

THORNBOROUGH PARISH COUNCIL (TPC)

Minutes of the Parish Council Meeting on Monday 21 October 2019

Present: Cllrs Steve Tribe (Chair); Emily Cooke; Estelle Graham; Carol Laurence; Mary Taylor; BCC Cllr Warren Whyte (for items 1 – 9).

In Attendance: Alison Robinson (Clerk); 6 members of the public were present.

1 Apologies

1.1 Cllr Ray Goodger; AVDC Cllr Billy Stanier.

2 Public Participation Session

2.1 No matters in addition to those covered by the agenda 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 agenda items 5(b), 5(e) and 9(c) (minutes 5.4 – 5.5, 5.10 – 5.11 and 9.9 refer).

4 Minutes of the Previous Meeting

4.1 The minutes of the meeting on 16 September 2019 were **approved** and signed by the Chair as an accurate record.

5 Planning

19/03284/APP – Land adjacent to New Inn, High Street, Thornborough. Erection of a dwelling with parking and associated amenities

5.1 The Chair said the planning application had been received after the September meeting agenda had been published, it had considered at the meeting under the general planning item and TPC had unanimously agreed to oppose it. The matter had been referred back because some residents had expressed concern about it not being included in the agenda. AVDC had extended the deadline for response from consultees to facilitate the application again being considered at the October meeting of TPC. He said it was disappointing no members of the public were in attendance specifically for the item.

5.2 Cllr Graham explained the planning criteria outlined in the initial appraisal she had undertaken for consideration by TPC.

5.3 TPC **resolved** unanimously to oppose the application on the grounds specified in the initial appraisal undertaken by Cllr Graham. In summary:

- Inaccurate description of current use.
- Non-compliant access.
- Flood risk.
- Breach of conservation area.
- Neighbour intrusion.

Action: Clerk to submit TPC's opposition to the planning application.

19/03578/APP – Brightmore Farm, Adstock Road, MK18 2EA. Single storey extension

5.4 Cllr Taylor said TACWET was not concerned the extension would overlook the woodland.

5.5 TPC **resolved** not to comment on the application.

19/03523/COUAR - Middleton Farm Nash Road, MK18 2DU. Determination as to whether prior approval is required in respect of transport & highway impact, noise, contamination risk, flooding and locational considerations for the change of use of agricultural barn into 5 dwelling with associated parking (Class Q(a)) and in relation to design and external appearance of the building (Class Q(b))

5.6 The Chair reminded TPC it had supported the original planning application.

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- 5.7 TPC **resolved** unanimously to support the application which would provide much needed opportunities for first time buyers.

Action: Clerk to submit TPC's support for the planning application.

Appeal Ref: 19/00061/NONDET – Nash Park, Nash Road, Great Horwood. Change of use of land to 13 Gypsy / Traveller pitches with associated works including, 13 mobile homes, 13 touring caravans, 13 dayrooms and 13 cesspits. Appeal by Mr T Reilly to the Secretary of State against the Council's failure to determine within the timescale

- 5.8 The Clerk outlined the action being taken by Nash Parish Council (NPC) to mount robust opposition to the appeal. NPC had asked local parish / town councils, as well as the local BCC and AVDC councillors, for support.

- 5.9 TPC **resolved** to pledge support for NPC's opposition to the appeal and ask for guidance from NPC about possibly making a submission opposing the appeal.

Action: Clerk to report back to NPC and circulate the requested guidance to TPC.

Highways Act 1980, Section 119, Proposed Diversion of Public Footpath

- 5.10 Cllr Taylor explained the TACWET Trustees had been working with the landowners for some time to bring about the footpath diversion and asked TPC to support it.

- 5.11 TPC **resolved** to support the pathway diversion.

Action: Clerk to submit TPC's support for the footpath diversion.

North Bucks Parishes Planning Consortium (NBPPC) meeting 25.10.19

- 5.12 The Chair reported he would be attending the forthcoming NBPPC meeting on behalf of TPC. Cllr White explained VALP and national building regulations made the suggestion put forward by a neighbouring parish council for a NBPPC development standard redundant.

6 Thornborough Infant School

- 6.1 Representatives of the Governing Body and the Headteacher provided an update about the school's application for combined status. In summary, a letter had recently been sent to parents and friends of the school explaining the pre-application planning advice which suggested planning constraints would mean a need to raise c£400,000 and how that was likely to impact on the preferred timeline. There were also concerns, in view of the pressures from the move to the new unitary authority, about whether AVDC would be able to deal with the planning application in a timely manner. The school asked for support from TPC to help with the AVDC concern.

