



Castlethorpe Parish Council

Minutes of a Parish Council Ordinary Meeting held on Monday 6th January at 7.30 p.m. in the Village Hall

PRESENT: Councillors Ayles, Forgham, Hinds, Markham, Sawbridge, Merritt, Ward Councillor Alison Andrew, 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 wished all residents a Happy New Year.

Cllr Ayles also paid tribute to Peter Haynes who has sadly passed away. Peter served the village as Clerk and Councillor for 11 years and was instrumental in getting over £130k of grants for projects around the village. He also played a huge part in getting the village shop up and running. Our condolences go to his wife June and his family with our thanks for all his work for the village.

Cllr Ayles then gave an overview of the meeting content which was followed by the Open Forum.

PC Chloe Pennicott and PCSO Gurpreet Nijjar attended on behalf of Thames Valley Police. Crime stats for the previous two months were; 1 x suspicious vehicle, 1 x assault without injury and 1 x criminal damage to a vehicle. Leaflets with tips on how to stay safe were distributed and these will be posted on the notice boards and website. PC Pennicott advised that this time of year is particularly busy and all crimes should be reported either via 999 if a crime in progress or in danger, 101 or via online reporting on the TVP website if not so urgent.

Cllr Hinds asked if the ANPR camera that we have in the village is used and PC Pennicott will double check this. Our neighbourhood team is now: Sergeant PC Tom Montgomery, PC Chloe Pennicott, PC Andrew White, PC Owen Mulligan and PCSO's Tilly Skippen and Gurpreet Nijjar

The Open Forum closed at 7.45

1		TO RECEIVE APOLOGIES FOR ABSENCE	
	1.1	Cllr Bradbury by way of holiday – accepted	
2		TO RECEIVE DECLARATIONS OF INTEREST by Councillors in any of the agenda items below	
	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	
3		TO APPROVE MINUTES OF THE LAST MEETING	
	3.1	Previous minutes from the Ordinary Meeting held on the 2 nd December 2024 were proposed as a true and accurate record by Cllr Forgham seconded by Cllr Merritt and agreed unanimously	
4		TO RECEIVE REPORTS	
	4.1	Clerks Report & Review of Actions – See Appendix A1.	
		Matters arising	
	4.1.1	Item 1 – Thanks noted to Luke Stacey for allowing Michael Lever to use his equipment to fell the beech tree in Castle field that had fallen in the recent storms.	
	4.1.2	Item 11 – Cllr Markham believes the flooding that is occurring in Castle field is due to a blockage outside of the field boundary which is forcing blow-out into the field. The Clerk to report to MKCC and ask for it to be inspected.	Clerk
	4.2	Ward Councillors Report	
	4.2.1	Cllr Wardle is following up with Highways on the temporary traffic lights on Station Road	
	4.2.2	TVP will be attending a Community Forum event on Weds 22 nd at 7pm at Hanslope Community Hall (on Recreation Ground) to talk about local policing). The meeting will also feature a discussion on S106 programmes and highways	
	4.2.3	The 33 bus service debacle has left us with a revised timetable. This is still causing problems for users. Cllr Andrew advised that MKCC have responded that the situation with the bus will be monitored for 6 months. However, some of her issues raised at full council have not been resolved and a follow up meeting is arranged. Passengers with issues should email passenger.transport@milton-keynes.gov.uk and copy in Cllr Andrew alison.andrew@milton-keynes.gov.uk so that a full log of issues is kept. Further updates to come.	

