

## CASTLETHORPE PARISH COUNCIL

Parish Council Annual Meeting to be held on Monday 8 May 2017 at 7.30pm

### AGENDA

Dear Parishioners

The Annual General Meeting of Castlethorpe Parish Council will be held, on the above date & time, in the Village Hall, when the business set out below will be transacted.

Steve Bradbury

Clerk to the Parish Council

(01908 337928 or clerk.castlethorpe@gmail.com)

03 May 2017

<b>1</b>		<b>TO RECEIVE APOLOGIES FOR ABSENCE</b>
<b>2</b>		<b>TO ELECT A CHAIRMAN</b> & to receive Chairman's Declaration of Acceptance of Office
<b>3</b>		<b>TO ELECT A VICE-CHAIRMAN</b> & to receive Vice-Chairman's Declaration of Acceptance of Office
<b>4</b>		<b>TO NOTIFY CHANGES TO REGISTER OF MEMBERS INTERESTS</b>
<b>5</b>		<b>TO APPOINT COMMITTEES, AND AGREE TERMS OF REFERENCE</b>
	<b>5.1</b>	Finance committee: 4 councillors currently Cllrs. Ayles, Stacey, Sweetland & Keane.
	<b>5.2</b>	Sports committee: 4 councillors currently Cllrs. Ayles, Forgham, Stacey & Markham. .
	<b>5.3</b>	Village Hall committee: 3 councillors currently Cllrs Keane, Hinds & Forgham
<b>6</b>		<b>TO AGREE COUNCILLORS RESPONSIBILITIES</b>
	<b>6.1</b>	Communications and web site currently Cllrs. Forgham, Ayles & Sweetland
	<b>6.2</b>	Dog Fouling currently Cllr Hinds
	<b>6.3</b>	Public transport currently Cllrs. Ayles, Forgham & Keane.
	<b>6.4</b>	Highways & streetlights currently Cllrs Sweetland, Markham and Stacey
	<b>6.5</b>	Footpaths & play areas currently Cllrs Markham, Hinds & Keane
	<b>6.6</b>	Flower festival currently Cllr Hinds
	<b>6.7</b>	Neighbourhood and Parish Plan currently Cllrs Ayles, Forgham, Hinds, Keane, Stacey and Sweetland
<b>7</b>		<b>TO APPOINT REPRESENTATIVES TO EXTERNAL BODIES</b>
	<b>7.1</b>	Parishes Forum: 2 Councillors. Currently Cllrs. Ayles & Keane
	<b>7.2</b>	Rural West NAG: 3 councillors. Currently Cllrs. Ayles, Hinds & Keane
	<b>7.3</b>	Newport Pagnell North and Hanslope Local Area Forum: 3 councillors. . Currently Cllrs. Ayles, Sweetland & Keane
	<b>7.4</b>	Sustainable Transport & Road Safety Forum (STARS) : 3 councillors. Currently Cllrs. Ayles, Sweetland & Keane
	<b>7.5</b>	MKALC: 2 councillors. Currently Cllrs. Ayles & Sweetland.
<b>8</b>		<b>TO ADOPT THE STANDING ORDERS</b>
	<b>8.1</b>	To re-adopt Standing Orders issue 2014 v.2 ( <b>Circulated prior to meeting – unchanged since last adoption</b> )
	<b>8.2.</b>	To adopt new NALC Model Financial Regulations (2015) ( <b>Circulated prior to meeting</b> )
<b>9</b>		<b>TO ADOPT THE COUNCIL POLICIES</b>
	<b>9.1</b>	Receipt of Gifts & Hospitality, Disciplinary, Environmental; Freedom of Information, Grievance, Equal Opportunities, Health & Safety, Reporting of Meetings & Volunteer policies ( <b>Circulated prior to meeting – unchanged since last adoption</b> )
<b>10</b>		<b>TO SUSPEND MEETING TO ALLOW FOR AN OPEN FORUM</b> (15 minutes, if required)
<b>11</b>		<b>TO RECEIVE DECLARATIONS OF INTEREST</b> by Councillors in any of the agenda items below
<b>12</b>		<b>TO APPROVE THE MINUTES OF THE LAST MEETING</b>
	<b>12.1</b>	To agree the minutes of the general meeting of 3rd April 2017 as a true & accurate record. ( <b>Circulated prior to meeting</b> )
<b>13</b>		<b>TO CONSIDER PLANNING</b>
	<b>13.1</b>	<b>17/01034/TPO</b> Tree preservation order consent to fell and replant 1 x Pine tree 23 The Chequers Castlethorpe

