



# Castlethorpe Parish Council

Minutes of a Parish Council General Meeting held on  
Monday 6<sup>th</sup> February 2017 at 7.30 p.m. in the Village Hall

**PRESENT: Councillors Forgham, Sweetland, Ayles, Markham, Hinds, Stacey & Keane, the Clerk, Ward Cllr Geary and 1 member of the public**

There was no public session

- | 1      | <b>APOLOGIES FOR ABSENCE</b>  | <b>ACTION</b> |
|--------|---|---------------|
| 1.1    | None  |               |
| 2      | <b>DECLARATIONS OF INTEREST</b>   |               |
| 2.1.   | None  |               |
| 3      | <b>APPROVE MINUTES OF THE LAST MEETING</b>  |               |
| 3.1    | The minutes of the General Meeting of the 9 <sup>th</sup> January were proposed by Cllr Keane, seconded by Cllr Forgha, and were agreed unanimously.  |               |
| 4      | <b>TO RECEIVE REPORTS</b>   |               |
| 4.1.   | <b>Clerks Report &amp; Review of Actions (See Appendix A1).</b> Matters arising:  |               |
| 4.1.1. | Item 4 – Cllr Sweetland was congratulated on her perseverance in getting the hedge at Trupp Close cut   |               |
| 4.1.2. | Item 13 – The council unanimously thanked Cllr Stacey for cutting the hedge between Castle Field and the sports ground  |               |
| 4.1.3. | Item 14 – Cllr Forgham reported that one of the village signs needed repair work. He suggested that we await Spring to see if there are faults with any of the other signs and get the repairs done then. Agreed.   | Cllr Forgham  |
| 4.1.4. | Cllr Ayles gave an update on MKC Highways reported faults:<br>The Head of Highways at MKC keeps changing making it nigh on impossible to escalate matters<br>A 'Hanslope Road' sign has finally been put up<br>A large number of parishioners have raised faults on the state of the Sustrans cycle track                         |               |
| 4.1.5. | The basketball hoops have now been passed to O. Sawbridge to have further plates fitted.  |               |
| 4.2.   | <b>File note: - Accounting and Finance Course 19th January 2017 (see appendix A2)</b>   |               |
| 4.2.1. | Cllr Ayles and the Clerk attended. Several things came up, mainly that the parish council needs to adopt the new financial regulations, the Clerk must specifically opt himself out of the stakeholder pensions and the parish council should publish financial reports on the web site. Clerk to take forward.                   | Clerk         |
| 4.3.   | <b>File note: New Town Heritage Seminar 26<sup>th</sup> January 2017 (see appendix A2)</b><br>No further comment  |               |
| 5      | <b>TO CONSIDER PLANNING APPLICATIONS (previously viewed on line by Cllrs)</b>   |               |
| 5.1.   | There were no new applications  |               |
| 6      | <b>TO RECEIVE REPORT BACK ON PREVIOUS PLANNING APPLICATIONS – no further comments on items 6.1 &amp; 6.2.</b>   |               |
| 6.1.   | <b>16/02937/OUT</b> - Outline planning application for the erection of up to 141 dwellings (Use Class C3) with associated access, earthworks and other ancillary and enabling works. All other matters (appearance, landscaping, layout and scale) reserved. Hanslope Site Long Street Road Hanslope – <b>status 'registered'</b> |               |
| 6.2.   | <b>16/03265/DISCON</b> - Details submitted pursuant to discharge of condition 5 (landscaping) attached to planning permission 15/01265/MMAM Land Adj To Lodge Farm House Wolverton Road Castlethorpe – <b>decided</b>   |               |
| 6.3.   | <b>15/02656/CONS</b> - Development of club and community training centre At Manor Farm Cosgrove (invitation for comments from Northants CC). <b>Status registered</b> – it would appear that the club now want to develop a complex near Newport Pagnell – <b>item to be removed from list</b>                                    |               |
| 6.4.   | <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 – it was thought   |               |



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- that this application had been approved although the MKC web site records a status of 'awaiting decision'
- TO CONSIDER RESOLUTIONS**
- 7.1. Wolverton Town Council had requested a grant of £2,000 to go toward the running cost of the library. Cllr Ayles pointed out that this amounted to c. 8% of our precept as opposed to the 1.7% of the precept that Wolverton will be laying out. Cllr Sweetland was of the opinion that more villagers use the mobile library that calls in the village and also Stony Stratford. It was further pointed out that it is dubious that any villagers used the services at risk at Wolverton library due to the funds shortage. It was agreed that a decision should be deferred until villagers were consulted. Cllr Forgham to put an article in the next newsletter. **Cllr Forgham**
- 7.2. It was decided not to make final comments on the Olney Neighbourhood Plan. It was interesting to note that the sites proposed between Olney and Western Underwood and those to be developed at Newport Pagnell should virtually satisfy the (draft) Plan:MK requirement for 1,000 houses to be developed in rural areas.
- 7.3. The parish council were awaiting the selection of a candidate to inspect the Neighbourhood Plan and in particular recommend a position on the declaration of Gobbey's Field as a 'public green space'. Item deferred.
- 7.4. Given the decision by MKC officers to remove the development site at Haversham and Little Linford from the final draft version of the Plan:MK it was agreed that there will be no need to 'call in' the document. It was however likely that the current draft will be challenged by developers and Cllr Ayles proposed that any two councillors to include the Chair or Vice-Chair be empowered to call in any document that proposes development on land in either Haversham & Little Linford or Castlethorpe parishes. Agreed unanimously.
- 7.5. Councillor Ayles proposed that Castlethorpe pay one third of the cost of consultancy in opposing the earlier version of Plan:MK along with Haversham and Hanslope. Seconded Cllr Forgham and agreed unanimously. Clerk to liaise with clerks of those parishes to agree how to split the cost. **Clerk**
- 7.6. It was agreed that Castlethorpe should enter the 'Best Kept Village' competition again this year. The Open Gardens Committee had agreed to contribute towards village improvements and the parish council agreed to work with them. The following actions were agreed:
- Cllr Sweetland to arrange village 'walk about' **Cllr Sweetland**
  - Cllr Sweetland to obtain a schedule & scope of current weedkilling activity from Frosts/MKC **Cllr Sweetland**
  - Clerk to work with Cllr Sweetland to elicit quotes **Clerk/ Cllr Sweetland**
  - Clerk to write to Haversham and Hanslope councils to see if they want to be involved **Clerk**
  - Cllr Markham to provide Clerk with details of recommended contractors **Cllr Markham**
- 7.7. It was agreed that Cllr Sweetland will keep an eye on the litter bins that are known to fill up quickly and report full bins to MKC **Cllr Sweetland**
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- FINANCIAL MATTERS**
- 8.1. The RFO Payment Schedule was proposed by Cllr Keane seconded by Cllr Hinds and agreed unanimously.



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Payee	Description	Invoice	Amount
S Bradbury	Salary Jan 2017	per pay slip	£569.09
S Bradbury	Refund McAfee security software	per attached receipt	£59.99
R.Wontner	Jan 2017 invoice VH	per attached invoice	£171.00
AH Contracts	Dog bin clearance Jan plus purchase new bin + refurb old bins	per attached invoice 9141	£365.00
BP Shayler	Replace faulty light fitting & repair leaking mixer tap	per attached invoice	£115.60
Brissco	Waymarkers	invoice awaited	£406.80
<b>Grand Total</b>			<b>£1,687.48</b>
<b>Direct Debits</b>			
EDF	electric VH	671070653836	£72.00
E.ON	gas VH - Nov DD	89208742670	£104.00
<b>DD Total</b>			<b>£176.00</b>

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## **CORRESPONDENCE RECEIVED (*Circulated prior to meeting*)**

- 9.1. Thames Valley Police (TVP) had notified us of a product called 'Cesar marking' that can be used to mark small mechanical items. Clerk to circulate email.
- 9.2. MKC had notified that the development at the station yard will be called 'Old Station Yard'
- 9.3. After performing a crime awareness exercise in the village TVP want to come and do another afternoon session in the Village Hall. Cllr Ayles will liaise with the booking clerk to find an appropriate time and date

Clerk

Cllr Ayles

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

- 10.1. Cllr Sweetland reported that an extra bus will be laid on to serve Hanslope Park and that current services will not be impacted.
- 10.2. Cllr Keane reported that the ANPR camera is now installed but there are no signs up to say that it is in operation. Cllr Ayles will liaise with TVP & MKC about appropriate signage.

Cllr Ayles

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## **TO AGREE DATE AND ATTENDANCE FOR FUTURE MEETINGS/EVENTS**

- 11.1 The next General Parish Council meeting will be at 7.30 p.m. on 6<sup>th</sup> March 2017 in the Village Hall
- 11.2 There is to be a sharing services and managing contracts session on the 25<sup>th</sup> March. Each council is invited to send up to 4 representatives. It was agreed that Cllrs Ayles & Sweetland and the Clerk will attend.

There being no further business the meeting closed at 8.35



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## Appendix A – Schedule of Reports & File Notes

### APPENDIX A1 – CLERK'S REPORT 6/2/2017

1. Cllrs Forgham and Keane to arrange cleaning of the village entrance gates on Wolverton Road. Not done last month due to inclement weather
2. Lloyds Bank have required further information from Cllr Keane and the mandate to add himself and Cllr Forgham to the Lloyds Bank account signatories. This has been provided and the request should now be processed within the next 10 days
3. Applications for Parish Partnership Investment Fund grants have been processed and recommended for delegated decision in mid-March.
4. Quotes for new playground and adult aerobic equipment have now been received from two suppliers. A third supplier has met with the Clerk and playground cllrs and we await his submission..
5. The Thrupp Close hedge has now been included in the MKC cutting schedule and has now been cut back considerably
6. Cllr Hinds was to talk to Cllr Stacey about the 20 TVP Countryside Code yellow notices for Castle Field – carried forward.
7. Groundsman was to meet with Cllr Sweetland to see if her now redundant petrol mower is suitable for use at the sports ground. Clerk was to contact groundsman to assess its suitability but he has been working away so it has not been possible as yet. Carried forward.
8. Footpath 'way markers' have been ordered. The Clerk has used his discretionary powers to meet the increase in cost beyond the £250 authorised. It is hoped that an invoice will be received today for the payment to be authorised tonight.
9. Clerk & Cllr Forgham still 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 – carried forward
10. Clerk has put the servicing of the Propane configuration at the cricket pavilion on hold as the back door lock is jammed (CSA arranging for a locksmith).
11. Castlethorpe has made a splendid start to the MK wide competition for parishes to improve on their green waste collection. We are currently top after the first month with a staggering c. 93% improvement compared to the next best parishes' 57%. A top prize of £5,000 is on offer to spend on community projects.
12. Clerk and Cllr Forgham have yet to review the report on Village Hall drains before discussing the matter with residents of Castle House – carried forward.
13. Cllr Stacey has had the hedge between Castle Field and the Sports Ground cut back. Many thanks.
14. Cllr Forgham was to contact the makers of the village entry signs to fix a problem with some of the glue on the signs
15. The Clerk has written to the Chair of School Governors about the planning application for the extra classroom and has requested a response.
16. The Clerk has written to Stuart Simmonds at MKC providing the agreed thoughts of the parish council about re-routing the peak 33/33A bus service to stop at Hanslope Park
17. The Clerk has contacted MKC about renewing/replacing the current Dog Control Orders that expire in April 2017. Jeanette Middleton at MKC has raised a request on the Environmental Health team (Ref FS12610533) who may respond in due course.
18. Cllr Sweetland reviewed the rubbish bin situation and found that only the bins by the bus shelter at South St and the village green were overflowing. Clerk to confirm before contacting dog bin supplier for quotes to empty.

No progress on outstanding actions:



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- 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.
- Review MKC fault list inc. state of Sustrans cycle track
- No progress on the fitting of the basketball hoops.

Steve Bradbury  
6/2/2017

## APPENDIX A2 – File Note - Accounting and Finance Course 19th January 2017

Presented by Derek Kemp and Melodie Beevers (DCK Beavers Ltd)

**Standing Orders.** Adopt revised New Model Financial Regulations (since 2015). This is mandatory. Requires robust and effective methods of control - checks and balances. Example: a councillor should regularly sign off the bank reconciliation.

### IT.

Council should have its own computer. Suggest set up council records on Google Drive and share to two other councillors. (Business Continuity). Consider specialist Local Council accounting system.

Website must contain:

- Asset register, list of publicly owned land and buildings (incl War Memorial!) probably anything over £100. Need a policy on de minimis.
- Responsibilities of councillors.
- All supporting documents for Agenda items and Minutes.
- Financial Reports

**Risk Assessment.** Risk Assessment should be signed off at least annually (really every time a risk changes) and preferably in March so will be current for the internal auditor. (Local Council Risk Services - computer package available)

**Business Rates.** NALC - exemption for public conveniences from business rates but NALC should be pushing for all local council properties to be exempt.

**Reserves.** External Auditor has power to increase or decrease precept if General Reserve too low or high i.e. more than 12 months precept). They can statutorily prevent a precept being raised. They cannot however influence Special Reserves (ie earmarked for specific expenditures). Also 'Usable Capital Receipts' Reserve only from sale of assets. CIL goes onto Balance Sheet as a liability until it is spent. Move Election Costs into Special Reserves. Review Special Reserves regularly for relevance.

**Internal Auditor.** Internal auditor to ensure systems are robust. Also, should check PAYE payments and tax coding all correct.

**Pension Schemes.** Must complete and register Certificate of Compliance with Pensions Regulator even if opting out or below threshold of pension auto-enrolment. Need to repeat every three years after 'staging date'.

**Financial Reporting.** Should be made to Council and on website as often as necessary. Probably quarterly for us. Not acceptable not to report.

Asset Register must be kept up to date.

### VAT.

Local councils are liable for registration if make any VATable supplies. Local councils have a zero threshold for VAT registration - a single VATable supplier requires the council to register. Similarly there is a £7.5k limit on exempt supplies. Opt to tax may be an option. Any construction (incl drainage) needs consideration of VAT position before work is committed.

Sports facilities. Can charge in three ways:



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- for fixed period of time. VAT exempt.
- individual use is subject to VAT.
- block bookings (minimum of 10 pre-booked and other strict conditions) Exempt but VATable if non-compliant.

**Landscaping.** MKC grant to take on landscaping may be paying to take on a service and may be VAT liable. Similarly, other grants, if made for the supply of a service, may be VATable.

**Annual Return.** Accept Annual Governance Statement before and in separate resolution to accepting Annual Statement of Accounts. Tick boxes in the meeting not beforehand. Note that the Internal Auditor is certifying the process leading to the Annual Return NOT the figures in the return. Approval must be by full council and then must be published to electors for 30 working days.

Good practice is to prepare an annual Financial Statement which explains to taxpayers how the council has spent its income.

Philip Ayles

## **APPENDIX A3 – File Note - New Town Heritage Seminar 26<sup>th</sup> January 2017**

The Arts and Humanities Research Council is funding a project evaluating 20<sup>th</sup> century New Towns Heritage in the UK and mainland Europe. This seminar was the first of five events, three in the UK and one in the Netherlands. Several, as was Milton Keynes, designed to be held at times of celebration. Harlow's will be part of their 70 year celebration later in the year. The Project will be led by Oxford Brookes University and Coventry University.

A considerable amount of time was dedicating to networking.

The content was mainly aimed at academics, planners, those involved in the creation or involvement in established new towns with an input from researchers, and a variety of trusts, forums and agencies. The speakers whilst interesting concentrated mainly on the past and highlighted Freiberg as a good example of rebuilding a town with the needs of the community considered as the main objective. MK was highlighted as a good example of a new town within a designated area but encompassing three towns and several small villages on a grid system. Emphasis was placed on the involvement of residents of existing settlements.

It was emphasised that growth and speed of construction has in the past and may well in the future be driven by changes in government and economic growth or decline.

Geraldine Sweetland