



Castlethorpe Parish Council

Minutes of a Parish Council General Meeting held on
Monday 2nd September 2019 in the Village Hall

PRESENT: Councillors Sawbridge, Hinds, Markham, Merritt, Ayles, Keane, the Clerk, Ward Cllr Green and 7 members of the public.

A representative of the owner of Bartholomew Farm gave an overview of an intention to raise a planning application to change the use of redundant farm buildings to become storage units. It was not expected that there would be any high volume units and that the maximum size of vehicles visiting the units would be 'light goods'. A transport assessment is being conducted before an application is made. The farm's owner would like to know if there are any comments at this stage. Cllr Ayles responded that the parish council would like to see the transport plan as soon as it can be released. He also asked if the applicant would be happy with a planning condition that limited the size of any vans attending to 7.5 tons. He further added that he would expect MKC planning to impose operating hours restrictions. The results of the transport assessment are expected in the next couple of weeks and it is expected that an application will be made before Christmas. The comments were duly noted.

There were no further matters raised.

- | | APOLOGIES FOR ABSENCE | ACTION |
|--------|---|---------------------------------|
| 1 | | |
| 1.1 | Cllr Forgham reason holiday – accepted. | |
| 2 | DECLARATIONS OF INTEREST | |
| 2.1. | None | |
| 3 | APPROVE MINUTES OF THE LAST MEETING | |
| 3.1 | The minutes of general meeting on 1 st July were proposed by Cllr Hinds seconded by Cllr Sawbridge and agreed unanimously. | |
| | TO RECEIVE REPORTS | |
| 4.1. | Clerks Report & Review of Actions (See Appendix A1). Matters arising: | |
| 4.1.1. | Cllrs Markham & Keane to provide the Clerk with details of where the bulbs should be planted. They should be daffodils and tulips. The Clerk to buy the bulbs and get them planted using his delegated spending authority | Cllrs
Keane/Markham
Clerk |
| 4.1.2. | Item 7 – Cllr Ayles thought that MKC should have made the decision on grant applications for this year | |
| 4.1.3 | Item 20 – it was agreed that the library be sited between the two benches on the village green and that the Mayor of MK should be invited to open the library | |
| 4.2. | Report on progress on landscaping outsource
Clerk provided a report as follows:
The following 7 contractors expressed interest and were sent the Spec + maps + contract outline: - <ol style="list-style-type: none">1. Lotte Landscapes2. Serco3. Nurture Landscapes4. Francis Rose5. CGM (Complete Ground Management)6. RTM7. MK Garden Machinery and Landscaping Sealed bids invited with a closing date of Sept 16 th , with tenders assessments on the evening of 19 th . Cllrs Merritt, Hinds & the Clerk will partake on behalf of Castlethorpe PC along with representatives of Hanslope Parish Council. | |
| C 4.3. | Neighbourhood Plan Report – The Steering Group had met with MKC Planning – (see Appendix A2) | |
| 4.4. | FILE NOTE: Meeting with Michael O'Shea concerning church renovations – (see Appendix A3).
Noted | |
| 4.5. | FILE NOTE: Conservation Area Streetlights (see Appendix A4).
Noted | Clerk |
| 5 | TO CONSIDER PLANNING APPLICATIONS (previously viewed on line by Cllrs) | |
| 5.1. | 19/01885/TPO - Notification of intention to crown reduce 1 x Yew tree by 2.3m and cut back overhang - 14 North Street - no objections | |
| 5.2. | 19/01837/TCA - Notification of intention to fell to ground level 1 x Cuppressocyparis x Leylandii, & Remove dead wood from upper crown | |

- 5.2. (suspected lightning strike) reduce upper crown by no more than 20% to balance shape of 1 x Sequoiadendron Giganteum - 6 South Street - no objections

6 TO RECEIVE REPORT BACK ON PREVIOUS PLANNING APPLICATION – no further comments

- 6.1. **19/01409/FUL** -New windows and door in west wing of existing house 22 North Street Castlethorpe – **application permitted** - Prior to the installation of any new windows or doors, full details of the proposed windows shall be submitted to and approved in writing by the Local Planning Authority

- 6.2. **19/01425/FUL** - Proposed loft conversion with rooflights to front and rear roofslopes. 7 Thrupp Close Castlethorpe – **application permitted**

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 Keane and agreed unanimously

- 7.2. Cllr Ayles proposed payment of £498.33 for 2 x heavy duty picnic tables as agreed by Sports Ground Committee. Seconded Cllr Sawbridge and agreed unanimously. Clerk to ask cricket club to assemble and place tables. Cllr Markham to remove old broken table.

