



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

**Present:** Cllr's D Hopkins, M Levermore, S Thomas, B Burgess, J Flawn & N Kasmani, Ward Cllr T Bailey and 4 residents. Clerk was in attendance.

### **1. To receive apologies for absence:**

Cllr's R Hill, R Jamieson, R Penfound & Ward Councillor V Hopkins.

### **2. Public Open Session:**

**2.1 – Road Signs** – Now that the pedestrian in the road warning signs have been installed a resident asked when the system would be operational. Parish Council agreed to take this up with MKCC.

**2.2 – Broadband** – Open Reach have written to residents in some parts of the parish informing them that they (Open Reach) are investing in upgrading coverage in Wavendon. A resident asked if the Parish Council could help by contacting MKCC to ask for more information.

**2.3 – Mobile Phone Coverage** – A resident asked if the new mast installed on Newport Road several months ago is in operation. The mobile network coverage in Wavendon has not improved and I wonder who we might contact to find out how these improvements could be made. Parish Council agreed to try and provide an update as quickly as possible.

**2.4 – Traffic Issues on Cranfield Road** – A resident raised this issue - This was a joint consultation with MKCC & CBC. MKCC completed their work, and CBC changed the national speed restriction sign on Cranfield Road facing Woburn Sands from Salford to 40mph however they have not installed the 40 mph signs facing Cranfield Road along Crabtree Lane. Consequently, any vehicle exiting Crabtree Lane can legally travel at the national speed limit along Cranfield Road and Lower End Road when the limit should be 40 mph. A resident asked if the Parish Council could help by contacting MKCC to ask for help in resolving this issue.

**2.5 – Cranfield Road SID** – A resident stated that the SID on Cranfield Road in Wavendon has not been in operation since 20<sup>th</sup> August 2025. Parish Council agreed to try and provide an update as quickly as possible.

**2.6 – Burney Drive School Crossing** – A resident asked if a light-controlled crossing on Burney Drive serving St Marys School will be installed. Parish Council agreed to take this up with MKCC.

**2.7 – Directional Sign at the junction of Burney Drive and Keighley Gate** - Residents attending the meeting requested that a direction sign be installed at the above-named junction indicating that Glebe Farm is to the right and Eagle Farm South to the left at this junction when approaching from the A421. Parish Council agreed to take this up with MKCC.

### **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 15 September 2025 were approved and signed as a true record.

## 6. Matters Arising:

	ACTION
<p><b>6.1 - (item 22.2 of minutes 20/11/23) – 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><b>6.2 - (item 12.5 of minutes 20/05/24) – Email received 20/05/24 from a resident regarding A421 &amp; M1 sound pollution at Eagle Farm South.</b></p> <p>It appears that MKCC options here are extremely limited. Acoustic fencing on land that it (or the Parks Trust) have control of would be too remote from the source of the noise (the M1) to have any meaningful effect and the likelihood of National Highways deeming the housing at Eagle Farm being impacted sufficiently to warrant acoustic fencing along the M1 is small.</p> <p>Further advice has been received from MKCC (Matthew Gilbert - Noise Officer) as noted below:</p> <p>My colleague Gillian Clarke has discussed this matter with an officer at Highways England; they have advised that they would be willing to look into noise attenuation measures in this area but would need a formal request from a local MP to action this.</p> <p><u>Clerk to write to our MP during week commencing 20 October 2025.</u></p>	Clerk
<p><b>6.3 - (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.</b></p> <p>It was noted that Cllr B Burgess and the Clerk assessed all the trees on Burney Drive on the 30 June 2025 and that the Clerk has emailed photos of the affected trees to MKCC.</p> <p>MKCC have confirmed that Highways are investigating the ones within their control and working through the others and try to figure out which are with the Parks Trust and which are still with David Wilson Homes.</p> <p><u>Clerk has chased MKCC for an update, waiting response.</u></p>	Clerk
<p><b>6.4 - (item 2.2 of minutes 20/01/25) – Glebe Farm and Eagle Farm Issues: Planting, Maintenance and Infrastructure.</b></p> <p>Grateful thanks to Cllr B Burgess for providing an update on the issues in Eagle Farm and Glebe Farm, see <b>Appendix 1</b> of the report / minutes for details. <u>Clerk has emailed this to MKCC on the 16 October 2025 who have promised to chase the relevant departments in MKCC for a progress update.</u></p> <p>An update on providing more dog bins will be recorded in the Clerks report.</p>	Clerk
<p><b>6.5 - (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.</b></p> <p>Barrier installed on the 8 September 2025. Clerk confirmed that he would contact MKCC requesting payment of the grant of £3026. <u>Ongoing.</u></p>	Clerk

