



# Castlethorpe Parish Council

Minutes of a Parish Council Ordinary Meeting held on Monday 1<sup>st</sup> July at 7.30 pm in the Village Hall

**PRESENT: Councillors Ayles, Bradbury, Forgham, Hinds, Markham, Merritt, Sawbridge, the Clerk and four 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.

Clare Vachell introduced herself as owner of Lodge Farm Café and new resident to the village.

A resident attended to suggest alternative locations for the dog waste bin in Shepperton Close, Cllrs had been to the site and a suggestion is to move it to the piece of grass at the right hand side of the entrance to Shepperton Close. Cllr Bradbury will speak to the owners of the property next to this area and if in agreement, Cllr Forgham will contact the residents who previously asked for the bin to remain in its current location and this item will be added to the agenda for the next meeting.

<b>1</b>		<b>TO RECEIVE APOLOGIES FOR ABSENCE</b>	
	1.1	Ward Cllr Wardle due to illness, Cllr Andrews by way of holiday.	
<b>2</b>		<b>TO RECEIVE DECLARATIONS OF INTEREST by Councillors in any of the agenda items below</b>	
	2.1	Cllr Forgham and Cllr Bradbury are Directors of Castlethorpe Community Space CIC but as this is a personal interest no declaration of interest was required in the agenda items that relate to the CCS CIC as previously agreed.	
	2.2	Cllr Ayles a pecuniary interest in Item 8.1 but, as this was a reimbursement for council expenditure, the Clerk gave a dispensation for him to remain in the meeting.	
<b>3</b>		<b>TO APPROVE MINUTES OF THE LAST MEETING</b>	
	3.1	Previous minutes from the Ordinary Meeting held on the 3 <sup>rd</sup> June 2024 were proposed as a true and accurate record by Cllr Forgham seconded by Cllr Sawbridge 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 1 – following the freedom of information request to MKCC to identify any sites in Castlethorpe being considered in the NCP, information has been received and will be reviewed.	
	4.1.2	Item 8 – some works on one of the blocked culverts at Carrington Grove has been carried out but not sure to what extent. Cllr Bradbury will continue to monitor	Cllr Bradbury
	4.2	<b>Ward Councillors Report</b>	
	4.2.1	No Ward Councillor report given but Cllr Ayles advised that a delegated decision to start the consultation process on the New City Plan had been made and a draft would soon be issued. It looks likely it won't affect Castlethorpe, Hanslope or Haversham but this could change during the consultation so we should respond probably at our September meeting.	
	4.3	<b>Clubhouse Progress Report</b> – See Appendix A2. No matters arising	
	4.4	<b>Public Art Report</b> Ideas being considered are to create a community art garden using recycled materials with a 'boule garden' at the Clubhouse, painting murals inside the bus shelters, a piece of backlit stained glass artwork to go at the shop and replace the village sign on the triangle that was damaged last winter. Proposals will be worked up and will be considered by the Parish Council at a later date.	
	4.5	<b>Parishes Forum Report</b> – See Appendix A3 Matters arising: Thames Valley Police are looking to 'reinvigorate' Neighbourhood Watch schemes and Cllr Forgham will post details on the village Facebook page	Cllr Forgham
<b>5</b>		<b>TO CONSIDER PLANNING APPLICATIONS (previously viewed on line by Cllrs)</b>	
	5.1	<b>24/01276/HOU</b> – 55 Thrupp Close, Castlethorpe - single storey front extension with gabled storm porch to provide provision of wet room for disabled user – <b>no objections</b>	

