



**MINUTES OF WAVENDON PARISH COUNCIL MEETING - HELD AT 7.30 PM ON THE 15 APRIL 2024 AT WAVENDON COMMUNITY CENTRE.**

**Present:** Cllr’s D Hopkins, A Braddish, L van den Berg, S Thomas, Ward Cllr T Bailey and 1 Resident. Clerk was in attendance.

**1. To receive apologies for absence:**

Cllr’s R Hill, R Jamieson, J Goss, M Levermore and J Wilkinson.

**2. Public Open Session:**

**2.1 - 24/00222/REMM** – A resident attended the meeting to discuss this planning application.

It was noted that the Planning Officer had emailed the Clerk with some suggestion on how resolve issues with this planning application that was emailed to all Parish Councillors on the 14 April 2024.

The resident did not feel that this issue had been resolved with perceived overlooking and shadowing from the window still prevalent.

Following discussion, the Clerk was asked to write to MKCC to confirm that our position on this planning application is still the same and confirm our request that it is referred to the DCC or Panel for decision, when one of our Parish Councillors will present our objections.

**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 18 March 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 last month and it was confirmed that paperwork was now with the MKCC (Legal Department) for TPO’s to be applied. No change.</u></p>	

<p><b>6.3 - (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.</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 – Email received 10/10/23 from MKCC regarding Second Winter Plan – funding for Parishes.</b> Total funding received is £3,650 and will be used towards the Community Fridge Project at Glebe Farm School.</p> <p><i>Clerk has received a list of sundry items from Glebe Farm School to allow the initiative to commence at a cost of £197.19. Environmental Health have signed off the project with 5 stars.</i></p> <p><i>The balance after expenditure is £1,026.28 that will fund a replacement dishwasher in the Walton Road Community Centre and any other initiatives within the Parish.</i></p> <p><i>Discussions still are in in hand with St Marys School in Eagle Farm to agree if any projects can be supported via this funding. Ongoing.</i></p>	
<p><b>6.4 - (item 21.3 of minutes 17/07/23) - Cllr R Hill advised that there is a 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><i>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. No change.</i></p>	
<p><b>6.5 – (item 2.4 of minutes 20/11/23) – Footpath at Pheobe 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><i>The following update has been received from MKCC (Rights of Way Team).</i></b></p> <ul style="list-style-type: none"> <li>• <i>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.</i></li> <li>• <i>I hope that helps for now, and I'd be happy to provide you with another update as soon as I can.</i></li> </ul>	
<p><b>6.6 - (item 22.2 of minutes 20/11/23) – Illuminated Sign on the M1 – Cllr J Goss</b> 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. 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><i>Unfortunately, MKCC (Highways Team) have not reported this issue to Highways England. Clerk to seek advice on this issue from Cllr J Goss as soon as possible.</i></p>	Clerk
<p><b>6.7 - (item 21.3 of minutes 18/12/23) – First Aid Training / CPR – Cllr R Jamieson</b> asked if any first aid training sessions could be arranged for Wavendon residents to be invited to attend. <i>Clerk has received confirmation that a resident from Little Brickhill has agreed to host an event in Wavendon. Dates to be agreed.</i></p> <p><i>Clerk is looking at arranging a date in June / July 2024 to hold a training session.</i></p>	Clerk
<p><b>6.8 - (item 21.6 of minutes 18/12/23) - Stockwell Lane – Cllr R Hill</b> 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>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.</i></p>	Clerk

<p><b>6.9</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>6.10</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>MKCC are investigating this issue under reference FS597515394. Ongoing.</u></i></p>	
<p><b>6.11</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>6.12</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. No change.</u></i></p>	Clerk
<p><b>6.13</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. <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><i><u>It was noted that we are expecting a proposal by the end of April 2024.</u></i></p>	
<p><b>6.14</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.</p> <p><i><u>See request to MKCC from Cllr D Hopkins on the 14 March 2024 below:</u></i></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><i><u>MKCC have confirmed that there is already a sign installed.</u></i></p>	
<p><b>6.15</b> - (item <b>2.2</b> 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 <i><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></i></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><i>Waiting for an update from MKCC.</i></p>	
<p><b>6.18</b> – (item <b>23.2</b> of minutes 19/02/24) - Cllr J Goss advised that he had been approached by residents regarding establishing an Eagle / Glebe Farm Cricket Team.</p> <p><i>It was noted that successful discussions had taken place with Glebe Farm School on the use of their facilities by a newly established Eagle / Glebe Farm Cricket Team.</i></p>	
<p><b>6.19</b> – (item <b>23.3</b> of minutes 19/02/24) - 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.</p> <p>Clerk advised that he had contacted MKCC for advice on this issue and that if we can identify the affected areas the MKCC Enforcement Officers will investigate. They indicated that they have had some success in other parts of Milton Keynes.</p> <p><i>It was agreed to highlight these issues in the next edition of the newsletter.</i></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 April 2024.*

