



**MINUTES OF WAVENDON PARISH COUNCIL MEETING - HELD AT 7.30 PM ON THE 21<sup>st</sup> JANUARY 2019 AT WAVENDON COMMUNITY CENTRE.**

**Present:** Cllr's D Hopkins, (Chairman), A Braddish, S Moroz, R Hill, D Ostler, R Jamieson.  
Clerk was in attendance.

**1.0 To receive apologies for absence:**

Cllr Y Thakker, Ward Councillor V Hopkins & Ward Councillor A Jenkins.

**2.0 Public open session:**

None.

**3.0 Declaration of interest:**

None.

**4.0 Approval of minute:**

The minutes of the meeting of 17<sup>th</sup> December 2018 were approved and signed as a true record.

**5.0 Matters arising not elsewhere on the Agenda:**

	<b>ACTION</b>
<p><b>5.1</b> – (item <b>2.2</b> of minutes 19/12/18) – Survey in connection with the protection of trees surround the Long Acre Site following the recent planning decision in favour of development after appeal.</p> <p><i>It was confirmed that Cllr D Hopkins is still in dialogue with Milton Keynes Council and that arrangements are being made for them to undertake a tree assessment survey with a view to raising some tree preservation orders, where applicable.</i></p>	Cllr Hopkins
<p><b>5.2</b> – (item <b>2.3</b> of minutes 19/12/18) - The parish Council were asked to have dialogue with Milton Keynes Council over the timing of the traffic lights at the Kingston Roundabout as they do not appear to be allowing many cars through as you exit the village.</p> <p><i>Cllr D Hopkins advised that Milton Keynes Council have inspected and tested the signals on the 21<sup>st</sup> December 2018 and that no faults were found.</i></p>	

**6.0 Correspondence:**

All correspondence was reviewed up to the 21<sup>st</sup> January 2018:

	<b>ACTION</b>
<p><b>6.1</b> - Letter received 28/12/18 from <b>MKC</b> regarding <b>the Register of Electors</b>.</p> <p><i>Clerk to keep on file.</i></p>	
<p><b>6.2</b> - Invite received 28/12/18 from <b>MKC</b> regarding <b>a Holocaust Memorial day event at the Civic Centre on the 30<sup>th</sup> January 2019</b>.</p> <p><i>This was noted, no further action required.</i></p>	
<p><b>6.3</b> - Invite received 28/12/18 from <b>Healthwatch MK</b> regarding an <b>'Empowerment to the Parish' event on Monday the 11<sup>th</sup> February 2019</b>.</p> <p><i>This was noted, no further action required.</i></p>	
<p><b>6.4</b> - Letter received 03/01/19 from a <b>local resident</b> regarding <b>the Boundary Wall at St Marys Green</b>.</p> <p>Clerk advised that this boundary wall was in danger of collapse and that he had met with a builder and was obtaining a quotation for the re-building of the wall for discussion / approval at a future Parish Council meeting. <i>Ongoing.</i></p>	Clerk
<p><b>6.5</b> - Email received 09/01/19 from <b>MKC</b> regarding <b>Street Naming and Numbering Consultation – Eagle Farm South</b>.</p> <p>Recommendations from MKC to use of seven names from the war memorial were agreed by all present. <i>Clerk to respond to MKC accordingly.</i></p>	Clerk

<p><b>6.6</b> - Email received 14/01/19 from <b>MKC</b> regarding <b>Milton Keynes Council – Draft Statement of Community Involvement (2019) consultation commencing on the 14<sup>th</sup> January 2019 to the 8<sup>th</sup> March 2019.</b></p> <p><i>This was noted, no further action required.</i></p>	
<p><b>6.7</b> - Email received 15/01/19 from <b>MKC</b> regarding <b>Street Trading Consent Boroughwide NEW for E Hall.</b></p> <p><i>This was noted, no further action required.</i></p>	
<p><b>6.8</b> - Email received 17/01/19 from <b>MKC</b> regarding <b>a Consultation on proposed changes to Street Trading arrangements.</b></p> <p><i>This was noted, no further action required.</i></p>	

