



Castlethorpe Parish Council

63 Thrupp Close, Castlethorpe, Milton Keynes MK19 7PL • Tel: 01908 337928

Minutes of a Parish Council General Meeting held on
Monday 4th February 2019 at 7.30 p.m. in the Village Hall

PRESENT: Councillors Hinds, Stacey, Keane, Markham, Ayles, and Forgham, the Clerk, Ward Cllr Geary and 1 member of the public.

There was no public session:

- | | | ACTION |
|--------|--|---------------|
| 1 | APOLOGIES FOR ABSENCE | |
| 1.1 | Cllrs Sawbridge reason illness - accepted. | |
| 2 | DECLARATIONS OF INTEREST | |
| 2.1. | Cllr Ayles personal interest 5.1. Cllr Stacey pecuniary interest 5.3. | |
| 3 | APPROVE MINUTES OF THE LAST MEETING | |
| 3.1 | The minutes of 1 st October (proposed Cllr Markham seconded Cllr Hinds), 3 rd December (proposed Cllr Forgham seconded Cllr Ayles) and 7 th January (proposed Cllr Keane seconded Cllr Forgham) were all agreed unanimously. | Clerk |
| 4 | TO RECEIVE REPORTS | |
| 4.1. | Clerks Report & Review of Actions (See Appendix A1). Matters arising: | |
| 4.1.1. | Item 1 – Electrician still to provide a quote for installing the clock at the Village Hall. Clerk to then contact Janie Burns at MKC to apply for a ‘public arts’ grant. | Clerk |
| 4.1.2. | Item 9 – Cllr Stacey has commissioned work to prune back trees overhanging war memorial. | |
| 4.2. | Report on Visit by MKC Head of Highways to Castlethorpe and Hanslope. (Cllrs Ayles and Forgham) (See Appendix A2). Matters arising: | |
| 4.2.1. | Cllr Ayles has requested that the Dips at the bottom of Castlethorpe Road be inspected after the next period of heavy rainfall | |
| 4.2.2. | David Frost of MKC will attend the village to look at the village entrances with a view to considering vehicle speed controls. | |
| 4.2.3. | Cllr Ayles had further engaged with MKC Head of Highways about introducing 20 mph speed limits. She will investigate what can be done. | |
| 4.2.4. | Cllr Ayles further reported that work such as the re-surfacing of the school car park would normally be done when work is being done on the highways in the area. MKC will investigate. | |
| 4.2.5. | Clerk to look at road by Navigation pub and report any significant potholes to Northants CC. | Clerk |
| 4.3. | FILE NOTE: FILE NOTE - Landscaping Workshop 21st January 2019 (See Appendix A3). | |
| 4.3.1. | MKC are to produce a new spec for the outsource. It has been agreed that all tree work will remain with MKC. Clerk to contact Helen Hupton at West Bletchley to try and obtain examples of Invitations To Tender | Clerk |
| 4.4. | FILE NOTE - Discussion on CCTV with Hanslope Parish Councillor Richard Green (See Appendix A4). No matters arising. | |
| 4.5. | Cllr Ayles gave a verbal update on the replacement of streetlights with heritage versions:
MKC have now reported that 6 out of the 9 streetlights have been replaced although the columns are taller than the existing lights and there is no cross bar. They still need to do a survey for the light in School Lane. The work should be complete by mid-March. | |
| 5 | TO CONSIDER PLANNING APPLICATIONS (previously viewed on line by Cllrs) | |
| 5.1. | 19/00010/TCA - Notification of intention to remove some branches from apple tree to reduce upper weight as some hollowing in main trunk. Reduce likelihood of falling over especially onto nearby building 21 North Street Castlethorpe – Cllr Ayles Cllr Ayles retired to the public gallery.. There were no objections. Cllr Ayles returned to meeting. | |

- 5.2. **Appeal by McCann Homes Limited** against refusal for demolition of Equestrian Centre and erection of 51 dwellings with associated works at Malt Mill Farm, Castlethorpe Road, Hanslope, Cllr Ayles proposed that the parish council maintain the same objections as had been made against the original application. Agreed unanimously.
- 5.3. **Appeal by Mr John Tompkins and Ms Sarah Tompkins** against refusal for outline permission for up to 9 dwellings with all matters reserved AT Land To The East of 7 To 17, Castlethorpe Road, Hanslope. Cllr Stacey retired to the public gallery. Cllr Ayles proposed that the parish council maintain the same objections as had been made against the original application. Agreed unanimously. Cllr Stacey re-joined the meeting.
- 5.4. **19/00119/FUL** | Replacement of an existing spiral escape staircase from building 98 with a new flighted staircase, from ground floor to first floor Hmgcc Hanslope Park. No objections

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TO RECEIVE REPORT BACK ON PREVIOUS PLANNING APPLICATION

No further updates on 6.1. & 6.3. - 6.11.

- 6.1. **18/03042/FUL** | Removal of existing conservatory and front porch; erection of single-storey sun room to the rear and larger front porch 2 Maltings Field Castlethorpe. **Permitted**
- 6.2. **18/03019/FUL** | Erection of four dwellings Cuckoo Hill Farm Castlethorpe Road Hanslope. Status: **application refused by DCC In January**
- 6.3. **18/02921/REM** Reserved matters application for the substitution of House types to Plots 12, 13, 20, 45, 46, 47, 50, 53, 55, 79, 85, 87, 95, 97, 98, 111 in accordance to application 16/02937/OUT. Status: **Registered.**
- 6.4. **18/02738/FUL** | Demolition of lightweight dining room extension and replacement with two storey rear extension - 7 School Lane Castlethorpe **status registered**
- 6.5. **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 - **Refused**
- 6.6. **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**
- 6.7. **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 Milton Keynes MK19 7HA| Status: **Permitted**
- 6.8. **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 Milton Keynes MK19 7HA| Status: **Permitted**
- 6.9. **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| Status: **Conditions discharged**
- 6.10 **18/02641/DISCON** | Details submitted pursuant to the discharge of conditions 17 (cycle storage) and 18 (bin storage) attached to planning permission 17/03385/REM. Land Off Castlethorpe Road Hanslope| Status: **Conditions discharged**
- 6.11 **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 Milton Keynes MK19 7EW| Status: **No objections**

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TO CONSIDER RESOLUTIONS

- 7.1. It was agreed not to comment on draft MKC Statement of Community involvement
- 7.2. Cllr Ayles said that there were several good reasons to install CCTV at the sports ground but that there are some overheads in managing the recorded content that might prove difficult. Clerk to talk to potential suppliers about management overheads.
- 7.3. Parishes have approached MKC to complain about the lack of consultation involved in introducing the new Community Infrastructure Fund. The Parishes Forum and PAG committees have been in contact with MKC Highways in an attempt to achieve some consultation but have been told that the Fund will go forward as proposed by MKC Highways. Cllr Ayles said that MKC will be approached again and if they continue to fail to consult with parishes then consideration would be given to advising parishes to withdraw from the consultative forums and committees and making a complaint to the Ombudsman about failure to follow mandatory process. It was agreed unanimously that Castlethorpe Parish Council should support this position should there be no resolution to the complaint.

Clerk

- 7.4. Cllr Ayles reported that a month has been wasted on updating the Neighbourhood Plan as David Blandammer at MKC had failed to provide answers to three questions:
- Will it be lawful to nominate 'reserve sites' to be used in subsequent versions of the Plan without the need to issue 'calls for sites' each time?
 - What is the potential impact on the Castlethorpe Plan of the newly introduced concept of 'entry level exception sites' (NPPF 71)?
 - Would Strategic Environmental Assessments be required for any sites identified?

In the meantime Cllr Ayles has contacted Martin Ellison at MKC about a review of the conservation area boundary.

8 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 Jan 2019	per pay slip	£624.62
S Bradbury	Refund purchase A4 paper	per attached invoice	£16.52
Stacey Blease	Jan invoice VH	per attach invoice 1	£120.00
Viking	VH consumables	inv 281379	£31.99
Henry Saunders	Cut SG hedge	inv 75	£100.00
eScapes Landscaping	Prune trees SG	attached invoice	£250.00
Marcus Young	Dog bins 2018	attached invoice 2966	£736.00
RCOH Ltd	Consultancy Neighbourhood Plan	attached invoice 665	£1,150.00
Grand Total			£3,029.13

Direct Debits			
E.ON	gas VH - Dec DD	89208742670A	£119.00
EDF Energy	elec VH - Dec DD	107789257	£69.00
Google Ireland Ltd	G-suite	26107096G10SRJ3131	£19.80
XLN Telecom	Clerk's phone Apr	4976199 13977882	£31.95

DD Total			£239.75
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- 8.2. Cllr Ayles proposed that the amount that the Clerk can authorise monthly without recourse to cllrs be increased to £500. Seconded by Cllr Keane and agreed unanimously.

9 CORRESPONDENCE RECEIVED (Circulated prior to meeting)

- 9.1. None

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

- 10.1. It was reported that once again refuse had not been collected from New Road. The matter had been reported to MKC and the collection had been made. Cllr Keane said that there had been no collection from Mill View either and he had reported the matter and had been told that it will be collected immediately. Cllr Keane to keep a check on things.

11 TO AGREE DATE AND ATTENDANCE FOR FUTURE MEETINGS/EVENTS

- 11.1 The next General Parish Council meeting will be held on 4th March 2019 in the Village Hall.

There being no further business the meeting closed at 8.40 pm

Appendix A – Schedule of Reports & File Notes

APPENDIX A1 – CLERK'S REPORT 4/2/2019

1. Size and type of clock for Village Hall has been agreed by Cllrs. Clerk to contact Janie Burns MKC about public arts grant to pay for it.
2. Castlethorpe Sports Association (CSA) have had a direct debit returned by their bank after Anglian Water charged c. £1900 for this round of water rates. A plumber was engaged to ensure that there is no underground leak and there is not. A meter reading has been taken and she has confirmed with Anglian Water that their reading is correct. The 2 parties are currently in dialogue about what happens next.
3. WREN have advised that the grant has now been paid for the play equipment. Monies also received for: s.106 for play equipment and MKC Play Area Improvement Scheme grants. S.106 monies for village centre improvements to be claimed when we eventually get an update on where MKC are with the project.
4. Guarantee documents to be obtained from Proludic and the committed £1000 refund to be settled. Assets to be added to Insurance and Asset List – carried forward
5. Verbal agreement with Hanslope PC to work together on taking over landscaping responsibility from 2020. Risk Assessment to be performed on exact scope of work involved.
6. Cllr Ayles to provide update to PC tonight on current state of project to replace current street lights with heritage style replacements. MKC's running of the project has been appalling and the Clerk still asks councillors to authorise him to make a complaint to MKC management on eventual completion.
7. MKC have yet to reveal what they intend to do with regard to the Community Infrastructure Fund which has been put on hold following complaints. Our previous agreed candidate for a grant, to replace VH floor, had previously been ruled out of scope by the MKC grant scheme administrators.
8. A grant of £6050 has been awarded to cover external costs in providing a refresh of the Neighbourhood Plan. Initial Steering Group meeting held with the planning consultant. Information required from MKC before next steps commenced: 'call for sites' communication to go out.
9. Cllr Stacey will now arrange for the trees overhanging the war memorial to be cut back – current status unknown
10. Cllr Ayles has been in dialogue with MKC about making Dog Control Orders under the new (Antisocial Behaviour) Act. No updates this month
11. Trees have now been thinned out in wildlife area. Hedge between sports ground and Castle Field have been cut back. Groundsman has been asked to scatter the mound of cut grass under the hedge – Sharron Clegg has advised that this should be sprayed with weedkiller first. .
12. CCTV at Sports Ground – report produced by Cllr Ayles to be discussed at tonight's meeting.
13. Speeding – still awaiting a response from PCSO to see if an officer can attend the village with a speed gun at the times that excessive speeding have been observed – no updates this month.
14. The matter of the resurfacing of the school car park was raised with the Head of Highways on her recent visit and is on the action list to be considered.

No progress on outstanding actions:.

- 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.
- 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 4/2/2019

**APPENDIX A2 - Report on Visit by MKC Head of Highways to Castlethorpe and Hanslope.
(Cllrs Ayles and Forgham)**

Meeting Notes and Actions

Castlethorpe

Issue	Additional information	Action	Update
Speeding Issues entrances to Castlethorpe	Speed Indicator results have been provided. 85% speeds will be reviewed.	Traffic Engineer/Road Safety to consider	
20mph Zone North Street from east South Street junction to triangle	Existing road layout has bends and physical layout promotes low speeds	To be added to the 20mph review list for consideration	
North Street car park outside school	Surface condition – could this be included in future works programme	Check Highway boundary	
Unsuitability of village centre and bridges by the Navigation			

APPENDIX A3 - FILE NOTE - Landscaping Workshop 21st January 2019

1. The workshop was organised by Kay Pettit (MKC) with Maurice Barnes and Philip Snell attending.
2. There was a presentation by SERCO on the services they could offer to those parishes contracting out of the MKC Contract. They will be offering to provide specialist services (eg flailing) to contracted out parishes. They gave Walton Parish as an example of a satisfied parish buying top up services. I asked Kay if she could arrange for other potential contractors to present to the parishes and I hope she will do so.
3. 13 parishes have signed the commitment to devolve landscaping services from 2020 for 3 years with an option for a further 2. In addition, there are 6 parishes who already operate devolved landscaping. The next opportunity to opt out will be in 2023.
4. The Schedule of Work is available on the MKC / Landscaping website <https://www.milton-keynes.gov.uk/leisure-tourism-and-culture/parks-and-open-spaces/landscape-maintenance> Grass cutting is currently 8-12 cuts per annum with SERCO required to maintain grass height within this. Note that tree work higher than that which can be reached from the ground is out of scope to contracting out parishes. A new specification is to be issued by end February clarifying parish responsibilities in sections 1-6. Note that West Bletchley went to an outside supplier to get a specification for their landscaping contract written. Might be worth contacting Helen Hupton to see if we can borrow from it. We will need to say urgently what other information we require.
5. A funding commitment for 3 years will be given by MKC. Maurice said that no changes are currently envisaged for 2020 and therefore the funding indication given to the parishes can be regarded as accurate subject to final confirmation. (There was a short discussion by parishes already contracted out which varied from being able to operate within the grant given to them (Olney) to having to supplement by 50-100% (West Bletchley) though this was due to a lot of initial work being necessary).
6. Miscellaneous notes; (1) Licences will be given to aprishes foc to work on the public highway. (2) All services enquiries are redirected to the parishes and no record kept by MKC (3) GIS is being made available to parishes.
7. A paper will go to Cabinet in February with the development of contracts between March and September and contracts ready for signature from October onwards. (MKC expect to be able to give final funding confirmation by then.)
8. Hanslope (Cllr Roland Simkins on behalf of the council) have approached us to work together on developing with a single contractor. (Marcus Young has apparently declined to quote to Hanslope because of workload.)

Philip Ayles

APPENDIX A4 - FILE NOTE - Discussion on CCTV with Hanslope Parish Councillor Richard Green

1. Richard runs a company Deluxe Developments which also supplies CCTV which he has done for Hanslope Parish Council.
2. Hanslope now have an 8 camera system based around the buildings in the recreation ground where they have had a number of incidents.
3. The system is in a locked and bolted down cabinet in the loft. To retrieve recordings, the operator has to go up into the loft. The system loops and retains recordings, which are encrypted, for 1 month.
4. Under GDPR, the parish council has to be able to demonstrate good reason for CCTV. Signage showing that CCTV is in use has to be displayed. The operator has to be DBS checked and the recordings cannot be passed to anyone who isn't DBS checked for the system except the police. e.g. sports organisers, other parish councillors.
5. Hanslope paid initially about £1500 for a 4 camera system but then expanded to another 4 taking total costs to £2k. (Each camera on top of the base system is about £130).
6. If Castlethorpe Parish Council decided to proceed, Deluxe would be happy to come over, do a survey to identify the best layout for surveillance and give us a quote.

Philip Ayles
17th January 2019

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