



## MINUTES OF WAVENDON PARISH COUNCIL MEETING - HELD AT 7.30 PM ON THE 22 APRIL 2025 AT WAVENDON COMMUNITY CENTRE.

**Present:** Cllr's D Hopkins, R Hill, R Jamieson, M Levermore, S Thomas and 1 resident.

Clerk was in attendance.

### 1. To receive apologies for absence:

Cllr A Braddish, Ward Cllr T Bailey & Ward Cllr V Hopkins.

#### 1.1 - New Parish Councillor:

Bryan Burgess was welcomed to the meeting and all present supported the co-option onto the Parish Council with immediate effect.

**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. Clerk to arrange a date to interview the candidate.

**1.3** – Following the resignation of Cllr J Goss the Clerk advised that MKCC have confirmed that the Parish Council have authority to fill the vacancy by co-option.

### 2. Public Open Session:

None.

### 3. Declaration of interest:

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

**3.2** – Cllr D Hopkins declared an interest in item **8.5** and did not participate in any discussions.

**3.3** – Cllr S Thomas declared an interest in item **9.15** and did not participate in any discussions.

### 4. Chairs Announcements:

It was noted that a copy of the Chairman's Report was circulated to Parish Councillors via email before the Parish Council meeting. A copy will be available to view on the Parish Council website and are appended to these minutes.

### 5. Approval of Minutes:

The minutes of the meeting of 17 March 2025 were approved and signed as a true record.

### 6. Matters Arising:

	ACTION
<p><b>6.1</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><i>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.</i></p> <p><u>No change.</u></p>	

<p><b>6.2 – (item 21.3 of minutes 18/12/23) – 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. 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.</p> <p>Clerk has booked the Hub on Wednesday 14 May 2025 and Wednesday 11 June 2025 from 7.00 pm and has received confirmation from the trainer / first responder that the training equipment is available. <u>Clerk will send invites to residents during week commencing 21 April 2025.</u></p> <p><u>As the training is being conducted by a charity the Clerk asked if we could donate £150 to South Central Ambulance Service for undertaking these two training events. All present agreed to this request.</u></p>	Clerk
<p><b>6.3 - (item 21.6 of minutes 18/12/23) - 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>The following response was received from MKCC on the 19 March 2025.</b></p> <ul style="list-style-type: none"> <li>• Our highways inspector has checked the defect you reported to us and assessed it based on our criteria that categorises defects into low, medium or high risk. Those assessed as high risk will usually be repaired between 2 -24 hours depending on the severity. Medium level defects will be planned in for repairs from 28-90 days depending on the road type and volume of traffic. Defects classed as Low risk are unlikely to be repaired unless they get worse, and we will monitor them. The defect you reported has been assessed as LOW.</li> </ul>	
<p><b>6.4 - (item 23.1 of minutes 15/01/24) – Cllr L van den Berg</b> 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><b>Update</b> – Clerk is liaising with MKCC for a site meeting will be arranged with all parties in May 2025.</u></p>	Clerk
<p><b>6.5 - (item 12.5 of minutes 20/05/24) – Email received 20/05/24 from a 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. No change.</u></p>	
<p><b>6.6 - (item 24.5 of minutes 21/10/24) – Cllr S Thomas</b> advised that some of the speed watch signs on Walton Road require replacing. <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> <p><u><b>Update</b> – Clerk confirmed that he had ordered 10 x signs and fixings at £679.40 for delivery by the end of April 2025.</u></p>	

<p><b>6.7 - (item 2.2 of minutes 20/01/25) – 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. <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>Update</b> – Two areas have now been opened. The only Redway to be completed is at the development parallel with Lower End Road. The following update has been obtained by Ward Cllr T Bailey from MKCC Highways.</p> <ul style="list-style-type: none"> <li>• We have a design in place and are waiting on Taylor Wimpey UK Limited and Bloor Homes to construct it.</li> <li>• However, Taylor Wimpey have advised there is an issue with some land ownership they are trying to sort out before the redway link can be constructed.</li> </ul>	Clerk
<p><b>6.8 – (item 2.5 of minutes 17/02/25) – 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>6.9 - (item 2.6 of minutes 17/02/25) – 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 6.4 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><b>Update</b> – <u>It was noted that Glebe Farm School (road side) was now being maintained by MKCC. Clerk to contact MKCC on the Kingston Roundabout area again.</u></p> <p>There are a least 3 areas where the Redways are not connected - <u>see 6.7 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. No change.</u></p> <p><b>Update</b> – <u>MKCC have now requested that before permission for installing more dog bins that we follow the required procedures; Clerk has identified locations for six and will request permission as soon as possible.</u></p>	Clerk
<p><b>6.10 - (item 13 of minutes 17/02/25) - 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. <u>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.</u> There has also been some un-authorised use at the Community Hub, which seems to have stopped.</p> <p>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></p> <p><b>Update</b> – <u>Clerk confirmed that our solicitor has received a response stating that the organisation do not use the Recreation Ground but the coach that is using the Recreation Ground is listed on their website. It was suggested that we should ask our solicitor if he would prepare a standard letter that we could hand out to any organisation that is using to recreation ground without permission. Clerk to contact our solicitor again.</u></p>	Clerk

