

CASTLETHORPE PARISH COUNCIL

Minutes of the Parish Council Annual Meeting held on Monday 14/05/2012 7.30pm

PRESENT: Councillors Ayles, Stacey, Hinds, Keane, Presant-Collins. The clerk Mr S Bradbury & 2 members of the public were present.

1		APOLOGIES FOR ABSENCE G.Sweetland, I Markham – reason of illness. Accepted. Cllr Geary will be late	Action
2		TO ELECT A CHAIRMAN Cllr Ayles nomination was proposed by Cllr Keane and seconded by Cllr Presant-Collins. Cllr Ayles indicated he was willing to stand for re-election. No further nominations were received. Following a unanimous vote, Cllr Ayles was re-elected as Chairman.	
3		TO ELECT A VICE-CHAIRMAN The Chair asked for nominations. Cllr Keane was nominated by Cllr Presant-Collins and seconded by Cllr. Hinds. Cllr Keane signified his willingness to stand. No further nominations were received, therefore Cllr Keane was elected as Vice-Chairman.	
4		TO RECEIVE REGISTER OF MEMBERS INTERESTS FORMS No changes	
5		TO REVIEW REGISTRATION OF GIFTS AND HOSPITALITY FORMS No changes	
6	6.1 6.2	TO APPOINT COMMITTEES AND AGREE TERMS OF REFERENCE Finance Committee – No changes proposed from last year. Cllrs Ayles, Presant-Collins, Keane & Stacey duly elected. Terms of Reference agreed (in Standing Orders) Sports Committee - Chair notified the council that Cllr Markham had declared his willingness to stand. Cllr. Presant-Collins to replace Cllr. Sweetland. Cllrs Stacey, Ayles, Presant-Collins, Keane & Markham duly elected. Terms of Reference agreed (in Standing Orders)	
7	7.1. 7.2. 7.3. 7.4. 7.5. 7.6. 7.7.	TO AGREE COUNCILLORS RESPONSIBILITIES The following Councillors indicated their willingness to accept the portfolio's designated below & were duly appointed (Chair had confirmed willingness with Cllrs Markham and Sweetland beforehand): 7.1. Communications and web site: Cllrs Ayles, Sweetland 7.2. Dog Fouling: Cllr Hinds 7.3. Public transport: Cllrs Ayles, Keane, Sweetland 7.4. Highways/Streetlights: Cllrs Markham, Stacey 7.5. Footpaths & Playareas: Cllrs Hinds, Keane, Markham 7.6. Flower festival : Cllr Hinds 7.7. Village Hall: Cllr Hinds, Sweetland	
8	8.1 8.2 8.3 8.4.	TO APPOINT REPRESENTATIVES TO EXTERNAL BODIES 8.1 Parish Assembly: Unchanged – Cllrs Ayles and Keane appointed 8.2 Rural West NAG: Unchanged – Cllrs Ayles, Hinds and Keane appointed 8.3 Hanslope Park Consultative Area Forum: Cllr Sweetland to replace Cllr Presant-Collins – Cllrs Ayles, Sweetland and Keane appointed 8.4. Sustainable Transport & Road Safety Forum: The Chair questioned whether this was still in place. Cllr Keane confirmed that it was. Representatives unchanged – Cllrs Ayles, Keane & Sweetland	
9		TO ADOPT STANDING ORDERS Proposed by Cllr Stacey. Agreed unanimously.	
10		TO NOTE COUNCIL POLICIES (CIRCULATED PRIOR TO MEETING) Disciplinary, Environmental, Equal Opportunities, Health & Safety policies noted by all. Volunteer policy to be circulated again and agreed at next	Clerk

CASTLETHORPE PARISH COUNCIL

Minutes of the Parish Council Annual Meeting held on Monday 14/05/2012 7.30pm

		meeting	
11		<p>TO SUSPEND MEETING TO ALLOW FOR AN OPEN FORUM The meeting was suspended to allow for an Open Forum. Member of the public reported that a 2year old and 4 year old child had been unable to use the small slide in Fish Ponds as the slide was damaged and drainage around it was poor. Cllr Hinds to investigate and contact MKC Play Areas department. There being no further business, the open forum closed.</p>	Cllr Hinds
12		<p>TO RECEIVE DECLARATIONS OF INTEREST by Councillors in any of the agenda items that follow Cllr Stacey declared an interest in 14.1.</p>	
13		<p>TO APPROVE THE MINUTES OF THE LAST MEETING Proposed Cllr Hinds seconded Cllr Keane approved unanimously.</p>	
14	14.1 14.2	<p>TO CONSIDER PLANNING Cllr Stacey left the room. There were no objections Cllr Stacey re-joined the meeting. There were no objections</p>	
15	15.1 15.2 15.3 15.4 15.5 15.6 15.7	<p>REPORT BACK ON PREVIOUS PLANNING 15.1 Has been agreed 15.2 MKC satisfied that conditions placed have been met 15.3 MKC satisfied that conditions placed have been met 15.4 MKC satisfied that conditions placed have been met 15.5 Survey not (yet) requested 15.6 Permission given 15.7 MKC satisfied that conditions placed have been met</p>	
16		<p>TO RECEIVE REPORTS from Councillors or Clerk</p>	
	16.1	<p>Clerk's report Benches for Fish Ponds play area not ordered as there is financial uncertainty about the company providing. The clerk passed round pictures of RUTLAND benches as equivalent alternatives from supplier used by other councils. Unanimously decided that Cllr Hinds look at web site and approve/not approve. If approved clerk to order by month end. Neighbourhood Planning public meeting held 8 May. Cllr Ayles to produce notes. Village Centre Design – still awaiting costings from MKC Cllr Ayles to raise with Cllr Geary on his arrival – defer to that point Sports Ground Projects – Flogas have appointed sub-contractor who will contact clerk. Not yet done so despite reminder. Clerk to pursue. Work on showers and football pavilion floors yet to be started. Maltings entrance – work has started. Walkabout – MKC have provided their availability. Clerk to coordinate dates with councillors/Community Police. Protective cages around trees in Castle Field – no further progress Code of conduct – no further progress on NALC & MKC templates DOG CONTROL ORDER – Clerk to pursue MKC to provide Dog Exclusion Order for sports ground and signage to keep dogs on leads in Fish Ponds HIGHWAYS: White lines: Ongoing 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. No further action yet.</p>	Cllr Hinds Clerk Cllr Ayles Clerk Clerk Clerk

CASTLETHORPE PARISH COUNCIL

Minutes of the Parish Council Annual Meeting held on Monday 14/05/2012 7.30pm

16.2	BALC executive meeting update Cllr Ayles presented an update. No matters arising.	
16.3	Hanslope Park Consultative Area Forum Cllr Keane presented an update: <ul style="list-style-type: none"> - A £5m fund has been allocated for Redways & Highways. A meeting is to be held in July which Cllr Keane will attend and report back. - Tathall End flood alleviation work to start in September - Draft wind turbine SPD to go to Cabinet. The good work by Cllr Ayles in compiling the draft was appreciated. - There will be an update on the A508 Yardley Road situation in June. 	
16.4	Village Hall committee meeting Committee meeting has been held and minutes published. All matters arising covered under resolutions (to follow).	
17	TO CONSIDER RESOLUTIONS	
17.1	It was unanimously agreed to hold a public excluded part 2 of the meeting.	
17.2	It was unanimously agreed that the Risk Assessment should first be agreed by the Finance Committee to report back to full council with recommendation on acceptance. Clerk to canvas for availability and arrange a meeting for July.	Clerk
17.3	Add risk on long term sick absence of Clerk	Clerk
17.4	All declared no conflict of interest with the External auditors Mazars Limited. It was unanimously agreed to approve in principle that Pre-School may develop the Village Hall garden up to meet OFSTED standards. Work should be agreed with the Village Hall Councillors first. Clerk to write and inform Pre-School.	Clerk
17.5	It was unanimously agreed not to change the cost of advertising in Castlethorpe News.	
17.6	It was unanimously agreed not to change to the cost of supplying paperwork for electors under FOI	
17.7	It was unanimously agreed that the outgoing Clerk would facilitate the Internal Audit & complete the Annual return for the Parish Council, hours to be charged at LC1 SCP 22 rate per hour.	
17.8	It was unanimously agreed that Cllrs. Presant-Collins and Stacey will support the Clerk in the project management of the Village Centre Green Regeneration project and to agree terms of reference.	
17.9	It was unanimously agreed that the Clerk would contact Messrs Pollards to agree setting up an account to supply all consumables required for Village Hall upkeep	Clerk
17.10	It was unanimously agreed that the Village Hall committee should be approached about providing funds for the purchase of the refurbished High Speed Buffer machine. Village Hall councillors to pursue. Clerk to check budget position re: predicted/actual spend for Village Hall.	Cllr Hinds Clerk
17.11	It was unanimously agreed that the Village Hall committee should be approached about providing funds for a professional floor clean. Village Hall councillors to pursue. Clerk to check budget position re: predicted/actual spend for Village Hall.	Cllr Hinds Clerk
17.12	Cllr Ayles read out his response to the MKC Bus Information Consultation paper. It was unanimously agreed the Parish Council should endorse this as a whole. Clerk to respond to MKC accordingly.	
17.13	It was unanimously agreed that the Clerk should write to Milton Keynes Citizen deploring their attitude with regard to non-despatch of papers to Castlethorpe.	Clerk Clerk
17.14	It was unanimously agreed that Cllr. Ayles and Presant Collins would work with Jackie Palman (member of the public) and Cllr Geary to review options for improved broadband services with BT.	
17.15	It was unanimously agreed to adopt version 1.0. of the Clerk's Manual and	

CASTLETHORPE PARISH COUNCIL

Minutes of the Parish Council Annual Meeting held on Monday 14/05/2012 7.30pm

	17.16	for the Clerk to maintain it. It was unanimously agreed that the geographical scope of the Neighbourhood Plan should be the entire parish and to so notify MKC (Tom Podd)	Clerk
18	TO CONSIDER FINANCIAL MATTERS		
	18.1	Accounts had been circulated before the meeting. It was noted that expenditure was £3,000 less and income £2,000 more than budgeted. Clerk to discuss revision to the way the report is presented with Cllr Present-Collins.	Clerk
	18.2	Payment of annual Parish Insurance unanimously approved. Clerk to get address on policy changed.	Clerk
	18.3	RFO payments schedule proposed by Cllr Ayles, seconded by Cllr Stacey and agreed unanimously	
	18.4	It was unanimously agreed that Saturday night rates for Village Hall hire should be reduced to £80 for non-residents and £72 for residents with all other charges remaining unchanged.	
	18.5	It was agreed to authorise the Clerk to transfer the remaining balance of the agreed £500 for the Jubilee celebrations to the 'Castlethorpe Street Party' account which is administered by Cllrs Present-Collins and Sweetland, after the cost of signage had been taken into account – Cllr Present-Collins abstained, remainder unanimous. Proposed Cllr Ayles seconded Cllr Hinds.	Clerk
	18.6	It was unanimously agreed that the £300 gift from Cllr. Geary would be used to buy a BALMORAL bench. Clerk to order, Cllr Stacey to store until Village Green Regeneration project suitably progressed.	Clerk
	18.7	It was unanimously agreed for the Clerk to purchase equipment/software to enhance his existing office up to a value of £560. Proposed Cllr Ayles seconded Cllr Stacey.	Clerk
18.8	As two councillors were not present and one letter read as 'signed as of the date of this meeting' the Clerk would arrange signatures for bank mandate and Building Society forms outside the meeting.	Clerk	
19	TO CONSIDER CORRESPONDENCE RECEIVED		
	19.1	A letter from Mr. P. Haynes was read out placing on record his appreciation of the previous Clerk's service to the community, citing tireless work beyond paid hours, flexibility and responsiveness to change ensuring the council remained compliant throughout, good work with preparation and production of accounts and general all round excellence in administration. The contents were unanimously agreed.	
	19.2	The outgoing Clerk had written to thank the Parish Council for the assistance and support given whilst in post and for the leaving gifts.	
20	ANY OTHER BUSINESS		
	20.1	Cllr Geary arrived & reported that MKC were reviewing ward boundaries as a number were over the 10% threshold. They had decided to continue the principle of re-elections of a third of the council each year so outcome would have to have the number of wards divisible by three.	
	20.2	MKC were also looking into the overall size of the Council. Clerk to obtain consultation information and include item on next agenda: does Castlethorpe PC want to comment on overall council size.	Clerk
	20.3	Cllr Geary also deplored the attitude of MK Citizen with regard to rural communities. He reported that MK News drop a bundle of papers at a single 'drop box' for Haversham. Cllr Geary would ask MK News if they will do the same for Castlethorpe. Clerk to investigate 'drop box' options – probably the shop.	Cllr Geary Clerk
	20.4	Cllr Ayles raised the slow progress of MKC in compiling costs for the Village Centre Regeneration project. Cllr Ayles and Geary to raise with Richard Duffill MKC.	Cllrs Ayles/ Geary

CASTLETHORPE PARISH COUNCIL

Minutes of the Parish Council Annual Meeting held on Monday 14/05/2012 7.30pm

21		DATES OF FUTURE MEETINGS 11 June; 2July; 3 September; 1 October; 5 November; 3 December 2012; 7 January; 4 February and 4 March 2013 at 7.30pm in the Village Hall. August 2012 meeting to be held only if there is any urgent planning/matters. Agreed unanimously.	
22		Part 2 - members of the public left	
		A member of the public has asked the Parish Council to support a private matter. It was unanimously agreed that the Parish Council do so	
		There being no further business the meeting closed.	