



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

Present: Cllr's D Hopkins, A Braddish, R Hill, R Jamieson, M Levermore, J Wilkinson, L van den Berg, S Thomas and 1 resident. Clerk was in attendance.

1. To receive apologies for absence:

Cllr J Goss, Cllr T Bailey (Ward Councillor) and Cllr V Hopkins (Ward Councillor).

2. Public Open Session:

A resident attended the meeting to discuss the forthcoming MK2050 consultation and suggested that the current working group set up to try and ensure that there is a continued commitment to the establishment of the Wavendon Park on the former Goff Course work together with the Parish Council on a comprehensive response to this consultation. The Parish Council committed to this request.

3. Declaration of interest:

3.1 - 'Under the localism act 2011 (section 26-37 and schedule 4) and in accordance with the Council's code of conduct Cllr D Hopkins referred to his entry in the member's register of interests'

3.2 – Cllr R Jamieson declared an interest in item **9.5** and did not participate in any discussions.

3.3 – Cllr D Hopkins declared an interest in item **23.3** and did not participate in any discussions.

4. Chairs 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 15 July 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. No change.</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. 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.</p> <p><u>Clerk stated that he would arrange for a replacement dishwasher to be installed in August 2024 and would arrange a follow up meeting in August 2024 with representatives from Glebe Farm School to progress the community fridge project and any other initiatives that require funding.</u></p> | Clerk |
| <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. Clerk has emailed MKCC (16/06/24) again asking for a progress update on this.</p> <p><u>No update available. Ongoing.</u></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><u>A representative from MKCC (Rights of Way Team) has confirmed that they are going to carry out some further research about potential funding for some improvements and that further details should be available to share in August / September 2024.</u></p> | |
| <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><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. No change.</u></p> | Clerk / 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. Clerk has received confirmation that a resident from Little Brickhill has agreed to host an event in Wavendon. <u>It was agreed to defer this training until September 2024 to avoid the holiday season.</u></p> <p><u>It was noted that a training session has been arranged by Bow Brickhill Parish Council for Wednesday the 7 August 2024 – 19.00 – 21.00 in Bow Brickhill Pavilion, Rushmere Close, should we join this event?</u></p> <p><u>It was agreed that we should still arrange our own event so that we can invite all our Community Centre hirers to this.</u></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>Clerk has emailed MKCC (16/06/24) again asking for a progress update on this and received no response to date. It was noted that this is still a safety issue as the grass verges require cutting and hiding the state of the problem. <u>Cllr R Hill agreed to take some photos of this problem so that the Clerk can highlight and request urgent action be taken by MKCC.</u></p> | Clerk / Cllr R Hill |

| | |
|---|------------------------------------|
| <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. <u>Clerk has emailed MKCC (16/06/24) again asking for a progress update on this.</u></p> <p><u>Update received from MKCC (Street Lighting Team) - We changed to a new asset system and unfortunately this job did not get pulled through from the old system. We are going to get this surveyed and look at what is required to get these lights back up and working. Thank you for your patience and I apologise for the time taken to get this issue resolved.</u></p> | |
| <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>The following response was received from MKCC on the 24 June 2024.</p> <ul style="list-style-type: none"> • We cannot extend the footway on Stockwell Lane, as there is not space for a new footway and two-way traffic. We did consult on this a few years back and the preferred solution was to maintain two-way traffic and provide traffic calming features. <p><u>This news was disappointingly received, and it was agreed that the Parish Council would approach MKCC again asking for this decision to be reassessed as the road is dangerous for pedestrians and cyclists.</u></p> | <p>Cllr D Hopkins / Clerk</p> |
| <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 and Cllr L van den Berg will meet on the 23 July 2024 on this issue to progress this task.</u></p> | <p>Clerk / Cllr L van den Berg</p> |
| <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. Awaiting quotations?</u></p> | <p>Cllr R Hill / Clerk</p> |
| <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 under different post codes and that he will have to contact MKCC on this issue. Ongoing.</u></p> | <p>Clerk</p> |
| <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 developer has installed a concrete block across this entrance for the time being until we know more about the bus operators plans and a more permanent solution.</u></p> | |

| | |
|--|-------------------------------|
| <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>Following discussion, it was agreed that Cllr D Hopkins would draft a response for circulating to all Parish Councillors for approval so that the Clerk can respond to this consultation.</u></p> | <p>Cllr D Hopkins / Clerk</p> |
| <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 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><u>No change.</u></p> | <p>Clerk</p> |
| <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>Clerk</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>Some repairs have been completed by MKCC. <u>Item closed.</u></p> | |
| <p>6.19 - (item 8.1 of minutes 17/06/24) – 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>Clerk thanked Cllr's S Thomas and R Jamieson for the information they provided to enable him to respond to MKCC on this consultation on the 28 June 2024.</u></p> <p><u>The following response has been received from MKCC (Rights of Way Team).</u></p> <ul style="list-style-type: none"> • <u>Thank you very much for your comprehensive response to this consultation. The supporting documents you have provided will be really useful as this application is considered.</u> • <u>An investigation and report will be compiled into this matter in due course. I will send this across to you when complete for your information, which I would imagine will be in the late summer/autumn.</u> | |
| <p>6.20 - (item 8.2 of minutes 17/06/24) – Letter received 28/05/24 from Southern Gas Networks regarding a High-Pressure Gas Pipeline on Parish Land and requesting confirmation of land ownership. It was noted that this pipeline does not run through land under the responsibility of the Parish Council.</p> <p><u>Clerk confirmed that he would complete this action during week commencing 15 July 2024.</u></p> | <p>Clerk</p> |

| | |
|---|--|
| <p>6.21 - (item 8.4 of minutes 17/06/24) – 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><i>Clerk confirmed that he had sent a response to MKCC on the 20 June 2024 following discussion at the Parish Council meeting on the 17 June 2024.</i></p> | |
| <p>6.22 - (item 8.5 of minutes 17/06/24) – 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><i>Clerk confirmed that he had sent a response to MKCC on the 20 June 2024 following discussion at the Parish Council meeting on the 17 June 2024.</i></p> | |
| <p>6.23 - (item 24.1 of minutes 17/06/24) – 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.</p> <p>Cllr L van den Berg stated that this issue had now been resolved. <i>Item closed.</i></p> | |

7. To discuss Wavendon Parish Council Priority Work programme for 2024/2025:

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.

Cllr D Hopkins has updated / combined some items and the Clerk will re-issue this to Parish Councillors shortly.

8. Correspondence:

| | ACTION |
|--|---------------|
| <p>8.1 – Email received 21/06/24 from SaferMK on the Extension and Variation of the Alcohol PSPO Consultation closing on the 16 August 2024.</p> <p><i>Clerk stated that he had displayed this on our Parish Noticeboards, no actions are required.</i></p> | |
| <p>8.2 - Email received 24/06/24 from MKCC advising of an MK New City 2050 informal session on Monday the 22 July 2024 at 19.00 in the Council Chamber at Civic Offices open for City, Parish and Town Councillors.</p> <p><i>It was noted that Cllrs D Hopkins, R Jamieson, S Thomas and L van den Berg had registered to attend this event.</i></p> | |
| <p>8.3 – Email received 12/07/24 from MKCC advising of a Public Consultation taking place from the 15 July 2024 to 14 September 2024 regarding Monkston and Brinklow Roundabout Improvements</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>Clerk confirmed that he had sent a response to MKCC on the 25 June 2024 following discussion at the Parish Council meeting on the 17 June 2024.</i></p> | |