**7.0 Planning:**

	<b>ACTION</b>
<p><b>7.1 - 18/01304/REM</b> – Reserved matters application for internal access, appearance, landscaping, layout, and scale for 134 residential units, 100 sqm of A1 (retail use) at Land North and West of Wavendon Business Park, Ortensia Drive, Milton Keynes.</p> <p><i>Clerk confirmed that he had sent a response to MKC on the 2<sup>nd</sup> January 2019 following discussion at the Parish Council meeting on the 17<sup>th</sup> December 2018.</i></p>	
<p><b>7.2 - 18/02881/REM</b> – Reserved matters application for the details of the appearance, landscaping, layout and scale at Land South of Wavendon Manor, Cross End, Wavendon.</p> <p><i>Clerk confirmed that he had sent a response to MKC on the 10<sup>th</sup> January 2019 asking for the planning officer to take into consideration comments made on this planning application by MKC Highways department.</i></p>	
<p><b>7.3 - 18/01800/OUT – APPEAL AGAINST REFUSAL</b> for Outline permission for the demolition of existing residential dwelling and the erection of up to three dwellings with access, turning, parking and other associated works at 73 Newport Road, Wavendon.</p> <p><i>Clerk confirmed that he had sent a response to Planning Inspectorate on the 10<sup>th</sup> January 2019 as the deadline for response was the 14<sup>th</sup> January 2019 although this has now been extended to the 8<sup>th</sup> February 2019. The response was based on our original objections to the planning application and all present supported this approach.</i></p>	
<p><b>7.4 - 18/02934/OUT</b> - Outline permission for the erection of one building up to 10,630 sqm for either B1c; B2 and/or B8 uses with ancillary B1 offices, formation of vehicle parking areas, landscaping with associated infrastructure with all matters except for access reserved at Gallagher Logistics Site at Eagle Farm North, Crossley Drive, Magna Park, Milton Keynes.</p> <p><i>No issues were raised.</i></p>	
<p><b>7.5 –18/02961/PANOTH</b> – Prior notification for the demolition of Wavendon Golf Clubhouse, driving range and associated structures at Wavendon Golf Centre, Lower End Road, Wavendon.</p> <p><i>Notification received 03/01/19 from MKC that full planning approval had been granted.</i></p>	
<p><b>7.6 – 18/03029/REM</b> – Reserved matters application pursuant to 12/02204/MKPCO for approval of access; vehicle parking; manoeuvring areas and landscaping details at Plot 510 Magna Park, Fen Street, Milton Keynes.</p> <p><i>No issues were raised.</i></p>	
<p><b>7.7 - 18/03041/FUL</b> – External alterations to south and north elevations of existing office building at Keen House, Wavendon Business Park, Ortensia Drive, Wavendon Gate, Milton Keynes.</p> <p><i>No issues were raised.</i></p>	
<p><b>7.8 - 18/03056/REM</b> – Reserved matters application for the appearance of 49 plots with associated amendments to prior approved parking; landscaping and boundary treatment plans following grant of planning permission 15/02768/OUT at Site South East of Elmswell Gate, Towergate, Milton Keynes.</p> <p><i>No issues were raised.</i></p>	

