

WOBURN SANDS TOWN COUNCIL

Memorial Hall, 4 High Street, Woburn Sands, Milton Keynes, MK17 8RH
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The Meeting of the Woburn Sands Town Council on **Monday 14th April at 7.30pm in the Committee Room, Memorial Hall.** Members of the public are welcome to attend.

DRAFT minutes

Actions

73/25	Present: Cllr K Temple, R Allan, A Poppleton, K Fisher, T Sutton	APOLOGIES ACCEPTED
74/25	Apologies and approve reasons for absence: Chairman G Jones, Cllr D Hopkins, Cllr T Bailey, Cllr W Green, Cllr G Smitham	
75/25	DECLARATION OF INTEREST: None declared.	
76/25	Town Mayor's Announcements (if any): None Invitation noted.	
77/25	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.	
78/25	Minutes: <ul style="list-style-type: none"> To consider the approval of the draft minutes of the last meetings of the Council held on Monday 10th March 2025 Cllr T Sutton proposed and Cllr K Temple seconded 	APPROVED
79/25	Progress Reports and feedback (committees are standing items): <ol style="list-style-type: none"> Environment Committee: update on Millstream Services starting as WSTC Grounds Maintenance contractors; and WSTC's 'no spray' policy. New planters are successful. There has been a theft of lamppost lanterns on Club Lane, reported to the police. The Clerk has contacted MKCC and Forde & McHugh (contractors for lampposts/lighting) for advice on replacing them. Finance Committee: nothing to report. Halls Committee: feedback from meeting of 08.04.2025 Cllr T Sutton – still in progress talking to Kick Sport. Requested to be on the next meeting agenda. WSTC Action Plan Working Group: feedback meeting. Notes supplied by Cllr R Allan. Annual TC Meeting to be the start of the process for developing a Strategic Plan. Cllr 'away day' to discuss this on 23.04.2025 Emergency Flood Meeting: feedback from meeting from Cllr K Temple. No volunteers came forward to set up a 	<p>Clerk to invite new PCSO to meeting</p> <p>Clerk to get quotes for lamps</p> <p>Clerk to send out tendering guidance re.gov website etc.</p> <p>Cllr K Temple to discuss a council</p>

	<p>group. Householders are reluctant to report flooding to MK Council, but the council cannot offer assistance if not informed. WSTC need to have an 'emergency plan' for all emergency situations.</p> <p>f) Edgewick Farm: a resident has offered donation to complete the boardwalk along the footpath next to Edgewick Farm (public right of way 14). Recommended tree works are booked for August, the end of nesting season.</p> <p>g) Meeting with Parks Trust re. Parklands Ponds: Cllr W Green has been communicating with MKCC and The Parks Trust. Information already circulated. Deferred to next meeting.</p>	Emergency Plan at the next Environment Meeting. Clerk to find templates of Emergency Plans. Clerk to circulate Caretaker phone number to councillors
80/25	<p>Ward Councillors' reports:</p> <p>a. Ward Cllr Tracey Bailey – apologies.</p> <p>b. Ward Cllr David Hopkins report received. Noted.</p>	
81/25	<p>Clerk's Report and Actions from Previous Minutes: noted items from last minutes and discussed delegated powers for planning, it can be either Clerk or councillors and will allow the council to respond to planning consultations outside of a council meeting. Cllr R Allan requested this is on another meeting.</p>	
82/25	<p>Councillor Training updates: nothing to report</p>	
83/25	<p>Policies:</p> <p>National updates to recommended policies – information to be circulated. Updates noted. Those relevant for WSTC to be considered at the Annual Meeting on 12th May.</p> <p>The Standing Orders and Financial Regulations are considered at every Annual Town Council Meeting. Website to be updated following the May meeting.</p>	
84/25	<p>Newsletters:</p> <p>a. The Town Council Newsletter: to agree who will write articles, and to agree on dates for publication in the coming year</p> <p>b. To consider another printer and delivery option for the newsletter. Quotes circulated. Wide variety of quotes from £ to £ for 2,000 newsletters. Discussion on whether to continue the newsletter, or maybe include more in the Hogsty End.</p> <p>c. To agree who to write The Hogsty End article, deadline Wednesday 16th April.</p> <p>No Councillors to take on the Newsletter or this month's Hogsty End. To be discussed.</p>	<p>a. No Agreement</p> <p>b. No agreement</p> <p>c. No agreement</p> <p>Councillors to discuss.</p>
85/25	<p>VE Day: Thursday 8th May. Rev Diana will be at the War Memorial to speak and say a prayer at 6.30pm; the Mayor will light the Peace Lantern then it is to be carried to St Michaels Church.</p> <p>The Clerk will register this with the national website for VE Day events.</p>	<p>To confirm if Mayor is available or Deputy Mayor to stand in.</p> <p>Clerk to register event.</p>

