

# THORNBOROUGH PARISH COUNCIL (TPC)

## Minutes of the Parish Council Meeting on Monday 20 January 2020

**Present:** Cllrs Steve Tribe (Chair); Emily Cooke; Ray Goodger; Carol Laurence; Charlotte Moore; Mary Taylor; Allen Williamson.

**In Attendance:** Alison Robinson (Clerk) and one member of the public.

### 1 Chair's Report

- 1.1 The Chair welcomed everyone to the first meeting of 2020 and talked about:
- (a) What TPC had achieved since May 2019.
  - (b) The importance of maintaining momentum.
  - (c) Good practice in relation to the conduct of meetings.
  - (d) The recent incident where his name had been used from the TPC website to create a scam Gmail account.
  - (e) Confirmation of the Clerk's appointment following her recent probation review which he and Cllr Taylor had conducted. The Clerk was thanked for her work.
- 1.2 In response to a question from the Chair, Cllr Goodger confirmed the problems experienced with his TPC and personal business email accounts had been resolved.

### 2 Apologies

- 2.1 AVDC Cllr Sir Beville Stainer.

### 3 Public Participation Session

- 3.1 The resident present talked about both the historical and recent flooding in Thornborough. S/he explained as private riparian owners they were keen to ensure they fulfilled their responsibilities and thanked Cllr Goodger for contacting the professional contractor.

### 4 Declaration of Interest in Items on the Agenda

- 4.1 Cllr Goodger declared an interest under agenda item 6 (b) (minute 6.2) because he was related to the person who had submitted the planning application. Cllr Goodger said he would not participate in the decision-making for item 6 (b).

### 5 Minutes of the Previous Meeting

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

### 6 Planning

#### **19/04387/APP – land off Padbury Road, Thornborough. Change of use from redundant agricultural shelter to holiday studio**

- 6.1 TPC **resolved** on a majority vote to oppose the application because as currently presented because it did not include sufficient information about road access.

**Action:** Clerk to respond to the consultation on behalf of TPC.

#### **20/00014/APP – Hillcrest, Nash Road, MK18 2DR. Demolition of existing rear extension and erection of part single and part two storey rear extension**

- 6.2 TPC **resolved** on a majority vote not to comment of the application.

**Action:** Clerk to respond to the consultation on behalf of TPC.

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### Ongoing planning matters

- 6.3 The Clerk explained the purpose of the document. TPC confirmed it was helpful and should become a standing item on the agenda.

**Action:** Clerk to maintain the planning log for presentation at future meetings.

### 7 Streetlighting Policy

- 7.1 The Chair reminded TPC of the history behind the agenda item. As the output from the site visit on 14.1.20 had been received during the afternoon – it still needed to be looked at in detail. The Clerk said the recent site visit suggested the information provided by E.on towards the end of 2019 was not accurate.

**Action:** Cllrs Tribe and Taylor to take forward with the Clerk.

- 7.2 TPC **resolved** to revise the streetlighting policy to:

- (a) Include the requirement for four residents, from different dwellings in the immediate vicinity of any streetlighting proposal, to formally make a request for the provision of a new streetlight or the switching-off of an existing streetlight.
- (b) Improve the tone and layout of the policy document.

**Action:** Clerk to revise the policy document for TPC for formal approval.

### 8 VE Day 75<sup>th</sup> Anniversary

- 8.1 The Chair reported the meeting of the committee organising the celebration held last week had been well attended. Sub-groups had now been appointed to take responsibility for the various areas of activity.

### 9 Thornborough Infant School

- 9.1 The Chair reported the Headteacher had provided the following report:

“We are continuing to work towards the combined status. Presently, we are still in the consultation period, however, unfortunately our submission to the planning permission bodies at County was held up significantly, and we only received a letter from them last week. The Governing body is reviewing the content and once we hear back from them, we will be able to update further.

Open mornings have been very successful, the closing date for parents to apply to schools was the 15 January. We will know definite numbers in April when County have allocated the places.”

### 10 Neighbourhood Watch

- 10.1 The Chair reported the initial response from residents wanting to join the scheme had been disappointing in some areas. He hoped renewed efforts now the Christmas period was over might be more fruitful and suggested delaying the next Neighbourhood Watch Coordinators meeting until mid-February. Cllr Laurence said the lack of response may reflect the preference of residents to sign up directly to Neighbourhood Watch rather than via their area coordinator.

