



# Castlethorpe Parish Council

Minutes of a Parish Council General Meeting held on  
Monday 4<sup>th</sup> September 2023 in the Village Hall

**PRESENT: Councillors Ayles, Bradbury, Sawbridge, Markham, Merritt, Ward Cllr Wardle, Ward Cllr Andrews, the Clerk and 1 member of the public. Others were viewing through YouTube**

The Open session commenced 7.30 pm.

- Cllr Ayles gave an overview of the meetings content and explained how the S106 process worked.
- Cllr Ayles advised that the new bin collections start this week and there are still a few properties who have not yet received their wheelie bins. Cllr Ayles will chase these up with his contact at MKCC so please let him know if you haven't received your bins and haven't already informed him.
- Cllr Bradbury asked if there was any information available on what will be included and what milestones there are in next version of Plan:MK as he believed that the next examination is due in 2024 and nothing has been seen yet. Ward Cllr Andrews advised that nothing has been published yet but a meeting was being held tomorrow, to include Ward Councillors, which would hopefully cover this and he will report back key findings. Cllr Ayles advised that MKALC are holding a conference in November on this and MKCC have arranged one too but it clashes with our next Parish Council meeting so the clerk has asked if the conference will be recorded and available post event. It was suggested that an interested resident represent the Council at this conference and Cllr Ayles will ask if he is willing to do this.
- Cllr Ayles gave an overview on the request for the Parish Council to support the Castlethorpe Village Shop Association (CVSA) with an application to extend the village shop. A S106 application from the 'village amenities' pot for £63k will be requested together with support to transfer the land in front of 6 The Chestnuts to the Parish Council from MKCC. There is a resolution later on this agenda but Cllr Ayles needs to declare an interest. Cllr Bradbury asked if the CVSA has a contingency plan should the S106 monies not be enough to complete the project. Cllr Ayles confirmed that the CVSA had funds available if needed.

The Open session concluded at 7.48

<b>1</b>		<b>TO RECEIVE APOLOGIES FOR ABSENCE</b>	
	1.1	Cllr Forgham by reason of holiday and Cllr Hinds	
<b>2</b>		<b>TO RECEIVE DECLARATIONS OF INTEREST by Councillors in any of the agenda items below</b>	
	2.1	Cllr Ayles in item 7.8	
<b>3</b>		<b>TO APPROVE MINUTES OF THE LAST MEETING</b>	
	3.1	Previous minutes from the General Meeting of 3 <sup>rd</sup> July were proposed by Cllr Bradbury seconded by Cllr Sawbridge and agreed unanimously	
<b>4</b>		<b>TO RECEIVE REPORTS</b>	
	4.1	<b>Clerks Report</b> – See Appendix A1. Matters arising:	
	4.1.1	Item 12 - Cllr Ayles confirmed that rubbish from the village hall will no longer be collected by MKCC and Cllr Forgham to let village hall users know to take their rubbish away with them.	Cllr Forgham
	4.1.2	<b>Open Actions</b> – See Appendix A1. Matters arising: Item 3 – Cllr Merritt to follow up with Richard Bradley (Community First Responder) to arrange a date for the defibrillator training	Cllr Merritt
	4.1.3	Item 10 – Cllr Bradbury advised that a parishioner who works for Network Rail in their engineering department had further raised the matter of deliveries of static homes to Cosgrove Park considerably exceeding the Gross Vehicle Weight Limit over the railway bridge along the track beyond Fox Covert Lane. The weight limit signs have been turned back round are now visible to drivers and we have reported numerous times to Network Rail that these are being ignored but no action has been taken by them. The Parish Council can now do no more and if there is an incident Network Rail will be held accountable.	Cllr Bradbury

