

THORNBOROUGH PARISH COUNCIL

MINUTES of MEETING

Monday 14th September 2015 at 7.00p.m.

Present: Cllr Stuart Mitchell (Chair), Cllr Andy Spurr, Cllr Mary Taylor, Cllr Ray Goodger, Cllr Melanie Staff, Cllr Charlotte Moore, Maggie Beach (Clerk).
BCC Cllr Warren Whyte, AVDC Cllr Sir Billy Stanier

Public: 3 members of the public

| Item | Minute | Action |
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| 1. | Apologies: None | |
| 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 19c | |
| 4 | Minutes of the meeting of 10th August 2015 –Agreed | |
| 5 | Review of Action Points Item 5 BCC Transportation Devolution 2016 Meeting - 26th August, This meeting postponed to 18/9/15. The Clerk will attend. Item 8 Sports field and Pavilion – on agenda Item 9 Pre-school – update – on agenda Item 10 Thornborough Community Woodland update – on agenda Item 11 Road and Transport issues – on agenda Item 12 Playground Inspection Reports. – on agenda Item 13 Proposals for LAF funded Projects – to be covered under Item 10 Playground update Item 14. Planning Responses sent. Item 15 Finances: b) Payments: all cheques sent. d) Audit 2015 - Currently being actioned Item 16 A.O.B., other correspondence and any other Councillors' Issues. Memorial Bench – on agenda | |
| 6 | Sports field and Pavilion i. Update of Working Groups <ul style="list-style-type: none"> - <u>Lease:</u> Our solicitor is working on finding evidence of our ownership of the Sports Pavilion and the drawing up the lease for the Pre-school to use the Sports Pavilion using the Heads of Terms list the working group agreed that has been sent to her. The Clerk raised the issues of the utilities costs and the rent. Agreed that we should look at the rent we charge in the region of £2,000 to £3,000 p.a. depending on how we want utilities to be paid. Cllr SM will look at utilities bills for the sports Pavilion for the last year and work out an amount that could be attributed primarily to what the Thornborough Cricket Club use above which the Pre-school should pay. - Cllr SM will also draft some words regarding the payment of utilities to add clarity for insertion in the lease. - The current list of points for the lease states that the date for review of the rent should be 1st September. This has already passed, so the Clerk will ask for this to be changed to 1st October in the lease. - <u>Casual and Seasonal Hirers agreements</u> – work not started on these yet as the work on the lease is not complete - <u>Improvements to Pavilion.</u> The work that was needed to make the Sports Pavilion Health and Safety compliant and ready for the Pre-school to use has all been completed. Firefighting equipment, fire doors and safety glass | Cllr SM to action Cllr SM to action Clerk to inform solicitor |