Clerk
Cllr Markham

- 7.3. Cllr Sawbridge proposed that a working group be set up to improve the look of the village and to react to negative points raised by Bucks Best Kept Village judges. It was agreed that this should be done starting next March. Clerk to carry forward on his report until then.

Clerk

- 7.4. Cllr Ayles said that following meetings with Stonewater that the parish council needed to make its position clear on the matters that were not straightforward and had yet to be agreed with the housing provider. Stonewater's position is that they want to develop 100% social housing but argued that within that figure the shared ownership homes could become 100% owned moving them away from that category. A local resident though had found out that Castlethorpe is part of a Designated Protected Area (DPA) and as such no shared ownership property may become fully owned (just up to 80%). The Castlethorpe Neighbourhood Plan dictates that there should be an emphasis on smaller properties especially as starter homes or for local people 'downsizing'. As there is no conflicting policy in the higher level Plan:MK then the Neighbourhood Plan should be deemed as planning policy by MKC. Cllr Ayles' recommended that the parish council should state a requirement for 5 'open market' properties of which 3 would be for 'downsizers' in addition to 12 shared ownership subject to the DPA condition being removed. Agreed unanimously.

Stonewater had said that they wanted to re-negotiate the s.106 planning gain agreement that had been agreed with the previous land owner/original planning applicant. Cllr Ayles said that Stonewater had bought the land with that obligation in place and should honour it. The s.106 agreement had included allocations to meet the increase in population in the village especially with regard to the primary school, the doctor's surgery and village amenities. As such the parish council should insist that the agreement remain as is. Agreed unanimously.

Finally the parish council had previously agreed that people with links to the village should have priority when it came to rented accommodation. Cllr Ayles proposed that the minimum number of properties (10) should go under the control of MKC and that the remainder stay with the Housing Association who would consult the parish council on applications to rent the properties. Agreed unanimously.

Cllr Ayles to arrange meeting with MKC Planning to confirm their support and contact Stonewater expressing this agreed position.

Cllr Ayles

- 7.5. Cllr Ayles circulated the earlier versions of the 'Cute Maps' drafts and all of the comments he had received. There was some discussion at which changes were agreed. Cllr Ayles will contact the company and get the maps changed accordingly..

Cllr Ayles

8 FINANCIAL MATTERS

- 8.1. Payments of up to £100 in back-rent for the sports ground had been missed from the schedule (previously agreed by cllrs). The payment schedule was proposed by Cllr Hinds seconded Cllr Merritt with the addition of this payment and was approved unanimously.

Payee	Description	Invoice	Amount
HM Courts Tribunals	Small Claims court fee	n/a	£70.00
Sheree Willis (Cute Maps)	Design & produce village maps	invoice awaited	181.00

Appendix A – Schedule of Reports & File Notes

APPENDIX A1 – CLERK'S REPORT 2/9/2019

1. Cllrs Keane & Markham were to plot locations for planting bulbs around the village.
2. Nurture Landscapes have paid the £2,000 compensation for damage to the notice board. The new notice board has been ordered and I have been told that it will be delivered and fitted at the end of September.
3. Village Hall clock has been fitted.
4. Clerk is still awaiting details of portable goal posts before purchasing as agreed. Reminder sent to football team
5. Clerk has contacted the Account Manager but Proludic have still not made the £1000 refund to us –. Assets to be added to Insurance and Asset List – carried forward
6. S.106 contribution for village centre work to be claimed – will be done next week. MKC have been advised.
7. Application completed for grant to re-lay Village Hall floor and sent to MKC
8. Streetlight replacement almost complete with two pieces of work remaining (see Appendix 4).
9. Refund made to Groundwork for unspent portion of previous grant. Grant for 2020 to be applied for.
10. Clerk to meet with Andrew Harding MK Garden Machinery about cutting wildlife area ready for next year.
11. Trees have been cleared from war memorial but need to be cut back further to the boundary of the wall.
12. CCTV at Sports Ground – clerk to contact suppliers to understand the management overheads. No progress this month
13. Quote from MKC/Ringway to re-surface the parking area alongside Station Road has been accepted and a Purchase Order sent to MKC. No response from MKC as yet
14. Village street signs have been cleaned
15. Cllr Ayles has requested a quote in principle to re-paint the street lamp posts but we now need to survey which should be re-painted – carried forward
16. Clerk has talked to Allotments Association Treasurer and his recollection is that in his meet with parish cllrs it was agreed that the rent increase of £10 would be paid backdated to 2014. Payment therefore included in payment schedule.
17. Cllr Ayles will be reviewing the demand for 'heritage style' street signs with other parishes. MKC said that they would consider sourcing the signs given sufficient demand. Carried forward
18. CCLA rep coming to speak to parish council tonight about potential investment of the £50,000 currently in a Bond maturing October 2019.
19. New picnic tables have been delivered to sports ground. Require 'basic assembly'.
20. The 'Little Free Library' cabinet is expected to be installed on the village green sometime this month. **Exact location to be agreed (alongside new notice board?) and consideration given to opening ceremony.**

