

WOBURN SANDS TOWN COUNCIL

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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.

96/25 **Elect a Chairman:** The meeting was opened by Cllr G Jones.

Cllr K Temple proposed Cllr D Hopkins and Cllr W Green seconded. It was resolved that David Hopkins is the Chairman. Gwyn Jones stepped down as a councillor, thanking others for their work before leaving the meeting.

97/25 **Receive the Chair's Declaration of Acceptance:**

Cllr D Hopkins accepted the position.

98/25 **Elect a Deputy Chairman:**

Cllr D Hopkins nominated Cllr K Temple and Cllr T Sutton seconded. Resolved that Keith Temple is the Deputy Chairman.

99/25 **Receive the Deputy Chair's Declaration of Acceptance:**

Cllr K Temple accepted the position.

100/25 **Present:**

Cllrs G Jones, D Hopkins, W Green, A Poppleton, K Fisher, T Sutton, K Temple,
Clerk A Jordan

101/25 **Apologies:**

Cllr R Allan

Cllr G Smithham resigned during the past month.

102/25 **DECLARATION OF INTEREST:**

Under the localism act 2011 (section 26-37 and schedule 4) and in accordance with the Council's code of conduct Cllr D Hopkins referred to his entry in the member's register of interests

<https://www.milton-keynes.gov.uk/parish-register-interests/david-Hopkins>

103/25 **Public Question Time**

No members of the public in attendance.

104/25 **Minutes:**

To consider the approval of the draft minutes of the meeting of the Council held on Monday 14th April 2025 Minute 87/25c was amended. Resolved to APPROVE.

To consider the approval of the draft minutes of the extraordinary meeting held on Tuesday 22nd April 2025. Resolved to APPROVE.

105/25 **Actions from previous minutes:**

- a. **Clerk** to invite the new PCSO for Woburn Sands to a council meeting. The Clerk met the Tia Butler PSCO at the council office, she is still in training for another 7 weeks and office based, but will be

happy to attend meetings and community activities after this time. The Clerk was asked to follow this up and also invite PC Matthew Philips as he is also new to our area.

- b. **Clerk** to get quotes for lamps (see item 115/25 e.)
- c. **Clerk** to send out tendering guidance. training sourced) Wendy and Robert
- d. **Cllr K Temple** to discuss a council Emergency Plan at the next Environment Meeting. **Clerk** to find templates of Emergency Plans.
- e. **Clerk** to circulate Caretaker phone number to councillors (done)
- f. WSTC newsletter **Councillors** to discuss (see item 117/25 a.)
- g. VE Day: to confirm if **Mayor** is available and **Clerk** to register event (done)
- h. Garden competition (see item 118/25)
- i. **Clerk** to add a link on the agenda to the MKCC webpage so councillors can look at all the planning information (done)

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. AGREED.

- a. Finance:
Cllrs T Sutton, A Poppleton, R Allan
 - b. Staffing:
Cllrs W Green, T Sutton, A Poppleton, R Allan
 - c. Environment:
Cllrs K Temple, D Hopkins, W Green, K Fisher
 - d. Halls: proposed to merge with another committee but no agreement, therefore RESOLVED to bring Halls items into full council until more councillors join the council then committees can be reconsidered.
 - e. Christmas Fayre: Cllr K T to represent the Town Council
 - f. Danesborough Forum and Cross Boundary Parishes Liaison: to be taken off the list. Cllr D Hopkins and A Poppleton attend Futures and EWR which cover most of the same issues
 - g. Parish Forum: Cllr A Poppleton
 - h. Action Plan Working Group: Cllr R Allan, to be fluid with councillors
 - i. To consider forming any other committees or working groups if required: not at this time.
- All the above committees and groups were RESOLVED by the council

107/25 To review and approve the following:

- a. Standing Orders; amendments as on NALC's model Standing Orders were reviewed and agreed to comply with the new Procurement Regulations
- b. Council Code of Conduct; noted
- c. Financial Regulations; reviewed and agreed to comply with the new Procurement Regulations
- d. Asset Register; noted

108/25 Resolved to approve meeting dates for the year:

- a. Confirmed monthly full council meetings to be held on every second Monday of the month except for August
- b. Committee meetings: resolved to agree three meetings per year for each committee, dates to be decided
- c. Staffing Committee: to meet Wed 4th June later dates to be agreed
- d. Gravel Pit Close Charity meetings for the year; it was proposed that information regarding the GPCC can be emailed and meetings held on the same evening as a council meeting.

109/25 **To approve standing orders and direct debits with Unity Trust Bank (list circulated):** noted

110/25 **The following council subscriptions were noted and approved:**

- a. National Association of Local Councils (NALC) including Bucks & Milton Keynes branch membership (BMKALC)
- b. Society of Local Council Clerks (SLCC)
- c. Bedford to Bletchley Rail Users Association (BBRUA)

111/25 **Resolved to agree the following changes to Bank Signatories:**

- a. To add Cllr D Hopkins and remove ex-Cllr G Jones with Unity Trust and Barclays Bank
- b. To add the Bookings Co-Ordinator as 'read only' to the Unity Trust Account

