



Castlethorpe Parish Council

Minutes of a Parish Council Ordinary Meeting held on
Monday 13th May at 7.30 p.m. in the village hall

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

The meeting opened at 7.30 pm and Cllr Ayles explained that tonight's meeting consisted of the statutory Annual Meeting of the Council, followed by an Open Forum and then the Ordinary Parish Council meeting.

1		TO RECEIVE APOLOGIES FOR ABSENCE	
	1.1	Cllr Forgham by reason illness and Cllr Sawbridge by reason of family commitment	
2		TO ELECT A CHAIRMAN & to receive Chairman's Declaration of Acceptance of Office	
	2.1	Cllr Markham nominated Cllr Ayles, seconded by Cllr Hinds, agreed unanimously	
3		TO ELECT A VICE-CHAIRMAN & to receive Vice-Chairman's Declaration of Acceptance of Office	
	3.1	Cllr Markham nominated Cllr Forgham, seconded by Cllr Ayles, agreed unanimously	
4		TO NOTIFY CHANGES TO REGISTER OF MEMBERS INTERESTS FORMS	
	4.1	None noted	
5		TO APPOINT COMMITTEES, AND AGREE TERMS OF REFERENCE	
	5.1	Finance committee: 5 Councillors: Cllrs. Ayles, Bradbury, Forgham Merritt, and Sawbridge	
	5.2	Sports committee: 5 Councillors: Cllrs. Ayles, Bradbury, Forgham, Markham and Sawbridge	
	5.3	Village Hall committee: 3 Councillors: Cllrs. Bradbury, Forgham and Hinds	
6		TO AGREE COUNCILLORS RESPONSIBILITIES	
	6.1	Communications and web site: Cllrs. Ayles & Forgham	
	6.2	Dog fouling: Cllr. Hinds	
	6.3	Public transport: Cllrs. Ayles, Bradbury and Forgham	
	6.4	Highways and streetlights: Cllrs. Ayles, Markham and Merritt	
	6.5	Footpaths and play areas: Cllrs. Bradbury, Hinds and Markham	
	6.6	Flower festival: Cllr. Hinds	
	6.7	Neighbourhood and Parish plans: Cllrs. Ayles, Bradbury, Forgham and Hinds	
7		TO APPOINT REPRESENTATIVES TO EXTERNAL BODIES	
	7.1	Parishes Forum: 2 Councillors: Cllrs. Ayles and Bradbury	
	7.2	Rural West NAG: 3 Councillors: Cllrs. Ayles, Bradbury and Hinds	
	7.3	Newport Pagnell North and Hanslope Local Area Forum: 3 Councillors: Cllrs. Ayles, Bradbury and Forgham	
	7.4	MKALC: 2 Councillors: Cllrs. Ayles & Bradbury	
	7.5	Milton Keynes Bus Users Group: 1 Councillor: Cllr. Forgham	
	7.6	STARS. As this group has not met for many years, it was agreed not to nominate Cllrs.	
8		TO ADOPT THE STANDING ORDERS – available to view on the Castlethorpe Website: https://castlethorpe-pc.gov.uk/papers.html	
	8.1	A late notification of proposed Financial Regulations had been received by NALC which will be reviewed by Councillors before the next meeting. Cllr Ayles proposed adopting the standing orders, with the exception of the financial policies which will be deferred until June, agreed unanimously.	
9		TO ADOPT THE COUNCIL POLICIES – available to view on the Castlethorpe Website: https://castlethorpe-pc.gov.uk/papers.html	
	9.1	Cllr Ayles proposed adopting council policies which were unchanged, agreed unanimously	
10		TO SUSPEND MEETING TO ALLOW FOR AN OPEN FORUM (15 minutes if required)	

The Open Forum to the Parish Council meeting commenced at 7.38

A resident from Shepperton Close spoke on the new dog waste bin on the green in Shepperton Close and would like it moved from view of her property. Emails had been exchanged between the resident and Cllr Ayles that had been

circulated to all Cllrs. There are residents that would like the bin to stay where it is so it is very difficult to find a solution to please everyone. After some discussion, it was suggested that the resident speak with neighbouring properties and try to come up with an alternative location for the bin that would still be convenient to users. Another resident asked how frequently the bin is emptied and this was confirmed as weekly.

