

WOBURN SANDS TOWN COUNCIL
Memorial Hall, 4 High Street, Woburn Sands, Milton Keynes, MK17 8RH
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Town Council Meeting of Woburn Sands on **Monday 9th June 2025 at 7.30pm in the Committee Room, Memorial Hall.**

Members of the public are welcome to attend.

MINUTES

122/25 **Present:** Cllrs D Hopkins, K Fisher, A Poppleton, T Sutton

123/25 **Apologies:** K Temple

124/25 **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>

125/25 **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.

126/25 **Minutes:**

To consider the approval of the draft minutes of the last meeting of the Council held on Monday 12th May 2025. **RESOLVED** to approve.

127/25 **Actions from Previous Minutes:**

- Unity Trust Bank signatories have been updated, Santander to be updated
- Two new larger dog bins installed to replace standard size bins, and some more bins now have a second weekly collection
- Lantern/lamppost quotes. The Clerk has contacted but not heard back from Serco and Central Beds Council.
 - **ACTION: Clerk** to follow up.
- Chairs of committees to contribute to newsletter, the Summer newsletter is with the printers and the next one will be the Autumn edition with a September deadline).
 - **ACTION: Clerk** to send a reminder to committee chairs nearer the time.
- The Garden Competition organised by Cllr K Fisher to be judged on Thursday 24th with Friday 25th July as a contingency date. The Clerk has confirmed the prizes to be presented at the Woburn Sands Band Summer Concert as usual. Thanks to Councillor K Fisher for the poster.

128/25 **To agree committee meeting dates:**

- a. Finance Committee: Wed 25th June 10am
- b. Environment Committee: postponed in the absence of Councillor K Temple.
- c. Staffing Committee: the Staffing Committee met immediately before this meeting, staff levels and the role of Bookings Manager were discussed.
 - **ACTION: Clerk** to circulate minutes
- d. Action Plan Working Group: group to be on hold due to councillor vacancies.
The Halls Committee does not have a separate committee at the moment due to lack of councillors but issues to be considered within full council meeting

129/25 **Progress Reports:**

- a. Finance: nothing to report.
- b. Halls and Library: Councillor D Hopkins provided an update on the Sports Hall following a meeting with MKCC officer Paul van Geete, also attended by the Town Clerk. MKCC has agreed to fund the essential works needed at Sports Hall. Cllr D Hopkins recommended asking MKCC procurement team to advice on the Town Council's plans for the Sports Hall.
 - **ACTION: Clerk** to send invoices and quotes of work to Paul van Geete.
- c. Environment and Edgewick Farm: the summer planting of the High Street planters and other beds has been completed. Watering arranged including for new planters on Downham Road and the Memorial bed at Mowbray Green. Andy Mason has now completed a LADAR scanning of Edgewick Farm fields and is preparing report. This is a non-invasive scan to see what historic activity can be identified. The report could take some time to complete as it is a complex piece of work.
- d. Action Plan Working Group: Cllr R Allan circulated notes from past meeting before he submitted his resignation.

130/25 **Ward Councillors Reports:**

- a. Cllr Tracey Bailey: sent apologies and the following report read out by the Clerk.
 - I am pleased to see that double yellows on Summerlin Drive are on the agenda. Parking and road safety have been mentioned by a number of Parklands residents with particular respect to Summerlin and Greensands View so I would be very pleased to support and promote any petition of residents to extend double yellow lines, and also consider them at the junction with Drayhorse Crescent where it is believed that residents of the flats are parking out the front on the corner rather than in their car park behind.
 - Residents of Wood Street and Cranfield Road have asked me if their roads will be resurfaced this year but sadly I have had to feed back that they are not on the 25/26 schedule.
 - Finally, I do have some updates with respect to discussions with various organisations about flooding in Woburn Sands in adverse weather, but have not had time to pull this together into a report yet. I will try and do this for the July meeting, although I don't think I can attend as I am on my way back from holiday and will probably be too late back in Milton Keynes. Having attended a session on flooding at the council and hear a lot about flood groups, I think it would be really useful for the Town to have one, but it does need someone to take the lead. I have sent some emails to Lorraine Hearn [but she may not wish to be involved more than she already has]. I wondered if this might be a project for new councillors when you get them? Lorraine had purchased a lot of equipment and I see at the weekend some of this was distributed to the Co-op as they felt at risk with the yellow weather warning of heavy rain, but effective deployment really needs a proper flood plan. MKCC can help with this, but as I say, I think this needs town council involvement to get off the ground. Certainly I know that the groups in Newport Pagnell and Woughton and Fishermead have town/community councillor involvement.
- b. Cllr David Hopkins:
 - Cllr D Hopkins is pleased to announce that St Marys C of E Primary School in Wavendon has a new headteacher
 - Good news for the Loop bus service which has had its highest number of users since the route commenced