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| | <p>have all been installed and will be paid for by TPC. The shed extension has been built and various fencing for the children's safety has been put in place. This will all be paid for by the Pre-school. Cllr SM was concerned about the brick outline on the cement standing at the back of the Pavilion but was assured by Cllr AS that building a permanent porch on the back was not going ahead. The Clerk has researched Legionella and found an on-line training for £65 + VAT that she can do. Agreed that the Clerk will do the training and start the monitoring.</p> <ul style="list-style-type: none"> - A member of Thornborough Cricket Club expressed concern that the work tops had not been replaced above the Pre-school cabinets as agreed at the last meeting. Cllrs AS and MT will sort this out with the Pre-school. <p>ii. Memorial bench (parishioners request) - Thornborough CC have pointed out that if the bench goes in front of the pavilion as suggested at the last meeting it will actually be on the Cricket Field. Suggested that it might be better replacing the bench outside school that has rotted and had to be removed. The Clerk will check whether this is acceptable.</p> | <p>Clerk to do Legionella training</p> <p>Cllrs AS and MT to action.</p> <p>Clerk to check</p> |
| 7 | <p>Pre-school – update The Ofsted inspection of the pavilion organised for 26th August was successful. The Pre-school is now operating from the Sports Pavilion. The letter of support for the Pre-school's from TPC has been written and given to the Pre-school chairman.</p> | |
| 8 | <p>Thornborough Community Woodland update-</p> <ul style="list-style-type: none"> – Cllr As reported that he has the issue with regards to the bill from Npower for electricity at Coombs in hand. Once the correct amount is decided TPC will pay the bill. – Cllr MT reported that the Thornborough and Coombs Community Woodlands Enterprise Trust has now been established. The Clerk will ask the solicitor to assign the woodlands over to the Trust. – The Clerk reported that the cost of dog waste bins will be £369.85 incl. VAT for the Wybone 56 litre chute bin including installation. (£308.21 excl. VAT). The bins should be within 20 metres of vehicle access in order to avoid operatives having to carry heavy bags of waste over long distances. It was confirmed that 5 bins would be needed and all would be near accessible pick-up points. The Clerk will go ahead and order them and ask that the installers liaise with Cllr AS about the places they are to be installed. – The Thornborough and Coombs Community Woodlands Enterprise Trust will be responsible for paying for the dog waste collections. – The Clerk suggested that she pass any relevant papers to Cllr MT once the woodland has been assigned to the Trust. Agreed. – Cllr MT reported that the winter fund raiser planning is going well. | <p>Cllr AS to continue to action</p> <p>Clerk to ask solicitor to assign the woodland to the Trust</p> <p>Clerk to buy 5 dog waste bins for Woodlands and inform delivers to contact Cllr AS</p> |
| 9 | <p>Road and Transport issues</p> <p>i. Village Walk round report – The Clerk is monitoring progress. Additional issues to report:</p> <ul style="list-style-type: none"> Patching in Back Street is deteriorating Top end of Bridge Street needs work Leckhamstead Wharf Road needs work The hedge on the corner at Lower End /High Street junction needs cutting back. <p>However it was agreed that we do not need a village walk round at present.</p> <p>ii. Closures – noted</p> <p>iii. Newsletter – noted</p> <p>iv. Buckinghamshire Transport Consultation – information about this consultation has been previously circulated for individual Councillors to action. The consultation is now closed.</p> | <p>Clerk will continue to monitor and report new issues.</p> |
| 10 | <p>Playground update. Cllrs MT, MS and CM met at the Playground to discuss what needs to be done. It was agreed that the Clerk would research for an independent consultant. She has</p> | |

