



Castlethorpe Parish Council

Minutes of the Parish Council Annual Meeting
held in the Village Hall on Monday 9 May 2022

PRESENT: Councillors Ayles, Forgham, Markham, Merritt, Keane, Hinds, Ward Cllrs Bowyer and Andrews and the Clerk. There were no members of the public physically in attendance but the meeting was streamed live on Facebook and YouTube.

The meeting commenced at 7.30 p.m.

- | | | Action |
|----------|--|---------------|
| 1 | APOLOGIES FOR ABSENCE | |
| | Cllr Hinds. Accepted. | |
| 2 | TO ELECT A CHAIRMAN | |
| | Cllr Forgham proposed Cllr Ayles seconded by Cllr Keane. No other proposals. Agreed unanimously. | |
| 3 | TO ELECT A VICE-CHAIRMAN | |
| | Cllr Ayles proposed Cllr Forgham, seconded by Cllr Keane and agreed unanimously. | |
| 4 | TO RECEIVE CHANGES REGISTER OF MEMBERS INTERESTS FORMS | |
| | None were reported | |
| 5 | TO APPOINT COMMITTEES, AND AGREE TERMS OF REFERENCE | |
| | The following appointments were agreed unanimously: | |
| 5.1. | Finance committee: Cllrs Ayles, Merritt, Sawbridge and Forgham | |
| 5.2. | Sports Ground Committee: Cllrs Forgham, Ayles, Sawbridge & Markham. | |
| 5.3. | Village Hall Committee: Cllrs Forgham, Keane, Hinds. | |
| | Secretary's note: Cllr Sawbridge agreed to her appointments at sections 5, 6 & 7 by email. | |
| 6 | TO AGREE COUNCILLORS RESPONSIBILITIES | |
| | The following appointments were agreed unanimously: | |
| 6.1. | Communications and web site Cllrs. Forgham, & Ayles | |
| 6.2. | Dog Fouling Cllr Hinds | |
| 6.3. | Public transport Cllrs. Ayles, Forgham & Keane. | |
| 6.4. | Highways, streetlights & Landscaping Cllrs Ayles, Markham and Merritt | |
| 6.5. | Footpaths & play areas Cllrs Markham, Hinds & Keane | |
| 6.6. | Flower festival Cllr Hinds | |
| 6.7. | Neighbourhood & Parish Plans currently Cllrs Ayles, Forgham, Hinds & Keane | |
| 7 | TO APPOINT REPRESENTATIVES TO EXTERNAL BODIES | |
| | The following appointments were agreed unanimously: | |
| 7.1 | Parishes' Forum: Cllrs Ayles & Keane | |
| 7.2 | Rural West NAG: Cllrs Ayles, Hinds & Keane | |
| 7.3 | Newport Pagnell N & Hanslope Local Area Forum: Cllrs Ayles, Forgham & Keane. | |
| 7.4 | MKALC: Cllrs Ayles & Keane | |
| 7.5. | Milton Keynes Bus Users Group 1 Councillor. Currently Cllr Forgham. | |
| 8 | TO ADOPT THE STANDING ORDERS (<i>sent to Cllrs prior to meeting</i>) | |
| 8.1. | Cllr Ayles proposed the adoption of Standing Orders issue 2014 v.2 which had not changed last year. Seconded by Cllr Keane. Agreed unanimously. | |
| 9 | TO ADOPT THE COUNCIL POLICIES (<i>copied to shared drive prior to meeting</i>) | |
| 9.1. | Cllr Ayles moved that the Code of Conduct be re-adopted (unchanged last year), seconded by Cllr Keane and agreed unanimously. | |
| 9.2. | Cllr Ayles moved that the following policies be re-adopted (unchanged last year), seconded by Cllr Keane and agreed unanimously: 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 | |

- 10 TO SUSPEND THE MEETING TO ALLOW FOR AN OPEN FORUM**
No matters were raised
- 11 TO RECEIVE DECLARATIONS OF INTEREST** by councillors in any of the agenda items below
- 11.1.. None
- 12 TO APPROVE MINUTES OF THE LAST MEETING**
- 12.1. The minutes of the general meeting of 4th April 2022 were proposed by Cllr Forgham seconded by Cllr Sawbridge and agreed unanimously.
- 13 TO CONSIDER PLANNING**
- 13.1 **22/00900/TCA** - Notification of intention to remove to ground level 1x Ash tree, remove decay and stem of 1x Sycamore and, remove decaying and leaning stems of 1x Laburnum Castlethorpe Lodge Hanslope Road Castlethorpe **22/01024/TPO** | The removal of decaying stem of 1x Sycamore by 4m, the removal of two decaying and leaning stems of 1x Laburnum by 3m, crown raise by 6m 2x Lime, 3x Horse Chestnut, 3x Sycamore and 2x Ash trees protected by Milton Keynes Council Tree Preservation Order no. PS/540/15/79 | Castlethorpe Lodge Hanslope Road Castlethorpe Milton Keynes MK19 7HD
Cllr Ayles proposed to object until a professional report is produced to confirm that there is no option but to take the trees down i.e. no curative steps can be taken. Also, for any felled trees to be replaced with mature specimens. Agreed unanimously.
- 13.2. **21/03205/FUL** New dwelling including new access and amenity space, new access and drive to existing dwelling 1 Wolverton Road – to review and respond to comments made in a communication by applicant’s agent
The Parish Council had previously objected on grounds of access to the property, that the elevation facing the road was the side of the building, not the front and about the effect on biodiversity given that the completion of the work would leave a worse position with regard to number and quality of trees compared to the former state of the plot. Cllr Ayles proposed that as MKC Highways had no problem with the access and that the elevation facing the road gave the appearance of a house frontage then these first two objections be withdrawn. Agreed by a majority vote.
With regard to the the impact on Biodiversity it was unanimously agreed to maintain the objection and comment as follows:
The landscaping design put forward does not meet the requirements laid out in the Biodiversity SPD, approved in June 2021, in that it does not return the site to the 'status quo ante'. Two high quality trees that were conditioned to remain in the previous planning approval were wantonly cut down on the premise that work had not yet commenced on the development.
As such the Parish Council fully supports the recommended amendments to the planting scheme made by Stephen Narborough of the Public Realm Department in his email to you of 9th May and further stipulates that the replaced trees should remain alive and in good health for a period of at least 5 years and should be replaced by equivalent specimens should they die in that time.
The Parish Council further ask that if the Case Officer does not agree and that the recommendations made by Stephen are not included in full as planning conditions, then the application be referred to DCP at which they will speak.
- 14 REPORT BACK ON PREVIOUS PLANNING – no further comments**
- 14.1 **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 – **status ‘registered’ no further updates this month**
- 14.2. **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. – **status ‘registered’ no further updates this month**
- 14.3 **21/02767/FUL** - Loft conversion with two front dormers and three rear roof lights - 21 Lodge Farm Court **status ‘awaiting decision’ – no updates this month**

- 14.4. **21/02533/OUTEIS** (1) Full application for the change of use of 68.65ha of agricultural land to a linear park and a new access road to the Linford Lakes Study Centre (2) Outline application (matter of access to be considered, with matters of layout, scale, appearance and landscaping reserved) Linford Lakes Nature Reserve Wolverton Road Great Linford – **status registered**. MKC Highways have sustained objection following responses by the applicant to their earlier comments in objecting
- 14.5. **21/03346/FUL** Proposed siting of 25 static holiday caravans (to remain on pitch all year round) in lieu of 40 touring caravans on the eastern section of Cosgrove Park Main Street Cosgrove - **status 'registered' no updates this month**
- 14.6. **22/00270/FUL** - The erection of a single storey rear extensions to main dwelling and garage, and garage conversion (resubmission of 21/00016/FUL) 12 Shepperton Close **application permitted**
- 14.7. 22/00437/FUL: Single storey rear and side & two storey rear extensions, including air source heat pump and solar panels to original rear roof slope Wren House 4 Maltings Court **application permitted**
- 14.8. **22/00542/TCA**: Fell Ash Tree - Land Adjacent To 2 North Street **consent refused**
- 14.9. **22/00592/DISCON**: Approval of details required by Condition 7 (Cycle Parking) and Condition 8 (Landscape Management Plan) of permission ref. 19/02444/REM Land To The East of Maltings Field **status 'registered' the Parish Council have required that condition (8) remains open until arrangements for ongoing landscape management are defined and agreed**
The Chair suspended the meeting to welcome Cllr Liam Andrews. He then resumed the meeting and brought forward item 15.2.
- 15**
- 15.2. **TO RECEIVE REPORTS**
UPDATE ON MALTINGS 2
In the Autumn MKC had written to Stonewater saying that the s.106 agreement cannot be stood down. This means that the applicants have to pay the agreed financial contributions. The Parish Council had argued strongly that it also meant the they would need to adhere to the specified amount of affordable houses, that being 30%. Head of Planning at MKC, having received legal advice based on some recent legal precedent, now agrees that position and asked his Enforcement team to take the matter forward. Now the Enforcement team have said that based on the Town Planning Act, they are unable to enforce s.106 agreements. It is not now clear who in MKC can do so. MKC have said that they would update us when they have more information. Cllr Ayles then proposed that legal advice should be sought, seconded by Cllr Forgham and agreed unanimously. Cllr Ayles and Clerk will put together a package to be considered by the NALC approved solicitors.
- 15.1. **Clerks Report & Review of Actions. (circulated prior to meeting – see Appendix A1) – matters arising:**
- 15.1.1. Item 1: Cllr Markham queried what was going to happen about the ride on mower's servicing and repairs. The Clerk responded that we had only managed to get one quote that was much more expensive than the amount quoted before the Covid enforced break in usage. He reminded Cllrs that, contained within the s.106 financial obligation, was an amount for repair or replacement of the mower, but this would not become available until end 2022/start 2023. Cllr Markham said that he will get the locks for the new and existing gate at the Fishponds play area
- 15.3. **Queen's Jubilee Update**
Arrangements are proceeding to have 'pop-up' pub evening on the Thursday, an afternoon tea session on the Green and in the Village Hall on the Friday (there would be a donations box put out) and a Village picnic/hog roast/bar at the Sports Ground on the Saturday. The Jubilee garden on the green had been planted and will be tended by children from Acorn Nursery & Pre-School. A leaflet will be posted around the village. The next meeting of the organising committee will be at 8.00 p.m. at the cricket pavilion on Wednesday. Jubilee mugs have been ordered. Clerk to talk to Cllr Hinds about erecting the plaque to go by the holly tree in the Chequers.

