



Woburn Parish Council

Minutes of the Meeting of Woburn Parish Council held Tuesday on 12th June 2018 at 7.30pm in Woburn Village Hall, Crawley Road, Woburn

Present: Cllrs S Jamieson, C McDonnell, B Reeves, M Jackson, P Smith, M McNulty, CBC Cllr B Wells, the Clerk (Mrs S Bottoms) and 3 members of the public.

1.	<u>Apologies for absence:</u> Cllrs C Smith, D Welch and S Barfoot.
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 8th May 2018:</u> Cllr Reeves proposed, Cllr P Smith seconded and it was resolved to sign the minutes as a true record of the meeting.
4.	<u>Public Forum (15 mins):</u> i) <u>"Woburnbury" and the use of the playing field:</u> the resident in attendance was concerned that the parish council was not in support of the event. Cllr Jamieson explained that Paul Williams had raised the question as to whether this event was in keeping with the section 4.6 of the lease that the parish council had with Bedford Estates. This refers to permitted use of the field and states : <i>Not to use the Premises or any part thereof except as a recreation ground such permitted use to include the provision of a cricket pitch, football pitch, basketball pitch and tennis court and the maintenance of the existing basketball pitch and tennis court.</i> Paul Williams said that the permitted use described was a grey area but that no one from the organisers had made contact with Bedford Estates to explain what the event involved. Cllr Jamieson said that the parish council believed that the event was allowed under the lease and had no objection provided that the football club were in agreement as well as Bedford Estates and that the organisers provided a number of things to the parish council in advance of the event including a risk assessment, proof of public liability insurance, copies of food safety certificates from food vendors and agreement to leave the field in the condition it was prior to the event. Cllr Jamieson suggested that the organisers apologise to Bedford Estates for the obvious confusion in making contact and explain the event to Paul Williams so that he fully understands what is involved. ii) <u>Toilet Facilities for Visitors to Woburn:</u> a resident said that visitors to the Heritage Centre frequently ask about public toilets. Cllr McDonnell agreed to raise the matter at the traders meeting to see if local pubs and restaurants would be happy with visitors using their facilities. It was understood that in the past the Dowager Duchess had considered installing a self cleaning toilet in the public car park. Paul Williams agreed to investigate this further.

	iii) <u>Speed in Newport Road</u>: Cllr P Smith had met with Mark MacDonald from CBC previously but had not received any further communication, nor had anything been heard following Mr MacDonald's attendance at the February parish council meeting. At that meeting he had agreed to supply in this current financial year, a mobile VAS sign, which was to replace the damaged VAS sign currently in CBC stores. The Clerk agreed to follow this up. Action: the Clerk. iv) <u>Update by Paul Williams on Bedford Estate Matters</u>: He said that the planning application for the refurbishment of Woburn Abbey had been approved and various professionals were now involved in carrying out the work. There would be a further two applications to come. One to make changes to the car park, which would still be a gravel surface. The second would be for a temporary road to be put in to allow the movement of materials on and off the site to create a garden wall in Portland stone. With regards the new development off Timber Lane, Paul Williams was aware to the concerns about potential damage to the road surface and reassured the parish council that before photographs have been taken and will be compared with after photographs and any damage would be put right by the contractors as part of the planning agreement. He updated the parish council on the lettings policy for the properties. Cllr McDonnell asked if the gates at Staunton House could be painted and the communal areas tidied up ahead of the judging for Anglia in Bloom. He agreed to arrange this. He confirmed that the village had been sprayed and that the car park would be tidied up tomorrow. He said that the removable bollard near Loch Fyne was being replaced with a lighter weight lockable version and that there would be more bollards installed near Galloways. He agreed to seek the views of the Dowager Duchess regarding the installation of double yellow lines on her side of George Street. Cllr P Smith asked if the hedge/foliage could be cut back along London Road to Ivy Cottage as it made walking along the footpath difficult.
5.	Planning: a meeting of the Planning Committee had taken place at 7.15 prior to this meeting. Cllr Jamieson updated everyone present on the outcome.
6.	Report by Central Bedfordshire Councillor: Cllr Wells said that he had spoken to Paul Salmon of CBC who is about to finalise his proposals for George Street. Paul Salmon would not support double yellow lines on either side of the road as he believed that installing these would simply push the problem of parked cars elsewhere. He proposed putting in white dotted boxes which though not enforceable had the effect of giving those parking the idea that it was. Paul Salmon was not considering parking zones for residents only either. These only tend to be installed around hospitals, stations and similar areas. The parish council was disappointed with these proposals and it was resolved that the Clerk should write to Paul Salmon to ask if he could reconsider. Cllr Wells said that CBC intended to put a 47m stretch of double yellow lines from the entrance to Park Street. CBC would be looking for a contribution from Bedford Estates. The intention would be to do Traffic Regulation Orders at the same time for the white dotted boxes and double yellow lines. Cllr Jackson referred to an incident where a car had parked between two cones outside a property on the corner of George Street and Duck Lane. The aim of the cones was to stop the driveway being obstructed. It was noted that it is not a defined driveway and has no drop curb. Mr Williams agree to look into arranging for a dropped kerb to be installed. The consequence was that the resident, a carer, was unable to get to her job until the driver returned. Cllr Wells said