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| | <p>been able to get advice from Joe Houston, Leisure Services at Aylesbury Vale District Council, who is also responsible for Section 106 funding. He suggested starting the Playground from scratch and using the Playground Association advice. The Clerk has found that the price for setting up most playground from scratch is about £25,000 to £30,000. This is more than TPC would like to pay. An alternative arrangement decided as a possible way ahead at the on-site meeting was to remove and then rationalise safety surfaces, seed the playground area as much as possible with grass, only retaining safety surfaces where necessary, and replacing the central small items of play equipment with a climbing frame. No proposal has been written for LAF funding as currently there is no decision about what is needed at the Playground</p> <p>Agreed that:</p> <ul style="list-style-type: none"> - The Clerk would contact Creative Play for a free assessment, plan and quote. - Cllrs AS and RG would cut roots of the hedge surrounding the Playground down and remove where possible ready for planting with lavender and/or rosemary. | <p>Clerk to arrange for a quotation as detailed.</p> <p>Cllrs AS and RG to action as detailed</p> |
| 11 | <p>Report PATP and Roald Dahl Festival</p> <ul style="list-style-type: none"> - The two PATP (Play Around the Parishes) sessions in August at the Sports Field were very successful. There had been a collection pot and a suggestion of a £2 donation, but despite an attendance of about 40 children over both events, the only donations received amounted to £12.50. It was probably more bother to organise and collect than it was worth, agreed probably not to ask for donations in future. - The Roald Dahl Festival was also very successful. The school spent time with the festival staff creating art work and then attended the festival day in Aylesbury. Thornborough Infant School has invoiced TPC for £150, being the agreed amount (half of the total price) that the council would pay towards this event. | |
| 12 | <p>Thornborough Village Hall update</p> <ul style="list-style-type: none"> - The Village Hall now has a working WiFi connection from Village Networks. - Cllrs SM and AS and the Clerk met with members of the Village Hall Committee to discuss the financial and management concerns the committee have for the Village Hall. Cllr SM reported back the situation to the Council. The Village Hall Committee is worried about the slowly decreasing capital they have to maintain the hall and know that the money that comes in from fund raising and hiring the hall is not covering costs. TPC discussed the situation and agreed that Thornborough Village Hall is one of TPC's greatest financial assets and should be protected. Proposed Cllr CM seconded Cllr MS that Thornborough Parish Council gives Thornborough Village Hall £1,000 annually on 1st January starting in 2016, to be reviewed annually. Agreed unanimously. | <p>Clerk to inform Village Hall Committee</p> |
| 13 | <p>Devolution of services - grass cutting – update</p> <p>The Clerk has forwarded all the information that David Lett asked for but has not yet had a reply.</p> | <p>Clerk to follow this up.</p> |
| 14 | <p>Remembrance bench</p> <p>Cllr CM drew TPC's attention to the state of the VJ Remembrance bench outside the Village Hall. It needs re-furbishing. Agreed that Cllr CM will get a quote for preparation and painting. Clerk will find out who owns the bench.</p> | <p>Cllr CM to get quote Clerk to establish ownership</p> |
| 19 | <p>Planning:</p> <p>Item taken earlier to accommodate members of the public present</p> <p>Cllr AS suggested that on future agendas it would be better for attending members of the public if Planning was higher up the agenda. This was agreed.</p> <p>a) <u>Ref. 15/02673/APP</u> The Coppice, The Green, Thornborough, MK18 2DL - Insertion of 4 nos. front facing dormers to replace three existing dormers; single storey side and rear extensions; re-roofing with clay tiles; replacement windows and porch; re-cladding of detached garage and</p> | <p>Clerk to put planning item higher on future agendas</p> |