The Open Forum closed and the Paris Council meeting commenced at 8.00

11		TO RECEIVE DECLARATIONS OF INTEREST by Councillors in any of the agenda items below	
	11.1	Cllr Ayles and Cllr Bradbury in item 16.3	
12		TO APPROVE MINUTES OF THE LAST MEETING	
	12.1	Previous minutes from the Ordinary Meeting held on the 15 th April were proposed as a true and accurate record by Cllr Ayles seconded by Cllr Merritt and agreed unanimously	
13		TO RECEIVE REPORTS	
	13.1	Clerks Report & Review of Actions – See Appendix A1. Matters arising from Clerks report.	
	13.1.1	Item 9 – village shop extension – Cllr Ayles is hoping the heads of terms will be available for signing within the next three weeks and informal discussions with builders have started.	
	13.1.2	Item 5 - Drain repairs in Castle Field – Cllr Markham met with the Clerk and would like to request further investigation into the holes near the gateway before going ahead with fixing the broken pipe further up. This was agreed.	Cllr Markham
	13.1.3	Item 6 – State of Carrington Arms – Cllr Hinds advised that some work had been taking place and asked if anyone was aware of what was happening. It is believed this relates to clearing of the bungalow ground. The state of the fabric of the Carrington Arms will continue to be chased.	Clerk
	13.1.4	Item 14 – Overgrown swale in Carrington Grove – has been cut back unprompted but is now overgrown again. Cllr Ayles suggested escalating to Kay Pettit and ask MKCC to issue a Section 125 if necessary.	Clerk/Cllr Bradbury
	13.2	Ward Councillors Report	
	13.2.1	Cllr Andrews advised the Ward Councillor Wardle has been re-elected to our Ward and Ward Councillors Wardle, Andrews and Andrew will now be in post for the next 2 years.	
	13.2.2	The Local Government Boundary Commission for England has published a consultation, which can be viewed and completed via their website. Please feel free to submit comments before the closing date of the 15 th July	
	13.2.3	MKCC is now a labour controlled council as they received a majority in the local election	
	13.2.4	Cllr Andrew will be calling another meeting in the coming weeks with the Hanslope, Castlethorpe and Haversham group to discuss the New City Plan	
	13.2.5	Pot holes past the Navigation are being repaired, still a few more to be completed	
	13.3	Clubhouse Progress – See Appendix A2 No matters arising	
	13.4	Results of Shepperton Close advisory survey on dog waste bin location The Clerk reported that 20 responses had been received, which included some duplicate households on both sides which were only counted once each, there were thereafter 9 in favour of leaving the bin in its current location and 8 in favour of moving it.	
14		TO CONSIDER PLANNING APPLICATIONS (previously viewed on line by Cllrs)	
	14.1	24/00899/HOU -13 Shepperton Close, Castlethorpe – erection of single-story rear extension and partial garage conversion – No objections	
	14.2	24/00823/LBC – Yew Tree Cottage, 45 North Street, Castlethorpe – Listed building consent for the replacement of windows – No objections	
15		TO RECEIVE REPORT BACK ON PREVIOUS PLANNING APPLICATION	
	15.1	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	
	15.2	22/03045/FUL – 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 – Appeal Dismissed	
	15.3	24/00110/DISCON – Cosgrove Park, Main Street, Cosgrove - approval of details required by condition 3 (Surface water drainage), condition 10 (Floor levels), condition 11	

