



# Castlethorpe Parish Council

Minutes of a meeting of Castlethorpe Parish Councillors held remotely by video conference 6<sup>th</sup> September 2021

**PRESENT: Councillors Ayles, Forgham, Keane, Markham, Merritt, Sawbridge, Ward Cllrs Wardle & Bowyer and the Clerk. Three members of the public joined the online session and others were viewing the meeting via Facebook and Youtube.**

The Chair introduced the open session. A member of the public raised a concern that electric charging points in Station Road may worsen an already insufficient amount of parking in Station Road. The Chair replied that the comments will be considered when the matter is discussed at item 7.4.

The Chair suggested that two further members of the public that wanted to speak about the planning application at item 5.4. should do so at that point of the agenda and he will suspend the meeting for them to do so – agreed.

There being no further matters raised by the public the Chair opened the meeting proper

Clerk's decisions are underlined against the appropriate minute.

- |          |   | <b>ACTION</b>             |
|----------|---|---------------------------|
| <b>1</b> | <b>APOLOGIES FOR ABSENCE</b>  |                           |
| 1.1      | Cllr Hinds. Accepted.   |                           |
| <b>2</b> | <b>DECLARATIONS OF INTEREST</b>   |                           |
| 2.1.     | None  |                           |
| <b>3</b> | <b>APPROVE MINUTES OF THE LAST MEETING</b>  |                           |
| 3.1      | Previous minutes from the general meeting of 5 <sup>th</sup> July: Cllr Keane pointed out that his name had been missed from the list of those present. The Clerk will amend the minutes. This excepted, the minutes were proposed by Cllr Forgham seconded by Cllr Merritt and agreed unanimously.   |                           |
|          | <b>TO RECEIVE REPORTS</b>   |                           |
| 4.1.     | <b>Clerks Report &amp; Review of Actions (See Appendix A1)</b> – matters arising:   |                           |
| 4.1.1.   | Item 3 – The clerk reminded the meeting that there must be at least 3 cllrs at the start of the planned Sports Ground Committee meeting. Cllrs Forgham, Ayles and Markham confirmed that they would attend.   |                           |
| 4.1.2.   | Item 7 – Cllr Forgham reported that nobody had come forward with an offer to take over production of Castlethorpe News. Cllr Ayles said that if nobody volunteers he will produce a quarterly Chairman's Report that can be printed and delivered door-to-door.   |                           |
| 4.1.3.   | 'No Progress' Item 1 – Cllr Ayles has had a response from the MKC officer about the streetlight replacement project. They have acknowledged our order and the work will be done sometime this financial year.   |                           |
| 4.2.     | <b>FILE NOTE – Tree Inspection 6<sup>th</sup> July (see Appendix A2)</b>  |                           |
|          | Report noted in advance of resolution at item 7.5.  |                           |
| 4.3.     | <b>Report on Rural Gigabit Scheme</b>   |                           |
|          | The sub-committee had met as agreed and produced a final list of properties to be included within the scope of the scheme. A reply/final quote from Openreach is awaited.   |                           |
| 4.4.     | <b>Submission from the Lord-Lieutenant of Buckinghamshire - CELEBRATING THE QUEEN'S PLATINUM JUBILEE 2022</b>   |                           |
|          | It was pointed out that events in the village at the last Royal Jubilee had been co-ordinated by residents. Cllr Forgham will put something up on social media asking for volunteers. The parish council could then consider any funding requirements. Cllr Bowyer was aware of events being planned as part of the town's campaign for city status and initiatives such as tree planting will be coming forward from MKC that could be combined with Jubilee activities. Clerk to put item on next agenda. | Cllr Forgham<br><br>Clerk |
| <b>5</b> | <b>TO CONSIDER PLANNING APPLICATIONS (previously viewed on line by Councillors)</b>   |                           |
| 5.1.     | <b>21/02170/LBC</b> - Listed Building Consent for adding lime plaster to part of internal wall: 11 School Lane Castlethorpe   |                           |
|          | <b>21/02261/LBC</b> - Listed building consent for the replacement of the front first floor window: 11 School Lane Castlethorpe  |                           |

**21/02619/LBC** - Listed building consent for internal works to the living room floor and hearth: 11 School Lane Castlethorpe

All noted with no further comments

- 5.2. **21/02213/DISCON** - Approval of details required by conditions 4 (Levels), 6 (Ground assessment), 7 (Foul and surface water drainage scheme) & 8 (Estate Road Details) of permission ref. 17/01536/OUT. Land To The East of Maltings Field Castlethorpe

**21/02217/DISCON** - Approval of details required by condition 2 (External Materials), 3 (Pumping station and boundary), 4 (Hard and soft landscaping), 5 (Boundary Treatment) & 6 (Ground levels, earthworks and excavations) of permission ref 19/02444/REM. Land To The East of Maltings Field Castlethorpe  
Noted with no further comments

- 5.3. **21/02358/FUL** - Change of use from light industry (Class E) to swim school for children with special needs (Class F2) Lodge Farm Business Centre Wolverton Road Castlethorpe

Cllr Wardle had written a letter to MKC supporting this application that had been circulated to cllrs. It was agreed that the Clerk should write to MKC supporting the application and the letter in full, asking that in the case of the officer recommending refusal, the application to be referred to DCP..

Clerk will write to MKC Planning accordingly

- 5.4. **21/02497/FUL** - Erection of single storey rear extension with flat roof and roof lanterns; new pitched roof above each bay window at front 36 Shepperton Close Castlethorpe

The Chairman suspended the meeting for two members of the public to speak in opposition to the application.

It was pointed out that the application offended the Neighbourhood Plans and that the changes were unsympathetic to the character area. Any changes that could be considered anything like similar had been done before the Neighbourhood Plan was introduced and cannot be seen as any sort of precedent.

Cllr Ayles resumed the meeting. He added that as the parish council had objected to a similar application in the street it would be inconsistent not to do so here. In addition to unsatisfactory changes at the rear of the property the pitching of the front windows is not consistent with the remainder of the street. It was unanimously agreed that the Clerk should write to MKC objecting to the application, asking that in the case of the officer recommending approval, the application to be referred to DCP..

Clerk will write to MKC Planning accordingly

- 5.5. **21/02590/FUL** - Erection of a single storey timber conservatory to the rear of the property Castle House 5 North Street Castlethorpe

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No objections

## 6 **TO RECEIVE REPORT BACK ON PREVIOUS PLANNING APPLICATION**

- 6.1. **21/01637/FUL** - Single storey rear extension and rear terrace roof canopy 38 Shepperton Close – **application permitted. No further comments**

- 6.2. **21/01017/FUL** - Loft conversion with front rooflights and rear dormer (Resubmission of 21/00369/FUL) | 23 Thrupp Close Castlethorpe – **DCP meeting elected to defer to a future meeting for a site visit. MKC will inform Clerk and Ward Cllrs when visit is to take place.**

## 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. It had been reported to MKC that beech trees were being cut down at 1 Wolverton Road in contravention of a planning conditions placed when the planning application for that plot was approved. He had brought the matter up with the land owner and the contractors and had been rebuffed by both. He had reported the matter to MKC Planning Enforcement and an officer had been allocated, Troy Healey. Cllr Ayles stated that this is an egregious disregard of planning conditions and proposed that the Clerk should write to MKC to ask for the trees to be replaced with mature specimens and that a 'stop order' be placed on the applicant until a remediation plan is agreed.

Clerk to write to MKC accordingly

Clerk

- 7.3.** Cllr Ayles had contacted MKC no less than 19 times since April to find out what is happening with the Maltings 2 development. MKC have now confirmed that the applicants have requested that the s.106 agreement be stood down and MKC are looking at their legal position in order to react to the request. It had been confirmed that no agreement had taken place between MKC and the applicant. Cllr Ayles went on to say that the Neighbourhood Plan is specific in that 'downsizers', first time buyers and people with connections to the village should be afforded the opportunity to take up newly developed housing. Cllr Markham commented that the parish council should have a say in any take up of social housing.
- 7.4.** At the last meeting it had been agreed that the parish council make a formal request to BP Pulse to investigate the feasibility of installing 2 place charging bays in Station Road and South Street (Haversham end). To start with only one of the spaces would be allocated for electric charging. Immediately after the meeting an information note had been put up on social media advertising the agreed position. Some residents had then argued that they should have been consulted by letter. There had been one email of objection to the South Street site (read out by the Clerk) claiming that it was dangerous and suggesting that outside the Nursery would be a better location. There had also been emails objecting to the Station Rd location, one email where the lady asked for her objection to be read out and minuted – read out by Cllr Ayles) and another suggesting use of the car park at the Chequers. There have been many communications in the past saying that there is insufficient parking by the Nursery already. As for the Chequers car park Cllr Ayles thought that the land was owned by MK Council housing and therefore not eligible for the scheme as it is not public highway. Cllr Ayles has asked BP Pulse to check. He has also asked BP Pulse to check if currently overgrown parts of the Station Road car park can be recovered and used thus not taking up any current parking spaces. Cllr Ayles suggested that we wait for the responses to come back from BP Pulse and then to leaflet houses in the Chequers and Station Road areas to see if they want to proceed. Cllr Ayles added that BP Pulse have estimated the commercial cost of a charger to be between £7,500 and £13,000 and that grant opportunities such as this may not be available in future. If residents do opt against the provision of the charging bays then he asked for it to be minuted that this decision should be taken into account, if there are subsequent requests made for bays when there is greater take up of electric vehicles. Cllr Sawbridge raised concern about the South Street site and asked for the area next to Station Yard to be considered. Cllr Markham proposed a village wide survey which was rejected by a majority. After further debate, Cllr Ayles then put a motion to proceed with South Street subject to MKC Highways declaring it safe and to delegate responsibility to himself, Cllr Forgham, the Clerk and any other cllr to progress South Street but only if there is a majority of residents surveyed being in favour. Agreed by a majority with one vote against and one abstention. Although raised, nobody would propose a motion to consider using the grassed area at the top of Station Yard.
- 7.5.** It was generally agreed that all actions identified in the report at Appendix A2 are being progressed and there is no further action required. Cllr Hinds had completed his actions and had worked very hard and well in doing so. After a considerable amount of further cyclic debate Cllr Sawbridge proposed that the item be closed. Agreed by a majority.
- 7.6.** The Bowls Club had complained about the state of the Village Hall floor following its being re-laid last year. Cllr Forgham said that problems with evenness is down to the sub-floor that had not been re-done on the basis of cost and that nobody else had complained about the floor. Cllr Ayles said that there had also been complaints about cleanliness and windows being left open. These events should have been reported in the incidents book. Cllr Markham further raised the matter of cleanliness. Cllr Forgham had spoken to the cleaner and told her to do a thorough sweep and sanitise of the floor before the Bowls Club come in on Fridays, but repeated that no problems had been reported in the incidents book. It was agreed that as the floor had been re-laid some time ago and there had been no complaints at the time then it was not reasonable to expect the contractors to come back.
- 7.7.** The Clerk reported that he had been in conversation with the Clerk at Cosgrove about the graffiti by the river Tove. The matter had been referred to MKC who had not yet come back with who is responsible for clearing it. Clerk to put on next agenda.

**FINANCIAL MATTERS**

- 8.1. The payment schedule was introduced and proposed by Cllr Forgham seconded Cllr Ayles and was approved unanimously.  
Clerk will make payments accordingly.

Payee	Description	Invoice	Amount
S Bradbury	Salary July 2021	per pay slip	£624.62
S Bradbury	Salary August 2021	per pay slip	£624.62
S Bradbury	Refund purchase pull start for strimmer	per attached invoice (paid)	£25.07
Stacey Blease	VH Cleaning January to September	per attached invoice	£680.00
R Wontner	Trim hedges, strimming, cut VH lawn and general village maintenance. Petrol & new chords for strimmer.	invoice 7	£251.66
RTM	Landscaping July	invoice 2922	£391.67
RTM	Landscaping August	invoice 2982	£391.67
BMKALC/NALC	Membership	n/a	£167.97
Tove Landscapes	Cut grass SG July	invoice 12692	£135.00
Tove Landscapes	Cut grass SG August	invoice 12720	£67.50
Thomas Ladyman	Clear village bins	attached invoice	£90.00
M J Lever	Repair/replace fence Fishponds	attached invoice	£1,450.00
M J Lever	Repair/replace fence Castle Field	attached invoice	£1,300.00
M J Lever	Fix benches	attached invoice	£850.00
M J Lever	Repair/replace fence opp shop	attached invoice	£732.80
Rentakeeper	Remove wasps nest Village Hall	attached invoice 4789	£70.00
<b>TOTAL</b>			<b>£7,852.58</b>
<b>Direct Debits</b>			
Google Ireland	26107096G05ASYDKH7		£32.20
XLN	4976199 16674975		£27.64
EON	089208742670A		£112.00
EDF	671070653836.00		£76.00
<b>DD Total</b>			<b>£247.84</b>

9 **CORRESPONDENCE RECEIVED (email circulated prior to meeting)**

- 9.1. None

10 **ANY OTHER BUSINESS (for noting, or for inclusion on a future agenda)**

- 10.1. Sustrans had contacted the Clerk asking for assistance with determining feasibility of providing a route between Castlethorpe and Hanslope. Six potential routes had been identified. The Clerk had suggested that the project manager come to see us to review each of the routes and he will contact cllrs and involve those interested.
- 10.2. Cllr Sawbridge had observed many cigarette butts on the floor next to the new memorial bench in the sports ground. She wondered whether a litter bin can be put there. The Clerk responded that MKC bin men do not collect rubbish from the sports ground and there are 2 black bags there that had not been collected for 2 weeks. Cllr Markham offered to pick them up. The Clerk will raise the general matter of rubbish at the sports ground at the forthcoming Sports Ground Committee meeting.
- 10.3. Cllr Markham raised concerns about the entrance to Bartholomew Farm, Wolverton Road, being dangerous. Cllr Ayles reminded Cllr Markham that the planning application had been approved and if the entrance is being developed to the agreed plans & conditions placed then everything is in order. If not then Planning Enforcement should be alerted. Clerk will make a paper copy of the plans and conditions on the application and deliver them to Cllr Markham.

Clerk

Clerk

- 11 TO AGREE DATE AND ATTENDANCE FOR FUTURE MEETINGS/EVENTS**  
**11.1.** Next parish council meeting will be held at 7.30 on Monday October 4<sup>th</sup>. It will be held physically at the Village Hall if Covid circumstances at the time allow. It is hoped that the meeting will be available in the same way via live recording.

There being no further business part 1 of the meeting finished at 9.50

**PART 2**

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

- 12.1.** None

- 13 TO CONSIDER RESOLUTIONS**

- 13.1.** Cllr Ayles proposed that quotes for work at the sports ground from RTM Landscaping be accepted as per Appendix A3, seconded by Cllr Forgham and agreed unanimously.

There being no further business the meeting closed at 10.00

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# Appendix A - Schedule of Reports & File Notes

## APPENDIX A1 – CLERK’S REPORT 6/9/2021

1. MKC have finally responded about the current state of the Maltings 2 development. They have confirmed that no agreement has been reached with Stonewater about reducing/removing the s.106 obligation. They have received an informal request to do so and are currently consulting with stakeholders to determine the legal position.
2. The three benches have had concrete bases laid and have been secured.
3. Sports Ground Committee meeting to be held on 8<sup>th</sup> September, principally to review the lease, CSA accounts and agree any operating fee, to agree a strategy for ride on mower repairs and to review sports ground land maintenance.
4. Leo Hawkes, MKC trees officer attended the village on 6<sup>th</sup> July and met with cllrs. A write up of his recommendations has been produced and will be considered tonight.
5. Tom Ladyman has taken over the role of clearing the village centre litter bins from the handyman and is doing so every Thursday.
6. All work with repair/replacement of fencing at Fishponds, Castle Field by the church and Castle Field opposite the shop is now complete.
7. There is still no volunteer to replace Cllr Forgham as editor of Castlethorpe News despite requests on social media.
8. We are now being provided with a regular lists of MKC ‘planning buddies’ but have been told that their allocation to parishes may change. Could any cllr wanting to contact our representative please check with the Clerk first.
9. The speed hump near the shop in North Street broke up. It was made safe by MKC Highways and has now been completely removed.
10. There has been a bad case of graffiti down by the river Tove. MKC are looking into who is responsible for its clearance.
11. The parish council approved the proposal from MKC Rights of Way for the replacement and re-siting of one of the ‘public footpath’ fingerposts. The work has now been placed on MKC’s workbook.
12. Community Infrastructure Fund grant application to re-surface the tennis courts has been completed after consultation with interested parties and has been sent to MKC
13. The MKC Local Cycling and Walking Improvement Plan was not produced in August as was indicated but we have been told that the route from Castlethorpe to Haversham will receive ‘high priority’ but not necessarily the highest. There have been several reports that the cycle track is barely passable. Clerk has been assured by MKC Rights of Way team that the hedgerow will be cut back but this has not happened as yet..

