

Castlethorpe Parish Council

Minutes of the Annual Meeting of the Parish Council held on Monday 8th May 2017

PRESENT: Councillors Hinds, Forgham, Keane, Sweetland & Ayles. The Clerk Mr S Bradbury and 2 members of the public in attendance

The meeting commenced at 7.30 p.m.

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| 1 | APOLOGIES FOR ABSENCE | Action |
| | Cllr Stacey - work. Accepted. | |
| 2 | TO ELECT A CHAIRMAN | |
| | Cllr Sweetland proposed Cllr Ayles seconded by Cllr Forgham. No other proposals. Agreed unanimously. | |
| 3 | TO ELECT A VICE-CHAIRMAN | |
| | Cllr Forgham proposed Cllr Keane seconded by Cllr Markham. No other proposals. Agreed unanimously. | |
| 4 | TO NOTIFY CHANGES TO REGISTER OF MEMBERS INTERESTS | |
| | There were no changes | |
| 5 | TO APPOINT COMMITTEES, AND AGREE TERMS OF REFERENCE | |
| | The following appointments were agreed unanimously: | |
| 5.1. | Finance committee: Cllrs Ayles, Stacey, Keane and Sweetland | |
| 5.2. | Sports Ground Committee: Cllrs Forgham, Ayles, Stacey & Markham. | |
| 5.3. | Village Hall Committee: Cllrs Forgham, Keane, Hinds. | |
| 6 | TO AGREE COUNCILLORS RESPONSIBILITIES | |
| | The following appointments were agreed unanimously: | |
| | Communications and web site Cllrs. Forgham, Ayles & Sweetland | |
| | Dog Fouling Cllr Hinds | |
| | Public transport Cllrs. Sweetland , Forgham & Keane. Cllr Sweetland asked if she could put her name forward. Cllr Ayles offered to stand down. Agreed unanimously. | |
| | Highways & streetlights Cllrs Sweetland, Markham and Stacey | |
| | Footpaths & play areas Cllrs Markham, Hinds & Keane | |
| | Flower festival Cllr Hinds | |
| | Neighbourhood and Parish Plan currently Cllrs Ayles, Forgham, Hinds, Keane, Stacey and Sweetland | |
| | Cllrs Stacey and Markham had verbally agreed all of their appointments. | |
| 7 | TO APPOINT REPRESENTATIVES TO EXTERNAL BODIES | |
| | The following appointments were agreed unanimously: | |
| 7.1 | Parishes' Forum: Cllrs Ayles & Keane | |
| 7.2 | Rural West NAG: Cllrs Ayles, Hinds & Keane | |
| 7.3 | Newport Pagnell North and Hanslope Local Area Forum: Cllrs Ayles, Sweetland & Keane. | |
| 7.4 | Sustainable Transport & Road Safety Forum (STARS) : Cllrs Ayles, Sweetland & Keane | |
| 7.5 | MKALC: Cllrs Ayles & Sweetland | |
| 8 | TO ADOPT THE STANDING ORDERS (<i>sent to Cllrs prior to meeting</i>) | |
| 8.1. | Cllr Ayles proposed the re-adoption of Standing Orders issue 2014 v.2 which had not changed since their adoption last year. Seconded by Cllr Forgham. Agreed unanimously | |
| 8.2. | The new NALC Model Financial Regulations (2015) had been circulated prior to meeting. Cllr Ayles proposed their adoption seconded by Cllr Forgham. Agreed unanimously. | |
| 9 | TO ADOPT THE COUNCIL POLICIES (<i>sent to Cllrs prior to meeting</i>) | |
| | Cllr Keane proposed the re-adoption of the Disciplinary, Environmental; Freedom of Information, Grievance, Equal Opportunities, Health & Safety, Reporting of Meetings & Volunteer policies which had not changed since their adoption last year. Seconded by Cllr Hinds and agreed unanimously | |
| 10 | TO SUSPEND MEETING TO ALLOW FOR AN OPEN FORUM | |
| | Meeting suspended. | |

