



Castlethorpe Parish Council

Minutes of a Parish Council General Meeting held on Monday 6th March 2023 in the Village Hall

PRESENT: Councillors Forgham, Merritt, Ayles, Sawbridge, Keane, Markham, Ward Cllrs Bowyer, Wardle, Andrews, Gill Merry the locum Clerk and members of the public. Others were viewing through YouTube.

Open session commenced:

Cosgrove Parish Council are trying to get West Northants CC to do something about the pot holes in the road up to and beyond the Navigation/Thrupp Wharf.

Castlethorpe News is out now and many thanks go out to Roe, the new publisher.

A question was asked about what is being done to repair the stone wall alongside the paddock in South Street. Cllr Ayles will talk to the owners.

Cllr Forgham has notified two road closures that should bring about completion of disruptive work by Gigaclear, All Castlethorpe properties should then be enabled to receive the service.

The open session concluded at 7.38

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| 1 | APOLOGIES FOR ABSENCE | ACTION |
| 1.1 | Cllr Hinds - accepted | |
| 2 | DECLARATIONS OF INTEREST | |
| 2.1. | Cllr Forgham personal interest 5.1. | |
| 3 | APPROVE MINUTES OF THE LAST MEETING | |
| 3.1 | Previous Minutes from the General meeting of 6 th March 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 4: it is hoped that the new Pre-School can open in September. Four parents are looking to run it and are trying to appoint a manager. Shenley Church End Pre-School are assisting. | |
| 4.1.2. | Item 7: although still trying to get the 20 mph speed limit imposed throughout the village including Thrupp Close a recent deployment of the SID there revealed all recorded speeds as below that figure. The monitoring period included a Saturday morning football slot. | |
| 4.1.3. | Item 16: changes have been made to the design spec. for the clubhouse, including changes to minimise noise at the entry door. Cllr Ayles hoped that the design was now close to being signed off by the design group so that it could be handed to the architect. The efforts of the design group and in particular Lawrence Chapman were much appreciated. | |
| 4.1.4. | Item 15: Cllr Ayles said that a previous attempt to procure land adjacent to the village shop had stalled when the occupier of the council property objected. The occupier has now changed his mind and would have no objection. Cllr Ayles had contacted MKCC but the person who had been dealing had moved on. Kay Petit is attempting to find who should now deal. Ward Cllr Wardle had offered assistance with the negotiations. | |
| 4.1.5. | Item 17: Withdrawal of Permitted Development Rights in some areas of the village would mean that planning permission would be required to construct storage areas for the new wheelie bins. Cllr Ayles will investigate further. | Cllr Ayles |
| 4.2. | Ward Cllrs Report | |
| | There had been problems with placing children from villages in some schools that fell into their catchment area especially Ousedale. The major Milton Keynes East development will see people occupying properties before the planned new school is built. Ward Cllrs had been trying to help affected families. | |
| | Everyone will need personal identification in order to vote at the forthcoming elections and the Parish Council were asked to pass on the message. Should anyone not have a passport or driver's license MKCC can be contacted. | Cllr Forgham |

5 TO CONSIDER PLANNING APPLICATIONS (previously viewed online by Councillors)

- 5.1 Cllr Forgham withdrew from the meeting
23/00239/TCA | The pollarding to previous pollard points reducing height of trees from approximately 6 metres to 4.5 metres of 4 European Lime (T1, T2, T3, T4) trees | 6 South Street Castlethorpe – no objections
Cllr Forgham returned to the meeting
- 5.2 **23/00307/HOUM** | Variation of condition 3 (Matching external materials) to alter the approved roof tiles (relating to permission ref. 21/01637/FUL Single storey rear extension and rear terrace roof canopy) | 38 Shepperton Close – it had been previously agreed that MKCC were best placed to consider the matter of different colour roof tiles due to mitigating circumstances. It was further agreed that if the tiles have to be of a different colour then those for 38 should match the ones used on 36
- 5.3 **23/00350/DISCON** | Approval of details required by condition 3 (Layered bedding materials and tiles) and condition 4 (Tile samples) of permission ref. 21/02619/LBC | 11 School Lane Castlethorpe – no objection
- 5.4 **23/00355/TCA** | The felling to the ground of Sycamore tree due to 18 inch open scar with rot inside at the base and concerns of safety. | Castlethorpe Lodge Hanslope Road Castlethorpe – no objection
- 5.5 **23/00350/DISCON** | Approval of details required by condition 3 (Layered bedding materials and tiles) and condition 4 (Tile samples) of permission ref. 21/02619/LBC | 11 School Lane Castlethorpe – duplicate entry