Cllr Ayles/
Clerk

Clerk

TO CONSIDER RESOLUTIONS

- 16.1 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 Keane and agreed unanimously.
- 16.2 A quote has been received from MKC for re-painting parking bay lines outside of the Acorn Nursery. It would appear that this will increase the number of marked bays from 10 to 13. After some discussion Cllr Ayles proposed that the quote be accepted. Seconded by Cllr Keane & agreed unanimously. Cllr Ayles to contact MKC. **Cllr Ayles**
- 16.3 The MKC project manager that is introducing the new waste bin strategy has offered a walk around the village in June and Cllr Ayles asked whether any other Cllrs would like to join. Cllrs Sawbridge & Markham said that they would.
- 16.4 A request had been received from the cricket club to cut down the hedges in the sports ground car park. It was unanimously agreed that the request be refused.
- 16.5 Cllr Ayles expressed disappointment at the turn out for the Annual Village Meeting and questioned whether the current format should change. He suggested that for subsequent meetings the Chair gives a report and then attendees be invited to speak if they so wish. Agreed unanimously.
- 16.6 There had been a poor response to a poll delivered to all villagers as part of the parish magazine asking whether efforts should be made to purchase the Carrington Arms and/or whether a club building should be constructed at the sports ground. The majority of responses were against trying to buy the pub and for the building of the club. Nobody responded to the question whether they would be prepared to assist in either eventuality. Cllr Ayles proposed that there should be no further activity on the pub purchase. Also, that the building of a sports club be further considered when the transfer of ownership of the ground is complete and the s.106 position that has a contribution towards costs is further forward. Agreed unanimously.
- 16.7 It was unanimously agreed that the Speed Indication Device (SID) be transferred to the Parish Council. Cllr Ayles to notify MKC. **Cllr Ayles**
- 16.8 A village walkabout with the Gigaclear Customer Relationship Manager had been arranged for 25 May. Cllrs Hinds had said that he will try and attend. Cllr Merritt also. The damage to the verge at the Chequers and the village centre tarmac had already been raised.
- 16.9 It was agreed unanimously to enter the Bucks Best Kept Village competition and to pay the £25 joining fee. Cllr Forgham will put a notification on Facebook and the Clerk will post notices on the village boards.
- 16.10 It was agreed that Cllr Ayles will write to Simon Pert at MKC enquiring about the Water Tower and Grade 2 listing. **Cllr Ayles**

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TO CONSIDER FINANCIAL MATTERS

17.1. The RFO Payments Schedule was proposed by Cllr Keane, seconded by Cllr Sawbridge and agreed unanimously.

Payee	Description	Invoice	Amount
S Bradbury	Salary April 2022	per pay slip	£673.40
S Bradbury	Refund purchase Jubilee mugs	attached invoice	£487.35
RTM	Landscaping April + cut wildlife area	invoice 3379	£469.00
T. Ladyman	Clear village litter bins Mar	attached invoice	£40.00
Tove Landscapes	SG cut 3hr ftbl 3 hr crk 4 hr PC 1 & 21 April	attached invoice 12883	£165.00
Binzy Building Services	repair roof Village Hall	invoice 52021	£350.00
BALC	Annual membership BMKALC & NALC	invoice 3611	£171.54
PPL/PRS	Music royalty license	SIN2045706	£394.59
Ecowash	Clean village signs and entrance gates	invoice 400124	£305.00
Exclusive Leisure Ltd	Install artificial wicket cricket ground	invoice 10171	£6,910.00
MJ Lever	replace drainage from rear of Village Hall to main system	attached invoice	£1,120.00
MJ Lever	remove tree stump found whilst performing work as above	attached invoice	£250.00
SSE	electricity for Xmas lights	attached invoice	£40.43
TOTAL			£11,376.31

Direct Debits			
Talktalk	01560036/882		27.54
Everflow	B220925A		48.31
Google Cloud	26107096G05ASYDKH7		£36.80
XLN	4976199 16674975		£35.14
EON	089208742670A		£112.00
EDF	671070653836.00		£114.00

DD Total			£373.79
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17.2. There had not been sufficient time for the Annual Return to be prepared for this meeting. A session had been arranged with the Internal Auditor and the Return will be presented for approval at the next meeting.

Clerk

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CORRESPONDENCE RECEIVED (circulated prior to meeting)

18.1. An email had been received from a villager saying that a garage attached to a semi-detached property in Shepperton Close is being converted into an extra room. This would make the appearance of the house non-uniform. It was agreed that there are no Permitted Development Rights in Shepperton Close and as such the Clerk should report the matter to MKC Planning Enforcement.

Clerk

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ANY OTHER BUSINESS

19.1. The following planning application had missed the agenda:
22/00855/ADV Advertisement consent for the display adverts on hoarding for a residential development (retrospective) - Land At Maltings Field Castlethorpe
It was agreed unanimously that the Parish Council object to this application on the grounds:

- The hoardings are too large given that there is no passing vehicle traffic
- One of the hoardings contains incorrect information that there are 30 'affordable homes' becoming available where the s.106 agreement permits 30% i.e. 9.

Should the Case Officer disagree then the council requires that the application be referred to DCP at which they will speak. Clerk to respond accordingly

19.2. Cllr Ayles pointed out that there is still £2,296 available to us from the 'Leisure' component of the Paddock Close s.106 allocation. Cllr Ayles asked that all Cllrs think of ways to spend the money at the Thrupp Close play area and bring ideas to the next meeting. It may be possible to use the money to repair the mower. Clerk to check and to have a look at the Proludic catalogue.

All Cllrs
Clerk

19.3. The Clerk reported that he had been told that the two new dog bins were to be fitted on Wednesday. Cllr Sawbridge asked about the new waste paper bin that had been agreed for the cricket ground. The Clerk responded that to minimise delivery costs, that are expensive, we were to order that and other bins identified together. Unfortunately, MKC had refused our suggested location at Shepperton Close and he didn't have time to resolve this matter.