**8. Correspondence:**

	<b>ACTION</b>
<p><b>8.1</b> – Letter received in <b>March 2024</b> from <b>the Police &amp; Crime Commissioner regarding Working in Partnership to fight crime.</b></p> <p><i>This was noted, no action required.</i></p>	
<p><b>8.2</b> - Email received 04/04/24 from <b>MKCC</b> advising of an <b>MK Connect Rural Pilot commencing on the 8 April 2024 for 6 months.</b></p> <p><i>This was noted, no action required.</i></p>	
<p><b>8.3</b> – Letter dated 4 April 2024 from <b>MKCC</b> advising of a <b>Tree Preservation Order at Wavendon Fields.</b></p> <p><i>This was noted, no action required.</i></p>	
<p><b>8.4</b> – Letter dated 21 March 2024 from <b>MKCC</b> advising of a <b>Tree Preservation Order at Land North of Wavendon Manor adjacent to the rear boundary of 10 Cross End, Wavendon.</b></p> <p><i>This was noted, no action required.</i></p>	

<p><b>8.5</b> – Email received 08/04/24 from <b>MKCC</b> inviting applications for <b>Community Infrastructure Funding (2025 -2026) by the 31 August 2024.</b></p> <p><u>Clerk to circulate this to Parish Councillors and include as an agenda item for the May 2024 Parish Council meeting.</u></p>	Clerk
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**9. Planning:**

	<b>ACTION</b>
<p><b>9.1 - 24/00329/PRIOR – AMENDED PLANS</b> - Prior approval for proposed replacement telecommunications streetwork style mast at Land off Newport Road / Bellway. Wavendon.</p> <p>Further details have been provided by the applicant, the Parish Council have until the 22 April 2024 to respond.</p> <p><u>It was agreed that no further response to MKCC is required following the Parish Council response on the 19 February 2024.</u></p>	
<p><b>9.2 - 24/00415/TPO</b> – The removal of low limb and major deadwood of Oak (T1) and reduction in height by 3m of Crab Apple (T2) protected by Milton Keynes Council Tree Preservation Order no's. PS/540/15/423 and PS/540/15/42 at Park Farm House, Lower End Road, Wavendon.</p> <p><u>No issues were raised.</u></p>	
<p><b>9.3 - 24/00562/DISCON</b> – Approval of details required by condition 15 (Surface water drainage) of permission ref. 14/01544/OUT at Parcel 5B6B Land at Brooklands, Newport Road, Broughton, Milton Keynes.</p> <p><u>No issues were raised.</u></p>	
<p><b>9.4 - 24/00613/NMA</b> – Non-material amendment seeking to change brick colour to plots 120-127 and 163-168 (relating to permission ref. 20/01246/FULMMA for Variation of condition 1 (Approved Plans) to update approved plans list to application 19/01268/REM) at Lot 1 - Parcel A, Glebe Farm, Wavendon.</p> <p><u>Notification received 09/04/24 from MKCC that non-material amendment had been approved.</u></p>	
<p><b>9.5 - 24/00665/DISCON</b> – Approval of details required by condition 7 (LEMP) of permission ref. 21/02270/FUL at 37 Parkway, Woburn Sands, Milton Keynes.</p> <p><u>No issues were raised.</u></p>	
<p><b>9.6 - 24/00672/FUL</b> – Proposed electric vehicle charging hub and associated works at Wavendon Service Area, Newport Road, Wavendon.</p> <p><u>No issues were raised.</u></p>	
<p><b>9.7 - 24/00677/CONINF</b> – East West Rail - Consultation on draft Statement of Community Consultation (SoCC) under s.47(2) Planning Act 2008 at Land Between Bletchley and Woburn Sands associated with the Route Corridor of the East West Rail Project.</p> <p><u>No issues were raised.</u></p>	
<p><b>9.8 - 24/00724/LBC</b> – Listed Building Consent for remedial works to address oil contamination caused by heating fuel leak (retrospective) at Deethe Farmhouse, Deethe Farm, Cranfield Road, Woburn Sands, Milton Keynes.</p> <p><u>No issues were raised.</u></p>	

