



Castlethorpe Parish Council

Minutes of a Parish Council General Meeting held on
Monday 3rd September 2018 at 7.30 p.m. in the Village Hall

PRESENT: Councillors Sawbridge, Keane, Hinds, Ayles, and Markham, the Clerk, Ward Cllr Geary (later) and 3 members of the public.

There was no public forum

- | | | ACTION |
|----------|---|----------------|
| 1 | APOLOGIES FOR ABSENCE | |
| 1.1 | Cllr Forgham reason holiday, Cllr Markham reason work. Both accepted. | |
| 2 | DECLARATIONS OF INTEREST | |
| 2.1. | Cllr Stacey declared a pecuniary interest in items 5.1, 6.10, 6.11 and left and re-joined the meeting during discussion on each item | |
| 3 | APPROVE MINUTES OF THE LAST MEETING | |
| 3.1 | The minutes of the General Meeting of the 2 nd July and Extraordinary meeting on 1 st August were proposed by Cllr Hinds seconded by Cllr Sawbridge, and were agreed unanimously. | |
| 4 | TO RECEIVE REPORTS | |
| 4.1. | Clerks Report & Review of Actions (See Appendix A1). Matters arising: | |
| 4.1.1. | Item 2 – The fitness equipment had been installed the wrong way round i.e. facing away from the cricket pitch. Clerk to resolve with Proludic/fitters. A member of the cricket club had late in the day questioned whether the units are a safe distance from the cricket table. Clerk to arrange for a sign to be produced with a warning to be vigilant whilst cricket is in progress. <i>Clerk's note: he had accompanied Phillip Snell MKC Playgrounds to subsequently look at the equipment and he agreed that there was no more risk than walking along the path.</i> | Clerk
Clerk |
| 4.1.2. | Item 6 – It was noted that the new lamp posts were of different design to previous ones in that they had no cross bar at the top. Clerk to liaise and determine further progress with MKC. | Clerk |
| 4.1.3. | Item 7 – It was agreed that the Clerk should add traffic islands to the scope of the weedkilling spec. | Clerk |
| 4.1.4. | Item 17 – Clerk to order 4 new 'No Dogs' signs for the sports ground and give Cllr Hinds as delivery address. | Clerk |
| 4.1.5. | Item 20 – large developments should each have a construction management plan and there is one in place for the Castlethorpe Road Hanslope development that routes traffic off of the A508 and down Station Road then up Hanslope Road. Despite this there is a sign at the Dips directing traffic through the village. Cllr Geary to question who put the sign there and on who's authority and also ask where the plan is for Long Street requesting that Hanslope and Castlethorpe PC's are consulted in putting it together. | Cllr Geary |
| 4.2. | FILE NOTE: Notes on meeting between Hanslope and Castlethorpe parish councils and practice managers from Hanslope and Roade surgeries re. impact of recent planning applications See Appendix A2). Noted. | |
| 4.3. | Verbal report by Cllr Ayles on status of complaints to MKC Planning
Cllrs Ayles and Forgham had met with MKC Planning over the parish council's dissatisfaction with some recent planning issues. MKC have agreed to always consult before making a decision where the parish council have objected and to improve notification to the Clerk of new applications in the parish. | |
| T 4.4. | Verbal update by Cllr Ayles on problems experienced in use of s.106 allocation from Paddock Close to fund sports ground equipment
Despite previously giving the go ahead to use s.106 Play & Recreation monies on the outdoor gym equipment when the amount was applied for MKC told us on applying for the money that it could only be used on the playground equipment in the two play areas. Cllr Ayles had taken the matter up as it was on MKC advice that the cost model was made up and had then been given MKC approval to approach the developers to get the agreement changed. A verbal acceptance has now been received. | |
| 5 | TO CONSIDER PLANNING APPLICATIONS (previously viewed online by Cllrs) Noted | |

- 5.1. **18/01917/FUL** | Removal of condition 5 (Landscaping Scheme) attached to planning permission 14/01341/FUL 20 Lodge Farm Court
It was agreed that whilst it was surprising that the planning condition had not been enforced years after it had been imposed that the parish council had no problem with its removal.

