



MINUTES OF WAVENDON PARISH COUNCIL MEETING - HELD AT 7.30 PM ON THE 17 JUNE 2024 AT WAVENDON COMMUNITY CENTRE.

Present: Cllr's D Hopkins, R Hill, M Levermore, J Wilkinson, L van den Berg, S Thomas. S Worrell P Addyman & E Beales (to discuss planning application 23/02904/FUL in the Public Open Session). Clerk was in attendance.

1. To receive apologies for absence:

Cllr's A Braddish, J Goss, T Bailey (Ward Councillor) and V Hopkins (Ward Councillor).

2. Public Open Session:

Stuart Worrell from Worrell Homes attended the meeting to discuss planning application 23/02904/FUL at Wavendon Fields that was refused planning permission by MKCC. It was stated that applicant felt that the planning refusal was unfair and that they were currently considering their options. The tennis courts are in a bad condition and from a Health and Safety point of view are not fit for purpose. The flats do require updating and that was part of the planning application. They stated that they would work with the Parish Council to fund some projects within the Parish, but no commitment could be made until planning permission is granted. Finally, they asked if the Parish Council would support the planning application should they re-submit it again to MKCC.

Wavendon Parish Council Chair confirmed that this would be included as an agenda item for the next Parish Council meeting on the 15 July 2024.

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 20 May 2024 were approved and signed as a true record.

6. Matters Arising:

| | ACTION |
|---|--------|
| <p>6.1 - (item 22.2 of minutes 19/04/21) – Cllr Jamieson asked if the Clerk would investigate whether the Lime trees in the field opposite the Wavendon Arms are protected with tree preservation orders and if not start the process for them to be protected.</p> <p>6.2 - (item 20.3 of minutes 15/11/21) – Tree Preservation Order – Cllr A Braddish advised that there are three mature trees on the field next to Simons Paddock and asked if MKC could be contacted to ask for tree preservation orders to be applied.</p> <p><u>Clerk confirmed that this was still with the MKCC (Legal Department) for the legal documents for TPO's to be applied. It is likely that the order is due to be made in July / August 2024 if no urgent work displaces it.</u></p> | |

| | |
|---|-------------|
| <p>6.3 – Email received 10/10/23 from MKCC regarding Second Winter Plan – funding for Parishes. Total funding received is £3,650 and will be used towards the Community Fridge Project at Glebe Farm School.</p> <p><i>The Community Fridge project will start within the next couple of months. An article publicising this initiative was included in the current issue of the Newsletter.</i></p> <p><i>The balance after expenditure is £1,087.76 that will fund a replacement dishwasher in the Walton Road Community Centre and any other initiatives within the Parish.</i></p> | |
| <p>6.4 - (item 21.3 of minutes 17/07/23) - Cllr R Hill advised that there is a school sign on Walton Road that requires a repair or removal. Clerk has reported this issue again to MKCC on the 10 January 2024 under reference FS579111705.</p> <p><i>Clerk has emailed MKCC (16/06/24) again asking for a progress update on this.</i></p> | Clerk |
| <p>6.5 – (item 2.4 of minutes 20/11/23) – Footpath at Pheobe Lane: A resident asked if anything could be done as the path at the end of this road is very muddy and asked the Parish Council if they would contact MKCC to request this to be investigated and action taken.</p> <p>The following update has been received from MKCC (Rights of Way Team).</p> <ul style="list-style-type: none"> • 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 hope that helps for now, and I would be happy to provide you with another update as soon as I can. <p><i>Clerk has emailed MKCC (13/06/24) again asking for a progress update on this.</i></p> | Clerk |
| <p>6.6 - (item 22.2 of minutes 20/11/23) – Illuminated Sign on the M1 – Cllr J Goss asked if Highways England could be contacted to highlight again a very bright sign on this road that is causing some problems for residents in Eagle Farm. 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 has asked Cllr J Goss to email a photo as soon as possible so that the issue can be reported for investigation.</i></p> | Cllr J Goss |
| <p>6.7 - (item 21.3 of minutes 18/12/23) – First Aid Training / CPR – Cllr R Jamieson asked if any first aid training sessions could be arranged for Wavendon residents to be invited to attend. <i>Clerk has received confirmation that a resident from Little Brickhill has agreed to host an event in Wavendon.</i></p> <p><i>It was agreed to differ this training until September 2024 to avoid the holiday season.</i></p> | Clerk |
| <p>6.8 - (item 21.6 of minutes 18/12/23) - Stockwell Lane – Cllr R Hill advised that the verges had been damaged by the refuse vehicle and that he had asked the Clerk to report this to MKCC. 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>Clerk has emailed MKCC (16/06/24) again asking for a progress update on this.</i></p> | Clerk |
| <p>6.9 - (item 23.3 of minutes 15/01/24) – Cllr R Hill stated that the street lights at Laine Rise on Newport Road are still not working. <i>Clerk has reported this to MKCC (Street Lighting Team) again and is waiting for a response.</i></p> <p><i>Clerk has emailed MKCC (16/06/24) again asking for a progress update on this.</i></p> | Clerk |