| | |
|--|-------|
| <p>9.2 - 24/02904/FUL – 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><i>Following agreement to discuss this planning application again following the visit of the application at the June 2024 Parish Council meeting. It was considered that if there is some community and sporting benefits for the residents of the Parish of Wavendon, should this planning application be resubmitted to MKCC again without significant changes, it was anticipated that we would have no objections.</i></p> | |
| <p>9.3 - 24/01228/HOU – Garage conversion to habitable room, relocation of boundary fence and erection of garden gates at 210 Burney Drive, Glebe Farm, Milton Keynes.</p> <p><i>No issues were raised, but the Clerk was requested to write to MKCC to ask should any neighbours raise any concerns / issues that they are addressed and resolved before planning permission is granted.</i></p> | Clerk |
| <p>9.4 - 24/01232/FUL – Demolition of existing bungalow and garage and construction of a replacement single storey dwelling with associated landscaping works at The Orchard, 5 Parkway, Woburn Sands, Milton Keynes.</p> <p><i>No issues were raised, but the Clerk was requested to write to MKCC to ask should any neighbours raise any concerns / issues that they are addressed and resolved before planning permission is granted.</i></p> | Clerk |
| <p>9.5 - 24/01270/HOU – The erection of a two-storey front extension with pitch roof. New front porch. Part single storey rear extension with enclosed balcony above, part two storey rear extension with pitched roof and a Juliet balcony. Raise roof height and loft conversion with a rear dormer and front roof light. Removal of a chimney and new doors and windows including fenestration changes at 12 Newport Road, Wavendon.</p> <p><i>No issues were raised, but the Clerk was requested to write to MKCC to ask should any neighbours raise any concerns / issues that they are addressed and resolved before planning permission is granted.</i></p> | Clerk |
| <p>9.6 - 24/01416/TPO – The removal of 2x Prunus avium (45, 46), 4x Thuja plicata and Chamaecyparis lawsoniana group (G47), 3x Populus canescens (48, 49, 50), 1x Thuja plicata (51), and 3x Populus alba (52, 53, 54) protected by Milton Keynes Council Tree Preservation Order no PS/540/15/423 at Woburn Sands Garden Centre, Newport Road, Wavendon.</p> <p><i>No issues were raised.</i></p> | |
| <p>9.7 - 24/01311/NMA – Non-material amendment seeking to amend the proposal description to remove the reference to non-food retail to be replaced with Class E(a)(b)(c) and also replace the reference '(gross floor space area)' with '(Gross Internal Area)' (relating to permission ref. 13/02382/OUTEIS for 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><i>No issues were raised.</i></p> | |

| | |
|--|--|
| <p>9.8 24/01352/DISCON – Approval of details required by condition 18 (Finished Floor Levels) of permission ref. 14/01544/OUT at Land at Brooklands 2501 Units Outline, Newport Road, Broughton, Milton Keynes.</p> <p><i>No issues were raised.</i></p> | |
| <p>9.9 - 24/01445/DISCON – Approval of details required by condition 10 (sustainable construction) of permission ref. 23/02373/FUL at Stokesay Cottage, 75 Newport Road, Wavendon.</p> <p><i>No issues were raised.</i></p> | |
| <p>9.10 – 24/01185/HOU - Removal of first floor balcony and erection of first floor side/rear extension with new gable end roof, part loft conversion with side / rear dormers, rooflights and Juliette balcony, alteration to front driveway pier and brick wall, and installation of solar panels to front pitch roof at Black Horse House, 2 Cranfield Road, Wavendon.</p> <p><i>No issues were raised.</i></p> | |
| <p>9.11 – 24/00200/OUTM - Variation of conditions 4 (Approved plans) and 19 (Strategic access) seeking to allow the development to proceed with vehicular access via a grid road extension to the H10 (relating to permission ref. 14/01610/OUT for Outline planning permission for the erection of up to 350 homes with strategic access with all other matters reserved) at Land South of Church Farm, Walton Road, Wavendon.</p> <p><i>Notification received 21/06/24 from MKCC that planning condition had been approved.</i></p> | |
| <p>9.12 – 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>Notification received 12/07/24 from MKCC that tree preservation order consent had been approved.</i></p> | |
| <p>9.13 – 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>Notification received 12/07/24 from MKCC that listed building consent had been granted.</i></p> | |
| <p>9.14 – 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><i>Notification received 01/07/24 from MKCC that certificate of lawfulness had been approved.</i></p> | |
| <p>9.15 - 24/00287/ENF – 6 Sibley Grove, Eagle Farm South, Wavendon.</p> <p>The Council, in its capacity as the local planning authority, has received a complaint alleging a breach of planning control at the above address.</p> <p>The alleged breach is:</p> <ul style="list-style-type: none"> • <i>Description of alleged breach Moving the garden gate onto the driveway increasing the size of the garden and installation of a large shed.</i> | |