- 10.2 There was an inclusive discussion about the £100 grant. The Clerk reminded TPC of the requirement to spend the money before 31 March 2020 and mentioned she still had outstanding follow up actions which involved some limited expenditure.

**Action:** Cllr Tribe to arrange the next Neighbourhood Watch meeting. Clerk to continue to try to obtain the information required to complete the outstanding follow up action and keep a watching brief on the finances.

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### 11 TPC Website

- 11.1 The Chair reported on the meeting held on 10.1.20 and thanked Cllr Laurence for recruiting a volunteer to help with the transfer the TPC website to a new platform.

**Action:** Cllrs Tribe and Laurence and the Clerk to meet on 23.1.20.

### 12 Emergency Plan

- 12.1 Cllr Williamson talked about the potential shortcomings, risks and difficulties which could result if TPC put an emergency plan in place.

- 12.2 During the subsequent discussion the following points were made:

- (a) The previous arrangement which had involved individuals with four-wheel drive vehicles delivering provisions when the village was snowed in had worked well.
- (b) The implementation of a phone tree with individual responders might be preferable to a formal emergency policy.

**Action:** Cllr Williamson to continue to take the lead with support from Cllr Laurence and the Clerk. The Clerk would investigate the insurance implications.

### 13 Environment

#### Sports Field and Pavilion

- 13.1 Cllr Taylor reported on the recent site visit for the project to investigate the possible installation of a disable toilet and adequate changing facilities. She outlined the anticipated next steps.

- 13.2 Cllr Goodger reported he was now seeking a quote from a local contractor for an alternative solution to resolve the problem of the gap between the door and the step.

**Action:** Cllr Goodger to send the quote to the Clerk once available so it could be circulated to TPC for consideration and timely resolution.

- 13.3 The Clerk reported she had yet to further investigate the shed ownership.

**Action:** Clerk to find a definitive answer about the ownership of the shed on the parish laptop and/or in the archives.

#### Allotments

- 13.4 The Clerk reported there were now only two new licences to be returned with signatures. She said she wanted to explore simplifying the future licence administration to make it less time consuming and cumbersome for the plot holders.

- 13.5 TPC discussed the recent application for a plot and possible ways of extending allotment provision in Thornborough.

- 13.6 TPC **resolved** to approve the retrospective request for permission for two dwarf plum trees on plot 3.

**Action:** Clerk to notify the plot holder.

#### Playground

- 13.7 Cllr Goodger was warmly thanked for erecting the new fence.

**Action:** Cllr Goodger to provide the Clerk with the names and addresses of those who had helped with the new fence so she could write to thank them on behalf of TPC.

- 13.8 Cllr Goodger confirmed he would collect and erect the new playground sign.

**Action:** Cllr Goodger to take forward.

- 13.9 Cllrs Goodger and Tribe were thanked for promptly removing the old bin.

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13.10 Cllr Taylor reported the broken piece of equipment had now been repaired by a parent whom she had thanked on behalf of TPC. The development of more rigorous playground inspection procedures was in progress.

**Action:** Clerk to finalise and implement the playground inspection procedures with Cllrs Laurence and Taylor.

### **Village Gardening Event(s)**

13.11 After taking advice and on further reflection Cllr Cooke concluded it was not something TPC should take forward. She would talk to the resident who had suggested the idea.

### **Wildflowers**

13.12 Cllr Cooke reported the Gardening Society would be planting wildflowers.

## **14 Road and Drainage Issues**

### **The village streams and rivers**

14.1 The Clerk reported she had taken advice from the Environment Agency Legal Department who had confirmed no new legislation was planned. Furthermore, the Environment Agency had clarified parish councils had no responsibilities in relation to private riparian owners. The responsibility to maintain a stretch of a watercourse was solely with the individual riparian owners.

14.2 Cllr Goodger reported he was arranging for a professional contractor to provide quotes for the private riparian owners who wanted help.