- 6.2 It was clear during the subsequent discussion the Governors were already addressing the various suggestions put forward. The Chair thanked the Governors and Headteacher for the update and said, should it prove appropriate, TPC could ask questions of AVDC.

7 VE Day 75th Anniversary Friday 8 May 2020

- 7.1 The Chair of the Committee organising the celebration on behalf of TPC provided a detailed report about the impressive progress to date.

- 7.2 Cllr Taylor reminded the meeting of the requirement for additional insurance cover if the number of attendees exceeded a 1,000. Cllr White undertook to establish whether BCC was able to provide bunting. The Chair confirmed the recently circulated letter from the Armed Forces Charity (SSAFA) and the 'Nation's Toast to the Heroes of WW2' would be posted on the TPC website as requested, and that he would make the toast.

- 7.3 TPC thanked the Chair of the organising committee and asked her to thank her colleagues.

8 TPC Website

- 8.1 The Chair asked for feedback on the website checking it was agreed should be undertaken.

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- 8.2 The audit undertaken by the Clerk of the sections which were her responsibility was circulated in advance of the meeting and the updating was being prioritised when time allowed. Cllr Taylor said the 2015 Thornborough Village Plan needed significant updating - ideally the development of a new plan should be undertaken when other priorities permitted. Cllr Laurence explained the Village Hall Committee had not supported her suggestion for an interactive calendar. Cllr Cooke said she had checked the Local Information and thought it was both informative and helpful. The Chair encouraged Cllrs Goodger and Moore to check the sections they had been allocated.

9 Environment

Sports Field and Pavilion

- 9.1 The Clerk reported the work to address the fire risk assessment report had been arranged. The fire extinguisher related work and the staff training would take place on 25.10.19 and the electrical work on 29.10.19 during half-term.
- 9.2 Cllr Taylor reported volunteers with architectural or planning experience had not come forward to help with the project investigating the feasibility of installing a disabled toilet and new changing facilities.
- 9.3 The Clerk reported the Sports Field hedge had been cut and the overgrown trees would be dealt with in the next few days.
- 9.4 The Clerk reported only one of the three contractors asked to quote to install the new gate post was interested in undertaking the work.
- 9.5 TPC **resolved** to accept the quote which estimated the maximum cost would be £130.00.
Action: Clerk to take forward as detailed above.

Allotments

- 9.6 The Allotment Coordinator reported the plot holders nominated to examine the new licence had developed draft proposals. She also talked about some of the other ideas for the allotments which were currently being considered amongst the plot holders.
- 9.7 The Chair thanked the Allotment Coordinator for all her work, which included arranging for the road boundary hedge to be cut and undertook to look in detail at the draft licence proposals with Cllr Graham.
Action: Cllrs Graham and Tribe to consider the draft licence proposals.

Thornborough and Coombs Woodlands

- 9.8 The Clerk reported that she and the Chair had recently signed the title transfer document on behalf of TPC.

Playground

- 9.9 In view of the information provided by the Clerk about the income and expenditure estimates for the rest of the 2019/20 financial year, TPC **resolved** to accept the Brundles materials quote and the offer from Cllr Goodger and a resident to install the new fence without charge.
Action: Clerk to take forward, check the Brundles quote was still valid and ask Cllr Goodger to ensure a risk assessment was undertaken and appropriate insurance cover was in place.

10 Roads and Drainage Issue

- 10.1 The LAF match funding had been received – the project was now completed.

Increased Traffic¹

- 10.2 The Vice Chair, who had only recently returned from her trip, would now progress the SpeedWatch training.
Action: Cllr Taylor to arrange training for herself and the Chair.

¹ Post meeting note: Clerk's action from TPC meeting on 16.9.19 (minute 10.2) was overlooked. My apologies, the oversight has now been rectified.

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Streetlighting

- 10.3 The Clerk reported a LAF Transport Project application had been submitted for 50% of the funding for an additional streetlight. Unless money was recouped from a project funded in the current financial year, the match funding would not be available until the 2020/1 financial year. TPC could not be granted match funding for expenditure already incurred. Cllr Taylor explained TPC had previously earmarked funding for an additional streetlight. She also mentioned the TPC streetlight policy which was available on the website. Although the proposed site meeting had not yet taken place, there was a consensus it should go ahead.
Action: Cllr Taylor to arrange a site visit with the E.on Engineer. The Chair and Clerk would also attend.

Dead Cherry Tree

- 10.4 The Chair reported Cllr Goodger had made arrangements for the dead cherry tree to be removed on 26.10.19.
Action: Cllr Goodger to take forward.

The Village Stream and Rivers

- 10.5 In Cllr Goodger's absence there was no report.
Action: Cllr Goodger to do the inspection he had previously agreed to undertake and report back to the next meeting of TPC.

