



## **MINUTES OF WAVENDON PARISH COUNCIL MEETING - HELD AT 7.30 PM ON THE 20 MAY 2024 AT WAVENDON COMMUNITY CENTRE.**

**Present:** Cllr's D Hopkins, A Braddish, R Hill, M Levermore, Cllr T Bailey (Ward Councillor), & 1 resident. Clerk was in attendance.

### **1. Election of Chair:**

Cllr. Hopkins was proposed, seconded, and unanimously elected.

### **2. To receive apologies for absence:**

Cllr's R Jamieson, J Goss, J Wilkinson, L van den Berg & S Thomas.

### **3. Election of Vice-Chair:**

Cllr. Levermore was proposed, seconded, and unanimously elected.

### **4. Confirmation of Responsible Finance Officer:**

Parish Clerk was proposed, seconded, and unanimously elected.

### **5. Nominations to any Forums / Sub-Committees:**

#### **a. SEMK Stakeholder Group.**

Cllrs D Hopkins, R Jamieson & S Thomas.

#### **b. East West Rail.**

Cllrs D Hopkins and L van den Berg.

#### **c. George Wells Educational Trust.**

Cllrs D Hopkins and S Thomas.

#### **d. Poor Coals Charity.**

Cllrs D Hopkins and M Levermore.

#### **e. Allotments.**

It was agreed to establish a Sub-Committee later in 2024.

#### **f. Parish Forum**

A decision on who will represent the Parish Council on the Parishes Forum will be taken on a meeting basis.

#### **g. Mrs Robinsons Charity**

Trustees Cllr D Hopkins & Parish Clerk.

#### **h. Wavendon Park Project.**

Cllrs R Jamieson, S Thomas & Residents.

#### **i. Community Centre Committee**

Cllrs M Levermore (Chair), D Hopkins, R Hill, S Thomas, Hall Manager & Parish Clerk.

### **6. Public Open Session:**

None.

**7. Declaration of interest:**

7.1 - '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'

**8. 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.

**9. Approval of Minutes:**

The minutes of the meeting of 15 April 2024 were approved and signed as a true record.

**10. Matters Arising:**

	<b>ACTION</b>
<p><b>10.1</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>10.2</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>Clerk confirmed that he had contacted the MKCC Tree Officer and it was confirmed that paperwork was now with the MKCC (Legal Department) for TPO's to be applied. <u>No change.</u></p>	
<p><b>10.3</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 and will be used towards the Community Fridge Project at Glebe Farm School.</p> <p><u>The Community Fridge project will start within the next couple of months. An article publicising this initiative has been included in the next issue of the Newsletter.</u></p> <p><u>We have had to purchase a new hot water boiler at the Walton Road Community Centre to support activities at this venue. The balance after expenditure is £836.29 that will fund a replacement dishwasher in the Walton Road Community Centre and any other initiatives within the Parish.</u></p>	
<p><b>10.4</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. No change.</u></p>	Clerk
<p><b>10.5</b> – (item <b>2.4</b> of minutes 20/11/23) – <b>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>The following update has been received from MKCC (Rights of Way Team).</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• I hope that helps for now, and I'd be happy to provide you with another update as soon as I can.</li> </ul> <p><u>Clerk to contact MKCC (Rights of Way Team) for an update.</u></p>	Clerk

<p><b>10.6</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. 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>Unfortunately, MKCC (Highways Team) have not reported this issue to Highways England. Clerk has asked Cllr J Goss to email a photo as soon as possible so that the issue can be reported for investigation.</u></p>	Cllr J Goss / Clerk
<p><b>10.7</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. <u>Clerk has received confirmation that a resident from Little Brickhill has agreed to host an event in Wavendon.</u></p> <p><u>Clerk is looking at arranging a date in July 2024 to hold a training session.</u></p>	Clerk
<p><b>10.8</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>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. <u>Clerk to contact MKCC again on this issue.</u></p>	Clerk
<p><b>10.9</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. <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).</u></p> <p>Clerk has received an assurance from MKCC that the Redways are being opened as quickly as possible and has updated the resident. <u>Item closed.</u></p>	
<p><b>10.10</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>MKCC are investigating this issue under reference FS597515394.</p> <p><u>Clerk to contact MKCC for an update on this request.</u></p>	Clerk
<p><b>10.11</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><u>Clerk has still to arrange an on-site meeting with Cllr L van den Berg to complete this task.</u></p>	Clerk
<p><b>10.12</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. <u>Clerk has reported this to MKCC (Street Lighting Team) again and is waiting for a response.</u></p> <p><u>Clerk to contact MKCC for an update on this request.</u></p>	Clerk

<p><b>10.13</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. <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></p> <p><u>Clerk to contact Jane for an update on this request.</u></p>	Clerk
<p><b>10.14</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.</p> <p><u>It was noted that CBC commenced working on the flooded area opposite the cottages along Cranfield Road on the 20 May 2024.</u></p>	

**11. 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 now try and update week for the next Parish Council meeting.

**12. Correspondence:**

	ACTION
<p><b>12.1</b> – Statement of Account dated 05/04/24 from <b>CCLA</b> regarding <b>Mrs Robinsons Charity</b>.</p> <p><u>This was noted, no action required.</u></p>	
<p><b>12.2</b> - Letter received 23/04/24 from <b>The Valuation Office Agency</b> requesting <b>Ownership of Wavendon Community Hub</b>.</p> <p><u>Clerk to action this request as quickly as possible.</u></p>	Clerk
<p><b>12.3</b> – Emails received 24/04/24 from <b>two residents</b> raising concerns of <b>Anti-social behaviour at the Open Bus Lane on Stockwell Lane / Dankworth Way</b>.</p> <p><u>It was noted that the Clerk had emailed the Head of Highways and TVP regarding this issue and was waiting for a reply. Ongoing.</u></p>	Clerk
<p><b>12.4</b> – Email received 08/05/24 from <b>The Local Government Boundary Commission for England - Milton Keynes Ward Boundary Review - Initial Consultation closing on the 15 July 2024</b>.</p> <p><u>It was noted that this will be discussed in more detail at the Parish Council meeting on the 17 June 2024.</u></p>	
<p><b>12.5</b> – Email received 20/05/24 from a <b>resident</b> regarding <b>A421 &amp; MI sound pollution at Eagle Farm South</b>.</p> <p>It was noted that Cllr D Hopkins has raised this issue with MKCC planning, highways and Environmental Health for advice on how to respond to this issue. <u>Ongoing.</u></p>	

**13. Planning:**

	ACTION
<p><b>13.1 - 24/00779/NMA</b> – Non-material amendment to change house types and hard and soft landscaping (relating to permission ref. 21/02342/FUL for [Residential development of 30 dwellings, including car parking, landscaping and associated infrastructure works]) at Wavendon Golf Centre, Lower End Road, Wavendon.</p> <p><u>No issues were raised.</u></p>	

<p><b>13.2 - 24/00856/NMA</b> - Non-material amendment seeking to minor changes to the approved plans and elevations for house types A, B and F as well as plots 3-6 (relating to permission ref. 21/02541/FUL for [Part demolition &amp; part-conversion of existing buildings to provide no. 6 residential dwellinghouses (Use Class C3), and construction of no. 13 new residential dwellinghouses (Use Class C3), with associated car and bicycle parking, internal access roads and landscaping, and other associated works]) at Land to the North of Eagle Farm, Cranfield Road, Wavendon.</p> <p><u>Notification received 07/05/24 from MKCC that non-material amendment had been approved.</u></p>	
<p><b>13.3 - 24/00895/DISCON</b> - Approval of details required by conditions 4 (Archaeology Written Scheme of Investigation), 6 (Building Record Scheme of Investigation), 11 (detailed drainage scheme) and 12 (drainage maintenance scheme) of permission ref. 21/02541/FUL at Land to the North of Eagle Farm, Cranfield Road, Wavendon.</p> <p><u>No issues were raised.</u></p>	
<p><b>13.4 - 24/00986/DISCON</b> - Approval of details required by condition 5 (EV Charging Points) of permission ref. 21/02250/FUL at Land on the Corner of Bolebec Avenue and Wafandun Lane, Eagle Farm South.</p> <p><u>No issues were raised.</u></p>	
<p><b>13.5 - 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>Clerk confirmed that no residents had responded to MKCC on this planning application.</u></p>	
<p><b>13.6 - 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>Clerk confirmed that he had sent a response to MKCC on the 16 April 2024 following discussion at the Parish Council meeting on the 15 April 2024.</u></p>	
<p><b>13.7 – 24/01082/HOU &amp; 24/01083/LBC</b>- The erection of a single storey rear extension, re-roofing the garage and stables and installation of a new timber boarded ceiling to the vaulted ceiling in the stable building at Wavendon Manor, 18 Cross End, Wavendon.</p> <p><u>No issues were raised.</u></p>	
<p><b>13.8 - 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>Notification received 19/04/24 from MKCC that planning permission had been refused.</u></p> <p><u>Following the refusal of this planning application by MKCC the applicant has asked if he could meet with the Parish Council as quickly as possible to discuss this planning application.</u></p> <p><u>Post meeting Note – The applicant will attend the next Parish Council meeting on the 17 June 2024</u></p>	