	that the application for Rawlings Court had been refused and he would now ask the Enforcement Officer to ask the owner to reinstate the six trees previously cut down. The Clerk would chase up with CBC to establish what was happening with the traffic scheme in Leighton Street which the parish council was contributing £2,500 under matched rural funding. Cllr Wells updated the parish council on the bin consultation to which there had been 15,000 responses. Cllr Wells was thanked for attending the meeting and left. Action: the Clerk.																																									
7.	Finance: i) <u>To approve bank reconciliations and any accounts for payment:</u> It was resolved to approve these: <table><tr><td colspan="2">Latest Bank Balances:</td><td></td></tr><tr><td>Business Bank Instant</td><td colspan="2">3rd April (£18,526.18) to 9th May (£49,687.88)</td></tr><tr><td>Treasurers Account</td><td colspan="2">4th April (£6,631.71) to 1st May (£5,872.63)</td></tr></table> <table><tr><td>SO</td><td>S Bottoms</td><td>Salary (June)</td><td>£364.75</td></tr><tr><td>571</td><td>The Print Cellar</td><td>News Around Woburn</td><td>£216.13</td></tr><tr><td>572</td><td>S Bottoms</td><td>Expenses</td><td>£53.34</td></tr><tr><td>573</td><td>D Busby</td><td>Village maintenance</td><td>£200.00</td></tr><tr><td>574</td><td>HMRC</td><td>PAYE</td><td>£91.20</td></tr><tr><td>575</td><td>LCPAS</td><td>DPO Service</td><td>£150.00</td></tr><tr><td>576</td><td>The Bedford Estates</td><td>Rent</td><td>£1,000.00</td></tr><tr><td>578</td><td>Barnwells</td><td>Plants</td><td>£182.40</td></tr></table> ii) <u>Review the rent for playing field:</u> Following discussion, it was resolved by a majority of 4:1 to increase the rent charged by 50% from February 2019. The Clerk would write to the football club. Action: the Clerk. iii) <u>Grant application from Woburn Fire Station:</u> Following discussion, it was resolved to purchase a barbecue for the station which would be made available for other village events. The fire station was to identify the barbecue it wanted and the parish council would purchase it. Action: the Clerk.	Latest Bank Balances:			Business Bank Instant	3 rd April (£18,526.18) to 9 th May (£49,687.88)		Treasurers Account	4 th April (£6,631.71) to 1 st May (£5,872.63)		SO	S Bottoms	Salary (June)	£364.75	571	The Print Cellar	News Around Woburn	£216.13	572	S Bottoms	Expenses	£53.34	573	D Busby	Village maintenance	£200.00	574	HMRC	PAYE	£91.20	575	LCPAS	DPO Service	£150.00	576	The Bedford Estates	Rent	£1,000.00	578	Barnwells	Plants	£182.40
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8.	Police and Village Security: <u>To receive a crime update:</u> Cllr Reeves reported that at the recent meeting at police headquarters most village parishes reported suffering from the same issues as Woburn, namely theft of motor vehicles and other thefts. Cllr Reeves agreed to ask about the Bobby Scheme and to see if they could attend one of the village hall senior citizens lunches to give advice. Cllr P Smith said that at the recent joint meeting of Speedwatch, Streetwatch and Horsecwatch which he had attended at police HQ, he believed that areas running Streetwatch get more police support. He did discuss the issues of parking in bus laybys and on double yellow lines but the police said that they did not have the resources to police such issues.																																									
9.	Highways and Related Matters: To consider and agree any further action on the following: i) <u>Parking in the village:</u> This had been discussed under 6 above.																																									
10.	Other Village Matters: To consider and agree any further action on the following: i) <u>To consider action regarding entrance planters:</u> Cllr P Smith reported that he had completed the construction of the entrance planters and had obtained funds from the traders and had ordered plants in the colours decided. Despite discussions with Bedford Estates, they planted these up along with the ones																																									

