



MINUTES OF WAVENDON PARISH COUNCIL MEETING - HELD AT 7.30 PM ON THE 20 JANUARY 2025 AT WAVENDON COMMUNITY CENTRE.

Present: Cllr's D Hopkins, A Braddish, R Hill, R Jamieson, J Wilkinson, S Thomas, Ward Councillor T Bailey and 4 residents. Clerk was in attendance.

1. To receive apologies for absence:

Cllr's M Levermore & J Goss, Ward Cllr V Hopkins.

Now that Cllr L van den Berg had resigned as a Parish Council. Clerk to inform MKCC and advertise the vacancy accordingly.

2. Public Open Session:

2.1 – Gigaclear – A resident attended the meeting to ask if the Parish Council has any knowledge of exactly where Ultrafast Broadband has and has not been connected in the village.

Parish Council Chair responded and promised to write again to Gigaclear requesting when the parts of the village will be installed and promised to update the resident when a response had been forthcoming.

2.2 – Connecting the Redways – A resident asked if there had been any process in connecting to the Redway in Eagle Farm from Lower End Road.

Parish Council Chair responded and promised to write to MKCC to ask for an update.

2-3 – Traffic Concerns on Cranfield Road and Lower End Road – A resident raised concerns about continual speeding along this road.

Cllr S Thomas advised that he would be able to provide the data from the SID on Cranfield Road and that Community Speed Watch Sessions could be arranged, if suitable site could be identified.

Parish Council Chair agreed to write to Thames Valley Police to ask if they would be willing to undertake occasional speed watch monitoring.

2.4 – Walton Road Traffic Concerns – A resident asked if any progress had been made in obtaining an update from MKCC (Highways) with proposals for this Road.

The Parish Council responded to confirm that they continue to chase MKCC (Highways) for an update and will provide an update to residents as soon as possible.

2.5 – Stockwell Lane – Residents are concerned about the hazardous state of this road and asked when MKCC (Highways) will be undertaking repairs.

The Parish Council responded to confirm that they continue to chase MKCC (Highways) for an update and will provide an update to residents as soon as possible.

2.6 – Pheobe Lane / Bridleway along Wavendon Fields – A resident was concerned about how disappointing how the hedgerows had been decimated on the Church Farm development site and asked for reassurances that Phoebe Lane will be protected.

It was noted that the Parish Council have a standard agenda item every month to discuss and monitor this issue.

2.7 – Litter Problems – A resident highlighted a litter problem whilst walking from Stockwell Lane to the Redway near the Waitrose Warehouse.

It was noted that Cllr D Hopkins had reported this to MKCC (Waste Management Services Team) requesting for a litter collection to be undertaken.

2.8 – Caravan – A resident advised that a caravan had been left near the apartments near Stockwell Lane and the Community Hub.

The Parish Clerk will report this to MKCC.

2 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 D Hopkins declared an interest in item **9.1** and did not participate in any discussions.

3 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.

4 Approval of Minutes:

The minutes of the meeting of 16 December 2024 were approved and signed as a true record.

5 Matters Arising:

	ACTION
<p>6.1 - Email received 10/10/23 from MKCC regarding Second Winter Plan – funding for Parishes. The balance after expenditure purchase of the dishwasher at £329.00 is £718.88.</p> <p><i>Clerk has still got to order the dishwasher, and both schools have been asked if there are any further projects for the funding balance to be used.</i></p>	Clerk
<p>6.2 – (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 FS57911705. Clerk has emailed MKCC (16/06/24) again asking for a progress update on this. Still no response received again from MKCC. Clerk has emailed MKCC (16/11/24) including photos of the current state of the sign / post asking for when this action will be completed.</p> <p><i>Clerk contacted MKCC (Customer Services) again on the 18 January 2025 as no progress has been made with this issue and was asked to raise a formal complaint to highlight this problem.</i></p>	Clerk
<p>6.3 - (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. <i>Clerk has started discussions with MKCC on this issue.</i></p> <p><i>Clerk has asked for help from Cllr J Goss to identify the properties that are affected to enable more meaningful discussions with MKCC to take place.</i></p>	Clerk
<p>6.4 - (item 21.3 of minutes 18/12/23) – CPR Training – 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. <i>In response to the advert that was included in the Winter edition of the Newsletter, 27 residents have expressed an interest in attending a CPR training event.</i></p> <p><i>Following discussion with a First Responder we would need to arrange sessions over two separate days and it was suggested to hold these in late February 2025, if possible. Clerk will consult with the Hall Manager for a suitable dates for the training.</i></p>	Clerk
<p>6.5 - (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.</p> <p><i>Clerk contacted MKCC (Customer Services) again on the 18 January 2025 as no progress has been made with this issue and was asked to raise a formal complaint to highlight this problem.</i></p>	Clerk

<p>6.6 - (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. Clerk and Cllr L van den Berg met on the 23 July 2024 on this issue. Clerk has reported this to MKCC including the same issues in Glebe Farm. Clerk met with a representative from MKCC on the 11 November 2024 in Eagle Farm and Glebe Farm regarding how to resolve this issue. MKCC will check who is responsible for replanting (The Parks Trust, Developer or MKCC) and provide a response as soon as possible.</p> <p><u>Clerk advised that he had contacted MKCC, and a site meeting will be arranged in the Spring with MKCC Highways Team and others to identify all the trees that require replacing before the areas are formally adopted.</u></p>	Clerk
<p>6.7 - (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>Response received form Environmental Health.</u></p> <ul style="list-style-type: none"> <u>The Environmental Protection Act 1990 gives environmental health powers to investigate noise emitted from premises which may be prejudicial to health or a nuisance. However, the provision does not apply to noise made by traffic, this is excluded from action (s79 (6A)). Environmental Health will therefore be unable to assist.</u> <p><u>No responses received yet from MKCC (planning and highways).</u></p> <p><u>Clerk contacted the resident on the 18 October 2024 and provided a brief update.</u></p> <p><u>Update – link this item with 6.3. <i>Ongoing.</i></u></p>	Clerk
<p>6.8 - (item 23.2 of minutes 15/07/24) – 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.</p> <p>It was agreed to establish if any other Councils hold any music events. Cllr D Hopkins stated that he would be arranging meeting with the representatives who organise the Woburn Sands Festival. <u>Ongoing.</u></p>	Cllr D Hopkins / Clerk
<p>6.9 - (item 2.2 of minutes 21/10/24) – A resident attended the meeting (21/10/24) to ask for Parish Council support now that preliminary work had started on the Church Farm development site. The chair was handed over to Cllr R Hill for this item. The developer has cut down saplings and scrub near his property and asked the Parish Council if they could monitor this and highlight any breaches of planning conditions to MKCC.</p> <p><u>The resident is still waiting for a meeting date to be agreed. Clerk has offered to chase the Developer if a date has not been agreed within the next week.</u></p>	Clerk
<p>6.10 - (item 24.2 of minutes 21/10/24) – Cllr L van den Berg highlighted an issue with irresponsible parking outside Eagle Farm School at drop off / pick up times.</p> <p><u>This will now be discussed and progressed in minute reference 8.2.</u></p>	
<p>6.11 - (item 24.5 of minutes 21/10/24) – Cllr S Thomas advised that some of the speed watch signs on Walton Road require replacing. <u>Clerk to investigate the costs for replacements.</u></p> <p><u>Clerk has still to action this request.</u></p>	Clerk
<p>6.12 - (item 27.1 of minutes 20/05/24) – Cllr R Hill reported that there had been some damage to benches on the recreation ground with at least one beyond repair.</p> <p><u>This will now be discussed and progressed in the Financial Statements.</u></p>	