6 TO RECEIVE REPORT BACK ON PREVIOUS PLANNING APPLICATIONS – no further comments on any items

- 6.1. **18/01682/FUL** - Erection of 4 residential dwellings Cuckoo Hill Farm Castlethorpe Road Hanslope **status:registered**
- 6.2. **18/01625/OUT** - Outline application (all matters reserved except access) for up to 50 dwellings, including 34% affordable dwellings, surface water attenuation, open space, landscaping and associated highway works. Cuckoo Hill Farm Castlethorpe Road Hanslope **status:registered**
- 6.3. **18/01198/FUL** Replacement of conservatory with single storey rear extension 57 Thrupp Close Castlethorpe **decided – application permitted**
- 6.4. **18/01294/FUL** Demolition of existing business unit and construction of new 7 new light industrial units (B1c) and 4 offices (B1a). Lodge Farm Business Centre Wolverton Road Castlethorpe **status registered no updates this month**
- 6.5. **18/01348/FUL** Proposed first floor extension above existing garage to form an additional bedroom. 16 Lodge Farm Court Castlethorpe **decided – application permitted**
- 6.6. **18/01156/FUL** Demolition of conservatory, erection of dayroom at ground level with en-suite bedroom at first floor level, existing bedroom 3 and 4 to be single 3 and new lobby at rear entrance. 11 North Street Castlethorpe **decided – application permitted**
- 6.7. **17/02799/FUL** A redevelopment of surplus land to the rear of The Greyhound, Haversham to provide two semi-detached homes. 2 High Street Haversham – **application rejected appeal lodged by applicant**
- 6.8. **17/02105/OUT**: Hybrid application for Full and Outline permission. Outline application (all matters reserved except for access, drainage, open space and play areas, noise attenuation and highway infrastructure). A Full application for phase 1 of the development containing 81 dwellings, estate roads, surface water drainage attenuation, landscaping and phase 1 of the noise attenuation bund land To The West of M1 Off Little Linford Lane Little Linford – **status ‘registered’ no further updates this month.**
- 6.9. **17/00838/OUT** Outline application for the development of 200 dwellinghouses, with all matters reserved Land To The East of Eastfield Drive Hanslope **to go to DCC 5/7/18 with recommendation for approval**
- 6.10. **18/00724/FUL** | Demolition of Equestrian Centre and erection of 51 dwellings with associated works | Malt Mill Farm Castlethorpe Road Hanslope **decided application refused**
- 6.11. **17/00624/OUT** Outline permission for 9 dwelling houses with all matters reserved on Land To The East of 7 To 17 Castlethorpe Road Hanslope. – **decided application refused**

7 TO CONSIDER RESOLUTIONS

- 7.1. To consider & agree to a public excluded part 2 of the meeting to discuss 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 proposed by Cllr Ayles seconded by Cllr Hinds and agreed unanimously
- 7.2. 93 responses were received to the questionnaire asking parishioners whether they favoured the parish council taking over responsibility for landscaping post 2020. Of these there were 85 in favour of the parish council 7 in favour of Milton Keynes Council and one 'spoiled'. 2 more votes in favour of the parish council were handed over at the meeting
- 7.3. It was agreed that given the overwhelming preference shown that the parish council communicate their intent to MKC in taking over landscaping services for grass and hedge cutting post 2020
- 7.4. It was agreed that the parish council should not consider topping up landscaping services in 2019/20 at this time.
- 7.5. Cllr Ayles proposed a vote of thanks to Sharron Clegg who had provided designs for landscaping the wildlife area at the sports ground and the footpath area leading to the railway footbridge. Agreed unanimously.
The normal contractor had said that the wildlife area will be flailed at the start of September. Some spot weeding of broad leaved weeds will then be required and the cut grass raked away. Then paths should be identified and marked out and wild flower seed scattered. Clerk to arrange for himself, one cllr, the groundsman

Clerk

Clerk

and Sharron to meet at the area after it has been flailed to fully instruct the groundsman. There was some discussion about the pond but it was agreed to leave that aspect alone until the main work had been done on the area. With regard to the railway footpath the recommendation was to leave it for the moment as the cost involved could be better used on more frequented areas such as the village green. It was agreed that weedkiller be applied to big leafed weeds to see if the other wild flowers would come through and to review at next meeting. Also to apply it to the weeds by the benches on the green. Clerk to arrange and to put landscaping at the green on next agenda.

