



# Castlethorpe Parish Council

Minutes of a Parish Council General Meeting held on Monday 2 October 2017 at 7.30 p.m. in the Village Hall

**PRESENT: Councillors Stacey, Forgham, Hinds and Sweetland, the Clerk, 1 members of the public & Kirsty Martinson (PCSO)**

In the absence of the Chair and Vice Chair Cllr Forgham proposed that Cllr Stacey chaired the meeting. Seconded by Cllr Hinds and agreed unanimously.

The PCSO reported that there had been two further burglaries in the village, one in South St and one in the Chequers. Both were by way of the front doors and occurred between 7 and 9 in the evening.

- | 1      | <b>APOLOGIES FOR ABSENCE</b>   | <b>ACTION</b> |
|--------|--|---------------|
| 1.1    | Cllrs Ayles & Keane holiday, Cllr Markham illness. All accepted..  |               |
| 2      | <b>DECLARATIONS OF INTEREST</b>  |               |
| 2.1.   | Cllr Stacey personal interest in 6.7 & 6.5. Cllr Forgham declared a pecuniary interest in 8.1.   |               |
| 3      | <b>APPROVE MINUTES OF THE LAST MEETING</b>   |               |
| 3.1    | The minutes of the general meeting of the 4 <sup>th</sup> September could not be approved as only two councillors that attended that meeting were in attendance. The minutes of the Extraordinary meeting on the 18 <sup>th</sup> September were proposed by Cllr Forgham seconded by Cllr Sweetland, and were agreed unanimously.   | Clerk         |
| 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 2 – Cllr Hinds will pick up the ANPR signs and procure clips to affix them.   |               |
| 4.1.2. | Item 9 – The suppliers had now agreed to send the concrete bases to be stored for the moment with Cllr Stacey  |               |
| 4.2.   | <b>FILE NOTE: MKALC meeting including MKC 2028/19 budget overview (see Appendix A2) - noted</b>  |               |
| 4.3.   | <b>Briefing Note on Pub and Station Yard (see Appendix A3) - noted</b>   |               |
| 5      | <b>TO CONSIDER PLANNING APPLICATIONS (previously viewed online by Cllrs)</b>   |               |
| 5.1.   | <b>17/02512/FUL:</b> Change of use of existing offices to a residential annexe, with change of doors into windows - The Hayloft 1 Maltings Court' – it was agreed unanimously that as the application was for conversion of a building in the conservation area that a condition be applied that all changes made should be in keeping with the surrounding area as per the Neighbourhood Plan. Clerk to write to MKC.   | Clerk         |
| 5.2.   | <b>17/02333/FUL:</b> Proposed first floor extension above the existing garage with a separate stair access - 23 Lodge Farm Court. It was agreed that as all other garages in the cul de sac are single storey that the change was out of character with the surrounding area in contravention of the Neighbourhood Plan. A majority agreed that the parish council should object to the application on this basis. It was further noted that neighbours had complained about blockage of light and that a business is being run from the address resulting in an increase in traffic. Clerk to write to MKC. | Clerk         |
| 6      | <b>TO RECEIVE REPORT BACK ON PREVIOUS PLANNING APPLICATIONS (all noted – no further comment)</b>   |               |
| 6.1.   | <b>17/02105/OUT:</b> Hybrid application for Full and Outline permission. Outline application (all matters reserved except for access, drainage, open space and play areas, noise attenuation and highway infrastructure).  |               |
| 6.2.   | <b>17/01937/OUTEIS:</b> Outline planning application up to 250 residential units with access and provision for drainage, open space and amenity areas and the creation of an area for car parking (25 spaces) on land off Little Linford Lane for use in association with the use of land for an extension to the River Valley Park.   |               |
| 6.3.   | <b>17/01840/FUL:</b> Replacement of roof to rear of dwelling including two roof lights to be inserted over garden room, slate tiles to be installed on the gable end of the garden room and replacement of existing french doors to rear with UPVC plastic doors Sunnyview Farm 13 North Street  |               |

- 6.4. **17/01664/PNHSE** Prior notification for a proposed single storey rear extension measuring 4.2 metres from the rear wall of the existing dwelling with a maximum ridge height of 3.4 metres and maximum eaves height of 2.4 metres 32 The Chequers
- 6.5. **17/01536/OUT**: Outline application for the erection of up to 32 dwellings with access from Fox Covert Lane Land To The East of Maltings Field Castlethorpe – **status 'registered'**. Cllr Ayles had noted that this application was not on the agenda for the next Development Control Committee meeting. Should it come up in October's meeting, he and Cllr Keane cannot attend due to other commitments. Clerk to attend if the application is on the October agenda.
- 6.6. **17/01486/FUL**: Demolition of Equestrian Centre and erection of 14 dwellings with associated works Malt Mill Farm Castlethorpe Road Hanslope – **status 'registered'**. No further comment.
- 6.7. **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.

