



Castlethorpe Parish Council

Minutes of a Parish Council General Meeting held
on Monday 4 November 2019 in the Village Hall

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

It was claimed that following the re-surface of the footway along North Street that the first bend from the Haversham side had been made even sharper. People had scraped their wheel hubs. Cllr Ayles responded that the line of the kerb was no different.

The driveway at Mill View is full of pot holes. MKC had said that they are not at sufficient depth to trigger repair. Cllrs Sawbridge and Keane will pursue with MKC.

There were no further matters raised and the public session closed at 7.45.

- | | | |
|---------------|---|-------------------|
| 1 | APOLOGIES FOR ABSENCE | ACTION |
| 1.1 | Cllr Markham reason illness. Accepted. | |
| 2 | DECLARATIONS OF INTEREST | |
| 2.1. | None | |
| 3 | APPROVE MINUTES OF THE LAST MEETING | |
| 3.1 | The minutes of general meeting on 4 th October were proposed by Cllr Forgham seconded by Cllr Merritt and agreed unanimously. | |
| | TO RECEIVE REPORTS | |
| 4.1. | Clerks Report & Review of Actions (See Appendix A1). Matters arising: | |
| 4.1.1. | Item 1 – Cllr Ayles and Clerk to meet with Messrs. RTM Landscaping to agree reduction in number of grass cuts quoted and the introduction of a 'top up' service to pay for extra cuts as/when needed. Lynne Compton, clerk at Stony Stratford is meeting with solicitors to approve the landscaping contract between MKC and parishes. Cllr Ayles was concerned that there may be a clause where MKC can alter the grant to opting out parishes mid-term which is not acceptable. | Cllrs Ayles/Clerk |
| 4.1.2. | Item 7 – Cllr Keane said that the lights on the triangle are all different. Cllr Ayles replied that they are through the village and this is a consequence of MKC changing over to LED. | |
| 4.1.3 | Item 12 – Cllr Bowyer had completed the paperwork for the grant for the little free library and had it confirmed that it can be paid from his budget. | |
| 4.1.4. | Item 13 – Request had gone in for approval for £250 of the grant for the senior citizens' lunch to come from Ward Cllr budget | |
| 4.2. | Report on progress on landscaping outsource
All progressing with selected supplier – see 4.1. | |
| 4.3. | Update on NALC Annual Conference (see Appendix A2) - noted | |
| C 4.4. | Neighbourhood Plan Report
Work is progressing with identifying the non-designated heritage assets. The case to have Gobbey's Field declared open green space had been completed and included. Cllr Ayles questioned whether there should be a policy on 'green measures'. Plan will be sent to Neil Homer and then David Blandamer at MKC for approval. | |
| 4.5. | Cllr Ayles gave an update on flooding problem at The Chestnuts. MKC Highways had said that they had done as much as they can and had recommended a 'flood gate'. The tenant had reverted back to MKC Housing and they will send out someone to have a further look at the problem. | |
| 5 | TO CONSIDER PLANNING APPLICATIONS (previously viewed on line by Cllrs) | |
| 5.1. | None | |
| 6 | TO RECEIVE REPORT BACK ON PREVIOUS PLANNING APPLICATION – no further comments | |
| 6.1. | 19/02444/REM - Reserved matters application for the erection of 31 dwellings, to include matters of appearance, landscaping, layout and scale for which approval is being sought. Land To The East of Maltings Field - to be considered under part 2 | |
| 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. It was pointed out that there are grants available of up to two thirds to purchase defibrillators for sports grounds. It was agreed in principle to proceed with the purchase of two defibrillators at the village hall and sports ground. Cllr Merritt will explore the options. Cllr Merritt
- 7.3. It was agreed that the final version of the cute map for Castlethorpe be printed on metal plates one to be mounted in a plinth at the village green (Cllr Ayles to gain permission from MKC) and two others to be deployed as agreed later. Also that maps with calendars on the reverse side be printed to be inserted into the next newsletter. Additionally, Cllr Forgham to put map up on web site to allow public downloads. Cllr Ayles
Cllr Forgham
- 7.4. Cllr Ayles had ascertained that parish councils are eligible to apply for an MK Development Partnership grant. It was agreed that the Clerk will check whether the grant can be matched with the MKC grant for the Village Hall floor and apply for whatever proportion of the cost is allowable Clerk

8 FINANCIAL MATTERS

- 8.1. The payment schedule was proposed by Cllr Ayles seconded Cllr Keane and was approved unanimously.
- 8.2. Cllrs Keane, Ayles, Forgham and Clerk will meet to go through budget figures. Cllrs
Keane/Forgham
/Ayles/Clerk
Cllr Sawbridge to give some thought to funds required for 'Best Kept Village' competition. CllrSawbridge

