

## THORNBOROUGH PARISH COUNCIL

### MINUTES of MEETING

**Monday 12th March 2012 at 7.30p.m.**

**Present:** Cllr. Mark Cole (Chair), Cllr Mary Taylor, Cllr. Andy Spurr, Cllr. Charlotte Moore  
Cllr. Melanie Staff, Cllr Ray Goodger, Maggie Beach (Clerk)

**Public:** Bill Lewis, Rod James, Stuart Mitchell.

Item	Minute	ACTION
1	<b>Apologies:</b> , Cllr Rupert Bursell	
2	<b>Declaration of interest in items on the agenda</b> - none	
3	<b>Public Participation session:</b> All issues were taken under the appropriate agenda item	
4	<b>Minutes of the meeting of 13th March 2012-</b> Agreed	
5	<p><b>Review of Action Points</b></p> <p><b>From October meeting, still out-standing Recommendations from Annual Audit 2011.</b>  <b>Recommendations No 11:</b> revaluation of the Council's premises,  <b>No 12:</b> review asset register, and <b>No 13:</b> Assets to identify the date of acquisition, detail of the asset and its position within the parish, purchase cost (net of VAT) and insured value, as uplifted annually by the insurer.</p> <p><b>From February meeting.</b>  <b>Thornborough Community Woodland and Thornborough Bridge Picnic Area</b> – on agenda  <b>Street lighting</b> – on agenda  <b>Localism Act Briefing from BALC</b>                      Cllr RB to assess implications and report back whether we need a separate code to cover us  <b>Response to AVDC from AVALC re. New Homes Bonus funding</b>                      Clerk has circulated both letters again for information.  <b>Local Government Boundary Commission Recommendations for information</b> Cllr MC has reported in Thornborough News  <b>Planning</b> – responses sent  <b>NBPPC meeting, 14<sup>th</sup> March in Winslow</b> - Cllr MC unable to attend.  <b>Finances</b>                      – Clerk still working on the Bank Reconciliation difference.                      - Payments all made in line with TPC instructions.  <b>AOB – Salt bins</b> – on agenda</p>	<p><b>Still to be completed by Clerk with Cllr RB</b></p> <p><b>Clerk to chase up.</b></p>
6	<p><b>Queen's Jubilee Celebration</b></p> <ul style="list-style-type: none"> <li>• Rod James attended the meeting and updated TPC.</li> <li>• There has been a very successful meeting recently to discuss plans.</li> <li>• Rather than give out mugs out similar souvenirs to all parishioners the current plan is to take a photograph of everyone to give out as a memento.</li> <li>• There are many events currently being planned.</li> <li>• The day will break even</li> <li>• See Appendix 1 for more notes.</li> </ul>	
7	<p><b>Local Nature Partnership report</b></p> <ul style="list-style-type: none"> <li>• The Clerk has attended a workshop to explore this issue further and see whether it can offer any help in TPC's possible</li> </ul>	

