



MINUTES OF WAVENDON PARISH COUNCIL MEETING - HELD AT 7.30 PM ON THE 18th MARCH 2019 AT WAVENDON COMMUNITY CENTRE.

Present: Cllr's D Hopkins, (Chairman), A Braddish, R Hill, D Ostler, R Jamieson, Y Thakker and one Local Resident. Clerk was in attendance.

1.0 To receive apologies for absence:

Cllr S Moroz, Ward Councillor V Hopkins & Ward Councillor A Jenkins.

2.0 Public open session:

A local resident attended the meeting to ask the Parish Council for an update on the recent workshop held on the 23rd February 2019 with local residents and Milton Keynes Council regarding Highway issues. See Minute reference 10 for a record of discussions on these items.

3.0 Declaration of interest:

None.

4.0 Approval of minute:

The minutes of the meeting of 18th February 2019 were approved and signed as a true record.

5.0 Matters arising not elsewhere on the Agenda:

	ACTION
<p>5.1 – (item 2.2 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 noted that Cllr D Hopkins has contacted MKC for an update regarding undertaking a tree assessment survey with a view to raising some tree preservation orders, where applicable. An update from MKC is anticipated within two weeks.</i></p>	Cllr Hopkins
<p>5.2 – (item 18.2 of minutes 21/01/19) - Hedgerows at the junction of Cranfield Road.</p> <p>Following discussion at the meeting tonight, and in view of the statement made by MKC enforcement team on the 28th June 2018 nothing has significantly changed. Therefore no more actions are required on this issue. <i>Item closed.</i></p>	
<p>5.3 - (item 18.3 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.</p> <p>It was agreed that no further actions are required on this at the moment. <i>Item closed.</i></p>	
<p>5.4 - (item 18.4 of minutes 21/01/19) - Cllr Braddish reported that there are some Clearways Signs on Newport Road that are out of date and asked the Clerk to report this issue for action by MKC.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> <p><i>One sign has now been taken down with the other one anticipated to be removed in the next couple of weeks.</i></p>	Clerk
<p>5.5 - (item 6.8 of minutes 18/02/19) - Email received 12/02/19 from MKC regarding Information Sharing Protocol – SaferMK. <i>Clerk advised that he would look into this in more detail before making any recommendations for action by the Parish Council</i></p>	Clerk

6.0 Correspondence:

All correspondence was reviewed up to the 18th March 2019:

	ACTION
<p>6.1 - Email received 14/02/19 from MKC regarding the Great British Spring Clean taking place from the 22nd March 2019 to the 23rd April 2019.</p> <p><i>It was noted the Volunteer group were making arrangements to undertake some litter picking events in the village this year.</i></p>	
<p>6.2 - Letter received 21/02/19 from MKC regarding the Register of Electors.</p> <p><i>Clerk to keep on file.</i></p>	

6.3 Email received 26/02/19 from MKC regarding Street Trading Consent renewal for Mister Softee . <u><i>This was noted, no further action required.</i></u>	
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7.0 Planning:

