



## MINUTES OF WAVENDON PARISH COUNCIL MEETING - HELD AT 7.30 PM ON THE 18 MARCH 2024 AT WAVENDON COMMUNITY CENTRE.

**Present:** Cllr's D Hopkins, A Braddish, R Hill, R Jamieson, J Goss, M Levermore, J Wilkinson, L van den Berg, S Thomas and 5 Residents. Clerk was in attendance.

### 1. To receive apologies for absence:

Ward Cllr T Bailey.

### 2. Public Open Session:

**2.1** – Residents attended the meeting to ask for an update on protecting the open spaces within the Parish. It was noted that a small working party with representatives from the Parsh Council and residents had been established. The working party must include representatives from Crow Lane and Cross End. All members of the Parish Council agreed to engage a consultant at a cost of £350 to obtain some initial guidance on whether our strategy moving forward is robust and we are moving in the right direction.

**2.2** – Residents from Crow Lane and Cranfield Road raised concerns about the poor mobile signal in the area. The Parish Council advised that there is a currently planning application (24/00329/FUL) to install a mast on Newport Road / Bellway.

### 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'

### 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 19 February 2024 were approved and signed as a true record.

### 6. Matters Arising:

	ACTION
<p><b>6.1</b> - (item <b>22.2</b> of minutes 19/04/21) – Cllr Jamieson asked if the Clerk would investigate whether the <b>Lime trees in the field opposite the Wavendon Arms are protected with tree preservation orders</b> and if not start the process for them to be protected.</p> <p><b>6.2</b> - (item <b>20.3</b> of minutes 15/11/21) – <b>Tree Preservation Order</b> – 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><u>Clerk confirmed that he had contacted the MKCC Tree Officer this week and it was confirmed that paperwork was now with the MKCC (Legal Department) for TPO's to be applied.</u></p>	
<p><b>6.3</b> - (item <b>8.7</b> of minutes 21/11/22) - Letter received 15/11/22 from <b>MKCC confirming a grant to support activities relating to the cost-of-living challenges</b>. The balance left of £1,261.73 will be used towards the Community Fridge Project at Glebe Farm School.</p>	

<p><b>6.3a</b> – Email received 10/10/23 from <b>MKCC</b> regarding <b>Second Winter Plan – funding for Parishes</b>. Total funding received is £3,650.</p> <p><u>A follow up meeting was held with a representative from Glebe Farm School on the 13 March 2024 and the following was agreed.</u></p> <ul style="list-style-type: none"> <li><u>Glebe Farm School are very close to obtaining a Hygiene Certificate and are ready to establish a Community Larder project now.</u></li> <li><u>Wavendon Parish Council have ordered one Fridge at £1,165.99, two freezers at £2,463.98 and one set of commercial scales at £58.32 making the total spend to date of £3,688.29.</u></li> <li><u>There will be some sundry expenditure items, Bags etc.</u></li> </ul> <p><u>The balance after expenditure is £1,223.44 that will fund a replacement dishwasher in the Walton Road Community Centre, sundry items and on other initiatives within the Parish.</u></p> <p><u>Discussions are in still 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><b>6.4</b> - (item <b>21.3</b> of minutes 17/07/23) - Cllr R Hill advised that there is a <b>school sign on Walton Road</b> that requires a repair or removal. Clerk has reported this issue again to MKCC on the 10 January 2024 under reference FS579111705.</p> <p><u>It was noted at the Parish Council meeting that this repair has still not been completed, Clerk to check with MKCC when this will be completed.</u></p>	Clerk
<p><b>6.5</b> – (item <b>2.4</b> of minutes 20/11/23) – <b>Footpath at Phoebe Lane</b>: A resident asked if anything could be done as the path at the end of this road is very muddy and asked the Parish Council if they would contact MKCC to request this to be investigated and action taken.</p> <p><b><u>The following update has been received from MKCC (Rights of Way Team).</u></b></p> <ul style="list-style-type: none"> <li><u>I have been in touch with two colleagues about this, one from the highways team and one who deals with funding. We all agree that we want to see improvements to Phoebe Lane. I am undertaking a site visit in the coming couple of days to get some up to date photos and then the three of us are going to have a conversation about possible options going forward.</u></li> <li><u>I hope that helps for now, and I'd be happy to provide you with another update as soon as I can.</u></li> </ul>	
<p><b>6.6</b> - (item <b>22.2</b> of minutes 20/11/23) – <b>Illuminated Sign on the M1</b> – 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 has emailed MKCC (Highways Team) on the 14 March 2024 requesting an update on this issue.</u></p>	Clerk
<p><b>6.7</b> - (item <b>22.3</b> of minutes 20/11/23) – <b>Crime</b> – 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><u>Cllr D Hopkins confirmed that this will be held on Sunday 21 April 2024 at 3.00 pm at the Community Hub.</u></p>	
<p><b>6.8</b> - (item <b>21.3</b> of minutes 18/12/23) – <b>First Aid Training / CPR</b> – Cllr R Jamieson asked if any first aid training sessions could be arranged for Wavendon residents to be invited to attend.</p> <p><u>Clerk has received confirmation that a resident from Little Brickhill has agreed to host an event in Wavendon. Dates to be agreed.</u></p>	Clerk