	15.4	(Cycle parking) and condition 12 (EV charging) of permission ref. 21/03346/FUL – conditions 3, 10 and 11 Approved , condition 12 Refused 24/00519/DISCON – Cosgrove Park, Main Street, Cosgrove - approval of details required by condition 4 (Construction Phase Surface Water Management) of permission ref. 21/03346/FUL - Refused	
	15.5	24/00650/FUL – Lodge Farm House, Wolverton Road, Castlethorpe - erection of a new agricultural building – No objections	
	15.6	24/00781/TCA – 4 South Street, Castlethorpe – the removal of approximately 1.5m from the branches on the top of the main trunk on the south side of silver birch tree	
16		TO CONSIDER RESOLUTIONS (all supporting documentation to be circulated prior to meeting)	
	16.1	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 Hinds and agreed unanimously	Cllrs Markham / Hinds
	16.2	D Day celebrations – it was agreed unanimously that a beacon would be lit as part of the National celebration on Thursday 6 th June at 9.15 pm. Cllr Markham has the beacon and will get it to Castle Field for Cllr Hinds to light	
	16.3	Cllr Ayles and Cllr Bradbury left the room and Cllr Hinds took the Chair and proposed agreeing to make a grant of £350 to Castlethorpe Community Space Community Interest Company to cover the initial Gigaclear monthly charges to support the CCTV system, seconded by Cllr Merritt and agreed by Cllr Markham.	
	16.4	Cllr Ayles and Cllr Bradbury returned and Cllr Ayles resumed the Chair It was agreed to apply for CIF match funding for wheelchair friendly picnic tables at the Clubhouse and Fishponds play area and a litter bin at the Clubhouse. Cllr Bradbury advised finding the correct department of MKCC to support the application. Agreed unanimously.	Clerk
	16.5	Cllr Ayles explained that an Order under Section 215 of the Town and Country Planning Act 1990 could be used in relation to tidying up the area behind the Carrington Arms and to repair or reinstate the broken wall. It was resolved to ask MKCC to issue this order.	Clerk
	16.6	Cllr Ayles gave an overview of the costs incurred/allocated to the Clubhouse works to date, there are no additional costs to those previously detailed but it was felt useful to provide a clear picture for Councillors and our auditor of authorisations: The Hickfords contract is £272.9k with a further £11.2k of change orders authorised, totalling £284.1 committed expenditure. This is funded by £185.5k of S106 monies, a £50k sports ground bond (now valued at £45k), £30k from our reserve account which had a balance of £90k (£56k being held for the streetlights bill) and a PWLB loan of £50k which totals £310.5k and is £26.4k above the committed expenditure above. It was noted that transfers and drawdowns between accounts may be for different amounts to those above but do not exceed authorised amounts. The estimated cost to fitout the Clubhouse for the basic café and bar is around £50k and grants are being sought for this, £5k has been awarded from MK Community Foundation, so using the surplus £26.4 above we need to raise another £20k in grants or donations. We have submitted 3 grants and should hear whether successful around August/September which will then inform final decisions on the fitout	
17		TO CONSIDER FINANCIAL MATTERS (circulated prior to meeting)	
	17.1	The RFO payment schedule was proposed by Cllr Ayles, seconded by Cllr Merritt and agreed unanimously.	
18		CORRESPONDENCE RECEIVED (circulated prior to meeting)	
	18.1	None received	
19		ANY OTHER BUSINESS (for noting or for inclusion on a future agenda)	
	19.1	None	
20		TO AGREE DATE AND ATTENDANCE FOR FUTURE MEETINGS/EVENTS	
	20.1	The next Parish Council ordinary meeting will be held at 7.30 pm on Monday 3 rd June 2024 in the village hall	
	22.2	The next Public Arts meeting will be held at 7.30 pm on Monday 20 th May in the village hall	
Meeting Closed at 9.10 pm			

PART 2			
21		RECEIVE DECLARATIONS OF INTEREST by Councillors in any of the agenda items below	
	21.1	None	
22		TO RECEIVE REPORTS	
	22.1	None	
23		TO CONSIDER RESOLUTIONS (all supporting documentation circulated prior to meeting)	
	23.1	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.	