4.1.4	Item 17 – Still no response from Stonewater regarding the unfinished landscaping at Carrington Grove and lack of maintenance to the communal areas at the end of Paddocks Close. A fault has now been raised on Planning Enforcement as a breach of their planning conditions and Cllr Bradbury is awaiting an officer to be assigned. He has contacted Planning Enforcement separately to confirm that this should be treated as a ‘High’ priority case in line with their strategy document.	Cllr Wardle
4.1.5		
4.1.6	Item 20 - Ward Cllr Wardle to look into why the transport delivery plan was not included as a condition on the permitted Cosgrove Park planning application – Ward Cllr Wardle to confirm outcome to the Clerk as he thought this had been actioned.	
4.2	<b>Ward Councillors Report</b>	
4.2.1	Ward Cllr Andrews advised that the New City Plan and new bin service had already been covered. The Ward budgets will be set soon so asked that CllrS think about what could be needed.	
4.2.2	Ward Cllr Wardle advised that a full Council meeting will be taking place next week and the Haversham neighbourhood plan will be discussed. Also on the agenda is saving the rail ticket offices at Wolverton and Bletchley train stations and consideration of a pet food bank.	
4.3	<b>Clubhouse Progress</b> – See Appendix A2. No matters arising	
<b>5</b>	<b>TO CONSIDER PLANNING APPLICATIONS (previously viewed on line by Cllrs)</b>	
5.1	<b>23/01332</b> – 6 South Street, Castlethorpe - Listed Building Consent for the installation of a new bathroom to allow existing bathroom to be removed thus allowing the original building to be reinstated as a single dwelling – <b>no objections</b>	
5.2	<b>23/01779</b> - 3 Bens Close, Castlethorpe - The erection of a two storey rear and side extension – <b>no objections</b>	
5.3	<b>11/01593</b> Old Station Yard, Castlethorpe - Approval of details required by conditions 8 (Boundary Treatments), 17 (Bin Stores) and 24 (SuDS) – <b>no objections although noted that MKCC LLFA have raised objections</b>	
5.4	<b>23/01772/TCA</b> – Maltings Farm, 48 South Street, Castlethorpe - crown reduction wherever needed, to reduce the heaviest and most vulnerable branches by approximately 3 metres, and the pruning back of the canopy by 2.5 metres from adjacent property of Cedar tree (T1). – <b>no objections</b>	
<b>6</b>	<b>TO RECEIVE REPORT BACK ON PREVIOUS PLANNING APPLICATION</b>	
6.1	<b>WNS/2022/1741/EIA</b> 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 – <b>currently update not available as issue with website</b> see: <a href="https://snc.planning-register.co.uk/Planning/Display/WNS/2022/1741/EIA">https://snc.planning-register.co.uk/Planning/Display/WNS/2022/1741/EIA</a>	
6.2	<b>23/00976</b> 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 – <b>Application permitted</b>	
6.3	<b>23/01192</b> – 3a North Street, Castlethorpe – erection of 2 storey front extension – <b>Application withdrawn</b>	
6.4	<b>23/01215</b> – 18 Bullington End Road – loft conversion, raising the existing ridge and external material changes – <b>Application permitted</b>	
6.5	<b>23/01255</b> – 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 – <b>Application permitted</b>	
6.6	<b>23/01352</b> – Carry out recommended work on four trees in Castle Field to the side of the rear of Castle House – <b>Application permitted</b>	
6.7	<b>23/01376</b> - Castle Lodge, Hanslope Road, Castlethorpe – the removal of 2 x sycamore trees and the canopy lift of 2 x yew trees – <b>Application permitted</b>	
6.8	<b>23/01413</b> - 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 – <b>Application permitted</b>	

<b>7</b>		<b>TO CONSIDER RESOLUTIONS (all supporting documentation to be circulated prior to meeting)</b>	
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 Bradbury and agreed unanimously	
7.2		It was agreed that the Best Kept Village winners sign should be positioned on the village green near the notice boards, Clerk to progress. Cllr Forgham will receive the cup and will invite members of the litter picking team, the villagers who tend the plant troughs and anyone else that helps keep the village looking tidy. Cllr Bradbury suggested trying to get some publicity about the win and Ward Cllr Andrews will investigate possibilities.	Cllr Forgham/ Cllr Andrews/ Clerk
7.3		The outstanding works at the football club will be an agenda item for the next Sports Ground committee meeting. The Clerk will review the list with Cllr Bradbury and start getting quotes in the meantime	Clerk/Cllr Bradbury
7.4		It was agreed unanimously to support the request to approve the use of S106 funds to improve and extend Castlethorpe first school. The Clerk to write to MKCC to confirm the use of funds in this way.	Clerk
7.5		It was agreed that the £55 donation from the chimney sweep be used for refreshments at the Best Kept Village presentation and Cllr Ayles to ask the Communi-tea team if they would be willing to serve tea and cake for the event on the 23 <sup>rd</sup> September	Cllr Ayles
7.6		A Public Works Loan Board loan of £50k over 30 years to provide funds towards the clubhouse works was proposed by Cllr Ayles, seconded by Cllr Bradbury and agreed unanimously. The Clerk will start the process and obtain repayment figures ahead of final approval of the contract.	Clerk
7.7		The Clerk has enquired about costs to remove the propane cylinder at the Sports Ground as it has not been used for over 7 years and none of the supplier bids recommended a heating solution using gas. Clerk to chase costs and report back	Clerk
7.8		Cllr Ayles left the room and Cllr Bradbury took the Chair and proposed the resolution outlined earlier to transfer the land forming part of the front garden of 6 The Chestnuts to the Parish Council and apply for S106 funds from the 'village amenities' category. Cllr Sawbridge seconded and it was agreed unanimously. Cllr Ayles returned and took the Chair.	
7.9		Cllr Sawbridge proposed supporting the Stop3000 Trucks campaign with a financial contribution of £500 which would be allowed under S137 for something the Action Committee needed financial help with given the massive impact on Castlethorpe village. Cllr Bradbury seconded and it was unanimously agreed. Cllr Sawbridge to progress	Cllr Sawbridge
<b>8</b>		<b>TO CONSIDER FINANCIAL MATTERS (circulated prior to meeting)</b>	
8.1		RFO payment schedule was approved by Cllr Ayles, seconded by Cllr Merritt and agreed unanimously.	
<b>9</b>		<b>CORRESPONDENCE RECEIVED (circulated prior to meeting)</b>	
		None received	
<b>10</b>		<b>ANY OTHER BUSINESS (for noting, or for inclusion on a future agenda)</b>	
10.1		The overgrown hedge in New Road was discussed. This is the responsibility of the homeowner. Cllr Bradbury asked Ward Cllrs about the process of enforcement as it was his understanding that MKCC have the power to ask the homeowner to cut back any shrubs overgrowing the highway within a set period of time and if not completed, they did the work and recharged the cost. Cllr Ayles will look at the hedge in New Road and escalate if necessary.	Cllr Ayles
10.2		Cllr Bradbury advised that the hedge at the bottom of the football ground and the hedge along the path coming from Thrupp Close into Castle Field should be cut twice a year and would like to add this to next month's agenda	Clerk
<b>11</b>		<b>TO AGREE DATE AND ATTENDANCE FOR FUTRE MEETINGS/EVENTS</b>	
11.1		Next meeting will be held at 7.30 on Monday 6 <sup>th</sup> November in the Village Hall	