| | |
|---|---------------------|
| <p>6.10 - (item 8.3 of minutes 15/01/24) – Letter received 09/01/24 from Wavendon residents regarding the following. Two points with respect to Stockwell Lane, Wavendon. Can we ask that these are considered by the WPC.</p> <ul style="list-style-type: none"> • Footpath upkeep on Stockwell Lane • More footpath needed on Stockwell Lane <p>MKCC are investigating this issue under reference FS597515394.</p> <p><u>Clerk has emailed MKCC (16/06/24) asking for a progress update on this.</u></p> | Clerk |
| <p>6.11 - (item 23.1 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>6.12 - (item 2.1 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>It was noted that we have received a proposal, and a summary was provided at the meeting by Cllr R Hill and the Clerk. It was agreed that we should obtain another quotation for comparison before making any decisions on this item.</u></p> | Cllr R Hill / Clerk |
| <p>6.13 - (item 12.2 of minutes 20/05/24) - Letter received 23/04/24 from The Valuation Office Agency requesting Ownership of Wavendon Community Hub.</p> <p><u>Clerk confirmed that he had completed the online registration on the 10 June 2024. It looks like that the Hub has been registered twice now under different post codes and that he will have to contact MKCC on this issue.</u></p> | Clerk |
| <p>6.14 - (item 12.3 of minutes 20/05/24) – Emails received 24/04/24 from two residents raising concerns of Anti-social behaviour at the Open Bus Lane on Stockwell Lane / Dankworth Way.</p> <p><u>The following update has been received from MKCC (P V Geete)</u></p> <ul style="list-style-type: none"> • <u>Elmswell Road remains unadopted at this stage but when we do move to adoption, we will look at the options for enforcement through CCTV.</u> • <u>In the meantime, we are going to ask Crest to put a concrete block across this entrance for the time being until we know more about the bus operators plans.</u> <p><u>The following update has been provided by MKCC Highways.</u></p> <ul style="list-style-type: none"> • <u>Just to clarify, the Council does not yet have the powers to enforce moving traffic contraventions, such as a bus gate, with cameras, although we are currently in the process of seeking these powers from D of T.</u> • <u>However, it may be some time before the camera is a solution that is available to us, so the concrete blocks will be the low-tech solution in the meantime!</u> | |
| <p>6.15 - (item 12.4 of minutes 20/05/24) – Email received 08/05/24 from The Local Government Boundary Commission for England - Milton Keynes Ward Boundary Review - Initial Consultation closing on the 15 July 2024. <u>Consultation closing date now extended until 9 September 2024 because of the General Election.</u></p> <p><u>It was agreed that Cllr D Hopkins would draft a response for consideration at the next Parish Council meeting on the 15 July 2024</u></p> | Cllr D Hopkins |

| | |
|--|-------|
| <p>6.16 - (item 12.5 of minutes 20/05/24) – Email received 20/05/24 from a resident regarding A421 & MI sound pollution at Eagle Farm South.</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.</p> <p><u>The following update has been received from MKCC (P V Geete)</u></p> <ul style="list-style-type: none"> • <u>This is a tough one Alan, obviously the site’s suitability for housing development was considered in the context of its location and the fact that it was going to have the major warehouses on the other side of the road and the road was going to be dualled.</u> • <u>I take the point that trees take time to grow but installing acoustic fencing is very expensive and I am not sure where it would need to be positioned to be effective anyway. Additional trees are always possible, but I am not sure we would be able to source trees of sufficient maturity to be able to make a significant difference. Moving mature trees is generally frowned upon. Providing some extra trees from the Eagle Farm North entrance might be possible but you have a pond in that location so possibly ecologically sensitive and again I do not think we have a mile between there and the Bedfordshire boundary.</u> • <u>Let us see what the others come back with, and we can pick it up from there, but any solution is probably going to need support from all three.</u> | |
| <p>6.17 - (item 27.1 of minutes 20/05/24) – Cllr R Hill reported that there had been damage to benches on the recreation ground with at least one beyond repair. <u>It was agreed to investigate replacements when funds are available.</u></p> <p><u>No change.</u></p> | |
| <p>6.18 - (item 27.2 of minutes 20/05/24) – 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.</p> <p><u>It was noted the Cllr D Hopkins reported this to MKCC on the 22 May 2024. Clerk to report it again to MKCC during week commencing 17 June 2024.</u></p> | Clerk |

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 June 2024 Parish Council meeting. Some suggestions were made on how to make this document more workable, and Cllr D Hopkins agreed to update for a further review at the next Parish Council meeting.

8. Correspondence:

| | ACTION |
|--|--------------------------------------|
| <p>8.1 – Letter received 22/05/24 from MKCC (Rights of Way Team) advising of an application for Modification Order between Cross End and Wavendon House requesting comments by the 30 June 2024.</p> <p><u>Following discussion, it was agreed that Cllrs R Jamieson and S Thomas would assist the Clerk to be able to respond to this consultation by the 30 June 2024.</u></p> | Clerk / Cllrs R Jamieson & S Thomas. |
| <p>8.2 - Letter received 28/05/24 from Southern Gas Networks regarding a High-Pressure Gas Pipeline on Parish Land and requesting confirmation of land ownership.</p> <p>It was noted that this pipeline does not run through land under the responsibility of the Parish Council. <u>Clerk to respond accordingly.</u></p> | Clerk |
| <p>8.3 - Email received 30/05/24 from MKCC (Highways) advising of Temporary Road closures on Cranfield Road (10 – 28 June 2024 – 24 hours) and Lower End Road (1 – 12 July 2024 – 24 hours) to allow the National Grid to carry out cabling works.</p> <p><u>This was noted, no further actions are required.</u></p> | |

| | |
|--|-------|
| <p>8.4 – Email received 31/05/24 from MKCC (Highways) advising of a Statutory Consultation on the proposed order to prohibit right-turn manoeuvres at the junction of Lower End Road and Cross End in Wavendon closing on the 20 June 2024.</p> <p>The Parish Council raised no objections to this proposal however the Clerk was asked to respond to this consultation as noted below:</p> <ul style="list-style-type: none"> • We are aware that some residents may have raised some concerns with the banning of right turns from Lower End Road into Cross End (as shown as NT2 on the proposed order). • We would appreciate being consulted again if residents raise any objections to the scheme before a final decision is made to proceed. | Clerk |
| <p>8.5 – Email received 31/05/24 from MKCC (Highways) advising of a Statutory Consultation on the proposed order to introduce a 40mph speed restriction along part of Lower End Road and 50mph speed reduction along part of Cranfield Road in Wavendon closing on the 20 June 2024.</p> <p>The Parish Council raised no objections to this proposal however the Clerk was asked to respond to this consultation as noted below:</p> <ul style="list-style-type: none"> • The topic was included as an agenda item at our Parish Council meeting held on Monday 17 June 2024 and following a review, we have no issues with the planned scheme and support the reduced speed limits on Lower End Road and Cranfield Road. • We would appreciate being consulted again if any residents raise any major objections to the scheme before a final decision is made to proceed. | Clerk |
| <p>8.6 - Email received 03/06/24 from the Bedford Group of Drainage Boards confirming the 2024/2025 Watercourse Maintenance programme.</p> <p>To view the details - https://www.idbs.org.uk/about-us/maintenance-programme/</p> <p><i>This was noted, no further actions are required.</i></p> | |

9. Planning:

| | ACTION |
|--|------------------------|
| <p>9.1 - 24/00782/FUL - Installation of a portacabin to provide an office for the base of operations for supported living services to serve residents at Heath Court, Lower End Road, Wavendon.</p> <p><i>Cllr D Hopkins agreed to draft a response for the Clerk to respond to MKCC on this planning application.</i></p> | Cllr D Hopkins / Clerk |
| <p>9.2 - 24/01107/DISCON - Approval of details required by condition 5 (Structural Methodology Statement for Conversion/Demolition) of permission ref. 21/02541/FUL (allowed under appeal ref 23/00011/REF) at Land to the North of Eagle Farm, Cranfield Road, Wavendon.</p> <p><i>Notification received 14/06/24 from MKCC that planning condition had been approved.</i></p> | |
| <p>9.3 - 24/01135/TPO - The cut back of branches by approx. 2-3m and the cut back of overhanging branches to give sufficient clearance of/from the roof of 12 Wavendon House Drive on T1 (Ash) protected by Milton Keynes Council Tree Preservation Order no. PS/540/15/47 at The Lake House, 13 Wavendon House Drive, Wavendon.</p> <p><i>No issues were raised.</i></p> | |
| <p>9.4 - 24/01198/LBC - Listed building consent for the removal existing thatched roof covering to front projecting roof and replace with natural slate roof covering at Wavendon Cottage, 4 Cross End, Wavendon.</p> <p><i>No issues were raised.</i></p> | |

