



Castlethorpe Parish Council

Minutes of a Parish Council General Meeting held
on Monday 5th September 2022 in the Village Hall

PRESENT: Councillors Forgham, Merritt, Sawbridge, Ayles, Markham, Ward Cllrs Andrews & Bowyer and one member of the public. Others were viewing through Facebook & Youtube.

It was reported that the work to fix gas problems by the Navigation have completed.

- | 1 | APOLOGIES FOR ABSENCE | ACTION |
|---------------------------|--|---------------|
| 1.1 | Cllrs Keane & Hinds - accepted | |
| 2 | DECLARATIONS OF INTEREST | |
| 2.1. | Cllrs Forgham & Markham pecuniary interest item 8.1. | |
| 3 | APPROVE MINUTES OF THE LAST MEETING | |
| 3.1 | Previous Minutes from the annual meeting of 4 th July were proposed by Cllr Forgham seconded by Cllr Merritt and agreed unanimously. | |
| TO RECEIVE REPORTS | | |
| 4.1. | Clerks Report & Review of Actions (See Appendix A1) – matters arising: | |
| 4.1.1. | Item 6 – should read Gobbey’s Field and not Castle Field | |
| 4.1.2. | Item 10 – the Clerk will compose a letter asking Station Road residents not to use the car park whilst the hedges are being cut and deliver to residents | Clerk |
| 4.2. | Ward Cllrs Report
Nothing to report this month | |
| 4.3. | Carrington Close – MKC had informed that they had written to Stonewater telling them that they had breached the s.106 agreement with regard to the percentage of affordable housing as part of the development. Stonewater had responded that they did not know how they were in breach. MKC had responded to this.
Cllr Sawbridge said that she was most frustrated with the lack of progress and urgency shown by MKC. Cllr Ayles said that he had only just sent the last email to Jo Payne (MKC officer dealing) but would contact her again if nothing received back by the end of the week.
Cllr Sawbridge went on to say that workmen are working late at night and at weekends seemingly to get the work completed as soon as possible.
Cllr Ayles will also write to MKC questioning their stated position that the parish council are not party to the s.106 agreement.
Cllr Ayles said that although MKC had the Power to take legal action against Stonewater it is not a Duty. | Cllr Ayles |
| 4.4. | Cllr Ayles thanked Cllr Bowyer for the email that he had sent to MKC.
Cllr Ayles had received a report from MKC on the progress of the streetlight upgrade, which he had circulated prior to the meeting (see Appendix A2). Two lamps had not been fitted in Thrupp Close due to excessive overgrowth of shrubs surrounding the posts. They are the responsibility of the parish council and the Clerk will arrange for them to be cut back along with the rest of the village hedging this month | Clerk |
| 5 | TO CONSIDER PLANNING APPLICATIONS (previously viewed online by Councillors) | |
| 5.1 | 22/01845/TCA Removal of Ash Tree Castlethorpe Lodge (expiry date passed – email had been sent for any objections, none received) approved | |
| 5.2. | 22/01950/TCA Reduction in height from 15m by approximately 4 metres of Pine (T2) Carolwood 27 South Street Castlethorpe – deadline for comments 5 th September (2 day extension requested) – no objections | |
| 5.3. | 22/02047/NMA Non-material amendment seeking the relocation of a window, door and air source heat pump relating to permission ref. 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 Castlethorpe – no objections | |
| 5.4. | 22/02067/NMA Non-material amendment seeking to update the position of the neighbours garage relating to permission ref. 21/01637/FUL Single storey rear extension and rear terrace roof canopy 38 Shepperton Close Castlethorpe – no | |

objections

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

- 6.1. **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 ermitted for signs 1 - 4o 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' no further significant updates**
- 6.2. **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**
- 6.3. **22/00855/ADV** Advertisement consent for the display adverts on hoarding for a residential development (retrospective) - Land At Maltings Field Castlethorpe **refused for sign 5, other signs permitted**
- 6.4. **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 conditions discharged**
- 6.5. **22/01098/HOU** - The demolition of the existing rear conservatory and erection of a new single storey rear sun room 9 Prospect Place Castlethorpe – **application permitted**
- 6.6. **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' no updates this month**
- 6.7. **22/01210/TPO** - The removal of significant deadwood and hanging branches and reduction of the low lateral branches of T1 (Sycamore) protected by Milton Keynes Council Tree Preservation Order no. PS/540/15/83. The reduction in height by approximately 4 metres of T2 (Pine) as the tree has outgrown its position. Carolwood 27 South Street Castlethorpe – **application permitted**
- 6.8. **22/01306/FUL** Change of Use of part of agricultural field to enclosed dog walking field with fencing field enclosure and gates and the formation of hard standing for vehicle parking and turning Land Off Fox Covert Lane Castlethorpe **status awaiting decision**
- 6.9. **22/01464/HOU** Removal of existing lean-to and construction of new orangery, replacement of existing flat plastered ceiling to dining space with plastered insulated vaulted ceiling 47 North Street Castlethorpe **Application Permitted**
22/01465/LBC Listed building consent for the removal of existing lean-to and construction of new orangery, replacement of existing flat plastered ceiling to dining space with plastered insulated vaulted ceiling 47 North Street Castlethorpe **Application Permitted**

