



Castlethorpe Parish Council

Minutes of a Parish Council General Meeting held on Monday 4th March 2019 at 7.30 p.m. in the Village Hall

PRESENT: Councillors Hinds, Stacey, Keane, Markham, Ayles, and Forgham, the Clerk, Ward Cllr Geary and 1 member of the public.

There was no public session:

- | | | ACTION |
|--------|--|---------------|
| 1 | APOLOGIES FOR ABSENCE | |
| 1.1 | Cllrs Markham reason illness, Cllr Hinds reason alternate commitment, Cllr Stacey reason work - accepted. | |
| 2 | DECLARATIONS OF INTEREST | |
| 2.1. | Cllr Forgham pecuniary interest 8.1. | |
| 3 | APPROVE MINUTES OF THE LAST MEETING | |
| 3.1 | The minutes of 2 nd February were proposed by Cllr Keane seconded Cllr Forgham were all agreed unanimously. | |
| | TO RECEIVE REPORTS | |
| 4.1. | Clerks Report & Review of Actions (See Appendix A1). Matters arising: | |
| 4.1.1. | Item 1 – Cllr Ayles will talk to Cllr Geary about alternative ways to apply for a ‘public arts’ grant to fund the installation of a clock in the Village Hall. | Cllr Ayles |
| 4.1.2. | Item 4 – Clerk to contact Kay Petit at MKC about status of final specification for landscaping outsource | Clerk |
| 4.1.3. | Item 6 – Maria Priestly at MKC will announce a separate grant fund for non public realm related projects. Clerk to get a quote for re-surfacing Village Hall floor in readiness of making an application. | |
| 4.1.4. | ‘No progress’ items: Cllr Forgham had been asked by the Village Hall Committee to investigate introducing a card paying system for Village Hall bookings and will progress this. | |
| 4.2. | File Note: Parish Council Elections training | |
| 4.2.1. | The Clerk had attended a training course on approach to the forthcoming parish council elections. He had been given a pack of application forms which were handed out to the Cllrs present. He will contact the other Cllrs after the meeting. The Clerk will arrange a meeting with the Elections team at MKC for Friday 29 th March and will hand over any applications that are delivered to him beforehand. | |
| 4.3. | FILE NOTE: Meeting with David Ellis re. MKC council house property inspection for Castlethorpe | |
| 4.3.1. | The Clerk had accompanied David Ellis of MKC in an inspection of MKC council properties in the village. David will report that the properties in Bullington End Road and the Chestnuts were all in excellent order and there were no issues. With regard to the Chequers several occupants had dropped the kerbs in front of their property without having obtained consent. Additionally one resident had parked her car on the grass area immediately beside her house. A lady came out and spoke to us and said that she is disabled and cannot carry shopping from the car park to the house. David will report these matters. | Clerk |
| 5 | TO CONSIDER PLANNING APPLICATIONS (previously viewed on line by Cllrs) | |
| 5.1. | 19/00392/FUL - Attic conversion to include dormer and roof light 9 South Street Castlethorpe – see 5.2. | |
| 5.2. | 19/00393/FUL - Attic conversion to include dormer and roof light 7 South Street Castlethorpe – it was agreed unanimously that although the designs were acceptable in their own right, the fact that they are fundamentally different at adjoining properties in a character area of the village was not acceptable. The Clerk to contact MKC and ask that the designs be brought into step with each other as the same architect was involved in both designs | Clerk |
| 6 | TO RECEIVE REPORT BACK ON PREVIOUS PLANNING APPLICATION | |
| | No further updates on 6.1. & 6.5. | |
| 6.1. | 19/00010/TCA - Notification of intention to remove some branches from apple tree to reduce upper weight as some hollowing in main trunk. Reduce likelihood of falling over especially onto nearby building 21 North Street Castlethorpe No objections to TCA | |