<p>6.13 - (item 2.1 of minutes 18/11/24) – Gigaclear – Residents attended the meeting to voice concerns that Gigaclear had not fulfilled their commitments for installation of their broadband services to several parts of Wavendon. The Parish Council agreed to support efforts to achieve this objective with Gigaclear and Milton Keynes City Council.</p> <p>It was noted that Cllr D Hopkins has written to Gigaclear requesting an update on their plans to complete provision of their services to Wavendon. <u>See minute reference 2.1.</u></p>	
<p>6.14 - (item 2.3 of minutes 18/11/24) – Litter Picking Events – Following the request from a resident in the Public Open Session Cllr M Levermore suggested that to support litter picking events in the Parish that we should try and establish several a litter picking champions. This was accepted by all present and ways to achieve this would be investigated.</p> <p><u>It was agreed to include an article in the Spring 2025 issue of the Newsletter.</u></p>	Cllr D Hopkins / Clerk
<p>6.15 - (item 22.4 of minutes 18/11/24) – Tree Problem - Cllr A Braddish advised that there is a tree on Wavendon Fields that requires pruning.</p> <p>It was noted that this had now been completed by MKCC. <u>Item closed.</u></p>	
<p>6.16 - (item 22.2 of minutes 16/12/24) – Cllr S Thomas advised that residents have raised concerns about anti-social behaviour taking place at the bus shelter on St Marys Green and have suggested that it should be demolished.</p> <p><u>It was agreed to monitor this and discuss again at future Parish Council meetings.</u></p>	

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

Clerk will update this document and issue with the minutes of the January 2025 Parish Council meeting.

7 Correspondence:

	ACTION
<p>8.1 - Email received 07/01/25 from MKCC advising of the work Arts for Health undertake in MK – www.artsforhealthmk.org.uk</p> <p><u>This was noted; no further actions are required.</u></p>	
<p>8.2 - Emails received from two separate residents regarding safety issues at St Marys School, Eagle Farm, at school drop off / pick up times.</p> <p>We are still waiting for confirmation from MKCC on a date when the safety review can be completed. MKCC have emailed a draft plan for a pedestrian crossing to be installed before the road is adopted that was emailed to Parish Councillors before this meeting.</p> <p><u>Following discussion, a question was asked if any areas will have yellow lines installed as part of the scheme. MKCC will be contacted for a response.</u></p>	Cllr D Hopkins / Clerk

8 Planning:

	ACTION
<p>9.1 - 24/01334/HOU - The erection of a proposed first floor extension over existing garage / carport to create a guest bedroom / study annexe to include the replacement of an existing mono-pitched asbestos sheet roof with dual pitched plain tiled roof to match existing dwelling at 78 Walton Road, Wavendon.</p> <p><u>The chair was handed over to Cllr R Hill for this item.</u></p> <p><u>No issues were raised.</u></p>	

