



MINUTES OF WAVENDON PARISH COUNCIL MEETING - HELD AT 7.30 PM ON THE 15 JANUARY 2024 AT WAVENDON COMMUNITY HUB.

Present: Cllr's D Hopkins, A Braddish, R Hill, R Jamieson, J Goss, J Wilkinson, L van den Berg, S Thomas, Ward Councillor T Bailey, N Dewhirst (Parks Trust) and 13 Residents.
Clerk was in attendance.

1. To receive apologies for absence:

Cllr M Levermore.

2. Public Open Session:

2.1 – Natalie Dewhirst attended the meeting and gave an overview of the purpose of The Parks Trust, safety inspection and other policies. More information is available to view on their website <https://www.theparkstrust.com/> A copy of the map of the open spaces in Eagle Farm and Glebe Farm that The Parks Trust are managing was handed to the Parish Council for future reference and Natalie advised that we could contact her if we have any issues.

Wavendon Parish Council, Chair thanked Natalie for attending the meeting tonight.

2.2 – Residents attended the meeting to seek answers and support on issues noted in correspondence received, see minute references **8.1, 8.2, 8.3** and **8.4** for record of discussion.

2.3 – 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.

2.4 – Residents attended the meeting to raise concerns again (**see minute reference 6.8**) regarding flooding in the Crow Lane area, lack of parking (can anything be done to make the area that cars have to use on the grass verge more permanent). The Parish Council agreed to investigate these concerns again.

2.5 – A resident asked the Parish Council to arrange another Litter Picking event again as soon as possible. It was noted that Cllr M Levermore was in the process of agreeing dates for this to be undertaken.

2.6 – Residents asked for confirmation when the reduced speed limit will be implemented in Lower End Road. Cllr D Hopkins has responded to the resident on this issue and further information is included in the January 2024 supplemental Chairs report.

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 A Braddish declared an interest in minute reference **9.2**.

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 18 December 2023 were approved and signed as a true record.

6. Matters Arising:

	ACTION
<p>6.1 – (item 18.1 of minutes 21/12/20) - Trees on St Marys Green: Cllr Hill asked if the old trees could have tree preservation orders applied to them.</p> <p>Confirmation received from the MKCC Tree Officer that there is no requirement for TPO's to be applied as the land is owned by the Parish Council. <u>Item closed.</u></p> <p>6.2 - (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>6.3 - (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>6.4 - (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>The Parish Council contribution would be £700, Clerk to place the orders after a review of expenditure by the end of March 2024.</u></p>	Clerk
<p>6.5 - (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>6.5a – Email received 10/10/23 from MKCC regarding Second Winter Plan – funding for Parishes. Total funding received is £3,650.</p> <p><u>The school are happy to establish a Community Fridge Project and a follow up meeting held on Monday 15 January 2024. Ongoing.</u></p> <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>	Clerk
<p>6.6 – (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.</p> <p><u>Clerk has reported this issue again to MKCC on the 10 January 2024 under reference FS57911705.</u></p>	
<p>6.7 - (item 21.6 of minutes 17/07/23) - Cllr L van den Berg advised that a street sign in Eagle Farm had been removed and asked if the Clerk could investigate. The Developer has confirmed that a replacement sign will be installed by the 18 January 2024.</p> <p>Post meeting note – This has now been completed by the Developer. <u>Item closed.</u></p>	
<p>6.8 - (item 2.3 of minutes 20/11/23) - Cranfield Road:</p> <p>Two residents attended the meeting and raised the following concerns.</p> <p>The erosion of the grass verge at Crow Lane is getting worse and <u>asked the Parish Council to contact MKCC to request this to be investigated and action taken.</u></p> <p>When the drains were cleaned recently on Cranfield Road / Crabtree Lane the verges were significantly damaged and <u>asked the Parish Council to contact MKCC to request this to be investigated and action taken.</u></p> <p><u>Cllr D Hopkins has again reported this at a senior level in MKCC on the 30 December 2023 and is waiting for a response.</u></p>	

