



# Castlethorpe Parish Council

Parish Council General Meeting to be held  
on Monday 8<sup>h</sup> January 2018 at 7.30 pm

## AGENDA

Dear Parishioners

A 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. The meeting will be preceded by an Open Forum (15 minutes if necessary)

Steve Bradbury

Clerk to the Parish Council

01908 337928 or clerk.castlethorpe@gmail.com

- 1 **TO RECEIVE APOLOGIES FOR ABSENCE**
- 2 **TO RECEIVE DECLARATIONS OF INTEREST by Councillors in any of the agenda items below**
- 3 **TO APPROVE MINUTES OF THE LAST MEETINGS**
  - 3.1. To agree the minutes of the General Meeting of the 4<sup>th</sup> December 2017 as a true record.
- 4 **TO RECEIVE REPORTS.**
  - 4.1. Clerks Report & Review of Actions. *(to be circulated prior to meeting)*
  - 4.2. FILE NOTE: Parishes Landscaping Development Workshop **(see appendix A2)**
  - 4.3. **FILE NOTE - Parishes Forum 21st December 2017 (see appendix A3)**
- 5 **TO CONSIDER PLANNING APPLICATIONS (previously viewed on line by Cllrs)**
  - 5.1. **17/03201/FUL** Raise roof at the western end of dwelling to create habitable first floor space in place of existing roof voids, with additional windows and internal alterations to facilitate use as study, library and gymnasium 22 North Street
  - 5.2. **17/02799/FUL** A redevelopment of surplus land to the rear of The Greyhound, Haversham to provide two semi-detached homes. 2 High Street Haversham
- 6 **TO RECEIVE REPORT BACK ON PREVIOUS PLANNING APPLICATIONS**
  - 6.1. **17/02932/FUL** New 3 bedroom dwelling (resubmission of 17/00454/FUL) 23 Shepperton Close – **status 'registered' revised plans have been submitted by the applicant**
  - 6.2. **17/02982/FUL** Replacement of roofing and doors/windows Sunnyview Farm 13 North Street – **application permitted**
  - 6.1. **17/02834/FUL**: Proposed two storey side & rear and single rear extensions and internal alterations 17 Prospect Place – **status 'registered'**
  - 6.2. **17/02837/FUL**: Single storey side extension, and internal alterations 28 Lodge Farm Court – **application permitted**
  - 6.5. **17/02512/FUL**: Change of use of existing offices to a residential annexe, with change of doors into windows - The Hayloft 1 Maltings Court **application permitted**
  - 6.6. **17/02105/OUT**: 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). A Full application for phase 1 of the development containing 81 dwellings, estate roads, surface water drainage attenuation, landscaping and phase 1 of the noise attenuation bund land To The West of M1 Off Little Linford Lane Little Linford – **status 'registered'**.
  - 6.7. **17/01937/OUTEIS**: 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. All matters reserved except for access Land At Linford Lakes Wolverton Road Great Linford - **status 'registered'**.
  - 6.8. **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 'awaiting decision'**. **No further updates this month.**
  - 6.9. **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 updates this month.**

- 7 TO CONSIDER RESOLUTIONS**
- 7.1. To make a formal Expression of Interest in taking over Landscaping from 2020 onwards (Cllrs Sweetland/Ayles)
  - 7.2. To write to all parishes who do their own landscaping to see if they would be prepared to provide a service to Castlethorpe (Cllr Ayles)
  - 7.3. To consider the appointment of a Data Protection Officer (Cllr Ayles)
  - 7.4. To consider any actions relating to Emergency Planning (Cllr Ayles)
  - 7.5. To review progress and decide how we move forward with the 2018 MKC re-cycling initiative (Cllr Sweetland)
  - 7.6. For the parish council to approach MKC to acquire the land at the front of the shop (Cllr Ayles)
- 8 TO CONSIDER FINANCIAL MATTERS**
- 8.1. To approve the RFO payments schedule. *(circulated prior to meeting)*
- 9 CORRESPONDENCE RECEIVED (Circulated prior to meeting)**
- 9.1. The agents for the land owners have questioned the housing mix specified in the Neighbourhood Plan for the proposed Maltings Field development
  - 9.2. The cricket club have requested that further car parking be made available at the sports ground
- 10 ANY OTHER BUSINESS (for noting, or for inclusion on a future agenda)**
- 11 TO AGREE DATE AND ATTENDANCE FOR FUTURE MEETINGS/EVENTS**
- 11.1 Next General Parish Council meeting 5<sup>th</sup> February 2018 at 7.30 p.m.

## Appendix A – Schedule of Reports & File Notes

### 1. Clerk's Report (item 4.1)

To be circulated prior to meeting

### 2. PARISHES LANDSCAPING DEVELOPMENT WORKSHOP

#### Purpose

To inform parish and town councils about the progress and actions required to progress this initiative. This workshop was introduced and led by officers of MK council with opportunities for PC representatives to contribute. Two members of each PC were invited, ideally the clerk and one other.

