



## MINUTES OF WAVENDON PARISH COUNCIL MEETING - HELD AT 7.30 PM ON THE 17 MARCH 2025 AT WAVENDON COMMUNITY CENTRE.

**Present:** Cllr's D Hopkins, A Braddish, R Hill, R Jamieson, M Levermore, S Thomas, Ward Councillor T Bailey, A Kirkham (Redrow), I Bennett (Storey Homes), M Balk (Davidsons Homes) and 36 residents. Clerk was in attendance.

### 1. To receive apologies for absence:

Ward Cllr V Hopkins.

**1.1** - Following the resignation of Cllr L van den Berg, the Clerk advised that MKCC have confirmed that the Parish Council have authority to fill the vacancy by co-option.

It was noted that a resident was interviewed on the 12 March 2025 by the Chair, Vice-Chair and Clerk. Parish Councillors were updated on the candidate and all agreed for the Clerk to offer the position to this person and invite him to join the next Parish Council meeting on the 22 April 2025.

**1.2** - Following the resignation of Cllr J Wilkinson, the Clerk advised that MKCC have confirmed that the Parish Council have authority to fill the vacancy by co-option. One resident has expressed an interest in being considered for the vacancy. Ongoing.

**1.3** – It was noted that Cllr J Goss had resigned as a Parish Council. Clerk to inform MKCC and advertise the vacancy accordingly.

### 2. Public Open Session:

**2.1 – Wavendon Park** - Representatives from Redrow, Storey Homes and Davidsons Homes attended the meeting to provide an update on plans for the proposed park on the former golf course site.

They outlined the plans for a 12-hectare park but could not commit to any timescales. There will be some Public Open briefing sessions arranged as soon as practical where the Parish Council and residents can raise any issues. Residents were concerned that the park should be much larger in size and were concerned about the lack of open space in Wavendon. See minute reference 2.2.

A question was asked if there had been any update of the rights of way across the site as some restrictions are being put in place by the Landowner. Parish Clerk to contact MKCC (Rights of Ways Team) for an update.

Cllr D Hopkins provided an update on the current MKCC local plan 2050 and stated that it was likely that the next phase of consultation will be in Autumn 2025.

Cllr D Hopkins thanked the visitors for attending the meeting tonight.

**2.2 – Lack of Community Green Space** – Following a question from several residents Cllr D Hopkins agreed to contact MKCC for an update.

**2.3 – Gigaclear** – A resident gave an update stating that some progress was being made with installing a better broadband structure for the areas in Wavendon that were missing. Work is being completed in Pheobe Lane and hopefully in Walton Road and other areas. Ongoing.

**2.4 – Walton Road** – Residents attended the meeting to express disappointment on the delay in MKCC conducting a further consultation on the safety of using this road as promised at the open meeting held on the 12 June 2024 at the Community Hub.

It was noted that a several residents had emailed a letter to MKCC (Highways) dated 12 March 2025 and copied in the Parish Council raising major concerns over the interim solution at the S Bend and other safety concerns.

Cllr D Hopkins responded to confirm that he would contact MKCC (Highways) again and if a satisfactory response were not obtained that he would raise this at a MKCC Cabinet meeting.