10. To discuss the Wavendon Park proposal / Consultation Work / MK2050 Plan:

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

It was noted that the group would be meeting on the 25 July 2024 to start the process on how to respond to the MKCC 2050 Consultation.

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.

Update – revised quotations emailed to MKCC on the 20 June 2024 that indicated a price increase of £1,500 and the Clerk has received verbal confirmation that MKCC will increase the grant to £24,500. Monies should be paid to WPC in August / early September 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. No change.

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. 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

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:

- **Hand over meeting held with MKCC on 19/06/24** – All the significant issues have been resolved.
- **Legal update** - MKCC have been asked to send the Lease for signing. (A short-term arrangement until the freehold transfers.). Our solicitors are progressing the Car Park Charging Point Lease which MKCC want in place at the same time. Preparation on Assignment of the Professional Warranties will also be put in place at Completion.
- **Maintenance Contracts** – Clerk thanked Cllr R Hill who is currently obtaining quotations for all the items in the Hub that require regular annual maintenance.
- **Bike Storage Shelter** – It was noted that this had been damaged recently by the high winds and costs to repair this are not available from MKCC. Do we need to get a quotation for this? Cllr D Hopkins agreed to contact MKCC to ascertain if they will reconsider funding the repair costs 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.
- **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 contactor 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.

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. No change.
- **Shower Boilers Decommissioning** – Work completed.
- **Heater in the Nursery Area** – Work completed.
- **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.
- **Dishwasher** – We will have to replace the dishwasher. Clerk stated that he would arrange for a replacement dishwasher to be installed in August 2024
- **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.
- **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 place the order and arrange for this to be completed as soon as possible.
- **Internal Notice Board** – A replacement is required. Clerk to obtain a quotation.
- **Conservatory Lighting** – There is a requirement for more lighting, Clerk to obtain costs.

14. To discuss Climate Change Initiatives:

Cllr D Hopkins gave an update on the online NALC training course he attended on Wednesday 26 June 2024 and conformed that he would document some initiatives that the Parish Council could consider, for discussion at the Parish Council meeting on the 16 September 2024.

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

There is a requirement to install a Height Restriction Barrier and speed hump at the Hub. This would enable the site to be open for residents to use the Electric Charging points on a more regular basis. We have one quotation at £6,629.11 (not including VAT) and another one is being sought. This would mean that the Parish Council contribution would be at 50% of the cost and be included in the budget for 2025/2026. All present supported this project, and the Clerk was tasked with completing the application for funding to meet the closing date of the 31 August 2024.

16. To receive Financial Statements:

16.1 – Bank Statement: Balance as of 15 July 2024:

| | |
|--|-------------------|
| Community Account as of 28 June 2024: | £58,334.80 |
| Less Cheques to be cashed – 101617, 101753, 101759, 101763, 101765, 101766, 101767, 101768, 101769, 101770, 101772, 101773, 101774 | (£6,060.04) |
| Less New Cheques + S/O's & D/D's | (£9,957.73) |
| Total | £42,317.03 |
| Business Saver Account (Parish Funds) | Total |
| | £13,944.59 |
| Business Saver Account (Mrs Robinsons Account) | Total |
| | £461.24 |