112/25 **Progress Reports:**

- a. Finance: nothing to report
- b. Halls and Library: **Cllr T Sutton** is communicating with Andy Stewart from Kick Off Sports regarding what they can offer for Sports Hall management. **Cllr D Hopkins** agreed to speak to Paul Van Geete (MK Council) regarding support from MKCC and to report back in June on Sports Hall tendering.
- c. Environment and Edgewick Farm: There was a meeting to form an Emergency Flood working group but no residents wanted to get involved. Cllr K Temple suggested it be widened for other eventualities and WSTC put in place an Emergency Plan. MP B Stephenson has offered to meet to discuss flood issues, **Cllr K Temple** agreed to meet with him. This is to be discussed at the next Environment Committee meeting.
- d. Action Plan Working Group: **Cllr R Allan** to send out away day notes
- e. Parklands: **Cllr W Green** in communication with Phil Snell (MKCC) regarding various maintenance issues. The new fence around pond is unsuitable and already breaking, **Cllr D Hopkins** to raise the issue at MKCC

113/25 **Co-opting councillors:**

There is one vacancy to date and the 14 day period within which an election can be called will expire on Wednesday 28 May.

Cllr G Jones resignation makes a second vacancy, **Cllr W Green** agreed to look at advertising.

114/25 **Ward Councillors Reports:**

- a. Cllr David Hopkins: see attachments. There was discussion on MK Council's proposed changes to their constitution, particularly regarding calling-in. Cllr D Hopkins explained 'calling-in' covers all decisions except planning and works like an appeal giving the opportunity to challenge MK Council decisions, See item 121/25 Re.
EE phone mast progress; a junction box is already in place, a mast to be installed soon.
The Loop bus is growing in use

115/25 **Finance:**

- a. RESOLVED to approve payments for May, following amendment to Greensand Trust duplicated payment.
- b. Budget report and bank statements – to be forwarded when prepared.
- c. Quotes for remedial works following safety checks RESOLVED to approve
- d. Resolved to approve quotes for new larger dog waste bin and some extra collections, as discussed with Marcus Young

- e. Quotes to replace street lamps: **the Clerk** to ask SERCO for quote and **Cllr D Hopkins** to send CBC contractor information for **the Clerk** to request a quote from them
- f. Electricity contracts: RESOLVED to approve quote for electricity contract to Mowbray Green out door box with EDF and to set up contracts for the Memorial Hall, Summerlin Centre and car park lighting as current contract ends.
- g. RESOLVED to approve payment for Clerk for additional 25 hours worked and further hours to be taken as time of in lieu
- h. To note donations gratefully received from Greens Court (£1500) and from Wavendon Parish Council (£500). Clerk to send letters of thanks.

116/25 **Internal Audit and Internal Check:**

Council resolved to agree cancelling the current Internal Auditor and to take on a new Internal Auditor, Vicky Mote, for the internal audit of Town Council accounts for the past year (2024-2025).

117/25 **Communications and publications:**

- a. The WSTC newsletter: it was resolved to **chairs of all committees** and the **Mayor** would each contribute an article for the newsletter, as well as other regular contributors (the church and library). Delivery to be arranged with Hogsty End and the next newsletter to go out in July. **The Clerk** to speak to the Hogsty Editor and Printers.
- b. The Hogsty End: **Cllr D Hopkins** agreed to write the Town Council article this month

118/25 **The Garden Competition:**

Cllr K Fisher agreed to assist Clerk with the Garden Competition

119/25 **Planning:**

- a. To consider planning responses, e.g. delegation to a committee, individual councillors, or to the Clerk. Not resolved.
- 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 (for information)
- 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
- d. **PLN/2025/0599** The erection of an outbuilding in rear garden at 10 RIDGWAY, WOBURN SANDS. Response by 04.06.25 WSTC has no objection but ask that neighbours opinions be taken into account
- 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 WSTC has no objection. It was noted the tree overhanging the bus stop outside of The Swan makes the bus stop very dirty, The Clerk to check the cleaning schedule

120/25 **Notifications of decisions made from Milton Keynes Council:**

None to date.

Request for Clerk to reiterate WSTC's response regarding the application from Tesco for an ATM, the council would like to have bollards on the pavement outside of Tesco to prevent anti-social parking. The Clerk was instructed to ask MKCC why the 20mph limit on Station Road was excluded from MK Council's plans for a town wide 20mph speed limit.

121/25 To consider a response to MK Council's proposed Changes to Scrutiny and Constitutional Arrangements (agenda to be circulated):

This is not popular among other parish councils as it will remove the parish and town council's opportunity to call in MK Council decisions. There has been no consultation with parishes on this matter and there is not enough time for it to be discussed. Cllr D Hopkins asked **Clerk** to write and ask to defer decision to allow everyone time to discuss.

122/25 Correspondence

- A request for more benches in the recreation ground, in the shade. This is a GPCC issue.
- A request to have another planter on Downham Road past the entrance to the Tesco car park, due to cars now parking there and blocking a driveway
- A complaint was received about the High Street pavement being dirty and having pot holes. It was noted MK street cleaners attend the High Street every weekday morning. The Clerk to report potholes.

123/25 Notification of Urgent Decisions that have been made:

None.

124/25 Councillor's reports and items for next agenda:

- a. Staffing update: Cllr W Green to circulate updates
- b. Apologies from Cllr K Temple for the meeting on 9th June.
- c. The Clerk to ask Millstream to repair the War Memorial clock

125/25 Date of next meeting:

Monday 9th June 2025, The Committee Room at The Memorial Hall

Meeting ended: 9.40pm