



Castlethorpe Parish Council

Minutes of a Parish Council General Meeting held by video conference on 7th December 2020

PRESENT: Councillors Ayles, Forgham, Merritt, Sawbridge (for part of meeting), Keane, Markham (by telephone) Ward Cllr Bowyer and the Clerk. There were members of the public viewing the meeting via Facebook and Youtube.

Public session:

Cosgrove Parish Council had once again reported potholes in the road heading from the village to Yardley Road Cosgrove and South Northants CC have now marked the worst examples for repair. Members of the public raised their objections to the planning application to be considered at item 5.3. Cllr Ayles agreed to suspend the meeting at the point of discussion to take comments.

- | 1 | APOLOGIES FOR ABSENCE | ACTION |
|--------|---|---------------|
| 1.1 | Cllrs Hinds reason ill health. Accepted. | |
| 2 | DECLARATIONS OF INTEREST | |
| 2.1. | Cllr Markham declared a pecuniary interest in item 5.1. | |
| 3 | APPROVE MINUTES OF THE LAST MEETING | |
| 3.1 | Previous minutes from the meeting of 2 nd November were proposed by Cllr Forgham seconded by Cllr Keane and agreed unanimously. | |
| | TO RECEIVE REPORTS | |
| 4.1. | Clerks Report & Review of Actions (See Appendix A1) – matters arising: | |
| 4.1.1. | Item 1 – A letter had been received from MKC that reiterated the Inspector's conclusion about not designating Gobbey's Field as Local Green Space in the Neighbourhood Plan but it was not clear what was required from the parish council/steering group. A meeting will be sought with MKC and Ward Cllrs. The steering group will represent the position of the parish council as previously actioned. | Cllr Ayles |
| 4.1.2. | Paul Van Geet at MKC had assured the Clerk that the s.106 money reclaimed against works to improve the village will be paid in December. | |
| 5 | TO CONSIDER PLANNING APPLICATIONS (previously viewed on line by Councillors) | |
| 5.1. | 20/02803/FUL - New dwelling including new access and amenity space, new access and drive to existing dwelling 1 Wolverton Road Castlethorpe
Cllr Markham 'withdrew' from meeting
Cllr Ayles had circulated a suggested draft response to the application (see Appendix A2).
It was unanimously agreed that the draft be sent to MKC with no amendments.
Cllr Markham 're-joined' the meeting | |
| 5.2. | 20/02822/TCA - Notification of intention to fell two apple trees (4.5m in height) for excessive shading and low amenity value. Prune/pollard a Eucalyptus tree by 6m from 12m in height due to excessive shading and create a better and lower shape 3 Lodge Farm Court Castlethorpe – no objections. | |
| 5.3. | 20/02875/FUL - Proposed 3m single storey rear extension to form gym/studio and open plan kitchen/snug/dining area. Flat roof dormer extension to loft to form fourth bedroom and en-suite 12 Shepperton Close Castlethorpe
Cllr Ayles suspended the meeting and invited a member of the public to speak: It was pointed out that a previous 'roof top' application had been made for the same property and refused in 2018 and that this is a much bigger application that will have an enormous negative impact on Shepperton Close. The extension completely destroys the consistency of style in the Close and contravenes the Neighbourhood Plan in many ways. There have been letters of objections made to MKC by residents of Shepperton Close. Additionally, there is an intention to use the extended area as a gym for a commercial enterprise that is not acceptable as Shepperton Close is a domestic area with no facilities for business purposes.
Cllr Ayles recommenced the meeting. He had prepared and circulated a draft objection to the application (see Appendix A3). It was unanimously agreed that the draft be forwarded to MKC in objection with no amendments. | |

- 5.4. **20/03005/DISCON** - Details submitted pursuant to discharge condition 4 (Schedule of Materials) attached to planning application 20/02098/FUL 11 School Lane Castlethorpe – no objections
- 5.5. **20/03035/DISCON** - Details submitted pursuant to discharge condition 3 (schedule of materials) attached to planning application 20/02099/LBC 11 School Lane Castlethorpe – no objections
- 5.6. **20/03125/DISCON** - Details submitted pursuant to discharge conditions 4 (windows) 5 (doors) & 6 (external appurtenances) attached to planning application 20/02099/LBC | 11 School Lane Castlethorpe – no objections
- 5.7. **20/02660/FUL** - Proposed siting of 40 static holiday caravans in lieu of 70 touring caravans (re-submission of 20/01298/FUL) Cosgrove Park Main Street Cosgrove Cllr Ayles said that we have commented on this type of application before and that the parish council does not have a problem with the replacement of touring caravans with static homes, but we have objected to their delivery through Castlethorpe. Previous deliveries have entailed lorries mounting the pavement and making ruts in the grass verge, also destroying flower beds that have been planted by residents. Cllr Forgham said that the application to South Northants specifically routes the deliveries through Cosgrove, although many residents of that village have objected to this route.
- It was unanimously agreed to write to MKC supporting the traffic management plan to make deliveries through Cosgrove but in the event that they do come through Castlethorpe that the applicants provide somebody to supervise every delivery and to provide advance details of all deliveries so that the residents of Fox Covert Lane can be informed and make arrangements to remove their vehicles from the route.

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

- 6.1. **20/02628/FUL** Change of use from agriculture to B8 (re-submission of 20/00272/FUL) | Bartholomew Farm Wolverton Road Castlethorpe - **permitted**
- 6.2. **20/02217/TPO** Tree preservation order consent for T1 + T2 - 2 Horse Chestnuts: Repollard back to previous points due to excessive shading and falling debris Chestnuts South Street Castlethorpe - **Application Permitted**
- 6.3. **20/02318/CLUP** Certificate of lawfulness for the construction of a wooden garden office in the garden to the rear of the property, 10 South Street Castlethorpe - **approved**
- 6.4. **20/02423/PNHSE** Prior notification for a single storey extension to the rear of a semi detached dwelling measuring 5 metres from the rear wall of the dwelling, 2.83 metres in height to the eaves and a maximum height of 2.83 metres, 3 The Chequers Castlethorpe – **Prior Approval Not Required**
- 6.5. **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. **Hearing held on 27th October via Microsoft Teams. Inspector's verdict awaited.**

7 TO CONSIDER RESOLUTIONS

- 7.1. 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 was proposed by Cllr Ayles, seconded by Cllr Forgham and agreed unanimously.
- 7.2. The Draft Milton Keynes Sustainable Construction Supplementary Planning Document was noted with no further comment
- 7.3. From April 2022 there will be changes to the method for collecting waste from bags to bins. There will be bins for regular, green, paper & cardboard and other re-cyclable waste. Cllr Ayles said that he had concerns about the appearance and practicality of a number of bins outside of the village's Edwardian terraced properties in particular. After some discussion it was unanimously agreed that the following comments would be sent to MKC:
- the parish council has concerns about the space taken up by 4 wheelie bins if they are kept permanently at the front of residents' properties, especially that this will cause an unsightly appearance when left at the front of the terraced properties of character in the village. We would ask that MKC takes powers to prevent this.
 - during the pilot exercises there have been reports of refuse that did not fit in the bins and left by their sides not having been collected. The parish council asks that all refuse is collected.
 - special arrangements have had to be made for roads in Castlethorpe that have large vehicle access problems and where a smaller collection vehicle is now deployed. The parish council would ask that similar provision is maintained

7.4. The parish council had previously agreed changes to the Conservation Area Review with the Conservation Officer but some of these had not been included in the latest draft of the document. Following further discussion, it was unanimously agreed that the parish council comment on the draft as follows: "that they would want the properties numbers 6 to 11 Fox Covert Lane to be included in the conservation area as with the previous CA boundary. No 6 is within the courtyard and Nos 7-11 back onto the courtyard and would therefore affect the appearance. No 12 need not be in the CA. They are particularly keen to maintain the appearance/character of the courtyard where all other properties are Grade 2 listed. Although these addresses are (relatively) new builds they are designed sympathetically to the overall aesthetics of the yard and the parish council would not want any modifications to these newer properties to detract from this".

7.5. Cllr Ayles proposed the purchase of Christmas Craft Bags from MK Play Association to gift to pupils at the First School and Acorn Nursery. It was unanimously agreed as a 'one off' Christmas gift, given the hardship suffered this year. Clerk

7.6. Cllrs Ayles, Keane and the Clerk had met with MKC tree inspectors at the Fishponds. They suggested replacement of the fallen Ash tree with Oak, Hornbeam or Walnut. A sycamore tree had also blown over behind Mill View and MKC offered to replace the tree. Cllr Keane raised the matter that the current line of trees had grown to considerable height and caused significant light blockage. It was agreed therefore to replace the fallen sycamore with a Mulberry.

It was further observed that there is a large flat space at the railway side of the Fishponds in the corner diagonally opposite the gate into Gobbey's Field. Cllr Ayles has given the inspectors the name of the contact from Historic England and they will check whether planting is permitted. MKC will be contacted to get costs for trees and planting to be considered at the next meeting. Cllr Ayles

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FINANCIAL MATTERS

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

Payee	Description	Invoice	Amount
S Bradbury	Salary November 2020	per pay slip	£624.62
PKF Littlejohn LLP	External audit fee	per attached invoice SB20203334	£200.00
Stacey Blease	VH Cleaning October	invoice awaited	£0.00
RTM	Landscaping October	invoice 2582	£391.67
RTM	Additional prune shrubs	invoice 2548	£120.00
SLCC	Clerk's annual membership	attached invoice MEM232781	£130.00
TOTAL			£1,466.29
Direct Debits			
Google Ireland	26107096G05ASYDKH7		£32.10
XLN	4976199 16674975		£33.17
EON	089208742670A		£112.00
EDF	671070653836.00		£76.00

DD Total			£253.27
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8.2. A draft budget (v1.2) had been circulated prior to the meeting (see Appendix A4). It was noted that the provisional Tax Base had decreased from 457.84 to 440.47 meaning that to retain last year's amount of Precept a 6% increase in Precept would be required. It was agreed that as the projected income for next year exceeded projected expenditure to allow a satisfactory figure to go to reserves/contingency that a percentage increase in Precept should not be requested. Proposed Cllr Ayles, seconded Cllr Forgham and agreed unanimously.

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CORRESPONDENCE RECEIVED (email circulated prior to meeting)

9.1. Secklow Sounds FM105.5 a Milton Keynes based community radio station has requested grants from parish councils and for consideration of ongoing partnership opportunities. It was agreed to maintain policy of not giving grants to non-village organisations although if any publicity were required then the parish council would be prepared to help.

- 9.2. A parishioner has remarked that they would have hoped that the PC would have made some contact with residents who were directly affected by the Conservation Area Consultation to discuss/seek comments, but that did not happen. Cllr Ayles had discussed the matter with the parishioner and had pointed out that the parish council's consideration of the Conservation Area review had been widely publicised on meeting agendas and in the village newsletter. She had further pointed out that she had used the 'contact us' facility on the web site to write to the parish council. Cllr Forgham and the Clerk had determined that there was a problem which Cllr Forgham has now fixed. Clerk to respond. **Clerk**
- 9.3. Cllr Ayles has been made aware of an email to Hanslope Parish Council requesting that a cycle track be made from Castlethorpe to Hanslope. Cllr Keane will reiterate the parish council's previous comments when this matter had arisen before to MKC; that this particular routing of the Sustrans cycle way is not feasible and that priority should be given to the route between the village and the railway arch at Lodge Farm Business Centre. **Cllr Keane**
- 10 **ANY OTHER BUSINESS (for noting, or for inclusion on a future agenda)**
- 10.1. There had been no applications for the groundsman's role at the sports ground. Clerk to take forward with Cllr Markham. **Clerk/Cllr Markham**
- 11 **TO AGREE DATE AND ATTENDANCE FOR FUTURE MEETINGS/EVENTS**
- 11.1. Next Parish Council meeting will be a General Meeting on Monday 4th January 2021 and will be conducted by video conference.
- .
There being no more business part 1 of the meeting closed at 21.47
- The remainder of the minutes are to be treated as 'In Confidence' and are recorded in the confidential copy of the minutes only**
- 12
- 12.1.
- 13
- 13.1.
- There being no more business part 2 of the meeting closed at 21.55

Appendix A - Schedule of Reports & File Notes

APPENDIX A1 – CLERK’S REPORT 7/12/2020

1. Still awaiting response from MKC about parish council request to include the allocation of Gobbey’s Field as an Open Green Space in the Neighbourhood Plan
2. Still awaiting Inspector’s decision on appeal by Stonewater on ‘REM’ planning application for Maltings 2
3. MKC have ‘surprise, surprise’ concluded that average traffic speeds along Maltings Field, New Road/Prospect Lane and School Lane are sufficiently low to include them in the 20 m.p.h. zone. They will now make plans to alter speed limit signage including removal of 30 mph sign
4. Two reminders have now been sent to MKC Planning Enforcement asking for current status on our request to contact residents about construction of a porch way in Shepperton Close where planning approval should have been sought.
5. Awaiting date from electrician to fit the defibrillators. He has told me that this will happen some time this month.
6. Clerk has got the motion sensitive LED security lights for the football pavilion and has asked the electrician to fit them when he is installing the defibrillators.
7. CSA have agreed not to take an ‘operating fee’ for this year. It has been agreed that the following work will be done at the sports ground as an obligation of the landlord:

Football

- Double doors for entry need repairing as letting in rain and not very secure
- Security lights at the side of the clubhouse towards the container and outside the main entrance
- Decorating

Cricket

- Defib on cricket pavilion to be installed
- Lighting to be reviewed outside
- Paving slab broken to be repaired
- Downpipe broken – front of pavilion
- Side door does not open

Tennis

- Combination lock on the toilet
- Transfer of power for the floodlights into the tennis court

Still awaiting update from CSA on repairs to basketball back board that they are arranging.

8. Paul Van Geet at MKC has agreed that the s.106 monies for ‘physical works to village’ from the Paddock Close agreement will be paid this month. £1559.68 for ‘leisure’ and £1473.25 for ‘allotments’ remain unallocated from the overall agreement.
9. Cllr Ayles is still chasing MKC for a quote to get remaining old street lights upgraded when MKC convert village streetlights to LED .
10. CCLA have the applications for the Deposit and Property Fund accounts and are currently in the process of approving them.
11. Western Power have filled the hole where they removed the telegraph pole in North Street.
12. Sharon Clegg has collected the seeds to be scattered at the wildlife area and behind the bench on the village green
13. RTM have cut the hedge at Station Road from cattle grid to end of village as per the contract specification. and have cut the shrubs at the corner of Bullington End Road and the bush obscuring the 20 mph sign on North Street at the eastern entrance to village. These upgrades have been included in the scope of the contract for next year for which RTM have quoted a revised price – to be included as part of agreement to the contract renewal at next meeting.
14. Cllr Ayles, Keen & the Clerk has met with MKC about replacement of the fallen tree in the Fishponds area and the outcome will be considered tonight.
15. Gate by foot path to rail footbridge in South Street has been re-fitted.
16. A resident has requested that a memorial bench be purchased and sited at the cricket ground. They will be happy to make a contribution to the parish council. To go on next agenda.
17. Clerk to engage tradesman to repair fence and gate at west South Street entrance to Castle Field.

No progress/unknown status on outstanding actions:

- Review of draft plans for possible development of club house at sports ground
- Reach agreement with Allotments Association on transfer of land at sports ground to the parish council
- Quotes for both turfing and laying of artificial grass for the Village Hall garden to be commissioned.
- Clerk will put resolution to have war memorial cleaned on an agenda for early Spring 2021
- Clerk to get further quotes for maintenance of playground and outdoor aerobic equipment. No time this month.
- MKC have said that they will consider replacing the fading public footpath signs. Clerk has not had time to make the request this month.
- MKC have reported that they are not currently working on the exercise to identify new designs for rural street name plates.
- Cllr Keane to raise matter of Sustrans track at Transport Forum
- 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
- CCTV at Sports Ground – clerk to contact suppliers to understand the management overheads. No progress this month
- 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
7/12/2020

APPENDIX A2 – 20/02803/FUL - New dwelling including new access and amenity space, new access and drive to existing dwelling at 1 Wolverton Road – comments by Castlethorpe Parish Council

Castlethorpe Parish Council has no objection in principle to a new dwelling being constructed at this site nor to the proposed design.

However, the new dwelling will access the public highway onto Bullington End Road and the Council requests that the orientation of the new dwelling is rotated 90 degrees so that it faces the road from which it is accessed.

The Parish Council objects very strongly to the new access proposed for the existing dwelling onto Wolverton Road:

1. This is close to the traffic calming 'build out' which forces all traffic onto the side of the road by the proposed access. We have had previous contact with the MKC Road Safety Officer in the context of employing further traffic calming such as humps actually to the west of the build out and the proposed access and this was not possible for road safety reasons as traffic typically remains on the 'wrong' side of the road until it reaches the Fox Covert Lane junction.

2. The Parish Council (and Neighbourhood Action Group) operate a Speed Indicator Device (SID) on a post opposite the site on Wolverton Rd. The results are variable but the critical 85th percentile speed for incoming traffic is usually between 35mph and 44mph with only about half of incoming traffic within the 30mph speed limit. Maximum speeds are recorded up to 65mph. Note that these vehicles are on the 'wrong' side of the road at the proposed access.

Prior to the SID, we conducted Community Speed Watch with TVP at this site and observed a number of dangerous confrontations at the build out (despite the advertised police presence) and we continue to work with TVP to conduct speed enforcement here.

3. This access would therefore be extremely dangerous and the parish council asks the applicant to either retain the existing access entrance or a new shared access on Bullington End Rd. The parish council understands that this prevents a 'clean break' between the existing and proposed new properties and the possible creation of a shared driveway but it will be much safer.

The Parish Council therefore respectfully requests the applicant to modify its application on orientation and access. If the case officer is minded to approve the application, then we would request that the decision is referred to the Development Control Panel at which we would speak.

Philip Ayles
Chairman, Castlethorpe Parish Council

Appendix A3 – draft response on PLANNING APPLICATION 20/02875/FUL – 12 SHEPPERTON CLOSE

Mr Steve Patrick, a neighbouring resident, has submitted a detailed objection including projected views, and the Parish Council offers its broad support to this objection.

In terms of Planning Policy, the application contravenes Policy 3: Design Guidance in the 2017 Castlethorpe Neighbourhood Plan (CNP) which has been ‘made’ by MKC. Shepperton Close is a highly stylised neo-Georgian estate and forms one of areas explicitly protected in this design guidance.

Relevant Policies

The Policy states that “ Development proposals will be supported, provided their scale, density, massing, height, landscape design, layout and materials, including alterations to existing buildings, reflect and enhance the architectural and historic character and scale of the surrounding buildings and landscape in their specified character area, as shown on the Policies

Map, as follows:

Both character areas:

- Two storeys building height;
- Roof pitch ranging from 35° to 45°; and
- Window openings are small in relation to the elevation of the building.

In Character Area 2, proposals should be constructed from materials similar in colour and texture to the materials and design found on adjacent buildings. Extensions and other building works to existing buildings will be required to be constructed from materials and design matching the existing building.”

The explanatory Notes add:

“4.3.4 The following areas are observed to have a consistency of design and materials and the policy requires that proposals for infill or redevelopment in these five locations have regard to the common building form, plot size, building line and materials in each location:

- The west side of Bullington End Road (Nos 1-45);
- Terrace of railway cottages in Station Road (Nos 39-53);
- and all properties in Shepperton Close; The Chequers; and Thrupp Close.”

