

THORNBOROUGH PARISH COUNCIL (TPC)

Minutes of the Parish Council Meeting

Monday 19 August 2019 at 7.00pm

Present: Cllrs Steve Tribe (Chair); Emily Cooke; Ray Goodger; Estelle Graham; Carol Laurence; Charlotte Moore; Mary Taylor; BCC Cllr Warren Whyte (items 3 - 14); AVDC Cllr Billy Stanier (items 1 – 6).

In Attendance: Alison Robinson (Clerk) and 2 members of the public.

1 Apologies

1.1 None.

2 Public Participation Session

2.1 No matters were raised.

3 Declaration of Interest in Items on the Agenda

3.1 Cllr Taylor, as Secretary of the Thornborough and Coombs Woodland Enterprise Trust, declared an interest under the relevant section of agenda item 6 (minute 6.8).

4 Minutes of the Previous Meeting

4.1 The minutes of the meeting on 15 July 2019 were **approved** and signed by the Chair as an accurate record.

4.2 Cllr Stanier reported on the action he had taken to establish whether BCC and/or AVDC would be responsible for dealing with the required application for planning permission for the infant school to be granted combined school status and undertook to report further when the requested clarification was received.

Action: Cllr Stanier to report further once he had received the requested clarification.

5 Planning

5.1 The Clerk reported on her conversation with the Buckingham Town Clerk. She explained Buckingham Town Council was planning to write to the parishes which had previously expressed an interest in collaborating. The planned consultation was expected to be undertaken in the Autumn.

5.2 TPC **resolved** to defer a decision about whether a Neighbourhood Plan should be developed for Thornborough until after the consultation.

6 Environment

Sports Field and Pavilion

6.1 The Sport England grant had been received and Thornborough Cricket club had paid its contribution towards the new cricket equipment.

Action: Clerk to apply for the VAT refund.

6.2 Cllr Goodger explained the quote he had recently obtained did not cover the recommendations relating to the fire extinguishers.

Action: Clerk to follow up on the historic quotes and arrange for quotes which covered all the recommendations.

THORNBOROUGH PARISH COUNCIL (TPC)

6.3 Cllr Taylor reported on the first meeting of the working group to investigate the planning implications and funding sources for a disabled toilet and adequate changing facilities. She explained the working group thought internal changes would be more manageable than external ones. Cllr Laurence clarified the Pre School would remain in the Pavilion at least for the 2019 / 20 school year. Cllr Taylor said it was unlikely Sport England would be able to provide further funding. TPC **resolved** to approve the proposal to use Thornborough eNews and other suitable channels to ask for volunteers (e.g. architects, etc) to help with the project.
Action: Cllr Taylor to ask for volunteers (e.g. architects, etc) to help.

6.4 Cllr Goodger reported the damage caused by mice chewing wires in the Pavilion had been rectified. He also said he could provide a gatepost free of charge to replace the damaged gatepost which meant TPC would only have to cover the cost on installation. TPC **resolved** to seek quotes for installing the gatepost.
Action: Clerk to seek quotes.

6.5 TPC discussed the need to maintain the sports field hedge and **resolved** to seek quotes. Cllr Graham undertook to provide the name of the contractor she had previously used, and the Chair offered to meet with the contractors.
Action: Cllr Graham to provide the Clerk with details of her contractor; the Clerk to arrange for three contractors to meet with Cllr Tribe and provide quotes.

Allotments

6.6 The Clerk reported:

- (a) All the current plot holders had now paid their 2019/20 fees. The new holder of plot 10 had been charged pro-rata.
- (b) Plots 6 and 9 were currently vacant. However, there was an applicant for plot 6.
- (c) The new holder of plot 10 was seeking permission to erect a shed which was 1.8m wide, 1.4m deep and 2m high at its apex. TPC **resolved** to grant permission for the shed to be erected on plot 10.

Action: Clerk to inform the plot holder about the shed approval.

6.7 Cllr Graham proposed, seconded by the Chair, a meeting should be arranged with the allotment holders to discuss the licence between BCC and TPC; the allotment tenancy agreement and the new licence. TPC **resolved** to approve the proposal for a meeting to be held on 2 September 2019 and defer discussion until that meeting about the offer of free installation of an additional water supply for the allotments.

Action: Clerk to arrange a TPC meeting for 2 September 2019 at 7pm in the Village Hall and invite all the allotment holders.

