



# Castlethorpe Parish Council

Minutes of a Parish Council Ordinary Meeting held on  
Monday 2<sup>nd</sup> June at 7.30 pm in the Village Hall

**PRESENT: Councillors Ayles, Bradbury, Forgham, Hinds, Sawbridge, the Clerk and three members of the public. The meeting was also streamed on the new Parish Council YouTube channel <https://youtube.com/@CastlethorpeParishCouncil-m9u>.**

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

A resident asked for any update on the traffic lights on Station Road. These will be in situ until West Northants complete the works.

The Open Forum closed at 7.33 pm

<b>1</b>		<b>TO RECEIVE APOLOGIES FOR ABSENCE</b>	
	1.1	Cllr Merritt by way of childcare commitments – accepted	
<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 in item 7.1	
<b>3</b>		<b>TO APPROVE MINUTES OF THE LAST MEETING</b>	
	3.1	Previous minutes from the Annual Meeting of the Council and Ordinary Meeting held on the 12 <sup>th</sup> May 2025 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 – See Appendix A1.</b> Matters arising:-	
	4.1.1	Item 6 – The wooden gate into Castle field from Thrupp Close needs attention, it was agreed to ask Luke Stacey if he is able to fix it and if the cost is within the Clerks discretion this can be authorised.	Clerk
	4.1.2		
	4.2	<b>Ward Councillors Report</b> No report	
<b>5</b>		<b>TO CONSIDER PLANNING APPLICATIONS (previously viewed on line by Cllrs)</b>	
		No planning applications this month	
<b>6</b>		<b>TO RECEIVE REPORT BACK ON PREVIOUS PLANNING APPLICATION</b>	
<b>7</b>		<b>TO CONSIDER RESOLUTIONS (all supporting documentation to be circulated prior to meeting)</b>	
	7.1	7.45 Cllr Merritt joined the meeting, Cllr Ayles introduced item 7.1 and then he, Cllr Forgham and Cllr Bradbury were recused. Cllr Hinds proposed transferring equipment assets purchased by CPC at The Pavilion to Castlethorpe Community Space, Cllr Sawbridge and Cllr Merritt in favour	Clerk
	7.2	7.50 Cllr Merritt left the meeting.	
	7.3	Cllr Ayles proposed that the risk register previously circulated be adopted, Cllr Forgham seconded and all in favour Cllr Bradbury proposed that the hedges running down the footpath at the Sports Ground be cut both sides to the same height as the hedge in front of the outdoor gym equipment at the end of the nesting season. All in favour	Clerk

<b>8</b>		<b>TO CONSIDER FINANCIAL MATTERS (circulated prior to meeting)</b>	
	8.1	The RFO payment schedule was presented (see appendix A2) and proposed for approval by Cllr Ayles, seconded by Cllr Forgham and agreed unanimously.	
<b>9</b>		<b>CORRESPONDENCE RECEIVED (circulated prior to meeting)</b>	
	9.1	None received	
<b>10</b>		<b>ANY OTHER BUSINESS (for noting, or for inclusion on a future agenda)</b>	
	10.1	The LGBCE decision on the new ward boundaries will be made on the 3/6	
	10.2	Cllr Ayles advised that he had unofficially heard that the New City Plan may now include a new Town development from Haversham to Gayhurst. The New City Plan is an agenda item at the Parishes Forum on the 12 <sup>th</sup> June where hopefully more information will be available.	
	10.3	Cllr Markham's funeral has been confirmed for the 30 <sup>th</sup> June. Out of respect it was agreed to post the notice of vacancy after the funeral on the 1 <sup>st</sup> July and an open afternoon will be held at the village hall on Saturday 5 <sup>th</sup> July where residents are invited to come along and find out what is involved in being a Councillor and ask any questions they may have.	
	10.4	Weeds are starting to appear around the village, the Clerk will find out from MKCC when treatment is scheduled for.	Clerk
<b>11</b>		<b>TO AGREE DATE AND ATTENDANCE FOR FUTURE MEETINGS/EVENTS</b>	
	11.1	The next Ordinary Parish Council meeting will be held at 7.30 on Monday 7 <sup>th</sup> July 2025	
	11.2	The Parishes Forum will be held in person at 6.00 pm on Thursday 12 <sup>th</sup> June 2025	

The meeting closed at 8.06 pm

#### APPENDIX 1 – CLERK'S REPORT

1	A meeting has been arranged with a Hanslope Parish Councillor on the 1/7/25 to share information on their solar panel project.	For info
2	Attended the first CILCA training session and work underway on getting the first assignments done	For info
3	A lawnmower repair/service contractor has been out to look at the ride on mower and will forward a quote for a service this week. The mower has been a bit temperamental lately, especially in the hot weather.	For info
4	A litter bin for The Pavilion will be ordered shortly from the CIF allocation, a temporary bin has been moved up from the football club	For info
5	A project request form for additional parking bays in South Street has been submitted, awaiting response and quote	Outstanding
6	The wooden gate into Castle field from Thrupp Close is in need of repair/replacement, Luke Stacey will have a look and give his opinion on what's needed	Outstanding
7	The Castle field information board on the plinth has been printed, plinth needs to be repaired and then it will be put back on display – should be completed in the next couple of weeks	For info
8	An information board needs to be erected on the North Street entrance to Castle field and Oliver Sawbridge has kindly offered to help with this.	For info

