

THORNBOROUGH PARISH COUNCIL

MINUTES of MEETING

Monday 9th September 2013 at 7.00p.m.

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

Public: 2 members of the public were present.

1	Apologies: , Cllr Stuart Mitchell	
2	<p>Public Participation session: Jill Bury spoke about the Planning Application Ref.13/02264/APP Old Kilns, Back Street, Thornborough. She is a near neighbour. While she and her husband would support the planning application, they would like to point out that the plans submitted are not accurate as they do not include the Right of Access across the Old Kilns land for three other properties. This Right of Access is on the deeds of these properties. It is also an access for the emergency services. She also pointed out that the planning application given in 2003 for the house that Mr Watts built at Old Kilns was permitted with certain extensive conditions that could already be being breached. It is still within the 10 year time frame for these conditions to be applied.</p>	
3	<p>Declaration of interest in items on the agenda – Cllr RG declared an interest in Item 23b</p>	
4	Minutes of the meeting of 12th August 2013- Agreed.	
5	<p>Review of Action Points Item 6. Thornborough Community Woodland – on agenda Item 9. Letter re. pond and bench– Clerk has actioned Item 10. Benches Item 12. Street Lighting Item 13 Playground Item 14. Church clock Item 16. Allotments Item 19. Clerk’s Contract and Salary Item 21 b). Finances: Risk assessment Item 22. AOB and Councillor issues. Pump fences All on agenda Item 20. Planning: responses sent Item 21 c). Finances, Payments and Receipts – cheques raised and sent</p>	
6	<p>Thornborough Community Woodland - Management Plan TPC has now received the draft management plan from Julia Carey. It is an extensive document. Cllr AS has read through it but despite its detail feels that the basic management issues are what were expected, concerning mowing, access and maintenance. Cllrs AS and MT, and the Clerk, have hard copies of the plan. - Mowing Training Julia Carey is setting this up with Cllr AS who has a list of those who will be attending. The date she has suggested as a possibility is 4th October 2013. It seems to be a 2 day training requiring specialised clothing/footwear. TPC assumed this is the general Health and Safety requirement laid down by BCC, but could be too onerous for volunteers. Cllr AS will continue to organise and let course participants know the date. - Updates - The septic tank needs to be emptied. Julia Carey is organising the next emptying but after that TPC will need to take over this responsibility once it is managing the woodland. The septic tank is shared by Thornborough</p>	<p>Cllr AS to continue to organise mowing training.</p>

	<p>Community Woodland and a cottage nearby. Proposed Cllr AS, seconded Cllr RG that TPC shares the cost of emptying in future with the cottage, paying half the cost. Passed unanimously.</p> <ul style="list-style-type: none"> - The lease and all relevant accompanying documents are currently with Chris Chandler, TPC's solicitor. He has the Clerk's e-mail address and will contact her with his comments. - The Clerk has checked who will be responsible for the insurance of Thornborough Community Woodland. TPC will be responsible until a trust or community company to manage the woodland is set up, the responsibility will then transfer to the trust or company. 	
7	Tree management - Nothing to report at present.	
8	Greens– Update - Nothing to report at present.	
9	<p>Fences around the pumps Cllr AS gave TPC two quotes for mending the fences round the two pumps under AOB at the last meeting:</p> <ul style="list-style-type: none"> - From Simon Gurney - £985 - From Cutting Edge – £960 <p>Cllr AS declared an interest as a member of his family works for one of the two firms which sent quotes. Proposed Cllr MS, seconded Cllr CM that we commission Cutting Edge to do the work. Agreed unanimously with the exception of Cllr AS who did not vote. Cllr AS to communicate this decision to both parties who sent quotes.</p>	Cllr AS to action.
10	<p>Benches in the village - update <u>Jubilee Bench.</u> Cllr RG has talked with Dr. Place who is happy to have the Jubilee Bench outside his house. Cllr RG has also checked the hard-standing and it is the correct size for the new bench. Agreed to site the bench outside Dr Place's house on the Green. Cllr RG to go ahead with installing the Jubilee bench outside Dr Place's house. TPC would like to thank Dr and Mrs Place for agreeing to this. <u>Bill Day memorial bench.</u> The Clerk reported that Janet Day has commissioned Simon Gurney to replace the wood on the bench under the Dole Tree and paint the metal frame. Essentially the bench will be the same bench, but renovated. The plaque will be a small metal one on the top of the back of the bench. TPC asked the Clerk to make sure that Simon Gurney will be using hard wood for the bench The Clerk will check the situation with moving the bins next to the current benches and also next to the hard standing outside Dr Place's house.</p>	<p>Cllr RG to go ahead with installing the Jubilee bench</p> <p>Clerk to check that hard wood will be used for the Bill Day bench. Clerk to check re. waste bins</p>
11	<p>Road issues, Verges and A421 –</p> <ol style="list-style-type: none"> i. Traffic Calming in Buckinghamshire, a guide for Parish Councils noted ii. Stopping up of highway at the Lone Tree, Made Order - SE/895 noted <ul style="list-style-type: none"> • A date for the walk round with TPC's LAT, David Smith and the Clerk and Cllr MS to look at pot-holes has not yet been scheduled. 	
12	<p>Street Lighting - update</p> <ul style="list-style-type: none"> • The Clerk has contacted E-on about the lights around the village and has reported that lights 13 and 14 are both on in Back Street but only light 14 should be on. She has also again reported that although the light on Church Lane has been mended, the timer is still not working correctly. E-on has said these issues will be fixed next week. • The timers on all the upgraded lights are not working and the lights are not going off at midnight as they are supposed to. This will probably be fixed the week after next. The Clerk has asked that when someone comes to work on the lights he contacts her. TPC has not yet had a bill for the upgrades. • The Clerk has again requested a quote for 3 new lights for Nash Road and Thornhill. 	Clerk to continue to follow up
13	Playground	

