



## MINUTES OF WAVENDON PARISH COUNCIL MEETING - HELD AT 7.30 PM ON THE 18<sup>th</sup> FEBRUARY 2019 AT WAVENDON COMMUNITY CENTRE.

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

**1.0 To receive apologies for absence:**

Cllr R Jamieson, Ward Councillor V Hopkins & Ward Councillor A Jenkins.

**2.0 Public open session:**

None.

**3.0 Declaration of interest:**

Cllr D Hopkins declared an interest in items **7.2** of the agenda and did not take part in any discussions on this item. The chair was handed over to Cllr R Hill for this agenda item.

**4.0 Approval of minute:**

The minutes of the meeting of 21<sup>st</sup> January 2019 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><u>No change - 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.</u></i></p>	Cllr Hopkins
<p><b>5.2</b> – (item <b>6.4</b> of minutes 21/01/19) - 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 he had received verbal confirmation that funding was available to have the wall re-built through tariff funding. Progress updates will be given by the Clerk in future under agenda item '<b>To discuss 106 Tariff Projects / Funding</b>'.</p> <p><u>Following the suggestion by Cllr Hill to erect another wall within the new developments with a link to this wall, the Clerk advised that following discussions with MKC it will be possible to fund this through the tariff. <i>Ongoing.</i></u></p>	
<p><b>5.3</b> - (item <b>6.5</b> of minutes 21/01/19) - 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 names of former Wavendon Parish Councillors from 1907 were agreed by all present.</p>	
<p><b>5.4</b> - (item <b>18.2</b> of minutes 21/01/19) - 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.</p>	Clerk
<p><b>5.5</b> - (item <b>18.3</b> of minutes 21/01/19) - 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. <i>Ongoing.</i></p>	Clerk
<p><b>5.6</b> - (item <b>18.4</b> of minutes 21/01/19) - 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.</p>	Clerk

## 6.0 Correspondence:

	ACTION
All correspondence was reviewed up to the 18 <sup>th</sup> February 2019:	
<b>6.1</b> - Email received 24/01/19 from <b>MKC</b> regarding <b>the final stages of Stantonbury Neighbourhood Plan</b> . <i>This was noted, no further action required.</i>	
<b>6.2</b> - Email received 24/01/19 from <b>MKC</b> regarding <b>the final stages of North Crawley Neighbourhood Plan</b> . <i>This was noted, no further action required.</i>	
<b>6.3</b> - Invite received 25/01/19 from <b>MKYCAB</b> to the <b>Election Announcement for MK Youth Elections 2019 and to Celebrate 10 years of MKYCAB on the 8<sup>th</sup> March 2019</b> . <i>This was noted, no further action required.</i>	
<b>6.4</b> - Email received from 25/01/19 from <b>MKC</b> regarding <b>a New Initiative: Milton Keynes Council Development Review Forum</b> . <i>This was noted, no further action required.</i>	
<b>6.5</b> - Letter received 28/01/19 from <b>MKC</b> regarding <b>the Register of Electors</b> . <i>Clerk to keep on file.</i>	
<b>6.6</b> - Invite received 04/02/19 from <b>MKC</b> to a <b>Civic Reception – Friday 15<sup>th</sup> March 2019</b> . <i>This was noted, no further action required.</i>	
<b>6.7</b> - Email received 12/02/19 from <b>MKC</b> regarding <b>a planned review of the Planning Obligations (Supplementary Planning Document)</b> later in this calendar year. <i>This was noted, no further action required.</i>	
<b>6.8</b> - Email received 12/02/19 from <b>MKC</b> regarding <b>Information Sharing Protocol – SaferMK</b> . <i>Clerk advised that he would look into this in more detail before making any recommendations for action by the Parish Council.</i>	Clerk

