



# Castlethorpe Parish Council

Minutes of a Parish Council Ordinary Meeting held  
On Monday 15<sup>th</sup> April at 7.30 p.m. in the Village Hall

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

The meeting was preceded by the Annual Parish Meeting which commenced at 7.00 pm, reports from local groups can be found on the village website.

The Annual Parish Meeting closed at 8.23  
The Open Forum to the Parish Council meeting commenced at 8.28

A resident from Shepperton Close voiced concerns about the placement of the new dog waste bin on the green in Shepperton Close and asked for it to be re-sited. The resident was also disappointed that residents had not been consulted on this before installation. Cllr Ayles advised that the bin had originally been requested by residents from Shepperton and as a matter of procedure any decision to reverse a previous resolution cannot take place within six months without written notice of three councillors. This item is on the agenda for discussion in the meeting so Councillors agreed to speak on it under item 7.4.

The Open Forum closed and the meeting commenced at 8.38

<b>1</b>		<b>TO RECEIVE APOLOGIES FOR ABSENCE</b>	
	1.1	Cllr Bradbury by reason of holiday	
<b>2</b>		<b>TO RECEIVE DECLARATIONS OF INTEREST by Councillors in any of the agenda items below</b>	
	2.1	Cllr Ayles and Cllr Forgham in item 7.9	
<b>3</b>		<b>TO APPROVE MINUTES OF THE LAST MEETING</b>	
	3.1	Previous minutes from the Ordinary Meeting held on the 4 <sup>th</sup> March were proposed as a true and accurate record by Cllr Ayles seconded by Cllr Forgham 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 9 – setting up more Councillors with online banking – need to progress quickly due to holidays coming up.	Clerk
	4.2	<b>Ward Councillors Report</b> – A report was given during the annual parish meeting and is available on the village website No matters arising	
	4.3	<b>Clubhouse Progress</b> – A report was given during the annual parish meeting and is available on the village website. No matters arising	
	4.4	<b>Engagement with Castlethorpe First School</b> Cllr Ayles advised that he had visited Castlethorpe School to speak with the children about the role of the Parish Council. He also spoke with the lead teacher about the S106 money available for a pre-school which the school are considering. They would also like to have an outside area for exclusive use of the children but unfortunately, we don't have any such areas available so Cllr Ayles suggested considering the wildlife area which the school will look into.	

<b>5</b>		<b>TO CONSIDER PLANNING APPLICATIONS (previously viewed on line by Cllrs)</b>	
5.1		<b>24/00519/DISCON</b> – Cosgrove Park, Main Street, Cosgrove - approval of details required by condition 4 (Construction Phase Surface Water Management) of permission ref. 21/03346/FUL – <b>No objections</b>	
5.2		<b>24/00517/NMA</b> – The Pavilion, Thrupp Close, Castlethorpe - Non-material amendment seeking to resite the main entry door to the clubhouse from the side of the porch to the front, and to move side kitchen door to rear face due to access and ground level issues (relating to permission ref. 23/00976/FUL for an 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>Approved</b>	
5.3		<b>24/00650/FUL</b> – Lodge Farm House, Wolverton Road, Castlethorpe - erection of a new agricultural building – <b>No objections</b>	
5.4		<b>Planning Enforcement 24/00125/ENF</b> - Static Caravans At Cosgrove Lodge Park - alleged breach Occupation of holiday lodges during closure period contrary to planning controls – <b>No comment</b>	
5.5		<b>Planning Enforcement 24/00120/ENF 15 Station Road Castlethorpe</b> - alleged breach Erection of rear extension without complying with prior approval ref. 14/00231/FUL – <b>No comment</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	
6.2		<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	
6.3		<b>24/00275/HOU</b> – 3 Lodge Farm Court, Castlethorpe - listed building consent for the replacement of existing timber framed french door set with aluminium bifold door set, remove current casement window on front elevation and stone work below casement opening and replace with casement window and fixed pane below, replacement of a pair of internal doors with two fully glazed aluminium framed doors, extend first floor and move existing stud work wall on 1st floor to improve space and usability of existing bedroom and bathroom - <b>Approved</b>	
6.4		<b>24/00312/TPO</b> – 49 Shepperton Close, Castlethorpe - the removal of Scots Pine (T0168) protected by Milton Keynes Council Tree Preservation Order no. PS/540/15/21 – <b>Approved</b>	
6.5		<b>24/00110/DISCON</b> – Cosgrove Park, Main Street, Cosgrove - approval of details required by condition 3 (Surface water drainage), condition 10 (Floor levels), condition 11 (Cycle parking) and condition 12 (EV charging) of permission ref. 21/03346/FUL	
6.6		<b>24/00470/TCA</b> – 33 North Street, Castlethorpe - Complete removal of Western Red Cedar tree (T1) and Elderberry tree (T2) – written to request that the MKCC arborist inspect the trees as Councillors would not like to see healthy trees removed – <b>Approved</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 Merritt and agreed unanimously	
7.2		Cllr Ayles proposed that the Parish Council pay the utility charges at the Sports Ground from December until April inclusive whilst construction works has been taking place, Cllr Forgham seconded and agreed by all	Clerk
7.3		It was agreed not to pursue participation in the Hedgehogs R Us Highway Project as it was felt this was more aimed to urban areas.	
7.4		A discussion took place on the location of the dog waste bin in Shepperton Close and the points raised in the open forum. It was agreed to survey all residents in Shepperton to get a fuller picture of resident's opinion. A letter will be produced and distributed to all properties there	Clerk

