

CASTLETHORPE PARISH COUNCIL

Minutes of a Parish Council General Meeting held Monday 7th April 2014 following the Annual Village Meeting in the Village Hall

PRESENT: Councillors Ayles, Stacey, Presant-Collins, Hinds, Keane, & Sweetland. The Clerk Mr S Bradbury, and three members of the public were also in attendance. No Open Forum was held.

		ACTION
1	APOLOGIES FOR ABSENCE	
1.1	Cllr Markham - reason alternate commitment.	
2	DECLARATIONS OF INTEREST by Councillors in any agenda items below	
2.1	Cllr Presant-Collins declared a pecuniary interest in item 6.3. Cllr Stacey a personal interest in 6.2. and Cllrs Ayles & Keane a personal interest in item 7.3.	
3	APPROVE MINUTES OF THE LAST MEETING	
3.1	The minutes of the General meeting on the 3 rd March were proposed by Cllr Sweetland, seconded Cllr Keane and agreed unanimously.	
4	TO RECEIVE REPORTS	
4.1.	Clerks Report & Review of Actions. (see Appendix A1). Matters arising:	
4.1.1.	Clerk & Cllr Markham to liaise on way forward for fencing the cricket pavilion following error in specification of work.	Cllr Markham/ Clerk
4.1.2.	Cllr Ayles and Mr John Sweetland had attended the Speed Indicator training and did not see the need for anyone else to, should further courses be arranged.	
4.1.3.	Some work has been done on pot-holes by the Navigation pub but not to a good standard. Cllr Keane will discuss with the pub manager/owner.	Cllr Keane
4.2.	Neighbourhood Plan report (see appendix A2).	
4.2.1.	No matters arising	
4.3.	Village centre update	
4.3.1.	The Clerk had received an invoice from MKC for £13,000 and had confirmed receipt. The person at MKC Legal department that had been progressing the work to get the agreement for the use of part of the Green for parking spaces drawn up has apparently left. Kate Chambers a solicitor at MKC is trying to get the matter attended to.	
4.4.	FILE NOTE - Parishes' Forum 13th March 2014 (see Appendix A4)	
4.4.1.	Cllr Ayles asked the Clerk to notify Pam Loose at MKC of dates for newsletter publications.	Clerk
4.5.	Update on progress about flooding at the Dips	
4.5.1.	An update had been given at the Annual Village Meeting	
4.6.	File Note – speed monitoring road tube results	
4.6.1.	Statistics have shown that the main speed problem seems to be on Bullington End Rd. The Road Safety Officer has asked whether the information should be passed on to Thames Valley Police. All agreed that it should. Cllr Ayles is again meeting with the Road Safety Officer and will ask him what additional measures are available. He will also raise the position of pulling out of Thrupp Close, where cars are parked right up to the junction.	
6	TO RECEIVE REPORT BACK ON PREVIOUS PLANNING APPLICATIONS	
6.1.	14/00074/FUL Erection of single storey and front porch The Haven South Street Castlethorpe – application permitted. Cllr Sweetland said that neighbours had not been notified of the application, as should happen. Clerk to write to MKC Planning.	Clerk
6.2.	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	
6.3.	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 - inspectors report due in April. No further comment.	