| | |
|---|--|
| <p>9.5 - 24/01254/CLUP - Certificate of lawfulness for the confirmation of commencement of works relating to application reference 14/01610/OUT at Land South of Church Farm Walton Road Wavendon.</p> <p><u>No issues were raised.</u></p> | |
| <p>9.6 – 24/01285/OUTM - Variation of condition 11 (Uses) seeking to amend the condition to remove the reference to non-food retail within the local centre, to be replaced with Class E(a)(b)(c) and also seeks to clarify the condition to refer to gross internal areas (relating to permission ref. 13/02382/OUTEIS - The development of Glebe Farm as part of a mixed-use sustainable urban extension comprising: up to 1,140 dwellings; land for one primary school (for children between the ages of 2 - 11) and one secondary school (for children between the ages of 12 and 18); a mixed use neighbourhood centre comprising of a retail food store of approximately 350 square metres (gross floor space area), additional non food retail, a GP health centre; multi-functional green infrastructure (totalling approximately 18.5 hectares.) including parkland, sports pitches, children's play areas, informal open space, allotments, woodland, landscaping and surface water attenuation; new multi-functional community building; vehicular access points from the A421 via the Fen Farm roundabout, Newport Road and a future connection to the adjoining development land to the east; and internal streets, footpaths and cycleways) at Land at Glebe Farm, South of A421, Newport Road, Wavendon.</p> <p><u>No issues were raised.</u></p> | |
| <p>9.7 - 24/00222/REMM – 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>It was noted that Cllr M Levermore represented the Parish Council at the Planning Committee meeting on the 6 June 2024.</u></p> <p><u>Notification received 12/06/24 from MKCC that reserved matters planning permission was granted.</u></p> | |
| <p>9.8 – 24/00415/TPO - 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>Notification received 23/05/24 from MKCC that tree preservation order consent had been approved.</u></p> | |
| <p>9.9 – 24/00724/LBC - 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>Notification received 30/05/24 from MKCC that listed building consent had been granted.</u></p> | |
| <p>9.10 – 24/00761/HOU - 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>Notification received 22/05/24 from MKCC that full planning permission had been granted.</u></p> | |

| | |
|--|--|
| <p>9.11 – 24/00779/NMA - 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><i><u>Notification received 22/05/24 from MKCC that non-material amendment had been approved.</u></i></p> | |
| <p>9.12 – 24/00807/HOU - The erection of single storey front extension replacing existing extension at Tollgate, 36 Cranfield Road, Wavendon.</p> <p><i><u>Notification received 31/05/24 from MKCC that full planning permission had been granted.</u></i></p> | |
| <p>9.13 – 24/00986/DISCON 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><i><u>Notification received 07/06/24 from MKCC that planning condition had been approved.</u></i></p> | |
| <p>9.14 – 24/00244/ENF – Woburn Sands Emporium, Newport Road, Wavendon –</p> <p><i><u>The Council, in its capacity as the local planning authority, has received a complaint alleging a breach of planning control at the above address. The alleged breach is:</u></i></p> <ul style="list-style-type: none"> • <i><u>Description of alleged breach 2 x advertising boards and 2 x flag adverts for the car wash at the front of the building</u></i> | |
| <p>9.15 – 24/00895/DISCON - 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><i><u>Notification received 13/06/24 from MKCC that planning condition had been approved.</u></i></p> | |

10. 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. Further discussion will be held at the next Parish Council meeting.

11. 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. Contactors have been asked to update their quotations with a target for the Clerk to provide the update to MKCC by the end of week commencing 17 June 2024.*

- CCTV and Intruder Alarms – Community Centre
- New Fence and tree / hedge work on the Recreation Ground in Wavendon.
- 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 19 June 2024 and closes on the 4 September 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.

Cllr D Hopkins obtained the following update from MKCC on the 13 June 2024.

- The Arts officer Louise Izod has been away from the office due to sickness. She has now returned.
- Whilst she was absent, she was asked to delay the procurement whilst MKCC obtains further approvals for the process. Louise has now had the funding agreed but she believes she now needs to get approval to start new projects – this effects several projects, not just Wavendon and hopefully will not create too much delay.

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

106 Voluntary Sector Funding

- Cllr D Hopkins and the Clerk met with Kay Pettit (MKCC) and Michaela Clark (Community Foundation) on the 30 May 2024 to discuss funding in Wavendon as they are keen to work closely with Parish Councils to ensure that funding is used more effectively to support residents.

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 but has not yet received a response despite several reminders. No change.

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

13.1 - New Community Hub progress update:

- Another Hand over meeting arranged with MKCC on 19/06/24. Most of the issues have now been resolved. Legal work is proceeding with MKCC preferring a six-month agreement before finalising the Freehold transfer to the Parish Council.
- **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 has reported this to our Solicitor and has again emailed the Tree Officer in MKCC.
- **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** – Now completed – see cheque number 101759.

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. Cllr R Hill has agreed to help the Clerk with obtaining quotations as soon as possible so that the Clerk can investigate funding opportunities.
- **Shower Boilers** Decommissioning – Work schedule to start on the 18 June 2024.
- **Heater in the Nursery Area** – Work schedule to start on the 18 June 2024.
- **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.
- **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. Ongoing.
- **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** – Now installed thanks to Cllr R Hill.
- **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 is required. Clerk to obtain a quotation.
- **Damaged Kitchen Worktop** – Work now completed thanks to Cllr R Hill.
- **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 has obtained a better deal with EoN Next that all present supported this change of supplier.
- **Conservatory Lighting** – There is a requirement for more lighting. Clerk to obtain costs.
- **Toilet Seats** – There is a requirement to purchase 5 new seats. Work now completed thanks to Cllr R Hill.

14. To discuss Climate Change Initiatives:

Approval was given for Cllr D Hopkins (and others, if required) to attend the following online NALC training course at £39.22 each on Wednesday 26 June 2024 (12.00 – 13.15).

- UNLEASHING THE POWER OF LOCAL COUNCILS TO TACKLE THE CLIMATE EMERGENCY

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

Further discussion will be held at the next Parish Council meeting.

16. To receive Financial Statements:

16.1 – Bank Statement: Balance as of 17 June 2024:

| | |
|--|-------------------|
| Community Account as of 31 May 2024: | £72,821.39 |
| Less Cheques to be cashed – 101688, 101717, 101733, 101739, 101741, 101742, 101746, 101748, 101749, 101750 | (£7,671.00) |
| Less New Cheques + S/O's & D/D's | (£12,993.36) |
| Total | £52,167.03 |
| Business Saver Account (Parish Funds) | Total |
| | £13,892.52 |
| Business Saver Account (Mrs Robinsons Account) | Total |
| | £459.78 |

| Cheque No. | Payee | Amount |
|-------------------|--|---------------|
| 101754 | Robert Hill – Community Centre Maintenance / Repairs | £309.45 |
| 101755 | Vennscapes Ltd – Tree planting at the Hub | £396.00 |
| 101756 | Ashfield Engineering – Metal Structure to house a defibrillator | £642.00 |
| S/O | Alan Kemp – June 2024 Salary | £1,563.20 |
| S/O | Robert Hill – Caretaker Salary – June 2024 | £547.50 |
| S/O | Susan Hopkins – Hall Manager Salary – June 2024 | £1,005.80 |
| 101757 | H M Revenue & Customs – Tax & National Insurance for staff | £799.67 |
| 101742 | Starboard Systems Ltd – Community Centre Accounting Package | (£331.20) |
| 101758 | Starboard Systems Ltd – Community Centre Accounting Package | £331.20 |
| 101759 | ISE Fire Products & Services Ltd – New Hub – Emergency Light Repairs | £465.60 |
| 101760 | VOID | |
| 101761 | VOID | |
| 101762 | Alan Kemp – Stationery / Replacement Defibrillator Pad | £174.62 |
| 101763 | XL Circondare Ltd – Newsletter | £2,100.00 |
| 101764 | Tickfords Security Systems – Security & CCTV -Annual Renewal | £741.60 |
| 101765 | Aegis Support Services – Lockup Service at Hub | £16.74 |
| 101766 | Total Energies Gas & Power Ltd – Gas Charge at CC – June 24 | £150.43 |
| 101767 | Total Ground Maintenance Ltd – Hub Grass Cutting | £777.60 |
| 101768 | ICP Hygiene – Community Centre | £32.03 |
| 101769 | D2D Distribution Ltd – Newsletter Delivery | £594.00 |
| 101770 | Auditing Solutions Ltd – Internal Audit Charge | £600.00 |
| 101771 | Anglian Water Business (National) Ltd – Walton Road CC | £848.90 |
| 101772 | The Parish Notice Board Company – Notice Board Locks | £23.00 |
| 101773 | Robert Hill – Community Centre Maintenance / Repairs | £28.56 |
| 101774 | Npower – Walton Road Community Centre – Electric Charge | £428.58 |
| 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 | BT – New Community Hub | £65.93 |
| D/D | EE Mobile Bill | £8.40 |
| D/D | EoN Next – Walton Road Community Centre – Electric Charge | £305.70 |
| D/D | EoN Next – Walton Road Community Centre – Gas | £23.67 |
| D/D | EoN Next – New Community Hub – Electric Charge | £979.12 |

