



Woburn Parish Council

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

Present: Cllrs S Jamieson, B Reeves, C Smith, P Smith, M Jackson, S Barfoot, D Welch and the Clerk (Mrs S Bottoms), and three members of the public.

1.	<u>Apologies for absence:</u> Cllr C McDonnell
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 13th February 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 the vacancy on the parish council:</u> Mr Myles McNulty had expressed an interest in filling the vacancy but he had been unable to attend this evening. It was proposed by Cllr Welch, seconded by Cllr P Smith and it was agreed that he should become a parish councillor. He would be invited to attend the next parish council meeting when he would formally become a parish councillor and would sign the Declaration of Acceptance of Office. Action: the Clerk.
5.	<u>Public Forum (15 mins):</u> ii) <u>Bridlepath from Timber Lane to the Village:</u> As a result of the building work in Timber Lane this had become difficult to use, partly because of the temporary metal fences erected adjacent to the building site. The resident wanted confirmation that it would be made good again following the end of the building work. Cllr Jamieson said she would raise this at her next meeting with Mr Paul Williams from Bedford Estates. Cllr Barfoot had also raised this with Cllr Wells. Action: Cllr Jamieson. iii) <u>8 Leighton Street:</u> A resident said that the overgrowth from this property made the footpath very narrow and frightening to use given the quantity and speed of the traffic on Leighton Street. Cllr Jamieson agreed to raise this at her meeting with Paul Williams. Action: Cllr Jamieson. iv) <u>Road Surface in Timber Lane:</u> Significant damage had been done to this by the contractors vehicles accessing the building site in Timber Lane. The concern was that building work had only just started and that the deterioration of the road surface will only get worse. There needed to be some agreement for this to be made good especially before the yellow lines are put in. The Clerk agreed to report this on the CBC website and also to Mark MacDonald of CBC. All residents were also encouraged to raise this on the CBC report it section of the website. Action: the Clerk. v) <u>Update by Woburn and Wavendon Lions:</u> Unfortunately CBC had been unable to find a suitable site for a 3G pitch which was a great shame given the need for

	such a pitch in CBC. A planning application had been submitted for the container to be placed on the playing field. Bedford Estates had not cut the hedges on the inside of the field which were encroaching onto the field. The pin from the metal gate had been removed presumably by Bedford Estates when they were constructing the bonfire on the field last November. Cllr Jamieson agreed to raise these matters with Paul Williams at her next meeting. Action: Cllr Jamieson.																																		
6.	<u>Highways and Related Matters:</u> 1. <u>To consider action to support the 7.5 tonne restriction:</u> Cllr Welch had produced a draft of a letter which would be put on the village and the parish council websites which the public can download and send to the relevant authorities should they see a 7.5 tonne vehicle within the restricted area. It was agreed that the draft be circulated amongst the other parish councillors for comment. Changes would then be made and the final version would be uploaded. Action: Cllrs Welch, C Smith and the Clerk. 2. <u>Damaged Woburn Sign and 30mph Sign on Crawley Road:</u> Cllr P Smith would send the Clerk some photographs and she would send then to Mark MacDonald at CBC and also report it on the CBC website. Action: the Clerk and Cllr P Smith. 3. <u>Parking at Fratelli's:</u> Discussion took place about the number of cars and the litter generated. Cllr P Smith said that a new meeting was being arranged with Paul Salmon of CBC. Cllr Jackson asked to be informed of the date so he could attend. Action: Cllr P Smith.																																		
7.	<u>Planning:</u> i) <u>To agree the minutes of the planning committee held on the 13th February 2018:</u> It was agreed to sign the minutes as a true record of the meeting. ii) <u>CB/17/04638/FULL Public Convenience, Duck Lane:</u> Cllr Welch reported on his presentation at the CBC Development Control Committee. The application had been approved. Cllr Welch said that in the future it would be important, should the parish council wish to make a presentation, that it had the necessary supporting data.																																		
8.	<u>Report by Central Bedfordshire Councillor:</u> Cllr Wells was not present.																																		
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><tr><td><u>Latest Bank Balances:</u></td><td></td></tr><tr><td>Business Bank Instant</td><td>11th December (£28,522.75)</td></tr><tr><td>Treasurers Account</td><td>1st February (£9,258.03) to 1st March (£7,750.38)</td></tr></table> <table><tr><td>SO</td><td>S Bottoms</td><td>Salary (March)</td><td>£364.75</td></tr><tr><td>SO</td><td>DD Southern</td><td>Electric (March)</td><td>£ 297.35</td></tr><tr><td>552</td><td>RPM Ltd</td><td>Playground Works</td><td>£2,640.00</td></tr><tr><td>553</td><td>A Muskett</td><td>Quarterly lighting inspection</td><td>£185.94</td></tr><tr><td>554</td><td>S Bottoms</td><td>Expenses</td><td>£33.80</td></tr><tr><td>555</td><td>HMRC</td><td>PAYE</td><td>£91.20</td></tr><tr><td>556</td><td>RPM Ltd</td><td>New roundabout on play area</td><td>£7,080.00</td></tr></table>	<u>Latest Bank Balances:</u>		Business Bank Instant	11 th December (£28,522.75)	Treasurers Account	1 st February (£9,258.03) to 1 st March (£7,750.38)	SO	S Bottoms	Salary (March)	£364.75	SO	DD Southern	Electric (March)	£ 297.35	552	RPM Ltd	Playground Works	£2,640.00	553	A Muskett	Quarterly lighting inspection	£185.94	554	S Bottoms	Expenses	£33.80	555	HMRC	PAYE	£91.20	556	RPM Ltd	New roundabout on play area	£7,080.00
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	557	D Busby	Village maintenance	£200.00
	558	Help Around Woburn	Grant	£173.63
	ii) <u>To consider the quotation from Andy Muskett for the Street Lights Inspection of £580 plus VAT and agree action:</u> It was proposed by Cllr C Smith, seconded by Cllr Jamieson and it was agreed to accept the quotation. Action: the Clerk. vi) <u>To consider grant application from Help around Woburn for £173.63:</u> It was proposed by Cllr Reeves, seconded by Cllr Barfoot and it was agreed to make the payment. vii) <u>To consider grant application for the insurance of the Heritage Centre for £1,084:</u> It was agreed to review this at the next pc meeting in April. Action: the Clerk. viii) <u>To review the Asset Register and Risk Assessment:</u> This was reviewed.			
10.	<u>Police and Village Security:</u> <u>To receive a crime update:</u> Cllr Reeves reported there had been no crime figures relating to Woburn.			
11.	<u>Other Village Matters:</u> To consider and agree any further action on the following: i) <u>To consider forestry management by Woburn Estates:</u> Cllr Barfoot reported seeing a number of dead/damaged trees on areas of Woburn Estate land which is accessible to the public. Cllr Jamieson reassured him that the parish council has no responsibility with regards such trees but has a duty as any individual to bring such problems to the attention of Woburn Estates. Cllr Jamieson agreed to raise the matter with Paul Williams at her next meeting and Cllr P Smith would mention this to the Forestry Manager. Action: Cllr Jamieson and Cllr P Smith. ii) <u>To consider the growing issue of dog faeces on the playing field and agree action:</u> This had been raised by Woburn and Wavendon Lions. The Clerk had written an article for inclusion in the NAW and would investigate acquiring more signage from CBC. Action: the Clerk. iii) <u>To consider and agree action re: use of field for Village Festival 21st July 2018:</u> The parish council had no objections to this and it was understood that discussions had taken place with WWL. The Clerk would inform the organisers that they needed to undertake a risk assessment and also organise their own public liability insurance for the day. Copies of both needed to be sent to the Clerk in advance of the event. Action: the Clerk. iv) <u>To receive an update on Britain in Bloom:</u> Cllr McDonnell would give a detailed update at the next meeting. v) <u>To receive an update on the play area inspections:</u> Cllr C Smith would forward the latest one to the Clerk. He would also check on the new roundabout and confirm all was fine before the Clerk settled the invoice with the company. Cllr P Smith was thanked for tidying up the dog waste on the area and it was noted that our contractor had cleared the area between the metal fence and the wooden fence of the adjacent property.			
12.	<u>To note the new GDPR coming into force in May and agree action:</u> The Clerk would put this on the April agenda and it would be discussed further. Action: the Clerk.			
13.	<u>To review list of outstanding matters and agree further action:</u> Reviewed.			

14.	i) <u>Correspondence:</u> None. i) <u>Any matters for the next parish council meeting:</u> None.
15.	<u>Date and Place of the Next Meeting:</u> Tuesday 10 th April 2018 at 7.30pm in Woburn Village Hall, Crawley Road, Woburn.

Signed.....Chairman 10th April 2018