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

- 6.1 **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 further updates this month**
- 6.2 **22/01156/FUL** - Erection of Cafe building (Class E(b)) with ancillary shower facilities and cycle stands, in an area of existing an unused hardstanding. Lodge Farm Business Centre Wolverton Road Castlethorpe – – **status 'registered' still no updates since July 2022**
- 6.3 **WNS/2022/1741/EIA** Application for full planning permission for the erection of 9 x employment units comprising circa 69,744sqm GIA. of floorspace within Class B2 or B8 Uses, with ancillary class E(g)(i) offices and E(g)(ii) research and development, together with country park, ground re-profiling in the country park, new vehicular access from the A508 and associated site infrastructure, including lorry parking – **STATUS 'PENDING' no further updates this month**
- 6.4 **22/02895/DISCON** Approval of details required by conditions 6 (Sustainable Construction) and 7 (Sustainable Drainage Strategy) of permission ref. 21/03205/FUL 1 Wolverton Road **registered – LLFA 'unable to recommend approval of drainage plans'**
- 6.7. **22/03189/FUL** The erection of a single storey two bedroom residential dwelling, the creation of new access and associated parking, and works to stone wall. 11 South Street - **Applications withdrawn**
22/03190/LBC Listed Building Consent for the erection of a single storey two bedroom residential dwelling, the creation of new access and associated parking, and works to stone wall. 11 South Street **Applications withdrawn**

7 TO CONSIDER RESOLUTIONS (all supporting documentation to be circulated prior to meeting)

- 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. After some discussion it was agreed that coins would be the best commemorative item for the forthcoming Coronation, to be given to young people in the village aged 16 and below. Cllr Ayles proposed that £500 be allocated to purchase commemorative coins seconded by Cllr Forgham and agreed unanimously. Cllr Forgham will research and Clerk to place order.
- 7.3. Cllr Ayles proposed that the panel to interview for the Clerk's position should be himself, Cllr Forgham and the current Clerk. Agreed unanimously.
- 7.4. Cllr Forgham proposed that the Parish Council support a request to write to the Member of Parliament to support the recently published Government's 'Net Zero Review'. Agreed unanimously. Clerk to action.
- 7.5. Cllr Ayles proposed replacing the current Clerk's desk phone with a mobile device for the new Clerk and that a device be purchased up to a cost of £300 and then a

Cllr
Forgham/Clerk

Clerk

'sim only' contract taken. Seconded by Cllr Sawbridge. Agreed unanimously. Cllrs Ayles, Forgham and the Clerk will agree details with successful candidate. **Cllr Forgham/ Ayles/Clerk**

7.6. Cllr Ayles had proposed a project organisation for the clubhouse that he had circulated (see Appendix A2) and asked for Parish Council approval. Agreed unanimously.

7.7. Cllr Forgham proposed purchase of a Universal license for new publishing software to be used to publish Castlethorpe News - cost £141.60. Seconded Cllr Sawbridge and agreed unanimously. **Clerk**

7.8. Cllr Ayles said that we had not yet had opportunity to research a floodgate to be installed at 1 the Chestnuts as MKCC had requested us to do. Carried forward. **Cllr Ayles**

7.9. MKCC had still not come back with details and costs to run a postal ballot to determine whether parishioners supported the building of a new clubhouse.

7.10. It was agreed that as there is no parish cllr available to be involved in The Great British Spring Clean 2023 that Cllr Forgham will post details on Facebook and ask for volunteers. **Cllr Forgham**

7.11. It was unanimously agreed that the Clerk write to the CEO Network Rail to complain about noise and light nuisance by workers at the Station Yard right through the early morning. **Clerk**

FINANCIAL MATTERS

8.1. The RFO Payment Schedule was proposed by Cllr Forgham, seconded by Cllr Keane and agreed unanimously.

Payee	Description	Invoice	Amount
S Bradbury	Salary Feb 2023	per pay slip	£725.40
RTM	Landscaping Feb + wildlife area	invoice 3846	£469.00
T. Ladyman	Clear village litter bins Feb	attached invoice	£40.00
Sue Illidge	Clean bus shelters Feb	attached email invoice	£40.00
SLCC	Annual Membership	n/a	£146.00
Gill Merry	Mileage to cover absent Clerk	n/a	£28.00
Viking Payments	VH consumables	attached invoice 2053396	£64.34
BALC	3 X on-line sessions Planning Application Responses	attached invoices 4450,4451,4452	£135.00
Sovereign	Deposit new item Springer see-saw	n/a	£550.00
NBR Printing	Castlethorpe News	01925	£392.00
TOTAL			£2806.41

