



Castlethorpe Parish Council

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

PRESENT: Councillors Merritt, Ayles, Forgham, Sawbridge, Hinds, the Clerk, Ward Cllr Green and 2 members of the public.

Cllr Ayles said that he had received new elevations for the design of the houses in the Maltings 2 development but these do not appear on the MKC public web site. He had agreed with the Clerk that as the information is not available to the public that the parish council cannot agree and express an opinion without the public being given the opportunity to have their say. There is a 'document of tenure' on the web site that has been available to the public and this can be discussed and commented on. It is still not clear how the application is to go forward. To accommodate the changes in 'social housing' and to the s.106 agreement that the applicant is seeking should cause them to seek a deed of variation or to make a fresh application. Although not forming a response to MKC though it was agreed that despite the houses now showing semi circular archways above the door they were still not close in design to houses at Paddock Close. Also that the concept of putting the social housing all adjacent to the railway line was not desirable.

A resident reported that people had been throwing dog poo bags over the fence and into the swale area and also into hedges. Situation to be kept under review.

Cosgrove Parish Council have had talks with Northants CC about the road by Thrupp Wharf, the junction onto Yardley Road where you cannot see what is coming to the left and the junction onto the A508. Northants CC have once again said they do not have the funding to do anything about any of these problems. It was also pointed out that there is no electricity supply to the area.

There were no further matters raised and the public session closed at 7.55.

- | | | ACTION |
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| 1 | APOLOGIES FOR ABSENCE | |
| 1.1 | Cllr Markham reason work, Cllr Keane reason holiday. Accepted. | |
| 2 | DECLARATIONS OF INTEREST | |
| 2.1. | None | |
| 3 | APPROVE MINUTES OF THE LAST MEETING | |
| 3.1 | Cllr Ayles pointed out that as part of the discussion about mounting an enlarged metal version of the village 'Cute Map' in a plinth at the wall of the village green a decision was made that the Clerk should commission the work if it cost no more than the amount paid for the current plinth. The minutes of general meeting on 4 th October were proposed with this one addition by Cllr Ayles seconded by Cllr Hinds and agreed unanimously. | |
| | TO RECEIVE REPORTS | |
| 4.1. | Clerks Report & Review of Actions (See Appendix A1). Matters arising: | |
| 4.1.1. | Item 1 –MKC have now sent through a contract .to be signed by parishes taking on the landscaping responsibility. Clerk to ensure that parishes are happy with the content. | Clerk |
| 4.1.2. | Item 2 – Cllr Ayles suggested that we ask the suppliers to make changes to the soft copy of the village 'cute map' to include the areas that had been omitted Clerk to authorise financial aspects which should not be expensive. It was further agreed not to change the metal versions until changes are made for Maltings 2 as that would be more expensive. | Cllr Ayles |
| 4.1.3 | Item 5 – Cllr Ayles said that light NS18 still needs a stencilled id. | |
| 4.1.4. | Item 10 – Cllr Ayles said that he was hopeful that we would get a delegated decision on the 20mph zone before Xmas but that MKC had said that the application had scored well. | |
| 4.1.5. | Item 13 – The Clerk was reminded that the latch on the 5 bar gate from the Chequers to the Fishponds play area needed replacing. | Clerk |
| 4.1.6. | Item 14 – Cllr Ayles said that MKC had now told him that there is a new process to request dog control orders. Sharon Gregg will send him details. | |
| 4.1.7. | Item 16 – Saucepans that were ordered for Village Hall were too large and will need to be returned. | Clerk |
| 4.1.8. | Item 17 – It was agreed that the Clerk should ask a builder for a quote to re-do the pointing at the Village Hall bell tower after the lights come down on 4 th January. | Clerk |
| 4.2. | FILE NOTE – ATTENDANCE AT BIODIVERSITY WORKSHOP 26 th November 2019 (Cllr Ayles – see Appendix A2) | |

4.2.1. Cllr Hinds said that it would be good to have more trees in the village. Cllr Ayles said that he would walk round the village with biodiversity experts and would let Cllrs know when he is doing this. All are free to join him. Cllr Ayles

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

5.1. **19/02958/FUL** Two storey rear extension - 7 New Road Castlethorpe.
It was agreed that although the parish council does not object to this application the following conditions should be applied:

- Bricks and slates should be re-used versions of exactly the same type as the rest of the property
- Windows and any other feature that can be seen from the highway should be identical to what is in place now
- The roofline at the rear of the property be dropped so that it is slightly lower than at the front

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
As stated in the public session it was unanimously agreed that the Clerk should write to MKC in response to the submitted 'Tenure Plan'

- It is not acceptable that there are no 'open market' houses in the plan. This contradicts the Neighbourhood Plan
- It is not acceptable that 'social housing' is clustered in one contiguous area. Plan:MK policy is for social housing and open market housing should be mingled.
- It seems like the applicant is looking to depart from the existing s.106 agreement which would have been an obligation when the site was purchased. This should not be allowable unless a new application is made or a deed of variation applied for at which time the parish council would oppose the departure.
- The parish council would seek to have removed the DPA that prevents shared ownership housing going to full ownership in this area.
- The parish council did not feel that it could lawfully consider the revised planning elevations for the site as they were not available in the public domain at the time of the meeting, hence the public would not have opportunity to make representations. Therefore, and assuming that the new plans are posted on the MKC Planning website, the parish council intends to consider the revised plans at its next meeting on 6th January.

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. It was agreed to delegate authority to the Clerk plus two councillors to order additional grass cuts at £375 and to commission any minor landscaping work from next April.

7.3. It was agreed to defer the matter of updating and re-printing historical record of the history of Castlethorpe until a quote is obtained.

7.4. Cllr Ayles said that in order for the next version of the Neighbourhood Plan to be acceptable there must be at least one new policy that is deemed to be a major modification. As such new policies 4 (Buildings of Local Interest) and 5 (Climate Change) have been/are being drafted and included. The latest draft version 1.5.1. has been circulated to our planning consultant, to David Blandamer at MKC and to cllrs:

Cllr Forgham

Policy 4 may impose some restrictions as the properties identified as 'non-heritage cultural assets' will be bound by certain planning restrictions such as being unable to develop with no planning permission under certain circumstances.

Policy 5 on Climate Change is to be drafted by our planning consultant.

Cllr Ayles will re-evaluate policy 6 to ensure that all assets listed to become 'of Community Value' are reasonable.

Cllr Ayles

There is still much work to do on policy 7 – Local Green Spaces, especially with regard to Gobbey's Field. Attempt has been made to pre-empt objections from previous examiners. The draft is currently with our planning consultant.

Cllr Ayles proposed that in light of the lack of progress in restoring the Carrington Arms pub, that policy 8 to allocate car parking space by reducing the village green be removed. Agreed unanimously.

Cllr Ayles also to review list of village projects to ensure it matches s.106 agreement of Maltings 2.

Cllr Ayles

Cllr Ayles asked the parish council to approve the new draft (1.5.1) with all of these changes and to delegate responsibility to the Steering Group to make a new version to be presented to David Blandamer as a Pre-submission Draft. Agreed unanimously.

7.5. It was unanimously agreed to purchase a Memorial bench to replace the one by the War Memorial at a cost of £781 + £150 delivery.

7.6. As MKC are replacing streetlights with more economic LED versions there may be scope to change over the columns of older lamps into heritage style posts at a lesser cost. It was agreed that Cllr Ayles approach MKC to see if there is opportunity to replace the hardware at the parish council's expense leaving the remainder of the cost with the replacement project for the whole village.

Cllr Ayles

7.7. It was agreed that Cllr Ayles contact Neil Sainsbury at MKC as to whether he would be happy for Castlethorpe to have traditional rural street nameplates and if so to establish MKC role in fitting them and to get some quotes.

Cllr Ayles

7.8. It was agreed to find out whether MKC still has funds for EV charging points and if so to consider 2 at the Chequers car park 1 outside the Village Hall and 2 at the end of South Street (Haversham end)

Cllr Ayles

7.9. It was unanimously decided to support Messrs. Howe and Co. application to renew their license for mobile fish and chips vans.

7.10. Agreed that a decision on purchasing new cupboards for the football pavilion be deferred until CSA provide quotes.

7.11. Agreed that a decision on purchasing lights for the football pavilion be deferred until the clerk has estimates for lights plus fitting

Clerk

7.12. It was agreed that the Clerk arrange for gas, fire and PAT tests to be done at the sports ground

Clerk

Cllrs Hinds and Sawbridge left the meeting due to alternate appointments. Meeting remained quorate.

8

FINANCIAL MATTERS

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

8.2. A draft budget was presented by the Clerk. The Clerk reported that he thought the cleaner costs should be raised by £500 as should the projected hire income. Agreed unanimously. Although quorate Cllr Ayles proposed that he would like more cllrs to be present to agree the final budget and precept. Agreed. Clerk to present budget to next meeting where it must be approved.

Clerk

Payee	Description	Invoice	Amount
S Bradbury	Salary November 2019	per pay slip	£624.62
Stacey Blease	VH Cleaning October	per attached invoice 8	£370.00
NBR Printing	December newsletter	attached 1644	£205.00
Viking Payments	VH Consumables	attached invoice450600	£87.52
Milton Keynes Garden Machinery	Plant bulbs at village entrances	attached invoice 228710	£165.90
Milton Keynes Garden Machinery	Replace 2 x gateposts	attached invoice 228713	£150.00
James Ryan Thornhill Ltd	Investment report CCLA fund	attached invoice	£395.00

HMRC	Pay back overclaimed VAT	see email to cllrs	
B P Shayler	Fit hot water heater at football pavillion	attached invoice 142	£239.90
B P Shayler	Disconnect electrics to noisy fan VH disabled toilet	attached invoice 143	£40.00
Totals			£2,277.94

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. A question was asked about road sweeps. Cllr Ayles will get a cost from Nick Hannon at Serco.

11 TO AGREE DATE AND ATTENDANCE FOR FUTURE MEETINGS/EVENTS

11.1 The next General Parish Council meeting will be on 6th January 2020 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. Maltings 2 update covered in part 1.

