



# Castlethorpe Parish Council

Minutes of a Parish Council General Meeting held on Monday 9<sup>th</sup> April 2018 at 7.30 p.m. in the Village Hall

**PRESENT: Councillors Forgham, Hinds, Ayles, and Keane, the Clerk, and 3 members of the public.**

There was no public open session

- | 1      | <b>APOLOGIES FOR ABSENCE</b>  | <b>ACTION</b> |
|--------|---|---------------|
| 1.1    | Cllr Stacey alternative commitment, Cllr Markham work. Both accepted.   |               |
| 2      | <b>DECLARATIONS OF INTEREST</b>   |               |
| 2.1.   | None  |               |
| 3      | <b>APPROVE MINUTES OF THE LAST MEETING</b>  |               |
| 3.1    | The minutes of the general meeting of the 5 <sup>th</sup> March and the Extraordinary meeting of the 12 <sup>th</sup> March were proposed by Cllr Forgham seconded by Cllr Hinds, 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 6 – The parish council had received a second quote to clear the dog bins and agreed that as the contract with our current supplier has ended that they should be asked for a new quote; the two quotes to be considered at the next meeting.   | Clerk         |
| 4.2.   | File Note: Report by Cllr Ayles on change of ownership of the land to be developed at Maltings 2 ( <b>see Appendix A2</b> ) - <b>noted</b>  |               |
| 4.3.   | File Note: Report by Cllr Ayles on current position of the Newport Pagnell North and Hanslope Park Local Area Forum ( <b>see Appendix A3</b> ) - <b>noted</b>   |               |
| 4.4.   | File Note: Report by Cllr Ayles on General Data Protection Regulations (GDPR) ( <b>see Appendix A4</b> ) Cllr Ayles and the Clerk will attend a course on the following Wednesday. Cllr Ayles thought that it may be opportune to try and move over to a <a href="http://Castlethorpe.gov.uk">Castlethorpe.gov.uk</a> domain. Clerk to provide a report for next meeting.   | Clerk         |
| 4.5.   | File Note: Review on Conservation Area Boundary following visit by Martin Ellison, Senior Conservation Officer, MKC ( <b>see Appendix A5</b> ) - <b>noted</b>   |               |
| 5      | <b>TO CONSIDER PLANNING APPLICATIONS (previously viewed online by Cllrs)</b>  |               |
| 5.1.   | <b>18/00724/FUL:</b> Demolition of Equestrian Centre and erection of 51 dwellings with associated works - Malt Mill Farm Castlethorpe Road Hanslope Cllr Ayles proposed that the parish council should object on the grounds that the site is outside the settlement boundary and therefore the application is not in accordance with S.10.<br>Although it is understood that MKC's Housing Land Supply is not sufficiently in place, Hanslope has been subjected to large scale permissions from other applications and nothing more should be approved until local facilities that are also used by the villagers of Castlethorpe are improved. Agreed unanimously. | Clerk         |
| 5.2.   | <b>18/00607/DISCON:</b> Details submitted pursuant to discharge conditions 6 (access), 9 (CEMP), 11 (surface water drainage) attached to planning permission 16/02106/OUT - Land Off Castlethorpe Road Hanslope – no comments   |               |
| 5.3.   | <b>18/00622/NMA:</b> Non material amendment to application 17/02631/FUL to change to flat roof - 57 Station Road Castlethorpe ( <b>previous application permitted</b> ) – <b>no objections</b>  |               |
| 5.4.   | <b>18/00579/FUL:</b> Two storey side and rear extension and front porch - 21 Station Road Castlethorpe. Cllr Ayles suspended the meeting so that a member of the public could speak in support of the application. Following a discussion Cllr Ayles re-commenced the meeting. It was then unanimously agreed that the parish council had no objection.   |               |
| 6      | <b>6.1. 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 – <b>decided prior approval not required</b>   |               |

- 6.2. **18/00212/FUL:** Extension of agricultural building to provide an agricultural workshop - Lodge Farm Wolverton Road - **decided application permitted**
- 6.3. **17/03385/REM:** 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 **status 'registered' Approved by DCC**
- 6.4. **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' no further comment**
- 6.5. **17/02932/FUL** New 3 bedroom dwelling (resubmission of 17/00454/FUL) 23 Shepperton Close – 'awaiting decision'  
The Chair adjourned the meeting to allow comments from the floor:  
Following a discussion the Chair resumed the meeting. Cllr Ayles summarised that the applicant had been very reasonable in making changes requested by the parish council and on the occasion he had not it was down to a misunderstanding between him and the architect. Although the parish council had originally asked for the left-most upstairs window to be 2 light it could now be seen that a 3 light window would provide better symmetry. It was agreed unanimously that Cllr Keane contact the applicant and request that this further change be made and if so then the council should withdraw its objection.
- 6.6. **17/02834/FUL:** Proposed two storey side & rear and single rear extensions and internal alterations 17 Prospect Place – status 'registered' no updates since December
- 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 – **application 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 has rejected the appeal**
- 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.**

Cllr Keane

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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. Cllr Ayles proposed that the parish council re-adopt the previously circulated parish councillor co-option procedure. Agreed unanimously.
- 7.3. Nobody had responded to the Facebook posting about whether to do anything to mark the Royal Wedding. The Clerk would contact the Chair of Open Gardens to see if she is planning anything and if so will offer funds from the 'street party' bank account.
- 7.4. It was unanimously agreed to repair gate at Lodge Farm Court end of sports ground
- 7.5. It was unanimously agreed to repair latch on gate at Fishponds
- 7.6. It was unanimously agreed that Cllr Ayles and the Clerk would respond to CoSIPL Standards Call For Evidence
- 7.7. Cllr Ayles suggested that the Draft Affordable Housing Supplementary Planning report was a reasonable document and in particular recommended an increase in affordable houses in developments of greater than 11 from 30% to between 31 and 50 %. As such he recommended making no comment. Agreed unanimously.

Clerk

Cllr Ayles/  
Clerk

- 7.8. It was agreed unanimously that the Clerk apply for a Calor Rural Community Fund grant to improve parking at the sports ground. Clerk to arrange meet between Sports Association, sports ground cllrs and a contractor to spec out the work. Clerk
- 7.9. It was agreed unanimously that Cllr Forgham will put the graphics sent by the MKC 'Get Sorted' team to promote re-cycling up on Facebook Cllr Forgham
- 8
- 8.1. The RFO Payment Schedule was proposed by Cllr Ayles, seconded by Cllr Forgham and agreed unanimously.

Payee	Description	Invoice	Amount
S Bradbury	Salary March 2018	per pay slip	£591.76
S Bradbury	Re-pay GDPR course	per attached receipt	£63.83
S Bradbury	Re-pay purchase printer ink	per attached receipt	£68.49
All Cleaned Up	March invoice VH	ACU0037	£320.00
R.Wontner	Paint VH lobby + materials	48	£116.85
R.Wontner	Fix VH notice board	47	£20.00
AH Contracts	Dog bin clearance March	per attached invoice 9905	£40.00
Viking	VH Consumables	138197	£48.54
FCC Recycling (UK) Ltd	WREN 3rd party funding	Letter CF-1017	£731.00
BALC	BMKALC & NALC membership		£153.38
BALC	GDPR corse Cllr Ayles		£63.83
Universal Blinds	Roller blind Village Hall	1003020.00	£90.00
Hartwell Safety Services	Village Hall fire alarm tests inc replace 1 x CO2 extinguisher	INV00824	£135.00
DCS Cleaning Services	Clean village entry signs	011/18	£120.00
Janus Safety Solutions	VH PAT tests	4929	£65.00
B P Shayler	Fix leak and replace burst pipes cricket pavillion garage	52	£92.20
B P Shayler	Fix hand drier not working VH	54	£30.00
<b>Grand Total</b>			<b>£2,749.88</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	£25.32

<b>DD Total</b>			<b>£189.32</b>
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- 9 **CORRESPONDENCE RECEIVED (Circulated prior to meeting)**
- 9.1. Letters from Anglian Water have been received by villagers reminding people not to flush 'non flushable' materials were noted.
- 10 **ANY OTHER BUSINESS (for noting, or for inclusion on a future agenda)**
- 10.1. Cllr Ayles had received a call from the owner of the Lodge Farm Business Park giving early warning that he is about to submit plans to build more units. It was agreed that Cllr Ayles invite him to the next meeting to present his plans.
- 11 **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.

There being no further business the meeting closed at 9.10 pm

Cllr Ayles

## 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

## **2. File Note: Telephone Call - Stonewater Housing Association**

I had a call from Cherin(?) Berridge, the Regional Development Manager of Stonewater. They are negotiating to buy the Maltings 2 field from Carrington Estates and their offer has been accepted. She expects the sale to be finalised at the end of April.

I thanked her for letting the parish council know and drew her attention to the Neighbourhood Plan which placed a number of constraints on the site. She was familiar with this and specifically played back the numbers of 2 and 3 bedroom houses required. In fact, she said it was their intention to have 50% of the houses as affordable with the remainder for private sale.

I have invited her to attend an Open Forum once their plans are clearer.

Philip Ayles

## **3. File Note: Local Area Liaison Meeting**

I have been concerned that the Local Area Forum has pretty much fallen into abeyance since the change of ward boundaries. I am not sure why this has happened but suspect that there is a lack of enthusiasm from Newport Pagnell Town Council who have very different issues to the rural villages.

After discussing with Andrew Geary and Bill Green, I have contacted the Chairs of Hanslope, Haversham and Stoke Goldington and asked if there was interest in a quarterly liaison meeting to discuss any issues of the day but not to have a meeting if there aren't any. All Chairs have responded positively. I suggested the Chairman plus 1 Cllr and Ward Cllrs though I would be happy if Clerks attended (as they tend to deal with any issues) though I would need to agree this at the first meeting.

Issues of the moment include GDPR, Planning Applications, the No 33 bus and landscape outsourcing.

I will arrange the first meeting and invite a second cllr to join me.

Philip Ayles

#### 4. FILE NOTE - General Data Protection Regulation

As you will know, this regulation comes into effect in late May. Parish Councils must have a Data Protection Officer who cannot be the Clerk as it would be marking their own homework.

Steve and I are attending a training session on 11th April and should be better informed after that and we can look to making a final decision at our May meeting.

However, we need to have a Data Protection Officer or Service. It had been hoped that BMKALC would be able to negotiate an officer at Bucks CC who would do this for all parishes but they have declined saying the cost would be prohibitive.

I think there are two options; entering into a mutual arrangement with other parishes (ie Steve is DPO for a neighbouring parish and their Clerk is DPO for us). However, the skills particularly in the start up year may be difficult to acquire and Clerks may not give much priority to another parish.

The second option is to buy a service and BMKALC passed details of GDPR-*info* to me who would charge £500pa as below. We may try to find other reputable suppliers and put a decision to the May meeting.

In the course of discussing this with BMKALC, it transpired that Cllrs should use a separate email address for their council work. The reason for this is that, should the Data Protection Officer need to verify or investigate a breach, if we use a single email address (as I do) for my personal and council work, then the DPO would have to have access to our personal emails and documents.

We might want to take the opportunity to move to a dedicated and consistent set of email addresses such as 'castlethorpe.gov.uk' though Russell has previously set up 'castlethorpepc.org.uk'. Most MK parishes, with few notable exceptions use the .gov.uk address. On a slightly technical note, I suspect most of us use Gmail or Outlook, both of which can handle multiple email accounts, and we would want to continue using the technology that we are familiar with and have installed (indeed, Outlook is relatively expensive software to buy on a PC) so we would have to look to ways of linking our new address to our existing email client.

I would suggest that we attend the training course, explore options for a DPO service for the May meeting and examine options for email addressing which can be done in the slightly longer term.

Philip Ayles

Email from GDPR-*info*

We do offer a complete service for local authorities such as yourselves. This would include us visiting you and carrying out a data audit. Primarily this is to ensure that your council was compliant with the Regulation and also provide you with a report which would help you achieve full compliancy with the least disruption to the running of the Parish Council. We would then act as your virtual Data Protection Officer for the following twelve months helping you with any questions you may have, assisting with Statutory Access Requests acting as your go between with the Information Commissioner's Office.

Typically we would charge a council such as yours £50 per month or a one off payment of £500 per year for the full service. Details of which can be found on the attached form.

I would also welcome the opportunity of presenting to your whole council – perhaps before a future meeting and describing how I feel our company would be able to help you and go over the salient points from the GDPR which affect local authorities. This would be carried out at no cost to your council nor with any commitment at that stage to either party.

## 5. File Note: Review of Conservation Area Boundary

**Visit by Martin Ellison, Senior Conservation Officer, MKC, accompanied by Cllrs Ayles, Forgham and Keane, 29th March 2018.**

Martin is reviewing all Conservation Areas some of which are seriously out of date following development. Castlethorpe is in the 'less urgent' category but Martin invited the parish council to join him on a walk-round review. It may be some time before Martin is able to distribute a consultative amended Conservation Area (CA) map to us for input before a public consultation.

Here are our comments.

- From our start point at the Carrington Arms along South Street, the current boundary is fine until New Road. We would recommend that the boundary is amended to include houses and gardens on both sides of New Road.
- The CA should not include, as it does not now, the houses at the bottom of Bens Close which are new builds nor the houses in Prospect Place, over the bridge from New Road which are a variety of ages and designs. The boundary would therefore run along the rear garden boundaries of the houses on the east side of New Rd so that Maltings Field would not, as at present, be in the CA.
- The boundary should return to South St where it meets Maltings Field so that No 38 and half of No 17 (!) would no longer be in the CA. I think we decided, on inspection, that Nos 34 and 36 formally in South St but actually in Maltings Field, although old, have been amended to a degree that any conservation merit has been lost. They aren't in the current CA and there is no need for them to be so.
- The boundary would then run alongside No 40 to include the house and gardens of Nos 40, 42, 44 and 46 and the house of No 48 (the very large house but backing onto the old farmyard which has been developed into modern housing.)
- It is up to you to decide whether it is appropriate to include the barn by the side of No 48 which we examined quite closely as some parts of it are original but it has been built up using old bricks over the original stone.
- The CA boundary should then include, as at present the Old Manor House (our discussion about Mrs Organ to prompt your memory) and the side garden on its south side with the boundary and No 7 Tyrell Close which is an original building of Manor Farm. However, the new buildings, Nos 2,3,4,5 and 6 Tyrell Close, at the back of The Old Manor House, are new builds and should no longer be in the CA.
- We had a discussion about whether the new builds, Mulberry Lodge, The Haven and Chestnuts should be in the CA. The houses are modern so do not merit it but the surrounding wall on South St and North St is a feature and should remain included whatever your recommendation on the 3 houses.
- Moving to Bullington End Rd, you felt the CA should include the garden and garage of No 49 North St and you would consider whether to include the Edwardian houses and gardens of Nos 1- 11 BE Rd in an extension of the CA. In either case, the boundary would return to the back garden line of No 49 North St and along the back garden boundaries to No 21 North St (my house).
- However, I should have shown you another anomaly which is behind No 21 North St. Nos 23,24 and 25 Thrupp Close are new builds and they should not, along with the modern paved area in front of them be in the CA as the rest of Thrupp Close is not in the CA. I would recommend that the CA boundary runs along the back of No 21 until it reaches the boundary wall of Sunnyview Farm (No 11a North St) then until it meets the boundary of Casa Roca when it runs up to No 11. No 11 is the singleton house with white gables I showed you. It is a modern build and there is no particular reason for it to be in the CA so the boundary should run up to the garden corner of Casa Roca and No 25 Thrupp Close and then either include or not include No 11 and rejoin the existing CA boundary on the edge of Castle Field.

- The boundary then runs along the edge of Castle Field and into Lodge Farm Court. The houses Nos 7-12 are all new builds and should not be in the CA (the rest of Lodge Farm Ct isn't). However, there is a yard in which conversions and one new build stand (Nos 1-6 Lodge Farm Ct). These should remain in the CA and I would suggest for the sake of the integrity of the CA, that the new build (No 6) also remains in the CA. I would therefore suggest that the boundary runs behind Nos 12-7 (at the bottom of their gardens) until it rejoins the road by the side of No 7.
- No 1 Hanslope Rd (the thatched conversion) should of course remain in the CA and the boundary runs down Hanslope Road to the triangle. I would suggest leaving Orchard House and Orchard Cottage in the CA because, although they are new builds, they are in a sensitive position overlooking Castle Field which is a SAM.
- The CA boundary therefore runs, as at present, from where it joins Hanslope Rd down to and including the triangle and thence along North St, not including the modern bungalows (The Chestnuts), back to the Carrington Arms where we started.

I would draw your attention to our Neighbourhood Plan. In this, we have set a policy that any new builds or alterations must be of the same style, materials and size as adjacent properties and even specifying roof pitches. I would be grateful if you could discuss the impact of any changes to the CA with your colleagues in Planning as I am not sure if our policies would remain applicable only to the Conservation Area as it is currently defined or whether they would apply to an amended CA. In practice, most of the changes remove houses from the CA so would not be a problem but New Rd and potentially Bullington End Rd would be additions.

I am sure that the parish council would welcome a preview of your recommendations in due course prior to it going out to public consultation.

Philip Ayles

## **6. File Note: Extract from Parishes Forum about future of MKC grants**

Cllr Martin Gowans sent his apologies and Cllr Liz Gifford updated the forum At the moment there are three parish grant funds, the Parish Partnership Investment Fund (PPIF), Play Area Improvement Scheme (PAIS) and the Community Parking Partnership Fund (CPPF)

- The decisions have been taken on applications for 2 of the funds (PPIF and PAIS). Apologies for those applying on the Community Parking Partnership Fund discussions are ongoing.
- These funds started in 1996 and are being reviewed. The proposal is to have one fund – The Community Infrastructure Fund – which will still include buildings, improvements etc.
- The proposal is that there will be one fund with one assessment criteria, one application point, and one scheme per parish in any one year with the process being leaner and smarter, with more timely decisions set out within a timetable each year. The criteria will be around value to local community;
- Match funding basis with an assessment process
- New fund details expected to be launched in the summer / early autumn, following a period of consultation with parishes
- For small works with more transparency parish involvement package.

Regards

**Phil**