



Castlethorpe Parish Council

Parish Council Annual General Meeting
to be held on Monday 15th May at 7.30 pm

AGENDA

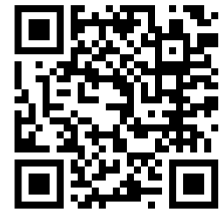
Dear Parishioners

The Annual Meeting of Castlethorpe Parish Council will be held on the above date and time **in the Village Hall**, when the business set out below will be transacted. **Please do not attend if you are ill or have any Covid symptoms**

Residents may ask questions in the Open Forum or by giving them to the Clerk or any Councillor by noon on the day of the meeting

Technology permitting, proceedings may be viewed on the Castlethorpe Parish Council YouTube Channel <https://www.youtube.com/@castlethorpeparishcouncil> both as a live stream and as a recording which will be retained for at least a month.

Scan the QR code to go to the YouTube channel.



Jacquie Ladyman
Clerk to the Parish Council
Phone: 07707 836973 or email: clerk@castlethorpe-pc.gov.uk

1		TO RECEIVE APOLOGIES FOR ABSENCE
2		TO RECEIVE 'ACCEPTANCE OF OFFICE' NOTIFICATIONS – sent to Cllrs prior to meeting to be signed in front of Proper Officer
3		TO ELECT A CHAIRMAN & to receive Chairman's Declaration of Acceptance of Office
4		TO ELECT A VICE-CHAIRMAN & to receive Vice-Chairman's Declaration of Acceptance of Office
5		TO NOTIFY CHANGES TO REGISTER OF MEMBERS INTERESTS FORMS
6		TO APPOINT COMMITTEES, AND AGREE TERMS OF REFERENCE
	6.1	Finance committee: 4 Councillors: currently Cllrs. Ayles, Forgham Merritt and Sawbridge
	6.2	Sports committee: 4 Councillors: currently Cllrs. Ayles, Forgham, Markham and Sawbridge
	6.3	Village Hall committee: 3 Councillors: currently Cllrs. Forgham, Hinds and Keane
7		TO AGREE COUNCILLORS RESPONSIBILITIES
	7.1	Communications and website: currently Cllrs. Ayles & Forgham
	7.2	Dog fouling: currently Cllr. Hinds
	7.3	Public transport: currently Cllrs. Ayles, Forgham & Keane
	7.4	Highways and streetlights: currently Cllrs. Ayles, Markham & Merritt
	7.5	Footpaths and play areas: currently Cllrs. Hinds, Keane & Markham
	7.6	Flower festival: currently Cllr. Hinds
	7.7	Neighbourhood and Parish plans: currently Cllrs. Ayles, Forgham, Hinds & Keane
8		TO APPOINT REPRESENTATIVES TO EXTERNAL BODIES
	8.1	Parishes Forum: 2 Councillors: currently Cllrs. Ayles & Keane
	8.2	Rural West NAG: 3 Councillors: currently Cllrs. Ayles, Hinds & Keane
	8.3	Newport Pagnell North and Hanslope Local Area Forum: 3 Councillors: currently Cllrs. Ayles, Forgham & Keane
	8.4	MKALC: 2 Councillors: currently Cllrs. Ayles & VACANCY
	8.5	Milton Keynes Bus Users Group: 1 Councillor: currently Cllr. Forgham
9		TO ADOPT THE STANDING ORDERS – available to view on the Castlethorpe Website: https://castlethorpe-pc.gov.uk/papers.html
	9.1	To adopt Standing Orders issue 2023-1
10		TO ADOPT THE COUNCIL POLICIES – available to view on the Castlethorpe Website: https://castlethorpe-pc.gov.uk/papers.html
	10.1	Parish Council Code of Conduct
	10.2	Complaints Procedure, Disciplinary, Environmental, Equal Opportunities, Freedom of Information, GDPR, Grievance, Health & Safety, Receipt of Gifts and Hospitality, Reporting of Meetings and Volunteer & Neighbourhood Plan policies