	7.5	It was agreed unanimously not to proceed with the introduction of a 20 mph village wide speed limit	
	7.6	The King's portrait that we were gifted has now arrived and it was agreed unanimously that this should be hung in the village hall.	Clerk
	7.7	It was agreed unanimously to progress with the application for funding for a monkey challenge piece of play equipment and this would be installed at the Sports Ground. Cllr Ayles proposed approval to expenditure for Phase 1 of the Clubhouse, required change orders and the purchase of items needed to be able to provide cricket teas.	Clerk
	7.8	Cllr Forgham seconded and agreed unanimously	
	7.9	Cllr Ayles and Cllr Forgham left the room and Cllr Hinds took the Chair and proposed extending the lease between Castlethorpe Parish Council and Castlethorpe Community Space Community Interest Company to 15 years from 10. This will help with grant applications. Seconded by Cllr Sawbridge and agreed by all. Cllr Ayles and Cllr Forgham returned and Cllr Ayles resumed the Chair	Clerk
	7.10	Cllr Ayles proposed authorising the Clerk to sign the MKCC contract for the transfer of the land at the shop on behalf of CPC when it arrives, seconded by Cllr Merritt and agreed by all.	Clerk
	7.11	Cllr Ayles proposed authorising Cllr Forgham to investigate the provision of broadband to the Clubhouse which will be required initially to support a CCTV system which is kindly being provided at minimal cost by a resident. Agreed unanimously.	Cllr Forgham
<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 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	Cllr Markham commented that the new landscape contractor was doing a good job but was concerned that they are strimming around trees which could cause future damage, Clerk to check with Glendale.	Clerk
	10.2	Cllr Markham kindly offered to donate a bench at the Sports Ground at the appropriate time in memory of his late wife.	Cllr Markham
<b>11</b>		<b>TO AGREE DATE AND ATTENDANCE FOR FUTURE MEETINGS/EVENTS</b>	
	11.1	The Public Arts kick-off meeting will be held at 7.30 on Monday 22 <sup>nd</sup> April in the village hall	
	11.2	The Annual Parish Council meeting will be held at 7.30 on Monday 13 <sup>th</sup> April in the village hall and will be followed by the Parish Council Ordinary meeting.	
<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	The contract for electricity supply at the village hall expires in September 2024 and renewal prices had been obtained. It was agreed to wait until nearer the renewal date to decide on a new supplier.	
	14.2	Cllr Ayles proposed accepting a quotation from Ecowash to clean the village signs, Cllr Sawbridge seconded and all in favour	Clerk
	14.6	Matters concerning the Clerk's annual appraisal were approved unanimously	

There being no further business the meeting closed at 9.45 pm

**APPENDIX A1 – CLERK’S REPORT AND OPEN ACTIONS 15/04/2024**

1	Our new PCSO, Tilly Skippen, has secured a bleed control kit for the village and when this arrives it will be stored in the defibrillator unit at the village hall. The kit is designed to tackle medium to severe level injuries, including knife attacks, road traffic collisions, agricultural accidents or just about anything which causes a significant loss of blood.	For info
2	The 3 silver birch type trees from MKCC have now been planted, two by the new bench in The Chequers and one on the corner of Bullington End Road/Wolverton Road. One in The Chequers blew over in the winds and Glendale have now secured them for us	For info
3	Hanslope PC have confirmed they are putting 7 MKPA session on over the summer holidays and have confirmed that families from Castlethorpe are welcome to attend at no contribution this year but maybe look at doing something together next year. Once they are in receipt of all the details they will share with us so we can advertise them. Haversham haven’t got the budget to provide any sessions.	For info
4	Sustran have been successful in obtaining funding to carry out drainage works on the cycle track.	For info
5	Historic England have confirmed that Scheduled Monument Consent would be required to carry out drain repair in Castle Field and that an archaeologist watching brief would be required. Further holes have appeared and Cllr Markham will meet with the Clerk there to give his opinion.	Clerk/Cllr Markham
6	Follow up flooding problem on Station Road in relation to the ditch and cattle grid with Luke Stacey – Luke has responded to say the problem is the blocked drain on Station Road which backs up to the drain in front of the cattle grid.	For info
7	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 and it is on the Heritage at Risk register and being monitored on a bi-monthly basis	For info
8	Posters reminding residents to bring photo ID to polling station on the 4 <sup>th</sup> May have been displayed on notice boards and a leaflet posted to Carrington Grove residents	For info
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	We need replacement batteries and pads for the defibrillators and these will be collected 16 <sup>th</sup> April and should be returned by the 19 <sup>th</sup> April	Clerk
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 (Kamil Bader) and MKCC Asset Manager (Paul Freeman) to obtain approval from Housing for transfer. Housing seem positive. Expecting Heads of Terms for signing shortly. Planning permission has been granted.	Cllr Ayles Ongoing
12	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
13	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
14	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
<b>Items to be carried forward</b>		
15	Stonewater Neighbourhood team have cleared part of the swale at Carrington Grove but other areas remain outstanding. Cllr Bradbury will continue to monitor and chase as required.	Cllr Bradbury
16	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

17	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
18	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. Highways will carry out a traffic survey	
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 – Carrington Grove is not yet adopted.	Update given 26/2/24
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 – repair is being planned once permit has been approved. No lighting will installed though	Update given 26/2/24
8	Resurface parking area by Castlethorpe First School – an inspector will visit to assess	Update given 26/2/24
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) – an inspector will visit to assess damage although grass verges tend to recover well. Enforcement officer is also aware if the issue persists	Update given 26/2/24
11	Leaning 30mph sign at Station Rd village entrance	FS586527848
12	Protective marking at entrance to School Lane (parked vehicles block residents' Access – Child bollards being trialled 14 <sup>th</sup> June for 1 month	
13	Designating the whole village as a 20mph area. Support of village required before submitting an application for this before the 31 <sup>st</sup> August, a decision will be made January 2025	
14	40mph buffer zone from Glenmore Farm to 30mph zone on BE Rd – on hold until a decision is made on the whole village becoming a 20mph zone	Requested 22/1 FS579693690
15	No delimit signs for the new 40mph construction traffic signs at Hanslope Park	FS586534290
16	The animal crossing sign on Bullington End Road has been knocked over and needs reinstalling	FS586532283
17	Conversion of conservation area streetlights to LED (awaiting funding)	
18	Missing cross bars from conservation area streetlights (reported)	
19	Pothole at junction of Thrupp Close and Bullington End Road	FS599956606