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TO AGREE DATE AND ATTENDANCE FOR FUTURE MEETINGS/EVENTS

20.1 Next parish council meeting will be held at 7.30 on Monday June 6th at the Village Hall.

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PART 2

Given that the resolution at 16.4. was denied there was no Part 2 of the meeting

Meeting closed at 9.42

APPENDICES

APPENDIX A1 – CLERK'S REPORT 9/5/2022

1. Sports Ground/Playground matters:
 - Report on fire inspection now received. Clerk still to produce table of required activity – no time again this month
 - Doors at football pavilion need fixing/replacing – to be included with quote for VH doors. Cllrs Forgham & Clerk to pursue
 - Roof tiles at football pavilion need repair – will arrange on site meeting with new handyman to add to work required as per recommendations from the fire inspection report
 - Quote received for repairs to mower significantly more than that given last year. Decision to be made when s.106 monies are available. Choice to be made: repairs vs. part exchange of mower for newer model.
 - The artificial cricket pitch has been installed. CCC have said that they have made a grant to the PC's bank account. Awaiting next statement. I have tried to contact our Insurers about adding cover for theft and damage but they have not responded to my voice mail.
2. Coping that had fallen off at the front of the Village Hall has now been repaired/replaced.
3. MKC Planning Enforcement have notified messrs. Stonewater that the s.106 threshold of 30% 'affordable' houses must be observed. An email was received today saying that Planning Enforcement do not enforce breaches of s.106 agreements.
4. No further news from MKC on when the streetlight upgrade will take place. They had said April/May.
5. The two new dog bins at Castle Field and Fox Covert Lane/Paddock Close are not installed as promised. Another voice mail left for contractor.
6. Quote from MKC to provide additional parking spaces by reducing the width of the parking lines o/s Acorn Nursery to be considered tonight.

7. Commenced working with Hanslope PC on new tender to provide outsourced landscaping services from 2023. MKC have provided maps that are not fit for purpose. I have asked whether we can get improved versions but have had no response. Roland Simpkins Hanslope Parish Councillor has forwarded some maps that he had created but these are also difficult to use/customise.
8. Three final estimates to be produced for selection of supplier for re-laying of tennis courts now to be considered at June meeting. Carl Sabon has been asked for up-to-date estimates
9. Duke of Edinburgh Award work continues. I have asked when the assignments are due to end and that I expect by that time that all paperwork relating to planning applications are filed electronically.
10. CSA have been provided with respective landscaping costs at sports ground and will make payment – no sign of payments in latest statement but that covers only up to mid last month. Reminder sent. .
11. New drain from back of village hall has been completed. A tree stump was found that needed the hire of additional equipment and work to remove it therefore an additional £cost of £250 .
12. The Clerk has received no reply from Erin Davies at Stonewater, save for an initial acknowledgement, asking for information on how social houses will be allocated at Carrington Close and to report that the swale at the end of Paddock Close is not draining and that the fencing is not stable. Further email sent adding that the two landscaped areas are in need of cutting.
13. Cllr Markham has fitted a new 5 bar gate at the entrance to the Fishponds from the Chequers. He will purchase a chain and combination lock then provide combination to the landscapers and to nearby neighbours. It was agreed that a combination lock should also be put on the other entrance gate to the Fishponds using the same combination.
14. With regard to the Deed of Transfer for the sports ground, our solicitors cannot find a record of the ownership of the ground by the Allotments Association (AA). Cllr Ayles has asked Martin Gallop of the AA to try and find some record to confirm title.
15. Clerk has asked Michael Lever to remove the dead conifers on the village triangle.
16. Clerk has written to Keynes Investments at both Olney and Isle of Man to request permission to plant trees in Gobbey's Field.

No progress/unknown status on outstanding actions:

- Clerk to ask Cllr Sawbridge for details of all stiles across the footpath network in the parish.
- A parishioner has successfully removed both sets of graffiti either side of the footbridge over the river Tove – many thanks to Tony. The graffiti across the river from the area known as 'Castlethorpe Beach' is still there though.
- MKC Highways (Jonjo McBride) have asked Stonewater to provide heritage style streetlights at the Carrington Close development. They are awaiting the site design from Stonewater – Jonjo asked for update
- No progress on the feasibility study of a cycleway link to Hanslope.
- MKC have finally produced a draft of the MKC Local Cycling and Walking Improvement Plan having asked for parish council comments in January 2021. The cycleway between Castlethorpe and Haversham has been ranked 45th with the weighting used very obviously favouring urban candidates. It has now been out for public consultation which is quite ridiculous as the 61 page document is far too complex and unwieldy for people to see wood through trees. Public consultation link:
<https://www.milton-keynes.gov.uk/consultations/676>
- Litter bins + bases to be ordered as agreed: one + spare base for outside shop & one for Shepperton Close. No progress following MKC's advice not to place a litter bin at the site suggested in Shepperton.
- Awaiting response from BP Pulse/Energy Savings Trust on the request to install Electric Vehicle charging points in South Street. Anticipated this Autumn
- Cllr Markham still to confirm number of posts & rails required to fix fence between sports ground and Lodge Farm Court
- Cllr Merritt to agree public sessions for defibrillator awareness with village First Responder for when date for end of lockdown confirmed.
- Cllr Merritt to liaise with Network Rail department re. carrying of excess loads over weight restricted railway bridge
- No pipes in loft are lagged in cricket pavilion. SGC to consider remedial action for future.
- Review of draft plans for possible development of club house at sports ground
- 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

Steve Bradbury
9/5/2022