



Castlethorpe Parish Council

Minutes of a Parish Council General Meeting held
on Monday 7th October 2019 in the Village Hall

PRESENT: Councillors Ayles, Forgham, Markham, Merritt, the Clerk, Ward Cllr Bowyer and 4 members of the public.

A member of the public represented that she had applied to hire the Village Hall on Mondays up until 7.30 and 7.15 on Parish Council nights to run yoga classes. The Clerk had informed her that the parish council were determining whether to start their meetings at 7.00. If this were agreed she would not be able to fit in her sessions. This was noted and the parish council will debate the matter as per agenda later.

Everything was in place to hold the official opening of the little free library. Clerk will drop a note to Mayor's office to ensure all is well for his attendance.

Questions were raised about the reserved matters application that had been made to MKC by Stonewater, the would be developers of Maltings 2. Cllr Ayles responded that the parish council had met with the housing company and told them that they are unhappy with the target of 100% affordable housing. The parish council had further met with MKC who told them that MK housing policy is for a minimum of 32% affordable houses on any development with an upper limit of 50% unless a special case is made. The parish council was about to re-engage with Stonewater when they put in the application, which had no detail of the percentage of affordable housing planned. It was mentioned that letters had not been sent to neighbours in Maltings Field advising that the application had been made, nor had any notices been posted. Clerk will write to MKC Planning and request that this be rectified and that deadline for public comments be extended.

There were no further matters raised and the public session closed at 7.50.

- | | | ACTION |
|---------------|---|--|
| 1 | APOLOGIES FOR ABSENCE | |
| 1.1 | Cllr Keane reason holiday – Cllrs Sawbridge & Hinds reason illness. All accepted. | |
| 2 | DECLARATIONS OF INTEREST | |
| 2.1. | None | |
| 3 | APPROVE MINUTES OF THE LAST MEETING | |
| 3.1 | The minutes of general meeting on 2 nd September were proposed by Cllr Merritt seconded by Cllr Markham and agreed unanimously. | |
| | TO RECEIVE REPORTS | |
| 4.1. | Clerks Report & Review of Actions (See Appendix A1). Matters arising: | |
| 4.1.1. | Item 4 – the Clerk has a medical appointment when the new notice board is being installed. Cllrs Forgham and Markham agreed to meet the fitters at the village green | Cllrs Forgham/
Markham |
| 4.1.2. | Item 11 – Cllr Ayles had received an update from MKC that all work on replacing the village streetlights will complete by w/c 21 st October | |
| 4.1.3 | Item 16 – Cllr Ayles said that there is still a broken picnic bench propped up between the tennis court and football pavilion. Cllr Markham to arrange clearance. | Cllr Markham |
| 4.2. | Report on progress on landscaping outsource
Clerk provided a report as follows:
Bids from 3 suppliers to be evaluated at tonight's meeting. | |
| 4.3. | MEETING NOTE – MK Futures 2050 and Plan:MK Impact on Rural North West Parishes (see Appendix A2) - noted | |
| C 4.4. | Neighbourhood Plan Report – Cllr Ayles reported that a Planning Inspector had ruled that MKC does not have a 5 year housing land supply plan despite MKC's insistence and another Inspector's acceptance on determining a different application. This accelerates the importance of renewing the current Neighbourhood Plan. The following work needs to be done
- include references to made Plan:MK in draft
- obtain new grant from Groundwork for this year
- Foreword to be re-written
- Steering Group to have a read through of the new draft
- insert new policy for conservation area that is still hoped will be construed as a 'major amendment' to the Plan, thus satisfying that requirement
- mark out properties in conservation area to become 'heritage assets' and liaise with owners who could potentially be resistant | Cllrs Forgham/
Ayles/Clerk (all
bullets) |

4.5. Cllr Ayles noted that 165 signatures had been collected supporting an application already made to MKC to introduce a 20 mph speed limit along North and South Streets. MKC to now determine next steps..

4.6. Cllr Ayles reported that since the road at the village centre had been raised, number 1 The Chestnuts had experienced flooding. The matter had been referred to MKC who, as sandbags were not a practical countermeasure, had identified flood gates used at Stoke Goldington. Cllr Ayles will make further enquiries and if he deems the gates to offer a solution will lobby MKC to provide one.

Cllr Ayles

5 TO CONSIDER PLANNING APPLICATIONS (previously viewed on line by Cllrs)

5.1. **19/02444/REM** – All agreed that despite the applicants agreeing to design the houses to be consistent with those recently built at Paddock Close, this has not been done. In particular there are three different type of front porch none of which is in the style of an arch with a door set back, which is a principal design feature of Paddock Close. All agreed to object to the application and to request that the application goes to DCC if the Planning Officer has a mind to approve it.

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

6.1. **19/01885/TPO** - Notification of intention to crown reduce 1 x Yew tree by 2.3m and cut back overhang - 14 North Street – **application permitted**

6.2. **19/01837/TCA** - Notification of intention to fell to ground level 1 x Cupressocyparis x Leylandii, & Remove dead wood from upper crown (suspected lightening strike) reduce upper crown by no more than 20% to balance shape of 1 x Sequoiadendron Giganteum - 6 South Street – **no objections**

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 Forgham and agreed unanimously

7.2. Cllr Ayles had drafted a response on behalf of BMKALC to the request for comments on the proposed MKC Community Infrastructure Fund (**see Appendix A3**) to be considered by all parish and town councils in making their individual responses. He asked that the comments be accepted in full and forwarded to MKC as this council's response. Agreed unanimously.

7.3. It was unanimously agreed that as the lady that represented earlier had only booked the Village Hall for 6 weeks, the decision on whether to start meetings at 7.00. should be deferred until the end of the period of hire

7.4. The Milton Keynes Housing Strategy consultation was noted with no further comment.

7.5. The MKC Public Consultation on Headline Principles for a New Regeneration Strategy was noted with no further comment.

7.6. All actions to support to support opening of Little Free library had been captured earlier.

7.7. It was unanimously agreed for the Clerk to pursue quotations for the drawing up of plans for a club house at the sports ground to include a small Clerk's office. an amount had been agreed in the s.106 agreement for Maltings 2 to (part) fund the project.

Clerk

7.8. The Clerk had told cllrs that he will be on annual leave at the date of the February meeting next year. Three options were identified; to employ a locum clerk, for a cllr to step in or to postpone the meeting by one week by which time the Clerk would be back. It was agreed to postpone the February meeting from 3rd February to 10th February.

7.9. It was agreed that before procuring a further dog bin to locate at the swale at the end of Fox Covert Lane that the Clerk should record instances where there is a need for this. Any complaints or sightings of discarded dog mess to be reported to him.

7.10. The Clerk reported that the water heater at the football pavilion was not working. Cllr Forgham proposed that a new one be bought. Agreed unanimously.

7.11. The Village Show Committee now has new members and will continue to run the senior citizens' Christmas lunch. One of the committee had contacted the Clerk and requested that the parish council provide their usual grants of £250 from the parish council and £250 from the Ward Councillors budgets. Cllr Bowyer will check to see if this is allowable this year. Cllr Ayles proposed that the parish council award a £500 grant and reclaim £250 from the Ward budget if that grant is approved. Agreed unanimously.

Cllr Bowyer

8 FINANCIAL MATTERS

8.1. The payment schedule was proposed by Cllr Ayles seconded Cllr Merritt and was approved unanimously.

Payee	Description	Invoice	Amount
S Bradbury	Salary September 2019	per pay slip	£624.62
S Bradbury	Refund payment Viking invoice 836511	Per attached invoice	£43.92
S Bradbury	Refund purchase postage stamps	per attached receipts	£17.34
Stacey Blease	VH Cleaning August	per attached invoice	£370.00
R. Wontner	VH general maintenance	per attached invoice 80	£50.00
Viking Payments	VH Consumables	attached invoice 195834	£54.05
Milton Keynes Garden Machinery	Strim grass wildlife area	attached invoice 377284	£150.00
NALC	Annual conference fee Cllr Ayles + booking	awaiting invoice	£258.97
BMKALC	Planning enforcement course	attached invoice 1512	£38.00
B P Shayler	Repair light village hall	attached invoice 47	£64.00
B P Shayler	Unblock toilet visitors CR cricket pavillion	invoice awaited	£60.00
The Parish Notice Board Company	Supply & fit new notice board	attached invoice 8270	£2,225.00
Electric Deals Direct	Heatrae Sadia oversink 7l 3kw water heater	awaiting approval	£217.84
Allotments Association	Underpayment invoices 2014-2017	attached email	£48.00
Castlethorpe Sports Association	Operating fee 18/19 - cheque not cashed	CSA lease	£1,150.00
Castlethorpe Sports Association	grant toward water rates as resolved	resolved at previous PC mtg	£600.00
Grand Total			£5,303.20
Direct Debits			
E.ON	gas VH - Aug DD	89208742670A	£102.00
EDF Energy	elec VH - Aug DD	107789257	£84.00
Google Ireland Ltd	G-suite	26107096G10SRJ3131	£28.98
XLN Telecom	Clerk's phone Aug	4976199 13977882	£42.17

DD Total			£5,560.35
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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. None

11 TO AGREE DATE AND ATTENDANCE FOR FUTURE MEETINGS/EVENTS

11.1 The next General Parish Council meeting will be on 4th November 2019 in the Village Hall.

Part 2

- 12 **TO RECEIVE DECLARATIONS OF INTEREST** by Councillors in any of the agenda items below
- 12.1. None
- 13 **TO CONSIDER CONFIDENTIAL REPORTS**
- 13.1. A meeting had been held with Planning Officers at MKC to discuss the Maltings 2 site development application. This report is to be treated as in commercial confidence so is not attached to these minutes.
- 14 **TO CONSIDER RESOLUTIONS (*papers to be circulated prior to meeting*)**
- 14.1. The three bids that had been received to provide landscaping services to Castlethorpe post March 2020 had been evaluated by Cllrs Merritt, Hinds and the Clerk and of the three the bid from Messrs RTM Landscaping was proposed to the parish council. Although the bid was more expensive than expected when parishioners had been consulted about whether they would support an outsource from the MKC contract, the company had specified a higher maximum number of grass cuts than is done at the moment. The bid was also the lowest cost. The company had confirmed that they are prepared to lower their bid to take into account a lower number of cuts with a negotiated top up should more cuts be requested. Cllr Ayles added that he had spoken to several other parish councils and they were all very much happier having made their own outsource arrangements, some with RTM. Cllr Merritt proposed therefore that the parish council should enter into contract negotiations with RTM, seconded by Cllr Ayles and agreed unanimously.
- 14.2. There were no further updates on the legal claim against the Village Hall hirer.
- 14.3. The quotes to clear the grass cuttings from the wildlife area and to remove the existing mound by MK Garden Machinery were accepted.

There being no further business the meeting closed at 9.55

Appendix A – Schedule of Reports & File Notes

APPENDIX 1

1. Three responses were received to the Invitation to Tender for the outsourcing of the landscape maintenance post 2020. Clerk and Cllrs Hinds and Merritt formed part of the review panel with members of Hanslope PC and agreed to recommend that the parish council accept the cheapest quote as good references have also been obtained about that supplier.
2. Messrs Stonewater have applied for planning permission on specific matters – to be discussed at meeting tonight
3. New draft of 'cutemap' for village to be considered tonight
4. New notice board to be fitted 8th October.
5. New lease agreed with CSA and duly signed. Clerk had reported sightings of dogs in SG and also children climbing over gym equipment to CSA committee.
6. Clerk has contacted MKC about hedge maintenance along the Sustrans cycle track and had been given a name of person to deal with at MKC. Clerk to provide to Cllr Merritt tonight to take forward.
7. Clerk is still awaiting details of portable goal posts despite several reminders. Football team have asked for replacement water heater in the football pavilion.
8. Clerk had contacted Phil Snell at MKC following report at last meeting that the zipwire at the Fishponds needed re-tensioning. Phil responded that all that is outstanding on the last report was the replacement of some climbing logs and that if the device did need re-tensioning his chaps would have just done it.
9. S.106 contribution for village centre work to be claimed along with re-surfacing of Station Road car parking area.
10. Grant to re-lay Village Hall floor has been approved. Cllr Forgham and Clerk to contact suppliers to establish specification and obtain 3 estimates.
11. The two outstanding pieces of work still remain on the lamp light replacement; pole mounted light by 7 South Street to be removed, new street lights to be numbered. MKC chased again.
12. Neighbourhood Plan grant for 2020 to be applied for from Groundwork.
13. Wildlife area has been cut. Quotes received to clear the area and to disperse the mound of grass that was cleared last year for consideration tonight.
14. Parking area at Station Road has been successfully re-surfaced
15. Letter prepared and ready to be signed by Cllrs Ayles & Hinds to close Bond account at Coventry Building Society. CCLA preparing forms for us to open CCLA investment account as resolved at last meeting.
16. New picnic tables have been delivered to sports ground and are to be assembled by cricket team. Remaining damaged picnic table has been removed.
17. The 'Little Free Library' cabinet is expected to be installed on the village green ready for the Mayor to open it on Saturday 12th October. Social arrangements have been made at the Village Hall and organiser expected to give further update tonight

No progress on outstanding actions:

- Prior to Bucks Best Kept Village judging Cllr Sawbridge to set up working group for March 2020 to improve overall appearance of village
- Clerk to contact Luke Stacey to have trees by war memorial. cut back further to the boundary of the wall.
- Cllrs Keane & Markham were to plot locations for planting bulbs around the village.
- 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 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
- 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
- CCTV at Sports Ground – clerk to contact suppliers to understand the management overheads. No progress this month
- 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
- 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 7/10/2019

2. MEETING NOTE – MK Futures 2050 and Plan:MK Impact on Rural North West Parishes

10th September 2019

Present: Geoff Snelson
Fiona Robinson
James Williamson

Andrew Geary
Bill Green
Phil Ayles (Castlethorpe)
Ian Burgess (HcLL)

The meeting was to ascertain what protection the rural settlements would have as MK expanded and when would land be designated for development.

- MKC has set itself the ambition of growing to a population of 500,000 by 2050 in the non-statutory MK Futures 2050 Plan.
Geoff explained that this target was for the area and not necessarily within the Borough of MK. MKC had been working with South Northants and Aylesbury Vale broadly on increasing population along the East-West arc. However, they have withdrawn for the moment because they are focussed on the change to unitary authorities. Furthermore, the drive from central government has also declined probably because of a focus on other events. Should the other Authorities not co-operate then MK would look to achieve its target from within its boundary. Geoff said that it was recognised that developing the rural north of the Borough was less attractive because it is more expensive to put in the associated infrastructure so development is less likely but cannot be ruled out.
- James said that the next revision of Plan:MK is expected in 2025 with initial submission in 2023 though this is ambitious. It is required to have a 15 year planning horizon so to 2040 which, all things being equal, means that land will need to be designated for about 18,000 new houses over and above the current Plan which runs to 2031.
Land would be designated as primary or reserve sites to meet this target plus appropriate buffers and contingency. No other land would be designated. This addresses our concern of additional land being designated and blighting adjacent areas.
- James and Fiona said that there are existing policies which protect existing settlements when there is adjacent new housing land designation. Buffers are created though there is no maximum or minimum size to these depending on the local topography. Essentially their objective is to maintain the character of the settlement.
- Once the update of Plan:MK is complete, a Neighbourhood Plan could define buffers acceptable to the community so long as it was not in conflict with Plan:MK.
- When work is further forward, Geoff offered a meeting with the parishes.

