



Castlethorpe Parish Council

Minutes of a Parish Council General Meeting held remotely by video conference on 4th May 2020

PRESENT: Councillors Merritt, Ayles, Forgham, Sawbridge, Hinds, Keane, Markham (by phone) Ward Cllrs Geary & Bowyer, the Clerk and 20 members of the public via Facebook.

A question was asked as to whether the Clerk should have recorded in the March minutes the specifics of the open forum at that meeting and also should he have declared a pecuniary interest when the matter of a proposal to include a particular plot of land in the Neighbourhood Plan was discussed. The Clerk responded that he is not obliged to record everything that is said in the open session as it is a general discussion. He did record that there was a debate but did not include any specifics on either side of the argument. This is more than is required by Law. He then said that it is only councillors that need to declare interests. He takes no part in the debate and cannot influence any decisions made. Finally, the official business as per agenda was not about this specific site but whether the Parish Council should require any additional allocation of land for future development in the Neighbourhood Plan and the Clerk played no part in this debate. When requested Cllr Ayles disclosed the additional three sites that had also been proposed for potential inclusion at the Clerk's advice.

- | 1 | APOLOGIES FOR ABSENCE | ACTION |
|---------------------------|--|---------------|
| 1.1 | None | |
| 2 | DECLARATIONS OF INTEREST | |
| 2.1. | Cllr Markham declared a prejudicial personal interest in 9.1. | |
| 3 | APPROVE MINUTES OF THE LAST MEETING | |
| 3.1 | Previous minutes from the meeting of 6 th April were proposed by Cllr Sawbridge seconded by Cllr Forgham and agreed unanimously. | |
| TO RECEIVE REPORTS | | |
| 4.1. | Clerks Report & Review of Actions (See Appendix A1) – matters arising: | |
| 4.1.1. | Item 1 – Cllr Markham asked why there was not a wider spread of spring bulbs throughout the village as he had marked many areas on the map to be planted. Cllr Hinds responded that at a subsequent meeting the Parish Council had decided to only plant the areas immediately before the village entry gates and bulbs had been planted in those locations. | |
| 4.1.2. | Cllrs Ayles, Forgham and Clerk had agreed that whilst the Parish Council will not give Bandit Street Foods permission to park in front of the Village Hall whilst it is impacting Hall users, as there is no current use they may sell from there as they are providing a social service. | |
| 4.1.3. | The Clerk will prioritise giving feedback to messrs Proludic about playground and fitness equipment projects. | Clerk |
| 4.1.4. | Cllr Merritt will chase MKC on the matter of the Sustrans track. | Cllr Merritt |
| 4.2. | Neighbourhood Plan update | |
| 4.2.1. | Cllr Ayles reported that the modified Neighbourhood Plan had been submitted to MKC. The progress of the Plan is now with MKC who will publicise it and arrange for its inspection under regulation 16 of the Neighbourhood Planning Regulations. | |
| 5 | TO CONSIDER PLANNING APPLICATIONS (previously viewed on line by Cllrs) | |
| 5.1. | None | |
| 6 | TO RECEIVE REPORT BACK ON PREVIOUS PLANNING APPLICATION | |
| 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. Appealed on grounds of non-determination. Awaiting allocation of a Planning Inspector. | |
| 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 Cllr Forgham and agreed unanimously | |

7.2. The post holding the public footpath sign by Elm Cottage North Street is unsteady and the sign itself is difficult to read. Also the sign by the railway bridge on Station Road is almost illegible. Although it is MKC's responsibility to resolve these problems it was thought that it would take a very long time for them to do so. It was agreed by a majority decision that the Clerk arrange for signs to be procured and replaced and for the post to be made stable.

Clerk

7.3. Cllrs Ayles and Hinds both said that they were very impressed with the standard of grass cutting by the new contractors, RTM. It had been agreed that the Clerk should commission a further cut in May as grass is growing very quickly. It was agreed unanimously, on advice of Ward Cllr Geary that the August cut be omitted this year. It was also agreed that the schedule be reviewed at the end of the growing season making use of this year's experience with a view that next year the schedule should reflect fortnightly cuts in April and May.

7.4. Cllr Forgham suggested that as people would not want to advertise and bearing in mind delivery requirements during lockdown that the next edition of Castlethorpe News be cancelled. Agreed unanimously. Cllr Ayles will produce a copy of the Chairman's Report for social media.

Cllr Ayles

7.5. The fence between Castle Field and number 1 North Street/Castle House back garden needs to be replaced. It was unanimously agreed that the Clerk liaise with the lessee to get the work done. The Parish Council would pay up to £700 for the replacement. Clerk would liaise with occupier at 1 North Street and Cllr Ayles/Forgham with those at Castle House to ask if they would make a donation.

Clerk/Cllrs
Ayles Forgham

7.6. Cllr Ayles reported that he had discussed rubbish collection at Maltings Field and the Village Hall and also with the PCSO about cars parked in South Street denying access to Maltings Field to the bin lorries. There had been no problems reported since. Clerk to transfer to Clerk's Report and carry forward to assess next meeting.

Clerk

7.7. It was agreed to postpone a decision on cleaning the war memorial until trees in church yard are cut right back. Clerk to talk to Luke Stacey.

Clerk

8

FINANCIAL MATTERS

8.1. The payment schedule was proposed by Cllr Forgham seconded Cllr Markham and was approved unanimously.

Payee	Description	Invoice	Amount
S Bradbury	Salary April 2020	per pay slip	£624.62
Stacey Blease	VH Cleaning March	per attached invoice	
MK Garden Machinery	service ride on mower	attached invoice 247851	£494.00
RTM	Landscaping April	attached invoice 2241	£391.67
Allocation for fence repair	Repair fence Castle Field	Subject to Parish Council approval at meeting	£700.00
TOTAL			£2,210.29

8.2. MKC had verbally agreed payment of s.106 monies for the work done on the village centre. Clerk will provide summary for next meeting.

Clerk

9

CORRESPONDENCE RECEIVED (*email circulated prior to meeting*)

9.1. Cllr Markham withdrew from the meeting

The Clerk had circulated a draft response to a letter questioning minutes for and conduct of March meeting. It was unanimously agreed that the draft be sent with no amendments.

Cllr Markham returned to meeting

9.2. Cllr Hinds had been to look at the damp problems at a council house in The Chequers and agreed that it was in a very bad state. The resident had complained that neither MKC nor their contractors were doing anything to resolve the problem. Ward Cllrs Geary and Bowyer will take up with MKC. Cllr Hinds will provide them with details.

Cllrs Geary/
Bowyer
Cllr Hinds

9.3. A resident had written to complain about people lighting bonfires in their back gardens in Thrupp Close. It was agreed that although not illegal it is a big nuisance to neighbours. Cllr Forgham recalled that MKC had issued some guidelines. He will find them and post on social media.

Cllr Forgham

9.4. A resident has reported dead grass and a dead tree in Shepperton Close. The Clerk had talked to the weed spraying contractor and he confirmed that he would have had no reason to spray around the affected area. The damage must therefore have been malicious. Cllr Ayles will respond to resident accordingly.

Cllr Ayles

- 10 ANY OTHER BUSINESS (for noting, or for inclusion on a future agenda)**
- 10.1.** The clerk reported that all lamp posts in the village had all been assessed as to their condition. The majority want re-painting. Clerk to send summary to Cllr Ayles to potentially discuss at next meeting. Clerk
- 10.2.** Cllr Geary reported that former Clerk at Hanslope Bert McDonald had died. Cllr Geary to send details for clerk to send message of sympathy... Cllr Geary/Clerk
- 11 TO AGREE DATE AND ATTENDANCE FOR FUTURE MEETINGS/EVENTS**
- 11.1.** Next General Parish Council meeting will be on Monday 1st June 2020 and will be conducted by video conference. Cllr Ayles reported that the Annual General Meeting should be held in May but new Covid 19 regulations allowed Councils to carry appointments and other normal AGM business forward to 2021. He asked whether the cllrs were happy to do that. Agreed unanimously.