<p>6.9 - (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've 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'm having a conversation with a colleague, who deals with funding as a result of the new development here next week.</i> 	
<p>6.10 - (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>6.11 - (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>6.12 - (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>Cllr D Hopkins is in contact TVP on this issue to complete this action.</u></p>	Cllr D Hopkins
<p>6.13 - (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. <u>Clerk has still to action this item.</u></p>	Clerk
<p>6.14 - (item 21.4 of minutes 18/12/23) – Drains on Newport Road and other parts of Wavendon – Cllr R Jamison 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>This has been reported repeatedly to MKCC. Ongoing.</u></p>	
<p>6.15 (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.</p> <p><u>Update - 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.</u></p>	
<p>6.16 - (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><u>This has been reported repeatedly to MKCC. Ongoing.</u></p>	

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 February 2024 Parish Council meeting.

8. Correspondence:

	ACTION
<p>8.1 - Letter received 07/01/24 from Wavendon residents with some questions / suggestions on the MKSE SUE green buffer adjacent to the village recreation ground.</p> <p><u>Cllr D Hopkins has responded to the resident on this issue and further information is included in the January 2024 Chairs report.</u></p>	
<p>8.2 - Letter received 07/01/24 from Wavendon residents with some questions / suggestions on the footpath quality on Pheobe Lane bridleway section.</p> <p><u>Cllr D Hopkins has responded to the resident on this issue and further information is included in the January 2024 Chairs report.</u></p>	
<p>8.3 – Letter received 09/01/24 from Wavendon residents regarding the following.</p> <p>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 - The new footpath on Stockwell – the top section. This is actually proving useful, for example when I have walked the children down to the Hub or the Stables. However, the path is narrow – almost too narrow for an adult and child side by side. So, the point I would like to raise is that it needs to be maintained well, in terms of vegetation cut back from encroaching on it. Currently it is narrowed by the growth and slippery too. Is it possible to make sure highways regularly do their duty on it. I think it is important given the lack of width. • More footpath needed on Stockwell Lane - I have recently noticed adults taking children to nursery from the new estate and, as they are approaching the Walton Road end, they are having to keep their very young children very close to them because of the traffic (and yes, that includes me as a driver – that is when I have noticed it). I think this means that if at all possible, the path needs to be completed up to Walton Road as a priority. It does actually seem to be hazardous and I am sure in twilight even more so. <p><u>Clerk has emailed MKCC Highways Team (10/01/24) on this and is waiting for a response.</u></p>	Clerk
<p>8.4 – Letter received 09/01/24 from Wavendon residents regarding the following.</p> <p>I am writing on behalf of the residents who live on and around the bend and our small road safety campaign group to ask WPC to support us in our request to MKCC to make Walton Road a safe no-through road.</p> <p><u>Cllr D Hopkins has responded to the resident on this issue and further information is included in the January 2024 supplemental Chairs report.</u></p>	

9. Planning:

	ACTION
<p>9.1 - 23/02598/CLUE - Certificate of Lawfulness for existing erection of a front shed at 21 Garner Lane, Glebe Farm, Milton Keynes.</p> <p><u>No issues were raised.</u></p>	

