



Castlethorpe Parish Council

Minutes of a Parish Council General Meeting held on Monday 7th November 2016 at 7.30 p.m. in the Village Hall

PRESENT: Councillors Stacey, Forgham, Sweetland, Ayles & Keane, Ward Councillor Green, the Clerk and 1 member of the public

The matter of the blocked drain at the Village Hall was discussed. It had been found that a T junction pipe had been incorrectly installed rather than a bend. A member of public had examined the drain configuration and was convinced that this piece of pipe was not part of the original configuration and had been installed during the course of work on Castle House. The matter would be further discussed at item 7.9.

There being no further business the meeting proper started at 7.33

		ACTION
1	APOLOGIES FOR ABSENCE	
1.1	Cllrs Hinds reason sickness, Cllr Markham reason work. Accepted..	
2	DECLARATIONS OF INTEREST by Councillors in any agenda items below	
2.1	Cllr Stacey declared a potential pecuniary interest in 7.7.	
3	APPROVE MINUTES OF THE LAST MEETING	
3.1	The minutes of the General Meeting of the 3 rd October were proposed by Cllr Sweetland, seconded by Cllr Ayles and were agreed unanimously.	
4	TO RECEIVE REPORTS	
4.1.	Clerks Report & Review of Actions (See Appendix A1). Matters arising:	
4.1.1.	Item 7 – Now that the Thrupp Close hedge has been transferred across to MKC Cllr Sweetland will contact Euan Darling to get it cut	Cllr Sweetland
4.1.2.	Item 13 – Cllr Forgham had talked to Historic England about removal of turf from Castle Field. They were convinced it was accidental. No further action required.	
4.1.3.	Item 14 – Cllr Sweetland reported that Euan Darling at MKC had agreed to extend grass cutting to include the areas around the village signs.	
4.1.4.	Item 15 – Cllr Ayles would include a reminder to get house number signs erected in Thrupp Close in his package to take back to MKC Highways.	Cllr Ayles
4.1.5.	Item 16 – Cllr Ayles reported that there was still some doubt over what colour signs to use for footpath ‘way markers’. The amount of £250 previously agreed was probably not now enough. Cllr Ayles to confirm position and if further spend required Clerk to put matter on next agenda.	Cllr Ayles Clerk
4.1.6.	Item 17 – no residents had come back to Cllr Ayles to say that there is still a problem with the drains at South Street so it is assumed that they have been fixed.	
4.2.	A letter from Cllr Ayles in his capacity as Chair of MK Association of Local Councils to Milton Keynes MP’s about the government’s “Local Government Finance Settlement Technical Consultation” was noted. (See Appendix A2).	
4.3.	A copy of an email from MKC Environment & Waste team providing estimated cost breakdowns for the village for street cleansing, landscaping and play areas was noted. (See Appendix A3)	
4.4.	A report on meeting between MK Clerks and MKC Public Realm group managers about impact of cost cutting on next year’s MKC budget (See Appendix A4) was considered. MKC had confirmed that they were not going to pass on any services to parishes for this financial year unless the parish gave agreement. There may though be some cuts in service levels. MKC are now to take this presentation to MKALC.	
5	TO CONSIDER PLANNING APPLICATIONS (previously viewed on line by Cllrs)	
5.1.	No new applications	
5.2.	16/02185/FUL – Castlethorpe First School North St Castlethorpe: erection of an eco-friendly modular classroom - amended submissions to the application. Amendments made following objections to the application by the MKC conservation team who required that the unit be moved to the other side of the playground (where neighbours had previously objected). It was agreed that neither the change of location nor the change of materials altered the comments previously forwarded as agreed by the parish council.	



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- 6 **TO RECEIVE REPORT BACK ON PREVIOUS PLANNING APPLICATIONS – no further comments on Section 6**
- 6.1. **16/02235/DISCON** - Details submitted pursuant to discharge of condition 3 (landscaping scheme) attached to application 16/00247/FUL 26 The Chequers Castlethorpe – **details approved**
- 6.2. **16/02443/DISCON** - 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 – **details approved**
- 6.3. **16/02563/DISCON** - 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.**
- 6.4. **16/02574/DISCON** - Details submitted pursuant to discharge of condition 5 (windows) attached to planning permission 16/01158/FUL 11 School Lane Castlethorpe. **No objections.**
- 6.5. **15/02656/CONS** - Development of club and community training centre At Manor Farm Cosgrove (invitation for comments from Northants CC). **Current status 'registered'.**
- 6.6. **16/01424/FUL** – 26 The Chequers Castlethorpe: single storey rear extension **application permitted**
- 6.7. **16/02106/OUT** - 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 **Registered**
- 7 **TO CONSIDER RESOLUTIONS**
- 7.1. Cllr Ayles proposed that the parish council re-state their position to include Gobbey's Field as a Local Green Space in the Neighbourhood Plan in response to MKC's latest consultation. Agreed unanimously..
- 7.2. The revised version of Standing Orders (Issue 2016-1) with the inclusion of Terms of Reference for Village Hall Committee was approved unanimously. Clerk to forward version to Cllr Ayles to check formatting. **Clerk**
- 7.3. Cllr Ayles proposed that the Clerk complete the online survey on the 2017/18 Local Government Finance Settlement on behalf of the council to state opposition to proposals for local council precept capping. **Clerk's note: it was not possible to complete the survey as the closing date was 28th October** **Clerk**
- 7.4. Although the Proposed Submission Draft for the MKC Site Allocations Plan seemed only to reference urban areas Cllr Ayles proposed that the parish council support the document. Agreed unanimously. Clerk to respond. **Clerk**
- 7.5. Cllr Ayles & the Clerk had met with AH Contracts and had identified 3 dog bins in need of renovation. It was agreed unanimously to commission the work.
- 7.6. MKC are proposing to reduce the ability of parish and town councils to take part in deciding planning applications. Eight recommendations have been made by MKALC. Cllr Ayles proposed that the Clerk be authorised to respond to the MKC survey on the proposed amendments to the Scheme of delegation and constitution as contained within those 8 recommendations through the MKC on-line survey. Agreed unanimously. Cllr Ayles encouraged individual cllrs to also complete the survey. **Clerk**
- 7.7. Cllr Stacey retired to the public gallery
MKC had launched a campaign to increase the amount of green bin type recycling rather than putting eligible items (food etc.) in black bags. Small rewards are being offered where improvements are made. Cllr Ayles proposed that Castlethorpe subscribe to the scheme. Agreed unanimously. Clerk to arrange. Cllr Forgham to put an article in Castlethorpe News. Cllr Stacey returned to the meeting **Clerk**
Cllr Forgham
- 7.8. MKC had requested the payment of a retrospective license fee for digging holes in the grass verge to erect the new village signs. The payment had been contested and MKC agreed to waive the fee on this occasion. Cllr Ayles to contact MKC Highways to advise that the raising of such fees will set a dangerous precedent should parish & town councils take over MKC services. **Cllr Ayles**



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- 7.9. As had been stated in the earlier public session it would appear that the wrong type of drainage pipe had been installed between the Village Hall disabled toilet and Castle House and it is probable that this was done as a result of work at the latter. Before any remedial work takes place responsibility needs to be established. Clerk to gather reports and liaise with Cllr Forgham and then discuss with residents of Castle House.

Clerk/
Cllr Forgham

8 FINANCIAL MATTERS

- 8.1 The RFO Payments Schedule was proposed by Cllr Ayles, seconded by Cllr Keane and agreed unanimously.

Payee	Description	Invoice	Amount
S Bradbury	Salary October 2016	per pay slip	£569.09
S Bradbury	Refund purchase VH stepladder	per attached invoice	£66.66
S Bradbury	Refund purchase Clerks printer	per attached invoice	£157.43
R.Wontner	October 2016 invoice VH	per attached invoice	£207.00
D.Bugaj	Mowing October 2016	invoice awaited	£182.00
AH Contracts	Dog bin clearance October	per attached invoice 8956	£35.00
Pollards	VH Consumables	per attached invoice 83248	£40.66
Pollards	VH Consumables	per attached invoice 83300	£4.57
Pollards	VH Consumables	per attached invoice 83301	£29.53
Rentakeeper	Treat wasps nest Village Hall	per attached invoice 3505	£64.00
Dalrod	VH drains rodding	per attached invoice 21561	£98.00
Mazars	External Audit fee	per attached invoice SOT0126	£300.00
Anthony Parisi	VH disabled toilet lock	per attached invoice 1161025	£50.00
Bucks CC	Env report for Neighbourhood Plan	per attached invoice 2209007141	£47.50
Milton Keynes Garden Machinery	Repairs to mower	per attached invoice 35147	£151.95
Grand Total			£2,003.39
Direct Debits			
EDF Energy	Elec VH	671070653836	£72.00
E.ON	gas VH - June DD	89208742670	£160.00

DD Total			£232.00
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- 9 **CORRESPONDENCE RECEIVED (Circulated prior to meeting)**
- 9.1. An email from the Village Show Committee to extend thanks to Cllr Geary and the Parish Council for their continued support of the senior citizen's Xmas lunch was noted
- 9.2. A letter from the Community First Responder team thanking the parish council for their donation was also noted.

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 The next General Parish Council meeting will be at 7.30 p.m. on 5th December 2016 in the Village Hall
- 11.2. It was agreed that a Sports Ground Committee meeting was not needed. Clerk to arrange to meet with Cllr Markham & groundsman to review cutting schedule especially for next year's budget.

Clerk



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- 11.3. BMKALC AGM will be on 11th November - noted
There being no further business the meeting closed at 8.56

Appendix A – Schedule of Reports & File Notes

APPENDIX A1 – CLERK’S REPORT 7/11/2016

1. Contractor had advised that the path from South Street to the railway footbridge will be re-laid in November hopefully to commence in 2 weeks.
2. The retrospective license fee in excess of £700 that was raised by MKC from when the new village signs were erected has now been waived by Nick Brown.
3. Clerk now just needs some information from Cllr Keane in order to complete the mandate to rationalise the current Lloyds banking signatories. Two new accounts then to be opened to hold planning gain for village improvements and playgrounds.
4. Application has been made for a Parish Partnership Investment Fund grant to perform village centre enhancements. The spec that was agreed by the parish council would have cost c. £18,500 but the maximum amount of grant available to a single parish is £5,000. The spec has therefore been reduced to include the fitting of only 3 of the 8 heritage style streetlamps bringing the cost down to £9975 and the amount of the grant request to £4980.
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. Quotes to be obtained.
6. Order had been placed for a new 60 litre dog bin for Fox Covert Lane and to move the existing bin to the rear of the Village Hall. On site meeting held between Clerk, Cllr Ayles & supplier to examine condition of existing bins and discuss options. Outcomes to be resolved under item 7.5. tonight.
7. The transfer of ownership of the hedge in Thrupp Close is now complete and MKC Legal have informed MKC Landscape. A cut now needs to be arranged.
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. Charles Millest at MKC and Clerk to discuss.
9. Cllr Hinds was to talk to Cllr Stacey about the 20 TVP Countryside Code yellow notices for Castle Field.
10. Hand mower for sports ground still to be agreed between Cllr Markham, Clerk & Groundsman.
11. SGC to discuss position re. propane gas usage with Sports Association. Email to D. James.
12. The inclusion of Gobbey’s Field as a local green space in the Neighbourhood Plan has been supported by MKC and the matter has gone out for a period of public consultation following which a way forward will be agreed.
13. Cllr Forgham was to talk to Heritage England about the removal of turf from Castle Field
14. Cllr Sweetland had left a message with Euan Darling at 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. Cllr Ayles to confirm with MKC Rights of Way Officer that the ‘way markers’ to be ordered are acceptable. Also to request that the volunteer who has agreed to place the markers put up ‘keep dogs on leads’ signs where appropriate.
17. Cllr Ayles to liaise with Ward Cllr Green and Tom Blackburn-Mays at MKC about the drains at South Street.
18. Cllr Markham to liaise with Ward Cllr Green about ‘collapsed sewer’ at North Street.



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19. Clerk has (only just) asked the booking clerk what weekend days are available for MKC Public Health team to use the Village Hall to promote a 'give up smoking' campaign.
20. Clerk & Cllr Forgham to agree how best to cascade information about healthy lifestyles on a monthly basis by way of social media, hardcopy posts and/or items for the village newsletter as requested by MKC Public Health team
21. Cllr Forgham to re-engage with New Bradwell Reprographics to produce village newsletters from the next issue and to inform former printers of closure of arrangement.
22. Clerk to arrange service of the Propane configuration at the cricket pavilion.

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

7/11/2016



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APPENDIX A2 – Letter from Cllr Ayles in his capacity as Chair of MK Association of Local Councils to Milton Keynes MP's about the government's "Local Government Finance Settlement Technical Consultation"

Messrs Mark Lancaster MP and Iain Stewart MP
House of Commons London SW1A 0AA
27th October 2016

Dear Mark and Iain,

I am writing as Chairman of the Milton Keynes Association of Local Councils (MKALC) about the government's "Local Government Finance Settlement Technical Consultation" as this includes proposals to extend council tax referendum principles to local parish and town councils.

There has been successful lobbying by the National Association of Local Councils (NALC) to ensure council tax referendums principles have not been extended to local parish and town councils since the introduction of these measures in the Localism Act 2011.

However, NALC has now published a list of parish and town councils nationally who will be affected by the proposals to cap the precept for local locals with a precept in excessive of £75 per Band D and a total precept in excessive of £500,000. This will affect three parishes in Milton Keynes being Bletchley & Fenny Stratford, West Bletchley and Campbell Park. Woughton Community Council is within a whisker of being capped and will almost certainly fall in scope within a year or so.

The consultation suggests that 'capping' may be extended to all parish and town councils in the future.

Local parish and town councils are an important part of communities and local democracy especially in a unitary borough such as Milton Keynes. We are the first tier of local government and provide a vital role in dealing with local issues and run many local facilities. We do this typically for about £1 per week per household and the most expensive is still less than £3 per week.

At this time, we are engaged with Milton Keynes Council to take over many of their 'Public Realm' services and assets both as we move into 2017/18 and continuing on until 2020 when the Revenue Support Grant received by principal authorities will have fallen to zero. This effectively moves costs from MKC to the parishes. Although the Technical Consultation says that exceptions can be made for this, the next few years will be extremely volatile financially. Now is not the time to impose constraints which will introduce complexity, when we are struggling with new services and contracts, and will inevitably have unintended consequences.

Nationally, parish and town councils increased their precepts by about 6% last year which seems a lot but it is simply as they have stepped up to fill the gap created by principal authorities cutting back. I would expect this trend to continue but I hope you understand that parish and town councils are extremely efficient financially, have low overheads, and generally their councillors are volunteers.

One obvious consequence is that, if the principal authority no longer has the funds to deliver a service – and we are talking about services like cutting the grass, waste collection, certain highways provisions such as street signs or taking over Community Assets – and the parish or town council is capped so can't take over or augment the service, then the service cannot be provided which will be to the detriment of the quality of our Borough for all residents. Incidentally, I have used the term 'capping' and I realise that we can hold a referendum to exceed the capped amount, likely to be 2%, but the cost of a referendum is so large in relation to the precepts that it would probably account for several percentage points of increase to fund the referendum before any net increase to precept so effectively, it means capping.

I understand that I need to have written to you by tomorrow, 27th October. The time frame for the consultation, published on 22nd September, is so short that many parish and town councils, including my own at Castlethorpe, will have been unable to discuss this formally so our representatives at the Bucks and Milton Keynes Association of Local Councils have asked me to write to you.

The parish and town councils of Milton Keynes ask for your support not to cap us as these discussions progress through parliament.

Yours sincerely,
Philip Ayles



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Chairman, Milton Keynes Association of Local Councils

APPENDIX A3 - Copy of email from MKC Environment & Waste team providing estimated cost breakdowns for the village for street cleansing, landscaping and play areas

Sent on behalf of Andy Hudson, Head of Environment & Waste

Dear Parish/Town Clerk

This is a note to provide provisional figures for the amount which is spent in your parish for street cleansing, landscaping and play area maintenance to be discussed at the meeting next week. The landscape and play area work is as per the recent contract award specifications. The street cleansing is based on the current frequency of cleanse in each parish but does not include weed killing, fly tip clearance, graffiti clearance or some litter bin emptying. As the street cleansing is part of a waste contract, some litter bins are emptied by the waste collection crews if the bin is on their route.

The street cleansing figures are provisional and may be adjusted when more accurate work is done, particularly for shopping areas where some costs are met by property service or external agencies.

As part of the current contract, £54,842 is spent across the borough on weed killing, £77,081 is spent on a graffiti removal crew and £446,605 on rapid response crews which pick up fly tips and excessive littering.

The provisional figures for [Castlethorpe](#)

Street Cleansing: £2647.00

Landscaping: £2595.00

Play Areas: £1492.00

Louise Killeby

Environment & Waste



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APPENDIX A4: FILE NOTE MEETING BETWEEN MK CLERKS AND MKC PUBLIC REALM GROUP 31st OCTOBER

MKC: Carole Mills CEO, Tom Blackburn-Maze Manager Public Services

11 MK Clerks

1. MKC Budget Implications

- MKC budget for 2016/17 is £186m
- Anticipating £5m overspend this year - £3m from reserves £2m to be found
- 60% of that is for statutory purposes
- 17% for Public Realm Group
- Net funding has reduced from £65m to £27m since 2011/12
- Net funding will further reduce by another £10m by 2020/21
- £111m has been saved between 2011/12 and now
- Workforce reduced by 425 FTE's since 2011/12 (18% fewer staff 53% fewer senior managers)
- Demand increasing all the time

2. Public Realm Budget

Service	2013/14 (£m)	2106/17 (£m)	Change (£m)	Change (%)
Waste collection	8.167	6.422	- 1.745	- 21.37%
Waste disposal	8.160	7.243	- 0.917	- 11.24%
Street cleansing	3.877	3.448	- 0.429	- 11.07%
Landscaping	2.573	3.163	+ 0.590	+ 22.93%
Play areas	0.664	0.583	- 0.081	- 12.20%
Other environment & waste	0.915	0.283	- 0.632	- 69.07%
Highways	13.997	11.673	- 2.324	- 16.60%
Street lighting energy	2.458	2.561	+ 0.103	+ 4.19%
Regulatory services	2.954	1.343	- 1.611	- 54.54%
Community liaison	2.595	0.108	- 2.487	- 95.84%
Transport	-0.446	-4.484	- 4.038	
Total	45.914	32.343	14.957	

3. Immediate picture

- No decisions have yet been made on what services can/will be devolved
- No services will be devolved in this coming financial year – no parish or town council will be forced to take on anything. Some services may be devolved voluntarily.
- Service levels may well be decreased e.g. reduced number of grass cuts
- West Bletchley are putting together a survey to go to all parishioners asking whether people will take cuts to service (and where) or be prepared to pay

4. Way forward

- MKC want to engage with parish & town councils (P&CT's) before making any decisions
- C. £10m savings needed in next 5 years
- MKC committed to 'open and honest' relationship
- Liaison through existing channels: Parishes Forum, Ward forums. MK Assoc of Local Clerks, individual P&CT's

Copy of slides available on request

Steve Bradbury

7/11/2016