



# Castlethorpe Parish Council

Minutes of a Parish Council Ordinary Meeting held on Monday 4<sup>th</sup> November at 7.30 p.m. in the Village Hall

**PRESENT: Councillors Ayles, Bradbury, Forgham, Sawbridge, Ward Councillor Andrews, 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.

In the Open Forum the clerk reported that she had received a request from a resident to replenish the salt bins in New Road and North Street. Cllr Ayles advised that the Parish Council is responsible for this so the Clerk will place an order.

The Open Forum closed at 7.35

<b>1</b>		<b>TO RECEIVE APOLOGIES FOR ABSENCE</b>	
	1.1	Cllrs Merritt and Hinds due to personal commitments and Cllr Markham due to illness	
<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 are Directors of Castlethorpe Community Space CIC and Cllr Ayles is a Director of Castlethorpe Village Shop Association but as this is a not personal interest no declaration of interest was required in the agenda items that relate to the CCS CIC or CVSA	
<b>3</b>		<b>TO APPROVE MINUTES OF THE LAST MEETING</b>	
	3.1	Previous minutes from the Ordinary Meeting held on the 7 <sup>th</sup> October 2024 were proposed as a true and accurate record by Cllr Forgham 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. Item 8 – Drain in Castlefield – it was agreed to defer this item and try and establish where the drain runs to and where the issue is next time it floods.	All
	4.2	<b>Ward Councillors Report</b>	
	4.2.1	Ward Councillor Andrew is meeting with Highways and will report back following this meeting Cllr Ayles advised that bin collections are still a big issue with non collections on a weekly basis made worse by the fact Castlethorpe is a Friday collection so non collections carry over for several days.	
	4.2.2	Ward Councillor Andrew is also having a meeting about the non compliance of S106 social housing allocation and will report back.	
	4.2.3	Hanslope surgery is under new ownership from a Northants based group but no further details are available at this time.	
	4.2.4	Ward Cllr Andrews reported that the Government have launched a New Towns taskforce and are asking for suggestions for New Towns by 13 <sup>th</sup> December	
	4.3	<b>Clubhouse Progress Report</b> – See Appendix A2 No matters arising	
	4.4	<b>Public Art Project Report</b> No update this month	
<b>5</b>		<b>TO CONSIDER PLANNING APPLICATIONS (previously viewed on line by Cllrs)</b>	
	5.1	<b>24/019551/HOU</b> – 26 Lodge Farm Court, Castlethorpe – single storey rear extension – <b>no objections</b>	
	5.2	<b>PLN/2024/2146</b> – The Pavilion, Castlethorpe – Approval of details required by conditions 5 (watching brief report) and 8 (cycle parking) – <b>no comments</b>	
<b>6</b>		<b>TO RECEIVE REPORT BACK ON PREVIOUS PLANNING APPLICATION</b>	
	6.1	<b>No further comments on the following:</b> <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>24/01855/TCA</b> – Acorn Day Nursery - 3m reduction, crown raise up to 3m to side back from the building, reshape and balance tree of Silver Birch T1, deadline for comments 1/10/24 – <b>no objections received</b>	
6.3	<b>24/01966/NMA</b> – 45 Thrupp Close, Castlethorpe – Notification of a non-material amendment seeking a change of flat roof to lean to roof over-extension, deadline for comments 1/10/24 – <b>no comments received</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 Forgham, all in favour	
7.2	Cllr Ayles proposed that an order be placed for the long lead time items required for The Pavilion, three quotes were considered and Forest Sofa Ltd was agreed as the preferred supplier. Cllr Forgham seconded, all in favour. The Clerk will place the order as soon as possible.	Clerk
7.3	An application was submitted to the Community Infrastructure Fund (CIF) for 5 picnic benches and a litter bin for The Pavilion. Picnic benches have since been purchased at a reduced price elsewhere so Cllr Ayles proposed the CIF application be reduced to 2 picnic tables for The Fishponds and the litter bin for The Pavilion, all in favour.	Clerk
7.4	Cllr Ayles proposed accepting a quotation to make the tennis court electrical switch box safe, relocate the isolation switch to an outside lockable cabinet and install a meter for the cricket showers. This will make it easier to allocate utility usage once The Pavilion opens, seconded by Cllr Bradbury, all in favour.	Clerk
7.5	The information board on the plinth in Castlefield has deteriorated due to the weather, Cllr Forgham proposed considering a quote to replace it with a more hard wearing material. The artwork is currently being reproduced with the help of a villager. Cllr Forgham proposed ordering 3 copies as the price difference is minimal between 1 and 3 copies, seconded by Cllr Bradbury, all in favour.	Cllr Forgham
7.6	It was agreed that the current outsourced landscapers have done a good job. The contract was initially for 1 year with an option for a further 2 years. In preparation for budget discussions Cllrs Ayles and Bradbury suggested the Clerk check contractors price for next year, check with Hanslope to see if they are happy with their arrangements and check with MKCC to see if we can opt back into their service should we wish and what their specification is, all in favour.	Clerk
7.7	The quotation for the repair of the footway running through the sports ground had not been received in time so this was deferred.	Clerk
7.8	Cllr Forgham advised that changes had been made to the 33X bus service and it now goes to Stantonbury but no longer serves Radcliffe School, St. Paul's school or MK College. After examination of the new timetable Cllr Forgham believes there is time for the route to include these areas by reducing the lay over time currently factored in and has produced a draft letter to send to Arriva and MKCC. Ward Cllr Andrew is going to report back following her discussions and once this has been received the letter will be sent, all in favour.	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 Forgham and agreed unanimously.	
8.2	It was agreed that a budget preparation meeting be scheduled for all Councillors that are able to attend.	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>	
<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> December 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	