Philip Ayles

APPENDIX A3 - Parish Response to Community Infrastructure Fund Consultation

Last week, a Consultation document was sent out to all Parish and Town Councils on the operation of the Community Infrastructure Fund from 2020. It has a return date of 18th October, which is very short and not in accord with the Parishes' Protocol, and I have asked for the date to be extended to 8th November so that all parishes can consider it at their October monthly meetings.

There is some implication that this document was produced with my agreement. It was not. The work that I did through PAG and the Task & Finish Group commissioned by Cllrs Martin Gowans and Moriah Priestley in December last year, and in which Highways simply refused to participate, was ignored. Highways sent me a completely new draft in August on which I commented in good faith and I was assured the final version would be discussed with me which it wasn't and my comments were ignored. I have no ownership of the distributed document.

I would like to suggest that parishes respond in a narrative manner rather than just ticking one of the options to the two responses requested.

1. The cap on applications. The point is that, in the previous schemes (PPF, Parking and Play Area) parishes could apply to more than one scheme in a year though each individual application was capped at £5k. With the schemes combined in a single Fund, I agreed in 2018 with Cllr Gowans that parishes could continue to make multiple applications (eg one for parking, one for play equipment, one for general benefit) but subject to an overall cap of £20k.

Parishes may have different views on whether the cap on individual applications should be increased. I would only comment (a) that, with a Fund total of about £100k, increasing the cap will result in fewer, though larger, awards. Furthermore, small councils are unlikely to be able to afford to match fund larger awards. (b) when I asked at a MKALC meeting if there was support for the new fund mirroring the three previous schemes, the response was unanimously 'Yes'.

My personal suggestion is that we respond that individual applications should remain capped at £5k and, if a council makes multiple applications, the total should not exceed £20k and councils should set the priority of their applications.

2. Using the grant over two years. We need the ability to spill over into a second year (and sometimes longer!) partly because decision making at MKC has been so late that it has sometimes been in the second year before the awards are made! More practically, some projects have complex funding arrangements if grants are sought from several organisations for a project. Time is also needed for supplier selection, contract award and delivery especially for outdoor work that can't be done in winter.
My recommendation is that parishes ask MKC for the ability to spend their grant over two financial years.
3. CIF is again restricted to Public Realm assets. This was one of the points that caused outrage at the original Bernie Ibekwem presentation in June 2018 and which MKALC has pursued ever since and on which I believed we had agreement. Community assets such as halls, sports grounds, libraries and swimming pools should be in scope as they were for the PPF Scheme. Cllr Priestley even obtained a Supplementary Fund to address this shortcoming in 2019/20 rather than delay the original awards.
Please respond that the CIF should not be restricted to Public Realm Assets but may include any assets owned or on long term lease by MKC or the parish. A better term would be 'Community Assets'.
4. It says SERCO has to be used for all landscaping projects. 6 parishes have already devolved landscaping (albeit that one uses SERCO) from MKC and a further 11 are on track to do so. I suspect the last thing these parishes will want is to manage a second supplier in SERCO and I suggest that you ask for this restriction to be removed.
5. There are a number of detail points you might consider such as:
 - a. asking for three quotes which isn't necessary for small projects
 - b. 'evidence' of need. (Bureaucratic for small improvements)
 - c. meet MKC Themes. (This is about very local improvements not complying with a Borough-wide strategy)CIF is about making small improvements for our residents.

I hope this helps with your response,

Philip Ayles
Chairman, Milton Keynes Association of Local Councils