



MINUTES OF WAVENDON PARISH COUNCIL MEETING - HELD AT 7.30 PM ON THE 19 MAY 2025 AT WAVENDON COMMUNITY CENTRE.

1. Election of Chair:

Cllr. Hopkins was proposed, seconded, and unanimously elected.

2. To receive apologies for absence:

Cllr's R Hill & B Burgess, Ward Cllrs T Bailey & V Hopkins.

2.1 - 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 has contacted the resident to arrange a date to interview the candidate.

2.2 – 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.

A notice has been included in the next edition of the newsletter advertising these vacancies.

2.3 - It was noted that Cllr A Braddish had resigned as a Parish Council. Clerk has informed MKCC and advertised the vacancy accordingly. The fourteen-day period will expire on Wednesday 4 June 2025 and MKCC will let us know just after this date whether a request for election was received or if we can co-opt to the vacancy.

A notice has been included in the next edition of the newsletter advertising these vacancies.

3. Election of Vice-Chair:

Cllr. Levermore was proposed, seconded, and unanimously elected.

4. Confirmation of Responsible Finance Officer:

Parish Clerk was proposed, seconded, and unanimously elected.

5. Nominations to any Forums / Sub-Committees:

a. SEMK Stakeholder Group.

Cllrs D Hopkins, R Jamieson & S Thomas.

b. East West Rail.

Cllrs D Hopkins, M Levermore & S Thomas.

c. George Wells Educational Trust.

Cllrs D Hopkins and S Thomas.

d. Poor Coals Charity.

Cllrs D Hopkins and M Levermore.

e. Allotments.

It was agreed to establish a Sub-Committee later in 2025.

f. Parish Forum

A decision on who will represent the Parish Council on the Parishes Forum will be taken on a meeting basis.

g. Mrs Robinsons Charity

Trustees Cllr D Hopkins & Parish Clerk.

h. Wavendon Park Project.

Cllrs R Jamieson, S Thomas & Residents.

i. Community Centre Committee

Cllrs M Levermore (Chair), D Hopkins, R Hill, S Thomas, Hall Manager & Parish Clerk.

j. Governance Committee

Cllrs M Levermore (Chair), S Thomas & Parish Clerk.

6. Public Open Session:

6.1 – Gigaclear - A resident attended the meeting to again express his disappointment with the letter sent to some residents in Wavendon that they will no longer be extending their network in the older parts of Wavendon. It was noted that Cllr D Hopkins had contacted MKCC again on the 6 May 2025 on this issue. Ongoing.

6.2 – Walton Road Traffic Issues - A resident attended the meeting to again express his disappointment at the lack of progress from MKCC (Highways) on implementing a solution to the traffic situation on this road. It was noted the considerable efforts the Parish Council are involved with in trying to get an update from MKCC.

7. Declaration of interest:

7.1 - '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'

7.2 – Cllr D Hopkins declared an interest in item **10.12** and did not participate in any discussions.

7.3 – Cllr S Thomas declared an interest in item **13.10** and did not participate in any discussions.

8. 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.

9. Approval of Minutes:

The minutes of the meeting of 22 April 2025 were approved and signed as a true record.

10. Matters Arising:

	ACTION
<p>10.1 - (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. National Highways have confirmed that they are not able to make any changes therefore the issue is now being discussed with MKCC.</p> <p>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>No change.</u></p>	
<p>10.2 – (item 21.3 of minutes 18/12/23) – CPR Training - Unfortunately, the training had to be cancelled on the 14 May 2025 because of a bereavement affecting one of the trainers. The session on the Wednesday 11 June 2025 from 7.00 pm is still okay and the Clerk confirmed that a replacement date would be Wednesday 9 July 2025.</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 and following agreement at the April 2025 Parish Council meeting the Clerk will arrange payment on completion of the two training sessions.</u></p>	
<p>10.3 - (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>To move this item forward Clerk will document all the trees that have failed and send to MKCC in June / July 2025.</u></p>	Clerk
<p>10.4 - (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>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.</p> <p><u>No change.</u></p>	
<p>10.5 - (item 2.2 of minutes 20/01/25) – Connecting the Redways – 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>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"> • We have a design in place and are waiting on Taylor Wimpey UK Limited and Bloor Homes to construct it. <p>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. <u>No change.</u></p>	
<p>10.6 – (item 2.5 of minutes 17/02/25) – Newport Road Lay-by – 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>10.7 - (item 2.6 of minutes 17/02/25) – Various issues in Eagle Farm and Glebe Farm.</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><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. Ongoing.</u></p> <p><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. Ongoing.</u></p>	Clerk

