



# Castlethorpe Parish Council

Minutes of a Parish Council Ordinary Meeting held on  
Monday 1<sup>st</sup> December 2025 at 7.30 pm in the Village Hall

**PRESENT: Councillors Ayles (Chair), Bradbury, Forgham, Hinds, Merritt, Ward Councillor Andrew, the Clerk and 2 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, gave an overview of the content and wished all residents a very Merry Christmas and a Happy New Year.

The open forum followed where a resident raised concerns about overhanging trees blocking the footway at the top end of the South Street/North Street junction forcing pedestrians to walk in the road. There is also a similar problem with wet leaves gathering on the pavement. Cllrs will have a look at this and see what can be done.

A resident wished to make the Parish Council aware of a new development of 250 houses near the Old Stratford roundabout on the Deanshanger side that has been submitted to West Northants Council

<b>1</b>		<b>TO RECEIVE APOLOGIES FOR ABSENCE</b>
	1.1	Cllrs Stacey and Sawbridge by way of work – accepted
<b>2</b>		<b>TO RECEIVE DECLARATIONS OF INTEREST by Councillors in any of the agenda items below</b>
	2.1	Item 7.6 - Cllrs Ayles, Forgham and Bradbury are directors of Castlethorpe Community Space but it was agreed there were no conflicts of interest here.
<b>3</b>		<b>TO APPROVE MINUTES OF THE LAST MEETING</b>
	3.1	It was resolved to approve the minutes from the Ordinary Meeting held on the 3 <sup>rd</sup> November 2025 as a true and accurate record and that they be signed by the Chair. Proposed by Cllr Forgham, seconded by Cllr Merritt, all in favour with Cllr Bradbury abstaining due to his absence at the meeting
<b>4</b>		<b>TO RECEIVE REPORTS</b>
	4.1	<b>Clerks Report &amp; Review of Actions – See Appendix A1.</b> No matters arising.
	4.2	<b>Ward Councillors Report</b> Ward Cllr Andrew reported that: <ul style="list-style-type: none"><li>• she had met with the Clerk to discuss and chase outstanding Highways matters, a further meeting to update on progress will be held.</li><li>• MKCC are running an initiative whereby they are giving a 100% council tax relief to anyone with a terminal illness in a household which will last for 12 months.</li><li>• MKCC have put forward a motion to welcome the New Town plan from the government</li><li>• The Ward Councillor budget of £500 will be donated to the senior resident's afternoon tea</li><li>• The Remembrance Day parade was fantastic this year and thanks given to all involved</li><li>• The deadline for comments on the proposed waste and recycling centre at Wolverton is likely to be extended. Objections are being submitted due to the volume of traffic this will create on a single carriageway under the tunnel</li></ul>
	4.3	Cllr Ayles attended a training session on A1 – See Appendix A2
	4.4	Cllr Ayles attended the New City Plan presentation – See Appendix A3
	4.5	Cllr Ayles attended a training session on data protection – See Appendix A4
<b>5</b>		<b>TO CONSIDER PLANNING APPLICATIONS (previously viewed on line by Cllrs)</b>
		None
<b>6</b>		<b>TO RECEIVE REPORT BACK ON PREVIOUS PLANNING APPLICATION</b>
	6.1	<b>WNS/2022/1741/EIA &amp; 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 including lorry parking. Application accompanied by an Environmental Statement – <b>Objection submitted</b></b>

6.2	<b>Planning Enforcement case ENF/2025/0397</b> – 44 and 45 The Chequers, Castlethorpe - demolition of existing rear elements and the erection of two-storey rear extensions, front porches, fenestration changes, and associated works
6.3	<b>Planning Enforcement case</b> - Installation of heat pumps at 3A North Street, Castlethorpe – photos now supplied
6.4	<b>PLN/2025/1931</b> - Land near Yardley Gobion, West Northamptonshire, NN12 7TT - Consultation from West Northamptonshire Council on application seeking permission for proposed solar farm, associated infrastructure including underground cable route, internal access tracks and landscaping – <b>objection submitted</b>
6.5	<b>PLN/2025/1889</b> – Castlethorpe Lodge, Hanslope Road - The crown reduction by up to 3m off lateral limbs and 2.5m from top of Horse Chestnut Tree protected by Milton Keynes Council Tree Preservation Order no. PS/540/15/79 – <b>Approved</b>
6.6	<b>PLN/2025/2165</b> - Change of use of Public House to a Class C3 dwellinghouse and associated outbuilding into a self-contained 2-bedroom annexe, including various internal alterations (part-retrospective) at 1 South Street, Castlethorpe, - decision due 24/12
6.7	<b>PLN/2025/2206</b> - Listed Building Consent for the change of use of Public House to Class C3 dwellinghouse and associated outbuilding into a self-contained 2-bedroom annexe, including internal alterations (part-retrospective) at 1 South Street, Castlethorpe - decision due 24/12
<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 Merritt, all in favour
7.2	It was resolved that the Clerk would obtain quotes for supplying a post and frame for the village sign on the triangle and to repair the brick plinth, all in favour
7.3	It was resolved to proceed with the procurement of weather and vandal proof artwork for the bus shelters using the S106 public art funding, all in favour
7.4	It was resolved that Parish Council papers referred to in Part 1 of meetings would be made accessible to the public. A separate folder would be set up for any pertaining Part 2 papers, all in favour.
7.5	It was resolved that the Clerk would arrange for an arboricultural report to be carried out to assess the condition of the trees in Castle field as the previous survey is now over two years old, all in favour
7.6	It was resolved that, following the successful grant application of £20,000 for solar panels on the Pavilion, the Parish Council would fund the remaining cost. Cllr Ayles reiterated that the financial gain would be to the Parish Council and not the tenant of the Pavilion. It was resolved that the Clerk would start the procurement process with the help of 2 Councillors and possibly the co-option of a resident who has experience in this area, all in favour.
7.7	It was resolved that Cllr Bradbury will liaise with the tennis club to purchase the locking mechanism needed on the tennis court gates, all in favour
7.8	A decision on the reduction of a tree in Castle field was deferred as Cllr Stacey was not present
<b>8</b>	<b>TO CONSIDER FINANCIAL MATTERS (circulated prior to meeting)</b>
8.1	The RFO payment schedule for approval was presented - see Appendix A5 – proposed to approve by Cllr Ayles, seconded by Cllr Forgham, all in favour
8.2	It was resolved that the proposed budget for 2026/27 be accepted with a precept request of 4.99%. Proposed by Cllr Merritt, seconded by Cllr Bradbury and all in favour
<b>9</b>	<b>CORRESPONDENCE RECEIVED (circulated prior to meeting)</b>
9.1	Crime stats from the 3 <sup>rd</sup> to the 30 <sup>th</sup> November were detailed – see Appendix A6
<b>10</b>	<b>ANY OTHER BUSINESS (for noting, or for inclusion on a future agenda)</b>
10.1	None
<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 pm on Monday 5 <sup>th</sup> January 2026

The meeting closed at 8.45 pm

<b>PART 2</b>	
<b>12</b>	<b>RECEIVE DECLARATIONS OF INTEREST by Councillors in any of the agenda items below</b>
12.1	Cllr Ayles, Cllr Bradbury and Cllr Forgham in item 13.1 as Director of CCS CIC
<b>13</b>	<b>TO CONSIDER RESOLUTIONS (all supporting documentation circulated prior to meeting)</b>

13.1	Cllr Forgham gave an update on the dispute with Waste Managed. The £419.99 that the Parish Council paid to empty the left bins has been reimbursed and the Clerk will now offer the company an opportunity to hold informal direct discussion to bring the matter to a close.
13.2	Quotes had been received for replacement village hall doors which are now urgently required. It was resolved to accept the quote from Element Windows and Doors once we are certain that the doors comply with all necessary regulations.
13.3	The quote for the village hall replacement fence had not arrived in time so this will be carried forward
	Councillor Forgham announced his retirement from the Parish Council and offered his resignation letter to the Chair. Cllr Ayles thanked Cllr Forgham for all his contributions over the last 10 years which were many as Councillor, Vice Chair and in all the other projects he has supported. A notice of vacancy will be submitted to MKCC

The meeting closed at 9.15 pm

#### APPENDIX A1 – CLERK’S REPORT AND OPEN ACTIONS 1/12/2025

1	National Lottery grant application was successful and awarded £20,000 towards solar panels on the Pavilion	<b>For info</b>
2	There are a couple of hedges left still to be cut by Tove, they are awaiting a decision on the height of the hedge between Sports Ground and Lodge Farm Court	<b>Ongoing</b>
3	Faulty street lights in the village were reported and the majority have been fixed	<b>Ongoing</b>
4	Obtaining quotes for the additional SID. MKCC need to provide and install the post for this and I’ve written requesting this.	<b>Ongoing</b>
5	The electric fence across the public right of way in a field near Lodge Farm Court has been modified so it can now be	<b>Ongoing</b>
6	The S106 Voluntary Organisations Sector funding has now been distributed to the Cricket Club, the Church and the Sea Scouts	<b>For info</b>
7	A resident has volunteered to repair the village sign on the triangle but the post and frame needs to be replaced and unfortunately Public Art S106 money can’t be used for this.	<b>Outstanding</b>
8	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. Chased this again but no response as yet.	<b>Outstanding</b>
9	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	<b>Outstanding</b>
10	A request has been made to our new PCSO asking if the bleed kits that Tilly Skippen was securing for us are still available, have chased this and waiting for a response.	<b>For info</b>
11	Steve and I have started sorting out the papers currently stored in his garage	<b>Ongoing</b>
	<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>	<b>Cllr Merritt</b>
13	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	<b>Cllr Bradbury</b>
14	Community Speed Watch – equipment can be loaned from Thames Valley Police and can be kept for as long as there isn’t a 6 month break in its use. A group will be set up next Spring	<b>Cllr Bradbury</b>
15	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	

	<b>Items outstanding reported to MKCC Highways Department</b>	
16	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</b>	

	<b>reported it have now had their cases closed even though all the other repairs, and finalising the temporary repair, have not been done.</b>	
17	Damaged kerbstones on North St bend outside school/No 14. These have been previously reported – will be repaired when funds allow	
18	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	<b>Update given 26/2/24</b>
19	Pothole at edge of recently resurfaced section by 'The Chestnuts' / village shop	<b>Reported 22/1</b>
20	Leaning 30mph sign at Station Rd village entrance	<b>FS586527848</b>
21	Animal crossing sign is still missing	<b>FS614236402</b>
22	No delimit signs for the new 40mph construction traffic signs at Hanslope Park	<b>FS586534290</b>
23	Requested collection of road closure sign on BE Rd that has been left since August	
	<b>Street Lights</b>	
24	North Street, 5NS outside Sunny View Farm light has completely blown off	FS751811566
25	North Street, 7NS is constantly on	
26	Hanslope Road 2HR, 3HR and 4 HR are out - completed	FS764863971
27	South Street, 2SS is flickering – completed	FS764867188
28	South Street, 9SS is out	<b>FS764874893</b>
29	South Street 12SS is out – completed	<b>FS764959466</b>
30	Fox Covert, 1FC is out - completed	FS764872712
31	Maltings Field, 8MF is flickering	FS764870834
32	A resident has reported that the street lights on Bullington End Road are going off at 07.30 when it is still dark	FS680009679
	<b>Items carried forward</b>	
33	Missing cross bars from conservation area streetlights (reported)	
34	Conversion of conservation area streetlights to LED (awaiting funding)	
35	A19 enquiry with the Adoptions Team to establish current progress with Carrington Grove has been opened	
36	Street name sign for Carrington Grove is outstanding – Carrington Grove is not yet adopted.	<b>Update given 26/2/24</b>
	<b>Items reported to MKCC but no action being taken</b>	
37	Missing and dislodged kerb edgings on Station Road parking area causing aggregate to spill onto Station Road	<b>Closed, not at investigatory level</b>
38	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	<b>Closed, not at investigatory level</b>
39	Give way to oncoming traffic roundel near Mill Lane entrance has faded and is not visible when dark – MKCC confirmed no action will be taken	FS688383434
40	Give way to oncoming traffic roundel at first entrance into the village from The Navi has faded and is not visible when dark – MKCC confirmed no action will be taken	FS688378445
41	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.	<b>Closed, Highways say not possible</b>

## **APPENDIX A2 – AI IN LOCAL COUNCILS 7/11/2025 attending by Cllr Ayles**

Danny Moody CE of Northants CALC  
Jon Harvey, facilitator (and Buckingham Town Council)  
David Hall, MD CloudyIT  
Steve Walker Head of AI CloudyIT (and Chair of Waddesdon Parish Council)  
Also present Breakthrough Communications, CloudyIT

I attended the AI Day at Northants ALC. It was actually a facilitated session by Jon Harvey using the 'Openspace' technique and mostly was a series of sessions where attendees, who were a mixture of clerks and councillors, raised points to discuss which were grouped and then attendees discussed them. It was supported by CloudyIT and Breakthrough Communications.

I felt that the big takeaways were that:

- AI will be an undoubted help to both clerks and councillors in terms of efficiency and accuracy for administration (eg Minutes, Newsletters, End of Year Reports). There were some useful side comments about using apps like Otter or Fireflies to assist with Minute taking and Canva for newsletter creation.
- For research (eg finding the legal rules. There was even some discussion about the need for NALC Legal Advice in future!
- For analysis (eg analysing planning applications for compliance with Local and Neighbourhood Plans which CloudyIT say can be done with GovAssist though you have to upload the Plan documentation as it doesn't do internet searches).