<p><b>6.6 - (item 3.1 of minutes 21/07/25) - Representatives from W&amp;WFC attended the meeting and explained the issues / problems caused by <b>Glebe Farm Academy's decision to reduce the usage by the football club on Wednesday nights from next season</b> and asked the Parish Council for help in reversing this decision.</b></p> <p>It was noted that following response from MKCC that the Parish Council do not consider that they can change the decision of Glebe Farm School, however we are still waiting for the management committee to be established that should have been completed by the 8 October 2025. <u>Ongoing.</u></p>	
<p><b>6.7 - (item 3.2 of minutes 21/07/25) - Wavendon Community Hub / Football Pitches / Grounds</b> – It was noted that there has been some deterioration in the playing surfaces and grounds that might require that the pitches will not be able to be used, together with a danger to the public in other areas due mainly though weather conditions. It was noted that the football club had already invested monies to try and solve the problem with the playing surfaces, but more financial assistance is required.</p> <p>Meeting held with MKCC on the 23 September 2025 that Cllr's D Hopkins, R Hill and the Clerk attended.</p> <p><u>Do to lack of funding it was noted that MKCC were unable to provide any further financial support to resolve this issue. It was noted that the football club are proving funding for materials and with the help of volunteers are starting to tackle this problem.</u></p>	
<p><b>6.8 - (item 3.3 of minutes 21/07/25) - Walton Road</b> – Two residents attended the meeting and thanked Wavendon Parish Council and Ward Councillors for their support in highlighting and trying to escalate a solution to the increase of traffic and safety issues at the double bend.</p> <p><u>See chairs report for an update.</u></p>	
<p><b>6.9 - (item 23.2 of minutes 21/07/25) - Walton Road / Newport Road Junction</b> – Cllr S Thomas stated that there are some wooden bollards that are missing at this junction. It was noted that we are investigating and obtaining a quotation on whether to install some more wooden bollards on St Marys Green and this will be included within this project.</p> <p><u>Clerk to discuss With Cllr R Hill and report back at the next Parish Council meeting.</u></p>	Clerk
<p><b>6.10 - (item 23.3 of minutes 21/07/25) - Former Golf Club Land</b> – Cllr R Penfound asked if it would be possible to contact the Landowner to ask if some of the site could be opened to allow more residents to use the area before it was fenced off for sheep grazing. <u>Ongoing.</u></p>	
<p><b>6.11 - (item 8.1 of minutes 21/07/25) - Letter received 08/08/25 from <b>MKCC</b> regarding the <b>Household Support Fund with a grant offer of £2,000 to help low-income and vulnerable households.</b></b></p> <p><u>Clerk confirmed that he had accepted the grant; discussions on how to use the funding are ongoing.</u></p> <p><u>MKCC have advised that further funding is available and that the Clerk has responded confirming that the Parish Council are happy to receive additional funding.</u></p>	
<p><b>6.12 - (item 8.2 of minutes 21/07/25) - - Email received 11/08/25 from <b>MKCC</b> informing that they are working with bike and scooter operators, Dott and Lime to expand dedicated geofenced parking bays across Milton Keynes.</b></p> <p><u>See chairs report for an update.</u></p>	
<p><b>6.13 - (item 8.6 of minutes 15/09/25) - Letter dated 27/08/25 from the <b>Valuation Office Agency</b> requesting an <b>update for rent, lease or ownership for Wavendon Community Centre on Walton Road</b> by the 21 October 2025.</b></p> <p>Clerk confirmed that he had completed this action on the 7 October 2025. <u>Item closed.</u></p>	

<p><b>6.14</b> - (item <b>20.1</b> of minutes 15/09/25) - Cllr J Flawn advised that the pavement in Stockwell Lane has become a safety issue and urgently requires repairing.</p> <p>Clerk has reported this to MKCC on the 25 September 2025 under reference number FS751617632 and received the following response.</p> <ul style="list-style-type: none"> <li>We have raised a job to repair the issue you reported. Our standard repair times are emergencies - 24 hours; routine repairs - 28 days or 12 weeks depending on our assessment of the risk; larger programmes - up to 18 months.</li> </ul>	
<p><b>6.15</b> - (item <b>22.0</b> of minutes 15/10/25) - Ward Cllr T Bailey stated that she attended and enjoyed the picnic in Wavendon on the 14 September 2025 held inside the Walton Road Community Centre because of weather conditions. She also highlighted concerns that residents have raised regarding overnight parking in Glebe Farm close to the KFC and reoccurring litter problems from the outlet.</p> <p>It was noted that the Chair had raised these two issues with MKCC on the 17 September 2025, awaiting satisfactory response. <u>Ongoing.</u></p>	

## 7. To discuss Wavendon Parish Council Priority Work programme for 2025/2026:

It was noted that the document had been update (issue 8) and emailed to all Parish Councillors prior to the October 2025 Parish Council meeting.

