



**MINUTES OF WAVENDON PARISH COUNCIL**  
**16 FEBRUARY 2026**  
**Held at Wavendon Parish Offices,**  
**Walton Road, Wavendon, Milton Keynes, MK17 8LH at 7.30pm**

**Present:** Councillor David Hopkins (Chair), Councillor Steve Thomas (Vice-Chair);  
Councillors Bryan Burgess, Jan Flawn, Robert Hill, Ron Jamieson and Roger Penfound.

**Officers:** Lesley Sung (Clerk) and Alan Kemp (Outgoing Clerk)

**Also Present:** Ward Councillor Tracey Bailey

**Members of the Public: 3**

**1. CHAIR'S WELCOME AND ANNOUNCEMENTS**

Members of the public were invited to speak at a public forum prior to the start of the meeting. A summary of the comments made are attached at Annex A to the minutes.

The Chair provided the Council with an update report and a summary of those comments are attached at Annex B to the Minutes.

**2. APOLOGIES FOR ABSENCE**

An apology for absence was received on behalf of Councillor Nabeel Kasmani.

**3. DECLARATION OF INTEREST**

(a) The Chair, Councillor David Hopkins declared a pecuniary interest in Agenda item 19(c) – Planning Application PLN/2026/0141 (Church Farm, Walton Road, MK17 8LY – permission in principle for a minimum of one and a maximum of two dwellings). Councillor Hopkins owned property next to Church Farm. Councillor Hopkins left the room and took no part in the discussion or voting on this item.

(b) Councillor Robert Hill declared a pecuniary interest in Agenda Item 33(a) (Review of Salary Scales/Hours) as he was an employee of the Council. Councillor Hill left the room and took no part in the discussion or voting on this item.

**4. MINUTES**

**Resolved Unanimously:** That the minutes of the ordinary meeting of the Council held on 19 January 2026, be approved and signed as a correct record of the proceedings.

**5. UNITARY AUTHORITY REPORTS**

The Council received summary reports from Ward Councillors Tracey Bailey and David Hopkins. The reports were noted.

**6. AGENDA FORMAT**

The Council was invited to comment on the new agenda format.

**Resolved Unanimously:**

1. That the new agenda and minutes format be approved.
2. That questions submitted to the Clerk, prior to a specific time on the day of a meeting, be allowed to be discussed in the public forum.

**7. PARISH CLERK'S REPORT**

The Parish Clerk submitted a report detailing actions outstanding and actions taken since the last meeting.



**MINUTES OF WAVENDON PARISH COUNCIL**  
**16 FEBRUARY 2026**  
**Held at Wavendon Parish Offices,**  
**Walton Road, Wavendon, Milton Keynes, MK17 8LH at 7.30pm**

**Resolved Unanimously:** That the report and actions taken by the Clerk, be accepted.

**8. PRIORITY WORK PROGRAMME 2025/2026**

The Council received the updated priority work programme for 2025/2026.

**Resolved Unanimously:**

1. That the updated priority work programme 2025/2026 be accepted.
2. That the Clerk organises and all-Councillor meeting to discuss the Council's strategic direction and priorities.

**9. CO-OPTION TO A CASUAL VACANCY ON THE COUNCIL**

The Clerk reported that there had been no call for an election for the vacancy on the Parish Council and advised that the Council may now consider co-option to the vacancy.

**Resolved Unanimously:**

1. That the Council accepts that there was no call for an election and that a Councillor be appointed by co-option.
2. That, in accordance with Council policy, the Council:
  - (a) Advertises the Councillor Casual Vacancy for a period of 30 days.
  - (b) Establishes a panel to interview candidates
3. That the interview panel makes its recommendations to Council at the next appropriate meeting.

**10. ANNUAL PARISH MEETING**

**Resolved Unanimously:**

1. That the Annual Parish Meeting takes place on Tuesday 19 May 2026, the day after the Annual Council Meeting.
2. That the Council considers an agenda for the Annual Parish Meeting at its next meeting.