	4.3	Clubhouse Progress Report – See Appendix A2 No matters arising	
	4.4	Update on new ward boundaries consultation Cllr Ayles advised that the current proposal to group Hanslope and Castlethorpe with New Bradwell and Bradville (rural and urban) isn't favoured by any of the parishes in the proposed Ward and a meeting is being held tomorrow to put forward alternative proposals. No matters arising	
5		TO CONSIDER PLANNING APPLICATIONS (previously viewed on line by Cllrs)	
	5.1	PLN/2024/2601 – 14 North Street, Castlethorpe - The crown lifting by 1-2m of a Yew, the reduction in height by 50% of Silver Birch. The reduction of the overall canopy by 30% and cutting back branches overhanging the school building of a Plum tree – decision due 13/1/25 – no objections PLN/2024/2662 - 57 Thrupp Close – single storey side extension and garage roof lift to create a first floor office above the garage– decision due 12/2/25 – no objections	
6		TO RECEIVE REPORT BACK ON PREVIOUS PLANNING APPLICATION	
	6.1	No further comments on the following: 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	
	6.2	24/01966/NMA – 45 Thrupp Close, Castlethorpe – Notification of a non-material amendment seeking a change of flat roof to lean to roof over-extension – decision due 2/10	
	6.3	24/01951/HOU – 26 Lodge Farm Court, Castlethorpe - single storey rear extension – Approved	
	6.4	PLN/2024/2146 – The Pavilion, Castlethorpe - Approval of details required by conditions 5 (Watching Brief Report) and 8 (Cycle Parking) – decision due 28/11	
	6.5	PLN/2024/2069 – Elm Tree Cottage, 9 North Street, Castlethorpe – Listed Building Consent for the erection of single storey rear extension, including alterations to existing rear extension and addition of door to SE elevation – decision due 14/1/25	
7		TO CONSIDER RESOLUTIONS (all supporting documentation to be circulated prior to meeting)	
	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 all in favour.	
	7.2	Cllr Ayles proposed that a S137 grant of up to £5k be approved to Castlethorpe Community Space for use to purchase remaining outstanding kitchen equipment if necessary, seconded by Cllr Merritt and agreed by majority	
	7.3	Cllr Forgham proposed replacing the village hall noticeboards and will come back with a proposal at the next meeting to smarten up the front of the village hall. All in favour.	Cllr Forgham
8		TO CONSIDER FINANCIAL MATTERS (circulated prior to meeting)	
	8.1	The RFO payment schedule was presented (see appendix A3) and proposed for approval by Cllr Ayles, seconded by Cllr Forgham and agreed unanimously.	
	8.2	The draft budget was presented. Cllr Ayles proposed approval of the budget and an increase of 4.99% to the Band D charge, seconded by Cllr Forgham and agreed unanimously.	
9		CORRESPONDENCE RECEIVED (circulated prior to meeting)	
	9.1	None	
10		ANY OTHER BUSINESS (for noting, or for inclusion on a future agenda)	
	10.1	None	
11		TO AGREE DATE AND ATTENDANCE FOR FUTURE MEETINGS/EVENTS	
	11.1	Next meeting will be held at 7.30 on Monday 3 rd February 2025 in the village hall.	
PART 2			
12		RECEIVE DECLARATIONS OF INTEREST by Councillors in any of the agenda items below	
	12.1	None	
13		TO RECEIVE REPORTS	

	13.1	None	
14		TO CONSIDER RESOLUTIONS (all supporting documentation circulated prior to meeting)	
	14.1	A quote was proposed by Cllr Forgham in the sum of £315 for the repair to the village hall windows, seconded by Cllr Markham and agreed unanimously	Clerk
	14.2	A discussion took place about the village landscaping contract which needs to be finalised at the next meeting. It was proposed that Cllr Bradbury lead on this and come back with a proposal to the February meeting	Cllr Bradbury / Clerk
	14.3	The Clerk advised that, in line with Standing Orders, as the Council had resolved in November to not uphold the complaint it had received it should not be discussed again for six months. The Council asked that the Clerk revert back to the complainant to confirm this and that the Council felt it has now exhausted all processes and wished to close the matter.	Clerk