<b>6</b>		<b>TO RECEIVE REPORT BACK ON PREVIOUS PLANNING APPLICATION</b>	
	6.1	No further comments <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>24/00110/DISCON</b> – Cosgrove Park, Main Street, Cosgrove - approval of details required by condition 12 (EV charging) of permission ref. 21/03346/FUL – <b>Refused</b>	
	6.3	<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>Approved</b>	
	6.4	<b>24/00823/LBC</b> – Yew Tree Cottage, 45 North Street, Castlethorpe – Listed building consent for the replacement of windows - <b>Approved</b>	
	6.5	<b>24/01000/LBC</b> - The Coach House 4 Lodge Farm Court Castlethorpe - Listed Building Consent for the erection of a single storey extension, replacement doors and windows and internal alterations - <b>Approved</b>	
	6.6	<b>24/01102/FUL</b> – Lodge Farm Business Centre, Castlethorpe - the construction of a new steel portal frame building to match existing buildings on site erected over the existing open storage area and an area of hardstanding (resubmission of 22/01522/FUL)	
<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 Forgham and agreed unanimously	
	7.2	The statutory consultation to amend the speed limit to 50mph on roads approaching Castlethorpe was considered and it was agreed by the majority that we should request a 40mph limit on Bullington End Road and on the junction at the Hanslope end of Bullington End Road but that Wolverton Road should remain at the national speed limit apart from the buffer zones by the new 20mph limit in Haversham.	Clerk
	7.3	The Local Government Boundary Commission consultation on the Milton Keynes boundary review was considered and it was agreed that the Clerk would respond saying that we would like Castlethorpe, Hanslope and Haversham to remain together as we value our position as a rural ward and work closely with each other in a number of areas.	Clerk
	7.4.1	Cllr Ayles proposed that the Clerk, with approval from two Councillors, be authorised to order kitchen equipment for the clubhouse to the value of £5k as the MK Community Foundation grant for this amount has now been received and make payment which will be due before the next Parish Council meeting. Cllr Bradbury seconded and agreed unanimously.	Clerk
	7.4.2	It was agreed unanimously to approve the purchase of the Clubhouse servery counter front and top	Clerk
	7.4.3	Following a recommendation from our internal auditor, we received some free advice on subleasing the clubhouse without creating a VAT liability. The free advice was not entirely clear and Cllr Ayles proposed that further consultancy should be sought at a previously agreed cost to include a written expert opinion should we be challenged by HMRC. Cllr Bradbury seconded and agreed unanimously.	Clerk
	7.4.4	Necessary insurances will need to be in place when the Clubhouse is handed over and Cllr Bradbury and the Clerk will progress this.	Cllr Bradbury/Clerk
	7.5	Cllr Ayles proposed authorising the Clerk, with advice from two Councillors, to sign the contract for the purchase of the land outside the shop to the sum of £2k and make payment which will be reimbursed by the Castlethorpe Village Shop Association. Cllr Bradbury seconded and agreed by all.	Clerk
<b>8</b>		<b>TO CONSIDER FINANCIAL MATTERS (circulated prior to meeting)</b>	
	8.1	The RFO payment schedule was proposed by Cllr Forgham, seconded by Cllr Hinds and agreed unanimously.	
<b>9</b>		<b>CORRESPONDENCE RECEIVED (circulated prior to meeting)</b>	
	9.1	A resident has offered to donate an oak tree to the village and it was agreed unanimously to accept this kind offer. A location at the sports ground was suggested and Cllr Markham and the Clerk will progress.	Cllr Markham/ Clerk

	9.2	The crime report for June showed one case of criminal damage. There has been a number of incidents of graffiti appearing around the village and these should be reported to our PCSO	Clerk
	9.3	MKCC are working with Sustrans to improve the drainage on parts of the cycle track to improve the flooding situation there following heavy rain. They have requested engaging with a small group of regular users to monitor the effectiveness of the works. It was agreed that Cllr Forgham will post a request on Facebook asking for volunteers to join the group.	Cllr Forgham
	9.4	A resident has written to ask if it is possible to cut the hedge on the right hand side of Thrupp Close as you enter from Bullington End Road. This hedge is cut once a year by our landscape contractors outside of the nesting season so will be cut later this year.	
<b>10</b>		<b>ANY OTHER BUSINESS (for noting, or for inclusion on a future agenda)</b>	
	10.1	The bench on the green at Shepperton Close is situated directly under trees and is getting in a bad state, it was recommended to move it further out. The bench is on a concreted base so will be quite difficult to move. This will be carried forward.	
	10.2	There appears to be a problem with rats and a number of residents have reported that the problem could be coming from a garden in Thrupp Close. Cllr Markham will have a look and let the Clerk know if this needs reporting to MKCC	Cllr Markham
<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 2 <sup>nd</sup> September 2024 in the village hall	
<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	Cllr Ayles explained the VAT advice received in more detail and the Clerk will request a quote from the tax consultant and arrange a meeting to progress	Clerk