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- 10.1 A member of the public said that he had objected more comprehensively than had the parish council to the application to build a new 3 bed detached house adjacent to 23 Shepperton Close. There had been 19 further objections. He had heard that MKC had been in touch with the applicant subsequently and asked respectfully that the parish council take a further look at the application should changes be allowed. Clerk to write to MKC and ask for further opportunity to comment in that case..
- 10.2. A comment was raised about the application to fell a tree at 23 The Chequers. There was no indication on the application that an MKC arborologist would be involved before a decision was made. It was agreed that such a mature tree should only be felled on such a person's expert advice. Clerk to write to MKC. There being no further questions the agenda resumed at 7.45.
- 11 **TO RECEIVE DECLARATIONS OF INTEREST**
None
- 12 **TO APPROVE MINUTES OF THE LAST MEETING**
The minutes of the general meeting of 3rd April 2017 were proposed by Cllr Sweetland, seconded by Cllr Keane and agreed unanimously.
- 13 **TO CONSIDER PLANNING**
- 13.1 **17/01034/TPO** Tree preservation order consent to fell and replant 1 x Pine tree 23 The Chequers Castlethorpe. Cllr Ayles proposed that as agreed earlier MKC be asked to have an arborologist look at the tree and produce a written report before a decision is made by MKC. Agreed unanimously. Clerk
- 14 **REPORT BACK ON PREVIOUS PLANNING**
- 14.1 **17/00624/OUT** Outline permission for 9 dwelling houses with all matters reserved on Land To The East of 7 To 17 Castlethorpe Road Hanslope – **awaiting decision**. No further comment.
- 14.2 **17/00454/FUL** - New 3 bedroom detached dwelling house on Land To The South East of 23 Shepperton Close – **current status 'registered'**. Cllr Ayles proposed that as agreed earlier MKC be asked to allow the parish council an opportunity to comment further should they permit any changes to the application. Agreed unanimously. Clerk
- 15 **TO RECEIVE REPORTS**
- 15.1. Clerks Report & Review of Actions. (*circulated prior to meeting – see Appendix A1*)
- 15.1.1 Cllr Ayles had reviewed the MKC fault list (bullet 2 in the 'no progress' section of the Clerk's report) and there had largely been good progress but there are two outstanding matters of consequence:
- The project to introduce flood protection at the Dips had been completely mishandled and there is no sign of any progress. Cllr Ayles will refer to Ward Cllr Geary.
 - There is a need to get MKC Highways to come out and review the speeding situations that have been observed especially at Bullington End and Hanslope Roads.
- 16 **TO CONSIDER RESOLUTIONS**
- 16.1 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.
- 16.2. A grant of £5,000 had been awarded by MKC towards the Conservation Area Improvement Project although £10,000 had been applied for. The parish council is obliged to match the £5,000 leaving a gap of £10,000. The parish council had agreed to spend the £3,000 award from the recent 'Green Bin competition' on the project leaving a gap of £7,000. A member of the public had written to object to the cost of heritage style lamps in New Road. After some discussion Cllr Ayles proposed that the two lamps at the top of New Road be retained in the spec and to fund the shortfall from parish council reserves. Agreed by a majority.

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- 16.3 Cllr Sweetland had talked to the Open Gardens Committee and they requested that the current litter bin by the school and the bench alongside it be replaced with a heritage style bin and Balmoral bench. The bin was already included in the spec for the village centre upgrade but the bench was not. Cllr Sweetland had been in touch with BT about removing the telephone box. Cllr Ayles proposed that a further Balmoral bench be added to the spec. Agreed unanimously. Clerk to ascertain where to store the bins and then order 6 bins and 2 benches (as per revised spec) and on receipt of invoice invite contribution for the cost of one bench and one bin plus fitting from Open Gardens. In the meantime it was agreed that the Clerk, Cllr Sweetland and one other councillor design the new layout for the land by the school. **Clerk**
- 16.4. The Clerk had received feedback from the youth and sporting communities about their preferences on what sporting/play equipment should be bought. A far larger amount of feedback had been received in support of outdoor aerobic equipment to be installed at the sports ground. As grants from WREN are site specific Cllr Ayles proposed that the application for a WREN grant should be made for that purpose. Agreed unanimously. It was further unanimously agreed that the amount of grant requested from WREN should be £7,650 and that the parish council should provide £1319 'other funding' and £822.38 'additional funding' from its own reserves. Clerk to apply accordingly. **Clerk**
- 16.5 Invitations had been sent out by MKC to apply for Parish Partnership Investment Fund (PPIF), Play Area Improvement Scheme (PAIS) & Community Parking Partnership Scheme (CPPS) grants. The Clerk had asked MKC to clarify whether the PAIS grant could be used in addition to s. 106 planning gain and this had been confirmed. Additionally there is no upper limit on the PAIS grant as is the case with PPIF. The s.106 amount available is £15,826 and from the quote provided by a supplier a further £8,000 will be required to install the equipment that had been previously identified for the Fishponds and Thrupp Close play areas. Cllr Ayles proposed therefore that application be made for a funds matched grant of £4,000 and that the parish council pay the matching £4,000 from its reserves. Agreed unanimously. **Clerk**
- 16.6 Cllr Ayles had been dismayed to hear at the Annual Village meeting that there is a threat to the Youth Club in not having sufficient adult helpers to take the club forward. He proposed that he & the Clerk talk to the current youth leader to discuss options. Agreed unanimously. **Cllr Ayles/Clerk**
- 16.7. It is still unclear what existing landscape services MKC intended to cut. Cllr Sweetland had walked round the village with MKC officers and had observed that weed spraying had been done in some areas but not others. Cllr Sweetland proposed that especially with weed killing that the parish council should go ahead and supply its own resource. The village handyman had when asked agreed to be trained up/certificated in hand held weed spraying. Cllr Markham said that on top of cost of equipment, clothing and training a secure area would have to be built to keep the weed killer and equipment and that would cost a significant amount. Cllr Sweetland proposed therefore that quotes be solicited from MKC/Frosts and/or 3rd parties and considered at the next meeting. Agreed unanimously **Cllr Sweetland/Clerk**
- 16.8 Following meeting with the MKC officers Cllr Sweetland said that it was not clear what other services would be cut. It seemed that one of the village grass cuts would not take place. Cllr Ayles proposed that the Clerk, Cllr Sweetland and one other councillor be authorised to spend up to £1,000 (including cost at 16.7) to top up any landscaping services that are not provided. Cllr Sweetland to continue to push MKC for details. **Cllr Sweetland/**
- 16.9 It was agreed that there are no street signs in need of replacement/repair
- 16.10 Cllr Ayles had circulated some proposed wording to replace the vandalised "Dogs Prohibited" signs at the sports ground. Following some discussion it was