**3. Declaration of interest:**

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

**4. 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 17 February 2025 were approved and signed as a true record.

**6. Matters Arising:**

	<b>ACTION</b>
<p><b>6.1</b> - Email received 10/10/23 from <b>MKCC</b> regarding <b>Second Winter Plan – funding for Parishes</b>. The balance after expenditure as of 17 March 2025 is £667.76. <u>Both schools have been asked if there are any further projects that the funding balance can be used on.</u></p> <p><u>This will be reported in the financial section from next month.</u></p>	
<p><b>6.2</b> – (item <b>21.3</b> of minutes 17/07/23) - Cllr R Hill advised that there is a <b>school sign on Walton Road</b> that requires a repair or removal. Clerk has reported this issue again to MKCC on the 10 January 2024 under reference FS579111705.</p> <p><u>As no responses have been received the Clerk has registered a formal complaint on the 15 February 2025 under reference CU687883220.</u></p> <p><b>The following response has been received from MKCC on the 27 February 2025.</b></p> <p><u>No Immediate Action. Thanks for letting us know about an issue on the highway. We have carried out an investigation into this issue and made an assessment, and this does not currently meet our criteria for a repair, so we will not be taking any immediate action. If possible, we will try to include a repair in a future programme of works.</u></p>	
<p><b>6.3</b> - (item <b>22.2</b> of minutes 20/11/23) – <b>Illuminated Sign on the M1</b> – Cllr J Goss asked if Highways England could be contacted to highlight again a very bright sign on this road that is causing some problems for residents in Eagle Farm. National Highways have confirmed that they are not able to make any changes therefore the issue is now being discussed with MKCC.</p> <p><u>Now that it has been established that more properties are affected than first thought the Clerk met with MKCC on the 7 March 2025 in Eagle Farm to discuss this issue. MKCC promised to look into this but warned that it may take time to investigate further.</u></p>	

<p><b>6.4</b> - (item <b>21.3</b> of minutes 18/12/23) – <b>CPR Training</b> – 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>In response to the advert that was included in the Winter edition of the Newsletter, 26 residents have expressed an interest in attending a CPR training event.</u></p> <p>Clerk has booked the Hub on Wednesday 14 May 2025 and Wednesday 11 June 2025 from 7.00 pm and is waiting for the first responder to confirm that the training equipment is available before sending invites to residents.</p>	Clerk
<p><b>6.5</b> - (item <b>21.6</b> of minutes 18/12/23) - <b>Stockwell Lane</b> – Cllr R Hill advised that the verges had been damaged by the refuse vehicle and that he had asked the Clerk to report this to MKCC.</p> <p><u>As no responses have been received from MKCC, the Clerk has reported this again (15/03/25) under reference number FS696405834.</u></p>	
<p><b>6.6</b> - (item <b>23.1</b> of minutes 15/01/24) – Cllr L van den Berg advised that he had noticed that some trees in Eagle Farm looked that they were dying. 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. <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> <p><u>Clerk met with MKCC on the 7 March 2025 in Eagle Farm to discuss this issue and a site meeting will be arranged with all parties in April 2025.</u></p>	Clerk
<p><b>6.7</b> - (item <b>12.5</b> of minutes 20/05/24) – Email received 20/05/24 from a <b>resident</b> regarding <b>A421 &amp; MI sound pollution at Eagle Farm South.</b></p> <p><u>Clerk met with MKCC on the 7 March 2025 in Eagle Farm to discuss this issue. MKCC promised to look into this but warned that it may take time to investigate further.</u></p>	
<p><b>6.8</b> - (item <b>23.2</b> of minutes 15/07/24) – <b>Music Events</b> – 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 not to pursue this any further. <u>Item closed.</u></p>	
<p><b>6.9</b> - (item <b>24.5</b> of minutes 21/10/24) – Cllr S Thomas advised that some of the speed watch signs on Walton Road require replacing. It was noted that the Clerk was given authority to purchase 10 signs at a cost of £243.30 at the February Parish Council meeting.</p> <p><u>Clerk advised that a better-quality sign with fixings would cost for 10 signs would be £712.90 + VAT. All present agreed to this purchase and the Clerk was authorised to proceed with the purchase.</u></p>	Clerk
<p><b>6.10</b> - (item <b>2.2</b> of minutes 20/01/25) – <b>Connecting the Redways</b> – A resident asked if there had been any process in connecting to the Redway in Eagle Farm from Lower End Road.</p> <p><u>Clerk met with MKCC on the 7 March 2025 in Eagle and Glebe Farm to discuss this issue. Three areas were identified and MKCC promised to investigate and provide a progress update as soon as possible.</u></p>	
<p><b>6.11</b> - (item <b>2.8</b> of minutes 20/01/25) – <b>Caravan</b> – A resident advised that a caravan had been left near the apartments near Stockwell Lane and the Community Hub. Clerk has reported this to MKCC under reference FS687177956.</p> <p>This has now been removed. <u>Item closed.</u></p>	

