



Castlethorpe Parish Council

Minutes of a Parish Council General Meeting held on
Monday 2nd October at 7.30 p.m. in the Village Hall

PRESENT: Councillors Ayles, Merritt, Bradbury, Markham, Forgham, Ward Cllr Wardle, Ward Cllr Andrew, the Clerk and two members of the public. Due to a technical issue, there was no sound transmitting on the YouTube feed.

The meeting commenced at 7.30 pm.

Cllr Ayles gave an overview of the meetings content and opened the Open Forum:

- Bukky introduced herself as the franchise owner of Hub Care Support covering North Bucks. They are a private service providing home care to clients of all ages helping with household jobs, meal preparation etc. She explained that all carers are fully compliant with the quality care approval scheme and are fully insured. If you'd like further information, Bukky will be coming along to the Autumn Fayre being held in the village hall on the 25th November and will advertise in the next edition of Castlethorpe News.
- A resident in Maltings Field asked for the installation of double yellow lines at the corner of Maltings Field/South Street and an issue with people parking on the private road part of Maltings Field to be raised. Cllr Ayles advised that neither the Parish Council nor Highways are able to put signs up on a private road as only the owners of the road can do this. With regard to double yellow lines, this had been discussed earlier in the year and Cllr Ayles suggested the resident check with other residents locally to see if there is support for yellow lines. The reason for this is that MKCC Highways will only consider these restrictions if there is strong support as the process is a statutory process which will involve a consultation with residents. The Clerk will respond to the resident asking if they would like to gauge support level.
- A resident of Prospect Place requested that Prospect Place receive regular maintenance, in particular hedge cutting and road cleansing as there are only a few residents able to physically undertake this work now and council tax payments are not reduced to reflect this. Cllr Ayles advised that Prospect Place is a private road and whilst some services legally apply to private roads such as rubbish collections unfortunately street maintenance is not included and it is the responsibility of the residents to pay for such works.
- A resident from Cosgrove reported that the Environment Agency are upholding their objection to the warehouse development following the production of a second hydrology report that Castlethorpe PC helped fund. Cllr Ayles added that the Environment Agency unusually changed their response to an objection following an ecology report commissioned by the Furtho Development Opposition Group. It is expected that the developers will submit another proposal which should have to go through another round of public consultation.

The Open Session closed at 7.55 pm

1		TO RECEIVE APOLOGIES FOR ABSENCE	
	1.1	Cllr Sawbridge by reason of illness and Cllr Hinds by reason of holiday	
2		TO RECEIVE DECLARATIONS OF INTEREST by Councillors in any of the agenda items below	
	2.1	Cllr Ayles in relation to item 7.6	
3		TO APPROVE MINUTES OF THE LAST MEETING	
	3.1	Previous minutes from the General Meeting of 2 nd October 2023 and the Extraordinary Meeting of 23 rd October were proposed as a true and accurate record by Cllr Forgham seconded by Cllr Merritt and agreed unanimously	
4		TO RECEIVE REPORTS	
	4.1	Clerks Report & Review of Actions – See Appendix A1. Matters arising from Clerks report.	
	4.1.1	Item 12 – the brambles near the footbridge and going into Fishponds will be dealt with in Spring so this item will be carried forward	Clerk
	4.1.2	Matters arising from Open Actions: Item 3 – A reminder that Richard Bradley (Community First Responder) will be running a defibrillator training session to all villagers wishing to participate at 10.00 on Saturday 18 th November in the village hall. Cllr Forgham will post reminders in the run up to the event.	Cllr Forgham

4.1.3	Item 11 – Cllr Bradbury advised that, due to other time and money commitments, the listing of the water tower would be revisited at a future date.	Cllr Bradbury
4.1.4	Item 17 - Cllr Merritt will reach out to Hanslope Park Estates Department to advise that in the past the Estates Department have briefed local Parish Councils with planned works that affect traffic etc. coming through the villages and will try to find out if this is something that could be reintroduced. He will also mention the ex gratia payment that was made to Castlethorpe, Hanslope and Haversham many years ago in lieu of them not having to pay S106 monies when extensive building work take place.	Cllr Merritt
4.2	Ward Councillors Report	
4.2.1	Ward Cllr Andrew had followed up on the process to adopt roads, MKCC feedback was that there isn't much they can do to speed up the process.	
4.2.2	New City Plan – concerns have been raised about the number of houses MKCC want to include in the plan and the effect this will have on local villages. Cllr Andrew suggested villages join forces to form a group to prepare to respond to any applications. Cllr Ayles advised that, providing sufficient useful information is given at the conference being held on the 22 nd November which Cllrs Ayles, Bradbury and Forgham are attending with Leo Dunwoodie, a meeting will be arranged following this which Ward Cllr Andrew is welcome to attend.	
4.3.3	Ward Cllr Andrew asked if the waste collection is going ok and Cllr Ayles praised Kevin Wilson of MKCC for personally delivering the outstanding bins and apologising to the residents concerned. Cllr Ayles confirmed that the emptying of village litter bins is however a disgrace and asked for Ward Cllr Andrew for any help he can give to establishing a clear policy on the frequency of litter bin emptying. A schedule of road cleansing would also be useful so we can let resident know to move cars where possible to allow the road sweepers access to the road gulleys.	Cllr Andrew
4.3	Clubhouse Progress – See Appendix A2. Matters arising:	
4.3.1	Cllr Bradbury had asked about the process for change orders and a resolution for the process will be included on December's agenda.	Clerk
5	TO CONSIDER PLANNING APPLICATIONS (previously viewed on line by Cllrs)	
5.1	23/02264/CLUH – 6 South Street, Castlethorpe - Certificate of lawfulness for the proposed removal of existing side gate and surrounding brickwork to be replaced with enlarged opening and timber gate – for info only – no objections	
6	TO RECEIVE REPORT BACK ON PREVIOUS PLANNING APPLICATION	
6.1	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	
6.2	23/01779 - 3 Bens Close, Castlethorpe - The erection of a two-storey rear and side extension – Planning approved	
6.3	11/01593 Old Station Yard, Castlethorpe - Approval of details required by conditions 8 (Boundary Treatments), 17 (Bin Stores) and 24 (SuDS) - Application refused	
6.4	23/02082/HOU – 7 The Chestnuts, Castlethorpe - Erection of part first floor, part two storey rear extension	
6.5	23/01222/FUL – Cosgrove Lodge Park, Cosgrove - Proposed static caravan for residential warden's accommodation	
6.6	23/02049/DISCON – Cosgrove Park, Cosgrove - Approval of details required by conditions 3 (drainage design), 4 (surface water run off), 10 (finished floor levels), 13 (sustainability statement), and 14 (flood evacuation management plan) of permission ref. 21/03346/FUL	
6.7	23/01255/HOU – 17 The Chequers, Castlethorpe - Erection of a single and 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 (resubmission of 23/01255/HOU)	
6.8	23/02076TCA -11 Lodge Farm Court, Castlethorpe - The removal of 1x deciduous ornamental tree in front garden (approx 3.5-4m tall), and removal of 1x Hazel tree (approx 5-6m tall) and 1x Sycamore tree (approx 5-6m tall) in rear garden – Planning approved	

6.9	23/01334/FUL - Resurfacing, widening and partial regrading of a section of the existing shared use cycle and pedestrian path (National Cycle Network Route 6) between Fox Covert Lane, Castlethorpe to a point on the River Great Ouse, Milton Keynes – Planning approved	
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 Bradbury and agreed unanimously	
7.2	Cllr Ayles advised that the land owners of Gobbey's Field have posted a declaration stating the only public right of way is the diagonal footpath across the field and that wider use of the field is not permitted. The owners of this land have previously told the Parish Council that they would be putting the field forward when MKCC issued a call for land. It is really important that we can show the field has been and is still being used recreationally by the villagers. Cllr Sawbridge will be collating any evidence of field use as additional material will enhance existing evidence of widespread use by villagers and is asking residents to forward to her any photographic evidence of the field being used over the past 20 years or any personal statements that residents are prepared to make.	Cllr Forgham/ Clerk
7.3	It was agreed that a dog bin would be installed in Shepperton Close and Cllr Forgham will liaise with residents to confirm exact location to the Clerk.	
7.4	It was agreed that Castlethorpe will take part in the D-Day 80 th commemorations by lighting a beacon on the 6 th June 2024 and the Clerk will confirm this to the National Pageant master.	Clerk
7.5	It was agreed that the Clerk will contact the Church about the £500 Winter Fund allocation from MKCC as, after communication with the Communi-tea group, it was felt they did not want to extend their offering to meet the criteria for the funding.	Clerk
7.6	Cllr Ayles vacated the Chair and left the room. Cllr Forgham assumed the position. Cllr Forgham explained that the Castlethorpe Village Shop Association would like to submit a planning application to extend the shop and would like the Parish Council, as leasers, to do this on their behalf. The costs involved in this application would then be reimbursed by the CVSA. Cllr Bradbury proposed this, Cllr Markham seconded and it was agreed unanimously. Cllr Ayles returned to the meeting and resumed as Chair.	
7.7	Cllr Ayles proposed the forming of an organisation such as a charity or a community interest company that would be independent of the Parish Council and would be able to apply for grants and eventually manage the Castlethorpe Community Space. Cllr Forgham seconded and it was agreed unanimously.	
7.8	It was agreed to inspect the fencing around the village hall and check with the contractor when outstanding works would be completed.	Clerk
8	TO CONSIDER FINANCIAL MATTERS (circulated prior to meeting)	
8.1	The RFO payment schedule was approved by Cllr Bradbury, seconded by Cllr Markham and agreed unanimously.	
9	CORRESPONDENCE RECEIVED (circulated prior to meeting)	
9.1	A resident had enquired about the progress of the potholes in Bullington End Road that had been marked for repair several months ago. The Clerk will chase Highways	Clerk
10	ANY OTHER BUSINESS (for noting, or for inclusion on a future agenda) None	
11	TO AGREE DATE AND ATTENDANCE FOR FUTRE MEETINGS/EVENTS	
11.1	Next meeting will be held at 7.30 on Monday 4 th December in the Village Hall MKALC meeting 9 th November MKALC New City Plan Conference 22nd November	
11.2	Remembrance Sunday is 12th November	

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	Cllr Ayles gave an update on the streetlighting project and advised that he has raised a complaint about the way the project has been managed. The project should have been completed in August 2022 and not only is it still not finished, works haven't been done correctly resulting in some areas being dangerous to walk along. Cllr Ayles will continue to progress.	Cllr Ayles
14		TO CONSIDER RESOLUTIONS (all supporting documentation circulated prior to meeting)	
	14.1	A quote from Antony Thompson to amend the clubhouse drawings in preparation for submitting a non-material change application to MKCC was proposed by Cllr Ayles and agreed unanimously	Clerk
	14.2	Cllr Forgham proposed renewing the Talk Talk broadband contract for the village hall for 2 years as he had negotiated a reduced price. Agreed unanimously	Cllr Forgham

There being no further business the meeting closed at 9.25 pm

APPENDIX A1 – CLERK'S REPORT 06/11/2023

1	Work on the trees in Castle Field is underway, letter posted to nearby residents informing them of the works	For info
2	Waiting for PropertyCare to schedule repair works to the ceiling, extractor fan and PIR light at the football club	Clerk
3	Replacement of outside tap at football club and repair to leak in the Sports Ground garage has been completed.	For info
4	The agent for Gobbey's field has agreed in principle to an oak tree being planted, the questions they raised have been answered so now waiting for final permission.	Clerk
5	Solar panelled speed indicator devices have been ordered, awaiting delivery date. MKCC have replaced existing posts to taller ones	For info
6	A quote has been requested to repair bench by the bus stop on village hall side of North Street	Clerk
7	The Flogas bulk tank has been removed from the sports ground. The palisade fencing will be removed and Cllr Markham has offered to store it until a decision is made on whether it will be sold or used again in the future.	For info
9	The residents of Castle House are having the fallen down wall repaired which requires further assessment so they have asked if they can extend the harris fencing slightly further into Castle field to give the contractors more room to carry out the works. This was agreed.	For info
10	Email and photo sent to Highways customer services asking if it is possible to reverse the priority coming through the build out in front of the terraced houses in Station Road to give priority to vehicles coming into the village. Awaiting response	Clerk
11	Have opened an enquiry with the Adoptions Team to establish current progress with Carrington Grove	Clerk
12	Arrange for brambles near the footbridge and going into Fishponds to be weedkilled	Clerk
13	We have been allocated 3 silver birch type trees from MKCC, they have asked for suggested locations which are by the new bench in The Chequers and/or corner of Bullington End Road/Wolverton Road	Clerk
14	North Street road closure for Remembrance Sunday has been confirmed and signs posted	For info
15	Review Gas and Electricity contracts for the village hall	Clerk