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- agreed unanimously that the prohibition of cycles and motorcycles be removed and metal signs made up to a cost of £300 using the remaining text. Cllr Forgham to provide proofs then Clerk to order 4 signs Cllr Forgham/Clerk
- 16.11 Cllr Ayles reported that there is nothing to update on the Neighbourhood Plan. Subject to the Examiner concluding her considerations on inclusion of Gobbeys Field as Local Green Space it may be possible to have a referendum in late July. The Maltings 2 land owners had written to suggest that they may submit an application for outline planning permission on the site. It was agreed that the parish council would prefer them to await the making of the Plan. Cllr Ayles will liaise with Ward Cllr Geary and our planning consultant. Cllr Ayles
- 16.12. Planning consultants rCoh had produced a thorough draft to use to respond in support of the Plan:MK. A few points had been added by the three parish councils. Cllr Ayles proposed that Cllr Forgham prepare a draft summary and letter for parishioners to use to make submissions to MKC in support of the Plan and for the draft to be printed at a cost of up to £100. Then to be delivered to all villagers by mail drop. Agreed unanimously.
- 16.13 This resolution was covered under item 16.3
- 16.14 Cllr Forgham reported that the Village Hall Committee had decided that they would like a recent donation of £100 to be given to Pre School to spend on the VH back garden. Agreed unanimously.
- 16.15 Cllr Forgham reported that there has been a lot of litter left around the village. It was agreed that he put an item up on social media. Agreed. Cllr Sweetland will put together an actions list in preparation for the best kept village inspection. Cllr Sweetland
- 16.16 It was agreed that Cllr Sweetland represent the parish council on an initiative to address the problem of litter throughout the Borough through an initiative being pioneered by Ravenstone Parish Council and MKALC
- 16.17 It was agreed that the Clerk make a 'rights of way' application for the strip of land between Station Road and Fishponds citing evidence of in excess of 20 years usage, as of right, without knowledge of granted permissions Clerk
- 16.18 It was agreed that the Clerk register The Fishponds Play Area with Land Registry Clerk
- 17 TO CONSIDER FINANCIAL MATTERS**
- 17.1. The RFO Payments Schedule was proposed by Cllr Ayles, seconded by Cllr Keane with the addition of the £100 donation as at 16.14 and agreed unanimously.

Payee	Description	Invoice	Amount
S Bradbury	Salary Apr 2017	per pay slip	£569.09
R.Wontner	Apr 2017 invoice VH cleaning	per attached invoice 31	£183.00
D. Bugaj	Work on sports ground	per attached invoice 2	£135.00
AH Contracts	Apr dog bins	per invoice 9313	£40.00
rCoh Ltd	Planning consultancy Plan:MK	per invoice 401	£550.00
Adele O'Hanlon	VH back garden - grant	As per item 16.14	£100.00
Grand Total			£1,577.09

Direct Debits			
EDF	electric VH	671070653836	£118.00
E.ON	gas VH	89208742670	£104.00
DD Total			£222.00

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- 18.1 **CORRESPONDENCE RECEIVED (*circulated prior to meeting*)**
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. This had been considered at item 16.2 and it was agreed that they should remain in the spec.
- 18.2. A member of the public has written to object to the application to fell a pine tree. This matter had been considered at item 13.1.