<p><b>6.12</b> - (item <b>2.1</b> of minutes 17/02/25) – <b>Church Farm</b> – Residents raised concerns regarding the destruction of the hedgerows by the developer on Pheobe Lane and the Bridleway and asked the Parish Council for help in preserving as many of the hedgerows. <u>It was noted that the Parish Council have reported this to MKCC (Planning Enforcement Team) to investigate whether any planning conditions have been breached.</u></p> <p>A resident again raised concerns about promised re-planting. He also mentioned that it was disappointing that a 40-year-old Ash Tree would be cut down at the emergency entrance from Walton Road.</p> <p>A resident raised a concern about access to the development site (other than for emergencies) from Walton Road. <u>It was noted that no access from Walton Road was included as a condition by the planning inspectorate.</u></p> <p>No further issues / other problems have occurred. <u>Item closed.</u></p>	
<p><b>6.13</b> – (item <b>2.5</b> of minutes 17/02/25) – <b>Newport Road Lay-by</b> – A resident ask for clarification on a school bus picking up / dropping off in the Lay-by causing problems for residents accessing their properties and long-term parking issues. <u>The Parish agreed to contact MKCC for advice and guidance on this.</u></p> <p>MKCC have provided some advice to residents regarding this issue. <u>Ongoing.</u></p>	
<p><b>6.14</b> – (item <b>2.6</b> of minutes 17/02/25) – <b>Various issues in Eagle Farm and Glebe Farm</b> – It was noted that the Clerk and a resident walked round these developments today (17/02/2025) and the following issues were identified.</p> <p>There are a lot more trees that require replacing – <u>see 6.6 for an update.</u></p> <p>Several parts do not appear to be on the grass cutting schedule - Outside Glebe Farm School (road side) and many other areas. One side of the underpass at Kingston Roundabout is maintained beautifully but the Glebe Farm side is overgrown. <u>Clerk has emailed MKCC to request that these are included in the landscaping schedule.</u></p> <p>There are a least 3 areas where the Redways are not connected - <u>see 6.10 for an update.</u></p> <p>Some of the paths require maintaining - <u>Clerk met with MKCC on the 7 March 2025 in Eagle Farm to discuss this issue and a site meeting will be arranged with all parties in April / May 2025.</u></p> <p>Overhanging trees on the Redways in Wavendon towards Kingston Roundabout. Clerk has reported this to MKCC (18/02/25) under reference number MKCC688768843. <u>Now completed by MKCC.</u></p> <p>Many Street Lights not working in the areas awaiting adoption – <u>Clerk to liaise with resident to report these to MKCC when required.</u></p> <p>There is a need for many more dog bins in Eagle Farm and Glebe Farm – <u>Clerk has emailed MKCC requesting permission to install three bins. We still have three in store waiting to identify suitable locations.</u></p>	Clerk
<p><b>6.15</b> - (item <b>2.8</b> of minutes 17/02/25) – <b>Condition of Fields</b> – Residents are concerned about the condition of two fields on Newport Road as you exit the footpath from the recreation ground.</p> <p>It was agreed to continually monitor this and discuss at a future Parish Council meeting, if required. <u>Item closed.</u></p>	
<p><b>6.16</b> – (item <b>8.1</b> of minutes 17/02/25) – Email received 23/01/25 from <b>MKCC</b> advising of a Community Governance Review taking place from Thursday 23 January 2025 to Friday 28 March 2025.</p> <p>Clerk confirmed that he had responded to this consultation on the 15 March 2025 based on feedback at the Parish Council meeting on the 17 February 2025. <u>Item closed.</u></p>	