Payee	Description	Invoice	Amount
S Bradbury	Salary October 2019	per pay slip	£624.62
S Bradbury	Refund payment water heater	invoice order 149198	£195.98
Stacey Blease	VH Cleaning October	per attached invoice	£330.00
R. Wontner	VH general maintenance	per attached invoices 81 82	£75.00
Viking Payments	VH Consumables	attached invoice 259728	£27.37
Viking Payments	VH Consumables	attached invoice 260988	£26.37
Viking Payments	VH Consumables	attached invoice 315630	£42.22
Milton Keynes Garden Machinery	Clear grass cuttings and remove old grass mound	attached invoice 377284	£390.00
PKF Littlejohn	Annual audit fee	invoice SB20193363	£300.00
Wudstu	Design and construct Little Free Library	attached invoice	£332.00
B P Shayler	Repair Village Hall drains, waste pipes	attached invoice 122	£210.95
B P Shayler	Fit new water heater Village Hall	attached invoice 123	£112.00

- 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 asked whether it was worth continuing with the Castlethorpe News in light of the poor level of contribution of copy. All agreed it was.
- 10.2. The dangerous state of the A508 junction was brought up again. Northants CC had said there are not enough 'accident points' to warrant work being done. Member of public will take up with Cosgrove PC.
- 11 **TO AGREE DATE AND ATTENDANCE FOR FUTURE MEETINGS/EVENTS**
- 11.1 The next General Parish Council meeting will be on 2nd December 2019 in the Village Hall.

Part 2

12 **TO RECEIVE DECLARATIONS OF INTEREST** by Councillors in any of the agenda items below
None

13 **TO RECEIVE CONFIDENTIAL REPORTS**

13.1. **Meeting with Cherise Berridge 1st November**

(See Appendix A3 - Confidential copy of minutes Only)

After discussion of the note from Cllr Ayles, it was agreed (a) subject to advice from Jeremy Lee, that Cllr Ayles would write to ask Ms Berridge whether Stonewater wished to bring any further proposals to the parish council on design, percentage of affordable housing or S106 payments. If a reasonable response is received, Cllr Ayles will call an Extraordinary Meeting to consider it. (b) Otherwise, the parish council will maintain its opposition to changes from the Neighbourhood Plan on all three of these matters.

13.2. The Small Claims Court action against Village Hall hirers who had caused significant damage was proceeding.

13.3. No details had been provided for the 2 trustees for Castlethorpe Charity for the Poor

DRAFT

Appendix A – Schedule of Reports & File Notes

APPENDIX A1 – CLERK’S REPORT 4/11/2019

1. Messrs RTM Landscaping have been selected as preferred supplier for the landscaping outsource. Next steps are to meet with them to discuss and agree reduction in number of grass cuts quoted and the introduction of a ‘top up’ service to pay for extra cuts as/when needed.
2. Final version of ‘Cutemap’ for village has been circulated and will be discussed tonight
3. New notice board has been fitted. Clerk has found it difficult to reach top part of the board.
4. Replacement water heater installed at the Village Hall
5. Replacement water heater purchased for football pavilion but plumber was unable to fit it as the fascia will not fit onto the unit. Plumber to contact manufacturer.
6. Cllr Forgham and Clerk had met with a contractor who will provide an estimate to re-lay the Village Hall floor. Clerk has attempted to contact two further suppliers recommended at the Village Hall Committee meeting but neither have returned his calls/emails.
7. the old style corner light by the triangle has at last been removed so the only outstanding item on the streetlights project is stenciling on one of the new posts which was accidentally omitted
8. Neighbourhood Plan grant for 2020 has been approved
9. Cuttings have been cleared from the wildlife area. Mound of grass that was cleared last year to be removed this week
10. Bond account at Coventry Building Society has been closed. Clerk to liaise with CCLA about opening an account as previously discussed/agreed.
11. One of the new picnic tables has been assembled at the sports ground. The other did not have the fixing kit supplied with it. The Clerk has now got this from the suppliers and will give to cricket team.
12. The ‘Little Free Library’ was opened by the Mayor of Milton Keynes on Saturday 12th October. Need to determine whether payment for the library will be made by Ward Cllr.
13. £500 contribution made to committee for Senior Citizen’s Xmas party. Ward Cllrs were to see if they can provide half from their budgets.
14. All information on the 20mph zone has been submitted to MKC. It is possible they will ask for speed data to be collected in South St. Cllr Ayles has asked for a statement of where we are in the process and will update the meeting if he gets a response by then
15. The Clerk had contacted Luke Stacey to have trees by war memorial. cut back further to the boundary of the wall. He said that he would do it but may need reminding.
16. Cllr Markham has provided maps with locations for planting bulbs but this seems a much greater area than the parish council originally envisaged. **Parish Council need to re-consider tonight.**

No progress/unknown status on outstanding actions:

