



# Castlethorpe Parish Council

Minutes of the Annual Meeting of the Council followed by the Parish Council  
Ordinary Meeting to be held in the  
Village Hall on Monday 12<sup>th</sup> May 2025 at 7.00 pm

**PRESENT:** Councillors Ayles, Bradbury, Forgham, Merritt & Sawbridge, Ward Councillor Alison Andrew, the Clerk and five members of the public

Cllr Ayles opened the meeting with a tribute to Cllr Ian Markham who sadly passed away on Friday 8<sup>th</sup> May, Ian was one of the longest servicing Councillors on the Parish Council and contributed much during his service, he and his knowledge of the village will be greatly missed. A notice of vacancy will be progressed following Ian's funeral.

The two meetings tonight were preceded by the Annual Parish meeting and notes from this meeting can be found on the village website: [www.castlethorpe-pc.gov.uk](http://www.castlethorpe-pc.gov.uk)

The Annual Parish meeting closed at 19.52

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| <b>1</b> |     | <b>TO RECEIVE APOLOGIES FOR ABSENCE</b>   |
|          |     | Cllr Hinds by way of holiday – accepted   |
| <b>2</b> |     | <b>TO ELECT A CHAIRMAN &amp; to receive Chairman's Declaration of Acceptance of Office</b>  |
|          | 2.1 | Cllr Bradbury nominated Cllr Ayles, seconded by Cllr Merritt, agreed unanimously  |
| <b>3</b> |     | <b>TO ELECT A VICE-CHAIRMAN &amp; to receive Vice-Chairman's Declaration of Acceptance of Office</b>  |
|          | 3.1 | Cllr Ayles nominated Cllr Forgham, seconded by Cllr Merritt, agreed unanimously   |
| <b>4</b> |     | <b>TO NOTIFY CHANGES TO REGISTER OF MEMBERS INTERESTS FORMS</b>   |
|          | 4.1 | None noted  |
| <b>5</b> |     | <b>TO APPOINT COMMITTEES, AND AGREE TERMS OF REFERENCE</b>  |
|          |     | The following was agreed:   |
|          | 5.1 | Finance committee: 4 Councillors: Cllrs. Ayles, Bradbury, Forgham Merritt and Sawbridge   |
|          | 5.2 | Sports committee: 4 Councillors: Cllrs. Ayles, Bradbury, Merritt and Sawbridge  |
|          | 5.3 | Village Hall committee: 3 Councillors: currently Cllrs. Bradbury, Forgham and Hinds   |
| <b>6</b> |     | <b>TO AGREE COUNCILLORS RESPONSIBILITIES</b>  |
|          |     | The following was agreed:   |
|          | 6.1 | Communications and web site: Cllrs. Ayles, Bradbury and Forgham   |
|          | 6.2 | Dog fouling: Cllr. Hinds  |
|          | 6.3 | Public transport: Cllrs. Ayles and Forgham  |
|          | 6.4 | Highways and streetlights: Cllrs. Ayles, and Merritt  |
|          | 6.5 | Footpaths and play areas: Cllrs. Bradbury and Hinds   |
|          | 6.6 | Flower festival: Cllr. Hinds  |
|          | 6.7 | Neighbourhood and Parish plans: Cllrs. Ayles, Bradbury, Forgham and Hinds   |
| <b>7</b> |     | <b>TO APPOINT REPRESENTATIVES TO EXTERNAL BODIES</b>  |
|          |     | The following was agreed:   |
|          | 7.1 | Parishes Forum: 2 Councillors: Cllrs. Ayles and Bradbury  |
|          | 7.2 | Rural West NAG: 3 Councillors: Cllrs. Ayles, Bradbury and Hinds – in abeyance   |
|          | 7.3 | Newport Pagnell North and Hanslope Local Area Forum: 3 Councillors: Cllrs. Ayles, Bradbury, Forgham – in abeyance                               |
|          | 7.4 | With the above two groups in abeyance, Cllr Ayles will speak to Haversham and Hanslope to see if there is any interest in forming a Rural Forum |
|          | 7.5 | MKALC: 2 Councillors: Cllrs. Ayles and one other by availability  |
|          | 7.6 | Milton Keynes Bus Users Group: 1 Councillor: Cllr. Forgham  |
|          | 7.7 | MK Sustainable Travel Stakeholders Group: 1 Councillors: Cllr. Forgham  |
| <b>8</b> |     | <b>TO ADOPT THE STANDING ORDERS – available to view on the Castlethorpe Website:</b>  |
|          |     | <a href="https://castlethorpe-pc.gov.uk/papers.html">https://castlethorpe-pc.gov.uk/papers.html</a>   |
|          | 8.1 | Standing Orders had been updated and circulated prior to the meeting. Changes agreed unanimously  |

