

CASTLETHORPE PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Monday 12th May 2014

PRESENT: Councillors Hinds, Keane, Stacey, Presant-Collins, Sweetland & Ayles (Chair). The Clerk Mr S Bradbury was also present . There was 1 member of the public in attendance

The meeting commenced at 7.30 p.m.

- | 1 | APOLOGIES FOR ABSENCE | Action |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| | Cllr Geary – alternative appointment. Accepted. | |
| 2 | TO ELECT A CHAIRMAN | |
| | Cllr Keane proposed Cllr Ayles seconded by Cllr Markham. No other proposals. Agreed unanimously. | |
| 3 | TO ELECT A VICE-CHAIRMAN | |
| | Cllr Ayles proposed Cllr Keane, seconded by Cllr Markham. No other proposals. Agreed unanimously. | |
| 4 | TO RECEIVE REGISTER OF MEMBERS INTERESTS FORMS | |
| | No changes to interests already declared. | |
| 5 | TO REVIEW REGISTRATION OF GIFTS AND HOSPITALITY FORMS | |
| | No changes | |
| 6 | TO APPOINT COMMITTEES, AND AGREE TERMS OF REFERENCE | |
| | The following appointments were agreed unanimously:
Finance committee: Cllrs Presant-Collins, Ayles, Stacey, Keane and Sweetland
Sports Ground Committee: Cllrs Presant-Collins, Ayles, Stacey & Markham | |
| 7 | TO AGREE COUNCILLORS RESPONSIBILITIES | |
| | The following appointments were agreed unanimously:
Neighbourhood and Parish Plan Committee: Cllrs Hinds, Ayles, Stacey, Keane and Sweetland
Communications and web site Cllrs. Ayles & Sweetland
Dog Fouling Cllr Hinds
Public transport Cllrs. Ayles, Sweetland & Keane.
Highways & streetlights Cllrs Markham and Stacey
Footpaths & play areas Cllrs Markham, Hinds & Keane
Flower festival Cllr Hinds
Village Hall Cllrs Hinds & Sweetland | |
| 8 | TO APPOINT REPRESENTATIVES TO EXTERNAL BODIES | |
| | The following appointments were agreed unanimously:
Parishes' Forum: Cllrs Ayles & Keane
Rural West NAG: Cllrs Ayles, Hinds & Keane
Hanslope Park Consultative Area Forum: The changes to Ward boundaries would undoubtedly mean that this forum would not exist in its current format post-local elections. Cllr Ayles said that the forum was of great use and that he was sure that it would carry forward in some form. It was agreed that current representatives, Cllrs Ayles, Sweetland & Keane would represent the parish council on .the successor forum.
Sustainable Transport & Road Safety Forum (STARS) : Cllrs Ayles, Sweetland & Keane
MKALC: Cllrs Ayles & Sweetland
Cllr Sweetland suggested that councillors should be nominated with responsibility for overseeing landscaping matters. Cllrs Sweetland, Markham and Presant-Collins were proposed. Agreed unanimously. | |
| 9 | TO ADOPT THE STANDING ORDERS | |
| | As new Standing Orders were agreed in March 2014 the item is not required on this occasion. | |
| 10 | TO NOTE THE COUNCIL POLICIES | |
| | All policies had been circulated and were duly noted – they all remain unchanged from last AGM. | |
| 11 | TO SUSPEND MEETING TO ALLOW FOR AN OPEN FORUM | |
| | Meeting suspended. The newsletter editor noted that the deadline for the next edition will be June 8 th . There being no further matters raised the meeting resumed | |

