

THORNBOROUGH PARISH COUNCIL (TPC)

Minutes of the Parish Council Meeting

Monday 17 June 2019 at 7.00pm

Present: Cllrs Steve Tribe (Chair); Emily Cooke (items 6 – 13); Ray Goodger; Estelle Graham; Carol Laurence (items 6 – 13); Charlotte Moore; Mary Taylor.

In Attendance: Alison Robinson (Clerk) and 5 members of the public.

1 Apologies

Warren Whyte, Buckinghamshire County Council.

2 Public Participation Session

Thornborough News

2.1 The Editor of the Thornborough News gave an overview of the publication. The Chair thanked him for his contribution to the meeting and his ongoing work.

Action: Clerk to follow up financial matters.

Thornborough Infant School

2.2 The Headteacher, explained the challenges currently facing the school because of falling rolls. The Chair thanked her for her contribution to the meeting.

Action: Chair of TPC and Chair of the Village Hall Trust Committee to visit the school on 25.6.19. The school's strategic plan to be discussed at the next TPC meeting.

3 Declaration of Interest in Items on the Agenda

3.1 Cllr Taylor, as Chair of the Thornborough and Coombs Woodland Enterprise Trust, declared an interest in Item 8 (c).

4 Minutes of the Previous Meeting

4.1 The minutes of the meeting on 20 May 2019 were **approved** and signed by the Chair as an accurate record.

5 Co-option to Casual Vacancies

5.1 Applications for the two casual vacancies were received from: Emily Cooke; Carol Laurence and Richard Staff. The information provided by the applicants was circulated in advance of the meeting.

5.2 A secret ballot was held to determine the appointments – the outcome of which favoured Emily Cook and Carol Laurence.

5.3 The new councillors completed the required paperwork, were congratulated on their appointments and joined the meeting.

Action: Clerk to inform Richard Staff and AVDC Electoral Officer; complete the legal requirements; arrange for email accounts to be created for the new councillors and circulate an updated councillor contact list.

6 Appointment of the New Clerk

6.1 The draft contract, circulated in advance of the meeting, had been revised to change the salary payments from quarterly to monthly in arrears. TPC **resolved** to approve the draft contract.

6.2 The Clerk explained she was in the process of informing the various authorities, organisations and contractors of her appointment and contact information.

Action: Contract of Employment to be signed by the Clerk and the Chair.

THORNBOROUGH PARISH COUNCIL (TPC)

Planning

- 6.3 The Chair outlined the advantages of developing a Thornborough Neighbourhood Plan and proposed the launch of the investigation stage. Cllr Taylor seconded the proposal and TPC **resolved** to launch the investigation stage for the development of a Thornborough Neighbourhood Plan.

Action: Chair and Clerk to discuss the next steps for presentation at the TPC meeting on 15 July 2019.

7 Environment

Sports Field and Pavilion

- 7.1 The Chair reported the first delivery of the new cricket equipment was scheduled for the week commencing 24 June 2019. The second delivery and its installation were scheduled for week commencing 8 July 2019.
- 7.2 There was a lengthy discussion about the fire risk assessment report completed for the pre-school in October 2018. During the discussion a small number of inaccuracies were identified in the report and the importance of fire safety for both pre-school and all public events was stressed.

Action: The Chair undertook to work with Cllr Goodger to develop proposals to the for consideration at the next meeting.

- 7.3 The need for a disabled toilet and adequate changing facilities was discussed. TPC **resolved** to appoint a working group, comprising Cllrs Cooke, Goodger and Taylor, and representatives of the Sir Harry Moore Sports Field and Pavilion Trust, the Pre-School and Cricket Club, to fully investigate the planning implications and possible funding sources.

Action: Appointment of working group as detailed above.

Allotments

- 7.4 Cllr Graham explained there was evidence of a significant reduction in the rat population from the ongoing visits of ACME Pest Control. She said plots 9 and 10 had not been completely cleared and therefore were not ready to be rotavated.
- 7.5 The Chair reported he had received representations from the allotment holders who were unwilling to accept the new contracts. As the existing contracts were ongoing, he proposed providing an addendum to address the restriction on chickens. Cllr Graham expressed concerns. Cllr Moore seconded the proposal and TPC **resolved** to adopt the proposed way forward.