<p>10.8 - (item 13 of minutes 17/02/25) - To discuss un-authorised use of the outdoor Community Facilities: 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 – ORGANISED COMMERCIAL (for profit) USE OF THIS SITE PROHIBITED. <u>Now ordered.</u></p> <p><u>Update – 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.</u></p> <p><u>It was agreed to review this at the next Parish Council meeting.</u></p>	
<p>10.9 - (item 8.2 of minutes 22/04/25) - Letter received 9/04/25 from MKCC confirming acceptance of funding of £3,026 (50%) towards supply and installation of a Height Protection Barrier at the Community Hub. Clerk confirmed that he had acknowledged acceptance of the grant and would place the order in the month of May 2025.</p> <p><u>Clerk reported that the cost had increased by £192.07 since applying for the grant.</u></p>	Clerk
<p>10.10 – (item 8.5 of minutes 22/04/25) - 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. Clerk suggested that he should write to the representatives of the Developer to support the resident on this issue. All present agreed.</p> <p>Clerk advised that he had contacted MKCC on this issue before contacting the Developer and was waiting for a response. <u>Ongoing.</u></p>	

11 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. Clerk will try and update this document by the end of May 2025.

12 Correspondence:

	ACTION
<p>12.1 - Email received 15/04/25 from MKCC confirming that the Community Infrastructure Fund 2026-2027 is now open for applications until 31 August 2025.</p> <p><u>It was noted that this would be included as an agenda item for the next Parish Council meeting on the 16 June 2025. Cllrs were asked to make recommendations for any projects that we should consider applying for funding for discussion at the June 2025 meeting.</u></p>	Clerk / Parish Councillors
<p>12.2 - Email received 06/05/25 from MKCC advising of a Constructional proposed changes which are to remove the ability of a parish or town council to 'call-in' an executive decision.</p> <p>It was noted that the changes were agreed at the MKCC (Full Council) meeting on the 14 May 2025. However, MKCC have committed to involve Parish, Town and Community Council at an earlier stage of projects / topics.</p>	

<p>12.3 – Email received 12/05/25 from MKCC regarding Travellers Call for Sites and are currently producing updated evidence base as we prepare a new plan for the development of the city through to 2050.</p> <p><i><u>It was noted that Cllr D Hopkins agreed to contact MKCC for further clarification on this consultation.</u></i></p>	Cllr D Hopkins
<p>12.4 – Library Donation – Letter received from WSTC thanking Wavendon Parish Council for the £500 donation.</p>	

