

THORNBOROUGH PARISH COUNCIL

MINUTES of MEETING

Monday 14th May 2018 at 7.35p.m.

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

Public attending- 3

Item	Minute	Actions
1.	Apologies: Cllr Melanie Staff	
2	Public Participation Session – none	
3	Declaration of interest in items on the agenda – Cllrs MT and AS declared an interest in item 21	
4	Minutes of the meetings of 9th April 2018 – agreed The Clerk corrected a misapprehension minuted under Item 7 Sports field and Pavilion – future plans - “The Preschool have agreed to use their own heaters in future, to avoid major replacement work.” The arrangement with the Pre-school was that they would use their own heaters <u>until</u> Thornborough Parish Council replaced the current heaters, and this would happen before next winter.	TPC to organise replacing the heaters at the Sports Pavilion before next winter.
5	Review of Action Points Item 5 – Review of Action points from March meeting Old lights - Cllr RG has the old lights replaced some time ago. Councillors agreed to look at the lights and consider uses and value - no Councillors have yet responded. Councillor resignations – One councillor (SM) is currently resigning. Cllr SM consulted Maggie Beach re this. The vacancy needs to be advertised in accordance with Section 87 (2) of the Local Government Act, 1972 stating that a casual vacancy has occurred for a Councillor The vacancy will be advertised on the notice board from 14 th May till 4 th June, during which period if any ten electors for the ward or parish give notice in writing to the Returning Officer at AVDC requesting that an election be held, the vacancy will be filled at a by-election. The Returning Officer is Andrew Grant and his address to send the notice is Electoral Services, The Gateway, Gatehouse Road, Aylesbury, Bucks HP19 8FF. If no such notice is received, the Parish Council will, at their meeting on 18 th June 2018 to fill the vacancy by co-option of a suitably qualified person. Lifebelt for pond – Cllr CM has some used lifebelts, but it was agreed that the TPC should purchase a new one. Cllr AS to investigate supply and cost – in hand. Review of Action points from April meeting Item 6 Planning: <u>Ref. No: 18/00746/APP</u> – 2 Coomb Cottages, Padbury Road, Thornborough, MK18 2EB – Front and rear single storey extension and erection of detached garage – No comment – the Clerk has responded. Item 7 Sports field and Pavilion – future plans The work has been commissioned and completed and Thornborough CC have sent the bill to Thornborough Parish Council for payment. Item 8 Thornborough Woodlands Land Registration – on agenda Item 9 Contract for temporary agency staff - decision required – no financial commitment was involved so the Clerk has signed TPC up for	

10	BCC Land Drainage Enforcement Policy – to be noted – noted. Agreed to ask the next Clerk to look at implications for Thornborough as land drainage has been an issue locally, especially in Bridge Street.	New Clerk to investigate implications
11	New Review of Ethical Standards in Local Government The review includes a consultation which can be accessed through the link already circulated by Councillors to respond on an individual basis.	Cllrs to respond to consultation
12	News for the Parishes - March 2018 The Clerk drew Councillors attention to articles on: - The next round of New Homes Bonus Project Grant funding for 2018/19 is now open for applications from Parish and Town Councils and will close on Friday 27 July 2018. - AVDC are preparing the Terms of Reference for a Community Governance Review (CGR) - Information about trees and residents' property.	
13	Current discussions re. Unitary status of Councils in Bucks. and possible report from meeting at Buckingham Library, on 12 April Cllr MS attended the meeting on 12 th April in Buckingham. There have been several meetings organised by both BCC and AVDC to discuss this issue and several papers concerning this issue have been circulated to Councillors. The NBPPC has written a letter to Sajid Javid stating the support of the North Bucks parishes represented by the group for the two unitaries option, one for the north and one for the south of Buckinghamshire.	
14	Silent Soldier Campaign Across Buckinghamshire – update The Clerk has now received more information about this project. Agreed by Councillors that Thornborough Parish Council will be involved. Agreed to discuss this at the next meeting when there is further information available to consider. The new Clerk will present the options.	New Clerk to put on the June agenda and present the options.
15	NBPPC meeting – 18th April 2018 Cllr MS attended this meeting. The Minutes have been circulated - noted	
16	BALC Parish Liaison Meeting - 2nd May 2018 No-one was available to attend this meeting. The Minutes have been circulated - noted	
17	Annual Open Meeting of the Parish: 7.00 21st May 2018 The Clerk has received several reports from the usual parish organisations. The meeting may have been publicised in the latest edition of TNews, not yet circulated. Cllr MT agreed to give a report on the new Playground. Agreed that a Councillor will Chair the meeting if available.	
18	Road and Drainage issues i. Current Issues – Thornhill – the clerk has received information about the condition of the road at Thornhill. The resident has reported the issue to BCC but Transport for Bucks do not feel the situation is bad enough to warrant repairs at present. TPC have no authority in this situation. - Addington Road, Buckingham – this will become one way. – noted. ii. Relevant Closures - Pilch Lane is currently closed for repairs.	
19	Parish Clerk Handover Cllrs MT and RG reported that they, together with Cllr MS had interviewed four people and after discussion had appointed Carol Vaughan as the next Clerk to start in June 2018. The new Clerk has lived in the village for 17 years and is experienced with accountancy although she will need support initially with the other side of the Clerk's role. Agreed to employ the current Clerk for a further 2 months at least to effect a smooth transfer and support the new Clerk. The current Clerk will inform Reid and Co., Thornborough Parish Council's Payroll services.	Current Clerk to action
20	GDPR and implications for Thornborough Parish Council This legal requirement is meant to be in effect by 25 th May. All parishes need to register, however the current situation for parish and town councils is very	

	confused at present. Agreed the new Clerk should research exactly what is needed to be done and report back to Thornborough Parish Council.	New Clerk to action																																	
21	<p>Thornborough Woodlands Land Registration Cllr AS and Cllr MT advised TPC that the issue is that TPC did not register the woodlands with Land Registry when they took on the lease, and therefore the current assignment is not enforceable. The Clerk will check whether this issue was ever dealt with when TPC employed Bucks Legal Plus to work on first the lease and then the assignment. A member of the electorate attending the meeting to advise TPC informed the Council that they can apply under Section 6-5 of the 2002 Land Registry Act for retrospective registration at a minimal cost. Agreed the next Clerk should action. Thornborough Parish Council will need to appoint a solicitor to deal with the registration and sort out the assignment issue. Proposed Cllr RG, seconded Cllr CM that Thornborough Parish Council should pay the registration fees.</p>	New Clerk to action																																	
22	<p>Finances: a) Bank Reconciliations – April 2018. Current Account: £14,743.17 Business Reserve Account: £2,176.88 Current liabilities: £6,157.96 Unbanked cash: £10,029.10 Receipts 2018-19: £9,750.00 Payments 2018-19: £7,845.34 Current Total: £20,791.19</p> <p>b) 2018 Annual Audit – the Clerk has prepared the audit for the internal auditor but still needs to get signatures from the outgoing Chair and send off hard copies. Eventually the Internal Auditor’s report will be sent back and then Thornborough Parish Council will need to approve the audit before it is then sent on to the External Auditor.</p> <p>c) Insurance of upgraded Playground and new street lights – the Clerk has asked our insurers for a new quote to cover the increased value of the Playground and the two new lights. Our insurers have replied that the Council’s policy currently cover £25,877.71 worth of assets under the Playground Equipment category. Therefore, the annual additional premium due to increase the Playground Equipment category by £88,278.90 to a new total of £114,156.61, will be £425.15 including Insurance Premium Tax (IPT). This will increase the Council’s future annual premium payable to £1,923.63, including IPT. Should cover be required, a pro-rata premium will be charged from the date cover is requested until the next renewal date of the policy on 1st October 2018. For example, from 26th April 2018, this will be £182.87, including IPT.</p> <p>With regards to the street lights, Public Liability Insurance is provided automatically for the Council’s responsibilities towards them. However, should TPC also wish to arrange loss or damage cover for them, we should provide Came and Co with their replacement values and the will amend the policy accordingly and advise of any additional premium due. Agreed that the Clerk will check out the figures as this does seem like a large increase in the premium.