

Thornborough Parish Council (TPC)

Minutes of the Parish Council Remote Meeting on Monday 6 July 2020

Present: Cllrs Steve Tribe (Chair); Ray Goodger (items 8-15); Carol Laurence; Charlotte Moore; Mary Taylor; Allen Williamson.

In Attendance: Alison Robinson (Clerk); BC Cllr Sir Beville Stanier; 4 members of the public (items 1-5).

1 Apologies

1.1 Cllr Emily Cooke.

2 Declaration of Interest in Items on the Agenda

2.1 No declarations of interest were made.

3 Minutes of the Previous Meeting

3.1 The minutes of the meeting on 16 March 2020 were **approved** as an accurate record.

4 Public Participation Session

4.1 No matters were raised in addition to those covered by the agenda.

5 Planning

20/01749/APP - Back Street. Erection of Dwelling

5.1 Cllr Williamson outlined the history of the previous application to erect a dwelling on the site and the reasons for it being refused on appeal in 2004. He said those reasons for refusal were applicable to the current application and outlined the draft response he had prepared on behalf of TPC.

5.2 TPC **resolved** to object to the application on the following grounds:

- (a) The three reasons given for the refusal of application **03/01749/APP** for a similar development on the same site are as applicable today as they were in 2003 and 2004 when the appeal was dismissed.
- (b) The proposed access to the development site is via a grass track. This track is not owned by the applicant and therefore the applicant is not able to alter the surface of the track to create a road. It is understood that whilst the applicant has a right of way to use this track, this right may be limited to only allowing access to the existing shed and not to park on the track, or use it to access the paddock, where the proposed new parking is to be located.
- (c) It is also understood that a covenant exists that prevents the erection of any building or structure on the paddock adjacent to the development site. It is considered that the proposed parking bays would be in breach of this covenant.
- (d) The Increase in traffic and the displacement of exiting parking along Back Street . will lead to a greater risk of accidents with other vehicles and pedestrians. Sight lines along Back Street where the access track meets the road are already compromised. The development would compromise those sight lines further.
- (e) The proposed development site falls within the 'Views Out' area of the Thornborough Conservation Map V22 and therefore would significantly impact the local amenity.

5.3 The Chair closed the meeting and invited comments from the members of the public who were present. All confirmed there was nothing further they wished to add and thanked TPC for its consideration and decision.

Action: Clerk to respond on behalf of TPC as detailed in the draft response prepared by Cllr Williamson.

20/01922/APP and 20/01922/ALB - Brook House, Bridge Street, MK18 2DN. Raising of existing chimney to a height of 1.8 metres

5.4 TPC resolved not to object to the application.

Action: Clerk to respond on behalf of TPC.

Ongoing Planning Matters

5.5 TPC **noted** the information provided in the planning log document.

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Other Planning Matters of Relevance to TPC.

5.6 There were no further matters of relevance.

6 Internal Audit Financial Year 2019/20

6.1 The Chair said it was gratifying to receive a positive internal audit report without recommendations. He thanked the Clerk.

6.2 TPC **resolved** to approve the 2019/20 Annual Governance Statement.

6.3 TPC **resolved** to approve the 2019/20 Accounting Statement.

6.4 The audit timetable had been extended because of Covid-19. The Clerk explained the transparency code required specified documents to be published and the public to be given a 30 working day period to inspect the accounts. The inspection period must take place before 31 August 2020.

Action: Clerk to take forward.

7 Finance

7.1 The Clerk thanked the bank signatories, she said the payment authorisation procedures were effective and worked well. The preschool had made its rent payment for the period 1.6.20 – 30.9.20. The cricket club continued to be unable to pay rent – there would be another review in September.

7.2 TPC **resolved** to approve the Finance Report – see the **Appendix** to these minutes.

8 New Model Code of Conduct Consultation

8.1 Cllr Laurence explained the proposed new model code was to improve councillor accountability within the sector. She asked TPC to consider the following aspects of the proposed code of conduct:

- (a) the 12 councillor obligations
- (b) the registration of gifts and/or hospitality where the value was £25+
- (c) councillors with a declared interest leaving the room during the discussion
- (d) the call for further action by government to introduce a new power for local authorities to suspend any councillor who failed to abide by the code of conduct for a period of up to 6-months.

8.2 After discussing the registration process for gifts/ hospitality and the interests of relatives, TPC **resolved** to ask Cllr Laurence to respond to the consultation welcoming the new model code.

Action: Cllr Laurence to take respond to the consultation on behalf of TPC.

9 Environment and Facilities

Allotments

9.1 The plot holders had signed their 2020/21 licences and paid their rent.

Sports Field and Pavilion

9.2 Cllr Taylor explained it was not feasible for the pavilion project building work to be completed during the preschool summer holiday because it had been put on hold during the lockdown which now meant it was not feasible for the work to be done in the forthcoming summer holiday period. A case had been made for an extension to the spend deadline (17.3.21) for the £6,24 of S1096 funding (10/02028/APP) to enable the work to take place in the 2021 summer holiday period. An initial and informal response from the developer appeared promising. Until the formal response was received, TPC was not able to employ an architectural technician to prepare the plans required to secure the S106 funding. Cllr Taylor then explained how the legionella risk

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assessment undertaken prior to the preschool reopening had led to a changed approach where the current water heater tanks would be replaced with mains drawn instantaneous water heaters and showers.