## 7.0 Planning:

	ACTION
<b>7.1 - 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.  <i>Clerk confirmed that he had sent a response to MKC on the 31<sup>st</sup> January 2019 following discussion at the Parish Council meeting on the 21<sup>st</sup> January 2019.</i>	
<b>7.2 - 19/00200/FUL</b> - Re-submission of 18/02501/FUL; for development of two houses & associated garaging at Malting Farm, 80 Walton Road, Wavendon.  <i>No issues were raised.</i>	
<b>7.3 – 18/02920/DISCON</b> - Details submitted pursuant to the discharge of conditions 3 (arboricultural impact assessment); 8 (boundary treatments); 9 (external materials); 10 (hard and soft landscaping); 11 (floor levels) and 12 (biodiversity enhancement scheme) attached to planning permission 17/03125/FUL at Storage Land and Premises, Newport Road, Wavendon. <i>Notification received 29/01/19 from MKC that planning condition had been approved.</i>	
<b>7.4 – 18/02924/DISCON</b> - Details submitted pursuant to the discharge of conditions 3 (arboricultural assessment); 7 (boundary treatments); 8 (external materials); 9 (hard and soft landscaping works); 10 (floor levels) and 11 (biodiversity enhancement scheme) attached to planning permission 18/01593/FUL at Storage Land and Premises, Newport Road, Wavendon. <i>Notification received 29/01/19 from MKC that planning condition had been approved.</i>	
<b>7.5 – 17/00823/FUL</b> - Development of 3 x dwelling houses, restoration of walled garden and demolition of derelict greenhouse structures at Site to North West of Wavendon House Drive, Wavendon. <i>Notification received 30/01/19 from MKC that full planning permission had been granted.</i>	
<b>7.6 – 17/00824/LBC</b> - Listed building consent for the development of 3 x dwelling houses, restoration of walled garden and demolition of derelict greenhouse structures at Site to North West of Wavendon House Drive, Wavendon. <i>Notification received 30/01/19 from MKC that listed building consent had been granted.</i>	
<b>7.7 – 18/03097/DISCON</b> - Details submitted pursuant to the discharge of condition 31 (bus access) attached to outline planning permission 15/02768/OUT at Site South East of Elmswell Gate, Towergate, Milton Keynes. <i>Notification received 05/02/19 from MKC that planning condition had been approved.</i>	

<p><b>7.8 – 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. <u>Notification received 11/02/19 from MKC that full planning permission had been granted.</u></p>	
<p><b>7.9 – 19/00060/DISCON</b> - Details submitted pursuant to the discharge of conditions 3 (external materials); 5 (boundary treatments); 8 (ecological mitigation strategy); 9 (ecological enhancement scheme) and 10 (arboriculture protection plans) attached to planning permission 18/02283/FUL at Land Adjacent to 8 Phoebe Lane, Wavendon. <u>Notification received 14/02/19 from MKC that planning condition had been approved.</u></p>	
<p><b>7.10 – 19/00187/DISCON</b> - Details submitted pursuant to discharge of condition 6a (Archaeological Assessment) and condition 7 (Ground Conditions) attached to planning permission 17/03224/FUL at Wavendon Lodge, Lower End Road, Wavendon. <u>Notification received 15/02/19 from MKC that planning condition had been approved.</u></p>	
<p><b>7.11 – 19/03029/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. <u>Notification received 15/02/19 from MKC that planning condition had been approved.</u></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 with support from MKC 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 £3500.00 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 as soon as practical.

#### 8.4 - New Wavendon Community Facilities:

The timescales are as follows:

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

It was noted that a project board meeting will be held with MKC in March 2019.

#### 9.0 Finance:

##### 9.1 - Bank Statement: Balance at 18<sup>th</sup> February 2019:

Community Account as at 31 <sup>st</sup> January 2019:	£25,315.71
Less Cheques to be cashed – 101008 to 101012	(£1,681.74)
Less New Cheques – 101014 to 101021 plus S/O's	(£4,615.65)
<b>Total</b>	<b>£19,018.32</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>£937.85</b>
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##### 9.2 - Payments:

<u>Cheque No.</u>	<u>Payee</u>	<u>Amount</u>
S/O	Alan Kemp (February 2019 Salary)	£419.20
101014	HMRC (Tax for Clerk)	£104.80
101015	Alan Kemp (Administration)	£19.00
101016	W&WFC (Grass Cutting)	£875.00
101017	ICP Hygiene (Community Centre)	£63.34
101018	Marcus Young Landscapes Ltd (Dog Bins)	£748.80
101019	Dods Parliamentary Comms Ltd (N Plan)	£234.00
101020	David Hopkins (N Plan)	£38.70
101021	Alan Kemp (New Hand dryers for Community Centre)	£1,340.38
S/O	EON – Electric (Community Centre)	£209.49
S/O	EON – Electric (Community Centre)	£389.53
S/O	EON – Gas (Community Centre)	£173.41

This expenditure was proposed, seconded and carried unanimously.