<p><b>6.11 - (item 2.1 of minutes 17/03/25) - Wavendon Park</b> - 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.</p> <p>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.</p> <p>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.</p> <p>It was noted that a report was received from MKCC (Rights of Way Team) and circulated to Parish Councillors. No further actions are required currently. <u>Item closed.</u></p>	
<p><b>6.12 - (item 2.2 of minutes 17/03/25) - Lack of Community Green Space – <u>Following a question from several residents Cllr D Hopkins agreed to contact MKCC for an update.</u></b></p> <p>Cllr D Hopkins has contacted MKCC on the 21 March 2025 – see response emailed to all on the 1 April 2025. <u>Item closed.</u></p>	
<p><b>6.13 - (item 2.3 of minutes 17/03/25) - Gigaclear</b> – 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.</p> <p><u>It was disappointing to hear that Gigaclear have now stated that because of lack of funding that they will not be completing the broadband coverage in the Village.</u></p>	
<p><b>6.14 - (item 2.4 of minutes 17/03/25) - Walton Road</b> – 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.</p> <p>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.</p> <p><u>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.</u></p> <p><u>Update provided in the Chairs Report.</u></p>	
<p><b>6.15 - (item 23.1 of minutes 17/03/25) - Cllr S Thomas</b> asked if we should consider developing a Neighbourhood Plan. <u>Cllr D Hopkins agreed to respond before the next Parish Council meeting.</u></p> <p>Following discussion, it was agreed that no further actions are required on this. <u>Item closed.</u></p>	

## 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. Clerk asked to defer the review to the May 2025 PC meeting.

## 8 Correspondence:

	ACTION
<p><b>8.1</b> - Letter received 21/03/25 from <b>Three Parishes</b> thanking the Parish Council for the donation to help continue the monthly coach outings.</p> <p><i><u>This was noted; no actions are required.</u></i></p>	
<p><b>8.2</b> - Letter received 9/04/25 from <b>MKCC</b> confirming acceptance of funding of £3,026 (50%) towards supply and installation of a Height Protection Barrier at the Community Hub.</p> <p><i><u>Clerk confirmed that he had acknowledged accepted of the grant and would place the order in the month of May 2025.</u></i></p>	Clerk
<p><b>8.3</b> – Email received 18/04/25 from <b>MKCC</b> advising of the conclusion of the Statutory Consultation - Proposed Prohibition of Entry (Except Buses and pedal cycles) on part of Elmswell Road, Wavendon (Reference: TRO-423).</p> <p><i><u>This was noted; no actions are required.</u></i></p>	
<p><b>8.4</b> – Email received 01/04/25 to take part in our <i>Parish Games 2025</i> – a citywide youth sport initiative bringing together parishes across Milton Keynes in a summer of fun, fitness and community pride.</p> <p><i><u>It was agreed that this was a good initiative and one that Wavendon should participate in, however it was felt that it was too early for this year and if one takes place in 2026, we should participate.</u></i></p>	
<p><b>8.5</b> – Email received 04/04/25 from a resident again regarding promised re-planting on the Church Farm development asking for support from the Parish Council on this issue.</p> <p>Clerk suggested that he should write to the representatives of the Developer to support the resident on this issue. <i><u>All present agreed.</u></i></p> <p>It was noted that Cllr D Hopkins did not participate in any discussions on this item.</p>	Clerk