13.2. The Small Claims Court action against Village Hall hirers who had caused significant damage was proceeding. An offer to go to mediation had been rejected by the defendants.

14 **TO CONSIDER RESOLUTIONS**

14.1. Three Messrs. QC Flooring, that being the cheapest but still providing guaranteed industrial strength materials. Agreed unanimously.

14.2. Cllr Ayles suggested that the use of the parking area outside of the Village Hall should not be hired out to street vendors whilst the Hall is in use of an evening. Agreed unanimously.

14.3. It was agreed that the two people nominated to be Trustees of the charity Castlethorpe Charity for the Poor should be approved.

Meeting closed 10.00

Appendix A – Schedule of Reports & File Notes

APPENDIX A1 – CLERK'S REPORT 2/12/2019

1. Landscaping contracts need to be signed between parishes and MKC and then between Castlethorpe and Hanslope parishes and the supplier, RTM. MKC are still putting together the model for the first of these. Scope on the contract between us and the supplier needs to be changed to remove hedge cutting at the triangle end of Station Road as that will be done by the farmer of the adjacent field.
2. Metal copies of the approved 'cutemaps' have been produced and a quote has been obtained to mount one in a plinth at the village green. Location of the other two is still to be decided. The quote is within the amount authorised at the last meeting so the work will be commissioned. Paper versions of the maps have been printed and delivered along with the village newsletters. Unfortunately, on receiving a copy a local residents pointed out that Maltings Court, Bens Close and Mill View had been missed off of the map.
3. The water heater purchased for the football pavilion was found to be faulty by an engineer sent out by the supplier following our plumber's failed attempts to fit it. The faulty parts were replaced and the unit is now working. Unfortunately our plumber's bill is higher than it should have been due to his having to make three attendances.
4. Three estimates have been received to re-lay the Village Hall floor and will be considered tonight. On making decision Clerk to ascertain whether MKDP Community Fund grant can be applied for in parallel with MKC grant. Closing date 13th December.
5. Clerk to identify which heritage style streetlamps need repainting.
6. Stencilling on all of the new streetlights has now been completed and the project is finally completed. Not sure whether we want to ask MKC for a review considering all of the problems experienced.
7. Mound of grass that was cleared last year has been removed from the wildlife area. One more cut is to be done before the start of the growing season.
8. Clerk has commissioned a suitability assessment on the parish investing in the CCLA fund. The IFA recommended has completed the report and will release it on receipt of payment (cheque to be authorised tonight).
9. The Clerk has provided the cricket team with the fixing kit for the outstanding picnic table assembly.
10. Yet to receive payment from Ward Cllrs for the 'little free library'
11. Position on whether Ward Cllrs can provide half of the grant for the senior citizens' Xmas lunch still to be confirmed.
12. 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 – no updates this month
13. The Clerk had contacted Luke Stacey to have trees by war memorial. Cfrom the wildlife area. One more cut to be done before growing season startsut back further to the boundary of the wall. He said that he would do it but may need reminding. No updates this month
14. Spring flower bulbs have been planted at each of the 4 village entrances. Two wobbly gateposts at Castle Field and Lodge Farm Court still to be replaced – not completed due to bad weather.
15. Cllr Ayles has written to Environmental Crime about new dog exclusion orders at the sports ground but has had no response.
16. MKC's contractors have installed a new drain outside number 1 The Chestnuts in a further attempt to eradicate the flooding. Situation to be kept under review.
17. The Clerk has purchased two new saucepans to replace those taken from the Village Hall
18. Whist the Xmas lights were being put up it was noticed that the pointing beneath the bell tower at the Village Hall needs re-doing.
19. It has come to notice that VAT is not being charged on advertising in the village newsletter. Cash Book revealed that an amount of £386 was owed that being one sixth of money received for the service over the past 5 years. Additionally the amount of £217.12 was claimed in error in the March VAT return. Following discussions with internal auditor and HMRC adjustment will be made in the September VAT return and the amount owed will be set to HMRC by cheque.

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 to talk to MKC about trimming back the Sustrans cycle track
- Cllr Merritt to explore options to procure two defibrillators
- 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

Steve Bradbury 2/12/2019

2. FILE NOTE – ATTENDANCE AT BIODIVERSITY WORKSHOP 26th November 2019

- I attended this workshop which is about MK becoming the 'greenest city in the world'.
- There was an interesting discussion with a lot of ideas about how to progress and we will have to see how the resultant Cabinet paper emerges next year. In my opinion, it needs leadership (I have no knowledge about biodiversity) and some seed money.
- However, there are some areas which the parish council could examine to see if it could improve biodiversity such as the Wild Life Area (to see if anything could be added to the work of Sharron Clegg) such as 'bug hotels' and education boards, Paddock Close green area, the hedgerow in Station Road and even if anything could be added in Castle Field which is, of course, leased to Luke Stacey.
- To my surprise, there are Ecology and Biodiversity Officers at MKC and the Parks Trust who would come out to Castlethorpe and I propose we invite them and have a walk round.
- Additionally, I propose a general supportive clause is added to the Climate Change section in the NP.

Philip Ayles