Direct Debits			
Talktalk	01560036/882		30.54
Everflow	B220925A		49.82
Google Cloud	26107096G05ASYDKH7		£36.80
XLN	4976199 16674975		£37.99
EDF	671070653836.00		£114.00

DD Total			£269.15
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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. Cllr Merritt reported that the defibrillator pads will come to end of life May 2023. He will make the necessary arrangements. **Cllr Merritt**

10.2. Cllr Merritt said that a lady had approached him to ask whether the wildlife area could be used for children's recreation. Cllr Ayles confirmed that it is public open space.

11 TO AGREE DATE AND ATTENDANCE FOR FUTURE MEETINGS/EVENTS

11.1. Next meeting will be held at 7.30 on Monday April 3rd in the Village Hall.

Part 1 of the meeting closed at 8.35

PART 2

- 12 **TO RECEIVE DECLARATIONS OF INTEREST by Councillors in any of the agenda items below**
- 12.1. None
- 13 **TO RECEIVE REPORTS**
- 13.1. MKCC had still not provided the complete set of information that had been requested under Freedom of Information. On receipt Cllr Ayles will complete the complaint. Cllr Ayles

APPENDIX A1 – CLERK’S REPORT 2/3/2023

1. Sports Ground
Orders places for electric work and replacement of doors at the football pavilion. Tradesmen to communicate when they can do the work.
New quote to be sought for repairs and service to mower – this really needs to be prioritised now as cutting season about to commence (more a note to self!)
2. The Clerk told MKCC on January 12 to reopen the fault raised on Planning Enforcement (ref: CU467274888) about their failure to enforce what they accepted was an unauthorised development at 41 Shepperton Close - garage converted to extra room, where the applicants have replaced a garage door with a casement window making it non-conformant with the surrounding area. There has still been no response despite 2 reminders, the last one saying that the complaint will be escalated to the CEO if I do not hear back before the meeting.
3. MKCC have repeated that they are having problems with their contractors in trying to source a mature & healthy Monkey Puzzle tree to plant at the village triangle. Cllr Ayles has been in contact with Leo Hawkes at MKCC and they have provisionally agreed that Leo will try and procure a European Oak but may have to source the tree himself.
4. Discussions are still going on between parents with regards to the possible re-opening of a community led Pre-School at the Village Hall. The Clerk had contacted MKCC about use of s106 early education funding and they had asked for 'ballpark' costs after which we should have a meeting involving Ward Cllrs to consider. Members of the Shenley Church End Pre-school are helping out.
5. Renewal of the landscaping contract - Hanslope PC have an item on their April agenda to agree dates for deadline for receipt of tenders and supplier selection.
6. The agents of the owners of Gobbey's Field have asked the Clerk to get absolute assurance from the MKCC Heritage team that the newly defined tree planting scheme at Gobbey's Field will not cause any issues within the Scheduled Ancient Monument footprint as they do not want to be held accountable by Historic England.
7. Cllr Ayles has asked MKCC Road Safety Officer Keith Wheeler whether the village can be designated as a 20 mph area. He has responded that 'the 20 mph application process is ready and waiting for sign off' at which time requests will be considered.
8. The Delegated Decision for the CIF 23/24 projects will be taken on Tuesday 14 March 2023. After this date, there is a call-in period which ends on Friday 24 March. The documents including a list of projects to be offered the funding (Annex B) will be published on the Council's CMIS calendar the week before <https://milton-keynes.cmis.uk.com/milton-keynes/Calendar.aspx>
9. Clerk to contact MKCC to ensure that clubhouse project qualifies for s106 funding
10. 'Do you want to be a parish councillor' session held at Village Hall on 26th February. Three members of the public attended.
11. Clerk has commissioned work by M. Lever to repair fencing between path leading from Thrupp Close to Castle Field but work will await outcome of assessment of fencing between Castle Field and church yard as raised by Cllr Markham with the aim of doing both together.
12. Renewal of contract to be agreed with Jordan Webster for cutting sports ground and cutting schedules to be agreed.
13. Approval for cleaning village entrance, street signs/gates, information plinths/signs and village signs to be given – no need for resolution as agreed last year. C. 3% increase in cost.
14. Had to contact BP Pulse/Energy Savings Trust to be told that we do not qualify for the provision of Electric Charging Points in the village.
15. Cllr Ayles has re-opened discussions with MKCC about potential purchase of part of garden at land to the side of 6 The Chestnuts as the resident has withdrawn his former objections.
16. Clubhouse design finalised with amendments to minimise noise to residents in Thrupp Close. Drawings on final design being made which will then be passed to architect to submit planning application. In parallel, a Quantity Surveyor is producing a cost estimate so that viability and funding can be assessed.
17. With regard to the new wheelie bin rollout and the discussion at last month's meeting, a resident has written to the Clerk to draw attention to the fact that parts of the village have permitted development rights withdrawn and therefore planning permission is required to build bin stores.