<p><b>6.9</b> - (item <b>21.6</b> of minutes 18/12/23) - <b>Stockwell Lane</b> – Cllr R Hill advised that the verges had been damaged by the refuse vehicle and that he had asked the Clerk to report this to MKCC. Clerk has reported this issue again to MKCC on the 10 January 2024 under reference MKCC579110841 following Cllr D Hopkins reporting it earlier in December 2023.</p> <p><i><u>It looks like MKCC (Waste Management Team) have closed this enquiry down. It was noted at the PC meeting that this had not been resolved by MKCC. Clerk to contact MKCC again on this issue.</u></i></p>	Clerk
<p><b>6.10</b> - (item <b>2.3</b> of minutes 15/01/24) – Residents attended the meeting to raise concerns about the Redways in Eagle Farm and Glebe Farm that do not connect together and a list of the areas highlighted was left with the Clerk. The Parish Council agreed to approach MKCC on this topic.</p> <p><i><u>The Parish Council are working with MKCC on this issue. One issue has been resolved, the pedestrian path joining the Bloor and Barratt developments along Burney Drive is now open (surface not fully finished, but open and passable). Clerk to contact the resident on this issue.</u></i></p>	Clerk
<p><b>6.11</b> - (item <b>2.5</b> of minutes 15/01/24) – A resident asked the Parish Council to arrange another Litter Picking event again as soon as possible.</p> <p>Two successful events were held on Saturday 24 February 2024 (12.00 – 14.00). Grateful thanks to Cllr M Levermore and resident, Yogi Thakker for arranging and co-ordinating these events. <i><u>Item closed.</u></i></p>	
<p><b>6.12</b> - (item <b>8.3</b> of minutes 15/01/24) – <b>8.3</b> – Letter received 09/01/24 from <b>Wavendon residents</b> regarding the following. Two points with respect to <b>Stockwell Lane</b>, Wavendon. Can we ask that these are considered by the WPC.</p> <ul style="list-style-type: none"> <li>• <b>Footpath upkeep on Stockwell Lane</b></li> <li>• <b>More footpath needed on Stockwell Lane</b></li> </ul> <p><i><u>Clerk has emailed MKCC (Highways Team) on the 14 March 2024 requesting an update on this issue.</u></i></p>	Clerk
<p><b>6.13</b> - (item <b>23.1</b> of minutes 15/01/24) – Cllr L van den Berg advised that he had noticed that some trees in Eagle Farm looked that they were dying. The chair asked if he could highlight the areas so that the Clerk could report this to the Developer / MKCC.</p> <p><i><u>It was noted that this could not be completed until the trees are in bud. Ongoing.</u></i></p>	Clerk
<p><b>6.14</b> - (item <b>23.3</b> of minutes 15/01/24) – Cllr R Hill stated that the street lights at Laine Rise on Newport Road are still not working.</p> <p><i><u>Clerk has reported this to MKCC (Street Lighting Team) again and is waiting for a response.</u></i></p>	Clerk
<p><b>6.15</b> - (item <b>2.1</b> of minutes 19/02/24) - Jane Grindley, Director of Wolverton Community Energy attended the meeting to discuss energy savings initiatives. She explained how they could potentially help organisations who have premises within their responsibility and answered questions from Parish Councillors. It was agreed to seek advice on this initiative and the Clerk was asked to send gas and electric bills for the last two years for both Community Centres.</p> <p><i><u>Clerk has emailed the bills for the last two years to Jane and it will take two to three weeks for her to respond.</u></i></p>	
<p><b>6.16</b>- (item <b>2.3</b> of minutes 19/02/24) - Residents from Crow Lane asked if the Parish Council could contact MKCC to ask if a 'Dead End' sign at the top of Crow Lane could be installed as there are many instances of vehicles causing problems for residents of the road. <i><u>Parish Council agreed to contact MKCC.</u></i></p>	

