



Castlethorpe Parish Council

Minutes of a Parish Council General Meeting held on
Monday 5th June 2017 at 7.30 p.m. in the Village Hall

PRESENT: Councillors Ayles, Keane, Forgham, Hinds, and Sweetland, Cllr Geary (later) the Clerk and 1 member of the public

Public session: There was no public session.

- | 1 | APOLOGIES FOR ABSENCE | ACTION |
|--------|---|----------------|
| 1.1 | None. | |
| 2 | DECLARATIONS OF INTEREST | |
| 2.1. | Cllr Stacey declared a pecuniary interest in items 7.2. & 13.3 | |
| 3 | APPROVE MINUTES OF THE LAST MEETING | |
| 3.1 | The minutes of the Annual Meeting of the 8 th May were proposed by Cllr Hinds, seconded by Cllr Forgham, and were agreed unanimously. | |
| 4 | TO RECEIVE REPORTS | |
| 4.1. | Clerks Report & Review of Actions (See Appendix A1). Matters arising: | |
| 4.1.1. | Item 5 – Cllr Forgham had observed that the 5 layers of the village entry signs were coming apart on some of them. He had asked a local tradesman to make up a clamp to fix the problem. Cllr Forgham to monitor progress. | Cllr Forgham |
| 4.1.2. | Cllr Sweetland will contact Ringway and request that they clear out gutters as one of their community projects | Cllr Sweetland |
| 4.2. | Note from meeting by Cllrs Ayles & Sweetland with MKC Highways 1st June (See Appendix A2) | |
| 4.2.1. | Cllr Markham asked what progress had been made on moving the road narrowing on Hanslope Road as previously discussed. Cllr Ayles had raised this with Sean Rooney at MKC but he was not prepared to undertake the work as in his view the current configuration fully meets documented safety standards. | |
| 4.2.2. | Cllr Ayles added that by far the worst speeding results were at Hanslope Road. He had asked the police to run speed checks there and they had agreed. | |
| 5 | TO CONSIDER PLANNING APPLICATIONS (previously viewed online by Cllrs) | |
| 5.1. | 17/01288/FUL Single storey side extension to previous side extension with room in the roof Lodge Farm House Wolverton Road Castlethorpe – no objections | |
| 6 | TO RECEIVE REPORT BACK ON PREVIOUS PLANNING APPLICATIONS | |
| 6.1. | 17/01034/TPO Tree preservation order consent to fell and replant 1 x Pine tree 23 The Chequers Castlethorpe. Status 'registered'. As per CPC comments MKC have had a specialist examine the tree to see if it could be preserved. The specialist had concluded that the tree did need to be felled and a new one planted. No further comment. | |
| 6.2. | 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. Status: 'awaiting decision. . No further comment. | |
| 6.3. | 17/00454/FUL - New 3 bedroom detached dwelling house on Land To The South East of 23 Shepperton Close – application refused . No further comment. | |
| 7 | TO CONSIDER RESOLUTIONS | |
| 7.1. | 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.. | |
| 7.2. | Cllr Stacey retired to the public gallery
Cllr Ayles referred to the File Note that he had circulated prior to the meeting (see Appendix A3) summarising meetings held between the Clerk and himself, MKC and Maltings 2 land owners and their agents.
It was agreed that the parish council will look out for the forthcoming outline planning application and comment accordingly when it is made.
Cllr Stacey returned to the meeting | |

7.3. There had been an exchange on Facebook about dog mess found in the sports ground. The parish council had previously been successful in applying for dog exclusion orders but the Law under which these were made is now out of date. The Clerk had previously talked to Shaun Greig at MKC who had declined to make new orders under the new (Anti-Social Behaviour) Act as no offences had been reported to them or to Thames Valley Police in the past two years. Cllr Ayles said that as the frequency seemed to be increasing that MKC should be approached again. Cllr Ayles and Clerk to pursue. Clerk will go ahead and order a sign for the Thrupp Close entrance to the sports ground.

Cllr Ayles/Clerk

8

FINANCIAL MATTERS

8.1. The Allotments Association had found copies of old agreements between themselves and the parish council for £35 per annum ground rent and £1 per annum lease fee to be paid to them and had invoiced the parish council accordingly. Cllr Ayles responded that there is current confusion as the document that was thought to give leased title to the land is not an actual lease. From this 'deed of obligation' though he did not know why the parish council had agreed to pay anything. Cllr Ayles & Clerk will attempt to resolve the position with regard to the lease. It was agreed that this matter be deferred until that happens.