	ACTION
7.1 - 19/00467/OUT - Erection of a single detached dwelling and cart lodge at South Lodge, 33 Cross End, Wavendon. <u><i>No issues were raised.</i></u>	
7.2 - 19/00470/ADV – Advertising consent for one post-mounted sign and four wall-mounted signs at The Wavendon Arms, 2 Newport Road, Wavendon. <u><i>No issues were raised.</i></u>	
7.3 – 19/00502/REM – Approval of reserved matters following outline approval 13/02382/OUTEIS regarding Play Area Landscaping for Sensory Island & Swamp outpost at Land at Glebe Farm, Newport Road, Wavendon. <u><i>No issues were raised.</i></u>	
7.4 – 19/00503/REM – Play Area Landscaping for Wild Wood play areas at Land at Glebe Farm, Newport Road, Wavendon. <u><i>No issues were raised.</i></u>	
7.5 – 19/00528/FUL - Rear two storey extension with gable pitched roof at ground and first floor at 23 Bellway, Wavendon. <u><i>No issues were raised.</i></u>	
7.6 – 19/00056/FUL – AMENDED PLANS – Single-storey side extension; erection of a timber entrance arbor; erection of boundary walls within car park, extension to car park and minor external works at The Wavendon Arms, 2 Newport Road. Following discussion the following concerns on this planning application were raised and the Clerk was tasked with responding to MKC by the 25 th March 2019. <ul style="list-style-type: none"> • The delivery situation on Walton Road is continuing to have major impacts on local residents and must be fully addressed. • More onsite vehicle parking must be provided as the popularity of the venue increases. • Loss of trees and the impact this may have on a neighbouring property. 	Clerk
7.7 – 19/00556/FUL - Demolition of Existing Bungalow and Existing Garage & Erection of New Two Storey Residential Dwelling and New Single Garage at Donnelly, 3 Newport Road, Wavendon. <u><i>No issues were raised.</i></u>	
7.8 – 19/00618/FUL - Single storey rear extension and alterations to existing loft Conversion at 31 Parkway, Woburn Sands, Milton Keynes. <u><i>As this is a new planning application, only received today (18/03/19) with no documents available to view of the MKC Planning (Public Access Site) it was agreed to review and discuss this planning application at the next Parish Council meeting on the 15th April 2019.</i></u>	Clerk
7.9 – 19/00015/FUL - Wing Walls feature to be located at site development entrance at Land South of A421, South East Milton Keynes, MK17 8EW. <u><i>Notification received 07/03/19 from MKC that planning permission had been refused.</i></u>	
7.10 – 18/02934/OUT - 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. <u><i>Notification received 07/03/19 from MKC that planning permission had been refused.</i></u>	
7.11 – 19/00035/FUL - 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. <u><i>Notification received 01/03/19 from MKC that planning permission had been granted.</i></u>	
7.12 – 19/00023/DISCON – Details submitted pursuant to discharge of condition 19 (Design Code) attached to planning permission 14/00350/OUTEIS at Wavendon Golf Centre, Lower End Road, Wavendon. <u><i>Notification received 28/02/19 from MKC that planning condition had been approved.</i></u>	

7.13 – 19/00006/DISCON - Details submitted pursuant to discharge of condition 6 (Landscaping) attached to planning permission 18/02183/REM at Land West of Eagle Farm South, Lower End Road, Wavendon. <u>Notification received 28/02/19 from MKC that planning condition had been approved.</u>	
7.14 – 19/00052/DISCON - Details submitted pursuant to discharge of condition 13 (drainage details) attached to planning permission 17/00055/FUL at Land to the South of 5 Phoebe Lane, Wavendon. <u>Notification received 28/02/19 from MKC that planning condition had been approved.</u>	
7.15 – 19/00113/DISCON - Details submitted pursuant to discharge of condition 5 (Foul Water Strategy) attached to planning permission 13/02382/OUTEIS at Land at Glebe Farm, Newport Road, Wavendon. <u>Notification received 26/02/19 from MKC that planning condition had been approved.</u>	
7.16 – 19/00549/NMA – Non-material amendment to application 18/03041/FUL for the provision of louvres in Eastern gable of Southern elevation, removal of approved louvres in eastern elevation at Keen House, Wavendon Business Park, Ortensia Drive, Wavendon Gate. <u>Notification received 07/03/19 from MKC that non material amendment had been approved.</u>	
7.17 – 19/00205/DISCON - Details submitted pursuant to discharge of conditions 8 (contamination); 25 (ecology management plan) and 27 (ecology report) attached to planning permission 14/00350/OUTEIS at Land off Lower End Road, Wavendon. <u>Notification received 08/03/19 from MKC that planning conditions had been approved.</u>	

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.

8.1 - Projects already funded waiting completion:

- Old School Clock – Funding approved £4000
- Parish Notice Boards – Funding approved £3000 with £2000 spent to date.
- New fire exit door from the hall together with a ramp – Funding approved £2,550

8.2 – Projects being investigated and costed:

- Ascot Fencing near to the layby on Newport Road – Clerk in discussion with MKC Highways for permission to proceed.
- Deployment of another SID on Walton Road?
- Tommy Statue – Permanent installation in Churchyard.
- New radiator in the Community Centre kitchen.
- 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.
- Replacement wall at St Marys Green.
- Replace stage lighting, change light fittings to LED and update the fuse panel in the Community centre.