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 – No further action	Cllr Bradbury Closed
2	Cllr Merritt to arrange for supplier to come out and assess defibrillators and advise what maintenance is required	Cllr Merritt Ongoing
3	AED and CPR training has been arranged for 10.00 am on 18 th November. £250 donation to be given to organisers, clerk has requested payee details	Clerk
4	Floodgate to be selected and purchased for o/s 1 The Chestnuts – all monies to be reclaimed from MKCC. Floodgate installed 30th & 31st October	Cllr Sawbridge Closed
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, Clerk to add to monthly meeting list – awaiting date of next meeting	Clerk Outstanding
6	Cllr Ayles has re-opened discussions with MKCC about potential transfer of land to the side of 6 The Chestnuts as the resident has withdrawn his former objections. Cllr Ayles meeting surveyor on site on the 6/11/23 to progress. FYI, CVSA has engaged an architect to draw up plans and the 'Deed' for the S106 funding has been signed and returned to MKCC.	Cllr Ayles Ongoing
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 Ongoing
8	Cllr Bradbury will contact Lee Turnham at Community Speedwatch UK to register and arrange training for the 7 volunteers – contact being made with original volunteers and training will be arranged during October	Cllr Bradbury Ongoing
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	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 Anglian Water and work out a way forward to relay the surface with their Streetworks team. Clerk to raise in monthly Highways meeting – awaiting date of next meeting	Clerk Outstanding
11	'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
12	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
13	Litter bins for Shepperton Close. No progress following MKCC's advice not to place a litter bin at the site suggested in Shepperton. Cllr Ayles to follow this up and will also request clarification of process for emptying all public litter bins	Carry forward
14	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. Cllr Forgham has written to Stonewater to ask if they will give permission for the money to be used – letter acknowledged and a response has been chased but no reply yet. Cllr Forgham will write again to the Chief Exec.	Cllr Forgham Ongoing
15	Glendale have signed the landscape maintenance contract. A meeting will be arranged in November 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
16	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	Cllr Bradbury Ongoing

	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 – Complaint now raised with Planning Enforcement awaiting response. The swale has been cleared but other areas outstanding, Cllr Bradbury will pursue with Planning Enforcement	
17	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
18	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. Tree will be planted on the 4th December	For info
19	Review online banking options – Lloyds online account is now visible to Clerk. Councillors will now be added to enable digital signatories to be set up. Trialling digital signatories this month and if successful will add all Councillors	Clerk Ongoing
20	There is an issue with one of the floodlights which has become unstable, quote for repair has been received. Cllr Markham has met with Michael Lever to discuss options, awaiting suggestions and quote.	Clerk Outstanding
21	Cllr Bradbury to contact the dog litter bin contractor to move the one in Castle field further away from the houses and ask about replacing/refurbishing worn bins.	Cllr Bradbury Outstanding
22	Ward Cllr Wardle will try to find out the public litter bin emptying policy now that Suez are operational	Cllr Wardle Outstanding
23	Purchase 2 x wooden picnic tables for the Fishponds play area by next Spring	Clerk Outstanding
24	Remove the low level prickly shrubs growing along the fence at the bottom of the football pitches	Clerk Outstanding
25	Arrange for the grassed footpath at the bottom of the football pitches to be included in the landscape contract	Clerk Outstanding
26	Decide on a location for the Morris Cup and also for the Sword when it arrives in March	All Ongoing
27	Contact TalkTalk to see why the monthly charge has increased - contract has ended and on agenda for review	Cllr Forgham Ongoing
28	Cut back overhanging foliage by dog bin in South Street and ivy on the footbridge - done	Cllr Sawbridge Closed
39	Overhead lighting strip in light at Sports Ground is not working, quote required – this appears to have started working again	Clerk Closed
30	Cllr Forgham meeting electrician at village hall to discuss options for replacing emergency lighting LED units when they fail - Done	Cllr Forgham Closed

APPENDIX A2 – Clubhouse (Community Space) Report

1. Hickfords Construction was selected as our preferred supplier at an Extraordinary Parish Council Meeting on 23rd October. The remaining issues were clarified and the contract has been agreed. It is now ready for signature subject to approval of the Payment Schedule by MKCC – this is a condition of the S106 Deed. Signature is expected this week. There are some conditions:
 1. Groundwork must await approval of the WSI from MKCC and the availability of the archaeologist to supervise.
 2. Roof work must await a final check for roosting bats – the full survey in May showed no bats.
 3. The car park must be fully available at weekends for football users.
2. The S106 Deed has been signed and ‘sealed’ by MKCC after four days of intense work after Legal decided they needed to insert ‘Unfair Subsidy’ conditions. Once the Payment Schedule is approved, instalments 1, 2 and part of 3 will be payable to CPC. They will be placed in a separate interest-bearing account.

A revised Cash Flow Forecast has been completed though is subject to review. This currently shows that CPC will not need to draw on its reserves (£30k) until March, on the ‘bond’ (£47k) until April and the PWLB loan (showing £10.4k needed for Ph 1 but there will be change orders) until May. However, because of the way VAT is reported and collected, we will have a cash flow deficit of about £12k in June until a refund is received in July. This will have to be funded temporarily from the advanced Precept payment (made in March for the period until October so a surplus remains in our account) and the general reserve but will wash out by August. We will have to monitor cash very carefully until Ph 1 is completed and all VAT settled.

3. Construction will start shortly but not before 13th November. The Cricket Club are removing all pavilion furniture into Luke Stacey’s barns. The LPG tank has been removed. Hickfords will move the palisade fencing to the side and Ian Markham has agreed to store it.

Luke Jefferies will be the Project Manager for the build and the operational single point of contact with Hickfords. Lawrence Chapman, Ian Holm and Phil Ayles will support him. All change orders must be signed by Jacquie Ladyman who will be the contractual contact with Hickfords. It will be proposed at our December Meeting that change orders can be authorised by Cllrs Ayles, Bradbury and Merritt up to a limit of, say £5k, with larger amounts coming back to CPC. Change Orders would ultimately be funded by an increase in the PWLB loan above the £10k currently projected, out of the £50k authorised.

Hickfords are confident that the pavilion will be ready for the start of the 2024 cricket season in April 2024. The ‘clubhouse’ will take a further month, at the outside two months (depending on the weather), to complete the structure.

I would once again stress that Phase 1 constructs the clubhouse and it will be in a state where cricket can use the existing pavilion furniture to serve teas probably from sometime in May. The clubhouse will NOT be fitted out for general use by the village until Phase 2 is completed which depends on grants being obtained as discussed below.

4. There are minor changes to the Planning permission; a new fire exit is required at the rear, the window in the entrance lobby will be moved to be opposite the door and will be high level to avoid the need for a shutter and the replacement of an existing fire door by a window in the original location of the parish office is no longer required so the fire door can remain. We have already discussed these with Planning and the Case Officer indicated that these would be Non-Material Amendments (NMA) which she can approve with the need for further public consultation. There is a resolution on tonight’s agenda to pay an architect to make these changes as well as the internal layout of the pavilion.
5. The Finance group, led by Steve Bradbury with Russell Forgham and Bridgit Richardson, has met and reviewed the potential grants available. Some of the grants are not available to Local Councils. Bridgit has reviewed organisational options and is currently recommending a Community Interest Company Limited by Guarantee which incidentally is the same structure as the shop association. It will be recalled that this was always one of

the options to avoid CPC managing the clubhouse directly. There is a resolution to delegate authority to Steve, Russell and Phil to agree the appropriate form and to proceed with incorporation. There is some urgency as the new body will be the one applying for grants.

In parallel, Lawrence Chapman is developing some options for a service offering (eg what food and drinks would be served, what furnishings) with the Project Board and will then cost those which will be needed to finalise the budget for Phase 2.

We are also moving away from the term 'clubhouse' as the facility will be available for non-alcoholic use such as coffee and snacks at football and coffee during the day. A term such as 'community space' is currently favoured.

While some of the grants will be available in the next six months, the National Lottery, which is a potential major grant giver, can take up to eight months. Assuming it will take at least a month to prepare an application and probably six weeks once the grant is approved to fit out the community space, this probably means that it will open for general use in autumn next year.

6. There has been a tremendous amount of work in the last month which you can see if you compare this report with the one from our previous meeting. This is due to the people named in the paragraphs above and the village owes them and great vote of thanks not to say a drink when this finally opens.