7 TO CONSIDER RESOLUTIONS

- 7.1. A company had written asking whether clothing banks could be left in the village in return for which they would donate money to the parish council. It was agreed that the banks would be unsightly if left anywhere except the sports ground and that should unwanted clothes be donated in this way it would deprive current collectors and their charitable causes. Offer to be rejected.
- 7.2. Cllr Hinds had offered to perform a tree audit in the village to identify any trees that are worthy of making applications for Tree Protection Orders. It was agreed that this would be a worthwhile course of action. Cllr Markham said that the tree outside 10 North Street badly needs attention. Cllr Ayles will raise with MKC. Cllr Ayles
- 7.3. There are a few problems with the play equipment at the Fishponds. The basket seat had been missing from the swing for some time, 2 seats on the roundabout are cracked and some mats are in poor state. The Clerk will contact Cllr Keane and/or Philip Snell at MKC to find out current state of any repairs planned and will try to get quotes for any fixes that are not in the immediate plans for MKC. The Clerk had written to Paul Van Geet at MKC asking about the remaining s.106 funds available from the Paddock Close development (believed to be c. £1500) and whether this could be used for repairs. Clerk
- 7.4. A long-term villager had sadly recently passed away and his widow wanted to donate money in his name to the village. After some discussion two potential items were identified that could be obtained with the money:
- MKC will be replacing the fallen chestnut tree on the triangle but the replacement will not be anywhere near the same size. It may be that the money could be used to supplement the MKC amount and get a bigger,

more mature example

- To introduce some further play equipment to the Fishponds, potentially supplementing the outstanding s.106 amount (as above) not yet spent.

Cllr Ayles will respond to the lady and ask her for her preference.

Cllr Ayles

- 7.5. A resident had offered to cleaning and clearing of leaves from the village centre bus shelters in exchange for a 'small payment'. Clerk will check position with regard to paying money to the lady with the internal auditor. .

Clerk

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FINANCIAL MATTERS

- 8.1. Cllrs Forgham and Markham withdrew from the meeting.

It was pointed out that the payment of £55 to New Bradwell Reprographics for the printing of the newsletters was not included. The payment schedule was proposed by Cllr Ayles seconded Cllr Merritt and was approved unanimously with this addition. Cllrs Forgham and Markham returned to the meeting.

Payee	Description	Invoice	Amount
S Bradbury	Salary July 2022	per pay slip	£673.40
S Bradbury	Salary Aug 2022	per pay slip	£673.40
S Bradbury	Postage stamps	per receipt	£27.22
S Bradbury	Refund purchase card readers	per receipt	£32.00
RTM	Landscaping July + wildlife area	invoice 3562	£469.00
RTM	Landscaping Aug + wildlife area	invoice 3620	£469.00
T. Ladyman	Clear village litter bins July/Aug	attached invoice	£90.00
Tove Landscapes	Sports Ground maint July	attached invoice 12960	£495.00
Tove Landscapes	Sports Ground maint Aug	attached invoice 12985	£429.00
MK Council	White Line painting	invoice awaited	£1,410.00
Simon Bates	Weed spray village	invoice #208	£400.00
Russell Forgham	Refund equipment for VH	attached receipts	£58.29
Lawrence Chapman	Refund equipment Queen's Jubilee beacon	No receipts provided - see email. IA advised.	£98.15
Flint Bishop for Viking	VH consumables	attached letter - invoices requested	£194.12
Glenmore Farm	Supply diesel	attached invoice	£168.00
SportsCourts	25% deposit relay tennis court	attached invoice - already paid ass authorised by email	£1,248.75
TOTAL			£6,935.33

Direct Debits			
IdNet	Domain name + web hosting	attached invoice 800576	£135.00
Talktalk	01560036/882		30.54
Everflow	B220925A		62.55
Google Cloud	26107096G05ASYDKH7		£36.80
XLN	4976199 16674975		£35.14
EON	089208742670A		£112.00
EDF	671070653836.00	refunded	-£333.20

DD Total			£78.83
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- 8.2. **Financial report for 2021/22 financial year**

The report had been circulated to the Cllrs prior to the meeting (see Appendix A3).