No progress/unknown status on outstanding actions

1. Awaiting Land Registry to process request to turn lease for sports ground into full title
2. MKCC wrote to Cllr Merritt and Clerk saying that Sustrans are once again looking at improving the cycle track from Castlethorpe to the Ouse Valley Park. Clerk to contact Sustrans.
3. Clerk will contact Lee Turnham at Community Speedwatch UK to register and arrange training for the 7 volunteers. To be progressed in April when weather improves.
4. Meeting will be arranged with one of the Duke of Edinburgh Award participants, the other has repeatedly failed to respond to emails as has her mother. Meeting to conclude will be arranged
5. Still no reply from Network Rail re. carrying static holiday homes over the 5 tonnes weight restricted railway bridge. The Clerk has brought the matter up with a local resident who works for Network Rail 'track emergency call out' who said he would take the matter forward. The latest application to introduce 25 new static homes has associated with it a Delivery Plan to take them through Cosgrove village.
6. MKCC have asked their contractor to see if they can source the 'golden resin' required to replace black tarmac following street repairs. If positive, they will inform both Anglian Water & Gigaclear and work out a way forward to relay the surface with their Streetworks team. Gigaclear have now resurfaced their part of the tarmac.
7. All parish councillors agreed to give consideration and ideas for involvement in the MKCC Milton Keynes Rights of Way improvement plan.
8. Listing' of water tower: The Clerk had written to Newport Pagnell TC asking for advice as they have recently made application for their Police Station to be listed by English Heritage. The Newport Pagnell TC Clerk informed that they had employed a consultant to make the application. The resultant copy has been circulated.
9. No progress on resolving with Stonewater the issue that that the Paddock Close swale is not draining and that the fencing is not stable
10. Actions from Internal Auditor's report to be resolved:
 - parish council to produce a Finance Strategy
 - CCLA investment to be included on Asset Register
 - improved financial information to be produced for web site
11. Cllr Markham to 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.
12. Report to be commissioned to assess health of trees in Castle Field.
13. No progress on the feasibility study of a cycleway link to Hanslope.
14. Litter bins + bases to be ordered as agreed: one + spare base for outside shop & one for Shepperton Close. No progress following MKCC's advice not to place a litter bin at the site suggested in Shepperton.
15. Cllr Merritt to agree public sessions for defibrillator awareness with village First Responder for when date for end of lockdown confirmed.
16. No pipes in loft are lagged in cricket pavilion. SGC to consider remedial action for future.
17. CCTV at Sports Ground – clerk to contact suppliers to understand the management overheads. **To be picked up as a matter arising from security at the newly planned clubhouse.**

Steve Bradbury
2/3/2023

APPENDIX A2 Castlethorpe Sports and Social Club – Project Organisation

Design Group

This will only exist separately until design finalised which the Design Group has delegated authority from the Parish Council. Design will then move to the Project Board where it will be under change control.

- Lawrence Chapman
- Dan McGee
- Darren Merritt
- Phil Ayles

Project Board

Members have some specific responsibilities and will be updated by agreement of the Board as the project evolves eg when considering the clubhouse operation, persons with relevant experience will be co-opted.

- Luke Jeffries (Project Manager)
- Lawrence Chapman (Design and Fit-out)
- Dan McGee (Design)
- Darren Merritt (liaison with Chris Merritt, architect, and planning application)
- Ian Horne (Heating and plumbing)
- David Spinelli (Cricket rep)
- Steve Bradbury (Finance)
- Phil Ayles (Project Sponsor and Parish Council Liaison)

Stakeholder Group

This will consist of periodic meetings to keep all stakeholders and residents informed of progress and to discuss any open issues. Steve Bradbury will maintain a distribution list of attendees who will be invited and the meeting will be publicised on FaceBook.

Parish Council

CPC is statutorily responsible for the project including the planning application, drawing down funds and authorising expenditure though it may delegate some responsibilities to the Project Board or other groups.

Philip Ayles

6th March 2023