14.3 Cllr Moore said the Internal Drainage Board was responsible for removing the silt from the bottom of the waterways.

**Action:** Clerk to contact the Internal Drainage Board.

14.4 TPC **resolved** to buy a lifebelt / life buoy and housing for installation near the pond.

**Action:** Clerk to take forward with the Chair.

### **Thornhill**

14.5 The Clerk reported she had again raised the residents' concerns with the BCC Technician but had not yet received a response. Cllr reported two cars had recently been damaged by a new pothole in Thornhill.

### **A421 junction at the top of Bridge Street**

14.6 The Clerk reported the overgrown vegetation at the A421 junction at the top of Bridge Street had now been cutback by Transport for Bucks.

### **Football on The Green and road safety**

14.7 TPC discussed the potential dangers to children and concluded it was not able to take any effective action. A road safety reminder would be posted on Thornborough eNews and in the next edition of Thornborough News.

**Action:** Cllr Cooke and the Clerk to take forward.

## **15 Buckinghamshire County Council (BCC); Aylesbury Vale District Council (AVDC) and the New Unitary Authority - Buckinghamshire Council Aylesbury Vale Association of Local Councils (AVALC)**

15.1 Cllr Laurence talked about the limitations of the unitary authority consultations which tended to ignore inputs of relevance to small rural parishes. She would continue to monitor the consultations.

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### 16 Financial Matters

#### Current financial position

16.1 The Clerk reported the following:

#### Bank statements as at 31.12.19

|                         |                   |
|-------------------------|-------------------|
| Current Account         | £3,024.31         |
| Reserve Account         | £12,194.34        |
| <b>Net bank balance</b> | <b>£15,333.65</b> |

#### Payment for report

16.2 RIBA Building regulations publication £15.00 (Pavilion project)  
Authorised by Cllrs Moore Taylor and Tribe.

#### Payments for authorisation and monies received

16.3 Payments for authorisation:

|                 |                                   |                  |
|-----------------|-----------------------------------|------------------|
| E.on            | Streetlighting                    | £32.89           |
| WAVE            | Pavilion water                    | £77.66           |
| npower          | Pavilion electricity              | £318.63          |
| Alison Robinson | December salary                   | £466.64          |
| HMRC            | December PAYE                     | £116.80          |
| Alison Robinson | RIBA publication reimbursement    | £15.00           |
| Alison Robinson | Expenses (mileage and £1 heating) | £35.11           |
| Steve Tribe     | Key cutting reimbursement         | £6.75            |
| Ray Goodger     | Postcrete reimbursement           | £106.87          |
| Kara Warner     | Duck food                         | £38.50           |
| <b>Total</b>    |                                   | <b>£1,214.85</b> |

16.4 TPC **resolved** to authorise the payments detailed above.

**Action:** Clerk to make the payments.

#### Monies received by BACS since previous meeting

|                   |                                   |                  |
|-------------------|-----------------------------------|------------------|
| 16.5 Pre School   | Electricity reimbursement 2019 Q4 | £258.90          |
| Pre School        | Rent 1.2.20 - 31.5.20             | £666.68          |
| Fundraising Group | Donation for Playground fence     | £300.00          |
| Pre School        | Water reimbursement 2019 Q4+      | £60.88           |
| <b>Total</b>      |                                   | <b>£1,286.46</b> |

### 17 Current and Ongoing Activities

17.1 The document would again be updated for the next meeting - completed activities would be deleted and any new activities added.

**Action:** Clerk to update the current and ongoing activities document.

### 18 Any Other Business

#### Village Hall Week

18.1 TPC noted village hall week was an annual event and **resolved** to ask the Clerk to write to the Head Trustee of the Village Hall.

#### Damage to the roadsides/verges in Bridge Street and Back Street

18.2 Cllr Taylor said the problem was particularly bad near the Pre School.

**Action:** Clerk to add to the next agenda.

**THORNBOROUGH PARISH COUNCIL (TPC)**

**19 Date of Next Meeting**

19.1 Monday 17 February 2020 at 7 pm in the Village Hall.

19.2 TPC deferred the discussion about frequency of and dates for meetings in 2020/21.

**Action:** Clerk to add to the next agenda.

**Meeting closed at:** 9.05 pm

**Chair's signature:** Cllr Steve Tribe

**Date:** 17.2.2020