There were no matters arising. Cllr Forgham will post on the web site.

Cllr Forgham

9

CORRESPONDENCE RECEIVED (email circulated prior to meeting)

10

- 9.1. None

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

- 10.1. Anglian Water seem to have finished their work in South Street but they have not removed the 'Road Closed' signs

- 10.2. The gate between Lodge Farm Court and the sports ground needs attention. Clerk &

Clerk/Cllr

- Cllr Markham will discuss with contractor.
- 10.3.** Cllr Sawbridge wondered whether anything can be done for the more vulnerable in the village given recent highly inflated prices. She & Cllr Forgham will consider.
- 10.4.** A planning application to use a field at the bottom end of Wolverton Road as a dog activity area had been withdrawn although it would appear that the field is being used in this way. Clerk to contact MKC Planning to check the status of the application.
- 11 TO AGREE DATE AND ATTENDANCE FOR FUTURE MEETINGS/EVENTS**
- 11.1** Next meeting will be held at 7.30 on Monday October 3rd in the Village Hall. There will be no meeting in August.

Markham
Cllr Sawbridge/
Forgham

Clerk

There being no further business the meeting closed at 8.52

Appendix A - Schedule of Reports & File Notes

APPENDIX A1 – CLERK’S REPORT 5/9/2022

1. Street light upgrade continues. It has been agreed that two of the lights in the Station Road parking area be mounted on poles as to erect new posts would worsen the parking situation. MKC are in discussions with the electricity suppliers to provide power to the new poles in Bullington End Road and Station Road. Also special 'raise and lower' columns have had to be ordered for the two lights alongside the path by the Station Road railway bridge. Two lanterns still need to be fitted in Thrupp Close that have not been done due to overgrown hedging. It has now been established that these hedges are our responsibility so they will be cut back when RTM do the hedge cutting around the village.
2. Work has now been completed on repainting the parking spaces outside Acorn Nursery. Other lines were repainted in front of garages and at South Street junctions.
3. A 25% down-payment has been made before commencement of work to resurface the tennis courts to Messrs. Sportscourts Ltd. They still need to schedule the work but it is likely to happen in September.
4. Duke of Edinburgh Award work continues.
5. Alex Riley of Wellers Law Group has said that he should be able to draft the agreement to transfer ownership of the sports ground in the next two weeks.
6. Leo Hawkes (MKC arborologist) has put together a planting plan for trees in Castle Field and this has been sent to the landowner's agents.
7. '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.
8. There are concerns that have been raised with MKC Planning Enforcement that are now under their management:
 - 41 Shepperton Close: garage converted to extra room – resident informed that planning application required. Unsure of current status with regard to resident's response.
 - 12 Shepperton: extension to residence being used as gym for business purposes – MKC Planning have responded that there is insufficient proof to take further
9. MKC have said that there will be a delay in placing contracts for landscaping until sometime after September 2023. MKC have instructed the already-devolved parishes to extend contracts with current providers for another 6 months. Hanslope PC who are co-ordinating our combined re-bid along with Haversham will be discussing the matter at their September meeting but it is unlikely that we will be holding fire until next year.
10. RTM will be cutting village hedges next Tuesday. Station Road residents to be reminded not to park in the parking area for the day. Wildlife area has been cut – arisings to be removed later
11. in response to a resident's request, Cllr Ayles has asked MKC to advise of the possibility of parking permits for the Station Rd parking area. Once advice is received, an item will be placed on future CPC agenda to see if we wish to ask MKC to proceed, perhaps after surveying all the affected residents.
12. Question asked to Paul Van Geete MKC whether we can spend remaining c. £1500 s.106 monies on mower repair

No progress/unknown status on outstanding actions

1. . Sports Ground
 - Clerk still to produce table of required activity from fire inspection – 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 106 monies are available. Choice to be made: repairs vs. part exchange of mower for newer model.
- 2. No progress on resolving with Stonewater the issue that the Paddock Close swale is not draining and that the fencing is not stable
- 3. 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
- 4.
- 3. 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.
- 4. 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.
- 5. No progress on the feasibility study of a cycleway link to Hanslope.
- 6. 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.
- 7. Awaiting response from BP Pulse/Energy Savings Trust on the request to install Electric Vehicle charging points in South Street. Anticipated this Autumn
- 8. Cllr Markham still to confirm number of posts & rails required to fix fence between sports ground and Lodge Farm Court
- 9. Cllr Merritt to agree public sessions for defibrillator awareness with village First Responder for when date for end of lockdown confirmed.
- 10. Cllr Merritt to liaise with Network Rail department re. carrying of excess loads over weight restricted railway bridge
- 11. No pipes in loft are lagged in cricket pavilion. SGC to consider remedial action for future.
- 12. Review of draft plans for possible development of club house at sports ground
- 13. Cllr Ayles & Geary to consider MKC decision not to sell land at the side of 6 The Chestnuts
- 14. CCTV at Sports Ground – clerk to contact suppliers to understand the management overheads. No progress this month

Steve Bradbury
5/9/2022

APPENDIX A2 Streetlight Update from MKC Streetlighting

Just a quick update on the Current Heritage Lantern Update, our contractor has converted all the standard Lantern swops on columns they can access.

The Pole Brackets have been ordered for the two agreed columns in Station Rd & the one in New Rd, the Electricity STATS have requested for the location of the two New column location in Station Rd to replace the existing Pole Brackets.

I will be carrying out a site visit next week with our contractor to confirm the location of the two Station Rd columns if possible in relation to the Electricity LV Main, also to remark the location of the five column in Bullington End Rd to replace the existing Pole Brackets & to check the status of landscape intrusion columns to see if works can carry on.

The Raise & lower columns have been ordered & awaiting delivery for the two columns on the path over the Railway, then all new columns have been installed the ICP will be programmed to carry out all the DNO service transfers.

Then all the columns works are complete in Castlethorpe & the other similar project in another location is complete the Column painting will be programmed.

APPENDIX A3 INCOME & EXPENDITURE REPORT 2021/22

ALL FIGURES NET OF VAT	2021/22 BUDGET	2021/22 ACTUALS	Variance	
INCOME				
Precept inc LCTS Grant	31940	31944	4	
Interest	1350	1777	427	
Grants & s.106	0	2482	2482	grants from CIF, villagers + Ward Cllrs
VH Hire & rentals	12400	8000	-4400	Obvious impact of Covid
MKC Landscaping grant	2850	2974	124	
Advertising	700	0	-700	
Total Receipts	49240	47177	-2063	
Total receipts less grants	49240	44695	-4545	
EXPENDITURE				
Administration costs	9500	11880	2380	
Clerk's wages	8000	10530	2530	Feb salary deposits not banked in time last year
Other	1500	1350	-150	Google Ireland, IDNET, Zoom, AV software + purchase Printer
Audit Fee	400	350	-50	
Buildings/Assets Costs	3200	4753	1553	
VH	1500	2151	651	966 relay VH back garden, 462 repair/replace emergency lighting
SG	700	1228	528	pavillion floor resurface + pavillion repairs
Village	1000	1374	374	sign cleaning £380 clean war memorial 500, Fishponds gate replacement 170
Chair's Expenses	100	0	-100	
Consumables	500	79	-421	Covid impacted
Dog bin clearance	1400	230	-1170	additional bin 230 - annual invoice for clearance not received
Election costs	0	0	0	
Equipment Costs	1300		-1300	
VH	500	56	-444	
SG	800	1368	568	mower service, diesel, repair gym equipment
Grants	200	0	-200	agreed no CSA op fee 2022
Insurance	1600	2273	673	significant increase - need new quote
Landscape/General Maintenance	10900	11473	573	
Sports ground	3500	1550	-1950	
Wildlife area	700	540	-160	
Village	6700	9383	2683	
Grass, hedges contract	5500	4700	-800	
General maintenance		3483	3483	replace fencing
Weedspray	1200	1200	0	
Licences/Statutory certificates	600	1012	412	287 fire check pavillions, 2 x payments to PPL/PRS last invoice to wrong email address
Publications	1000	55	-945	
Rates	0	0	0	
S137	750	3925	3175	
Speed checks	0	0	0	
Other	750	3925	3175	Legal consultancy + OAP Xmas dinner
Subscriptions	450	383	-67	

Training	500	0	-500	
Utilities	3400	2702	-698	
VH	3000	2325	-675	
Clerks phone	400	377	-23	
Maint contract costs	4500	2610	-1890	
Litter bins	500	550	50	
VH Cleaner	4000	2060	-1940	
Expenditure	£40,300	£41,725		
Projects				
Village Hall Garden		836		
New benches		850		
Total Expenditure	£40,300	£43,411	£3,111	

Income	£47,117	
Expenditure	£43,411	
Funds available	£107,742	
Less Future Commitment	£56,000	New streetlights
Total available	£51,742	

Bank position end of year: Lloyds £16,645 BOI £1,097, CCLA PSDF £90,000, CCLA LAPF £50,000