	<ul style="list-style-type: none"> • Cllr AS reported that this is in hand 	
14	<p>Church clock The work is now in progress. Cllr CM will apply for a faculty.</p>	Cllr RG to monitor
15	<p>Memorial for Airmen</p> <ul style="list-style-type: none"> • Rodney Glew has kindly been looking for but has not found any possible sources of funding. • Cllr RG will supply a date directly to Katy Morris and Gussie Walsh for the ceremony once he knows when there will be a fly-past, this will now be after 20th November. • The Clerk has received an updated quote from Gary Hubbard (the original received had specified two plaques but this was a mistake.) • TPC discussed the cost of the memorial. The cost including VAT is £527.34. Cllr AS proposed, Cllr CM seconded, that TPC should pay for the memorial, agreed unanimously. The Clerk will ask Katy Morris to send the invoice to her to pay. • TPC have received a proof of the Memorial. They expressed approval but would like the words 'Donated by Thornborough Parish Council' to be removed. 	<p>Cllr RG to let K. Morris and G. Walsh know a date once he has it.</p> <p>The Clerk to let K. Morris and G. Walsh know the decisions about the quote and the proof.</p>
16	<p>Allotments The Clerk has not yet heard back from Rachel Howes with a date to inspect the site.</p>	Clerk to continue to action.
17	<p>Letter from AVALC re. meeting with AVDC Councillors on 25th September Noted. No-one is able to attend.</p>	
18	<p>Joint Committee On Draft De-Regulation Bill Call For Evidence, Executive Summary Noted, but no response.</p>	
19	<p>LPLG meeting minutes 17th July and Budgeting for Devolved Services noted</p>	
20	<p>Broadband – update– deferred to next meeting</p>	Oct. agenda
21	<p>Village Hall Post Office The Village Hall Committee has asked for £500 towards the cost of the Post Office open on a Wednesday afternoon between 2.30 and 4.30. in Thornborough Village Hall. The Clerk reported that she has talked to the Post Mistress who is happy to continue to run this village amenity. It receives on average between 6 and 8 clients each time it opens. Cllr AS commented that as the parents from the school use it in term time, probably only 4 to 6 of these people are parishioners. Cllrs felt this was a high cost to pay for something that is used by so few. The Clerk will ask the Village Hall Committee if they would consider either reducing the amount or reducing the time the PO runs to 1 hour, thus reducing the cost by half.</p>	The Clerk to pass this on to the Village Hall Committee
22	<p>Clerk's Contract and Salary</p> <ul style="list-style-type: none"> - The Clerk explained that there had been a national pay-rise for Clerks. She is currently on Spinal Column Point 22 - £10.198 an hour. This is now £10.300 backdated to 1st April 2013. Proposed Cllr AS , seconded Cllr MS that Thornborough Parish Council pay the Clerk at this increased rate backdated to 1st April. Agreed unanimously. - The Clerk presented a model Clerk contract from NALC for consideration. The Auditors had recommended that there was a contract put in place for the Clerk. Thornborough Parish Councillors will look at it but also suggested that the Clerk check the contract out with Sarah Powell at Reid and Co. who run the Clerk's payroll. - The Clerk pointed out that she has not had an appraisal or review and as a result no increment. 	<p>Clerk to inform payroll of the increase.</p> <p>Clerk to send contract to Sarah Powell for comments.</p>
23	<p>Planning:</p> <p>a) <u>Ref. 13/02273/ATC</u> Crown reduction, reduce lower limbs of various ash and poplar trees, fell one Ash Tree. Thornborough Manor, High Street, Thornborough Bucks. MK18 2DQ – NO OBJECTIONS</p> <p>b) <u>Ref.13/02264/APP</u> Old Kilns, Back Street, Thornborough, Bucks -</p>	

	<p>Demolition of barn. Two storey, side extension, cladding of the existing house. After discussion and taking into consideration what Jill Bury had reported under Item 2, it was decided that TPC had NO OBJECTIONS to the planning application but should inform AVDC Development Control of the inaccuracy of the submitted plans with regards to the omission of the Right of Access, and also remind AVDC Development Control that there were conditions with the 2003 Planning Application that still apply and have possibly already been breached.</p> <p>c) <u>Ref. No: 13/02262/APP</u> Erection of a two storey, side extension and single storey, rear extension with dormer windows - 34 Thornhill, Thornborough, Buckinghamshire MK18 2EH – NO OBJECTIONS</p> <p>d) Vale of Aylesbury Delivery Plan Policy Consultation. Noted The Clerk will respond to the Consultation expressing TPC's belief that the Plan should contain effective policies to improve Broadband access.</p> <p>e) Vale of Aylesbury Plan update and newsletter No 12 - noted</p> <p>f) Bulletins and other updates</p> <ul style="list-style-type: none"> - Bulletins noted. - <u>Ref. 13/01540/APP</u> Single storey side extension, Thornborough Infant School, High Street, Thornborough MK18 2DF- PERMITTED - <u>Ref. 13/01584/APP</u> Single storey side extension and alteration to roof pitch to create first floor, Cloverick Moor, Padbury Road, Thornborough, MK18 2EB - PERMITTED - <u>Ref. 13/01579/APP</u> Retention of Kennel block, creation of drop-off area and erection of office unit- The Folly, Bletchley Road, Thornborough, MK18 2DZ. This planning application is due to be heard by AVDC Development Control Committee on 12th September. Although TPC knew that this was the date that this application was to be heard, the formal notification and papers did not arrive until less than a week before the date of the Committee. TPC felt this lack of official forward notice was unacceptable, and asked the Clerk to communicate this to AVDC Development Control. As no Councillors are able to attend, the Clerk will go to represent TPC's views to the Committee. Cllr MC will send the Clerk a statement to read out. - The Clerk has no further information about the issue of the late Mr Watt's land next to Sunnybrook Cottage, High Street, Thornborough. 	<p>Clerk to send responses to AVDC planning</p> <p>Clerk to respond to VAP delivery plan consultation</p> <p>Clerk to attend the AVDC Dev. Control Com. Mtg. Cllr MC to send Clerk a statement to read out at the Committee Mtg.</p> <p>Clerk to continue to chase up.</p>												
<p>20</p>	<p>Finances:</p> <p>a) Bank Reconciliation – August 2013. Current Account £5,146.46 Reserve Account £20,151.14 Current liabilities: £1,147.07 Current Unbanked cash; £0 Total £24,150.53</p> <p>b) Risk assessment The Clerk circulated a possible Risk Assessment adapted from the one that Cllr MS has pulled together. This is also from a NALC template. She also has a template from SLCC which is much simpler. Some Parish Council Risk Assessments are just concerned with financial risk, others are more extensive and include other risks. The Clerk circulated a list of other possible risks. Councillors will consider and discuss at the next meeting.</p> <p>c) Payments and Receipts - 9th September 2013</p> <p>Cheques</p> <table border="0"> <tr> <td>E-on (unmetered supplies)</td> <td>£23.68</td> <td>Cheque No. 485</td> </tr> <tr> <td>Insurance Renewal</td> <td>£1,365.90</td> <td>Cheque No. 486</td> </tr> </table> <p>TPC's insurance can be reduced from the £1,437.79 to £1,365.90 if TPC agrees to stay with Came and Company for insurance until September 2016. Agreed that we stay with Came and Company for insurance until September 2016 and pay the cheaper premium.</p> <table border="0"> <tr> <td>SLCC Membership fee</td> <td>£100.00</td> <td>Cheque No. 487</td> </tr> <tr> <td>Dekko (Computer Repairs)</td> <td>£84.00</td> <td>Cheque No. 488</td> </tr> </table>	E-on (unmetered supplies)	£23.68	Cheque No. 485	Insurance Renewal	£1,365.90	Cheque No. 486	SLCC Membership fee	£100.00	Cheque No. 487	Dekko (Computer Repairs)	£84.00	Cheque No. 488	<p>October agenda</p> <p>Clerk to raise cheques</p>
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