



MINUTES OF WAVENDON PARISH COUNCIL MEETING - HELD AT 7.30 PM ON THE 19 FEBRUARY 2024 AT WAVENDON COMMUNITY CENTRE.

Present: Cllr's D Hopkins, A Braddish, R Hill, M Levermore, J Wilkinson, L van den Berg, S Thomas, Ward Councillor T Bailey, J Grindley (Wavendon Community Energy) and 12 Residents. Clerk was in attendance.

1. To receive apologies for absence:

Cllrs R Jamieson & J Goss.

2. Public Open Session:

2.1 - Jane Grindley, Director of Wolverton Community Energy attended the meeting to discuss energy savings initiatives. She explained how they could potentially help organisations who have premises within their responsibility and answered questions from Parish Councillors. It was agreed to seek advice on this initiative and the Clerk was asked to send gas and electric bills for the last two years for both Community Centres.

2.2 – Residents from Crow Lane asked for an update on the drainage problems on Cranfield Road. There are serious concerns near the Sewage Treatment Centre of water running off the fields, making the situation worse after heavy rain. It was noted that MKCC (Highways Team) are in contact with CBC to try and solve this problem The residents suggested that someone needs to consult with the Landowner to help resolve this problem and asked if the Parish Council could approach MKCC to ask for this to happen.

2.3 – Residents from Crow Lane asked if the Parish Council could contact MKCC to ask if a 'Dead End' sign at the top of Crow Lane could be installed as there are many instances of vehicles causing problems for residents of the road. Parish Council agreed to contact MKCC.

2.4 – Residents from Wavendon House Drive asked about the progress on the establishment of Country Park. Cllr D Hopkins advised that there would have to be a formal consultation (date later in 2024?) and that the Parish Council would keep all residents informed on this issue.

2.5 – Residents from Walton Road asked the Parish Council to contact MKCC Highways to ask when a response would be available on how to resolve the problems on Walton Road for comment and when a further public meeting would be held. Cllr D Hopkins agreed to liaise with MKCC on this and keep the residents updated.

3. Declaration of interest:

3.1 - 'Under the localism act 2011 (section 26-37 and schedule 4) and in accordance with the Council's code of conduct Cllr D Hopkins referred to his entry in the member's register of interests'

3.2 – Cllr R Hill declared an interest in minute reference **15.1** and left the room whilst this topic was discussed.

3.3 – Cllr R Hill declared an interest in minute reference **16.1** and left the room whilst this topic was discussed.

3.4 – Cllr D Hopkins declared an interest in minute reference **16.2** and left the room whilst this topic was discussed.

4. Chair Announcements:

It was noted that a copy of the Chairman's Report was circulated to Parish Councillors via email before the Parish Council meeting. A copy will be available to view on the Parish Council website and are appended to these minutes.

5. Approval of Minutes:

The minutes of the meeting of 15 January 2024 were approved and signed as a true record.

6. Matters Arising:

	ACTION
<p>6.1 - (item 22.2 of minutes 19/04/21) – Cllr Jamieson asked if the Clerk would investigate whether the Lime trees in the field opposite the Wavendon Arms are protected with tree preservation orders and if not start the process for them to be protected.</p> <p>6.2 - (item 20.3 of minutes 15/11/21) – Tree Preservation Order – Cllr A Braddish advised that there are three mature trees on the field next to Simons Paddock and asked if MKC could be contacted to ask for tree preservation orders to be applied.</p> <p>Confirmation received from the MKCC Tree Officer that the trees have been inspected and that paperwork will be submitted to MKCC (Legal Department) for TPO's to be applied. <u>Ongoing.</u></p>	
<p>6.3 - (item 19.1 of minutes 17/10/22) - Bleed Kits (item 19.1 of minutes 25/07/22) - Cllr D Hopkins stated that he had arranged for a Ward Councillor grant of £160.00 to enable the Parish Council to purchase 2 kits for both the Community Centres.</p> <p><u>Update – Clerk as ordered two bleed kits and a case for display inside both Community Buildings at a cost of £149.88 (including VAT). These could be moved outside both buildings if funding becomes available for the purchase of outdoor waterproof cabinets.</u></p>	
<p>6.4 - (item 8.7 of minutes 21/11/22) - Letter received 15/11/22 from MKCC confirming a grant to support activities relating to the cost-of-living challenges. <u>Total Grant was £4,500.</u></p> <p>The balance left of £1,261.73 will be used towards the Community Fridge Project at Glebe Farm School.</p> <p>6.4a – Email received 10/10/23 from MKCC regarding Second Winter Plan – funding for Parishes. Total funding received is £3,650.</p> <p><u>Update below following meeting held with Glebe Farm School.</u></p> <ul style="list-style-type: none"> • <u>Just to let you know the cost of double door commercial freezer is around £1,300 plus VAT and double door fridges around £1,600 plus VAT. This is based on Nisbets prices who cater for commercial kitchens.</u> • <u>As per advice given us, we would need to start with 2 Freezers and one Fridge. Total set up costs = £4,200 plus VAT (that can be recovered).</u> • <u>I am also in touch with the MKCC Environmental Health and waiting for them to do a visit to give us the go ahead.</u> <p><u>Discussions are in hand with St Marys School in Eagle Farm to agree if any projects can be supported via this funding. Ongoing.</u></p>	
<p>6.5 – (item 21.3 of minutes 17/07/23) - Cllr R Hill advised that there is a school sign on Walton Road that requires a repair or removal. <u>Clerk has reported this issue again to MKCC on the 10 January 2024 under reference FS57911705.</u></p> <p><u>Update – It was noted at the Parish Council meeting that this repair has not been completed, Clerk to check with MKCC when this will be completed.</u></p>	
<p>6.6 - (item 2.3 of minutes 20/11/23) - Cranfield Road:</p> <p>Two residents attended the meeting and raised the following concern.</p> <p>When the drains were cleaned recently on Cranfield Road / Crabtree Lane the verges were significantly damaged and asked the <u>Parish Council to contact MKCC to request this to be investigated and action taken.</u></p> <p><u>Update - MKCC Highways Team are in discussion with CBC to try and resolve this issue. A planned works order has been raised but no date has been given for when this will be resolved. Raised again by residents, see minute item 2.2.</u></p>	