## CASTLETHORPE PARISH COUNCIL

Parish Council Annual Meeting to be held on Monday 8 May 2017 at 7.30pm

<b>14</b>		<b>REPORT BACK ON PREVIOUS PLANNING</b>
	<b>14.1</b>	<b>17/00624/OUT</b> Outline permission for 9 dwelling houses with all matters reserved on Land To The East of 7 To 17 Castlethorpe Road Hanslope – <b>awaiting decision</b>
	<b>14.2</b>	<b>17/00454/FUL</b> - New 3 bedroom detached dwelling house on Land To The South East of 23 Shepperton Close – <b>current status 'registered'</b> . Parish Council and many residents have lodged objections.
<b>15</b>		<b>TO RECEIVE REPORTS</b> from Councillors or Clerk
	<b>15.1</b>	Clerks Report & Review of Actions. <i>(to be circulated prior to meeting)</i>
<b>16</b>		<b>TO CONSIDER RESOLUTIONS</b>
	<b>16.1</b>	To consider & agree to 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
	<b>16.2.</b>	To agree way forward on Conservation Area Improvement Project in light of a grant from MKC of only £5,000 being available (Cllr Ayles)
	<b>16.3</b>	To consider an offer by the Open Gardens Committee to spend some of their cash reserves on improving the village, especially the area by the school (Cllr Sweetland)
	<b>16.4</b>	To consider which of the three sites identified to improve play and sporting facilities to make an application for a grant from WREN – applications are site specific <b>closing date 9<sup>th</sup> May 2017</b>
	<b>16.5</b>	To consider making application to MKC for Parish Partnership Investment Fund (PPIF), Play Area Improvement Scheme (PAIS) or Community Parking Partnership Scheme (CPPS) grants for 2017/18 <b>closing date 23<sup>rd</sup> June 2017 (Circulated prior to meeting)</b>
	<b>16.6</b>	To consider possible actions relating to the Youth Club (Cllr Ayles)
	<b>16.7</b>	To approve the equipping, training and certifying the village handyman to enable him to carry out weed killing throughout the village and at the sports ground (Cllr Sweetland)
	<b>16.8</b>	To delegate the commissioning of any work to top up services not provided by MKC up to a maximum amount to the Clerk, Cllr Sweetland and one other councillor (Cllr Ayles)
	<b>16.9</b>	To identify any street name plates that are in need of replacement and notify MKC (Cllrs Hinds & Sweetland)
	<b>16.10</b>	To approve wording and to commission the making of dog exclusion sign(s) to erect at the sports ground (Cllr Ayles)
	<b>16.11</b>	To consider any further actions with regard to the Castlethorpe Neighbourhood Plan including the examination response and the Council's response to WestWaddy concerning Maltings 2 (Cllr Ayles)
	<b>16.12</b>	To consider how to respond to the PlanMK consultation (Cllr Ayles)
	<b>16.13</b>	To agree arrangements to remove telephone box by the school and make good the area (Cllr Sweetland)
	<b>16.14</b>	To endorse the recommendation of the Village Hall Committee to spend the £100 recently donated on the Village Hall rear garden (Cllr Forgham)
	<b>16.15</b>	To identify actions required in advance of the Buckinghamshire Best Kept Village inspection e.g. litter picking street signs cleaning etc. (Cllr Forgham)
	<b>16.16</b>	To engage with other parish and town councils to address the problem of litter throughout the Borough through an initiative being pioneered by Ravenstone Parish Council and BMKALC (Cllr Sweetland)
	<b>16.17</b>	To make an application for a public right of way from Station Road to The Fishponds (Cllr Ayles – <b>see Appendix A2 for options</b> )
	<b>16.18</b>	To approve the registration of The Fishponds Play Area with Land Registry (Cllr Ayles)
<b>17</b>		<b>TO CONSIDER FINANCIAL MATTERS</b>
	<b>17.1</b>	To approve the RFO payments schedule. <i>(Circulated prior to meeting)</i>
<b>18</b>		<b>CORRESPONDENCE RECEIVED</b> <i>(circulated prior to meeting)</i>
	<b>18.1</b>	An email has been received from a member of the public questioning the value of replacing two street lamps with heritage style replacements in New Road as although these are technically in the Conservation Area very few people will see them
	<b>18.2.</b>	A member of the public has written to object to the application to fell a pine tree (item 13.1. refers)
<b>19</b>		<b>ANY OTHER BUSINESS</b> <i>(for noting, or for inclusion on a future agenda)</i>
<b>20</b>		<b>TO AGREE DATE AND ATTENDANCE FOR FUTURE MEETINGS/EVENTS</b>
	<b>20.1</b>	Next Parish Council meeting 5 June 2017 at 7.30 p.m.

## CASTLETHORPE PARISH COUNCIL

Parish Council Annual Meeting to be held on Monday 8 May 2017 at 7.30pm

		<b>Part 2</b>
<b>21</b>		<b>TO RECEIVE DECLARATIONS OF INTEREST by Councillors in any of the agenda items below</b>
<b>22</b>		<b>TO CONSIDER RESOLUTIONS</b>
	<b>22.1</b>	To agree Clerk's annual review ( <i>circulated prior to meeting</i> )

### Appendix A – Schedule of Reports & File Notes

1. **Clerk's Report (item 15.1)** To be circulated prior to meeting
2. **FILE NOTE - email from Andrew Burton MKC Rights of Way Officer detailing options to claim a right of way from Station Road to The Fishponds**

Good morning Steve,

Thank you for meeting with me last Friday. As requested I include the three possible options, as discussed, for claiming a route at the Fishponds green off Station Rd.

- You could enter into an agreement with MKC to create a Permissive way, an agreement between us (the Council) and all relevant land owners allowing public access by permission rather than by right. This would be for a certain set amount of time whereby the permission can be ongoing until one party decides to stop.
- The second option is to dedicate the way. This will mean that the landowner(s) enter into an agreement with MKC. This would normally be the best option. However all landowners need to support this.
- The third (and recommended) option is to claim the way by application, citing evidence of in excess of 20 years usage, as of right, without knowledge of granted permissions. Although this could be problematic should objections be received there is a clear and concise method of bringing this option to conclusion. This will also ensure the way is of the width between two boundaries.