



Castlethorpe Parish Council

Minutes of a Parish Council General Meeting held remotely by video conference on 6th April 2020

PRESENT: Councillors Merritt, Ayles, Forgham, Sawbridge, Hinds, Keane, Ward Cllr Bowyer, the Clerk and 2 members of the public.

There was no public forum.

- | | | ACTION |
|-------------|---|---------------|
| 1 | APOLOGIES FOR ABSENCE | |
| 1.1 | Cllr Markham reason alternative commitment - accepted. | |
| 2 | DECLARATIONS OF INTEREST | |
| 2.1. | None.. | |
| 3 | APPROVE MINUTES OF THE LAST MEETING | |
| 3.1 | Previous minutes from the meeting of 2 nd March were proposed by Cllr Ayles seconded by Cllr Forgham and agreed unanimously. | |
| | TO RECEIVE REPORTS | |
| 4.1. | Clerks Report & Review of Actions (See Appendix A1) – matters arising: | |
| 4.1.1. | Item 3 – Bin men had failed to pick up sacks from village centre bins placed at Village Hall by handyman. Cllr Ayles had informed MKC. Binmen had also failed to collect from Maltings Field but this was found to be due to vehicles parked in South Street blocking the entrance. Cllr Ayles had asked PCSO to attend on Friday morning. Review next meeting. | Clerk |
| 4.1.2. | Item 8 – Clerk to put cleaning of war memorial on next agenda | Clerk |
| 4.2. | Neighbourhood Plan update | |
| 4.2.1. | Cllr Ayles reported that all agreed amendments had been made and the Plan had been submitted to MKC to take into second (regulation 16) consultation phase. The Plan will then go to an Examiner who will determine whether it needs to go to referendum. | |
| 4.3. | MEETING NOTE - Chris Hales, MKC Streetlighting, 4th March 2020 Streetlight Conversion to LED (see Appendix A2) | |
| 4.4. | Neighbourhood Planning Seminar 4th March 2020 (see Appendix A3) | |
| 5 | TO CONSIDER PLANNING APPLICATIONS (previously viewed on line by Cllrs) | |
| 5.1. | None | |
| 6 | TO RECEIVE REPORT BACK ON PREVIOUS PLANNING APPLICATION – no further comments | |
| 6.1. | 20/00272/FUL - Change of use from agriculture to B8 Bartholomew Farm Wolverton Road Castlethorpe - refused | |
| 6.2. | 20/00389/TCA - T6 - Sycamore - Sectional fell using rigging operations due to proximity of tree to grade 2 listed property effecting foundations/drains and deterioration of thatched roof. The Thatched Barn Hanslope Road Castlethorpe - refused | |
| 6.3. | 20/00011/TCA - Sycamore - Sectional fell using rigging operations due to proximity of tree to grade 2 listed property effecting foundations/drains and preventing Thatch roof replacement T2- Sycamore - Sectional fell using rigging operations due to proximity to grade 2 listed building effecting foundations/drains and preventing replacement of thatch roof The Thatched Barn 1 Lodge Farm Court Castlethorpe - permission granted | |
| 7 | TO CONSIDER RESOLUTIONS | |
| 7.1. | Cllr Forgham had consulted members of the Village Hall Committee about installation of CCTV cameras at the Hall. Preschool had initially been opposed and required that data protection and screening of children concerns be resolved. It was pointed out that the matter should be raised through the Village Hall Committee (VHC) so all users could have a say. Clerk to include on next VHC agenda. | Clerk |
| 7.2. | Fiona Robinson at MKC had circulated a summary of the contents of the MKC Strategy for 2050 Engagement Draft. Additionally Cllrs Ayles and Forgham had reviewed the document. The area surrounding Castlethorpe had not been included as a potential development site in the spatial strategy map. Cllr Bowyer said that his main concern is that the strategy to increase the population to c. 500,000 would not be workable without a corresponding uplift of infrastructure. It was agreed to support the other elements of the document but to comment that there must be an increase in infrastructure to match any such increase in population. | Clerk |

7.3. It was agreed that the Clerk should have discussion with Luke Stacey about who is responsible for the damaged 5 bar gate and post from Thrupp Close phase 1 to Castle Field and whether to replace it with another gate or a fence. Clerk to also check with RTM whether they would use the gate for access to maintain hedges.

Clerk

7.4. Cllr Ayles had received a note from Community Impact Bucks detailing available grants for losses by sports associations and public halls due to Covid-19. Castlethorpe Sports Association (CSA) had contacted the Clerk to say that they are not getting game fees due to postponement of all activities yet still had to meet the cost of maintaining the grounds. It was agreed that the Clerk send details of the grant to the CSA and ask them to apply. Also to make application for a grant to compensate from lack of income from the Village Hall.

Clerk

7.5. Traffic Management plans have not been submitted for the approved applications for the Cuckoo Hill and Malt Mill developments at Hanslope. It was agreed that the Clerk should write to MKC and request a preferred route via Hanslope Park from the Dips and not via North Street or South Street that are not suitable for heavy traffic.

Clerk

8

FINANCIAL MATTERS

8.1. The payment schedule was proposed by Cllr Ayles seconded Cllr Forgham and was approved unanimously.

Payee	Description	Invoice	Amount
S Bradbury	Salary March 2020	per pay slip	£624.62
S Bradbury	Re-claim purchase hand cleanser packs	per attached receipt	£42.24
S Bradbury	Re-claim purchase hand cleanser dispensers	per attached receipt	£187.98
Stacey Blease	VH Cleaning March	per attached invoice	£200.00
R Wontner	Village Manintenance	per attached invoice 89	£20.00
R Wontner	Village Hall repairs & removals	per attached invoice 88	£60.00
R Wontner	Village Maintenance	per attached invoice 88	£10.00
MK Garden Machinery	Cut wildlife area sports ground	attached invoice 139096	£150.00
Universal Blinds	Install roller blinds Village Hall	attached invoice	£665.00
TOTAL			£1,959.84
Direct Debits			
IDNET	16263.00		£60.00
Google Ireland	26107096G05ASYDKH 7		£28.98
XLN	4976199 16674975		£26.14
EON	089208742670A		£102.00
EDF	671070653836.00		£84.00
Everflow	B220925A		£58.43
DD Total			£359.55

8.2. Cllr Ayles withdrew the resolution about setting up Direct Debits.

8.3. It was agreed that the Clerk send a summary of work done to the MKC Planning Obligations team and confirm that the s.106 allocation for Paddock Close/Maltings Court can now be drawn down. This commitment must be obtained before sign off of annual accounts.

Clerk

- 9 **CORRESPONDENCE RECEIVED (email circulated prior to meeting)**
 The following 2 items were noted
- 9.1. Community Action MK have provided a toolkit to consider during the COVI D-19 virus
- 9.2. Community Learning MK – Youth MK are inviting nominations for the Mayors Award to recognise Citizenship and Democracy activities done by young people in the community
- 10 **ANY OTHER BUSINESS (for noting, or for inclusion on a future agenda)**
- 10.1. Cllr Merritt has obtained outline plans for a club at the sports ground
- 10.2. Cllr Merritt reported that we had been successful in getting grants for two defibrillators. He will circulate options before next meeting. Clerk to put on agenda.
- 11 **TO AGREE DATE AND ATTENDANCE FOR FUTURE MEETINGS/EVENTS**
- 11.1. Next General Parish Council meeting will be on Monday 4th May 2020 and will be conducted by video conference

Cllr Merritt
Clerk

There being no more business the meeting closed at 21.15

Appendix A - Schedule of Reports & File Notes

APPENDIX A1 – APPENDIX A1 – CLERK’S REPORT 6/4/2020

1. RTM are still functioning and will do the first grass cut of the village this week. MKC did not provide an initial cut which is disappointing and RTM say that this may lead to the first cut being a bit untidy in places but they will do their best. Payment to be established.
2. The first weed kill has been performed.
3. The Clerk has received the keys for the litter bins from Broxap and has given one to the handyman who has now been asked to keep the bins empty by the village centre bus stops as well. He has plenty of bags for the moment. The bin men did not pick up the bags from the Village Hall last week. MKC are aware.
4. Post and plank enclosure at Village Hall to contain cleared bags of litter from village centre litter bins has been built.
5. CCLA fund application on hold for the moment
6. Money received from Ward Cllrs for grants for free little library and senior citizens’ dinner.
7. 20 mph speed limit on North and South Street has been implemented.
8. Parish Council to decide whether the war memorial should be cleaned this year?
9. Wildlife area has now been cut. Mower service to be arranged and cylinders replaced – included in budget. Sports clubs have contacted me to say that as they are not getting fees it will be difficult to pay for cuts of sports pitches. Parish Council to consider tonight.
10. Fence at Thrupp Close end of sports ground has been secured. Remaining work: securing doors at football pavilion, replaced pavestone and planting trees donated by local resident suspended until Covid-19 position allows. Trees have been selected and await at Emberton nursery.
11. Pointing beneath the bell tower at the Village Hall and movement of clock still to be done.
12. Clerk cannot locate one of the bank statements and needs this to produce financial report and to square off VAT position. Lloyds Bank to send by post.
13. Cllr Merritt and Clerk met with MK Foundation Partnership and we can be very confident that they will award a grant for the defibrillators. They have asked for more information that has been provided by Cllr Merritt and as soon as they make their decision Cllr Merritt and Clerk will engage with suppliers – **current status unknown..**
14. Cllr Ayles & Clerk met with Chris Hayles at MKC to look at opportunity to provide additional heritage lighting when MKC replace street lamps with LED lights – report produced and included with agenda.
15. Still no response from Richard Woodcock at MKC about replacing street signs with traditional name plates.
16. Clerk has prepared a summary of village centre improvements and costs to go Sarah Evans, new MKC Planning Obligations Officer (01908 253326) about draw down of s.106 allocations. Voice mail left on her answerphone to discuss.
17. Hanslope and Castlethorpe parish councils met with Hanslope surgery managers and agreed to test the s.106 planning obligation process by requesting that the surgery car park be re-surfaced and marked with disabled spaces to be paid for by the Bloor Homes s.106 agreement. Hanslope Clerk to get quote and Castlethorpe Clerk to then liaise with MKC.

18. There were no volunteers to run VE Day celebrations so regrettably there will be no village event unless arranged separately by villagers.
19. MKC to provide Cllrs Keane/Merritt with the list of agreed responsibilities for the Sustrans cycle network – **current status unknown**
20. Bucks Best Kept Village competition will not run this year
21. The World War 1 commemorative bench has been installed and the old bench moved to the churchyard.
22. Two hand wash dispensers have been purchased and fitted at the Village Hall. The solution held is not correct. Clerk to purchase more appropriate hand cleanser.
23. Clerk to inform street trader of parish council decision not to allow van to be parked one night per week in front of Village Hall
24. Clerk to arrange installation of new 5 bar gate between the Chequers and Fishponds play area.

No progress/unknown status on outstanding actions:

- Clerk is still awaiting details of portable goal posts for football ground despite several reminders.
- Clerk to identify which heritage style streetlamps need repainting.
- S.106 contribution for village centre work to be claimed along with resurfacing of Station Road car parking area.
- Clerk to purchase Balmoral style bench for south end of North Street.
- Cllr Ayles & Geary to consider MKC decision not to sell land at the side of 6 The Chestnuts
- Clerk has contacted the Account Manager but Proludic have still not made the £1000 refund to us – Assets to be added to Insurance and Asset List – carried forward
- CCTV at Sports Ground – clerk to contact suppliers to understand the management overheads. No progress this month
- 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
- Cllr Ayles has had no response on PSPO Dogs but was not expecting one yet as MKC have not made Order. Previous decision was just to consult

Steve Bradbury 6/4/2020

2. **MEETING NOTE - Chris Hales, MKC Streetlighting, 4th March 2020** **Streetlight Conversion to LED**

Cllr Philip Ayles, Steve Bradbury and Chris Hales (MKC)

Chris was supportive of more appropriate streetlighting columns and lanterns in our rural setting. We discussed two groups of lights;

- Station Road (16 lights) and Bullington End Road (5 lights). These are the main access routes into the village. Wolverton Road has three non-heritage by the build out but this is outside the village proper and we suggest these are left. Hanslope Road is fully heritage style already.

Chris will prepare an upgrade cost to convert these to heritage style when the LED upgrade happens in 2021/22. The cost will be the difference between what MKC would have paid and the cost of a heritage light.

Should there be streetlight damage in the interim (as at the church or in Station Rd recently), they will let us know so they can be replaced with heritage style should we wish.

The estates. Lodge Farm Court already has a 'round heritage' style and Chris said the lanterns can simply be upgraded to LED.

On the other estates, Chris will look at options. It may be possible to cut the Thrupp Close columns back to vertical and put a Lodge Farm Court style lantern on. Note some the columns need re-painting,

In The Chequers and Shepperton, this wouldn't be possible but Chris will send us some options for a more rural style.

Obviously, this will all depend on cost and what we can afford. We should start looking at potential grants so we are ready to go.

Philip Ayles

3. Neighbourhood Planning Seminar 4th March 2020

There were three presentations.

The first was by Annabel Osborne from Locality. In fairness, she was fairly neutral about themselves as a supplier, though there was a passing reference to AECOM and a comment that, because technical support was free, they could make their grant go further. The bulk of her presentation was a fairly pedestrian walk through the NP process. I asked her for her comments on making Modifications to an existing NP as opposed to writing a new one particularly with regard to uncertainty over a 5YHLS and she ducked badly referring to their website which really only has a one page summary of the process.

The second was by Andrew Ashcroft. He said that the big changes over the three years he has been examining were mainly the gaining of experience and also a heavier touch as developers started legal challenges and examiners sought to protect themselves. He made a point strongly that an Examiner only deals through the LPA and will not contact the NP Steering Group. For sport, I asked him if he would speak to objectors and he was adamant that he wouldn't - of course, our two Examiners did indeed listen to objectors despite that Andrew said that the examinations was mainly a book exercise of checking it against the Basic Conditions.

The final presentation was from Sharon Bridglalsingh, MKC Legal Director. She didn't really add much though she did make the valuable points that NP Policies, once adopted, have the same authority as Local Plan Policies and indeed, when the issue is non-strategic, take precedence over the Local Plan.

Philip Ayles