Objection

1. The application will substantially damage the front view of the property both with an ‘out of character’ door in the converted garage and the flat roofed rear extension which will be very visible from the public highway. It will not be similar to the design in adjacent buildings as required by Policy 3.
2. It will create a third storey as explicitly prohibited by Policy 3 and may also require raising of the roofline which would not match the design of adjacent buildings.
3. The proposed windows are out of character and are not ‘small in relation to the elevation of the building’ as required by Policy 3.
4. There does not appear to be internal access to the ‘Gym and Studio’ and an additional WC is being provided despite that there is already one on the ground floor of the existing building. It therefore appears as if this is intended as a standalone building. It is far larger than would reasonably be required for a domestic gym and begs the question whether this is intended for commercial purposes. If so, not only would a change of use permission be required but the parish council would object. This is a residential estate. There is adequate provision for commercial premises in the parish noting both Lodge Farm Business Centre and Lincoln Lodge Business Centre.

The parish council therefore objects to this application and requests that, should the Case Officer not also object and be minded to approve, that the application is decided at Development Control Panel at which the Parish Council would speak.

Philip Ayles
Chairman, Castlethorpe Parish Council

Appendix A4 DRAFT Budget 2021/22 v 1.2.

ALL FIGURES NET OF VAT	APR-JUN ACTUAL	JUL-SEP ACTUAL	OCT-DEC EST	JAN-MAR EST	PROJECTED TOTAL	2020/21 BUDGET	2021/22 BUDGET
INCOME							
Precept inc LCTS Grant	16627		16627		33254	33254	31940
Interest	0	0	0	0	0	500	1350
Grants & s.106	7440	10000	34000	1100	52540	0	0
VH Hire & rentals	993	3013	1370	3000	8376	9500	12400
MKC Landscaping grant		3500			3500	2850	2850
Advertising	123	0	0	0	123	600	700
Total Receipts	25183	16513	51997	4100	97793	46704	49240
Total receipts less grants	17743	6513	17997	3000	45253	46704	49240
EXPENDITURE							
Administration costs	3210	1540	1597	1962	8309	8500	9500
Clerk's wages	3123	1250	1250	1875	7498	8000	8000
Other	87	290	347	87	811	500	1500
Audit Fee		50	200		250	400	400
Buildings/Assets Costs	564	1630	1240	300	3734	3000	3200
VH	80	790	300	300	1470	1500	1500
SG	0	440	300	0	740	500	700
Other	484	400	640	0	1524	1000	1000
Chair's Expenses	0	0	0	0	0	100	100
Consumables	0	112	100	100	312	500	500
Dog bin clearance	0	0	0	1600	1600	1000	1400
Election costs					0	0	0
Equipment Costs	785	310	0	1200	2295	2300	1300
VH	285	190	0	0	475	500	500
SG	500	120	0	1200	1820	1800	800
Grants	0	20	0	0	20	1150	200
Insurance		1575			1575	1300	1600
Landscape/General Maintenance	1372	3415	1560	0	6347	10150	10900
Sports ground	240	675	50	0	965	3500	3500
Wildlife area	340		340		680	500	700
Village					0	6150	6700
Grass, hedges	392	1940	1170		3502	4950	5500
Weedspray	400	800	0	0	1200	1200	1200
Licences/Statutory certificates	35	0	250	250	535	600	600
Publications	555	0	0	250	805	1000	1000
S137	0	32	0	300	332	750	750
Other	0	32	0	300	332	750	750
Subscriptions	0	0	200	250	450	450	450
Training	0	0	0	0	0	500	500
Utilities	821	815	833	833	3302	3400	3400
VH	738	732	750	750	2970	3000	3000
Clerks phone	83	83	83	83	332	400	400
Maint contract costs	244	160	460	460	1324	4660	4660
Village	4	120	120	120	364	500	500
Litter bins	40	40	40	40	160	160	160
VH Cleaner	200	0	300	300	800	4000	4000