Action: Chair to write to the allotment holders. Clerk to contact Cartwrights about the schedule for rotavating plots 9 and 10. The Chair and Cllr Goodger to take responsibility for clearing plots 9 and 10.

Thornborough and Coombs Woodlands

- 7.6 The Clerk reported that the appointed solicitor received the first registration from the Land Registry on 13 June 2019, the lease would be assigned to the Woodland Trust and the second registration submitted. The Land Registry should respond in a couple of months or so.

Action: Clerk to follow up if another lengthy delay occurred.

Playground

- 7.7 Cllr Taylor talked about the temporary location of the playground sign which required erecting. She had received a request about the need for the bin to have a lid. The discussion suggested AVDC was failing to empty the bin weekly. The playground equipment had been repaired by a parishioner.
- 7.8 TPC **resolved** to approve the edging circulated in advance of the meeting.

THORNBOROUGH PARISH COUNCIL (TPC)

- 7.9 The fencing quote circulated in advance of the meeting was discussed and deferred to the next meeting. The possibility of using the £6,000 from the new homes' bonus scheme was discussed. New homes bonus funding was also available to bid for under the criteria leisure from ADVC and could be a source of funding for the pavilion.

Action: Clerk to follow up the rubbish collection issue with AVDC; write to thank the parishioner who had repaired the playground equipment; thank Claire Morgan and notify her that the proposed edging had been approved. She would also establish whether the budget could accommodate the fencing quote and investigate the new homes' bonus funding for the fence. Cllr Laurence undertook to ask the Fundraising Group if it could contribute to the cost of the fence.

8 Road and Drainage Issues

Gates at Coombs

- 8.1 The Chair outlined the work needed prior to installation which he expected to be undertaken soon.

Increased Traffic

- 8.2 The decision taken at the last meeting to ask the police to monitor the speed of traffic through lower end had not yet been progressed.

Action: Clerk to follow up with the police and in addition investigate the cost of speed reduction measures, for example, flashing slow down signs.

Street Lighting

- 8.3 The TPC policy of action if six residents made a request was discussed as was the temporary light. The item was deferred until the next meeting to allow a quote for a replacement light to be obtained and potential locations identified.

Action: Clerk to obtain quote. Councillors to identify potential locations.

Potholes

- 8.4 The Thornhill potholes were discussed.

Action: Clerk to ask Paul Foot, the local area technician, to do a walk round and progress the urgently needed repairs.

Dead Cherry Tree

- 8.5 Cllr Goodger confirmed the tree was not dangerous and the matter could be deferred to the next meeting.

9 Financial Matters

2018/9 Internal Audit

- 9.1 The audit took place on 12 June 2019. Ruth Millard had completed the required documents for publication, the internal auditor's report and invoice would follow. Thornborough Parish Council **resolved** to thank Ruth Millard for her work.

Bank Signatories

- 9.2 TPC **resolved** to add the Chair as a signatory to the bank accounts and to add the Clerk without cheque signing authority to enable her to administer the accounts and, for example, receive the statements.

On-line Banking

- 9.3 TPC **resolved** to move to on-line banking.

Bank Reconciliation – May 2019

- 9.4 Clerk to complete once a bank statement to the end of the month had been obtained.

THORNBOROUGH PARISH COUNCIL (TPC)

Payments Made and Received

9.5 Payments authorised at the meeting and recent monies received:

Payee	Chq/SO	Amount
BALC (2019/20 subscription)	1005	£113.55
BCC (2019/20 allotment licence)	1006	£100.00
Deane Engineering (Coombs gates)	1003	£226.54
E.ON (street lights, May 2019)	1007	£64.72
Nick Percival (2019/20 donation)	1004	£800.00
Receipt(s)	Chq	Amount
Mr AH Wall (2019/20 allotment 8)	800003	£15.00

Action: Clerk to arrange for the decisions to be implemented as detailed above.

10 Neighbourhood Watch

10.1 The Chair reported he had arranged for the village to meet the crime prevention officer at the Village Hall on 2 July at 7pm to re-establish a neighbourhood watch scheme. TPC **resolved** to adopt the initiative and fund the WI to provide refreshments.

11 Any Other Business

11.1 There were no further items of business.

12 Date of Next Meeting

12.1 Monday 15 July 2019 at 7pm in the village hall.

Meeting closed at: 8.45 pm

Chair's signature:

Date: