



Woburn Parish Council

Minutes of the Meeting of Woburn Parish Council held on Tuesday 13th February 2018 at 7.30pm in Woburn Village Hall, Crawley Road, Woburn

Present: Cllrs S Jamieson, B Reeves, C McDonnell, C Smith, P Smith, M Jackson, S Barfoot, D Welch and CBC Cllr Wells, the Clerk (Mrs S Bottoms), and Mark MacDonald from CBC.

1.	<u>Apologies for absence:</u> None.
2.	<u>Declarations of interest in items on the agenda:</u> i) <u>To receive written requests for a dispensation:</u> None. ii) <u>To receive any requests for a dispensation:</u> None.
3.	<u>To confirm the minutes of the meeting held on Tuesday 16th January 2018:</u> Cllr Reeves proposed, Cllr Jamieson seconded and it was resolved to sign the minutes as a true record of the meeting.
4.	<u>To consider co-option to fill two vacancies on the parish council:</u> There remained a vacancy on the parish council.
5.	<u>Public Forum (15 mins):</u> None.
6.	<u>Highways and Related Matters:</u> i) <u>In attendance: Mr Mark MacDonald, Highways Officer, CBC:</u> Mr MacDonald said that the VAS sign which had previously been located in Leighton Street was currently stored in a CBC depot. The sign had been damaged and the cost of repair would be equivalent to the cost of a mobile VAS sign so he suggested that CBC would provide the parish with one of those instead. The parish council were in agreement with this. The portable sign should stay in situ for 3-4 weeks and then be moved. It would show the speed the vehicles are travelling at and would also collect data which could be analysed to show where vehicles were travelling over the speed limit. These could then be considered as areas for further traffic calming funded under the Rural Matched Funding Scheme. The new mobile VAS sign would be provided in the new financial year and the parish council would be expected to take ownership of it, arranging maintenance and the necessary charging. Mr MacDonald was thanked for attending and left the meeting. ii) <u>To receive any update on the proposed double yellow lines in Timber Lane:</u> Cllr Wells said that progress was being made on this. It was important that they are installed before the really heavy traffic starts accessing the site.

7.	<u>Planning:</u> i) <u>A Planning Committee meeting took place prior to this meeting at 7.15pm:</u> Cllr Jamieson said that a meeting had been held prior to this meeting and separate minutes would be available. ii) <u>To receive any update on the enforcement case re: Fratelli's:</u> It was resolved that the Clerk should write to the enforcement officer expressing the parish council's disappointment that the original date by which the marquee had to be removed had been extended without any consultation with the parish council. This was especially concerning given that the parish council had originally referred the matter to enforcement because of the problems of parking on George Street which is only exacerbated by the erection of a marquee which doubles the potential number of customers which Fratelli's can cater for. It would seem the grounds for the extension was on the basis of a potential negative impact on the business but the concern of the parish council is the safety of pedestrians and road users and the negative impact on adjacent residents. Cllr Wells suggested that contact be made regarding the licences that the business have with Jennette Kyte at CBC. Action: the Clerk						
8.	<u>Report by Central Bedfordshire Councillor:</u> Cllr Wells said that the application for the public convenience site in Duck Lane would be considered by the Development Control Committee on the 28th February. He noted that it was recommended for approval by the planning officers. He explained the process for representation at that meeting. It was resolved that Cllr Welch would represent the parish council at that meeting and the Clerk would ask the Clerk to that Committee to reserve a slot to speak. Action: the Clerk and Cllr Welch. With regards the problems of parking in George Street, Cllr Wells was well aware of the problems and had forwarded correspondence on to Paul Salmon at CBC with the intention of organising a site meeting. Cllr Reeves said that the police were prepared to support what the parish council decided was needed and the local PCSO will visit the site. The dualling of the A421 was still on target for completion at the end of 2019. A consultation is to take place from the 26th February to the 22nd April regarding waste collection. All properties across CBC will be leafleted. The HGV restrictions seem to be improving the situation. If any HGV's are seen within the restriction area, residents are to be encouraged to note the name and phone number on the vehicle and contact the Transport Manager of the company concerned. Cllr P Smith said that speedwatch were working with the police to find a way of reporting registration numbers to the police to deal with. Cllr Wells was thanked for attending and left the meeting.						
9.	<u>Finance:</u> i) <u>To approve bank reconciliations and any accounts for payment:</u> It was resolved to agree these (see below): <table border="1" data-bbox="279 1870 1430 1993"> <tr> <td data-bbox="279 1870 630 1910"><u>Latest Bank Balances:</u></td><td data-bbox="630 1870 1430 1910"></td></tr> <tr> <td data-bbox="279 1910 630 1951">Business Bank Instant</td><td data-bbox="630 1910 1430 1951">11th December (£28,522.75)</td></tr> <tr> <td data-bbox="279 1951 630 1993">Treasurers Account</td><td data-bbox="630 1951 1430 1993">29th December (£10,775.70) to 1st February (£9,258.03).</td></tr> </table>	<u>Latest Bank Balances:</u>		Business Bank Instant	11 th December (£28,522.75)	Treasurers Account	29 th December (£10,775.70) to 1 st February (£9,258.03).
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	SO	DD Southern	Electric (February)	£ 204.70
	546	Woburn Village Hall	Hall Hire 2018	£ 264.00
	SO	S Bottoms	Clerks Salary February	£ 364.75
	547	HMRC	PAYE	£ 91.20
	548	RPM Ltd	Playground inspection	£ 120.00
	549	The Print Cellar	NAW Printing	£ 263.00
	550	Buzz-B	Village Cleaning	£ 200.00
	551	C McDonnell	Mentoring for Anglia in Bloom	£ 52.00
	ii) <u>To consider and agree the budget for 2018-19:</u> Cllr Jamieson said that the Finance Advisory Group had met recently to review the budget for 2018-19. All the members felt that it was important to try to balance the budget for the coming year. Discussion took place around the cost of News Around Woburn. It was resolved that attempts would be made to gauge how many residents read the hard copy. A review would be made mid financial year. It was noted that the five yearly street light inspection was due in the coming year, at a possible cost of £2000 and the rural matched funding for the Leighton Street scheme of £2500 was still outstanding both of which would need to come from reserves. Cllr Reeves proposed, Cllr C Smith seconded and it was resolved to accept the budget. The Clerk would make the necessary revisions to the draft circulated and would re-circulate it to councillors and place on the website. Action: Cllr C Smith and the Clerk. iii) <u>To consider a request from Woburn&Wavendon Lions for £116 contribution towards the cost of spraying weeds on the playing fields:</u> It was resolved to make the payment of £116 to the club. The Clerk would write and confirm this and would ask that the appropriate risk assessments are undertaken before its use and that the spray used did not harm humans or animals. The Clerk will write the cheque at the March meeting. Action: the Clerk. iv) <u>To consider a grant request from the Woburn Heritage Centre Trust towards the maintenance of the historic clock:</u> It was resolved to contribute £350. The Clerk would write the cheque at the March meeting. Action: the Clerk.			
10.	<u>Police and Village Security:</u> i) <u>To receive a crime update:</u> The figures had been circulated by the Clerk. 5th January criminal damage – other property and theft from motor vehicle at Woburn Park, 6th January criminal damage – dwelling Eleanor Close, 8th January theft from shops and stalls Market Place, 21st January domestic – no location given and 26th January attempted burglary – dwelling in Timber Lane. ii) <u>To receive an update from Cllr Reeves on the Community Priority Setting Meeting at HQ 7th February:</u> Cllr Reeves reported that crime is generally on the rise. We need to encourage residents to report problems on 101 however minor. The police are planning to have more of a presence in the village. Cllr C Smith will put the crime details on social media.			

