

# CASTLETHORPE PARISH COUNCIL

## Minutes of a Parish Council General Meeting held Monday 3<sup>rd</sup> November 2014 at 7.3p.m. in the Village Hall

PRESENT: Councillors Ayles, Keane, Presant-Collins, & Sweetland. The Clerk Mr S Bradbury, Ward Cllr Lynn Patey-Smith and one member of the public were also in attendance. Ward Cllr Geary joined the meeting later. There were no matters raised to be discussed in a public session.

		<b>ACTION</b>
1	<b>APOLOGIES FOR ABSENCE</b>	
1.1	Cllr Hinds - reason sickness, Councillors Markham & Stacey reason work.	
2	<b>DECLARATIONS OF INTEREST</b> by Councillors in any agenda items below	
2.1	None	
3	<b>APPROVE MINUTES OF THE LAST MEETING</b>	
3.1	The minutes of the general meeting on the 6 <sup>th</sup> October were proposed by Cllr Sweetland, seconded Cllr Presant-Collins and agreed unanimously.	
4	<b>TO RECEIVE REPORTS</b>	
4.1.	<b>Clerks Report &amp; Review of Actions. (see Appendix A1).</b> Matters arising:	
4.1.1.	Cllr Ayles said that business rates arising from the new valuation at the sports ground is a serious matter. He recommended that Cllr Stacey convene an informal meeting of interested cllrs & sports ground users and bring a recommendation back to the parish council. Agreed unanimously that the clerk contact Cllr Stacey.	Clerk
4.1.2.	It was agreed that no more could be done about the parking of caravans in Thrupp Close unless the resident concerned can demonstrate restrictive covenants. The two housing associations have said that there are no covenants in place to prevent parking caravans at their properties.	
4.1.3.	Cllr Sweetland had been in touch with Guinness Housing Association about the hedge in Thrupp Close and they had told her that it was the responsibility of MKC. MKC then denied this. It was pointed out that Guinness had cut the hedge the last time it was done. Cllr Sweetland to pursue.	Cllr Sweetland
4.1.4.	Cllr Sweetland will give the Clerk details of the contact at MKC who has the stock of 'kissing' gates. It was agreed that the Clerk will go ahead and purchase the gate and contact Cllr Stacey about fitting it.	Cllr Sweetland Clerk
4.1.5.	The Clerk had written to Network Rail and alerted them to the risk of the static caravans crossing the rail bridge. They have said that they will look into it.	
4.1.6.	Cllr Markham had asked that the old benches at The Chequers and by the war memorial to be dropped off at his yard. He will then attempt to renovate them over time. Clerk had agreed their disposal as part of the work to fit the new benches. Clerk to contact tradesman.	Clerk
4.1.7.	A grant of £1,000 has been received by the Village Hall Committee (VHC) from Lord Carrington's estate and the application for a Parish Partnership Fund grant had been approved. The Chair of the VHC had been asked to obtain 3 quotes for the work to be considered by the next Parish Council meeting.	
4.1.8.	It was agreed that the Clerk contact Cllr Stacey about the football pavilion floor.	Clerk
4.1.9.	It was pointed out that there have been further problems with the drains in Bullington End Road, where they have been overflowing onto the highways. In addition those in South Street also now smell. Cllr Patey-Smith will contact Environmental Health.	Cllr Patey-Smith
4.2.	<b>Neighbourhood Plan report (see appendix A2).</b>	
4.2.1.	No matters arising	
4.3.	<b>Village centre update</b>	
4.3.1.	Cllr Presant-Collins reported that MKC had reported that work will start on 5 <sup>th</sup> November and he had heard nothing to the contrary. He had not heard back from MKC about the agreement for the parking spaces behind the green.	
4.4.	<b>FILE NOTE – Dips project update</b>	

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4.4.1. Flooding at the Dips: No report received despite the Clerk having asked for it. Clerk to circulate when it arrives.