**11. FUTURE GOVERNANCE ARRANGEMENTS**

The Council considered the recommendations from the Governance Sub-Committee on the Council's governance structure, to commence in 2026/2027. The Chair of the Sub-Committee advised that all Committees and Sub-Committees were required to be fully constituted with terms of reference and approved delegated authority.

**Resolved Unanimously:**

1. That the Council establishes the following four Committees for 2026/2027:
  - Community Assets Committee
  - Planning & Administration Committee
  - Community Engagement Committee
  - HR Committee
2. That each Committee consists of a maximum of 5 Councillors (minimum of 3 for meetings to be quorate), all to have voting rights, subject to Standing Order substitution rules.
3. That the draft Constitution, Terms of Reference and delegated authority for each Committee, be considered at the April meeting.
4. That the Council establishes the following two Working Groups for 2026/2027:
  - Community Halls and Allotment Management Working Group
  - Finance Working Group



**MINUTES OF WAVENDON PARISH COUNCIL**  
**16 FEBRUARY 2026**  
**Held at Wavendon Parish Offices,**  
**Walton Road, Wavendon, Milton Keynes, MK17 8LH at 7.30pm**

5. That the Council establishes a Strategic Planning Task & Finish Group for 2026/2027.

**12. COMMUNITY CENTRE – RATES OF HIRE**

The Council considered the recommendations of the Community Hall Sub-Committee in respect of amended rates of hire at Wavendon Community Centre and Wavendon Community Hub.

**Resolved Unanimously:**

1. That the following charge categories be discarded:
  - Wavendon Community Hub – Hire of the hall without access to the kitchen/café
  - Children’s parties – all private functions to be charged at the same rate.
  - Discounted All Day Rate
2. That the cost to hire outside spaces will be dependent on the type of activity taking place and will be at the discretion of Clerk / Hall Manager.
3. That the rates of hire be amended as follows:

**Wavendon Community Hub:**

<b>Hire</b>	<b>Current Cost</b>	<b>Proposed Change</b>
Block Booking Commercial	£19 per hour	£21 per hour
Block Booking – Non-Profit	£13 per hour	£15 per hour
Family parties / private function	£38 per hour	£40 per hour
Outside Space	£10 per hour	POA

**Wavendon Community Centre – Coronation Hall:**

<b>Hire</b>	<b>Current Cost</b>	<b>Proposed Change</b>
Block Bookings – Commercial	£15 per hour	£17 per hour
Block Bookings – Non-Profit	£10 per hour	£12 per hour
Family parties / Private Function	£30.00	£35 per hour

**Wavendon Community Centre – Jubilee Hall:**

<b>Hire</b>	<b>Current Cost</b>	<b>Proposed Change</b>
Block Bookings – Commercial	£14.00 per hour	£15 per hour
Block Bookings – Non-Profit	£9 per hour	£10 per hour
Family Parties / Private Function	£29 per hour	£33 per hour

**Wavendon Community Centre – Other Rooms**

<b>Hire</b>	<b>Current Cost</b>	<b>Proposed Change</b>
Conservatory	£10 per hour	£11 per hour
Meeting Room	£10 per hour	£11 per hour
Classroom	£12 per hour	£14 per hour



**MINUTES OF WAVENDON PARISH COUNCIL**  
**16 FEBRUARY 2026**  
**Held at Wavendon Parish Offices,**  
**Walton Road, Wavendon, Milton Keynes, MK17 8LH at 7.30pm**

**Wavendon Community Centre – Outside Spaces**

Hire	Current Cost	Proposed Change
MUGA	£10 per hour	£11 per hour
Courtyard	£10 per hour	POA

4. That single-use hire deposits be charged at a minimum of £150 or 50% of the hire cost, whichever is the large amount.
5. That hire charges be re-negotiated with the hirers of rooms at the Wavendon Parish Offices, which consists of a conservatory, small meeting room, classroom and a room adjacent to the parish office.
6. That the Council thanks Councillor Robert Hill for updating the rates of hire leaflet.
7. That terms and conditions of hire for any of the Council’s facilities be reviewed by the Clerk and the Hall Manager and the draft updates be considered at the next meeting of the Council.

