



# Castlethorpe Parish Council

Minutes of a Parish Council General Meeting held on Monday 5<sup>th</sup> March 2018 at 7.30 p.m. in the Village Hall

**PRESENT: Councillors Forgham, Ayles, and Keane, the Clerk, Ward Cllr Green and 2 members of the public.**

The matter of parking along North Street during a function at the church was brought up by a member of the public. The whole of the road between the bend by the School and the bend by 11 North Street was occupied by parked cars and presented major difficulty in navigating this stretch of road. The Clerk will discuss with Cllr Stacey.

- |          |             |  |                   |
|----------|-------------|--|-------------------|
| <b>1</b> | <b>1.1</b>  | <b>APOLOGIES FOR ABSENCE</b><br>Cllr Ayles alternative commitment, Cllrs Stacey & Markham work. All accepted.  | <b>ACTION</b>     |
| <b>2</b> | <b>2.1.</b> | <b>DECLARATIONS OF INTEREST</b><br>None  |                   |
| <b>3</b> | <b>3.1</b>  | <b>APPROVE MINUTES OF THE LAST MEETING</b><br>The minutes of the general meeting of the 5 <sup>h</sup> February were proposed by Cllr Forgham seconded by Cllr Markham, and were agreed unanimously.   |                   |
| <b>4</b> | <b>4.1.</b> | <b>TO RECEIVE REPORTS</b><br><b>Clerks Report &amp; Review of Actions (See Appendix A1).</b> Matters arising:  |                   |
|          | 4.1.1.      | Item 1 – MKC have approved the Play Area Improvement grant although the Clerk hasn't been informed formally. The third supplier that said that they would provide a quote for this meeting had not done so. Item 13.1. will be deferred to next meeting.   |                   |
|          | 4.1.2.      | Item 3 - The village entry signs have been fixed.  |                   |
|          | 4.1.3.      | Items 2 & 7 – it was agreed that the Clerk call any available cllr to join him in said discussions   |                   |
|          | 4.1.4.      | Item 10 – Cllr Ayles completely disagreed with the advice given to the Clerk by Tom Blackburn-Maze at MKC about re-surfacing the school car park. Ward Cllr Green agreed with him and will take up the matter with the officer.  | <b>Cllr Green</b> |
| <b>5</b> | <b>5.1.</b> | <b>TO CONSIDER PLANNING APPLICATIONS (previously viewed online by Cllrs)</b><br><b>18/00423/PNHSE:</b> Prior notification for a proposed lean-to conservatory measuring 4 metres from the rear wall of the existing dwelling with a maximum ridge height of 2.9 metres and maximum eaves height of 2.2 metres 12 Thrupp Close – no objections.   |                   |
| <b>6</b> | <b>6.1.</b> | <b>TO RECEIVE REPORT BACK ON PREVIOUS PLANNING APPLICATIONS – no further comments made</b><br><b>18/00212/FUL:</b> Extension of agricultural building to provide an agricultural workshop - Lodge Farm Wolverton Road <b>status:registered</b>   |                   |
|          | <b>6.2.</b> | <b>18/00046/FUL:</b> Proposed loft conversion with rear dormer - 12 Shepperton Close – <b>application withdrawn</b>  |                   |
|          | <b>6.3.</b> | <b>17/03385/REM:</b> Approval of reserved matters of appearance, landscaping, layout and scale for the erection of 150 dwellings, including associated works. All matters reserved except access, pursuant to outline permission 16/02106/OUT. Land Off Castlethorpe Road Hanslope <b>status 'registered' Applicant has responded to some objections but not to the two raised by CPC i.e. single junction onto Castlethorpe Road and changing mini roundabout by Watts Arms to a 'T' junction</b> |                   |
|          | <b>6.4.</b> | <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 – <b>status 'registered'</b>   |                   |
|          | <b>6.5.</b> | <b>17/02932/FUL</b> New 3 bedroom dwelling (resubmission of 17/00454/FUL) 23 Shepperton Close – to be considered at DCC 8/2. <b>File note: DCC deferred the application at the meeting. Next steps currently unknown.</b>  |                   |
|          | <b>6.6.</b> | <b>17/02834/FUL:</b> Proposed two storey side & rear and single rear extensions and internal alterations 17 Prospect Place – <b>status 'registered'</b>  |                   |

- 6.7. **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 – **case suspended while applicant makes amendments to his application**
- 6.8. **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' 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.
- 6.9. **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'.**

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**TO CONSIDER RESOLUTIONS**

- 7.1. To consider & agree to 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 – **not required as item 13.1. has been deferred.**
- 7.2. It was agreed that positions and responsibilities assigned to former Cllr Sweetland at the Annual General Meeting will be re-assigned as follows:  
 Finance Committee/Newport Pagnell North Ward Local Area Forum:Cllr Forgham  
 Communications and web site: no replacement  
 Public transport/Highways & street lights: Cllr Ayles  
 MKALC: by Cllr availability  
 Sustainable Transport & Road Safety – seems to no longer exist. No replacement Cllr Forgham  
 Cllr Forgham to update web site
- 7.3. There are two campaigns going on to mark the centenary of the end of World War 1 in November:  
 Firstly 'Silent Soldier' which is asking for donations. It was agreed that the Clerk contact the organisers to ask if £50 is sufficient and if so to make the donation. Clerk  
 Secondly 'Beacons of Light' is a campaign to get beacons lit on 11<sup>th</sup> November at 7.00 p.m. There are two options in doing this. Either to purchase a portable beacon from the organisers at £360 or to construct a (permanent) beacon yourself. Cllr Ayles proposed the latter of these options as it demonstrates better longer term value and eliminates the problem of where to store a temporary unit. Cllr Forgham  
 Agreed. Cllr Forgham will contact local tradesman to establish time and cost and also Historic England about installing the beacon in Castle Field.
- 7.4. It was agreed unanimously to enter this year's Best Kept Village competition and to pay the entry fee (fee £25, closing date 30 April)
- 7.5.1. The Chair suspended the meeting for a local resident to describe problems with large vehicles in New Road and Prospect Place.  
 There is nothing at the entrance to New Road to describe that it is a 'no through road' and is unsuitable for heavy vehicles. The speaker and her neighbours had had problems with walls, fences and letter boxes being knocked down and with vehicles turning in their drive and crossing their front lawns. She said that she had spoken to her neighbours and they would welcome the additional signage proposed by MKC.  
 The Chair re-commenced the meeting. It was agreed that CMK's proposals on improved signage be agreed with the addition of a 'single track road' sign. Clerk to write to MKC. Clerk
- 7.5.2. The matter of village celebrations for the forthcoming Royal Wedding was discussed. A street party, children's party, senior citizens' lunch and barn dance were raised as possible events. There are still funds available from the Queen's Jubilee street party account that would probably pay for the children's party and provide 'seed money' for the lunch and evening event. It was agreed that Cllr Forgham first put out a request to see if there is any appetite for any events in the village and any interest in helping to co-ordinate matters. Cllr Forgham

- 7.6.** Cllr Forgham had discussed the state of the Village Hall floor with the cleaner who had said that 6 hours a week as a contracted maximum was insufficient. Cllr Forgham proposed increasing the amount to 8 hours a week. Agreed unanimously. Cllr Forgham informed that the Village Hall Committee had agreed for a major floor cut and clean to be performed professionally.
- 7.7.1.** Thames Valley Police (TVP) had agreed a heavily discounted price of £8.95 for property marking (Smartwater) kits if a minimum of 20 kits is purchased per community. Cllr Ayles proposed that in view of the significant increase in burglaries in rural areas the parish council purchase a package of 20 kits and then charge any villagers that request a kit £5. An invitation to purchase to be put up on social media and in the village shop. Agreed. Cllr Keane will liaise with the shopkeeper about taking names and addresses plus collecting the fee from interested parties. **Cllr Keane**
- 7.7.2.** Cllr Ayles had examined the MKC 'Site Allocations Policy' and said that he found it to be acceptable. Cllr Green agreed. He proposed the the parish council respond to MKC that they are content with the Policy. Agreed. **Clerk**
- 7.8.** There is a lot of dissatisfaction from residents over the state of the road out of the village and past the Navigation. Northants CC had performed some patched repairs to the worst pot holes but had done so badly and not repaired others that had got worse in the meantime and now met their repair criteria. It was agreed that the Clerk write to NCC and ask for more effective repairs/re-surface to be carried out in the new financial year. **Clerk**
- 7.9.** The Clerk had authorised the purchase of 2 x village information boards under delegated powers (on tonight's Payment Schedule) but has brought the matter forward for the attention of the council. All agreed that the spend was justified.
- 7.10.** The current method of taking cheques for Village Hall deposits is becoming less effective as an increasing number of people don't have cheque books. Cllr Forgham had done some work and had presented some options to cllrs before the meeting. It was agreed that the best of these was to take combined deposits and payments by card and then return the deposits following the hire if all is well. The Clerk questioned the legality of making unauthorised payments in this way. It was agreed that Cllr Forgham document the entire process and then the Clerk would seek advice from BALC on its legality. Subject to this a pilot exercise to be set up. **Cllr Forgham  
Clerk**
- It was further agreed that the Clerk apply for internet banking. **Clerk**
- 7.11.** Cllr Ayles proposed that the parish council communicate (non-binding) continued expression of interest in delivering our own landscaping service from 2020. Agreed. Clerk to complete and return form. **Clerk**

**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 February 2018	per pay slip	£591.76
All Cleaned Up	February invoice VH	ACU0027	£270.00
R.Wontner	Fit fire doors VH & paint - completion of work	45	£80.00
AH Contracts	Dog bin clearance February	per attached invoice 9905	£40.00
AH Contracts	Litter bin clearance February	per attached invoice 9905	£22.50
Viking	VH Consumables	52217	£36.87
NBR Printing	Village Newsletter	1384	£205.00
Fineprint	Village Information boards	128533	£235.00
Adele O'Hanlon	Refund purchase hanging baskets for Village Hall	BA121591	£75.97
Broxap	Litter bin + delivery	awaiting invoice	£155.00
Hartwell Safety Services	VH fire alarm service + replace battery	41106679	£90.00
Jati Ltd (formerly Cyan)	2 x Balmoral benches plus delivery	order T102850	£489.98
<b>Grand Total</b>			<b>£2,292.08</b>

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	£29.55
<b>DD Total</b>			<b>£193.55</b>

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**CORRESPONDENCE RECEIVED (Circulated prior to meeting)**

- 9.1. Complaint received from a resident regarding the bad state of the road by the Navigation public house dealt with under 6.8.

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

- 10.1. Cllr Keane said that the WI had once again complained about parking at the Village Hall. He had previously gone to the Village Hall on nights that they met and had observed no problem. He will continue to monitor the situation.
- 10.2. Following an earlier resolution Cllr Ayles had contacted MKC about purchasing land at the front of number 2 The Chestnuts. They have now responded giving the go ahead if the parish council pick up the legal fees of £450. Unfortunately, this communication was received after the agenda was issued for this meeting. Cllr Ayles therefore, as Chair, called an extraordinary parish council meeting for 7.30 on Monday 12<sup>th</sup> March. Clerk to issue agenda.
- 10.3. Northants CC had as expected agreed to remove the subsidy for the 33 bus service from 31<sup>st</sup> July. MKC are now looking at two options; one to reduce the frequency of the buses and two to only cover part of the current route. The parish council had previously communicated a preference for the latter, stopping the bus at Roade but Hanslope had supported the first option. Cllr Geary will be meeting with MKC and would like to involve the affected parishes. It was agreed that some fact-based evidence should be gathered. Cllrs Forgham and Keane will arrange for a survey to be conducted through the village shop to gather the views of villagers.

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

- 11.1 The next General Parish Council meeting will be held on 9<sup>th</sup> April 2018 in the Village Hall.

**Part 2 of the meeting was deferred as per 4.1.1.**

There being no further business the meeting closed at 9.10 pm

Clerk

Cllr Forgham  
/Keane

## Appendix A – Schedule of Reports & File Notes

### APPENDIX A1 – CLERK'S REPORT 5/3/2018

1. Application for a grant from WREN for outdoors aerobic equipment has been successful. Final quotes have been received from two of the three suppliers we had approached but the third had to withdraw as they could not provide hard wood equipment. Another supplier came out for a site inspection and promised a quote in time for the meeting but at the time of writing this report it had failed to materialise.  
Funding is in place for the Fishponds and Thrupp play area enhancements apart from the MKC Play Areas grant and it is hoped that a preferred supplier can be selected at the April meeting, first to take forward the dialogue with Historic England about the installation at the Fishponds.
2. Now that Cllr Sweetland has resigned another cllr is required to discuss the order for weed killing for the village 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 have now been planed down, fitted and painted.
5. MKC have still, not responded to the order to replace 9 x old streetlamps with new heritage style units despite reminders. Position escalated to Naveed Ahmed.
6. Litter bins have been cleared by AH Contracts and they will continue to do so every 8 weeks from 6<sup>th</sup> February. I notice that the dog bin by the Village Hall is full. As this should have been cleared at the end of last month it is unlikely that this happened. Have been in contact with Tony at AH Contracts who is looking into the matter.
7. The selected contractor is to start work on the village green improvements next week. He will contact me and I will meet him on site with a councillor before he starts work. Benches have been ordered and will be delivered to Cllr Stacey on 19<sup>th</sup> February.
8. Clerk has ordered a further litter bin that will be delivered c/o Cllr Stacey. Delivery date to be confirmed.
9. Sports Ground Committee meeting still to be arranged
10. Clerk has contacted Tom Blackburn-Maze at MKC re. the school car park. He advised that the school should commission the work and there are the right processes to do so through MKC whereas there are not if the parish council tried to do so. Such involvement by the parish council could lead to problems with regard to liability etc. There would be no problem should the parish council wish to give a donation to the school that would pay for the work.
11. Clerk has not had an opportunity to arrange a meeting with CCLA about potential investment
12. Mrs Sweetland has placed an order for the street signs to be cleaned. Not done as yet but she will continue until complete.

#### 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  
5/3/2018