**4.5. FILE NOTE – Meeting with MKC/BT Openreach re. superfast broadband (See Appendix A3)**

4.5.1. Cllr Presant-Collins congratulated Cllr Ayles in that his persistence had led to Castlethorpe being at the top of the rural roll-out list. Cllr Ayles will ask Martyn Smith at MKC whether it is possible to map which residents will not fall into the 1.5 km cable length constraint.

Cllr Ayles

**5 TO CONSIDER PLANNING APPLICATIONS (previously viewed on line by Cllrs)**

5.1. **14/02033/FUL** - Single storey rear extension 7 Shepperton Close. It was unanimously agreed that there are no objections to this application. Clerk to write to MKC to request that materials used match current building.

Clerk

**6 TO RECEIVE REPORT BACK ON PREVIOUS PLANNING**

**6.1. APPLICATIONS**

**13/01925/FUL** Installation of a single wind turbine with a maximum tip height of 67m at Malt Mill Farm Castlethorpe Road Hanslope – application refused. Noted.

6.2. **14/01843/EIASC**R Screening opinion request for proposed development of ground mounted photovoltaic solar park installation for the production of electricity that exceeds 0.5Ha Land Adj To Lodge Farm House Wolverton Road Castlethorpe – Environmental Impact Analysis not required. Noted.

6.3. **14/01775/FUL** Application for 15 x static holiday caravans to remain on site throughout the year Cosgrove Lodge Park – application permitted. Comments from parish council about delivery route not taken into account as actual siting of the static holiday homes covered under a previous application. Noted.

6.4. **14/01341/FUL** First floor rear extension and change of use of agricultural land to garden land (part retrospective) 20 Lodge Farm Court Castlethorpe – pending consideration. Noted.

**7 TO CONSIDER RESOLUTIONS**

7.1. A public excluded part 2 of the meeting to discuss matters in accordance with Section 100(A) (4) of the Local Government Act 1972, as defined in paragraphs 1 of Part 1 of Schedule 12A to the Act was proposed by Cllr Ayles and agreed unanimously

7.2. Cllr Ayles said that the Extraordinary General Meeting to consider the BMKALC proposal to change the structure of the Association and move towards Incorporation had been called unconstitutionally. Insufficient notice had been given. He therefore proposed that there is nothing to agree at the moment. Agreed unanimously to give Cllr Ayles a mandate to support a move to postpone the meeting on behalf of the Parish Council.

7.3. Cllr Sweetland reported that the Village Hall drain had been unblocked in time to avoid any cancellation to bookings. The Clerk had discussed the possibility of installing a camera and had found that this was not viable. The build-up was again gradual and it would be a good idea to lift the covers and check the drains on an occasional basis. A member of the public offered to do this for which the Parish Council thanked him.

7.4. MKC have no funding for cleaning road signs. Cllr Sweetland said that she would clean the signs at Fox Covert Lane and surrounding area. Cllr Keane said that he would do likewise for Station Road.

7.5. Cllr Sweetland proposed that a further bench be provided for alongside the bus shelter at North Street (Haversham end). Seconded by Cllr Ayles and agreed unanimously to purchase a bench from same supplier as is providing other new benches @ £150 plus installation. Cllr Presant-Collins to order

Cllr Presant-Collins

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7.6. The Clerk advised that it would cost £314 plus posts plus fitting to install a new notice board between the bus stop and Fox Covert Lane. Cllr Sweetland proposed that this amount be approved. Seconded by Cllr Ayles & agreed unanimously. Clerk to place order.

Clerk

7.7. Cllr Ayles said that there is to be a Neighbourhood Plan Steering Group meeting on 11<sup>th</sup> November and suggested that it would be a good idea for the Group to agree a way forward on responding to the Plan:MK and put together a proposal for consideration at the next Parish Council meeting. Agreed unanimously.