<p><b>13.9 – 24/00329/PRIOR</b> - Prior approval for proposed replacement telecommunications streetwork style mast at Land off Newport Road / Bellway, Wavendon.</p> <p><i>Notification received 26/04/24 from MKCC that prior approval of the authority is required and approved.</i></p>	
<p><b>13.10 – 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>Notification received 17/04/24 from MKCC that full planning permission had been granted.</i></p>	
<p><b>13.11 – 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><i>Notification received 17/05/24 from MKCC that planning condition had been approved.</i></p>	
<p><b>13.12 – 24/00672/FUL</b> - Proposed electric vehicle charging hub and associated works at Wavendon Service Area, Newport Road, Wavendon.</p> <p><i>Notification received 17/05/24 from MKCC that full planning permission had been granted.</i></p>	
<p><b>13.13 – 23/00747/PIP</b> - Erection of one detached bungalow at South Lodge, 33 Cross End, Wavendon.</p> <p><i>Notification received 16/05/24 from the Planning Inspectorate advising that the planning appeal by the applicant had been dismissed.</i></p>	
<p><b>13.14 – 24/00166/ENF</b> – Site South East of Elmswell Gate Towergate - Notification received alleging a breach of planning control at Site South East of Elmswell Gate, Towergate. The alleged breach is:</p> <ul style="list-style-type: none"> <li>• Description of alleged breach Crest Nicholson Development has not provided the open space/play area (15/02768/OUT).</li> </ul>	
<p><b>13.15 – 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>Notification received alleging a breach of planning control at the above site. The alleged breach is:</p> <ul style="list-style-type: none"> <li>• Description of alleged breach Removal of last large tree in the garden to the right-hand side of the property.</li> </ul>	

#### **14. To discuss the Wavendon Park proposal / Consultation Work / MK2050 Plan:**

##### **To date the Parish Council have funded the following consultancy work.**

- Preparation for and attendance at meeting with local Wavendon representatives promoting Wavendon Park at a cost of £350.00.
- Reading through the existing 2021 document and providing additional text to reflect the current MKCC Local Plan and policy position at a cost of £800.00.

*It was noted that the working group will need to establish a constitution with clear terms of reference moving forward.*

## 15. 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 a meeting with MKCC on the 14 May 2024, the Clerk was asked to update quotations to enable the payment to be made to the Parish Council.

- 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 has started the application. MKCC confirmed at a meeting on the 14 May 2024 that they will support this 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.

#### Cllr D Hopkins obtained the following update from MKCC on the 17 April 2024.

- I have been speaking to Paul Van Geete about accessing the tariff as this will be best for funding the public art plan. The request then needs to go to IDB which next meets on the 15 May 2024.
- This process agrees the spend and then we can proceed – as the geography is large. I am looking at the budget to attract the best person/people to do the work. As I mentioned, based on experience elsewhere, we will be requiring the plan to look at land ownership and other factors impacting delivery as well as the themes and opportunities.
- In terms of the artists you mention, we will do an open call, they may not be a good fit for this first phase of work but may be for the commissions that are then taken 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

## 16. 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 but has not yet received a response despite several reminders.

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

### 17.1 - New Community Hub progress update:

- Hand over meeting arranged with MKCC on 24/05/24. Cllr R Hill gave a brief update on the issues for discussion at the meeting this Friday.

- **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?
- **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 in May 2024 and the Clerk can now complete the paperwork for EoN. Ongoing.
- **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 by the 'Report it' website page 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.
- **Emergency Lighting works in the Changing Rooms** – At a recent inspection a problem was identified that is the responsibility of WPC to fund. This will be £388.00 + VAT and agreement for this expenditure was given.

#### 17.2 – 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 decommission these two boilers is £1,425.00 + VAT that includes the supply of two under sink electric water heaters for two basins. This work is required to avoid any Legionella issues. Agreement for this expenditure was given.
- **Heater in the Nursery Area** – There is a requirement to replace this heater at a cost of £225.00 + VAT. Agreement for this expenditure was given.
- **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.
- **Dishwasher** – We will have to replace the dishwasher. Cost to be provided by the Clerk as soon as possible.
- **Asbestos Legal Requirement** – 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 £449.94 for the pole and two flags at £120.00. Clerk has placed 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 future PC meeting.
- **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. Clerk to arrange for this to be completed in August 2024.
- **Internal Notice Board** – A replacement notice board is required. Clerk to investigate costs.
- **Damaged Kitchen Worktop** – Cost to complete this work is estimated to be £230 + VAT. Agreement for this expenditure was given.
- **Gas & Electric Review** – MKCC have requested WPC to decide if they would like to continue within the scheme negotiated for local Councils from 30 September 2024 for three years. They are asking for a commitment by the 30 May 2024. Clerk to seek an alternative quotation before signing any paperwork.
- **Conservatory Lighting** – There is a requirement for more lighting, Clerk to obtain costs.
- **Toilet Seats** – There is a requirement to purchase 5 new seats. Clerk to obtain at the most cost-effective option.

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

No new current issues / topics raised.

#### 19. To discuss whether to apply for a Community Infrastructure Funding Grant for 2025/2026:

Clerk circulated this to Parish Councillors on the 24 April 2024. Discuss at next Parish Council meeting.

#### 20. To receive Financial Statements:

##### 20.1 – Bank Statement: Balance as of 20 May 2024:

Community Account as of 30 April 2024:	£75,721.13
Less Cheques to be cashed – 101687,101688, 101716, 101717, 101722, 101732, 101723, 101725	(£3,282.87)
Less New Cheques + S/O's & D/D's	(£19,743.23)
<b>Total</b>	<b>£52,695.03</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>
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101687	Dixons Plumbing – Walton Road, Community Centre – Lost Cheque	(£324.00)
101729	Dixons Plumbing – Walton Road, Community Centre	£324.00
101730	Cheque VOID	
101731	J P Planning – Consultancy Work	£350.00
S/O	Alan Kemp – May 2024 Salary	£1,563.20
S/O	Robert Hill – Caretaker Salary – May 2024	£547.50
S/O	Susan Hopkins –Hall Manager Salary – May 2024	£1,005.80
101733	H M Revenue & Customs – Tax & National Insurance for staff	£799.67
101734	Aegis Support Services – Key Holding Service	£418.80
101735	Aegis Support Services – Call out charge at Hub	£25.02
101736	Stirling Installations Ltd – Annual Boiler Servicing – CC	£845.05
101737	Stirling Installations Ltd – Boiler Repair – CC	£559.62
101738	Anglian Water Business (National) Ltd - Hub	£330.30
101739	Vision ICT Ltd – Email Hosting	£48.00
	Vision ICT Ltd – Email Hosting	£24.00
101740	W&WFC – Grass Cutting)	£1,210.00
101741	Starboard Systems Ltd – Hall Booking Package	£478.80
101742	Starboard Systems Ltd – Community Centre Accounting Package	£331.20
101743	Marcus Young Environmental Ltd – 6 x New Dog Bins	£1,872.00
101744	Aegis Support Services – Lockup Service at Hub	£16.74
101745	J P Planning – Consultancy Work	£800.00
101746	Oracle Solutions Asbestos Ltd – Asbestos Management Plan	£780.00
101747	LIW Advertising Ltd – Hogsty Article	£72.00

