



# Castlethorpe Parish Council

Minutes of a Parish Council General Meeting held on  
Monday 2<sup>nd</sup> July 2018 at 7.30 p.m. in the Village Hall

**PRESENT: Councillors Forgham, Hinds, Ayles, and Markham, the Clerk, Ward Cllr Geary and 4 members of the public. On her co-option at item 7.2, Cllr Sawbridge was also present.**

The parish council were asked what is the maintenance regime for the wildlife area in the sports ground and why it has fallen into such a bad state. Cllr Ayles responded that the parish council had been giving this and other landscaping matters considerable thought and had commissioned a report from a local resident who is by trade a landscape designer. She had initially suggested that the path be strimmed back by one metre and that lower boughs be cut from trees overhanging the path. This has been done. A full report is expected.

The current situation had not been helped by a change of circumstances to the current groundsman who had also been ill. The parish council has advertised the role and are considering applications in part 2 of tonight's meeting.

On advice from subject matter experts the parish council have been told that the area can be cut early August and hopefully the report will be ready and new groundsman in place to start work on improving the area then.

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|----------|---|---------------|
| <b>1</b> | <b>APOLOGIES FOR ABSENCE</b>  | <b>ACTION</b> |
| 1.1      | Cllrs Keane reason holiday, Cllr Stacey reason work. Both accepted.   |               |
| <b>2</b> | <b>DECLARATIONS OF INTEREST</b>   |               |
| 2.1.     | None  |               |
| <b>3</b> | <b>APPROVE MINUTES OF THE LAST MEETING</b>  |               |
| 3.1      | The minutes of the general meeting of the 4 <sup>th</sup> June were proposed by Cllr Forgham seconded by Cllr Markham, and were agreed unanimously.   |               |
| <b>4</b> | <b>TO RECEIVE REPORTS</b>   |               |
| 4.1.     | <b>Clerks Report &amp; Review of Actions (See Appendix A1).</b> Matters arising:  |               |
| 4.1.1.   | Item 4 – MKC have confirmed that they have the stock and will start work on installing the heritage streetlights in August. Clerk to produce information sheet telling residents when work will be done on receipt of information from MKC.   | Clerk         |
| 4.1.2.   | Item 5 – The company contracted to do the village weed spraying had been having staffing problems and had been unable to do the work. Clerk to look at alternatives.  | Clerk         |
| 4.1.3.   | Item 10 – Cllr Forgham will put something on Facebook asking people who have applied for Smartwater kits to make themselves known to the Clerk.   | Cllr Forgham  |
| <b>5</b> | <b>TO CONSIDER PLANNING APPLICATIONS (previously viewed online by Cllrs)</b>  |               |
| 5.1.     | <b>18/01198/FUL</b> Replacement of conservatory with single storey rear extension 57 Thrupp Close Castlethorpe – no objections  |               |
| 5.2.     | <b>18/01294/FUL</b> Demolition of existing business unit and construction of new 7 new light industrial units (B1c) and 4 offices (B1a). Lodge Farm Business Centre Wolverton Road Castlethorpe. The applicant had presented his plans to the parish council at the previous meeting and they had been well received. There were no objections.   |               |
| 5.3.     | <b>18/01348/FUL</b> Proposed first floor extension above existing garage to form an additional bedroom. 16 Lodge Farm Court Castlethorpe<br>Cllr Forgham said that the plans were completely unacceptable and contrary to the Neighbourhood Plan. It was unanimously agreed that the parish council should object on the grounds that the designs are contrary to the Neighbourhood Plan and out of keeping with the neighbouring properties. It should be added that any extensions over garages in this street would be expected to be in the form of dormer windows. <b>Clerk's note: on starting to draft the objection the Clerk noticed that the application had already been approved by a Planning Officer under delegated powers 2 days after the parish council meeting and before the objection could be submitted. He had not taken note of the end date for comments of 3<sup>rd</sup> July.</b> |               |
| <b>6</b> | <b>TO RECEIVE REPORT BACK ON PREVIOUS PLANNING APPLICATIONS – no further comments on items 6.1. to 6.5.</b>   |               |
| 6.1.     | <b>18/01156/FUL</b> Demolition of conservatory, erection of dayroom at ground level with en-suite bedroom at first floor level, existing bedroom 3 and 4 to be single 3 and new lobby at rear entrance. 11 North Street Castlethorpe <b>status registered</b>   |               |

- 6.2 **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 **application permitted**
- 6.3 **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 – **application rejected**
- 6.4 **17/02932/FUL** New 3 bedroom dwelling (resubmission of 17/00454/FUL) 23 Shepperton Close Castlethorpe – **application permitted**
- 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 further updates this month.**
- 6.6 **17/00838/OUT** Outline application for the development of 200 dwellinghouses, with all matters reserved Land To The East of Eastfield Drive Hanslope **to go to DCC 5/7/18 with recommendation for approval – Hanslope Parish Council will be attending the DCC as will Ward Cllrs and Cllrs Ayles and Forgham.**
- 6.7 **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 'registered' no further updates this month**

## 7 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 proposed by Cllr Ayles seconded by Cllr Forgham and agreed unanimously
- 7.2. The Chair introduced and explained the process for selection of a candidate to fill the casual vacancy on the parish council. The two candidates were to in turn introduce themselves for no longer than 3 minutes and to say why they wanted to fill the role. There would be a question and answer session. The other candidate would leave the room whilst this happened.  
Following the presentations and follow up discussions the Chair called both applicants back into the room. This was followed by a vote by show of hands for each candidate that resulted in 2 votes for Kay Sawbridge and 1 vote for Darren Merritt with one abstention. Kay Sawbridge was therefore elected onto the parish council and took her seat.
- 7.3. Parishes are considering whether to opt out of the MKC grass verge and hedgerow maintenance contract from 2020. MKC had informed the parish council that they will give a grant of £2800 p.a. should Castlethorpe wish to do so. An estimate of £280 per grass cut has been received but we have yet to get an estimate for the hedge cutting. Cllr Ayles said that the 6 councils that opted out at the last contract renewal were all happy that they had done so. He was convinced that we would enjoy a better level of service if we did opt out but even without having the estimate for hedge cutting it can be safely assumed that there will be an overall increase in cost. At worst though this should amount to no more than £5 per property per year. Cllr Ayles proposed that villagers be consulted via a poll. Agreed unanimously. Cllrs Ayles and Forgham to prepare a notice to be sent to all households inviting replies by 24<sup>th</sup> August and inviting people to the September parish council meeting to further debate there.
- 7.4. Cllr Hinds suggested that rather than erect a permanent metal beaker or purchase an expensive portable one that we construct our own to mark the anniversary of the end of World War 1. He said that we had done this before and offered to make the arrangements. Agreed unanimously. It was further agreed that the Clerk put an agenda item for next meeting to discuss and agree more general forms of celebration.
- 7.5. A colour chart had been circulated to cllrs in order to select the colour of the rubber mulch to accommodate the new gym equipment at the sports ground. It was unanimously agreed that we select the colour mahogany red.

Cllrs Ayles/  
Forgham

Clerk

## 8 FINANCIAL MATTERS

- 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 June 2018	per pay slip	£606.32
All Cleaned Up	June invoice VH	ACU0046	£260.00
D. Bugaj	June invoice SG	1	£287.00
R Wontner	Fix VH toilet seat and replace light	55	£40.36
R Wontner	Weeding bridges and gates	56	£30.00
R Wontner	Replace floor tiles VH	57	£80.00
CS Cleaning MK Ltd	VH Deep Clean	21303	£755.00
NBR Printing	Village newsletter	1431	£256.25
Jayn Oliff	Internal audit fee		£50.00
MKALC	MKALC membership	21	£80.00
<b>Grand Total</b>			<b>£2,444.93</b>

Direct Debits			
E.ON	gas VH - May DD	89208742670A	£83.00
EDF Energy	elec VH - May DD	107789257	£81.00
XLN Telecom	Clerk's phone Apr	4976199 13977882	£23.48

<b>DD Total</b>			<b>£187.48</b>
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- 8.2. The internal auditor's report (Appendix A2) and an Income/Expenditure report (Appendix A3) had been circulated to Cllrs prior to the meeting. The Internal Auditor's report was noted and accepted. The Clerk further reported that the significant amount of income versus expenditure was due to a £3,000 prize from MKC from the re-cycling competition, £3,000 grant payment from the MKC Parish Partnership Fund and grants of over £4,000 from Open Gardens.

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

- 9.1. An email has been received from Healthwatch Milton Keynes requesting support for their 'it starts with you' campaign. It was agreed that Cllr Forgham publicise the campaign on social media.
- 9.2. A complaint about the wildlife area at the sports ground had been covered at the public session prior to the start of the meeting.
- 9.3. The Air Ambulance Service has written to ask whether a green 6' x 4' clothes re-cycling bin can be placed somewhere in the village to help raise funds for a children's service. It was agreed that whilst this is a very worthy cause there is really nowhere in the village to place the bin.

Cllr Forgham

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

- 10.1. Cllr Geary will write to MKC and suggest that the war memorial should not be adopted by Historic England.
- 10.2. MKC have proposed that the 3 different MKC grants be merged into one fund. It seems like they have further proposed (but not circulated for consultation) that:
- Applications should be limited to 1 per council
  - Contribution by the PC/TC be reduced from 50% to 10%
  - Require work to be done/commissioned by MKC
  - Whereas now applications are made in February with a decision in July this should change from September to April and the decision will be made by a panel of councillors rather than by officers

Cllr Geary

Cllr Ayles will write to MKC cc Cllr Geary requesting circulation of the proposals.

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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 2<sup>nd</sup> 3<sup>rd</sup> September 2018 in the Village Hall. There will be no meeting in August

There being no further business part 1 of the meeting closed at 9.15 pm

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**PART 2**

**TO RECEIVE DECLARATIONS OF INTEREST** by Councillors in any of the agenda items below

- 12.1. None

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**TO CONSIDER RESOLUTIONS**

- 13.1. It was unanimously agreed to give the contract for the role of groundsman at the sports ground to Robert Prinzi. Castlethorpe Sports Association had agreed to go along with the parish council's decision and will also take him on.

There being no further business the meeting closed at 9.25 pm

DRAFT

## Appendix A – Schedule of Reports & File Notes

### APPENDIX A1 – CLERK'S REPORT 4/6/2018

1. An article has gone out in this edition of Castlethorpe News inviting applications for co-option onto the parish council. Clerk to make up notices to put on village notice boards. Applications to be considered at next meeting.
2. The supplier chosen at the last meeting to provide the play equipment at Thrupp Close was unable to supply a hard wood solution. The decision is therefore re-scheduled for tonight so the councillors can decide between the cheaper soft wood quote or between the other quotes based on hard wood equipment. The gym equipment supplier is to be chosen tonight. Messrs. Proludic have been selected to provide the zip-wire. Next steps are to get CAD drawings of the exact location of the excavations required to install the equipment at Fish Ponds play area so that we can approach Historic England. The company has been asked to provide them.
3. I received today (too late to put anything on the agenda) details of the grant that will be given back to the parish council should it elect to provide its own landscaping. It now needs to be decided how to complete the exercise to work out the actual overall cost and whether to gather public opinion.
4. I have heard nothing back from MKC as to whether they have banked the cheque payment for the replacement of 9 x old streetlamps with new heritage style units. The cheque had not cleared up to 24<sup>th</sup> May. Message left on Richard Woodcock's answerphone.
5. Marcus Young have commenced clearing the dog bins..
6. The old benches from the village green are yet to be installed either side of the football pavillion .
7. Litter bin for outside shop to be installed now that work on the green complete. Additional work still to be done: gate between Lodge Farm Court and sports ground to be secured (carried forward)
8. Application has been made to the Calor Community Fund for a grant of £2500 towards providing further hard surface parking at the sports ground. Success now depends on public support through votes on the Calor web site. Football and cricket clubs have been encouraged to rally support from members, friends and relatives.
9. Cllr Green has agreed to talk to Tom Blackburn-Maze at MKC re. the school car park as the cllrs were not happy with the advice he gave the Clerk (carried forward)
10. Clerk will arrange a meeting with CCLA about potential investment before the one year fixed term bond matures.
11. Smartwater key codes have been received. Clerk to now allocate them to the people that have requested them.
12. Clerk still to write to Northants CC about the poor state of the repairs to the road up to Cosgrove.
13. Cllr Forgham to document proposed process for taking cheque deposits by card.
14. Wording for dog exclusion from sports ground signs to be agreed tonight.
15. Cllrs Ayles, Forgham & Clerk to register castlethorpe.go.uk domain name and purchase G-suite software package
16. Cllrs Ayles, Forgham & Clerk had met with local resident and identified areas that would benefit from landscaping. The resident will further consider and will write up some recommendations. Clerk has asked handyman to trim nettles & thistles between the fence to the swale at Paddock Close and the pavement.
17. Cllr Geary was to talk to the Head of Design Conservation to see what is happening with regard to the Carrington Arms.
18. Cllr Ayles has emailed MKC Environmental Services about drainage problems in Station Road. He had reported the problem but has not received a reply.