<p>6.7 - (item 2.4 of minutes 20/11/23) – Footpath at Pheobe Lane: A resident asked if anything could be done as the path at the end of this road is very muddy and <u>asked the Parish Council if they would contact MKCC to request this to be investigated and action taken.</u></p> <p><u>Clerk has reported this issue to MKCC (Rights of Way Team) on the 10 January 2024.</u></p> <p><u>The following response was received from MKCC on the 11 January 2024.</u></p> <ul style="list-style-type: none"> <i>We have actually been approached by Cllr Hopkins too about this and we would love to make some improvements if at all possible. So, we will be exploring possibilities. I am having a conversation with a colleague, who deals with funding as a result of the new development here next week.</i> <p><u>Update – Clerk is still waiting for an update on this and will contact MKCC for a response.</u></p>	
<p>6.8 - (item 22.1 of minutes 20/11/23) – Dog Fouling – Cllr J Goss asked if some dog fouling stickers could be displayed the Eagle Farm and Glebe Farm areas.</p> <p><u>MKCC have now confirmed that they have ran out of the stickers and are waiting for some to be re-printed. Clerk will be notified when available for collection.</u></p> <p><u>Update – Clerk has received some stickers, Cllr L van den Berg agreed to liaise with Cllr J Goss about displaying them in Eagle Farm and Glebe Farm.</u></p>	
<p>6.9 - (item 22.2 of minutes 20/11/23) – Illuminated Sign on the M1 – Cllr J Goss asked if Highways England could be contacted to highlight again a very bright sign on this road that is causing some problems for residents in Eagle Farm.</p> <p>Cllr D Hopkins advised that a member of the MKCC Highways Team had visited the site and will report the issue to Highways England to investigate / resolve.</p> <p><u>Clerk to contact MKCC (Highways Team) for an update on this issue.</u></p>	Clerk
<p>6.10 - (item 22.3 of minutes 20/11/23) – Crime – Cllr M Levermore advised that residents are concerned about an increase in criminal activity and asked if a meeting or forum could be arranged in Wavendon by Thames Valley Police.</p> <p>TVP have agreed that if there is interest from the residents for something like this then they would be happy to arrange something.</p> <p><u>Update - Cllr D Hopkins confirmed that he had received several dates in April 2024 from TVP on this issue and will agree a suitable date when a meeting can be held and informed everyone accordingly.</u></p>	Cllr D Hopkins
<p>6.11 - (item 21.3 of minutes 18/12/23) – First Aid Training / CPR – Cllr R Jamieson asked if any first aid training sessions could be arranged for Wavendon residents to be invited to attend.</p> <p><u>Update – Clerk has received confirmation that a resident from Little Brickhill has agreed to host an event in Wavendon. Dates to be agreed.</u></p>	Clerk
<p>6.12 - (item 21.4 of minutes 18/12/23) – Drains on Newport Road and other parts of Wavendon – Cllr R Jamieson asked if MKCC could be contacted to establish when the drains will be cleaned. The ones on Newport Road are a major problem as you approach the Wavendon Arms near the Walton Road / Newport Road junction.</p> <p><u>Update - This has been reported repeatedly to MKCC, see chairs and unitary reports for more details.</u></p>	

