

THORNBOROUGH PARISH COUNCIL

MINUTES of MEETING

Monday 16th April 2012 at 7.30p.m.

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

Public: Rod James, Stuart Mitchell, Mary Wise, Paul Warren, Nick Burgess.

Item	Minute	ACTION
1	Apologies: Cllr Mary Taylor	
2	Declaration of interest in items on the agenda - Cllr AS declared an interest in item 13 Bye Laws with regards to parking on the Green.	
3	Public Participation session: i. Paul Warren asked for TPC to reconsider its opposition to his retrospective planning application for a front door on the roadside of Vine Cottage. After viewing the evidence, discussion and due consideration, a ballot of the council was taken. TPC voted as follows: 3 to support the decision made at the council meeting 12 th March 2012, 2 to change the decision and one abstention. The decision made at last month's council meeting therefore remains unchanged. ii. All other issues were taken under the appropriate agenda item	
4	Minutes of the meeting of 12th March 2012- Agreed	
5	Review of Action Points Item 8. Thornborough Community Woodland and Bridge Picnic Area 9, Street Lighting 10 Village News – Buckingham Advertiser <p style="text-align: right;">All on agenda</p> 11 Salt Bins - Clerk informed TPC that there had been a couple of e-mails from a parishioner complaining about the site of the Salt Bin at the Lower End/High Street junction. TPC decided to invite parishioner to the next meeting to share his concerns and offer an alternative site. 13 Risk Assessment – on agenda under Finance, Audit 14 Thornborough Infants School fete – 26th May – request from PAFOTS (the PTA) - school notified with TPC decision 15 Planning – responses sent 16 Finances – cheques raised and sent. Other items on agenda 18.A.O.B. <ul style="list-style-type: none"> • The speed limit in the Coombs on agenda • Tidying up the Allotments and trimming the hedge agreed last summer - Clerk has not been able to take this further forward and it is now too late in the year to trim the hedges. 	Clerk to invite parishioner
6	Date of Thornborough Parish Council AGM and Annual Meeting of the Parish i. Agreed to schedule the Thornborough Parish Council Annual meeting at 7.00 on 14 th May 2012 to be followed immediately by the May meeting of Thornborough Parish Council. ii. Agreed to schedule the Annual Meeting of the Parish on 21 st May at 7.30 if the Village Hall is available. This gives time for publicising this event by leafleting and in Thornborough News.	Clerk to publicise the Annual Meeting of the Parish as appropriate.
7	Queen's Jubilee Celebration <ul style="list-style-type: none"> • Rod James and Mary Wise attended the meeting and updated TPC. • They once again went through plans for the day, including the various organisations taking part and stalls, also the taking of a parish photo. 	

	<ul style="list-style-type: none"> • Everything will need to be finalised by the next organising meeting on 23rd April. • The main current concern was car parking on the green and on the road once the road closure came into effect. It was decided to approach the various relevant residents to ask for their cooperation in parking elsewhere on the day of the event and to let residents know that once the road was closed they would not be able to use their cars if left within the closure area. It was agreed that the clerk would give RJ headed notepaper to write a letter from the council explaining this to all relevant residents. 	<p>Clerk to give RJ TPC headed notepaper for the relevant letters</p>
8	<p>Thornborough Community Woodland and Thornborough Bridge Picnic Area</p> <ul style="list-style-type: none"> • Cllr MC explained that the lease will be delayed till 1st April 2013 which gives TPC time to research, budget and put in place all that is necessary to manage the woodland effectively. • The clerk has written to BCC explaining our position and our concerns about the future of the woodland. She has had a response from Zoe Dickson, Community Spaces, saying that she will reply once she knows what BCC are planning to do. • Julia Carey has confirmed that she has put in place contracts to cover both the mowing of the car park and of the rides for the next year. TPC will not need to mow at all. • It was noted that parishioners from Adstock are keen to help. • With regards to the workshop/shed the keys will only be made available to the leaseholder once the lease is in place. • Nick Burgess of Brightmoor Farm was invited to speak. He expressed his readiness to help. He is happy to continue locking the car-park area at night. This improves security considerably and TPC are very grateful for this. • The issue of the cattle was raised again but it was felt that this had been covered satisfactorily in previous meetings. All the land involved allows public access by permission apart from the two statutory footpaths across. 	
9	<p>Street Lighting</p> <p>Clerk has talked again with E-on and received the following information and estimate for 3 new lights:</p> <ul style="list-style-type: none"> - To supply 3 new lights.....£400 each - To fit and connect 3 lights£600 each - To fit night photo cells on each light.....£30 each <p>This makes a total of £3,090 + VAT (which we reclaim). Cllrs wanted the amount for each light to be checked to make sure this included the pole.</p> <ul style="list-style-type: none"> - If this figure is correct and includes the poles TPC can go ahead and buy these three new lights and upgrade the 10 lights we already use in line with last month's estimate (see below) - 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 - £1176 incl. VAT. - Replace old mechanical time switches with night part-night photo-cells on all 10 lights with photo-cells for a cost of £30.00 + VAT .each, total £360 incl. VAT - TPC were concerned that the window to take advantage of the upgrade offers was coming to a close, so agreed to go ahead with these modifications believing that even if the three new lights cost more TPC still has the necessary funding. Proposed Cllr CM seconded Cllr AS passed unanimously 	<p>.</p> <p>Clerk to check prices again with E-on</p> <p>Clerk to continue to investigate possible grant</p> <p>Clerk to arrange upgrades with E-on</p>
10	<p>Sports Field cess-pit</p> <p>Cllr AS reported that this now needs emptying for the first time in over 20 years. TPC agreed Cllr AS go ahead and arrange for emptying. Proposed Cllr CM seconded Cllr RG passed unanimously.</p>	<p>Cllr AS to action</p>