101748	Lockcraft Electrical Ltd – Electrical Work at CC	£216.00
101749	Total Energies Gas & Power Ltd – Gas Charge at CC – April 24	£1,821.90
	Total Energies Gas & Power Ltd – Gas Charge at CC – May 24	£1,376.90
101750	N Power – Electric Charge at CC – April 2024	£527.45
	N Power – Electric Charge at CC – May 2024	£413.22
101751	Alan Kemp – Administration / Stationery	£54.09
	New Water Boiler for Community Centre Kitchen	£227.98
	New Flag Pole for Community Centre	£539.93
	Replacement Microwave for Community Centre Kitchen	£159.00
101752	Robert Hill – Repayment for 2 x New Flags	£143.17
101753	ICP Hygiene – Community Centre	£285.86
D/D	Biffa – Waste & Recycling	£226.85
D/D	Biffa – Waste & Recycling – New Hub	£113.40
D/D	BT – Walton Road Community Centre	£68.33
D/D	BT – New Community Hub	£65.93
D/D	EoN Next – Walton Road Community Centre – Electric Charge	£259.73
D/D	EoN Next – Walton Road Community Centre – Gas	£43.37
D/D	EoN Next – New Community Hub – Electric Charge	£980.53
D/D	Information Commissioner’s Office – Data Protection Fee	£35.00
D/D	EE – Mobile Bill	£8.40

This expenditure was proposed, seconded, and carried unanimously.

## 20.2 – Receipts

Business Premium Account – Parish Council – MKCC – Precept	£77,550.00
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## 20.3 – 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 May 2024. This will enable the Parish Council to change to online banking. Ongoing.

## 20.4 – Budget 2024/2025:

Clerk will update the budget at the end of this fiscal year to reflect the precept increase and year end balances by the end of May 2024.

## 20.5 – Year end tasks:

Clerk has arranged for the internal audit to be completed by Auditing Solutions Limited, PAYE reports completed re-claimed outstanding VAT in the month of April 2024 for 2023/2024 of £12,771.54.

## 20.6 – Hall Booking System and Accounting Package for Community Centres:

It was noted that the Hall Manager and the Clerk would be attending an online training course on how to use these packages on the 20 May 2024.

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

Deferred to a future Parish Council meeting.

## 22. 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

**The following new templates have been issued this month by NALC that the Clerk will update as quickly as possible.**

- Standing Orders
- Financial Regulations

## 23. 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 and Cllr D Hopkins have reminded MKCC of this commitment.

## 24. Clerks Report / Local Issues:

**24.1 - (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 he has now received confirmation that they will install one near 262 Burney Drive. He has given Royal Mail the contacts in L&Q and MKCC Highways Team to complete this task.

**24.2 – 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.

**24.3 – 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.

**24.4 – 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 June 2024. The cost to the Parish Council 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.

**24.5 – 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. New trees planted, awaiting invoice.

**24.6 –** Recommendation from BALC for moving to **Gov.UK Domains for websites and Email** to provide more security. Clerk to place the order on our website provider.

**24.7 –** 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.

**24.8 – 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.

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

It was noted that the Clerk had a meeting with MKCC to progress the handover of the allotments in Eagle Farm and Glebe Farm on the 14 May 2024 with a target that they will be ready (subject to legal work being completed) by the end of this calendar year. He will complete a project plan in July 2024 so that a more detailed update can be provided to the residents that have expressed an interest in renting a plot.

## 26. Unitary Reports:

A copy of the Ward Councillor's reports to Wavendon Parish Council for May 2024 are available

to view on the Parish Council website and are appended to these minutes.

**27. Councillor Reports:**

**27.1** – Cllr R Hill reported that there had been damage to benches on the recreation ground with at least one beyond repair. *It was agreed to look into replacements when funds are available.*

**27.2** - Cllr R Hill requested if MKCC could be asked to inspect St Marys Close (road and pavements) with a view on adding this to the work schedule for repairs etc.

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

- Annual Return sign off.
- Risk Assessment Review – September 2024.

**29. Future Meetings:**

The next two meetings of the Parish Council will take place on **Monday 17 June 2024 at Walton Road Community Centre** and **Monday 15 July 2024 at Glebe Farm School (subject to confirmation with the school)** both commencing at 7.30 PM.

There being no further business the meeting closed at 9.05 pm.

