

CASTLETHORPE PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Monday 11th May 2015

PRESENT: Councillors Hinds, Markham, Forgham, Sweetland & Ayles (Chair). The Clerk Mr S Bradbury And Ward Councillor Andrew Geary were also present . There were 6 members of the public in attendance

The meeting commenced at 7.30 p.m.

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|----|---|---------------|
| 1 | APOLOGIES FOR ABSENCE | Action |
| | Cllr Stacey & Keane – alternative appointment. Accepted. | |
| 2 | TO RECEIVE ‘ACCEPTANCE OF OFFICE’ NOTIFICATIONS | |
| | Cllrs Stacey & Keane had handed their notifications to the Clerk prior to the meeting. All others were collected by the Clerk. | |
| 3 | TO ELECT A CHAIRMAN | |
| | Cllr Markham proposed Cllr Ayles seconded by Cllr Hinds. No other proposals. Agreed unanimously. | |
| 4 | TO ELECT A VICE-CHAIRMAN | |
| | Cllr Ayles proposed Cllr Keane seconded by Cllr Sweetland & Cllr Markham proposed Cllr Stacey seconded by Cllr Hinds both in their absence. .It was agreed by a majority that Cllr Stacey be elected. The Clerk pointed out that Cllr Keane had indicated his willingness to take up the position whereas Cllr Stacey had not. It was agreed that the Clerk contact Cllr Stacey and should he decline the appointment then Cllr Keane be elected. Clerk’s note: Subsequent to the meeting the Clerk spoke to Cllr Stacey and he indicated that he did not wish to be nominated. Cllr Keane is therefore elected to the position of Vice Chair. | Clerk |
| 5 | TO RECEIVE REGISTER OF MEMBERS INTERESTS FORMS | |
| | Registers of Interest were received by the Clerk | |
| 6 | TO REVIEW REGISTRATION OF GIFTS AND HOSPITALITY FORMS | |
| | The Clerk had previously notified Cllrs that it is more appropriate to agree a policy. Clerk to draft and put an item on the next agenda to adopt the new policy. | Clerk |
| 7 | TO APPOINT COMMITTEES, AND AGREE TERMS OF REFERENCE | |
| | The following appointments were agreed unanimously: | |
| | 7.1. Finance committee: Cllrs Ayles, Stacey, Keane and Sweetland | |
| | 2.2. Sports Ground Committee: Cllrs Forgham, Ayles, Stacey & Markham | |
| 8 | TO AGREE COUNCILLORS RESPONSIBILITIES | |
| | The following appointments were agreed unanimously: | |
| | Neighbourhood and Parish Plan Committee: Cllrs Forgham, Hinds, Ayles, Stacey, Keane and Sweetland | |
| | Communications and web site Cllrs. Forgham, 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 to be determined following outcome of resolution 18.2. | |
| 9 | TO APPOINT REPRESENTATIVES TO EXTERNAL BODIES | |
| | The following appointments were agreed unanimously: | |
| | 9.1 Parishes’ Forum: Cllrs Ayles & Keane | |
| | 9.2 Rural West NAG: Cllrs Ayles, Hinds & Keane | |
| | 9.3 Newport Pagnell North and Hanslope Local Area Forum: Cllrs Ayles, Sweetland & Keane. | |
| | 9.4 Sustainable Transport & Road Safety Forum (STARS) : Cllrs Ayles, Sweetland & Keane | |
| | 9.5 MKALC: Cllrs Ayles & Sweetland | |
| 10 | TO ADOPT THE STANDING ORDERS (sent to Cllrs prior to meeting) | |
| | 10.1. Proposed by Cllr Ayles and agreed unanimously | |