<p>9.2 - 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>It was noted that a similar request under planning application 23/00356/NMA was refused by MKCC on the 13 March 2023 and that this planning application appears to cover the same details.</u></p> <p><u>As nothing seems to have changed Wavendon Parish Council feel that there are no grounds to approve this current planning application.</u></p> <p><u>Clerk was asked to write to MKCC accordingly.</u></p>	Clerk
<p>9.3 - 23/02910/DISCON - Approval of details required by condition 27 (Construction Environmental Management Plan) of permission ref. 13/00652/OUT at Land at Brooklands, to North East of A5130 and East of Brooklands Farm, Eastern Expansion Area, Milton Keynes.</p> <p><u>No issues were raised.</u></p>	
<p>9.4 - 24/00009/FUL - Erection of a temporary surface-mounted ancillary storage building anchored to existing hardstanding at A G Barr Plc, Crossley Drive, Magna Park, Milton Keynes.</p> <p><u>No issues were raised.</u></p>	
<p>9.5 – 24/00444/TPO - The reduction of crown by approximately 2m in height and spread of Oak Tree (T1) protected by Milton Keynes Council Tree Preservation Order no. PS/540/15/423 at South Lodge, 33 Cross End, Wavendon.</p> <p><u>No issues were raised.</u></p>	
<p>9.6 – 23/02001/FUL - Extension to gatehouse at Plot 510, Gallagher Logistics Park, Magna Park, Fen Street, Milton Keynes.</p> <p><u>Notification received 19/12/23 from MKCC that full planning permission had been granted.</u></p>	
<p>9.7 – 23/02117/HOU - Erection of single storey side/rear extension, including alteration of existing onsite parking at 27 Parkway, Woburn Sands, Milton Keynes.</p> <p><u>Notification received 20/12/23 from MKCC that full planning permission had been granted.</u></p>	
<p>9.8 – 23/02373/FUL - Proposed demolition of the existing dwelling and erection of two dwellings with two double garages, with parking, landscaping and other associated infrastructure at Stokesay Cottage, 75 Newport Road, Wavendon.</p> <p><u>Notification received 10/01/24 from MKCC that full planning permission had been granted.</u></p>	
<p>9.9 – 23/02441/PRIOR - Prior notification for the proposed installation of 900kWp of Solar PV at A G Barr PLC, Crossley Drive, Magna Park, Milton Keynes.</p> <p><u>Notification received 18/12/23 from MKCC that prior approval of the authority is required and approved.</u></p>	
<p>9.10 – 23/02464/DISCON - Approval of details required by conditions 7 (Finished Floor Levels) and 21 (Storm Water Drainage) of permission ref. 13/02381/OUTEIS at Land at Eagle Farm, Cranfield Road. Wavendon.</p> <p><u>Notification received 22/12/23 from MKCC that planning condition had been refused.</u></p>	

<p>9.11 – CB/21/05366/OUT – Strawberry Farm, Salford, Aspley Guise.</p> <p><u>Notification received from CBC that the Planning Inspectorate have confirmed that the appeal by the applicant had been withdrawn.</u></p>	
<p>9.12 - 23/02377/DISCON - Approval of details required by condition 17 (energy statement) of permission ref. 20/02682/FUL at Frosts Landscape Construction, Newport Road, Wavendon.</p> <p><u>Notification received 12/12/23 from MKCC that planning condition had been approved.</u></p>	
<p>9.13 – 24/00045/TPO - The felling of dead Scotts Pine (T1), Hawthorn (T4), Elderberry (T5), Silver birch (T1963), Elm (T1964), Horse Chestnut (T1965) and half dead Horse Chestnut (T6) and cut back canopy by 2-3m to suitable growth points to give sufficient clearance of from roof for Lime (T2) and Oak (T3). Monolith dead tree to 10m leaving top branches at 1m length and coronet cut ends of branches for wildlife for Oak (T00555) protected by Milton Keynes Council Tree Preservation Order nos. PS/540/15/47, PS/540/15/42 and PS/540/15/99 at 16 Wavendon House Drive, Wavendon.</p> <p><u>No issues were raised.</u></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 and one bin on land on Burney Drive. Clerk has received confirmation from the Dandara Development that they will seek permission from MKCC in January 2024. Installation of three in February 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 this it is unlikely that we will receive payment until the earliest the end of February 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

Heritage Projects – Priority 2 – We may have to look for other options for funding of the items below: Can any of this undertaken using monies from the Art Project 106 funding? Process meeting being arranged to discuss this further.

