

CASTLETHORPE PARISH COUNCIL

Minutes of a Parish Council General Meeting held Monday 5 March 2012 at 7.30pm

PRESENT: Councillors Ayles, Hinds, Keane, Markham, Stacey & Sweetland. The Clerk Mrs K Hill was in attendance. There were 2 members of the public present. There were no matters raised in the Open Forum. The meeting commenced at 7.30pm

		ACTION
1	APOLOGIES FOR ABSENCE: 2012/022	
1.1	None	
2	DECLARATIONS OF INTEREST by Councillors in any agenda items below	
2.1	Cllr Ayles, Markham & Keane prejudicial in item 13.9 Cllr Stacey prejudicial in item 13.9, personal in item 13.2	
3	CO-OPTION OF NEW COUNCILLOR & SIGNATURE OF DECLARATION OF ACCEPTANCE OF OFFICE : 2012/023	
3.1	There had been 1 applicant who had been interviewed prior to the commencement of the meeting. Mr Julian Present-Collins elected unanimously by a show of hands to be co-opted onto the Parish Council. Cllr Present-Collins took his seat. Cllr Present-Collins signed his declaration of acceptance of office in the presence of the Clerk.	
4	TO OFFER STANDING ORDERS TO NEW COUNCILLOR: 2012/024	
4.1	A copy of the 3 rd issue of the Standing Orders for the Parish Council were offered and accepted at the meeting.	
5	TO SUPPLY REGISTER OF INTEREST FORM & REVIEW REGISTRATION OF GIFTS AND HOSPITALITY TO NEW COUNCILLOR for completion as per LGA 2000 s 81: 2012/025	
5.1	Cllr Present-Collins accepted his Register of Interests form and an explanatory note on Gifts and Hospitality to inform the completion of the form. Cllr Present-Collins to complete form and hand to Clerk with next 14 days.	Clerk
6	DECLARATIONS OF INTEREST by new councillor in any agenda items below	
6.1	None	
7	APPOINTMENT TO COMMITTEES AND AGREE TERMS OF REFERENCE for new councillor: 2012/026	
7.1	Cllr Present-Collins agreed to sit on the Finance committee.	
8	AGREE RESPONSIBILITIES for new councillor: 2012/027	
8.1	Cllr Present-Collins will assume further responsibilities at the Annual meeting in May. Cllr Sweetland takes over responsibility for Communications with Cllr Ayles.	
9	REPRESENTATION TO EXTERNAL BODIES for new councillor : 2012/028	
9.1	Cllr Present-Collins has agreed to attend as a 3 rd member, the HPACF.	
10	APPROVE MINUTES OF THE LAST MEETING : 2012/029	
10.1	The minutes of the general meeting of the 6 February 2012 were accepted as a true & accurate record. Cllr Sweetland asked (in relation to minute reference 2012/016/6.8) that it be noted that Cllr Hinds was on the Jubilee working party.	Clerk (amended)
11	REPORTS : 2012/030	
11.1	File Note: Clerks report	
11.2	Minutes (draft): SG Committee meeting 15/02/2012	
11.3	File Note: MKAoLC 23/02/2012	
11.4	Diamond Jubilee celebrations update	
11.5	File note: Village Hall meeting 1/03/2012	
12	PLANNING APPLICATIONS (previously viewed on line by Cllrs): 2012/031	
12.1	12/00100/ANOT : Extension of existing grain storage Lodge Farm, Wolverton Road. No objections	Clerk
12.2	REPORT BACK ON PREVIOUS PLANNING APPLICATIONS: 2012/032	
12.2.1	11/2509/FUL : 20 Shepperton Close – Garage considered as ancilliary	
13	RESOLUTIONS: 2012/033	
13.1	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 Schedule 12A to the Act Cllr Stacey left the room.	

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13.2	It was unanimously agreed to support the draft Wind Turbine policy. Cllr Stacey returned to the room	
13.3	It was unanimously agreed to lodge the following comments on the Transport Strategy review: Castlethorpe Parish Council notes the Transport Strategy has a definite slant towards the urban parishes and that the change in emphasis from public to sustainable transport is prejudicial to rural parishes where density of populations and distances to cover do not lend themselves to sustainable transport. The Parish Council would like to see emphasis placed on maintaining rural public transport and the introduction of a will to implement Real time information in rural parishes. Cllr Sweetland to report to STARS and Parishes Forum and report back to April meeting.	Clerk
13.4	It was unanimously agreed to joining MKALC in April 2012.	
13.5	It was unanimously agreed that all Cllrs would interview any applicants for the Clerk position. Vacancy applications invited until 23 March and interviews to be held, in the village hall, thereafter. Position to be awarded asap after interview.	Clerk
13.6	It was unanimously agreed to obtain 200 Jubilee memento coin at a cost of £0.79 + plastic envelope at £0.10 to award to children 16 and under via request. Cllr Sweetland to organise.	G Sweetland
13.7	It was unanimously agreed to request MKC to create a "Dog Control Order" for the Sports Ground under the provision of Clean Neighbourhoods & Environment Act 2005, Section 55 (1)-(7).	Clerk
13.8	It was unanimously agreed to request MKC to paint white lines at entrance to New Road and to protect drive at 8 South Street. Cllrs Ayles, Markham & Keane left the room. As both Chair & Vice Chair had left the room, the Clerk asked those Cllrs present to elect a Chair for this resolution. Cllr Hinds duly nominated. Cllr Hinds assumed the Chair.	Clerk
13.9	All Cllrs read Cllr Ayles briefing note on the current leasing arrangements prior to the discussion. It was unanimously agreed that (i) the conditions on the lease with CVSA remain unchanged, (ii) to accept a letter of variation to amend the term length until 2019 and (iii) to delegate execution of the matter to the Clerk and Proper Officer of the Parish Council. It is noted that should external costs become necessary, the Clerk is required to bring the matter back to CPC for further consideration. Cllrs Ayles, Markham and Keane returned to the room. Cllr Ayles assumed the Chair	Clerk
13.10	Cllr Ayles reported back on the meeting the Clerk and himself had had with M Jones and R Duffill at the Civic offices on the Village Centre Green Regeneration Project. The costings will be available to the Clerk by end March. Work to be done in 2 phases – Phase 2 to be the parking bays at entrance to Station Yard and Phase 1 the raised centre table, safe crossing and refurbishment of the village green. Clerk and Chair have requested that the part of the project associated with Community Parking be separately identified so that a Parish Grant can be sought at April's Meeting. RD has requested that MKC conduct a survey of all residents as part of the process. It was unanimously agreed to continue the process.	Clerk P Ayles
14	FINANCIAL MATTERS: 2012/034	
14.1	A statement of the current financial position was circulated. All financial schedules approved unanimously.	
14.2	The RFO Payments Schedule was circulated in advance. There were no queries. Total payments of £3155.41 from Lloyds Bank were approved. Proposed Cllr Ayles seconded Cllr Stacey.	
	K Hill – salary for February	£530.30
	K Hill – incidental expenses – for PC	£110.67
	G Hinds – cleaning Village Hall	£184.00
	A H Contracts – dog bin emptying	£30.00

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MK Council – temporary event licence	£21.00
MK Community Foundation – Winter Appeal	£50.00
St Johns Ambulance – 1 st aid cover Jubilee party	£176.40
Zurich Insurers – public liability for one off event – Jubilee party	£53.00
MK Council – lottery licence for VH	£20.00
Southern Electric – unmetered electricity for Xmas lights	£175.92
P Homer – repairs to Sports Ground buildings	£157.00
George Browns – ride on mower service	£980.52
New Bradwell Reprographics – newsletter	£168.00
B P Shayler Ltd. Cheque lost in post	- £357.60
B P Shayler Ltd. Reissued of previous cheque. Repairs VH	-£357.60
Castlethorpe Allotments Association – ground rent	£48.00
Eon – utilities (SG, VH) –November / December DD	£143.00
TOTAL PAYABLE	£3155.41

- 15 **CORRESPONDENCE RECEIVED: 2012/035**
 Electronic correspondence circulated to all Cllrs prior to meeting. Copies were available for public to view at meeting. Items discussed, specifically:
- 15.1 Funding schemes from MKC to note.
 - 15.2 Resident – North Street & Bus markings.
 - 15.3 The Hon E Pickles – The Right To Pray
 - 15.4 Yardley Gobion NP process- Cllr Sweetland to attend 21/03
 - 15.5 BALC training courses – New Cllr training and Financial management
- 16 **ANY OTHER BUSINESS (for noting, or for inclusion on a future agenda): 2012/036**
- 16.1 Noted: Litter bin emptying –MKC to include on rounds.
 - 16.2 Agenda: Code of Conduct – June meeting agenda. Clerk to look out for NALC and SLCC model code publication.
 - 16.3 Maltings development to begin. Clerk to ask MKC Planning which entrance contractors will use.
 - 16.4 Noted: Speeding on BE Road. Speedwatch this Friday. Cllr Hinds to see about early morning Speedwatch on BE Rd.
 - 16.5 Noted: recent complaints received by Cllrs & Clerk regarding shop. Cllr Ayles to look into situation with Udi.
 - 16.6 Walkabout with TVP, MKC & Cllrs. Clerk to organise date.
 - 16.7 Protective wooden cages around some trees in Castle Field broken: Clerk to arrange with handyman to repair & replace where necessary. Cllr Markham to work with handyman.
- 17 **DATES OF FUTURE MEETINGS: 2012/037**
- 17.1 2 April 2012 for Annual village meeting (7.30pm)and Parish Council meeting to be held thereafter. All village groups to be invited to attend. Cllr Stacey offers apology for absence at that meeting

There being no further business to discuss this part of the meeting closed at 9.20pm

Part 2

- 18 **DECLARATIONS OF INTEREST** by Councillors in any agenda items below
 Cllr Hinds prejudicial in item 19.3
- 19 **RESOLUTIONS: 2012/038**
- 19.1 The Clerks leaving date & training provision for the new clerk was unanimously agreed..
 - 19.2 Changes to the Clerks contract were discussed and agreed
- Cllr Hinds left the room**
- 19.3 The conditions of work for the Cleaner were discussed and agreed
- Cllr Hinds returned to the room**

There being no further business to discuss this part of the meeting closed at 9.35pm

4.SCHEDULE OF REPORTS & FILE NOTES

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11.1 CLERKS REPORT & REVIEW OF ACTIONS

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

GRIT BOX: Prospect Place: Cllr Stacey has re-filled.

BENCHES IN FISH PONDS: delivery now moved to March due to supply problems.

NEIGHBOURHOOD PLANS : public meeting 29 March 7.30pm in the village hall

VILLAGE CENTRE GREEN DESIGN: meeting with MKC officers 5/03. Clerk has filled in WREN grant application. No cost added as yet.

SPORTS GROUND TENDERS: see minutes. Sent out awaiting replies. Meeting 20/3 to open and consider

FOOTBALL PAVILION REPAIRS: Emergency repairs to burst water pipes in garage and football pavilion effected. Thanks to Cllrs Markham, Stacey & Ayles. [Post meeting note: Clerk to liaise with P Homer for quote on repair and replacement of pipe-work in garage]

KEYS: New keys cut for garage door broken lock & to be distributed at 5/3 meeting.

ACTIONS UPDATE:

Restoration of the posts & chain in North Street: Ongoing. [Post meeting note: Cllr Markham to work with handyman to complete]

Restoration of benches in village (Shepperton Close, Chequers): Ongoing [Post meeting note: Cllr Markham to work with handyman to complete]

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. [Post meeting note: parking space completed, bus stop markings to be completed soon (moved slightly to assist access to home for resident affected, kerbing completed)]

11.2 SPORTS GROUND COMMITTEE MEETING : 15/02/2012 ATTENDED BY: CLLRS STACEY, AYLES, MARKHAM & SWEETLAND

Present: Councillors Stacey (Chair), Ayles, Markham and Sweetland. The Clerk Mrs K Hill was in attendance and there were no members of the public present.

1 **APOLOGIES FOR ABSENCE: SGC/2012/001**

None. Cllr Markham to arrive late due to pressure of work

2 **DECLARATIONS OF INTEREST** by Members in any of the agenda items below

None

3 **APPROVAL OF MINUTES OF THE LAST MEETING : SGC/2012/002**

- 3.1 The minutes from the last meeting held 10 November 2011 were accepted as a true and accurate copy and signed by the Chair.

4 **PROGRESS REPORTS: SGC2012/003**

- 4.1 Ride on mower service – collected 15/2 for service.

Lock on garage door: - fixed. New lock fitted. 1 x key kept by Cllr Markham, Spare to Clerk for more keys to be cut.

Tables in storage until after work has been completed at Cricket Pavilion.

Pathway: Clerk to contact 2 leads given by Cllr Ayles/Stacey to effect pathway repairs.

PPG: Clerk to confirm with M Small can be carried over into next financial year

Spraying: Established that Chris has necessary licences. To invoice CPC direct. Spraying to take place when warmer (possibly March).

5 **RESOLUTIONS: SGC2012/004**

- 5.1 It was unanimously agreed that as no tenders had been received, that the Clerk be allowed to approach contractors not on the preferred list. It was also agreed that the tender document would be condensed to 2 x A4 pages to make quoting easier, referees/testimonials from customers to be obtained & the revised timescale agreed was: tender closure 5pm 19th March; meeting to be held to open and determine a successful bidder on 20th March 10.30am in the Cricket pavilion.

- 5.2 It was unanimously agreed that there would be no change to wording or terms for 2012/2013 seasons for licence agreements.

- 5.3 It was unanimously agreed to maintain £30 cost for annual membership of the hard courts. It was also agreed that the Clerk was tasked to obtain a quote to renew hard-court floodlight

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was also agreed that the Clerk was tasked to obtain a quote to renew hard-court floodlight bulbs as well as purchase basketball hoops for fixture.

- 5.4 It was unanimously agreed that Cllrs Stacey, Markham & Clerk would conduct a “snagging” walkabout with the groundsman (date TBD by Cllr Stacey with P Stone). Clerk to draw up groundsman schedule from outcomes from this walkabout. It was also agreed that as last season’s grass cut/maintenance schedule worked well, the same format would be followed for the coming season & Cllr Stacey undertook to draw up a schedule upon receipt of CCC’s match fixtures list. It was also agreed to get a quote to replace the pipe work in the garage to prevent flooding from frozen pipes.

6 FINANCIAL MATTERS : SGC2012/004

- 6.1 None

7 ANY OTHER BUSINESS (for noting, inclusion on a future agenda) SGC2012/005

- 7.1 Groundsman to take over wildlife area on regular basis (using handmower)
7.2 Winter hibernation schedule to be drawn up by Clerk

8 FUTURE MEETINGS: SGC2012/006

- 8.1 20th March 10.30am in Cricket pavilion

There being no further business to discuss, this part of the meeting closed at 11.13am

11.3 FILE NOTE: MKALC : 23/02/2012 : ATTENDED BY P AYLES

New Code of Conduct, Disclosure of Interests and Complaints. Phil McCourt and Katrina Holland (who is responsible for Governance in MKC Legal) presented on the new Code of Conduct.

Parish Councils have to adopt a new Code of Conduct by 1st July or they will be deemed to be continuing with their existing code which may not be compliant with the latest legislation especially the Localism Bill. A grouping of national bodies which includes LGA, NALC and SLCC is preparing a draft code which is hoped to be available in April. Parish Councils do not have to adopt this code but it may be difficult to develop their own compliant code. This code is likely to be adopted by MKC. Phil would ask P&TCs to adopt it as the Monitoring Officer function remains with MKC (him) and he will find it extremely difficult if there were multiple different codes to monitor.

There is a new form for disclosure of interests by councillors and these have, by law, to be displayed online on both the MKC website and the parish website if one exists. There will be 3 types of interests to be disclosed.

Non-financial interests (e.g. business interests, membership of clubs)
‘Disclosable Financial Interests’. It includes interests of spouses, partners and co-habitees. This is very important and a failure to do so will constitute a **criminal offence**.
‘Non-disclosable Financial Interests’. These are not yet defined by Government.

The Clerk and Chair have a formal role in adjudicating on disclosure of interests.
Complaints will be investigated and decided by MKC. This will be free of charge to Parish Councils. The Standards Board will no longer exist. However, there will be an ‘independent person’ who must be part of the process and the complainant and complained about will have access to the independent person. MKC would make a recommendation to the parish council about action but cannot take action itself.
Recommended actions can include a formal letter to the councillor, formal censure, removal from a committee or a press release. However, councillors cannot be suspended, disqualified or banned from full council meetings.

Phil described the particular case where a councillor is abusive to a member of staff. Action could be taken by the parish council for example to restrict access by the councillor to the member of staff in writing no often than once a week.

There is a full presentation pack. I have a hard copy and have asked that a soft copy is distributed.

Training. There are a number of courses being run by BALC over the next few weeks.

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Details are on the BALC website and Members are asked to consider these for their councillors as well as supporting the BALC Training programme.

24/2	Data Protection	Aylesbury
7/3	Councillor Induction	Stokenchurch
14/3	Councillor Induction	Buckingham
23/3	Accounts and Finance	Wycombe District Council
27/3	Village Greens	Chalfont St Peters

Miscellaneous. A new Cycling and Walking Officer has been appointed at MKC. Name not known at meeting. Not sure if this is the same as Rights of Way.

LTP3 is out for consultation. David Stabler recommended it. However, he also pointed out that it downgrades public transport in favour of walking and cycling. This is not so suitable for rural parishes so it would be worth reading and deciding if we want to make a submission.

Next Meetings – to be advised.