

THORNBOROUGH PARISH COUNCIL

MINUTES of MEETING

Monday 15th June 2015 at 7.00p.m.

Present: Cllr Stuart Mitchell (Chair), Cllr Andy Spurr, Cllr Mary Taylor, Cllr Charlotte Moore, Cllr Ray Goodger, Maggie Beach (Clerk).

Public: 2 members of the public

1.	Apologies: Cllr Melanie Staff,	
2	Public Participation Session Members of the public had come for items on the agenda	
3	Declaration of interest in items on the agenda —Cllr CM declared an interest in Item 11 Sports Field Issues	
4	Minutes of the meeting of 11th May2015 –Agreed Minutes of the EGM of 29th May2015 -Agreed	
5	Review of Action Points Item 8 – Pre-school – on agenda Item 9 Road and Transport issues – Village Walk round – on agenda Item 10 –Parish Plan – the Clerk presented the updated Parish Plan at the Annual Open Meeting of the Parish Item 12 Planning: responses made as detailed. Item 17 Finances: b) Payments: all cheques sent.	
6	The Local Government (Religious etc. Observances) Act 2015 Guidance from NALC - noted	
11	Sports-field Issues This item taken early for members of the public attending. i. Update – The clerk explained the current position with regards to the Sports Pavilion and Sports Field. We now have a letter provided from his personal archive by David Wise dated 29 th November 1983 from Sir Harry Moore gifting the corner of land that the Pavilion is sited on to Thornborough Parish Council together with a notification of conveyance between Sir Harry Moore and Thornborough Parish Council for this site dated 21 st November 1984. The conveyance says that the restrictive covenants that apply in the conveyance for the Sports Field to Thornborough Parish Council for a 21 year lease apply to the pavilion. Thornborough Parish Council do not have the deeds of the corner site with the pavilion or the conveyance for the purchase of the Sports Field by Thornborough Parish Council from Sir Harry Moore in1985. Without these documents we do not know if the restrictive covenants, one of which is that the Pavilion can only be used for Sports, with the proviso that if this covenant is broken the pavilion should be demolished and the corner of the field returned to the vendor. The Clerk is currently trying to contact the solicitor who worked on the purchase of the field to find the deeds for the corner of the field and the conveyance document for the transfer of the field to Thornborough Parish Council. His practice has closed but he now works for a firm in London but has not yet answered e-mails or been available on the phone It was agreed that TPC continues to want to support the Pre-school and would like to help keep it running and hope that the Pre-school can move into the Pavilion in September. The Clerk has also asked Aylesbury Vale District Council for the pavilion plans and is waiting to receive the microfiche documents from their archive. She has also been researching various options for legal advice and is compiling a list of possibilities.	

	<p>She has also received advice from BALC that the proposal made and passed at the last meeting should be deferred till Thornborough Parish Council has the information that will allow the Pre-school's use of the Pavilion.</p> <p>After much discussion it was agreed that the Clerk will draft a letter from Thornborough Parish Council to the current Trustees of Thornborough Trust, set up subsequently by Sir Harry Moore to manage the oversight of the Sports field asking if we can allow the Pre-school to use the Sports Pavilion without Thornborough Parish Council incurring any penalties.</p> <p>ii. Dogs on leads signs – all the dogs to be kept on leads signs put up less than a month ago have been vandalised or removed. Agreed we need better metallic signs on a strong backing board.</p> <p>iii. Security – there were problems with people attempting to enter the marquees at night recently set up on the Sports Field, presumably to steal the contents. Agreed that we need to be able to lock the drive gates at night for security.</p> <p>iv. Pre-school – after discussion on this in item i. agreed that the Pre-school need an agreement with TPC. Noted that Emma Sutton is now the Pre-school's committee chair.</p>	<p>Clerk to draft letter as detailed</p> <p>Cllr SM to forward information he has about metal signs to the Clerk.</p> <p>Cllr AS to action</p>
7	<p>Village Hall and Projection system</p> <p>The Clerk had attended the Village Hall Committee meeting where the committee had decided that they would like the projector and screen and could also see the benefit in making the hall a more attractive place to hire by also connecting the hall to WiFi. They would like to ask Thornborough Parish Council for financial assistance with the installation of both the projection/screen system and WiFi. Proposed Cllr CM, seconded Cllr SM that TPC will look at costs and provide financial assistance for this, agreed unanimously.</p> <p>The committee will be making a formal request to Thornborough Parish Council eventually. The committee meeting also covered the Post Office and financial implications of managing the village hall, (they have not asked for a donation towards the cost of the hall or the rent for the PO since March 2014, which was almost two years after a previous donation in April 2012), security of the hall and the replacing the missing gate on the back entrance.</p> <p>Agreed that Thornborough Parish Council will wait till there is a formal request for funding before making a decision about a donation.</p>	<p>Clerk to inform Village Hall committee of this decision.</p>
8	<p>Friendship Club</p> <p>Cllr AS brought a letter from the Friendship Club who meet regularly at The Two Brewers. The club is facing financial difficulties. TPC agreed that this club was a very useful meeting point for a considerable group of over 60s in the parish and felt it important to support such a positive community group. Proposed Cllr CM, seconded Cllr RG that Thornborough Parish Council make a donation of £500 to the Friendship Club, agreed unanimously.</p>	<p>Clerk to raise cheque and give to the Friendship Club.</p>
9	<p>Playground Inspection Reports.</p> <p>The Clerk has previously circulated the reports and has written a summary (attached as Appendix 1) Noted. Agreed that this should be discussed in more detail at the next Council Meeting.</p>	<p>Clerk to put on July agenda</p>
10	<p>Thornborough Community Woodland update-</p> <ul style="list-style-type: none"> - The Clerk has received a letter from Npower, the company supplying electricity to the building at the woodland, suggesting that we sign up for a contract. Agreed that this should wait until the management of the woodlands was transferred to the Trust once it was set up. - Thornborough and Coombs Community Woodlands committee is still awaiting the outcome of the second application for Trust status. Buckinghamshire County Council have said once they have Trust status, they will pay for the assignment process. - The issue of industrial waste on neighbouring farm raised by a Coombs resident sent in an e-mail to Cllr Sir Beville Stanier is still in hand. 	

12	<p>Road and Transport issues i. Village Walk round report – Noted. Attached as Appendix 2. ii. Closures – noted</p>	<p>Clerk will continue to monitor.</p>
13	<p>Thornborough Parish Council Risk Assessment – previously circulated. Proposed Cllr SM, seconded Cllr CM that Thornborough Parish Council adopt the Risk Assessment, agreed unanimously.</p>	<p>Clerk to action</p>
14	<p>Annual Open Meeting of the Parish. The meeting on 18th May was attended by 23 members of the public, 3 Councillors and the Clerk who took notes (attached as Appendix 3) Issues raised included:</p> <ul style="list-style-type: none"> - Neighbourhood Plans. Agreed that the Clerk will continue to research this. - The state of the allotments. Agreed that the Clerk will write to allotment holders reminding them of the conditions of hire they have agreed to work the allotments and keep them in good order. - Waste/litter bins. We have four in public places round the village. The Clerk will check out what is now happening with regards to collections. NB She has now been informed by AVDC that the bins are emptied once a week if they are full and that the plastic bags are replaced by the collectors. If we moved the bin in the Nash Road Playground to the outside we could add that in to the collection. 	<p>Clerk to action Clerk to action</p>
15	<p>LAF Cllr MS attended and sent a report attached as Appendix 4 Issues raised in her report were</p> <ul style="list-style-type: none"> - The opportunity to register for text updates for better notification of rural issues (such as tractor thefts), people should sign up to receive texts via the 'Alert' system which is detailed on the TV Police website. This to be publicised through Thornborough News. - A suggestion that we look again at the devolved services (grass cutting and managing verges mainly) offer that Buckingham Town Council is offering 	<p>Clerk to send information to TNews.</p> <p>Clerk to research and put on July agenda</p>
16	<p>Planning:</p> <ol style="list-style-type: none"> a) NBPPC Report - The Clerk reported from the last meeting. Report attached as Appendix 5 Various planning issues were raised– noted b) Town and Country Planning (General Permitted Development) (England) Order 2015 - noted c) Changes to Planning Consultations – reduction of consultation time to 21 days and the decision of AVDC planning not to grant extensions for most applications will make discussions on planning applications in council meetings difficult to schedule within the consultation period. AVDC's decision to replace phone conversations about planning applications with the relevant Case Officer with a mini-hub manned by support staff also gives cause for concern. d) Aylesbury Vale District Council Planning Consultation – Regulation 18 and Call for Sites - noted e) Off-site leisure financial contributions as part of the planning process - noted f) Workshop report – The Clerk was unable to attend but there may be another workshop about dealing with the planning portal soon. g) Updates <ol style="list-style-type: none"> a. Ref. No: 15/00785/APP Two storey front extension and associated external works Catkins Nash Road Thornborough Buckinghamshire MK18 2DR Approved b. Ref. No: 15/00459/APP Demolition of existing dwelling, pool house and garage/stable. Erection of new dwelling, pool house and car port and ancillary external works. Windmill Cottage Mill Lane Thornborough Buckinghamshire MK18 2ED Refused 	
17	<p>Finances: a) Bank Reconciliation – May 2015 Current Account £20,470.26</p>	

	<p>Reserve Account £11,663.39 Current liabilities: none Total £32,133.65</p> <p>b) Payments:</p> <table border="0"> <tr> <td>E-on (unmetered supplies)</td> <td>in credit</td> <td></td> </tr> <tr> <td>Duck Food</td> <td>£13.40</td> <td>Cheque No. 621</td> </tr> <tr> <td>Anglian water – Allotments</td> <td>(£101.61)</td> <td>Cheque No 622</td> </tr> </table> <p>This is an estimated amount and the Clerk has asked for a meter reading as the actual cost is probably a lot less. Agreed to not pay current amount but wait till next bill. We may need to discuss passing the cost onto the allotment holders at a future meeting.</p> <table border="0"> <tr> <td>Anglian water - Sports Field</td> <td>in credit</td> <td></td> </tr> <tr> <td>BMKALC annual donation</td> <td>£103.08</td> <td>Cheque No. 623</td> </tr> <tr> <td>Play Area Inspection</td> <td>£159.60</td> <td>Cheque No. 624</td> </tr> <tr> <td>Microsoft office for Clerk</td> <td>£219.99</td> <td>Cheque No. 625</td> </tr> <tr> <td>Printing ink costs</td> <td>£72.95</td> <td>Cheque No. 626</td> </tr> <tr> <td>Planning costs</td> <td>£12.00</td> <td>Cheque No. 627</td> </tr> <tr> <td>Dekko for lap top update</td> <td>£54.00</td> <td>Cheque No. 628</td> </tr> <tr> <td>Hall hire for LAF</td> <td>£20.00</td> <td>Cheque No. 629</td> </tr> <tr> <td>Clerk's Salary cheques – June (PAYE Ref. 475/SA75351 Accounts office Ref. 475PE00369213)</td> <td>£357.13</td> <td>Cheque No. 630</td> </tr> <tr> <td>HMRC - Clerk's Income Tax (PAYE Ref. 475/SA75351 Accounts office Ref. 475PE00369213)</td> <td>£89.20</td> <td>Cheque No. 631</td> </tr> <tr> <td style="text-align: right;">Total</td> <td>£1,101.35</td> <td></td> </tr> </table> <p>c) Receipts - None</p> <p>d) Audit 2015</p> <ol style="list-style-type: none"> i. To agree Audit – The Clerk presented the Accounting Statements 2014/15 for approval. Proposed Cllr MT, seconded Cllr AS, that Section 1, Accounting Statements be approved, agreed unanimously. ii. Governance questions Cllrs. agreed that all answers for governance statements were 'yes' apart from 9 which was not applicable. Therefore Cllrs. approved Section 2, Annual governance statement 2014/15 unanimously. <p>e) The Clerk has received a notice from the Pensions Regulator detailing Employers' new responsibilities with regards to pensions for employees. She has referred the matter to Reid and Co., Thornborough Parish Council's payroll manager.</p>	E-on (unmetered supplies)	in credit		Duck Food	£13.40	Cheque No. 621	Anglian water – Allotments	(£101.61)	Cheque No 622	Anglian water - Sports Field	in credit		BMKALC annual donation	£103.08	Cheque No. 623	Play Area Inspection	£159.60	Cheque No. 624	Microsoft office for Clerk	£219.99	Cheque No. 625	Printing ink costs	£72.95	Cheque No. 626	Planning costs	£12.00	Cheque No. 627	Dekko for lap top update	£54.00	Cheque No. 628	Hall hire for LAF	£20.00	Cheque No. 629	Clerk's Salary cheques – June (PAYE Ref. 475/SA75351 Accounts office Ref. 475PE00369213)	£357.13	Cheque No. 630	HMRC - Clerk's Income Tax (PAYE Ref. 475/SA75351 Accounts office Ref. 475PE00369213)	£89.20	Cheque No. 631	Total	£1,101.35		<p>Clerk to raise cheques</p>
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18	<p>A.O.B., other correspondence and any other Councillors' Issues.</p> <ol style="list-style-type: none"> i. Memorial – request from resident. Cllr MT is currently dealing with this. ii. Rural Crime Survey iii. Letter to Councillors from NALC Chairman iv. Atlas Newsletter v. News for the Parishes – AVDC Newsletter. <p style="text-align: right;">All noted</p>																																											
19	<p>Date of next meeting; 13th July 2015 The meeting closed at 9.15 p.m.</p>																																											

Appendix 1 – Summary of Playground reports

Appendix 2 – Village Walk round notes

Appendix 3 –Notes of the Annual Meeting of the Parish

Appendix 4 - LAF Report

Appendix 4 – NBPPC Report