There being no further business the meeting closed at 9.25 pm

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

1	A freedom of information request has been submitted to MKCC to identify any sites in Castlethorpe being considered in the NCP.	For info
2	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 Michael Lever to investigate and then a decision of action to be taken can be made	Cllr Markham/Clerk
3	Village shop extension - Heads of Terms for signing to transfer land to the side of 6 The Chestnuts has been received and currently being reviewed..	Cllr Ayles Ongoing
4	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
5	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
6	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>	Cllr Markham Outstanding
7	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 – Tilly is waiting to further responses before committing kits	Clerk
<b>Items to be carried forward</b>		
8	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
9	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
10	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
11	Arrange for brambles near the footbridge and going into Fishponds to be weedkilled when needed	Clerk
12	Email sent to Chris Hooper asking for an update on action taken regarding condition of the Carrington Arms – it is on the Heritage at Risk register and continues to be monitored on a bi-monthly basis.	For info
13	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.	
<b>Items outstanding reported to MKCC Highways Department</b>		
1	Animal crossing sign is still missing	FS614236402
2	Flickering streetlight lamp on North Street (NS9)	FS614193613
3	Bullington End Road pothole – near build out coming out of the village – agreed by Highways and will be scheduled	FS614196248
4	Potholes approaching Devils Dip – agreed by Highways and will be scheduled	FS614194707
5	Fence at 1 Wolverton Road has been erected on Highways land	
6	Missing and dislodged kerb edgings on Station Road causing aggregate to spill onto Station Road – Highways confirmed not at investigatory level	
7	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	
8	A19 enquiry with the Adoptions Team to establish current progress with Carrington Grove has been opened	
9	Street name sign for Carrington Grove is outstanding – Carrington Grove is not yet adopted.	Update given 26/2/24

10	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>	
11	Damaged kerbstones on North St especially corner by No 22 and by No 14. These have been previously reported.	
12	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
13	Resurface parking area by Castlethorpe First School – an inspector will visit to assess	Update given 26/2/24
14	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.	
15	Pothole at edge of recently resurfaced section by 'The Chestnuts' / village shop	Reported 22/1
16	Leaning 30mph sign at Station Rd village entrance	FS586527848
17	Protective marking at entrance to School Lane (parked vehicles block residents' Access – Child bollards being trialled 14 <sup>th</sup> June for 1 month	
18	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 – Highways have issued a statutory consultation to make this whole stretch 50 mph	Requested 22/1 FS579693690
19	No delimit signs for the new 40mph construction traffic signs at Hanslope Park	FS586534290
20	Conversion of conservation area streetlights to LED (awaiting funding)	
21	Missing cross bars from conservation area streetlights (reported)	
22	Pothole at junction of Thrupp Close and Bullington End Road	FS599956606

## APPENDIX 2 – CLUBHOUSE REPORT

### Phase 1 - Construction

As previously reported, the remodelled pavilion-side is now in use by Castlethorpe Cricket Club and they are very pleased with the new changing rooms.

The clubhouse-side is nearing completion. The landscaping has been completed including the front and rear paths. Decoration should be completed by Friday 5<sup>th</sup> July. This is being done by Hickfords for free by way of a donation to the village Please note this was previously costed at £4k so this is a substantial donation.

Once decorated, the electricians will do the second fix, the kitchen and servery floor will be laid and any snagging completed. We are expecting the building as a whole to be handed over to us by Hickfords on 16<sup>th</sup> July.

### Phase 1A – Basic Fitout

Once we have the building, CCS volunteers will fit the kitchen equipment purchased for cricket teas and the social area flooring, authorised last month, will be laid. We would also like, as per resolution 7.4.2 to put a front and top on the skeleton counter to leave the clubhouse looking finished albeit empty.

The Cricket Club will then be able to bring up the remaining tables and chairs from the football pavilion. We are trying to schedule this work so that the clubhouse side will be usable by Cricket for their teas at their League match on 27<sup>th</sup> July and subsequent matches.

We will also spend the grant awarded to us by the MK Community Foundation to buy further kitchen equipment though this is not time critical or required by Cricket. (Resolution 7.4.1)

Gigaclear are due to install broadband on 11<sup>th</sup> July but this is also not time critical.

Please note that the clubhouse side will not available for other use partly because its fittings and furnishings are rudimentary and also because some of the governance arrangements need to be finalised as per resolution 7.4.3.

### Phase 2 – Complete Fitout

This Phase is to complete the fitout and furnishings. It is fully specified. It requires about £20k of further funding and we have two grant applications in progress to National Lottery and BIFFA. We should have a decision on the former by mid-August, the latter by November.

## Phase 3 – Operation

CCS CIC has to consider how the clubhouse will be operated and specifically whether it runs it itself or subleases it to a tenant (under conditions) in the same way as the village shop.

The decision cannot be made until Phase 2 is committed (not necessarily completed) and also until the governance arrangements (above) are in place to avoid any potential tax liability. However, the CCS Board favours a sublease arrangement because direct operation, even with the employment of staff, would require a significant commitment by volunteers as well as working capital.

We would look to making this decision in August and, assuming the sublease option is chosen and a favourable National Lottery award, this would allow the opportunity to be advertised to potential tenants in early Autumn.

## APPENDIX 3 – PARISHES FORUM REPORT

### 1. Milton Keynes Youth Council

The Milton Keynes Youth Council (MKYC) provides opportunities for 11-18 year olds to use their voice to bring about creative change in Milton Keynes. MKYC are elected youth members of the city, who use their voices to represent all young people.

Change is made through campaigns, workshops and working with services and organisations on topics that effect young people. Through hearing the needs of young people in their local constituencies MKYC members get the opportunity to be part of decision making meetings, delivering projects and workshops to make sure youth voices are being heard across Milton Keynes.

MKYC representatives engage in a variety of meetings, events and workshops as part of their membership, which works towards improving the lives of young people in Milton Keynes.

This year MKYC are undertaking 2 major programmes:

- Mental Health & Wellbeing
- Youth Crime

Further information is available from Lisa Thompson  
tel: 07586543385 Email [Lisa.Thompson2@milton-keynes.gov.uk](mailto:Lisa.Thompson2@milton-keynes.gov.uk)

### 2. Neighbourhood Watch

Thames Valley Police is looking to 'reinvigorate' Neighborhood Watch Schemes in its area. There are some 175 schemes registered in Milton Keynes but many of these are some 25 years old and are suffering for having old and tattered signage. They are encouraging more groups to register new schemes and will be keen to assist. More information can be found at their web site <https://www.mknhwa.org.uk/>

### 3. Flood and Water Management

The team have various duties under the Flood & Water Management Act 2010:

- Produce a local Flood Management Plan
- Investigate flooding incidents
- Create and maintain a Flood Asset Register

The Act defines the team as the Authority and lead in emergency planning and recovery after a flood event  
They have a Power to carry out works/projects to manage local flood risks

Further information can be found at:

<https://www.milton-keynes.gov.uk/flood-and-water-management/our-role-lead-local-flood-authority-llfa>

### 4. Milton Keynes Doughnut Economics Group

The Group is looking at creating an economic portrait/model that has environmental issues at its forefront and can help to consider issues affecting the city and the planet.

Further information can be found at:

<https://doughnuteconomics.org/groups-and-networks/31>