The meeting closed at 8.45 pm

APPENDIX A1 – CLERK'S REPORT AND OPEN ACTIONS 06/01/2024

1	The beech tree in Castle field has been felled and Michael Lever will be back to clear the remaining branches once the field has dried out sufficiently.	For info
2	The solar panel on the SID on Castlethorpe Road was blown off in the storm and a replacement has been ordered, awaiting confirmation of installation and will ask them to look at the Wolverton Road device when on site as it is displaying random numbers and shapes.	For info
3	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 th October to measure the area. Quote received and accepted, waiting for date for work to be carried out.	For Info
4	Replacement Blind Spot mirror for Bullington End Road/Thrupp Close junction has been installed	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	Electrical works at cricket pavilion will be carried out w/c 6/1/25 (moving the power switch for the floodlights to a lockable cabinet outside and putting a meter on the showers).	For info
7	Signage for both play areas and sports ground is being finalised and will be sent to print shortly	
8	The Castle field information board on the plinth is being recreated and will be finalised shortly, repair work is	
9	Zip wire still broken in The Fishponds, continuing to chase this regularly	For info
10	Work has now been completed on upgrading the first section of the Sustran cycle way. Further work will commence in May providing funding is secured.	For info
11	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
12	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
13	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
	Items to be carried forward	
14	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	Cllr Merritt

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	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
Items outstanding reported to MKCC Highways Department		
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. 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.	
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	Priority over oncoming traffic sign has blown over	FS674441100

APPENDIX A2 - Castlethorpe Clubhouse - 'The Pavilion'

The National Lottery grant was received in December and we immediately placed orders for most of the remainder of the social area furnishings and kitchen equipment. The furnishings are scheduled to arrive from two suppliers this week and next. Curtains are being supplied by Universal Blinds who have given a generous discount.

We also ordered the units for the serving area and these have now been fitted.



The only remaining items are some shelving in the serving area and some kitchen items being discussed with the prospective tenant. The only big issue is the provision of an extractor hood. This was not part of our initial specification but will be needed for the wider menu now being proposed. Although CCS has a budget provision for the hood, this may not be sufficient depending on the quotes received and hence a resolution tonight to provide additional funds if required.

We have also been negotiating the Agreement with the prospective tenant and we believe we are now very close to signing at which point we will announce the new tenant. However, the tenant has an existing hospitality business and was not able to engage substantially with us

after mid-December.

Assuming we sign, we expect a 'soft' opening in February with a formal opening by our new MP pencilled in for 22nd February. If there is an irresolvable problem, then we will have to look for another tenant which will cause a delay.

We are simplifying the Membership process so there will be just one class of Member. The changes to our Articles are being lodged at Companies House. Any resident can become a Member for free and the Directors can admit non-residents as Members usually if they have a strong connection to the village, for example, play in one of the sports teams. Members own the company, will elect Directors and will receive a discount on prices that will already have been benchmarked to ensure good value.

Gordon Fleming has agreed to be the Company Secretary and Membership Secretary and his company is sponsoring the membership cards. Once the new Articles are accepted and we have signed a tenant, Gordon will initially invite donors and contributors to apply for membership and, once that process is working smoothly, open up the process to all residents probably during February.



This project has been supported by funding from and very generous donations from villagers.

APPENDIX A3 – PAYMENT SCHEDULE

Payee	Description	Sub-Total	VAT	Total
J Ladyman	Salary Dec	£837.20	£0.00	£837.20
J Ladyman	Monthly printer cost	£9.99	£2.00	£11.99
J Ladyman	Reimbursement additional CCTV camera	£99.99	£20.00	£119.99
Lumena Lights Ltd	Bollard lighting for Sports Ground	£585.00	£117.00	£702.00
NBR Printing	December issue of Castlethorpe News	£475.00	£0.00	£475.00
Stacey Blease	Village hall cleaning	£384.00	£0.00	£384.00
Sue Illidge	Cleaning bus shelters	£25.00	£0.00	£25.00
Glendale	Landscape contract	£400.00	£80.00	£480.00
Michael Lever Groundworks	Deal with fallen tree in Castle Field	£500.00	£100.00	£600.00
Proludic	Replacement footrests for outdoor gym equip	£134.12	£26.82	£160.94
Direct Debits				
Tesco Mobile	Clerks phone	£9.00	£0.00	£9.00
Talktalk	Broadband supply village hall	£23.18	£4.64	£27.82
Everflow	Water supply village hall	£61.92	£0.00	£61.92
Google Cloud	26107096G05ASYDKH7	£48.00	£0.00	£48.00
British Gas Lite	Electricity supply village hall - Dec 24	£115.52	£5.78	£121.30
EDF	Gas supply village hall - Dec 24	£218.95	£10.95	£229.90
Monthly Total		£3,926.87	£367.19	£4,294.06