<p>6.13 (item 21.6 of minutes 18/12/23) - Stockwell Lane – Cllr R Hill advised that the verges had been damaged by the refuse vehicle and that he had asked the Clerk to report this to MKCC. Clerk has reported this issue again to MKCC on the 10 January 2024 under reference MKCC579110841 following Cllr D Hopkins reporting it earlier in December 2023.</p> <p><u>Update – It looks like MKCC (Waste Management Team) have closed this enquiry down. It was noted at the PC meeting that this had not been resolved by MKCC. Clerk to contact MKCC again on this issue.</u></p>	Clerk
<p>6.14 - (item 21.7 of minutes 18/12/23) – Pot Hole – Cllr S Thomas advised that the road surface opposite the Wavendon Arms was in a poor condition and asked if this could be reported to MKCC.</p> <p>This has been repaired by MKCC. <u>Item closed.</u></p>	
<p>6.15 - (item 2.3 of minutes 15/01/24) – Residents attended the meeting to raise concerns about the Redways in Eagle Farm and Glebe Farm that do not connect together and a list of the areas highlighted was left with the Clerk. The Parish Council agreed to approach MKCC on this topic.</p> <p><u>Update – The Parish Council are working with MKCC on this issue. One issue has been resolved, the pedestrian path joining the Bloor and Barratt developments along Burney Drive is now open (surface not fully finished, but open and passable).</u></p>	
<p>6.16 - (item 2.5 of minutes 15/01/24) – A resident asked the Parish Council to arrange another Litter Picking event again as soon as possible. <u>It was noted that Cllr M Levermore was in the process of agreeing dates for this to be undertaken.</u></p> <p><u>Update – two events will take place on Saturday 24 February 2024 (12.00 – 14.00). Clerk has arranged to borrow some litter picking equipment from WSTC just in case we do not have enough items of our own.</u></p>	
<p>6.17 - (item 8.3 of minutes 15/01/24) – 8.3 – Letter received 09/01/24 from Wavendon residents regarding the following. Two points with respect to Stockwell Lane, Wavendon. Can we ask that these are considered by the WPC.</p> <ul style="list-style-type: none"> • Footpath upkeep on Stockwell Lane • More footpath needed on Stockwell Lane <p><u>Update - Clerk has emailed MKCC Highways Team (10/01/24) on this and still waiting for a response.</u></p>	Clerk
<p>6.18 - (item 23.1 of minutes 15/01/24) – Cllr L van den Berg advised that he had noticed that some trees in Eagle Farm looked that they were dying. The chair asked if he could highlight the areas so that the Clerk could report this to the Developer / MKCC.</p> <p><u>It was noted that this could not be completed until the tree are in bud. Ongoing.</u></p>	Cllr L van den Burg
<p>6.19 - (item 23.2 of minutes 15/01/24) – Cllr A Braddish asked why it is taking MKCC so long to replace / repair the bus stop pole on Newport Road. Cllr D Hopkins agreed to investigate.</p> <p><u>Update - MKCC have removed the dangerous protruding metal that was the former bus stop sign and replaced it with a temporary stop.</u></p>	
<p>6.20 - (item 23.3 of minutes 15/01/24) – Cllr R Hill stated that the street lights at Laine Rise on Newport Road are still not working. <u>Clerk to contact MKCC on this.</u></p> <p><u>Update – Clerk has reported this to MKCC (Street Lighting Team) and is waiting for a response.</u></p>	Clerk
<p>6.20 - (item 20 of minutes 15/01/24) - To conduct a Risk Assessment Review:</p> <p><u>Update - Clerk confirmed that a review was undertaken, and the updated report (January 2024 issue 20) will be distributed with the February 2024 minutes.</u></p>	Clerk

7. To discuss Wavendon Parish Council Priority Work programme for 2023/2024:

It was noted that the document had been update and emailed to all Parish Councillor prior to the November 2023 Parish Council meeting. It was agreed to discuss this in more detail at the March 2024 Parish Council meeting.

8. Correspondence:

No correspondence received most of the issues this month are noted in the Chairs reports and Unitary Reports.

9. Planning:

	ACTION
<p>9.1 - 23/02867/FULM - Variation of conditions 1 (Approved drawings/details) and 6 (Bicycle storage/parking area) seeking to alter the site plan and house type plans in order to add car ports over car parking (relating to permission ref. 20/01786/FUL for Demolition of the existing bungalow (No.36) and construction of three detached dwellings. Works include utilising the access of No.32 and alterations to the size of the rear garden of No.32. (re-submission of 19/02943/FUL)) at Land Incorporating 32 and 36 Newport Road, Wavendon.</p> <p><u>Clerk confirmed that he had sent a response to MKCC on the 30 January 2024 following discussion at the Parish Council meeting on the 15 January 2024.</u></p>	
<p>9.2 - 24/00116/CLUE - Certificate of lawfulness to confirm the commencement of development within the 3-year time period stated within permission 19/00035/FUL at Wavendon Service Area, Newport Road, Wavendon.</p> <p><u>No issues were raised.</u></p>	
<p>9.3 - 24/00163/DISCON – Approval of details required by conditions 3 (Cycle Parking), 5 (High Spec Glazing), 6 (Landscape Details), 7 (Superfast Broadband) and 9 (BES) of permission ref. 21/01682/REM at Land North and West of Wavendon Business Park, Ortensia Drive, Wavendon Gate.</p> <p><u>No issues were raised.</u></p>	
<p>9.4 - 24/00164/DISCON - Approval of details required by condition 10 (sustainable drainage strategy) of permission ref. 22/02342/FUL at 20 Newport Road, Wavendon.</p> <p><u>No issues were raised.</u></p>	
<p>9.5 – 24/00183/HOU & 24/00184/LBC – The erection of a single storey rear orangery at Wavendon Manor, 18 Cross End, Wavendon.</p> <p><u>No issues were raised.</u></p>	
<p>9.6 - 24/00200/OUTM – Variation of conditions 4 (Approved plans) and 19 (Strategic access) seeking to allow the development to proceed with vehicular access via a grid road extension to the H10 (relating to permission ref. 14/01610/OUT for Outline planning permission for the erection of up to 350 homes with strategic access with all other matters reserved) at Land South of Church Farm, Walton Road, Wavendon.</p> <p><u>No issues were raised.</u></p>	
<p>9.7 - 24/00207/CONS - Consultation from Central Bedfordshire Council on application ref. CB/24/00148/SCN seeking EIA Screening Opinion for construction of a mixed employment site over 2 plots. Plot 1 comprising of office building with associated car parking, transport workshops, service yard and electric HGV charging facilities and secure perimeter fencing (6,700sqm). Plot 2 comprising of office building with associate car parking, operational facilities within an external service yard and secure perimeter fencing (6,000sqm) at Land at Salford Road, West of Junction 13 of The M1, Salford Road, Hulcote.</p> <p><u>No issues were raised.</u></p>	

<p>9.8 - 24/00265/COU - Change of use from dwellinghouse (use class C3) to childrens home (use class C2) at: 111 Burney Drive, Eagle Farm, South Milton Keynes.</p> <p>Clerk advised that we have until the 12 March 2024 to respond to this planning application and that no objections from residents had been made to date.</p> <p><u><i>It was agreed that the Clerk should check if any residents do raise issues with this planning application and if so, write to MKCC in support of the residents.</i></u></p>	Clerk
<p>9.9 - 24/00276/DISCON - Approval of details required by condition 3 (Protection of species) and condition 5 (Biodiversity enhancement) of permission ref. 23/02373/FUL at Stokesay Cottage, 75 Newport Road, Wavendon.</p> <p><u><i>No issues were raised.</i></u></p>	
<p>9.10 - 24/00289/HOU - The erection of a single storey outbuilding in rear garden (retrospective) at 3 Buxton Close, Glebe Farm, Milton Keynes.</p> <p>Clerk advised that we have until the 12 March 2024 to respond to this planning application.</p> <p><u><i>Clerk was asked to respond to this planning application as there are concerns about the size of the out building and privacy issues for neighbours. It was also noted that planning enforcement are looking into a planning breach relating to a previous planning application 22/02440/CLUP.</i></u></p>	Clerk
<p>9.11 - 24/00294/CONS - Consultation from Central Bedfordshire Council on application ref. CB/22/02213/OUT seeking permission for Hybrid Application: Outline Application: Erection of up to 68,000 sqm storage and distribution facilities (Use class B8) with ancillary light industrial (B2) and ancillary office accommodation (E(g)), with all matters reserved other than landscaping (structural landscaping, all groundworks and diversion works to the existing on-site pipeline) and Full Planning Permission for the erection of 62,000 sqm (gross) of storage and distribution facilities (Use Class B8) with ancillary light industrial (B2) and ancillary office accommodation (E (g)) within 3 no. units: HGV and car parking (including a dedicated lorry park with associated (E(b)) food and drink uses and a separate recreational use car park); the erection of a welfare, security and amenity building; works to footpaths, cycle routes and bridleways; site access to include provision of a 3 arm roundabout on the A507 and internal estate roads; works for the diversion of existing pipeline; landscaping (off-site and on-site provision); drainage; groundworks; and associated works. EIA development accompanied by an Environmental Statement at Land to the South East of Prologis Park, Marston Gate, Ridgmont.</p> <p><u><i>No issues were raised.</i></u></p>	
<p>9.12 – 24/00329/FUL - Proposed replacement telecommunications street work style mast at Land adjacent Frost Garden Centre, Newport Road, Wavendon.</p> <p>Clerk advised that we have until the 15 March 2024 to respond to this planning application.</p> <p><u><i>Clerk was asked to respond to this planning application to ask why this location was chosen located near homes in Bellway in Wavendon and not in a more suitable site. However, if planning permission is granted, we would request that consideration for a more suitable mast be designed to resemble a tree bearing in mind that this will be in a residential area and would fit into the landscape far better.</i></u></p>	Clerk
<p>9.13 – 23/019025/HOU - Retrospective application for the erection of a summer house for office with household storage, the erection of a front porch and the erection of a garden wall at 7 Bellway, Wavendon.</p> <p><u><i>Notification received 22/01/24 from MKCC that full planning permission had been granted.</i></u></p>	

<p>9.14 – 23/02344/TPO - The crown lifting to 4 metres above the ground, the crown reduction by 2 metres all around and crown thinning by 30% of Oak protected by Milton Keynes Council Tree Preservation Order no. PS/540/15/412 at 1 Wedgewood Close, Wavendon.</p> <p><i><u>Notification received 31/01/24 from MKCC that tree preservation order consent had been approved.</u></i></p>	
<p>9.15 – 23/02598/CLUE – Certificate of Lawfulness for the erection of a front shed at 21 Garner Lane, Glebe Farm.</p> <p><i><u>Notification received 25/01/24 from MKCC that certificate of lawfulness had been refused.</u></i></p>	
<p>9.16 – 23/02604/TPO - The reduction in height by 2m from approx. 10m of Silver Birch (T1) protected by Milton Keynes Council Tree Preservation Order no. PS/540/15/423 at Sheen Cottage, 11 Crow Lane, Wavendon.</p> <p><i><u>Notification received 05/02/24 from MKCC that tree preservation order works had been refused.</u></i></p>	
<p>9.17 – 23/02764/FUL - Installation of Plant Equipment at Land on the Corner of Bolebec Avenue and Wafandun Lane, Eagle Farm.</p> <p><i><u>Notification received 02/02/24 from MKCC that full planning permission had been granted.</u></i></p>	
<p>9.18 – 24/00026/ENF – Notification received of alleged breach at 9 St Marys Close regarding the installation of a gate giving unauthorised access onto the Community Playing Field land.</p>	

10. To discuss 106 Tariff Projects / Funding:

Current Projects.

- **Dog Bins for new development area.** We have 4 dog bins in store. Permission has been granted for one at land near Robinson Crescent, one bin on land on Burney Drive and one bin on the Dandara Development. Clerk is meeting our contactor on the 1 March 2024 to pin point the agreed locations for installation by the end of March 2024. One bin left before we order some more.

The request for further tariff funding has been summarised into categories as follows.

Walton Road Community Centre / Security / Safety / Other / Allotments– Priority 1

Funding agreement has been emailed to the Clerk to release the funding of £23,000 for the following projects. This document has been signed at the Parish Council meeting. Clerk advised that there has been contractual changes on how the funding is granted and more paperwork is being prepared by MKCC which has delayed payment. *Following conversation with MKCC on the 6 February 2024 it is now targeted that we will receive payment in March 2024.*

- CCTV and Intruder Alarms – Community Centre
- New Fence and tree / hedge work. Funding will be included in new allotments in Eagle / Glebe Farm project.
- Two defibrillators

Play Equipment / Gym Equipment – Priority 3

- Wavendon Recreation Ground to add small play items - (Match funding) – Clerk has started the process of obtaining three quotations to submit a grant application to FCC Community Foundation. This will include the re-installation of the tennis table at the hub and installation of a disabled bench on the Recreation Ground. *Applications open on the 20 March 2024 and closes on the 5 June 2024. Clerk to work to this timetable.*

Arts Funding

- Cllr D Hopkins advised that there is a considerable amount of 106 funds are available to the Parish. *A meeting has been arranged with MKCC on the 28 February 2024.*

Heritage Projects – Priority 2 – We may have to look for other options for funding of the items below: Can any of this be completed using monies from the Art Project 106 funding?

- Repair and artwork to the Boundary Wall – St Marys Close
- Village History Boards
- Replacement benches at St Marys Green

11. Task & Finish Committee for a working group working with Inspiring Futures Through Learning Trust (IFTL) on community issues.

Following a conversation with our Solicitor the Clerk advised that they had suggested that they could finish drafting an agreement. Clerk confirmed that the cost for our solicitor to complete this will be £750.00 +VAT and all present authorised this expenditure.

12. To receive a progress report on the existing and new Community Facilities.

12.1 - New Community Hub progress update:

- **Landscaping and building issues slowly being resolved.** Meeting held with MKCC on the 6 February 2024. MKCC will arrange for another independent structural survey as MKCC are keen to hand over the building to WPC within the next two – three months as the current agreement has overrun. A site meeting with Borrás will be held on the 1 March 2024. We will have a 10-year warranty. Cllr R Hill gave an update on the substantial progress MKCC and the Contactor are undertaking on completion of the defects.
- **Bike Storage Shelter** – It was noted that this had been damaged recently by the high winds and costs to repair this are being sought. Ongoing.
- **Business Rate Relief.** Clerk has completed the online applications for both Community Centres in the month of January 2024. Awaiting MKCC decision.
- **Charity Status:** Draft information received, awaiting evaluation. It was noted that details on income and expenditure are required before a decision on this can be made. A meeting will also be arranged with our solicitor.
- **Electric charging points.** We are still waiting for MKCC to send an agreement to our solicitor. It was noted that our solicitors' costs will be £1,500. Hub opening hours to be reflected in any agreements. MKCC have now confirmed that this cannot be completed until WPC have completely taken ownership of the building / grounds.
- **Charity clothing bin** at one of our Community Centres. We have received an offer for consideration of installing a clothes recycling bin for the Fire Service and they have now completed a site survey (at the Hub) and made some location recommendations. It was noted that we are unable to agree to this until we have taken on the Freehold of the building and the Clerk has updated the Fire Service on this.
- **Solar Panels:** Now that we changed supplier to EoN Next, Clerk will complete the paperwork to enable WPC to get paid for any excess electricity generated. There is also a problem with the control unit that EoN have confirmed that it is the responsibility of the contractor to rectify.
- **Ash Die Back** – Cllr R Hill informed the meeting that there is an issue with several deceased trees near to the Community Hub and that MKCC have been made aware of this and that the situation will be closely monitored. Clerk will report this officially to MKCC based on the location plan prepared by Cllr R Hill.
- **Table & Chair Trolleys** – All now delivered. Item closed.
- **Banners** – Cllr R Hill advised that a hirer had installed a banner at the Hub and asked if this was acceptable and should we have a policy on this. Ongoing.

12.2 – Walton Road Community Centre:

- Clerk advised that he was getting a quotation for consideration to have the conservatory roof insulated. Clerk has approached a contractor and is still waiting for a quotation. Alternative suppliers for quotations are being explored. Clerk will try and obtain quotations within the next two months and look for funding opportunities. No change.
- **Shower Boilers** – Cost to repair the two boilers is £1,590.85 + VAT. It was decided not to proceed with this expenditure and the Clerk was asked to obtain a quotation to have them de-commissioned. Cost to decommission both boilers will be around £1,000. Following a visit from Safewater Environmental Ltd it is recommended to have the boilers decommissioned and removal of all water pipework without delay. Funding has been included in the year end forecast for 2023/2024 by the Clerk. A further quotation is being sought.

- **Energy Survey** – MKCC has commissioned an energy survey that was completed on the 20 July 2022. Clerk reported that the property type is rated C and energy performance operating rating is D. Some recommendations have been made that require evaluating. A consultant attended the Parish Council meeting in February 2024. See minute reference 2.1.
- **Electric Charging Points** - Clerk is seeking permission from MKC regarding having an electric charging point installed in the car park. Draft sub-lease agreement (24 pages) received from MKC that requires the Clerk to review / complete. For information this will mean that we will lose two car parking spaces at the front of the Community Centre. We are still waiting for MKCC to send an agreement to our solicitor. No change.
- **Central Heating Problem** – Some expenditure was required recently to restore the central heating. It will require the system to be drained as the pipes are clogged up with black water. Clerk has requested a quotation before obtaining authorisation to proceed with any expenditure. We have received a quotation and the costs are between £1k and £2k. Further investigation is required before the Clerk will ask for permission regarding this expenditure.
- **Boiler Servicing:** Clerk confirmed that he arranged a date for this to be completed on Friday 16 February 2024. The contactor was unable to undertake the work and a new date is being arranged. As an alternative we are seeking a quotation from another contractor.
- **Dishwasher** – We will have to replace the dishwasher? Cost to be provided by the Clerk as soon as possible.
- **Asbestos Legal Requirement** – Clerk advised that he had been advised that it is a legal requirement to become fully compliant by having an Asbestos Management Plan in place and for staff to undertake some training and that the cost would be £425.00 + VAT. Clerk advised that this has to be completed by an approved contractor and as Oracle Asbestos Ltd have been inspecting / monitoring the site for years, this is the best option for the Parish Council. All present agreed to this expenditure. Oracle Solutions Ltd have requested some documents from previous inspections from 10 years ago that the Clerk will post this to them during week commencing 19 February 2024 to start the process of developing an Asbestos Management Plan.
- **Asbestos Survey Results** – The recent asbestos annual survey has highlighted significant changes that will require remedial action to be completed and the cost for this to be completed will be £7,875.00 + VAT. Now that we are in the process of developing an Asbestos Management Plan there is not an immediate need to complete the work. We were advised to put a lock on the loft access point so that unauthorised access cannot be made to the roof. This has been completed, thanks to Cllr R Hill.
- **Replacement Flag Pole and two new flags** – Cost is £279.99 for the pole and two flags at £101.42. Clerk to place the orders after a review of expenditure by the end of March 2024.
- **Damaged Blinds in the Conservatory** – The cost to replace / update will be £416.00 + VAT. Clerk to review expenditure for a decision at the March 2024 PC meeting.
- **Electric Installation Condition Report** – This requires completing every 5 years and is a legal requirement and the cost will be £750.00 + VAT expenditure for next budget year.
- **PAT testing** for both Community Centres – Completed on the 15 February 2024. We will need to purchase a new Henry Hoover at a cost under £150.00 as this was the only appliance that failed.

13. To discuss Climate Change Initiatives:

Cllr D Hopkins advised that all Councils have been asked to produce a Biodiversity Policy and circulated a draft via email for consideration. All present agreed to this policy and the Clerk was authorised to publish this on the Parish Council website.

14. To receive Financial Statements:

14.1 – Bank Statement: Balance as of 19 February 2024:

Community Account as of 31 January 2024:	£55,818.82
Less Cheques to be cashed – 101659,101669, 101670, 101674	(£1,128.07)
Less New Cheques + S/O's & D/D's	(£21,457.86)
Total	£33,232.89

Business Saver Account (Parish Funds)	Total	£13,875.63
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Business Saver Account (Mrs Robinsons Account)	Total	£314.97
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<u>Cheque No.</u>	<u>Payee</u>	<u>Amount</u>
101676	C&L Roofline Ltd – Community Centre Repair	£669.00
S/O	Alan Kemp – February 2024 Salary	£1,466.40
S/O	Robert Hill – Caretaker Salary	£338.75
S/O	Susan Hopkins – (Hall Manager Salary)	£425.20
101677	H M Revenue & Customs – Tax & National Insurance for staff	£539.75
101678	Excelsior Flat Roofing Services – Community Centre Repair	£380.00
101679	Anglian Water Ltd – New Hub	£122.14
101680	Oracle Solutions Asbestos Ltd – Annual Re-Inspection Survey	£306.00
101681	Marcus Young Environment Services Ltd – Dog Waste	£4,161.60
101682	Vision ICT Ltd – Email Hosting	£108.00
101683	Starboard Systems Ltd – Accounting Package	£673.92
101684	W&WFC – Grass Cutting	£1,100.00
101685	XL Cirondare Ltd – Parish Council Pop up Banner	£84.00
101686	LIW Advertising Ltd – Hogsty Article	£72.00
101687	Dixon Plumbing & Electrical Works Ltd – Emergency Plumbing	£324.00
101688	Npower – Electric Charge for two months (Former School)	£1,266.35
101689	Robert Hill – Community Centre Repair	£35.08
101690	Total Energies – Gas Arrears for Community Centre	£7,122.26
101691	BBRUA – Membership Renewal	£10.00
)	Alan Kemp – 2 x Bleed Kits for Community Centre	£149.88
101692	Alan Kemp – Gift Voucher for Jim Pittman	£50.00
)	Alan Kemp – Stationary / Litter Picking Kit	£129.88
D/D	BT – Mobile Bill	£18.00
D/D	Biffa – Waste & Recycling	£226.85
D/D	Biffa – Waste & Recycling – New Hub)	£113.40
D/D	BT – Walton Road Community Centre	£68.33
D/D	BT – New Community Hub	£60.50
D/D	EoN Next - Community Centre – Electric Charge	£272.53
D/D	EoN Next - Community Centre – Gas Charge	£170.39
D/D	EoN Next – New Community Hub – Electric Charge	£993.65