	<p>management of Thornborough Community Woodland.</p> <ul style="list-style-type: none"> <li>• Useful contacts were made and offers of help received.</li> <li>• See Appendix 2 for notes of the workshop.</li> </ul>	
8	<p><b>Thornborough Community Woodland and Thornborough Bridge Picnic Area</b></p> <ul style="list-style-type: none"> <li>• Bill Lewis presented his concerns to TPC. He had already outlined them in an e-mail previously circulated to Councillors. They centre on Mr Lewis's concerns that the cost for management and for insurance will be greater than currently being considered, and the difficulty of BCC making any accurate estimate of the cost of running this one area when currently so much of the budget is part of the county-wide costs for managing all such spaces.</li> <li>• A long discussion concerning various concerns about funding and insurance followed</li> <li>• The Clerk has had a long conversation with our current insurance company. They have assured her that our current insurance premium covers public liability and any volunteer work, including use of machinery (as long as this is used with due care and the appropriate training and clothing protection) on all public open spaces we manage across the parish.</li> <li>• It is noted that Mike Walker for BCC is now offering some funding (unspecified amount) to cover running costs for Thornborough Community Woodland by TPC over the next year and the offer of taking a 99 year lease starting on 1<sup>st</sup> April 2013, rather than 2012.</li> <li>• The proposed walk with Julia Carey to look at what would need to be covered is now planned for Wednesday 14<sup>th</sup> March at 10.30 a.m. Several Councillors have committed to join the walk.</li> <li>• There is also a walk planned with Cllr CM's contact, Richard Pearce from the Forestry Commission on Tuesday 20<sup>th</sup> March at 1.00 p.m. to give us an independent view of what needs to be done and look at any possible grants available from the Forestry Commission, meeting at the woodland car park.</li> <li>• TPC will be in a position to respond to BCC with a decision on the way forward after the walks and discussion at the next council meeting.</li> </ul>	<p><b>Clerk to tell Mike Walker that we will be in a position to decide after we have walked Thornborough Community Woodland and discussed at our next meeting.</b></p>
9	<p><b>Street Lighting</b></p> <p>Clerk has talked with E-on and received the following information and estimates:</p> <ul style="list-style-type: none"> <li>- Retro-fit control gear converting existing Philips 35 watt sodium lanterns to 24 watt white light lanterns at £98.00 + VAT each for 10 lights (all that need it of the lights currently on in the village at night) - £1176 incl. VAT. This would save us currently £146 a year in energy costs. However, the lights are old and will need replacing any way soon and energy prices will go up too. It also gives us a carbon reduction, and there would be a grant available because of this.</li> <li>- 4 lights already have mechanical time switches but these are costly to run. It would therefore be prudent to replace night photo-cells on all 10 lights with part-night photo-cells making it possible to turn the lights off at 12.00 and back on at 5.30 for a cost of £30.00 + VAT .each, total £360 incl. VAT</li> <li>- Clerk has looked at street lighting equipment that Cllr RG has and after talking with E-on can report that it is unlikely than much of it would be able to be used, possibly one lamp, but no poles.</li> </ul> <p>TPC agreed that Clerk should get an estimate for the cost of three new lights and fitting them in the agreed places before we agreed</p>	<p><b>Clerk to investigate possible grant</b></p> <p><b>Clerk to ask E-on for an estimate for providing and</b></p>

	on the upgrades of the other lights to ensure that we can afford all the work.	<b>fitting 3 lights</b>
10	<b>Village News – Buckingham Advertiser.</b> It was noted after reports to TPC by several parishioners that there has been no report from Thornborough under Village News in the Buckingham Advertiser for some time.	<b>Clerk to discuss with current correspondent and report back next meeting.</b>
11	<b>Salt Bins</b> <ul style="list-style-type: none"> <li>• Concern about the siting of the salt bin at the High Street and Lower End junction. However this is really the only place the bin can be logically sited.</li> <li>• Cllr AS has assessed the two other bins, one at The Lone Tree and the one opposite The Two Brewers. The Lone Tree one is not available to us and the Two Brewers one is now too old to move and has split.</li> <li>• We therefore need to buy two new salt bins.</li> <li>• We have now missed the window for funding for new salt bins this year, but a renewed source of funding should be available later this year. As we seem to have passed this year's spell of icy weather we can buy new bins later this year.</li> <li>• Clerk to put on the agenda for a late summer meeting.</li> </ul>	<b>Clerk to respond to concerned parishioner</b>          <b>Clerk to action</b>
12	<b>Bye-laws Working Group</b> As Cllr RB is unable to be here, report deferred till next meeting.	<b>Next agenda</b>
13	<b>Risk Assessment</b> Cllr MS presented a possible, but still complex new Risk Assessment. After discussion it was decided that all councillors should look through the document and the Clerk should assess which risks would be the clerk's responsibility and if they could be combined.	<b>Clerk to action and respond</b>
14	<b>Thornborough Infants School fete – 26<sup>th</sup> May – request from PAFOTS (the PTA)</b> The PTA has asked if they can have a small corral with sheep on the Green. TPC agreed this was allowed and agreed that they could.	<b>Clerk to report back to Thornborough Infants School.</b>
15	<b>Planning:</b> <ol style="list-style-type: none"> <li>a) <u>Ref. 12/00183/APP</u> Land at Bridge Street, Thornborough – Erection of stables – No Comment</li> <li>b) <u>Ref 12/00307/APP</u> Vine Cottage, Back Street, Thornborough MK18 2DH – Erection of dwelling – Amendment to 07/02369/APP TPC opposes the amendment because of the siting of the front door as it opens directly onto a blind corner. TPC considers this to be very dangerous.</li> <li>c) <u>Ref. 12/00044/APP</u> Minor Amended Plans – Lower End Farm, Design statement for information – Noted</li> <li>d) Bulletins and updates – noted</li> </ol>	<b>Clerk to send response to AVDC Planning.</b>
16	<b>Finances:</b> <ol style="list-style-type: none"> <li>a) Bank Reconciliation – Clerk presented what she had been able to do but still has £74.70 outstanding that Clerk cannot trace. TPC's Current account - £15657.29 Reserve Account - £18,830.96, making a Total - £34,488.25</li> <li>b) The money due back from the Affordable Housing development - Clerk has checked with Guinness Trust and with AVDC. It is Section 106 money, to be used for providing or improving leisure amenities as none were provided with the development. AVDC will hold this money for us to apply for once we know what we want to do with it. There is no immediate time limit for this. The children's playground needs repair and upgrading. Some of the money could be used to support Thornborough Community Woodland as this is a</li> </ol>	

