

# CASTLETHORPE PARISH COUNCIL

## Minutes of a Parish Council General Meeting held on Monday 06/02/2012 at 7.30pm

PRESENT: Councillors Ayles (Chair), Keane & Stacey. The Clerk Mrs K Hill was in attendance. There were 2 members of the public present. In the open forum, a resident raised the question of the parking on the junction of New Street/South Street and asked whether posts could be erected with signage asking motorists to desist from parking there. Chair said it would be looked into as the Pc had recognised the problem experienced by users of New Road. A resident also asked whether a caravan parked permanently in New Road could be moved to a safer area. Chair said the PC would look into this matter as well as the caravan was parked on a public thoroughfare. There being no further matters for the Open Forum the meeting commenced at 7.45pm

		ACTION
1	<b>APOLOGIES FOR ABSENCE: 2012/012</b> Cllr Sweetland (holiday), Cllr Hinds (illness), Cllr Markham (work). Apologies accepted	
2	<b>DECLARATIONS OF INTEREST</b> by Councillors in any agenda items below None	
3	<b>APPROVAL OF PREVIOUS MEETING'S MINUTES: 2012/013</b> The minutes of the general meeting of the 9 January 2012 were unanimously accepted as a true & accurate record & signed by the Chair.	
4	<b>REPORTS : 2012/014</b>	
4.1	File Note: Clerks report	
4.2	File Note: MKC Cabinet – meeting 17/01/2012 – Wind Turbine Policy SPD. Unanimously agreed that Cllr Ayles will continue to represent parish at the follow on meetings.	
4.3	File Note: Neighbourhood Planning Open meeting 23/01/2012.	
4.4	File Note: BALC Executive 25/01/2012	
4.5	File Note: HPCAF 26/01/2012. Clerk to note that Cllr Keane attended the forum meeting. Addendum amended. Highways list updated.	
4.6	Minutes: Village Hall Committee meeting 30/01/2012.	
5	<b>PLANNING APPLICATIONS: 2012/015</b>	
5.1	12/00068/FUL: 1 Prospect Place, change of planning condition. No objections	
5.2	<b>REPORT BACK ON PREVIOUS PLANNING APPLICATIONS:</b>	
5.2.1	11/02523/FUL: wind turbine (resubmission of 10/00175/FUL) permitted.	
6	<b>RESOLUTIONS</b>	
6.1	It was unanimously agreed to hold a public excluded part 2 of the meeting to discuss staffing matters in accordance with Section 100(A) (4) of the Local Government Act 1972, as defined in paragraphs 1 of Part 1 of Schedule12A to the Act	
6.2	It was unanimously agreed to allow the Clerk to send tenders to contractors outside of the list of preferred contractors to allow the progress of the project before 31st March (year end).	Clerk
6.3	It was unanimously agreed that Cllr Ayles would assist the Clerk in drawing up a Code of Conduct for review & acceptance in March/April.	PA, Clerk
6.4	It was unanimously agreed to lodge the following comments on Residential Design Guide SPD consultation: " CPC believe the document to be commended although there is little about Rural parishes perhaps because they are less suitable for a top down policy."	Clerk
6.5	It was unanimously agreed that Cllrs Ayles & Sweetland would work with the Clerk to review the Clerks contract for further consideration in the March meeting.	PA, GS, Clerk
6.6	As there was no request for an election, it was unanimously agreed that a vacancy notice for a Councillor co-option would be posted with a closure date of 29 February, interviews to be conducted 05 March prior to the PC general meeting and vote by show of hands at 5 March meeting, in accordance with CPC's Standing Orders.	Clerk notice
6.7	The costings for the Village Green centre regeneration project were presented. It was unanimously agreed that the Clerk, Cllrs Ayles, Stacy and/or Cllr Markham (with responsibility for Roads & Highways) would organise a meeting with M Jones and R Duffill to confirm the design and the costings breakdown. It was unanimously	Clerk, PA,LS,IM

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	agreed that the Finance committee would be given delegated authority to handle the raising of the grants needed for the project. Clerk to start filling in grant application forms. Finance committee meeting to be called for March 2012.		
6.8	It was unanimously agreed that Cllrs Ayles and Sweetland would represent CPC on the Diamond Jubilee Street Party working group. It was decided that the contribution of 500.00 already committed would not be extended at this time. The Clerk will organise the road closures, signage if possible, insurance & first aid. VH to be offered for meetings if available FOC.		PA,GS,DH
6.9	It was unanimously agreed to submit a PPG request of £800.00 for acoustic improvements to the Village Hall.		Clerk
6.10	It was unanimously agreed on the formation of a steering group to take the Neighbourhood Plan. Cllrs Ayles, Keane, Stacey & Sweetland will act on behalf of CPC for the Neighbourhood Plan & residents co-opted as and when required. A working group will simultaneously work on the Parish Plan.		Clerk, PA,JK,LS
6.11	It was unanimously agreed to allow the Clerk to review the cleaner's contract for 2012 for discussion & approval in a Part 2 at the March meeting.		Clerk
7	<b>FINANCIAL MATTERS: 2012/016</b>		
7.1	A statement of the current financial position was circulated. All financial schedules approved unanimously.		
7.2	The RFO Payments Schedule was circulated in advance. There were no queries. Total payments of £1173.95 from Lloyds Bank and a funds transfer of £6000.00 from Bank Of Ireland were approved. Proposed Cllr Keane seconded by Cllr Stacey.		
	K Hill – salary for January 2012	£530.30	
	K Hill – incidental expenses – for PC January 2012	£220.65	
	G Hinds – cleaning Village Hall January	£180.00	
	P Stone – work during December 2011	£70.00	
	A H Contracts – dog bin emptying January	£30.00	
	Eon – utilities (SG, VH) – January DD	£143.00	
	<b>TOTAL PAYABLE</b>	<b>£1173.95</b>	
8	<b>CORRESPONDENCE RECEIVED: 2012/017</b>		
8.1	Leo Dunwoodie state of roads – resident happy that NCC have contacted him. NFA		
8.2	MKALC – invitation to join meeting 23/2.		
9	<b>ANY OTHER BUSINESS (for noting, or inclusion on a future agenda): 2012/018</b>		
9.1	To note: Sports Ground committee meeting date. 15/2 10.30am Cricket pavilion		
10	<b>DATES OF FUTURE MEETING: 2012/109</b>		
10.1	5 March 2012.		
	At 8.40pm Ward Cllr Geary arrived. As the official meeting was about to be close, he was asked by the Chair for any comments he wished to make.		
11	<b>WARD COUNCILLOR REPORT: 2012/020</b>		
	Tathall End: CPC handed a copy of a letter for information that had been sent to all residents in Tathall End regarding the Flood Alleviation Scheme for information session with MKC officers to answer queries. 9/2 6.30-8pm Hanslope Village Hall. Council Tax: MKC to freeze council tax		
	As there were further matters to discuss, this part of the meeting closed at 8.45pm		
<b>Part 2</b>			
12	<b>DECLARATIONS OF INTEREST</b> by Councillors in any agenda items below		
	None		
13	<b>RESOLUTION : 2012/021</b>		
13.1	Clerks resignation noted and accepted. Arrangements for advertising, contract & job description agreed. Cllr Keane asked that it be noted that the PC were sorry to lose the Clerk.		Clerk, PA
	As there were further matters to discuss, this part of the meeting closed at 9.12pm		

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### 4.SCHEDULE OF REPORTS & FILE NOTES

#### **4.1 CLERKS REPORT & REVIEW OF ACTIONS**

**SLCC (MK BRANCH) MEETING:** Training on Data information retention and release, protection of data, CRB checks (who and when), events (legal and licensing). Discussed Neighbourhood management team & "at risk" notices – implications of losing team, implications of having to "pay" for services of NM previously FOC & outstanding issues with R&H. Agreed to write to D Hill in respect of worries about level of service, DH to attend next branch meeting. Discussed events planning for Jubilee & implications of legal responsibility for PC/TC's. CiLCA,

**RAMP & UNEVEN SLABS:** work completed. Fault with down pipe soak-away – to be looked at by NM team.

**GRIT BOX:** Prospect Place:.Cllr Stacey positioned & filled.

**BENCHES IN FISH PONDS:** delivery Late Jan - mid Feb 2012. Ongoing

**NEIGHBOURHOOD PLANS :** 23 January meeting update: see below note.

**VILLAGE CENTRE GREEN DESIGN:** on agenda.

#### **ACTIONS UPDATE:**

Restoration of the posts & chain in North Street: Ongoing.

Restoration of benches in village (Shepperton Close, Chequers): Ongoing

Diseased Horse Chestnut tree Fish Ponds: reported to environ svcs ref 8000687627. Assessment completed. 3 trees need urgent work. 1 x to be replaced. Not in any danger to public

Roads & Highways list: extra parking space at school in progress; kerbing outside war memorial ongoing; bus stop markings on list to be actioned.

#### **4.2 FILE NOTE: CABINET MEETING WIND TURBINE POLICY 17/01/12 ATTENDED BY P AYLES**

Cabinet adopted as 'emerging policy' the proposal I submitted on behalf of the parish council which placed minimum distances for turbines from dwellings, bridleways & footpaths according to the height of the turbine. This varies from 350m for heights of 25m to 1,000m for turbines of 100m. The full document, including the officer's remarks, can be seen at <http://cmis.milton-keynes.gov.uk/CmisWebPublic/Binary.ashx?Document=34386>.

The policy will now enter public consultation after which Cabinet will consider the results & decide whether to adopt the policy or amend it.

#### **4.3 FILE NOTE: NEIGHBOURHOOD PLANNING OPEN MEETING 23/01/2012 ATTENDED BY: P AYLES, J KEANE, G SWEETLAND, CLERK + 9 RESIDENTS**

This was the kick-off meeting for the Neighbourhood Plan (Castlethorpe is a vanguard parish with a grant of £20k to fund plan). From MKC was Tom Podd, assigned to support Castlethorpe & Ellie Gingell from Planning Aid, a voluntary consultancy who have helped Castlethorpe in the past & who have a Government grant to work with the vanguard parishes on their Neighbourhood Plan.

Tom & Ellie gave presentations which explained the background to the plans & the process. Where a parish council exists, the parish is the Neighbourhood & the parish council is expected to lead. The Plan can indicate areas for development & what type of development can be done (e.g. an area can be 'zoned' for residential development), areas to be protected from development (e.g. green spaces) & some more specialised planning powers such as 'community right to build' where a parish council can give planning permission for a development in the Plan, & 'Community Assets' where a building, perhaps a village hall, a shop or pub can be declared a community asset which means that any sale has to be public & restrictions can also be placed on any change of use. Tom & Ellie advised that the plans were normally for 5 years though other parishes have also taken a longer view - & our own Parish Plan asked views on the village 15-

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20 years ahead. There was a brief discussion in answer to a question on CIL which will replace S106. This will be a levy by MKC on all developments (S106 is only on 'major' developments i.e. more than 10 houses) & a percentage will be passed to the parish. We need to enquire of the status of CIL at MK. Although a Neighbourhood Plan cannot contradict national or MKC policy, it would be possible to set higher targets for example setting a lower target at which affordable housing has to be included. A Housing Needs Survey (as in 2008) would be a sensible part of the Plan. The current MKC LDF classifies Castlethorpe as one of a number of rural parishes with a defined settlement boundary & sets no housing target. Therefore the only new housing expected by MKC would be infill though Castlethorpe has 25 houses either with planning permission (The Maltings, the Buff Room, Bert's plot, 1 Prospect Place) or applying for permission (Station Yard). A Neighbourhood Plan is about planning rules for the parish. The Parish Plan was much broader & was used to obtain grants & work as the residents had indicated through the survey. It was suggested that this new Plan could have two parts; a Parish Plan (not dealing with development) & a Neighbourhood Plan. Once the Neighbourhood Plan has been developed, it has to go to an independent inspector who will ensure that it is valid & it will then be put to a referendum. If 50% plus one of those voting support the Plan, its contents will then be treated as a 'material consideration' in any planning application

#### **4.4 BALC EXECUTIVE MEETING 25/01/12 ATTENDED BY P AYLES (representing HPCAF)**

Due to the resignation of Cllr David Livingstone as Chair since the last meeting, a new election was held. Cllr Isabella Fraser was the only candidate & was duly elected. Cllr Jenny Hunt was re-elected as Vice Chair.

Training. Four courses were run during the final quarter of 2011. One course, on Common Land, had to be cancelled due to lack of demand. There was some discussion on this & several members expressed their support for this course, especially in the context of village greens, in the light of the policy of both Bucks CC & MKC to pass these assets to parish & town councils.

Finance. The projection for the full year was given as a loss of £19,510. This can be met from reserves but clearly action has to be taken as the loss would not be sustainable through 2012/13. The cause of the loss is that additional one off work from Bucks CC in 2010/11 has not been repeated together with a small increase in officers' hours. There is no contribution at present from MKC to BALC which compares with a £17,000 cash grant plus free use of office space from Bucks CC. A 'Finance & General Purposes Committee', which had previously existed informally, was created & will address this urgently. I have offered to join it.

Reports from other associations particularly included the New Homes Bonus (Aylesbury Vale) which was being divided between County & District Councils with no contribution to parish councils. The district association is intervening but it does raise issues on sharing of CIL in due course.

Rachel Webb, representing the London Luton Airport Consultative Committee, reported on proposals by Luton Borough Council to reconfigure the airport to increase passenger traffic from 11.5m to 18m pa. Cranfield are consulting about a new approach to the airport in easterly winds (about 30% of the time). This is, of course, over part of Milton Keynes.

#### **4.5 HPACF : 26/01/12 ATTENDED BY P AYLES, J KEANE**

Tathall End Flood Prevention: now going through Planning consent but one landowner is resisting negotiations with MKC. Hanslope Parish Council will discuss with him.

Advised on latest situation with wind turbine policy - Cabinet has approved draft SPD to go to consultation.

A508 Junction. Cosgrove Parish Council happy with design but no progress. Awaiting meeting with NCC & need to make decision on whether to apply for funding for 2013/14 from NCC & MKC.

Local Service Delivery;

- **Rob Ward asks Castlethorpe to advise when cycle path from Wolverton Rd needs cutting.** We are entitled to two cuts a year but last year only had one. Need for cut obviously depends on weather.

- Rob Ward willing to organise 'walkabouts'. Suggest we leave until weather & light improve.

David Hill, MKC Chief Executive, attended primarily to hear complaints about Highways. Richard Duffill also

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in attendance. David believes that lack of progress of many small items in parishes is due to poor internal communications systems at MKC & a lack of courtesy by staff. There is a new Public Access Strategy which should join up MKC systems (e.g. Environment Help Line does not link with other systems) but in the meantime David has issued a note to MKC staff reminding them that they must be both considerate & courteous to parish councils. He invites parish councils to make him personally aware when the system is failing. In Castlethorpe, a number of small items (extra parking space at school, levelling of path opposite War Memorial) are in progress & an order has been placed for the bus stop markings. Hanslope Road traffic calming has been repaired but we pointed out that Bullington End remains outstanding. Mark Bennett has requested photographs of flooding in Bullington End Rd & at Balney Grounds. **(Action: Ian Markham & Luke Stacey respectively)**

MKALC Meeting 23 February. All parishes urged to send representative.

BALC Report as per separate File Note.

Please note that Gerald Stimpson from Haversham is now retiring & is moving out of Haversham. He has done 31 years on the parish council. This was his last HPCAF Meeting. We wished him well & thanked him for his service.

Next Meeting 19th April at Hanslope.

**4.6 VILLAGE HALL COMMITTEE MEETING 30/01/2011  
ATTENDED BY G SWEETLAND, D HINDS**

Minutes handed out at meeting