11.	<u>Other Village Matters:</u> To consider and agree any further action on the following: i) <u>To receive an update on Britain in Bloom:</u> Cllr McDonnell said that the traders had raised £1600 for new entrance boxes and Frosts had donated compost. Cllr P Smith would be constructing them. She asked if anyone knows of companies willing to undertake team building exercises which could contribute to the village efforts. Cllr C Smith would make enquiries. The theme this year would be golf so the Committee would be looking for golf bags etc. 80% of what is provided this year will be permanent. The Clerk was to write to the Duke with regards the siting of a sign similar to the “Woburn” signs recognising the village’s success in the competition. Action: the Clerk and Cllr C Smith. ii) <u>To receive an update on the play area inspections and the latest quarterly inspection by RPM:</u> This was an ongoing item on the agenda. iii) <u>To note the proposal by CBC to upgrade the bus stops and any action:</u> It was resolved that the Clerk should write back to CBC agreeing to the upgrade provided the parish council would incur no cost. Action: the Clerk.
12.	<u>To review list of outstanding matters and agree further action:</u> Reviewed.
13.	<u>Correspondence:</u> i) <u>Dog Faeces on Play Area:</u> A resident had e-mailed the Clerk complaining about dog faeces inside the fenced area of the play ground. Cllr P Smith said he had cleaned it up. The Clerk suggested that Cllr C Smith sent a message out on social media about the problem and asking people to be vigilant and to report to the Clerk any sightings of dogs being taken into the fenced area. The signage needed to be reattached to the fencing as it had been taken down. The Clerk would reply to the resident. Cllr Jamieson would ask Buzz-B about the strimming of the ivy and overgrowth along the side of the fenced playarea. Action: Cllr C Smith, Cllr Jamieson and the Clerk. <u>Any Items for consideration at the next meeting:</u> i) Forestry Management by Woburn Estates. Action: the Clerk. ii) <u>Streetwatch:</u> Cllr P Smith would invite the lady who organises it to the March meeting. Action: Cllr P Smith.
14.	<u>Date and Place of the Next Meeting:</u> Tuesday 13 th March 2018 at 7.30pm in Woburn Village Hall, Crawley Road, Woburn.

Signed.....Chairman 13th March 2018