- 6.2. **19/00119/FUL** | Replacement of an existing spiral escape staircase from building 98 with a new flighted staircase, from ground floor to first floor Hmgcc Hanslope Park Hanslope Park Road Hanslope Milton Keynes MK19 7BH **Application permitted**
- 6.3. **18/03019/FUL** | Erection of four dwellings Cuckoo Hill Farm Castlethorpe Road Hanslope. Status:**application refused by DCC In January**
- 6.4. **18/02921/REM** Reserved matters application for the substitution of House types to Plots 12, 13, 20, 45, 46, 47, 50, 53, 55, 79, 85, 87, 95, 97, 98, 111 in accordance to application 16/02937/OUT. Status:**Registered.**
- 6.5. **18/02738/FUL** | Demolition of lightweight dining room extension and replacement with two storey rear extension - 7 School Lane Castlethorpe **status registered**
- 6.6. **17/00838/OUT** Outline application for the development of 200 dwelling houses, with all matters reserved Land To The East of Eastfield Drive Hanslope this application will be considered at the next DCC. It was unanimously agreed that the Clerk write to Dino Imbumbo and Paul Keen at MKC supporting Hanslope Parish Council's objections and making specific objections as follows:
- the application aims to develop land outside of the current settlement boundary so is in contravention of Policy S10 of the current Local Plan and also is not in accord with the emerging Plan:MK and the Hanslope Neighbourhood Plan.
 - these 200 new homes would put an unsustainable additional load on the education and health services in Hanslope that will struggle to accommodate the permitted allocation of over 300 new dwellings
 - the road network into and out of the village is not suitable to take the additional traffic along with the other new dwellings that have been approved

7 **TO CONSIDER RESOLUTIONS**

- 7.1. The Castlethorpe Neighbourhood Plan Steering Group had met and Cllr Ayles had prepared a briefing note the he had circulated to cllrs prior to the meeting (**see Appendix A3**). Cllr Ayles added that in his opinion the parish council should not go against the legal advice of the local authority. In particular that no further land allocation is needed. This would introduce the risk that no 'material' amendment is to be made to the Plan therefore invalidating the submission. He would hope though that changes introduced by Conservation Area Review for Castlethorpe would be considered thus and although these will not be ready until the end of the year this may fit within our timelines. He asked for the parish council to approve the approach recommended in the note which they did unanimously. Following further discussion it was agreed that the area known as 'Gobbey's Field' should once again be proposed as 'Open Green Space'
- 7.2. There had been further problems with waste collections. Cllr Ayles had contacted MKC and had summarised the outcome in a briefing note (**see Appendix A2**).
- 7.3. It was agreed unanimously to enter the 2019 'Bucks Best Kept Village' competition – judging period 1st June to 7th July
- 7.4. It was agreed unanimously to support the MK Bus Users Group comments on the 2019/20 MKC Budget Consultation

8 FINANCIAL MATTERS

8.1. To approve the RFO payments schedule

Cllr Forgham retired to the public gallery.

It was noted that the repayment for the purchase of keys for the Village Hall by Cllr Forgham was not on the schedule. The RFO Payment Schedule was proposed by Cllr Keane, seconded by Cllr Sawbridge and agreed unanimously with this one addition

Cllr Forgham returned to the meeting

Payee	Description	Invoice	Amount
S Bradbury	Salary Feb 2019	per pay slip	£624.62
S Bradbury	Refund purchase postage stamps	per attached receipt	£30.00
S Bradbury	Refund purchase rock salt	per attached invoice	£82.50
Stacey Blease	Feb invoice VH	per attach invoice 2	£330.00
Viking	VH consumables	inv 370661	£43.91
Viking	less credit	inv 6134285	-£13.30
NBR Printing	Newsletter	inv 1545	£153.75
Janus Safety Solutions	PAT testing	attached invoice 5932	£65.00
R. Forgham	Refund V sweeper for VH	attached invoice 2966	£69.18
BP Shayler	Annual boiler service	attached invoice 215	£80.00
BP Shayler	Repair light fittings VH	attached invoice 215	£210.82
Grand Total			£1,676.48

Direct Debits			
E.ON	gas VH - Dec DD	89208742670A	£119.00
EDF Energy	elec VH - Dec DD	107789257	£69.00
Google Ireland Ltd	G-suite	26107096G10SRJ3131	£19.80
XLN Telecom	Clerk's phone Apr	4976199 13977882	£31.10

DD Total			£238.90
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8.2. An income and expenditure report was presented by the Clerk (**see Appendix A4**). It was noted that the cost of projects and both the awarded and outstanding amounts for grants and planning gain contributions confused the figures but there was an overall good financial position.

9 CORRESPONDENCE RECEIVED (Circulated prior to meeting)

9.1. None

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

10.1. Cllr Forgham had informed the new web developer that new regulations called 'The Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018' have come into force

10.2. It was noted that Long Street Hanslope will be closed from 12 to 14 March

10.3. It was pointed out that people were parking cars on the restrictive road markings on the bend by the flats in South Street. If this persists the matter should be reported to the PCSO.

11 TO AGREE DATE AND ATTENDANCE FOR FUTURE MEETINGS/EVENTS

- 11.1 The next General Parish Council meeting will be held after the Annual Village Meeting on 1st April 2019 in the Village Hall.

There being no further business the meeting closed at 8.49 pm

Appendix A – Schedule of Reports & File Notes

APPENDIX A1 – CLERK'S REPORT 4/3/2019

1. Brian Shayler is to contact Cllr Forgham about cost of installing clock at Village Hall. I have talked to Janie Burns at Milton Keynes Council and there is no public arts allocation included in the planning gain for the Paddock Close development (08/01873). The claim would be applicable to the 'physical works on village' allocation which stands at c. £34,000. I told Janie what we would be claiming for with regard to the village centre and sports ground wild life area refresh and we agree that both projects qualify for the funding.
2. I have contacted Wave about the excessive charge for Water rates following the burst pipes last winter. They will now need to resolve the matter with Anglian Water and have asked me to provide a report. The account has been put on hold for the meantime.
3. Guarantee documents have been obtained from Proludic. Bank account details have been provided and they will make the £1000 refund next month. Assets to be added to Insurance and Asset List – carried forward
4. Draft contracts have been obtained from Wolverton TC to use as models for the selection of a supplier for the landscaping outsource from MKC. Now need to contact Hanslope PC to get started. Have not seen the updated specification from MKC that was promised last month
5. Cllr Ayles reported last month that MKC are continuing to work on replacing the old street lights in the conservation area with heritage style versions. They told him at the time that work would probably be finished by mid-March and that they would learn lessons about lack of communication on the project. Since then I have heard nothing!
6. Current position on MKC Community Infrastructure seems to be that they are going ahead as they planned despite opposition from parishes. It seems like our plan to apply for a grant for replacement of Village Hall floor will not be accepted.
7. Neighbourhood Plan update to be given at tonight's meeting.
8. Cllr Stacey has arranged for the trees overhanging the war memorial to be cut back.
9. Cllr Ayles has been in dialogue with MKC about making Dog Control Orders under the new (Antisocial Behaviour) Act. No updates this month
10. Trees have now been thinned out in wildlife area. Hedge between sports ground and Castle Field have been cut back. Groundsman has been asked to scatter the mound of cut grass under the hedge – Sharron Clegg has provided a proposed layout for the village green. On site meeting to be held with Sharron cllrs and groundsman.
11. CCTV at Sports Ground – clerk to contact suppliers to understand the management overheads.
12. Speeding no updates this month.
13. The matter of the resurfacing of the school car park was raised with the Head of Highways on her recent visit and is on the action list to be considered. No updates.

No progress on outstanding actions:

- Clerk will arrange a meeting with CCLA about potential investment before the one year fixed term bond matures.(carried forward)
- Cllr Forgham to document proposed process for taking cheque deposits by card (carried forward)
- 6 copies of G-suite are now licensed and available.
- Clerk to approach Historic England for consent to repair fences at Castle Field. Cllr Stacey to provide map.
- Cllr Ayles & Geary to consider MKC decision not to sell land at the side of 6 The Chestnuts.
- 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 4/3/2019

APPENDIX A2 BRIEFING NOTE - WASTE COLLECTIONS IN NEW ROAD AND PROSPECT PLACE

- Problems have arisen in waste collections in New Rd and Prospect Place over the last few months. It is not clear what has caused the problems but it is generally thought to be either a change of driver / crew or parking obstructions. Our PCSO has offered to attend on Fridays mornings on the latter point but we do not have feedback from him at this time.
- Residents and councillors have escalated this to MKC. Residents have generally used the Help Desk. I have contacted Kevin Wilson who is the Waste Services Officer at MKC responsible for our area. This has resulted in waste being collected usually on the Saturday or Monday.
- Kevin also arranged for a smaller vehicle (the 'difficult access crew' which has a smaller caged vehicle) to provide service in these roads. However, both the refuse and recycling service and the food and garden collection service (green bins) were moved to the smaller vehicle which caused a problem because the smaller vehicle faced challenges with the weight of the green bins. It was also unnecessary because the green bin collection vehicle has rear steering and could therefore still access the road.
- The issue has been escalated further within SERCO and they will reinstate the larger green bin collection vehicle with the bagged collections (refuse and recycling) collected by the 'difficult access crew'.
- SERCO and Kevin Wilson will be monitoring the situation until they are happy collections are back on track. Kevin offers his apologies for the poor service.
- He has separately asked that residents do not try and engage with the crews but to report it to the Help Desk. I would also ask that residents let the parish council know, preferably me, so that we can liaise with Kevin.

Philip Ayles
4th March 2019

DRAFT

APPENDIX A3 - BRIEFING NOTE - STRATEGY FOR CASTLETHORPE NEIGHBOURHOOD PLAN

In the past month, the Steering Group has received new advice from MKC Planning which is that it is not necessary to make a new housing allocation in order to update the Neighbourhood Plan.

In fact the advice from Planning's Legal Adviser is:

"Q: The existing housing allocations in Castlethorpe already exceed the indicative housing requirement as notified by MKC prior to any update of the neighbourhood plan. The plan must be kept up to date in order to comply with paragraph 14a) of the NPPF, but does this also mean that the update must include a new allocation to cover the recently notified indicative housing need as part of the update, in order to comply with paragraph 14b)?"

A: As yet, there does not appear to be any helpful case law, appeal decision or guidance on the point. In the absence of that, and given the need to take a view, on a natural reading of paragraphs 14 a) and b) and taking the plain ordinary meaning of the words, it is considered that there is no need for a new housing allocation to be made when the NPs are updated. The plan already meets the requirement of paragraph 14b) of the NPPF 2018 and the update would simply need to confirm that they meet the need. It is noted that an update to a neighbourhood plan must amount to a material modification in order to meet the requirement set out in paragraph 14 a), that is, one which materially affects the policies in the plan."

NPPF para 14 a) requires that the NP must have become "part of the development plan two years or less before the date on which the (planning) decision is made" for it to have force where the LPA cannot demonstrate a 5YHLS or the Local Plan policies are out of date (as is, for example, S10). Becoming part of the development plan requires that a referendum approves the NP and it is subsequently 'made' by MKC. Therefore an NP older than two years, has to be updated in order for it to satisfy NPPF para 14 a) and this is the reason the parish council decided to invest effort in updating our NP.

There are several caveats to the MKC advice:

1. Our consultant, Neil Homer, made the point at the beginning of this engagement that we already have a strong NP making a reasonable housing allocation and that, even if MKC cannot demonstrate a 5YHLS, his clients have successfully defended similar NP policies and he would expect this to be the case with ours. Nonetheless, the parish council decided to proceed to minimise even his risk.
2. The MKC lawyer says that there is no precedent to support his advice and he is relying on a "plain ordinary meaning".
3. Leo Dunwoodie has been trying, in parallel, to get an opinion via the Planning Inspectorate whether a new housing allocation has to be made but this has not yet been received.
4. A new housing allocation would be a 'material modification' and would therefore justify the NP being updated. However, there may be other material modifications that do not involve a new housing allocation such as:
 - a. The NP has to be consistent with the Local Plan. The Local Plan in force when our NP was made is out of date and is being replaced by Plan:MK and the NP will need to be updated accordingly.
 - b. There are a number of design policies which, in the light of experience in the past year, could be made clearer.
 - c. A Conservation Area Review has been conducted by Martin Ellison (MKC Conservation Officer) and the parish council resulting in likely changes notably including New Road, part of Bullington End Rd and around the boundary of Thrupp Close. However, this Review will not be available until late summer at the earliest as there are a number of urgent reviews (affecting planning decisions) which Martin has to prioritise. Including this would mean delaying our NP by up to 6 months.
 - d. The potential designation of Gobbey's Field as a Local Green Space. This might be contentious as two previous Examiners have ruled against it.
5. It is possible that the external Examiner would not deem the changes to be 'material'. In that case, my understanding is that the Examiner could approve the changes without going to referendum but this would not be regarded as an update for the purposes of NPPF para 14 a).

