



# Castlethorpe Parish Council

Minutes of a Parish Council Ordinary Meeting held on  
Monday 5<sup>th</sup> February at 7.30 pm in the Village Hall

**PRESENT: Councillors Ayles, Bradbury, Forgham, Hinds, Merritt, Sawbridge, Ward Cllr Andrews, Ward Cllr Wardle, the Clerk and one member of the public. The meeting was also streamed via YouTube.**

The meeting commenced at 7.30 pm and Cllr Ayles gave an overview of the meeting content.

Cllr Sawbridge advised that 151 village green application forms had been issued to people who had asked for them, to date 43 have been completed and returned, 37 of which are from residents who have used the field for over 20 plus years. Cllr Sawbridge reiterated how important this is and said that she is happy to help residents complete the form, collect them back in and deliver any further copies to people who haven't got one yet. Cllr Sawbridge will post on Facebook a deadline for the forms to be returned which will be two weeks time. The response rate is disappointing as without the community support, the application will fail. Cllr Hinds asked if there was a percentage response rate required to make the application viable and Cllr Sawbridge will check this.

Cllr Forgham advised that traffic is still trying to access Carrington Grove via Maltings Field and a resident had asked if it were possible to have 'no access to Carrington Grove' added to the Maltings Field street sign. Cllr Forgham will request this via Highways

The Open Session closed at 7.42 pm

<b>1</b>	<b>TO RECEIVE APOLOGIES FOR ABSENCE</b>	
1.1	Cllr Markham due to work commitments	
<b>2</b>	<b>TO RECEIVE DECLARATIONS OF INTEREST by Councillors in any of the agenda items below</b>	
2.1	Cllrs Ayles, Forgham and Bradbury pecuniary interest in relation to items 7.3	
<b>3</b>	<b>TO APPROVE MINUTES OF THE LAST MEETING</b>	
3.1	Previous minutes from the Ordinary Meeting held on the 8 <sup>th</sup> January were proposed as a true and accurate record by Cllr Ayles seconded by Cllr Bradbury and agreed unanimously	
<b>4</b>	<b>TO RECEIVE REPORTS</b>	
4.1	<b>Clerks Report &amp; Review of Actions</b> – See Appendix A1. Matters arising from Clerks report.	
4.1.1	Item 4 – Carrington Arms, MKCC have been out to inspect the crack, awaiting response as to whether any action is needed. Clerk to follow up.	<b>Clerk</b>
4.1.2	Item 5 – The Oak tree has now been planted in Gobbey's Field and a watering bag has been provided. Cllr Bradbury asked if Cllr Hinds would be kind enough to refill the bag over the Spring/Summer months if necessary. Cllr Hinds will look at it and advise if a problem.	<b>Cllr Hinds</b>
4.1.3	Item 20 – Cllr Hinds asked when we should expect the 3 silver birch trees promised by MKCC, the Clerk advised that these should arrive in February. Cllr Bradbury asked if we could use one to replace the dead one in Castle Field as he thought that we had previously been told that we could replant as long as we did not dig any further holes or enlarge existing ones. The Clerk will contact Historic England to start the process to seek permission for this.	<b>Clerk</b>
4.1.4	Item 21 – Dog litter bins – the Clerk is meeting with the contractor to finalise the location in Shepperton Close. Cllr Bradbury asked about moving the one in the corner of Castle field by the Thrupp Close entrance further into the field. Cllr Ayles suggested that given the resolution later on the agenda to allow dogs back into the sports field, it may be better to move the bin to the entrance of the sports field. Cllr Bradbury will speak to the residents there to gain their views.	<b>Cllr Bradbury</b> <b>Cllr Bradbury</b>
4.1.5	Cllr Bradbury mentioned the uneven pavement in South Street due to tree roots, Cllr Bradbury will report this to Highways	<b>Cllr Ayles</b>
4.1.6	Cllr Sawbridge mentioned that the street light opposite the war memorial on North Street was obstructed by a tree and Cllr Ayles will speak to the owners and ask if they could cut it back as it quite dark there and the pavement is uneven	

4.2	<b>Ward Councillors Report</b>	
4.2.1	Ward Councillor Chris Wardle advised that Council budget meeting is being held in February and if there is anything different to the draft that will affect us he will let us know	
4.2.2	The £500 from the Ward Councillors budget, for contribution towards the senior citizen Christmas lunch, has been approved and should be with us soon.	
4.2.3	Cllr Ayles advised that he'd had a conversation with Jenny Wilson-Marklew who said there was no problem with potholes and that the government had given them more money than it cost to fill in all the potholes in Milton Keynes. Ward Cllr Andrews was not aware of this and will follow up internally and also try to find out what the definition of a pothole actually is.	Ward Cllr Andrews
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	24/00062/TPO- Castle Field North Street Castlethorpe Milton Keynes MK19 7EW - The reduction by 3m on the leaning side and by approximately 2m to the height of Beech Tree (Fagas Sylvania) (T20) protected by TPO no. PS/540/15/79 in order to reduce the risk of the tree falling	
<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	
6.2	<b>23/02049/DISCON</b> – Cosgrove Park, Cosgrove - Approval of details required by conditions 3 (drainage design), 4 (surface water run off), 10 (finished floor levels), of permission ref. 21/03346/FUL <b>Conditions 3, 4 and 10 refused.</b>	
6.3	<b>23/02523/FUL</b> – 6A The Chestnuts, Castlethorpe – erection of a single storey front extension to the existing village store and alteration of fenestration	
6.4	<b>23/02435/HOU</b> – 17 Lodge Farm Court, Castlethorpe - erection of a two-storey rear extension and insertion of first floor window (resubmission of 22/03159/HOU	
6.5	<b>23/02637/DISCON</b> – Former Station Yard, Castlethorpe - approval of details required by condition 8 (Boundary Treatments) and condition 24 (Surface Water Drainage) - <b>Approved</b>	
6.6	<b>23/02735/DISCON</b> – The Cricket Pavilion, Castlethorpe - Approval of details required by condition 4 (Archaeological Watching Brief) of permission ref. 23/00976/FUL – <b>Approved</b>	
6.7	<b>23/00976/FUL23/02723/TPO</b> – March House, North Street, Castlethorpe - The crown reduction of 3x Horse chestnut trees (T1, T2, T3) by 2.5 metres all round - <b>Approved</b>	
6.8	<b>23/02400/TPO</b> – Chestnuts, South Street, Castlethorpe - The crown reduction by 3 metres all around of Chestnuts (T2, T3) - <b>Approved</b>	
6.9	<b>22/03045/FUL</b> – Appeal against refusal for change of use from agriculture to mixed use agriculture, dog training / walking / exercise area with planting of trees with associated external works (Part Retrospective) at Leamington Farm, Bullington End, Hanslope, Milton Keynes, MK19 7ET	
<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 Sawbridge and agreed unanimously	
7.2	Cllr Bradbury confirmed that we have received 7 responses to our advert for a groundsman at the sports club. 4 were from small businesses and 3 from individuals. Cllr Bradbury proposed delegating authority to Cllrs Bradbury and Markham, the Clerk and a CSA representative to decide on the appointment following shortlisting and interview. Agreed unanimously	Cllr Bradbury
7.3	Cllrs Ayles vacated the Chair and left the room with Cllrs Bradbury and Forgham, Cllr Hinds assumed the position of Chair and proposed that the Clerk be authorised to sign a lease (previously circulated to all Cllrs) of the new clubhouse building to Castlethorpe Community Space CIC. Agreed unanimously. Cllrs Ayles, Bradbury and Forgham returned and Cllr Ayles resumed as Chair	Clerk
7.4	Cllr Ayles proposed to permit dogs in the sports ground providing they are kept on a lead, do not go on the playing areas and owners pick up and dispose of their waste in the dog waste bin. Cllr Ayles advised that one of the reasons for this was as a result of dog walkers	

	7.5 7.6	wishing to use the clubhouse but wouldn't if dogs were excluded. Cllr Sawbridge was concerned that people wouldn't pick up the waste and it was agreed that if problems occur as a result of this then the decision to exclude dogs could be reconsidered. Cllr Ayles advised that signs would be erected at the appropriate time at which point the ruling would take effect. Agreed unanimously. Cllr Ayles proposed permitting bicycles in the sports ground. Agreed unanimously. It was resolved to trial the 'Think before you park' children shaped bollards that MKCC offer for a month at the end of School Lane outside the nursery to try and help with the parking issues there. Agreed unanimously	Clerk
<b>8</b>		<b>TO CONSIDER FINANCIAL MATTERS (circulated prior to meeting)</b>	
	8.1	The RFO payment schedule was proposed by Cllr Ayles, seconded by Cllr Forgham and agreed unanimously.	
	8.2	Cllr Ayles advised that it had previously been resolved to proceed with a loan from the PWLB but a decision was needed on the repayment terms, length and whether annuity or EIP. A table of repayment options was detailed for discussion and the EIP option was favoured. It was therefore resolved to seek the approval of the Secretary of State for Levelling Up, Housing and Communities to apply for a PWLB loan of £50,000 over the borrowing term of 20 years to be used towards the construction and fit out of the Castlethorpe Clubhouse. The annual loan repayments will come to around £5,000. There will be no increase to the council tax precept for the purpose of the loan repayments.	Clerk
<b>9</b>		<b>CORRESPONDENCE RECEIVED (circulated prior to meeting)</b>	
<b>10</b>		<b>ANY OTHER BUSINESS (for noting, or for inclusion on a future agenda)</b>	
	10.1	Cllr Bradbury noted that the gas contract for the village hall had been renewed by Bionic using their DoltForYou service. Cllr Bradbury did not knowingly sign up for this service back in January last year and we have queried this with them. As a result, Bionic have offered to pay us £1400 to remain with the 2 year contract and as this would leave us financially better off it was felt this was the best option. We have now opted out of the renewal service.	
<b>11</b>		<b>TO AGREE DATE AND ATTENDANCE FOR FUTURE MEETINGS/EVENTS</b>	
	11.1	Next meeting will be held at 7.30 on Monday 4 <sup>th</sup> March	
<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	A quote for £750 plus VAT for legal fees associated with the application for Gobbey's field to become a village green had been received. Cllr Hinds was concerned that if not enough residents complete the evidence forms then this service may not be required. Cllr Sawbridge proposed approval in principle, Cllr Forgham seconded and agreed unanimously	
	14.2	Cllr Ayles advised that some measures were required to manage the cash flow arising from the construction of the clubhouse and proposed the rescheduling of payments to ensure the Parish Council maintained a positive cash situation. Cllr Forgham seconded and agreed unanimously	
	14.3	Cllr Merritt proposed contributing to the cutting of the triangle and grass verge at the give way junction onto Yardley Road three times a year during the growing season. Cllr Forgham seconded and agreed unanimously	Clerk

There being no further business the meeting closed at 9.06 pm

## APPENDIX A1 – CLERK’S REPORT AND OPEN ACTIONS

1	Check whether there are any Smart Water pack codes left to activate	Clerk
2	Follow up flooding problem on Station Road in relation to the ditch and cattle grid with Luke Stacey – 24/1/24 - asked Luke for an update but no response	Clerk
3	Submit a request to Highways to request making the stretch of Bullington End Road from Glenmore Farm to the 30mph entrance 40mph instead of the current 60mph – requested 22/1/24, response received asking for any speeding data which has been submitted, awaiting further response.	Clerk
4	Email sent to Simon Peart asking for an update on action taken regarding condition of the Carrington Arms – Inspection took place on the 23/1 awaiting findings	Clerk
5	The oak tree has been planted in Gobbey’s field and a water bag purchased that will need topping up in the Spring/Summer	Clerk
6	7 expressions of interest received in relation to the Groundsman position, these will be shortlisted and interviews arranged	Cllr Bradbury/Clerk
7	Ringway will be moving the SID on Hanslope Road on the 7/2/24, the SID has been removed in preparation for this.	For info
8	A new litter bin for Shepperton Close is to be ordered	Clerk
9	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 – in progress	Clerk
10	Cllr Merritt to arrange for supplier to come out and assess defibrillators and advise what maintenance is required	Cllr Merritt Outstanding
11	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 met surveyor on site on the 6/11/23 and surveyor (Karmil Bader) and MKCC Asset Manager (Paul Freeman) to obtain approval from Housing for transfer. Housing seem positive. Expecting Heads of Terms in February. Planning Application scheduled for decision 28/2/24.	Cllr Ayles Ongoing
12	Waiting for PropertyCare to schedule repair works to the ceiling, extractor fan and PIR light at the football club	Clerk Outstanding
13	Cllr Bradbury will contact Lee Turnham at Community Speedwatch UK to register and arrange training for the 7 volunteers – <b>contact being made with original volunteers and training will be arranged during October</b>	Cllr Bradbury 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 Markham Outstanding
15	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>Complaint now raised with Planning Enforcement awaiting response. The swale has been cleared but other areas outstanding, Cllr Bradbury will pursue with Planning Enforcement</b>	Cllr Bradbury Ongoing
16	The Clerk has contacted Hanslope and Haversham 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 speak to a colleague in the Estates Dept at Hanslope Park</b>	Clerk/Cllr Merritt Outstanding
17	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>	Clerk Outstanding
18	Decide on a location for the Morris Cup and also for the Sword when it arrives in March	All Outstanding
19	A quote has been requested to repair the bench by the bus stop on village hall side of North Street	Cllr Markham