Cllr R Jamieson suggested that we should add Road Pollution to the Air Pollution and Construction dust objective and the Clerk has included this in this issue.

Next review – December 2025.

## 8. Correspondence:

	ACTION
<p><b>8.1</b> - Email received 03/10/25 from <b>MKCC</b> advising <b>of a new premises licence application for John Lewis at Magna Park 1, Fen Street, Milton Keynes.</b></p> <p><u>This was noted, no actions required.</u></p>	
<p><b>8.2</b> - Email received 03/10/25 from <b>MKCC</b> advising <b>of a new premises licence application for John Lewis at Magna Park 2, Fen Street, Milton Keynes.</b></p> <p><u>This was noted, no actions required.</u></p>	

## 9. To receive reports from Unitary Authority:

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

Ward Councillor. T Bailey confirmed that she had been approached by a resident asking for consideration for some Gym equipment to be installed within some open space in Wavendon.

## 10. To discuss and consider our response to the forthcoming Draft MKCC Transport Plan (date of start of consultation in early November 2025) and the MK City Plan (date of start of consultation to be advised).

Transport Plan Consultation start date has been delayed.

Each Council have been allocated two Councillors to attend and the time confirmed at 6.30 pm for a start at 7.00 pm at Civic Offices. Cllr's R Jamieson and S Thomas were asked to attend and the Clerk to contact MKCC to ask for an extra place for Cllr N Kasmani to attend.

Bookings for all three Parish Councillors has been completed.

## 11. Planning:

	ACTION
<p><b>11.1 - PLN/2025/1474</b> - Change of use from a 4-bedroom dwellinghouse (use class C3) to a 4-bedroom HMO (use class C4) including hard landscaping works to the frontage to create 3 parallel car parking spaces, and provision of new bicycle and refuse storage areas at 3 Coaley Drive, Eagle Farm South, MK17 7DD.</p> <p><u>Clerk confirmed that he had sent a response to MKCC on the 16 September 2025 following discussion at the Parish Council meeting on the 15 September 2025.</u></p> <p><u>Notification received 10/10/25 from MKCC that full planning permission had been approved.</u></p>	
<p><b>11.2 - PLN/2025/1513</b> - Variation of condition 1 (approved plans) seeking to add a single storey infill extension between the garage and the house 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><u>Clerk confirmed that he had sent a response to MKCC on the 2 October 2025 following discussion at the Parish Council meeting on the 15 September 2025.</u></p>	
<p><b>11.3 - PLN/2025/1179</b> – Proposed replacement of currently approved convenience store with 4 dwellings at Land North and West of Wavendon Business Park, Ortensia Drive, Wavendon, Milton Keynes, MK17 8LX. Notice received 18/09/25 that this planning application has been withdrawn.</p> <p><u>No actions are required, for information only.</u></p>	
<p><b>11.4 - PLN/2025/1653</b> – The reduction of branches overhanging the road by up to 3m of Field Maple (T1), removal to ground level of Oak (T3), removal to ground level and treat with eco plugs of Oak (T4) and reduction in height and spread by 3m of Oak (T5) protected by Milton Keynes Council Tree Preservation Order no. PS/540/15/235 at Crabtree Cottage, Crabtree Lane, Wavendon.</p> <p><u>No issues were raised.</u></p>	
<p><b>11.5 - PLN/2025/1826</b> - Proposed single storey porch to front elevation at 26 Woolsley Crescent, Eagle Farm South, Milton Keynes.</p> <p><u>No issues were raised.</u></p>	
<p><b>11.6 – PLN/2025/1927</b> - Change of use from repair, servicing, and sale of agricultural and horticultural machinery, motor scooters, and related spare parts to Class B8 with ancillary trade counter at Spinney Works, Cranfield Road, Woburn Sands, Milton Keynes, MK17 8UR.</p> <p><u>Clerk was asked to write to MKCC to object to this planning consultation following discussion at the Parish Council meeting. Our objection will be based on the Suitability of location, Highways concerns, Intensity of use and amenity impacts and public right of way.</u></p> <p><u>Clerk will liaise with Cllr N Kasimani on the wording of our response.</u></p>	Clerk
<p><b>11.7 - PLN/2025/1940</b> – Non-material amendment seeking a new mezzanine layer over the dining room within Plot 6, relocation of plot 6 internal staircase, changes to internal walls and 2 additional velux windows in the roof of Plot 6 mezzanine (relating to permission ref. 21/02541/FUL for the part-demolition &amp; part-conversion of existing buildings to provide no. 6 residential dwellinghouses (Use Class C3), and construction of no. 13 new residential dwellinghouses (Use Class C3), with associated car and bicycle parking, internal access roads and landscaping, and other associated works) at Eagle Farm, Cranfield Road, Wavendon.</p> <p><u>Notification received 13/10/25 from MKCC that non-material amendment had been approved.</u></p>	

