

THORNBOROUGH PARISH COUNCIL

MINUTES of MEETING

Monday 18th February 2019 at 7.00p.m.

Present: Cllr Melanie Staff (Chair), Cllr Steve Tribe, Cllr Ray Goodger, Cllr Deborah Hosein, Cllr Mary Taylor, Maggie Beach (Clerk), BCC Cllr Warren Whyte, AVDC Cllr Sir Billy Stanier.

Public attending - 8

Item	Minute	Actions
1.	Apologies: Cllr Charlotte Moore,	
2	Public Participation Session – Members of the public had come for specific items on the agenda.	
3	Declaration of interest in items on the agenda – Cllr MT declared an interest in Item 18	
4	Minutes of the meetings of 21st January and 5th February – agreed	
5	<p>Review of Action Points</p> <p>Item 6 Planning – responses sent. Nash NP on agenda</p> <p>Item 7 Sports Field and Pavilion –</p> <ul style="list-style-type: none"> i. Boundary issue - in progress iii. Heating in Pavilion - on agenda iv. Fire Inspection report issues –to be dealt with under pavilion upgrade <p>Item 8. GDPR - The Clerk has informed the editor of TNews about the decision not to include future editions of TNews but to put a link to a TNews website, should the editor set one up.</p> <p>Item 9 NBPPC Meeting 16th January 2019 - The Clerk has given the secretary of the NBPPC Steve Tribe’s details as he will attend in future.</p> <p>Item 10 Allotments – on agenda</p> <p>Item 11 Playground Notice Wording – on agenda</p> <p>Item 16 Finances: c) Payments: cheques all sent.</p> <p>Item 17 A.O.B., other correspondence and any other Councillors’ Issues.</p> <p>Merryn’s seat – on agenda</p>	
6	<p>Co-option of a Councillor to fill current vacancy</p> <p>The current Casual Vacancy was caused by the resignation of Cllr AS in December. The Clerk advertised the Casual Vacancy in accordance with Standing Orders and the information she had received from Cllr Angela MacPherson, the leader of Aylesbury Vale District Council that the scheduled local elections for the District and County Council were postponed till May 2020. This therefore meant that there could be an election for the Casual Vacancy should enough Thornborough electors ask for one as the notice for the Casual Vacancy was outside the 6 month time period immediately preceding a scheduled Council election when casual vacancy elections are not allowed by law. The electoral officer at Aylesbury Vale District Council approved the notice and it was duly posted. Several Thornborough electors did write to Aylesbury Vale District Council asking for an election. At this stage it was realised by someone in the electoral office at Aylesbury Vale District Council that although the elections for the new Unitary Authority were planned for May 2020, this had not been ratified by the Government and therefore technically the May 2019 scheduled election was still a possibility. This meant that despite requests for Thornborough electors there could not be an election and the casual vacancy had to be filled by co-option. The Clerk received a phone call explaining this and that it was entirely Aylesbury Vale District Council’s fault. However the letter that Aylesbury Vale District Council</p>	