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- 12 **TO RECEIVE DECLARATIONS OF INTEREST**
None
- 13 **TO APPROVE MINUTES OF THE LAST MEETING**
The minutes of the general meeting of 7th April 2014 and the extraordinary meeting of 13th March were proposed by Cllr Ayles, seconded by Cllr Sweetland and agreed unanimously.
- 14 **TO CONSIDER PLANNING**
14.1 **14/00905/FUL:** Prior notification for a single storey rear extension measuring 4.6 metres from the rear wall of the existing dwelling with a maximum ridge height of 3.65 metres and maximum eaves height of 2.6 metres - 65 Thrupp Close Castlethorpe. There were no objections. Cllr Markham said that a neighbour had experienced difficulty in sourcing matching bricks when extending his property. It was agreed that the Clerk write to MKC to point this out and ask that they keep the matter under review. Clerk
- 15 **REPORT BACK ON PREVIOUS PLANNING**
15.1 **13/01925/FUL** Installation of a single wind turbine with a maximum tip height of 86.5m at Malt Mill Farm Castlethorpe Road Hanslope – still pending consideration. Applicants have requested an amendment to reduce height to top of blade from 86.5m to 67m.
15.2 **13/00195/FUL:** Installation of 3 bladed wind turbine (maximum tip height 99.5m), including access, substation and underground cabling at Lodge Farm House Wolverton Road Castlethorpe - Under consideration by Planning Inspector. No further updates.
- 16 **TO RECEIVE REPORTS**
16.1 **CLERKS REPORT (SEE APPENDIX A1):**
.16.1.1 Cllr Sweetland will help the Clerk to produce the grant application for the Village Hall bell tower
16.1.2 Cllr Ayles said that the view is that the parish council had missed the removal of the footway between Paddock Close and Maltings Field at one of the changes to the planning application, even though it had not been highlighted. We would now have to wait until MKC Highways notify their next round of applications for projects.
16.1.3 Cllr Ayles reported that the planning gain from the development at Paddock Close/Maltings Court was available to draw down once project(s) are identified.
16.1.4 The Clerk had received a quote to apply weedkiller at the sports ground within the amount previously authorised and would go ahead and commission the work.
16.1.5 Cllr Markham had identified the cost of materials for the cricket fence and is trying to get someone to do the work for within the amount that had been authorised (£700)
16.1.6 Cllr Markham said that wood for the village benches had been cut and was ready to fit. Cllr Markham and Clerk to get a quote by next meeting Cllr Markham /Clerk
16.1.7 Cllr Keane reported that the state of the road by the Navigation is quite good compared to the run up into the village
16.1.8 Cllr Presant-Collins said that the pedestrian gate to the sports ground is in need of repair. Clerk to arrange for a tradesman to assess Clerk
16.1.9 Cllr Markham said that there had been no progress on the problem with the drains at Bullington End Road. Cllr Geary was to contact Anglian Water. Clerk to send Cllr Geary a reminder. Clerk
16.1.10 The Clerk reported that a tennis open evening is to be held on 22nd May with LTA qualified coaches in attendance.
16.2 **Neighbourhood Plan Update (SEE APPENDIX A2):** The Clerk had not received a call back from Community Impact Bucks.
16.3 **Village centre update** Nothing to report this month
16.4 **FILE NOTE: Hanslope Park Forum (SEE APPENDIX A3)**
No matters arising
16.5 **Update on the Dips**

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There is significant progress as can be seen from the Hanslope Park Forum report at Appendix A3.

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TO CONSIDER RESOLUTIONS

- 17.1 Cllr Ayles suggested that there is now no need to liaise with neighbours over parking controls at Station Rd, given that the abandoned vehicle has now been removed. Agreed unanimously
- 17.2 A village walkabout had taken place and several faults had been identified. Cllr Sweetland will summarise the outcome and pass to the Clerk to rationalise against the previous fault list and record on the MKC faults system. Once done Cllrs Ayles and Keane will progress chase. Cllr Sweetland
Clerk
- 17.3 Cllr Ayles asked whether we would want to apply for one of the Electrical Vehicle Rapid Charging units being procured by MKC. Cllr Presant-Collins said that it would be good to have a unit included in the village centre re-generation project. Agreed unanimously – Clerk to make an application. Clerk
- 17.4 Cllr Ayles has asked MKC Road Safety Officer Adrian Carden to consider the problems with cars having to pull out 'blind' from Thrupp Close onto Bullington End Road when he comes to the village on the 16th May. Cllr Ayles to take proposals forward to next meeting. Cllr Ayles
- 17.5. Bletchley & Fenny Stratford Town Council had written to all councils in Milton Keynes asking them to support an email that they sent to MKC thanking them for their fair distribution of the Local Council Tax Relief Fund and requesting that they adopt the same approach next year. Cllr Ayles said that the funds allocation had been very fair and helped the more impoverished parishes. It was agreed unanimously that the Clerk write in support. Clerk
- 17.6 Cllr Hinds said that a large tree outside number 28 The Chequers was in urgent need of pollarding and some of the branches were touching BT lines. He had approached MKC but they will not do anything unless there is a clear safety hazard. It was agreed that Cllr Hinds write to BT and ask other residents to do likewise. Cllr Hinds to also consider the reducing the height of the Christmas tree on the Green. Cllr Hinds
- 17.7 Cllr Hinds reported that dog mess was being dropped in the waste paper bin at The Chequers and also that the bin was not being emptied. It was agreed that Cllr Hinds write to Andy Hudson at MKC to ask why the bin is not being emptied. The Clerk will find out the cost for an additional dog bin for consideration at next meeting. Cllr Hinds
Clerk
- 17.8 Cllr Sweetland said that there is a need to prepare a list of landscaping that needs to be done in the village. It was agreed that she will do this. Cllr Sweetland

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TO CONSIDER FINANCIAL MATTERS

- 19.1. Cllr Ayles proposed that due to some staffing problems at BALC the decision on whether to subscribe to membership for this year should be deferred. All agreed. With this exception the payment schedule was proposed by Cllr Ayles, seconded by Cllr Keane and agreed unanimously

Payee	Description	Invoice	Amount	VAT	Sub-Total	Total
S Bradbury	Salary Mar 2014	per pay slip	£508.62	£0.00	£508.62	
S Bradbury	Re-claim purchase printer ink Should read 'stamps'	per att. receipt - stamps	£19.08	£0.00	£19.08	£527.70
F.Price	Mar 2014 invoice	per attached invoice 018	£192.00	£0.00	£192.00	£192.00
L.Harris	Sports Ground Maintenance Mar	per attached invoice 002	£90.00	£0.00	£90.00	£90.00
P.Stone	Sports Ground Maintenance	per attached	£90.00	£0.00	£90.00	£90.00
BMKALC/ NALC	Annual membership	per attached	£133.44	£0.00	£133.44	£133.44
Youth Club	PPF grant re-payment for residential camp (50% plus VAT)		£1,000.00	£400.00	£1,400.00	£1,400.00

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Youth Club	Withdrawal of previously authorised payment to Youth Club		£1,000.00	£200.00	£1,200.00	£1,200.00
Castlethorpe Village Show	Pass on MKC Grant for Senior Citizens' lunch		£200.00	£0.00	£200.00	£200.00
T.Richards	Refund DD payment made in error 30/1/14	per attached email	£110.88	£0.00	£110.88	£110.88
Grand Total			£1,344.02	£200.00	£1,544.02	£1,544.02

E.ON	electricity SG -Mar DD	4166 2268 6480	£88.00	£0.00		£88.00
E.ON	electricity VH DD	415172577000A	£118.65	£0.00		£118.65
E.ON	gas VH - Feb DD	89208742670	£190.00	£0.00		£190.00

	TOTALS		£396.65	£0.00	£0.00	£396.65
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- 19.2 Cllr Ayles said that a lot of parish councils do provide grants and that MKCMS do a good job in providing mediation services and that these have been used in the village. He proposed therefore that a grant of £50 be approved on this occasion. Seconded by Cllr Keane and agreed unanimously.

19 19.1 ANY OTHER BUSINESS

Cllr Ayles introduced a File Note on a training course that he had attended on Speed Indication Devices (see Appendix A4). He said that more volunteers are needed for the speed check exercises. Adrian Carden of MKC will be coming to the village on 16th May to agree location points for the devices. Cllr Presant-Collins suggested that the high visibility jackets used for the duck race could be used. Cllr Ayles added that there ought to be a first aid box on hand during the speed check sessions.

There being no further business part 1 of the meeting closed at 8.55.

Part 2

20 20.1 TO RECEIVE DECLARATIONS OF INTEREST by Councillors in any of the agenda items below

None

20.2 To agree Clerk's annual appraisal

20.2.1 The Chair had previously received feedback from councillors and the Clerk which he had consolidated into the appraisal report. He had then agreed this with the Clerk who was happy with the content. He recommended to advance the Clerk's salary by two points to SCP 21 in recognition of his increased expertise during the past year and his hard work. The salary increase to take place, in accordance with the contract of employment, from 1st May 2014. This was agreed unanimously.

There being no further business part 2 of the meeting closed at 9.10pm.

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- Applications for the Parish Partnership Fund grants for the Village Hall bell tower and the tennis lights need to be in by Friday 16th May. Help would be appreciated with the former.
- Marcus Young Landscaping at Old Stratford & Tag Lever have been approached for quotes to weed kill the sports ground
- Discussions ongoing with MKC about the pathway between Paddock Close and Maltings Court.
- On the continuing saga of getting MKC to prepare a draft agreement for the use of part of the village green for car parking, the person that assured me she would get some movement has also now left the Council. Claire Cooper is the latest person to pick the matter up.
- A second supplier has provided a verbal quote to replace the tennis court lights, that is under half of the other quote received. No progress on arranging quotes for testing electrical circuits and equipment in village hall and sports pavilions .
- Last football match was last Sunday. Repair to the football pavilion floor will be done before the new season.
- 'Keep dogs on leads' and 'pick up after your dog' signs have been put up at Fishponds
- Neighbours have been consulted in siting of dog bins at Maltings Close. AH Contracts have picked up the dog waste bin from Rose Lane Farm Hanslope. I will arrange for it to be fitted along with the outcome on tonight's resolution to put one up at the Chequers.
- The price of the newly sourced acoustic panels for the Village Hall take the overall amount over what was authorised and above the threshold against which the PPF grant was awarded.
- Cllr Markham still waiting for tradesman selected to replace fence at cricket pavilion to provide new quote.
- Trees have been planted on the triangle and in The Chequers. The hedge between Lodge Farm Court and the football pitch has been cut back and is now to be maintained by the groundsman. The work to re-slab at the front of the football pavilion is still to be scheduled.
- Cllr Ayles and John Sweetland attended the Speed Investigation Device (SID) training at Lavendon on 28th March.
- Still awaiting to hear from MKC as to whether our request for two of the newly acquired grit bins has been successful.
- Clerk has had problems in changing the password and creating a new account for MKC fault logging.
- Clerk will meet a tradesman this Friday about specifying the work required to re-route the Village Hall front drain and to repair the gate between the Village Hall and Castle Field. Once this has been done the spec can be used to obtain further quotes.
- Clerk has written to MKC requesting that weed killer be applied to the pavements at Thrupp Close. No response as yet from MKC.
- Cllr Keane is to contact the manager at The Navigation about the standard of repairs to the road by The Navigation.
- Cllr Presant-Collins has obtained quotes to replace the village benches. This was to be considered at the May meeting but I missed it off of the agenda. To be considered in June
- The matter of MKC not advising neighbours of planning applications was brought up at Hanslope Park forum
- The matter of MKC informing councils of work projects in their areas was brought up at Hanslope Park forum
- Village walkabout took place. Matters arising to be discussed tonight.

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- No progress on outstanding actions:
 - o Erection of Hanslope Road street signs to be put on fault list
 - o Cllr Stacey to erect the basketball backboards & hoops (frames need to be re-rendered).
 - o State of footpath between South Street and railway bridge – request to me made to have it re-tarmaced.
 - o Purchase of Sage accounting software awaiting clerk to establish a ‘clean point’ with finances
 - o Review MKC fault list inc. state of Sustrans cycle track
 - o Elicit quotes for additional safety equipment required at village hall and sports pavillions.
 - o The clerk has still to approach Anglian Water to determine why sewage rates at the sports ground are so high (c/f)
 - o Cllr Geary has said that he will contact Environmental Health about the drains at Bullington End Road (c/f)
 - o Provide Pam Loose at MKC with dates for the newsletter

Steve Bradbury

12/5/14

APPENDIX A2 – NEIGHBOURHOOD PLAN REPORT 12/5/2014

- Draft of survey has been provided by Community Impact Bucks (CIB) – no comments have been received.
- Voice mail left with CIB – further updates to be provided at the meeting

Steve Bradbury

12/5/14

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APPENDIX A3: FILE NOTE - Hanslope Park Consultative Area Forum 24th April 2014

Present (from Castlethorpe): Cllrs Ayles & Keane. Apologies Cllr Sweetland. Ward Cllr Geary. MKC Chief Executive David Hill MKC Public Realm: Rob Ward, Heather Baker

- **Matters Arising:** There was some discussion about improving the Sustrans track from Haversham to Castlethorpe. The track was originally built by Sustrans and then handed to MKC for maintenance. This is not highway and there is no current budget for its improvement. It potentially could be included in the cycling improvement programme. It was agreed that RW / HB would identify responsible budget so that application could be made for improvements from 2015/16 onwards. There was also discussion about the public access system as RW said this had been much improved and now had Highways (e.g. pothole reporting) added to it. There was considerable skepticism expressed and it was suggested that a relaunch might be necessary as many Clerks had now given up on it. *(After the meeting, I reported a broken streetlight (NS9) and it was very painful requiring several pages on the website and the system was so slow I thought it had broken.)*
- **Discussion with Chief Executive.** This item had been triggered by an historic pond which had been filled in at Hanslope as part of a revised planning application which also took away S106 funds. PA / JK raised the lack of neighbour notifications both in South Street and Station Road. DH said this was a statutory obligation and he would investigate.

We also raised the lack of notification to Clerks of significant MKC works in parishes. RW said this should be on the Street Works List distributed with Members Weekly Lists. Mike Morris (Haversham) said he wasn't getting these. They also should be shown on the 'My Milton Keynes' section at the bottom of the MKC website. *(Nothing is showing for Castlethorpe and the area search doesn't work! The system is again very slow)*. The issue had been raised in Castlethorpe because of two blokes turning up with an angle grinder in a plain white van at the Fishponds Play Area. This was apparently because MKC had been hiring plain vans as they were cheaper than branded leased vehicles. However, Cabinet had now decided to change this so MKC vehicles should display the MKC logo in the near future. RW / HB were asked to investigate how the notification system was working and to ensure that play areas were included.

DH spoke of the improvement to the system of Highways works. However both Castlethorpe and Hanslope said they were disappointed with the lack of feedback on items especially those not included. The Sustrans example above was one - another was the uneven footpaths in Castlethorpe - which took a quite separate email discussion with RW before the reason for its exclusion from works was understood. However, the meeting recognised that 2013 was the first year of the new system and it needed to settle down.

The meeting thanked DH for his work over the past 5 years and recognised that there had been a sea change of improvement against a background of tremendous budget reduction.

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- **Tathall End / The Dips Flood Prevention Scheme.**

RW said that the scheme had three components. The first, the construction of culverts to drain water from the Dips more quickly was completed following the January HPCAF.

The second and largest component is the construction of three dry ponds above Tathall End. Although ecological studies have to be completed and a consultant's report on the third is awaited shortly, MKC intended to complete the works in September 2014. A project manager, Kate Davidson, had been appointed and she would send a monthly update to all three parishes. The work would be undertaken by Ringway, MKC's new highways contractor.