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- 11 **TO ADOPT THE COUNCIL POLICIES (sent to Cllrs prior to meeting)**
Disciplinary, Environmental; Freedom of Information, Grievance, Equal Opportunities, Health & Safety, Reporting of Meetings & Volunteer policies were adopted unanimously
- 12 **TO SUSPEND MEETING TO ALLOW FOR AN OPEN FORUM**
Meeting suspended.
A question was asked about the future of the telephone box due to an item in the last minutes. Cllr Sweetland replied that she had observed the box to be in good working order and that there are no plans for its removal.
A question was asked about the path between South Street and the railway foot bridge. Cllr Ayles responded that the parish council had obtained an estimate to re-lay the path and is to apply to MKC for a grant to part-fund. **Clerk's note:** an application has been made under the Parish Partnership Fund but MKC had responded that they did not know who the path belonged to. They are investigating further.
An enquiry was made as to the progress in fixing a lamp post in Station Road that had been knocked over by a lorry. Cllr Keane had raised the matter with MKC and had been told that it would be reinstated by the end of the week. There being no further questions the agenda resumed at 7.50.
- 13 **TO RECEIVE DECLARATIONS OF INTEREST**
Cllr Ayles disclosed a pecuniary disposable interest in item 15.2. Cllr Sweetland disclosed a personal interest in item 15.2.
- 14 **TO APPROVE MINUTES OF THE LAST MEETING**
The minutes of the general meeting of 13th April 2015 were proposed by Cllr Ayles, seconded by Cllr Sweetland and agreed unanimously with two amendments:
Cllr Forgham attended as a member of the public as he had yet to be appointed as a parish councillor
Item 7.7.3. Cllr Sweetland was to investigate the condition of the telephone kiosk and not to request its removal
- 15 **TO CONSIDER PLANNING**
- 15.1 **15/00830/LBC** Listed building consent to replace existing front door and retain frame; replace existing dining room window; remove paving slabs to dining room floor and construct new floor; remove plasterboard covering to dining room stone fireplace and rebuild fireplace 11 School Lane – no objections
- 15.2. Cllrs Ayles withdrew to the public gallery and Cllr Sweetland withdrew from the discussion. Cllr Markham proposed that Cllr Hinds take over the Chair. Agreed unanimously.
15/00712/TPO Tree preservation order consent to fell 1 x Horse Chestnut tree (T1) Manor Farm House 50 South Street Castlethorpe: it was noted that Wolverton Historical Society had commented that the tree was not diseased as was claimed on the application. It was agreed unanimously that the Clerk write to MKC and request that an officer inspect the tree and if it is found not to be diseased then that the tree should not be felled. Cllrs Ayles & Sweetland returned to the meeting & Cllr Ayles resumed the Chair
- 15.3. **15/00794/FUL** Demolition of existing WC, realignment of roofline and new internal layout and openings to rear 3 Bullington End Road Castlethorpe – no objections
- 15.4. **15/00892/FUL** Single storey rear extension. 3 Prospect Place Castlethorpe – no objections
- 16 **REPORT BACK ON PREVIOUS PLANNING**
- 16.1 **15/00108/FUL** Ground mounted solar park with a rated output of approx. 750KW Land Adj To Lodge Farm House Wolverton Road Castlethorpe – still pending consideration - noted
- 16.2 **15/00381/FUL** - Single storey front extension: The Hayloft 1 Maltings Court Castlethorpe – **application refused.** Noted
- 16.3 **15/00413/FUL** – Single storey rear extension: 24 Bullington End Road Castlethorpe – **application permitted.** Noted
15/00507/FUL – Single storey rear extension: 7 Shepperton Close