	<p>then sent out to the electors blamed the Clerk for the error and despite repeated requests Aylesbury Vale District Council has refused to accept the blame publicly. The Chair therefore explained this to the public present and asked that it be minuted so that it was on public record as there was some unhappiness amongst some electors as what was perceived as a lack of democratic practice by Thornborough Parish Council.</p> <p>There were two candidates for the position and a third had withdrawn. Councillors were pleased with the response but expressed sadness that there were not more young people from the parish coming forward.</p> <p>After a vote Cllr Estelle Graham was co-opted onto Thornborough Parish Council and signed the declaration of acceptance. The Clerk will inform AVDC of the new Councillor and send them the completed Declaration of Interest. The Clerk will arrange for a TPC e-mail address.</p>	Clerk to action
7	<p>Thornborough Fund Raisers – public meeting 8th May</p> <p>Two members of the Thornborough Fund Raisers attended to explain the proposed public meeting on 8th May to discuss village spaces and how best to use them in the future in response to various concerns and suggestions raised by members of the parish. Thornborough Fund Raisers are sending a survey round to all residents prior to the meeting to get some idea of what residents want. Various options were discussed including TPC's plans for improvements to both the Village Hall and the Sports Pavilion through grants from New Homes Bonus scheme. There are several other funding sources that could also be considered.</p> <p>The possibility of the meeting on 8th May being the Open Meeting of the Parish was also discussed and the Fund Raisers will consider this option.</p>	
The next items taken out of order to accommodate members of the public attending the meeting.		
11	<p>Merryn's seat</p> <p>Thornborough Fund Raisers have raised money to replace the seat round Merryn's tree on the Green. Having discussed this with Merryn's parents, they intend to replace the seat with one made from a sustainable wood. Thornborough Parish Council were happy for the replacement to go ahead.</p>	
9	<p>Sports Field and Pavilion</p> <p>i. Thornborough CC plans - After a brief recap of Thornborough CC's position, Cllr ST reported back from the working group meeting held on Wednesday 13th February attended by Cllrs ST and RG and members of Thornborough CC. The working group recommended that the best way forward is for Thornborough Parish Council to make the bid to Sports England for part funding the installation of new cricket nets. The grant would be given to TPC but it will only be given if the rest of the money for the nets is raised through the other bid currently being made to VAHT by Thornborough CC. The part of the project funded by the Sports England grant then becomes TPC's responsibility together with accounting for the funds. Proposed Cllr ST seconded Cllr RG that Thornborough Parish Council take responsibility for the bid to Sport England to part fund new cricket practice nets at the Sir Harry Moore Playing Field and work with Thornborough Cricket Club to put these in place once the rest of the funding is successfully obtained through Thornborough CC's bid to VAHT. Agreed unanimously. It was also agreed that Cllr ST will lead from the working group on this. Cllr MS suggested Richard Staff as a Project Manager.</p> <p>ii. Pavilion upgrade – the Clerk is waiting for the quotes for the work she has asked for from various electricians. She pointed out that this work will need to be taken forward by the new Clerk and that the upgrade could be funded wholly or in part by a New Homes Bonus grant which would need to be submitted before 14th June if the work is to be undertaken this year. The issues raised in the Fire Inspection Report can be dealt with at the same time.</p> <p>iii. Pre-school First Aid Course weekend hire – the Pre-school have asked</p>	<p>Clerk to send bid and documents to Cllr ST</p> <p>Working group to take this forward and report back to Thornborough Parish Council</p> <p>Clerk to continue to action</p>

	<p>to use the Pavilion on Saturday 2nd and Saturday 9th March, 8am - 4pm. After circulating the Pre-school's request to Councillors and Councillors agreeing to the use, the Clerk has already informed the Pre-school they can go ahead. However Councillors decided that as this use is outside the hours agreed in the Licence TPC has with Thornborough Pre-school, it would constitute another hire so the Pre-school should be charged the hourly hire rate for weekend hire by a village organisation. The Clerk will send the Pre-school a hire agreement to complete and a bill for the agreed hours.</p>	<p>Clerk to action</p>
10	<p>Allotments licence to occupy The Clerk has been sent a licence for 2019-20 for the allotment field from Carter Jonas who manage the estates for Buckinghamshire County Council. The new licence has two additional clauses, one prohibiting the use of any allotment for trade or business purposes and the other limiting the number of hens an allotment tenant can keep to 5. After discussion Councillors were of the opinion that as the 1950 Allotment Act does not actually limit the number of hens a tenant can keep it is not correct to require that only 5 or fewer hens are kept by any allotment holder. However Councillors would be happy if the limit of 5 hens was substituted with a limit of 12 hens. Councillors are not prepared to sign the current licence but would be pleased to sign a licence with this amendment. The Clerk will make this response to Carter Jonas. The Clerk has arranged for Cartwrights to cut the back hedge, strim allotment 9 and generally tidy the side hedge. Cllr RG has checked whether the front hedge could be laid but there is not enough growth at present to enable this to happen. It is usually cut by a neighbour. The Clerk will check whether this will continue to happen.</p>	<p>Clerk to respond</p> <p>Clerk to action</p>
8	<p>Planning:</p> <ol style="list-style-type: none"> i. <u>Ref.18/04043/APP</u> - 8 Thornhill, Thornborough, MK18 2DS - Single storey rear extension & two storey side & rear extension – this was concerning amendments to plans previously commented on in November. The amendments had not addressed the original concerns expressed in the first TPC response. Agreed to submit the same comments as before: 'Thornborough Parish Council still Support this application but are concerned that it could reduce the amount of off-road parking and lead to more on road parking in a road already with a lot of regularly parked cars.' ii. Nash neighbourhood Plan – The Clerk has had a phone conversation with a member of the Nash NP working group. The NP was funded by a government grant of £10,000 and they had used a consultant with this money asking them to complete the work within the £10,000 grant money, so the plan has not cost Nash PC anything from their Precept to produce yet. Nash PC were aware that, with neighbouring NPs at Great Horwood and Buckingham in place, developers have started looking at areas for development in surrounding parishes and so felt they needed the protection of a NP. TPC are still waiting for a meeting with the Buckingham Town Council working group to discuss possible inclusion in their new Local Plan. iii. New Homes Bonus Project Grant Scheme – The Clerk reported that she had researched the New Homes Bonus Grant for 2019/20. The New Homes Bonus Project Grant Scheme for 2019/20 is now open to applications from parish and town councils. For funding for a project in 2019/20, an Expression of Interest form, available to complete online, must be completed first. The completed EOI will ensure an initial discussion with the grants officer to identify whether projects meet the criteria, to discuss other possible funding sources (including S106) and avoid abortive work for potential applicants. If invited to submit a full application it must include a business case, which as a minimum would demonstrate: <ul style="list-style-type: none"> • why the project is needed in relation to the impact of growth on the 	<p>Clerk to make response</p>