| | <p>alteration to boundary treatment. SUPPORTED – This will return the property to original architecture and enhance the setting in the village.</p> <p>b) <u>Ref.115/03040/APP</u> - Erection of single storey side and rear extension to provide annexe - Home Close, Nash Road, Thornborough, MK18 2DX SUPPORTED – This will provide additional accommodation in keeping with the current architecture.</p> <p>c) Update: Submission of detail pursuant to Condition 10 - Survey of the highway and Condition 16 - Means of access on planning permission Ref. 15/00723/APP - Land At Thornborough Grounds – Noted</p> <p>d) Other Updates The Clerk has received a response from AVDC Planning Enforcement Team which details that despite the outcome of the planning application <u>Ref. 15/014574/COUR</u>- Brookfield High Street Thornborough MK18 2AB – For: Change of use – Determination as to whether prior approval is required in respect of transport & highway impact, noise, contamination risk, flooding and locational consideration for the conversion of one agricultural building into one dwelling with attached garage (Class Q(a)) and in relation to design and external appearance of the building (Class Q(b)) – being refused on the grounds that the building is not a permitted development, the Enforcement team see no grounds for taking further action.</p> | <p>Clerk to make response as detailed</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 15 | <p>Aylesbury Magistrates' Court closure- consultation The Clerk will circulate questions to Councillors and collate the responses.</p> | <p>Clerk to action</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | <p>Flooding Consultation BCC's close working with the Internal Drainage Board has meant that Thornborough has not flooded to any great extent since 2007.</p> | <p>Clerk will submit this comment.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17 | <p>AVDC Economic Development Strategy Responses agreed at the meeting. The Clerk will submit TPC's response.</p> | <p>Clerk to action</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 | <p>LAF Next Mtg: 29th September – Buckingham Opportunities Centre, Well Street, Buckingham</p> | <p>Cllr MS to attend</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20 | <p>Finances:</p> <p>a) Bank Reconciliation – August 2015 Current Account £14,725.83 Reserve Account £14,164.84 Current liabilities: £20.00 Unbanked cash: £278.00 Total £29,148.67</p> <p>b) Signatories update. Cllr SM is now a signatory for TPC's Bank Account.</p> <p>c) Insurance renewal. The Clerk presented the Insurance Renewal quote from Came and Company. It is £1,449.08 for the next year for the same cover as previously, or £1,376.63 if we agree to lock in to Came and Company for our insurance for 3 years. Proposed Cllr AS seconded Cllr MS that we take the 3 year deal. Agreed unanimously</p> <p>d) Payments:</p> <table border="0"> <thead> <tr> <th></th> <th style="text-align: right;">in credit</th> <th></th> </tr> </thead> <tbody> <tr> <td>E-on (unmetered supplies)</td> <td></td> <td></td> </tr> <tr> <td>Anglian Water - Sports Field</td> <td style="text-align: right;">£36.52</td> <td>Cheque No 644</td> </tr> <tr> <td>Prevent Fire Ltd.</td> <td style="text-align: right;">£186.59</td> <td>Cheque No 645</td> </tr> <tr> <td>Local Landscapes</td> <td style="text-align: right;">£225.00</td> <td>Cheque No 646</td> </tr> <tr> <td>Des O'Brien</td> <td style="text-align: right;">£1,307.00</td> <td>Cheque No. 648</td> </tr> <tr> <td>Thornborough Infant School</td> <td style="text-align: right;">£150.00</td> <td>Cheque No. 649</td> </tr> <tr> <td>Insurance</td> <td style="text-align: right;">£1,376.63</td> <td>Cheque No. 650</td> </tr> <tr> <td>Clerk's Salary – September</td> <td style="text-align: right;">£364.97</td> <td>Cheque No. 651</td> </tr> <tr> <td>HMRC - Clerk's Income Tax</td> <td style="text-align: right;">£91.20</td> <td>Cheque No. 647</td> </tr> <tr> <td>(PAYE Ref. 475/SA75351 Accounts office Ref. 475PE00369213)</td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td style="text-align: right;">£3,737.71</td> <td></td> </tr> </tbody> </table> <p>e) Receipts PATP Donations £12.50</p> | | in credit | | E-on (unmetered supplies) | | | Anglian Water - Sports Field | £36.52 | Cheque No 644 | Prevent Fire Ltd. | £186.59 | Cheque No 645 | Local Landscapes | £225.00 | Cheque No 646 | Des O'Brien | £1,307.00 | Cheque No. 648 | Thornborough Infant School | £150.00 | Cheque No. 649 | Insurance | £1,376.63 | Cheque No. 650 | Clerk's Salary – September | £364.97 | Cheque No. 651 | HMRC - Clerk's Income Tax | £91.20 | Cheque No. 647 | (PAYE Ref. 475/SA75351 Accounts office Ref. 475PE00369213) | | | Total | £3,737.71 | | <p>Clerk to raise cheques</p> |
| | in credit | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Des O'Brien | £1,307.00 | Cheque No. 648 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Thornborough Infant School | £150.00 | Cheque No. 649 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | <p>Sports Field rent from Thornborough CC £270.00 Village Hall rent £1.00 <p style="text-align: right;">Total £283.50</p> <p>f) Audit 2015 We have now received the External Auditor's report signing off TPC 2015 Audit. The Clerk will post the public notice to this effect. The Clerk is waiting for answers to several questions on minor issues that she has sent to the Internal Auditor.</p> </p> | <p>Clerk to continue to Action recommendations</p> |
| 16 | <p>A.O.B., other correspondence and any other Councillors' Issues.</p> <ul style="list-style-type: none"> i. New AVDC website - Noted ii. 'Buckingham Decides' Community budgeting project. There is no undercover publicly accessible place for a ballot box in the parish but we would be happy to publicise the event and other ballot box venues. The Clerk will respond with regards to the request to position a ballot box in the parish. iii. 'Rural Policing Matters' Campaign iv. Healthwatch Bucks Initiative v. News for the Parishes 3/15 vi. Buckingham Local Controlled Locality Determination (Doctors Surgeries) <div style="text-align: right;">All noted</div> <p>Cllr AS reported that children at the Sports Field has damaged the Cricket nets.</p> | <p>Clerk to respond as detailed.</p> |
| 17 | <p>Date of next meeting; 12th October 2015 The meeting closed at 9.15 p.m.</p> | |