Meeting Closed at 9.15

APPENDIX A1 – CLERK’S REPORT AND OPEN ACTIONS

1	The first meeting of the Public Art project group was held on 22/4, 5 with MKCC, 5 residents, myself, Cllr Ayles and Cllr Forgham. The process was explained and residents will come back to the next meeting on the 20 th May with ideas on what form the art would take and where it could go.	For info
2	Both defibrillators have had software upgrades and replacement pads will be ordered. The units need checking regularly, the display should show a complete black circle and the battery indicator should show bars of battery life left. Could Councillors please check the units when passing and let the Clerk know if the battery indicator is down to 1 bar and flashing.	For info
3	A freedom of information request has been submitted to MKCC to identify any sites in Castlethorpe being considered in the NCP.	For info
4	There was a damaged plank on the footbridge over the ditch on the public footpath as you go out of the village just before the river. The Clerk has spoken to Luke Stacey who arranged for it to be repaired and both planks have now been renewed.	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 has met with the Clerk and suggested repairing the broken pipe and ask the contractor to investigate the area near the gate, opposite shop entrance.	Clerk
6	Email sent to Chris Hooper 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
7	The sports ground hedges, footpath and wildlife area need some tidying up which will be carried out over the next few weeks.	For info
8	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
9	Village shop extension - expecting Heads of Terms for signing shortly to transfer land to the side of 6 The Chestnuts. Once received, building works can commence.	Cllr Ayles Ongoing
10	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
11	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
12	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
13	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	Clerk

	medium to severe level injuries, including knife attacks, road traffic collisions, agricultural accidents or just about anything which causes a significant loss of blood – chased Tilly	
	Items to be carried forward	
14	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
15	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
16	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
17	Arrange for brambles near the footbridge and going into Fishponds to be weedkilled next Spring	Clerk
	Items outstanding reported to MKCC Highways Department	
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. 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.	
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 be 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 th June for 1 month	
13	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
14	No delimit signs for the new 40mph construction traffic signs at Hanslope Park	FS586534290
15	The animal crossing sign on Bullington End Road has been knocked over and needs reinstalling	FS586532283
16	Conversion of conservation area streetlights to LED (awaiting funding)	
17	Missing cross bars from conservation area streetlights (reported)	
18	Pothole at junction of Thrupp Close and Bullington End Road	FS599956606
19	Missing and dislodged kerb edgings on Station Road causing aggregate to spill onto Station Road	
20	Fence at 1 Wolverton Road has been erected on Highways land	
21	Brambles encroaching on the car park near the bungalows in The Chequers, housing department to rectify.	

APPENDIX A2 – CLUBHOUSE REPORT

Hickfords Contract Progress (Phase 1)

As previously reported, the pavilion side is complete. It has been signed off by Building Control, the electrical and water testing certificates have been issued, fire extinguishers are installed and a statutory fire risk assessment has been completed. Some minor snagging will be completed this week. Not part of the Hickfords contract but a faulty shower unit is being repaired.

The clubhouse side has been delayed due to wet weather which not only prevented construction but had knock-on effects on schedules for other work (e.g. the crane to lift the roof trusses). However, the heras fencing has been re-sited leaving the front of the pavilion clear and allowing the grass around the whole building to be cut and the area made tidy.

The schedule has windows and doors fitted this week and the floor screeded. Remaining work is the front and rear ramps and the internal work; partitioning the kitchen and servery areas, electrics and plumbing, plastering, a mist coat on ceiling and walls and flooring laid in the kitchen and servery areas but not the main clubhouse.