6.8 Cllr Graham raised the issue of the boundary hedge between the allotments and the Willows. TPC **resolved** to pay 50% of the cost.

Action: Cllr Graham to inform the Willows or provide the contact information to the Clerk.

Thornborough and Coombs Woodlands

6.9 Cllr Taylor said the transfer of the title was still in progress.

Playground

6.10 The fence installation quotes obtained by Cllr Goodger were circulated to TPC in advance of the meeting. Cllr Cooke reported she had yet to receive the quotes she had arranged in writing. Cllr Goodger said he had received an offer from a retired builder in the village to install the fence with the help of TPC free of charge. TPC **resolved** to defer a decision until all the quotes were available.¹

Action: Cllrs Cooke to send the written quotes once received to the Clerk for circulation.

¹ Post meeting note: the possibility of LAF match funding was not followed up in favour of seeking match funding for a street-light.

THORNBOROUGH PARISH COUNCIL (TPC)

6.11 The Clerk reported:

- (a) The new sign would be erected when the fence was installed.
- (b) A new 56 litre bin with a lid would be provided by AVDC in September 2019. In the meantime, AVDC would monitor the emptying of the current bin.
- (c) The retaining wall, approved by TPC at its meeting in June, was still waiting for the builder to progress.

Action: Clerk to arrange for a notice to be put on the new bin asking villagers not to use it for household rubbish.

7 Road and Drainage Issues

Gates at Coombs

7.1 The LAF match funding had not yet been received.

Increased Traffic

7.2 The Chair read the written submission about traffic in Thornborough which had been received from a concerned member of the public. TPC discussed at some length the SpeedWatch information circulated in advance of the meeting and Mobile Vehicle Activation Signs (MVAS). Cllr Moore said she still favoured the installation of traffic calming gates. The Chair explained why traffic calming gates were more suited to Coombs. TPC **resolved** to explore setting up a SpeedWatch Group, with Cllr Taylor as its representative.

Action: Clerk to invite the concerned member of the public to become the co-ordinator for the proposed SpeedWatch Group. She would also explore whether any local parishes might be interested in sharing the cost of a MVAS.

Streetlighting

7.3 Cllrs Taylor and Tribe would walk round in the dark after the meeting to identify a potential location(s) for a new street light taking account of the electricity network.

7.4 Cllr Whyte confirmed an application for match funding could be submitted to LAF.

Action: Cllrs Taylor and Tribe to make proposal(s).

Potholes

7.5 Cllr Whyte reported he had inspected the potholes in Thornhill and explained they were not currently serious enough for repair. He encouraged TPC and the residents of Thornhill to report any new potholes that appeared on 'Fix My Street'. Cllr Whyte then talked about the forthcoming 2021 budget setting meeting.

Dead Cherry Tree

7.6 Cllr Goodger confirmed he had the matter in hand.

Action: Cllr Goodger to progress.

Pavements from Chestnut Cottage to Nash End Farm

7.7 The Area Technician had inspected the pavements between Chestnut Cottages and Nash End Farm. He had undertaken to address a couple of dislodged curbs – more substantial work would require substantial funding. He had also undertaken to identify the owner of the land with the overgrown vegetation.

Action: Clerk to report back to the complainant.

The Village Stream and Rivers

7.8 Cllr Taylor raised concerns about the risk of flooding caused by the weeds and reeds. Cllr Goodger undertook to investigate, identify where action was needed and if appropriate ask the owners to do so.

Action: Cllr Goodger to undertake an inspection and report back.

Nash Brakes Crossroads (aka Dancers' Grave)

7.9 The Chair explained the background. TPC **resolved** to wait for the remedial work to be completed; monitor the situation and reconsider if the changes were not effective.

THORNBOROUGH PARISH COUNCIL (TPC)

8 Financial Matters

Bank signatories and online banking

- 8.1 Cllrs Moore, Taylor and Tribe were now the signatories for the TPC bank accounts. The Clerk was not a signatory for expenditure, she was the administrating signatory. TPC's application for online banking had been approved and was now in place. The Clerk was the main administrator. Cllr Taylor would provide backup if required. The established practice of authorising payments at meetings would continue. The approval of two signatories would be required to exceptionally authorise a payment between meetings.