	which are part of the contract with the parish council. It was resolved that the Clerk should write to Bedford Estates expressing its disappointment and asking that it make contact with Cllr P Smith in order to rectify the problem. The parish council were unhappy with the planting across Woburn and questioned whether this had been affected by the decision to plant additional planters beyond those in the contract. It was further resolved that the Clerk should write to Bedford Estates to explain this. Action: the Clerk. ii) <u>To consider where a defibrillator could be located in the centre of the village:</u> This has been kindly donated by Tony Duggan and the proprietor at the old town hall was happy to allow his electricity supply to be used. Cllr P Smith asked Paul Williams if Bedford Estates would be willing to provide staff to undertake the monthly checks. Paul Williams said that he would need more information about what was involved before he could make that commitment. Cllr P Smith would contact the proprietor of the old town hall and Tony Duggan to accept their kind offers. Action: Cllr P Smith. iii) <u>To consider “Woburnbury” and the lease between Woburn Estates and the parish council:</u> This had been dealt with under public forum above. iv) <u>To receive an update on Anglia in Bloom:</u> Cllr McDonnell reported what work had been recently done around the village including 18 new tubs, the bug hotel in the stumpery and the “W”. Approximately 80% of what has been done is permanent. The winners sign will cost approximately £180. Possible locations for the sign were on the millennium seat or the existing Woburn sign in the centre of the village. Following contact by the Duke’s PA, Cllr McDonnell will send to her a mock-up of the sign and where it is to be located. She would also send information about the different awards categories. Cllr McDonnell said that she had received comments saying it was a delight to see how clean the village is since the start of the cleaning contract. v) <u>To receive an update on the play area inspections and action taken regarding issues with the surface around the roundabout:</u> The Clerk has reported the issue of the crumbling red surface around the roundabout. If the company say it is due to vandalism then the Clerk will contact the insurance company. There had been a few minor issues picked up by Cllr C Smith. The Clerk said that she understood that the quarterly check by the playground company as part of their contract was due shortly and should deal with these problems. vi) <u>To receive an update on the request for a dog bin on London Road opposite the garage and signage in the village and agree any further action:</u> The Clerk reported that CBC will be putting in signage at all entrances to the playing field, on the side of the village hall and on the MUGA. Signs on either entrance to the walkway from Eleanor Close. Signage along London Road near Ivy Cottage would be installed once the dog waste bin had been installed on that walk. Signage would be supplied to the church for possible installation in the church yard.
11.	<u>To consider action required in relation to the General Data Protection Regulation:</u> i) <u>To consider and adopt a Privacy Policy</u> ii) <u>To consider and adopt a Data Retention Policy</u> iii) <u>To consider and adopt a Social Media and Electronic Communication Policy</u> It was resolved to adopt all of the above policies. The Clerk would put them on the

	website. Action: the Clerk.
12.	<u>To review list of outstanding matters and agree further action:</u> This was reviewed. <u>Larger signs indicating the location of the car park:</u> The Clerk would enquire with CBC if they would be willing to replace the current ones with larger versions and to confirm that it would fund them. Action: the Clerk.
13.	<u>Correspondence:</u> None. <u>Any Items for consideration at the next meeting</u>
14.	<u>Date and Place of the Next Meeting:</u> The next meeting of the Parish Council will be held on Tuesday 10th July 2018 at 7.30pm in Woburn Village Hall, Crawley Road, Woburn.

Signed.....Chairman 10th July 2018