



# Castlethorpe Parish Council

Minutes of a Parish Council General Meeting held on Monday 8<sup>th</sup> January 2018 at 7.30 p.m. in the Village Hall

**PRESENT: Councillors Forgham, Markham, Ayles, Keane and Sweetland, the Clerk and 1 member of the public. Ward Cllr Geary joined the meeting later.**

A member of the public informed the council that the owners at Cosgrove Park had been filling in small lakes to accommodate further static homes. Clerk will contact MKC. *Note: MKC have informed the Clerk that the land is the responsibility of the Parks Trust. They have been contacted and will respond in the future.*

It was further reported that heavy lorries had churned up the grass at the Chequers outside of the old people's homes. Cllr Ayles will contact Cllr Hinds (first)

There being no further business the meeting proper started at 7.40.

- | 1      | <b>APOLOGIES FOR ABSENCE</b>  | <b>ACTION</b>  |
|--------|---|----------------|
| 1.1    | Cllrs Hinds illness & Stacey alternative commitment. Both accepted.   |                |
| 2      | <b>DECLARATIONS OF INTEREST</b>   |                |
| 2.1.   | Cllrs Ayles & Keane pecuniary interest in 7.6   |                |
| 3      | <b>APPROVE MINUTES OF THE LAST MEETING</b>  |                |
| 3.1    | The minutes of the general meeting of the 4 <sup>th</sup> December were proposed by Cllr Forgham seconded by Cllr Keane, and were agreed unanimously.   |                |
| 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 8 – quotes have been received for the historical information sheets to fit in the plaques at the village green and in Castle Field. Clerk to put an item on the next agenda under section 2 to approve spend. Also bin opposite shop to be moved and permanently fixed in next to the bench by the gate to Castle Field.   | Clerk          |
| 4.1.2. | Bin outside the shop has still to be replaced. Old bin in go to sports ground.  | Clerk          |
| 4.1.2. | Item 7 Cllr Sweetland will get the latest dates for bin clearance from MKC  | Cllr Sweetland |
| 4.2.   | <b>FILE NOTE: Parishes Landscaping Development Workshop (see appendix A2)</b>   |                |
|        | It was agreed to defer this matter to item 7.1.   |                |
| 4.3.   | <b>FILE NOTE - Parishes Forum 21st December 2017 (see appendix A3)</b>  |                |
|        | It was agreed that the only matters arising surround Emergency Planning that will be considered at item 7.4.  |                |
| 5      | <b>TO CONSIDER PLANNING APPLICATIONS (previously viewed online by Cllrs)</b>  |                |
| 5.1.   | <b>17/03201/FUL</b> 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<br>It was agreed that there must be no damage caused to trees covered by Tree Preservation Orders including two Yew trees and also that the front and rear windows must be in keeping with the existing ones. Clerk to write to MKC.  | Clerk          |
| 5.2.   | <b>17/02799/FUL</b> A redevelopment of surplus land to the rear of The Greyhound, Haversham to provide two semi-detached homes. 2 High Street Haversham<br>It was agreed to object as follows:<br>- The loss of parking spaces and garden would inevitably impact on the pub's income. As the only pub in the village it must be protected<br>- Access to domestic parking through a pub car park is not appropriate and the proposed parking layout would inevitably lead to parking disputes and neighbour disputes over blockages<br>Clerk to write to MKC | Clerk          |
| 6      | <b>TO RECEIVE REPORT BACK ON PREVIOUS PLANNING APPLICATIONS</b>   |                |
| 6.1.   | <b>17/02932/FUL</b> New 3 bedroom dwelling (resubmission of 17/00454/FUL) 23 Shepperton Close – status 'registered' revised plans have been submitted by the applicant.<br>The applicant had moved away from the formerly proposed split window approach but there is still not the uniformity that the council requested as all other houses in the terrace are 2 bedroom and the application is for 3. It was agreed that the council maintain its objection that the design still does not meet  |                |

the requirements of the Neighbourhood Plan in what is a highly prescriptive design area but that it would have no objection to a 2 bedroom property in keeping with all of the others in the terrace. It was further agreed that the previous comment should be re-emphasised; that a no planting condition should be applied to keep the frontage of the property open in accord with the covenant placed on all residents in Shepperton Close. Clerk to write to MKC.

Clerk

- 6.2. **17/02982/FUL** Replacement of roofing and doors/windows Sunnyview Farm 13 North Street – **application permitted**. No further comment.
- 6.3. **17/02834/FUL**: Proposed two storey side & rear and single rear extensions and internal alterations 17 Prospect Place – **status 'registered'** No further comment.
- 6.4. **17/02837/FUL**: Single storey side extension, and internal alterations 28 Lodge Farm Court – **application permitted** No further comment.
- 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** No further comment.
- 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'**. Cllr Ayles reported that this is not scheduled for DCC in January but may be on the February agenda.
- 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. Cllr Ayles reported that the appeal started on Tuesday 5 December and was adjourned on 12 December to 26 January. The Inspector's report is expected by the end of March.
- 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 'registered'**. Cllr Ayles reported that the land owner's agents had questioned the comments that had been made about the housing mix on the development. He had written to Diane Webber at MKC and to rCoh consultants that had helped on the Plan and was awaiting their response before formally replying.
- 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 comment.

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#### **TO CONSIDER RESOLUTIONS**

- 7.1. MKC had asked parishes to submit an expression of interest in considering opting out of the next MKC landscaping contract. Parishes that expressed interest would then be provided with maps and service levels so that they could evaluate the cost of providing the services themselves before making a final decision. It was agreed unanimously that there was no harm in expressing interest at this stage. Clerk to write to MKC accordingly.
- 7.2. In going forward with the provision of landscaping services it was agreed that there are just two potential options:  
- stay with MKC and top up services 'at cost' where needed  
- join with other council(s) to arrange their own provision  
At this stage it was believed that MKC should provide a reimbursement back to the parishes for the amount that those services would have cost through the new contract. It was agreed that this amount should be committed for the length of the contract thus allowing parishes to commit to a similar length agreement. It was agreed that for the time being the Clerk would contact other councils in the ward and also Olney and Newport Pagnell to explore the possibilities of attaining shared services.
- 7.3. Bucks Association of Local Councils had written to all parishes to consider whether a Data Protection Officer can be established as a shared service. Item deferred pending the outcome.
- 7.4. It was agreed that Cllrs Ayles, Forgham and Keane would contact the MKC Emergency Planning team to establish what is appropriate in constructing an Emergency Plan for Castlethorpe.

Clerk

Clerk

Cllrs Ayles/  
Forgham/  
Keane

7.5. Cllr Sweetland reported that this year's MKC re-cycling initiative is much more complex than last year's. Clerk to check that we have received a subscription from MKC. Cllrs Sweetland and Ayles will prepare a briefing for the February meeting.

Clerk  
Cllr Sweetland/  
Ayles

7.6. Cllr Ayles and Keane withdrew to the public gallery. Cllr Forgham proposed Cllr Sweetland as stand-in Chair, seconded by Cllr Markham and agreed. Cllr Sweetland suspended the meeting for comments from the floor:  
A member of the Castlethorpe Shop Association committee presented a case for the parish council to approach MKC to purchase some land in front of the shop that is currently a part of the neighbouring front garden to be utilised by the shop in the medium to distant future. After some discussion it was agreed unanimously that Cllr Ayles be approved to contact MKC about purchasing the land. Cllrs Ayles & Keane returned to the meeting and Cllr Ayles resumed the Chair.

Cllr Ayles

**8 FINANCIAL MATTERS**

8.1. The RFO Payment Schedule was proposed by Cllr Ayles, seconded by Cllr Keane and agreed unanimously.

Payee	Description	Invoice	Amount
S Bradbury	Salary December 2017	per pay slip	£591.76
All Cleaned Up	December invoice VH	ACU0022	£280.00
AH Contracts	Dog bin clearance December	per attached invoice 9787	£40.00
Viking	VH Consumables	per attached invoice 726107	£50.26
<b>Grand Total</b>			<b>£962.02</b>

Direct Debits			
E.ON	gas VH - Dec DD	89208742670	£104.00
EDF	elec VH - Dec 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. The agents for the land owners have questioned the housing mix specified in the Neighbourhood Plan for the proposed Maltings Field development. This had been discussed in item 6.8.

9.2. The cricket club have requested that further car parking be made available at the sports ground. It was agreed that this matter should be referred (first) to the Sports Ground Committee. The Clerk will once again try to set up a meeting.

Clerk

**10 ANY OTHER BUSINESS (for noting, or for inclusion on a future agenda)**

10.1. Despite the PCSO having talked to the resident cars continue to be parked on the corner of North Street and Bullington End Road. Cllr Ayles will contact the PCSO again.

Cllr Ayles

10.2. Nothing will be finally decided on the 33 bus until Northants CC set their budget although it is highly likely that they will withdraw their subsidy. MKC will have a contingency plan in hand.

**11 TO AGREE DATE AND ATTENDANCE FOR FUTURE MEETINGS/EVENTS**

11.1 The next General Parish Council meeting will be held on 5<sup>th</sup> February 2018 in the Village Hall.

11.2 Cllrs Sweetland and Forgham will attend the MKC mobility strategy briefing on 22<sup>nd</sup> January

There being no further business the meeting closed at 9.45 pm

## Appendix A – Schedule of Reports & File Notes

### APPENDIX A1 – CLERK’S REPORT 8/1/2018

1. MKC Play Area Improvement Scheme grants decision still not notified but have been told unofficially that our application should be successful. Final quotations will be requested from the 3 companies ready to select a preferred supplier at the February meeting, then to work with them to provide information to Historic England.  
A grant application has been made to WREN to provide the majority of funding to install aerobic equipment at the sports ground. A decision is expected in April so the project is on hold until then.
2. A contractor has applied weed killer throughout the village. Clerk & Cllr Sweetland to meet with contractor for feedback and to ask that he pulls out the longer weeds.
3. It is not known whether the local tradesman has fixed the village entry signs
4. The fire doors at the Village Hall require some wood taking off of their bottoms. Message left with tradesman awaiting response.
5. Hedges have been cut between Thrupp Close, Lodge Farm Court and the sports ground. ‘Wildlife area’ has been flailed
6. An email has been sent to Naveed Ahmet at MKC accepting the quote for replacement of old streetlamps with new heritage style units. Response awaited.
7. The Clerk has made a request to our current dog bin operative to clear all litter bins (except the Chequers) in the village every 8 weeks from 5<sup>th</sup> February.
8. The selected contractor has installed the replacement bench and heritage style litter bin outside of the school
9. The selected contractor has replaced all of the old style litter bins with new heritage style units excepting the one at the Chequers. Some adjustments may be required.
10. Clerk has yet to order an additional bench by the North Street bus stop and a replacement bin for the Chequers.
11. The Clerk had written to MKC advising the councils’ preference should Northants withdraw funding for the 33 bus service
12. Cllr Ayles has written to MKC about the excessive mud left on the road and the flattening of the flower beds at Fox Covert Lane. They will action the matters.
13. Basin and taps have been replaced in the Village Hall disabled toilet.
14. New Christmas lights have been purchased. This purchase was largely enabled by a generous donation by Open Gardens.

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

Steve Bradbury  
8/1/2018

## 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