<p><b>9.9 - 24/00694/CONS</b> – Consultation from Central Bedfordshire Council on application ref. CB/22/02213/OUT seeking permission for Hybrid Application: Outline Application: Erection of up to 68,000 sqm storage and distribution facilities (Use class B8) with ancillary light industrial (B2) and ancillary office accommodation (E(g)), with all matters reserved other than landscaping (structural landscaping, all groundworks and diversion works to the existing on-site pipeline) and Full Planning Permission for the erection of 62,000 sqm (gross) of storage and distribution facilities (Use Class B8) with ancillary light industrial (B2) and ancillary office accommodation (E (g)) within 3 no. units: HGV and car parking (including a dedicated lorry park with associated (E(b)) food and drink uses and a separate recreational use car park); the erection of a welfare, security and amenity building; works to footpaths, cycle routes and bridleways; site access to include provision of a 3 arm roundabout on the A507 and internal estate roads; works for the diversion of existing pipeline; landscaping (off-site and on-site provision); drainage; groundworks; and associated works. EIA development accompanied by an Environmental Statement at Land to the South East of Prologis Park, Marston Gate, Ridgmont.</p> <p><u>No issues were raised.</u></p>	
<p><b>9.10 – 24/00761/HOU</b> – Conversion of single storey free standing rear garage, with sleeping accommodation, including associated alterations at 57 Claridge Crescent, Eagle Farm South, Milton Keynes.</p> <p><u>No issues were raised but the Clerk was asked to write to MKCC if any residents raise any concerns with this planning application.</u></p>	Clerk
<p><b>9.11 – 24/00807/HOU</b> – The erection of single storey front extension replacing existing extension at Tollgate, 36 Cranfield Road, Wavendon.</p> <p><u>No issues were raised.</u></p>	
<p><b>9.12 - 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> <p><u>Clerk confirmed that he had sent a response to MKCC on the 28 March 2024 following discussion at the Parish Council meeting on the 18 March 2024.</u></p>	
<p><b>9.13 - 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><u>See minute reference 2.1 for a record of discussion on the planning application.</u></p>	
<p><b>9.14 - 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><u>Clerk confirmed that he had sent a response to MKCC on the 04 April 2024 following discussion at the Parish Council meeting on the 15 March 2024.</u></p>	
<p><b>9.15 – 24/00116/CLUE</b> - Certificate of lawfulness to confirm the commencement of development within the 3-year time period stated within permission 19/00035/FUL at Wavendon Service Area, Newport Road, Wavendon.</p> <p><u>Notification received 20/03/24 from MKCC that certificate of lawfulness existing – approved.</u></p>	

<p><b>9.16 – 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>Notification received 03/04/24 from MKCC that full planning permission had been granted.</u></p>	
<p><b>9.17 – 24/000276/DISCON</b> - Approval of details required by condition 3 (Protection of species) and condition 5 (Biodiversity enhancement) of permission ref. 23/02373/FUL at Stokesay Cottage, 75 Newport Road, Wavendon.</p> <p><u>Notification received 09/04/24 from MKCC that planning condition had been approved.</u></p>	
<p><b>9.18 – 24/00183/HOU &amp; 24/00184/LBC</b> – The erection of a single storey rear orangery at Wavendon Manor, 18 Cross End, Wavendon.</p> <p><u>Notification received 21/03/24 from MKCC that planning permission had been refused.</u></p>	
<p><b>9.19 – 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>Notification received 03/04/24 from MKCC that planning permission had been refused.</u></p>	
<p><b>9.20 – 24/00102/ENF</b> - Notification received of alleged breach at 13 Brosse Crescent, Glebe Farm regarding running a hotel renting out rooms from a residential property.</p>	
<p><b>9.21 – 24/00116/ENF</b> - Notification received of alleged breach at Wavendon Golf Centre, Lower End Road, Wavendon regarding an alleged breach - Installation of electric fencing and use of land for agriculture (cattle grazing).</p>	

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

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 9 April 2024 it is now targeted that we will receive payment in late April / early May 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

### 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 has now obtained three quotations and will work to this timetable to complete the grant application.