No progress on outstanding actions:

- Clerk to purchase Balmoral style bench for south end of North Street.
- 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 2/9/2019

Appendix A2: FILE NOTE - Meeting of NP Steering Group with David Blandamer, MKC Planning, 22 August

Present: Cllrs P Ayles & R Forgham, S Bradbury (Clerk) and L Dunwoodie
D Blandamer (MKC Planning)

The purpose of the meeting was to clarify and agree actions necessary to progress the NP which has, for a number of reasons, been on hold since April. Principal among these reasons is that Plan:MK is now in place and has a 5YHLS in excess of 6 years so giving protection through existing planning policies. However, it was thought to be important to restart the process and get an updated NP in place in the first half of 2020.

- The project plan produced by Neil Homer in March 2019 (after the decision, on MKC counsel's advice, not to provide any additional sites for housing above those already designated) was agreed as remaining valid.
- It would be helpful for the parish council additionally to arrange an Open Session for residents to see and understand the proposals prior to the parish council public consultation.
- David recommended a new Policy (3A?) on the Conservation Area. In any case, he will discuss using the NP to amend the CA boundary with the Conservation Officer, Martin Ellison, in

accordance with the visit by Martin in March 2018. The new Policy should explicitly refer to the SAM and Grade 2 listed buildings.

- With the replacement of the Core Strategy by Plan:MK, David has offered to revise the section of the NP which references the Core Strategy and Russell will send him an editable version.
- David will also review the Modification Proposal documents written by Neil Homer and let us have any comments. (These basically describe the NP Update.)
- The public consultation should include all interested parties including the owners of Gobbeys Field, all householders in the Conservation Area as well as the statutory bodies such as Historic England.

Philip Ayles

3. **FILE NOTE: Meeting with Michael O'Shea concerning church renovations**

After nearly four years, the church authorities have finally granted Castlethorpe their 'Faculty' (equivalent to planning permission) to carry out the works previously presented to the parish council.

This will make the church building suitable and available as a village/community resource with running water, a heating system, a kitchen facility and a cleaner and redecorated church.

There are a great many conditions attached as expected with a Grade 1 Listed Building and a lot of pre-commencement planning to undertake not least of which is raising some more money.

The church want to start a programme of seeking villager support in their endeavours and they propose to start with an update leaflet explaining simply the history of the church and ideas as to how those interested can help.

I have suggested that Michael places a short introductory article in the imminent edition of the News and a fuller article in the November edition or a separate flyer which we might be able to deliver with the News.

I have discussed the parish council's concern about undermining the finances of the village hall if events are relocated but Michael says this is not the intention and the church would be used for overflow events only.

Philip Ayles
2nd September 2019

4. **FILE NOTE: Conservation Area Streetlights**

All the new streetlights are now installed and, as far as I know, working. All signage has been transferred to them e.g. the 'school' sign in South St.

There are two ancillary pieces of work outstanding.

(a) the post mounted 'modern' light by the triangle is still to be removed. MKC say that Ringway are chasing the power supplier to do this.

(b) the new streetlights need their numbers stenciling on so that they can be easily identified if they become faulty. MKC say this will be done in September.

5. Email from Mayor's office re. potential visit

Good morning

I am writing following my election as Mayor in May to ask if I might visit at some point during my Mayoral year which runs to May 2020. I have a particular interest in parish and town councils as I was one of the instigators of the original Milton Keynes Council decision to parish the whole of the borough area, and also oversaw the 2008 - 9 boundary review.

I should be very happy to fit in with whatever suits you best, for example participating in a meeting or attending a parish-run event.

If you would be interested in following this up please could you reply to Mayors Office (Milton Keynes Council) Mayorsoffice@milton-keynes.gov.uk

I look forward to hearing from you.

Yours sincerely

The Mayor of Milton Keynes
Councillor Sam Crooks

