orders (to be circulated) b. Council Code of Conduct (to be circulated) c. Financial Regulations (to be circulated) d. Asset Register (to be circulated) 	10 mins
108/25	<p>To approve meeting dates for the year:</p> <ul style="list-style-type: none"> a. Confirm monthly full council meetings as every second Monday of the month except for August b. Committee meetings: Proposed each committee meets every three months, i.e. four times per year, with first meeting to elect or reaffirm chairs c. To agree GPCC meetings for the year 	5 mins
109/25	<p>To approve standing orders and direct debits with Unity Trust Bank (list circulated):</p>	5 mins
110/25	<p>Review council subscriptions:</p> <ul style="list-style-type: none"> • National Association of Local Councils (NALC) including Bucks & Milton Keynes branch membership (BMKALC) • Society of Local Council Clerks (SLCC) • Bedford to Bletchley Rail Users Association (BBRUA) 	
111/25	<p>Approve Bank Signatories:</p> <ul style="list-style-type: none"> a. To review existing signatories b. To add the Bookings Co-Ordinator as 'read only' to the Unity Bank Account 	5 mins
112/25	<p>Progress Reports:</p> <ul style="list-style-type: none"> a. Finance b. Halls and Library c. Environment and Edgewick Farm d. Action Plan Working Group e. Parklands 	15 mins
113/25	<p>Co-opting councillors: One vacancy to date, the 14 day period within which an election can be called will expire on Wednesday 28 May</p>	
114/25	<p>Ward Councillors Reports:</p> <ul style="list-style-type: none"> a. Cllr David Hopkins b. Cllr Tracey Bailey 	5 mins
115/25	<p>Finance:</p> <ul style="list-style-type: none"> a. To consider and approve payments for May. (To be circulated) b. Budget report and bank statements (to be circulated) c. Quotes for remedial works following safety checks to be approved d. Quote for new larger dog waste bin and some extra collections (as discussed) e. Quotes to replace street lamps f. Electricity contracts: to approve quote for Mowbray Green out door box and to consider designated authority to the Clerk for setting up other contracts (as previously) 	15 mins

	<p>g. Payment for Clerk for additional hours worked – 25 hours (further hours to be taken as TOIL)</p> <p>h. To note donations received from Greens Court (£1500) and from Wavendon Parish Council (£500)</p>	
116/25	Internal Audit and Internal Check:	5 mins
117/25	<p>Communications and publications:</p> <p>a. The WSTC newsletter – to agree who will write the newsletter and agree dates for publications</p> <p>b. The Hogsty End – to agree who will write the Town Council article</p>	5 mins
118/25	The Garden Competition:	5 mins
119/25	<p>Planning:</p> <p>a. To consider planning responses, e.g. delegation to a committee, individual councillors, or to the Clerk</p> <p>b. PLN/2025/0803 Approval of details required by condition 14 (Pumping Station & Substation) of permission ref. 22/03005/REM at Land West of Newport Road. Date to respond was 06.05.25</p> <p>c. PLN/2025/0819 Consultation from Central Bedfordshire Council on application ref. CB/24/03411/ADV seeking permission for Advertisement: 1 external fascia sign with illuminated trough lighting over, 2 external non illuminated projecting signs. No response required.</p> <p>d. PLN/2025/0599 The erection of an outbuilding in rear garden at 10 RIDGWAY, WOBURN SANDS. Response by 04.06.25</p> <p>e. PLN/2025/0133 The reduction in height by 1.5m and by 2ft all round the crown of 1x Cherry and 1x Maple at The Swan, 2 High Street. Response by 04.06.25</p>	5 mins
120/25	<p>Notifications of decisions made from Milton Keynes Council:</p> <p>None to date.</p>	
121/25	To consider a response to MK Council's proposed Changes to Scrutiny and Constitutional Arrangements (agenda to be circulated):	10 mins
122/25	<p>Correspondence</p> <ul style="list-style-type: none"> A request for more benches in the recreation ground, in the shade. This is a GPCC issue. 	5 mins
123/25	Notification of Urgent Decisions that have been made:	
124/25	Councillor's reports and items for next agenda:	5 mins
125/25	Date of next meeting: Monday 9 th June 2025, The Committee Room at The Memorial Hall	

Signed: 

Clerk to Woburn Sands Town Council

Date: 07.05.2025