The third component is the drain which runs across the field above the Dips and discharges water onto the road. It was pointed out that this water often created dangerous situations with cars moving to the centre shallow part of the road by the blind bend. Further options to deal with this need to be evaluated by MKC's engineer and RW /HB will advise on progress.

- **Future of HPCAF.** With the forthcoming boundary changes and elections, it seemed unlikely that HPCAF could continue in its current form. After discussion, it was agreed that, in June (after the elections) PA and RW would write to the Chairs of all Parishes in the new ward area and invite them to attend a meeting as currently scheduled to discuss how the Forum should move forward. It was agreed unanimously that the 3 current parishes valued the Forum very highly and would like it to continue in some form.
- **Next meeting.** 7.30pm Thursday 17th July at Hanslope Recreation Ground Pavilion.

Philip Ayles

APPENDIX A4: FILE NOTE - Training Course - Speed Indicator Device Installation on Highway 9th May 2014

Attending Cllrs Ayles and Hinds

The course was given by Jim Gant, a Health & Safety Consultant contracted by MKC as part of their 'duty of care' to parishes who will erect the SIDs. MKC will require that one trained person is present at least to supervise the erection of SIDs even though other helpers may not be trained. **It would be helpful if we could get some other trained volunteers**, not necessarily parish councillors, to make sure that we have enough people to put up and take down the SID when it is our turn to have it. We will be sharing a SID with Stoke Goldington, Haversham and perhaps another parish. I need to confirm but I think we can only leave a SID in one location for a week and then we have to move it either to another location within Castlethorpe or hand it on to another parish in our group.

There were four elements to the course:

1. Manual handling
2. Working close to the Highway
3. Risk Assessment
4. Step Ladder Safety

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Dave and I have the course documentation. Although we could have found better ways of spending a Friday, the course was good, compressed to cover only those aspects that we needed of very large topics and practically and pleasantly presented. We will complete the Risk Assessment forms and lodge with Steve.

Adrian Carden is coming to Castlethorpe next Friday (2pm, 16th May) to assess sites for the SIDs and to cover a couple of other road safety issues (speeding on BE Rd and the exit from Thrupp Close). The intention is to leave the SID mounting boxes permanently on the posts so that it is easy to place the SID on them and lock it in place. Dave and I have discussed locations and suggest:

- Wolverton Road
- Bullington End Road
- Station Road (2 locations)
- Hanslope Road
- North Street (near shop)

However, this is 6 locations and the mounting boxes cost £75 each. Adrian is seeking funding for about 20 boxes between all parishes so we may need to fund or find funding (from SaferMK?) for extra mounting boxes if councillors agree on the locations.

Dave and I were also interested in the course to ensure that our volunteers were behaving safely when putting up the Christmas lights. It turns out that it is a fallacy that one has to use cherry pickers instead of ladders but the ladders need to be of a safe design.

The SID kit includes a 'Class 1' (heavy industrial) step-ladder. However, this is quite bulky and it may be that individual parishes will want to buy their own ladder to avoid transporting it between parishes. It is too big to go in Dave or my cars. We could consider buying our own step-ladder (Class 2 would be fine - light industrial). We also should have a portable first aid kit in case of minor accidents.

For the Christmas lights, we should also have a suitable ladder and we need to check whether any ladder borrowed from a volunteer is suitable and safe. We also need hi-viz tabards (not full jackets because speed limit is 30mph) for all volunteers - the SID comes with tabards but not enough for the Christmas lights.

So, in summary, the actions are:

- Encourage more trained volunteers (via Castlethorpe News?)
- Councillors to decide on the number of locations and fund mounting boxes
- Dave and Phil to see how sharing the step-ladder works and possibly propose buying our own (about £175)
- Acquire, say, 12 hi-viz tabards for Christmas lights volunteers
- Acquire a portable First Aid kit if we don't have one
- Inspect Christmas lights ladder and possibly propose acquiring one

Phil Ayles