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ANY OTHER BUSINESS

- 19.1. Cllr Markham said that the Bowls Club had not received receipted invoices for their payments for the Village Hall. Clerk said that he is behind on invoicing but will get there.

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TO AGREE DATE AND ATTENDANCE FOR FUTURE MEETINGS/EVENTS

- 20.1 Next General Parish Council meeting will be held in the Village Hall at 7.30 p.m. on Monday June 5th
- 20.2 A planning training course is being run by MKC on 28th November. Clerk to apply for places for Cllrs Ayles & Forgham
- 20.3 There are two places available at a presentation on the East/West Expressway on 26th June. Clerk to apply for places for Cllrs Ayles & Sweetland
There being no further business part 1 of the meeting closed at 10.05.

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PART 2

TO RECEIVE DECLARATIONS OF INTEREST by Councillors in any of the agenda items below

- 21.1. None

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TO CONSIDER RESOLUTIONS

- 22.1. The Clerk's appraisal had previously circulated by Cllr Ayles having been discussed and agreed with the Clerk and was agreed and endorsed unanimously. It was further unanimously agreed to advance the Clerk's salary by one point to SCP 24 in recognition of his increased expertise during the past year and his hard work. The salary increase takes place, in accordance with the contract of employment, from 1st May 2017.

Part 2 of the meeting closed at 10.10

APPENDICES

APPENDIX A1 – CLERK'S REPORT 8/5/2017

1. Clerk and Cllr Sweetland still to decide what to request Ringway to provide in the 2 days free work they have offered to successful applicants.
2. Cllrs Forgham and Keane to arrange cleaning of the village entrance gates on Wolverton Road. Carried forward until improved weather – to be considered along with other actions in advance of Best Kept Village inspection (item 16.15 tonight)
3. Parish Council to decide tonight on scope of work to be included in phase 1 of the Conservation Area Improvement project given the limited matched funded grant of £5,000
4. Clerk has drafted application for WREN grant to provide outdoor aerobic equipment for sports ground but this needs to be finalised and submitted by 17th May. Clerk will be unable to meet this deadline so a councillor is required to complete the final stages and submit the grant. Remainder of upgrade (play areas) to be considered tonight in light of cost (c. £23,000) s.106 planning gain (£15,826) and Play Area Improvement Scheme grant (c. £3600) with parish council to match (c. £3600)
5. Still no progress on getting groundsman still to meet with Cllr Sweetland about mower.
6. Footpath 'way markers' have been delivered to Angela Tipping for posting along footpaths.

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7. 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 – no progress carried forward
8. Propane configuration at the cricket pavilion has been serviced.
9. Castlethorpe have been awarded the prize of £3,000 for coming second in the MKC green recycling competition. Councillors have decided to use the funds to top up the cost of the Conservation Area Improvement project and this has been communicated back to MKC. Award publicised in Phonebox magazine and on village social media.
10. Clerk and Cllr Forgham have yet to review the report on Village Hall drains before discussing the matter with residents of Castle House – no progress carried forward.
11. Cllr Forgham has detected a problem with one of the village entry signs needing attention. He will await spring to ensure that none of the other signs are damaged before contacting the manufacturers – carried forward
12. Milton Keynes Council have informed us that they will not be re-applying for dog exclusion orders for the sports ground but that they are happy for existing posted exclusions to remain. Current sign at Thrupp Close has been vandalised and the commissioning of a new sign and appropriate wording is to be agreed tonight.
13. Firs action from recent Finance course, agreement of NALC Financial Regulations to be agreed tonight. Remainder of actions as at item 4.2.1. of February minutes to follow.
14. ANPR Signage – Hanslope PC have decided that they do not want to order signs so corresponding costs to us have increased. Signs will be ordered along with dog exclusion sign as at item 12. Example fixings have been provided and will be looked over tonight.
15. Basketball hoops are with Oliver Sawbridge having plates attached to they may be fitted to existing posts in the sports ground – Youth Club best placed to chase Oliver.
16. Clerk has asked Castlethorpe Sports Association about their availability to hold a Sports Ground Committee meeting – no response received.
17. The Allotments Association have now provided a copy of a letter from the parish council dated January 2003 where the council have agreed to pay ground rent for the sports buildings – item to go on June agenda

No progress on outstanding actions:

- 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

Steve Bradbury
8/5/2017