<p><b>11.8 - PLN/2025/1959</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, Milton Keynes.</p> <p><u>No issues were raised.</u></p>	
<p><b>11.9 - PLN/2025/1977</b> - The erection of detached annexe at 10 Abbats Wood, Eagle Farm South, Milton Keynes.</p> <p><u>Clerk was asked to respond to this planning consultation to request that if any neighbours have any objections that they are taken into consideration prior to granting planning approval.</u></p>	Clerk
<p><b>11.10 – PLN/2025/2072</b> - Non-material amendment seeking to amend approved plans in relation to elevations to match consented levels, installation of ram raid bollards and gates to service yard (relating to permission ref. 24/01751/REM for 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, Milton Keynes.</p> <p><u>No issues were raised.</u></p>	
<p><b>11.11 - PLN/2025/1489</b> - Variation of condition 35 (hours of working) seeking to extend working hours (relating to permission ref. 24/00200/OUTM Variation of conditions 4 (Approved plans) and 19 (Strategic access) seeking to allow the development to proceed with vehicular access via a grid road extension to the H10 (relating to permission ref. 14/01610/OUT for Outline planning permission for the erection of up to 350 homes with strategic access with all other matters reserved) at Land South of Church Farm, Walton Road, Wavendon</p> <p><u>Notification received 14/10/25 from MKCC that removal / variation of conditions had been approved.</u></p>	
<p><b>11.12 – PLN/2025/1603</b> - Demolition of existing buildings and replacement with 2 self-build dwellings with parking and landscaping at Lodge Farm, Lower End Road, Wavendon.</p> <p><u>Notification received 26/09/25 from MKCC that full planning permission had been REFUSED.</u></p>	
<p><b>11.13 - PLN/2025/1724</b> - Approval of details required by condition 5 (roof materials) and condition 6 (panel of brickwork) of permission ref. 24/01769/HOU at Wavendon Manor, 18 Cross End, Wavendon, MK17 8AQ.</p> <p><u>Notification received 9/10/25 from MKCC that details required by condition had been approved.</u></p>	
<p><b>11.14 – PLN/2025/1787</b> - Prior approval for the demolition of existing 'Bungalow' that has been most recently used as Office and Premises at 51 Newport Road, Wavendon, MK17 8UQ.</p> <p><u>Notification received 24/09/25 from MKCC that prior approval had been granted.</u></p>	
<p><b>11.15 - PLN/2025/1888</b> - Approval of details required by conditions 4 (Sensitive lighting strategy), 9 (EV charging point), and 11 (Broadband infrastructure) of permission ref. 23/02373/FUL at Stokesay Cottage, 75 Newport Road, Wavendon.</p> <p><u>Notification received 14/10/25 from MKCC that details required by condition split decision.</u></p>	

<p><b>11.16 – PLN/2025/1639</b> - Variation of condition 1 (approved plans) seeking to amend layout driveway for house B (relating to permission ref. 23/02373/FUL proposed demolition of the existing dwelling and erection of two dwellings with two double garages, with parking, landscaping and other associated infrastructure) at Stokesay Cottage, 75 Newport Road, Wavendon.</p> <p><u>Notification received 16/10/25 from MKCC that removal / variation of conditions had been approved.</u></p>	
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## 12. To discuss 106 Tariff Projects / Funding:

### Play 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 **3 September 2025 and closes on the 10 November 2025.** Clerk will do his best to meet this timescale, workload permitting.

### Arts Funding

- Meeting held with the Chief Arts Officer at MKCC (Fiona Boundy) on 14 July 2025 to discuss options for the considerable monies held on behalf of the Parish. Estimated funds available is around £250,000. An arts consultant will be engaged to work with all parties to make suggestions on how to use the funding for the benefit of Wavendon residents. Ongoing.

