



# Castlethorpe Parish Council

Minutes of a Parish Council General Meeting held on  
Monday 3<sup>rd</sup> December 2018 at 7.30 p.m. in the Village Hall

**PRESENT: Councillors Markham, Stacey, Ayles, and Forgham, the Clerk and 3 members of the public.**

The Chair opened the public session:

A resident told the Parish Council that he had applied for planning permission to convert a garage into living accommodation and to replace the garage door with French doors at 1 North Street. The application had only just been submitted and had not yet been notified to the Parish Council by MKC as are all planning applications for the village. Cllr Ayles suggested that he contact MKC and ask if the application falls under the category 'permitted development' in which case permission will be given automatically. If not then the Parish Council will be notified and the application will be considered at the January meeting. Building should not start until approval is given by MKC either way.

The same resident had previously asked the Parish Council as land owners to get the necessary permission from English Heritage to reinstate the fence between his property and Castle Field. Cllr Stacey will provide the Clerk with contact details and a map.

Another question was raised about the Carrington Arms to which Cllr Ayles replied again that there is nothing that the Parish Council can do to get the owner to start work on it. Orders have been placed on him to do some work to make the building safe and some work has been done. Beyond this the Parish Council are in touch with him and he still asserts that he intends to renovate and re-open when he starts work on the approved Station Yard development.

There being no further questions the Chair opened the meeting proper at 7.50.

- | 1      | <b>APOLOGIES FOR ABSENCE</b>   | <b>ACTION</b>         |
|--------|--|-----------------------|
| 1.1    | Cllrs Sawbridge, Hinds reason alternative commitment & Keane reason holiday.<br>All 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 Meetings of the 1 <sup>st</sup> October and the 5 <sup>th</sup> November could not be agreed as only two councillors present attended each of the meetings hence the meeting was not quorate in that respect. Carried forward.  | Clerk                 |
| 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 10 – Cllr Stacey said he had been mistaken and none of the trees overhanging the war memorial were anywhere near power lines. He will get someone to attend to them. In the meantime Cllr Ayles will check that none are subject to preservation orders..   | Cllrs<br>Stacey/Ayles |
| 4.1.2. | The fifth bullet in the 'no progress' list was incorrect. MKC Highways and Anglian Water had both sent engineers out but with it being the summer they had found no problem with drainage in Station Road. The matter will have to wait until the problem re-occurs.   |                       |
| 4.2.   | <b>Report from Cllr Ayles on current outstanding matters ACTIVITY UPDATE for November 2018</b>   |                       |
| 4.2.1. | No matters arising   |                       |
| 5      | <b>TO CONSIDER PLANNING APPLICATIONS (previously viewed on line by Cllrs)</b>  |                       |
| 5.1.   | 18/02689/LBC   Listed building consent to provide roof windows to the rear to allow natural light into the building. Reconfigure internal staircase - 3 Lodge Farm Court Castlethorpe – <b>no objections</b>   |                       |
| 5.2.   | 18/02688/LBC   Listed building consent for the replacement of faulty roof windows to the front elevation; new roof windows to the rear; reconfiguration of internal staircase and minor internal alterations - The Samling 2 Lodge Farm Court Castlethorpe – <b>no objections</b>  |                       |
| 5.3.   | 18/02738/FUL   Demolition of lightweight dining room extension and replacement with two storey rear extension - 7 School Lane Castlethorpe<br>Cllr Forgham said that this application is completely out of keeping with the remainder of the row of historic cottages. The red brick proposed does not match the remainder of the cottages that are stone and render. Also new style windows are proposed that are at odds with adjoining properties. The property is in the |                       |

conservation area, the importance of which is referenced in the adopted Castlethorpe Neighbourhood Plan sections 1.24. and 1.25. This application goes completely against the principles expressed therein.