- 7.6.** It was almost certain that Historic England will insist on having an architect in place when the zipwire is installed at the Fishponds. Cllr Ayles proposed that the hiring be delegated to the Clerk plus 2 cllrs. Agreed. Clerk
- 7.7.** It is still not clear what the position is with regards to protection afforded by a Neighbourhood Development Plan (NDP) when the local authority does not have a 5 year housing supply agreed. The last advice from MKC was that the NDP would protect for 2 years but that period may re-start after Plan:MK is agreed. It was agreed that the Clerk would ask Cllr Forgham to have further discussions with Diane Webber and Tracey Darke at MKC and with our planning consultant to try and find out the current position. Clerk
- 7.8.** The MKC community grants position for next year is that there will be just one scheme through which parishes can make up to 3 applications to a combined maximum total of £20,000. Cllr Ayles suggested that the village road signs were in poor state and could do with replacing. Although this should be an MKC responsibility it is very unlikely to get done. Cllrs Keane and Sawbridge flagged up that some of the play equipment in the Fishponds is in need of repair. Cllr Ayles will put a case together for the road signs and Cllr Sawbridge for the play equipment for next meeting. Clerk will ask village handyman to clean up the play equipment. Cllr Ayles
Cllr Sawbridge
Clerk
- 7.9.** The village centre rubbish bins are filling up far quicker than their 8 week clearance cycle and fault reports are repeatedly raised on MKC. Efforts are ongoing to restore a 4 weekly clearance but on some occasions they have been observed to fill up quicker than that. One possible explanation for this is that Village Hall users may be using the rubbish bins to clear up after functions. Clerk to put an item on next VH Committee meeting to expand the rubbish clearance conditions on the hiring forms. Clerk
- 7.10** It was agreed that Cllrs Ayles, Forgham & Sawbridge be delegated as a sub-committee to design and recommend how to develop a parish council web site.
- 7.11.** It was agreed that Cllr Ayles will include recent NALC updates to model Standing Orders in our version. Cllr Ayles
- 7.12** Results from the Bucks Best Kept Village contest can be seen at Appendix A3. One of the issues raised by the judges is that branches from an Oak tree in the church grounds are overhanging the war memorial. Clerk to write and ask for them to be pruned back. Clerk
- 7.13.** It was agreed that there should be an official opening function for the play and gym equipment. Cllr Sawbridge to liaise with Proludic, MKC, local media etc. to plan the event(s) Cllr Sawbridge
- 7.14.** The picnic benches in the sports ground are in a very poor state and are falling apart. Clerk to arrange their removal and get some costs for replacements to be considered at next meeting. Clerk
- 8**
- 8.1.** **FINANCIAL MATTERS**
The RFO Payment Schedule was proposed by Cllr Ayles, seconded by Cllr Keane and agreed unanimously.

Payee	Description	Invoice	Amount
S Bradbury	Salary Aug 2018	per pay slip	£624.62
All Cleaned Up	August invoice VH	ACU0056	£170.00
IDNET	Set up web site and annual hosting fee	619198	£90.00
R. Prinzi	General maintenance sports ground	attached email	£120.00
M. Brook	Refund replace tennis nets	attached confirmation of payment	£102.45

R.Wontner	Replace damaged post village triangle	60 & 59	£41.25
R.Wontner	VH clear guttering	58	£20.00
R.Wontner	VH replace floor tiles	61	£60.40
NBR Printing	Village survey landscaping	1458	£30.00
BP Shayler	VH clear blocked ladies toilet	84	£40.00
BP Shayler	Replace showers & Repair work football pavillion	83	£1,146.60
Hartwell Safety Services	VH Fire Alarm service	20515	£50.00
PPL & PRS	VH music licenses	SIN773606	£312.67
Came & Co	Insurance		£1,266.21
Grand Total			£4,074.20

Direct Debits			
Calor Gas	Grant award		-£2,500.00
E.ON	gas VH - May DD	892087426 70A	£119.00
EDF Energy	elec VH - May DD	107789257	£69.00
Anglian Water	VH Water Rates	197789257.0 0	£783.39
XLN Telecom	Clerk's phone Apr	4976199 13977882	£26.14

DD Total			-£1,502.47
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9

CORRESPONDENCE RECEIVED (Circulated prior to meeting)

- 9.1. The report that there have been incidents of residents and their property having been fired on by an air rifle was noted
- 9.2. A resident of Hanslope has asked our parish council to support his case to Hanslope Parish Council to install seats at the bus stops by the doctors' surgery. He has observed several elderly and infirmed people in obvious discomfort whilst waiting for a bus. It was agreed that the Clerk write to Martin Palmer Chair at Hanslope Parish Council to say that we would be grateful if they could consider the request as most elderly villagers travelling towards Milton Keynes from that stop will be Castlethorpe residents.
- 9.3. A member of the CSA committee has expressed concern that the sports equipment to be installed at the sports ground is too near the cricket table and represents a Health & Safety risk. Covered under 4.1.1.

10

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

- 10.1. Residents have brought to attention the high levels of straw scattered on village roads. Noted.
- 10.2. The trees at the end of Fishponds play area are over 40 feet high and visibly rotted. Cllr Keane to get MKC Tree officer Bob Widd to come and have a look.
- 10.3. The fence between Castle Field and the first property in North Street needs repairing. As Castle Field has historic monument status permission will need to be sought from Historic England before work can be done. Cllr Stacey said that although the repairs are the responsibility of the resident it is the land owner who needs to apply for permission. Clerk to apply and also make application for repairs to the fence between Castle Field and the sports ground.
- 10.4. Cllr Ayles reported that MKC will not sell the part of the garden at the side of 6 The Chestnuts as the parish council has requested. Cllr Ayles & Geary to discuss.

11

TO AGREE DATE AND ATTENDANCE FOR FUTURE MEETINGS/EVENTS

- 11.1 The next General Parish Council meeting will be held on 1st October 2018 in the Village Hall.

Clerk

Cllr Keane

Clerk

Cllr Ayles

There being no further business part 1 of the meeting closed at 9.40 pm

12 **PART 2**
TO RECEIVE DECLARATIONS OF INTEREST by Councillors in any of the
agenda items below

12.1. None

13 **TO CONSIDER RESOLUTIONS**

13.1. It was unanimously agreed to give the contract for the role re-surfacing of the
grassed area of the sports ground car park to R I Lever on the basis that he
applies a layer of weed membrane under the hardcore.

There being no further business the meeting closed at 9.45 pm

DRAFT

Appendix A – Schedule of Reports & File Notes

APPENDIX A1 – CLERK'S REPORT 3/9/2018

1. Kay Sawbridge was co-opted onto the council at the last meeting
2. Proludic, the selected supplier, are to install the additional play equipment at Thrupp Close and the aerobic equipment at the sports ground this week. The zipwire cannot be installed at the Fishponds until Historic England grant 'Ancient Monument Consent'. They estimate that this will take until mid-October. . Opening events are to be determined at tonight's meeting.
3. On preparing to talk to insurers Came & Co about adding the new equipment to our policy it was spotted that the existing play equipment is neither included in the list of assets stipulated in the policy schedule, nor in the Asset List.
4. MKC had previously advised us that the s,106 money for 'Sports & Recreation' from the Paddock Close development could be used to (part) fund the aerobic equipment. We are now told that as the agreement between MKC and the developers stipulates that the money be spent on only the 2 play areas then we cannot. Cllr Ayles has been in liaison with MKC and has now written to the developers with MKC approval requesting a re-wording of the agreement. Reply awaited..
5. The results of the village vote on whether MKC or the parish council should arrange hedge and grass landscaping post 2020 was 95 returns received 87 in favour of the parish council, 7 for MKC and 1 spoilt return.
6. Two of the nine heritage style lanterns have been installed at Hanslope Road and on the North St/Station Rd/Hanslope Rd triangle. The light on Hanslope Road was not what was ordered but on reflection is well located. It is thought that there is no need for the light between the shop and the triangle. Attempted to call Richard Woodcock to review options – messages left but no call back as yet.
7. Weedspray of village has been completed and area around the outside of the fence at Paddock Close swale has been tidied.
8. Residue of work on village centre, replacement of bin by shop and removal of village green benches to sports ground to be completed along with work to extend the hard surface car park at sports ground.
9. Three quotes have been received for this work and a contractor will be selected tonight. 50% of the funding will be provided by the Calor Community as our grant application was successful.
10. Cllr Green has agreed to talk to Tom Blackburn-Maze at MKC re. the school car park as the cllrs were not happy with the advice he gave the Clerk (carried forward)
11. Clerk will arrange a meeting with CCLA about potential investment before the one year fixed term bond matures.(carried forward)
12. Clerk still to write to Northants CC about the poor state of the repairs to the road up to Cosgrove.(carried forward)
13. Cllr Forgham to document proposed process for taking cheque deposits by card (carried forward)
14. Domain name castlethorpe.gov.uk has been registered. Trial of G-suite software and deployment ongoing.
15. Cllr Geary was to talk to the Head of Design Conservation at MKC to see what is happening with regard to the Carrington Arms (carried forward)
16. Cllr Ayles has emailed MKC Environmental Services about drainage problems in Station Road. He had reported the problem but has not received a reply (carried forward).
17. A quote has been received for the 'No Dogs' signs for the sports ground; £118.21 for 2 signs, £99.85 for 4 plus £17.80 delivery. Purchase of signs has already been authorised.
18. The war memorial has been listed by Historic England as a grade 2 listed monument. Historic England have confirmed by email that they do not need to be involved in any routine cleaning or repairs and that can be left to the parish council.
19. The repairs at the football pavilion amounted to £1146.60, Councillors had authorised up to £2,000 under emergency spend procedures as defined in standing orders. The amount though does include VAT for the materials (showers, fluorescent light etc.). Contractor has been asked to provide copies of VAT receipts to claim back (the contractor is not VAT registered and included all costs in an all inclusive total.
20. It has been confirmed that there is a designated route for construction traffic for the Castlethorpe Road development at Hanslope and that is via A508, Yardley Rd Cosgrove, then left past the Navigation pub along Station Rd and up Hanslope Rd. It is not known whether a route has been defined for the Long St development.

No progress on outstanding actions:

- There has been no progress on the joint action (Cllr Ayles and Clerk) to approach MKC about applying for a dog exclusion order from the sports ground under the new Anti Social Behaviour Act.
- Clerk to register The Fishponds Play Area with Land Registry
- Clerk to make 'rights of way' application for the strip of land between Station Road and Fishponds

Steve Bradbury 3/9/2018

Appendix A2:S106 Funding for Hanslope Surgery - Meeting with Practice Managers 22nd August 2018

Parish councillors from Hanslope and Castlethorpe met with the Practice Managers from Hanslope and Roade Surgeries to discuss the impact of the recent and potential planning applications on the primary care services provided at Hanslope.

Nearly all residents of Hanslope and Castlethorpe are registered at Hanslope which is one of four surgeries forming The Parks Medical Practice, the others being at Roade, Blisworth and Grange Farm (Northampton). The service is generally regarded as excellent and is a major issue for residents when considering the impact of further housing.

The current population of Hanslope and Castlethorpe is 2,500 and 1,200 respectively. The following are the major planning applications either approved or in the pipeline:

Approved	Houses
Castlethorpe Road	141
Long Street Rd	150
St James	12 (just completed)
Maltings 2	32 (Castlethorpe)
Subtotal	335

Pipeline

Eastfield Drive	200
Castlethorpe Road	50

Plus several small applications from a single house up to 4 houses each

Refused but may appeal

Eventing Centre	51
Adjacent Sports Grnd	9

Although normal guidance is 2.5 persons per household, the Practice says that it normally experiences higher ratios. Consequently, the 335 houses already approved will probably generate an increase in population of 850-1000 or about 25%.

The surgery at Hanslope is based in a converted and extended house. It has extremely limited parking and patients are asked to use the recreation ground car park about 100m away. Many do not and park on the road causing obstruction and sometimes requiring police action.

The practice manager believes that the current building could accommodate about a 30% increase in patient numbers but probably only by moving out ancillary functions such as support group meetings. Some expenditure would be required to accomplish this though this has not been costed largely because the practice is not formally aware of any of the developments.

Beyond 30%, a new surgery building would be required. Based on comparisons with Roade, where a new surgery is being planned, the cost would be about £2.5m.

However, the biggest problem that the Practice faces is the recruitment of doctors and nurses. Even now, they cannot recruit sufficient staff and do not know how they will cope with a 30% increase never mind further increases. The national guideline is for 1000 patients per FTE doctor and Hanslope is already at 1800 patients per doctor.

The Parks Medical Practice straddles the Northants and Milton Keynes local authority areas. It is funded from the Nene CCG and receives no funding from the MK CCG. As mentioned above, the Practice is not on the list of consultees for planning applications in the area and is therefore in a poor position to plan expansion of services. The practice managers say that NHS England is consulted but is really only concerned that a GP practice exists in the area.

Substantial S106 payments have been included in the Agreements for the major applications already approved. About £500k is specifically identified for Hanslope Surgery and MK Hospital for the 300 houses approved in Hanslope and £50k for Hanslope Surgery (only) for the 32 houses approved in Castlethorpe. It is thought that there may be unclaimed sums from previous applications. The Practice believes that the payments are actually made to the MK CCG which provides no primary care funding to Hanslope.

There really are three issues:

1. The Practice, and specifically the practice management at Hanslope Surgery, should be included on all further planning applications in Hanslope and Castlethorpe and be invited to claim S106 under Healthcare should outline approval be given.
2. MKC Planning should confirm to the Practice that S106 monies in the existing (and past) Agreements can be paid to the Practice on submission of the required forms. It would be helpful for the Practice to be informed of the payment schedule in the S106 Agreements so that they can plan for expansion.
3. The Practice is a partnership and the practice manager believes that the partners would neither support nor object to a specific planning application. However, the existing planning approvals will take the practice to the limit of its capacity (and even then require some additional accommodation for ancillary activities) and a significant further expansion will require a new surgery and funding, upfront, of about £2.5m. MKC Planning should be aware of these issues and include them in future S106 discussions with applicants.

Martin Palmer
Chairman, Hanslope Parish Council

Philip Ayles
Chairman, Castlethorpe Parish Council

Appendix A3 – 2018 Bucks Best Kept Village scores for Castlethorpe

Cup: Morris Village/town Castlethorpe

	Possible Marks	Marks Awarded
Principal features		
1A. Cemetery, graveyard (separate or attached to a place of worship)	10	10
1B. Common, green, playing field	10	7
1C. Children's play area	10	9
1D. Nature conservation areas	5	3
1E. Village hall, community centre, church hall	10	9
1F. General environmental features (hedges, verges, ditches, pond, stream, pump)	10	9
Other features	5	5
2A. Areas around shops	5	4
2B. Areas around pubs	5	4
2C. Bus stops and bus shelters	5	4
2D. Notice boards	10	9
2E. War memorial	15	13
2F. Overall appearance, lack of litter and evidence of community effort		
TOTAL	100	86

Judged: 28th June 2018

- 1a. The church yard of St Simon and St Jude was well maintained and contained an area of wildlife conservation.
 - 1b. The playing field entry sign needed attention. The large playing field was well mown but the area around the building was less tidy. The tennis court stand was poorly kept with abundant weeds and litter.
 - 1c. The church hall children's play area was neat and very tidy.
 - 1d. The designated wildlife/nature conservation area was large but could do with some information and a footpath to access the central area.
 - 1e. The village hall was apparently well used with clean and tidy exterior.
 - 1f. Generally the verges etc were very tidy.
 - 2a. The tidy area around the shop was noted and the shop was well stocked.
 - 2b. The pub was closed and had been for some time but the area surrounding it had been kept tidy and the hanging baskets were a nice touch to improve its appearance.
 - 2c. Bus shelters were clean and tidy.
 - 2d. Most of the notice boards had at least one item out of date but were in good condition.
 - 2e. The war memorial was very well cared for but possibly overshadowed by an oak tree within the church grounds.
 - 2f. Overall Castlethorpe is a really neat and tidy village with good evidence of community spirit.
- Note:** The map supplied could be improved with the BKV references instead of those included.