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| <b>9</b>  |      | <b>TO ADOPT THE COUNCIL POLICIES – available to view on the Castlethorpe Website:</b><br><a href="https://castlethorpe-pc.gov.uk/papers.html">https://castlethorpe-pc.gov.uk/papers.html</a>   |
|           | 9.1  | The following policies were approved for adoption, a change had been made to the grievance policy but others remained unchanged. The Financial Regulations had been circulated prior to the meeting and these were also agreed for adoption:<br>Parish Council Code of Conduct<br>Complaints Procedure, Disciplinary, Environmental, Equal Opportunities, Freedom of Information, GDPR, Grievance, Health & Safety, Receipt of Gifts and Hospitality, Reporting of Meetings and Volunteer & Neighbourhood Plan policies  |
|           |      | The Annual Meeting of the Council closed at 8.00 pm  |
| <b>10</b> |      | <b>TO SUSPEND MEETING TO ALLOW FOR AN OPEN FORUM (15 minutes if required)</b>  |
|           |      | No open forum required.  |
| <b>11</b> |      | <b>TO RECEIVE DECLARATIONS OF INTEREST by Councillors in any of the agenda items below</b>   |
|           | 11.1 | None noted   |
| <b>12</b> |      | <b>TO APPROVE MINUTES OF THE LAST MEETING</b>  |
|           | 12.1 | Previous minutes from the Ordinary Meeting held on the 14 <sup>th</sup> April 2025 were proposed as a true and accurate record by Cllr Ayles, seconded by Cllr Forgham and agreed unanimously  |
| <b>13</b> |      | <b>TO RECEIVE REPORTS</b>  |
|           | 13.1 | <b>Clerks Report &amp; Review of Actions</b> – see Appendix A1<br>No matters arising   |
|           | 13.2 | <b>Ward Councillors Report</b> the following report was presented during the Annual Parish meeting:<br>Ward Cllr Andrew has been working with West Northants Council to ensure we are kept informed about works taking place on Station Road towards the Navigation. The current works taking place are a structural repair and the possible introduction of a weight limit on the bridges will be discussed at the next public realm meeting.<br>S106 process – a review of how decisions are made will be requested as the current process is proving very difficult and help to navigate the process was offered, if needed, with our Public Arts project.<br>Hanslope Surgery – A meeting has taken place with Northampton Integrated Care Board, this is the care board Castlethorpe falls under due to the surgery's head office being in Northamptonshire. This has caused problems with residents being taken to or referred to the wrong hospital, not having transport arranged etc. The meeting was held with the head of the ICB, emergency care, primary care and end of life care and they are working on a project to improve these issues, working with both the ambulance service to ensure patients are taken to the geographically correct hospital, as long as it is clinically ok to do so, and the referrals teams to again sure patients are referred to the correct hospital. A pilot scheme is also being introduced initially for the over 65's whereby their wishes on where they would like to be treated are recorded on their records. The project to extend the surgery should restart shortly, funding and planning permission is in place for these works.<br>New City Plan – the next stage of consultation starts in September, and although Castlethorpe doesn't appear to have any development coming, it is expected that the developers will contest this so transparency has been requested from MKCC to see the comments developers are making which will be shared when available.<br>Please continue to report potholes etc. via the MKCC 'report it' section of the website. |
| <b>14</b> |      | <b>TO CONSIDER PLANNING APPLICATIONS (previously viewed on line by Cllrs)</b>  |
|           | 14.1 | None   |
| <b>15</b> |      | <b>TO RECEIVE REPORT BACK ON PREVIOUS PLANNING APPLICATION</b>   |
|           | 15.1 | <b>WNS/2022/1741/EIA &amp; PLN/2025/0296</b> – Furtho Pits, Old Cosgrove Road, Old Stratford - application for full planning permission for the erection of 9 no.employment units comprising circa 69,744 sq.m./750,714 sq.ft. (GIA) of floorspace within Class B2 or B8 uses of the Town and Country Planning Use Classes Order 1987, with ancillary Class E(g)(i) offices and E(g)(ii) research and development, together with a Country Park, ground re-profiling in the Country Park, provision of Flood Storage Area through ground re-profiling which, by definition, is subject to the provisions of the Reservoirs Act 1975, new vehicular access from the A508 and associated site infrastructure including lorry parking.<br>Application accompanied by an Environmental Statement – <b>Objection submitted</b>  |
|           | 15.2 | <b>PLN/2025/0425</b> – 44 The Chequers, Castlethorpe - Demolition of the existing single storey rear extension and the erection of a two storey rear extension, loft conversion, changes to the fenestrations, and the erection of a front porch – <b>comments submitted</b>   |
|           | 15.3 | <b>PLN/2025/0426</b> - 45 The Chequers, Castlethorpe,- Demolition of the existing single storey rear extension and the erection of a two storey rear extension, loft conversion, changes to the fenestrations, and the erection of a front porch – <b>comments submitted</b>   |

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|           | 15.4 | <b>PLN/2025/0622</b> – 57 Thrupp Close, Castlethorpe – single storey side extension to connect dwelling to existing garage and increase to height of existing garage including rear dormer extension to allow for first floor office over garage – no comments                                |
| <b>16</b> |      | <b>TO CONSIDER RESOLUTIONS (all supporting documentation to be circulated prior to meeting)</b>   |
|           | 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 Merritt and all in favour |
|           | 16.2 | To consider transferring equipment assets purchased by CPC at The Pavilion to CCS (Cllr Ayles) – deferred until June meeting  |
|           | 16.3 | Cllr Ayles proposed carrying out a feasibility study to look at the possibility of installing solar panels on the Pavilion roof. Hanslope have done similar to one of their buildings and the Clerk will make contact to ask if they are happy to share any information. Agreed by all.       |
| <b>17</b> |      | <b>TO CONSIDER FINANCIAL MATTERS (circulated prior to meeting)</b>  |
|           | 17.1 | The RFO payment schedule was presented (see Appendix A2) and proposed for approval by Cllr Ayles, seconded by Cllr Bradbury and all in favour   |
|           | 17.2 | Cllr Ayles noted the recommendations following the recent review by our internal auditor and the actions being taken and these were accepted by all - see Appendix A3   |
|           | 17.3 | Cllr Ayles proposed the annual AGAR report be approved by the Council, Cllr Bradbury seconded and agreed unanimously  |
| <b>18</b> |      | <b>CORRESPONDENCE RECEIVED (circulated prior to meeting)</b>  |
|           | 18.1 | An email had been received from MKCC advising that Full Council will be considering a constitutional change to remove the ability for Parish and Town Councils to ‘call-in’ executive decisions – this is being challenged by Parish Councils and Ward Councillors                            |
|           | 18.2 | A resident had enquired whether a hedge opposite 66 Thrupp Close should be on the landscaping contract as it was becoming very overgrown. Cllr Bradbury will have a look.   |
| <b>19</b> |      | <b>ANY OTHER BUSINESS (for noting, or for inclusion on a future agenda)</b>   |
|           | 19.1 | Ermine moth webs have been reported in Fox Covert but research advises that healthy hedgerows should recover once the caterpillars have gone so no action suggested at the moment.  |
| <b>20</b> |      | <b>TO AGREE DATE AND ATTENDANCE FOR FUTURE MEETINGS/EVENTS</b>  |
|           | 20.1 | The next Parish Council ordinary meeting will be held at 7.30 on Monday 2 <sup>nd</sup> June 2024 in the Village Hall   |
|           |      | <b>PART 2</b>   |
| <b>21</b> |      | <b>RECEIVE DECLARATIONS OF INTEREST by Councillors in any of the agenda items below</b>   |
| <b>22</b> |      | <b>TO CONSIDER RESOLUTIONS</b>  |
|           | 22.1 | The side fence around the village hall garden is becoming unstable, Cllr Forgham proposed a temporary repair for now and for the Clerk to obtain a quote to replace the fence at a later date.  |
|           | 22.2 | The Clerk’s annual appraisal and salary review was considered and agreed  |