

CASTLETHORPE PARISH COUNCIL

Minutes of a Parish Council General Meeting held Monday 7th September 2015 in the Village Hall

PRESENT: Councillors Ayles, Sweetland, Hinds, Keane & Forgham. The Clerk Mr S Bradbury, Ward Cllr Geary and three members of the public were also in attendance.

The public forum commenced at 7.30.

It was pointed out that as landlords, the Allotments Association should have at least been consulted with on the matter of leasing out the sports ground. All Cllrs agreed. Clerk will write to them to apologise and to seek their approval.

It was reported that the hand rail on the footbridge between South St and The Chequers had been overgrown with ivy. Clerk to write to Network Rail.

It was further reported that rubbish including cigarette butts had been tipped out at the entry to Station Yard by Network Rail employees. Clerk to write to Network Rail.

There being no further business the public session ended at 7.35 and the meeting commenced.

		ACTION
1	APOLOGIES FOR ABSENCE	
1.1	Cllrs Stacey & Markham reason work commitments. Accepted.	
2	DECLARATIONS OF INTEREST by Councillors in any agenda items below	
2.1	None	
3	APPROVE MINUTES OF THE LAST MEETING	
3.1	Cllr Sweetland said that her name had been omitted from the attendees in the minutes of the general meeting on the 6 th July 2015. These minutes were proposed with this one amendment by Cllr Ayles, seconded Cllr Keane and agreed unanimously. The minutes of the extraordinary meeting on the 31 st July 2015 were proposed by Cllr Keane, seconded Cllr Forgham and agreed unanimously by those who attended.	
4	TO RECEIVE REPORTS	
4.1.	Clerks Report & Review of Actions. (see Appendix A1). Matters arising:	
4.1.1.	Item 3 – Cllr Keane was thanked for clearing out the bus shelters.	
4.1.2.	Item 6 – Cllr Ayles now had a date arranged (23 rd September) for the meeting with the new MKC Head of Highways to discuss outstanding problems	
4.1.3.	Item 7 – the floor at the football pavilion had been half painted and would be completed the next day. The chain and padlock on the sports ground gate need replacing as they had been stolen whilst the groundsman had been mowing the pitches.	Clerk
4.1.4.	Item 8 – Cllr Sweetland had not been able to get either Carington Estates, the developers or the management company to accept responsibility for the two plots at the entrance to Paddock Close. Cllr Ayles to suggest to MKC Head of Highways that the roads and pavements are not adopted until responsibility for the surrounding environs is defined.	Cllr Ayles
4.1.5.	Item 14 – Cllr Sweetland said that the manure would be removed from the rear of the Village Hall and the play house erected some time in September.	
4.1.6.	Other	
	Clerk to remind Cllr Markham that it is about the time to be planting baby oak trees (outstanding action)	Clerk
	Clerk to get quote for planting the 30 trees provided by the Forestry Commission. All to consider where to plant them before next meeting.	Clerk All
4.2.	Neighbourhood Plan report (see appendix A2).	
4.2.1.	Noted. Cllr Forgham will print off copies and take them to local libraries.	Cllr Forgham
4.3.	FILE NOTE: MKC Flood Alleviation Scheme project report (report not received)	
4.3.1.	A report had not been received. Cllr Ayles said that he had been told that there was further need for re-modelling the scheme and that the outstanding work has now been budgeted for in 2016/17. This despite him having been assured that it would complete this year. He will pick up with Head of Highways at their meeting.	Cllr Ayles

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Cllr Ayles

4.4. FILE NOTE: Report on speeding in the village (see Appendix A4)

4.4.1. Speed reports had been disappointing especially those for Bullington End Road. A meeting had been held with the MKC Road Safety Officer (RSO) and the outcome and recommendations can be seen at Appendix A4. Police have been out with speed guns and they have caught several speeding motorists. Cllr Ayles will send the outcome of the meeting to MKC Traffic Management to see what can be done by them.

