



Castlethorpe Parish Council

Minutes of a Parish Council General Meeting held on
Monday 4th December at 7.30 p.m. in the village hall

PRESENT: Councillors Ayles, Bradbury, Forgham, Hinds Sawbridge, Ward Cllr Andrews, the Clerk and three members of the public. The meeting was also streamed via YouTube.

The meeting commenced at 7.30 pm.

Cllr Ayles apologised for the lack of sound during the streaming of last month's meeting, gave an overview of tonight's meeting content and opened the Open Forum:

- Residents from a property in Lodge Farm Court wished to speak about the new speed indicator device that has been positioned the other side of their back garden wall which is causing issues due to the height and brightness. Cllr Ayles explained that the supplier of the device had been out and adjusted the angle of the device and lowered it as much as possible to comply with regulations. The resident informed that this had not improved the situation and would like it moved further up the road. It was agreed that the Clerk would contact Highways and Traffic Technology to obtain a quote and will report back.

The Open Session closed at 7.50 pm

1		TO RECEIVE APOLOGIES FOR ABSENCE	
	1.1	Cllr Markham by reason of illness and Cllr Merritt by personal commitment	
2		TO RECEIVE DECLARATIONS OF INTEREST by Councillors in any of the agenda items below	
	2.1	Cllr Forgham in relation to items 5.6 and 8.1 and Cllr Hinds in relation to 8.1	
3		TO APPROVE MINUTES OF THE LAST MEETING	
	3.1	Previous minutes from the General Meeting held on the 6 th November were proposed as a true and accurate record by Cllr Bradbury seconded by Cllr Hinds 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 15 – it was agreed to proceed with the installation of a litter bin in Shepperton Close	Clerk
	4.1.2	Item 16 – Cllr Bradbury advised that he has still received no response about the lack of maintenance in the swale and other two areas of Carrington Grove. The swale has been cut back once but is now overgrown again and Cllr Bradbury had requested confirmation that these areas be added to a regular maintenance schedule. The culverts are both blocked and another area is still to be laid to grass. Cllr Bradbury has raised this with both Stonewater and planning enforcement and will chase a response from them.	Cllr Bradbury
	4.1.3	Item 20 – it was agreed to plant the Oak tree, that we have been gifted for winning the best kept village, in the top end of Gobbey's field following agreement in principle from the land agent and confirmation that the Parish Council will be responsible for its upkeep.	Clerk
	4.2	Ward Councillors Report	
	4.2.1	Ward Cllr Andrew advised that Stuart Proffitt will be dealing with Cllr Ayles' streetlighting complaint but had no time scales to pass on.	
	4.2.2	New City Plan – Ward Cllr Andrew advised that the consultation process following the call for land made by MKCC would take place in Jan/Feb once the first sifting of land put forward has taken place. Ward Cllr Andrew suggested holding a ward meeting towards the end of January with any parishes who have land allocated in the process to prepare a joint response. Cllr Bradbury asked if Ward Councillor Andrew knew what the suitability criteria was for assessing the land put forward and stressed the need to have the opportunity to discuss this prior to the draft plan being produced. The criteria is not known at this time.	
	4.2.3	Ward Councillor Andrew advised that Newport Pagnell had recently made a successful application for a piece of land to be designated Village Green status and suggested they may be able to help with our application for Gobbey's so will find out who the best contact there would be.	Cllr Andrews
	4.3	Clubhouse Progress – See Appendix A2. No matters arising	

5		TO CONSIDER PLANNING APPLICATIONS (previously viewed on line by Cllrs)	
5.1		23/02523/FUL – 6A The Chestnuts, Castlethorpe – erection of a single storey front extension to the existing village store and alteration of fenestration – noted	
5.2		23/02435/HOU – 17 Lodge Farm Court, Castlethorpe - erection of a two-storey rear extension and insertion of first floor window (resubmission of 22/03159/HOU) - noted	
5.3		23/02488/TPO – 49 Shepperton Close, Castlethorpe - the felling of Scots Pine (Pinus sylvestris - T0165) (16m tall and 8m spread) due to poor condition with defoliation and decline in the top third of the crown protected by Milton Keynes Council Tree Preservation Order no. PS/540/15/21 - noted	
5.4		23/02637/DISCON – Former Station Yard, Castlethorpe - approval of details required by condition 8 (Boundary Treatments) and condition 24 (Surface Water Drainage) - noted	
5.5		23/02596/TCA – Chestnuts, South Street, Castlethorpe - the crown reduction of a Copper Beech (T1) by 3 metres and the crown reduction of a Magnolia (T4) by 2 metres - noted	
5.6		23/02606/TCA – 6 South Street, Castlethorpe - the complete removal of a Giant Sequoia tree (T5), a European Lime tree (T6), and a Cypress/Cupress tree (T7) – noted	
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	
6.2		23/02082/HOU – 7 The Chestnuts, Castlethorpe - Erection of part first floor, part two storey rear extension	
6.3		23/01222/FUL – Cosgrove Lodge Park, Cosgrove - Proposed static caravan for residential warden's accommodation – Planning approved	
6.4		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 Conditions 3, 4 and 10 refused. Conditions 13 and 14 approved	
6.5		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)	
6.6		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 – Application permitted	
6.7		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.	
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 Forgham and agreed unanimously	
7.2		Cllr Forgham proposed that Cllr Ayles, Cllr Bradbury and Cllr Merritt be authorised to authorise the Clerk to sign change orders on the Clubhouse project up to £5k. This amount can be reviewed at future meetings if necessary. Seconded by Cllr Hinds and agreed unanimously with Cllrs Ayles, Bradbury and Merritt abstaining.	
7.3		Cllr Ayles gave an overview of the Castlethorpe Community Space CIC operating model during his Clubhouse update - see Appendix A2 Clubhouse Report Section: 'Phase 3 - Operation'. The Parish Council unanimously agreed to permit Castlethorpe Community Space CIC to fit out and operate the 'clubhouse' in accordance with the operating model.	
7.4		It was agreed that Cllr Sawbridge would hold a separate meeting with key members of the working party to discuss next steps for the Village Green application for Gobbey's Field. Cllrs Ayles, Forgham and Hinds confirmed they were happy to attend. In the meantime, Cllr Sawbridge asked for approval of the evidence gathering form, which was agreed, and suggested holding a 'form filling in' session at the village hall to help and encourage any residents to respond. There will be an article in the Castlethorpe News this week with further details and a downloadable form will be put on the website. Cllr Sawbridge asked any residents who have used or currently use Gobbey's Field,	

	7.5	particularly going back several years, to please come forward and help save it from potential development. Cllr Ayles explained that the application for Village Green status is different from the previous application for a green space which had been unsuccessful. It was unanimously agreed to reappoint Davina Brown as the Parish appointed trustee for the Charity for the poor of Castlethorpe.	
	7.6	A remembrance plaque is being organised to be sited next to the redwood tree that has been planted on the village triangle today. Cllr Ayles proposed that we reimburse Marcia Jordan for the plaque and this was agreed unanimously	
	7.7	Cllr Ayles proposed that the Clerk look at opening an interest-bearing account to replace the Bank of Ireland account which is not interest bearing. The BoI account should not be closed until the first precept payment has been made received in March 2024. Cllr Bradbury seconded and agreed unanimously	
8		TO CONSIDER FINANCIAL MATTERS (circulated prior to meeting)	
	8.1	The RFO payment schedule was proposed by Cllr Ayles, seconded by Cllr Bradbury and agreed unanimously.	
	8.2	Cllr Bradbury explained that the draft budget circulated was very much a work in progress and he and the Clerk will review again before calling a finance meeting for input ahead of approval at January's meeting	Cllr Bradbury/Clerk
9		CORRESPONDENCE RECEIVED (circulated prior to meeting)	
	9.1	A resident had asked who is responsible for the area at the end of Paddock Close as trees are overhanging their garden. This had been covered earlier in the meeting and Cllr Bradbury advised that the resident should contact Stonewater and that he will pursue the fault raised with MKCC Planning Enforcement.	Cllr Bradbury
	9.2	A resident had written to ask for the SID on Hanslope Road be moved, this was picked up in the Open Forum	
	9.3	A resident had written about the inconsiderate parking at the end of School Lane, visitors to the nursery are blocking School Lane as they drop off and collect their children. The resident suggested hatched lines be painted at the entrance to School Lane and it was agreed that the Clerk will contact Highway to find out what is required for this and add to the agenda for the next meeting. The Clerk will also write to the nurse to make them aware of the issue and request that they ask their visitors to park considerably, especially at the end of School Lane. Cllr Ayles will also raise with our new PCSO when appointed.	Clerk/Cllr Ayles
10		ANY OTHER BUSINESS (for noting, or for inclusion on a future agenda)	
	10.1	Consider replacing the lighting units in the village hall on next agenda	Clerk
11		TO AGREE DATE AND ATTENDANCE FOR FUTURE MEETINGS/EVENTS	
	11.1	Next meeting will be held at 7.30 on Monday 8 th January in the Village Hall Parishes Forum 7 th December – Cllr Bradbury and possibly Cllr Forgham to attend	
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	The contract for the gas supply to the village hall end on the 22 nd December. Cllr Ayles proposed that we renew with the cheapest option for a 2-year period, Cllr Forgham seconded and it was agreed with a majority.	
	14.2	The annual insurance renewal is due for payment as part of the multi-year agreement in place.	

There being no further business the meeting closed at 9.15 pm

APPENDIX A1 – CLERK’S REPORT AND OPEN ACTIONS 04/12/2023

1	A further bat inspection was required at the Sports Ground to comply with Planning Conditions. As this was required to be carried out quickly, the cost of £670 was approved by Cllr Ayles and Bradbury as per standing order.	For info
2.	The solar panelled speed indicator devices have been installed, one on Wolverton Road and one on Hanslope Road	For info
3	It was agreed that CPC should join the Open Space Society which has an annual membership charge of £45. This has been done and the membership pack has been forwarded to Cllr Sawbridge.	For info
4	MKCC have confirmed village litter bins will be emptied fortnightly so this will be monitored to see if frequent enough. A black bin has been provided for the village hall	For info
5	Cllrs Markham, Bradbury and the Clerk met with Glendale to finalise the landscaping contract for next year and meet our account manager. Glendale will provide a quote for additional hedge cutting before nesting season next year and will include cutting the grassed footpath at the bottom of the football pitch.	For Info
	Cllrs Ayles and Forgham are set up with authority for online banking and electronic payments were made successfully. Clerk to now arrange for other Councillors to be set up	Clerk
6	The location for the redwood tree on the triangle has been agreed and will be planted on the 4 th December.	For info
7	Cllr Merritt to arrange for supplier to come out and assess defibrillators and advise what maintenance is required	Cllr Merritt Outstanding
8	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 – Highways have confirmed meeting will resume early next year	Clerk Outstanding
9	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 Outstanding
10	Waiting for PropertyCare to schedule repair works to the ceiling, extractor fan and PIR light at the football club	Clerk Outstanding
11	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 Outstanding
12	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
13	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 early next year	Clerk Outstanding
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	Cllr Markahm Outstanding
15	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 up	Cllr Ayles Outstanding
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 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	Cllr Bradbury Ongoing

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 speak to a colleague in the Estates Dept at Hanslope Park	Clerk/Cllr Merritt Outstanding
18	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
19	Decide on a location for the Morris Cup and also for the Sword when it arrives in March	All Outstanding
20	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. A response has been chased.	Clerk
21	A quote is being requested to repair bench by the bus stop on village hall side of North Street	Cllr Markham
22	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
23	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	
24	Cllr Forgham has let the Clerk know the preferred location for a dog litter bin in Shepperton Close. The Clerk will now contact the contractor to order this, arrange for the one in Castle field to be moved and ask about swapping the one outside school which is very tatty.	Clerk
Items to be carried forward		
25	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
26	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
27	We now have some information about start-up costs for preschool as is required by MKCC to consider releasing S106 monies from the Early Education S106 planning gain. MKCC have advised that S106 monies can't be used as the proposal doesn't meet the necessary criteria. Stonewater have however agreed that they are happy for the monies to be used for a preschool and have confirmed this to MKCC. Staffing the preschool is an issue so this will be put on hold for the time being unless anyone else comes forward with a wish to running the preschool.	
28	Arrange for brambles near the footbridge and going into Fishponds to be weedkilled next Spring	Clerk
29	An enquiry with the Adoptions Team to establish current progress with Carrington Grove has been opened	Clerk
30	Purchase 2 x wooden picnic tables for the Fishponds play area by next Spring	Clerk
31	Remove the low level prickly shrubs growing along the fence at the bottom of the football pitches by next Spring	Clerk

APPENDIX A2

Clubhouse Report 4th December 2023

Phase 1 - Construction

1. The contract for 'Phase 1', the construction of the new pavilion interior and the clubhouse extension has been signed. Work is expected to start 4th December. Completion of the pavilion side is expected by end March and the clubhouse a month or so later. Cricket have arranged away matches in April and early May and will be able to make limited use of the clubhouse for match teas thereafter.
2. The work will be supervised by Luke Jefferies (a professional construction senior project manager), Ian Horne (also with professional building experience), Lawrence Chapman (who drew up the specification) and Phil Ayles for Parish Council liaison.
3. There will be some change orders (eg car park lighting, bicycle rack, electrical sockets and there is a discussion about high level windows in the new kitchen). There is a resolution to delegate this up to a certain amount to Cllrs Bradbury, Merritt and Ayles to authorise the Clerk to sign change orders.
4. The S106 funding was signed by MKCC and the first payment is now in our Bol account. It will be transferred into a separate, interest bearing 'business instant access' account at Lloyds which, through serendipity, was already opened but not used.
5. There were two conditions that had to be discharged before work could start. A 'Written Scheme of Investigation' had to be signed off by the chief archaeologist at MKCC which he has done, and a final bat check had to be completed. The latter was also done and, at the same time, the bat boxes were installed as required by the permission. We have applied for formal DISCONS.
6. There are some minor changes required to the planning permission (the new rear fire exit, the retention of the existing east fire exit door and a change to the lobby window) and these will be submitted as 'Non Material Amendments' (NMAs) once a decision on the possible kitchen windows is made.
7. Revised drawings have been made, replacing the pen drawings. These have been passed to Hickfords and will be used for the NMA submission. They will also be on the village website.

Phase 2 – Fitout

Grant applications are being prepared for MK Community Foundation, BIIFA (waste recycling) and the National Lottery. There are a couple of other small opportunities being pursued.

8. It is expected that the clubhouse will be a 'community space' providing for a tea/coffee service and snacks, especially during mornings, as well as a bar service probably at weekends depending on demand. It is also hoped that the clubhouse can be used for café-style 'home' working with WiFi provided.
9. A detailed service offering and associated costs is currently being prepared and a reference visit to an existing similar club is being made.
10. The fit-out will be done once funding is obtained but obviously can't start until construction is complete. We are hoping that the clubhouse will be ready for service sometime in autumn 2024 but, we must stress again, this is dependent on funding.
11. We have also enquired about S106 Public Art funding for some decorative art on the front of the entrance lobby.

Phase 3 – Operation.

12. We have always said that there would be some form of organisation between the Parish Council and the operation of the clubhouse. After a review of the various options, such as charitable status, we have determined that a Community Interest Company (CIC), as is used for the village shop association, is the most appropriate as suggested at last month's Council Meeting.
13. There is some urgency because some of the grant applications cannot be made by the Parish Council and so, in line with the resolution passed last month, a company, 'Castletorpe Community Space CIC' (CCS CIC) has been formed and our application is with Companies House. The Articles of Association are in Councillors' papers.
14. CCS CIC will run the clubhouse, be responsible for its good conduct, for utility and other bills and licences, employ a steward or manage volunteers and maintain the register of members. It will have its own bank account.
15. There will be four classes of member; full members open to everyone on the electoral roll of the parish, honorary members intended for people who do not live in the village but have a close association such as members of Castletorpe sports teams, junior members who will be the responsibility of the sponsoring full or honorary member, and day members such as visiting sports players. There is no intent to charge a membership fee.
16. Membership will be invited when we are confident of an opening date for the clubhouse.
17. The initial Directors of CCS CIC are Luke Jefferies, Ian Horne, Lawrence Chapman, Steve Bradbury, Russell Forgham and Phil Ayles. They will serve to supervise the fitting out and establishing of the clubhouse until the membership is established at which point a General Meeting will be called and new Directors will be elected by the Members.