**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).
- Village History Boards / Replacement benches at St Marys Green.
- Suggestion which would enhance Glebe Farm's and Eagle Farm's green spaces. We are all aware of how these attenuation areas alongside the A421 fall short of the hectare's recommendations, however these could be made more user friendly by adding some MK benches. Possibly 3 per attenuation pond so about 18 in total, they would need to be strategically placed, this would allow Mum's / families to sit and view the wildlife, all good for the soul.

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

Next Community Centre Sub-Committee meeting will be held on the 24 November 2025.

### 13.1 - New Community Hub progress update:

- Legal update** – We had a meeting with MKCC on the 23 September 2025 to progress the Freehold agreement and we are waiting for a date for completion.
- 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.
- Electric Charging Points** – It was noted that one of the Perspex covers on charging points was damaged. MKCC have provided a contact at BP Pulse and the Clerk will report this issue for repairing.
- The entrance into the Community Hub grounds from Stockwell Lane has become a safety hazard.** It was noted that this issue was raised at the meeting held with MKCC on the 23 September 2025 and in principle MKCC supported the Parish Council completing the work. Clerk to seek final approval from MKCC.

### 13.2 – Walton Road Community Centre:

- **Asbestos Survey Results** – The recent asbestos annual survey has highlighted significant changes that will require remedial action to be completed. The work has not been completed as the cost increased to £24,117.00 + VAT now reduced to £21,844 VAT. New quotations being obtained by the Clerk.
- **Electric Meters** – One changed in August 2025, Clerk to arrange date for the other one to be changed.
- **Parish Council Office** – To make the office more private that all the Security and CCTV equipment is housed. Consideration for installing some window privacy film at a cost of £540 + VAT? Ongoing.
- **PHS Hygiene Products** - The estimated cost annual cost for installing bins and emptying in all the toilets in both Community Buildings is £1,800 + VAT. Clerk has included this cost in the latest Budget / Forecast review. Ongoing.

### 14. To discuss Climate Change Initiatives:

Issues will be raised when relevant.

### 15. To receive Financial Statements:

#### 15.1 – Bank Statement: Balance as of 20 October 2025:

Community Account as of 30 September 2025:	£146,382.08
Less Cheques to be cashed	(£3,379.00)
Less New Cheques + S/O's & D/D's	(£17,749.12)
<b>Total</b>	<b>£125,253.96</b>

Business Saver Account (Parish Funds)	<b>Total</b>	<b>£14,145.39</b>
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Business Saver Account (Mrs Robinsons Account)	<b>Total</b>	<b>£837.87</b>
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Cheque No.	Payee	Amount
102032	Elcam Property Maintenance Ltd – Community Hub – Cheque Lost.	(£690.00)
102043	Elcam Property Maintenance Ltd – Community Hub	£690.00
S/O	Alan Kemp – October 2025 Salary	£1,623.20
S/O	Robert Hill – Caretaker Salary – October 2025	£1,134.20
S/O	Susan Hopkins – Hall Manager – October 2025	£1,240.80
102044	SDG – Plumbing / Heat Source – Community Hub	£810.00
102045	J Darlow – Pest Control	£288.00
102046	PKF Littlejohn LLP – External Audit	£1,008.00
102047	ISE Fire Ltd – Replacement Signs – Community Hub	£298.20
102048	In Reach – Community Centres – VLAN Installation	£3,295.20
102049	In Reach – Community Centres – VLAN Installation	£1,166.94
102050	HMRC – Tax & NI for Staff – October 2025	£1,269.05
102051	Alan Kemp – October 2025 Salary Shortfall	£52.00
	Alan Kemp – Community Centre Repairs	£27.52
	Alan Kemp – Admin – Printer Cartridges, Folders, staples and car parking.	£88.54
	Alan Kemp – 2 x Poppy Wreaths	£55.00
	Alan Kemp – New Hoover for Community Centre	£139.00
	Alan Kemp - Replacement parts for flag pole	£17.03
	Alan Kemp – 2 x Microsoft 365 Business Standard Licences	£230.40
102052	Safewater Environmental Ltd – Legionella Testing	£444.00
102053	Total Ground Management Ltd – Grass Cutting – Community Hub	£777.60
102054	Total Ground Management Ltd – Grass Cutting – Village	£352.30
102055	LIW Advertising Ltd – Hogsty Article	£144.00
102056	Robert Hill – Community Centre Repairs	£21.50
102057	D2D Distribution Ltd – Newsletter Delivery	£714.00
102058	Tickfords Security Systems – Security System Repairs	£274.80
D/D	Biffa – Waste & Recycling – Walton Road	£311.10
D/D	Biffa – Waste & Recycling – New Hub	£189.60
D/D	BT – Walton Road Community Centre	£72.71
D/D	BT – New Community Hub	£70.55
D/D	EE Mobile Bill	£8.93