<p><b>7.9 - 19/00015/FUL</b> – Full Planning Application for New Wing Walls feature to be located at site development entrance at Land South of A421, South East Milton Keynes, MK17 8EW.</p> <p><i>No issues were raised.</i></p>	
<p><b>7.10 - 19/00035/FUL</b> – Demolition of existing vehicle hire building and hand carwash facility and erection of a single storey coffee shop (A3) with drive-thru facility at Wavendon Service Area, Newport Road, Wavendon.</p> <p><i>No issues were raised.</i></p>	
<p><b>7.11 - 19/00056/FUL</b> - Single-storey side extension; erection of a timber entrance arbor; erection of boundary walls within car park and minor external works at The Wavendon Arms, 2 Newport Road, Wavendon.</p> <p>The following concerns were raised with this planning application and the Clerk was asked to write MKC before the deadline for responses by the 8<sup>th</sup> February 2019.</p> <ul style="list-style-type: none"> <li>• Changes to the outside space will impact on neighbouring properties with an increase in a higher level of noise from the venue.</li> <li>• There is a reduction of two car parking spaces and this will have a major impact of residents of Walton Road.</li> <li>• Deliveries to the venue (off Walton Road) must be addressed to reduce the impact on local residents and vehicle users.</li> </ul>	Clerk
<p><b>7.12 - 19/00019/CONS</b> - Site clearance and erection of a warehouse and distribution facility (B8) with ancillary offices, including new vehicular and pedestrian access, parking, internal access roads, service yard, external lighting, landscaping, infrastructure and associated works by Central Bedfordshire Council, Ridgway, Woburn Sands.</p> <p><i>No issues were raised.</i></p>	
<p><b>7.13 - 18/02879/DISCON</b> - Details submitted pursuant to discharge of condition 13 (External Materials) attached to planning permission 17/03315/OUT at Frosts Landscape Construction, Newport Road, Wavendon.</p> <p><i>Notification received 16/01/19 from MKC that planning condition had been approved.</i></p>	
<p><b>7.14 – 18/02878/DISCON</b> - Details submitted pursuant to the discharge of condition 12 (construction environmental management plan) attached to planning permission 17/03315/OUT at Frosts Landscape Construction, Newport Road, Wavendon.</p> <p><i>Notification received 16/01/19 from MKC that planning condition had been approved.</i></p>	
<p><b>7.15 – 18/02722/FUL</b> - Details submitted pursuant to the variation of condition 1 (Approved Plans) attached to planning permission 18/01679/FUL at Land to the rear of 34 Newport Road, Wavendon.</p> <p><i>Notification received 03/01/19 from MKC that full planning permission had been granted.</i></p>	
<p><b>7.16 – 18/02755/FUL</b> - Single storey rear sunroom extension and alterations to rear facade at 29 Walton Road, Wavendon.</p> <p><i>Notification received 04/01/19 from MKC that full planning permission had been granted.</i></p>	
<p><b>7.17 – 18/02283/FUL</b> - Proposed detached dwelling and double garage at Land adjacent to 8 Phoebe Lane, Wavendon.</p> <p><i>Notification received 20/12/18 from MKC that full planning permission had been granted.</i></p>	

**8.0 To discuss 106 Tariff Projects / Funding:**

An update was provided by the Clerk on the following projects that are being funded via Paul Van Geete. The Clerk also advised that he was in the process of creating one document that will capture all projects completed to date together with all potential new items.

### 8.1 - Projects already funded waiting completion:

- Old School Clock – Funding approved £4000
- Parish Notice Boards – Funding approved £3000

### 8.2 – Projects being investigated and costed:

- Ascot Fencing - Following the request from a local resident asking if some ascot fencing could be erected near to the layby on Newport Road the Clerk handed out a drawing with two suggestions. Both schemes were acceptable and the Clerk stated that he was in discussion with MKC Highways on this issue.
- Tommy Statue – Permanent installation in Churchyard.
- New radiator in the Community Centre kitchen, new fire exit door from the hall together with a ramp.
- Better path on the footpath from the Recreation Ground to Phoebe Lane.
- Churchyard extension to create more burial spaces.
- Repair to Church roof including bat surveys. It was noted that the cost of the bat surveys would cost up to £2000.00 and that MKC will refund any costs incurred by the Parish Council on this item.

### 8.3 - Potential New Projects:

- Installation of Cyclist / Pedestrian Signs along the Redway in Wavendon.
- Replacement Street Name Signs – Audit of requirements to be completed.
- Extension of the pavement on Newport Road.
- Deployment of Village signs.
- New fence for the Allotments.
- Deployment of 2 SID's on Lower End Road.
- Deployment of another SID on Walton Road?
- Replacement of Street Light Columns on Newport Road.
- Replacement of Street Light Columns on Walton Road.