<p><b><u>Update</u></b> – See request to MKCC from Cllr D Hopkins on the 14 March 2024 below:</p> <ul style="list-style-type: none"> <li>Residents of Crow Lane, Lower End, Wavendon tell me an increasing number of people drive along that small lane thinking it is a through route (to goodness knows where!) and wonder if a No Through Road sign could be erected at the junction of Crow Lane and Cranfield Road, please?</li> </ul>	
<p><b>6.17</b> - (item 2.2 of minutes 19/02/24) - Residents from Crow Lane asked for an update on the drainage problems on Cranfield Road. There are serious concerns near the Sewage Treatment Centre of water running off the fields, making the situation worse after heavy rain. It was noted that MKCC (Highways Team) are in contact with CBC to try and solve this problem <u>The residents suggested that someone needs to consult with the Landowner to help resolve this problem and asked if the Parish Council could approach MKCC to ask for this to happen.</u></p> <p><b><u>Cllr D Hopkins has received the following response from MKCC on the 14 March 2024.</u></b></p> <ul style="list-style-type: none"> <li>I can confirm that they are all in process. That means that the Authority is individually working to understand what the respective works and commitments are by each issue here.</li> <li>I can update and say that we have been out to procure a specialist for 4 Top Meadow and the surrounding issues but that there was no market interest in delivering the works so now we need to reprofile to ensure we get traction.</li> <li>As such, works are in process but have not 'taken place' – that would be an overreach.</li> <li>In future, I can request updates from our Flood and Water Manager for flood related issues and drainage issues will fall between the flooding team and highways teams for engagement.</li> </ul>	
<p><b>6.19</b> - item 2.5 of minutes 19/02/24) - Residents from Walton Road asked the Parish Council to contact MKCC Highways to ask when a response would be available on how to resolve the problems on Walton Road for comment and when a further public meeting would be held.</p> <p><u>The next highways meeting (with suggested initiatives / solutions) has been scheduled for Wednesday 12 June 2024 at the Community Hub (off Dankworth way) starting at 7pm.</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. Clerk will try and update this by the end of March 2024.

**8. Correspondence:**

	<b>ACTION</b>
<p><b>8.1</b> – Email received 19/02/24 from <b>Jim Pittman</b> thanking the Parish Council for the leaving gift.</p> <p><u>This was noted, no action required.</u></p>	
<p><b>8.2</b> - Notification from received 05/03/24 from <b>MKCC</b> of a <b>forthcoming training session regarding Fly tipping on the 4 April 2024.</b></p> <p><u>This was noted, no action required.</u></p>	

**9. Planning:**

	<b>ACTION</b>
<p><b>9.1 - 23/02904/FUL</b> – Construction of 5 detached dwellings, demolition of garage blocks serving existing dwellings, removal of tennis court, the erection of replacement garage blocks and a bin store, extension of access road and associated hard and soft landscaping at Wavendon Fields, Wavendon.</p>	Clerk

<p><b>Following discussion, the Clerk was tasked with responding to MKCC as noted below:</b></p> <ul style="list-style-type: none"> <li>• We request that as many hedgerows and trees are retained to maintain the character of the area and wildlife.</li> <li>• Due to the loss of a tennis court, we request that funding is allocated from this development for a sporting facility to replace the loss of the tennis court somewhere within the Parish of Wavendon.</li> <li>• We have concerns of more traffic entering and exiting the development onto an already busy single carriage way on Newport Road and not the A5130 that is mentioned in the documents.</li> <li>• This site is part of the green buffer between old Wavendon and SEMK.</li> <li>• Newport Road already has a problem with flooding and we ask that the objections from the MKCC (Lead Local Flood Authority) are resolved before planning permission is granted.</li> <li>• Any footpaths must be retained.</li> </ul>	
<p><b>9.2 - 24/00222/REMM</b> – Variation of condition 1 (approved plans) seeking to change approved plans for Plot 32 to allow for minor amendments (relating to permission ref. 20/01246/FULMMA Variation of condition 1 (Approved Plans) to update approved plans list to application 19/01268/REM - Reserved matters application for access, appearance, landscaping, layout and scale of 198 dwellings and associated parking and open space, pursuant to outline planning consent 13/02382/OUTEIS) at Lot 1 - Parcel A, Glebe Farm, Wavendon.</p> <p><b>Following discussion, the Clerk was tasked with responding to MKCC as noted below:</b></p> <ul style="list-style-type: none"> <li>• It is noted that efforts have been made to resolve this long-standing planning issue, but Wavendon Parish Council still feel that this does not resolve the problem and that this current planning application should be refused.</li> <li>• Therefore, we request that this planning application should be referred to the Development Control Committee or Panel for a decision should the Planning Officer recommend approval. A member or representative of Wavendon Parish Council will attend the meeting to object against this planning application.</li> </ul>	Clerk
<p><b>9.3 - 24/00491/DISCON</b> – Approval of details required by condition 15 (surface water drainage) of permission ref. 14/01544/OUT at Land at Brooklands, Newport Road, Broughton, Milton Keynes.</p> <p><i>No issues were raised.</i></p>	
<p><b>9.4 - 24/00434/HOU</b> - A detached garage conversion to home office/snug/games room with W/C at 43 Fitz Hugh Crescent, Eagle Farm South, Milton Keynes.</p> <p><i>No issues were raised.</i></p>	
<p><b>9.5 - 24/00329/FUL</b> - Proposed replacement telecommunications streetwork style mast at Land Adjacent Frost Garden Centre, Newport Road, Milton Keynes.</p> <p><i>Clerk confirmed that he had sent a response to MKCC on the 11 March 2024 following discussion at the Parish Council meeting on the 19 February 2024.</i></p> <p><i>Further details are available – No issues were raised.</i></p>	
<p><b>9.6 – 24/00306/FUL</b> - The installation of a temporary canopy at Unit 510, Harvie Card Way, Eagle Farm North, Milton Keynes.</p> <p><i>No issues were raised.</i></p>	

<p><b>9.7 - 24/00443/S106</b> - Modification of planning obligation dated 08 June 2018 relating to permission ref. 17/03315/OUT under section 106A of the Town and Country Planning Act 1990, seeking to remove all financial contributions based on a viability assessment at Frosts Landscape Construction, Newport Road, Wavendon.</p> <p><b>Following discussion, the Clerk was tasked with responding to MKCC as noted below:</b></p> <ul style="list-style-type: none"> <li>• Planning obligations – sometimes known as section 106 agreements – are legally enforceable obligations made under section 106 of the Town and Country Planning Act 1990 (as amended). They are negotiated and made between a developer and the Local Planning Authority (LPA), to meet the concerns the LPA may have about meeting the cost of providing new infrastructure for an area. In Wavendon these contribute to the costs of education (Glebe Farm and St Marys School), community facilities such as the Wavendon Hub, traffic management including a planned change to the speed limit and associated calming on Newport Road (onto which this development accesses the general public highway) and a plethora of other additional costs placed upon the City and Parish Council leading directly from the impacts of the development.</li> <li>• My Parish Council feels that it is essential that no relaxation be allowed in this, or any other case given the time and depth of studies the applicant and the builder of the estate took prior to the commencement of development with a view to assessing viability and marketing issues.</li> <li>• My Parish Council are concerned about the precedent set if their request is granted, particularly given that they went to appeal to obtain permission in the first place which would have incurred additional costs. So, if they didn't achieve the return, they expected it's not really anyone's fault but their own.</li> </ul>	Clerk
<p><b>9.8 - 24/00265/COU</b> - Change of use from dwellinghouse (use class C3) to childrens home (use class C2) at: 111 Burney Drive, Eagle Farm, South Milton Keynes.</p> <p><u>Clerk confirmed that he had sent a response to MKCC on the 11 March 2024 following discussion at the Parish Council meeting on the 19 February 2024.</u></p>	
<p><b>9.9 - 24/00289/HOU</b> - The erection of a single storey outbuilding in rear garden (retrospective) at 3 Buxton Close, Glebe Farm, Milton Keynes.</p> <p><u>Clerk confirmed that he had sent a response to MKCC on the 11 March 2024 following discussion at the Parish Council meeting on the 19 February 2024.</u></p>	
<p><b>9-10 – 24/0009/FUL</b> - 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>Notification received 20/02/24 from MKCC that full planning permission had been granted.</u></p>	
<p><b>9.11 – 23/02867/FULM</b> - 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>Notification received 27/02/24 from MKCC that full planning permission had been granted.</u></p>	

<p><b>9.12 – 24/00044/TPO</b> - 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><i><u>Notification received 27/02/24 from MKCC that tree preservation order consent had been approved.</u></i></p>	
<p><b>9.13 – 24/00045/TPO</b> - 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><i><u>Notification received 04/03/24 from MKCC that tree preservation order consent had been approved.</u></i></p>	
<p><b>9.14 – 24/00164/DISCON</b> - Approval of details required by condition 10 (sustainable drainage strategy) of permission ref. 22/02342/FUL at 20 Newport Road, Wavendon.</p> <p><i><u>Notification received 12/03/24 from MKCC that planning permission had been approved.</u></i></p>	
<p><b>9.15 – 24/00026/ENF – 9 St Marys Close</b> - <i><u>Notification received 08/03/24 that after initial investigations, and a site visit, it has been confirmed that the gate to the rear of the property which allowed unauthorised access onto the Playing Fields has since been removed. There is no longer a gate, or any unauthorised access. Accordingly, the outstanding breach of planning control has been remediated and this case has been closed.</u></i></p>	
<p><b>9.16 – 22/01382/FUL</b> - Development of Bio-CNG vehicle fuelling facility comprising fuel dispenser islands, plant compound, landscaping, access and associated development at Land at Harvie Card Way, Eagle Farm North, Milton Keynes.</p> <p><i><u>Notification received 08/03/24 from MKCC that this planning application had been withdrawn.</u></i></p>	
<p><b>9.17 – 24/00050/ENF</b> - Notification received 20 February 2024 of alleged breach at Land North and West of Wavendon Business Park, Ortensia Drive. Description of alleged breach Bat and bird boxes not integrated onto the new dwellings (breach of condition 23 of 15/02337/OUT</p>	
<p><b>9.18 – 24/00091/ENF</b> - Notification received 15 March 2024 of alleged breach at 9 Brosse Crescent, Glebe Farm. Description of alleged breach Enclosure of car port with garage door.</p>	
<p><b>9.19 – 24/00053/ENF</b> – Notification received 22 February 2024 of alleged breach at Heath Court, Lower End Road, Wavendon. Description of alleged breach One flat being used as an office (ancillary to the care provided) requires a change of use 22/00184/FUL refused and appeal dismissed.</p>	

## 10. To discuss 106 Tariff Projects / Funding:

### Current Projects.

- **Dog Bins for new development area.** We have 4 dog bins in store. Permission has been granted for one at land near Robinson Crescent, one bin on land on Burney Drive and one bin on the Dandara Development with an extra bin to be installed at the New Hub. *All four will be installed by the end of March 2024.*

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

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

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

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

### **Play Equipment / Gym Equipment – Priority 3**

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

### **Arts Funding**

- Cllr D Hopkins advised that there is a considerable amount of 106 funds are available to the Parish. A positive meeting was held with MKCC on the 28 February 2024 when it was agreed to appoint someone to conduct some research from stakeholders to move this project forward.

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

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

## **11. To agree a Strategy on how best to respond to major Planning Applications / Consultations:**

See minute reference 2.1. Further discussion on this will be held at a future Parish Council meeting.