D/D	EoN Next – Walton Road Community Centre – Electric Charge	£87.86
D/D	EoN Next – Walton Road Community Centre – Gas	£68.85
D/D	EoN Next – Walton Road Former School – Electric Charge	£400.38
D/D	EoN Next – Walton Road Former School – Gas	£30.68
D/D	EoN Next – New Community Hub – Electric Charge	£1037.18

This expenditure was proposed, seconded, and carried unanimously.

All the above items are within budget.

## 15.2 – Receipts

Business Premium Account – Mrs Robinsons Account – Interest	£2.55
Business Premium Account – Parish Council Account – Barclays – Interest	£46.80
Business Premium Account – Parish Council Account – MKCC – Household Support Fund	£2,000.00
Business Premium Account – Parish Council Account – MKCC – Precept	£92,660.00

## 15.3 – Banking for the Parish Council:

- **Online Banking** - Clerk has contacted Barclays Bank to set up online banking.
- **Barclays Account Review** – Clerk has provided all the information requested to Barclays Bank for the two Parish Council Accounts, waiting for confirmation that the review has been completed. Review completed.

The Bank are now asking for more information on Mrs Robinsons Account that the Clerk is dealing with.

- **Community Centre Accounts** - We now have a problem with the Community Centre Accounts that the Hall Manager is trying to resolve with Barclays Bank. Ongoing.

**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 four requiring replacing. Clerk advised that funding has been included in the latest budget review from contingency funding. Estimated cost £3,000. Ongoing.

**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. Glebe Farm School are setting up a Kickback Kitchen and the money will be used for this purpose. Meeting held with the school on the 8 October 2025. Ongoing.

## 15.6 – Budget / Forecast Review for 2025/2026:

Budget / Forecast review emailed to Parish Councillors with this report.

## 15.7 – Annual Financial Return for 2024/2025:

Clerk advised that he had received the notice of conclusion of the audit from PKF Littlejohn LLP (external auditors) and will post the details on the notice boards and website.

**The following issue was raised.**

- Section 2 has not been prepared in accordance with proper practices. The income and expenditure basis must be used to prepare its accounts for the third and subsequent years that the income and/or expenditure exceeds £200k. Please ensure that the 2024/25 figures are restated in the prior year comparatives when completing next year's AGAR.

**15.8** - From the 2025/26 AGAR, parish and town councils must confirm their compliance with UK GDPR and the Data Protection Act.

Clerk will draft a policy for review at a future Parish Council meeting. We will also have to pay for an audit of the website to confirm that we are compliant at a cost of £140.00.

## 16. To conduct a Risk Assessment Review:

Clerk has updated the Risk Assessment (issue 23) 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 – Grant Application Policy – Clerk to complete for the November 2025 PC meeting.
- New - Emergency Plan – We may need to employ a consultant to help with this topic.

**The following have been drafted by Cllr D Hopkins for the Clerk to issue.**

- New - social media Policy.
- New – Expenses Form / Policy
- New – Sickness Absence Policy.

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

It was noted that a new Clerk will be employed from the 12 January 2026. It agreed by all present to increase the hours of the existing Clerk for 6 months from the 1 October 2025 – 31 March 2026 from 28 hours per week to 37 hours per week at a cost of £3,955.00 as the workload has significantly increased.

Clerk will be drafting the budget over the next couple of months that will include suggestions for staffing levels for 2026/2027.

**19. To discuss any Highway Issues:**

- Walton Road
- Burney Drive, adoption and 20 MPH implementation.
- Yellow lines and other parking restrictions outside Glebe Farm School
- Junction of Elmswell Road and Groveway (safety improvements). Cllr J Flawn asked if MKCC could be approached to request that an urgent safety review could be undertaken by them as this traffic situation has become more dangerous.
- Improvements to Kingston Roundabout (timeframe).
- Implementation of agreed 30MPH speed limit and white lining updated on Newport Road.
- Stockwell Lane further repairs.
- Bus stops on Newport Road (opposite Wavendon Arms) and two at the Community Hub. Plus, four on Burney Drive.
- Lower End Road / Ambridge Lane – A resident has raised safety concerns and issues with landscaping. Clerk confirmed that he has asked MKCC (Highways) for a safety audit to be completed and will look into the landscaping issues with MKCC.
- Cranfield Road – Lack of 40 mph signs installed by CBC.
- St Marys Close – Resident request for yellow lines at junction with Walton Road.
- 20 MPH – Menday Gardens.
- Glebe Farm Road Signs missing.