This expenditure was proposed, seconded, and carried unanimously.

14.2 – Receipts

Business Premium Account – Parish Council – MKCC – Ward Councillor Grant	£200.00
Business Premium Account – Parish Council – Transfer from Community Centre Account.	£30,000.00

14.3 – VAT Claim:

Clerk confirmed that he had submitted the paperwork to reclaim VAT up to the end of September 2023 of £9,965.49.

14.4 – Banking for the Parish Council:

Clerk is in the process of opening a new bank account with Unity Trust for the Community Centre Facilities. The bank have requested a lot more information that the Clerk working on and will sent them to the bank as soon as he can. When this has been completed it was suggested moving the Parish Council account as well?

It was agreed at the Parish Council meeting to continue with Barclays Bank PLC and the Clerk was authorised not to continue with this application.

14.5 – Accounting Package:

Clerk confirmed that he was in an acceptable position start using this package for transactions for this budget year. The benefit is that the records are saved on the Scribe Accounting database and are more secure. This will also generate year end reports. Ongoing.

14.6 – Budget 2024/2025:

Clerk will update the budget at the end of this fiscal year to reflect the precept increase and year end balances.

15. To discuss Grass Cutting for 2024/2025 Budget Year:

15.1 – Parish Areas:

Cllr R Hill was asked to leave the room whilst this item was dealt with.

Clerk advised that the current cost for this is £4,400.00 per year with no increase for the last four years and as costs for the contractor (W&WFC) have increased they have requested for a 10% increase taking the yearly cost to £4,840.00. All present agreed to this price increase as it was within the draft budget set for 2024/2025.

15.2 – New Hub:

It noted that three quotations had been obtained and Cllr R Hill presented a summary of these at the meeting tonight. **The Motion:** Following discussion, with all present it was agreed that the best value for Wavendon parish Council was to award the contract to Total Ground Management at £7,776.00 + VAT on a two-year fixed price. Clerk / Cllr R Hill was tasked with advising all the contractors of this decision.

16. To discuss Future Staffing arrangements and Governance as the Parish grows:

16.1 – Caretaker:

Cllr R Hill was asked to leave the room when this item was discussed.

Clerk explained that the workload for the caretaker had increased now that we have two successful Community Centres. The current paid hours are 7.5 hours per week when it was budgeted for 10 hours per week following taking on the responsibility for the New Community Hub. Following discussion, it was agreed unanimously to increase the hours for the Caretaker at 10 hours per week (SCP7 scale) at £12.63 per hour from the 1 March 2024 and should there be a requirement for any additions hours these will be paid on the same hourly rates but must be agreed in advance. The Clerk was authorised to complete the necessary paperwork and confirm everything in writing.

16.2 – Hall Manager:

Cllr D Hopkins was asked to leave the room when this item was discussed and the Chair was handed over to Vice-Chair Cllr M Levermore.

Clerk gave an update on the position of Hall Manager confirming that the person that we employed at the beginning of January 2024 had left the employment of the Parish Council at the end of January 2024. As the previous Hall Manager had not left the employment of the Parish Council and now that circumstances have changed, she has offered to continue in the role. Following discussion, it was agreed unanimously to offer the position to the former Hall Manager at 20 hours per week (SCP12 scale) at £13.73 per hour from the 1 March 2024 and the Clerk was authorised to complete the necessary paperwork and confirm everything in writing.

16.3 – Clerk:

It was noted that the Clerk would be retiring from the end of June 2024 and discussions on obtaining a replacement would be held towards the end of March 2024.

16.4 – Governance:

Further work on this will be undertaken early in the new budget year 2024/2025.

17. To review all Parish Council Legal and Procedural Documents:

The following still require completing by the Clerk.

- Existing - Equality & Diversity Policy, Existing
- Privacy Notice – Data Protection
- Existing – Wavendon Parish Council – Code of Conduct
- New – Planning Policy
- New - social media Policy
- New – Expenses Form / Policy
- New – Grant Application Policy.
- New - Complaints

Clerk apologised for the delay in completing this action but hopefully will complete by the end of March 2024.