| Cheque No. | Payee | Amount |
|-------------------|--|---------------|
| S/O | Alan Kemp – July 2024 Salary | £1,563.20 |
| S/O | Robert Hill – Caretaker Salary – July 2024 | £547.50 |
| S/O | Susan Hopkins – Hall Manager Salary – July 2024 | £1,005.80 |
| 101775 | H M Revenue & Customs – Tax & National Insurance for staff | £799.67 |
| 101776 | ISE Fire Products & Services Ltd – FA Annual Monitoring Fee | £474.00 |
| 101777 | Lockcraft Electrical Ltd – Electrical Work at Community Centre | £271.20 |
| 101778 | Aegis Support Services – Keyholding Annual Charge | £460.68 |
| 101779 | Dixons Plumbing & Electrical Works – Plumbing Works at CC | £2,088.00 |
| 101780 | Alan Kemp – Stationery / Administration | £171.15 |
| 101781 | Robert Hill – Community Centre Maintenance / Repairs | £23.45 |
| 101782 | Total Energies Gas & Power Ltd – Gas Charge at CC – July 24 | £110.97 |
| 101783 | Total Ground Maintenance Ltd – Hub Grass Cutting | £777.60 |
| D/D | Biffa – Waste & Recycling | £283.56 |
| D/D | Biffa – Waste & Recycling – New Hub | £147.48 |
| 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 | £141.90 |
| D/D | EoN Next – Walton Road Community Centre – Gas | £20.17 |
| D/D | EoN Next – New Community Hub – Electric Charge | £928.74 |

This expenditure was proposed, seconded, and carried unanimously.

16.2 – Receipts

| | |
|--|--------|
| Business Premium Account – Parish Council – Bank Interest | £52.07 |
| Business Premium Account – Mrs Robinsons Charity – Bank Interest | £1.46 |

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 asked for more information that was posted to them by the Clerk on the 12 July 2024.

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

A Community Centre sub-committee meeting and a Governance meeting will be arranged in August 2024.

18. 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. No change.

19. To discuss any Highway Issues:

See Chairs report for an update. Highways issues in the Parish will be discussed in more detail at the next Parish Council meeting on the 16 September 2024.

20. 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. No change.

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 week commencing 15 July 2024.

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 was to obtain costs for consideration for purchasing a portrait of the former Queen for display in the Jubilee Hall. The cost will be £31.99 and the example recommended by the Clerk was accepted.

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 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. Ongoing.

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 after discussion at the PC meeting.

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. No change.

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.

21.8 – Clerk confirmed that Ward Councillor, Tracey Bailey has asked if a page 'What's on in Wavendon' could be placed on the Parish Council website and updated on a regular basis. Clerk to action.

21. 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 September 2024 Parish Council meeting.

22. Unitary Reports:

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

23. Councillor Reports:

23.1 – Overhanging Trees – Cllr J Wilkinson advised that she had been asked by a resident who is responsible for the maintenance of the hedgerow on the allotments boundary that backs onto Phoebe Lane dwellings. This is the responsibility of Towns Land Trust

23.2 – Music Events – Cllr L van den Berg advised that he attended a Networking Event for the Music Industry last week at High Wickham Campus. He explained that the Arts Council England offer funding grants to support grassroots music endeavours and asked if we should consider if there is a requirement within Parish of Wavendon for any events. It was agreed to discuss this in more detail at the Parish Council meeting on the 16 September 2024.

23.3 - Former Village Footpath – Cllr A Braddish raised concerns on the proposed forthcoming Highways Consultation on the safety of road users (vehicles, pedestrians and cyclists) using Walton Road and asked for details on a public 'rights of way' footpath that was closed in 1990 following a Public Enquiry held in the Village. **The chair was handed over to Cllr M Levermore for this item.** It was noted that MKCC Highways team will consult with the Parish Council on how wide the public consultation will be before the start date. Regarding the footpath closure Cllr S Thomas volunteered to search the internet for information about the blocking of the footpath and the Clerk will look back through the Parish Council minutes as well.

24. To agree items for forthcoming agendas:

- Risk Assessment Review – September 2024.

25. Future Meetings:

The next two meetings of the Parish Council will take place on **Monday 16 September 2024 at Glebe Farm School** and **Monday 21 October 2024 at Walton Road Community Centre** both commencing at 7.30 PM.

There being no further business the meeting closed 9.30 pm.