Action: Clerk to follow up if the formal response was not received by 13.7.20.

Playground

9.3 The RoSPA annual playground safety inspection had been undertaken and had not identified any serious risks.

9.4 The risk assessment to inform the feasibility of reopening the playground was discussed. The insurance broker had confirmed the playground would be covered if the arrangements for its reopening complied with the relevant government guidance.

9.5 TPC **resolved** to do all it could to enable the playground to be reopened for the school summer holiday period.

Action: Cllr Laurence to follow-up the offer of help from the Chair of the Preschool Committee, she would then liaise with the Clerk, Cllrs Taylor, and Tribe.

9.6 Cllr Goodger raised the repairs required to the playground surface where the old fence posts had been removed.

Action: Cllr Taylor undertook to contact the playground surface company.

Damage to Roadsides/Verges in Bridge Street, Back Street and High Street

9.7 The Chair said the advice received so far appeared to indicate some misunderstanding – a site meeting would now be requested with the area technician.

Action: Clerk and Cllr Tribe to take forward.

Village Streams and Rivers

9.8 Cllr Goodger said he now had the maps he wanted before suggesting suitably qualified contractor(s) to the private riparian owners. Cllr Taylor stressed the importance of not implying TPC was responsible for the required work. The Chair asked Cllr Goodger to ensure the private riparian owners received the contractor information so the most urgent work could be undertaken in September.

Action: Cllr Goodger to provide the private riparian owners with the contractor information to enable the most urgent work to be undertaken in September.

9.9 Cllr Goodger and Tribe to fit the lifebuoy before the school holidays.

Action: Cllrs Goodger and Tribe.

The Vale of Aylesbury Housing Trust (VAHT) Garages

9.10 VAHT had responded to TPC's enquiry about the garages. In summary, the 12 garages were not earmarked for residents, some of the garages were vacant but not in a condition to be let, there was an open waiting list but there were no renovation plans in place. There was a consensus that it might be helpful for villagers who were interested to apply to the waiting list because increased demand might result in the garages being renovated rather than left empty.

Action: Clerk to include in the next report for Thornborough News.

Streetlighting

9.11 The outcome of the match funding application was not yet known. The first meeting of the new Buckingham and Villages Community Board was being held remotely on 7.7.20. The Chair would attend on behalf of TPC.

Action: Cllr Tribe to report back.

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10 Buckinghamshire Council (BC)

- 10.1 Cllr Sir Stainer said the Covid-19 pandemic meant the new unitary authority had faced considerable additional challenges. He praised the BC Leader and the Cabinet for doing a phenomenally good job. The postponement of the May 2020 elections meant he was now a 'back-bencher' for 6 Buckingham East parishes and 6 Winslow Area parishes, he was also a member of the licencing committee . Cllr Warren Whyte was Cabinet Member for Planning.

11 TPC Website

- 11.1 Cllr Laurence explained why the current short-term arrangements for managing the TPC website were not sustainable.
- 11.2 TPC **resolved** to explore the feasibility of a commissioning a new website.
Action: Cllr Laurence and the Clerk to obtain costings for a new website.

12 Thornborough Infant School Report

- 12.1 TPC welcomed the news that the school had successfully reopened and was expecting its highest intake for 7 years in September. The Chair wished the school well when it was able to resume the planned combined status application.

13 Current and Ongoing Activities

- 13.1 The Chair talked about the importance of and the need to prioritise to the pavilion structural project. During the subsequent discussion:
- (a) Cllr Taylor confirmed she would welcome Cllrs Tribe and Williamson joining the pavilion project team.
 - (b) Cllr Williamson said the development of an emergency plan was no longer a priority. He was happy in future to lead on major/significant planning applications and help litter picks.
- Action:** Clerk to update the current and ongoing activities document.

14 Urgent Matters for Reporting and /or the Next Agenda Thornborough Bridge

- 14.1 Cllr Moore raised appalling state of the picnic area by the old Thornborough Bridge.
- 14.2 Cllr Sir Stainer volunteered to raise the matter the BC Cabinet Member for Waste and undertook to investigate whether the Buckingham Constituency Conservative Association might be willing to organise a litter pick at some stage.

15 Date of Next Meeting

- 15.1 TPC **resolved** to hold its next meeting on Monday 21 September at 7 pm.

Meeting closed at: 8.38 pm

Chair's signature

Date:

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TPC Finance Report for Meeting on 6.7.20 (updated 30.6.20)				Appendix
Payments for Report				
Note: Whilst TPC is unable to meet F2F, payments are authorised by the bank signatories: Cllrs Moore; Taylor and Tribe. The payments are presented to TPC for scrutiny and endorsement.				
Thornborough Parish Council Cash Book Financial Year 1 - 30 April 2020				
Payment Date	Payment Method	Recipient	Description	Amount
1.4.20	SO	Liz Julier	Storage	£15.00
15.4.20	BACS	eon	Streetlighting	£32.89
15.4.20	BACS	npower	Pavilion electricity	£338.24
15.4.20	BACS	WAVE Anglia Water Business	Pavilion water	£20.88
15.4.20	BACS	WAVE Anglia Water Business	Allotment water	£7.74
16.4.20	BACS	BMKALC	Annual subscription	£121.07
29.4.20	BACS	Buckinghamshire Council	Allotment licence	£125.00
30.4.20			Total	£660.82
Thornborough Parish Council Cash Book Financial Year 1 - 31 May 2020				
Payment Date	Payment Method	Recipient	Description	Amount
1.5.20	DD	Bulb for Business	Pavilion electricity	£101.00
11.5.20	BACS	HMRC	PAYE - April	£116.60
11.5.20	BACS	Alison Robinson	Salary - April	£466.84
11.5.20	BACS	Alison Robinson	Stationery	£4.77
11.5.20	BACS	Alison Robinson	Stationery	£8.99
11.5.20	BACS	Alison Robinson	NALC conference fee*	£310.76
11.5.20	BACS	Alison Robinson	Office 365*	£59.99
14.5.20	BACS	eon	Streetlighting May	£31.83
14.5.20	BACS	Nick Percival	T-News donation	£800.00
14.5.20	BACS	Village Hall Committee	Donation	£1,000.00
14.5.20	BACS	Thornborough PCC	Donation	£1,000.00
31.5.20			Total	£3,900.78
Note: * 20219/20 financial year payment error.				
Thornborough Parish Council Cash Book Financial Year 1 - 30 June 2020				
Payment Date	Payment Method	Recipient	Description	Amount
1.6.20	SO	Liz Julier	Storage	£15.00
1.6.20	DD	Bulb for Business	Pavilion electricity	£101.00
8.6.20	BACS	eon	Streetlighting May	£32.89
8.6.20	BACS	Cartwright Landscapes	Tree canopies	£144.00
10.6.20	BACS	HMRC	PAYE May	£116.60
10.6.20	BACS	Alison Robinson	Salary May	£466.84
10.6.20	BACS	Alison Robinson	Zoom licence reimbursement	£14.39
10.6.20	BACS	Playsafety Limited	RoSPA annual safety inspection	£168.60
17.6.20	BACS	Alison Robinson	Expenses - mileage and heating	£37.63
29.6.20	BACS	Alison Robinson	General admin reimbursement	£16.30
29.6.20	BACS	npower	Pavilion end of contract final bill	£17.38
30.6.20	BACS	HMRC	PAYE - June	£116.80
30.6.20	BACS	Alison Robinson	Salary - June	£466.64
30.6.20			Total	£1,714.07
Monies Received Since Previous Meeting				
Date	Payee	Description	Amount	
9.4.20	I Davies	Allotment rent (2020/19), plot 5	£15.00	
30.4.20	N Avery	Allotment rent, plot 5A	£12.50	
30.4.20	Pre School	Electricity reimbursement	£238.72	
30.4.20	Pre School	Water reimbursement	£17.40	
30.4.20	Nat West PLC	Reserve Interest	£1.93	
1.5.20	Bucks Council	Precept first payment	£9,579.00	
1.5.20	K & J Newman	Allotment rent, plot 9	£25.00	
1.5.20	S Percival	Allotment rent, plot 9	£25.00	
4.5.20	S Cooke	Allotment rent, plot 4A	£12.50	
7.5.20	N Aldren	Allotment rent, plot 4B	£12.50	
10.5.20	M Williamson	Allotment rent, plot 2	£25.00	
12.5.20	C Morgan	Allotment rent, plot 6	£25.00	
13.5.20	C Sexton	Allotment rent, plot 10	£25.00	
18.5.20	I Davies	Allotment rent, plot 5B	£12.50	
26.5.20	W Lewis	Allotment rent, plot 1	£25.00	
27.5.20	Chqs x 2 Wall,	Allotment rent, plots 7 and 8	£50.00	
31.5.20	HMRC VTR	VAT refund 1.11.19 - 31.3.20	£1,931.41	
11.6.20	Preschool	Rent (1.6.20 - 30.9.20)	£666.68	
30.6.20		Total	£12,700.14	
The Current Financial Position				
30.4.20	Current Account		£314.61	
	Reserve Account		£9,204.21	
	Net bank balance		£9,518.82	
31.5.20	Current Account		£8,146.76	
	Reserve Account		£9,204.21	
	Net bank balance		£17,350.97	
30.6.20	Current Account		£7,062.85	
	Reserve Account		£9,204.21	
	Net bank balance		£16,267.06	