18. To discuss any Highway Issues:

See Chair and Unitary Reports for Highway updates.

19. Clerks Report / Local Issues:

19.1 - (item 18.2 of minutes 19/04/22) - Lack of Box Boxes in Eagle Farm & Glebe Farm - Clerk has contacted Royal Mail and provided a list of all the street names and post codes, and they will now raise a job order and pass this onto the local office in MK to deal with. The reference number is 1-75787010000 and it usually takes at least 25 weeks for them to sort out suitable locations and installation. One post box installed.

Clerk contacted Royal Mail (14/07/2023) and was asked to put the request for additional post boxes in writing. Still be actioned by the Clerk.

19.2 - (item 12.4 of minutes 18/05/22) - Email received 27/04/22 from MKC offering support to make the Parish Dementia Friendly.

Clerk met their representative on the 24 May 2023 to progress this action. There are several ways that better signage in both Community Centres could be implemented. This will take time to action and the Clerk will provide updates in the Clerks report in future. *Ongoing.*

19.3 – Offer of free trees – 22 trees have been made available to all local Councils within Milton Keynes from Station Square project and that the Clerk had applied for some. We have been allocated up to 5 trees for planting at our Community Hub site. *A proposed planting plan was prepared by Cllr R Hill and returned to them, date for completion now TBA.*

19.4 – Old School Clock – Clerk advised that there is a problem with the clock time and that the cost will be £175.00 + VAT for the repair. Repair completed in January 2024. *Item closed.*

19.5 – Benches / Planter – It was noted that the Clerk has purchased two benches and a planter box at a cost of £1,710 + VAT funded by a Ward Councillor Grant for the COVID Memorial Courtyard at the Community Centre. The Parish Council will have to pay for a plaque at around £100.

19.6 – Abandoned Bike on Walton Road – It was noted that the bike had now been removed. *Item closed.*

19.7 – Ash Tree on Recreation Ground – There is an overhanging tree from a property on Walton Road that requires pruning. The cost is £420.00 + VAT. The last time this occurred the Parish Council paid for work to be completed. *Clerk to send details to Cllr D Hopkins for discussion with the property owner.*

19.8 – King Charles Portrait – Clerk confirmed that he had ordered a portrait (FoC) for display in one of our Community Centres.

19.9 – Defibrillators for Crow Lane and Cross End – Clerk has ordered two defibrillators at a cost of £1,500, 2 x Steel Support at £475 each = £950. A grant payment of £2,500 from MKCC is anticipated in March 2024. The cost to the Parish Council will be for a contractor to provide an electric supply to the units, quotation being sought.

20. To discuss the management of allotments located in the new development areas.

The following updated has been included in the next newsletter.

Eagle Farm

- There will be 22 allotments over four sites, **six** on site one, **five** on site 2, **seven** on site 3 and **four** on site 4.
- The first **six** on site 1 have been completed by the Developer and require some modifications by Milton Keynes City Council, Landscaping Department before Wavendon Parish Council are able to take ownership and management of this site.
- The **five** on site 2 and the **seven** on site 3 are nearly completed by the Developer but will require Milton Keynes City Council Landscaping Department to make sure that the soil quality and finish is to a high standard so that both sites can be handed over to Wavendon Parish Council.

- Legal work is currently in hand by Solicitors for the Developer and Wavendon Parish Council to enable the Parish Council to take ownership of these sites.
- A realistic target is August 2024 for these to be ready for Wavendon Parish Council to start the process of hiring these out to residents.
- The **four** on site 4 will not be ready for 12 to 18 months.
- In total there will be **22 allotment plots** available in Eagle Farm and currently there are **35 residents** to date that have expressed an interest in hiring an allotment.
- The policy of Wavendon Parish Council is that residents will be offered plots that live in Eagle Farm as there is limited parking space at each site. The Parish Council have a list and these will be offered to residents in date of application first.

Glebe Farm

- In total there will be **29 allotment plots** available in Glebe Farm and currently there are **39 residents** to date that have expressed an interest in hiring an allotment.
- These allotments will not be ready for hand over to the Parish Council until the earliest in September 2024.
- The policy of Wavendon Parish Council is that residents will be offered plots that live in Glebe Farm as there is limited parking space at this site. The Parish Council have a list and these will be offered to residents in date of application first.

The Parish Council are hopeful that more detailed information can be provided in the next edition of the newsletter.

21. Unitary Reports:

A copy of the Ward Councillor's reports to Wavendon Parish Council for February 2024 are available to view on the Parish Council website and are appended to these minutes.

22. Councillor Reports:

Cllr R Hill suggested we should promote the healthy activities that are available to residents run by our Community Centre Hirers either on the notice boards or in the quarterly newsletter. Clerk to include this on a future Community Centre meeting.

23. To agree items for forthcoming agendas:

- Clerks Annual Salary Review – March 2024.

24. Future Meetings:

The next two meetings of the Parish Council will take place on **Monday 18 March 2024 at Walton Road Community Centre** and **Monday 15 April 2024 at Walton Road Community Centre** both commencing at 7.30 PM.

It was noted that discussions are taking place to hold the May 2024 Parish Council meeting at Glebe Farm School.

There being no further business the meeting closed at 9.10 pm.