##### 10.3 - Receipts:

Business Community Account – Parish Council – Community Centre Account	£5000.00
Business Premium Account – Mrs Robinson - Ward Councillor Grant	£250.00

##### 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. Clerk confirmed that he had purchased two hand dryers (see cheque number 101021) and would writing to MKC requesting payments for 50% of the cost.

##### 10.5 – Wavendon Twinning Association:

No change - 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.

#### 10.0 To discuss any Highway Issues:

##### 10.1 - Walton Road:

A workshop has been arranged on Monday 25<sup>th</sup> February 2019 in the Community Centre with Phil Jeffs (Milton Keynes Council 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.

## 10.2 – Walton Road 20 mph Extension

It was noted that Cllr Hopkins had presented 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.

## 10.3 - 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.

## 10.4 - 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.

## 10.5 - Other Items

### 10.5.1 - 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 TBA.

### 10.5.2 - Street Sign

It was noted that MKC have moved the sign at the junction of Walton Road / Newport Road and also replaced the current one with a new sign. Item closed.

### 10.5.3 - (item 14.2 of minutes 16/07/18) - Drain Issues (Newport 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.

### 10.5.4 - (item 13.5 of minutes 19/11/18) - Drains on Walton 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.

### 10.5.5 - (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 10.5.3 and 10.5.4 he had put in a request for 10 x Litter Picking Kits and for the pavement to be cleaned in St Marys Close.

### 10.5.6 – Cranfield Road

The Clerk advised that MKC are proposing to introduce ‘no waiting at any time’ restrictions (double yellow lines) along parts of Cranfield Road with a statutory consultation taking place until the 7<sup>th</sup> March 2019.

## 11 Clerks Report / Local Issues:

	<b>ACTION</b>
<b>11.1 - Legal Expenditure for the Community Centre / School Site.</b> Cllr D Hopkins and the Clerk gave an update on the meeting held on the 30 <sup>th</sup> January 2019 with our Solicitors and that the cost for the legal work will be £2,340 +VAT. This is an increase of £1,340 and it was noted that this additional amount will be recovered from the Community Centre accounts leaving the contribution from the Parish Council at £1000. <u>All present supported this approach.</u> Another meeting with MKC will be arranged in March / April 2019.	Cllr D Hopkins / Clerk
<b>11.2 – 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>11.3 – New Website</b> – The Clerk advised that he had received some additional training and that the updated website was now live.  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>11.4 – 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

## 12 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.
- Clerk asked for permission to engage a consultant to go through the record keeping ensuring that everything is in order. The cost will be £250 + VAT and all present agreed to this expenditure.

## 13 Community Centre:

	ACTION
<b>13.1 – Electricity Meter:</b> It was noted that e-on have requested to change the meter. <u>Convenient date being sort.</u>	Clerk
<b>13.2 – Electrical Inspection Additional Work:</b> Work completed on the 13 <sup>th</sup> February 2019. <u>Item closed.</u>	
<b>13.3 –</b> It was noted that <b>MK Fire</b> had undertaken the annual service of the <b>Fire Extinguishers</b> on the 13 <sup>th</sup> February 2019. <u>Item closed.</u>	

## 14 Unitary Authority:

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

## 15 Councillor Reports:

	ACTION
<b>15.1</b> – Cllr Moroz asked for clarification that when the bridge has been completed over the A421 following rebuilding in September 2020 that Cranfield Road speed limit will be reduced to 40 MPH. <u>Cllr D Hopkins agreed to confirm this with Central Bedfordshire Council.</u>  Also concerns were raised that the hedgerows must be replanted by Highways England following completion.	Cllr D Hopkins

## 16 To agree items for forthcoming agendas:

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

## 17 Future Meetings:

The next two meetings of the Parish Council will take place on Monday the 18<sup>th</sup> March 2019 and Monday 15<sup>th</sup> April 2019 both commencing at 7.30pm in Wavendon Community Centre.

There being no further business the meeting closed at 8.28 pm.