	<p>leisure amenity in the parish.</p> <p>c) Request from Village Hall Trust for donation for PO – TPC needs to know if Swanbourne PO wishes to continue with the current arrangement before deciding about the donation.</p> <p><b>d) Payments agreed unanimously.</b></p> <p><b>Cheques</b></p> <table> <tr> <td>D. Flynn, Sports Pavilion</td> <td>£95.00</td> <td>cheque No. 378</td> </tr> <tr> <td>E-on (unmetered supplies)</td> <td>£23.23</td> <td>cheque No. 379</td> </tr> <tr> <td>Cartwright Landscapes</td> <td>£2682.60</td> <td>cheque No. 380</td> </tr> <tr> <td>Staff Expenses</td> <td>£175.82</td> <td>cheque No. 381</td> </tr> </table> <p><b>Direct Debits</b></p> <table> <tr> <td>E-on (Sports Pavilion supplies)</td> <td>£46.00</td> <td>1/3/12</td> </tr> <tr> <td>Anglian Water (Sports Pavilion)</td> <td>£28.00</td> <td>1/3/12</td> </tr> <tr> <td><b>Total</b></td> <td><b>£3050.65</b></td> <td></td> </tr> </table> <p>e) <b>Annual Audit</b> - Clerk has received a Corporate Governance Questionnaire from Auditing Solutions, our Internal Auditors, in preparation for the annual audit. TPC went through the questionnaire and advised on responses. Completed questionnaire attached as Appendix 3</p>	D. Flynn, Sports Pavilion	£95.00	cheque No. 378	E-on (unmetered supplies)	£23.23	cheque No. 379	Cartwright Landscapes	£2682.60	cheque No. 380	Staff Expenses	£175.82	cheque No. 381	E-on (Sports Pavilion supplies)	£46.00	1/3/12	Anglian Water (Sports Pavilion)	£28.00	1/3/12	<b>Total</b>	<b>£3050.65</b>		<p><b>Clerk to check with Swanbourne PO.</b></p> <p><b>Clerk to raise cheques</b></p>
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17	<p><b>Other Correspondence:</b></p> <ul style="list-style-type: none"> <li>• Best Kept Village competition to put before the Annual Meeting of the Parish</li> <li>• Letter from Eric Pickles re. Right to pray.(document1) - noted</li> <li>• Community Buildings Forum – 13th March, Little Horwood (document 2) - noted</li> <li>• Invitation to HS2 summit organised by BCC – 19th April (document 3) noted</li> <li>• (Community Impact Bucks newsletter – already forwarded to Councillors).</li> </ul>	<p><b>Clerk to put on Annual Meeting agenda</b></p>																					
18	<p><b>A.O.B.</b></p> <ul style="list-style-type: none"> <li>• Cllr MC concerned that the speed limit in Coombs is unenforceable because of a missing speed limit sign on the Adstock road,</li> <li>• Cllr RG shared his plans for using some land he has to relieve pressure on Back Street by providing a space to park local cars off-road. TPC felt this was an excellent idea and a generous gesture.</li> <li>• Clerk put the concerns of Mr Lewis forward that the proposed work on tidying up the Allotments and trimming the hedge agreed last summer still has not been completed.</li> <li>• Clerk put the concerns of Ms Tam Dougan about litter around the village and the litter bins needing to be renewed forward. This would be another good topic for discussion at the Annual Meeting of the Parish</li> </ul>	<p><b>Cllr MC to report his concern to BCC</b></p> <p><b>Clerk to phone Mick Madkins to see if he can do the job.</b></p> <p><b>Clerk to put on Annual Meeting agenda</b></p>																					
19	<p><b>Date of next meeting; Monday 16th April 2012 7.30p.m. THIS IS A WEEK LATER BECAUSE OF THE EASTER BANK HOLIDAY.</b></p> <p>The meeting closed at 9.37 p.m.</p>	<p><b>ALL TO PLEASE NOTE</b></p>																					