



# Castlethorpe Parish Council

Minutes of a Parish Council General Meeting held on  
Monday 3<sup>rd</sup> October 2016 at 7.30 p.m. in the Village Hall

**PRESENT: Councillors Markham, Sweetland, Ayles & Hinds, Ward Councillor Geary, the Clerk and 1 member of the public**

There was no public session.

		ACTION
1	<b>APOLOGIES FOR ABSENCE</b>	
1.1	Cllrs Forgham & Keane reason holiday, Cllr Stacey reason work. Accepted..	
2	<b>DECLARATIONS OF INTEREST</b> by Councillors in any agenda items below	
2.1	Cllr Ayles declared a personal interest in item 8.1.	
3	<b>APPROVE MINUTES OF THE LAST MEETING</b>	
3.1	The minutes of the General Meeting of the 5 <sup>th</sup> September were proposed by Cllr Ayles, seconded by Cllr Hinds and were agreed unanimously.	
4	<b>TO RECEIVE REPORTS</b>	
4.1.	<b>Clerks Report &amp; Review of Actions (See Appendix A1)</b>	
4.1.1.	Item 1 – Cllr Geary is still trying to get a period of 28 days notice for parishes to be able to review and comment on planning applications	
4.1.2.	Item 9 – Cllr Stacey has Countryside Code yellow notices to put in Castle Field but these may not be the correct signs. Cllr Hinds to liaise with Cllr Stacey.	Cllr Hinds
4.1.3.	Item 12 – the discussion with MKC on the inclusion of Gobbey's Field as a local green space in the Neighbourhood Plan may not go ahead this week as the Head of Planning is ill.	
4.1.4.	Item 14 – Cllr Sweetland has left a voice message with Euan Darling at MKC about extending grass cutting to include the areas around the village signs. No reply as yet – carried forward	Cllr Sweetland
5	<b>TO CONSIDER PLANNING APPLICATIONS (previously viewed on line by Cllrs)</b>	
5.1.	<b>16/02235/DISCON</b> - Details submitted pursuant to discharge of condition 3 (landscaping scheme) attached to application 16/00247/FUL 26 The Chequers Castlethorpe. No objections.	
5.2.	<b>16/02443/DISCON</b> - Details submitted pursuant to discharge of condition 5, alterations to fenestration at 16 North Street attached to planning permission 16/01158/FUL   16 North Street Castlethorpe. No objections	
5.3.	<b>16/02563/DISCON</b> - Details submitted pursuant to discharge of conditions 4 (windows) and 6 (verge and eaves details) attached to listed building consent 16/01159/LBC 11 School Lane Castlethorpe. No objections.	
5.4.	<b>16/02574/DISCON</b> - Details submitted pursuant to discharge of condition 5 (windows) attached to planning permission 16/01158/FUL 11 School Lane Castlethorpe. No objections.	
6	<b>TO RECEIVE REPORT BACK ON PREVIOUS PLANNING APPLICATIONS – no further comments on Section 6</b>	
6.1.	<b>15/02656/CONS</b> - Development of club and community training centre At Manor Farm Cosgrove (invitation for comments from Northants CC). <b>Current status 'registered'</b> .	
6.2.	<b>16/01158/FUL</b> Erection of first floor rear extension to & <b>16/01159/FUL</b> Listed building consent for 11 School Lane Castlethorpe and alteration to fenestration to adjoining property 16 North Street. <b>Approved with conditions</b>	
6.3.	<b>16/02231/TCA</b> – To reduce trees at Castle House 5 North Street Castlethorpe. <b>no objections</b>	
6.4.	<b>16/02185/FUL</b> – Castlethorpe First School North St Castlethorpe: erection of an eco-friendly modular classroom <b>Registered</b>	
6.5.	<b>16/01424/FUL</b> – 26 The Chequers Castlethorpe: single storey rear extension <b>Registered</b>	
6.6.	<b>16/02106/OUT</b> - Outline application (all matters reserved except access) for residential development of up to 150 dwellings, estate road, open space and associated works.   Land Off Castlethorpe Road Hanslope <b>Registered</b>	
7	<b>TO CONSIDER RESOLUTIONS</b>	
7.1.	Cllr Hinds proposed that a donation of £250 be made to the senior citizens' Christmas party. Agreed unanimously..	



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| <p><b>7.2.</b> Cllr Ayles proposed a budget of £250 to pay for 'way markers' so that a volunteer can re-mark the footpaths around the village. Cllr Ayles will ensure with the MKC Rights of Way officer that the signs are acceptable before purchase. Agreed unanimously. Cllr Ayles will also ask the volunteer to put up 'keep dogs on leads' signs where appropriate.</p> <p><b>7.3.</b> Cllr Hinds proposed the purchase of a new stepladder for the Village Hall at a cost of £80. Agreed unanimously.</p> <p><b>7.4.</b> Cllr Ayles proposed that an environmental report be commissioned to support the case for Gobbey's Field being declared a public green space in the Neighbourhood Plan at a cost of £47.50. Agreed unanimously.</p> <p><b>7.5.</b> Cllr Ayles had been out with Anglian Water to inspect the drains at Bullington End Road. They found that the surface water gullies were blocked and overflowing. MKC have now cleared them and the immediate problem is resolved. Cllr Ayles has asked a resident to keep an eye on the situation and to report any further problems to himself and/or Ward Cllr Green. Cllr Markham reported further problems at South Street. Cllr Ayles will take the matter up with Ward Cllr Green and Tom Blackburn-Mays at MKC. Cllr Markham also remarked that a sewer had collapsed at North Street. Anglian Water will repair it but not replace it. Cllr Markham to liaise with Ward Cllr Green.</p> <p><b>7.6.</b> Cllr Ayles proposed that payments of £25 each be agreed for wreath and bugler for the forthcoming Remembrance Day parade. Agreed unanimously.</p> <p><b>7.7.</b> 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 Hinds and agreed unanimously.</p> <p><b>7.8.</b> MKC had prepared a paper on proposals to amend speaking arrangements at Development Control meetings and this would form the basis for an 8 week consultation with parish councils. The nature of the consultation is not yet known. Cllr Ayles will be putting a proposal through MK Association of Local Councils (MKALC) including giving parish councils the same 28 day consultation time as Ward Cllrs.</p> <p><b>7.9.</b> Cllr Hind reported that replacement of Christmas lights and cables will cost up to £300 this year. He requested that sum to be approved. Agreed unanimously. When cables and lights are brought down from storage he will review the configuration to see if future costs may be prohibitive.</p> <p><b>7.10</b> MKC had contacted the contractor that erected the village entrance gates &amp; signs asking for a retrospective license payment of £750. Cllr Ayles said that it is inappropriate to raise these charges now. It was agreed unanimously that the Clerk write to MKC and tell them that the fee will not be paid for the following reasons:</p> <ul style="list-style-type: none"><li>- The charge was not notified when the paperwork was raised in advance of doing the work</li><li>- The charge is excessive given the size of the works</li><li>- It is inappropriate for MKC to raise charges on local councils for improvement of the public estate</li><li>- The white fences were installed as a road safety measure as recommended by MKC Highways</li></ul> | <p>Cllr Ayles</p> <p>Cllr Ayles</p> <p></p> <p></p> <p>Cllr Ayles</p> <p>Cllr Markham</p> <p></p> <p></p> <p>Cllr Hinds</p> <p>Clerk</p> |
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## 8 FINANCIAL MATTERS

- 8.1 The RFO Payments Schedule was proposed by Cllr Hinds, seconded by Cllr Sweetland and agreed unanimously. Cllr Ayles reported that he had told Sgt Paulden of Thames Valley Police that both Hanslope and Castlethorpe parish councils had agreed to fund the purchase of one camera.

S Bradbury	Salary September 2016	per pay slip	£569.09
R.Wontner	September 2016 invoice VH	per attached invoice	£189.00
D.Bugaj	Mowing September 2016	invoice awaited	£252.00
D.Bugaj	Refund payment repair to mower	estimated by groundsman	£144.00
AH Contracts	Dog bin clearance September	per attached invoice 8900	£35.00
BT	Clerk's phone	per attached invoice Q020BE	£150.55
Pollards	VH Consumables	per attached invoice 83137	£46.34
Rentakeeper	Treat wasps nest Village Hall	per attached invoice 3505	£64.00
B.P.Shayler	Repairs to VH boiler	per attached invoice 122	£461.00
J. Oliff	Internal audit	per attached invoice	£80.00
P.Ayles	refund printing flyers Gallaghers	per attached invoice 0589	£130.00
Community First Responder	Donation as agreed previous meeting	n/a	£100.00
Castlethorpe Sports Association	Annual grant to run Sports Ground	n/a	£1,150.00
Payment for ANPR	as agreed previous meeting	n/a	£6,300.00
<b>Grand Total</b>			<b>£9,670.98</b>

<b>Direct Debits</b>			
EDF Energy	Elec VH	671070653836	£135.83
EDF Energy		671070653836	£72.00
E.ON	gas VH - June DD	89208742670	£160.00

<b>DD Total</b>			<b>£367.83</b>
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## 9 CORRESPONDENCE RECEIVED (*Circulated prior to meeting*)

- 9.1. An email had been received from Citizens MK asking the parish council to consider gaining accreditation for the council from the Living Wage Foundation. Noted with no further action.
- 9.2. MKC Public Health team had asked if a day can be spared during where they can set up a small stand and create awareness for any smokers that may wish to learn more about quitting and/or sign up to the Milton Keynes Stop Smoking programme. It was agreed that this was worthwhile but would have to be a weekend day. Clerk to contact booking clerk to find most suitable slot(s) available.
- 9.3. MKC Public Health team would like to cascade information about healthy lifestyles on a monthly basis by way of social media, hardcopy posts and/or items for the village newsletter. It was agreed that this would be a good idea. Cllr Forgham and Clerk to take forward.
- 9.4. Following a response to The Little Oven of Joy who previously asked whether a stand could be set up one evening per week, the owner had responded to say that he is aware that a street trader's license is required but before he applies for one where would the parish council recommend that he sets the stall up or would they prefer not to have the stall in the first place? It was

Clerk

Clerk/Cllr  
Forgham



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10	agreed that there is not an appropriate location in the village. Clerk to inform requestor. <b>ANY OTHER BUSINESS (for noting, or for inclusion on a future agenda)</b>	Clerk
10.1.	Cllr Geary reported that the developers Gallaghers continued to purchase land in Haversham and Little Linford. He had arranged a meeting at Haversham to discuss the way forward.	
11	<b>TO AGREE DATE AND ATTENDANCE FOR FUTURE MEETINGS</b>	
11.1	The next General Parish Council meeting will be at 7.30 p.m. on 7 <sup>th</sup> November 2016 in the Village Hall	
11.2.	It was agreed that the Clerk set a meeting of the Sports Ground Committee in October.	Clerk
11.3.	There were no takers for the DCC Design Code Training offered to Councillors on 3 <sup>rd</sup> November There being no further business part 1 of the meeting closed at 9.20	
	<b>PART 2</b>	
12	<b>TO RECEIVE DECLARATIONS OF INTEREST</b> by Councillors in any of the agenda items below	
12.1.	None	
13	<b>TO CONSIDER RESOLUTIONS</b>	
13.1.	Cllr Forgham reported that although the current printers of the village newsletter were slightly cheaper, they had made some mistakes over the past 12 months. New Bradwell Reprographics, from whom we previously had very good service, had quoted a cost that was just £15 per edition more expensive and he proposed that we now engage them for all of our printing. He had obtained other quotes but they were more expensive. Agreed unanimously. Cllr Forgham to advise both closure of old arrangement and engagement of new printers. There being no further business part 2 of the meeting closed at 9.40	Cllr Forgham

## Appendix A – Schedule of Reports & File Notes

### APPENDIX A1 –CLERK’S REPORT 3/10/2016

1. Still to confirm position re. reduction to 21 days notice for parish councils to comment on planning applications.
2. Contractor has advised that the path from South Street to the railway footbridge will be re-laid in November.
3. Clerk to arrange with Cllr Sweetland to attend a branch of Lloyds Bank to prepare for the opening of two further bank accounts (to have the s.106 Planning Gain paid into) and to rationalise the current signatories. To be completed by next meeting.
4. Parish grant application to be made to perform village centre enhancements as per spec.
5. Jonathan Robinson at MKC has approved that £5,800 of the allotted £15,824 can be used for outside adult gym equipment at the sports ground. Quotes to be obtained for a double rower, an arm & pedal bicycle, a double pull down challenger and a stepper .
6. Clerk has ordered a new 60 litre dog bin for Fox Covert Lane and has requested the movement of the existing bin to the rear of the Village Hall. On site meeting arranged for next week with supplier to examine condition of existing bins and discuss options.
7. Tom Jones at MKC about has advised that the transfer of ownership of the hedge in Thrupp Close is imminent.
8. The application to register the Carrington Arms as a community asset has fallen foul of the deeds for the property not being straightforward – the ground floor extends into the area detailed as the property next door. Neil Handy at MKC will get his legal representative to call the Clerk later this week.
9. 20 TVP Countryside Code yellow notices for Castle Field to be ordered by Cllr Hinds



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10. Groundsman has picked out a hand mower for the sports ground – to be approved by Sports Ground Committee (SGC) – meeting to be arranged
11. SGC to discuss position re. propane gas usage with Sports Association
12. An objection to the inclusion of Gobbey's Field as a local green space in the Neighbourhood Plan was sent to the Inspector by the owners' representatives. The Inspector has made several recommendations including endorsing the objection. All recommendations except the removal of the Field have been incorporated in a new draft of the Plan. The way forward on the outstanding matter is to be discussed with MKC later this week.
13. Cllr Forgham was to talk to Heritage England about the removal of turf from Castle Field (July minutes)
14. Cllr Sweetland to contact MKC to see whether the area around all village entrance signs can be included within the scope for MKC grass cutting – otherwise find some volunteers.
15. Cllr Ayles to contact MKC to attempt to get house number signs erected in Thrupp Close
16. The Annual Return has been approved by the External Auditors with two notes applied: the return was late for the second year running and the notice of public inspection was not published. It would be hoped that the prevailing circumstances over these past 2 years will not apply and both matters will be remedied next year.

## No progress on outstanding actions:

- Sports Ground Committee to consider arranging regular cuts by a third party of the Lodge Farm Court hedge, the one between the sports ground and Thrupp Close and that alongside the public footpath at the top of the football pitch. Cost has been factored into the draft budget.
- The Clerk has drafted a policy for complaints handling to be considered at a later meeting. Cllrs Ayles, Forgham and Clerk to identify other gaps in documentation of parish council policies e.g. Emergency Plan.
- Cllr Ayles has been in touch with the Lodge Farm business park owner about looking into including panels on the pavilions at the sports ground as part of the project he is undertaking to erect a solar panel farm.
- Review MKC fault list inc. state of Sustrans cycle track
- No progress on the fitting of the basketball hoops.

Steve Bradbury  
3/10/2016