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**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 Stacey, seconded by Cllr Forgham and agreed unanimously..
- 7.2. Cllr Stacey proposed that payments of £30 each be agreed for wreath and bugler for the forthcoming Remembrance Day parade. Agreed unanimously.
- 7.3. The Clerk had circulated costs for provision of voice telephone services for the next 2 years. Cllr Stacey proposed that the cheapest provider (XLN Telecomms) should be selected as recommended by the Clerk. Agreed unanimously.
- 7.4. Cllr Hinds was still examining different options to replace the Xmas lights. The Open Gardens Committee had offered to give the parish council a sizeable grant that could be used to offset cost. It was agreed that this item be deferred to the next meeting.
- 7.5. Cllrs Forgham proposed that new taps be fitted in the disabled toilet in the Village Hall at a cost of £275. There is a current problem where there is no decent flow of water especially when the cistern is re-filling. Agreed unanimously.
- 7.6. MKC Head of Highways had recommended that a 'red band' be painted down the centre line of North Street at a cost to the parish of £4,000 to reduce speeding on Hanslope Road (see Appendix A4). It was agreed by all that the recommendation should not be taken up as the line would be unsightly, it did not represent good value and there were strong doubts that it would have any effect.
- 7.7. Cllr Forgham proposed the renewal of the Community Impact Bucks Communities Buildings membership at a cost for next year of £25. Agreed unanimously.

Clerk

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**FINANCIAL MATTERS**

- 8.1. Cllr Forgham withdrew from the meeting.  
The RFO Payment Schedule was proposed by Cllr Hinds, seconded by Cllr Sweetland and agreed unanimously. Cllr Forgham re-joined the meeting.

Payee	Description	Invoice	Amount
S Bradbury	Salary September 2017	per pay slip	£591.76
S Bradbury	Refund payment for courier to Westwaddy	per attached receipt	£60.00
S Bradbury	Refund payment to Lincat for filters for Village Hall water heater	per attached receipt	£70.45
S Bradbury	Refund payment for printer ink	per attached receipt	£65.44
S Bradbury	Refund payment for Accounts & Finance course	per attached receipt	£37.06
R.Wontner	September invoice VH	per attached invoice 39	£150.00
R.Wontner	Refund purchase of mats	per attached invoice 39	£17.98
R.Wontner	Cut grass school & railway bridges	per attached invoice 40	£20.00

D.Bugaj	Sports Ground maintenance	per attached invoice	
AH Contracts	Dog bin clearance September	per attached invoice 9610	£40.00
Viking Payments	VH Consumables	per attached invoice 378970	£24.99
Viking Payments	VH Consumables	per attached invoice 375723	£23.94
R Forgham	refund purchase of frame	per attached receipt	£24.20
BT	VH Consumables	per attached invoice Q024RG	£226.94
Sara Montague	Refund payment for VH key	per attached receipt	£12.06
Gerry Haith	Repairs to mower	per attached invoice 15605	£349.00
Perfect Doors	Doors for Village Hall	per attached purchase order	£390.00
<b>Grand Total</b>			<b>£2,103.82</b>

<b>Direct Debits</b>			
E.ON	gas VH - Aug DD	89208742670	£104.00
EDF	elec VH - Aug DD	107789257	£81.00

<b>DD Total</b>			<b>£185.00</b>
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- 9 **CORRESPONDENCE RECEIVED (*Circulated prior to meeting*)**
- 9.1. An email had been received requesting additional parking spaces at the Sports Ground. It was agreed that the Clerk should continue his efforts to arrange a Sports Ground Committee meeting and that the request should be considered there
- 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/EVENTS**
- 11.1 The next General Parish Council meeting will be held on 6<sup>th</sup> November 2017 in the Village Hall.
- 11.2 Cllr Sweetland agreed to attend the next Parishes Forum on Thursday 19<sup>th</sup> October 2017 in the MKC Council Chamber starting at 7pm.

There being no further business part 1 of the meeting closed at 8.15 pm

**PART 2**

- 12 **TO RECEIVE DECLARATIONS OF INTEREST** by Councillors in any of the agenda items below
- 12.1. None
- 13 **TO RECEIVE REPORTS**
- 13.1 Cllr Ayles had provided an update on potential purchase of land adjacent to village shop
- 14 **TO CONSIDER RESOLUTIONS**
- 14.1. The play area equipment suppliers had not provided renewed quotes for the upgrades to village play areas. Item deferred.
- 14.2. Cllr Sweetland proposed to send letter of thanks to a resident who has supplied and tended flowers and grass verges in the village over several years. Agreed unanimously. Cllr Sweetland to draft letter and Clerk to send it.
- 14.3. Three quotes had been received to conduct the work to fit new benches, bins and to rebuild the historic information plaques in the village centre. It was unanimously agreed to accept the lowest quote from R.I.Lever.
- 14.4. The Clerk had been unable to find a significantly better interest rate than that offered by Coventry Building Society for the £50,000 bond. Cllr Stacey proposed therefore that the bond be allowed to run on for a further 12 months, to be reviewed then. Agreed unanimously.

There being no further business the meeting finished at 8.35 pm

Clerk

Clerk  
Cllr  
Sweetland/  
Clerk

## Appendix A – Schedule of Reports & File Notes

### APPENDIX A1 – CLERK'S REPORT 2/10/2017

1. When last informed applications for MKC Play Area Improvement Scheme grants will now be determined in October. Historic England have asked for the exact location of the foundations for the zip wire at the Fishponds. This has not been specifically plotted by any of the companies that came out to see us. It was therefore agreed that a supplier be selected first. Final estimates were invited from the three companies involved thus far but only one has been received in time for consideration at the October meeting.  
A grant is still to be made to WREN to provide the majority of funding to install aerobic equipment at the sports ground. An earlier application had been refused on the basis that neither ourselves nor the Allotments Association held a copy of the lease for the sports ground. A copy has now been ordered from Land Registry and is awaited. The next WREN grant application deadline date is 22<sup>nd</sup> November.
2. ANPR Signage – 16 signs have now arrived 10 for us and 6 for Hanslope as they requested. Hanslope PC will be informed and notified of the cost when the invoice arrives. Cllr Hinds has offered to put the signs up.
3. An order has been placed with a local contractor to apply weedkiller throughout the village.
4. The Neighbourhood Plan was supported by a 92.8% of the electors from a turnout of 43.2%. A final copy has been sent to MKC.
5. It is not known whether the local tradesman has fixed the village entry signs
6. Payment for the new fire doors at the Village Hall is required in advance and is included on tonight's payment schedule. Following approval a cheque will be sent off this week. The village handyman has said that he can install them when they arrive.
7. The ride on mower has now been fixed (invoices in tonight's payment schedule) but further work is required to replace the fuel tank and re-grind the cylinders. A quote of £805 has been received to do this work and to perform the annual service. The quote came in after the agenda had been issued so could not be approved tonight. I would therefore like to accept the quote under the 'emergency authorisation' clause in Standing Orders as hopefully we have now found a reliable contractor but he is very busy and we need to commission the work now for him to accommodate us - that is the justification for the 'emergency'.
8. An order has been placed with the normal contractor to cut the hedges between Thrupp Close, Lodge Farm Court and the sports ground.
9. A quote has now been received from MKC to replace the old style lamps with new ones of 'heritage' style. The quote has increased from £13721 to £16230 and still contains a 19% 'overhead charge' for MKC and Ringway. There are also inconsistencies between the two quotes that now need to be investigated. The Clerk has again contacted the supplier Broxap about the broken concrete bases that were delivered with the six litter bins and they are meant to be getting back to him before the meeting.
10. Clerk has ordered further emptying of litter bins by AH Contracts. Confirmation of order awaited.

