



Castlethorpe Parish Council

**Parish Council Annual Meeting to be held
on Monday 13th May 2019 at 7.30pm**

AGENDA & SUMMONS

Councillors Ayles, Hinds, Keane, Sawbridge, Markham, Merritt & Forgham are summoned to the the Annual General Meeting of Castlethorpe Parish Council to be held, on the above date & time in the Village Hall, when the business set out below will be transacted.

Steve Bradbury

Clerk to the Parish Council

(01908 337928 or clerk.castlethorpe@gmail.com)

8 May 2019.

1		TO RECEIVE APOLOGIES FOR ABSENCE
2		TO RECEIVE 'ACCEPTANCE OF OFFICE' NOTIFICATIONS – sent to Cllrs prior to meeting to be signed in front of Proper Officer
3		TO ELECT A CHAIRMAN & to receive Chairman's Declaration of Acceptance of Office
4		TO ELECT A VICE-CHAIRMAN & to receive Vice-Chairman's Declaration of Acceptance of Office
5		TO RECEIVE REGISTER OF MEMBERS INTERESTS FORMS (<i>sent to Cllrs prior to meeting</i>)
6		TO APPOINT COMMITTEES, AND AGREE TERMS OF REFERENCE
	6.1	Finance committee: 5 councillors currently Cllrs. Ayles, Forgham, 2 x VACANCY & Keane.
	6.2	Sports committee: 4 councillors currently Cllrs. Forgham, Ayles, 1 x VACANCY & Markham. .
7		TO AGREE COUNCILLORS RESPONSIBILITIES
	7.1	Communications and web site currently Cllrs. Ayles & Forgham
	7.2	Dog Fouling currently Cllr Hinds
	7.3	Public transport currently Cllrs. Ayles, Forgham & Keane.
	7.4	Highways & streetlights currently Cllrs Markham, Ayles and VACANCY
	7.5	Footpaths & play areas currently Cllrs Markham, Hinds & Keane
	7.6	Flower festival currently Cllr Hinds
	7.7	Village Hall currently Cllrs Hinds, Keane & Forgham
8		TO APPOINT REPRESENTATIVES TO EXTERNAL BODIES
	8.1	Parishes Forum: 2 Councillors. Currently Cllrs. Ayles & Keane
	8.2	Rural West NAG: 3 councillors. Currently Cllrs. Ayles, Hinds & Keane
	8.3	Newport Pagnell North and Hanslope Local Area Forum: 3 councillors. . Currently Cllrs. Ayles, Forgham & Keane
	8.4	Sustainable Transport & Road Safety Forum (STARS) : 2 councillors. Currently Cllrs. Ayles, & Keane
	8.5	MKALC: 2 councillors. Currently Cllrs. Ayles & VACANCY .
9		TO ADOPT THE STANDING ORDERS
	9.1	To re-adopt Standing Orders issue 2014 v.2 (Circulated prior to meeting – unchanged since last year)
10		TO ADOPT THE COUNCIL POLICIES
	10.1	Complaints Procedure, Disciplinary, Environmental; Equal Opportunities; Freedom of Information, GDPR, Grievance, Health & Safety, Receipt of Gifts and Hospitality, Reporting of Meetings & Volunteer & Neighbourhood Plan policies (Circulated prior to meeting – unchanged since last year)
11		TO SUSPEND MEETING TO ALLOW FOR AN OPEN FORUM (15 minutes, if required)
12		TO RECEIVE DECLARATIONS OF INTEREST by Councillors in any of the agenda items below
13		TO APPROVE THE MINUTES OF THE LAST MEETING
	13.1	To agree the minutes of the general meeting of 1 st April 2019 and the Extraordinary meeting of 15 th April. as a true & accurate record. (Circulated prior to meeting)

14		TO CONSIDER PLANNING
	14.1	19/00961/TCA Notification of intention to remove two Beech and one Maple tree in the rear garden 7C North Street Castlethorpe
	14..2	19/01074/PNHSE Prior notification for a proposed single storey rear extension measuring 6.0 metres from the rear wall of the existing dwelling with a maximum ridge height of 3.6 metres and maximum eaves height of 3.1 metres 4 The Chequers Castlethorpe
15		REPORT BACK ON PREVIOUS PLANNING
	15.1	19/00393/FUL - Attic conversion to include dormer and roof light 7 South Street Castlethorpe
	15.2	19/00392/FUL - Attic conversion to include dormer and roof light 9 South Street Castlethorpe
	15.3	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.
16		TO RECEIVE REPORTS from Councillors or Clerk
	16.1	Clerks Report & Review of Actions. (to be circulated prior to meeting)
	16.2	Landscaping outsource (to be given by Clerk at meeting)
17		TO CONSIDER RESOLUTIONS
	17.1	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 Schedule12A to the Act
	17.2.	To consider provision of a field for dogs to exercise off lead (Cllr Ayles)
	17.3.	To consider a request from the Football Club for the Parish Council to fund the purchase of 'movable' goal posts with s.106 money thus increasing potential for hiring out the pitch and increasing revenue (email to Clerk)
	17.4	To delegate councillors to review the terms and conditions of the lease for the Sports Ground with the Allotments Association (Cllr Ayles)
	17.5	To consider progress on Neighbourhood Plan (Cllr Ayles)
	17.6	To consider provision of a 'Little Free Library' (papers circulated prior to meeting) (Cllr Ayles)
	17.7	To consider provision of a permanent wheelchair in the village hall (Cllr Forgham)
	17.8	To consider whether to engage with a map production company with a view to purchasing further maps of the parish (Cllr Ayles – details circulated prior to meeting)
	17.9	To seek any nominations for Vice Chair for Parishes Forum and PAG (Cllr Ayles)
	17.10	To consider delegates for the NALC conference (Cllr Ayles)
	17.11	To consider planting bulbs throughout the village (action from last meeting)
18		TO CONSIDER FINANCIAL MATTERS
	18.1	To approve the RFO payments schedule. (Circulated prior to meeting)
19		CORRESPONDENCE RECEIVED (circulated prior to meeting)
	19.1	None
20		ANY OTHER BUSINESS (for noting, or for inclusion on a future agenda)
21		TO AGREE DATE AND ATTENDANCE FOR FUTURE MEETINGS/EVENTS
	21.1	Next Parish Council meeting Monday 3 rd June 7.30 Village Hall
		Part 2
22		TO RECEIVE DECLARATIONS OF INTEREST by Councillors in any of the agenda items below
23		TO CONSIDER RESOLUTIONS
	23.1	To consider response to final decision by insurers of the landscape contractors who demolished the village notice board that they will agree to pay 50% of the 'cost of the signage' for a replacement' (Cllr Forgham)
	23.2	To consider quote to clean village entry signage
	23.3	To consider quote for weedspraying sports ground
	23.4	Consider quote to 'spot weedkill' big leaf weeds along path from South Street to railway footbridge as recommended in landscaping exercise
	23.5	To agree Clerk's annual appraisal

Appendix A – Schedule of Reports & File Notes

A1 Clerks Report – to be circulated prior to meeting