



# Castlethorpe Parish Council

Minutes of a Parish Council General Meeting held  
in the Village Hall on Monday 3<sup>rd</sup> April 2023

**PRESENT: Councillors Forgham, Merritt, Ayles, Sawbridge, Keane, Ward Cllrs Bowyer, Wardle, Andrews, the Clerk and 2 members of the public. Others were viewing through YouTube.**

Open session commenced: 7.30

Cllr Ayles opened the meeting with the normal introduction:

Key points:

- The Annual Parish Meeting was due to be held tonight but for various reasons this was not possible so there will be a decision tonight when to hold it which will either be at our next meeting which incidentally is not until 15th May because of the Bank Holiday and Coronation or another date but before 1st June which is the last date by law.
- It will be an abbreviated meeting as we had relatively few speakers in the last couple of years probably because social media spreads the word these days. So the format will be a report from our Ward Cllrs, a report from the chairman on behalf of the parish council and then anyone who wishes to speak either on behalf of their organisation or to raise a matter can do so.
- This is the last meeting of this Parish Council. A new council will be elected on 4 May along with a new Ward Councillor to replace George Bowyer who is standing down at the end of his term. Cllr Ayles thanked George and all parish councillors for their work over the past 4 years. This is a hard working parish and it is likely to be a contested election so Cllr Ayles reminded all parishioners to remember to bring voter id such as passport or driving licence though a full and rather long list of other eligible documents is shown on the back of your poll card.
- Steve Bradbury has decided to stand down as Clerk. On behalf of the Parish Council, Cllr Ayles thanked him for his work over the past 11 years. He has become one of the most experienced clerks in MK to our benefit. An interview panel has been established which has made a recommendation which will be considered in Part 2 and Cllr Forgham will post the decision on our website and on the FB page. Steve will continue to support the new Clerk over the next month.

A resident reported once again the poor state of the road around Thrupp Wharf. Cosgrove Parish Council are continuing to try and get West Northants CC to improve the surface and repair the potholes. He encouraged residents from Castlethorpe and Hanslope to also contact West Northants CC to complain. He went on to add that although Northants Police had indicated that there is no problem with visibility at the junction between Yardley Road and the road coming up from Castlethorpe, and that only a few accidents had been reported, he was aware of several incidents and Cosgrove PC are trying to get the junction improved.

Cosgrove PC had arranged a litter pick throughout the village, the resident had personally cleared a lot of litter from the road between Castlethorpe and Cosgrove. The Clerk responded that we did try to get somebody to organise a litter pick in the village as part of a national initiative as an action from the last meetings agenda but nobody had come forward to organise. Cllr Ayles asked Cllr Forgham to once again make a request on social media for somebody to organise a litter picking event.

Cllr Keane announced that he has regrettably decided not to stand for re-election. He has been in post for many years and thoroughly enjoyed working as part of the council especially with the current group of councillors. Cllr Ayles thanked Cllr Keane for his many excellent contributions over the years which was echoed by all present.

The open session concluded at 7.40

<b>1</b>	<b>APOLOGIES FOR ABSENCE</b>	<b>ACTION</b>
1.1	Cllr Markham – accepted	
<b>2</b>	<b>DECLARATIONS OF INTEREST</b>	
2.1.	Cllr Forgham pecuniary interest in item 8.1.	
<b>3</b>	<b>APPROVE MINUTES OF THE LAST MEETING</b>	
3.1	Previous Minutes from the General meeting of 6 <sup>th</sup> March were proposed by Cllr Forgham seconded by Cllr Keane and agreed unanimously.	
	<b>TO RECEIVE REPORTS</b>	
4.1.	<b>Clerks Report &amp; Review of Actions (See Appendix A1) – matters arising:</b>	

- 4.1.1. Item 2: update on street lighting was received that afternoon, see appendix A2. There was some confusion over whether MKCC really needed to do any work that would cause closure of roads and also why light at railway footbridge between South St and Chequers was not of requisite height. Cllr Ayles to clarify with MKCC.
- 4.1.2. Item 3: need to get two additional quotes as a matter of urgency once Councillor Markham available
- 4.1.3. Item 13: When coins received they will go to Polly McGee
- 4.1.4. Item 15: Councillor Forgham reported that there had been no problems over the last couple of days, will be kept under review

#### 4.2. **Ward Cllrs Report**

In purdah – nothing to report until after elections

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

- 5.1 **23/00362/HOUM** - Variation of condition 3 (Materials) of permission ref. 21/02497/FUL seeking amendments to the roof tiles relating to the erection of single storey rear extension; new pitched roof above each bay window at front 36 Shepperton Close Castlethorpe Street Castlethorpe – similar to previous application for 38 Shepperton no objections
- 5.2. **23/00564/TCA** - The complete removal of 13 metre tall Birch (T1) and 4.5 metre tall Apple (T2) due to slight subsidence and the complete removal of 11 metre tall Pine (T3) Yew Tree Cottage 47 North Street Castlethorpe – following discussions majority decision to not object
- 5.3. **23/00565/FUL** - The construction of four residential dwellings with associated access and parking The Old Rail Yard South Street Castlethorpe – Cllr Ayles had circulated a proposed response (see Appendix A3). Agreed unanimously to respond to MKCC as per draft.