**13. FINANCIAL REGULATION – PROCUREMENT THRESHOLDS**

The Council considered the procurement thresholds that will determine the procurement processes the Council will follow. These thresholds provide guiding principles and provisions when sourcing goods or services and it applies to all expenditure on goods and services, building, infrastructure and equipment.

**Resolved Unanimously:**

1. That the following procurement thresholds are applied to the estimated cost of all goods and services, building, infrastructure and equipment:

TYPE	PROCEDURE	PROPOSED THRESHOLD
Direct Award	One-off purchases	Up to £750 inc VAT
Quotes	At least three written quotes should be obtained. Competing quotes to be appropriately recorded and retained before any expenditure is incurred.	Above £750 up to £12,000 inc VAT
Invitation to Quote (ITQ)	An appropriate number of suppliers should be invited to quote (verbal quotes not accepted). Evaluation criteria based on price and quality. Clerk and nominated Councillor to determine validity of quote. ITQ procedure to be used.	Above £12,000 inc VAT and up to £30,000 inc VAT
Invitation to Tender (ITT)	Governed by The Procurement Act 2023 and the Procurement Regulations 2024. The Council must ensure: <ul style="list-style-type: none"> <li>- Value for Money</li> <li>- Removal of barriers to SMEs</li> <li>- Publication of below-threshold notices for open competitions</li> <li>- Reasonable timescales</li> <li>- Fair and transparent processes</li> </ul> Evaluation criteria based on price and quality. Clerk and nominated Councillor to determine validity of tender. Central Digital Platform	Above £30,000 inc VAT up to £214,904 inc VAT



**MINUTES OF WAVENDON PARISH COUNCIL**  
**16 FEBRUARY 2026**  
**Held at Wavendon Parish Offices,**  
**Walton Road, Wavendon, Milton Keynes, MK17 8LH at 7.30pm**

	(Contracts Finder) and ITT procedure to be used.	
--	--	--

2. That the procedures for the award of contracts, as set out in the report be agreed.
3. That procurement opportunities over £214,904 inc VAT be subject to the full suite of regulations governing public contracts, in accordance with the Procurement Act 2023 and the Procurement Regulations 2024.

**14. GROUNDS MAINTENANCE CONTRACT AT WAVENDON COMMUNITY HUB – 1 YEAR EXTENSION**

The Council was asked to approve a one-year extension to the existing Grounds Maintenance Contract at the Wavendon Community Hub / Wavendon Heights Recreation Ground, until 31 March 2027.

The Clerk reported that there were two separate grounds maintenance contracts in place at Wavendon Heights Recreation Ground and Wavendon Recreation Ground and advised that it would be prudent to merge the two contracts into a single contract. The grounds maintenance contract at Wavendon Recreation Ground expired on 31 March 2027. Merging the two contracts would simplify the procurement process, reduce administrative workload and enable the Council to deal with one contractor under one agreement.

The cost of extending the existing contract with Total Grounds Maintenance, for one year at Wavendon Heights recreation ground was £10,328.16 + VAT and was within budget.

The Clerk suggested that the grounds maintenance for the Council's new allotment sites and other grounds maintenance agreements could be merged into the larger grounds maintenance contract to allow further simplification of contract management in the future.

**Resolved Unanimously:**

1. That the existing grounds maintenance contract at Wavendon Heights Recreation Ground, with Total Grounds Maintenance, be extended for one year, until 31 March 2027, at a cost of £10,328.16 + VAT.
2. That the grounds maintenance for the new allotment sites be merged with the ground's maintenance contract, once the allotment sites were open and any defect period had expired.

**15. EXTENSION TO WAVENDON RECREATION GROUND**

Councillor Robert Hill put forward a proposal for the extension of the Wavendon Recreation Ground, to follow on from a proposal put forward in 2021 and which had been included in the plans for SEMK.

Councillor Hill reported that he had been encouraged by the advice provided by the Tariff Manager at the meeting in December 2025 about the potential use of s106 / Tariff funding to address local infrastructure deficits and suggested that this presented a timely and practical opportunity to address a clear shortfall in playing field provision in the Strategic Land Allocation (SLA) area.



**MINUTES OF WAVENDON PARISH COUNCIL**  
**16 FEBRUARY 2026**  
**Held at Wavendon Parish Offices,**  
**Walton Road, Wavendon, Milton Keynes, MK17 8LH at 7.30pm**

**Resolved Unanimously:** That the Council supports the case to progress the proposal to extend the Wavendon Recreation Ground, based on the following factors:

- (a) **Significant Playing Field Deficit** – The developments at Glebe Farm, Eagle Farm and Church Farm expected a delivery in excess of 8 hectares of playing field provision. To date, just over 2 hectares have been delivered (all at Wavendon Heights), leaving a substantial shortfall.
- (b) **Imminent Growth at Church Farm** – This will bring further growth population growth and increased demand for accessible recreational space.
- (c) **Limited Availability of Existing Facilities** – New playing fields associated with Wavendon Heights, Glebe Farm School and St Mary's School have experienced ongoing safety and operational constraints, resulting in prolonged periods when they are unavailable for wider community use.
- (d) **Extended Delivery Timescales** - The extended delivery time for new playing fields would inevitably delay viable use for many years, meaning the existing deficit will persist unless an alternative solution is progressed.
- (e) **Opportunity to Support Community Sport** - Earlier provision of additional playing space would enable the return of cricket to the original Wavendon Recreation Ground. Eagle Glebe Cricket Club, a recently formed community club, currently faces significant challenges in securing a suitable local venue, despite clear community demand.
- (f) **Existing Infrastructure** – The proximity of Wavendon Community Centre provides established infrastructure, making this proposal a cost-effective and practical location for additional playing field provision.
- (g) **Potential for Improved Access and Parking** - Additional car parking, accessed via an extended H10 would alleviate existing parking pressures within Wavendon village, enabling better use of both existing and new facilities.

**16. ASH TREES – DANKWORTH WAY**

The Council was waiting to receive revised quotes for the removal of dying ash trees at Dankworth way.

**Resolved Unanimously:** That the Clerk, in consultation with the Chair and Vice-Chair, be given delegated authority to award the tree works to the contractor submitting the most economically advantageous quote.

**17. ASBESTOS REMOVAL – WAVENDON PARISH OFFICE**

The Council received an asbestos survey report and risk assessment confirming the presence of asbestos-containing materials in the lost space, with a recommendation that the asbestos should be removed and disposed of, in full accordance with current and relevant legislation.

The cost of the asbestos removal was estimated to be over £20K and, without prejudice to the Council, quotes for the work was currently being sought.

The Clerk reported that she had submitted the asbestos survey report and risk assessment to Milton Keynes City Council (the landlord), suggesting that the cost of the removal should fall to it. MKCC's Estates Team was investigating the Parish Council's claim.



**MINUTES OF WAVENDON PARISH COUNCIL**  
**16 FEBRUARY 2026**  
**Held at Wavendon Parish Offices,**  
**Walton Road, Wavendon, Milton Keynes, MK17 8LH at 7.30pm**

**Resolved Unanimously:**

1. That without prejudice to the Council, three quotes are sourced for the removal of the asbestos, in full accordance with current and relevant legislation.
2. That, depending on the outcome of negotiations with Milton Keynes City Council, the Clerk, in consultation with the Chair and Vice-Chair of the Council, be given delegated authority to award the removal of asbestos works to the most appropriate contractor.