#### Ongoing Responsibilities

The Areas at present maintained by the Parks Trust will remain the same.

There are 48 parishes six of whom have devolved to undertake their own maintenance. MK at present makes a financial contribution but this will to be reduced in the next financial year, as will the funds available to non devolved parishes.

MK have a Statutory responsibility to continue to carry out some works including trees and management of open cemeteries and the crematorium. The maintenance of cemeteries will continue to be carried out at the present rate. All trees in public areas except those in areas managed by the Parks Trust will continue to be the responsibility of MK this includes trees in Parishes. It is likely that in the long term only essential works will be carried out. Right to light act 1959 should be relevant. Over hanging trees from private properties are the responsibility of the owner who could be issued with a warning notice. All monies available for trees are likely to reduced considerably.

The responsibility for the maintenance of play areas will be delegated to PCs except safety inspection of equipment.

Parishes which take on landscaping will need to ensure they have enough public liability insurance.

## Options

1. Continue as we are and top up as we see fit.  
Topping up could be done by present contractor at cost to the PC. Information should be available shortly but cannot be relied upon and it is not known yet whether MKC will add on an administration fee
2. Directly Employ  
This could involve legal requirements and pension contribution.
3. Contract out.  
This would be on a similar basis as we presently use for the sports field.
4. Approaching another PC which has already devolved.  
Whichever path we decide go along will involve administrative time allocated.

## Sharing experiences

**Woughton Park** is a very large parish with considerable special need. They employ a full time warden who oversees all landscaping and care of the community issues. They have their own equipment which is operated by fully qualified persons able to handle machinery and weed spraying equipment. The warden is clearly committed to the people of the parish and has an excellent relationship with the PC. The level of vandalism and complaints have reduced considerably. Being a very large parish they employ at least two full time office workers. The number of volunteers has increased since the new system was adopted.

## Stony Stratford

Stony Stratford relies on a large contribution from volunteers.

## Street Cleansing and Litter

Street cleansing includes emptying of litter bins and litter picking within each parish. Highways are responsible for litter picking on main roads and weed spraying. The regularity of all these task has and will continue to be considerably reduced.

## Time Scale

**Message received from Kay Pettitt project manager after the meeting.**

**“Register Interest in progressing by end of February along with your information needs.**

**Those councils that continue to be interested will be supplied with maps and indicative costs by the end of January. We ask then for your expression of interest by the end of February. If you anticipate this may be a challenge due to meeting schedules please let me know”**

## Envisaged Problems

We only have small and outdated maps.

MK keeping to their own time scale.

Conflicting discussion and information.

Geraldine Sweetland 02/01/2018

## 3. FILE NOTE - Parishes Forum 21st December 2017

### Emergency Planning and Community Resilience

The principal risk is normally house fires and a particular example was a chemical spillage from a lorry on one of the grid roads about a year ago which created a plume which meant some neighbouring properties had to be evacuated. Although the Fire Service clean up the spillage, they then leave and MKC has to communicate with residents and evacuate or allow return to homes. MKC also had to repair the road surface and put diversions in place.

The role of local councils is more modest. Campbell Park are the forerunner in MK. They have had three house fires. Basically, they open up their facilities to affected residents, give them food and drinks and communicate with and reassure residents.

It is important for MKC to have contact details including out of hours and they will create a register accessible by their Emergency Officers.

The presentation was given by Robert Pilkington on 01908 258076 and he expects to run a workshop in February.

### **2018/19 Budget**

Presentation by Steve Richardson, CFO. The budget is now out for consultation and there are budget roadshows on 10th and 24th January.

There was the usual background to budget pressures with major increases in Children's Services and Homelessness action where new regulations are increasing the scope of local authority responsibilities. The LCTRS payment to local councils remains unchanged at £530k.

### **LGSS**

This is a procurement service created from MKC Procurement and that of neighbouring authorities including Northants. They offer to provide procurement for local councils too.

It was suggested that local councils who have Standing orders that require three supplier quotations could amend their Orders to exclude LGSS who will already have met the three supplier condition on behalf of the council.

Jeremy Draper has competitive quotes on utility services.

### **Affordable Housing**

A notice was circulated that MKC is not meeting its need for affordable housing and is proposing changes to its Affordable Housing SPD. This will reduce the number of units before affordable housing has to be provided from 15 to 11 and increases the percentage from 30% to 31%. The current SPD says that, of the 30%, 25% should be for rent (at up to 80% of market rents and of which 5% should be equivalent to Social Rent) and the remaining 5% should be shared ownership / new build home buy.

### **Community Highways Fund**

A note was circulated proposing to merge and rename the PPF and Parking Fund into a new Community Highways Fund with the same scope and principles (but no doubt reduced funding!). I have already commented privately that I think the new name is unfortunate as it may imply the funding is for highways projects whereas we have done several that are not on the highway - village hall and sports ground, for example.

Philip Ayles