Bank reconciliation

- 8.2 The Clerk reported the following:

Bank statements as at 30.6.19	
Current Account	£19,307.19
Reserve Account	£12,191.04
Total	£31,498.23
Unpresented cheques	
Chq 1005	£113.55
Net balance	£31,384.68
Bank statements as at 30.7.19	
Current Account	£6,206.16
Reserve Account	£1192.39
Total	£6,398.55
Unpresented cheques	
Chq 1008	£180.00
Chq 1009	£73.00
Chq 1012	£295.56
Total liabilities	738.96
Net balance	£5,659.59

Payments and monies received

- 8.3 The Clerk reported the following:

Payment for report

total-play Ltd	Cricket equipment	£20,434.80
Authorised by Cllrs Moore and Taylor, with the agreement of Cllr Tribe.		

Payments for authorisation

Cricket Ground Shop Ltd	Balance owed for equipment	£3,840.00
Cartwright Landscapes	Allotment rotavating, hedge cutting	£180.00
E.on	Street-lighting	£32.89
npower	Pavilion electricity balance	£122.42
Mrs S Percival	Allotment overpayment refund	£10.00
Mr J Phillips	Allotment rent refund	£15.00
Alison Robinson	July salary	£466.00
HMRC	July PAYE	£116.60
Alison Robinson	Expenses (stationery)	£36.67
Wave	Q2 water bill for allotments	£79.02
Women's Institute	Neighbourhood Watch mtg refreshments	£10.00
Total		£4,908.60

THORNBOROUGH PARISH COUNCIL (TPC)

Monies received by BACS since previous meeting

Allotment rent 2019/20	Plot 2	£15.00
Wayleave payment	(for cable in sports field)	£3.45
Cricket Club	(balance not covered by grants)	£229.00
Allotment rent 2019/20	Plot 10 (part year reduction)	£10.00
HMRC	VAT refund	£653.94
Allotment rent	Plot 4	£15.00
Sports England grant		£9,000.00

Cheques to be paid into the bank

Allotment rent 2019/20	Plot 2	£15.00
Allotment rent 2019/20	Plot 7	£15.00

8.4 TPC **resolved** to authorise the payments detailed overleaf.

Information required for insurance renewal

8.5 The Clerk explained she had been asked to identify any additional insurance requirements and provide information about TPC events.

8.6 TPC **resolved** to insure the new cricket equipment. There was no charge for the additional cover prior to renewal; from 1 October the TPC annual premium would increase by £131.05.

8.7 The only event identified by TPC was the planned VE Day 75th Anniversary Celebration. TPC **resolved** the attendance estimate should be given as 500².

Action: Clerk to arrange insurance cover for the new cricket equipment and respond to the insurance renewal questionnaire.

9 TPC Website

9.1 TPC **resolved** the list of website sections and the email from a former chair should be circulated so Councillors could volunteer to be responsible for sections of the TPC website.

Action: Clerk to circulate list and email.

10 Buckinghamshire County Council (BCC)

10.1 Cllr Taylor reported on the liaison meeting she attended with the Clerk on 24 July 2019.

11 Aylesbury Vale District Council

11.1 Cllr Taylor reported on the Parish Forum meeting she attended with the Clerk on 24 July 2019.

12 Neighbourhood Watch

12.1 The Chair reported on the recruitment of another volunteer coordinator and said someone else had also expressed interest in becoming a third volunteer co-ordinator.

13 The Unspent Local Area Forum (LAF) Funding

13.1 TPC **resolved** to apply for match funding for an additional streetlight.

Action: Clerk to progress when there was a decision about the type, location and cost of the additional streetlight.

² Post meeting note: The Chair of the VE Day Celebration Committee thinks 750 is more realistic.

THORNBOROUGH PARISH COUNCIL (TPC)

14 VE Day 75th Anniversary Friday 8 May 2020

14.1 TPC noted the information provided by the Chair of the VE Day Celebration Committee and **resolved** thank her and its members for their work so far.

Action: Clerk to liaise with the Chair of the VE Day Celebration Committee about insurance, the required risk assessment, etc.

15 Any Other Business

Community emergency plan consultation

15.1 The Clerk reported on the email she had received from BCC.

Action: Clerk to respond to the consultation and circulate it with the Nash community emergency plan to TPC for information.

16 Date of Next Meeting

16.1 Monday 2 September 2019 at 7pm in the village hall – minute 6.7 refers.

Meeting closed at: 9.00 pm

Chair's signature:

Date: