



Castlethorpe Parish Council

Minutes of a Parish Council Meeting held on
Monday 15th May 2023 in the Village Hall

PRESENT: Councillors Ayles, Forgham, Hinds, Sawbridge, Bradbury, Markham, Merritt, Ward Cllr Wardle, the Clerk and 3 members of the public. Others were viewing through YouTube

The meeting opened at 7.30 pm.

Cllr Ayles congratulated all Councillors on their election and welcomed Steve Bradbury as Councillor and Jacqui Ladyman as Clerk. He also congratulated Alison Andrews on her appointment as our new City Councillor and thanked Kevin McDermott and Stephen Montague for standing as candidates.

Tonight's meeting is the Annual Meeting of the Council and is where Councillors have to sign their acceptance of office, elect a Chair and a Vice Chair, assign responsibilities and adopt Standing Orders, Code of Conduct and Council Policies.

1		TO RECEIVE APOLOGIES FOR ABSENCE	
	1.1	Cllr Alison Andrews	
2		TO RECEIVE 'ACCEPTANCE OF OFFICE' NOTIFICATIONS	
	2.1	Circulated to Cllrs. and signed in front of the proper officer	
3		TO ELECT A CHAIRMAN & to receive Chairman's Declaration of Acceptance of Office	
	3.1	Cllr Markham nominated Cllr Ayles, seconded by Cllr Forgham, agreed unanimously	
4		TO ELECT A VICE-CHAIRMAN & to receive Vice-Chairman's Declaration of Acceptance of Office	
	4.1	Cllr Markham nominated Cllr Forgham, seconded by Cllr Ayles, agreed unanimously	
5		TO NOTIFY CHANGES TO REGISTER OF MEMBERS INTERESTS FORMS	
	5.1	Circulated to Cllrs. for completion and returning MKCC within 28 days	
6		TO APPOINT COMMITTEES, AND AGREE TERMS OF REFERENCE	
	6.1	Finance committee: 5 Councillors: Cllrs. Ayles, Bradbury, Forgham Merritt, and Sawbridge	
	6.2	Sports committee: 5 Councillors: Cllrs. Ayles, Bradbury, Forgham, Markham and Sawbridge	
	6.3	Village Hall committee: 3 Councillors: Cllrs. Bradbury, Forgham and Hinds	
7		TO AGREE COUNCILLORS RESPONSIBILITIES	
	7.1	Communications and web site: Cllrs. Ayles & Forgham	
	7.2	Dog fouling: Cllr. Hinds	
	7.3	Public transport: Cllrs. Ayles, Bradbury and Forgham	
	7.4	Highways and streetlights: Cllrs. Ayles, Markham and Merritt	
	7.5	Footpaths and play areas: Cllrs. Bradbury, Hinds and Markham	
	7.6	Flower festival: Cllr. Hinds	
	7.7	Neighbourhood and Parish plans: Cllrs. Ayles, Bradbury, Forgham and Hinds	
8		TO APPOINT REPRESENTATIVES TO EXTERNAL BODIES	
	8.1	Parishes Forum: 2 Councillors: Cllrs. Ayles and Bradbury	
	8.2	Rural West Community Forum: 4 Councillors: Cllrs. Ayles, Bradbury, Forgham and Hinds	
	8.3	Newport Pagnell North and Hanslope Local Area Forum: 3 Councillors: Cllrs. Ayles, Bradbury and Forgham	
	8.4	MKALC: 2 Councillors: Cllrs. Ayles & Bradbury	
	8.5	Milton Keynes Bus Users Group: 1 Councillor: Cllr. Forgham	
9		TO ADOPT THE STANDING ORDERS – available to view on the Castlethorpe Website: https://castlethorpe-pc.gov.uk/papers.html	
	9.1	2 changes have been made to the standing order – the first being the need to leave the chamber if declaring an interest (12 b & c) and the other is the amount of Clerks discretionary spend. Cllrs Ayles and Bradbury both recalled that a previous resolution had increased the Clerk's discretionary spending power to £500 but the change had not been reflected in the Standing Orders. It was agreed unanimously to make the change to this version. Cllr Ayles proposed to adopt the Standing Orders, seconded by Cllr Forgham and agreed unanimously	

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 – Cllr Ayles proposed adopting the MKCC Code of Conduct, with the omission of committing to go to the MKCC Code of Conduct training, Cllr Bradbury seconded and unanimously agreed.	
	10.2	Cllr Ayles proposed adopting remaining council policies which were unchanged, seconded by Cllr Forgham and unanimously agreed.	