20	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 – MKCC looking at in February	Clerk
21	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 – <b>Contractor coming out to have a look 11<sup>th</sup> Jan</b>	Clerk
	<b>Items to be carried forward</b>	
22	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
23	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
24	Arrange for brambles near the footbridge and going into Fishponds to be weedkilled next Spring	Clerk
	<b>Items outstanding with MKCC Highways Department to be raised when monthly meetings resume</b>	
1	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.	
2	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	Feb meeting request
3	An enquiry with the Adoptions Team to establish current progress with Carrington Grove has been opened	
4	Street name sign for Carrington Grove is outstanding	Feb meeting
5	Potholes and poor surface of Bullington End Road have been reported to MKCC by numerous residents, Cllr Ayles has written separately to Highways asking for an emergency repair. <b>An emergency repair has been done but residents who reported it have now had their cases closed even though all the other repairs, and finalising the temporary repair, have not been done.</b>	
6	Damaged kerbstones on North St especially corner by No 22 and by No 14. These have been previously reported.	
7	Repair of build out on BE Rd and improved lighting on all build outs- costs recoverable from Bill's coaches for BE Rd damage.	Feb meeting
8	Resurface parking area by Castlethorpe First School	Feb meeting
9	Pothole at edge of recently resurfaced section by 'The Chestnuts' / village shop	Reported 22/1
10	Repair to verge damage Fox Covert (Cosgrove Park deliveries)	Feb meeting
11	Leaning 30mph sign at Station Rd village entrance	
12	Protective marking at entrance to School Lane (parked vehicles block residents' access.	
13	40mph buffer zone from Glenmore Farm to 30mph zone on BE Rd	Requested 22/1 FS579693690
14	Designating the whole village as a 20mph area. Keith Wheeler confirmed application process is awaiting sign off at which time requests will be considered.	Feb meeting
15	Missing cross bars from conservation area streetlights (reported)	
16	Conversion of conservation area streetlights to LED (awaiting funding)	

## **APPENDIX 2 Clubhouse Report**

### **Phase 1 - Construction**

Hickfords have completed all the internal walls, drains and doors and the electrical installation is about 80% complete in the pavilion. The new doorways have been inserted and the redundant doorway blocked up. It is expected that the electrical work, sanitary ware installation and decoration will be completed in February leaving only the flooring which will wait until the clubhouse side is complete.

The concrete foundations have been poured for the extension and the oversite is in place. The groundwork was supervised by an archaeologist as required and fortunately nothing of value was found. Blockwork for the walls started today.

A site meeting has been held with Building Control to go through their requirements.

The January Hickfords Invoice (£53,951+VAT) is on the RFO payment schedule.

Our thanks to Luke Jefferies who is managing Phase 1 on behalf of the Parish Council with help from Ian Horne and Lawrence Chapman.

### **Phase 2 – Fitout**

We are continuing to define the equipment needed for a basic kitchen and counter service. Further reference visits are being made and a Business Case is being prepared.

The grant application for £10k to the MK Community Foundation was well received but a decision has been postponed until April as they have requested further information.

An Expression of Interest has been made to the National Lottery. BIFFA is on hold due to the need for more detailed information on equipment to be purchased as well as the Lease and Business Case (see agenda item 7.3).

Our thanks to [Lawrence Chapman](#) who is leading Phase 2 and to Bridgit Richardson who is helping Russell, Steve and me with the governance activities including the grant applications, business case and lease.

Invitations to join a Public Art Advisory Group, as approved at the January meeting, will be published shortly for art work at both the clubhouse and on the village shop extension. I have arranged for Louise Izod, the MKCC Public Art officer to come to the meeting (TBA) to ensure our submission is compliant.

### **Phase 3 – Operation**

Castlethorpe Community Space CIC now has an (empty!) bank account. Authorised signatories are Cllrs Ayles, Bradbury and Forgham.

Although the building will be completed in April and usable in a basic form for cricket teas during their season, the fit out is dependent on grants and almost certainly will not be ready for general use until the autumn and even later if we are unsuccessful with grants and, in any case, grant applications have been delayed as mentioned above.

Membership will be opened to all residents when we have an opening date and members will then elect new Directors to run the clubhouse as the members wish.