### 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' seemingly the Local Lead Flood Authority had objected. They have now withdrawn their objection and asked for conditions.**
- 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  
[see: https://snc.planning-register.co.uk/Planning/Display/WNS/2022/1741/EIA](https://snc.planning-register.co.uk/Planning/Display/WNS/2022/1741/EIA)
- 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 **decided – Condition discharged**
- 6.5. **22/03159/HOU** Erection of a two storey rear extension 17 Lodge Farm Court – **status 'awaiting decision' – no further updates**
- 6.6. **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 to TCA**
- 6.7. **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 **Awaiting decision**
- 6.8. **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 **Awaiting decision**
- 6.9. **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 Objections to TCA**

### 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 Keane and agreed unanimously.

- 7.2. Some 15 years ago Hanslope, Haversham and Castlethorpe parish councils received exgratia grants of £15k each in lieu of planning gain from significant development at Hanslope Park. As major development is again taking place, Cllr Markham had proposed that we go back and ask for similar. It was agreed that the Clerk approached the other parish councils to see if they had a similar view. **Clerk**
- 7.3. It was agreed to support Cosgrove Parish Council in their efforts to make the junction from Thrupp Wharf up to Yardley Road Cosgrove safer and with improved visibility.
- 7.4. Cllr Forgham proposed that the Parish Council approve a request from The Women's Institute to place a wooden memorial planter on the old front step of the village hall. It was agreed unanimously as long as the defibrillator is not obstructed. Cllr Forgham to notify WI. **Cllr Forgham**
- 7.5. Following some discussion, it was agreed that a sum up to £500 be used to enhance the wild life area. To be discussed and agreed with village landscapers Cllr Merritt report that the defibrillators needed maintenance activity including new pads. Additionally, there is still a requirement to set up training sessions. It was agreed Cllr Merritt liaise with the Clerk re maintenance costs to be met from Clerks devolved financial powers and with Richard Bradley for the purpose of training. **Clerk**
- 7.6. Cllr Merritt report that the defibrillators needed maintenance activity including new pads. Additionally, there is still a requirement to set up training sessions. It was agreed Cllr Merritt liaise with the Clerk re maintenance costs to be met from Clerks devolved financial powers and with Richard Bradley for the purpose of training. **Cllr Merritt**
- 7.7. Cllr Ayles reported that MKCC had proposed a Redwood and asked the Parish Council for their approval. Agreed unanimously.
- 7.8. It was unanimously agreed to delegate responsibility to Clerk, Cllr Keane and Merritt to select supplier for new village landscaping contract in conjunction with Hanslope Parish Council.
- 7.9. The Parish Council agreed to extend the current landscaping contract up until the end of August to include hedge cutting and to make whatever arrangements necessary for any additional cut until the next growing season/start of new contract.

#### FINANCIAL MATTERS

- 8.1. Cllr Forgham withdrew from the meeting.  
The RFO Payment Schedule was proposed by Cllr Ayles, seconded by Cllr Keane with the addition of a payment to Cllr Forgham to refund purchase of publishing software for Castlethorpe News in the sum of £141.66 + VAT, Agreed unanimously.

Payee	Description	Invoice	Amount
S Bradbury	Salary Feb 2023	per pay slip	£725.40
S Bradbury	Planning application fee	PP12063890v1PVK	£129.83
S Bradbury	New Clerk's phone	per attached receipt	£237.04
RTM	Landscaping Mar + wildlife area	invoice 3965	£469.00
T. Ladyman	Clear village litter bins Mar	attached invoice	£50.00
Sue Illidge	Clean bus shelters Mar	attached invoice	£21.00
Excelsior	Doors football pavillion	attached invoice 8743	£1,279.55
Severn C Products Ltd	Comemmorative Coronation coins	attached invoices 7804	£322.00
Mr. D McGee	Repayment for purchase location plan	attached invoice	£22.80
R Forgham	Software for Castlethorpe News	attached invoice	£169.99
<b>TOTAL</b>			<b>£3,426.61</b>

Direct Debits			
Talktalk	01560036/882		30.54
Everflow	B220925A		59.95
Google Cloud	26107096G05ASYDKH7		£36.80
British Gas	BGL0318659-0305131		£1,115.03
XLN	4976199 16674975		£43.47
EDF	671070653836.00		£114.00

<b>DD Total</b>			<b>£1,399.79</b>
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9 **CORRESPONDENCE RECEIVED (email circulated prior to meeting)**  
9.1. SUSTRANS had written to the Parish Council revealing a potential opportunity to improve the cycle track from the village down to Lodge Farm trading estate. This was generally encouraged by the Parish Council, Clerk to make contact with SUSTRAN to take forward. Clerk

9.2 A parishioner had written to the Clerk reporting a jagged piece of metal sticking out of the tarmac alongside the give priority sign at the Station Road entrance to the village. The Clerk has reported this to MKCC

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

10.1. Cllr Sawbridge reported that the 20 mph sign on entry to village at North Street is obscured by a bush. The Clerk responded that the bush is regularly cut back as part of the landscaping schedule and no further action is really practical.