## 9 Planning:

	ACTION
<p><b>9.1 - PLN/2025/0399</b> - The construction of a rear roof dormer extension at 46 Acker Bilk Drive, Glebe Farm, Milton Keynes, MK17 8XZ.</p> <p>The Clerk was requested to write to MKCC to ask that if any neighbours raise any issues on this planning application that they are taken into consideration and resolved before a decision is made. Concerns were also made that this type of extension could set a precedent and not in keeping with neighbouring properties.</p>	Clerk
<p><b>9.2 - PLN/2025/0464</b> - The demolition of existing single storey rear extension and erection of a part single storey, part two storey rear extension at 22 Bellway, Wavendon.</p> <p><i><u>No issues were raised.</u></i></p>	
<p><b>9.3 - PLN/2025/0518</b> - Variation/removal of condition 1 (approved plans) seeking to add an infill extension between the garage and the house and rear extension on Plot 15 (relating to permission ref. 16/03354/FUL for the variation of the wording of conditions 10 and 11 and minor material amendments to the architectural detailing of various plots of planning permission 15/01492/FUL for the erection of 34 x dwellings with relocated site access and associated infrastructure and landscaping works) at Land at the Gables, Lower End Road, Wavendon.</p> <p><i><u>No issues were raised.</u></i></p>	

<p><b>9.4 - PLN/2025/0648</b> - Proposed a single detached garage at Land to rear of 20 Newport Road, Wavendon.</p> <p><u>No issues were raised.</u></p>	
<p><b>9.5 – PLN/2025/0501</b> - Advertisement consent for new internally illuminated fascia sign at A G Barr PLC, Crossley Drive, Magna Park, Milton Keynes.</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>9.6 – PLN/2025/0740</b> - Retrospective application for the regularising of the enclosing of an existing canopy to the existing warehouse unit for use as a barrel handling area. In addition, the erection of small lean-to extension of 6.8sqm to create a hand wash room at A G Barr PLC, Crossley Drive, Magna Park, Milton Keynes.</p> <p><u>No issues were raised.</u></p>	
<p><b>9.7 - 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><u>Clerk confirmed that he had sent a response to MKCC on the 24 March 2025 following discussion at the Parish Council meeting on the 17 March 2025.</u></p>	
<p><b>9.8 - 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><u>Clerk confirmed that he had sent a response to MKCC on the 26 March 2025 following discussion at the Parish Council meeting on the 17 March 2025.</u></p>	
<p><b>9.9 – PLN/2025/0168</b> - Approval of details required by conditions 3 (external materials), 7 (landscape works), and 8 (boundary treatments) of permission ref. 21/02541/FUL at Land to the North of Eagle Farm, Cranfield Road, Wavendon.</p> <p><u>Notification received 18/03/25 from MKCC that planning condition had been approved.</u></p>	
<p><b>9.10 - 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><u>Notification received 11/04/25 from MKCC that planning condition had been approved.</u></p>	
<p><b>9.11 - PLN/2025/0223</b> - The crown reduction by 1m and reduction of large overextending limb by approx. 2.5m of T1 (Horse Chestnut) protected by Milton Keynes Council Tree Preservation Order no. PS/540/15/423 at 9 Cross End, Wavendon.</p> <p><u>Notification received 31/03/25 from MKCC that consent for the works had been approved.</u></p>	

<p><b>9.12 - PLN/2025/0270</b> – The reduction of all epicormic growth up to a height of 4 meters on the main stem, reduce foliage/branches growing towards phone lines and provide 1.5-meter clearance by reducing crown around phone lines by 1.5 meters of T1, T2 &amp; T3 (Oak Trees) protected by Milton Keynes Council Tree Preservation Order no. PS/540/15/110 at 67 Newport Road, Wavendon.</p> <p><u>Notification received 04/04/25 from MKCC that consent for the works had been approved.</u></p>	
<p><b>9.13 - APP/Y0435/W/24/3350983</b> - Demolition of existing bungalow and garage and construction of a replacement single storey dwelling with associated landscaping works at The Orchard, 5 Parkway, Woburn Sands, Milton Keynes.</p> <p><u>Notification received 31/03/25 from the Planning Inspectorate confirming the appeal by the applicant was dismissed.</u></p>	
<p><b>9.14 – AAP/Y0435/W/24/3349883</b> - Installation of a portacabin to provide an office for the base of operations for supported living services to serve residents Heath Court, Lower End Road, Glebe Farm, Milton Keynes.</p> <p><u>Notification received 26/03/25 from the Planning Inspectorate confirming the appeal by the applicant was dismissed.</u></p>	
<p><b>9.15 – APP/PY0435/W/25/3364306</b> - 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 22/04/25 from the Planning Inspectorate confirming that an appeal has been submitted by the applicant with any comments request by the 27 May 2025.</u></p> <p><u>Clerk to circulate details to all Parish Councillors requesting comments so that a response can be made.</u></p>	Clerk
<p><b>9.16 - PLN/2025/0813</b> – Non-material amendment seeking to amend the description of development to reduce the provision of units from 5 units to 4 units (relating to permission ref. 24/01751/REM for the Approval of reserved matters (access, layout, scale, appearance and landscaping) pursuant to outline permission ref. 24/01751/REM 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>Clerk advised that we have until the 6 May 2025 to respond to this planning application and will email details to all Parish Councillors requesting comments so that a response can be made, if required.</u></p>	Clerk

## 10 To discuss 106 Tariff Projects / Funding:

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

- Balance of funding to complete this work is £12,511.17.
- 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 was completed on the 7<sup>th</sup> / 8<sup>th</sup> April 2025.
- Order placed for the new fence work, removal of the rugby post and ditch work at £6,986.78 + VAT.
- This leaves a contingency balance of £2,904.39.

## 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 and will do his best to meet this timescale.

## 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** – The following responses have been received from our Solicitor in April.

**9 April 2025** - I have been pressing for progress on the above and the lease. It seems that the solicitor dealing with the matter has been away from the office for 6 weeks, but I have only just been made aware of this in connection with another matter. I am trying to find out who is now dealing with the matter at MKCC.

With regard your email of 3 March, I think we need to obtain better information from MKCC / Nature Space to be able to understand your future responsibilities, the need for professional services and the likely costs. On other similar transactions, I have felt, rightly or wrongly, that what is required has been down-played bearing in mind what the documentation says and appreciate that this is the very thing you are concerned about.

**10 April 2025** - I have heard further from MKCC. It seems that there is only one other specialist property solicitor at MKCC at the moment and he is being passed a lot of additional matters to deal with. The matters which have priority have been determined by the Service Directors and the solicitor currently has had over 20 matters handed to him, all of which will be complex. Unfortunately, that does not seem to include the Wavendon Hub. MKCC is looking for additional resource but that may take a couple of weeks. In the meantime, I have been asked to send a summary of where we are, the documents that have been agreed and whether anything else has yet to be agreed to help whoever deals with the matter to get up to speed. That will take a bit of time, but I expect this to be with MKCC sometime next week. I will cc you on that email as may also be a useful summary for you and the Council.



- **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. EoN have now requested clarification / more information. Clerk to action in May 2025.
- **Loft Lighting** – Cost is £686.00 + VAT. Consider expenditure in May 2025.
- **Tree issue** – Email received from a resident requesting replanting on the boundary of St Marys Close. Following discussion Cllr D Hopkins confirmed that he had responded 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. Replacement part secured FoC, but the plumbing cost will be £200 by our Plumbing Contractor.
- **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. Order placed to have this serviced at £525.00 + VAT. Amount included on the budget for 2025/2026 - see cheque reference 101928.

#### 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.
- **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 to be agreed.
- **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. Cost for 12 is £1,424.58 + VAT and funding has been included in the budget for 2025/2026. All agreed to this expenditure.
- **Boiler Servicing** – Clerk to arrange a suitable date for this work to be completed in May 2025.
- **Electric Board** – The five-year review / inspection of the electric board for the former school part of the Community Centre is required in May 2025 / June 2025. Clerk to arrange a suitable date.

#### 13 To discuss Climate Change Initiatives:

A review of the Climate Action Planning document will be reviewed in April 2025. See documents emailed to Parish Councillors on the 21 March 2025.

#### 14 To discuss VE Celebrations:

See update provided in the Chairs Report. Ward Councillor Grant of £200 given to cover the cost for the events.

## 15 To receive Financial Statements:

### 15.1 – Bank Statement: Balance as of 22 April 2025:

Community Account as of 31 March 2025:	£61,486.14
Less Cheques to be cashed	(£4,742.14)
Less New Cheques + S/O's & D/D's	(£16,861.99)