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

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

## **13. To receive a progress report on the existing and new Community Facilities.**

### **13.1 - New Community Hub progress update:**

- **Landscaping and building issues slowly being resolved.** Updates provided at the meeting by Cllr R Hill / Clerk. The Chair thanked Cllr R Hill for all the demanding work on this topic.
- **Bike Storage Shelter** – It was noted that this had been damaged recently by the high winds and costs to repair this are being sought. Do we need to get a quotation for this?
- **Business Rate Relief.** Clerk has completed the online applications for both Community Centres in the month of January 2024. MKCC have sent a bill for £5,738.50 for 2024/2025 for the New Hub and £1,447.10 for the Walton Road Community Centre. Clerk to contact MKCC on this.
- **Charity Status:** Draft information received, awaiting evaluation. It was noted that details on income and expenditure are required before a decision on this can be made. A meeting will also be arranged with our solicitor.



- **Electric charging points.** We are still waiting for MKCC to send an agreement to our solicitor. It was noted that our solicitors' costs will be £1,500. Hub opening hours to be reflected in any agreements. MKCC have now confirmed that this cannot be completed until WPC have completely taken ownership of the building / grounds.
- **Charity clothing bin** at one of our Community Centres. We have received an offer for consideration of installing a clothes recycling bin for the Fire Service and they have now completed a site survey (at the Hub) and made some location recommendations. It was noted that we are unable to agree to this until we have taken on the Freehold of the building and the Clerk has updated the Fire Service on this.
- **Solar Panels:** A contractor is assisting with the registration of the Solar Panels and when this has been completed the Clerk will be able to complete the EoN Next paperwork.
- **Ash Die Back** – Cllr R Hill informed the meeting that there is an issue with several deceased trees near to the Community Hub and that MKCC have been made aware of this and that the situation will be closely monitored. Clerk will report this officially to MKCC based on the location plan prepared by Cllr R Hill.
- **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. Several good suggestions on how to control this issue have been forthcoming. Ongoing.

### 13.2 – 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. A second quotation has been obtained at £810.00. Discuss at a future PC meeting in 2024/2025.
- **Electric Charging Points** - Clerk is seeking permission from MKCC 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. Leave until we have the results from Wolverton Community Energy.
- **Boiler Servicing:** Clerk has arranged for this to be completed on the 10 April 2024.
- **Dishwasher** – We will have to replace the dishwasher. Cost to be provided by the Clerk as soon as possible.
- **Asbestos Legal Requirement** – Clerk advised that he had been advised that it is a legal requirement to become fully compliant by having an Asbestos Management Plan in place and for staff to undertake some training and that the cost would be £425.00 + VAT. Clerk advised that this has to be completed by an approved contractor and as Oracle Asbestos Ltd have been inspecting / monitoring the site for years, this is the best option for the Parish Council. All present agreed to this expenditure. Oracle Solutions Ltd have requested some documents from previous inspections from 10 years ago that the Clerk will post this to them during week commencing 19 February 2024 to start the process of developing an Asbestos Management Plan. Clerk and Cllr R Hill are attending an online training session on the 10 April 2024.
- **Asbestos Survey Results** – The recent asbestos annual survey has highlighted significant changes that will require remedial action to be completed and the cost for this to be completed will be £7,875.00 + VAT. Now that we are in the process of developing an Asbestos Management Plan there is not an immediate need to complete the work. We were advised to put a lock on the loft access point so that unauthorised access cannot be made to the roof. This has been completed, thanks to Cllr R Hill.
- **Replacement Flag Pole and two new flags** – Cost is £279.99 for the pole and two flags at £101.42. Clerk to place the orders after a review of expenditure by the end of March 2024.

- **Damaged Blinds in the Conservatory** – The cost to replace / update will be £416.00 + VAT. Clerk to review expenditure for a decision at a PC meeting in April / May 2024.
- **Electric Installation Condition Report** – This requires completing every 5 years and is a legal requirement and the cost will be £750.00 + VAT expenditure for 2024/2025.

#### 14. To discuss Climate Change Initiatives:

No current issues / topics raised.

