



Castlethorpe Parish Council

Minutes of a Parish Council General Meeting held on Monday 3rd July at 7.30 p.m. in the village Hall

PRESENT: Councillors Ayles, Forgham (via zoom), Hinds, Sawbridge, Markham, Merritt, Ward Cllr Wardle, Ward Cllr Andrew, the Clerk and 2 members of the public. Others were viewing through YouTube

The Open session commenced 7.30 pm.

- Cllr Ayles gave an overview of the meetings content
- A member of the public spoke about the proposed development at Cosgrove. She wanted to raise awareness of the traffic congestion, risk of flooding, light, noise, air and river pollution and disruption to wildlife the development would cause and give people the opportunity to object should they wish. A leaflet and website have been produced details of which will be passed to Cllr Sawbridge who will arrange for these to be forwarded to Ward Cllr Andrew and uploaded to the Castlethorpe Village website. Highways have raised no objections to the plans and Cllr Ayles advised that the Parish Council did object when the application was first presented but legally the Parish Council can't object to Highways decision as it isn't on the agenda for a resolution. Individual councillors can however object as councillors.

The Open session concluded at 7.48

1		TO RECEIVE APOLOGIES FOR ABSENCE	
	1.1	Cllr Bradbury and Cllr Forgham by reason of holiday	
2		TO RECEIVE DECLARATIONS OF INTEREST by Councillors in any of the agenda items below	
	2.1	Cllr Ayles pecuniary interest in 8.1	
3		TO APPROVE MINUTES OF THE LAST MEETING	
	3.1	Previous minutes from the General Meeting of 5 th June 2023 were proposed by Cllr Ayles seconded by Cllr Hinds and agreed unanimously	
4		TO RECEIVE REPORTS	
	4.1	Clerks Report – See Appendix A1. Matters arising from Open Actions: Item 2 - Cllr Merritt to call Richard Bradley (Community First Responder) to arrange a date for the defibrillator training Item 4 – Cllr Sawbridge offered to source a floodgate for 1 The Chestnuts, Cllr Ayles will forward information gathered to date to Cllr Sawbridge Cllr Markham asked if a decision had been made by Highways on the missing road hump in North Street. Cllr Ayles thought they had agreed to replace both sides with a tarmac version. Clerk to check with Highways at next meeting	Cllr Merritt
	4.1.1		Cllr Sawbridge
	4.1.2		Clerk
	4.1.3		
	4.2	Ward Councillors Report	
	4.2.1	Ward Cllr Andrew reported that should any residents be dissatisfied with the decision they have been given with regard to wheelie bins they should contact her with details	
	4.3	Clubhouse Progress – See Appendix A2. No matters arising	
5		TO CONSIDER PLANNING APPLICATIONS (previously viewed on line by Cllrs)	
	5.1	23/01192 – 3a North Street, Castlethorpe – erection of 2 storey front extension - No objections	
	5.2	23/01215 – 18 Bullington End Road – loft conversion, raising the existing ridge and external material changes – No objections	
	5.3	23/01255 – 17 The Chequers, Castlethorpe – demolition of existing side car port. Erection of a single of two storey rear extension with saltbox style roof over and new front porch. Alterations to existing fenestration and material changes to existing walls. New side door and window. New cast iron gate – No objections	
	5.4	23/01352 – Carry out recommended work on four trees in Castle Field to the side of the rear of Castle House – No objections	
	5.5		

5.6	<p>23/01376 - Castle Lodge, Hanslope Road, Castlethorpe – the removal of 2 x sycamore trees and the canopy lift of 2 x yew trees No objections</p> <p>23/01413 - 1 Wolverton Road, Castlethorpe - variation of condition 1 (Approved plans - new access road to serve the existing and new approved dwelling) of permission ref. 21/03205/FUL relating to a new dwelling including new access and amenity space, new access and drive to existing dwelling – No objections to moving the access way but request the following conditions:-</p> <p>A footway needs to be included to the front of the property to avoid walking on the grass verge</p> <p>A revised planting scheme should be agreed with the MKCC ecology officer as the applicant had previously removed mature trees and the existing scheme agreed with the officer was based on the previous access location.</p>	
6	TO RECEIVE REPORT BACK ON PREVIOUS PLANNING APPLICATION	
6.1	<p>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</p>	
6.2	23/00881/FUL – Lodge Farm House Wolverton Road Castlethorpe -The erection of new agricultural building (comments to be submitted by 19/5/23) – Planning approved	
6.3	23/00976 The Pavilion Thrupp Close Castlethorpe extension to existing Cricket Pavilion to include a mixed-use Cricket Pitch/Pavilion, Local Community Hall and ancillary Parish Office and associated interior improvements – no update	
7	TO CONSIDER RESOLUTIONS (all supporting documentation to be circulated prior to meeting)	
7.1	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 Merritt and agreed unanimously	
7.2	To adopt revised Standing Orders 17.c, 17.d, 17.f and 20.as recommended during a recent internal audit – proposed by Cllr Ayles and agreed unanimously	
7.3	To consider Historic England response for replacing dead tree in Castle Field – Cllr Ayles proposed we remove the dead tree and obtain a quote for a replacement at a future date, agreed unanimously	Clerk
7.4	To agree to contact the contractor to move the dog bin currently in Castle Field by the Thrupp Close entrance – Cllr Ayles proposed we proceed, agreed unanimously	Clerk
7.5	To approve use of a consultant to help prepare an Expression of Interest for the MK Community Grant – Cllr Ayles proposed we proceed, agreed unanimously	Cllr Bradbury
7.6	To consider ‘Leave Quietly’ sign at the Sports Ground – Cllr Ayles proposed this be deferred as new signage will be put up as part of the Clubhouse project. Agreed unanimously	
7.7	To agree and sign the ‘Agreement for the provision of funding, devolution of Landscape Services to Parish or Town Council’ document – Cllr Ayles proposed that this be deferred until Cllr Bradbury returns to review the document. Cllr Ayles proposed to delegating authority to Cllr Bradbury, Cllr Merritt and the Clerk to sign the agreement if they are happy with it. It was noted that trees are not to be included in the agreement as MKCC remain responsible for trees. Agreed unanimously	Cllr Bradbury Cllr Merritt Clerk
8	TO CONSIDER FINANCIAL MATTERS (circulated prior to meeting)	
8.1	Cllr Ayles withdrew from the meeting. Cllr Hinds was elected Chair. RFO payment schedule was approved by Cllr Merritt seconded by Cllr Sawbridge and agreed unanimously. Cllr Ayles returned to the meeting.	
9	CORRESPONDENCE RECEIVED (circulated prior to meeting)	
	None received	
10	ANY OTHER BUSINESS (for noting, or for inclusion on a future agenda)	
10.1	Cllr Sawbridge advised that a resident had contacted her about 4 street lights in Maltings Field that haven’t been painted. Cllr Ayles advised that these were already heritage style so are not included in the conversion project. Painting of existing heritage lights had	

	10.2	been done a couple of years ago but if there are further existing heritage streetlights that need painting, we can look to organise next financial year.	
	10.3	Cllr Sawbridge reported that residents at Maltings Field don't want double yellow lines at the entrance from South Street and are suggesting diagonal parking in South Street and making it one way. It was felt there wasn't room for this and Cllr Ayles advised that several options had previously been looked at but there was no satisfactory solution. If residents want to pursue parking permits, they must do this themselves as it is a resident driven scheme and Cllr Ayles offered to talk to a lead resident to provide any help if required	
	10.4	Cllr Ayles advised that an extraordinary meeting may be required to award the clubhouse contract following receipt of tenders but this will be confirmed	Clerk
	10.5	Cllr Sawbridge asked about progress on a new bin for the sport field next to the new bench, Cllr Markham thought there were 2 spare bins somewhere. Clerk to follow up with Cllr Bradbury Cllr Sawbridge advised that the footpath going through Gobey's Field is very overgrown. Cllr Markham proposed we write to the owners asking them to maintain the footpath to the required 3m width.	Clerk
11		TO AGREE DATE AND ATTENDANCE FOR FUTRE MEETINGS/EVENTS	
	11.1	Next meeting will be held at 7.30 on Monday 4 th September in the Village Hall	
PART 2			
12		RECEIVE DECLARATIONS OF INTEREST by Councillors in any of the agenda items below	
	12.1	None	
13		TO RECEIVE REPORTS	
	13.1	None	
14		TO CONSIDER RESOLUTIONS (all supporting documentation circulated prior to meeting)	
	14.1	Speed Indicator Devices – quotes have been received but we are still waiting for a quote from MKCC for the posts. Cllr Ayles proposed we delegate authority to Cllr Ayles, Cllr Hinds and the Clerk to make a decision once all information is available.	Cllr Ayles Cllr Hinds Clerk
	14.2	A quote has been received from PropertyBucks Ltd to carry out repairs at the football club – Cllr Ayles proposed we proceed, Cllr Sawbridge seconded and agreed unanimously	Clerk
	14.3	A quote has been received to inspect all floodlights at the tennis courts for stability but this was expensive and didn't actually rectify the problem. Cllr Markham suggested we ask Michael Lever to quote for making the column safe. Cllr Ayles proposed approval of £1000 for this work, Cllr Markham seconded and agreed unanimously	Clerk
	14.4	A quote had been received from Michael Lever to install a bench and picket fence in The Chequers. Cllr Hinds and Cllr Markham have agreed the position with Michael. Cllr Hinds proposed we proceed, Cllr Markham seconded, agreed unanimously	Clerk

There being no further business the meeting closed at 9.15 pm

APPENDIX A1 – CLERK'S REPORT 03/07/2023

1	See saw/springer has been installed and a 'cutting the ribbon' opening has taken place at Thrupp Close playground	For info
2	Planning application submitted for tree pollarding in Castle Field on the 14/6/23 (application number PP-122322066)	For info
3	A quote has been received from an arborist to carry out work on Castle Field trees from November, two further quotes have been requested but not yet received	For info
4	Drew Archer has completed outstanding electric work. Further works identified and quote for these on agenda to consider	Clerk
5	The Clubhouse ITT has been published on the village website and on the government 'Find-a-Tender' portal. Deadline for return of tenders is 11 th August.	For info

6	Historic England have confirmed that we are able to replace the dead tree in Castle Field subject to various condition – resolution on agenda to progress	Clerk
7	<p>Cosgrove Parish Council have received the following response from West Northants Highways about the Yardley Road junction which was less than they hoped for, they will continue to monitor:-</p> <p><i>Our Engineer has now had the opportunity to revisit the Castlethorpe junction. We are going to arrange for the signing work which should have previously been carried out to be completed. This will involve upgraded give way signage at the junction, in addition we also plan to refurbish the give way lines.</i></p> <p><i>We are also going to consider a new map style advanced direction sign that will show the layout ahead (However at this stage we are not sure this would make it any clearer, so this may not proceed). We have arranged for the junction area to be swept of all loose stone etc which was evident at the time of the visit.</i></p>	For info

Open Actions

1	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	Cllr Bradbury
2	Cllr Merritt to arrange for replacement of defibrillator pads	Cllr Merritt
3	AED and CPR training to be arranged with a £250 donation to organisers	Cllr Merritt
4	Floodgate to be selected and purchased for o/s 1 The Chestnuts – all monies to be reclaimed from MKCC. Cllr Ayles asks if someone else could please pick this up?	Cllr Ayles Outstanding
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. No feedback from Keith Wheeler as yet, date requested for a monthly meeting slot with Highways, awaiting response - Clerk to add this item to agenda.	Cllr Ayles/Clerk Outstanding
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. Chased and response (24 May) that it has been added to the action list and that they will be in touch.	Cllr Ayles Outstanding
7	Awaiting Land Registry to process request to turn lease for sports ground into full title – Weller Hedley have advised this is still with Land Registry who are currently experiencing a big backlog.	Clerk Outstanding
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 – will organise July	Cllr Bradbury
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	Cllr Bradbury
10	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.	Cllr Bradbury
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. Gigaclear have resurfaced with a sand effect which is the best we will get from them. Clerk to raise Anglian Water tarmac in monthly Highways meeting once date confirmed	Cllr Ayles/Clerk Outstanding
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	Cllr Bradbury
13	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	Cllr Markham Outstanding

	lock should also be put on the other entrance gate to the Fishponds using the same combination	
14	Litter bins for Shepperton Close. No progress following MKCC's advice not to place a litter bin at the site suggested in Shepperton. Waiting to see what MKCC are doing with public bins once new wheelie bin scheme starts	Carry forward
15	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. Organise a call between preschool and planning gain department to progress MKCC have advised that S106 monies can't be used as proposal doesn't meet criteria	Clerk Outstanding
16	Glendale have confirmed they are happy with the draft contract. We will meet again in September with the local manager. A quote for any extra cuts that may be required and the seeding of the wildlife area will be provided once the contract is underway. The mowed paths through the wildlife area will be included as part of the contract at no extra cost.	Clerk Ongoing
17	Proposal to plant trees in Gobbey's Field deferred for the time being. Clerk has written to Historic England to thank them for their involvement to date.	Clerk Closed
18	Stonewater Neighbourhood team had told Cllr Bradbury that they were unaware of any ongoing responsibility for maintaining the two communal areas at the end of Paddock Close, despite his having previously received an email from the company saying that they would put the areas on a maintenance schedule. He has sent them the email plus photos of the overgrown areas and has raised concerns about their failure to lay and maintain the grass areas as per their submitted landscape plan and about the culvert that has been blocked for many months – Information resent to another contact at Stonewater and chased again 3/7/23, awaiting response	Cllr Bradbury Outstanding
19	The Clerk has contacted Hanslope and Haversham Clerks for their view on approaching Hanslope Park for an exgratia grant. They are happy to proceed but have no historic data to refer back to. Cllr Merritt will forward a contact of a colleague in the Estates Dept at Hanslope Park	Clerk/Cllr Merritt Outstanding
20	Cllr Ayles has chased the redwood tree for the triangle and it has been recommended that this is planted in the Autumn	Carry forward
21	Cllr Wardle to look into the reason why the transport delivery plans was not included as a condition on the recent permitted Cosgrove Park planning application	Cllr Wardle
22	Cllr Wardle to try and establish the current housing position with MKCC and highlight any risks that may affect our neighbourhood plan MKCC have confirmed they have a HLS of > 6 years. Cllr Wardle is attempting to find out if completions also exceed the NPPF requirement.	Cllr Wardle
23	A resident from South Street reported that part of the footpath in South Street has failed. Cllr Sawbridge is going to investigate securing some monies from a Accessibility Fund that may be available for this and other areas in the village where footpaths need attention. Paths have been repaired and after inspection Cllr Sawbridge felt we would not have a case to request funding	Cllr Sawbridge Closed
24	Cllrs Markham and Hinds to meet with Michael Lever to obtain a quote for installing the bench and altering the chain link fence in The Chequers. Quote received and on July agenda as a resolution	Cllr Markham Cllr Hinds Outstanding
25	Cllr Markham has cut back the hedge as you come into the Sports Ground from Lodge Farm Court but the footpath along the bottom and far side of the Sports Ground is very overgrown. A resident has kindly cut the path back and it is now accessible.	Cllr Markham Closed
26	The public footpath in the field behind the Sports Ground going up to Hanslope is also overgrown. This has been completed by Luke Stacey	Cllr Bradbury Closed
27	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. Response received apologising for disruption and contact numbers given should problems arise in the future.	Cllr Forgham Closed
28	The mower repair has been completed and returned.	Clerk Closed
29	Review online banking options – forms will be submitted to Lloyds to add Clerk to account as first step	Clerk ongoing

30	Cllr Markham to tidy up the dead branch overhanging North Street – this has been done	Cllr Markham Closed
31	It was suggested that CCTV would be a good use of a Community Infrastructure Grant – Need to clarify requirements and obtain quotes	Clerk Ongoing
32	A Sports Ground Committee to be organised by Cllr Forgham to discuss charging back mowing costs and review outstanding works	Cllr Forgham
33	With regard to complaints about a property in Bullington End Road where the tenant has made major changes to the frontage, MKCC has said that it intends to require the tenant to restore the property to its previous condition.	Cllr Ayles Closed
34	Carrington Close complaint to MKCC - The street naming complaint has been submitted which falls under planning and a call to discuss is being scheduled. The other complaint has yet to be submitted due to time constraints	Cllr Ayles Outstanding
35	There is an issue with one of the floodlights which has become unstable, quote for repair has been received. Two further quotes are required which are still being sourced.	Clerk Outstanding
36	Hartwell Safety Services carried out 6 monthly check of village hall fire alarm and annual service of fire extinguishers. One extinguisher had reached its recommended lifespan of 15 years so was replaced and one of the emergency lighting units isn't working, quote requested.	Clerk Outstanding

APPENDIX A2

CLUBHOUSE PROJECT UPDATE

1. Following the Parish Council's agreement at its June meeting, an ITT for the building of the clubhouse and conversion of the cricket pavilion has been finalised by the Project Board, reviewed by an external consultant and published on the government 'Find a Tender' website in accordance with regulations for tenders of this size by public bodies. The ITT can also be found on the Parish Council website at <https://castlethorpe-pc.gov.uk/clubhouse.html>
2. The return date for tenders is 11th August after which an Extraordinary Meeting will be called and the tenders will be opened.
3. One prospective supplier has had a site visit hosted by the Clerk and Chair and a second is arranged for Thursday. There will always be two hosts for each contractor including the Clerk.
4. Planning have been very helpful and have alerted us as objections arise so that we can respond. There is one outstanding objection which is from Highways about the amount of car parking, cycle rack and EV chargers. We have written to say that we will provide a cycle rack but not an EV charger as usage is unlikely to warrant the expense. Although we have written to say that the car parking spaces for the clubhouse will be less and a different time of day to the sports club usage, Planning have asked for a drawing of the parking spaces. This will require a 14 day re-consultation period so there will be at least a delay until week commencing 17th July. Otherwise, Planning seems happy with the application.
5. The S106 Funding Application has been to the Leisure and Community Committee, after its approval by the S106 officers, and was approved so will now go to the Corporate Portfolio Board for what is said to be a formal release of funding. Slightly surreal process but it all makes work for the working man.
6. Steve Bradbury will be starting the grant search process particularly for Phase 2 (clubhouse fit-out) and has recommended the use of a consultant (Item 7.5)