Clerk was tasked with discussing these new projects with MKC

A further meeting with Paul Van Geete and the Clerk will be held before the next Parish Council meeting.

### 9.0 To discuss the new Wavendon Community Facilities:

Cllr Hill gave an update on the recent positive meeting held with MKC on the 10<sup>th</sup> January 2019.

The timescales are as follows:

- **2019/20** – Design and Planning, tender approval, approval to appoint contractor, spend approval
- **2020/21** – Targeted completion date.

### 10.0 Finance:

#### 10.1 - Bank Statement: Balance at 21<sup>st</sup> January 2019:

Community Account as at 31 <sup>st</sup> December 2018:	£21,785.71
Less Cheques to be cashed – 100999, 101000, 101004, 101005	(£768.81)
Less New Cheques – 101006 to 101012 plus S/O's	(£2,382.93)
<b>Total</b>	<b>£18,633.97</b>

Business Saver Account (Parish Funds)	£11,031.42
Business Saver Account (Ring Fenced Funds from Wavendon Cricket Club)	£2,825.15
<b>Total</b>	<b>£13,856.57</b>

Business Saver Account (Mrs Robinson's Account)	<b>£687.85</b>
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#### 10.2 - Payments:

<u>Cheque No.</u>	<u>Payee</u>	<u>Amount</u>
S/O	Alan Kemp (January 2019 Salary)	£419.20
101006	HMRC (Tax for Clerk)	£104.80
101007	Alan Kemp (Administration)	£31.28
101008	Three Parishes (Donation)	£350.00

101009	George Wells Education Foundation (Donation)	£100.00
101010	Vision ICT Ltd (New Website)	£1000.80
101011	ICP Hygiene (Community Centre)	£69.04
101012	St Marys School (Water Rates)	£161.90
S/O	EON – Electric (Community Centre)	£18.65
S/O	EON – Gas (Community Centre)	£127.26

This expenditure was proposed, seconded and carried unanimously.

### 10.3 - Receipts:

Business Community Account – Parish Council – Interest	£6.91
Business Premium Account – Mrs Robinson - Interest	£0.38
Business Community Account – Parish Council – Ward Councillor Grant	£100.00

### 10.4 – Parish Partnership Grant for 2016/2017:

Clerk confirmed that he had obtained three quotations to replace the hand dryers in the Community Centre toilets and all were under the original estimates to the ones used for our Parish Partnership Grant of £1,550. Following discussion the Clerk was authorised to purchase two Dyson Air blade devices for installation in March 2019 by our regular electrician.

### 10.5 – Wavendon Twinning Association:

Now that the funds of £203.84 have been received from the Twinning Association committee the Clerk advised that he had spoken to the School Headmistress regarding the setting up of a language or other prize (on an annual basis) for a child at St Marys School and was waiting for suggestions from the School.

### 11.0 To Set the Budget & Precept for 2019/2020:

A copy of the budget for the next financial year was distributed by the Clerk. It was agreed to take out the expenditure for the SID's at £6,000 and additional expenditure at £2,500 for the Community Centre / School premises transfer which will leave a predicted yearend balance at the 31<sup>st</sup> March 2020 of £22,638. The Budget was accepted by all present and grateful thanks were given to the Clerk for his efforts in the preparation of this year's budget. A copy of the notes and budget are appended to these minutes.

All present agreed to a Precept increase of 3% and the following motion was taken.

**The Motion:** That Wavendon Parish Council sets the Precept for 2019/20 in the sum of £21,230 was proposed, seconded and carried unanimously. Clerk will notify MKC accordingly.

### 12.0 To discuss and comment on the Cross End Traffic Consultation:

Now that the consultation had concluded Cllr Ostler provided resident feedback that confirmed that the preferred option was for the full closure of the junction at Lower End Road. Following discussion the Parish Council agreed to support the residents view for this closure and to ask MKC Highways Department to take the required actions to implement this as soon as practical.