86/25	<p>Garden Competition: annual event sponsored by Frosts. The new garden centre company has agreed to continue sponsorship. Clerk requests a Councillor assist with this event. This involves:</p> <ul style="list-style-type: none"> - advertising the competition - contacting last year's winners to return trophies - arranging a judging date (usually early July) - confirming last year's judges are available for this year <p>Clerk can provide all necessary information. Cllr Keith Temple advised that, in his opinion, it is not for Councillors to organise and manage the Garden Competition. Only to agree policy. The clerk advised that her assistant would not be tasked with helping with arrangements. To go to the next meeting.</p>	No agreement
87/25	<p>Finance:</p> <ul style="list-style-type: none"> a. To consider and approve payments for April. To be circulated. b. To approve paying staff additional hours – as recommended by Staff Committee. c. To agree to move funds to savings account, Santander from Unity Trust Account. It was not agreed to move funds, against the recommendation of the Clerk, from the Council savings account to the Council deposit account to enable to council to make it's payments without risk of getting overdrawn. 	<p>APPROVED APPROVED</p> <p>NOT AGREED</p>
88/25	<p>Section 106 funding: there are funds available which will expire by April 2026. Agree a councillor to work with the Clerk on applications. To go to next meeting.</p>	
89/25	<p>Planning:</p> <ul style="list-style-type: none"> a. PLN/2025/0676 erect single story rear/side extension and ground floor window. 21 Wood Street. Date to respond 02/05/2025 b. PLN/2025/0651 Certificate of lawfulness for changes to layout, reinstatement of rear garden, erect timber fence. 70 Station Rd. date to respond 15/04/2025 c. PLN/2025/0652 Certificate of lawfulness for changes to layout, reinstatement of rear garden, erect timber fence. 68 Station Rd. date to respond 15/04/2025 d. PLN/2025/0728 Certificate of lawfulness for the erection of a side and rear extension and garage conversion at 2 Chantry Close, Date to respond 21/04/2025 e. PLN/2025/0639 demolition of conservatory and erection of single storey rear extension. 5 Cranfield Road. Date to respond 29/04/2025 f. PLN/2025/0575 demolition of existing garage and erection of part single, part 2 storey side and rear extension and front porch. 28 Vicarage Street. Date to respond 23/04/2025 	<p>No Objection</p> <p>No comment</p> <p>No comment</p> <p>No comment</p> <p>No Objection</p> <p>No Objection</p> <p>Objected</p>

	g. PLN/2025/0394 Variation of condition 4 (age restriction) to permit those under age 55 to occupy apartments. (Relating to permission ref. 18/00458/OUT) at Land Off Asplands Close, Woburn Sands, date to respond 10/04/2025	Clerk to add a link on the agenda to the MKCC webpage so councillors can look at all the planning information.
90/25	Notifications of decisions made from Milton Keynes Council: <ul style="list-style-type: none"> PLN/2025/0334 tree works APPROVED 28 Station Road. 	
91/25	Correspondence for information: <ul style="list-style-type: none"> Praise for planters. Some consider them unattractive but mostly positive comments Asking for updates on spraying pesticides/insecticides in Woburn Sands Requests for the Clerk to report pot holes because MKCC is not repairing promptly enough Update requested on the 20mph town-wide speed limit Request for information on EWR works and is the train station to be moved? 	
92/25	Notification of Urgent Decisions that have been made: <ul style="list-style-type: none"> Repair Sports Hall broken window 	
93/25	Councillor's reports and items for next agenda: Items for noted for the next meeting include: <ul style="list-style-type: none"> 79/25 c. update with Kick Start 79/25 g. update regarding ponds/Park Trust discussions 81/25 delegating powers for planning responses 84/25 WSTC newsletter and Hogsty End 86/25 the Annual Garden Competition 88/25 Section 106 applications 	
94/25	Staffing Committee: feedback from meeting of 08.04.2025 <ul style="list-style-type: none"> Clerk's appraisal has taken place Some changes in office staffing are being considered 	
95/25	Date of next meeting: The Annual Town Council Meeting 7.30pm Monday 12 th May Venue: The Committee Room at The Memorial Hall	

Meeting ended:9pm

Signed:

Date: