



Woburn Parish Council

Minutes of the Annual Meeting of Woburn Parish Council held immediately following the Parish Meeting on Tuesday 8th May 2018 at approximately 7.30pm in Woburn Village Hall, Crawley Road, Woburn

Present: Cllrs S Jamieson, C McDonnell, B Reeves, C Smith, M Jackson, P Smith, S Barfoot, D Welch, M McNulty, the Clerk (Mrs S Bottoms) and 5 members of the public.

1.	<u>Election of a Chairman for 2018-19:</u> Cllr Jamieson was proposed by Cllr Reeves and seconded by Cllr C McDonnell and there being no other nominations was duly elected Chairman for 2018-19 and signed the Declaration of Acceptance of Office.
2.	<u>Apologies for absence:</u> None.
3.	<u>To formally Co-opt Mr McNulty onto the parish council:</u> Cllr McNulty signed the Declaration of Acceptance of Office and was welcomed onto the parish council by Cllr Jamieson.
4.	<u>Election of a Vice-Chairman for 2018-19:</u> Cllr Reeves was nominated by Cllr Jamieson, seconded by Cllr P Smith and there being no other nominations was duly elected for 2018-19.
5.	<u>Election of members to Parish Council Committees:</u> i) <u>Planning and Environment:</u> Cllrs Jamieson, Reeves, P Smith and C McDonnell. ii) <u>Finance:</u> Cllrs Jamieson, Reeve, Jackson and Barfoot. A meeting will be arranged before the next parish council meeting. Action: Cllr Jamieson.
6.	<u>Parish Councillor Areas of Responsibility:</u> i) <u>General village maintenance:</u> Cllr C Smith. ii) <u>Education liaison:</u> Cllr Jamieson. iii) <u>Police liaison:</u> Cllr Reeves. iv) <u>NAW:</u> Cllr C Smith. v) <u>Noticeboard:</u> the Clerk. vi) <u>Woburn Village Hall Committee Representative:</u> Cllr C McDonnell. vii) <u>Village parking and traffic matters:</u> Cllrs Jackson and P Smith. viii) <u>Tourism and related activities:</u> Cllrs Jackson and C Smith.
7.	<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.
8.	<u>To confirm the minutes of the meeting held on Tuesday 10th April 2018:</u> Cllr Reeves proposed, Cllr Jamieson seconded and it was resolved to sign the minutes as a true record of the meeting.
9.	<u>Public Forum (15 mins):</u> <u>Grant towards Electricity Costs of the Heritage Centre:</u> A resident attended to say she was disappointed that the parish council only offered to contribute £300 towards the

	electricity costs when in the past it had paid the full amount. Cllr Jamieson said that the amount in the budget for grant allocations had been significantly reduced as the parish council had agreed not run a budget deficit in this financial year. This reduced allocation needed to be distributed across all the local groups who may apply for funding. It was early in the financial year so the Heritage Centre can decide to apply again in October by which time the parish council may be in a better position to judge the demand for grants. <u>Woburn and Wavendon Lions:</u> A representative attended to say that the planning application for a container on the playing field had been approved so would be installed shortly. The club was still looking for a location for a 3g pitch. The club continues to go from strength to strength. It had introduced a Wildcats programme for girls. <u>Rat Run through London End:</u> Cllrs P Smith and Jackson would give consideration to a solution and would raise the matter with Paul Salmon of CBC. One possibility was to reverse the no entry sign. <u>Lack of 40mph on Newport Road ahead of the 30mph:</u> Why is this not possible to introduce this when there is a 40mph just before the 30mph at the Woburn Sands end of Newport Road.																		
10.	<u>Planning:</u> <u>CB/18/01062/FULL Rawlings Court, Bedford Street.</u> Erection of dwelling with carport and alteration to existing wall. The parish council agreed to object to this application on the same grounds as it objected to the previous application CB/16/02907/FUL which was refused by the planning department and refused on appeal. • The proposed dwelling is not in keeping with the character of the area/buildings around it. • The access onto a busy Bedford Street has limited visibility as it is accessed through an archway • The proposed application involves work to a wall in a conservation area which should be subject to a separate application • Trees were removed from the site which had TPO's attached and still have not been replaced. <u>CB/TCA/18/00138 7 Howland Place, MK17 9QR.</u> Works to a tree within a Conservation Area: Fell one Juniper/Conifer to ground level, the tree is located within the garden. The parish council had no objections.																		
11.	<u>Report by Central Bedfordshire Councillor:</u> Cllr Wells was not present.																		
12.	<u>Finance:</u> i) <u>To approve bank reconciliations and any accounts for payment: It was resolved to agree these (see below):</u> <table><tr><td><u>Latest Bank Balances:</u></td><td></td></tr><tr><td>Business Bank Instant</td><td>3rd April (£18,526.18)</td></tr><tr><td>Treasurers Account</td><td>4th April (£6,631.71)</td></tr></table> <table><tr><td>SO</td><td>S Bottoms</td><td>Salary (May)</td><td>£364.75</td></tr><tr><td>566</td><td>D Busby</td><td>Village maintenance</td><td>£200.00</td></tr><tr><td>567</td><td>HMRC</td><td>PAYE</td><td>£91.20</td></tr></table>	<u>Latest Bank Balances:</u>		Business Bank Instant	3 rd April (£18,526.18)	Treasurers Account	4 th April (£6,631.71)	SO	S Bottoms	Salary (May)	£364.75	566	D Busby	Village maintenance	£200.00	567	HMRC	PAYE	£91.20
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	568	G Wiggs	Internal Audit	135.00
	569	Heritage Centre	Grant towards Electricity Costs	£300.00
	570	Heritage Centre	Grant towards work on Clock	£350.00
	DD	SSE Energy (April)	Electricity	224.53
	DD	SSE Energy (May)	Electricity	191.60
	ii) <u>To agree and sign the Annual Governance Statement for 2017-18:</u> It was resolved to sign this. iii) <u>To agree and sign the Accounting Statements for 2017-18:</u> It was resolved to sign this. iv) <u>To receive and agree the internal auditor report for 2017-18:</u> The internal auditor had found no issues with the accounts. v) <u>To note the NALC recommendation for a 2% increase in Clerk's salary from 1st April 2018 – 1st April 2019 and agree action:</u> It was resolved to accept this. The Clerk would make the necessary changes. Action: the Clerk.			
13.	<u>Police and Village Security:</u> <u>To receive a crime update:</u> Cllr Reeves reported recent crime recorded. 31st March, distraction burglary residential in Eleanor Close, 19th April criminal damage to vehicles in Drakeloe Close, 22nd April criminal damage to vehicles in Drakeloe Close. Cllr Reeves will be attending the police liaison meeting at police headquarters in Kempston.			
14.	<u>Highways and Related Matters:</u> <u>To consider and agree any further action on the following:</u> i) <u>Parking in the village:</u> Cllr Jackson reported that he had met with Cllr Wells and Paul Salmon (CBC Highways Team Leader, Traffic Management) at 18.45 on the 20th April re: George Street parking and traffic issues. Regrettably, it was one of the quietest Friday nights and as such there was no visual evidence to illustrate the issues. Nonetheless, Paul Salmon listened to the concerns and looked at some photos which Cllr Jackson happened to have on his phone and asked what the parish council were looking for. In summary this would be to remove the obstruction to pedestrians on the Abbey side, allow for two lanes of traffic on the road, ease the impact on residents and protect residents from any adverse consequences of changes. Paul Salmon was sympathetic to the arguments whilst remaining objective and fair to all parties affected. We discussed the economic, practical and legal restrictions as to what was possible to mitigate these issues and some options that lay within those restrictions. Paul Salmon will now look more closely at some of the options discussed and revert with a proposal in due course, most likely via Cllr Wells. The problems experienced by the fire station and the contact made by the watch commander to Paul Salmon will now feed into any suggestions to be made by CBC.			
15	<u>Other Village Matters:</u> <u>To consider and agree any further action on the following:</u> i) <u>To receive an update on Anglia in Bloom:</u> Cllr McDonnell reported that judging for Britain in Bloom was to be on the 7th August. The date for Anglia in Bloom had not been confirmed but was likely to be in July. The village cleaner would be asked to clean the village signage. The planting of the large W near Timber Lane would be taking place shortly. Volunteers were needed to help with planting around the village. Some people were volunteering their gardener's time. A reception will be held in the village hall and it would be nice if parish			

	councillors could attend. ii) <u>To note the suggested name for the new road off Timber Lane:</u> The parish council had no objection to the proposed name of Pemberton Drive. iii) <u>To consider and agree action regarding recent information received re: St Mary's Church:</u> This was noted as the parish council could not have any input. iv) <u>To receive an update on the play area inspections:</u> Cllr C Smith said that the spinner on the snakes and ladders had been removed. Cllr P Smith would see if he could fix the fence. Action: Cllr P Smith. v) <u>To request or consider purchasing a dog bin on London Road opposite the garage:</u> The Clerk agreed to contact the relevant CBC officer. Action: the Clerk. vi) <u>Bollards near Galloways:</u> The Clerk would write to Paul Williams to establish if new bollards are to be placed alongside 1 Leighton Street. Action: the Clerk.
16.	<u>To note the new GDPR coming into force in May and agree action:</u> Following discussion it was agreed to appoint the Local Council Advisory Service as DPO for the coming year at a cost of £150. Action: the Clerk.
17.	<u>To review any training needs and agree action:</u> The Clerk agreed to circulate new dates once she received them. Action: the Clerk.
18.	<u>To consider and agree a response to the Community Governance Review:</u> It was resolved to reject the suggestion by CBC to reduce the number of councillors. Action: the Clerk.
19.	<u>To review list of outstanding matters and agree further action:</u> i) <u>To consider the growing issue of dog faeces on the playing field and agree action:</u> The Clerk had received a response from CBC. They proposed putting signage at the three main entrance points to the playing field and on the side of the village hall. It was agreed to request further signage at either end of the alleyway between Bedford Road and Eleanor Close, in the churchyard and on George Street/London Road on the Abbey side of the road from the village to Ivy Cottage. Action: the Clerk. ii) <u>Cold Calling:</u> It was noted that the whole of CBC was a "no cold calling area".
20.	i) <u>Correspondence:</u> None. i) <u>Any matters for the next parish council meeting:</u> None.
21.	<u>Date and Place of the Next Meeting:</u> The next meeting of the Parish Council will be held on Tuesday 12th June 2018 at 7.30pm in Woburn Village Hall, Crawley Road, Woburn.

Signed.....Chairman 12th June 2018