- Cllr Merritt was to find approximate costs to meet with an architect and draw up plans for a potential club house
- Cllr Merritt was to talk to MKC about trimming back the Sustrans cycle track
- Clerk is still awaiting details of portable goal posts for football ground despite several reminders.
- S.106 contribution for village centre work to be claimed along with re-surfacing of Station Road car parking area.
- Parish Council to consider whether they would want to replace the bench by the Ward Memorial with a commemorative style bench and commission a Memorial clean next year.
- 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 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

APPENDIX A2

Notes from NALC Conference, 28-29th October 2019

1. AGM. The Conference started with the AGM which set the membership fees for next year, increasing by 1p equivalent to about 8%.
 - There are updated model Standing Orders and Financial Regulations. Have we adopted them?
 - There is a range of Good Councillors Guides – I was only aware of the general one.
 - There will be new sanctions for violations of the code of conduct.
2. Workshop 'Cybersecurity'.
 - There are an unbelievable number of attacks (about 37 attacks per minute on local authorities with 1 in 4 suffering a security breach) and several of our neighbours have been attacked. I was with Wolverton and West Bletchley reps both of which had been attacked. Wolverton managed to catch it before loss of money. West Bletchley lost money but were reimbursed by their bank. These are the only two with whom I spoke.
 - Whilst we are unlikely to lose money because we use cheques (which is a very good reason to stick with them given our small volume of payments) the real risks are ransomware locking our PCs and the loss of reporting and rectifying an attack.
 - GDPR requires breaches to be reported to the ICO within 72 hours with punitive fines for failure. The impact then has to be assessed, individuals notified (eg all the residents whose email addresses have been disclosed – in a recent court case, all breached users were awarded £5k each for distress) and the breach has to be closed.
 - This will probably require employing outside consultants. It will require a lot of Clerk's time. It will probably result in reputational damage to the parish council and any individual councillor who is involved in the breach.
 - We have a Data Protection Policy and councillors should formally confirm compliance in particular with strong passwords and 2FA. The Policy could probably usefully be updated. For example, there is nothing about virus protection, firewalls or VPNs.
 - There is a Cyber Essentials list produced by HMG some years ago and we should ensure compliance.
3. **Workshop 'Creating Safer Communities'**
 - This was a case study by Sussex and Surrey ALC on their innovative working arrangements with their PCC. Basically, the ALC arranged regular focus group sessions between the parishes and the PCC.
 - It sounded pretty good but I attended more from my role as the rural representative on the SaferMK Community Safety Partnership and I will feedback into that and BMKALC.
4. **NALC Star Council Awards.** Several categories but council of the year was won by Woughton Community Council who made an emotional dedication to Kevin Wilson.
Day 2
5. Workshop 'Strengthening Rural Communities'
 - Discussion on public transport and various solutions. *One quote we might use with Stonewater is that 40% of low income households do not have a car – so put them in a village with no evening bus service!* Some interesting case studies (Sevenoaks Town Council) but few lessons for us. Main point is around loneliness in rural communities. A lot of councils are providing social opportunities for older and lonely residents. The 'Big Lunch' was promoted. Might be something we could do eg sponsoring afternoon tea once a week ('Communi-tea', sorry). There is a booklet in the Conference pack on Loneliness.
6. Workshop 'Fairer Funding for Communities'
 - Turned out to be a highly technical description of the financial models underpinning local authority (not local council) grants.

- There was mention of a Rural Services Delivery Grant paid to local authorities but not sure if MKC get it and what they do with it. Question for Ward Councillors.
- An aside was that business rates can be avoided if buildings are transferred to charities who get relief. Might help if we get threatened with rates in the future. (Shar Roselman knows about this).

7. Plenary Session with HRH the Princess Royal.

- Surprisingly good speech with big thank you to local councils on our 125th birthday (they were established by Gladstone in 1894).

8. Panel Session on Climate Change

- About 30% of councils present had declared a 'Climate Emergency' including Buckingham Town Council. (No MK councils that I could see)
- Most initiatives are around street lighting (LEDs and switch off between midnight and 5am), housing standards (we could have required all new builds to be highest energy efficiency in our NP) and encouraging electric vehicles (public charging points).

EXHIBITORS (Many more but I noted these)

BHIB Councils Insurance. Sponsored the Cyber Security workshop and offer security products including insurance (£299pa). Berea Consulting offered to have a longer chat about security.

Remembrance bench. (David Ogilvie Memorials) I quite liked this bench to replace the one by the War Memorial.

Neil Homerr. Spoke with Neil and he has followed up with email comments on our NP.

Proludic. Followed up our £1000 with Annabelle!

MedUK Defibrillators. Got a pack and will put a resolution forward to consider one at SG and possibly one at VH. I think Conference pricing still applies.

Overall, quite a useful event. Expensive though (£310 = 60p per household!) and wouldn't pay to go if required accommodation. It may come back to MK for logistical reasons and we can reconsider then.

Philip Ayles