<p><b>6.17</b> - (item <b>8.4</b> of minutes 17/02/25) – Email received 05/02/25 from <b>MKCC</b> advising that Milton Keynes City Council is working collectively to better understand the current and future provision of outdoor sports facilities and have commissioned management consultancy Knight, Kavanagh &amp; Page (KKP) to carry out a needs assessment in the area, which will result in the production of an Authority wide strategy. It will involve carrying out a comprehensive assessment of the supply and demand issues relating to outdoor sports facilities. Deadline for responses is 1 March 2025.</p> <p>It was noted that Cllr R Hill had sent a response to MKCC on the 19 February 2025 following discussion at the Parish Council meeting on the 17 February 2025. <i>Item closed.</i></p>	
<p><b>6.18</b> - (item <b>8.6</b> of minutes 17/02/25) – Notice received 30/01/25 from <b>MKCC</b> of a Statutory Consultation - Proposed Prohibition of Entry (Except Buses and pedal cycles) on part of Elmswell Road, Wavendon (Reference: TRO-423). Deadline for responses is 28 February 2025.</p> <p>Clerk confirmed that he had sent a response to MKCC on the 26 February 2025 following discussion at the Parish Council meeting on the 17 February 2025. <i>Item closed.</i></p>	
<p><b>6.19</b> - (item <b>13</b> of minutes 17/02/25) - <b>To discuss un-authorised use of the outdoor Community Facilities:</b> Problem with a professional organisation using the Recreation Ground and damaging parts of the grass. It is also creating car parking issues at the Community Centre for regular hirers and residents attending Church services. This has been referred to our solicitor for advice. <i>It was felt that we should ask our Solicitor to write a letter on behalf of the Parish Council and the Clerk asked to contact them accordingly.</i> There has also been some un-authorised use at the Community Hub, which seems to have stopped.</p> <p><i>Clerk confirmed that he had provided more information to our Solicitor on the 15 March 2025 so that they could write on this issue. It was also felt that we should purchase new signs (or add the following wording) for both facilities – <b>ORGANISED COMMERCIAL (for profit) USE OF THIS SITE PROHIBITED</b></i></p>	Clerk

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

It was noted that the document had been update (issue 6) and emailed to all Parish Councillor prior to the February 2025 Parish Council meeting. *To be reviewed again in April 2025.*

**8 Correspondence:**

	ACTION
<p><b>8.1</b> - Email received 20/02/25 from <b>MKCC</b> regarding <b>Deethe Farm Highway Declaration and Landowner Statement.</b></p> <p>Some concerns were raised that there might be a public right of way on the land, but following checks it was confirmed that there are none. <i>Item closed.</i></p>	
<p><b>8.2</b> - Letter dated 06/03/25 from <b>MKCC</b> confirming <b>that the Tree Preservation Order on (Land at the frontage of 47 Newport Road, Wavendon) dated 10 December 2024 was confirmed on the 20 January 2025.</b> <u>This means that it is effective on a permanent basis.</u></p> <p><i>This was noted; no actions are required.</i></p>	
<p><b>8.3</b> - Letter dated 06/03/25 from <b>MKCC</b> confirming <b>that the Tree Preservation Order on Land at the Close, Wavendon and Land lying to the West of Newport Road, Wavendon) dated the 8 October 2024 was confirmed on the 23 January 2025.</b> <u>This means that it is effective on a permanent basis.</u></p> <p><i>This was noted; no actions are required.</i></p>	