	<p>relevant area</p> <ul style="list-style-type: none"> • the need and community support for the proposed investment • a clear budget and funding details • a delivery plan. <p>The application form will set out the information that needs to be provided and a list of the supporting documentation required. AVDC would expect a feasibility study to have been carried out and Planning permission to have been granted (or to be in progress) where appropriate, prior to submission. TPC could possibly apply for funding for upgrading the Sports Pavilion. Also, as previously reported the NHB micro grant scheme is continuing to invite applications from local voluntary organisations as well as Parish and Town Councils for capital expenditure only. These easily accessible grants are assessed on a monthly basis. Noted.</p> <p>There is still unused Section 106 money for Thornborough. AVDC currently only hold the remaining £6,244 S106 funds from the Nash Road (10/02028/APP) development. It needs to be used by the end of February 2021.</p>	
12	<p>Playground</p> <ol style="list-style-type: none"> Notice Wording - Cllr MT will check the quote from last November for about £300 still stands and take this forward. Proposed Cllr MS, seconded Cllr ST for the work to do ahead if the quote remains roughly the same, agreed unanimously. The Fence - The Clerk has a further quote for the fence for £1,375.00 the other quote received was for £1,463.00 plus VAT. The Clerk is waiting for the third quote. Cllr MT suggested that a more appropriate fence would be a bow-top fence like the fence on the front and Orchard Close side. Cllr RG offered to get a quote for a bow-top fence. 	<p>Cllr MT to take forward</p> <p>Cllr RG to obtain quote</p>
13	<p>Road and Drainage issues</p> <ol style="list-style-type: none"> Current Issues –None raised Relevant Closures and roadworks –Nash Road, Thornborough on 18th - 20th February 2019. 	
14	<p>Buckingham Local Area Forum, Thursday 7th February 2019 – no-one was able to attend this meeting. The Clerk has sent apologies. The LAF have agreed funding for verge gates at Coombs. The Clerk asked for up to the original amount to be awarded but TPC would do the work in-house to reduce cost and would therefore claim less funding from the LAF when the cost was known. The Clerk will check what the next steps are.</p>	<p>Clerk to check out next steps.</p>
15	<p>An Additional Buckinghamshire Minerals and Waste Local Plan Modification Consultation - noted</p>	
16	<p>Rights of Way</p> <ol style="list-style-type: none"> Claimed Footpath Back Street, Thornborough - Committee Report The request for the unofficial path round the field opposite the Sports Field in Back Street to be made a Right of Way has been refused by Buckinghamshire County Council. RoW Improvement Plan and survey - Every highway authority must have a rights of way improvement plan (ROWIP). These plans set out how the public rights of way network can meet the needs of the public, now and in the future. Buckinghamshire County Council's first rights of way improvement expired at the end of 2018 and work to produce a new one has now begun, aiming for adoption in early 2020. As required, BCC has informed TPC that the process of carrying out a new assessment and review of Buckinghamshire's ROWIP is about to begin. There is a survey for parish and town councils to complete and a separate survey for the public to complete. The Clerk will circulate the questions and collect any responses to collate and complete and submit the survey. 	<p>Clerk to action.</p>
17	<p>River Great Ouse Pollution Incident Community Briefing - noted</p>	