**18. s.106 MONIES – ALLOTMENTS**

The Clerk reported that s.106 monies of £1,714.37 were available for the provision of additional capacity at allotment sites, within the parish of Wavendon and/or the Town of Woburn Sands. The development attached to the s.106 monies was planning application 17/0324/FUL (Wavendon Lodge, Lower End Road, Wavendon).

There was no capacity to expand the allotment sites and confirmation was sought from Milton Keynes City Council for the monies to be used for improvements.

**Resolved Unanimously:** That the Council gives some further thought for the use of the s.106 monies, but that potentially, the monies could be used to re-position the bus shelter in St Mary's Close to one of the allotment sites; provision of a community shed, or a tool loan scheme.

**19. PLANNING APPLICATIONS**

**(The Chair, Councillor David Hopkins had declared an interest in planning application PLN/2026/0141 and left the room. In the absence of the Chair, the Vice-Chair, Councillor Steve Thomas, took up the chairmanship for this item).**

The Council considered submitting comments to Milton Keynes City Council (Local Planning Authority) on the following planning applications:

- (a) **PLN/2025/2567 - Pumping Station, Newport Road, Wavendon –** Tree reduction by approx. 2m to branches touching the mast. Shape of bush will be maintained of Willow tree protected by TPO PS/540/15/42
- (b) **PLN/2025/1914 – A G Barr Plc, Crossley Drive, Magna Park, MK17 8FL -** High Voltage works including installation of the cable route, erection of two glass-reinforced plastic enclosures including one serving the ring main and extension to an existing electrical compound for installation of transformers and switch gear
- (c) **PLN/2026/0141 – Church Farm, Walton Road, Wavendon, MK17 8LY -** Permission in Principle for a minimum of one and a maximum of two dwellings
- (d) **PLN/2026/0180 - Land Between Bletchley and Woburn Sands associated with the Route Corridor of The East West Rail Project -** Approval of details required by conditions 3 (development stages), 6 (railway fencing), 9(a) (heritage delivery strategy), 11 (contaminated land), 12(a) (ecological management plan), 13 (flood risk phasing), 14(a) (surface water drainage strategy) and 15(b) (public rights of way) of permission ref. TWA/18/APP/04 relating to the Network Rail (East West Rail Bicester to Bedford Improvements) Order 2020.
- (e) **PLN/2026/0193 – Woburn Sands Garden Centre, Newport Road, Wavendon, MK17 8UF -** Prior notification for the proposed demolition of existing 'Garden Centre'.
- (f) **PLN/2026/0033 – Anglian Water, Cranfield Road, Wavendon, MK17 8AW -** Removal of overhanging limb back to trunk of Ash Tree (T1) and the crown lift to 5.2m of two groups of mixed trees (G1 and G2) protected by TPO PS/540/15/7.



**MINUTES OF WAVENDON PARISH COUNCIL**  
**16 FEBRUARY 2026**  
**Held at Wavendon Parish Offices,**  
**Walton Road, Wavendon, Milton Keynes, MK17 8LH at 7.30pm**

**Resolved Unanimously:**

1. That in respect of planning application PLN/2026/0141, the Local Planning Authority be asked to take account of any neighbour objections prior to the application being considered by the planning application.
2. That no comments be submitted to the Local Planning Authority in respect of the remaining planning application set out above.

**20. STANDING ITEM – PLANNING UPDATES**

The Council received an updated planning report setting out the status of local planning applications, enforcements and any comments recently submitted to the Local Planning Authority.

**Resolved Unanimously:** That the report be noted

**21. YOUTH SERVICE PROVISION**

The Council considered two proposals received to provide youth services for the Wavendon parish area. Proposals had been received from Pulse Youth Café and the YMCA.

