



Woburn Parish Council

Minutes of the Meeting of Woburn Parish Council held in the Covent Garden Suite at The Woburn on Tuesday 11th November 2025 at 6.30pm

Present: Cllrs D Jones (Chair), J Cowlshaw, H Fisher, S Jamieson, S Barfoot, the Clerk (Mrs S Bottoms), Dominic Smith, Property Director of Bedford Estates, Reverend Rachel Snow.

1. **Apologies for Absence:** Cllrs G Tailby, B Varney, S James, PC Maxwell and CBC Cllr J Baker.
2. **Declarations of interest in items on the agenda:**
 - i) To receive written requests for a dispensation: None.
 - ii) To receive any requests for a dispensation: None.
3. **To confirm the minutes of the meeting held on Tuesday 14th October 2025:** The minutes were signed as a true record of the meeting.
4. **Public Forum (15 mins):**
 Reverend Snow reported the masonry repair work to the church is underway and it is expected that the scaffolding will be removed early in 2026. The Festival of Remembrance was a great success and the organisers are keen to hold it again. Thanks to all volunteers who controlled traffic for the Remembrance Sunday event. It was well represented by community groups including the school, guides, brownies, Parish Council, fire brigade etc. There are lots of events going on in the church leading up to Christmas. Reverend Snow was thanked for attending and left the meeting.
5. **To consider co-option onto the Parish Council:** In the light of the Community Governance Review recommending a reduction in parish councillors from 9 to 7, it was decided to not co-opt.
6. **Planning:**
CB/25/03075/FULL 8 Timber Lane, MK17 9PL. Single storey side and rear extension. The Parish Council had no objections or comments to make.
CB/25/03200/LB Chinese Pavillion at Centre of Mazee, Woburn Park. Repair and refurbishment to the Chinese Pavilion. The Parish Council had no objections or comments to make.
TPO made on Land at Woburn Village Car Park. The Clerk to respond to the Planning Department to say that whilst the Parish Council has no objections, it is important that necessary works are undertaken to ensure that the tree is made safe.
CB/25/03093/LB and CB/25/03092/FULL The Black Horse, 1 Bedford Street, MK17 9QB. External repair and maintenance works to front elevation and minor internal decorations. The Parish Council had no objections or comments to make.
7. **Report by Central Bedfordshire Councillor:** CBC Cllr John Baker had sent his apologies.
8. **Finance:**
 - i) To approve the bank reconciliation and any accounts for payment: **It was agreed to accept the bank reconciliation and the accounts for payment.**

BACS 47	Hiscox	Annual Insurance	£ 3,351.75
BACS 48	D Busby	Cleaning (Oct)	£ 250.00
BACS 49	UKPN	Traffic Control Leighton St	£ 3,716.40
BACS 50	S Bottoms	Salary & Expenses (Oct)	£ 397.54
BACS 51	HMRC	PAYE & NI (Oct)	£ 260.35
BACS 52	Woburn Estate	Planters	£ 2,400.00

- ii) Request for £100 from the British Legion to cover the cost of the piper: The Clerk to respond that whilst the Parish Council is agreeable, it wishes to see a copy of their accounts. This is what is requested from all organisations asking for monies from the Parish Council. **Action: the Clerk.**

9. **Police and Village Security:** Latest data had been circulated. There had been two incidents: shoplifting and blackmail.

10. **Highways and Related Matters:** To consider and agree any further actions:

- i) Traffic issues in the village: Cllr James reported that, with regards HGV watch and with the support of the Estate and Husborne Crawley Parish Council, he was trying to organise some suitable dates. The plan is to have a couple of sessions, report offending trucks to the police and see what response is received. Cllr Fisher reported that PC Maxwell has tried taking the issue of HGV's to a higher level but with no success. Cllr Fisher had requested data regarding visits from enforcement officers and any tickets issued. The response was that they were changing their systems and once these were back in action the data would be forwarded. **Action: Cllrs James and Fisher.**
- ii) Speedwatch: Cllr Fisher reported that a joint speed watch had taken place with the police on the 25th October at Leighton Street. Two vehicles were pulled over and fined on the spot which was really positive.
- iii) Possible locations for an additional VAS: The Clerk has emailed the officer at CBC who is currently on leave. She will chase at a later date. **Action: The Clerk.**

11. **Other Village Matters:**

- i) To receive an update re: insurance claim/5 lighting columns and outside 20 Market Place: The Clerk reported that an additional invoice has been received from UKPN to cover additional charges for traffic control for the reinstatement of the column opposite 42 Leighton Street. This is listed under finance item 8. The reinstatement of the column in Market Place is now satisfactory. The Clerk to inform UKPN. Cllr Jones reported another street light is out on the same side as The Birch. The Clerk will report to Andy Muskett. **Action: the Clerk.**
- ii) To receive an update re: Birchmoor Road lighting: Awaiting reconnection.
- iii) To note following the recent insurance claims to increase cover for lighting columns: The invoice has been received and is listed under finance item 8.
- iv) Bollards and parking on the Cobbles: This is really the responsibility of Woburn Estate. With regards the use of the Cobbles, Cllrs Cowlshaw and Jones to decide how the Code of Conduct is to be presented to the Traders. **Action: Cllrs Cowlshaw and Jones.**
- v) Pavement Seating: This is part of the Code of Conduct above. The circular bench is partially rotted. Mr Busby to take a look and price for repair. With regards issues with the lighting for the small tree, Cllr Cowlshaw to put the tradesman working for Lussman's in contact with Andy Muskett. **Action: Cllrs Cowlshaw.**

- vi) To consider action re: Community Champion: Cllr James reported that the best prices he had received were £40.95 plus delivery each for a plaque 8 inches x 6 inches. It was agreed to ask him to order two. **Action: the Clerk and Cllr James.**
- vii) To consider and agree action re: a vision plan for Woburn: Cllr Jones reported that he will revisit the draft and after finalising a copy could go on the website. **Action: Cllr Jones and the Clerk.**
- viii) Licences for WWL, Strong Fitness and the Lido: Cllr Jones has spoken to Strong Fitness who are happy to sign the new licence. A meeting to still to be organised between Cllr Jamieson and the Lido. At the budget meeting of the Finance Advisory Group in December, consideration to be given to planning future rent increases over the next couple of years. **Action: Cllrs Jones, Jamieson and the Finance Advisory Group.**
- ix) To note the kind provision of a Christmas Tree by His Grace: This was noted.
- x) Woburn in Bloom: The Chairman of the Group has sent an update via email which has been circulated. There is to be a meeting in January with Woburn Estates and Cllr Jones to ensure there is no overlap in the future work undertaken. Woburn Estates are keen to keep control over the boxes at the entrances to the village. Cllr Jones will speak to Woburn in Bloom regarding the winter planting of the barrels outside the Village Hall. **Action: Cllr Jones.**
- xi) British Legion: Cllr Jones will forward the invoice for £275 to the Clerk to be settled. **Action: Cllr Jones.**
- 12. **Correspondence**:
Community Governance Review Draft Recommendations by CBC. Noted.
Suggestion for silent fireworks next year.
- 13. **Any Items for consideration at the next meeting**:
Suggestion for silent fireworks next year.
- 14. **Date and place of the next meeting**: 9th December 2025 at 6.30pm in **the Covent Garden Room at the Woburn** (access via the car park, through the courtyard to reception).

Signed.....Chairman 9th December 2025