Cllr Ayles/Clerk

8.2. The RFO Payment Schedule was proposed by Cllr Keane, seconded by Cllr Forgham and agreed unanimously with the removal of the payments to the Allotments Association.

Payee	Description	Invoice	Amount
S Bradbury	Salary May 2017 increase to SCP 24 £11.38 P.H.	per pay slip	£591.76
R.Wontner	May invoice VH	per attached invoice 32	£150.00
R.Wontner	May invoice paint bus shelters	per attached invoice 33	£50.00
D. Bugaj	Work on sports ground	per attached invoice 2	£252.00
D. Bugaj	Purchase diesel - IM not available	per attached invoice2	£22.58
AH Contracts	May dog bins	per invoice 9372	£40.00
Eventbrite	Demystify Planning course x 2	per attached email invoice	£110.00
PRS	Annual license	per attached invoice 5182846	£219.34
BP Shayler	Replace 2 x broken showers cricket pavillion	per attached invoice	£284.00
BP Shayler	Install 4 x new fluorescent lamps VH	per attached invoice	£65.64
Pollards	Paint for bus shelters	per attached invoice 84036	£37.03
Pollards	VH Consumables	per attached invoice 83977	£98.27
Allotments Association	Invoices for ground rent £47 and lease £1 2014/15/16/17	per attached invoices 2014_01, 2015_01, 2016_01, 2017_01	£192.00
Grand Total			£2,112.62 £1920.62

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

8.3.	The annual accounts had been circulated to all cllrs prior to the meeting. Cllr Ayles proposed their approval, seconded by Cllr Sweetland and agreed unanimously. They were signed by the Chair. The internal auditor had raised a comment about the high level of reserves showing in the bank reconciliation. Cllr Stacey said that the Coventry Building Society Bond was money (£50,000) that had been given to the council conditional on the capital being left untouched, the interest to be used to contribute towards running the sports ground. Cllr Ayles added that £25,000 was earmarked for capital projects leaving just £25,000 that was a reasonable amount to cover risks. Agreed unanimously.	
9	CORRESPONDENCE RECEIVED (Circulated prior to meeting)	
9.1.	A member of the public has emailed to ask how the Parish Council might feel about a "No Ball Games" sign in Thrupp Close. Cllr Ayles said that the parish council do not have power to do anything. He will respond advising that they contact MKC	Cllr Ayles
9.2.	An email had been received from MALC asking parishes if they are interested in the principle of sharing services with other parishes as MKC reduce their provision. It was agreed that the Clerk should respond to say the parish council is interested in the principle.	Clerk
10	ANY OTHER BUSINESS (for noting, or for inclusion on a future agenda)	
10.1.	Cllr Markham raised the matter of inconsiderate/dangerous parking by residents at number 47 North Street and by new residents that are blocking the cycle track by the road narrows at Bullington End Road. Cllr Ayles had raised the matter at 47 North Street with Thames Valley police (at the Neighbourhood Action Group). Cllr Sweetland will do so again. It was agreed that Cllr Markham contact the PCSO about the Bullington End Road matter.	Cllr Sweetland Cllr Markham
11	TO AGREE DATE AND ATTENDANCE FOR FUTURE MEETINGS/EVENTS	
11.1	The next General Parish Council meeting will the Annual General Meeting on 3 rd July 2017 in the Village Hall There being no further business part 1 of the meeting closed at 8.40 pm	
	PART 2	
12	TO RECEIVE DECLARATIONS OF INTEREST by Councillors in any of the agenda items below	
12.1.	None	
13	TO CONSIDER RESOLUTIONS	
13.1	A quote had previously been received to clear rubbish bins at the same time as dog bins are emptied. MKC had previously said that they were going to make significant cuts costed at £50,000 to services including bin clearance. It has now been found that they are contractually unable to make the cuts so the same service levels as last year should remain. Cllr Ayles will attempt to find out what are the service levels for litter bin clearance in Castlethorpe and then the parish council can decide whether more is required. Quote to be held in abeyance for the time being.	Cllr Ayles
13.2.	A quote had been received to weedkill roadside kerbs, paths and stone block paved areas within the village boundary. MKC had said that they would not be doing any such spraying this year but it now transpires that Castlethorpe is on a schedule to be done in the very near future. Cllr Sweetland and the Clerk had been empowered to spend up to £1,000 on paying for service top ups so it was agreed that they will determine what spraying is taking place and where and if insufficient engage the contractor to do the work. A further quote from the same contractor to spray the sports ground was accepted unanimously.	Cllr Sweetland /Clerk
13.3.	Cllr Stacey withdrew from the meeting The Examiner has reported back on the designation of Gobbey's Field as a Local Green Space in the Neighbourhood Plan and has decided to recommend that it be excluded from the Plan. She had stated that she will not consider any further comments except for corrections to spelling and grammar and that her decision is final. MKC had advised that this now	

leaves three options going forward: to accept her report, to go to Judicial Review or to withdraw the Plan and start the whole process again. Cllr Ayles said that although he considers the report to be deficient in many ways and a work of poor quality that whilst the Plan is not in place the village is still at risk from development especially if the MKC 5 year land supply reduces in the meantime. He recommended therefore that the parish council decline to comment on the report but recommend to MKC that the Plan now goes forward to referendum. Agreed unanimously. Cllr Ayles had drafted a specific response about the quality and validity of the Examiner's report and the poor standard of her work and this had been circulated prior to the meeting. It was agreed that this report be sent to MKC on behalf of the parish council (copy appended to 'confidential' version of these minutes).

There being no further business part 2 of the meeting closed at 9.22

Clerk

Clerk

DRAFT

Appendix A – Schedule of Reports & File Notes

APPENDIX A1 – CLERK'S REPORT 5/6/2017

1. Village entrance gates have been cleaned as preparation for Best Kept Village inspection. Thanks to Cllrs Keane and Forgham
2. Parish Council have decided to add one further Balmoral bench to the spec for the village centre project to be installed by the school. The Clerk has ordered 6 heritage type bins from Broxap that will be delivered to Cllr Stacey est. delivery time 2-3 weeks. Cost of bins has increased from £125 per unit to £137 both inc. concrete base but the Clerk has negotiated free delivery (£110).
3. Clerk finalised and submitted application for WREN grant to provide outdoor aerobic equipment for sports ground. On examination by WREN they were not happy that the 'Deed of Obligation' that was forwarded as proof of title did provide such proof. Following exchanges with WREN it is clear that what we had always considered as proof of leasehold title over the sports ground does not do so and the deed itself requires that a lease be prepared that seemingly was never done. Cllr Ayles and Clerk will attend Lloyds Bank to re-check safety deposit box. Allotments Association have also been asked whether they can find anything by way of an actual lease. WREN grant application will now miss this round.
4. £3,000 award for coming second in the MKC green recycling competition has been paid to the Lloyds Bank a/c
5. 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 – current progress unknown
6. Appropriate wording has been agreed for the 'dogs prohibited from sports ground' sign. An agenda item has been introduced for tonight though to apply for a new order under the (new) Anti Social Behaviour Act. Order being held back therefore until after meeting.
7. First action from recent Finance course, agreement of NALC Financial Regulations was agreed at the May meeting. Remainder of actions as at item 4.2.1. of February minutes still to follow.
8. ANPR Signage – 10 signs have been ordered to be delivered to Cllr Hinds. Delivery date unknown as yet
9. Clerk will need to submit Play Area Improvement Scheme (PAIS) grant agreed at last meeting by deadline of 23rd June
10. Cllr Ayles & Clerk had been actioned to talk to the Youth Club leader about potential risk of closure. Clerk will not have time in June.
11. Quotes have been obtained to weedkill village and sports ground – to be considered under Part 2 tonight
12. Chair & Clerk had met with Maltings 2 land owners, their agents and MKC and had agreed that there is value in their putting in an outline planning application before the Neighbourhood Plan is made. The agents have informed us that the application will be submitted w/c 1st June.
13. The (second) Examiner had determined against including Gobbey's Field as a Local Green Space (LGS) in the Neighbourhood Plan. Matter to be discussed in part 2 of tonight's meeting.
14. Clerk to make 'rights of way' application for for the strip of land between Station Road and Fishponds
15. Clerk to register The Fishponds Play Area with Land Registry
16. Two new showers fitted at cricket pavilion to replace broken ones – quote sanctioned by email by a majority of Finance Committee as per Standing Orders

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.
- 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.

- No progress on getting groundsman still to meet with Cllr Sweetland about mower.
- 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
- Clerk and Cllr Forgham have yet to review the report on Village Hall drains before discussing the matter with residents of Castle House
- Still no response from Castlethorpe Sports Association about their availability to hold a Sports Ground Committee meeting

Steve Bradbury
5/6/2017

APPENDIX A2: MEETING NOTE - MKC Highways 1st June 2017

Present: Sean Rooney, Head of Highways
Kevan Paradine, Senior Road Safety Engineer
Philip Ayles
Geraldine Sweetland

Purpose of the meeting was to view potential sites for speed reduction measures plus cover some outstanding Highways issues. Sean made the point that MKC road safety expenditure was dependent on occurrence of certain numbers of incidents which have not occurred in Castlethorpe so it would be a matter of the parish council funding any improvements.

1. Hanslope Road Speed Reduction.
Not suitable for physical speed reduction measures such as speed bumps or priority workings. MKC will make recommendations on 'soft' measures such as additional signage and road markings e.g. red strip along centre line.
We looked at the siting of the priority working as several residents have complained about the sight-lines. Sean was certain that it had been constructed in accordance with the design guidelines and could take no further action.
2. Bullington End Road.
A buffer 40mph area would be ineffective and expensive. MKC will look at warning signage before Glenmore Farm and possible road markings and advise us. Advised that hedge trimming would make the signs more visible.
3. School Parking Area Markings.
This was raised after a 'parking rage' incident to which the police were called. Sean has no funding to refresh the white lining but will ensure that the Road Safety Officer liaises with the school.
4. Flooding at the Dips
Sean wanted to familiarise himself with the area. He noted the ditch was already overgrown and needed clearing. The third bund is in plan but a decision needs to be made about the culvert from Leamington Farm or attenuation measures on the farm such as ditch clearing or a small bund. We will await an update from MKC.

I will liaise with Naveed Ahmed on the last outstanding issue which is the replacement of posts in the village centre by Ringway which should have been completed by the end of May.

Philip Ayles

APPENDIX A3 MEETING NOTE WestWaddy and MKC Planning 31st May 2017

These meetings were held at our request.

Present were:

Katy Lycett, Team Leader, Planning, MKC

Jonathan Robinson, Planning Obligations, MKC

Jon Wellstead, Development Plans, MKC

Steve Bradbury

Philip Ayles

This meeting discussed the wishes as expressed in the draft Neighbourhood Plan. Other issues raised; disposal of surface water into the ditch by Maltings 2, the maintenance of the swale area and S106 payments particularly with regard to the First School which would be claimed through MKC Education. (I am separately keeping Michael Spyrou, Chair of Governors, informed of progress.)

Jon and Katy were happy that the requirements expressed in the NP would be reflected in their assessment of the detailed planning application and the other points would be dealt with in the usual consultation. Jonathan said that the Education request for S106 was normally about £9k per house (out of a total S106 of £20k per house) but this could be increased.

At this point, Jonathan left and WestWaddy joined the meeting. Present were:

Philip Waddy WestWaddy

Steve Pickles WestWaddy

Neil Taylor, Carrington Estates

Philip explained that Carrington Estates wished to submit an outline planning application as soon as possible to gain certainty over the continuing expenditure they were making on the application. He stressed that an outline application would simply identify the area, the means of access (along Fox Covert Lane) and the number of houses. Other 'Reserved Matters' would be dealt with when a detailed application is submitted.

Neil Taylor indicated that it was the Estate's intention to proceed directly with planning and construction contrasted with the extensive delay between permission and construction on Maltings 1 due to the economic environment.

The points made in the first meeting above were reiterated and no problems arose though the amount of S106 was not discussed in detail.

Steve Pickles has subsequently written to say that it is their intention to submit the outline application next week (commencing 5th June) which I would expect the parish council to consider at its July meeting though as it is a 13 week determination period (for a 'major' application), it may require an extraordinary meeting.

Philip Ayles