### 13.0 To discuss any Highway Issues:

#### 13.1 - Walton Road:

A workshop has been arranged on Monday 25<sup>th</sup> February 2019 in the Community Centre with Phil Jeffs (Milton Keynes Highways Clerk of Works) and local residents.

The workshop will cover current traffic issues and look into potential solutions to resolve this situation for local residents. Recommendations will be developed for consideration and implementation by MKC.

#### 13.2 – Walton Road 20 mph Extension

It was noted that Cllr Hopkins had present a petition to MK Council Cabinet on Tuesday 8<sup>th</sup> January 2019.

It is anticipated that the extension of the 20mph zone from St Marys Close will be implemented in the spring of 2019.

#### 13.3 - Speed Indicator Sign on Walton Road

It was noted that MKC have repaired the SID and that it was now working correctly.

### 13.4 - Installation of another Speed Indicator Sign on Walton Road

It was noted that funding for the installation of another SID as you exit the village behind the existing sign would be erected now that funding had been agreed through the 106 tariff. MKC are currently obtaining quotations (including Maintenance) for implementation as soon as possible.

### 13.5 - Highway Impact Survey – Parish wide

It was noted that MKC are currently securing resource to undertake the highway impact survey (parish wide) and was likely to start as soon as possible in the new calendar year. This is being managed by the Head of Highways, Debbie Taylor-Bond.

### 13.6 - Phoebe Lane

It was noted that following consultation a 20mph speed restriction on Phoebe Lane will be implemented in February 2019.

### 13.7 - Other Items

#### 13.7.1 - SID on Newport Road

No change - The SID on Newport Road has now been repaired but there are still issues that are being investigated by MKC. The delay in resolving this issue was because no maintenance contract was established, when the units were installed several years ago. Completion of work estimated to be in January 2019.

#### 13.7.2 - Street Sign

MKC have agreed to move the sign at the junction of Walton Road / Newport Road and replace the current one with a new sign. Completion date TBA.

#### 13.7.3 - Wavendon Arms

Problems are still occurring with delivery vehicles blocking Walton Road and causing issues for local residents. It was noted that this issue was discussed under minute item reference 7.11.

#### 13.7.4 - (item 14.2 of minutes 16/07/18) - Drain Issues (Newport Road)

It was noted the drains were cleaned on Newport Road in September 2018 and a request has been made to MKC to sweep the road.

The Clerk confirmed that he had applied for this task to be completed via the Parish Clean-up Fund and was waiting for a response from MKC.

#### 13.7.5 - (item 13.5 of minutes 19/11/18) - Drains on Walton Road

Cllr Hill stated that some drains on Walton Road require cleaning out and asked the Clerk to report this issue the MKC for action.

The Clerk confirmed that he had applied for this task to be completed via the Parish Clean-up Fund and was waiting for a response from MKC.

#### 13.7.6 - (item 13.10 of minutes 19/11/18) - Parish Clean-up Fund

It was noted that MKC have allocated a one-off sum of £100k for Local Councils and Community Groups to apply for funding for Litter Picking kits / events and Deep cleaning requests.

The Clerk confirmed that in addition to the items noted in minute references 13.7.4 and 13.7.5 he had put in a request for 10 x Litter Picking Kits and for the pavement to be cleaned in St Marys Close.

## 14 Clerks Report / Local Issues:

	<b>ACTION</b>
<b>14.1 - Legal Expenditure for the Community Centre / School Site.</b> Cllr D Hopkins advised that the meeting scheduled for the 15 <sup>th</sup> January 2019 was postponed at the request of MKC but had been re-arranged for the 30 <sup>th</sup> January 2019. <u>A business plan was currently being developed.</u>  It was noted that a meeting will also be held on the 30 <sup>th</sup> January 2019 with our solicitor who will act on our behalf.	Cllr D Hopkins / Clerk
<b>14.2 – Parish Elections:</b> It was noted that all Parish Councillors are up for re-election on the 2 <sup>nd</sup> May 2019 and that the nomination papers are expected from MKC by the end of February 2019 for the Clerk to distribute.	