14		<b>TO CONSIDER RESOLUTIONS</b> (all supporting documentation circulated prior to meeting)	
	14.1	To consider a complaint received against the Parish Council about the position of a dog waste bin in Shepperton Close. The complaint was considered in detail but was not upheld.	Clerk

There being no further business the meeting closed at 9.20 pm

#### APPENDIX A1 – CLERK’S REPORT AND OPEN ACTIONS 07/10/2024

1	Flooding problem when heavy rain experienced on Station Road – a site meeting has taken place and it appears that roots from a willow tree had blocked the drain. Luke Stacey has agreed to clear this and some of the ditch despite responsibility being in dispute. He will also clear the ditch more thoroughly once the hedgerows have died back a bit more for winter.	For info
2	A project request form for parking bays opposite the nursery in South Street has been submitted and a Highways Officer met with the Clerk and Cllr Sawbridge on the 17 <sup>th</sup> October to measure the area. Quote awaited for parking bays for 8 vehicles	For Info
4	Replacement Blind Spot mirror for Bullington End Road/Thrupp Close junction is still out of stock with delivery due w/c 11 <sup>th</sup> November	For info
5	S106 monies secured for replacement defibrillator batteries, a first aid kit for the Clubhouse and bleed kits and these will now be ordered.	For info
6	Floodlights - two have been repaired and the third one temporarily made safe. The concrete base of the third one needs replacing at an additional cost	For info
7	Prospect Place streetlights – the heritage style lamp has been repaired. National Grid need to transfer the power supply to the new service box on the bottom light which has been scheduled for the 15 <sup>th</sup> November	For info
8	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. Michael Lever to supply quote for investigation works and then a decision of action to be taken can be made. Michael has reported back that as the drain is an old clay French land drain, there isn't a camera small enough to investigate. He suggests fixing the problem area and see if that improves the issue.	Cllr Markham/Clerk
9	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
10	Our PCSO, Tilly Skippen, is trying to secure 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 finalising a hand over date	Clerk
11	Police crime stats for the month – 1 x malicious communication and 1 x dangerous dog report	For info
	<b>Items to be carried forward</b>	
12	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>	Cllr Merritt
13	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
14	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
15	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
16	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