There was a general feeling that many clerks and councillors do not want to use AI due to fear of the unknown (though there may be some reprobates!) and this would probably be best met by CALCs offering some AI Training which might be a half or full day just using different AI systems such as GovAssist, CoPilot, ChatGPT, Gemini, Claude (Anthropic) or even Grok. Once users are familiar, they will use it though there was a general health warning not to replace human decision making and to check results against common sense and multiple systems on complex matters.

Danny Moody said that Northants CALC had discussed their approach and whether to ignore, monitor or embrace AI and had decided on 'embrace'. They have implemented MS CoPilot. All members of staff have this. So questions from clerks are entered into CoPilot though answers not completely reliable. Danny is using it to work through documents for the CALC budget.

Northants ALC now provides AI Training and I think it would be good if BMKALC could consider the same. I understand that Breakthrough Communications is running a session for BMKALC next year and CloudyIT are speaking at the next Parishes Forum in MK on 4th December.

## **APPENDIX A3 – REPORT ON NEW TOWN INITIATIVE attended by Cllr Ayles**

### **Government New Towns Task Force – Milton Keynes a 'Renewed New Town'**

*Teams Briefing 25<sup>th</sup> November 2025 by Michael Bracey, Paul Thomas, Fiona Robinson and Pete Marland*

Frankly, there was not a lot of information that wasn't in the government's New Towns Task Force Report we have previously seen.

Milton Keynes is one of 12 locations for a 'New Town' though, as an existing New Town, it is titled a 'Renewed Town'. It is not in the three sites prioritised by the Task Force and will not be progressed within this parliament.

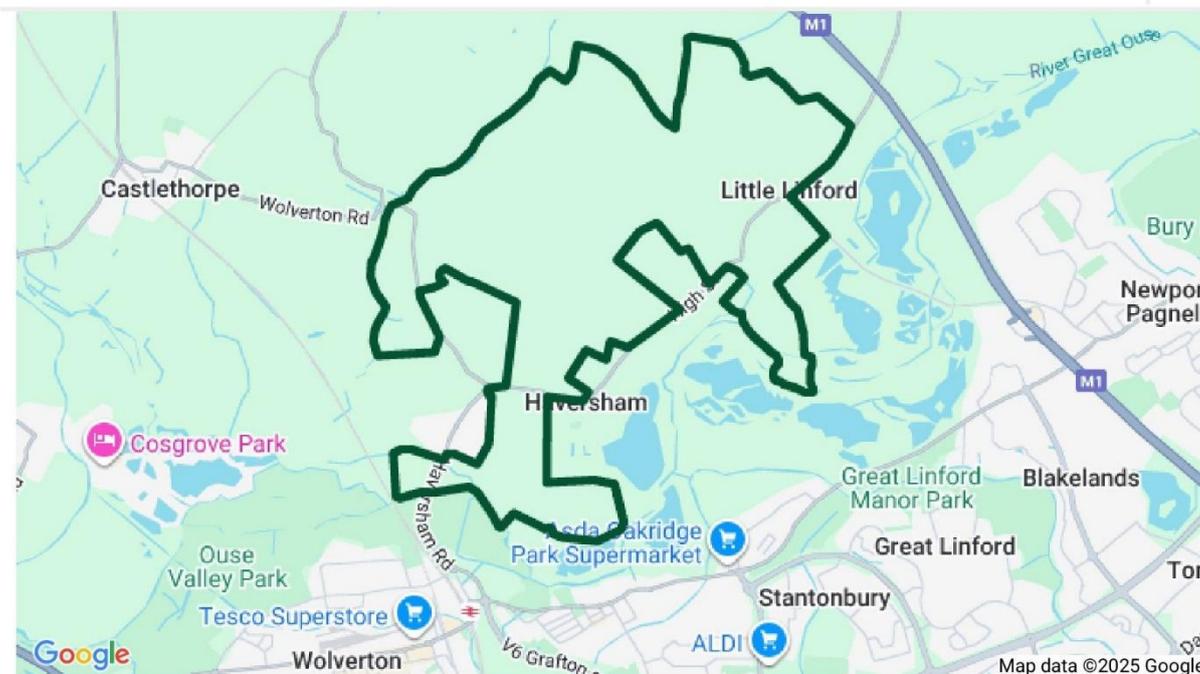
However, there are three areas identified in the Report for development:

- A densified City Centre
- The Eastern Expansion Area
- Milton Keynes North

The first two of these are already in the emerging New City Plan (NCP) and would be incorporated into the Renewed Town Plan.

The third area was put forward for the NCP but was dismissed because it would require a bridge over the Ouse and a new motorway junction. It is now described as 'developer-led' and Urban and Civic have published a detailed map on their website describing it as 'pre-planning'. The NCP is continuing its progress and will not be paused or amended on government and legal advice.

Urban&Civic plc



This area is not being considered in the NCP and its viability for the Renewed Town is being evaluated in an environmental review by the Task Force which we should know in Spring 2026. Not all the sites in the Urban and Civic proposal would necessarily be included in the Task Force recommendation. There was various other discussion about a 'bus mass transit system' which looks like a bendy bus and funding including whether a development corporation would be established but MKCC don't have answers yet on any of this. There is a target of 40% affordable housing. Pete Marland says that they would intend that the new areas would be parished but without further details.

#### APPENDIX A4 – DATA PROTECTION OBLIGATIONS - training session attended by Cllr Ayles

The key points were:

- There are new and demanding obligations on councils and councillors will have to sign their governance compliance with the AGAR so next June.
- There is very strong advice to have separate council emails, strong passwords and two step verification (2SV). I would note that this is already part of our Data Protection policy but I recently got a warning from Google that only one councillor and myself, plus the Clerk, have actually implemented 2SV. **Can everyone please do this** and I suggest that it is made mandatory at the end of the year?
- Any breach of data protection such as revealing confidential papers or identifying people without good reason (and these are specific) has to be reported to the Information Commissioners Office within 72 hours of us becoming aware of the breach.
- We need to check that we have all the required Policies in place (eg a Privacy Notice on our website, a 'Legitimate Interest Assessment' where, for example, people may be included in photos and the is apparently a new model IT Policy. I have asked Jacquie if she can check all the requirements with BMKALC and we can adopt them next May if not before.
- Ex-councillors should have their access to council material withdrawn at the earliest practical time and this includes returning any paper documentation.
- **The most important obligation for us probably is associated with case work where a resident writes to one of us.** We MUSTN'T forward this to the Clerk or other councillors without first checking with the resident that it is OK to do so. We should redact names whenever possible and this includes being able to identify someone indirectly eg 'the lady who walks her poodle across the sports ground every morning.'

## APPENDIX A5 - PAYMENT SCHEDULE

Payee	Description	Sub-Total	VAT	Total
J Ladyman	Salary	£878.80	£0.00	£878.80
HP Instant Ink (paid by JL)	Monthly printer cost	£11.24	£2.25	£13.49
Stacey Blease	Village hall cleaning	£180.00	£0.00	£180.00
Sue Illidge	Cleaning bus shelters	£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 contract	£491.67	£98.33	£590.00
Hartwell Safety Services Ltd	Service of village hall fire alarm	£50.00	£10.00	£60.00
Wel Medical	Replacement battery for village hall defibrillator	£243.99	£48.80	£292.79
Charlie Needham	Hedge cutting	£113.00	£0.00	£113.00
Charlie Needham	Fuel for mower	£21.41	£4.28	£25.69
BMKALC	Data Protection training for Phil	£50.00	£0.00	£50.00
Clear Council	Annual insurance premium	£2,000.00		
<b>Direct Debits</b>				
Tesco Mobile	Clerks phone	£7.50	£1.50	£9.00
Talktalk	Broadband supply village hall	£21.70	£4.34	£26.04
Everflow	Water supply village hall	£43.90	£0.00	£43.90
Google Cloud	26107096G05ASYDKH7	£63.00	£0.00	£63.00
British Gas Lite	Electricity supply village hall	£52.46	£2.62	£55.08
EDF	Gas supply village hall	£147.65	£7.38	£155.03
<b>Monthly Total</b>		<b>£4,525.48</b>	<b>£203.33</b>	<b>£2,728.81</b>

## APPENDIX A6 – CRIME STATISTICS



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

**Email: [connor.braddish@thamesvalley.police.uk](mailto:connor.braddish@thamesvalley.police.uk)**

**Crime Statistics for period between 03/11/2025 – 30/11/2025**

<b>Crime statistics</b>	<b>Castlethorpe 03/11/2025 – 30/11/2025</b>
	<i>Burglary Business x1 – Attempted Burglary of business.</i>
	<i>Criminal Damage x1 – Parking dispute</i>
<b>Other Incidents not crime related in Castlethorpe</b>	
	<i>Suspicious Vehicle x1 – Car swerving all over the road.</i>
<b>Other Incidents in surrounding villages</b>	
	<i>Residential Burglaries across Milton Keynes – Late night patrols are being conducted.</i>
<b>Any Other Business</b>	
	<i>N/A</i>