</p> <p>d) Payments:</p> <table border="0"> <tr> <td>Cartwrights Landscapes</td> <td>£1,092.00</td> <td>Cheque No 898</td> </tr> <tr> <td>Chris Woodyard,- Local Landscapes</td> <td>£475.00</td> <td>Cheque No 899</td> </tr> <tr> <td>Expenses – Richard Staff</td> <td>£14.40</td> <td>Cheque No 900</td> </tr> <tr> <td>Repairs to Sports Pavilion</td> <td>£63.38</td> <td>Cheque No 901</td> </tr> <tr> <td>Expenses – Cllr SM</td> <td>£76.38</td> <td>Cheque No 902</td> </tr> <tr> <td>Mrs Julier, - TPC storage</td> <td>£15.00</td> <td>Standing Order</td> </tr> <tr> <td>E-on (unmetered supplies)</td> <td>£24.95</td> <td>Cheque No 903</td> </tr> <tr> <td>Phillips Print for TNews</td> <td>£54.72</td> <td>Cheque No 904</td> </tr> <tr> <td>AVDC for Play Around the Parishes</td> <td>£370.00</td> <td>Cheque No 905</td> </tr> <tr> <td>Clerk’s Salary – April</td> <td>£372.36</td> <td>Cheque No 906</td> </tr> <tr> <td>HMRC - Clerk’s Income Tax</td> <td></td> <td></td> </tr> </table>	Cartwrights Landscapes	£1,092.00	Cheque No 898	Chris Woodyard,- Local Landscapes	£475.00	Cheque No 899	Expenses – Richard Staff	£14.40	Cheque No 900	Repairs to Sports Pavilion	£63.38	Cheque No 901	Expenses – Cllr SM	£76.38	Cheque No 902	Mrs Julier, - TPC storage	£15.00	Standing Order	E-on (unmetered supplies)	£24.95	Cheque No 903	Phillips Print for TNews	£54.72	Cheque No 904	AVDC for Play Around the Parishes	£370.00	Cheque No 905	Clerk’s Salary – April	£372.36	Cheque No 906	HMRC - Clerk’s Income Tax			<p>New Clerk to send on to the External Auditor in due course.</p> <p>Clerk to check figures and report back</p> <p>Clerk to raise cheques</p>
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	(PAYE Ref. 475/SA75351 Accounts office Ref. 475PE00369213) £93.00 Cheque No 907 Clerk's Salary - May £372.36 Cheque No 908 HMRC - Clerk's Income Tax (PAYE Ref. 475/SA75351 Accounts office Ref. 475PE00369213) £93.00 Cheque No 909 <p style="text-align: right;">Total £2,024.55</p> <p>e) Receipts: First instalment of Annual Precept £9,300.00 Thornborough Cricket Club rent for Q1 & 2 - 2018 £375.00 Allotment Rents from: Ms Gronski £15.00 Ms Card £15.00 Mrs Osborn £15.00 Mrs Chapman £15.00 Mrs Percival £15.00 <p style="text-align: right;">Total £9,750.00</p> The Clerk informed the Council that they would need to appoint a third signatory for cheques etc and that the new Clerk will need to become a signatory to access the Bank Accounts. NatWest have forms to complete for this process. It requires that the new signatories go in person to the bank. NatWest in Buckingham has now closed and TPC's account are now at the NatWest bank in Stony Stratford. </p>	
23	<p>A.O.B., other correspondence and any other Councillors' Issues.</p> <ul style="list-style-type: none"> i. Barnardo's Support 4 Parents volunteers required ii. Buckingham Dementia Action Alliance events in May. iii. Oxford to Cambridge Corridor <p style="text-align: right;">All noted.</p>	New Clerk to action
24	<p>Date of next TPC meeting: PLEASE NOTE, The next Meeting of the Council is at 7:00pm on 18th June 2018. The meeting closed at 9.15p.m.</p>	