- East West Rail are starting ground work investigations next week, this involves some boreholes and trial pits. The relevant landowners have been contacted. They have also published their non-statutory consultation report
- Cllr D Hopkins has received an invitation to the Armed Forces flag Raising and an RAF Evening Engagement
- Following a review the ward boundaries will have some changes, for us in the Danesborough Ward there is very little change
- There is a Parishes Forum meeting 12th June
- Landfill community grants are available and Woburn Sands Town council might be able to apply for a community grant.
- Consultation for Traveller site is underway at Central Beds and an assessment at MK Council

131/25 Councillor resignations and Co-opting councillors:

Councillor Gwynn Smitham resigned on 1st May 25

Councillor Gwyn Jones resigned on 12th May 25

Councillor Wendy Green resigned on 13th May 25

Milton Keynes Council has been notified and Public Notice of Vacancies has been advertised but with no one coming forward. The Town Council are now free to advertise for co-option. Councillor Robert Allan has also resigned, there will be two weeks' notice and then this post can also be co-opted

Some points going forward: WSTC need to make clear the obligations councillors have and the powers the town council has, the training they will need, it is not the same as working in business but can be very rewarding.

132/25 Finance:

To consider and approve payments for June. Amendments – 3 new invoices received since payments list went out. **AGREED**

133/25 To approve the Annual Governance and Accountability Returns

- Audit 2024 - 2025 Internal Audit Report.** Received and noted
Report from the Internal Auditor - to discuss any issues raised Clerk to make an action plan for recommended points.
- Audit 2024 – 2025 Section 1: Annual Governance Statement.**
AGAR Statement Boxes 1 – 9 Resolved to **AGREE**
- Audit 2024 – 2025 Section 2: Accounting Statement.**
Resolved to **APPROVE** section 2 the Accounting Statement supporting papers

Cllr D Hopkins formally moves and T Sutton seconded **RESOLVED** to agree to the above.

d. Woburn Sands Town Council Newsletter

The content is with the printer who will also design the newsletter. This is to be delivered with this month's Hogsty End towards the end of June. Content for this copy of Hogsty End to be submitted by Wednesday 11th June. **RESOLVED** to agree the quote for TW Print.

134/25 Policies:

- To consider the draft expenses policy – no change for now
- To consider a new grants policy – Councillor T Sutton to update the form

To agree to writing a job description for the Bookings Co-ordinator role AGREED following the Staffin Committee recommendations.

- 135/25 **To approve the Swallowfield gate agreement with Central Beds Council.**
RESOLVED to agree to delegate to the Chairman and Clerk to check amendments.
ACTION: Clerk to check the VAT and the position of the gate.
- 136/25 **Highways issues:**
a. Double yellow lines on Summerlin Drive - The Clerk and Cllr D Hopkins to speak to MK Council for advice, there are templates to consult with residents and to request yellow lines.
b. Another planter on Downham Road: a resident has requested another planter but the council **RESOLVED** not to approve for now.
- 122/25 **Community Action: MK are helping to form a parent/toddler group for Woburn Sands:**
The Town Council are happy to support the setting up of this group but not financially, although they may apply for grant.
- 137/25 **Planning:**
a. To consider delegation to a committee, individual councillors, or to the Clerk
b. **PLN/2025/0940** Proposal: Demolition of existing building and wall, erection of 1-bedroom dwelling at Land to the rear of 1 High Street, Woburn Sands, make any comments by: 09/06/2025 - For information
c. **PLN/2025/0904** Proposal: Erection of first floor side extension, removal of porch, erection of new porch, removal of door. New windows to front elevation at 33 CHAPEL STREET, WOBURN SANDS. Make any comments by 12/06/2025 - Cllrs K Fisher to look consider for Clerk to respond.
d. **PLN/2025/0900** Proposal: Erection of single storey and part first floor extension to rear, removal of dormer window and installation to rooflight, removal of window on ground floor side elevation, installation of new window to first floor side elevation, removal of existing front canopy roof and erection of new front canopy porch. Installation of wood burning stove and new flue to side elevation, removal of existing chimney at 42 THEYDON AVENUE, WOBURN SANDS. Make any comments by: 12/06/2025 – No objection as long as neighbours
e. **PLN/2025/1103** Proposal: Demolition of existing single storey store and wc and erection of new single storey extension at 17 WOOD STREET, WOBURN SANDS, MILTON KEYNES, MK17 8PH – No objection
- 138/25 **Notifications of decisions made by Milton Keynes City Council:**
a. PLN/2025/0575 28 Vicarage Street, Woburn Sands. PERMISSION APPROVED.
b. PLN/2025/0639 5 Cranfield Road. PERMISSION APPROVED
c. PLN/2025/0651 Certificate of lawfulness 70 Station Road APPROVED
d. PLN/2025/0652 Certificate of lawfulness 68 Station Road APPROVED
e. PLN/2025/0728 Certificate of lawfulness 2 Chantry Close APPROVED
- 139/25 **Correspondence:**
a. Resident reported the recently repaired potholes outside Nonnas are already failing
b. Abandoned cars removed
- 140/25 **Notification of urgent decisions made:** none
- 141/25 **Councillors Reports and items for the next agenda:** apologies from K Fisher
- 142/25 **Date of the next meeting:** Monday 14th July, the Committee Room at the Memorial Hall

Signed:

Date: