

# CASTLETHORPE PARISH COUNCIL

## Minutes of a general meeting of the parish council held on Monday 06/06/2011 at 7.30pm

PRESENT: Councillors Ayles, Haynes, Hinds, Keane, Markham, Stacey & Sweetland. The clerk Mrs K Hill, Ward Councillor Geary & 2 members of the public were present. In the open forum, Mrs June Haynes asked the Parish Council if the weeds/nettles on the fox Covert side of the public footpath could be cut back. It was reported that the cyclepath towards Wolverton was now completely overgrown. [See AOB]. Meeting commenced at 7.34pm after the Open Forum.

			ACTION
<b>1</b>	<b>APOLOGIES FOR ABSENCE: 2011/058</b>		
1.1	None		
<b>2</b>	<b>DECLARATIONS OF INTEREST</b> by Councillors in any of the agenda items below		
2.1	None		
<b>3</b>	<b>MINUTES OF THE LAST MEETING &amp; MATTERS ARISING FROM THE MINUTES: 2011/059</b>		
3.1	The minutes & addenda of the annual meeting of the 9 May 2011 were accepted as a true record & signed by the Chair.		
3.2	Brief progress update on other matters arising :		
3.2.1	Village Green design	Consultation process ongoing. Successful public consultation in VH.	Await instructions from MKC Letter to MKC Ward Cllr, R Ward
3.2.2	BT site visit with Cllrs	Request to BT has to come from MKC	
3.2.3	Herbicide spraying at Sports Ground	Letter confirmation sent. Spray now in September/October	
3.2.4	Parishes On Line	Still awaiting MKC's licence approval to come through S Muir	
3.2.5	CCC	Luke in possession of spare key	
3.2.6	Carrington Arms – chimney/grid	Simon Hill has conducted remedial work on chimney. Grid not yet moved.	Clerk letter to S Hill re grid
3.2.7	Finance/Sports cmttee meeting in June to be arranged.	Finance cmtte 7/6 at 2pm in cricket pavilion. Sports cmtte meeting 21/6 10.30am cricket pavilion.	SG Cmttee 21/6 10.30am
<b>4</b>	<b>CLERK'S REPORT: 2011/060</b>		
4.1	<p><b>PLAY AREAS/PLAY BUILDER:</b> .Either/or Cllrs Hinds/Keane/Clerk have attended Friday site meetings. As at 30/5, problem with supply of "Pick up Sticks 6" equipment is resolved (completed set located). Should Miletree not be able to deliver, alternative piece of equipment (higher cost) has been located &amp; permission obtained from English Heritage to re-site the equipment/dig further holes. The project should be completed by Friday 3 June. All security fencing will be removed day prior to opening. The existing equipment is being painted &amp; refurbished. Slide groundworks covered by topsoil &amp; matting. Because of the slope &amp; time of year, it is unlikely that the grass will grow &amp; the area will look very bare for months. MKC will "re-seed" in September. Due to dry weather the grass plugs around all newly installed equipment are brown but it is hoped the grass will revive &amp; be greener for the opening. The delivery of the sprawling bench under the tree is delayed. A rustic bench has been installed in its place. This will be removed in 6 weeks time when the original one is delivered. MKC are negotiating with Miletree to pay for a cut &amp; general tidy up of the area for the opening day. Still hoping to get Youth Club on board to run a refreshment stall. (To be discussed later on agenda). Leaflets have been designed &amp; printed by MKC (FOC to CPC) &amp; delivered to the village advertising the opening date. Posters have been printed &amp; laminated &amp; placed on all noticeboards. Article has gone into newsletter. <b>TRAINING:</b> Cllrs – all booked onto New Councillor (BALC) course. Tickets to be handed out at meeting. Clerk's CiLCA course ongoing.</p>		

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Portfolio schedule received & there are 24 modules to work through. Monday is study day. Estimated completion of portfolio for first submission September 2011. **PLEASE NOTE: Planning training 13 June 9am-3pm.**

### FOC

**PAYE:** Attended training day & registered CPC with HMR&C as required.

Agenda item to discuss in meeting **FINANCE:** Committee meeting arranged. Banking set up to be discussed. All Cllrs informed & given agenda. Internal Audit has taken place & report submitted for noting.

**NEWSLETTER INFO:** letter to advertisers to gauge response to ads.

Deadline for responses 1 July 11. **SG BOOKINGS:** Mini Strikers have booked for summer hols use. Acorn have decided not to use pavilion

<b>5</b>	<b>PLANNING: 2011/061</b>	
	<b>5.1</b> 11/00514/FUL - No objections	CLERK Comments Via Public Access Portal
	<b>5.2</b> 11/00830/FUL - No objections	
	<b>5.3</b> 11/01064/CLUP - No objections	
	<b>5.4</b> 11/01033/FUL - No objections. Use materials similar to existing	
	<b>5.5</b> 11/01034/FUL - No objections. Use materials similar to existing.	
	<b>At 8.20pm Cllr Haynes left due to feeling unwell.</b>	
<b>6</b>	<b>RESOLUTIONS: 2011/062</b>	
	<b>6.1</b> It was unanimously agreed to forward the updated highways list to R Ward and request a report back by the village walkabout on 21/6. Thereafter if responses not forthcoming to refer relevant matters to HOD's.	CLERK
	<b>6.2</b> It was unanimously agreed that Chair would give opening speech, Cabinet member for Youth would cut ribbon (Cllr Sweetland to supply) and declare the play-area open for use. Ward Cllr Geary to be present. MK Citizen to accept article and photograph.	Clerk G Sweetland
	<b>6.3</b> It was unanimously agreed that the Clerk would ask the groundsman to cut the hedge at the VH & remove debris. Cllr Sweetland indicated that the Open Gardens committee would price 2 x ton of gravel to place down side of path. Village clean up set for Saturday 18th June. [Clerks note: MKC have agreed to mow 1 July for Open Gardens weekend]	Clerk G Sweetland
	<b>6.4</b> It was unanimously agreed that a dog bin would be installed on Station Road next to the Lincoln Lodge Farm entrance to serve dog walkers in Shepperton Close. Cost of £66.00 + VAT supply and fix was approved from remainder of NAG budget currently held by Hanslope Parish Council. .	Clerk to action. Hanslope PC
	<b>6.5</b> It was unanimously agreed that Cllrs Ayles & Hinds would ask the PCSO at the next village Speed Watch to walk around South Street to see the problem areas for parking. A proposal for yellow lines to be painted at the South Street problem parking areas was rejected.	P Ayles D Hinds
	<b>6.6</b> It was unanimously agreed that the request from CCC to relocate their practice nets to ground between club house & tennis courts would curtail the community use of that area and was therefore rejected.	Clerk to inform CCC
	<b>6.7</b> It was unanimously agreed that the small mower would be offered to CCC. Should the club not wish to take the PC up on the offer, then it is agreed that the mower would be offered for sale for a nominal amount.	Clerk to inform CCC
	<b>6.8</b> It was unanimously agreed to ask the groundsman/handyman to do the following jobs in addition to his regular schedule: <ul style="list-style-type: none"> <li>• Replace and varnish missing/damaged posts &amp; chains in North Street</li> <li>• Replace the damaged/missing wooden slats in the benches in Shepperton/Chequers</li> <li>• Clear the trough in Shepperton Close in preparation for planting.</li> </ul> Volunteer required to plant trough and maintain in Shepperton. Note to be drawn up to be delivered with newsletters.	Clerk P Stone
	<b>6.9</b> It was unanimously agreed that only information already in the public domain could be placed in the newsletter & that the rule of thumb would be to avoid using names where there was a chance of causing unnecessary	

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embarrassment.  
**6.10** It was unanimously agreed that Cllrs Ayles, Sweetland and the Clerk would be CPC's nominated representatives on the Neighbourhood Plan working group. Cllr Keane to act as reserve representative should Cllrs Ayles/Sweetland not be available for meetings.

**6.11** The Risk Assessment for 2011/2012 (circulated at previous meeting) was approved and signed by the Chair.

#### **7 TO CONSIDER FINANCIAL MATTERS: 2011/063**

**7.1** A statement of the current financial position in new format was circulated to all Cllrs prior to the meeting. There were no objections.

**7.2** The RFO Payments Schedule was circulated in advance. There were no queries. Total payments of £1943.07 from Lloyds Bank PLC were approved. Proposed Cllr Stacey seconded Cllr Keane. [Cllrs have asked if a Y/E spend projection be included on the financial records. Clerk to trial for presentation at July meeting]

Clerk  
July meeting

K Hill – salary	<b>£530.30</b>
Incidental expenses – period Mch-April 11	<b>£228.09</b>
BALC (K Hill) training for new cllrs	<b>£131.35</b>
Total Cleaning Services (K Hill)	<b>£125.78</b>
P Stone – groundsman wages March invoice + May	<b>£478.55</b>
A H Contracts – dog bin emptying – May 11	<b>£36.00</b>
A Jenkins – Internal audit + signature of annual accounts	<b>£125.00</b>
Glenmore Farm Services – diesel for mower	<b>£94.00</b>
D Hinds – flower festival raw materials	<b>£25.00</b>
EoN – electricity Sports Ground	<b>£6.00</b>
EoN – electricity Village Hall	<b>£163.00</b>
<b>TOTAL PAYABLE</b>	<b>£1943.07</b>

**7.3** The annual accounts were scrutinised & unanimously approved. They were signed by the Chair.

**7.4** The annual governance statement was approved by the full council.

**7.5** It was unanimously decided that pending information from Ward Cllr Geary as to whether an S106 could be used for this purpose, to lodge a formal resolution for July meeting to discuss and consider the school's request.

**7.6** It was unanimously decided not to award a grant to MKCMS (MK Community Mediation Services).

Clerk July agenda

Clerk

#### **8 CORRESPONDENCE: 2011/064**

Correspondence log circulated to all Cllrs prior to meeting. Copies available for public to view at meeting. Highlighted items discussed, specifically:

**8.1** Acorn Nursery – request to hire withdrawn

**8.2** Castlethorpe WI: - Use of old entrance door for access/aggress. Clerk to ask VH Cmttee to reiterate to all hall users agreed policy ('old' entrance is emergency exit, to unload/load equipment, for access/egress for vulnerable people in inclement weather

Clerk to ask  
VH Cmttee on  
policy +  
confirm lock  
removal

#### **9 ANY OTHER BUSINESS: 2011/065**

**9.1** 28/6: PPF delegated decision meeting. Cllr Keane to attend

**9.2** Clerk to approach MKC to cut back vegetation on cycletrack

Clerk fwd info  
Clerk

#### **10 DATES OF FUTURE MEETING: 2011/066**

**10.1** 4 July, 5 September 2011

There being no further business to discuss, the meeting closed at 9.30pm

**ACCEPTED AS A TRUE AND ACCURATE RECORD**

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..... CHAIRMAN ..... DATE