**Resolved Unanimously:** That the proposals from each organisation be looked at in depth by a smaller group and that their recommendations be brought to the next meeting of the Council.

**22. LOCAL CONSULTATION – BUS SHELTER AT ST MARY’S GREEN**

The Council received the results of a local survey regarding the potential removal of the disused bus shelter in St Mary’s Green. The public version of the survey had been redacted in accordance with GDPR.

The Council considered options for the land if the bus shelter was to be removed:

- Possible location for an arts project
- Raised beds

**Resolved Unanimously:**

1. That the disused bus shelter on St Mary’s Green be removed.
2. That the Council obtains quotes for the removal of the bus shelter
3. That the Council investigates relocating the bus shelter to one of the Council’s new allotment sites.
4. That the Council considers options for the land once the bus shelter has been removed.

**23. FINANCIAL STATEMENTS**

**Resolved Unanimously:**

1. That the following payments be authorised:

Anglian Water	Water Charges	£138.28
Staff / HMRC	Employer Costs	£8,986.65
IOTA Interiors	Chair for Parish Office	£367.99
Starboard Systems Ltd	Scribe Accounts	£943.49
ISE Fire Products	Maintenance Fire Alarm (Hub)	£395.40
ISE Fire Products	Maintenance Fire Alarm (WCC)	£328.20
NALC	Training for Cllrs	£144.00
Vision ICT Ltd	Email Hosting	£120.00



**MINUTES OF WAVENDON PARISH COUNCIL**  
**16 FEBRUARY 2026**  
**Held at Wavendon Parish Offices,**  
**Walton Road, Wavendon, Milton Keynes, MK17 8LH at 7.30pm**

Total Ground Maintenance	Grass Cutting (Hub)	£777.60
Total Ground Maintenance	Grass Cutting (Village)	£352.30
Tickford Security Systems	CCTV	£2,934.00
Caretaker	Expenses – Repairs	£98.68
Clerk (Outgoing)	Expenses – Various	£792.42
Clerk	Expenses – IT Equipment	£142.00
George Wells Education Found.	Community Grant	£100.00
Biffa	Waste / Recycling (WCC)	£284.26
Biffa	Waste / Recycling (Hub)	£204.35
BT	Broadband (WCC)	£61.56
BT	Broadband (Hub)	£61.14
EE	Mobile	£8.93
EON Next	Electricity (WCC)	£136.05
EON Next	Gas (WCC)	£156.14
EON Next	Electricity (Former School)	£599.42
EON Next	Gas (Former School)	£1,417.63
EON Next	Electricity (Hub)	£1,718.39

2. That the Council accepts the total expenditure for February as £21,268.88
3. That the Council accepts the following income for February as:

Ward Councillor Grant (Community Xmas Tree) - St Mary's School	(£200.00)
Transfer from Community Centre Account	(£20,000)

4. That the Council signs off the Council's bank reconciliations and accepts the following bank balances as of 31 January 2026:

Community Account:	£122,866.06
Less cheques to be cashed	(£5,172.96)
Less February Payments)	(£21,268.88)

**Total as at 16 February: £96,424.22**

Business Saver Account (Parish Funds)	<b>£14,186.66</b>
Community Centre Account (Estimated)	<b>£30,000.00</b>

5. That £960.00 be allocated for storage solutions.
6. That the Responsible Finance Officer's budget report be accepted.

**24. S.137 LOCAL GOVERNMENT ACT 1972**

S.137 of the Local Government Act 1972 allows parish and town councils to incur expenditure for purposes that benefit their communities when no specific power is available. The expenditure limit on s.137 is set for 2026/2027 as £11.60 per elector.

There are 5,228 electors in the parish (information from the last published electoral register).