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.
- Replacement of Street Light Columns on Newport Road.
- Replacement of Street Light Columns on Walton Road.
- Second wall within the new development area.

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.

Cllr R Hill gave an update on the recent project board meeting held with MKC in March 2019.

9.0 Finance:

9.1 - Bank Statement: Balance at 18th March 2019:

Community Account as at 28 th February 2019:	£20,326.58
Less Cheques to be cashed – 101012, 101017, 101019 + S/O's	(£1,058.26)
Less New Cheques – 101013, 101022 to 101035 plus S/O's	(£8,875.44)
Total	£10,392.88

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

Business Saver Account (Mrs Robinson's Account)	£1,000.45
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9.2 - Payments:

<u>Cheque No.</u>	<u>Payee</u>	<u>Amount</u>
101013	Elcam Property Maintenance Ltd (Community Centre)	£1,530.00
101022	Signs of Cheshire Ltd (50% - New Notice Boards)	£1,203.15
101023	MK Fire Ltd (Annual Service – Fire Appliances)	£526.38
101024	Lockcraft Electrical Ltd (Electrical Work)	£250.56
101025	Came & Company (Insurance Renewal)	£1,925.29
S/O	Alan Kemp (March 2019 Salary)	£419.20
101026	HMRC (Tax for Clerk)	£104.80
101027	ICP Hygiene (Community Centre)	£44.83
101028	BBRUA (Membership Renewal)	£10.00
101029	Signs of Cheshire Ltd (50% - New Notice Boards)	£1,203.15
101030	Bespoke Media (Wafas & Wallas)	£757.00
101031	Alan Kemp (Administration)	£50.86
101032	Mrs C Ward (Community Centre)	£18.26
101033	VisionICT Ltd (Website)	£86.40
101034	St Marys School (50% cost of Redcare)	£229.88
101035	St Marys School (Water Rates)	£197.37
S/O	EON – Electric (Community Centre)	£216.03
S/O	EON – Gas (Community Centre)	£102.28

This expenditure was proposed, seconded and carried unanimously.

9.3 - Receipts:

Business Community Account – Mrs Robinsons Account – Dividend	£62.60
Business Premium Account – Parish Council - Ward Councillor Grant	£250.00

9.4 – Parish Partnership Grant for 2016/2017:

Clerk confirmed he had provided MKC with three quotations and requested payment for £558.49 (50%) as soon as possible.

9.5 – 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.

9.5 – New Notice Boards:

Clerk advised that it was estimated to cost an additional amount of £15.00 per annum to have the two new notice boards added to the insurance policy and asked for authority to proceed with this additional expenditure. All present agreed to this request.

10.0 To discuss any Highway Issues:

Cllr D Hopkins reported that he had met with Luciana Smart (Highway Traffic Schemes and Adoptions Manager) on the morning of 18th March 2019 at Bleak Hall.

She had reported the following progress on the issues highlighted by the Parish and Borough Councillors.

10.1- Walton Road:

- The extended 20 MPH limit would be in place as soon as possible in the new financial year (which commences on the 1st April 2019).
- The extension into Phoebe Lane was in place and a 20MPH sign would be marked onto the carriageway at the junction of Phoebe Lane and Walton Road.
- The additional SID (facing to advise traffic heading eastwards and placed on St Marys Green) would be installed when the 20MPH extension work was undertaken.
- Phil Jeffs had reported to Luciana on the outcome of the meeting held in Wavendon on the 23rd February 2019 and that no consensus existed over any one scheme (i.e. speed cushions or average speed cameras) so it was advised that a further consideration be given to this issue once the extended speed limit had been in place for a number of months.

It was suggested that we should have dialogue with our neighbouring council (Walton Community Council) to discuss ways of reducing the use of Wavendon as a rat-run and possible closure of the road on a permanent basis. It was noted that road closure was not universally acceptable to all present at the meeting.

10.2 - Cranfield Road:

- The weight limit would be repositioned into Central Bedfordshire once the bridge over the A421/M1 was reinstated in July 2020.
- Talks were underway with CBC to install a 40 MPH limit alongside the built up part of Lower End.
- Double yellow lines were to be installed in May 2019 along Cranfield Road opposite the Evans Halshaw site.

10.3 - Crow Lane:

- This is targeted to be resurfaced on 18th April 2019.

10.4 - Cross End:

- Detailed design for the closure to through traffic was being draw up by Ringway with the project targeted to be undertaken in summer 2019.

10.5 - Lower End Road:

- Further investigation and traffic survey work to be undertaken with a view to a reduced speed limit

10.6 - Wavendon / Woburn Sands area wide traffic survey / report:

- Consultants had been commissioned and residents could expect to see survey wires on the identified routes in March/April 2019 to provide update traffic numbers (Stave Hays managing / Jacobs consultants engaged).

It was suggested at the meeting tonight that road users should be encouraged to use the Grid Roads as they were intended for, in order to stop motorists using village roads as rat-runs.

Cllr D Hopkins stated that he would be meeting with Luciana again on the morning of 15th April 2019 in advance of the April 2019 Parish Council Meeting.

10.7 – Parish Clean-up Fund:

Clerk advised that he had received confirmation that MKC would be undertaking the following tasks and that they have allocated 16 hours to complete them.

- Road and gutter cleaning - Newport Road.
- Road and gutter cleaning - Walton Road.
- Moss clearance on the pavement - St Marys Close.

Clerk also stated that he was waiting for a date when he could collect the 10 x litter picking kits gifted to the Parish by MKC.

11.0 Clerks Report / Local Issues:

	ACTION
11.1 - Legal Expenditure for the Community Centre / School Site. It was noted that another meeting will be arranged with MKC in April 2019 to progress the transfer/ lease of the school site to the Parish Council.	Cllr D Hopkins / Clerk
11.2 – Parish Elections: It was noted that all Parish Councillors are up for re-election on the 2 nd May 2019. Clerk distributed the timetable for completion of nomination papers and volunteered to take the forms to MKC for anyone wishing to stand again. <u>Parish Councillors agreed to complete the forms and return them to the Cllr D Hopkins for the Clerk to collect them from one place. Target date for completion Friday the 29th March 2019.</u>	All Parish Councillors
11.3 – New Website – Clerk was authorised to arrange for separate email addresses for conducting Parish Council business at an annual cost of £18.00 + VAT for each account. <u>Ongoing.</u>	Clerk
11.4 – Benches / Bus Shelters: Clerk advised that the cost to have the old benches and wooden bus shelters cleaned and stained was £790.00 +VAT <u>and all present authorised this expenditure.</u>	Clerk

12.0 To conduct a Risk Assessment Review:

Clerk presented an updated copy of the Risk Assessment (issue 13) for the Parish Council which was reviewed and accepted by all present. Clerk to ensure that this is included as an agenda item at the September 2019 meeting.

13.0 Development of a Neighbourhood Plan:

The following update was given at the meeting tonight.

- 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 a meeting will be arranged with our Consultant in April 2019 to progress the updating of our draft plan. Action Clerk / Cllr D Hopkins.
- 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.

14.0 Community Centre:

	ACTION
14.1 – Electricity Meter: It was noted that e-on have requested to change the electric meter. <u>Convenient date being sort.</u>	Clerk

15.0 Unitary Authority:

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

16.0 Councillor Reports:

	ACTION
16.1 – Cllr Ostler gave an update on his discussions with Anglian Water and MKC regarding the resolution to an ongoing problem with a water leak in Cross End.	
16.2 – Cllr Hill asked if the Clerk could look into a problem with a 'For sale' sign that has been erected outside a house in Newport Road for several months despite the property been sold.	Clerk
16.3 – Cllr Thakker raised an issue with road parking in St Marys Close, although it was not thought that people that used the recreation ground at the week end were involved. It was agreed that this situation would be monitored before any actions are taken.	

17.0 To agree items for forthcoming agendas:

- SLA Leisure Facilities – TBA
- Risk Assessment Review – September 2019

18.0 Future Meetings:

The next two meetings of the Parish Council will take place on Monday the 15th April 2019 and Monday 20th May 2019 both commencing at 7.30pm in Wavendon Community Centre.

It was agreed to hold the Annual Village meeting before the Parish Council meeting on the 20th May 2019 commencing at 7.00 pm.

There being no further business the meeting closed at 9.20 pm.