Cllr Ayles

On the matter of the Site Allocation Plan it was agreed that the Parish Council responds to MKC to say that it is in the process of putting a Neighbourhood Plan together and that will inform its response. Clerk to write to MKC.

Clerk

7.8. Cllr Keane proposed that the Clerk be nominated to take part in 'peer challenge' interviews about MKC's planning service. Agreed unanimously.

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#### **FINANCIAL MATTERS**

8.1 The RFO Payments Schedule was proposed by Cllr Sweetland, seconded by Cllr Keane and agreed unanimously:

Payee	Description	Invoice	Amount
S Bradbury	Salary September 2014	per pay slip	£522.08
S Bradbury	Re-claim payment for clearance of Village Hall drains	per att. Receipt	£85.00
F.Price	Oct 2014 invoice	per attached invoice 024	£200.00
L.Harris	Sports Ground Maintenance September	per attached invoice 012	£90.00
AH Contracts	Dog bins October	per attached invoice 7626	£35.00
FloGas	Propane delivery	per attached invoice 9929888	£495.65
D.Hinds	Re-claim payment for Christmas lights	per attached receipt	£350.00
MK Council	Additional rates Sports Ground	per attached invoice	£373.96
<i>PAR engineering</i>	<i>2 x Village benches</i>	<i>per attached invoice 39106</i>	<i>£300.00</i>
<b>Grand Total</b>			<b>£2,451.69</b>
Standing Orders			
<b>E.ON</b>		89208742670	£160.00
<b>E.ON</b>		415172577000	£59.98
<b>TOTALS</b>			<b>£219.98</b>

8.2. An Income/Expenditure against budget report had been circulated prior to the meeting (see Appendix A4). The background to the grant for £1500 from the Open Gardens Committee was discussed. Cllr Sweetland will clarify the position with the Open Gardens and the Village Hall Committees

8.3. Cllr Presant-Collins will arrange a date for a Finance Committee meeting to discuss (amongst other things) next year's budget, and will advise the Clerk. Clerk to ask Cllr Stacey to call a Sports Ground Committee meeting to consider its budget. Cllr Sweetland will arrange for the Village Hall Committee to do likewise.

Cllr Sweetland

Cllr Presant-Collins  
Cllr Sweetland  
Clerk

9

#### **CORRESPONDENCE RECEIVED**

9.1. The Chairman of the football club has reported a leak from the roof in the football pavilion and that whilst the floor is uncovered there are signs of bubbling and damage caused by the water. A plumber has been asked to

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- look at the problem. Cllr Stacey to be contacted about the floor.
- 9.2. A resident has emailed complaining of the state of the road and the amount of litter along the road from Castlethorpe up to Yardley Road Cosgrove. The clerk at Cosgrove has been contacted and has raised a further fault request on Northants CCC..
- 10 **ANY OTHER BUSINESS (for noting, or for inclusion on a future agenda)**
- 10.1. None
- 11 **TO AGREE DATE AND ATTENDANCE FOR FUTURE MEETINGS**
- 11.1 Next General Parish Council meeting 1<sup>st</sup> December 2014 at 7.30 p.m.
- There being no further business to discuss, part 1 of the meeting closed at 8.52
- PART 2**
- 12 **TO RECEIVE DECLARATIONS OF INTEREST by Councillors in any of the agenda items below**
- 12.1. None
- 13 **TO CONSIDER RESOLUTIONS**
- 13.1 Three quotes for repair of the cricket pavilion fence were communicated to the Cllrs. Following consideration of each quote Cllr Presant-Collins proposed that the lowest cost one from A.B. Farmer of Oldbrook be accepted. Seconded by Cllr Ayles and agreed unanimously.
- 13.2 The resolution to consider the pay rate for the groundsman had been overtaken by events as he has given notice, having found a full-time job. The pay rate was queried anyway as there had previously been no applications following the last time the job was advertised. A proposal was made and seconded to increase the rate. A vote was taken and a rate unanimously agreed. Clerk to prepare an advert for inclusion in the next newsletter and to ask neighbouring parish councils to advertise the position. It was agreed that the Clerk also include an item on the next agenda to consider equipment needs above what is currently available.
- There being no further business the meeting closed at 9.12

Clerk

Clerk

## Appendix A – Schedule of Reports & File Notes

### APPENDIX A1 – CLERK'S REPORT 3/11/2014

1. Rateable value of sports ground has now increased from £1175 to £2750 which will mean an additional cost of over £800. Have a contact for a Community Impact Bucks adviser and will contact him as soon as possible
2. The groundsman has tendered his resignation, having found a full time job.
3. Hot water boiler for the village hall has been delivered to Clerk's address and is awaiting a call back from local tradesman to fit it
4. Cllr Sweetland has issued a file note on the current situation with the problems with caravan parking and the overgrown hedge at Thrupp Close
5. The Clerk wrote to MKC raising concerns about the delivery route for static caravans to Cosgrove Park. MKC determined that the comments were not relevant to that particular planning application.

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6. A local tradesman will pick up the new benches for The Chequers and by the war memorial and will replace the existing ones with them. It is hoped that at least the one by the war memorial will be replaced before the church service and parade on the 9<sup>th</sup> November.
7. A 'copse pack' of 30 trees and shrubs is to be delivered in early November. Not sure what exact make up will be or of the terms and conditions attached.
8. The query about whether the drainage at Paddock Close is fit for purpose before the developers exit the site has been escalated first to Andrew Horner (2x emails) and then to David Hackforth (who has now left) at MKC. Have just talked to Sheila Cochrane, Hackforth's secretary who told me that his replacement is a lady called Anna Rose. She also said that she can find no trace of the email to Hackforth. I then re-sent it to her but she said that it had not got through. Still persisting.
9. A preferred site of outside the Carrington Arms was agreed for an electrical vehicle charging point with MKC's contractors Chargemaster. Nothing more heard in the meantime
10. Applications have been made for the five identified Highways Capital projects for their 2015/16 programme.
11. Rhoderick Aitken at MKC is currently dealing with the agreement to use public land at the back of the village green for parking spaces. He is to contact the Station Yard developer once again.
12. Grant applications for both the Village Hall bell tower and for the tennis court lights have been approved – parish council to now decide on way forward
13. Cllr Stacey has looked at options to cover the football pavilion floor with cow matting but thinks that would be unsafe.
14. I am told that our request for two of the newly acquired grit bins will be decided on by the start of November. MKC surveyors are about to assess all of the sites where requests have been made. (carried forward)
15. Reminder sent to Cllr Geary: that he would speak again to Environmental Health about the drains in Bullington End Road
16. The groundsman had agreed to move the device between the posts in the village, but has now resigned. Caretaker still to be approached. Risk Assessment to be circulated for approval.
17. Erection of Hanslope Road street signs has been put on the MKC fault list

#### No progress on outstanding actions:

- No progress on creating a new account for MKC fault logging
- Village walkabout to be written up and rationalised against previous fault list.
- Cllr Stacey to erect the basketball backboards & hoops (frames need to be re-rendered).
- Purchase of Sage accounting software awaiting clerk to establish a 'clean point' with finances
- Review MKC fault list inc. state of Sustrans cycle track
- Elicit quotes for additional safety equipment required at village hall and sports pavilions
- Still to appeal against the MKC reply to the objections raised by the parish council to planning application 14/01199 for change of use of land at 21 Lodge Farm Court that were not been taken forward.
- Still no progress on getting further quotes to re-route the Village Hall side drainpipe.
- Clerk still to give Cllr Sweetland details to open two further Lloyds bank accounts to have the s.106 Planning Gain transferred into

Steve Bradbury  
3/11/14

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#### APPENDIX A2 – NEIGHBOURHOOD PLAN REPORT 6/10/2014

- Questionnaires have been returned; 139 returned in all from 115 unique addresses with 6 addresses not provided
- All responses to questionnaires entered on line
- Community Impact Bucks have provided a summary of responses that has been circulated to the Steering Group
- Next Steering Group to be held 11.02 on the 11<sup>th</sup> November where the way forward will be agreed

Steve Bradbury  
3/11/14

#### APPENDIX A3 – FILE NOTE – Meeting with MKC/BT Openreach re. superfast broadband 28<sup>th</sup> October

- Cllr Presant-Collins and the Clerk, Steve Bradbury had an on-site meeting with officers of Milton Keynes Council and BT Openreach and their contractors at the BT cabinet opposite the North St/Hanslope Rd/Station Rd triangle.
- We were told that BT were about to commence a feasibility study to run fibre optic cables to a new box at that location, to be sited c. 1.5 metres to the side of the current box. The new box would be a bit taller than the existing one and we asked that it be positioned at the same distance from the footway
- The Openreach contractor was of the opinion that from an initial assessment the installation looked quite straightforward and there should be no problems with the feasibility study.
- It was thought that the installation should be complete in a matter of months (3-6)
- We were further informed that the effective coverage for the superfast broadband service was c. 1.5 kilometres (as the current cables run). Beyond that the service drops off at a massive rate such that Internet Service Providers would probably not offer the superfast option.

Steve Bradbury

29/10/2014

#### APPENDIX A4 - EXPENDITURE REPORT Q2 2014-15

ALL FIGURES NET OF VAT	APR-JUN ACTUAL	JUL-SEP ACTUAL	HALF YEAR TOTAL	2014/15 BUDGET	Variance
<b>INCOME</b>					
Precept inc LCTS Grant	12774	12774	25548	£24,978	-570
Interest	18	1068	1086	£1,100	14
Other Grants	0	1500	1500	£0	-1500
VH Hire & rentals	2259	2542	4801	£9,000	4199
Sports Clubs season fees	570	460	1030	£1,260	230
Hard Court membership	427	55	482	£500	18

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Misc Sports Ground Hire	0	0	0	£150	150
Advertising	202	20	222	£80	-142
<b>Total Receipts</b>	<b>16250</b>	<b>18419</b>	<b>34669</b>	<b>37068</b>	<b>2399</b>
<b>EXPENDITURE</b>					
Administration costs	118	3376	3494	£7,000	3506
Audit Fee	0	96	96	£440	344
Buildings/Assets Costs	0	1607	1607	£900	-707
VH	0	234	234	£600	366
SG	0	1373	1373	£300	-1073
Chair's Expenses	0	0	0	£100	100
Consumables	0	151	151	£400	249
Dog bin clearance	25	152	177	£500	323
Election costs	0		0	£0	0
Equipment Costs	0	11	11	2820	2809
VH	0	0	0	1200	
SG	0	-154	-154	1620	
OTHER	0	165	165	0	
Grants	50	0	50	0	
Insurance	0	1506	1506	1450	-56
Landscape Maintenance	0	800	800	600	-200
Licences/Statutory certificates	0	336	336	1240	904
VH	0	336	336	720	384
SG	0	0	0	520	520
Publications	175		175	500	325
Rates	553	0	0	550	550
VH	0	0	0	0	0
SG	553	0	553	550	-3
S137	3415	140	3555	600	-2955
Subscriptions	151	153	304	250	-54
Training	0		0	300	300
Utilities	817	984	1801	5750	3949
VH	656	743	1399	3650	2251
SG	161	157	318	2100	1782
OTHER		84	84	0	-84
Wages	702	1094	1796	4156	2360
VH	612	536	1148	2496	1348
Other			0	300	300
SG	90	558	648	1360	712
<b>Total Expenditure</b>	<b>£6,006</b>	<b>£10,406</b>	<b>£16,412</b>	<b>£27,556</b>	<b>£11,144</b>
Projects	685	5758			