**Resolved Unanimously:** That the Council acknowledges that the maximum sum that Wavendon Parish Council can spend on s.137 activities in 2026/2027 is £60,644.80



**MINUTES OF WAVENDON PARISH COUNCIL**  
**16 FEBRUARY 2026**  
**Held at Wavendon Parish Offices,**  
**Walton Road, Wavendon, Milton Keynes, MK17 8LH at 7.30pm**

**25. POLICIES AND PROCEDURES**

The Council received a status list of policies and procedures, including those that need amending or writing.

**Resolved Unanimously:**

1. That the Council notes the outstanding policies and procedures that need either amending or writing in time for presentation at the Annual Council Meeting in May 2026.
2. That the Council includes on its list of policies and procedures a Generative AI policy and a social media Policy.

**26. SOCIAL MEDIA**

**Resolved Unanimously:** That for now, the Council sets up a Facebook Page.

**27. MILTON KEYNES CITY COUNCIL CONSULTATION – LOCAL TRANSPORT POLICY (LTP5)**

This item was deferred to the next meeting in March 2026.

**28. AVAILABLE TRAINING FOR COUNCILLORS**

**Resolved Unanimously:** That Councillor Nabeel Kasmani attends NALC training on youth engagement

**29. COUNCILLOR REPORTS**

**Lime / Dott Bikes:** Councillor Penfound reported on a meeting he had regarding bike management zones in the Wavendon parish area. He added that more bikes were being left around Walton Road/Newport Road and that he had contacted Milton Keynes City Council for them to be collected.

**Installation of Benches:** Councillor Burgess reported that he had arranged to meet with The Parks Trust to identify the placement of benches in Glebe Farm.

**Estate Walkabouts:** Councillor Burgess reported that he had not had any feedback from Milton Keynes City Council since the walk-about around Glebe Farm and Eagle Farm, with MKCC's Tariff Manager.

**Banners at the Hub:** Councillor Hill reported that there was nothing that could be done about the banners at the Wavendon Hub until the freehold had been transferred to the parish council.

**Dog Stickers:** Councillor Flawn said she would put up dog posters / stickers around the Wavendon parish area.

**Streetlights** – Councillor Flawn advised that she had reported to Milton Keynes City Council, broken streetlights at Scott Court and Buxton Close.

**Great Crested Newt District License:** Councillor Hill reported that he had met with Penny Airs from Milton Keynes City Council to discuss the requirements of the GCN District License. The Council had carried out its own annual survey and submitted details to NatureSpace.

**Tree Planting at Wavendon Heights:** Councillor Hill reported on the success of the tree planting event at Wavendon Heights



**MINUTES OF WAVENDON PARISH COUNCIL**  
**16 FEBRUARY 2026**  
**Held at Wavendon Parish Offices,**  
**Walton Road, Wavendon, Milton Keynes, MK17 8LH at 7.30pm**

**Resolved Unanimously:** That the Councillor reports be accepted.

**30. ITEMS FOR FUTURE MEETINGS**

None requested.

**31. EXCLUSION OF THE PRESS AND PUBLIC**

**Resolved unanimously:** That in accordance with s1(2) of the Public Bodies (Admission to Members) Act 1960, the press and public be excluded for Agenda Items 32 (Quotes for Payroll Services) and 33 (Staffing Reports). Item 32 contains commercially sensitive information and Item 33 contains information relating to individual employees of the Council.

**32. PAYROLL SERVICES - QUOTES**

The Council received three quotes for payroll Services.

**Resolved Unanimously:** That the Council appoints DCK as its payroll provider, on an initial two-year contract and on a rolling contract thereafter, at a cost of approximately £996 per annum.

**33. STAFFING REPORTS**

**(Councillor Hill declared a pecuniary interest in Agenda Item 33(a) and left the room. The Clerk and the Outgoing Clerk left the room during item 33(c). The Chair of the Council acted as the Clerk for this item).**

The Council:

- (a) Reviewed the salary scales and hours of existing staff
- (b) Considered a draft Job Description for a Deputy Parish Clerk
- (c) Considered general matters relating to staff

**Resolved Unanimously:**

- 1. That the Council amended salary scales for the Caretaker and Hall Manager, as recommended in the report, be agreed.
- 2. That the Caretakers working hours be increase from 20 hours per week to 24 hours per week
- 3. That the Hall Manager's working hours be increased from 24 hours per week to 28 hours per week.
- 4. That the Council agrees the draft Job Description and Job advertisement for a part time Deputy Clerk.

**The meeting ended at 10.05pm**

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_



**MINUTES OF WAVENDON PARISH COUNCIL**  
**16 FEBRUARY 2026**  
**Held at Wavendon Parish Offices,**  
**Walton Road, Wavendon, Milton Keynes, MK17 8LH at 7.30pm**

**ANNEX A TO THE MINUTES OF 16 FEBRUARY 2026**

**PUBLIC FORUM**

**Bus Shelter in St Mary's Close**

A member of the public reported that some of the emails sent in response to a local consultation on the potential removal of the bus shelter in St Mary's Close may have not been received by the Clerk. The Clerk reported that all the emails received had been incorporated into a report (Agenda Item 22 – Local Consultation – Bus Stop at St Mary's Green).

**Walton Road 'S' Bend Consultation**

A local consultation on the Walton Road 'S' Bend was long overdue. The Chair advised that the consultation may be held after the elections in May 2026.

**Removal of Trees – Near Caldecotte Brook**

A member of the public asked why a large oak tree that had been located on the bridal way, going towards Caldecotte Brook, had been removed. Councillor Thomas advised that an arboriculture report had indicated which trees were to be removed before construction commenced.

**Water Leak at Old Post Office**

Plans were in place to fix the water leak in May.

**Phoebe Lane**

The bridalway /footpath was not in a good state of repair and works needed to be carried out in the area. The Council wished for this matter to remain on the Council's agenda.

**ANNEX B TO THE MINUTES OF 16 FEBRUARY 2026**

**SUMMARY OF CHAIRMAN'S REPORT**

- **East West Rail** - The Chair and the Vice-Chair had met with representatives from East West Rail to discuss various issues including the proposals to move Woburn Sands train station and the building of a bridge. He indicated that plans were still in place to keep open Newport Road and reported the impact this would have on the rail crossing.
- **Co-op store on Glebe Farm** – opened on 12 February 2025
- **Community Action Vital Signs Launch** - The report focussed on the recent OU report that had identified a two-tier way of living in the new development areas in MK. Eagle Farm had been highlighted in the report.
- **Local Multi-Agency Academy Trusts Merger** - IFtL schools now included St Mary's Wavendon CoE primary school and Glebe Farm Combined School.
- **Elmswell Gate Play Area** – Milton Keynes City Council had appointed a contractor to carry out the works, due to start on 16 February 2026.
- **Ridgemont Station Heritage Centre** – after a winter break, the Centre was re-opening on 18 February 2026
- **Mandatory Parking Zones for E Bikes and E Scooter Hire** – The Chair and Councillors Penfound and Burgess will be meeting with Milton Keynes City Council about the roll out of mandatory parking zones for Lime and Dott bikes.



**MINUTES OF WAVENDON PARISH COUNCIL**  
**16 FEBRUARY 2026**  
**Held at Wavendon Parish Offices,**  
**Walton Road, Wavendon, Milton Keynes, MK17 8LH at 7.30pm**

- **Community Issues** – Members of the Council, the Clerk(s) and MKCC's Tarriff Manager, walked much of the new areas of Wavendon to pick up many of the public realm issues that were of a concern.
- **Crimewave** – this was something to consider in the future.
- **LTP5 Transport Strategy** – The consultation was now live. The Transport Manager would be attending the next meeting of Little Brickhill Parish Council and invitations to attend had been extended to neighbouring councils.
- **Lower End Road** – the neighbour consultation period had been extended as nearby residents had not been consulted.