## 9 Planning:

	ACTION
<p><b>9.1 - PLN/2025/0184</b> - Approval of details required by condition 4 (Schedule of Materials) of permission ref. PLN/2024/2099 at 13 Ravi Way, Glebe Fram, Milton Keynes, MK17 8ZD.</p> <p><i>No issues were raised.</i></p>	
<p><b>9.2 - PLN/2025/0287</b> - Installation of utility facilities including electrical plant, effluent bund and heat pump system, ancillary upgrades to the existing servicing structures, the provision of revised vehicle, motorcycle and cycle parking and manoeuvring areas, and other associated works at A G Barr PLC, Crossley Drive, Magna Park, MK17 8FL.</p> <p><i>No issues were raised.</i></p>	
<p><b>9.3 - PLN/2025/0228</b> - Advertisement consent for the display of 6 x internally illuminated fascia signs to rear elevation of warehouse at A G Barr PLC, Crossley Drive, Magna Park, MK17 8FL.</p> <p><b>The Clerk was asked to respond to this planning consultation as noted below:</b></p> <ul style="list-style-type: none"> <li>• All the warehouses were built with fading into the sky-blue fascia including this one. In our view this is going against the original planning permission and will not be in keeping with neighbouring warehouses.</li> <li>• We ask that any resident comments are taken into consideration regarding the illumination at night on the adverse and intrusive impact this could have on residential properties on nearby Glebe Farm.</li> <li>• We have concerns what impact this might have for drivers with regard to the illumination of the signs.</li> </ul>	Clerk
<p><b>9.4 - PLN/2025/0299</b> - Construction of 5 detached dwellings, demolition of garage blocks serving existing dwellings, removal of tennis court, the erection of replacement garage blocks and a bin store, extension of access road and associated hard and soft landscaping at Wavendon Fields, Wavendon, Milton Keynes MK17 8AF.</p> <p><b>The Parish Council raised no objections to this proposal however the Clerk was asked to respond to this planning application as noted below:</b></p> <ul style="list-style-type: none"> <li>• We requested in our response to the previous planning application reference <b>23/02904/FUL</b> that as many hedgerows and trees are retained to maintain the character of the area and wildlife and believe that this is being achieved in this latest planning application.</li> <li>• We support the improvements planned for the existing properties.</li> <li>• The Parish Council encourages officers to give the fullest possible consideration to the comments of neighbours and to those from statutory responders.</li> <li>• We are pleased that funding will be available to replace the loss of a tennis court located at an agreed site within the Parish of Wavendon.</li> </ul>	Clerk
<p><b>9.5 - PLN/2025/0321</b> – non-material amendment seeking a change in window type to rear elevation (relating to permission ref. 24/00222/REMM for the variation of condition 1 (approved plans) seeking to change approved plans for Plot 32 to allow for minor amendments (relating to permission ref. 20/01246/FULMMA Variation of condition 1 (Approved Plans) to update approved plans list to application 19/01268/REM - Reserved matters application for access, appearance, landscaping, layout and scale of 198 dwellings and associated parking and open space, pursuant to outline planning consent 13/02382/OUTEIS) at Lot 1 - Parcel A, Glebe Farm, Milton Keynes, Wavendon.</p> <p><i>Notification received 17/03/25 from MKCC that non-material amendment had been approved.</i></p>	
<p><b>9.6 - PLN/2025/0381</b> - Approval of details required by condition 6 (Written Scheme of Investigation) of permission ref. 21/02541/FUL at Land to The North of Eagle Farm, Cranfield Road, Wavendon.</p> <p><i>No issues were raised.</i></p>	

<p><b>9.7 – PLN/2025/0445</b> - Removal of condition 4 (written scheme of investigation - archaeological) (relating to permission ref. 24/01769/HOU for the erection of a single storey rear extension, re-roofing the garage and stables and installation of a new timber boarded ceiling to the vaulted ceiling in the stable building) at Wavendon Manor, 18 Cross End, Wavendon.</p> <p><u>No issues were raised.</u></p>	
<p><b>9.8 - PLN/2025/0177</b> - The expansion of existing parking facilities to provide 105 additional car parking spaces, with associated landscaping works at Wavendon Business Park, Ortensia Drive, Wavendon Gate, Milton Keynes.</p> <p><u>Clerk confirmed that he had sent a response to MKCC on the 13 March 2025 following discussion at the Parish Council meeting on the 17 February 2025.</u></p>	
<p><b>9.9 – PLN/2025/0001</b> – 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>Notification received 17/02/25 from MKCC that prior approval was not required.</u></p>	
<p><b>9.10 – 24/01751/REM</b> – Approval of reserved matters (access, layout, scale, appearance and landscaping) pursuant to outline permission ref. 13/02382/OUTEIS for the construction/erection of 5 units in relation to the local centre at Land at Glebe Farm, South of A421, Newport Road, Wavendon.</p> <p><u>Notification received 27/02/25 from MKCC that reserved matters had been approved.</u></p>	