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- 17 16.4 Castlethorpe – **pending consideration.** Noted
- 17.1 **TO RECEIVE REPORTS**
- 17.1.1 **CLERKS REPORT (SEE APPENDIX A1):**
- .17.1.1 Item 1: Cllrs Ayles & Sweetland are still in liaison with MKC to get the non-working street lamps at Fox Covert Lane fixed and to get MKC to adopt Tyrell Close.
- 17.1.2 Item 6: Cllr Markham said that he would like someone to vet the work on the Village Hall bell tower as it progresses. Clerk to arrange. Cllr Sweetland reminded that there is a need to inform the Building Regulators at MKC when the work is due to commence. Clerk
- 17.1.3 Item 9: There had been no further complaints from residents at Bullington End Road following the fix to the sewage pump. Cllr Ayles suggested that thanks are recorded to Ward Cllr Green who expended a lot of time and effort in resolving the problem. All agreed.
- 17.1.4 Item 10: Cllr Ayles proposed a vote of thanks to Cllr Markham for providing the posts for the notice board opposite Bullington End Road. All agreed. Cllr Sweetland commended the handyman for a job well done in its erection.
- 17.1.5 Item 18: MKC have still not replaced the posts on the area of grass adjacent to Station Yard. Cllr Ayles will request that someone from Highways attends the next Area Forum. (Post meeting Note. Done but MKC Highways did not attend). Cllr Ayles
- 17.1.6 Item 24: there are white lines around the pot holes in the road leading out of the village towards and past the Navigation pub
- 17.1.7 Item 25: Cllr Sweetland will get back to MKC about a grass cut nearer the time of the Open Gardens weekend
- 17.2 **Neighbourhood Plan Update (SEE APPENDIX A2):**
A draft pre-submission document had been prepared for discussion at a Steering Group meeting to be held on 12th May. Cllr Ayles said that he was aware that adjustments needed to be made to the definition of the green space areas.
- 17.3 **Dips Update (see Appendix A3)**
Cllr Ayles added that a planning application has been submitted to construct a third bund at Tathall End. It was doubtful though that this would get through in time to complete the work this year.
- 18 **TO CONSIDER RESOLUTIONS**
- 18.1 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, seconded by Cllr Forgham and agreed unanimously.
- 18.2. Cllr Ayles said that as there were no candidates to take up office on the (former) Village Hall Committee, there is no other option than to form a sub-committee of the parish council. He proposed that the new committee should compose of three parish councillors, from which the Chair and Vice Chair would be appointed, three members of the public with votes and other members of users groups without votes. As the committee will be empowered to spend public money it would be illegal to have more members of the public with voting rights than parish councillors. Also as the Chair will have the casting vote should there be a tie the Chair and Vice-Chair must be parish councillors. This was agreed unanimously. It was further agreed the three voting members from the public will be the previous Village Hall Committee Chairman, John Foakes, and someone to be nominated by the two most frequent users, Pre-School and Bowls. Clerk to write to users groups accordingly. Clerk
- The Clerk had agreed with Mr.Foakes who is also the village handyman that due to a potential conflict of interest then the newly formed Village Hall Committee will not engage him to do any paid work. This was accepted.
- 18.3 Cllr Ayles proposed that a donation of £100 be made towards a leaving present for long standing community policeman Andy Perry on his retirement as had been done by Hanslope. Agreed by all except for one abstention..

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- 18.4 The following matters were agreed unanimously with regard to preparation for Best Kept Village:
- Cllr Sweetland would ask the Youth Club and Pre-School to address the small amount of scribbling on walls Cllr Sweetland
 - Cllr Sweetland would talk to the resident about the hedge at the border of their property and the Village Hall Cllr Sweetland
 - Cllr Sweetland would arrange for flyers to go out Cllr Sweetland
 - Cllr Sweetland had informed the Church Cllr Sweetland
 - Cllr Hinds will keep an eye on the playgrounds Cllr Hinds
- 18.5. It was agreed that three Parish Partnership Fund grants be applied for (in order of priority):
- Re-lay the path between South St and the railway footbridge
 - Replace the posts and chains at the bus stop opp. 41 North St
 - Youth Club out of bounds weekend
- Clerk to make applications. Clerk
- 18.6 Cllr Ayles reported that the rates for the sports ground were now £1300 p.a. and due to the increase in rateable value of the ground exemption on rates for the Village Hall will be lost costing a further £1700. A member of one of the football teams had undertaken to look into forming an unincorporated association to take over the running of the sports ground, and thus deflect the rate position, but he had had no help from any other members of the football or cricket teams. Cllr Ayles added that external hire fees for football and cricket pitches was c. £50 per match and proposed that would have to be the charge to the sports teams as from the start of next football season unless a solution is found to the rates position. Agreed unanimously. Clerk to write to sports teams. Clerk
- 18.7 Cllr Hinds reported that he had received an enquiry from a member of the public about why the rugby posts have been erected in the sports ground. It was agreed that the Clerk contact Ward Cllr Geary about suitable wording and then get a plaque made and affixed. Clerk
- 18.8 It was agreed that Cllrs Forgham and Sweetland meet with Open Gardens to discuss the make up of new village signs. Cllr Sweetland/
Forgham
- 18.9. Cllr Ayles reminded that a previous decision had been taken to keep the grass fairly short at the wildlife area at the sports ground. It was now looking overgrown. It was agreed that Cllr Markham, the Clerk and the Groundsman meet and agree what action to take to cut it back to a manageable state and that they be authorised to spend up to £300 to do so. Clerk/Cllr Markham
- 18.10 Following a discussion it was agreed that there is no need to purchase a further lawnmower.
- 19 TO CONSIDER FINANCIAL MATTERS**
- 19.1. The RFO Payments Schedule was proposed by Cllr Ayles, seconded by Cllr Hinds and agreed unanimously.

Payee	Description	Invoice	Amount
S Bradbury	Salary Apr 2015	per pay slip	£522.08
	stamps	per receipt	£20.52
	Replace laminator	per receipt	£25.52
	printer paper	per receipt	£17.27
F.Price	Apr 2015 invoice cleaning	per attached invoice 030	£184.00
J.Foakes	SID re-siting Mar 2015	per attached invoice 1003	£10.00
J.Foakes	SG Mowing	per attached invoice 1003	£110.00
J.Foakes	VH repairs inc. parts	per attached invoice 1004	£26.45
J.Foakes	Erection of notice board	per attached invoice 1004	£50.00
AH Contracts	Dog bins Apr 2015	per attached invoice 7945	£35.00
BALC	Clerk's phone	per attached invoice	£131.68

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AB Farmer	Repair fence cricket pavillion	per attached invoice 1430	£850.00
Propertycare Ltd	Fix lights cricket pavillion	per attached invoice 0086	£300.00
MKC	Sports Ground Rates	per attached invoice	£1,320.00
Pollards	VH Consumables	per attached invoice 80579	£48.04
Grand Total			£3,650.56

E.ON	gas VH - Apr DD	89208742670	£112.00
E.ON	elec VH - Apr DD	415172577000	£66.26

CORRESPONDENCE RECEIVED (*circulated prior to meeting*)

- 20** 20.1 An email has been received from an organisation called the Conservation Volunteers offering teams of volunteers for landscaping/environmental projects at a fixed cost. It was suggested that this may be an option for strimming the wildlife area at the sports ground. Otherwise the email was noted.
- 20.2 An email has been received further questioning the process by which static caravans are being located at Cosgrove Park. The Clerk had written to MKC asking under which planning application the units had been sited and also enquiring of the rates position. Clerk to keep Cllrs informed of any updates. Clerk
- 20.3 BMKALC have emailed to say that they have hard copies of 'The Good Councillor Guide' for £2 plus package and posting. Noted. It was agreed that a copy be ordered for Cllr Forgham. Clerk
- 20.4 An email had been received from a parish in Essex warning of possible cuts in school transport. The Clerk had been in contact with the school who in turn talked to MKC. They were told that MKC are not looking to make any cuts in the foreseeable future.

21 ANY OTHER BUSINESS

- 21.1 The deadline for articles for the next Castlethorpe News is 20th May
- 21.2 Cllr Ayles raised the matter of recent burglaries; three between Christmas and March and two more in April. He had been in conversation with Thames Valley Police (TVP) and had asked them to attend this evening but short notice did not allow. They had though offered some SmartWater kits that would allow residents to 'mark' their property with an invisible ink that when scanned would match the item back to a specific household. They had 50 kits available at no cost and could supply further ones to villagers at £10 each. As there was no specific agenda item, no decisions can be made at this meeting so Cllr Ayles proposed a single item extraordinary meeting to determine how to go forward. It was agreed that this will be held at 7.30 on Monday 18th May at the cricket pavilion. Cllr Ayles will have further conversations with TVP to ask them to present at a public meeting later the same week. Cllr Ayles
- 21.3 Clerk to put item to tidy up dog bins on the next agenda Clerk
- 21.4 Clerk to arrange siting of new litter bins with Cllr Keane and a villager that had expressed an interest. Clerk

22 TO AGREE DATE AND ATTENDANCE FOR FUTURE MEETINGS/EVENTS

- 22.1 To follow the Annual Village Meeting at 7.30 on Monday June 1st

There being no further business part 1 of the meeting closed at 10.05.

In view of the late finish to part 1 the scheduled part 2 items will be postponed until the next meeting

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APPENDICES

APPENDIX A1 – CLERK’S REPORT 11/5/2015

1. Lamp posts at Fox Covert Lane & Paddock Close: MKC are in the process of adopting the remainder of Fox Covert Lane and also Paddock Close. They will not adopt Tyrell Close as MKC state that it was always intended to be a private road and the footpaths are not built to adoptable standards.
2. Rates: Cllr Stacey and a representative of the football teams are taking forward the matter of looking to form a separate body to manage the sports ground. Options are being looked at and a draft lease is being prepared for discussion.
3. Paddock Close: Cllr Sweetland has been in touch with Carington Estates and is awaiting a call back.
4. Highways Projects: The Clerk has now been able to contact Steve Lain at MKC and he told me that all of our applications for Highways capital projects have been rejected due to the overspend on the village centre project (£72k estimate, £90k spend).
5. Extra parking spaces – Clerk has sent a further reminder to the Station Yard developer asking him to contact Rod Aitken at MKC.
6. VH bell tower: The Clerk has agreed with the selected tradesman that work will commence w/c 17th July and will last for 1 week (weather and conditions allowing). Clerk to contact Hall users in that week.
7. Tennis court lights: it is hoped that all three quotes will be ready for consideration at tonight’s meeting
8. Football Pavillion: The Chairman of the football club has said that he may be able to get hold of some industrial strength carpet tiles to lay on the football pavilion floor. Work on replacing the padding around the flu is still to be done
9. Drains at Bullington End Road: An engineer had visited the pump at Fox Covert Lane and found a fault in the discharge rate for the waste. This has now been fixed and Cllr Green is to liaise with residents of Bullington End Road to see if the foul smells are continuing.
10. Additional Notice Boards: The additional notice board has been put up. **Cllr Markham provided the posts and fixing cement free of charge.** Some other work is outstanding that will be completed by the end of May
11. External lights have been fitted at the cricket pavilion.
12. Cllr Ayles has been in touch with the Lodge Farm business park owner about looking into including panels on the public buildings as part of the project he is undertaking to erect a solar panel farm – carried forward.
13. The Youth Club are keen that the basketball hoops be fitted at the tennis courts. Action with Cllr Stacey – carried forward
14. Two quotes have been received for additional safety equipment at the Village Hall. To be considered at tonight’s meeting. Sports ground work still to be re-assessed.
15. Thrupp Close hedge: MKC have told Cllr Sweetland that they will adopt the hedge and that it will be cut back in the next cutting schedule in September. In the meantime a local tradesman has quoted £130 to do the work.

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16. Village entrances: The Clerk has written to the former Cllr that had been dealing with the fencing asking for contact details of the tradesman that he had been talking to. He will then arrange a site meeting to specify exactly what is required. Cllr Sweetland is working with the Open Gardens Committee on ideas for the village signage .
 17. The Clerk had written once again to the owner of the Carrington Arms asking for a copy of the surveyor's report as offered and for an update on the remedial work that was identified.
 18. Cllr Ayles has written once again to MKC asking that they replace the posts at the plot of land near the railway bridge that were removed to accommodate heavy plant during the village centre work.
 19. Clerk has not yet had time to make applications for the Ringway 'community projects' identified by the last meeting
 20. Hedge between Village Hall and Church – it has been established that the hedge does not belong to MKC. To be further discussed with land owner.
 21. A significant amount of the work has been done on the approved list of Village Hall jobs The handyman is summarising the outstanding work and estimating completion dates.
 22. The Clerk had still not heard back from Hanslope Park about construction traffic.
 23. Cllr Markham has picked up the baby oak tree and will arrange for it to be planted in Castle Field to replace a dead tree
 24. Clerk had not had time to contact Northants CC or the owners of the Navigation about the state of the road
 25. It is not known whether Cllr Sweetland has requested a grass cut before Open Gardens as actioned at last meeting.
 26. Cllr Sweetland to arrange for compost to be removed from rear of Village Hall and liaise with Pre School re installation of play house
 27. Cllr Sweetland to contact BT with regard to future plans for telephone kiosk
- 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.
 - Purchase of Sage accounting software awaiting clerk to establish a 'clean point' with finances
 - Review MKC fault list inc. state of Sustrans cycle track
 - 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
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- A draft 'pre-submission statement' has been prepared as actioned at last meeting
- A meeting will be held at the Cricket Pavillion at 10.00 on 12th May to agree the draft and identify next steps
- New payment terms provided by CIB were agreed by the parish council at their last meeting with the proviso that exact wording is finalised at the meeting

Steve Bradbury 11/5/15

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APPENDIX A3 – FILE NOTE: Flood Alleviation Scheme at The Dips (item 17.3)



Project Highlight Report

Project Name & Code	Milton Keynes Flood Alleviation Project
Project Sponsor	Andy Dickinson (Milton Keynes Council)
Project Manager	Kate Davidson (Milton Keynes Council)
Project objective in a sentence	To reduce the risk of flooding in the rural areas of Milton Keynes and the consequential damage to homes, by installing flood attenuation systems that work in conjunction with the existing drainage network to appropriately distribute excess rain water.
Reporting Period	January 2015

Overall RAG Rating and supporting statement

Overall Current RAG rating	Amber / Red
Previous RAG rating	Amber / Red

RAG Definition	
Green	All key criteria (Time, Cost, Scope and Benefits) will be achieved. Risks are being managed
Amber / Green	One of the key criteria cannot be delivered within tolerance; project risks are being managed
Amber / Red	Two or Three of the key criteria cannot be delivered within tolerance. Risks need to be escalated
Red	All four key criteria cannot be delivered without further significant intervention (Consider whether the project should continue). Risks need to be escalated.

RAG Supporting Statement:

Flood attenuation bunds planned for Yew Tree Farm and Littlewood Farm in Tathall End have been delivered.

Flood Alleviation Scheme 3 (Tathall End)

Modelling of the third scheme to be delivered in Tathall End is currently underway. The Council will

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receive proposals from its flood risk consultant WSP by mid-June. If the Council accepts the proposals, a planning application will be prepared as soon as possible.

Footbridge (Tathall End)

The Council has requested that its Highway Contractor Ringway removes the footbridge located between Pilgrims Cottage and the Old Greyhound Cottage.

The Council has also begun the legal process to 'STOP UP' the public highway that leads to the footbridge.

Devils Dip

The Council currently developing its options for improvements to the drainage system at Devils Dip. Costing exercises are being undertaken and discussions with local landowners have been initiated. More information will be provided prior to the Newport Pagnell North and Hanslope Area Forum.

Milestones & Schedule:

Key Milestones	Baseline	Forecast	Actual
Construction of flood attenuation bund at Ram Alley, Stoke Goldington	Sep 14	Sep 14	Sep 14
Construction of a flood alleviation bund at Yew Tree Farm, Tathall End (scheme 1)	Sep 14	Oct 14	Nov 14
Construction of a flood alleviation bund at Littlewood Farm, Tathall End (scheme 2)	Sep 14	Apr 15	Mar 15
Construction of flood alleviation measure in the vicinity of the bridleway (scheme 3)	Sep 14	Oct 15	
Removal of the Right of Way footbridge over the watercourse near The Greyhound, Tathall End	Dec 14	Apr 15	
Improvements to the drainage at Devils Dip	Sep 15	Sep 15	

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Activities achieved during last period

- Hydraulic Modelling for the third flood alleviation scheme to be built in Tathall End is underway.
- Legal process for stopping up the highway in Tathall End has been started, and removal of the footbridge has been requested.
- Landowner impacted by works at Devils Dip has been contacted.

Activities planned for next period

- WSP to continue with modelling for scheme 3 in Tathall End
- Application to 'Stop Up' the Highway to be taken forward in conjunction with Legal Services and Rights of Way Officer
- Footbridge in Tathall End to be removed
- Drainage improvements to Devils Dip to be outlined and programme to be developed for delivery.

Risks and Issues

Description of risk & consequence	Action required
Proposals for Scheme 3 in Tathall End may not be available until autumn 2015, causing a delay to the proposed construction period	Project Manager to liaise with WSP regarding timeframe.
Restricted access to land in Tathall End may delay design work for scheme 3.	Project Manager to liaise with landowners regarding access requirements.
Application to STOP UP the Highway in Tathall End could be unsuccessful.	If necessary the Council will replace the footbridge.
Drainage improvements required at Devils Dip may be too costly to deliver within additional capital expenditure	Cost / Benefit analysis to be completed as part of options appraisal.

Description of Issue & impact	Action required
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Footbridge condition determined by engineer as poor.	Highway to be 'Stopped Up' and footbridge to be removed.
The third flood alleviation scheme for Tathall End is to be re-modelled by flood consultant WSP. After more detailed surveying it was determined that a bund on the bridleway may not be effective at holding water off the main road.	WSP require more time to carry out a detailed baseline assessment, procure topographical survey information, analyse the existing hydraulic restrictions and profile flows through Tathall End and downstream.
Flooding is a regular occurrence at Devils Dip	Council to develop a scheme to improve the drainage system in the area.

Are Changes or Decisions required?

None at present

Benefits

Target Benefit	Current Status (e.g. not achievable/ change to the target required/ on track)
To reduce the risk of flooding and the consequential damage to the homes of citizens of the Borough of Milton Keynes.	Achievable
To reduce the risk of flooding to the highways within the Borough of Milton Keynes that provides access for the emergency services.	Achievable

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APPENDIX 4 – Proposal for new structure of Village Hall Committee (in the form of proposed changes to Standing Orders)

3 (b) Village Hall Committee [*Finance Committee becomes 3 (c)*]

Under the provision of the L.G.A 1972 S 101, the Parish Council has agreed to delegate powers to a Village Hall Committee whose function will be;

- To manage the Village Hall budget identified as such by the Council. Expenditure above this limit must be referred back to the Parish Council for authorisation.
- To recommend fees and hire charges to the Parish Council
- To appoint, manage and review the caretaker
- To appoint a Booking Clerk
- To create a maintenance schedule for the caretaker and for the Chair to instruct him.
- To report to the Clerk any urgent maintenance to buildings and other property that might be required to be executed.
- To recommend any further maintenance, improvements and any other expenditures at the Village Hall to the Parish Council
- To ensure as far as is reasonable that the user groups follow their contractual obligations,
- To ensure as far as is reasonable that anyone misusing the Village Hall or any equipment therein is warned regarding their behaviour and that they are reported to the Clerk and Parish Council, if necessary, for further action.

Duties of the Bookings Clerk

The Bookings Clerk will keep the Village Hall diary and will accept bookings on behalf of the Parish Council noting it in the diary. The Bookings Clerk will issue a booking form to the user which the user will then submit to the Clerk/Responsible Finance Officer to the Parish Council together with a deposit. The Clerk/Responsible Finance Officer will issue an invoice for the full cost of hire as soon as possible following the event.

A copy of the booking diary plan will be passed to the Clerk/Responsible Finance Officer monthly prior to the Parish Council meeting in order that she/he is able to cross reference the invoicing.

A copy of the booking diary will be sent monthly to the caretaker.

Where there are organisations using the Village Hall frequently, normally more than once a month, the Clerk may collect fees monthly in arrears.

The role of the Booking Clerk may be undertaken by another approved person should this be necessary. An expenses allowance may be paid to the Booking Clerk as negotiated.

All using organisations must also have their own insurance including public liability cover of £5m (or other such sum as advised by the Parish Council) and certificates must be displayed on internal notice boards.

CASTLETHORPE PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Monday 11th May 2015

Appointment to the Village Hall Committee of 3 councillors will take place at the Annual Meeting of the Parish Council and Councillors will serve an annual appointment. Councillors appointed to the Village Hall Committee who cannot attend a meeting will be entitled to appoint a representative who will have voting powers conferred.

The Village Hall Committee may co-opt up to 3 other voting members representing regular Village Hall user groups. All other regular Village Hall user groups will be entitled to appoint a non-voting member of the Committee. The Chairman and Vice Chairman will be parish councillors and will be elected at the first meeting following the Annual Meeting of the Parish Council. The Committee should meet quarterly and at any other time as necessary.

The public and Parish Councillors are permitted to attend all meetings and the Agenda and Minutes of meetings will be publicised according to normal council