<b>14.3 – New Website</b> - Clerk confirmed that the development of this new website with the contactor was progressing well with a target to complete the transfer by the end of January / first week in February 2019.  Following discussion all present agreed that it would be more practical to have a separate email address for conducting Parish Council business at an annual cost of £18.00 + VAT for each account and the Clerk was asked make the necessary arrangements. <u>Ongoing.</u>	Clerk
<b>14.4 – Armed Forces Covenant:</b> Clerk confirmed that he had completed the registered paperwork for our Parish Council in line with recommendations from MKC to support this organisation.	
<b>14.5 – Benches / Bus Shelters:</b> Clerk advised that he was obtaining a quotation to have the old benches and wooden bus shelters cleaned and stained for discussion / approval at a future Parish Council meeting.	Clerk

## 15 Development of a Neighbourhood Plan:

The following update was given at the meeting tonight.

- No change - Comments have now been received from our Consultant on the draft plan and a further expenditure of £2000.00 will be required from budgeted expenditure in order to move the plan forward. It was noted that the Clerk and the Chairman had dialogue with our Consultant on the 17<sup>th</sup> December 2018 and instructed our Consultant to proceed with updating our draft plan over the next three months.
- No change - Clerk to apply for another small grant to help with the completion of the plan as soon as practical.

## 16 Community Centre:

	ACTION
<b>16.1 – Electricity Meter:</b> It was noted that e-on have requested to change the meter. <u>Convenient date being sort.</u>	Clerk
<b>16.2 – Electrical Inspection Additional Work:</b> Following agreement for the expenditure of £208.80 +VAT the Clerk confirmed that he had arranged for this work to be completed on the 13 <sup>th</sup> February 2019.	
<b>16.3 –</b> It was noted that the Clerk has made arrangements for <b>MK Fire</b> to undertake the annual service of the <b>Fire Extinguishers</b> on the 13 <sup>th</sup> February 2019.	
<b>16.4 – Waste Removal Contract:</b> Clerk confirmed that he had received a request from Little Oakes Nursery to have a recycling bin as part of the waste removal contract and that there would be an additional annual charge of over £1000. It was agreed to defer a decision on this until agreement had been concluded with MKC on the Parish Council taking on the school premises from September 2019 and the full running costs have been established.	

## 17 Unitary Authority:

**17.1** – A copy of the Ward Councillor's report to Wavendon Parish Council for January 2019 is available to view on the Parish Council website and also is appended to these minutes.

## 18 Councillor Reports:

	ACTION
<b>18.1</b> – It was noted that following a request by a local resident regarding the protection of a walnut tree that was subject to a planning condition on the development of 4 dwellings at the back of her property on Walton Road that MKC Planning Enforcement Officers had visited the site and the tree will be protected <u>Item closed.</u>	
<b>18.2</b> – Cllr Moroz was still concerned about the hedgerows at the junction of Cranfield Road and asked the Clerk to contact MKC on this issue again.	Clerk
<b>18.3</b> – Cllr Hill raised an issue with a grass verge that has been damaged in St Marys Close. Clerk confirmed that he had had a conversation with a local resident who was dealing with the problem through Western Power Limited. <u>Ongoing.</u>	Clerk
<b>18.4</b> - Cllr Braddish reported that there are some Clearways Signs on Newport Road that are out of date and asked the Clerk to report this issue for action by MKC.	Clerk

**19 To agree items for forthcoming agendas:**

- Highway issues (Debbie Taylor-Bond) – TBA
- SLA Leisure Facilities – TBA
- Risk Assessment Review – March 2019.

**20 Future Meetings:**

The next two meetings of the Parish Council will take place on Monday the 18<sup>th</sup> February 2019 and Monday 18<sup>th</sup> March 2019 both commencing at 7.30pm in Wavendon Community Centre.

There being no further business the meeting closed at 9.05 pm.