**20. Clerks Report / Local Issues:**

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

Most Parish Councillors are now using the new email accounts.

**20.2 – Walton Road Pavement** – Clerk confirmed that he had reported the state of the pavement again to MKCC under reference **FS732755582** on the 20 July 2025. Clerk to chase MKCC again on this.

**20.3 – Ascot Fencing on Burney Drive** – It was noted that this has been damaged in Eagle Farm near Sainsburys and that the Clerk reported this to the Developer on the 15 July 2025 asking for a repair to be completed. Not completed yet, Clerk to chase Developer with help from MKCC.

## 20.4 – Trees under the control of the Parish Council.

- **Cherry blossom on the St Marys Green** – It was agreed to monitor some of the trees that are not growing as well as others over the next few months and if necessary, consider installing some bollards. Ongoing.
- **Large ash on Recreation Ground** – A recent audit has identified a need to undertake work to heavily reduce to suitable growth points to reduce weight at a cost of £280.00 + VAT. All approved expenditure and the Clerk was tasked with arranging for the work to be completed. Ongoing.
- **Ash trees on Dankworth Way** - A recent audit has identified that the three Ash trees require dismantling to stump and some additional tree work requires completing at a cost of £1,030.00 + VAT. This was raised at the meeting held with MKCC on the 23 September 2025 and the Parish Council was informed that no funding was available from MKCC to complete this work. Review expenditure at a future PC meeting.

**20.5 – Dame Cleo Laine** – Clerk asked if the Parish Council are considering planting a tree with a suitable plaque her memory. It was suggested that we could replace the fir tree at St Marys Green and look into if Arts funding could be used on a village project.

**20.6 - Dog Bins** - Clerk has identified locations for five bins and will request permission from MKCC during week commencing 20 October 2025.

**20.7 – Village Clock** – Annual service arranged for 17 November 2025 at £246.00 + VAT.

**20.8 – Help us shape the future of Wavendon Questionnaire** – This was included in the September 2025 issue of Wafas & Wallas and Clerk advised that we had received three responses. More completed responses are anticipated, and Clerk will issue a summary.

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

It was noted that the Clerk and Chair attended an online meeting with MKCC on the 17 June 2025 where Wavendon Parish Council confirmed that when staff have been recruited that they will take on the responsibility for administration and management as soon as practical. MKCC agreed to continue to maintain the allotment sites under a date has been agreed.

Further discussions will be held with MKCC in the next 2 – 3 months.

## 22. Councillor Reports:

**22.1** - Cllr B Burgess advised that he had contacted the Parks Trust to ask if a permanently surfaced path could be completed as people are accessing Wildwood Play Area from Montgomery Way, including schoolchildren from Wavendon using it as a direct short cut through to Glebe Farm school and it is dangerous with exposed tree roots and becomes muddy. Waiting response.

**22.2** – Cllr B Burgess advised that there is area in Eagle Farm from the A421 (Leaping Man Island) near Burney Drive that has been left as a wild area but should be cut by MKCC at least once a year. Cllr D Hopkins agreed to meet with Cllr B Burgess as soon as practical to investigate.

## 23. To agree items for forthcoming agendas:

- Budget / Precept Setting - November 2025 & January 2026.

## 24. Future Meetings:

The next two meetings of the Parish Council will take place on **Monday 17 November 2025 at Walton Road Community Centre** commencing at **7.30 PM** and **Monday 15 December 2025 at Walton Road Community Centre** commencing at **7.30 PM**.

There being no further business the meeting closed 9.05 pm.

## **APPENDIX 1**

### **Glebe Farm and Eagle Farm Issues: Planting, Maintenance and Infrastructure Connectivity.** **Update 08/10/2025.**

1. Grass verge to adopted Redway between Newport Road and Montgomery Way; this is not being cut despite repeated requests to MKCC. Interactive map shows it as Urban hedgerow but is not coloured in for grass cutting except at either end sections by Burney Drive and Lower End Road, despite being on average 2.5m wide. **No progress**



2. The planted hedgerow and trees between the Redway and Lower End Road, from Newport Road to the junction at Ambridge Road is not being cut back to keep the Redway clear. **No Progress**