It was agreed unanimously that the Parish Council object to the application as follows:

- The application goes against the adopted Castlethorpe Neighbourhood Plan in that it does not 'preserve or enhance' that part of the conservation area nor does it 'respect the area's setting'.
- The application contradicts the first objective at item 3.2 (1) of the Neighbourhood Plan: 'To ensure sympathetic development through design guidelines to reflect the different areas of character of the village and to ensure the historic buildings and structures are maintained and where necessary enhanced.
- The extension should be built in similar stone to the materials used in the other cottages
- The windows should match those in the other cottages in material and style
- The extension should be built in the same style as the remainder of the row
- The Parish Council is concerned about the form and overall size of the extension and would welcome the views of the Conservation Officer in this respect

**5.4** **18/02662/DISCON** | Details submitted pursuant to discharge of condition 12 (school drop-off) and condition 13 (surgery car park) attached to planning permission 17/03385/REM Land Off Castlethorpe Road Hanslope. It was unanimously agreed that the Parish Council would object on all of the same grounds communicated by Mr Martin Small in his email to MKC Planning dated 22<sup>nd</sup> November and also by Stirling Maynard Transportation in their email to Phil Caves dated 19th November.

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#### **TO RECEIVE REPORT BACK ON PREVIOUS PLANNING APPLICATION**

**No further updates on 6.1, 6.2 & 6.4. - 6.8.**

- 6.1. **18/02568/TCA** | Notification of intention to reduce height of a western red cedar by 20%, bring in sides slightly to match and give a crown raise for a 3m clearance. To also reduce an elderberry all round by 2m, pruning back the overhang. 33 North Street Castlethorpe **status 'unknown'**
- 6.2. **18/02505/FUL** | First floor extension over existing double garage to form additional bedroom. Bramley House 13B South Street Castlethorpe **status – 'registered'**
- 6.3. **18/02424/FUL** | Variation of condition 2 (Vehicle Movement) attached to planning permission 15/02823/MIN Home Farm Hanslope Road Castlethorpe **status – 'registered' – approval now given**
- 6.4. **18/02421/FUL** | Demolition of existing Equestrian Centre and erection of 51 dwellings with associated works Milton Keynes Eventing Centre Malt Mill Farm Castlethorpe Road Hanslope **status – 'registered' to go to DCC 6<sup>th</sup> December with recommendation to grant permission**
- 6.5. **18/02598/DISCON** Details submitted pursuant to the discharge of condition 16 (construction environment management plan) attached to planning permission 16/02937/OUT.  
At: Site South of Hales Folly Farm Long Street Road Hanslope **see 5.5.**
- 6.6. **18/02101/FUL** | Erection of 3 residential dwellings Cuckoo Hill Farm Castlethorpe Road Hanslope **status – application permitted**
- 6.7. **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 appeal lodged by applicant**
- 6.8. **17/00838/OUT** Outline application for the development of 200 dwelling houses, with all matters reserved Land To The East of Eastfield Drive Hanslope **DCC 5/7/18 deferred decision – no further information available**

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#### **TO CONSIDER RESOLUTIONS**

**7.1.** It was agreed that the new Neighbourhood Plan Steering Group should be Cllrs Ayles and Forgham, the Clerk and Leo Dunwoodie and that they should have powers to co-opt any new members onto the Group as and when appropriate. The following first steps were agreed:

- To aim for allocation of a single site with two reserve sites that could be

- included in subsequent plans should it be deemed necessary to renew again
- Main site would become available for development at acceptance of the new Plan
- The sites would be of between 6 and 10 properties and the developments would provide 'defensive boundaries' to stop potential development sprawl to unacceptable levels. Although MKC are only requiring one property as the minimum new development expressed in a Neighbourhood Plan, professional advice had questioned whether this would be tolerable.
- It would be better if the 3 sites were contiguous areas but not essential

**7.2.** It was unanimously agreed that the Clerk arrange for the hedge between Castle Field and the sports ground to be cut. An upper limit of £250 was agreed on.

**7.3.** It was agreed unanimously that the Parish Council sign up to the Armed Forces Covenant

**7.4.** Cllr Ayles commended the new village PCSO and said that the Parish Council should support him wherever possible. He is setting up another walk in session at the Village Hall and wants to attract as many children and parents as possible. Cllr Ayles then proposed that some gifts are purchased to give to the children to hopefully attract a larger audience. This was agreed up to a sum of £100.

**7.5.** It was agreed unanimously that a new clock be bought for the Village Hall. Cllr Forgham to recommend a suitable item, circulate details and then if everyone happy make a purchase up to £300.

Cllr Forgham

**7.6.** It was agreed unanimously to support in principle the application made by MK Clerks to utilise a proportion of the MKC 'Cleanup Fund' to purchase equipment to be shared amongst the parishes for street and equipment cleaning and weed killing

**7.7.** After some discussion it was agreed not to apply for dog waste bag stations and bags.

## 8 **FINANCIAL MATTERS**

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

Payee	Description	Invoice	Amount
S Bradbury	Salary Nov 2018	per pay slip	£624.62
S Bradbury	Refund payment printer paper	per attached order conf	£16.52
S Bradbury	Refund payment wild flower seed	per attached order conf	£83.71
L Kitchener	Nov invoice VH	per attach email invoice	£320.00
Viking	VH consumables	inv 129543	£40.63
Viking	VH consumables	inv 32225	£29.99
Viking	VH consumables	inv 26476	£12.36
SLCC	Annual membership	per attached renewal	£122.00
Proludic	Install cableway Fishponds	per attached invoice	£8,601.00
D.Hinds	Refund costs Xmas bits	receipts awaited	£100.86
Oneill Homer escapes	Neighbourhood Plan consultancy	626	£500.00
Landscaping	Ground preparation wildlife area	per attached invoice	£240.00
Castlethorpe Village Show	Donation OAP dinner	per October minutes	£300.00
CFA Archaeology	Monitor cableway installation Fishponds	per attached invoice 8794	£1,200.00
<b>Grand Total</b>			<b>£12,191.69</b>

## Direct Debits

E.ON	gas VH - Oct DD	89208742670A	£119.00
EDF Energy	elec VH - Oct DD	107789257	£69.00
Google Ireland Ltd	G-suite	26107096G10SRJ31	£19.80
XLN Telecom	Clerk's phone Apr	4976199 13977882	£31.10

**DD Total** **£238.90**

8.2. Draft version 1.1. of the 2019/20 budget (see Appendix A3) had been circulated prior to the meeting. The tax base has increased this year meaning an increase in precept of £2083 without any percentage raise to the council tax payers. Cllr Ayles said that a large number of Parish & Town Councils hold in reserve an amount corresponding with the annual precept as a countermeasure against risk. Additionally each year it is the Parish Council aims to add c. £5,000 to the general reserve fund to spend on the village. The current reserves are in a healthy state as despite spending £69,000 on projects this year, grants and planning gain had minimised the overall costs. Cllr Ayles proposed that there should be no percentage increase in the local council tax amount. Agreed unanimously. It was further agreed that the list of capital projects for this year should include:

- Replacement of Village Hall floor
- Deployment of 'old style' street signs throughout the village
- Drawing up plans for a new clubhouse at the sports ground
- Purchase land in front of shop from MKC
- Defibrillators at the sports ground and Village Hall

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

9.1. The Castlethorpe Sports Association committee had said that they were disgusted with the amount of dog mess they are having to clear up from the pitches before the children start their football matches.

9.2. Residents have been complaining about bikes not being allowed in the playing ground. Clerk to put on next agenda.

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

10.1. None

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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 7<sup>th</sup> January 2019 in the Village Hall.

There being no further business the meeting closed at 8.55 pm

Clerk

# Appendix A – Schedule of Reports & File Notes

## APPENDIX A1 – CLERK'S REPORT 3/12/2018

1. All playground and sports equipment installed, accepted and paid for. WREN grant drawdown request has been submitted and payment of that grant is expected in December. Application has also gone off for s.106 funding for play equipment and cableway but that cannot be claimed until cableway work is complete. At the moment the foundation has been installed at the Fishponds and is being left to settle for a week. The final bits of installation (seat and wire) will be done at the end of this week. Historic England gave approval for the work before it started and an archaeologist was on hand to inspect all excavations. S.106 application will be finalised and application for drawdown of the MKC Play Area Improvement Scheme grant will be made next period.
2. Guarantee documents to be obtained from Proludic and the committed £1000 refund to be settled and assets to be added to Insurance and Asset List
3. Risk Assessment to be performed on decision to take over landscaping and other land maintenance in 2020..
4. Still waiting on MKC to tell us what is going on with installation of heritage street lights. Contact made with Richard Woodcock who said he is not in charge of the exercise but promised to get someone to call back. Needless to say this did not happen. Left one final message saying that I will escalate if I do not hear anything today.
5. Renovation work has been carried out at the Carrington Arms but a local resident has expressed concerns about foundations having collapsed in the cellar. Not sure whether this has been communicated to MKC.
6. Cllr Ayles has complained to MKC that the new Community Infrastructure Grant criteria that has been introduced is not what was agreed. MKC have put the process on hold pending further discussions with P&TC's. Our previous agreed candidate for a grant, to relace VH floor, had been ruled out of scope by the MKC grant scheme administrators but this may now change.
7. One of the new windows has been installed in the bus shelter at the south end of the village. The other will be done in the next 2 weeks weather allowing.
8. The sign at the Dips.instructing construction traffic to traverse through the village has now been removed.
9. For update on Neighbourhood Plan see Cllr Ayles' report at item 4.2.
10. Trees around the war memorial are to be cut back by an electricity company. Cllr Stacey will then see if this resolves the problem with the trees overhanging.
11. Cllr Ayles has been in dialogue with MKC about making Dog Control Orders under the new (Antisocial Behaviour) Act. More in his report at 4.2.
12. Cllr Keane has investigated the report that one of the swing seats at the Fishponds and can find no problem.
13. The wildlife area at the sports ground has been further prepared and wild flower seeds have been purchased and scattered. Further thanks to resident Sharron Clegg for her efforts.
14. Clerk has agreed with Village Show Committee that £300 is a reasonable donation by the parish council to the OAP dinner.

No progress on outstanding actions:

- 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)
- Clerk will arrange a meeting with CCLA about potential investment before the one year fixed term bond matures.(carried forward)
- Cllr Forgham to document proposed process for taking cheque deposits by card (carried forward)
- 6 copies of G-suite are now licensed and available.
- Cllr Ayles has emailed MKC Environmental Services about drainage problems in Station Road. He had reported the problem but has not received a reply (carried forward).
- Clerk to approach Historic England for consent to repair fences at Castle Field. Cllr Stacey to provide map.
- Cllr Ayles & Geary to consider MKC decision not to sell land at the side of 6 The Chestnuts.
- 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 3/12/2018

## APPENDIX A2 Report from Cllr Ayles on current outstanding matters ACTIVITY UPDATE for November 2018

- **Community Infrastructure Fund**

Through my role at MKALC, a pause has been placed on the Fund rollout whilst a wider scope of application is agreed with the parishes who will be given a clear month to respond with any new applications eg the village hall floor.
- **Highways visit (including Hanslope)**

Arising from discussions on CIF, I have invited the new Head of Highways, Debbie Taylor-Bond, to visit Castlethorpe to give suggestions on speed moderating measures particularly at the village entrances. At the same time, and after discussions with Hanslope PC, I will suggest we go on there to discuss some of the highways issues there. (Watts Arms T junction, change of priority on Forest Rd, removal of priority working, access at new Long St Rd estate).
- **Village Centre gully work**

This work was raised after garden flooding issues following the village centre project. The gully capacity has been increased to take surface water. I have been in contact with Carl Devereaux (MKC Highways engineer) about the final surface which had a supply problem. However, the resin has been obtained. It will be slightly lighter than the surrounding area but will match up over time.
- **PSPO Dog Exclusion Orders**

I have been in correspondence with Shaun Greig at MKC Environmental Crime who is currently taking a Borough-wide dog fouling PSPO through due process. He will contact me once this is done about Castlethorpe renewing its Dog Orders.
- **CCTV**

Hanslope PC have CCTV in their recreation ground. It is apparently run by Richard Green (son of Bill Green) who is on Hanslope PC. I have emailed Richard about the process HPC went through and am awaiting a reply.
- **Speeding**

With the SIDs back in use, we are again recording high speeds at the village entrances. PCSO Dave Huckle organised a speed enforcement van on Hanslope Rd which caught 4 vehicles in an hour including one at 47mph.

The SID has recorded high speeds on Bullington End Rd with vehicles on three consecutive days around 4pm recorded at 80mph, 70mph and 70mph. The TVP traffic enforcement officer will be surveying BE Rd for safe sites for the speed van the next time it is allocated to us.

The SID also recorded high speeds on Wolverton Rd and Dave Huckle will see if he can arrange a visit with our local PC, Dan Smith, with a speed gun.
- **PCSO Meeting**

A number of councillors supported Dave Huckle at his open sessions. The next will be aimed at the school being at 3pm. Possible support by CPC.
- **Hanslope Neighbourhood Plan**

Hanslope have now submitted their NP to MKC. This will give it some 'prematurity' weight in planning decisions. Some minor support was given to Hanslope.
- **Eventing Centre**

Hanslope Parish Council have asked me to speak at DCC on 6th December which I will do on the basis of the resolutions made by Castlethorpe Parish Council.
- **Maltings 2 Update**

I maintain periodic contact with Carington Estates who have told me recently that the site development is still resolving some legal issues (not specified).
- **Move to .gov.uk and New Website**

Kay, Russell and Phil are now using the new domain. It would be good to see the remaining councillors and clerk move across. Russell is working with Matt Daniels on a new website and Kay, Russell and I have reviewed a first draft.
- **Remembrance Day service and beacon**

The day was commemorated by a well attended service in the morning and the lighting of a beacon in the evening. Thanks should be given to Dave Hinds, Lawrence Chapman and Graham, Daniels for organising the beacon and to Russell Forgham for organising refreshments and showing 'Journey's End' afterwards in the Village Hall.
- **Neighbourhood Plan**

Meeting held with Diane Webber, Heather Searle (MKC Planning) and Neil Homer. Neil did make the point that, even should MKC lose its 5YHLS under Plan:MK, which is possible after next November, our NP will still have considerable weight. However, the risk of the NP not having sufficient weight, though slight, seems too high given events at Hanslope. We would have to identify new housing land for at least 6 houses. Neil has opined that we might identify a main site plus two reserve sites which could be activated in future NP rounds reducing the effort of making a new NP every two years.

The two actions are (1) for an Indicative Housing Need Requirement from MKC which should be available for a Delegated Decision on 11th December and (2) for an application for a grant which would run until April, expire and a new grant sought for the next financial year. The grant size should easily cover our costs.

- **Wildlife Area**

Sharron Clegg is getting quotes to carry out the remedial works on the trees but that can wait until the new year if necessary. She has two so far and trying to get a third as a comparison.

The only other thing that needs attention is the grass pile under the hedgerow, once the hedge is cut it would be easier to spread, perhaps by our groundsman? We need to keep an eye on the large grass pile, hoping it will break down and again can be spread under the hedge. The grass on the top of the pile is growing well and will need spraying before moving, but again, it will be OK until the new year.

**MKALC**

I was honoured to be re-elected to Chair MKALC for a further year. In this role, I have been providing assistance to the new parishes of Fairfields and Whitehouse.

Philip Ayles

**Appendix A3 Draft Budget 2019/20**

	APR-JUN ACTUAL	JUL-SEP ACTUAL	FORECAST Q3	FORECAST Q4	PROJECTE D TOTAL	2018/19 BUDGET	2019/20 BUDGET
ALL FIGURES NET OF VAT							
<b>INCOME</b>							
Precept inc LCTS Grant	14820	14820	0	0	29640	28787	30970
Interest	11	11	500	11	533	575	550
Other payments	0	0	0	0	0	0	0
VH Hire & rentals	1829	2045	2600	2600	9074	9000	9000
Advertising	245	29	120	120	514	500	500
<b>Total Receipts</b>	<b>16905</b>	<b>16905</b>	<b>3220</b>	<b>2731</b>	<b>39761</b>	<b>38862</b>	<b>41020</b>
Grants	3924	2500	7000	11000	24424	0	0
s. 106 claims	0	0	10000	16000	26000	0	0
VAT to claim back	0	0	6000	2000	8000	0	0
<b>Total inc, grants &amp; s.106</b>	<b>3924</b>	<b>2500</b>	<b>23000</b>	<b>29000</b>	<b>58424</b>		
<b>EXPENDITURE</b>							
Administration costs	2349	1522	1965	2600	8436	8192	8300
Clerk's wages	1790	1267	1875	2500	7432	7692	7800
Other	559	255	90	100	1004	500	500
Audit Fee	0	50	300	0	350	350	400
Buildings/Assets Costs	713	2326	904	500	4443	5000	7000
VH	256	1056	326	500	2138	3500	3500
SG	252	1197	0	0	1449	1000	2000
Other	205	73	578	0	856	500	1500
Chair's Expenses	0	0	0	0	0	100	100
Consumables	99	40	41	100	280	400	400
Dog bin clearance	103	0	0	936	1039	640	936
Litter bin clearance	0	0	0	0	0	0	0
Election costs	0	0	0	0	0	0	0
Equipment Costs	108	102	917	0	1127	2500	2600
VH	108	0	0		108	1000	1000
SG	0	102	500		602	1500	1100
OTHER	0	0	417		417	0	500
Grants	0	0	1450	0	1450	1500	0
Insurance	0	1266	0	0	1266	2000	1300
Landscape/General Maintenance	0	560	150	0	710	600	800
Village	0	560	150		710	600	800

Licences/Statutory certificates	230	363	0	100	693	600	700
Publications	0	256	256	256	768	1500	1500
Rates	0	0	0	0	0	0	0
<b>S137</b>	<b>192</b>	<b>0</b>	<b>132</b>	<b>300</b>	<b>624</b>	<b>750</b>	<b>600</b>
Speed checks	0	0	0	0	0	150	0
Other	192	0	132	300	624	600	600
Subscriptions	153	100	0	100	353	300	350
Training	128	38	0	0	166	250	500
<b>Utilities</b>	<b>701</b>	<b>1429</b>	<b>644</b>	<b>780</b>	<b>3554</b>	<b>3350</b>	<b>3350</b>
VH	620	1359	564	700	3243	3000	3000
OTHER	81	70	80	80	311	350	350
<b>Maint contract costs</b>	<b>920</b>	<b>680</b>	<b>740</b>	<b>750</b>	<b>3090</b>	<b>3120</b>	<b>4000</b>
VH Cleaner	920	680	740	750	3090	3120	4000
SG	490	632	0	200	1322	3500	3500
Groundsman's invoices	490	407	0	200	1097	3000	3000
Hedge cutting	0	225	0	0	225	500	500
Other	81	0			81	500	500
<b>Total Expenditure</b>	<b>£6,186</b>	<b>£9,364</b>	<b>£7,499</b>	<b>£6,622</b>	<b>£29,671</b>	<b>£34,652</b>	<b>£36,336</b>
Projects	643	19078	4900	44200	68821	0	0
<b>Total Expenditure inc projects</b>	<b>£6,829</b>	<b>£28,442</b>	<b>£12,399</b>	<b>£50,822</b>	<b>£98,492</b>	<b>£34,652</b>	<b>£36,336</b>