That concluded the first part of tonight's meeting.

Cllr Ayles then outlined what was going to be discussed in the next part of the meeting. He noted that tonight's meeting is not the Annual Meeting of the Parish which will be held next Monday 22nd at 7.00 pm in the village hall. An update of the past year will be given at the Parish meeting by the Chair and organisation and individuals can give their own reports or ask questions. An update of the Clubhouse will also be given.

11		TO SUSPEND MEETING TO ALLOW FOR AN OPEN FORUM (15 minutes if required)	
	11.1	A resident raised concerns about the cutting of the cricket outfield which needs additional cuts in between the agreed cutting schedule. This is normally carried out using our own mower but with the mower currently away for repair and service it is proving difficult to make contact to arrange these additional cuts. Cllr Markham will look to resolve	Cllr Markham
	11.2	A resident read an article he had written in the Castlethorpe News back in 2000	
	11.3	A resident from South Street reported that part of the footpath in South Street has failed. Cllr Sawbridge is going to investigate securing some funding that may be available for this and other areas in the village where footpaths need attention	Cllr Sawbridge
12		TO RECEIVE DECLARATIONS OF INTEREST by Councillors in any of the agenda items below	
	12.1	Cllr Ayles, Cllr Markham, Cllr Bradbury and Cllr Hinds pecuniary interest in 18.1	
13		TO APPROVE MINUTES OF THE LAST MEETING	
	13.1	Previous minutes from the General Meeting of 3 rd April were proposed by Cllr Ayles seconded by Cllr Sawbridge and agreed unanimously	
14		TO RECEIVE REPORTS	
	14.1	Clerks Report matters arising	
	14.1.1	Item 1. Cllr Markham resolved to collect the old doors at the football club by the end of the week	Cllr Markham
	14.1.2	Item 2. Quotes will be received for floodlight inspection and repairs and carried forward to a future meeting	Clerk
	14.1.3	Item 3. Cllr Sawbridge thanked volunteers who have offered to help on the 3 litter picking dates	
	14.1.4	Item 5. Cllr Ayles asked that we ensure the village grass cutting schedule is adhered to. The trees are not in the landscaping contractor scope and are the responsibility of MKCC to maintain, Cllr Markham is concerned about the trees on Wolverton Road which need to be reported to MKCC if maintenance is required beyond that which can be reached from the ground.	Cllr Markham
	14.1.5	Item 8. PCSO's will be carrying out speed gun operations in the village shortly, when accompanied by PC's they will be able to issue fixed penalty notices.	
	14.1.6	Item 14. The swale and grassed areas at Carrington Grove are not being maintained by Stonewater and there is also a blocked culvert in that area. These have been reported to Stonewater but no response. Cllr Ayles suggested reporting to the flood officer at MKCC, Cllr Bradbury to progress	Cllr Bradbury
	14.1.7	Item 12. Cllr Forgham thanked everyone involved in organising the successful Coronation event and particularly Polly McGee	
	14.2	Ward Councillors Report	
	14.2.1	Cllr Wardle congratulated all on their appointments	
	14.2.2	No report at this time, a full Council meeting is taking place this week where a new Major will be elected	
	14.3	MKCC Planning Gain meeting file note – no matters arising	
	14.4	MKCC Highways meeting file note - Cllr Ayles has written a pre complaint note about 5 areas of Highways issues, Graham Cox from Highways and Cllr Ayles have tried to contact each other, Cllr Ayles will continue to pursue	Cllr Ayles
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 - Cllrs had been asked whether they would wish to comment on the application but nobody elected to do so	
	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) – no objections	
	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. Cllrs had been asked whether they would wish to comment on the application but nobody elected to do so	
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 and Cllr Ayles has written to Ward Councillor to look into this	Cllr Wardle
	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)	
	17.1	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 Schedule 12A to the Act – proposed by Cllr Ayles, seconded by Cllr Forgham and agreed unanimously	
	17.2	To consider progress and funding of the clubhouse – Cllr Ayles explained the clubhouse will be split into 2 phases, the build phase and the fit out phase. The planning application has now been submitted and thanked Cllr Merritt, Cllr Forgham and Dan McGee for their help with this. The planning application number is 23/00976. Cllr Ayles hopes an ITT can be issued at next meeting with return of tenders by 28 th June in time for July meeting, albeit planning won't be decided until 10 th July. It is unlikely that the Clubhouse fit out will be completed in time for the start of the next cricket season but alternative solutions for this have been suggested by the cricket club Cllr Ayles proposed using a £50k bond that the Parish currently has for sports ground maintenance as part of the capital spend for the construction of the clubhouse. Cllr Forgham seconded and majority agreed	
	17.3	Cllr Bradbury confirmed that 9 nine cuts have been commissioned with the landscaping contractor but additional grass cuts are clearly needed. Cllr Bradbury to resolve with	