11	<p>Village News – Buckingham Advertiser. Clerk has contacted the current correspondent who intends to continue but needs people to send information in. Agreed that Cllr MC will send every month an edited version of the TPC news he writes for Thornborough News, Clerk will send every month notice of the next TPC meeting with important agenda items, and we will advise the PCC and other village organisations to use this facility more widely. Correspondent's e-mail for items to be included in column is chrissievern@hotmail.com</p>	<p>Clerk and Cllr MC to action as necessary.</p>
12	<p>Notice Boards</p> <ul style="list-style-type: none"> • Cllr CM and the Clerk have been to Greenbarnes in Brackley where our other notice boards have come from. We have a quote for TPC from them as follows: <ul style="list-style-type: none"> - 2 bay 6 x A4 Portrait Notice Board with toughened glass, lockable - £852.14 - Header for 2 bay notice board - £58 36 - Signwriting for header (Thornborough Parish Council) - £2.70 a letter = £67.50 - Delivery charge £38.94 - Total £1,016.94 plus VAT £203.39 = £1,220.33 • TPC felt this was expensive and asked for a further quote from a local carpenter. • TPC also asked Clerk to check whether planning permission was needed 	<p>Clerk to contact Michael Spinks for a quote</p> <p>Clerk to check whether planning permission is needed.</p>
13	<p>Bye-laws Working Group</p> <ul style="list-style-type: none"> • Cllr RB gave a brief summary of the areas covered so far, The Greens are a village amenity, but there are safety issues to address. • We will need to discuss sports on the Green eventually, but the big issue that needs to be looked at first is that of parking. • There are various options that we can use to deal with this – we can limit parking to certain times pr authorise parking by specific people/cars. • Parking has been authorised in the past for opposite the Two Brewers. • This needs to be discussed openly, agreed to put it on the agenda for the Annual Meeting of the Parish and inform residents on the Green.. 	<p>Clerk to put on the agenda of the Annual Meeting of the Parish</p>
14	<p>Speed Limit at Coombs/LAF meeting report Cllr MC covered this item in his report from the last Local Area Forum meeting he attended on March 29th 2012 at The Buckingham School (report attached as Appendix 1). Cllr MC had received a positive response from both Transport for Bucks (BCC) and from Thames Valley Police and was confident that the matter would be dealt with as a matter of urgency.</p>	
15	<p>Implications of Localism Act – deferred till next meeting</p>	
16	<p>Clerk.</p> <ul style="list-style-type: none"> • Clerk reported that the only application in response to the advertisement for a Clerk was from herself. • The current work of the clerk was seen as more time consuming than previously because of new legislation resulting in new responsibilities for parish councils • Her appointment as Clerk was therefore agreed for a minimum of 6 hours a week (but more as necessary) at a salary of £10.198 per hour (Spinal Column Point 22, LC1 Scale) plus a £500 honorarium for use of the Clerk's house as an office. Proposed Cllr CM, Seconded Cllr MS, passed unanimously. • Clerk's salary will be PAYE and needs to be managed. Cllr AS agreed to check whether this could be done by a local accountant. 	<p>Cllr AS to investigate local accountant for managing Clerk's salary.</p>

<p>17</p>	<p>Planning:</p> <ol style="list-style-type: none"> 1. <u>Ref.12/00645/ATP</u> Crown reduction of Horse Chestnut Radford House, Nash Road, Thornborough, MK18 2DP supported unanimously 2. Future development/Parish Plan. TPC needs to review and update our current Parish Plan in line with AVDC recommendations made to council in autumn 2011. Agreed that Clerk will assess the Parish Plan for any necessary amendments and updates and report back 3. The Vale of Aylesbury Plan update - noted 4. 'Vale of Aylesbury Plan to Neighbourhood Plans' with Andy Barton, (Forward Planning, AVDC) Thursday, 28th June at 8 pm at The Village Hall, Great Horwood - noted 5. Bulletins and updates - noted 	<p>Clerk to send response to AVDC Planning.</p> <p>Clerk to action</p>						
<p>18</p>	<p>Finances:</p> <ol style="list-style-type: none"> 1. Bank Reconciliation – Clerk presented a balanced bank reconciliation for the end of the Financial year (appendix 2) TPC's Current account - £13,401.24 Reserve Account - £18,833.31, making a Total - £32,234.55 2. Request from the Village Hall Trust for £500 towards the cost of the PO agreed Proposed Cllr RB, seconded Cllr MS, passed unanimously 3. Audit – Clerk is now pulling documents together ready for the Internal Audit prior to sending completed Audit to the External Auditors, Mazar's, in June. Actions needed: <ul style="list-style-type: none"> - Clerk reported that the completed Corporate Governance Questionnaire had been completed as agreed at the March TPC and sent off to the Internal Auditors. - Clerk reported that the Risk Assessment that Cllr MS had prepared looked very useful and we should adopt it for the Audit – all agreed. - Clerk to meet with Cllr RB to go through Annual Audit 2011 Recommendations regarding TPC Assets. (This action outstanding from October meeting) Recommendations No 11: revaluation of the Council's premises, No 12: review asset register, and No 13: 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. - Clerk to prepare Balance Sheets - Clerk to collect documentation together. 4. Cartwright Landscapes quotation for Grounds Maintenance to Greens, Children's Playground and Sports Field in Thornborough <ul style="list-style-type: none"> - Sports Field 3 occasions £75 + VAT - Village – to mow verges fortnightly per visit £88.40 + VAT <ul style="list-style-type: none"> - Cut and rake daffodils June and August per occasion £113.00 + VAT - Strim round pump and obstacles per occasion £75.00 + VAT - Cut and rake wild flower banks of stream by pump – Sept. £113.00 + VAT - Children's Play Area – fortnightly cut of grass and over-hanging brambles (not including hedge cutting) £11.90 + VAT TPC agreed to accept quotation, Proposed Cllr RB, seconded Cllr AS, passed unanimously. 5. Payments agreed unanimously. Cheques <table border="0" style="width: 100%;"> <tr> <td>E-on (unmetered supplies)</td> <td style="text-align: right;">£23.23</td> <td>cheque No. 382</td> </tr> <tr> <td>BALC subscription</td> <td style="text-align: right;">£99.82</td> <td>cheque No. 383</td> </tr> </table> 	E-on (unmetered supplies)	£23.23	cheque No. 382	BALC subscription	£99.82	cheque No. 383	<p>Clerk to inform Village Hall Trust of this decision.</p> <p>Clerk to continue with preparing for annual audit and keep TPC updated</p> <p>Clerk to accept quotation</p>
E-on (unmetered supplies)	£23.23	cheque No. 382						
BALC subscription	£99.82	cheque No. 383						

	Rod James for Jubilee Celebrations £700.00 cheque No 384 (Cheque No 382 as agreed at mtg. 13 th February 2012) Village Hall (cost of hire for weekly PO) £500 cheque No 385 Direct Debits E-on (Sports Pavilion supplies) £46.00 1/4/12 Anglian Water (Sports Pavilion) £28.00 1/4/12 Total £1397.05	Clerk to raise cheques
19	Other Correspondence: <ul style="list-style-type: none"> • Go Green for Bucks • AVDC - Household waste recycling centres • Drought situation letter from Anglian Water • Become a Community Energy Champion • Olympics Big Ticket Giveaway <p style="text-align: right;">all noted</p> <ul style="list-style-type: none"> • Request from AVALC for volunteers and funds agreed but needs to be on next agenda to be agreed. • Garden Party- response Cllr MC has sadly not gained a place in the BALC ballot. 	Clerk to put on next agenda
20	A.O.B. and Other Councillor Issues None	
21	Date of next meeting; Monday 14th May 2012 to follow on from The Annual Meeting of Thornborough Parish Council at 7.00 The meeting closed at 10.25 p.m.	