9	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.	Outstanding
10	Lee Turnham has sent through up to date information on the Community Spedwatch scheme which needs a volunteer to co-ordinate	Outstanding
11	We have asked MKCC to look at installing 'Give Way' road markings and signage at the junction in Thrupp Close by the sign to The Pavilion – awaiting response	Outstanding
12	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	Outstanding
<b>Items to be carried forward</b>		
13	The damaged part of the climbing frame in The Fishponds has been taped up by MKCC, I have asked MKCC if this is a temporary fix and whether the equipment should be in use	For info
14	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
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
<b>Items outstanding reported to MKCC Highways Department</b>		
1	Animal crossing sign is still missing	FS614236402
2	Bullington End Road pothole – near build out coming out of the village – agreed by Highways and will be scheduled	Completed
3	Potholes approaching Devils Dip – agreed by Highways and will be scheduled	Completed
4	Fence at 1 Wolverton Road has been erected on Highways land	
5	Missing and dislodged kerb edgings on Station Road causing aggregate to spill onto Station Road – Highways confirmed not at investigatory level	Completed
6	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
7	A19 enquiry with the Adoptions Team to establish current progress with Carrington Grove has been opened	
8	Street name sign for Carrington Grove is outstanding – Carrington Grove is not yet adopted.	Update given 26/2/24
9	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>	
10	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	
11	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	Completed
12	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
13	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.	
14	Pothole at edge of recently resurfaced section by 'The Chestnuts' / village shop	Reported 22/1
15	Leaning 30mph sign at Station Rd village entrance	FS586527848
16	Street light 11 SS, South Street, flickering – reported again 17/9	FS647704462
17	Street light 9 NS, North Street, flickering – reported again 17/9	
18	No delimit signs for the new 40mph construction traffic signs at Hanslope Park	FS586534290
19	Conversion of conservation area streetlights to LED (awaiting funding)	
20	Missing cross bars from conservation area streetlights (reported)	
21	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
22	Priory over oncoming traffic sign has blown over and needs to be replaced	Completed
23	A resident has reported that the street lights on Bullington End Road are going off at 07.30 when it is still dark	FS680009679
24	Give way to oncoming traffic roundel near Mill Lane entrance has faded and is not visible when dark	FS688383434
25	Give way to oncoming traffic roundel at first entrance into the village from The Navi has faded and is not visible when dark	FS688378445
26	A parking bay bollard outside of The Carrington has been knocked over and has come away from its base	
27	Damaged and dislodged kerb stones on North Street, bend opposite war memorial	Completed

## APPENDIX 2 – PAYMENT SCHEDULE

Payee	Description	Sub-Total	VAT	Total
J Ladyman	Salary May	£851.24	£0.00	
HP Instant Ink	Monthly printer cost	£9.99	£2.00	
Sheets 123	Renewal of VAT software licence	£39.50	£7.90	£910.63
Stacey Blease	Village hall cleaning	£66.00	£0.00	£66.00
Sue Illidge	Cleaning bus shelters - April & May	£45.00	£0.00	£45.00
Shield Maintenance Ltd	Monthly dog waste bin collection charge	£119.16	£23.83	£142.99
C N Landscaping	Diesel for mower	£43.06	£8.61	£51.67
Tove Landscapes	Village landscaping - 2nd month	£491.67	£98.33	£590.00
Ecowash	Cleaning of village signs	£318.00		£318.00
Stonemason	Repair of stone plinth in Castle field	£320.00	£0.00	£320.00
SSE Energy Solutions	Electricity charge for Xmas lights	£86.89	£4.34	£91.23
<b>Direct Debits</b>				
Lloyds Bank	Account monthly charges	£6.59	£0.00	£6.59
Tesco Mobile	Clerks phone	£7.50	£1.50	£9.00
Talktalk	Broadband supply village hall	£25.06	£5.01	£30.07
Everflow	Water supply village hall	£107.44	£0.00	£107.44
Google Cloud	26107096G05ASYDKH7	£48.00	£0.00	£48.00
British Gas Lite	Electricity supply village hall - April 25	£42.97	£2.15	£45.12
EDF	Gas supply village hall - March 25	£149.48	£7.47	£156.95
<b>Monthly Total</b>		<b>£2,777.55</b>	<b>£161.15</b>	<b><u>£2,938.69</u></b>