<b>PART 2</b>			
<b>12</b>		<b>RECEIVE DECLARATIONS OF INTEREST by Councillors in any of the agenda items below</b>	
	12.1	None	
<b>13</b>		<b>TO RECEIVE REPORTS</b>	
	13.1	None	
<b>14</b>		<b>TO CONSIDER RESOLUTIONS (all supporting documentation circulated prior to meeting)</b>	
	14.1	Tree works in Castle field – 3 quotes were considered and Cllr Markham proposed the quote from Broderick, Cllr Bradbury seconded and agreed unanimously	Clerk
	14.2	Floodgate for 1 The Chestnuts – 3 quotes were considered and Cllr Ayles proposed he forward the quote from FloodStop to MKCC for their approval, seconded by Cllr Sawbridge and agreed unanimously.	Cllr Ayles
	14.3	The awarding of the Cricket Pavilion refurbishment and Clubhouse extension was deferred until the Project Board are ready to submit their recommendations	
	14.4	Archaeological watching brief – 4 quotes had been received. Cllr Ayles proposed engaging TVAS at the appropriate time, seconded by Cllr Bradbury and agreed unanimously.	Clerk

There being no further business the meeting closed at 9.27 pm

## APPENDIX A1 –

### CLERK'S REPORT

1	Planning application for tree pollarding in Castle Field on the 14/6/23 has been approved and 3 quotes have been received to carry out the work – resolution on agenda to progress	<b>For info</b>
2	Waiting for PropertyCare to schedule repair works to the ceiling, extractor fan and PIR light at the football club	<b>Clerk</b>
3	The bench and new fencing have been installed in The Chequers	<b>For info</b>
4	The broken swing in Thrupp play area and the broken zipwire in the Fishponds have been repaired	<b>For info</b>
5	Cllr Bradbury and clerk met with Tickford Security to discuss CCTV at the sports ground for possible use of community infrastructure grant. However, it was felt that the grant conditions wouldn't be met at this time so no application submitted. We will try again next year.	<b>For info</b>
6	The MKCC devolution of landscape services document has been signed and returned	<b>For info</b>
7	Footpath in Gobbey's Field was reported to MKCC as being very overgrown and this has now been cut back.	<b>For info</b>
8	A van parked in Fox Covert was reported to our PCSO and has now been towed away	<b>For info</b>
9	External audit report completed and signed off. Documents published on noticeboard and website	<b>For info</b>
10	Solar panelled speed indicator devices have been ordered, awaiting delivery date. MKCC to replace existing posts to taller ones and this should be done shortly.	<b>For info</b>
11	A quote has been requested to repair bench by the bus stop on village hall side of North Street	<b>Clerk</b>
12	Village litter bins will now be emptied by MKCC, need to consider how village hall rubbish will be disposed of.	<b>Cllrs</b>

## 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. <b>Cllr Sawbridge has obtained quotes and on Sept agenda as a resolution</b>	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. <b>No feedback from Keith Wheeler as yet, Clerk to add to monthly meeting list – awaiting date of next meeting</b>	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. <b>Chased and response (24 May) that it has been added to the action list and that they will be in touch.</b>	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 Outstanding
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 Outstanding
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 Outstanding
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. <b>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 – awaiting date of next meeting</b>	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 Outstanding
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 lock should also be put on the other entrance gate to the Fishponds using the same combination	Cllr Markham Outstanding
14	Litter bins for Shepperton Close. No progress following MKCC's advice not to place a litter bin at the site suggested in Shepperton. <b>Waiting to see what MKCC are doing with public bins once new wheelie bin scheme starts</b>	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 <b>MKCC have advised that S106 monies can't be used as proposal doesn't meet criteria. Cllr Forgham has written to Stonewater to ask if they will give permission for the money to be used – letter acknowledged but waiting response</b>	Cllr Forgham Outstanding
		Clerk Ongoing

16	Glendale have signed the landscape maintenance contract. A meeting will be arranged 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.	
17	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 – <b>Information resent to another contact at Stonewater, awaiting response, chased but still no response</b>	Cllr Bradbury Outstanding
18	The Clerk has contacted Hanslope and Havesham Clerks for their view on approaching Hanslope Park for an exgratia grant. <b>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</b>	Clerk/Cllr Merritt Outstanding
19	The redwood tree for the triangle has been agreed and it has been recommended that this is planted in the Autumn. MKCC have now invoiced us	Carry forward
20	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
21	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. <b>Bench and fencing has been completed.</b>	Cllr Markham Cllr Hinds Closed
22	Review online banking options – <b>forms submitted to Lloyds to add Clerk to account. Receipt acknowledged but still waiting for joining instructions. Once this has been actioned, the clerk will establish how to add digital signatories to the account</b>	Clerk ongoing
23	Carrington Close complaint to MKCC – Cllr Ayles has met with MKCC to discuss the complaint, see file note attached.	Cllr Ayles Closed
24	There is an issue with one of the floodlights which has become unstable, quote for repair has been received. <b>Cllr Markham has met with Michael Lever to discuss options, awaiting suggestions and quote.</b>	Cllr Markham/Clerk Outstanding
25	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
26	Cllr Markham asked for an update on the damaged speed hump in North Street – <b>now completed</b>	Closed
27	Contact dog bin contractor to move the bin in Castlefield further into the field and fit a noise reducing lid	Cllr Bradbury
28	Cllr Bradbury to work with Mike Deegan to apply for a MK Community Grant for the clubhouse	Cllr Bradbury
29	It was agreed to remove the dead tree in Castlefield (along the Sports Ground hedgeline) and consider a replacement tree at a later date when funds allow	Clerk Outstanding
31	Cllr Sawbridge asked about progress on the requested additional bin in the Sports Ground	Clerk

## APPENDIX A2

### CLUBHOUSE UPDATE FROM CLLR AYLES - 4<sup>th</sup> SEPTEMBER 2023

- In my Report written at the end of July and which is both on the village website and in the latest edition of Castlethorpe News, I gave the results of the Parish Poll, which was overwhelmingly in favour of proceeding with a clubhouse, and said that Planning Permission had been given by MKCC and that the use of the S106 funds, about £185k, had also been given by MKCC.
- A Project Board has been established consisting of Luke Jefferies, Ian Horne, Lawrence Chapman, David Spinelli, Jacque Ladyman (Clerk to the Council) and Parish Councillors Steve Bradbury, Darren Merritt and Phil Ayles. It had been decided to split the project into two Phases; the first would convert the pavilion creating larger changing rooms and toilets and constructing but not equipping the clubhouse. This would allow the pavilion work to be completed before the start of the 2024 cricket season.
- The second Phase is to equip the shell built in Phase 1 and would require us to obtain grants. Obviously, Phase 2 cannot start until the building work is complete next April so this gives us time to raise funding.
- On the basis of the estimate given by a Quantity Surveyor, we believed we had almost enough funding to complete Phase 1 although we would need either a grant or a loan to do so. As it happens, the grant applications currently in progress cannot be used for construction and extensions (though they can be used for equipping) and hence there is a resolution to take out a loan from the Public Works Loan Board (PWLB) which lends money to public bodies at low interest rates.
- The Invitations To Tender were published at the beginning of July on the government website as required by regulations with a return date of 11<sup>th</sup> August and a number of tenders have been received. The tenders, perhaps not surprisingly, exceed the initial estimate and so it has not been possible simply for the Project Board to select one and make a recommendation to the Parish Council. A number of discussions with suppliers took place in August and the Project Board has now shortlisted to three companies which is the minimum allowed by regulations.
- Face to face meetings are taking place this week with suppliers and, assuming we can match scope of work to our affordable budget, an Extraordinary Meeting will be called to award the contract. If this cannot be done, then the project will have to be deferred until further grant funding is obtained.