6. However, should this be the case (the external Examiner does not deem the changes to be 'material'), the parish council would have the option to start again and designate new land for housing in accordance with its original decision.

This is not a 'cut and dried' decision. **Our recommendation is that we should proceed without making a new housing allocation.** Neil Homer has said that this will be a much faster exercise. If, at any point, we receive advice that we are not making 'material modifications', we retain the option to start again. It should be noted that MKC currently has a 5YHLS so we are not currently at risk but this could of course change in the future.

If agreed, the Clerk should contact Groundworks (which gave us the grant funding) and advise them of our situation. We have to return unused funds to them at the end of March in any case. We will also contact Neil Homer and ask him for a new project plan and quotation which we will use in our 2019/20 application to Groundworks.

Philip Ayles
On behalf of the CNP Steering Group
4th March 2019

DRAFT

APPENDIX A4 – Income/Expenditure report up to 3rd quarter 2018/19

EXPENDITURE REPORT Q3 2018-19

ALL FIGURES NET OF VAT	APR-JUN ACTUAL	JUL-SEP ACTUAL	OCT-DEC ACTUAL	FORECAST Q4	PROJECTED TOTAL	2018/19 BUDGET	Variance
INCOME							
Precept inc LCTS Grant	14820	14820			29640	29640	0
Interest	12	12	605	12	641	575	-66
Grants	3927	2500	21933	0	28360	0	-28360
VH Hire & rentals	1829	1692	2287		5808	9000	3192
Advertising	245	29	150	150	574	500	-74
Total Receipts	20833	19053	24975	162	65023	39715	-25308
EXPENDITURE							
Administration costs	2349	1522	2588	2588	9047	£8,192	-855
Clerk's wages	1790	1267	2498	2498			0
Other	559	255	90	90			0
Audit Fee	0	50	300	0	350	£350	0
Buildings/Assets Costs	712	2325	1546	FALSE	4583	£5,000	417
VH	255	1056	246	246	1803	3500	1697
SG	252	1197	872	872	3193	1000	-2193
Other	205	72	428	428	1133	£500	-633
Chair's Expenses	0	0	0	0	0	£100	100
Consumables	99	40	165	165	469	£400	-69
Dog bin clearance			736	0	736	£640	-96
Election costs	0	0	0	0	0	£0	0
Equipment Costs	0	102	495	0	597	2500	1903
VH	0	0	0	0	0	1000	1000
SG	0	102	495	0	597	1500	903
Grants	0	0	1150	0	1150	1500	350
Insurance	0	1266	0	0	1266	2000	734
Landscape Maintenance	490	1192	0	0			0
Licences/Statutory certificates	230	363	0	0	593	600	7
Publications	256	154	154		564	1500	936
Rates	0	0	0	154	154	0	-154
S137	0	0	0	0	0	750	750
Subscriptions	153	100	122	0	375	300	-75
Training	128	38	0	122	288	250	-38
Utilities	701	1429	737	729	3596	3350	-246
VH	620	1359	649	649	3277	3000	-277
OTHER	81	70	88	80	319	350	31
VH cleaner	920	680	890	890	3380	3120	-260
Projects	643	19078	31816		51537		
Total Expenditure	£6,681	£28,339	£40,699	£4,648	£78,685	£35,652	