3. The grass verge along the Redway (rear of Glebe Farm School) is cut infrequently and only as a 600mm strip. The hedgerow is not cut at all, which is now impacting on the Redway. This is a very busy route for pedestrians and cyclists especially at school times, can the maintenance schedule be upgraded to take these factors into account. **No Progress**



4. The so called "landscape" strips/mounds are totally devoid of any planting and are just full of unsightly dead weeds, presumably not what was intended in the 2019 plan for the area. On the MKCC interactive map they are not listed as anything and do not appear to belong to anyone. Yet this is a large expanse, which looks unkempt and does not enhance the area. **No Progress**



5. The trees along Burney Drive do not appear as dense as 2019 MK plan for the area intimated and the majority of what has been planted are poor specimens well below “semi mature species”. Many were so small and inadequate, they have already been snapped off by wind or vandals. [No Progress on replanting/replacement of dead/broken trees.](#)

6. Planting to this area as provided by L & Q, the developer for Saxon Reach, falls well below the landscape plan, in terms of quality and density, also a similar problem at location 7. [No Update as at 7.](#)



7. The footpath finish alongside the attenuation/linear greenspace is not suitable for anyone when wet, especially young families with pushchairs, mobility scooters etc. It just turns into a glutinous white mess, which sticks to shoes and wheels. The Parks trust have replaced this surface at the two main parks on Eagle Farm with tarmac, yet nothing has been improved at Glebe Farm. The paths at the Wildwood Park are made from the same material. [No Update from Parks Trust](#)



8. The planting alongside the A421 is not sufficient to dissipate the constant noise from the increased volume of traffic. This has been raised at the Parish Council and David Hopkins has requested MKCC carry out a sound assessment, although just walking on the Redway adjacent is very telling, you have to raise your voice to converse! [Awaiting update from MKCC regarding monitoring.](#)

9. The area on the right- and left-hand side of the underpass leading from Keightley Gate, Glebe Farm side is overgrown weeds and I do not think has ever been cut. On the map it is shown as amenity grass and combined ownership PT & MKCC. [No Progress](#)





10. The Redway from Fontaines Road does not join up with the Redway on Cianchi Grove. It sends you out onto Lower End Road, where there is no footpath. Should you wish to continue on the Redway you are then left to walk on Lower End Road and climb over a post and rail fence to rejoin the Redway. Aside from being dangerous it would be impossible for a parent pushing a buggy/pram or people with mobility problems to negotiate. **Work has commenced, with vegetation being removed, but no further progress over the last 4 to 5 weeks.**



11. Another instance where the Redway does not connect is between Farrington Way and Waffas Hill. Redways have been constructed either side, but there is no sign they will ever join up, all that currently exists is a hedgerow and ditch. **No update.**



12. On Eagle Farm the Redway alongside Lower End Road accessed from De Veere Close, sends you out onto Lower End Road, no footpath. The Redway running parallel to Bannister Drive which one would presume will join up just ends soon after last house on Bannister Drive? **Apparently, this may never join up as there is a land ownership stalemate.**

13. The planting of the green constructed by Bloor on Burney Drive between number 101 and 111 is woeful and the few trees are under sized.

14 and 15. The bunding constructed by Bloor has no retaining shrubs, ground cover or grass and is already showing severe signs of land slippage, especially next to the Redway at 15. Any trees planted have not been maintained and have mostly died, so their roots are not knitting the ground together either. **Bloor have commenced works, however only weeds have been removed (which are now growing back. The signs stating what work they proposed are more aspirational than actual fact at the current time.**



16. The Redway connection (Bloor) to the “gravel” path (Barrett) is a trip hazard and the timber edgings to “gravel” path are rotting away or poorly retained. As point 7, the surface material of the path is glutinous in wet weather. [No Progress](#)



17. Banks to the underpass, no planting or cutting as at 9. Very unsightly. [No Progress](#).

18. The Redway that leads from the skate park ends at a fenced off bit of wasteland and does not join up with the Redway/Cycle route alongside the A421, across Cranfield Road. If this were properly joined it would form a good long-distance walking or cycling route to enhance the health and well-being of local residents. [Apparently, Highways dealing with land owners to resolve this.](#)



19. Banks etc Glebe farm side by underpass leading to Kingston (close to Thurlow Nunn) are devoid of any planting and not even maintained as amenity grass. They are banks of overgrown, unsightly weeds. Worse still, if you go through the underpass to the areas in front of Thurlow Nunn it is properly planted and maintained regularly. The difference is staggering; the residents of Glebe Farm are treated to an unkempt wilderness outlook, whilst the cars in the showroom look out on neatly cut grass, trees and neatly trimmed shrubs. [No Progress](#)