## 10 To discuss 106 Tariff Projects / Funding:

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

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

Order placed for the tree / hedgerow minor clearance work to include some work on St Marys Green, Stockwell Lane Roundabout and Community Centre car park at a cost of £2,620.00 + VAT. A revised quotation is being obtained for the fence work.

### 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 **26 February 2025 and closes on the 14 May 2025.** Clerk has obtained 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 April / May 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.

Confirmation received from MKCC (Legal Team) that the agreement is out for signing and will be completed shortly. No change.

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

Community Centre Committee meeting held on Monday 27 January 2025 (Clerk to issue the minutes by the end of March 2025). Next meeting will be arranged for the 28 April 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. Still waiting completion of the legal paperwork by MKCC and our Solicitor. Cllr R Hill asked the Clerk to contact our Solicitor to remind them to respond regarding the District Licence.
- **Maintenance Contracts** – Maintenance contact received from Ambivent Management Facilities for maintenance from the calendar year 2025 at the same costs as last year £2,580 + VAT. Additional quotation obtained at £520 + VAT for out of hours cover and an annual service at around £800.00 +VAT.
- **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 confirmed that he had completed the online forms on the 15 March 2025 to the registration of the Solar Panels.
- **Loft Lighting** – Cost is £686.00 + VAT. Consider expenditure in April 2025.
- **Tree issue** – Email received from a resident requesting replanting on the boundary of St Marys Close. Following discussion Cllr D Hopkins agreed to response to the resident.
- **Re-decorating** – Quotation received and cost to complete the hall, kitchen and café area at £5,660.00. First indications are that we can afford to complete this and the last two weeks of August 2025 have been reserved to complete this.
- **Tap issue** – Cllr R Hill advised that a problem has occurred with two taps that cost £750 each to replace and as they are believed to have a 5-year guarantee, he is seeking advice from MKCC on this issue. Ongoing.
- **Vandalism** – Another tree on the North Field requires replacing. Should we purchase some replacements.
- **Scuba tank issue** – we have a recurring problem and Safewater have recommended more flushing following water testing.

### 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. No change.
- **Dishwasher** – Ordered for delivery and installation on the 24 March 2025.
- **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 MKC for an update. No change.
- **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. No Change.
- **Internal Notice Board** – A replacement is required. MKCC have been asked if they have any surplus of notice boards, awaiting a response. No Change.
- **Electric & Gas Meters** – Clerk is consulting with EoN for a convenient date to have smart meters fitted. Target dates are either the 9 or 16 April 2025.



- **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. No change

### 13 To discuss Climate Change Initiatives:

A review of the Climate Action Planning document will be reviewed in April 2025. No change.

### 14 To discuss VE Celebrations:

Rev. Matt Trendall reports that 'Our thinking was that we have a short act by the War Memorial in the morning at 9.45am (including lighting the peace lamp) and then have our usual community coffee morning in church 10-12 am but maybe with a VE Day theme - bunting, 40s songs in the background etc.

Plans to put up the beacon in the evening on in the Church grounds are being considered.

It was noted that Cllr D Hopkins will be having further discussions with the organisers.