CPC has ordered some minimal equipment (sinks and prep surface) for the kitchen which CCS will fit when Hickfords complete which is expected in the first half of July. Our Buildings insurance is being updated (it is currently covered by Hickfords insurance) and PLI will have to be put in place by CCS though, in the short term and while cricket is the only user, it is covered by the cricket club's PLI.

Although Hickfords have offered to make the clubhouse safe for cricket teas use at the home matches until handover, the Cricket Club have made other arrangements though this will be kept under review.

Clubhouse Fitout (Phase 2)

Good news and bad news on funding; we got a £5k grant from MK Community Foundation but were unsuccessful with a grant from the ECB. We have submitted two further applications to the "UK Shared Prosperity Fund" for £5k submitted through MKCC and to the "Community Ownership Fund" submitted to DLUHC for £10k. We have obtained support from the Plunkett organisation (which helped set up the village shop 18 years ago) and they are preparing an application for £20k to the National Lottery via CCS CIC. We hope to hear from these around August / early September.

Next, we want to decorate the clubhouse fully and install flooring. This will make it usable albeit un-equipped though we have got some tables and chairs from the old pavilion. We will probably bring proposals forward for decoration and flooring at the June meeting.

All the grants are for a community space café as grant givers, except the ECB(!), won't fund bars. So we will use the grants to provide a café facility and then use parish council funds for a bar.

A breakdown of Clubhouse funding is given in agenda item 16.6 and the latest Fitout Costs spreadsheet is also attached. In summary, we need about £20k in addition to our secured funding to complete the cafe and bar. If we want an 'extended café' with fried foods (which require extractors and other equipment) we would need a further £10k but we want to see demand before committing public money.

If we aren't successful with our grant applications, then we will have to consider down-spec'ing the clubhouse, which would be disappointing because we want a good social atmosphere, or delaying for further grants. But bridges and crossing them...

The CPC Cash Projection was updated at the end of April and we have sufficient funds either in hand or available in our CCLA Deposit account and PWLB facility to meet our current commitments. Cash flow is helped by the associated delay in Hickfords billing and the invoice for the streetlight upgrade which, in any case, will be disputed. We will delay drawing down the CCLA Deposit account and PWLB facility as long as we can.

We have signed up with Gigaclear for a fast (250Mbps) broadband service at a concessionary £45pm. This will initially just link up the CCTV cameras being installed effectively for free by a resident for us. The Gigaclear contract is with CCS which will pay for it in the long term (and the CIC got the concessionary rate) but some funding will be needed from CPC to CCS to cover this until the clubhouse begins operation and can fund this itself.

We are suggesting we use CIF to apply for 5 wheelchair accessible picnic tables
<https://plastecowood.com/products/ranges/picnic->

[tables/?gad_source=1&gclid=Cj0KCQjwiYOxBhC5ARIsAlvdH50bbeZ2mUoge4KnI1VUgn4iWDCmNNacnuahImXnHvWujc6sHQ86n3MaAgyIEALw_wcB @535](https://www.broxap.com/calzolari-litter-bin-b.html) each and an exterior litter bin (eg <https://www.broxap.com/calzolari-litter-bin-b.html>) @~£800 for the outside area at the clubhouse as well as 2 picnic tables in the Fishponds play area.

A National Lottery application is being made for the monkey challenge climbing frame at the clubhouse.

There will be a Board Meeting of CCS in late May which will discuss the way forward specifically whether we try to run this directly ourselves or whether we sublease to a tenant, in the same way that the shop is subleased to Udi and Dina. We have previously made a number of reference visits to other clubs. We also have a meeting with a second Plunkett consultant on 15th May to advise us.

A first Public Art meeting was held on 22nd and Louise Izod (MKCC Public Art officer) attended to advise us on process. The meeting was well attended. A second meeting is being held on 20th May at which attendees from the first meeting will present their ideas which, incidentally, I know go more widely than the clubhouse and shop such as the village sign on the green and public art in the bus stops. This will all be brought to CPC in due course.