#### 15. To receive Financial Statements:

##### 15.1 – Bank Statement: Balance as of 18 March 2024:

Community Account as of 29 February 2024:	£44,623.46
Less Cheques to be cashed – 101659,101680, 101682, 101685, 101687, 101689, 101691	(£1,425.08)
Less New Cheques + S/O's & D/D's	(£38,530.73)
<b>Total</b>	<b>£4,667.65</b>

Business Saver Account (Parish Funds)	<b>Total</b>	<b>£13,875.63</b>
---------------------------------------	--------------	-------------------

Business Saver Account (Mrs Robinsons Account)	<b>Total</b>	<b>£386.78</b>
--	--------------	----------------

<u>Cheque No.</u>	<u>Payee</u>	<u>Amount</u>
)	ISE Fire Products & Services Ltd – Community Hub	£510.00
101693	ISE Fire Products & Services Ltd – Walton Road CC	£446.40
)	ISE Fire Products & Services Ltd – Community Hub	£360.00
101694	Excelsior Flat Roofing Services – Community Centre Repair	£120.00
101695	Elcam Property Maintenance Ltd – Walton Road CC	£1,812.00
101696	Smiths of Derby – Village Clock Repair	£210.00
101697	XL Circondare Ltd - Newsletter	£2,100.00
101698	Lockcraft Electrical Ltd – PAT Testing	£208.80
101699	Clear Insurance Management Ltd – Insurance Renewal	£8,022.91
101700	Npower – Electric for Village Xmas Lights	£27.88
101701	ICP Hygiene – Community Centre	£111.20
101702	LIW Advertising Ltd – Hogsty Article	£72.00
101703	Total Energies – Gas for Walton Community Centre (2 months)	£3,785.44
101704	Anglian Water Business (National) Ltd – Walton Road CC	£1,878.83
)	Alan Kemp – Stationery / Office Items	£172.31
101705	Alan Kemp – Covid Memorial Plaque	£60.07
)	Alan Kemp – Commercial Scales for Community Larder	£69.99
)	Alan Kemp – New Hoover for Walton Road CC	£139.99
101706	Aegis Support Services – Two call out charges at Walton Road CC	£50.04
101707	Nisbets – Establishment of Community Larder at Glebe Farm School	£4,355.96
S/O	Alan Kemp – March 2024 Salary	£1,466.40
101708	Alan Kemp – Salary Arrears for 2023/2024	£1,164.80
S/O	Robert Hill – Caretaker Salary	£338.75
101709	Robert Hill – Salary adjustments for March 2024	£208.75
S/O	Susan Hopkins –Hall Manager Salary	£425.20
101710	Susan Hopkins – Salary adjustments for March 2024	£592.00
101711	H M Revenue & Customs – Tax & National Insurance for staff	£1,239.50
101712	Npower – Electric for Walton Road CC	£473.33
101713	D Hopkins – CC Memorial Area	£137.35
101714	Safewater Environmental Ltd – Legionella Testing	£1,272.00
101715	Streetmaster – Memorial Benches	£2,016.00
D/D	BT – Mobile Bill	£18.00
D/D	Biffa – Waste & Recycling	£226.85
D/D	Biffa – Waste & Recycling – New Hub)	£83.88
D/D	BT – Walton Road Community Centre	£68.33
D/D	EE – Mobile Bill	£8.69
D/D	BT – New Community Hub	£60.50
D/D	EoN Next – Walton Road Community Centre – Electric Charge	£151.00
D/D	EoN Next – New Community Hub – Electric Charge	£2,538.20
D/D	EoN Next – New Community Hub – Electric Charge	£1,527.38

This expenditure was proposed, seconded, and carried unanimously.

### **15.2 – Receipts**

Business Premium Account – Parish Council – HMRC – VAT Refund	£9,965.49
Business Premium Account – Mrs Robinsons - Dividend.	£71.81

### **15.3 – Banking for the Parish Council:**

Barclays Bank have been contacted and a new bank mandate is in the process of being completed in the month of March 2024. This will enable the Parish Council to change to online banking.

### **15.5 – Budget 2024/2025:**

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

### **16. To review / agree the Clerks remuneration for 2024/2025:**

**The Motion:** After a brief debate it was agreed that the Clerks hours will remain at 28 hours per week. The Clerks salary will be at £15.75 per hour from the 1 April 2024 (following new pay scales issued by NALC from the 1 April 2023). This takes the annual Clerks Salary to £23,452.00 per annum including the annual allowance to cover Office Accommodation and home working remaining the same at £520 per annum from the 1 April 2024. Estimated Employer National Insurance contributions of £2,100.00 making the total for the year of £25,552.00.