13 Planning:

	ACTION
<p>13.1 - PLN/2025/0453 - Proposed of garage conversion to habitable room and installation of new rear garden gate at 208 Burney Drive, Glebe Farm, MK17 8LE.</p> <p>Clerk was asked to respond to this planning consultation as noted below:</p> <ul style="list-style-type: none"> We do not have any objections to this planning application but ask that if any neighbours have any concerns that they are taken into consideration before granting planning approval. We assume that this will not have an impact on parking in the area. 	Clerk
<p>13.2 - PLN/2025/0842 - Advertisement consent for the proposed seasonal projection with looping festive animation displayed onto one portion of building elevation to be displayed November 2025 - January 2026 at John Lewis Distribution Centre, Fen Street, Magna Park, MK17 8EW.</p> <p><i><u>No issues were raised.</u></i></p>	
<p>13.3 - PLN/2025/0854 - Prior Notification for the demolition of existing 'bungalow' that has been most recently used as office and premises at 51 Newport Road, Wavendon.</p> <p>Clerk was asked to respond to this planning consultation as noted below:</p> <ul style="list-style-type: none"> We do not have any objections to this planning application but ask that if any neighbours have any concerns that they are taken into consideration before granting planning approval. 	Clerk
<p>13.4 - PLN/2025/0874 - Proposed demolition of existing bungalow and garage along with the construction of new replacement single storey dwelling with associated landscaping works at The Orchard, 5 Parkway, Woburn Sands, MK17 8UH.</p> <p>Clerk was asked to respond to this planning consultation as noted below:</p> <ul style="list-style-type: none"> We do not have any objections to this planning application but ask that if any neighbours have any concerns that they are taken into consideration before granting planning approval. 	Clerk
<p>13.5 – PLN/2025/0439 - The erection of a part single storey, part two storey side and rear extension, along with the erection of a rear dormer, front and side roof lights and loft conversion. at 47 Newport Road, Wavendon.</p> <p>Clerk was asked to respond to this planning consultation as noted below:</p> <ul style="list-style-type: none"> We do not have any objections to this planning application but ask that if any neighbours have any concerns that they are taken into consideration before granting planning approval. 	Clerk
<p>13.6 – PLN/2025/0439 - Proposed garage conversion to habitable room and alterations to boundary fence and wall at 206 Burney Drive, Glebe Farm.</p> <p>Clerk was asked to respond to this planning consultation as noted below:</p> <ul style="list-style-type: none"> We do not have any objections to this planning application but ask that if any neighbours have any concerns that they are taken into consideration before granting planning approval. We assume that this will not have an impact on parking in the area. 	Clerk

<p>13.7 - PLN/2025/0399 - The construction of a rear roof dormer extension at 46 Acker Bilk Drive, Glebe Farm, Milton Keynes, MK17 8XZ.</p> <p>The Clerk was asked to respond to this planning consultation as noted below:</p> <ul style="list-style-type: none"> We do not have any objections to this planning application but ask that if any neighbours have any concerns that they are taken into consideration before granting planning approval. 	Clerk
<p>13.8 - PLN/2025/0501 - Advertisement consent for new internally illuminated fascia sign at A G Barr PLC, Crossley Drive, Magna Park, Milton Keynes.</p> <p><u>Clerk confirmed that he had sent a response to MKCC on the 23 April 2025 following discussion at the Parish Council meeting on the 22 April 2025.</u></p> <p><u>Notification received 15/05/25 from MKCC that advertising consent had been approved.</u></p>	
<p>13.9 - PLN/2025/0813 – 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 confirmed that he had sent a response to MKCC on the 23 April 2025 following discussion at the Parish Council meeting on the 22 April 2025.</u></p> <p><u>Notification received 13/05/25 from MKCC that non-material amendment had been approved.</u></p>	
<p>13.10 – APP/PY0435/W/25/3364306 - 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 will respond to this week commencing 19 May 2025.</u></p>	Clerk
<p>13.11 – PLN/2025/0228 – 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>Notification received 23/04/25 from MKCC that advertising consent had been approved.</u></p>	
<p>13.12 – PLN/2025/0445 - 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>Notification received 23/04/25 from MKCC that advertising consent had been approved.</u></p>	
<p>13.13 – PLN/2025/0464 - 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><u>Notification received 09/05/25 from MKCC that householder planning permission had been granted.</u></p>	

13.14 – ENF/2025/0168 – Notification received from MKCC on 15/05/25 of an alleged unauthorised removal of trees and landscaping related to planning permission at Woburn Sands Garden Centre, Newport Road, Wavendon, Milton Keynes.	
13.15 – PLN/2025/0173 - Notification received from MKCC on 16/05/25 of an alleged breach of planning control for the Erection of a large structure in the front garden at 41 Bellway, Wavendon.	
13.16 – AP-3733 - Notification received from MKCC on 12/05/25 of a planning appeal regarding without planning permission, the unauthorised change of use of a private dwelling house (Use Class C3) into an office (Use Class E (g) (i)) ('the Unauthorised Change of Use) following refusal of planning application 22/00184/FUL and the dismissed appeal reference: APP/Y0435/W/23/3323547) at Flat 7, Heath Court, Lower End, Glebe Farm, Milton Keynes.	

14 To discuss 106 Tariff Projects / Funding:

New Fence and tree / hedge work on the Recreation Ground in Wavendon. No change.