4.5. FILE NOTE: Dog walking on the sports ground (see Appendix A5)

Cllr Ayles advised that anyone can take a photograph of people walking dogs in the sports ground and then send the picture to MKC. It is likely that they would need to go in and complete a witness statement but that would then be taken forward.

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

5.1. **15/02056/TPO** - Tree preservation order consent to reduce the canopy of one Sycamore tree (T1) by 3 metre on each branch. Land South of 24 Lodge Farm Court – no comments

5.2. **15/02063/TPO** - Tree preservation order consent to reduced canopy by 3 metres of 1 x Sycamore tree (T1) 23 Lodge Farm Court – no comments

5.3. **15/02107/DISCON** Details submitted pursuant to discharge of condition 10 (elevations for eastern gable of No 3 and southern gable of No 5 Mulberry House) attached to application MK/01749/88 3 Lodge Farm Court And Mulberry House, 5 Lodge Farm Court – no comments

5.4. **15/02099/DISCON** Details submitted pursuant to discharge of conditions 14 (surface water), 26 (secured by design) and 27 (lamp posts) attached to planning permission 11/01593/FUL Former Station Yard Goods Yard – all agreed that they would want the heritage style lamp posts to be coloured black. Clerk to notify MKC Planning.

Clerk

6 TO RECEIVE REPORT BACK ON PREVIOUS PLANNING APPLICATIONS

6.1. **15/01098/FUL** Single storey side extension 18 Shepperton Close Castlethorpe - **application permitted**

6.2. **15/01236/FUL** Conservatory to the rear 36 Thrupp Close Castlethorpe - **application permitted**

6.3. **15/01265/MMAM** Minor material amendment for variation of Condition 1 (approved plans) and condition 6 (archaeological protection) to application 15/00108/FUL (Ground mounted solar park with a rated output of approx. 750KW) to allow for revised layout and arrangement of solar farm Land Adj To Lodge Farm House Wolverton Road Castlethorpe Castlethorpe - **application permitted**

6.4. **15/01282/LBC** Listed building consent for first floor extension 11 School Lane Castlethorpe & **15/01281/FUL** First floor extension 11 School Lane Castlethorpe – **pending decision**

6.5. **15/01585/FUL**-Demolition & reconstruction of fire damaged property 1 Wolverton Rd Castlethorpe - **application permitted**

6.6. **15/01630/DISCON** - Details submitted pursuant to discharge of conditions 3-7, 10-13, 15, 16, 18, 20, 21, 25 and 28 attached to planning permission 11/01593/FUL Former Station Yard Goods Yard Castlethorpe – **pending consideration**

6.7. **15/01680/DISCON** - Details submitted pursuant to discharge of conditions 4 (ecological enhancement & management plan) and 5 (landscaping scheme) attached to application 15/00108/FUL Land Adj Lodge Farm House Wolverton Road Castlethorpe – **pending consideration**

All noted – no further comments

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 seconded by Cllr Keane and agreed unanimously.

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- 7.2.** A draft lease to transfer the sports ground to Castlethorpe Sports Association had been circulated to all Cllrs – copies available from the Clerk. Apart from the outstanding matters of agreeing the sub-leasing position with the Allotments Association and agreement of intervals between Health & Safety Inspections (Clerk to attend to both), Cllr Ayles proposed that the lease be approved by the council. Agreed unanimously.
- 7.3.** The Chair suspended the meeting to allow the member of the public that had been engaged to design a new logo to present her work. Examples of the logo were handed round. It was agreed that the parish council would hold the Intellectual Property Rights (IPR) to the design although the designer would like to be kept in touch with how and when it is being used. The Chair resumed the meeting. It was unanimously agreed that a prototype of the demonstrated design be developed and that up to £200 be approved for this purpose. Cllrs Forgham & Sweetland will establish and inform what sizes of signs will be required and check with MKC Highways about where they and any fences can be sited.
- 7.4.** Cllr Ayles proposed that the parish council support the option on Local Council Tax Relief that requires the grant to be re-calculated each year and distributed on the basis of highest losses (option 2). Agreed unanimously. Clerk to inform MKC.
- 7.5.** The MKC Draft Parking Standards SPD had been circulated. It was agreed unanimously to support the opposition to tandem parking but otherwise offer no comment. Clerk to inform MKC.
- 7.6.** It was unanimously agreed not to comment on Milton Keynes Draft Local Flood Risk Management Strategy
- 7.7.** Cllr Sweetland proposed that the re-painting/decoration of the Village Hall be approved by the parish council, the cost being beyond that authorised to the Village Hall Committee. Agreed unanimously – quotes to be considered in part 2 of the meeting.
- 7.8.** Cllr Ayles proposed to pass on the grant of £250 donated by Ward Cllr Geary for the Old Age Pensioners' Christmas lunch. Agreed unanimously.
- 7.9.** Cllr Keane said that some of the bus shelters had slatted wooden seating and some solid wood seats. The former were difficult to clean. He proposed that the slatted benches be replaced with solid wood. Agreed unanimously up to a cost of £250.
- 8**
- 8.1** **FINANCIAL MATTERS**
- The RFO Payments Schedule was proposed by Cllr Ayles, seconded by Cllr Keane and agreed unanimously.

Clerk

Cllrs Forgham/
Sweetland

Clerk

Clerk

Payee	Description	Invoice	Amount
S Bradbury	Salary July 2015	per pay slip	£522.08
S Bradbury	Salary August 2015	per pay slip	£522.08
S Bradbury	Printer Ink	per attached receipt	£68.63
S Bradbury	Stationery	per attached receipt	£11.60
F.Price	July 2015 invoice cleaning	per attached invoice 034	£232.00
F.Price	Aug 2015 invoice cleaning	per attached invoice 035	£200.00
F.Price	Less advance	see July schedule	-£200.00
J.Foakes	SID re-siting July 2015	per attached invoice 1008	£20.00
J.Foakes	SG Mowing July 2015	per attached invoice 1008	£110.00
J.Foakes	SG strimming	per attached invoice 1008	£95.00
J.Foakes	Labour SG	per attached invoice 1008	£20.00
J.Foakes	SID re-siting July 2015	per attached invoice 1009	£20.00
J.Foakes	SG Mowing July 2015	per attached invoice 1009	£100.00
J.Foakes	Strimming/Pruning	per attached invoice 1009	£40.00
AH Contracts	Dog bins July 2015	per attached invoice 8108	£35.00

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AH Contracts	Dog bins Aug 2016	per attached invoice 8163	£35.00
Flogas	Standing charge	per attached invoice 1686499	£25.52
Pollards	VH Consumables	per attached invoice 81360	£95.96
CSL for PRS	Annual license 215.02 less credit 133.14	per attached invoice 4595022	£81.88
Glenmore Farm	Supply diesel	per attached invoice 941	£117.80
BP Shayler	Electrical work VH	per attached invoice 98	£1,133.00
BP Shayler	Gas service VH	per attached invoice 98	£70.00
Wellers Hedleys	Consultancy - employment advice - overlooked from February	per attached invoice 141174	£250.00
Marcus Young	Weedkill sports ground	per attached invoice 1012	£320.00
R Forgham	reimburse purchase of tape to seal off hazard site	per attached invoice	£10.24
R Forgham	in registration Reimburse cost domain registration	per attached invoice	£17.96
Pam Sweet	Internal audit	per attached invoice 2756	£85.00
K Lewis	Re-fund tennis key		£10.00
D.Barrett	Re-fund tennis key		£10.00
Grand Total			£4,058.75

E.ON	gas VH - Aug DD	89208742670	£173.00
E.ON	elec VH - June DD	415172577000	£57.65

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CORRESPONDENCE RECEIVED (*Circulated prior to meeting*)

- 9.1.** Two members of the public have reported that there are cracks in the brickwork at the railway road bridge. The matter has been reported to Network Rail. Noted.
- 9.2.** An email has been received asking about the removal of gravestones from the churchyard when some renovation work took place some years ago. The email was forwarded to Fr Gary who replied that he would look into the matter. Noted.
- 9.3.** A resident has asked that the hedge between Thrupp Close and the sports ground be cut back. Clerk to get a quote from a tradesman and include on next agenda.
- 9.4.** A member of the cricket club has reported that there has been a spate of burglaries around MK sports grounds with major equipment having been stolen. There was some discussion about whether a tracker type device should be fitted to the ride-on mower. It was agreed that the Clerk would get quotes and include on next month's agenda.

Clerk

Clerk

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ANY OTHER BUSINESS (for noting, or for inclusion on a future agenda)

- 10.1.** Cllr Sweetland reported that there are two cases of trees significantly overhanging the public highway, one in North St and one in South St. It was agreed that the Clerk put an item on the next agenda and Cllr Sweetland to establish what can be done in the meantime..

Clerk/
Cllr Sweetland

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- 11 **TO AGREE DATE AND ATTENDANCE FOR FUTURE MEETINGS**
11.1 The next General Parish Council meeting will be on 5th October 2015 at 7.30 p.m.

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 Four quotes for re-painting of the Village Hall were considered and it was unanimously agreed that the job be awarded to BOS Painting Ltd. On the proviso that they can do all of the work during the school half term holiday.
- 13.2. A quote had been obtained to repair/restore doors at the sports ground:
Door to toilet at back of garage - to change lock and re-paint door £186 labour £36 parts, Door to cupboard at back of tennis court stand - £150 labour £72 parts, Double doors to football pavillion - £150 labour £182.40 parts. These quotes were accepted unanimously. Job to be awarded to Mr. P. Homer.
- 13.3. The work to supply & apply non-slip paint to floor of football pavilion was being actioned by the handyman. The quote received was therefore rejected.

There being no further business the meeting closed at 9.18

Appendix A – Schedule of Reports & File Notes

APPENDIX A1 – CLERK'S REPORT 7/9/2015

1. The Village Hall cleaner/caretaker has had to withdraw from his contract leaving a vacancy. Details have been posted in the September newsletter
2. Annual accounts signed off at extraordinary meeting on 31st July and return made to External Auditor.
3. Cllr Keane cleared all of the leaves from the bus shelters in the village centre
4. The Village Hall fridge: the tradesman has been out again and adjusted the temperature upwards. He should get the replacement part and be able to fit it this week.
5. Clerk has had to withdraw from the CILCA course for personal reasons. He has notified the BALC organiser and has requested that the fee be held back until the next course.
6. Lamp posts at Fox Covert Lane & Paddock Close: Cllr Ayles is trying to set a meeting up with the new MKC Head of Highways.
7. Rates: a draft lease for the transfer of the sports ground to Castlethorpe Sports Association (CSA) has been prepared and is on tonight's agenda for the parish council to agree (item 7.2) CSA have identified 3 pre-requisites before they sign the lease:
 - Paint the floor of the football pavilion with non-slip paint (started)
 - Provide split metering for the 3 sports facilities (meeting electrician 7/9)
 - Restore all doors to sports facilities and change locks – quote to be agreed at item 13.2 tonight.
8. Paddock Close: Cllr Sweetland has been asked by Carington Estates to provide photos of the two plots at the entrance to Paddock Close. Current position unknown.
9. Tennis court lights: Messrs. Floodlighting Group contacted – they will provide a firm date in October to fit the lights
10. The basketball hoops are ready to be fitted but are awaiting a local tradesman to make up some brackets.

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11. B.P. Shayler has completed the electrical upgrades at the Village Hall and has identified some issues that he recommends need attention. Cllr Hinds was actioned by the Village Hall Committee to give the go ahead to do the work.
 12. MKC have said that the posts at the plot of land near the railway bridge (that were removed to accommodate heavy plant during the village centre work) are as they were before work started. That certainly does not seem to be the case. Cllr Ayles to include in a meeting with the new MKC Head of Highways.
 13. Still awaiting a response on applications for PPF projects. If the applications to re-surface the path to the railway footbridge and to re-fit the chain link fence by the bus station are not permitted then the Clerk will investigate whether an application can be made for a Ringway community project
 14. The replacement of locks on gents & disabled toilet doors still remain from the approved list of Village Hall jobs – to be completed this month
 15. Cllr Geary had said that he would contact Hanslope Park about construction traffic coming down Bullington End Road at antisocial times – carried forward.
 16. Cllr Sweetland to arrange for compost to be removed from rear of Village Hall and liaise with Pre School re installation of play house – status unknown
 17. A further reminder has been issued to Adam Smith at MKC to arrange a meeting with South Northants CC & Cosgrove PC to discuss the Cosgrove Park plan to increase the number of static caravans. Adam did call me to say that the owners do not need planning permission to locate new units on the site, but this gives no opportunity to enforce a traffic management plan on their delivery & installation. Cosgrove PC are equally unhappy with the current position. He will try and accelerate the matter.
 18. Station Road streetlight: the streetlight has now been fixed.
 19. Cllr Stacey has now provided a second cut to the wildlife area
- No progress on outstanding actions:
- o Carrington Arms & extra parking spaces – Clerk had sent a further reminder to the Station Yard developer asking him to contact Rod Aitken at MKC , also asking for a . copy of the surveyor’s report on the Carrington Arms as offered and for an update on the remedial work that was identified. Have received no replies to any of the emails.
 - o 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.
 - o Village entrances: Cllrs Sweetland & Forgham are working with the Open Gardens Committee on ideas for the village signage and fences at entrances – carried forward
 - o 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. No further update
 - o 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 – no updates this month
 - o Clerk had made no progress in determining a plaque for the rugby posts nor on ordering the litter bins.
 - o No progress on creating a new account for MKC fault logging
 - o Village walkabout to be written up and rationalised against previous fault list.
 - 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

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- 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
7/9/15

APPENDIX A2 – NEIGHBOURHOOD PLAN REPORT 7/9/2015

An extraordinary meeting of the parish council agreed that version 2.5. of the Neighbourhood Plan be approved for release to the pre-submission public consultation phase. The plan has been uploaded to a web site and details of the location of the Plan and how to comment have been published in the September newsletter

A list of statutory stakeholders has been identified and communications will be sent to them inviting any comments.

The deadline for all comments is 20th October and all responses will be collated by the Clerk to be considered at a Steering Group soon after this date

Steve Bradbury 7/9/15

APPENDIX A3 – FILE NOTE: Flood Alleviation Scheme at The Dips (item 4.3)

No report received

APPENDIX A4 – FILE NOTE: Meeting with Adrian Carden, Road Safety Officer, MKC 4th September 2015 (item 4.4)

Present: P Ayles, J Sweetland

The meeting was to review and road safety and traffic management issues at the four village entrances are in the light of the data provided by the latest SID results.

Bullington End Road.

Recommendation:

1. Refresh the give way markings for the priority workings
2. Move the speed limit further down opposite Glenmore Farm
3. Install speed cushions.

Wolverton Road.

Recommendation:

1. Install rumble strips between the speed restriction signs and priority workings.

Station Road.

Recommendation.

1. The centre line needs repainting.

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2. Edge of carriageway Lines should be painted on the entrance to and through the gaps of the priority workings.

Hanslope Road.

Recommendation:

1. There is an outstanding recommendation that the priority workings They should be moved further out of the village to improve sight lines.
2. Two sets of humps should be installed on either side of the entrance to Lodge Farm Court.

The recommendations, if approved, should be sent Danny Mullens, Traffic Management MKC for detailed advice.

Philip Ayles

APPENDIX A4 – FILE NOTE: DOGS ON THE SPORTS GROUND

A resident told me today that dogs are still frequently being walked on the Sports Ground despite it being a “no dogs” zone. He said he had been verbally threatened by one man with a little white dog when he took a photo of it with his phone and when he pointed out that there was an exclusion order on dogs on the field to a woman, she complained that somebody had left the gate open from the Lodge Farm Court end and the dog had wandered in, although she was clearly walking it! Other people have been seen with their dogs there as well, apparently.

Russell Forgham