### **17. To progress Future Staffing arrangements and Governance as the Parish grows:**

It was noted that the Clerk would be retiring in the next few months and discussions on obtaining a replacement would be held in early April 2024.

### **18. To review all Parish Council Legal and Procedural Documents:**

**The following documents have been updated by the Clerk.**

- Existing - Equality & Diversity Policy, Existing
- Existing - Privacy Notice – Data Protection
- Existing – Wavendon Parish Council – Code of Conduct
- New – Planning Policy
- New - Complaints

All the above documents are available to view on the Parish website – [https://www.wavendonparishcouncil.co.uk/Policies\\_23054.aspx](https://www.wavendonparishcouncil.co.uk/Policies_23054.aspx)

**The following still require completing by the Clerk.**

- New - social media Policy
- New – Expenses Form / Policy
- New – Grant Application Policy.
- New - Biodiversity Policy

### **19. To discuss any Highway Issues:**

See Chair Report for Highway updates.

### **20. Clerks Report / Local Issues:**

**20.1 - (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. No change.

**20.2 – 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 3 trees for planting at our Community Hub site. A proposed planting plan was prepared by Cllr R Hill and returned to them, date for completion now 25<sup>th</sup> – 27<sup>th</sup> March 2024.

**20.3 – Benches / Planter** – It was noted that the Clerk has purchased two benches and a planter box at a cost of £1,710 + VAT funded by a Ward Councillor Grant for the COVID Memorial Courtyard at the Community Centre. Cost of plaque at around £50 +VAT.

Benches and planter was delivered on the 15 March 2024 and Cllr D Hopkins is collecting the plaque during week commencing 18 March 2024. A Ward Councillor grant for plants has been received from Cllr D Hopkins for £145.00. Plants and accessories have been purchased from Frosts Garden Centre and they have generously donated goods to the same value.

**20.4 – Ash Tree on Recreation Ground** – There is an overhanging tree from a property on Walton Road that requires pruning. The cost is £420.00 + VAT. The last time this occurred the Parish Council paid for work to be completed. This expenditure was agreed and the Clerk was authorised to place the order for work to be completed in the new budget year.

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

It was agreed to rename the two halls in the Walton Road Community Centre, one the Coronation Hall (where the Kings portrait will be displayed) and the other Jubilee Hall. Clerk to obtain costs for consideration for purchasing a portrait of the former Queen for display in the Jubilee Hall.

**20.6 – Defibrillators for Crow Lane and Cross End** – Clerk has ordered two defibrillators at a cost of £1,500, 2 x Steel Support at £475 each = £950. A grant payment of £2,500 from MKCC is anticipated in March 2024. The cost to the Parish Council for a for a contractor to provide an electric supply to the unit will be £467.87 + VAT for the one located in Crow Lane. Costs TBA for Lower End Road.

**20.7 – Additional Trees** – There is a chance that the Clerk may be able to obtain three more trees for the Community Hub free of charge. There will be a cost of under £400 to plant them as they are large trees.

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

It was noted that the Clerk has created a page on the Parish Council website to provide progress updates for residents.

## **22. Unitary Reports:**

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

## **23. Councillor Reports:**

**23.1** - Cllr R Jaimison asked if any progress had been made regarding promotion of the healthy activities that are available to residents run by our Community Centre Hirers either on the notice boards or in the quarterly newsletter. It was noted that some posters are being displayed on the notice boards and that more information will be proved in the next edition of the newsletter in June 2024.

**23.2** – Cllr J Goss advised that he had been approached by residents regarding establishing an Eagle / Glebe Farm Cricket Team. Discussions are in hand and more information will be available for discussion at the next Parish Council meeting.

**23.3** – L van den Berg advised that he had displayed the Dog Fouling Posters in Eagle and Glebe Farm as promised. He also advised that there are several complaints being made by dog owners that there are several incidents of irresponsible dog owners not clearing up. Ongoing.

**24. To agree items for forthcoming agendas:**

Normal agenda items.

**25. Future Meetings:**

The next two meetings of the Parish Council will take place on **Monday 15 April 2024 at Walton Road Community Centre** and **Monday 20 May 2024 at Walton Road Community Centre** both commencing at 7.30 PM.

Parish Council AGM / Annual Village Meeting will be held on the 20 May 2024 at 7.00.PM.

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

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