- 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 7th / 8th April 2025.
- Order placed for the new fence work, removal of the rugby post and ditch work at £6,986.78 + VAT. Installation date to be advised.
- 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 **4 June 2025 and closes on the 20 August 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 July 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

15 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. All parties have now agreed, and the document should be signed soon.

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

Community Centre Committee meeting held on Monday 28 April 2025 (Clerk to issue the minutes by the end of June 2025). Next meeting will be arranged for the end of July 2025.

16.1 - 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.

No change.

- **Charity clothing bin** at one of our Community Centres. We have received an offer for consideration of installing a clothes recycling bin for the Fire Service and they have now completed a site survey (at the Hub) and made some location recommendations. It was noted that we are unable to agree to this until we have taken on the Freehold of the building and the Clerk has updated the Fire Service on this. No change.
- **Solar Panels:** 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. Expenditure agreed and order to be placed.
- **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. No change.
- **Vandalism** – Another tree on the North Field requires replacing. Should we purchase some replacements in the Autumn.
- **Scuba tank issue** – we have a recurring problem and Safewater have recommended more flushing following water testing. More work is required at a cost of £1185.30 + VAT. Amount included on the budget for 2025/2026 - see cheque reference 101949.
- **Access Security System** – The cost for installation of system the same as Walton Road Community Centre is £1,195.00 + VAT. We require the installation of a Vlan so that we can access the data from one location (Walton Road) and a quotation is being obtained. Review at the next PC meeting.
- **Solar Panel Protection (Pest Control)** – Quotation being obtained for consideration at a future Parish Council meeting.

16.2 – 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. A meeting has been arranged with the contractor before placing the order for £5,200 + VAT.
- **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 and will arrange for the work to be completed in August 2025.
- **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 for the electric supply. Gas meter has been changed.
- **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. Order placed delivery targeted in 2-3 weeks.
- **Boiler Servicing** – Cllr R Hill has arranged to have the boilers serviced 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.
- **Damaged Blinds** – The costs will be £519.00 + VAT. Consider expenditure in June 2025.
- **Gazebo for use at events for engaging with the residents** - Quotation being obtained for consideration at a future Parish Council meeting.
- **Bleed Kits** – Clerk to order two as soon as possible. One funded through a Ward Councillor grant.

17 To discuss Climate Change Initiatives:

Issues will be raised when relevant.

18 To receive Financial Statements:

18.1 – Bank Statement: Balance as of 19 May 2025:

Community Account as of 30 April 025:	£135,305.01
Less Cheques to be cashed	(£1,732.57)
Less New Cheques + S/O's & D/D's	(£15,007.29)

Total £118,565.15

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

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

Cheque No.	Payee	Amount
S/O	Alan Kemp – May 2025 Salary	£1,623.20
S/O	Robert Hill – Caretaker Salary – May 2025	£1,106.84
S/O	Susan Hopkins – Hall Manager – May 2025	£1,240.80
101947	Anglian Water Ltd – Water Charges at Hub	£207.74
101948	Dixons Plumbing Ltd – Plumbing work at the Hub	£240.00
101949	Duty Point – Heat Source Pump Maintenance at the Hub	£1,422.36
101950	Vision ICT Ltd – Email Hosting	£48.00
101951	Aegis Group of Companies – Call out charge	£27.06
101952	Aegis Group of Companies – Lock up charge	£19.14
101953	ICP Hygiene – First aid and Burns kits for Community Facilities	£247.68
101954	Robert Hill – Materials for Installation of Library Shed	£52.06
101955	Alan Kemp -Replacement Clock for Community Centre	£57.00
	Alan Kemp - Community Award Glass Engraved Bowl	£150.93
	Alan Kemp - Voucher for former Councillor – Administration	£50.00
	Alan KempBox A4 paper, files, kettle, Hover part & envelopes	£93.44
101956	Geoffrey Leaver Solicitors Ltd – Legal Expenditure	£914.00
101957	Total Ground Management Ltd – Grass cutting - Hub	£777.60