### 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. No change.

**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. 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. No change.

#### **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.** Clerk provided an update at the PC meeting.
- **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. Good news MKCC have approved our application for rate relief and have issued credit notes.
- **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. No change.
- **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. 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 and the Clerk has updated the Fire Service on this. No change.
- **Solar Panels:** A contractor is assisting with the registration of the Solar Panels. This has now been completed by the contractor and the Clerk can now complete the paperwork for EoN.
- **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.

##### **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. 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:** Completed on the 10 April 2024. Problem identified with one boiler and the contractor is preparing a quotation for consideration. The boiler is still working.
- **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 attended an online training session on the 10 April 2024. Work to be completed on how to implement the Management Plan.
- **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. No change.
- **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.
- **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.

### 13. To discuss Climate Change Initiatives:

No current issues / topics raised.

### 14. To receive Financial Statements:

#### 14.1 – Bank Statement: Balance as of 15 April 2024:

Community Account as of 28 March 2024:	£12,721.64
Less Cheques to be cashed – 101687,101688, 101697, 101698, 101703, 101709, 101714.	(£7,908.99)
Less New Cheques + S/O's & D/D's	(£9,571.39)
<b>Total</b>	<b>(£4,757.84)</b>
Business Saver Account (Parish Funds)	<b>Total £13,927.52</b>
Business Saver Account (Mrs Robinsons Account)	<b>Total £387.97</b>

<u>Cheque No.</u>	<u>Payee</u>	<u>Amount</u>
101716	ISE Fire Products & Services Ltd – Walton Road CC	£486.60
101717	D2D Distribution Ltd – Newsletter	£558.00
101718	Aegis Support Services – Call out charges at Walton Road CC	£25.02
101719	XL Circondare Ltd – Resident Welcome Booklets	£550.00
S/O	Alan Kemp – April 2024 Salary	£1,466.40

101720	Alan Kemp – Salary Arrears for April 2024	£96.80
S/O	Robert Hill – Caretaker Salary	£338.75
)	Robert Hill – Salary Arrears for April 2024	£208.75
101721	Robert Hill – 7 x additional hours	£88.41
)	Robert Hill – Materials for CC Maintenance	£25.87
S/O	Susan Hopkins –Hall Manager Salary – April 2024	£425.20
101722	Susan Hopkins – Salary Arrears for April 2024	£580.60
101732	H M Revenue & Customs – Tax & National Insurance for staff	£799.67
101723	Vision ICT Ltd	£24.00
101724	Aegis Support Services – Lock up charges at Hub	£33.48
101725	BALC – Annual Subscription	£782.26
101726	WSTC – Library Donation	£500.00
101727	LIW Advertising Ltd – Hogsty Article	£72.00
101728	Alan Kemp – Sundry items for Community Larder Project.	£237.08
D/D	Biffa – Waste & Recycling	£283.56
D/D	Biffa – Waste & Recycling – New Hub)	£109.26
D/D	BT – Walton Road Community Centre	£68.33
D/D	BT – New Community Hub	£68.71
D/D	EoN Next – Walton Road Community Centre – Electric Charge	£122.49
D/D	EoN Next – Walton Road Community Centre – Gas	£304.71
D/D	EoN Next – Walton Road Community Centre – Gas	£57.20
D/D	EoN Next – New Community Hub – Electric Charge	£1,252.84
D/D	EE – Mobile Bill	£8.40

This expenditure was proposed, seconded, and carried unanimously.

#### **14.2 – Receipts**

Business Premium Account – Parish Council – MKCC – Ward Councillor Grant	£145.00
Business Premium Account – Mrs Robinsons - Interest	£1.19
Business Premium Account – Parish Council - Interest	£51.89

#### **14.3 – 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. Ongoing.

#### **14.4 – Budget 2024/2025:**

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

#### **14.5 – Year end tasks:**

Clerk will arrange for the internal audit to be completed by Auditing Solutions Limited, complete PAYE reports and re-claim outstanding VAT in the month of April 2024 for 2023/2024.