There being no more business the meeting closed at 21.15

Part 2

- 12 RECEIVE DECLARATIONS OF INTEREST** by Councillors in any of the agenda items below

12.1. None

13 TO CONSIDER RESOLUTIONS

- 13.1.** Cllr Merritt reported that MK Partnership Foundation had approved a grant of up to £3500 for installing defibrillators at the Village Hall and Sports Ground. He had obtained 3 quotes which he presented to the council. He recommended best value for money was offered by the company Defibsafe. It was agreed unanimously that 2 units be purchased from the company at £1399 each plus additional pads that will need replacing if used or otherwise every 36 months. Also for an electrician to install. It was further agreed that Cllr Merritt and Clerk arrange for the units to be mounted on external walls at Village Hall and cricket pavilion and that they liaise with the local First Responder about training (maybe to train some trainers). Cllr Merritt/Clerk

- 13.2.** The Clerk left the meeting
A draft appraisal of the Clerk had been agreed between himself and the Chairman and had been circulated to cllrs prior to the meeting. The council fully supported the conclusions and expressed its appreciation for his work. As the Clerk is on maximum of pay scale there will be no incremental pay rise.

End of meeting

Appendix A - Schedule of Reports & File Notes

APPENDIX A1 – APPENDIX A1 – CLERK’S REPORT 4/5/2020

1. RTM have now performed two cuts of village verges. Despite missing a couple of areas in the initial cut they came back out and the general impression is that a good job was done. Clerk to contact RTM to have fortnightly cuts done in April and May from 2021. MKC grant has been received.
2. Clerk to contact contractor about second weed kill of village. Contractor has temporarily suspended work due to Corona virus.
3. CCLA fund application is on hold due to new applications not being accepted at present. Need to review situation in light of financial position brought about by lockdown.
4. Parish Council to decide whether the war memorial should be cleaned this year at tonight’s meeting.
5. Paths have been cut in wildlife area. Clerk has asked groundsman to keep them cut short. Mower has been serviced but new parts are being held up to effect replacement of cylinders. Mower will be returned and meeting will be held on site with sports clubs and groundsman to discuss grass cutting up to when repair work has been done.
6. CSA has applied for grant to meet running costs at sports ground whilst no subscriptions being paid.
7. Clerk to apply for grant to compensate for loss of earnings from Village Hall hire.
8. Work at sports ground to be scheduled when tradesman recommences work following lifting of lockdown: securing doors at football pavilion, replace pavestone at cricket pavilion and planting trees donated by local resident. Trees have been selected and await at Emberton nursery.
9. Pointing beneath the bell tower at the Village Hall and movement of clock still to be done.
10. Cllr Merritt will provide update on procurement of defibrillators and grant position at meeting.
11. No update received yet from Chris Hayles at MKC looking at opportunity to provide additional heritage lighting when MKC replace street lamps with LED lights.
12. Still no response from Richard Woodcock at MKC about replacing street signs with traditional name plates.
13. Paul Van Geet at MKC will be writing to the clerk confirming that the MKC board responsible for s.106 claims have approved payment for monies paid for village centre project.
14. Paul Van Geet has also confirmed that work to re-surface car park at Hanslope surgery can go ahead to be paid for from s.106, subject to confirmation that the land is owned by the health centre.
15. MKC to provide Cllrs Keane/Merritt with the list of agreed responsibilities for the Sustrans cycle network – **current status unknown**
16. Cllr Forgham has purchased suitable hand cleansing solution for the dispensers at the Village Hall.
17. Temporary permission has been given for Bandit Street Foods to sell from van in front of Village Hall until Hall is back in use.
18. Clerk is liaising with Luke Stacey about replacement of gate in Castle Field and will look to replace Fishponds gate at the same time.
19. Football club has provided Clerk with details about goal posts that it was agreed that the Parish Council would pay for. Clerk to pursue.
20. Modified Neighbourhood Plan and associated documents submitted to MKC. Some minor changes suggested which have been made and resubmitted. Now awaiting Reg 16 notifications and selection of Examiner.
21. Proceedings for our claim of damage to the village hall floor have been postponed until a live court hearing can be scheduled which will probably not be before the Autumn.
22. The emptying of the litter bins (by Richard) seems to be working. There have been filled black bin bags left beside litter bins in the village.

No progress/unknown status on outstanding actions:.

- Clerk to identify which heritage style streetlamps need repainting.
- 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
- CCTV at Sports Ground – clerk to contact suppliers to understand the management overheads. No progress this month
- 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
- Cllr Ayles has had no response on PSPO Dogs but was not expecting one yet as MKC have not made Order. Previous decision was just to consult

Steve Bradbury 4/5/2020

DRAFT