This expenditure was proposed, seconded, and carried unanimously.

16.2 – Receipts

| | |
|---|------------|
| Business Premium Account – Parish Council – HMRC (VAT Refund) | £12,771.54 |
| Business Premium Account – Mrs Robinsons Charity (Dividend) | £71.81 |

16.3 – Banking for the Parish Council:

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

Barclays Bank have now requested some information about Mrs Robinsons Account that the Clerk will complete. They have also request that Cllr M Levermore visits a Barclays Bank branch to confirm identification. Ongoing.

16.4 – Budget 2024/2025:

Clerk has updated the budget to reflect the precept increase and year end balances as emailed a copy to Parish Councillors on the 16 June 2024.

17. To sign off the Annual Financial Return for 2023/2024:

17.1 – It was confirmed that the **Internal Audit** was concluded by Auditing Solutions Limited in June 2024 and that there were no issues raised. A copy of the report was emailed to all Parish Councillors on the 16 June 2024. It was noted that a copy of the internal audit report will be available to view on the Parish Council website.

17.2 – The **Annual Return** for financial year 2023/2024 was examined in detail and it was confirmed that all procedures are being correctly followed. **The Motion:** That Wavendon Parish Council accepts the Audited Accounts, was proposed, seconded, and carried unanimously.

The **Annual Return** was accordingly signed off by the **Chair** and **Clerk** will be forwarded to the External Auditor by the Clerk.

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

Deferred to a future Parish Council meeting.

19. 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

Clerk apologised for the delay in completing this action but would complete this by the end of August 2024.

20. To discuss any Highway Issues:

See Chairs report for an update on the Highways meeting held on the 12 June 2024.

21. Clerks Report / Local Issues:

21.1 - (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. Clerk to contact Royal Mail in August / September 2024 for a progress update.

21.2 – 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. Clerk to place the order on the contactor.

21.3 – 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.

21.4 – 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.

Defibrillator in Crow Lane targeted to be installed by the end of August 2024. The one for Cross End TBA subject to agreeing a suitable location site.

21.5 – 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.

21.6 – 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.

21.7 – 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. No change.

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

Clerk confirmed that he was arranging another meeting with MKCC before the next Parish Council meeting to progress when the allotments in Eagle Farm and Glebe Farm will be completed. A more detailed update will be provided at the July 2024 Parish Council meeting.

23. Unitary Reports:

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

24. Councillor Reports:

24.1 – Cllr van den Berg highlighted an issue near the Glebe Farm allotments with blocked sewage drains thought to be caused by residents flushing items away that should be disposed of by other means. Anglian Water are clearing the drains, but more education is required and it was thought that an article should be included in the next issue of the Newsletter.

24.2 – Cllr Thomas thanked Cllr Levermore for promoting the Speed Watch Scheme within Eagle Farm and Glebe Farm with at least two volunteers expressed an interest in joining the group.

25. To agree items for forthcoming agendas:

- Risk Assessment Review – September 2024.

26. Future Meetings:

The next two meetings of the Parish Council will take place on **Monday 15 July 2024 at Walton Road Community Centre and Monday 16 September 2024 at Glebe Farm School** both commencing at 7.30 PM.

Unfortunately, the July 2024 meeting could not be held at the school because of other school events taking place. Room booked for the September 2024 meeting.

There being no further business the meeting closed 9.40 pm.