



# Castlethorpe Parish Council

Parish Council Annual Meeting to be held online  
on Wednesday 5<sup>th</sup> May 2021 at 7.30pm

## AGENDA

Dear Parishioners

The Annual Meeting of Castlethorpe Parish Council will be held, on the above date & time by video conference when the business set out below will be transacted.

Residents may ask questions in an Open Forum which will precede the Council Meeting:

- by giving them to the Clerk or any Councillor by noon on the day of the meeting
- by posting questions as comments on the Facebook broadcast of the proceedings Please note that only questions posted during the Open Forum can be considered.:
- by joining the Open Forum by following the link

<https://us02web.zoom.us/j/87337399617?pwd=M0hGYlJrRIEyTnBtNGJJbXBvcU9Vdz09>

**It will be necessary to enter the Passcode: 708740**

Alternatively, residents may phone in on **0203 051 2874, 0203 481 5240, 0203 901 7895** or **0203 481 5237** and **enter the meeting ID 873 3739 9617 and the Passcode: 708740**. Residents will be asked to leave the meeting at the end of the Open Forum and can continue to view the meeting on Facebook or YouTube (see below).

- By posting questions as comments on the Facebook broadcast of the proceedings Please note that only questions posted during the Open Forum can be considered.

Proceedings may be viewed on the Castlethorpe Facebook page and on the YouTube Channel 'Philip Ayles' both as a live stream and as a recording which will be retained for at least a month.

**Steve Bradbury**

**Clerk to the Parish Council**

Phone: 01908 337928 or email: [clerk@castlethorpe-pc.gov.uk](mailto:clerk@castlethorpe-pc.gov.uk)

29 April 2021

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| <b>1</b> |             | <b>TO RECEIVE APOLOGIES FOR ABSENCE</b>   |
| <b>2</b> |             | <b>TO ELECT A CHAIRMAN</b> & to receive Chairman's Declaration of Acceptance of Office                    |
| <b>3</b> |             | <b>TO ELECT A VICE-CHAIRMAN</b> & to receive Vice-Chairman's Declaration of Acceptance of Office          |
| <b>4</b> |             | <b>TO NOTIFY CHANGES TO REGISTER OF MEMBERS INTERESTS FORMS</b> ( <i>sent to Cllrs prior to meeting</i> ) |
| <b>5</b> |             | <b>TO APPOINT COMMITTEES, AND AGREE TERMS OF REFERENCE</b>  |
|          | <b>5.1</b>  | Finance committee: 4 Councillors currently Ayles, Forgham, Merritt and Sawbridge.                         |
|          | <b>5.2</b>  | Sports committee: 4 councillors currently Forgham, Ayles, Markham and Sawbridge. .                        |
|          | <b>5.3.</b> | Village Hall committee currently 3 councillors currently Forgham, Hinds & Keane                           |
| <b>6</b> |             | <b>TO AGREE COUNCILLORS' RESPONSIBILITIES</b>   |
|          | <b>6.1</b>  | Communications and web site currently Cllrs. Ayles & Forgham  |
|          | <b>6.2</b>  | Dog Fouling currently Cllr Hinds  |
|          | <b>6.3</b>  | Public transport currently Cllrs. Ayles, Forgham & Keane.   |
|          | <b>6.4</b>  | Highways & streetlights currently Cllrs Markham, Ayles and <b>Merritt</b>                                 |
|          | <b>6.5</b>  | Footpaths & play areas currently Cllrs Markham, Hinds & Keane   |
|          | <b>6.5</b>  | Flower festival currently Cllr Hinds  |
|          | <b>6.7</b>  | Neighbourhood & Parish Plans currently Cllrs Ayles, Forgham, Hinds & Keane                                |

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| <b>7</b>  |              | <b>TO APPOINT REPRESENTATIVES TO EXTERNAL BODIES</b>   |
|           | <b>7.1</b>   | Parishes Forum: 2 Councillors. Currently Cllrs. Ayles & Keane  |
|           | <b>7.2</b>   | Rural West NAG: 3 councillors. Currently Cllrs. Ayles, Hinds & Keane   |
|           | <b>7.3</b>   | Newport Pagnell North and Hanslope Local Area Forum: 3 councillors. . Currently Cllrs. Ayles, Forgham & Keane  |
|           | <b>7.4</b>   | MKALC: 2 councillors. Currently Cllrs. Ayles & <b>VACANCY</b> .  |
|           | <b>7.5.</b>  | Milton Keynes Bus Users Group 1 Councillor. Currently Cllr Forgham.  |
| <b>8</b>  |              | <b>TO ADOPT THE STANDING ORDERS</b>  |
|           | <b>8.1</b>   | To re-adopt Standing Orders issue 2015-1 ( <b>Circulated prior to meeting – unchanged since last adoption</b> )  |
| <b>9</b>  |              | <b>TO ADOPT THE COUNCIL POLICIES</b>   |
|           | <b>9.1.</b>  | Parish Council Code of Conduct ( <b>NEW</b> )  |
|           | <b>9.2</b>   | Complaints Procedure, Disciplinary, Environmental; Equal Opportunities; Freedom of Information, GDPR, Grievance, Health & Safety, Receipt of Gifts and Hospitality, Reporting of Meetings & Volunteer & Neighbourhood Plan policies ( <b>Circulated prior to meeting – unchanged since last year</b> ) |
| <b>10</b> |              | <b>TO SUSPEND MEETING TO ALLOW FOR AN OPEN FORUM</b> (15 minutes, if required)   |
| <b>11</b> |              | <b>TO RECEIVE DECLARATIONS OF INTEREST</b> by Councillors in any of the agenda items below   |
| <b>12</b> |              | <b>TO APPROVE THE MINUTES OF THE LAST MEETING</b>  |
|           | <b>12.1</b>  | To agree the minutes of the general meeting of 12 <sup>th</sup> April 2021 as a true & accurate record. ( <b>Circulated prior to meeting</b> )   |
| <b>13</b> |              | <b>TO CONSIDER PLANNING</b>  |
|           | <b>13.1</b>  | 21/01017/FUL 23 Thrupp Close Castlethorpe Milton Keynes MK19 7PL Loft conversion with front rooflights and rear dormer (Resubmission of 21/00359/FUL)  |
| <b>14</b> |              | <b>REPORT BACK ON PREVIOUS PLANNING</b>  |
|           | <b>14.1</b>  | <b>20/02550/FUL</b> - Proposed siting of 40 static holiday caravans in lieu of 70 touring caravans (re-submission of 20/01298/FUL) Cosgrove Park Main Street Cosgrove  |
|           | <b>14.2</b>  | <b>21/00015/FUL</b> - Proposed 3m single storey rear extension (resubmission of 20/02875/FUL). 12 Shepperton Close Castlethorpe - <b>refused</b>   |
|           | <b>14.3</b>  | <b>21/00354/FUL</b> - Proposed single storey rear extensions 22 South Street Castlethorpe – <b>application granted</b>   |
|           |              | <b>21/00129/FUL</b> - New dwelling including new access and amenity space, new access and drive to existing dwelling (re-submission of 20/02803/FUL) 1 Wolverton Road Castlethorpe – <b>application granted</b>  |
| <b>15</b> |              | <b>TO RECEIVE REPORTS</b> from Councillors or Clerk  |
|           | <b>15.1</b>  | Clerks Report & Review of Actions. ( <b>to be circulated prior to meeting</b> )  |
|           | <b>15.2.</b> | Update on Maltings 2 (Cllr Ayles – to be given verbally at meeting)  |
|           | <b>15.3.</b> | Update on provision of WiFi for Village Hall (Cllr Forgham– to be given verbally at meeting)   |
|           | <b>15.4.</b> | Report on position of Arts grants and potential applications (Cllr Sawbridge – to be given verbally at meeting)  |
|           | <b>15.5.</b> | Update on discussions with MKC Highways about parking in South Street (Cllr Ayles to be given verbally at meeting)   |
| <b>16</b> |              | <b>TO CONSIDER RESOLUTIONS</b>   |
|           | <b>16.1</b>  | 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  |
|           | <b>16.2.</b> | To hold APM separately to CPC meetings in future years on the first Thursday in April (Cllr Ayles)   |
|           | <b>16.3.</b> | To give the Clerk authority to make decisions on behalf of the Council on all matters that can be lawfully delegated as informed by a 'virtual' meeting of the councillors following a majority vote (Cllr Ayles)  |

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|           | <b>16.4</b> | To consider actions to improve the area by the railway water tower along the SUSTRANS cycle track (Cllr Merritt)  |
|           | <b>16.5</b> | To draft a policy for video meetings for agreement at later meeting (Cllr Ayles)  |
|           | <b>16.6</b> | To empower the Clerk in conjunction with two councillors to refer a planning application to DCP if the parish council is unable to meet within the 28 day deadline. Further to allow the Clerk to withdraw an objection if a majority of councillors agree (Cllr Ayles) |
|           | <b>16.7</b> | To endorse the leaflet being circulated by the Residents' Association seeking support for a Judicial Review of the Neighbourhood Plan process (Cllr Ayles)  |
|           | <b>16.8</b> | To approve quotations for additional streetlights (Cllr Ayles)  |
|           | <b>16.9</b> | To consider strategy for defibrillator training taking into account current Covid guidelines (Cllr Merritt)   |
| <b>17</b> |             | <b>TO CONSIDER FINANCIAL MATTERS</b>  |
|           | <b>17.1</b> | To approve the RFO payments schedule. <i>(Circulated prior to meeting)</i>  |
|           | <b>17.2</b> | To approve the Annual Report <i>(Circulated prior to meeting)</i>   |
| <b>18</b> |             | <b>CORRESPONDENCE RECEIVED</b> <i>(circulated prior to meeting)</i>   |
|           | <b>18.1</b> | None  |
| <b>19</b> |             | <b>ANY OTHER BUSINESS</b> (for noting, or for inclusion on a future agenda)   |
| <b>20</b> |             | <b>TO AGREE DATE AND ATTENDANCE FOR FUTURE MEETINGS/EVENTS</b>  |
|           | <b>20.1</b> | Next Parish Council meeting to be agreed at meeting   |
|           |             | <b>Part 2</b>   |
| <b>21</b> |             | <b>TO RECEIVE DECLARATIONS OF INTEREST</b> by Councillors in any of the agenda items below  |
| <b>22</b> |             | <b>TO CONSIDER RESOLUTIONS</b>  |
|           | <b>22.1</b> | To agree Clerk's Annual Review (Cllr Ayles)   |

## Appendix A – Schedule of Reports & File Notes

### A1 Clerks Report – to be circulated prior to meeting