	17.4	RTM where we are on the cutting schedule and whether we are owed a cut. If a cut is needed it was agreed unanimously. The hedge cut will also need to be pushed back to September.	Cllr Bradbury
		Cllr Merritt will progress the AED and CPR training. Cllr Merritt proposed a donation of £250, seconded by Cllr Bradbury and agreed unanimously	Cllr Merritt
	17.5	Cllr Sawbridge reported that parking at the entrance to Maltings Field is an issue on bin collection day but more importantly the risk involved if an emergency vehicle was unable to get through. Cllr Ayles advised that a road traffic order would be needed and enforcement powers would be MKCC responsibility and not police. The PCSO has been asked to monitor, particularly on a Friday morning, as they can enforce obstruction. Cllr Forgham suggested contacting the Fire Service to establish access requirements for their emergency vehicles.	Cllr Forgham
	17.6	It was agreed that we would pay the difference in cost for the contractor having to use his own equipment whilst our mower is being repaired. It was agreed to carry this forward to the next meeting when invoices from the contractor can be reviewed.	Clerk
	17.7	The bench to be positioned at The Chequers has arrived and Cllr Markham and Cllr Hinds will meet with the contractor to arrange for it to be installed and the chain link fence realigned to go behind it.	Cllr Markham
18		TO CONSIDER FINANCIAL MATTERS (circulated prior to meeting)	
	18.1	Cllrs. Ayles, Markham, Bradbury and Merritt left the room. The RFO payment schedule was proposed by Cllr Forgham, seconded by Cllr Hinds and agreed unanimously	
19		CORRESPONDENCE RECEIVED (circulated prior to meeting)	
	19.1	Cllr Ayles explained that our Neighbour Plan is current until 2031 but if the local planning authority fails to maintain a five year housing supply or a level of housing completions then the plan is regarded as 'out of date'. If it is out of date then the only objection available to new applications is if it is not sustainable. Cllr Ayles has asked our Ward Councillors if they could establish the current housing position with MKCC Planning and highlight any risks to us. At this time Cllr Ayles feels there is no requirement to rewrite our plan but should the risks increase then we would start the process. Cllr Bradbury would like to understand what would be involved in another iteration of our plan and whether there would be enough residents prepared to help to make it a community lead project	Cllr Wardle
	19.2	It was agreed that Cllr Markham would get a quote for cutting the footpath at ground level between Lodge Farm Court and the Sports Ground which is becoming overgrown. Cllr Bradbury will contact Luke Stacey to also report on the public footpath in the field behind the sports ground going towards Hanslope	Cllr Markham Cllr Bradbury
	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)	
	20.1	CAMRA had asked the Parish Council whether they wanted to work with them and support an initiative to reopen the Carrington Arms. It was agreed that Cllr Forgham will put a paper together for discussion at next meeting.	Cllr Forgham Clerk
	20.2	Cllr Sawbridge agreed to pursue the possibility of obtaining monies from the Accessibility Fund and will bring to the next meeting	Cllr Sawbridge
	20.3	Cllr Markham said residents had complained to him about removal of the property boundary at 29 Bullington End Rd. Clerk and Cllr Ayles to consider"	Cllr Ayles / clerk
	20.4	The application for the Community Infrastructure Fund for 24/25 has been received and will be carried forward to the next agenda. Cllrs to consider possible projects	All Cllrs/clerk
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 7.00 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	Further funding for the clubhouse project was discussed but confidentially as the Council does not wish to disclose details of its budget to bidders.	

Appendix A1 – CLERKS REPORT

1. Sports Ground Mower quotes received and TAH appointed to repair. Mower was collected 8th May and should be returned w/c 15th May. Old doors to the football clubhouse are still propped against the pavilion and need removing, Cllr Markham has undertaken to do this. 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.
2. There is an issue with one of the floodlights which has become unstable, a contractor has come out at short notice and will provide a quote for repair. He also recommended a structural engineer be consulted on the remaining columns as they are starting to deteriorate and could become unstable.
3. An entry has been submitted to the Buckinghamshire Best Kept Village competition with judging taking place from the 1st June to the 14th July
4. We now have some information about start-up costs for preschool as is required by MKCC but need to review this in advance of furthering our request to MKCC to provide funding from the Early Education S106 planning gain.
5. Glendale have been awarded the landscaping contract from March 2024. Cllr Merritt and the Clerk met with Glendale and walked around the village to finalise areas within the contract. The contract will be updated and issued for signature. The wildlife area was also viewed and Glendale are coming back with some ideas and prices. 10 cuts per season have been agreed but there would be flexibility around additional cuts if required subject to availability.
6. Extension of the current landscaping 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.
7. Historic England have offered to take part in a video conference to agree the proposal to plant trees in Gobbey's Field. To do so would also require MKCC to attend. Given proposed and committed financial outlays the previous clerk has raised concerns about affordability at this time.
8. 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. The Clerk has contacted other local parishes who have installed solar powered SIDs to ask about their experiences selecting a supplier. Good response received so will now follow up with quote requests.
9. The Clerk and Cllr Markham met with M Lever to look at the fencing between Castle Field and the church yard. Awaiting a quote to carry out this work
10. Whilst the mower is being repaired Jordan Webster has agreed to use his equipment to perform the mowing, there will be an additional cost for loading and transporting his mower
11. Installation of the see saw/springer has been delayed by supplier and will now be installed at Thrupp Close play area on 5th June. Forms were submitted on the 2nd May to apply for remaining s106 funds.
12. King Charles III commemorative coins were distributed to the children who had requested them at the village tea party. There are still a few to be collected, after that any remaining will be available to purchase at £4 each to other villagers who expressed an interest in purchasing one.
13. 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 contacted Sustrans, awaiting response.
14. Stonewater have not responded to further requests to cut the swale and opposite grassed area at the top of Paddock Close. It is noted that the grassed area at the bottom of Carrington Grove has lots of weeds growing through and Stonewater obviously have not sown it to grass and maintained it as they said they would do in their landscape plan.
15. Cllr Markham and the Clerk are meeting with Linga on the 22nd May to commission a report on the health of trees in Castle Field, it is hoped that the boundary trees in the churchyard can also be included.
16. Weed spraying #1 of 3, has been completed
17. Village entrance gates and street signs have been pressure washed
18. The Clerk has contacted Hanslope and Haversham Clerks for their view on approaching Hanslope Park for an exgratia grant. This will be raised at the next Hanslope PC meeting.
19. The Clerk has written to Cosgrove PC to confirm our support in their efforts to make the junction from Thrupp Wharf up to Yardley Road Cosgrove safer and with improved visibility.
20. Cllr Ayles has chased the redwood tree for the triangle and it has been recommended that this is planted in the Autumn
21. A notice of next phase of Community Infrastructure Fund grants has been received with a deadline of 31 August. Cllrs to consider candidates.

No progress/unknown status on outstanding actions:

1. 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
2. The previous Clerk has now received a reply 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 but has not had time to digest it
3. Cllr Merritt to arrange for replacement of defibrillator pads.
4. Floodgate to be selected and purchased for o/s 1 The Chestnuts – all monies to be reclaimed from MKCC.
5. 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.
6. 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.
7. Awaiting Land Registry to process request to turn lease for sports ground into full title
8. Cllr Bradbury will contact Lee Turnham at Community Speedwatch UK to register and arrange training for the 7 volunteers. To be progressed when weather improves.
9. 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
10. 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.
11. 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.
12. 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.
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. No progress on the feasibility study of a cycleway link to Hanslope.
16. 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.
17. No pipes in loft are lagged in cricket pavilion. SGC to consider remedial action for future, this will be picked up as part of clubhouse development