**Total £39,882.01**

Business Saver Account (Parish Funds) **Total £14,098.77**

Business Saver Account (Mrs Robinsons Account) **Total £685.97**

Cheque No.	Payee	Amount
101927	Dixons Plumbing & Electrical Works – Walton Road CC	£192.00
101928	Dutypoint Ltd – Scuba Tank Maintenance - Hub	£630.00
101929	Safewater Environmental Ltd – Legionella Testing – Walton Road CC	£552.00
101930	Safewater Environmental Ltd – Legionella Testing - Hub	£252.00
	ICP Hygiene -	£308.81
101931	Aegis Group of Companies Ltd - Lock up charge - Hub	£19.14
101932	Starboard Systems Ltd – Hall Booking and Accounting Package	£478.80
101933	Starboard Systems Ltd – Accounting Package Renewal	£673.92
S/O	Alan Kemp – April 2025 Salary	£1,563.20
S/O	Robert Hill – Caretaker Salary – April 2025	£547.50
S/O	Susan Hopkins – Hall Manager – April 2025	£1,005.80
	Alan Kemp – Salary Arrears – March 2025	£60.00
	Alan Kemp – Community Centre Repairs	£5.36
	Voucher for former Councillor – Administration	£30.00
	VE Day Wreath – 80 <sup>th</sup> Anniversary - Administration	£42.90
	10 x 20 Speed Signs and fixings - Contingency	£815.28
101935	Susan Hopkins – Salary Arrears – April 2025	£235.00
101936	Robert Hill – Salary Arrears – April 2025	£559.34
101937	Cheque Void	
101938	WSTC – Library Donation	£500.00
101939	Men in Sheds – Library Box for Walton Road CC – Part funded	£247.50
101940	Total Ground Management Ltd – Grass cutting - Hub	£777.60
101941	Total Ground Management Ltd – Grass cutting - Village	£352.30
101942	LIW Advertising Ltd - Hogsty Article	£144.00
101943	Goodfellers Ltd – Hedgerow work on Recreation Ground	£3,144.00
101944	BALC – Annual Subscription (4,662 residents)	£1,025.64
101945	SGG – Out of hours cover for Heat pump at Hub	£624.00
101946	HMRC – Tax & NI for Staff – April 2025	£1,213.16
D/D	Information Commissioner – Data Protection Fee	£47.00
D/D	Biffa – Waste & Recycling – Walton Road	£311.10
D/D	Biffa – Waste & Recycling – New Hub	£268.60
D/D	BT – Walton Road Community Centre	£72.71
D/D	BT – New Community Hub	£76.54
D/D	EE Mobile Bill	£8.93
D/D	EoN Next – Walton Road Community Centre – Electric Charge	£126.93
D/D	EoN Next – Walton Road Community Centre – Gas	£181.16
D/D	EoN Next – Walton Road Former School – Electric Charge	£623.68
D/D	EoN Next – Walton Road Former School – Gas	£973.88
D/D	EoN Next – New Community Hub – Electric Charge	£1,278.88

This expenditure was proposed, seconded, and carried unanimously.

All the above items are within budget.

**Note** – Cheques 101927 to 101933 are for 2024/2025. All the other payments are for 2025/2026.

### 15.2 – Receipts

Business Premium Account – Parish Council – Community Centre Transfer	£30,000
Business Premium Account – Parish Council – Barclays Bank - Interest	£46.69
Business Premium Account – Mrs Robinson Account – Barclays Bank – Dividend	£73.53
Business Premium Account – Mrs Robinson Account – Barclays Bank - Interest	£2.17

### 15.3 – Banking for the Parish Council:

Clerk advised that Barclays Bank have completed setting up the new bank mandate. Clerk has contacted Barclays Bank and there is on small issue to completed regarding the separating Mrs Robinson Charity Account from the Parish Council before setting up online banking.

**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 May 2025.

**15.5** - Email received 10/10/23 from **MKCC** regarding **Second Winter Plan – funding for Parishes**. The balance after expenditure as of 17 March 2025 is £667.76. Balance carried forward to 2025/2026.

### 15.6 - Budget 2025/2026:

Clerk has updated the budget to reflect the precept increase and year end balances and emailed a copy to Parish Councillors prior to this meeting.

### 15.7 – Year end tasks:

Clerk has completed the PAYE reports and will arrange for the internal audit to be completed by Auditing Solutions Limited and re-claim the outstanding VAT for 2024/2025 of £15,005.18

### 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 – 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.
- New – Standing Orders – updated by NALC in June 2025.

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

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

Sub-committee meeting was held on Monday 24 March 2025. Cllr M Levermore gave a short update on progress with a target to complete and issue a report in June / July 2025.

### 18 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.
- Concerns raised by Residents about vehicles ignoring the speed limits on Lower End Road and Cranfield Road. There was also a recent accident on Cranfield Road. It was noted that Cllr S Thomas has provided the data from the SID's that indicated that there a minority of drivers speeding between 55 – 60 mph.

## 19 Clerks Report / Local Issues:

### 19.1 – Defibrillator Cross End:

Clerk has delivered the metal post and a defibrillator cabinet to the resident who has installed these items. Our contractor will install an electrical supply to the defibrillator on Tuesday 22 April 2025 to enable for this to be operational by the end of April 2025.

**19.2 – 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.

Clerk is still waiting for our Web provider to confirm that this has been completed but will try and resolve this issue shortly.

### 9.3 – Consideration of initiating a **Community Champion Award within the Parish of Wavendon.**

- Following agreement on the nominee for the award this year. Clerk will purchase the engraved rose bowl this week.
- It was noted that a Ward Councillor grant had been received of £100 towards the cost of the rose bowl and engraving.

**19.4 – 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.

**The following response was received from MKCC on the 19 March 2025.**

- Our highways inspector has checked the defect you reported to us and assessed it based on our criteria that categorises defects into low, medium or high risk. Those assessed as high risk will usually be repaired between 2 -24 hours depending on the severity. Medium level defects will be planned in for repairs from 28-90 days depending on the road type and volume of traffic. Defects classed as Low risk are unlikely to be repaired unless they get worse, and we will monitor them. The defect you reported has been assessed as LOW.

**19.5 – Additional Dog Bin** – Clerk advised that he had been notified by a resident that a new bin had been installed near 18 Fearnley Close that was not being emptied. After investigation with Walton Community Council and MKCC it is unclear who in fact installed the bin. He has arranged for our Waste Provider to include this on the weekly schedule with immediate effect.

**19.6 – Hole on the verge at the junction of Walton Road/ Newport Road** – Clerk confirmed that he had reported this to MKCC under reference MKCC700769518 on the 28 March 2025.

**The following was received from MKCC on the 19 March 2025.**

- We have reviewed your enquiry and will not be undertaking any action at this time. Please refer to the parks and open spaces pages on our website [www.milton-keynes.gov.uk](http://www.milton-keynes.gov.uk) for information on Landscape and Play Area management.
- I confirm that the landscape services of this council are not aware of the hole that you have referred to and have no knowledge of it and are not responsible for it.

Clerk to contact MKCC again on this issue.

## 20 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.

MKCC are pushing for a date when Wavendon Parish Council will agree to take on the responsibility for the Glebe Farm allotments. See separate document issued with this report.

No decision was made, Clerk and Cllr D Hopkins to visit Walton Community Council in early May 2025 to seek advice on the administration / processes.

## 21 Unitary Reports:

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

## 22 Councillor Reports:

**22.1** - Cllr M Levermore gave an update on the 'Talk Sport event MK' that she attended on behalf of the Parish Council on the 16 April 2025. A summary is noted below:

- It was the first of two events and was well attended by Parish Councils, Town Councils and the leading sporting clubs in MK along with key staff at MKCC. The next event will be for grass roots, recreational and competitive sporting clubs in MK.
- Mick Legg (Cabinet Member and Councillor for Regulatory Services) opened the event with a speech and then the rest of the evening was hosted by Kelly Sutton the new Sports Partnership Officer for MKCC.
- There were many discussion points during the two-hour event but below is a slight overview of the key areas covered this evening.
  - Long term vision for MK (devising a new 5yr strategy)
  - Sports Club Focus (to inspire a healthy, happy community)
  - Working with Sport England, Football Foundation, The FA and other sporting awarding bodies (uniting the movement)
  - MKCC's Mission and Vision (Vision is TBC but a brief outline was provided)
  - Priorities such as 'Thriving Community Clubs,' 'Develop Facilities', 'City Wide Collaboration' and 'Inspire Success' (each of these four discussion points were assigned a 20minute slot for tables to discuss at length what this would look like in our Parishes, for our affiliated clubs and residents).

**22.2** – Cllr R Hil raised an issue on how MKCC undertake weed spraying in the Parish. Cllr D Hopkins agreed to investigate.

**22.3** – Cllr S Thomas asked if the Community Fridge project is still operating following the safeguarding issue that resulted in the coffee morning ceasing. Cllr D Hopkins confirmed that the Community Fridge project is still operating.

**22.4** – Cllr B Burgess raised a concern about noise pollution in Glebe Farm from the A421 and asked if anything could be considered as there are no barriers installed when the area was developed.

## 24 To agree items for forthcoming agendas:

- Normal items.

## 25 Future Meetings:

The next two meetings of the Parish Council will take place on **Monday 19 May 2025 at Walton Road Community Centre** commencing at **7.30 PM** and **Monday 16 June 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 9.10 pm.