17	Flooding problem when heavy rain experienced on Station Road - the drain to the left of the entrance to Mill Lane is blocked and there is an ongoing dispute between Luke Stacey and MKCC as to who is responsible for this drain. MKCC have cleared some grips in the ditch further up Station Road.	For info
<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)	Completed
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	Completed
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	Completed
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. Keith Wheeler advised not feasible due to traffic flow, he suggested yellow lines as an alternative.	Completed
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 – will be repaired when funds allow	
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 be installed though. Works have been approved and will be scheduled in new contract with Ringway later this year	Update given 26/2/24
13	Resurface parking area by Castlethorpe First School – an inspector will visit to assess. This isn't at investigatory level but MKCC may repair when working in the area	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	Street light 12 SS, South Street, not working – reported 17/9	Completed
18	Street light 2 FC, Fox Covert Lane, not working – reported 17/9	Completed
19	Street light 11 SS, South Street, flickering – reported again 17/9	FS647704462
20	Street light 9 NS, North Street, flickering – reported again 17/9	Completed
21	No delimit signs for the new 40mph construction traffic signs at Hanslope Park	FS586534290
22	Conversion of conservation area streetlights to LED (awaiting funding)	
23	Missing cross bars from conservation area streetlights (reported)	
24	Pothole in alleyway from Station Road to Shepperton – 17/9 logged again with Rachel Munday and an inspection will be carried out – 16/10 – not at investigatory level	Completed
25	Pothole in Station Road	FS654951903

## **APPENDIX A2 – CLUBHOUSE REPORT**

**Phase 1 – Construction.** This is now all complete and signed off by MKCC Building Control.

### **Phase 2 – Fitting Out**

The cost of fitting out the café and bar is about £25k with about another £6k if we want additional kitchen equipment for certain menus. There are some uncosted items at present including curtains, exterior signage and outside lighting.

Appeals for donations have been made at the Open Day, on social media and the village has been leafleted. We have had some generous donations totalling ~ £6k via crowdfunding and direct donations to the CCS bank account. CCS has used some of this to purchase some picnic benches for the garden area.

Just over £8k from the 'Village Amenities' S106 allocation will not be needed for the shop extension and has been re-allocated to the clubhouse.

We are awaiting a decision from the National Lottery on a revised bid for funding though, having been previously refused, we do not have high hopes. Nevertheless, we will not commit the bulk of the Phase 2 expenditure until we have a decision as we cannot use the money retrospectively.

The backstop is the PWLB loan, part of which we will definitely need when and if we receive an invoice from MKCC for the streetlights project which, incidentally, is still not fully complete and which we have disputed because of their poor management. We will need to discuss renewing the PWLB potential loan before its offer expires next April.

In the meantime, we need to order some long lead time items for furnishings principally the banquet seating which has to be made to order, easy chairs and tables. The MKCC S106 Officer has confirmed that we are now able to place orders and a resolution is in Part 2 as the cost exceeds £2k so competitive quotes had to be obtained.

The remainder of the Phase 2 equipment and furnishings are ex-stock or on short delivery times and will be brought for approval at the December Parish Council meeting.

The existing footpath light has been upgraded so it now works both for SG footpath users as well as the clubhouse.

### **Phase 3 – Tenant Selection**

As reported last month, a very good number of Expressions of Interest were submitted and applicants were sent a Prospectus and a Questionnaire. Not surprisingly, there were a number of casual enquiries who did not complete the Questionnaire but we have a number, the exact number is probably better not disclosed at this stage, whom we have invited to meet us and discuss their proposals.

We have also taken advice from local businessmen on rents and are offering attractive rents with a rent-free period in order to ensure that the village will get fair prices as well as ensuring the tenant can have a successful business. The tenant will be offered a six-year tenancy with a rent review and breakpoint at three years.

We have also been offered use of an existing tenancy agreement which we have used to model our own to avoid extensive legal fees.

We hope to select a preferred tenant during November and finalise the lease by then or early December but the emphasis is on getting this right rather than quick. Tenant selection is the most important activity, even more so than construction or fitting out, in order to have a successful café and bar for the village.

The objective is to open The Pavilion in late January / early February when the equipment and furnishings are in place and the tenant has obtained the necessary licences, hired staff and obtained stock.

### **Phase 4 – Membership and Directors**

Once an opening date is in sight, applications for membership will be invited. All electors are entitled to be members for free as are other people with close connections to the village.

When The Pavilion has opened and the operation has settled, a General meeting of Members will be held and a new Board elected.