### No progress/unknown status on outstanding actions:

- Cllr Ayles has placed an order with MKC to replace current streetlights in Thrupp Close and The Chequers with heritage style lanterns when they convert the streetlights in the village to LED, date as yet unknown..
- Floodlight on side of cricket pavilion now repaired and working but light now operating is ‘dawn to dusk’ and not triggered by motion sensor. Neighbour has reported that light is shining into one of his bedrooms. Electrician has been unable to investigate due to ill health. New contractor to be contacted.
- Tim Flach will raise the matter of transfer of the ownership of the sports ground to the parish council at the forthcoming, but as yet unscheduled, meeting of the Allotments Association.
- MKC have committed to send an engineer to review whether more parking spaces can be provided outside of Acorn Nursery and at the east end of South Street when an engineer becomes available.
- Cllr Merritt and Clerk to survey area by water tower for potential leisure purposes and report back.
- Cllr Merritt to agree public sessions for defibrillator awareness with village First Responder for when date for end of lockdown confirmed.
- Anglian Water have repaired the road following works at South Street with black tarmac. Cllr Ayles has written to MKC asking for the repair to be re-done using same material as the rest of the area that was laid as part of the village centre upgrade.
- No pipes in loft are lagged in cricket pavilion. SGC to consider remedial action for future.
- SGC to consider the matter of whether to replace the cylinders at a later date.
- SGC to agree model for sharing cost of cutting sports ground with CSA.
- Review of draft plans for possible development of club house at sports ground
- There has been no update on looking at replacement of street nameplates since meeting with MKC 15th January 2020. Low priority for MKC and on hold due to Covid.
- 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  
6/9/21

## APPENDIX A2: FILE NOTE – Tree Inspection 6<sup>th</sup> July

Present: Leo Hawkes (MKC Tree Inspector)  
Dave Hinds, Ian Markham, Phil Ayles

**Fishponds:** Hydration bags inspected and corrective action agreed. (Thanks to Dave for keeping these filled)

**The Chequers (green space)** Leo agreed to check on the works order for Pollarding the large Tree on the Green space in the Chequers. (This was actually carried out on Wednesday 14th July).

**The triangle.** Ian met with Leo. The chestnut is badly diseased. Leo will arrange a further inspection with specialised equipment but we should be prepared for the worst – it may have to come down.

**Outside Castle House.** Growth at base of tree needs to be trimmed away. **Dave has said he will trim these.** (Dave may need to talk to Ian to understand which tree he means.)

**Tree opposite 10 North St.** Tree is healthy but Leo will arrange for branches to be trimmed back to safe height.

**Tree opposite school.** Fine but growth at bottom of tree needs trimming and is now our responsibility as it can be reached from the ground. **Dave has said he will do this.**

**Trees at BE Rd entrance.** Leo cut back some of the overhanging branches over cycle path with equipment he carries. On highway, trees need to be reported to Highways. **Phil has reported it.**

**Sports Ground Wild Life Area.** Leo says it is not necessary to thin out the trees and he would recommend against it. There is growth on the trees at ground level and this should be trimmed away. **Dave has said he will do this.**

**Sports Ground – new commemorative trees.** Leo had a look. All are healthy. However, they would benefit from the grasses being cut back for about a metre around each and also being mulched. **Steve to action.**

**General Note for Landscape Contractors:** Strimming the bark on the trees damages them and leads to infection. Do not strim the bark. **Steve to inform contractors.**

Phil Ayles  
Dave Hinds  
Ian Markham

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Phil Ayles  
Dave Hinds  
Ian Markham

## APPENDIX A3 Quotes from RTM for work at sports ground

Work to be approved:

1. To crown lift trees along footpath and remove epicormic, £90
2. To strim/ cut back along fence line at sports ground and spray of £135
3. Crown lift trees between the football and cricket areas £135

One off work already approved

4. Strim/ spray and mulch around 3 trees, £45

Work already approved for this year – to be approved to add to landscaping contract:

5. To cut wildflower area, £90 per cut
6. To collect arisings from wild flower area and dispose to your recycling facility £270

Work to be approved to add to landscaping contract:

7. To cut paths through wildflower areas, £25 per cut (in line with regular cutting schedule through the year)

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