11		TO SUSPEND MEETING TO ALLOW FOR AN OPEN FORUM (15 minutes if required)
12		TO RECEIVE DECLARATIONS OF INTEREST by Councillors in any of the agenda items below
13		TO APPROVE MINUTES OF THE LAST MEETING
	13.1	To agree the minutes of the previous general meeting of the 3 rd April as a true and accurate record.
14		TO RECEIVE REPORTS
	14.1	Clerks Report & Review of Actions (<i>to be circulated prior to meeting</i>)
	14.2	Ward Councillors Report (to be given at meeting)
	14.3	MKCC Planning Gain meeting file note
	14.4	MKCC Highways meeting file note
15		TO CONSIDER PLANNING APPLICATIONS (previously viewed on line by Cllrs)
	15.1	23/00960/NMA – 21 Lodge Farm Court, Castlethorpe Non-material amendment to permission ref. 22/02702/HOU seeking changes to north (rear) and west (side) fenestration relating to the two storey rear extension to existing garage to provide gym and home office above for ancillary use to the main properties. Existing garage conversion at 21 to be converted back to garage - details previously circulated and no objections raised expiry date now exceeded
	15.2	23/00881/FUL – Lodge Farm House Wolverton Road Castlethorpe -The erection of new agricultural building (comments to be submitted by 19/5/23)
	15.3	23/00763/CLUP – 18 Bullington End Road, Castlethorpe Certificate of lawfulness for a proposed loft conversion with rear dormer and front rooflights – details previously circulated and no objections raised expiry date now exceeded
16		TO RECEIVE REPORT BACK ON PREVIOUS PLANNING APPLICATION
	16.1	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 - application permitted. Delivery plan not included as a condition
	16.2	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 awaiting decision, no further updates this month
	16.3	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 – currently update not available as issue with website see: https://snc.planning-register.co.uk/Planning/Display/WNS/2022/1741/EIA
	16.4	22/03159/HOU Erection of a two storey rear extension 17 Lodge Farm Court – Application permitted
	16.5	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 Application permitted
	16.6	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 Conditions discharged
	16.7	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 – Application permitted
	16.8	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 No objections to TCA
	16.9	23/00565/FUL - The construction of four residential dwellings with associated access and parking The Old Rail Yard South Street Castlethorpe Awaiting decision, comments forwarded as per last meeting
17		TO CONSIDER RESOLUTIONS (all supporting documentation to be circulated prior to meeting)
	11.1	To consider & agree to 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 Schedule12A to the Act
	11.2	To consider progress and funding of the clubhouse (Cllr Ayles)
	11.3	To request an additional grass cut on the cutting schedule (Cllr Bradbury)
	11.4	To arrange a “show and tell” automatic external defibrillator (AED) and cardiopulmonary resuscitation (CPR) session with the village first responder and to consider a donation for the organisers (Cllr Ayles)
	11.5	To consider the painting of double yellow lines on the entrance to Maltings Field (Cllr Sawbridge)
	11.6	To arrange further cuts of the cricket ground outfield whilst mower is being repaired (Cllr Markham) To arrange for the fence and bench to be installed at the Chequers (Cllr Markham)
18		TO CONSIDER FINANCIAL MATTERS (circulated prior to meeting)
	18.1	To agree the RFO payment schedule

19		CORRESPONDENCE RECEIVED (circulated prior to meeting)
	19.1	A parishioner has written to suggest that a further reiteration of the Neighbourhood plan is required given that the current plan is now over 2 years old
	19.2	A member of the public has brought to attention that the footpath between Lodge Farm Court and the Sports Ground is becoming overgrown
	19.3	An email received from a resident advising of a potentially dangerous horse chestnut tree on the corner of South Street/North Street. The tree is on private land so advised resident to contact resident directly or MKCC using the 'report it' section of their website.
20		ANY OTHER BUSINESS (for noting, or for inclusion on a future agenda)
21		TO AGREE DATE AND ATTENDANCE FOR FUTRE MEETINGS/EVENTS
	21.1	Next meeting will be held at 7.30 on Monday 5 th June in the Village Hall
	22.2	Annual Parish Meeting will be held at 7.30 on Monday 22 nd May in the Village Hall
		PART 2
22		RECEIVE DECLARATIONS OF INTEREST by Councillors in any of the agenda items below
24		TO CONSIDER RESOLUTIONS
	24.1	To consider further funding for the clubhouse project (Cllr Ayles)

Appendix A – Schedule of Reports & File Notes

1. **Clerk's Report (item 4.1)**
To be circulated prior to meeting