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

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. Because of workload Clerk apologised for the delay in completing this action but will try to start completing this in January / February 2024.

Arts Funding

- Cllr D Hopkins advised that there is a considerable amount of 106 funds are available to the Parish. It has proved difficult to arrange a further meeting in January 2024, but one will be scheduled as soon as possible.

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 to obtain a quotation for consideration at the February 2024 Parish Council meeting.

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.** A verbal update was provided by Cllr R Hill and it was noted that a meeting with MKCC will be held on the 6 February 2024.
- **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 stated had he had completed the online application but unfortunately, he had used the wrong form. **This will be a priority action for the Clerk to complete during week commencing 15 January 2024.**
- **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. No change.
- **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.
- **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 been asked to rectify.
- **Site Grass cutting:** This will be an agenda item at the February 2024 Parish Council meeting.
- **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. No change.
- **Table & Chair Trolleys** – Funding was included in the grant allocated by MKCC. Table trolleys received, delivery date for chair trolley being arranged for delivery in January 2024.
- **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.
- **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 has been invited to attend the Parish Council meeting in February 2024.

- **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.
- **Storm damage** – Order placed for £1,057.50. All work completed except the work on the storage shed.
- **Dishwasher** – We will have to replace the dishwasher? Cost to be provided by the Clerk as soon as possible.
- **Asbestos Survey** – Completed 2024.
- **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. Agreement for the Clerk to process with this expenditure was agreed.
- **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.

13. To discuss Climate Change Initiatives:

To be discussed / reviewed again at the February 2024 PC meeting.

Cllr D Hopkins advised that all Councils have been asked to produce a Biodiversity Policy and agreed to produce a draft for consideration at the February 2024 Parish Council meeting.

14. To receive Financial Statements:

14.1 – Bank Statement: Balance as of 15 January 2024:

Community Account as of 29 December 2023:	£51,435.91
Less Cheques to be cashed – 101643, 101644, 101645, 101646, 101648, 101649, 101651, 101657, 101658, 101659, 101660	(£11,981.01)
Less New Cheques + S/O's & D/D's	(£14,957.15)

Total £24,497.75

Business Saver Account (Parish Funds) **Total £13,875.63**

Business Saver Account (Mrs Robinsons Account) **Total £314.12**

<u>Cheque No.</u>	<u>Payee</u>	<u>Amount</u>
S/O	Alan Kemp – January 2024 Salary	£1,466.40
S/O	Robert Hill – Caretaker Salary	£338.75
S/O	Susan Hopkins – (Hall Manager Salary)	£425.20
101661	Margaret Templeton – Cheque VOID)	£0.00
101662	H M Revenue & Customs – Tax & National Insurance for staff	£837.37
101663	Total Energies – Gas Arrears for Community Centre	£6,661.80
101664	Aegis Support Services – Security call out charge	£25.02
101665	Aegis Support Services – Security call out charge	£25.02
101666	Ambivent Facilities Management – New Hub	£124.80
101667	Ambivent Facilities Management – New Hub	£178.50
101668	ICP Hygiene – Community Centre	£239.17
101669	Three Parishes – Grant for Bus Outings	£450.00

101670	George Wells Education Foundation - Grant	£100.00
101671	Alan Kemp – Postage Stamps and Office stationery	£101.40
101672	ICP Hygiene – Community Centre	£64.94
101673	LIW Advertising Ltd – Hogsty Article	£144.00
101674	Robert Hill – Community Centre	£20.07
101675	Margaret Templeman – Clerical Officer)	£952.00
D/D	BT – Mobile Bill	£18.00
D/D	Biffa – Waste & Recycling	£232.38
D/D	Biffa – Waste & Recycling – New Hub)	£83.70
D/D	BT – Walton Road Community Centre	£70.18
D/D	BT – New Community Hub	£60.50
D/D	EoN Next - Community Centre – Electric Charge	£199.57
D/D	EoN Next - Community Centre – Gas Charge	£138.34
D/D	EoN Next – New Community Hub – Electric Charge	£956.74
D/D	EoN Next – New Community Hub – Electric Charge	£1,043.30

This expenditure was proposed, seconded, and carried unanimously.

