



Castlethorpe Parish Council

Minutes of a Parish Council Ordinary Meeting held on
Monday 7th July at 7.30 pm in the Village Hall

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

Cllr Ayles opened the meeting and advised of the process for filling the vacant Parish Councillor position which is: Publish the notice of vacancy from the 1st July until 21st July which details how to request an election be called. If no election has been requested in this timeframe, the Council is able to fill the position by co-option and will request interested parties to apply to the Clerk or any Councillor. There is some useful information on the noticeboard and on the boards in the village hall.

Cllr Ayles extended thanks to Oliver Sawbridge for putting up the new information board at the North Street entrance to Castle field and wished to point out that it was the fence line that isn't straight, not the sign.

In the open forum, a resident raised that there has been two or three incidents of fly tipping in the last week. These should be reported to MKCC via the 'report it' section on their website and any information on who is responsible reported to the police.

The Open Forum closed at 7.40 pm

1		TO RECEIVE APOLOGIES FOR ABSENCE
	1.1	None
2		TO RECEIVE DECLARATIONS OF INTEREST by Councillors in any of the agenda items below
	2.1	None
3		TO APPROVE MINUTES OF THE LAST MEETING
	3.1	It was resolved to approve the minutes from the Ordinary Meeting held on the 2 nd June 2025 as a true and accurate record and that they be signed by the Chair. Proposed by Cllr Forgham, all in favour
4		TO RECEIVE REPORTS
	4.1	Clerks Report & Review of Actions – See Appendix A1. No matters arising
	4.2	Ward Councillors Report Ward Cllr Wardle reported that: <ul style="list-style-type: none">• Bullington End Road is going to be resurfaced this month although there may be a short delay between resurfacing and line marking.• The New City Plan will be presented to the delegated decisions committee on the 2nd September• A government strategy report on a New Town proposal has detailed Milton Keynes as having the highest potential. The report is due out later this month when further details will become apparent. Cllr Ayles asked if Ward Cllr Wardle could follow up with Ward Cllr Andrews regarding the outstanding matter of the faulty street light on the side of the school Cllr Sawbridge asked if Ward Cllr Wardle could chase up our village green application as it is almost a year since we submitted it.
	4.3	Cllr Bradbury gave an update following his, Cllr Forgham and Cllr Hinds' attendance at the Parishes Forum – See Appendix A2
5		TO CONSIDER PLANNING APPLICATIONS (previously viewed on line by Cllrs)
	5.1	No planning applications this month
6		TO RECEIVE REPORT BACK ON PREVIOUS PLANNING APPLICATION
	6.1	WNS/2022/1741/EIA & PLN/2025/0296 – 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

	6.2	including lorry parking. Application accompanied by an Environmental Statement – Objection submitted PLN/2025/0622 – 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 – Approved
	6.3	PLN/2025/1080 – 4 South Street, Castlethorpe - Listed building consent to repair and repaint existing windows and replace existing 4mm glass with with 8.3mm thick vacuum glazing and repairs and repainting of the front and side door and the rear French doors – decision 23/7/25
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, all in favour
	7.2	It was resolved that the Clerk will explore grant funding opportunities for solar panels on the Pavilion building – proposed by Cllr Ayles all in favour
	7.3	It was resolved that the Parish Council will apply to take over the S106 Voluntary Sector pot as suggested by MKCC and administer requests from voluntary groups for funding. Requests would have to meet the same qualifying criteria as set out by MKCC. Ward Cllr Wardle confirmed he would be happy to support this and will check with Ward Cllr Andrews and Andrew – proposed by Cllr Ayles, seconded by Cllr Hinds, all in favour
	7.4	The little library is a valued community asset and thanks were given to all involved in the successful running of it. It is however in need of repair and it was suggested that the Open Gardens support this. If they can't then it was resolved that the Parish Council will fund the repairs - all in favour
	7.5	Cllr Sawbridge advised that MKCC had been out to measure the available space for parking bays in the section of South Street from New Road to Malting Field. Unfortunately, due to the curve in the road, marking out bays would reduce the number of cars able to park in this stretch so it was resolved not to proceed with this - all in favour
	7.6	It was resolved to increase the hall hire charge from the 1 st September for hirers that play music and don't have their own licence – proposed by Cllr Forgham, all in favour
	7.7	A fireproof filing cabinet is required for the Parish Office and it was resolved that the Clerk and Cllr Bradbury would decide on what size cabinet is needed and approval for the purchase of a cabinet be delegated to two Councillors – proposed by Cllr Ayles, all in favour
	7.8	Cllr Forgham advised that West Northants Council have commission a study to better understand the bus service between Northampton and Milton Keynes which would include the X6 and No. 33 bus. It is very important that as many people as possible complete the survey, details of how to do this are online and notices are in the bus stops and on the noticeboard. There are paper copies of the survey available from the Clerk if anyone would like one. The closing date is 24 th July 2025.
8		TO CONSIDER FINANCIAL MATTERS (circulated prior to meeting)
	8.1	The RFO payment schedule was presented (see appendix A3) Cllr Ayles declared a pecuniary interest in item in the Zoom Communication payment. It was resolved to approve the schedule for payment – proposed by Cllr Forgham, seconded by Cllr Hinds, 3 in favour, 1 abstention
9		CORRESPONDENCE RECEIVED (circulated prior to meeting)
	9.1	A resident reported that golf was being played on the Sports Ground, Cllr Sawbridge spoke to an individual who wasn't aware he wasn't allowed to do this so hopefully it won't be an ongoing issue.
	9.2	A resident asked if the Parish Council had any plans for a memorial for Ian Markham. It was resolved that as this hadn't been done in the past, it was not felt appropriate - all in favour
	9.3	A resident had written to the Clerk raising points about the use of Castle field and the grazing of sheep there. The Council had considered this letter and confirmed that the field was not open space land, it was owned by the Parish Council and leased for grazing which is done within Defra guidelines
	9.4	A resident had written to ask if the overgrown footpath from Castlethorpe to Hanslope could be cut back and this request has been passed on.
10		ANY OTHER BUSINESS (for noting, or for inclusion on a future agenda)
	10.1	A crack has appeared in Castle field which doesn't look like it is heat related. We will keep an eye on this and ask Luke Stacey for advice
	10.2	Crime stats have been received for the past 3 months – see Appendix A4
	10.3	The Community Infrastructure Fund application for 2026-27 has been opened with a closing date of the end of August so Cllrs were asked to consider projects for this.
11		TO AGREE DATE AND ATTENDANCE FOR FUTURE MEETINGS/EVENTS
	11.1	The next Ordinary Parish Council meeting will be held at 7.30 on Monday 1 st September 2025

The meeting closed at 8.50 pm

PART 2		
12		RECEIVE DECLARATIONS OF INTEREST by Councillors in any of the agenda items below
	12.1	None
13		TO CONSIDER RESOLUTIONS (all supporting documentation circulated prior to meeting)
	13.1	It was resolved to accept the quotation from Stonemason Construction Ltd for the repair of the stone plinth in Castle field. The Clerk will write to the Open Gardens committee to see if they are able to contribute to the cost – proposed by Cllr Ayles, seconded by Cllr Forgham, all in favour
	13.2	It was resolved to obtain a second quote to replace the side fencing around the village hall garden – all in favour
	13.3	A resident has kindly agreed to refresh the old village hall noticeboard
	13.4	It was resolved to accept the quotation to service and clean the ride on mower from IRH Servicing and Repairs – proposed by Cllr Bradbury, seconded by Cllr Sawbridge, all in favour
	13.5	It was resolved to proceed with the quotation from Signomatic for the village hall notice board sign which will be aluminium with black lettering – proposed by Cllr Forgham, seconded by Cllr Ayles, all in favour

The meeting closed at 9.05

APPENDIX A1 – CLERKS REPORT

1	The new noticeboard for the village hall is up and updated village hall information is now displayed	For info
2	The information board has been erected at the North Street entrance to Castlefield, many thanks to Oliver Sawbridge for his help with this	For info
3	Met with MKCC Highways about parking bays in South Street (later agenda item). Also mentioned the lack of road marking on North Street and some of these have now been done as there was a white line marking team in the area	For info
4	Met with a Hanslope Parish Councillor to look at the solar panel system on their pavilion (later agenda item)	For info
5	The village green sign needs to be replaced, S106 public art monies to be applied for	Outstanding
6	The wooden gate into Castle field from Thrupp Close is in need of repair/replacement, Luke Stacey is going to arrange a quote	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 – awaiting approval of quote	Outstanding
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.	Outstanding
9	Lee Turnham has sent through up to date information on the Community Speedwatch scheme which needs a volunteer to co-ordinate	Outstanding
10	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
11	A request has been made to our new PCSO asking if the bleed kits that Tilly Skippen was securing for us are still available	For info
Items to be carried forward		
12	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
13	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

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
Items outstanding reported to MKCC Highways Department		
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. 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.	
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	A resident has reported that the street lights on Bullington End Road are going off at 07.30 when it is still dark	FS680009679
23	Give way to oncoming traffic roundel near Mill Lane entrance has faded and is not visible when dark	FS688383434
24	Give way to oncoming traffic roundel at first entrance into the village from The Navi has faded and is not visible when dark	FS688378445
25	A parking bay bollard outside of The Carrington has been knocked over and has come away from its base	

APPENDIX A2 – FILE NOTE FROM PARISHES FORUM

Attending from Castlethorpe CPC: Russell Forgham, David Hinds, Steve Bradbury

1. MK City Plan 2050

- 1.1. A draft plan had been prepared and submitted for public consultation under Regulation 18 of the process
- 1.2. over 7000 comments were received
- 1.3. The Regulation 19 Plan shows a new local housing need of 50,400 new homes. The plan aims to deliver approximately 63,000 homes in line with the 2050 Vision Strategy
- 1.4. There have not been any significant challenges to the siting of the new homes
- 1.5. There will be a Delegated Decision on 2 September 2025 to consult on the Regulation 19 Plan, to be followed by a session to be held with all parish and ward councillors to give more detail and guidance on the consultation, including legal tests, compliance, and national policy.
- 1.6. The consultation will run through September and October and the plan submitted in March 2026. The inspector will then coordinate examination of the plan.
- 1.7. The Plan will operate completely independently of any Central Government 'new town' initiatives that will carry with them their own targets for number and location of further new homes.
- 1.8. there will be an in-person event in the Chamber at the Civic Offices on 10 September 2025 ahead of the Regulation 19 consultation

2. Planning Enforcement

- 2.1. Anyone can report an alleged breach by completing the online "Report It" Form. Changes are being made to the form. A new log-on area is being developed that will take parish and ward councillors directly into the system and they will also be able to see a list of any other planning enforcement complaints they have made.
- 2.2. If the relevant information is supplied, a case is opened and acknowledge sent to those who submitted the form and the Parish and Ward Councils.
- 2.3. We will prioritise and assess the information provided.
- 2.4. All valid allegations are investigated, and expediency checks are carried out to consider if enforcement is in the public interest, the effect on the public realm, cost, and if a planning application was submitted.

3. The Armed Forces Covenant

- 3.1. The Armed Forces Covenant is a promise from the nation ensuring that those who serve or have served, and their families, are treated fairly. Conceived 2011, legislation 2022. More to come.
- 3.2. MKCC has now signed the covenant 3 times and holds the MOD 'Employer Recognition Scheme' Gold Award, which helps staff members and army reservists who have an armed forces link, in the workplace.
- 3.3. Further information can be found at Armed Forces Covenant: guidance and support - GOV.UK

4. S106 / Planning Obligations

- 4.1. Planning obligations are essential to assist in mitigating the impact of development. Contributions from a developer can be non-financial, such as a new play park for residents, or financial such as delivering something in the local area.
- 4.2. A signed S106 Agreement will have met 3 tests, to be lawful, to be directly related to the development, and be reasonably related to the scale of the development.
- 4.3. The team ensure that any financial contribution is spent to avoid funds being returned to the developer. It was noted that the funds belong to the developer, not the Council.
- 4.4. Every major development should always have a public art or cultural well-being contribution associated with it, unless it is negotiated out at the development stage.
- 4.5. Community Infrastructure Levy had been looked at by MKCCt, but it was decided that standard S106 planning obligations attracted more funds and infrastructure than CIL.

5. Landfill Communities Fund

5.1. To encourage businesses and other organisations to reuse and recycle more waste, a landfill tax is charged on every tonne of waste sent to landfill. • A proportion of this tax is available as grant funding for community projects within 10 miles of landfills. • In Milton Keynes, local organisations may apply for funds towards projects within 10 miles of Bletchley Landfill.

5.2. Types of Eligible Projects

- Projects to provide, maintain or improve a public amenity such as a park, play area, community hall, activity centre, or cycle path

- Projects that conserve or promote biological diversity, either:

- (i) by providing, conserving, restoring or enhancing a natural habitat; or
- (ii) by maintaining or aiding the recovery of a species in its natural habitat.

5.3. Sites within 2 miles of the SUEZ waste site on Colts Holm Road, Old Wolverton would be eligible

5.4. Further information can be found at: <https://fcccommunitiesfoundation.org.uk/funds/fcc-community-action-fund>
<https://grantscape.org.uk/fund/suez-communities-fund/suez-communities-fund-england/>

Steve Bradbury – 7th July 2025

APPENDIX A3– PAYMENT SCHEDULE

Payee	Description	Sub-Total	VAT	Total
J Ladyman	Salary May	£851.24	£0.00	£851.24
HP Instant Ink (paid by JL)	Monthly printer cost	£9.99	£2.00	£11.99
NBR	Printing of Castlethorpe News	£480.00	£0.00	£480.00
Stacey Blease	Village hall cleaning	£276.00	£0.00	£276.00
Sue Illidge	Cleaning bus shelters - June	£30.00	£0.00	£30.00
Shield Maintenance Ltd	Monthly dog waste bin collection charge	£119.16	£23.83	£142.99
Tove Landscapes	Village landscaing - 3rd month	£491.67	£98.33	£590.00
Zoom Communications (paid by PA)	Annual zoom subscription charge	£129.90	£25.98	£155.88
Boards Direct	Village hall notice board	£604.20	£120.84	£725.04
PPL PRS	Music licences at village hall	£1,077.98	£215.60	£1,293.58
Glasdon UK Ltd	Bin for the sports ground - 50% to be reimbursed by MKCC	£791.26	£158.25	£949.51
SSLC	Fee for Cilca registration	£450.00	£0.00	£450.00
Direct Debits				
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	£76.33	£0.00	£76.33
Google Cloud	26107096G05ASYDKH7	£48.00	£0.00	£48.00
British Gas Lite	Electricity supply village hall - June 25	£71.75	£3.59	£75.34
EDF	Gas supply village hall - June 25	£62.17	£3.11	£65.28
IDNet	website domain and hosting fee	£175.00	£35.00	£210.00
Monthly Total		£5,783.80	£693.04	£6,476.84

APPENDIX A4 – CRIME STATS



MILTON KEYNES LPA – RURAL TEAM - PCSO C9590 Connor Braddish
Mobile: 07800 703714

Email: connor.braddish@thamesvalley.police.uk

Police Report for Castlethorpe

Crime Statistics for period between 13/04/2025 – 05/07/2025

Crime statistics	Castlethorpe	13/04/2025 – 05/07/2025
		<i>Assault without Injury x1</i>
		<i>Criminal Damage x1 – 1x Attempts to remove Ring Doorbell camera from property</i>
		<i>Drug Offenses x4</i>
		<i>Public Order x1 – 1x Group of individuals fighting in the street.</i>
		<i>Robbery x1 – 1x Theft of Mobile Phone, Headphones and Rucksack.</i>

Other Incidents not crime related in Castlethorpe
<i>Suspicious Other x1 – 1x Person in MK Council Clothing taking photos of property</i>
<i>Suspicious Persons x1</i>
<i>Suspicious Vehicle x1</i>

Other Incidents in surrounding villages
<i>Theft of 2 trailers from Gayhurst</i>
<i>Theft of Vehicle from Lathbury and Stoke Goldington</i>
<i>Attempted burglary of trailer in Lathbury</i>
<i>Burglary Residential in Stoke Goldington</i>

Any Other Business
N/A