### 15 To receive Financial Statements:

**15.1 – Bank Statement:** Balance as of 17 March 2025:

Community Account as of 28 February 2025:	£62,523.42
Less Cheques to be cashed	(£3,602.16)
Less New Cheques + S/O's & D/D's	(£29,070.66)

**Total                    £29,850.60**

Business Saver Account (Parish Funds)	<b>Total                    £14,049.08</b>
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Business Saver Account (Mrs Robinsons Account)	<b>Total                    £610.27</b>
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Cheque No.	Payee	Amount
101909	W&WFC - Grass Cutting	£1,210.00
101910	Total Ground Maintenance Ltd – Hub Grass Cutting	£777.60
S/O	Alan Kemp – March 2025 Salary	£1,563.20
S/O	Robert Hill – Caretaker Salary – March 2025	£547.50
S/O	Susan Hopkins – Hall Manager – March 2025	£1,005.80
101911	Cheque VOID	
101912	Susan Hopkins – Salary Arrears – March 2025	£35.20
101913	Robert Hill – Salary Arrears – March 2025	£27.50
101914	HMRC – Tax & NI for Staff	£839.89
101915	Aegis Support Services – Community Hub - Lock up charge	£19.14
101916	Anglian Water – Walton Road Community Centre	£537.71
101917	David Hopkins – Plants for Covid Memorial Garden	£61.16
101918	LIW Advertising Ltd - Hogsty Article	£144.00
101919	Npower – Electric Charge for Christmas Display	£35.42
101920	XL Circondare Ltd - Newsletter	£2,186.00
101921	Marcus Young Environmental Services Ltd – Dog & Litter Waste	£6,177.60
101922	BBRUA – Annual Membership Fee + £5 donation	£10.00
101923	Lockcraft Electrical Ltd – PAT Testing – Walton Road CC	£146.40
	Lockcraft Electrical Ltd – PAT Testing – Community Hub	£99.60
101924	Clear Insurance Management Ltd – Insurance Renewal	£8,410.73
101925	D2D Distribution Ltd – Newsletter Distribution	£594.00
101926	Alan Kemp – Salary Arrears – March 2025	£60.00
	Alan Kemp - Ink Cartridges	£46.75
	Alan Kemp - Ink Cartridges	£34.90
	Alan Kemp - Ink Cartridges - Office Printer	£94.90
	Alan Kemp - A4 Printer Paper	£23.44
	Voucher for former Councillor – Administration	£30.00
	Alan Kemp - 24 x 2nd Class Stamps	£20.40
	Alan Kemp - Replacement Dishwasher	£504.00
D/D	Biffa – Waste & Recycling – Walton Road	£248.88
D/D	Biffa – Waste & Recycling – New Hub	£215.24

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	£118.34
D/D	EoN Next – Walton Road Community Centre – Gas	£478.72
D/D	EoN Next – Walton Road Former School – Electric Charge	£159.45
D/D	EoN Next – Walton Road Former School – Gas	£924.11
D/D	EoN Next – New Community Hub – Electric Charge	£1,534.42

This expenditure was proposed, seconded, and carried unanimously.

### 15.2 – Receipts

Business Premium Account – Parish Council – MKCC – Ward Councillor Grant	£350.00
Business Premium Account – Parish Council – MKCC – Ward Councillor Grant	£550.00

### 15.3 – Banking for the Parish Council:

Clerk advised that Barclays Bank have completed setting up the new bank mandate. Clerk to now set up online banking as soon as possible.

15.4 - (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. Consider expenditure in April 2025.

### 16 To conduct a Risk Assessment Review:

Clerk has updated copy of the Risk Assessment (issue 22) for the Parish Council and issued with these minutes.

### 17 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 – Still to complete.
- New – Expenses Form / Policy – Still to complete.
- New – Grant Application Policy – 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.
- New - Parish Councillor Co-option Policy – To be completed.

All procedures / policies will be review as part of the Governance review work.

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

Sub-committee meeting will be held on Monday 24 March 2025. A full progress update will be given at the Parish Council meeting on the 22 April 2025.