### **15. 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 May 2024.

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

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

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

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

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.

It was noted that MKCC (Highways Team) promised to forward draft content for the meeting to Wavendon Parish Council a few weeks in advance of the meeting. Clerk to write to MKCC to remind them of this commitment.

## 18. Clerks Report / Local Issues:

### 18.1 - (item 18.2 of minutes 19/04/22) - **Lack of Post Boxes in Eagle Farm & Glebe Farm –**

One post box has been installed in Eagle Farm.

Clerk contacted Royal Mail (12/04/2024) regarding installing more post boxes and they promised that someone from the MK local team would investigate within the next three weeks. The reference number is 1-1128974755.

**18.2 – 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. Trees planted on the 26 March 2024. Item closed.

**18.3 – 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.

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

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.

**18.5 – 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 May 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.

**18.6 – 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. Ongoing.

**18.7 – Recommendation from BALC for moving to Gov.UK Domains for websites and Email.** Further investigation required by the Clerk.

**18.8 – Request received from a resident asking for permission for her daughter to do some litter picking (or other community activities) in the Parish as part of the Duke of Edinburgh scheme.** All agreed to this request.

**18.9 – Request received from a Community Centre hirer (TAP Theatre group) for permission to pay for some electric work in the Community Centre Hall** at no cost to the Parish Council. Clerk advised that he and Cllr R Hill discussed this with the hirer and no issues are apparent. Clerk was tasked with informing the hirer accordingly.

**18.10 – Consideration of initiating a Community Champion Award within the Parish of Wavendon.** The proposal from Cllr D Hopkins is noted below:

- The award to be given to show the Council's appreciation of a resident or group that has done a lot of excellent work within the community.
- The recipient would be awarded an engraved rose bowl, funded from the Annual Parish Meeting budget.

This was accepted in principle. Clerk / Cllr D Hopkins to prepare costings for final approval at a future Parish Council meeting.

**18.11 – Walton Road Pavement** – It was noted that the Clerk had received confirmation from MKCC (Highways Team) that this pavement does not meet the criteria for a repair and have promised that it is inspected / monitored on a regular basis. Ongoing.

**18.12 – Mrs Robinson Outing** – Clerk asked if the Parish Council would consider a grant of around £400 to enable a trip to be arranged in September 2024. In view of the current position with small numbers it was considered not practical to agree to this request.

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

Clerk will arrange another visit to Walton Community Council to learn more about the management of allotments and arrange a progress meeting with MKCC before the next Parish Council meeting.

**20. Unitary Reports:**

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

**21. Councillor Reports:**

**21.1** - (item **2.1** of minutes 18/03/24) – 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 Parish 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.

Cllr S Thomas provided an update on the workshop recently held with the consultant and it was noted that we have received costs for future consideration.

There is an urgent need to complete the following work.

The initial Wavendon Park proposal document requires updating to include references to the relevant National and Local Plan policies, particularly related to recent changes in the National Planning Framework concerning green spaces and carbon credits. The idea is to put this in front of the MKCC planning team before a draft decision is put to Cllr Marland to increase the chances of them putting forward the land as a Park in that initial draft plan. The consultant recommends if we can achieve that objective at this stage it's going to be enormously tricky for the developers to overturn that decision in any consultation or examination, so he recommended we completed the work as soon as possible. The cost of this would be £800 (+VAT which is recoverable by the Parish Council).

It was agreed that the Parish Council would fund this expenditure of £800. The working group would investigate fundraising efforts for the remaining items.

**22.2 – Anti-social Behaviour** – Cllr A Braddish advised that there has been an increase in anti-social behaviour with people using private open space land next the Simons Paddock. Cllr D Hopkins agreed to include an article in the next edition of Wafas & Wallas.

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

- Community Infrastructure Funding 2025-2026 – Grant Applications.
- Wavendon Park / Consultation Work.

**23. Future Meetings:**

The next two meetings of the Parish Council will take place on **Monday 20 May 2024 at Walton Road Community Centre** and **Monday 17 June 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. Monday 15 July 2024.

There being no further business the meeting closed at 8.45 pm.