<p>9.2 - PLN/2024/2235 – Alteration to front driveway pier and wall at Black Horse House, 2 Canfield Road, Wavendon.</p> <p><u>No issues were raised.</u></p>	
<p>9.3 – PLN/2024/2681 – Installation of an EV Hub with associated equipment, and 3 x information signs and 1 x accessible parking sign at Wavendon Service Area, Newport Road, Wavendon.</p> <p><u>No issues were raised.</u></p>	
<p>9.4 – PLN/2024/2698 – Advertisement consent for the display of 3 no. information signs and 1 no. accessible parking sign at Wavendon Service Area, Newport Road, Wavendon.</p> <p><u>No issues were raised.</u></p>	
<p>9.5 - PLN/2024/2771 – Proposed erection of a single storey front porch extension at 13, Ravi Way, Glebe Farm, Milton Keynes.</p> <p><u>No issues were raised.</u></p>	
<p>9.6 - PLN/2025/0001 – Prior notification for the installation of flat roof mounted solar panels at Glebe Farm, all through school, Burney Drive, Glebe Farm, Milton Keynes.</p> <p><u>No issues were raised.</u></p>	
<p>9.7 - PLN/2025/0010 - Consultation on Scoping Opinion for East West Railway Co Ltd for an Order granting Development Consent for the East West Rail to enable the operation of trains between Oxford and Cambridge, comprising a new railway line between Bedford Station and Cambridge Station, including associated works to the railway network in and around Oxford, Bicester, Winslow, Bletchley and on the Marston Vale Railway Line between Bletchley and Bedford, and changes to level crossings and to stations as well as the provision of new facilities at Land between Oxford and Cambridge along the East West Railway Line.</p> <p><u>No issues were raised.</u></p>	
<p>9.8 – PLN/2024/2119 - non-material amendment seeking to update conditions 5, 7, 10, 12, 14, 15, 16, 17, 18, 20, 27, 28, 30, 31 and 38 to relate to information already approved as part of planning process (relating to permission ref. 24/01285/OUTM) at Land at Glebe Farm, South of A421, Newport Road, Wavendon,</p> <p><u>No issues were raised.</u></p>	
<p>9.9 - PLN/2025/0088 - Approval of details required by conditions 6 (Landscape Details) and 9 (Biodiversity Enhancement) of permission ref. 21/01682/REM at Land North and West of Wavendon Business Park, Ortensia Drive, Milton Keynes.</p> <p><u>No issues were raised.</u></p>	
<p>9.10 - 23/02904/FUL at Wavendon Fields</p> <p><u>Clerk confirmed that he had contacted the applicant and that they will be resubmitted a new planning application shortly and that they will attend the Parish Council meeting on the 17 February 2025.</u></p>	
<p>9.11- 24/01605/OUT - Outline application (matters of access to be considered, with matters of layout, scale, appearance and landscaping reserved) for the erection of up to 7 Self-Build/Custom Build dwellings including access, demolition and any necessary ground remodelling at 2 Walton Road, Wavendon.</p> <p><u>Notification received 27/12/24 from MKCC that full planning permission had been refused.</u></p>	

<p>9.12 – PLN/2024/2540 - Non-material amendment seeking to replace drawings incorrectly noted on approved decision (relating to permission ref. 21/01682/REM for Reserved Matters application following 15/02337/OUT for access, appearance, layout, and scale for internal roads, pump station, three residential units (Plots 99, 108 and 109) and a convenience store) at Land North and West of Wavendon Business Park, Ortensia Drive, Milton Keynes, MK17 8LX</p> <p><u>Notification received 27/12/24 from MKCC that non-material amendment had been approved.</u></p>	
<p>9.13 – PLN /2024/2083 - Approval of details required by condition 4 (Tree Replacement) of permission ref. 24/01416/TPO at Woburn Sands Garden Centre, Newport Road, Wavendon.</p> <p><u>Notification received 31/12/24 from MKCC that planning condition had been approved.</u></p>	
<p>9.14 – 24/01636/CLUE - Certificate of Lawfulness to confirm the lawful implementation of planning permission to allow for the construction of 8 Devereux Court, as approved under permission ref. 16/03354/FUL at 8 Devereux Court, Glebe Farm.</p> <p><u>Notification received 03/01/25 from MKCC that the Lawful Development Certificate had been approved.</u></p>	
<p>9.15 – 24/1936/CLUE - Certificate of Lawfulness to confirm the existing lawful use of the planning permission to allow for the construction of 8 Devereux Court, as approved under permission ref. 15/01492/FUL at 8 Devereux Court, Glebe Farm, Milton Keynes.</p> <p><u>Notification received 03/01/25 from MKCC that the Lawful Development Certificate had been approved.</u></p>	
<p>9.16 – PLN/2024/2512 - Scoping request under the Environmental Impact Assessment (EIA) Regulations 2017 relating to Residential led development to comprise up to 1,200 dwellings (Use Class C3), education facilities (Use Class F1), up to 1,000 sqm of Local Centre uses (Use Classes [E, and sui generis]); formal and informal open spaces incorporating a Sustainable Urban Drainage System, a neighbourhood equipped area of play, local play areas and allotments. Infrastructure development to include access from Newport Road and the H10 extension, highways, public rights of way and other associated works and operations including, but not limited to demolition, earthworks and engineering operations at Land West of Woburn Sands and South of Wavendon, Newport Road, Wavendon.</p> <p><u>Notification received 19/11/24 from MKCC that planning condition had been approved.</u></p>	
<p>9.17 – 24/01773/HOU - Proposed erection of outbuilding in rear garden to form ancillary annex at 6 Guess Gardens, Glebe Farm, Milton Keynes.</p> <p><u>Notification received 09/01/25 from MKCC that household planning permission had been approved.</u></p>	
<p>9.18 – 24/01511/HOU - The retention of electric shutter doors to the front and rear for the carport (retrospective) at 9 Brosse Crescent, Glebe Farm, Milton Keynes.</p> <p><u>Notification received 09/01/25 from MKCC that household planning permission had been approved.</u></p>	
<p>9.19 – 24/01931/HOU - The conversion of the garage into a habitable room at 13 Ravi Way, Glebe Farm, Milton Keynes.</p> <p><u>Notification received 09/01/25 from MKCC that household planning permission had been approved.</u></p>	