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TO CONSIDER RESOLUTIONS

- 7.1. A public excluded part 2 of the meeting was proposed by Cllr Ayles and agreed unanimously.
- 7.2. Applications had been invited for grants from the MKC Parish Partnership Fund. Cllr Ayles suggested two candidates; the Village Hall bell tower (cost c. £2,000) and the tennis court lights (cost c. £8,000). The case for the Village Hall was discussed and agreed unanimously. That for the tennis court lights was agreed by all save for one abstention. Clerk to apply accordingly.
- 7.3. Cllrs Ayles and Keane withdrew to the floor. Cllr Stacey was proposed as stand-in chairman – agreed unanimously. Cllr Stacey as Chair suspended the meeting to allow comments from the floor:
The current lease, the first one for the shop, had been agreed seven years ago and is now up for renewal. The wording of the lease reflected the state at that time with building work still going on. It has now been re-drafted to reflect the current position and the draft has been circulated to all Cllrs with the changes marked. It has also been looked over by a legal expert for correctness. Cllrs are now asked to vote to authorise the Clerk to sign the document on behalf of the Parish Council.
The Chair resumed the meeting and proposed that Cllrs agree the lease and authorise the Clerk to sign it, This was seconded by Cllr Sweetland and agreed unanimously.
Cllrs Ayles and Keane returned to the meeting and Cllr Ayles resumed the Chair.
- 7.4. The matter of weed killing at the sports ground needs urgent attention. Cllr Ayles proposed that the Clerk and Cllr Stacey arrange a 'one-off' treatment at a cost of up to £500 while a more permanent solution is being pursued. Agreed unanimously.
- 7.5. The police have looked at the problem of an abandoned vehicle in Station Road but cannot do anything because the parking area is not determined as public highway. Cllr Ayles had talked to MKC and had determined that parking permits or parking limits could be imposed. He suggested that he and the Clerk should draft a letter to send to residents asking for their views on the matter. Agreed unanimously.
- 7.6. Cllr Ayles proposed asking MKC to tarmac the footpath by the South Street footbridge. Agreed unanimously.
- 7.7. Cllr Ayles thought it unlikely that the path between Paddock Close and Malting Court would be built even if it was found that an error had been made in removing it from the plan. He suggested that the Parish Council should now press for improvements to the footpath between Paddock Close and The Maltings. Agreed unanimously. Cllr Ayles to pursue.
- 7.8. Cllr Ayles proposed making a request to MKC to re-route the cycle track along Fox Covert Lane thus saving them from having to maintain the existing track. Agreed unanimously. Clerk to pursue.
- 7.9. Cllr Sweetland said that there had been very little maintenance done on footpaths in the village except for the cases that presented an immediate Health & Safety risk. She suggested that she arrange a village walkabout to log all faults to be raised with MKC. Agreed unanimously.
- 7.10. The Clerk had contacted a handyman to specify and quote for the work that needs doing to re-route the Village Hall front drain and to treat the damp problem. He has agreed that his specification can then be used to get quotes from others.

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FINANCIAL MATTERS

- 8.1 The RFO Payments Schedule was circulated. The Clerk requested that the amount for the Youth Club be raised by £200. Proposed Cllr Stacey seconded Cllr Present-Collins and agreed unanimously

Clerk/Cllr Ayles

Clerk

Cllr Ayles

Clerk

Cllr Sweetland

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Lloyds						
Payee	Description	Invoice	Amount	VAT	Sub-Total	Total
S Bradbury	Salary Feb 2014	per pay slip	£508.62	£0.00	£508.62	
S Bradbury	Re-claim purchase printer ink	per expenses form	£60.68	£12.13	£72.81	
S Bradbury	Re-claim purchase paper	per attached	£72.82	£0.00	£72.82	
S Bradbury	Re-payment duplicated claim basketball hoops Oct & Dec		£153.82	£31.66	£185.48	£468.77
F.Price	Mar 2014 invoice	per attached invoice 016	£184.00	£0.00	£184.00	£184.00
A H Contracts	Empty dog bins Mar	per attached 7270	£25.00	£5.00	£30.00	£30.00
NBR Printing	Newsletter	per attached 314	£175.00	£0.00	£175.00	£175.00
BT	Clerk's phone	per attached	£89.91	£15.28	£105.19	£105.19
MKC	Sports ground rates	per attached	£553.43	£0.00	£553.43	£553.43
Flogas	Standing charge	per attached	£25.32	£1.27	£26.59	£26.59
SLCC	Annual membership		£116.00	£0.00	£116.00	£116.00
Youth Club	PPF grant re-payment for residential camp (50% exc. VAT)	per attached receipted invoice	£1,200.00	£0.00	£1,000.00	£1,200.00
Grand Total			£2,964.60	£65.34	£3,029.94	£2,658.98
E.ON	electricity SG -Feb DD	4166 2268 6480	£88.00	£0.00		£88.00
E.ON	electricity VH DD	415172577000A	£118.65	£0.00		£118.65
E.ON	gas VH - Feb DD	89208742670	£190.00	£0.00		£190.00
	TOTALS		£396.65	£0.00	£0.00	£396.65

Bank of Ireland

Payee	Description	Invoice	Amount	VAT		Total
MKC	Grant for grit bin + OAP xmas party (income)	n/a	£450.00	0.00		£450.00

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CORRESPONDENCE RECEIVED

- 9.1. Cllr Ayles suggested that the Parish Council had done all that it can in the matter of rights of way at the bridleway at Lincoln Lodge Farm. Agreed unanimously.
- 9.2. An email received from a member of the public asking about the rugby posts in the sports ground was answered by Clerk - noted
- 9.3. An email from Age UK Milton Keynes publicising a free service to tend the gardens of elderly residents was noted
- 9.4. It was agreed that the Parish Council should not comment on whether to charge for the public toilets at Station Square.

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

- 10.1 Cllr Sweetland had raised a concern that two men in a white van were working on the play area. It was subsequently found that they were MKC workers. MKC should inform the Parish Council if they are going to be working in the village. Cllr Ayles to raise at Hanslope Park Forum.

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TO AGREE DATE AND ATTENDANCE FOR FUTURE MEETINGS

- 11.1 The next meeting will be the AGM and will be held on Monday 12th May at 7.30 p.m.

Cllr Ayles

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There being no further business to discuss, the meeting closed at 10.03.

APPENDIX A1 – CLERK’S REPORT 7/4/2014

- MKC have informed the Parish Council that the pathway between Paddock Close and Maltings Court was removed on the advice of a Crime Prevention Adviser. Cllr Ayles has responded asking where this had been agreed and recorded.
- It would appear that Tom Cassidy at MKC who was meant to be dealing with preparation of the agreement for use of part of the Green for car parking as part of the village centre re-generation project, has left the council. Kate Chambers at MKC is trying to find who the matter was passed to.
- A second supplier is to visit the tennis courts on Monday to assess the lighting position. No progress on arranging quotes for testing electrical circuits and equipment in village hall and sports pavilions .
- Cllr Stacey to erect the basketball backboards & hoops (frames need to be re-rendered).
- Repair the football pavilion floor still awaiting for ground conditions to improve to allow the tradesman to drive his van to the pavillion.
- Cllr Hinds has put up the ‘no dogs allowed’ signage at the sports ground and will put ‘keep dogs on leads’ and ‘pick up after your dog’ signs at Fishponds
- Neighbours still to be consulted in siting of dog bins at Maltings Close (c/f). Awaiting confirmation from AH Contracts as to whether dog waste bin has been picked up from Rose Lane Farm Hanslope.
- The Clerk had contacted the suppliers of the acoustic panels for the Village Hall and was told that they no longer stock the same type and cannot fulfil the remainder of the order. VH Chairman informed accordingly.
- Work Order confirmed with tradesman to replace fence at cricket pavilion but Cllr Markham found that the work quoted for was insufficiently specified. Selected tradesman to provide new quote.
- New model Standing Orders were agreed at the extraordinary March meeting.
- Cllr Geary has transferred the money for the grit bin and for the senior citizens’ Xmas lunch into the PC bank Account. Many thanks to him
- The selected tradesman is awaiting delivery of the trees to be planted on the triangle and in The Chequers. The hedge between Lodge Farm Court and the football pitch will be cut back in the next fortnight; all neighbours have been informed. The work to re-slab at the front of the football pavilion is still to be scheduled.
- Clerk requested that Cllr Ayles and John Sweetland attend the Speed Investigation Device (SID) training at Lavendon on 28th March. Cllr Hinds was to await the arrangement of further sessions.
- Clerk wrote to MKC to request two of the newly acquired salt bins; one by the ‘W’ cottage on North St and one at Shepperton Close..
- Clerk Has created an account for fault logging.
- Clerk has written to MKC Rights of Way officer saying that the Parish Council has no objections to the claim for right of way at the bridleway at Lincoln Lodge and has requested that a condition be raised to ‘maintain the **bridleway** to its statutory width and to remove any signage or other hinderances to users’ as agreed at previous meeting
- Clerk has written to MKC Rights of Way officer asking that the application for the diversion of ‘footpath 8’ be deferred until after the decision on the wind turbine and saying that the proposed diversion is unacceptable as agreed at previous meeting.
- Clerk has written to the Planning Inspector saying that the proposal to re-route footpaths as a planning condition is not legal as agreed at previous meeting

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- An article about dog fouling was included in Castlethorpe News. Cllr Hinds has erected signs at the sports ground and was to do so at Fishponds. Clerk, Cllrs Ayles and Hinds had met with TVP about enforcement measures.
- Clerk had contacted a tradesman about specifying the work required to re-route the Village Hall front drain. Once this has been done the spec can be used to obtain further quotes.
- Same tradesman will quote for the repair of the gate between the Village Hall and Castle Field when he looks at the drainage matter
- Clerk has written to MKC requesting that weed killer be applied to the pavements at Thrupp Close.
- Northants CC have been approached about the road by the Navigation and said that there is a work order out but nothing has been done
- Cllr Present-Collins has obtained quotes to replace the village benches. To be considered at the May meeting.
- No progress on outstanding actions:
 - o Erection of Hanslope Road street signs to be put on fault list
 - o State of footpath between South Street and railway bridge to be raised as an issue
 - o Purchase of Sage accounting software awaiting Clerk to establish a 'clean point' with finances
 - o Review MKC fault list inc. state of Sustrans cycle track
 - o Elicit quotes for additional safety equipment required at village hall and sports pavillions.
 - o The Clerk has still to approach Anglian Water to determine why sewage rates at the sports ground are so high (c/f)
 - o Cllr Geary has said that he will contact Environmental Health about the drains at Bullington End Road (c/f).

Steve Bradbury

7/4/14

APPENDIX A2 – NEIGHBOURHOOD PLAN REPORT 7/4/2014

- Neighbourhood Plan Steering Group meeting held 27th March
- Following the public sessions the results have been documented. The comments plus previous experience lead to suggest that the Plan should be split into 3 sections:
 - o Housing (needs/location) – housing needs survey to be developed
 - o Social Infrastructure inc. pub, school
 - o Development needs in view of local environment e.g. renewable energy
- The following targets have been agreed:
 - o First draft of survey to be drafted by 18th April, final version by 30th April (Community Impact Bucks)
 - o State of Parish Report by 30th June (Community Impact Bucks)
 - o Planning workshops to start 1st July (Steering Group)
 - o Draft Plan by 30th September (Community Impact Bucks)
 - o Consultation period 6 weeks (MKC)
 - o Plan ready by year end

Steve Bradbury

3/3/14

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APPENDIX A3 – FILE NOTE - MKALC Meeting 4th February 2014

Attended by Cllrs Ayles and Sweetland

There were two main topics for this meeting

- **Community Infrastructure Levy**

Paul van Gette and Jonathan Entwistle from MKC gave presentations on the possible introduction of CIL.

In summary, MKC would prefer not to introduce CIL at this time because it will cause a significant reduction in planning gain - three current applications were used for comparison and CIL gave between 30% and 60% less than the current S106 / Tariff structure. One of the main factors is that affordable housing is excluded from CIL but not from S106 / Tariff.

As a result, MKC would have significantly lower funds to spend on infrastructure across the Borough. On the other hand, parishes would qualify for 15%-25% of CIL funding which they could spend on infrastructure at their discretion. It was clear that there was considerable anger among parishes at the way the S106 process has operated.

Paul and Jonathan said that their preference was to defer CIL for the time being though there would come a tipping point at some point in the future. In exchange, MKC would offer the parishes an agreement on the S106 / Tariff process to allow parishes greater input into the need for local infrastructure. It was suggested that a presentation is made at the next Parishes' Forum with a view to a parishes working group agreeing a protocol with MKC.

- **Future of Local Councils**

Isabella Fraser gave a presentation based on input both from NALC and from discussions with Bucks CC and MKC. Isabella is currently Chair of BMKALC.

The fundamental message was that principal authorities were likely to withdraw from a lot, if not all, non-statutory services over the next 5 years. This would leave the load to be taken up by Parish Councils with implications both on precept and on local councillors.

- **Training**

I presented a paper on training which basically recommended (a) a list of courses which are recommended at basic and advanced levels for local councillors (b) that the MKALC Secretary circulated a list of all available local courses from a variety of sources (BMKALC, SLCC, neighbouring CALCs and individual Parish Councils) to all parishes and (c) that parishes are asked to inform MKALC of courses that they need and, if they are not available, then MKALC will arrange for them to be given probably through BMKALC.

Philip Ayles

APPENDIX A4 – FILE NOTE - Draft Briefing Note from MKC re. Tathall End Flood Alleviation

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We are in the process of allocating this and the other flood alleviation works within Milton Keynes to a Project Manager who will oversee their delivery.

Previously schemes were project managed by Highways staff but increasing workloads have meant that this is no longer feasible.

It is our intention is to proceed with the works on

- The bund on the Bridleway near Tathall End Farm (planning permission still required).
- Yew Tree Farm bund, planning permission in place, additional ecological surveys required.
- Littlewood Farm bund, planning permission in place, additional ecological surveys required.
- Redirecting the Right of Way and remove the footbridge at the other end of the village. Following the consultation an alternative proposal has been produced to overcome the objections raised and will need to be consulted on.
- Make changes to the curb stones at Devil's Dip to enable flood water to flow away more quickly, as suggested by a local resident.

The timeframe for these schemes is for them to be delivered within the 2014/15 programme. Where ecology is an issue (bird nesting, etc.) it is not likely to be before the autumn of 2014.

The latest version of the flood report for Tathall End is not yet complete as the Environment Agency have asked for more detailed information on the flood modelling which has required us to go back to the consultants with a new specification, this is expected to be with us by the end of April and will enable us to better understand the need for the bund at Woad Farm.

Under the new contract for Highways procurement of these schemes will be simpler as there is provision for Milton Keynes Council to issue instructions for works of this nature including ecological surveys and we have specifically included a specification for the construction of flood schemes with a fixed price.

Rob Ward
Interim Lead, Neighbourhood Engagement
Milton Keynes Council
Public Realm Services Group
03 February 2014