14.2 – Receipts

Business Premium Account – Parish Council – Interest	£48.15
Business Premium Account – Parish Council – MKCC – Cost of Living Grant	£650.00
Business Premium Account – Parish Council – Transfer from Community Centre Account.	£15,000.00

14.3 – VAT Claim:

Clerk will submit the paperwork to reclaim VAT up to the end of December 2023 by the end of January 2024.

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?

14.5 – Gift:

Thank you received from the former Hall Manger for the gift which was very much appreciated.

14.6 – 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.

15. To set the Budget & Precept Proposals for 2024/2025.

The following documents were emailed out to Parish Councillors prior to the Parish Council meeting.

- Precept options version 2.
- Budget / forecast for 2023/2024.
- Draft 3-year Budget from 2024/2025

In view of increased costs, all present agreed to a Precept increase of 15% and the following motion was taken.

The Motion: That Wavendon Parish Council sets the Precept for 2024/2025 in the sum of £155,100.00 was proposed, seconded, and carried unanimously. Clerk will notify MKCC accordingly.

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

Further work on this will be undertaken for presentation at the March 2024 Parish Council meeting.

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 January 2024.

18. To discuss any Highway Issues:

Clerk has reported the damaged verges and speed hump in Cross End to MKCC under reference number MKCC5564441086 on the 20 October 2023. Work completed. Item closed.

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 a few weeks 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 in January 2024.

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. Target date for completion TBA.

20. To conduct a Risk Assessment Review:

Clerk confirmed that he has completed a risk assessment on the 9 January 2024 and would complete the documents and email the report (issue 20) to Parish Councillors prior to the next Parish Council meeting.

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

- **Glebe Farm** – These allotments (**29**) will not be ready until March 2024 at the earliest when the access road to the site will be opened. 39 residents are on the waiting list.
- **Eagle Farm** - 6 allotments are completed, and the Developer is pressing for the Parish Council to take on the responsibility for this site. The 6 available are very close to apartments and further dialogue is being held with our solicitor. MKCC have prepared a drawing to include changes to the site access and installation of additional screening.
- The developer and our solicitor are pressing for a decision by WPC on a date when these will be handed over to the Parish Council. MKCC have confirmed that they will target the work to be completed by April 2024. **WPC agreed not to take on the responsibility for this site of 6.**

- A further two sites (one with 5 allotments and the other with 7 allotments in Eagle Farm are nearing completion. A steel shed with locks will be provided by the Developer.
- Another site will provide 4 more allotments in Eagle Farm in mid-June 2024.
- Total number of allotments available in Eagle Farm will be **22** depending on what happens with the site near the apartments. There are currently **32** residents on the waiting list.
- Templates are available to download from the NALC website that the Clerk will be reviewing for use by WPC.
- Clerk will arrange to visit Walton Community Council to learn more about how they manage their allotment sites.
- Clerk will arrange a meeting with MKCC to obtain target completion dates so that an update can be included in the next newsletter.

22. Unitary Reports:

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

23. Councillor Reports:

23.1 – 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.

23.2 – 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.

23.3 – Cllr R Hill stated that the street lights at Laine Rise on Newport Road are still not working. Clerk to contact MKCC on this.

24. To agree items for forthcoming agendas:

Jane Grindley has been invited to attend the Parish Council meeting in February 2024 to discuss energy savings initiatives.

25. Future Meetings:

The next two meetings of the Parish Council will take place on **Monday 19 February 2024 at Walton Road Community Centre** and **Monday 18 March 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 9.20 pm.