<p>9.20 – 24/01769/HOU & 24/01770/LBC - The erection of a single storey rear extension, re-roofing the garage and stables and installation of a new timber boarded ceiling to the vaulted ceiling in the stable building at Wavendon Manor, 18 Cross End, Wavendon.</p> <p><u>Notification received 13/01/25 from MKCC that household planning permission had been approved.</u></p>	
<p>9.21 – EWR Consultation closing on the 31 January 2025.</p> <p>A draft response prepared by Cllr D Hopkins that was emailed to all Parish Councillors prior to this meeting was discussed and following discussion it was agreed that it represented a good response to this consultation. <u>It was suggested that before the Clerk responds officially to this consultation that we ask a resident for some feedback before submitting our response.</u></p>	Clerk

10 To discuss 106 Tariff Projects / Funding:

Walton Road Community Centre / Security / Safety / Other / Allotments

Grant of £24,500.00 received from MKCC in September 2024 to fund the following.

- **CCTV and Intruder Alarms – Community Centre.**

Completed in September 2024.

The supplier has been asked to make the front door more secure and fix the security issue on the internal door in the corridor to the disabled toilet and provide access to set and unset the alarm remotely for the Caretaker and Hall Manager. Costs for this are £2,229.00 + VAT and will be covered by a contingency within the grant amount.

Completed in December 2024

There is a problem with the door closing fully that is being investigated.

- **New Fence and tree / hedge work on the Recreation Ground in Wavendon.**

We need to meet with the Church and Allotment Committee to agree the fence details. Clerk has contacted the Church, and a site meeting will be arranged in January / February 2025.

Money was provided within the grant for hedge trimming on the recreation ground at £2,620 + VAT and the order to be placed on the contractor as soon as possible by the Clerk.

Play Equipment / Gym Equipment

- 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 **04 December 2024 and closes on the 19 February 2025.** Clerk is obtaining updated quotations.

Arts Funding

- Cllr D Hopkins advised that there is a considerable amount of 106 funds are available to the Parish.

MKCC are committed to a meeting, but this is likely not to be held until February / March 2025.

Heritage Projects – 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 include artwork to the Boundary Wall – St Marys Close. The resident has asked the Parish Council for a date when the wall will be repaired (or replaced). Clerk to respond to the resident confirming that other funding options are being explored.
- Village History Boards
- Replacement benches at St Marys Green

11 Task & Finish Committee for a working group working with Inspiring Futures Through Learning Trust (IFTL) on community issues.

Following a conversation with our Solicitor the Clerk advised that they had suggested that they could finish drafting an agreement. Clerk confirmed that the cost for our solicitor to complete this will be £750.00 +VAT and all present authorised this expenditure.

Cllr D Hopkins has received confirmation that Steph Boak (IFTL) will contact Sarah Collins at MKCC regarding getting to the end of the signing process within the next couple of weeks. If this happens it probably will not require any work by our solicitor? No change.

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

It was agreed that the next Community Centre Committee meeting will be held on Monday 27 January 2025.

12.1 - New Community Hub progress update:

- **Legal update** – A meeting was held with our Solicitor on the 9 January 2025 and these issues were raised, Contract status, Electric Charging Points, District Licence, Charity Status. Our Solicitor has promised and update as quickly as possible.
- **Maintenance Contracts** – Clerk thanked Cllr R Hill who is currently obtaining quotations for all the items in the Hub that require regular annual maintenance. We do have a maintenance contact in place that has been extended by Ambivent Facilities Management Limited for 6 Months (FOC) until February 2025. Service completed on the Heat Source Pump on the 16th & 17th September 2024. This has highlighted remedial work at a cost of ££1,974 +VAT. Clerk has placed the order as the amount is covered in the 2024/2025 budget. Work will be completed in December 2024. Maintenance contact received from Ambivent Management Facilities for maintenance from the calendar year 2025, to be reviewed before presenting for approval. Additional quotations are being sought.
- **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:** Clerk stated that there was an issue with the National Grid regarding the registration of the site with them. This has now been resolved and should enable the registration of the Solar Panels. Still to be actioned by the Clerk.
- **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. Discuss at next Community Centre meeting.
- **Car Park Usage** - (item 24.6 of minutes 21/10/24) – Cllr R Hill highlighted that there still some instances at the Community Hub with vehicles being stranded in the car park when hirers have locked up. Clerk agreed to contact our Security Company to enquire if they offer a call-out service. Discuss at next Community Centre meeting.
- **Problem with Heating** – This has now been resolved.

12.2 – Walton Road Community Centre:

- **Conservatory Roof** - Cllr R Hill has obtained three quotations for consideration to have the conservatory roof insulated. They are £5,200 + VAT, £6,500, and £18,000 - £22,000. Clerk confirmed that he had included this in the budget for 2025/2026.
- **Dishwasher** – We will have to replace the dishwasher. Clerk has suggested a replacement dishwasher and is consulting with the Hall Manager before placing the order. No change.

- **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. Solicitor has promised to chase MKCC for an update.
- **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 have 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. Clerk confirmed that he had included this in the budget for 2025/2026.
- **Internal Notice Board** – A replacement is required. MKCC have been asked if they have any surplus of notice boards, awaiting a response. No Change.
- **Conservatory Lighting** – There is a requirement for more lighting. Two standard lights have been installed at a cost of £45.19 and have made an improvement. Two more have been installed. Item closed.
- **Electric Meters** – Clerk is consulting with EoN for a convenient date to have smart meters fitted. Scheduled date of 3 January 2025 had to be postponed, new dates to be arranged.
- **Small tables** – There is a requirement to support hirers with the availability for some more tables. Clerk was asked to investigate purchasing a quantity of 10. Quotations being obtained by the Clerk. Ongoing.
- **Problem with a professional organisation using the Recreation Ground and damaging parts of the grass** - It was agreed that we should arrange a meeting with this user in the new calendar year to try and resolve this issue. This has been referred to our solicitor for advice.

13 To discuss Climate Change Initiatives:

A review of the Climate Action Planning document will be reviewed in April 2025.

14 To receive Financial Statements:

14.1 – Bank Statement: Balance as of 20 January 2025:

Community Account as of 31 December 2024:	£76,015.81
Less Cheques to be cashed – 101807, 101812, 101844, 101855, 101856, 101863, 101864, 101865, 101871, 101872, 101873, 101874, 101875, 101876, 101877	(£9,357.68)
Less New Cheques + S/O's & D/D's	(£15,827.86)
Total	£50,830.27
Business Saver Account (Parish Funds)	Total £14,049.08
Business Saver Account (Mrs Robinsons Account)	Total £610.27

Cheque No.	Payee	Amount
101878	Sterling Installations Ltd – Community Centre - Plumbing	£245.71
S/O	Alan Kemp – January 2025 Salary	£1,563.20
S/O	Robert Hill – Caretaker Salary – January 2025	£547.50
S/O	Susan Hopkins – Hall Manager November 2024	£1,005.80
101879	Alan Kemp – Salary Arrears – January 2025	£60.00
	Alan Kemp – 2 x standard lights, bulbs, extension Lead for CC	£62.49
	Alan Kemp – Stationery, 2 nd Class Stamps	£95.03
101880	Susan Hopkins – Salary Arrears – January 2025	£35.20
101881	Robert Hill – Salary Arrears – January 2025	£27.50
	Robert Hill – Community Centre Repairs	£60.70
101882	HMRC – Tax & NI for Staff	£839.89

101883	Aegis Support Services – Community Hub – Call Out Charge	£25.02
	Aegis Support Services – Community Hub - Lock up charge	£16.74
	Aegis Support Services – Community Hub - Lock up charge	£16.74
	Aegis Support Services – Community Hub - Lock up charge	£16.74
	Aegis Support Services – Community Hub – Call Out Charge	£25.02
	Aegis Support Services – Community Hub – Call Out Charge	£25.02
101884	ISE Fire Products & Services – Community Hub	£510.00
101885	ICP Hygiene – Community Centre	£111.07
101886	ICP Hygiene – Community Centre	£19.93
101887	Total Ground Maintenance Ltd – Hub Grass Cutting	£777.60
101888	Three Parishes – Donation for Coach Outings	£550.00
101889	George Well Education Foundation - Grant	£100.00
101890	Dixons Plumbing & Electrical Works Ltd	£114.00
101891	Starboard Systems Lid – Support with Hall Booking Package	£238.00
101892	Smiths of Derby – Village Clock Annual Service	£268.80
101893	BALC – Training Course for Hall Management	£120.00
101894	Goodfellers Ltd – Tree Work	£1,728.00
101895	Ambivent Facilities Ltd – Plumbing – New Hub	£2,368.80
101896	XL Circondare Ltd – Welcome Booklets	£550.00
D/D	Biffa – Waste & Recycling	£203.10
D/D	Biffa – Waste & Recycling – New Hub	£283.56
D/D	BT – Walton Road Community Centre	£68.33
D/D	BT – New Community Hub	£71.93
D/D	EE Mobile Bill	£8.40
D/D	EoN Next – Walton Road Community Centre – Electric Charge	£112.00
D/D	EoN Next – Walton Road Community Centre – Gas	£212.68
D/D	EoN Next – Walton Road Former School – Electric Charge	£426.04
D/D	EoN Next – Walton Road Former School – Gas	£751.44
D/D	EoN Next – New Community Hub – Electric Charge	£1,606.80

This expenditure was proposed, seconded, and carried unanimously.

14.2 – Receipts

Business Premium Account – Parish Council – Interest	£52.34
Business Premium Account – Mrs Robinsons Charity – Interest	£2.01

14.3 – Banking for the Parish Council:

Clerk advised that unfortunately there has been another delay by Barclays Bank in completing the new bank mandate. *It was noted that Cllrs D Hopkins and R Hill would have to contact the Bank again to sign some online forms. Ongoing.*

14.4 - (item 27.1 of minutes 20/05/24) – Cllr R Hill reported that there had been some damage to benches on the recreation ground with at least one beyond repair.

It was agreed to investigate replacements when funds could be available at the end of March 2025.

15 To set the Budget and Precept Proposals for 2025/2026:

The following documents were emailed to Parish Councillors prior to the Parish Council meeting.

- Updated Budget / forecast for 2024/2025.
- Updated Draft 3-year Budget from 2025/2026.
- Precept Options.

In view of increased costs, all present agreed to a Precept increase of 10.04% and the following motion was taken.

The Motion: That Wavendon Parish Council sets the Precept for 2025/2026 in the sum of £185,320.00 was proposed, seconded, and carried unanimously. Clerk will notify MKCC accordingly.

16 To progress the outstanding Procedural Documents together with the Development of an Emergency Plan for Wavendon:

The following still require completing.

- New - social media Policy – Clerk still to complete.
- New – Expenses Form / Policy – Clerk still to complete.
- New – Grant Application Policy – Clerk still to complete.
- New - Emergency Plan – It was agreed that we do require a plan for Wavendon that will take a few months to prepare.

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

Sub-committee meeting held on Monday 13 January 2025 and the staff cost requirements have been included in the draft budget for 2025/2026. A further meeting will be held in February 2025 when all employees will be invited to attend. A full progress update will be given at the Parish Council meeting on the 17 March 2025.

18 To discuss any Highway Issues:

- Walton Road – progress towards public consultation on options for the Road.
- Burney Drive, adoption and 20 MPH implementation
- Yellow lines and other parking restrictions outside Glebe Farm School
- School crossing on Burney Drive outside Wavendon St Marys – See progress on this under minute reference 8.2.
- Newport Road speed limit – timescales
- Junction of Elmswell Road and Groveway (safety improvements)
- Improvements to Kingston Roundabout (timeframe)
- Stockwell Lane repairs (very urgent)
- Bus stops on Burney Drive

19 Clerks Report / Local Issues:

19.1 – Defibrillator Cross End:

Quotation required for the electrical supply and purchase of a metal post at £165 and confirmation that the proposed location is achievable. To move this installation, forward the Clerk will arrange for the resident to visit the Crow Lane installation in January 2025 to ensure that the location is suitable for installation.

19.2 – Recommendation from BALC for moving to Gov.UK Domains for websites and Email to provide more security.

Our web provider has completed this for the Clerk and Website. Clerk is consulting with our web provider regarding changeover before requesting new email addresses to be created for Parish Councillors. Ongoing.

19.3 – 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.

19.4 – 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. Clerk has emailed MKCC (15/09/24) requesting that someone inspect this pavement and provide evidence that the pavement is being inspected by MKCC on regular basis and reasons why this cannot be included in the work schedule for repairs. Response received from MKCC 18/11/2024 under reference No FS663249057. Clerk to continually chase MKCC on this issue.

19.5 – Dog Bins – We have six dog bins in store. Clerk has identified sites for installation of

three bins and is currently seeking permission from MKCC to install. No change.

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

117 residents have expressed an interest in renting an allotment.

Actions required.

- Arrange a meeting with MKCC to progress handover in the month of February 2025
- Agree Hire Fees.
- Work out monthly costs that the Parish Council will incur to reflect in hire fees. (Path and hedge maintenance etc.
- Order booking / accounting system from Scribe at £180 + VAT plus £100 + VAT set up fee.
- Make sure that Anglian Water installs Water meters.
- Draft Hire Agreements to include erection of sheds and greenhouses etc.
- Need a separate bank account.
- We need to consider employing a staff member to manage and complete all tasks. Include in Budget for 2025/2026.
- Others?

21 Unitary Reports:

A copy of the Ward Councillor's reports to Wavendon Parish Council for January 2025 are available to view on the Parish Council website and are appended to these minutes.

22 Councillor Reports:

No issues were raised.

23 To agree items for forthcoming agendas:

- Representative from Worrell Homes Ltd to discuss a revised planning allocation for Wavendon Fields – February 2025 (if plans have been submitted to MKCC)
- Representative from Redrow to discuss proposals for land east of Newport Road and the Country Park – March 2025.
- Risk Assessment Review – March 2025.

24 Future Meetings:

The next two meetings of the Parish Council will take place on **Monday 17 February 2025 at Walton Road Community Centre** commencing at **7.30 PM** and **Monday 17 March 2025 at Walton Road Community Centre** commencing at **7.00 PM**.

We will try and plan to have a future meeting at Glebe Farm School.

There being no further business the meeting closed 9.30 pm.