The Old Standpipe / Village Pump Fence

- 10.6 The Chair thanked Cllr Cooke and the resident who had repaired the fence round the Old Standpipe / Village Pump.
Action: Clerk to send a thank you letter on behalf of TPC.

11 Buckinghamshire County Council (BCC); Aylesbury Vale District Council (AVDC) and the New Unitary Authority - Buckinghamshire Council

- 11.1 The Clerk explained the item had been added to the agenda as a standing item to better facilitate reporting by the AVDC and BCC Councillors, and to enable TPC to receive relevant information about the new Unitary Authority as it became available.
Action: Clerk to attend the Aylesbury Vale Association of Local Councils AGM on 2.11.19.

12 Neighbourhood Watch

- 12.1 The Chair reported Cllr Whyte had provided a £100 grant from his Community Leader Fund to help with the re-establishment of the Neighbourhood Watch Scheme.

13 Financial Matters

Bank Reconciliation

- 13.1 Bank statements as at 30.9.19:
- | | |
|------------------|------------|
| Current Account | £19,261.39 |
| Reserve Account | £192.45 |
| Net bank balance | £19,453.84 |
- £12k return to reserve account on 4.10.19.
 - Unpresented/cancelled cheque
Chq 1081 £15.00
Allotment rent refund requested, moved away no forwarding address.

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Payments² and monies received

- 13.2 Payment for report:
- | | | |
|------------|------------------------|--------|
| Cllr Cooke | Fence repair materials | £81.60 |
|------------|------------------------|--------|
- Authorised by Cllrs Moore and Tribe.
- 13.3 Payments for authorisation:
- | | | |
|-----------------|------------------------------|---------|
| E.on | Street-lighting | £31.83 |
| npower | Pavilion electricity | £103.48 |
| Alison Robinson | September salary | £466.00 |
| HMRC | September PAYE | £116.60 |
| Alison Robinson | Expenses | £132.96 |
| Wave | Q2 water bill for allotments | £79.02 |
| Total | | £929.89 |
- 13.4 TPC **resolved** to authorise the payments detailed above.
Action: Clerk to make payments.
- 13.5 Payments received by BACS since previous meeting:
- | | | |
|-----------------------|---|------------|
| Cricket Club | 2019 Q3 and Q4 rent | £375.00 |
| Bucks County Councils | Gates £490, Neighbourhood Watch £100 | £590.00 |
| AVDC | Precept second payment 2019/20 | £9,300.00 |
| Pre School | Rent 1.6.19 - 30.9.19 & 1.10.19 - 31.1.20 | £1,333.32 |
| Nat West | Reserve account interest | £1.41 |
| Total | | £11,599.73 |
- 13.6 Cheque paid into bank account:
- | | |
|----------------------------------|---------|
| Plot 6 allotment rent (pro-rata) | £10.00. |
|----------------------------------|---------|
- Pre School water reimbursement policy**
- 13.7 The Clerk referred to the detailed information circulated to TPC; she reported the Pre School was last invoiced for water on 9.9.18; outlined the difficulties she had encountered trying to reconcile the Pavilion water bills for the period 10.9.18 – 8.9.19 with the reimbursement policy and the cricket clubs' water usage. Estimated bills were a further complicating factor. She said the Chair and Treasurer of the Pre School would welcome a simplified policy.
- 13.8 TPC **resolved** to support the introduction of a simplified policy.
Action: Clerk to take forward and arrange for the water meter to read regularly either by TPC or the Pre School staff.
- 13.9 The Clerk asked TPC to consider the income and expenditure forecast to 31 March 2020. She explained it had been compiled using the 2018/19 accounts and the 2019/20 expenditure to date. It was based on her knowledge which was not comprehensive and therefore unlikely to be accurate. The information was required to inform decisions about spending until 31.3.20 and budget building for 2020/21 which would be discussed at the November meeting. She said the recent budget building training she had attended recommended:
- Annual budgets should be supported by a five-year business plan, but she thought a schedule of work would suffice.
 - Parish councils should have a reserve at least comparable to the precept.
- Action:** TPC to provide feedback to the Clerk in advance of the next meeting.

² Post meeting note: The Clerk incorrectly assumed the monthly standing orders for storage had been approved for the financial year. This error will be rectified at the next meeting.

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14 Current and Ongoing Activities

14.1 Item deferred because of lack of time.

15 Any Other Business

15.1 There were no further items of business.

16 Date of Next Meeting

16.1 Monday 18 November 2019 at 7pm in the village hall.

Meeting closed at: 9.30 pm

Chair's signature:

Date: