

CASTLETHORPE PARISH COUNCIL

Minutes of a Parish Council General Meeting held Monday 3rd February 2014 at 7.30pm in the Village Hall

PRESENT: Councillors Ayles, , Stacey, Markham, Present-Collins, Keane, Hinds & Sweetland. The Clerk Mr S Bradbury, Ward Councillor Geary and two members of the public were also in attendance. The meeting commenced at 7.30pm. No Open Forum was requested.

		ACTION
1	APOLOGIES FOR ABSENCE	
1.1	None.	
2	DECLARATIONS OF INTEREST by Councillors in any agenda items below	
2.1	Cllr Present-Collins declared a pecuniary interest in item 6.2. Cllr Sweetland declared a personal interest in item 5.1. Cllr Stacey declared a pecuniary interest in items 6.1. & 6.2.	
3	APPROVE MINUTES OF THE LAST MEETING	
3.1	The minutes of the General meeting on the 6 th January were proposed by Cllr Keane seconded Cllr Sweetland and agreed unanimously.	
4	TO RECEIVE REPORTS	
4.1.	Clerks Report & Review of Actions. (see Appendix A1). Matters arising:	
4.1.1.	Cllr Ayles said that the pathway between the two phases of the Maltings Field development had been removed from the development plans in 2012. It was not clear whether the removal was specifically approved. Cllr Geary to request MKC Planning Department to investigate.	Cllr Geary
4.1.2.	Cllr Markham asked that the culvert at Maltings Field be cleared and the ditch dug out to allow surface water to drain properly. Clerk to liaise with MKC.	Clerk
4.1.3.	Clerk will circulate to all Cllrs a draft of the new version of Standing Orders and will include an item on next agenda for the council to approve them. Cllr Ayles requested that all councillors review them before the next meeting.	Clerk
4.1.5.	Cllr Keane has contacted the Environment Agency (EA) about the latest position re. repairs to the weir. The river bank has been repaired and the weir has been removed. The current thinking is that it would be best not to replace the weir and to let the river develop its natural course. Concern had been expressed that this may lead to problems with livestock watering areas drying up later in the year. The EA have committed to work with farmers should this happen. There will be a further review in August.	
4.1.6.	Cllr Sweetland had been having trouble getting tradesmen to quote for removal of old and planting of new trees. Cllr Stacey provided a contact.	
4.2.	Neighbourhood Plan report (see appendix A2). Matters arising	
4.2.1.	An email has been sent to parish councillors and local interest groups advertising the public sessions and requesting volunteers to help facilitate them.	
4.2.2.	The clerk had obtained A1 copies of a map of the parish.	
4.2.3.	Cllr Keane had talked to the Youth Club and encouraged both members and their parents to participate.	
4.3.	Village centre update	
4.3.1.	Cllr Present-Collins had contacted MKC to confirm the previously communicated quote for the work and was awaiting a response. The clerk had yet again contacted MKC Legal department to attempt to get the agreement for the use of part of the Green for parking spaces drawn up but had still received nothing beyond an acknowledgement. Cllr Ayles reminded the council of the importance of receiving an invoice within this financial year.	
4.4.	FILE NOTE - Hanslope Park Consultative Area Forum 8th January 2014 (see Appendix A3). Matters arising:	
4.4.1.	Rob Ward of MKC has recommended that each parish sets up their own account to report and track faults. Clerk to action. He also said that dog waste can be reported to MKC and the waste contractors will come	Clerk

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and clear it up.

4.5. **FILE NOTE - Parish Council Safekeeping Envelope held at Lloyds Bank (see Appendix A4). Matters arising:**

4.5.1. Cllr Ayles noted that the envelope contained a by-law from 1972 to keep dogs under control in the Fishponds play area with a fine of £20 that can be levied.

4.5.2. The envelope also contained the Deed for the sports ground which permitted the construction of buildings for recreational use only and stipulated the rent payable by the village to the Allotments Association for use of the land as 'a peppercorn'.

4.6. **Update on current position re. flooding at the Dips**

4.6.1. Cllr Ayles had written to John Pryor at MKC and had been told that some work would be done on two dry ponds between the dips and Tathall End in the 2014-15 Financial Year.

4.7. **Update on current position re. Dog Control Orders following MKC Cabinet meeting**

4.7.1. The Castlethorpe Dog Control Orders had been approved:

- Dogs to be kept on leads at Fishponds. Any dog mess to be picked up by owners.
- No dogs allowed in the sports ground except for disabled dog owners who must keep to the path and pick up waste

4.7.2. Orders to be published in next newsletter

4.7.3. Cllr Hinds to procure the signage as per previous resolution

4.8. Item 4.9. on agenda: **FILE NOTE - BMKALC Executive Committee 22nd January 2014 (see Appendix A5).** No matters arising.

4.9. Item 4.10. on agenda: **FILE NOTE - Rural West NAG 14th January 2014 (see Appendix A6).** No matters arising.

4.10. Item 4.11. on agenda: **FILE NOTE - "Being a Good Employer" Seminar 21st January 2014 (see Appendix A7)** No matters arising

5

TO CONSIDER PLANNING APPLICATIONS

5.1. **14/00074/FUL** Erection of single storey and front porch The Haven South Street Castlethorpe Cllr Sweetland withdrew from the meeting. No objections raised. Cllr Sweetland re-joined the meeting.

6

TO RECEIVE REPORT BACK ON PREVIOUS PLANNING APPLICATIONS

There were no further comments or considerations made on items 6.1. and 6.2. so it was not necessary for Cllrs Presant-Collins & Stacey to withdraw from the meeting.

6.1. **13/01925/FUL** Installation of a single wind turbine with a maximum tip height of 86.5m at Malt Mill Farm Castlethorpe Road Hanslope – still pending consideration. No further comment

6.2. **13/00195/FUL:** Installation of 3 bladed wind turbine (maximum tip height 99.5m), including access, substation and underground cabling at Lodge Farm House Wolverton Road Castlethorpe. No further comment.

6.3. **13/02217/TPO** Tree preservation order consent to crown reduce by 40%, remove dead wood, and remove selected secondary branches from lower crown of 1x Chestnut tree (T4); reduce overhang to North Street by 3-4m of 3x Chestnut trees (T1-T3) March House North Street Castlethorpe: consent given with conditions on how the work must be done. Noted.

7

TO CONSIDER RESOLUTIONS

7.1. The Standing Orders do not specifically authorise the Sports Ground Committee to change license/user agreement terms. Cllr Ayles proposed therefore that the Sports Ground Committee be authorised to consider changing the license agreement with the sports teams to cover what will happen when it is not possible to complete the cutting schedule and what will be done if extra cuts are required. Agreed unanimously.

7.2. The Standing Orders also do not specifically authorise the Sports Ground Committee to recommend to the parish council fees for sports teams and

Cllr Hinds

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tennis club members. Cllr Ayles proposed that the Sports Ground Committee be authorised to do so for the next year. Agreed unanimously.

8

FINANCIAL MATTERS

8.1

The RFO Payments Schedule was circulated. Proposed Cllr Keane seconded Cllr Ayles and agreed unanimously

Payee	Description	Invoice	Amount	VAT	Sub-Total	Total
S Bradbury	Salary Jan 2014	per pay slip	£508.62	£0.00	£508.62	£508.62
F.Price	Jan 2014 invoice	per attached invoice 015	£184.00	£0.00	£184.00	£184.00
A H Contracts	Empty dog bins Dec	per attached 7070	£25.00	£5.00	£30.00	£30.00
P Homer	VH guttering #1 of 2	per attached invoice	£326.00	£0.00	£326.00	£326.00
A Tarbet	VH guttering #2 of 2	per attached invoice	£149.00	£0.00	£149.00	£149.00
Broxap Ltd	To supply 2 x litter bins + deliver	136110	£305.00	£61.00	£366.00	£366.00
Start Traffic Management Ltd	To supply grit bin, rocksalt, scoop plus shipping	5692	£166.00	£33.20	£199.20	£199.20
Flogas	Standing charge	9296452	£17.65	£0.88	£18.53	£18.53
D. Hinds	reimburse cost 2 x Christmas trees	invoice awaited	£16.00	£0.00	£16.00	£16.00
Grand Total			£1,697.27	£100.08	£1,797.35	£1,797.35
E.ON	electricity SG -Jan DD	4166 2268 6480	£88.00	£0.00		£88.00
E.ON	gas VH - Jan DD	89208742670	£190.00	£0.00		£190.00
	TOTALS		£278.00	£0.00	£0.00	£278.00

9

CORRESPONDENCE RECEIVED

9.1.

None

10

ANY OTHER BUSINESS (for noting, or for inclusion on a future agenda)

10.1

Cllr Geary said that MKC were to order additional salt bins. He would expect that they would contact parishes before the March meeting. Cllrs to consider where any additional bins could be deployed.

All Cllrs

10.2.

Cllr Geary also reported that MKC will be procuring 10 Speed Investigation Devices (SIDs). Again he expected that parishes will be informed soon. Clerk to order a device on receipt of any communication - to be confirmed by resolution at meeting following the notification.

Clerk

10.3.

Cllr Markham expressed further concern about the foul smell from the sewers from 47 North Street up Bullington End Road. Cllr Geary offered to refer the Environmental Health department to Cllr Markham.

Cllr Geary

10.4.

Cllr Ayles is continuing to chase MKC about the missing street light at the south end of North Street

11

TO AGREE DATE AND ATTENDANCE FOR FUTURE MEETINGS

11.1

Next meeting to be held Monday 3rd March.

There being no further business to discuss, the meeting closed at 08.55.

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APPENDIX A1 – CLERK’S REPORT 3/2/2014

- Councillors had communicated two concerns with the Maltings Field development:
 - o The Clerk had arranged for MKC to inspect the swale (and ditch opposite). They have now done so and agreed with the developers that they install protective fencing and barriers to prevent anyone falling into standing water. The clerk has asked that they inform him of details before doing the work.
 - o The pathway between phase 1 and 2 of the Maltings development seems to have gone missing from the development layout following a minor amendment requested by the developer. Cllr Ayles and clerk to liaise with MKC planning to resolve.
- The clerk has informed MKC of the precept request to include the 2% increase agreed on
- The clerk has responded to the MKC consultation on schools’ admissions policy as instructed
- MKC’s legal team have still to get back about preparation of an agreement for use of part of the Green for car parking as part of the village centre re-generation project. Further reminder sent to Tom Cassidy 3/2/14.
- Clerk has communicated CPC’s approval of the trustees that had been appointed to Castlethorpe Charities for the Poor and has referred the clerk to the trustees to the village newsletter editor to include a piece on the charity in the next newsletter
- MKC have allocated a set of Rugby World Cup commemorative goal posts to Castlethorpe. The location to site the posts has been agreed with MKC and the cricket and sports clubs have been consulted and have agreed.
- Two electricians have details about tennis floodlights and sports ground lighting: Amps electricians have now provided a quote for replacement of the tennis lights (councillors made aware). Gavin Becks has apologised for delay and will try and get something prepared soon. Further quotes to be obtained for testing electrical circuits and equipment in village hall and sports pavilions as they should be tested every 5 years.
- Electric smart metre to be fitted in village hall in February
- After having received a very poor response to the CPC complaint about the conduct of MKC Development Control councillors another response was received rejecting the complaint (both circulated to councillors). Whilst the second response did not contain the errors of the first one it did not answer the complaint in full nor in the hoped for detail. Councillors call on whether to pursue further although both letters stated that there is no right of appeal.
- Cllr Stacey to erect the basketball backboards & hoops (carried forward).
- Village hall guttering has been repaired (invoice awaited). An attempt to repair the football pavilion floor failed as the tradesman was unable to get his van to the building and as a result has left ruts on the edge of the cricket field. Cricket club informed and have agreed that they will be able to correct the damage when ground conditions improve. Clerk to liaise with football club on new date for football pavilion work when tradesman can give a more specific date and ground conditions improve.
- After fixing the VH guttering the tradesman checked the front drain and found that it was blocked. He recommended that the drain be dug out to see what the problem is.
- Signage about dog control orders awaiting advice on wording from MKC (with Cllr Hinds) .
- The clerk has still to approach Anglian Water to determine why sewage rates at the sports ground are so high.

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- No progress on the position of writing to Anglian Water with regard to the drains at Bullington End Road. Form of words still to be obtained from Cllr Markham.
- Fire inspection for the Village Hall and sports pavilions has been completed and certificates lodged with H&s Officer & clerk.
- Clerk had met with AH Contracts and it would appear that the best position is at the gate post immediately before the railway footbridge. Neighbours now to be consulted.
- Acoustic panels at Village Hall have now been fitted. Remainder to be ordered by clerk.
- Order has been placed to repair fence outside of cricket pavilion. Tradesman to confirm date.
- The Clerk has obtained an electronic copy of the new model Standing Orders. Cllr Ayles & Clerk to prepare new draft version for CPC approval.
- Green grit bin has been delivered and sited opposite the school and then filled. Clerk to invoice Cllr Geary: £71 + £61 for 220kg salt + £6 for scoop + £30 delivery.
- Clerk & Cllr Ayles have prepared and sent a response to the Minerals Plan as agreed at CPC meeting.
- Cllr Ayles and clerk have reviewed the Standing Orders in light of the new NALC model and also changes resolved by the council throughout the year. Clerk to circulate to cllrs for consideration at March meeting.
- Cllr Keane to review current position re. weir on river Tove.
- Message left for AH Contracts to pick up dog waste bin from Rose Lane Farm Hanslope for later installation at the Maltings
- Litter bins for green and railway bridge to be delivered 4th February
- No progress on outstanding actions:
 - o Repairs to gate between village hall and Castle Field awaiting review of contents of safety deposit box and deed found for the leasing of the field
 - o Purchase of Sage accounting software awaiting clerk to establish a 'clean point' with finances
 - o Re-affirm with Cllr Markham what needs to be communicated to Anglian Water re. drains at North Street
 - o Village benches replacement
 - o Review MKC fault list inc. state of Sustrans cycle track
 - o Quote for re-laying paving outside football pavilion considered too high by Sports Ground Committee, clerk had been given details of another contractor to approach but has not yet done so
 - o Elicit quotes for additional safety equipment required at village hall and sports pavilions.

Steve Bradbury
3/2/14

APPENDIX A2 – NEIGHBOURHOOD PLAN REPORT 3/2/2014

Meeting held at 2 p.m. 14th January between Community Impact Bucks project manager, village lead (Keith Tipping), councillors and the clerk where it was agreed:

- Public sessions will take place Saturday 22nd February 10.00 -12.00, Thursday 27th February 6.30 – 9.00 & Sunday 2nd March 2.00-4.00
- People to be asked what they think built environment should look like
- Clerk will arrange for A1 maps of the parish to be made available (done)
- Keith will develop a plan to get people engaged inc. village groups (to be circulated at meeting)

Steve Bradbury

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APPENDIX A3 FILE NOTE – Hanslope Park Consultative Area Forum 8th January 2014

Attending for Castlethorpe Parish Council: Cllrs Ayles and Sweetland.

- **Minerals Local Plan.** Presentation by Fiona Tarbit and colleague. Castlethorpe response already agreed and to be submitted. (**Action:** Clerk / Cllr Ayles)
- **Neighbourhood Management.** Presentation by Rob Ward. The presentation is available separately. Essentially, 'Public Realm' services are being outsourced in three categories; Highways, Landscaping and Waste. The existing Neighbourhood Management team will transition to new roles as Inspectors and Contract Managers. A small team will continue to provide services for the various parish forums. Part of the cost saving will be realised through automating the interface between the contractors and the public. However, there was considerable frustration about the inadequacies of both the overall new MKC website (more clicks to get to information, broken links) and the specific reporting system where all parishes said that reports submitted were not actioned even though the item was marked as complete or, in one case, marked 'abandoned' without further explanation. It was suggested that a user group might help to iron out these problems.

To avoid duplication and to allow councillors and clerks to check progress of issues, it was recommended that **each parish set up a single account** that all councillors and the clerk could use. (**Action:** Clerk)

There was also considerable frustration that, having submitted requests for works to Highways in 2013, that works had not been completed but just stated as 'out of scope'. One example was footways in Castlethorpe which are in scope of Highways responsibility. As the parishes have re-submitted requests in three different ways in the past three years, it was felt that it was now up to Highways to use the requests already submitted to them to respond.

- **Tathall End and Devil's Dip Flood Prevention Scheme.** It was reported that the scheme had stalled because one of the landowners had refused MKC access to his land. Furthermore, one of the residents in Tathall End was proposing that MKC clear the stream out of the settlement to allow water to exit without building up and risking flooding in Tathall End. It was pointed out that this would result in more water arriving at the Dips and worsening the flooding there. Cllr Ayles said that this was a long standing problem and he had been involved from 2007 when the then AD Highways, Ian McGregor, had inspected the Dips on his annual village walkabout and had subsequently commissioned an engineering study which recommended the construction of three dry ponds above Tathall End to regulate water flow into Tathall End and therefore to the Dips. He added that the Dips is the principal route from Hanslope and Castlethorpe into Milton Keynes and is used extensively by workers in both directions (including to Hanslope Park). The road has been flooded almost every day this year. Although this has not been serious, it is hard to tell the depth of the water especially in the dark and, on at least one occasion before Christmas, the water was very deep. Last winter, a car was flooded attempting to pass through and the road was closed. Furthermore, because the water is shallowest on the crown, vehicles move to the centre of the road to minimise risk of their car flooding. However, this is a blind bend and vehicles from Bullington End can come round the corner (and some do so at speed) to find a vehicle in the middle of the road. Although risk of house flooding has to take priority, the inconvenience of road flooding and the cost of

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vehicle flooding is still serious. Cllr Ayles also recalled the suggestion by Joe Geary, then Chair of Hanslope PC, that a short term measure would be to remove some kerbing on the downstream side to allow the water to get away from the road especially now that the stream had been cleared.

This issue has been crawling and now stalling for 5 years. The money is in the MKC Capital Budget and, in his opinion, MKC should either find an alternative engineering solution acceptable to the landowners or use their powers of compulsion to resolve this problem quickly.

- **Other Issues.** Cllr Ayles said that dog mess had become a problem on the village footways and asked whether there was any enforcement once the warden service ceased in March. Rob Ward replied that dog mess can be reported to Serco (the Waste contractor) through the website, by phone or email and Serco would send a cleansing team. Regulatory Services had enforcement powers and could send an officer out presumably if this became a regular occurrence and therefore a cost to Serco/MKC. However, Rob pointed out the practical difficulties of enforcing dog mess problems. (Please note this is quite a separate issue to the Dog Control Orders proposed for the sports ground and play area which limit dog access. There is a long standing and Borough-wide order banning dog mess on the public highway which includes footways/pavements).
- **Next Meeting.** 7.30pm 10th April at Castlethorpe *Sports Pavilion*.

Philip Ayles

Appendix A4 FILE NOTE – Parish Council Safekeeping Envelope held at Lloyds Bank, Stony Stratford

Examination by Cllrs Ayles and Sweetland, 15th January 2014

The safekeeping envelope contains 17 smaller envelopes as detailed in the table below. Please note:

1. The safekeeping service has been discontinued by Lloyds Bank. They are allowing customers with existing safe holding enveloped to continue. The envelopes can be examined and individual items in the contents added or removed. However, if the entire envelope is removed from the bank, **it will not be accepted back by the bank.**
2. Our main objective was to take an inventory of the contents. We looked at some of the contents and have made some observations below but decisions by the parish council should not be made on this basis and a further detailed examination should be made of the relevant papers.

Envelope	Date	Contents and Observation
1		There is no envelope labelled '1'
2	20/1/1975	Licence from Bucks CC to build a bus shelter next to the Village Hall.
3	1/11/2001	Gobbey's Field. Agreement with owner that, if the lower part should be developed, then the top part would be given to the parish council.
4	13/9/1933	Guaranty Fidelity Bond. This appears to be an insurance for the Clerk. Almost certainly no need to retain.

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5	6/7/1998	Lodge Farm Court. Agreement to pay parish council £100,000 as planning gain.
6	28/3/1990	Licence for Network Rail to erect a fence in Station Yard.
7	27/11/1972	Bye-law for the Fishponds Play Area requiring dogs to be kept under control and not to be a nuisance to other users. Penalty £20.
8	20/6/1996	Allotments Development Deed under planning applications MK/524/94 and MK/525/94. It leases the Sports Ground for 999 years on a peppercorn to the parish council. The only restriction on use is that any buildings must be for recreational purposes only.
9	1/10/2002	Land Registry Entry for Sports Ground and confirming 999 year lease.
10	11/5/1998	Sale of western part of Sports Ground by G Stacey to parish council.
11	30/11/1992	Transfer of Castle Field to parish council. This includes a Licence to graze Castle Field and an obligation on Licensee to keep all fences, gates and ditches in good condition.
12	July 1956	Plans for extension to Village Hall. Could almost certainly be removed – historical interest only.
13a	1967	Deed to allow drains from Village Hall to pass under land owned by Castle House
13b	1921	Transfer of the Village Hall from Lord Carrington to the parish council
14	15/7/1921	Transfer of the land between the Village Hall and the Church 'Castle Gardens'. Transfer of Village Hall to parish council.
15	1921	Sale of property at The Chequers by the Marquess of Lincolnshire. The play area is passed to the parish council.
16	Oct 1972	'Land by Mill View'. Also relates to play area.
17	Nov 1970	Also relates to play area.

Philip Ayles
16th January 2014

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Appendix A5 FILE NOTE - BMKALC Executive Committee 22nd January 2014

- **Elections:** Isabella Fraser was re-elected as Chair and Jenny Hunt as Vice Chair.
- **County Officer's Report.**
 - 3 courses delivered in final quarter of 2013. 4 courses planned for first quarter of 2014.
 - Bucks CC have indicated that a reduction in grant funding is likely from 2015/16.
 - This in addition to MKC indicating that, while their grant will be honoured until 2016, it will be reviewed then.
 - There was also a discussion on capping of parish council precepts. Latest government advice is that this is unlikely to be implemented for 2014/15 - though it may be and this is now very late to be advising parishes - and it will probably be subject to 2 criteria; a minimum Band D threshold so that councils requiring a precept below £160-£170 per Band D dwelling would be exempt as well as the capping only be applicable above a 1.5%-2% precept increase. However, although this would therefore not affect Castlethorpe (who would be exempt on at the first criterion), it may affect some of the more deprived MK parishes who have high Band D precepts such as Woughton.
- **Finance.** The Association had some one-off income in 2013/14 (sales of a new publication 'Local Government Explained', a bursary for creating new parishes and some high training income) which together with a period of lower salary costs following Ruth Powell's retirement, means that the Association will have a surplus in 2013/14.

There should be a (smaller) surplus in 2014/15 but the reductions in principal authority grants from 2015 onwards will create a difficult situation.

- **Finance & General Purposes Report.** The County Officer, who had warned us that he might be obliged to resign due to a change in personal circumstances, now expects to be able to continue.

As the part-time administrator, Carole, is now 65, she has also warned us that she will probably retire in the next two years. As a result, F&GPS recommended that a part-time person was recruited to replace Ruth and allow the office to provide 9-5 x 5 day cover. This allows some succession planning for Carole but does not resolve the longer term issue of reduced funding.

Brian Mapletoft was appointed as Honorary Treasurer replacing Michael Foote who retired.

- **Best Kept Village Competition.** A proposal was received from Richard Pushman to run this in a separate and self-contained (financially) way but with BMKALC still credited for it. This was agreed.

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Appendix A6 FILE NOTE - Rural West NAG 14th January 2014

Present for Castlethorpe: Philip Ayles, John Earp, John Sweetland

- **Police Report.** PC Andy Perry reported that there had been some trouble at The Cock at Hanslope at the previous weekend and some arrests had been made.
- CSW. Continuing. Larger pool of volunteers in Castlethorpe noted.
- **Finance.** NAG has £322 (held by Hanslope PC for NAG). Agreed no need for additional funds at present and no calls on funding currently expected - last expense was to repair CSW equipment. NAG will approach the three parish councils for funding when funds fall to £50.
- **AOB.** Complaints raised about parking in Castlethorpe including at Thrupp Close / Bullington End Rd junction. PCSO will investigate and place advisory notices as appropriate.
- Haversham enquired about using Dog bin currently stored in Dorothy's barn. PA said that Castlethorpe had previously been allocated the bin and were currently consulting with neighbours around proposed location.
- Dog Control Orders at the play area and sports ground in Castlethorpe will be decided by MKC Cabinet on 29th January.
- **Next Meeting** 7.30pm Monday 28th April 2014 at Hanslope Village Hall.

Philip Ayles

Appendix A7 FILE NOTE - "Being a Good Employer" Seminar run by BMKALC 21st January 2014

There were two presenters, Martin Fine, an employment solicitor from NALC, and a representative from Came & Co, the insurers.

There is a published booklet "Being a good employer" published by DEFRA which was given in hard copy but which is also available electronically and is attached to this note.

It isn't practical to reproduce the content of the seminar in a File Note but there are a few observations that are of interest:

Martin Fine:

- Our Clerk's contract is based on the NALC Model Contract. This in turn refers to the 'Green Book' which is a book of employment terms and conditions agreed between NALC and SLCC. The Green Book often improves on statutory conditions of employment (e.g. maternity pay). It also sets salary points for the various employment grades. These were increased by 1% in 2013.

- Employees, subject to certain qualifications, **MUST** be enrolled in a qualifying pension

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scheme from 2015 though they can subsequently opt out. (Note, most parishes do not use the Local Government Pension Scheme which is regarded as very expensive).

- Employees are subject to the EU Working Time Directive, though employees can opt out, and if an employee is working for other employers, the parish council must ask what is the total number of hours worked.

Came & Co:

- Parishes must ensure that their employer's liability covers volunteers
- Parishes must check that any contractors have employer liability cover as well as public liability insurance
- It is essential that references are taken up from Clerks
- The requirement to have two cheque signatories may remain as an insurance condition even though the legal requirement may be removed.
- If using electronic banking, the compiler of the list of transactions **MUST BE DIFFERENT** to the person who completes the transactions - parishes cannot ask the Clerk to do both.
- The Asset register needs the replacement value not the acquisition value.

Philip Ayles