### 19 To discuss any Highway Issues:

- Walton Road – progress towards public consultation on options for the Road – **See Chairs report.**
- 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.
- Junction of Elmswell Road and Groveway (safety improvements).
- Improvements to Kingston Roundabout (timeframe)
- Stockwell Lane further repairs.
- Bus stops on Burney Drive, Newport Road (opposite Wavendon Arms) and two at the Community Hub.

Cllr S Thomas gave a brief update on the SID Date for Cranfield Road.

### 20 Clerks Report / Local Issues:

## 20.1 – Defibrillator Cross End:

Clerk has delivered the metal post and a defibrillator cabinet to the resident who has agreed to install these items. Parish Council electrical contractor has been asked to provide a quotation to connect the defibrillator.

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

Our web provider has been asked to complete the changeover for the Clerk and Website.

When this has been successfully completed the Clerk will request new email addresses to be created for Parish Councillors.

**20.3 – 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 for the first award by a Ward Councillor grant and subsequently from Parish Council funds thereafter. This would be included as part of the annual village meeting.

It was noted that Parish Councillors agreed on the nominee for the award this year. Clerk & Chair to make the necessary arrangements.

**20.4 – Walton Road Pavement** – Clerk confirmed that he had reported the state of the pavement again to MKCC under reference **FS696550883** on the 16 March 2025.

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

**The following communication received from MKCC in March 2025 regarding Glebe Farm.**

- Just so you know Practical Completion was achieved 11<sup>th</sup> Nov 2024. And for hard and soft landscape it was 6 months maintenance period, we are now approaching the active growing season, and we really need to hand over the Allotments in April 2025 at the latest. This is so the plot holders can have the full season use but also ensure the Allotment is in good condition prior to handover. All our works will be completed by the end of March 2025.
- The Trees and Shrubs have a 12-month maintenance period which will be till 11<sup>th</sup> Nov 2025. However, maintenance does not include cutting the grass in the period. Grass cutting will stop on 11<sup>th</sup> May 2025.
- It would be really useful if WPC can make this a priority.

**118 residents have expressed an interest in renting an allotment.**

### Glebe Farm

- 32 allotments and 14 raised beds – Availability April 2025

### Eagle Farm

- Site 1 – 6 allotments – Target availability June 2025.
- Site 2 – 5 allotments – Target availability TBA.
- Site 3 – 7 allotments – Target availability TBA.
- Site 4 – 4 allotments – Target availability TBA.

### Actions required.

- Clerk is currently checking the residents that have expressed an interest in hiring a plot against the Register of Electors.
- Agree Hire Fees.
- Prepare income / expenditure budget.
- Work out monthly costs that the Parish Council will incur to reflect in hire fees. (Path and hedge maintenance etc). Quotation for grass cutting and maintenance requested.
- Order booking / accounting system from Scribe at £180 + VAT plus £100 + VAT set up fee. Clerk confirmed that following an online training session the package will be useful.
- Set up accounts with Anglian Water installs Water meters.
- Draft Hire Agreements to include erection of sheds and greenhouses etc.

- Need a separate bank account.
- Need a separate email address specifically for management of the allotments.
- **We need to consider employing a staff member to manage and complete all tasks.**

**Following discussion, the Clerk was asked to prepare a short report for review at the next Parish Council meeting on the 22 April 2025.**

## **22 Unitary Reports:**

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

## **23 Councillor Reports:**

**23.1** – Cllr S Thomas asked if we should consider developing a Neighbourhood Plan. Cllr D Hopkins agreed to respond before the next Parish Council meeting.

## **24 To agree items for forthcoming agendas:**

- Normal items.

## **25 Future Meetings:**

The next two meetings of the Parish Council will take place on Tuesday 22 April 2025 **at Walton Road Community Centre** commencing at **7.30 PM** and **Monday 19 May 2025 at Walton Road Community Centre** commencing at **7.30 PM**.

The Annual Village Meeting will be held on Monday the 19 May 2025 commencing at 7.00 pm.

There being no further business the meeting closed 9.15 pm.