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.
- Clerk to register The Fishponds Play Area with Land Registry
- Clerk to make 'rights of way' application for the strip of land between Station Road and Fishponds

Steve Bradbury  
4/6/2018

## APPENDIX A2 – INTERNAL AUDIT REPORT – CASTLETHORPE PARISH COUNCIL

Audit undertaken 1<sup>st</sup> June 2018

### 1. Objectives and Scope of the Audit

To review the processes and procedures of Castlethorpe Parish Council in relation to the financial statements for the year ended 31<sup>st</sup> March 2018. The audit was based on a review of a sample of items appearing in the Cash Book.

### 2. Overall Opinion

There is a generally sound system of controls designed to meet the organisation's objectives. Most systems were sound and being followed with only two exceptions:

2.1 Two instances were found where contractors were used without establishing their employment status. This could result in CPC paying money to individuals who are not registered for tax.

2.2 VAT numbers were not always verified. It has been known for traders to quote fictitious VAT numbers in order to increase the payment.

### 3. Recommendations

3.1 All traders who undertake work for CPC should be registered for tax. If the work is not undertaken by a limited company (the invoice bearing a company registration number), the trader's Unique Tax Reference (UTR) should be obtained and checked with HMRC. Employment of unregistered traders could result in CPC being complicit in tax evasion.

3.2 Invoices received which have VAT added should be checked to ensure that a valid VAT registration number is displayed. If a VAT number is not displayed then the company/trader should be contacted in order to obtain the number. If the number is not obtainable then the net amount only should be paid. VAT numbers can be verified using the European Commission's website: ([http://ec.europa.eu/taxation\\_customs/vies/vatResponse.html](http://ec.europa.eu/taxation_customs/vies/vatResponse.html)).

## INTERNAL AUDIT REPORT – CASTLETHORPE PARISH COUNCIL

### 4. Conclusion

Overall the accounts are recorded accurately, expenditure is monitored well and authorities for expenditure complied with.

I should like to, once again, record my thanks to the Clerk for ensuring that all questions were answered and all information requested was made available promptly.

Jayn Oliff

5/6/18

**APPENDIX A3 INCOME AND EXPENDITURE STATEMENT FOR  
FINAL ACCOUNTS  
FINANCIAL YEAR 1 APRIL 2017 TO 31 MARCH 2018**

**INCOME**

Precept inc. LCTRS Allowance		£28,785.00
Sales Income (Village Hall, Sports Ground, Adverts)		
Village Hall	9332	
Sports Ground	0	
Tennis Membership	0	
Adverts	520	£9,852.00
Fund raising & Grants		£10,888.00
Misc income		£638.00
Bank interest		£573.00
NAG Funds		£343.00
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		£51,079.00

**EXPENDITURE**

Admin		219
Audit fees		285
Bldg Maint Village Hall		3327
Bldg Maint Sports Ground		476
Bldg Maint other		337
Chair expenses		0
s137/Community		5061
Consumables		548
Dog bins		543
Elections		0
Equipment maint SG		2102
Equipment maint VH		740
Grants		144
Insurance		1767
Land maintenance		2709
Licenses		466
Publications		898
Rates		0
Speed Identification Device		0
Subscriptions		417
Training		37
Utilities		3316
Wages		7602
Village Hall clening/upkeep		2393
Neighbourhood Plan		30
VAT		564
Projects		1057
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		£35,038.00