18	<p>Thornborough and Coombs Woodlands Registration - update The solicitor has asked for the Thornborough Parish Council address for Land Registry which currently is the Clerk's address but this will change at the end of February. The official address is usually the Clerk's residence as Clerks all work from home in smaller parishes. When there is a new Clerk the new address should be sent to the solicitor. Thornborough and Coombs Woodlands to be put on the next agenda.</p>	Next agenda									
19	<p>MCHLG survey on Communities Framework The Clerk will circulate and collect any responses to collate.</p>	Clerk to action.									
20	<p>Clerk handover It was noted that there has not yet been any response to the advert for a new Clerk. The Chair is currently exploring various possibilities for a temporary Clerk. If no new or temporary Clerk is found, the agenda and minutes can be written by a Councillor. The Chair is responsible for ensuring this is done. All payments will also need to be made. The Clerk will leave everything in good order. She will leave:</p> <ul style="list-style-type: none"> • a list of current work • the book with task lists for each month • various audit documents to enable the start of the audit process in March • an electronic file of invoices to be sent out in April and payments to be made in March • The cheque book and paying in book together with the folder of current invoices, payments and bank reconciliations to go to the Chair • The deeds to go to the Chair • The TPC laptop and printer to go to the Chair • Keys to the sports pavilion and the village hall to go to the Chair. • Minute books etc to be boxed up • Current work to be boxed up together with papers not contained in the filing cabinet • The filing cabinet and boxes to go to Cllr RG for storage. <p>The Clerk will remain available for advice.</p>										
21	<p>Finances: a) Bank Reconciliations – January 2019. Current Account: £6,835.11 Business Reserve Account: £12,179.08 Current liabilities: £913.40 Unbanked cash: £666.68 Receipts 2018-19: £22,160.77 Payments 2018-19: £22,279.83 Current Total: £18,767.47 b) Electricity at the Sports Pavilion This remains an issue. Npower have now been sent the readings but are disputing them and asked for photograph evidence. The Clerk has told npower that they already have the photographic evidence of the readings as she had submitted the readings by sending photos of each reading (3 on each meter plus a total) on both meters. She has made a booking for a new meter to be installed on the morning of 15th April. Someone will have to go to the Pavilion to give access to npower to do this. It will be the Easter holiday so the Pre-school will not be there. c) Payments:</p> <table border="0" style="width: 100%;"> <tr> <td>Mrs Julier, - TPC storage</td> <td style="text-align: right;">£15.00</td> <td>Standing Order</td> </tr> <tr> <td>E-on (unmetered supplies)</td> <td style="text-align: right;">£28.85</td> <td>Cheque No 970</td> </tr> <tr> <td>Andy Spurr for Christmas tree stand repair</td> <td style="text-align: right;">£116.40</td> <td>Cheque No 971</td> </tr> </table> <p>NO LONGER REQUIRED AS PAID FOR BY RESIDENT'S DONATION</p>	Mrs Julier, - TPC storage	£15.00	Standing Order	E-on (unmetered supplies)	£28.85	Cheque No 970	Andy Spurr for Christmas tree stand repair	£116.40	Cheque No 971	<p>A Cllr to action for npower's access to change the meter on 15th April.</p> <p>Clerk to raise cheques</p>
Mrs Julier, - TPC storage	£15.00	Standing Order									
E-on (unmetered supplies)	£28.85	Cheque No 970									
Andy Spurr for Christmas tree stand repair	£116.40	Cheque No 971									

	Cartwright's for mowing Sports Field £976.80 Cheque No 973 Rent for Clerk's use of home £457.00 Cheque No 974 Clerk's expenses £447.71 Cheque No 975 Webmaster's expenses £24.67 Cheque No 976 Rent for Clerk's use of home £457.00 Cheque No 977 Clerk's Salary – February 2019 £395.87 Cheque No 978 HMRC - Clerk's Income Tax £99.00 Cheque No9 (PAYE Ref. 475/SA75351 Accounts office Ref. 475PE00369213)	
	Total	£2,444.90
	<p>d) Receipts – None</p> <p>e) Forthcoming Financial issues – The Clerk gave a list of financial issues for the next few months:</p> <ul style="list-style-type: none"> • Invoices for allotment rents should be sent out in April to all allotment tenants. • Invoices for electricity and water, calculated using the Pre-school Utilities calculator, should be sent to the Pre-school when available. • The annual payment of £1,000 should be made to the Village Hall Trust in April. • The annual payment of £1,000 should be made to St Mary's Church for the upkeep of the graveyard in April. • The annual payment of £800 should be made to the Thornborough News editor in April. • Once the npower issue is sorted a direct debit should be set up for payments to continue 	
22	<p>A.O.B., other correspondence and any other Councillors' Issues.</p> <p>i. Cllr MT asked for a donation for the Christmas tree supplied from Thornborough and Coombs Woodlands Enterprise Trust</p> <p>ii. An issue about parking in Back Street was raised by Cllr EG. A suggestion to ask the local Fire Brigade to do a fire run along Back Street to assess access was suggested.</p> <p>iii. The Chair thanked Maggie Beach for all her hard work as Clerk over the last 8 years.</p>	Requests to be dealt with on next agenda
23	<p>Date of next TPC meeting: 18th March 2019. The meeting closed at 9.30p.m.</p>	