#### No progress on outstanding actions:

- There has been no progress on the joint action (Cllr Ayles and Clerk) to approach MKC about applying for a dog exclusion order from the sports ground under the new Anti Social Behaviour Act. A 'No Dogs Allowed' sign is still to be ordered by the Clerk.
- Clerk to register The Fishponds Play Area with Land Registry
- Clerk to make 'rights of way' application for for the strip of land between Station Road and Fishponds
- 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 & 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 – another reminder issued

Steve Bradbury  
2/10/2017

## **Appendix A2 - FILE NOTE: MALC meeting including MKC 2028/19 budget overview (item 4.2)**

### **Outline of MKC 2018/19 Budget.**

This was given a heavy caveat because it is still at an early stage but the following indications were given:

- Reductions are being sought on street cleansing especially litter picking
- Reductions are being sought on weed spraying and grit bins
- No reductions are being sought on landscaping (probably because of contractual reasons).

There was a consensus that this didn't amount to much and the larger councils are already doing most of this already.

My recommendation would be that you include options for taking over litter bin emptying and grit bins entirely. This is not expensive and we would control the service which is dreadful at present.

Could you also get a quote (from SERCO but perhaps others) for litter picking both in the village and separately outside the village. Some other villages seem to have been more successful than us in

I further recommend that you include an option for us to do all three weed sprays ourselves and also topping up the grit bins. On the latter, I think the problem was not in getting the grit delivered but in getting the bins topped up. I believe Geraldine checked all the bins a few months ago and they were all full.

There is a 'Framework' being developed which tells how to access SERCO and other services which you should get soon.

Will you bring a first draft budget to the November meeting with a view to finalising in December?

**2. Community Asset Transfer.** Nothing for us.

**3. Learn Direct.** Excellent presentation aimed at providing free training to formal standards for people who are unemployed, under notice of redundancy or, depending on circumstances, just wanting extra training especially in maths and English.

This might be worth Russell generating an article for the website. Brian Barton will circulate the slides shortly.

Regards, Phil

## **Appendix A3 - Briefing Note on Pub and Station Yard (item 4.3)**

I had cause to speak to Simon Hill concerning the possible expansion of the village shop at the rear.

Simon also mentioned progress or lack of on Station Yard and the pub.

He has an 'overage' agreement with Network Rail which allows them to benefit from the increase in value should the land be developed for housing. This is a normal condition but he has been trying to resolve this for 3 years and it is still not completed even though all the principles and amounts are agreed. He thinks this could take another 3 months to complete legally.

Once it is completed, he will proceed with the Station Yard and, at the same time, the pub.

Regards, Phil

## **Appendix A4 - Exchange of Emails with Sean Rooney, Head of Highways following his visit 1st June 2017**

**From Sean Rooney:**

Additional traffic measures.

We have worked up a cost effective solution. The installation of a "red band" down the centreline from the gateway to the table on North Street will highlight to drivers that they are in an area where additional attention should be paid. We looked at the use of additional signs but felt this approach would be more beneficial. We also believe a refresh of the lining at the gateway would again highlight the fact that drivers are entering into a village area.

The cost to undertake this works would be in the region of £4k. As indicated at the time of our discussion, this is not a high priority for us and you suggested that this is something that the village would be prepared to pay for.

### **Response from Cllr Ayles**

Dear Sean,

Thank you for your email.

Speeding on Hanslope Road. Thank you for the recommendation. Unfortunately, your email arrived after the statutory deadline (3 'clear' days) for agenda items for our meeting which is this evening so the parish council will be unable to make a decision. I will however bring this to its attention and it can be considered at the following meeting on 2nd October.

To be clear, I have no authority to commit the council to pay for this and I think that £4k may be beyond our means (our precept is about £25k and we have about £5kpa for 'capital' items so this would be nearly a full year's expenditure). The council may wish to wait and see if it can apply for a parish partnership grant in the next round to share the cost.

The council would, I am sure, welcome a little more detail. Is the red band a centre line painting? £4k seems a lot for paint and I would ask for confirmation that there is no MKC markup on this cost. I am also slightly surprised that the proposal is to take the red band right back to the table in North Street. my fellow councillors may disagree (and of course we could use the SID to check this) but, apart from the odd idiot, speeding is not a particular problem between the triangle (junction of Station Rd, Hanslope Rd and North St) and the table especially as there are speed humps there. The problem is between the triangle and the priority workings on Hanslope Rd as shown by the SID and we should have some police enforcement there shortly too.