



Castlethorpe Parish Council

Minutes of a Parish Council General Meeting held on
Monday 5th February 2018 at 7.30 p.m. in the Village Hall

PRESENT: Councillors Forgham, Hinds, Stacey, Markham, Ayles, Keane and Sweetland, the Clerk and 6 members of the public. Ward Cllrs Geary & Green joined the meeting later.

The matter of the application for a loft conversion at number 12 Shepperton Close (item 5.1) was brought up by members of the public. Two letters of objection had been sent to MKC and to the parish council objecting on the grounds of non-conformity to the Neighbourhood Plan, loss of light and privacy and impact on views from the rear of adjoining houses. Cllrs acknowledged the comments and would consider them when considering the matter later in the meeting.

There being no further business the meeting proper started at 7.50.

1	APOLOGIES FOR ABSENCE	ACTION
1.1	None	
2	DECLARATIONS OF INTEREST	
2.1.	Cllr Stacey pecuniary interest in 6.7. and 6.8.	
3	APPROVE MINUTES OF THE LAST MEETING	
3.1	The minutes of the general meeting of the 8 th January were proposed by Cllr Forgham seconded by Cllr Markham, and were agreed unanimously.	
4	TO RECEIVE REPORTS	
4.1.	Clerks Report & Review of Actions (See Appendix A1). Matters arising:	
4.1.1.	Item 2 – It was agreed that in the absence of any reliable indication from MKC as to when weed killing would be carried out next year that the Clerk go ahead and arrange for the previously agreed 3 treatments to take place. Cllr Stacey to advise Clerk of most appropriate times of year.	Clerk/Cllr Stacey
4.2.	File Note: Note on General Data Protection Regulation (GDPR) discussion at BMKALC executive board meeting 24th January (see Appendix A2) Training is needed but all courses that BMKALC have arranged are currently full. Clerk to try and find alternatives. It was agreed that any personal correspondence should be given to the Clerk and that Cllrs should then securely destroy any hard copy in their possession. Cllr Thurston asked what should happen to information provided by advertisers in Castlethorpe News. Clerk to find out.	Clerk Clerk
4.3.	File Note: Briefing Note Community Safety (see appendix A3) Cllr Ayles reported that crime stats were high in Milton Keynes but proportionately higher in our rural neighbourhood. The PCSO is trying to get to all elderly and vulnerable residents to support their needs. Cllr Ayles suggested that the parish council provide Smart Water kits to all residents that request them. It was not known whether a resolution had already been passes for the parish council to buy and distribute the kits on request. Clerk to check and if not put a proposal for a resolution on the next agenda. Outcome to be included in the next village newsletter.	Clerk Cllr Forgham
5	TO CONSIDER PLANNING APPLICATIONS (previously viewed online by Cllrs)	
5.1.	18/00212/FUL: Extension of agricultural building to provide an agricultural workshop - Lodge Farm Wolverton Road No objections	
5.2.	18/00046/FUL: Proposed loft conversion with rear dormer - 12 Shepperton Close: Cllr Forgham said that the application was completely opposed to the Neighbourhood Plan and recommended that the parish council object with non-compliance to the Plan being the main concern. The cllrs agreed with the comments made at the public session although all matters raised may not be valid planning reasons for objection. Following further discussion it was agreed that Cllr Forgham and the Clerk draft a letter of objection based on the outcome of the cllrs' deliberations.	Clerk/ Cllr Forgham

5.3. **17/03385/REM:** Approval of reserved matters of appearance, landscaping, layout and scale for the erection of 150 dwellings, including associated works: it was agreed that the parish council object on the grounds that the proposed conversion of the roundabout by the Watts Arms to a T junction would cause severe traffic disruption. Also that a single entrance/exit onto Castlethorpe Road will be insufficient to serve 150 households. Clerk to write to MKC but not to request DCC in the event of MKC disagreement.

Clerk

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TO RECEIVE REPORT BACK ON PREVIOUS PLANNING APPLICATIONS

6.1. **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 - **application permitted. Note: parish council had requested conditions to protect existing trees and preserve the consistency of appearance of the new windows.**

6.2. **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 – status ‘registered’: revised plans have been submitted increasing the proposed number of parking spaces for the pub. It was agreed that the revised amount of parking still fell considerably short of MKC’s parking standards of 1 car parking space per 1.5 square metres of bar area and that the reduced parking spaces would result in street parking to the detriment of highway safety. It was further agreed that the parish council should provide a further objection on these grounds.

Clerk

6.3. **17/02932/FUL** New 3 bedroom dwelling (resubmission of 17/00454/FUL) 23 Shepperton Close – to be considered at DCC 8/2. **File note: DCC deferred the application at the meeting. Next steps currently unknown.**

6.4. **17/02834/FUL:** Proposed two storey side & rear and single rear extensions and internal alterations 17 Prospect Place – **status ‘registered’ no updates this month**

6.5. **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’ no updates this month**

6.6. **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.

6.7. **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 s.106 agreement is close to being finalised. There is still some dispute over the allocation for the school as MKC education want the money to go to central funds whereby the headmistress has requested that the gain be used to increase the capacity of the school by 2 children per school year. It has been established that s.106 money does not have to be used for capital purposes. Cllrs Ayles and Geary are continuing with their support for the headmistress.

6.8. **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. The village entry gates are getting dirty. Cllr Markham had kept the gates at Bullington End Road clean but the remainder cause a problem in their distance from water and power supplies making regular cleaning difficult. It was agreed that Cllr Sweetland be authorised to get quotes and commission work up to £125.

Cllr Sweetland

7.2. Actions required to meet GDPR requirements were identified at item 3.2.

7.3. Several residents have commented on the bad state of the car park by the school. Cllr Ayles said that the land definitely belongs to MKC but they are unlikely to re-surface the area. It was agreed that the Clerk and Cllr Sweetland draft a letter to Tom Blackburn-Maze requesting that an MKC officer come out and have a look at the area and advise next steps.

Clerk/
Cllr Sweetland

7.4. On reviewing the MKC Mobility document it would appear that it is actually the next version of the local Transport Plan. Cllr Sweetland and Forgham had been to presentations and Cllr Sweetland had written up a summary in which she recommended that:

- the period of coverage for the plan was too long
- the plan did not give full enough recognition to other initiatives e.g. east/west rail link. There seems to be no joined up strategy.
- sites for park and ride should be identified and ring fenced
- MKC departments (Highways, Transport & Planning) should work closer together
- strategies should be put in place to encourage car sharing
- That MKC should consider a more distributed, multi-centred public transport system rather than one in which all transport goes into and then out of the city centre.

Clerk

It was agreed that the summary should be forwarded to MKC in full as a submission from the parish council

7.5. It was agreed that whilst it would be nice to get involved in the national Great British Spring Clean initiative there is no-one to organise any involvement. The MKC 'Getting Sorted' campaign should be supported.

7.6. Comments had been made to Cllr Markham about the poor state of the Village Hall floor. Cllr Forgham said that he was aware following comments made in the Village Hall 'problems log' and that the situation had improved. There will be an item on the next Village Hall committee meeting agenda to consider current arrangements and cleaning schedules. Cllr Sweetland suggested that a 'deep clean' be performed as was done a few years ago. This will also be put on the agenda.

Clerk

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FINANCIAL MATTERS

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

Payee	Description	Invoice	Amount
S Bradbury	Salary January 2018	per pay slip	£591.76
All Cleaned Up	January invoice VH	ACU0027	£290.00
D.Bugaj	January sports ground maintenance	1	£128.00
R.Wontner	Fit fire doors VH - to be completed	45	£40.00
R.Wontner	Purchase and fix spring on gate at Fish Ponds play area	45	£38.00
AH Contracts	Dog bin clearance December	per attached invoice 9846	£60.00
Viking	VH Consumables	Order: GB022666862B	£45.00
Viking	VH Consumables	Order: GB022776648B	£46.46
Viking	VH Consumables	Order: GB003602435V	£17.49
Grand Total			£1,256.71

Direct Debits			
E.ON	gas VH - Jan DD	89208742670A	£83.00
EDF Energy	elec VH - Jan DD	107789257	£81.00
XLN Telecom	Clerk's phone	4976199 13977882	£24.02

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CORRESPONDENCE RECEIVED (*Circulated prior to meeting*)

9.1. None

- 10 **ANY OTHER BUSINESS (for noting, or for inclusion on a future agenda)**
- 10.1. Cllr Ayles drew attention to the national World War 1 'beacons of light' campaign in November. Clerk to put item on next agenda.
- 10.2. A number of local councils had been using a company called CCLA for investments as they specialise in the public sector and the Church. Clerk to get details from Olney Town Council who have been satisfied customers for the last few years.
- 11 **TO AGREE DATE AND ATTENDANCE FOR FUTURE MEETINGS/EVENTS**
- 11.1 The next General Parish Council meeting will be held on 5th March 2018 in the Village Hall.

Clerk

Clerk

There being no further business the meeting closed at 9.45 pm

Appendix A – Schedule of Reports & File Notes

APPENDIX A1 – CLERK'S REPORT 5/2/2018

1. MKC Play Area Improvement Scheme grants decision still not notified but have been told unofficially that our application should be successful. Final quotations were 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. However one company could not provide Rabinia hard wood equipment and had to drop out so another company to be invited to quote putting this back 1 month.
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. Clerk & Cllr Sweetland to meet with weed killing contractor for feedback and to ask that he pulls out the longer weeds. We need MKC decision on what weed killing they will be doing before setting dates for this year.
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. Tradesman was to meet with handyman but did not turn up. Handyman will engage a carpenter.
5. Order has been placed for replacement of 9 x old streetlamps with new heritage style units. Response awaited.
6. 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 5th February. Unsure whether they were done today.
7. The selected contractor is to start work on the village green improvements hopefully this month. He will need a diagram of the requirement.
8. Clerk has yet to order an additional bench by the North Street bus stop and a replacement bin for the Chequers.
9. We have not yet received the information promised by MKC about landscaping service levels.
10. We have received a bonus payment of £118 from MKC for involvement in the 'Get Sorted' campaign
11. The Clerk emailed potential participants of a Sports Ground Committee meeting requesting dates for a meeting but got no response from the football team. As they are key in one of the priority matters – car parking, it was not sensible to arrange without them definitely being there. Will try again.

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 5/2/18

APPENDIX A2: BRIEFING NOTE - GDPR

This was discussed at the BMKALC Executive Board on 24th January and followed an information sheet from a company called *GDPR-info*.

Carole Burslem, the County Officer, said that two firms had so far presented to BMKALC to provide services to parishes though she was fairly dismissive of the other company which had no prepared offer to make.

GDPR-info are Aylesbury based and are proposing to charge based on precept. For small parishes like Castlethorpe, Carole thought it would be of the order of £100-£200.

However, both Carole and the Bucks CC representative said the important thing was not to panic over this. It is true that the Regulations are due to come into effect in May and that there are heavy fines for non-compliance but:

- The legislation has not completed its passage through parliament and still has to be returned from the Lords to the Commons. It is possible that there will be some exceptions which might include small parishes.
- Although the fines are not insurable, Bucks CC advice is that heavy fines will be based primarily on the failure to report a breach rather than a breach itself presumably providing there has not been gross negligence.

It has been announced, I think by the Information Commissioner's Office, that, in the case of parish councils, the statutory Data Protection Officer cannot be the Clerk or a Councillor as there would be a conflict of interest.

I know that some Clerks were expecting to take on this duty, such as Shar at NPTC and Sally at W>C and have had training, so I asked if it would be possible for a parish council to appoint a Clerk from a different council. Carole was a bit dismissive of this but, in private conversations afterwards, other parishes seem to think this would be a possible way forward.

My recommendation is that we should attend the briefings/training sessions that are now being arranged for example by BMKALC, but that we should wait until BMKALC bring a proposal forward before making a decision. If the opportunity presents itself (at SLCC), perhaps we could enquire about the willingness of other clerks to act for us presumably on a chargeable basis and the council could then make a decision when it has the options.

In the meantime, it might be useful for the Clerk and Councillors to review what personal information they hold. Apart from my own holding of the Clerk's personnel file and possibly the VH Chairman's holding of cleaner's details, I don't think Councillors will be holding personal information though we might need to consider the status of correspondents. The Clerk may be holding some personal data on contractors / employees which will need to be reviewed.

Philip Ayles

APPENCIX A3: BRIEFING NOTE - COMMUNITY SAFETY

I don't normally write Briefing Notes on the SaferMK Community Safety Partnership, which I attend to represent rural parishes, as the data can be sensitive and is properly represented in the Minutes of the meetings.

However, the new Police Commander for Milton Keynes, Superintendent Yvette Hitch, did give some statistics for the year just ended which the council might wish to consider in passing to residents without causing anxiety but to encourage precautionary behaviour.

In Milton Keynes, the following increases occurred:

- Burglaries +46% (focussed on Asian gold, high value vehicle theft and cross border organised crime)
- Violence against the person +10% (this was caveated that the term violence is in the mind of the complainant and can be as little as placing a hand on a shoulder)
- Domestic violence -2% (this has had a lot of resource to reduce it)
- Offensive weapons +32% (this includes knife crime which is not categorised separately)

Separately, the Head of the Youth Offending Team, said that youth crime was showing increases in violence against the person and sexual crime.

These are worrying trends and, even in our local Hanslope and Castlethorpe area, at the recent NAG, burglaries in the last quarter were reported to have increased by 300% albeit from a relatively low base of 3 to 12. Violence against the person increased from 4 to 11..

The council might consider whether an article in the next Castlethorpe News might encourage residents to continue to take care both of their property, where cross border crime continues to affect us, and also not to put ourselves in any personal jeopardy. Perhaps reiterating police advice on home protection and encouraging joining TVP Alerts.

Such an article does have to strike a careful balance and not cause excessive anxiety.

Philip Ayles