101958	Total Ground Management Ltd – Grass cutting - Village	£352.30
101959	Lockcraft Electrical Led – Electrics for Defibrillator Installation	£931.20
101960	LIW Advertising Ltd - Hogsty Article	£144.00
101961	XL Circondare Ltd – Newsletter – CHEQUE VOID	£0.00
101962	Aegis Group of Companies – Lock up charge	£19.14
101963	Aegis Group of Companies – Lock up charge	£19.14
101964	HMRC – Tax & NI for Staff – May 2025	£1,213.16
101965	Gopak – New tables for Community Centre	£1,709.50
101966	Alan Kemp – Stationery / Fixings for 20 MPH Signs	£76.59
D/D	Biffa – Waste & Recycling – Walton Road	£248.88
D/D	Biffa – Waste & Recycling – New Hub	£182.54
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	£57.06
D/D	EoN Next – Walton Road Community Centre – Gas	£62.14
D/D	EoN Next – Walton Road Former School – Electric Charge	£236.93
D/D	EoN Next – Walton Road Former School – Gas	£416.69
D/D	EoN Next – New Community Hub – Electric Charge	£901.99

This expenditure was proposed, seconded, and carried unanimously.

All the above items are within budget.

18.2 – Receipts

Business Premium Account – Parish Council – MKCC – Precept	£92.660.00
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18.3 – 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 still a small issue to completed regarding the separating Mrs Robinson Charity Account from the Parish Council before setting up online banking.*

18.4 - (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 June 2025.

18.5 - 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.

18.6 – 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 £18,957.73

19 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 – To be completed.

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

20 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. Agreement on a job specification and advert to replace the current Clerk is ongoing.

21 To discuss any Highway Issues:

- Walton Road – dates for IT interim solution being implemented. When will the public consultation on options for the Road be held and the visit of the Cabinet Member to be confirmed.
- 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. Ongoing.
- Junction of Elmswell Road and Groveway (safety improvements).
- Improvements to Kingston Roundabout (timeframe)
- Implementation of agreed 30MPH speed limit on Newport Road.
- Stockwell Lane further repairs.
- Bus stops on 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.

22 Clerks Report / Local Issues:

22.1 – Defibrillator Cross End – This was installed and registered in April 2025.

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

Our web provider has completed the changeover for the Clerk and Website.

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

22.3 – 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.

Clerk will report this again to MKCC in May / June 2025.

22.4 – 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 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.

It was noted that Cllr D Hopkins has reported this again to MKCC.

23 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 11th 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 11th Nov 2025. However, maintenance does not include cutting the grass in the period. Grass cutting will stop on 11th 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 to Parish Councillor prior to the Parish Council meeting.

Clerk and Cllr D Hopkins visited Walton Community Council in May 2025 to seek advice on the administration / processes. Clerk to arrange a meeting with MKCC in early June 2025 to agree a date when we can take on the responsibility for the allotments (subject to the Parish Council capability to administer all the required processes etc.)

24 Unitary Reports:

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

25 Councillor Reports:

25.1 - It was noted the caravan has returned on Stockwell Lane and that Cllr D Hopkins had reported this to MKCC again.

25.2 – Cllr M Levermore thanked everyone involved in the recent VE Celebrations held in the Parish.

25.3 – Cllr R Jamieson asked to place on record our disappointment with the delays in obtaining updates from MKCC Highways on the traffic issues on Walton Road and to undertake the consultation on the traffic calming measures within the Parish. Cllr D Hopkins agreed to draft a response to be sent to MKCC.

25.4 – Cllr S Thomas advised that some work will be required to add some more gravel to the footpath from the Recreation Ground to Phoebe Lane before the Winter with the work to be undertaken by the Wavendon Volunteer Army. The Parish Council are happy to pay for the materials.

22 To agree items for forthcoming agendas:

- Annual Return sign off – June 2025.
- Risk Assessment Review – September 2025.

26 Future Meetings:

The next two meetings of the Parish Council will take place on **Monday 16 June 2025 at Walton Road Community Centre** commencing at **7.30 PM** and **Monday 21 July 2025 at Walton Road Community Centre** commencing at **7.30 PM**.

Consideration for the February 2026 meeting to be held at Glebe Farm School?

There being no further business the meeting closed 9.20 pm.