11 **TO AGREE DATE AND ATTENDANCE FOR FUTURE MEETINGS/EVENTS**

11.1. Next meeting will be held at 7.30 on Monday May 15<sup>th</sup> in the Village Hall.

11.2 After some discussion it was agreed to hold the Annual Parish Meeting on Monday May 22<sup>nd</sup> at 7.00 pm

Part 1 of the meeting closed at 8.55

## 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. Cllr Ayles reported that he had received over 400 pages of freedom of information material from MKCC and was still sifting through it before he could finalise his complaint about MKCC. He was not sure whether he could issue the complaint whilst the period of purdah is in operation.

14 **TO CONSIDER RESOLUTIONS**

14.1 The quote to repair fencing between Castle field and the Church had not been received -**carried forward** Clerk

14.2 The interview panel had recommended the appointment of Jacquie Ladyman, this was agreed unanimously.

14.3 Clerk's remuneration. In line with a recommendation given to the Chair by BMKALC, it was agreed that Jacquie Ladyman should be remunerated starting at SCP 18 and rising over time and subject to performance to a maximum of SCP 23. However, Cllr Ayles noted that, in line with an earlier and now outdated recommendation, Steve Bradbury was on a scale which rose to a maximum of SCP 17. He recommended a one-off payment of £1000 should be made to Mr Bradbury being approximately equal to the difference between SCP 17 and SCP 18 for a year. This was agreed unanimously. Cllr Ayles to inform Mr Bradbury. Cllr Ayles

## APPENDIX A1 CLERKS REPORT

1. New Clerk has been selected by interview panel – to be approved tonight. New phone has been ordered and is to be delivered tomorrow. Sim only contract to be arranged. Current Clerk will work on as allowed by Law with pay and beyond that without pay until May 1<sup>st</sup>.
2. A streetlight report has been received from MKC (only just in time for the meeting) and can be seen at item 4.1. on shared folder.
3. Sports Ground  
Football doors have been replaced. Old doors are still propped against the pavilion and need removing. Hooks need to be replaced to stop doors banging in the wind. Electric work to replace floodlight, extractor fans, grills and bulk head fittings cannot be done until May due to contractor's pressure of work. A quote was received to effect repairs on the ride-on mower but this was above the £2,000 limit above which a single quote cannot be accepted Two further quotes are now required.
4. The Clerk has still not had any reply at all to his request to re-open 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. He has now made a Freedom of Information request to see what correspondence took place internally and between MKCC and the property owner and on receipt and analysis the complaint will be escalated to the CEO and/or the Local Government Ombudsman.
5. The Clerk has yet to receive 'ballpark' costs for setting up a new Pre-School as have been requested by MKCC before they can consider releasing S106 Planning Gain to assist the payments. After receiving the costs, we should have a meeting with MKCC involving Ward Cllrs to consider.
6. Clerk has requested meeting with MKCC Planning Gain team about use of funds for clubhouse and public art
7. Renewal of the landscaping contract – meeting with Hanslope PC on 5<sup>th</sup> April to assess tenders. Four have been received. Castlethorpe delegated attendees to be approved tonight. Extension of current contract to end August has been agreed with RTM to include hedge cutting. Extra cut will need to be arranged for September. Cutting schedule sent to RTM.
8. Clerk has written to Historic England to get approval of the revised tree planting scheme at Gobbey's Field.
9. Application for Community Infrastructure Fund grant has been approved and we now have 50% grant funding to purchase 2 x solar powered SIDs. We already have one quote from Messrs. Traffic Technologies. Two more are required.
10. 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. Clerk has been unable to arrange this month.
11. Jordan Webster has agreed one year extension to cut sports ground - draft cutting schedules with Cricket Club to be agreed and sent to Jordan.
12. New springer/see-saw will be installed at Thrupp Close play area on 9<sup>th</sup> May. Clerk to apply for remaining s106 funds.
13. MKCC have confirmed that it is likely that if residents in areas where there are no permitted development rights want to build storage areas to accommodate the new recycling bins then they will probably need planning permission – dependent on location, size and appearance.
14. King Charles III commemorative coins will be delivered this week. Instructions needed on what to do then. Grant of £200 towards cost to be awarded by MKCC.
15. Cllr Forgham has reported that although Network Rail have assured us that they will issue instructions to workers at Station Yard to not cause noise and light nuisance, this is still happening.

### No progress/unknown status on outstanding actions

1. Cllr Merritt to arrange for replacement of defibrillator pads.
2. Floodgate to be selected and purchased for o/s 1 The Chestnuts – all monies to be reclaimed from MKCC.
3. 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.
4. 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.
5. Awaiting Land Registry to process request to turn lease for sports ground into full title
6. 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.

7. 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.
8. 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
9. 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.
10. 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.
11. 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.
12. No progress on resolving with Stonewater the issue that that the Paddock Close swale is not draining and that the fencing is not stable
13. 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
14. 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.
15. Report to be commissioned to assess health of trees in Castle Field.
16. No progress on the feasibility study of a cycleway link to Hanslope.
17. 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.
18. Cllr Merritt to agree public sessions for defibrillator awareness with village First Responder for when date for end of lockdown confirmed.
19. No pipes in loft are lagged in cricket pavilion. SGC to consider remedial action for future.

Steve Bradbury  
3/4/2023

## APPENDIX A2 STREETLIGHT UPDATE

### Streetlight Update 3<sup>rd</sup> April 2023

Here are some updates for you regarding the overall streetlighting in Castlethorpe, there are some items that will need further consultation/planning however this should help to inform the attendees at the meeting later.

3 locations need a further decision before any works can be programmed in and I've listed these in order underneath the table.

Location	Column Ref	Actions planned/completed
The Chequers	3TC	Completed
The Chequers	4TC	Column to be removed early April
The Chequers	10TC	Decision required (#1)
Railway footpath	F3	Work planned for April (subject to weather conditions as access is via nearby field)
Railway footpath	F2	New lantern fitted, old items to be removed in April
Railway footpath	F1	New lantern fitted, old items to be removed in April
Station Road	5SR	Waiting for the power supplier to carry out works before heritage bracket can be fitted
Station Road	6SR	Waiting for the power supplier to carry out works before heritage bracket can be fitted
Station Road	7SR	Leaning column to be repaired April
Station Road	9SR	Decision required (#2)
Station Road	12SR	Decision required (#3)

#### Decisions required

#1

The Chequers (10TC) this light is on a footway and if changed to a Heritage lantern the nearby properties may be affected by the light into their gardens, and they may request a shield to be fitted due to light pollution. Alternative is to fit a standard lantern and paint the column black.

#2

Station Road 9SR

There are three options here which will also include some degree of disruption as a road closure. The options are:

1. Connection via Western Power Distribution/National Grid cable supply under the road - minimum 3-day road closure for 24 hours
2. Connection via other cable overlay requiring a trench to be dug at the location - minimum 5 days closure including driveway access
3. Convert the existing pole bracket to a decorative bracket (same as 5SR and 6SR)

#3

Station Road 12SR

Same three options as #2 including the amount of disruption on Station Road for numbers 1 and 2.

All the above works (in the table) are subject to received the relevant permit approvals and weather conditions.

Any planned works including any closures will be listed on <https://one.network>

Any queries please let me know,

Regards,

Rachel Munday  
Highway Communications Manager  
Milton Keynes City Council

## APPENDIX A3 – PROPOSED RESPONSE TO PLANNING APPLICATION 23/00565/FUL

Castletorpe Parish Council requires the following conditions to be applied:

1. The new houses are dependent on a high retaining wall to allow the removal of the slope and create enough room for the houses. It is difficult to read the height of the retaining wall but it appears to be at least 3 metres high.

This is immediately behind and within two metres of the converted garage of No 7 The Chestnuts and the village shop and, to a lesser extent, Nos 5 and 6 The Chestnuts.

If there should be a problem with this wall, it would cause at least the converted garage and the village shop to have subsidence problems or even to slide over the edge. It should be noted that there will be vibration from the adjacent West Coast mainline which will put some stress on the retaining wall.

Whilst redress could be sought from the householders, any cracking could make the wall uninsurable and repairs could be beyond the means of the householders. The Parish Council requires that some form of bond is lodged with MKCC to ensure that finance to maintain the retaining wall would be available.

2. The additional four houses would be in addition to the existing nine properties which are already constructed but not occupied. This means that the site would qualify as a 'major development' and as such would be subject to an S106 Agreement.

The Parish Council requests that MKCC requires an S106 Agreement and that funds are allocated for the improvement of village amenities specifically at the community-owned village shop and recreation ground as being necessary given the increased number of residents using both amenities.

Should the Case Officer not be minded to accept these conditions and intend to approve, the Parish Council requests that the decision is made at Planning Committee / Panel and will ensure representation to speak from the Parish Council.

DRAFT