Appendix 1

Thornborough News – report of out-going editor May 2018

There have now been 10 editions of the bi-monthly Thornborough News. The newsletter seems to have been received well although I have not carried out a formal evaluation.

History.

Les and Sandie Davis produced a newsletter which villagers subscribed to for a number of years. Subscription was 20p a copy. I have copies of these newsletters from 1989 through to February 2009 when it ceased. Thornborough Parish Council does not seem to have had a financial input originally to this magazine

A proposal was made by a then Councillor in 2008 to produce a more 'upmarket' monthly magazine in colour. It was agreed that a grant of £1,000 be applied for from Aylesbury Vale District Council Community Chest Fund, in the event the grant offered was £400 grant and Thornborough Parish Council agreed to start this venture off with a financial input of £600.61p for a computer and printer. The magazine was edited by a parishioner who had volunteered working with the Councillor. The new magazine started publication in 2009. Thornborough News had got into financial difficulties in December 2011 and Thornborough Parish Council paid off the debt of £803. However over a number of year the subscriptions reduced so substantially and finance continued to be a problem and in January 2016 Rod let Thornborough Parish Council know that it was no longer financially sustainable and publication ceased.

TPC felt that the newsletter was an invaluable document for publicising news from a variety of organisations and people in the parish. It was acknowledged that Mr James had provided a valuable service in editing and publishing the Thornborough News since 2009.

It was suggested that to keep the magazine going costs would have to be reduced. There was a discussion about the format and suggestion made that a return to a simpler format might reduce costs and increase subscriptions. There was also a discussion about providing a free newsletter to everyone in the parish, posting out to the outlying homes.

Informal research showed that parishioners who had cancelled their subscriptions felt the content had become uninteresting, showing a one sided view of the parish and did not like the format. Many said they preferred the format of the Thornborough News that Les and Sandie Davis had edited. Everyone seemed to agree that a parish magazine would be a good thing.

Thornborough Parish Councillors felt that to produce a free magazine at as low a cost as possible and deliver to every residence in the parish would be a great benefit to the parish and a useful way of keeping everyone informed of parish council issues and promoting other parish organisations and events. It was agreed in September 2016 that Thornborough Parish Council would therefore fund a free magazine to be delivered to all residents in the parish. It was agreed to pay for the printing of a black and white copy every other month to keep costings within an amount that Thornborough Parish Council felt was reasonable. Delivery was investigated and eventually a resident agreed to organise a team of local people to deliver in their area/street, so there were no delivery costs incurred.

Cost

The original edition cost £130.80 to print as the number required was over-estimated.

Thereafter the cost for each printing had been just under £55.00 apart from a special edition in colour to celebrate the opening of the Playground which cost £201.92. The total cost for 6 magazines a year, including one colour edition has been under £500 a year.

Although various people were approached initially no-one came forward to edit the new magazine, so the Clerk agreed to become the editor. As previous editors had been volunteers the Clerk felt it was important that this continued, so the editorship was done as a volunteer and extra to and not counted in the Clerk's hours.

05/10/16	Phillips Print	Thornborough News	130.80
05/12/16	Phillips Print	Thornborough News	52.33
10/02/17	Phillips Print	Thornborough News	52.32
			235.45
06/04/17	Phillips Print	Thornborough News	52.32
08/06/17	Phillips Print	Thornborough News	52.32
10/08/17	Phillips Print	Thornborough News	52.32
02/10/17	Phillips Print	Thornborough News	55.81
04/12/17	Phillips Print	Thornborough News	201.92
12/02/18	Phillips Print	Thornborough News	54.72
			469.41
16/05/18	Phillips Print	Thornborough News	54.72
			54.72

Content, Responsibility for Content and Advertising

Although Thornborough Parish Council fund the Thornborough News, the editor is responsible for content. All submissions were accepted provided that they weren't libellous and were relevant to the local community. The editor did not correct or edit individual items although many needed re-formatting and she did correct the odd spelling mistake.

The submissions for the magazine included:

- Reports from local organisations and clubs
- Letters of thanks etc. from residents e.g. after a bereavement etc.
- Information about local events

- Information about local businesses and services (these were not seen as adverts but as local information and to support the local economy)
- Information about relevant wider events/information coming through the District and County Councils and other statutory authorities (generally through the Clerk's received information channels).

It was agreed that paid advertising would not be accepted as this would complicate Thornborough Parish Council accounting or require setting up a separate bank account. It was decided that costs for the publication of a useful parish tool if kept below £500 a year did not need the financial support of paid advertising and the extra work that would entail.

Maggie Beach
(Outgoing Editor)
May 2018