

## Thornborough Parish Council (TPC)

### A Minutes of the Parish Council Meeting on Monday 17 February 2020

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

**In Attendance:** Alison Robinson (Clerk) and 4 members of the public.

#### 1 Apologies

1.1 Cllr Allen Williamson; Cllr Ray Goodger; AVDC Cllr Sir Beville Stainer; BCC Cllr Warren Whyte.

#### 2 Public Participation Session

2.1 No matters were raised in addition to those covered by the agenda.

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

3.1 No declarations of interest were made.

#### 4 Minutes of the Previous Meeting

4.1 The minutes of the meeting on 20 January 2020 were **approved** and signed by the Chair as an accurate record.

#### 5 S106 Funding

5.1 TPC considered the paper prepared by the Clerk and Secretary of the Thornton Parish meeting. TPC had not been made aware until very recently of the £10,078 of S106 funding from the Home Farm development (08/01416/APP). TPC was aware of the £6,244 of S106 funding from the Nash Road development (10/02028/APP) and had agreed in principle it should be used to help fund the project to install a disabled toilet and in the Pavilion – agenda item 8 (b) and minutes 8.2 - 8.3 refer.

5.2 The following points were made during the discussion:

- (a) The Pavilion project had clearly been identified as the priority for TPC.
- (b) There was no project plan in place for improving the Village Hall.
- (c) Alternative central government funding was available for village halls. The Clerk had sent the relevant information to the Chair of the Village Hall Committee when she received it.
- (d) The fundraising group had previously suggested raising money to refurbish the Village Hall. Although the fundraising group's offer had not been pursued when it was made, it might be possible to reconsider the matter if the funding raised was not now required by the Infant School for combined status.

5.3 TPC **resolved** by a unanimous vote to apply to ADVC for both amounts of S106 funding for the Pavilion project.

**Action:** Clerk to apply for both S106 funding allocations.

5.4 The Chair thanked the Clerk and Secretary of the Thornton Parish meeting for their paper and for attending the meeting.

#### 6 Streetlighting

6.1 This item was deferred until the next meeting.

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### 7 Road and Drainage Issues

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

7.1 Cllr Taylor reported the High Street verges had also been damaged. The damage to Bridge Street and the High Street was caused by building work for residents. TPC discussed whether the residents concerned could be asked to arrange for their contractors to make good the damage.

7.2 The problem in Back Street near the Sports Field was a health and safety matter. It needed to be addressed as a matter of urgency because Pre School staff and children had already slipped in the mud.

**Action:** Clerk to prioritise Back Street and pursue with Transport for Bucks / BCC.

#### The Village Streams and Rivers

7.3 The Clerk reported Buckingham & River Ouzel Internal Drainage Board (IDB) was responsible for dredging the silt from the waterway from Buckingham to Lower End. IDB had dredged that waterway a couple of years ago, it was next scheduled to be dredged in 2021/2. The Clerk was now in touch with the BCC Senior Flood Management Officer about the waterway in the middle of the village which had flooded recently and did not go through private property. TPC was responsible for clearing the pond and the stream on parish council land.

**Action:** Clerk to establish who was responsible for dredging the silt from under the bridges in Lower End and the High Street.

7.4 In Cllr Goodger's absence, the Chair reported a site visit had now been arranged with the contractor who would provide quotes for the private riparian owners who wanted professional help with their responsibilities.

#### Thornhill

7.5 The Clerk had raised the Thornhill potholes with a representative from Transport for Bucks (TfB) before a recent meeting at County Hall. It was clear there is no merit in TPC continuing to raise the matter. Instead the Thornhill residents should be encouraged to report new potholes via Fix My Street and claim compensation from TfB for any damage caused to cars.

### 8 Environment

#### Name of the Agenda Item

8.1 TPC **resolved** unanimously to:

- (a) Combine the Environment agenda item with what was currently the Roads and Drainage agenda item.
- (b) Rename the combined agenda item Environment and Facilities.

#### Sports Field and Pavilion

8.2 Cllr Taylor tabled an outline plan and project schedule to compliment the paper about the installation in the Pavilion of a disabled toilet with disabled parking and access, and adequate changing facilities prepared by the Project Team and circulated to TPC in advance of the meeting.

8.3 TPC **resolved** unanimously to approve:

- (a) The appointment of the resident who had volunteered to work with the Project Team to project manage the alterations.
- (b) The identification and appointment of an Architectural Technician to do the 'As Prepared' drawings and Specification of Works.

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

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- 8.4 The contractor had been unable to deal with the gap between the step and the patio doors of the Pavilion for the past two weekends because of the storms. The work would now undertake this week whilst the Pre School was on half-term. The estimated cost of the labour and materials was c£100. The contractor had advised draught excluders would still be required.
- 8.5 There was documentation, prepared by the clerk at the time, which confirmed the shed had been purchased to replace the container previously in use. The shed cost £5497, 80% of which had been covered by the Moore Trust. TPC, the Cricket Club and Football Club each paid £366.50.<sup>1</sup> The shed had been on TPC asset register since 2008/9.

### Allotments

- 8.6 The signed licences for plots 1 and 5 remained outstanding. The signed licence for plot 1 was promised shortly. The holder of plot 5 was not expected to continue. Confirmation was required about plot 5 and was being sought to enable it to be reallocated to the person on the waiting list.

### Playground

- 8.7 The installation of the new sign remained outstanding.
- 8.8 Cllr Cooke had tested the playground safety inspection procedures and checklist. She had identified the gaps in the tyre surface where the old fence posts have been removed as a safety concern. Cllr Taylor undertook to look at the problem with a view to finding a solution. Cllrs Cooke, Laurence and Taylor would manage the safety inspection rota and ensure the completed safety checklist was returned to the Clerk each month for audit purposes.
- 8.9 **Action:** Cllrs Cooke, Laurence and Taylor to take forward.

## 9 Footpath Etiquette

- 9.1 The Chair talked about how privileged Thornborough was to have footpaths in and around the village. He mentioned the proposed walking group and said everyone using the footpaths should remember not to stray on to private land and to keep their dogs on a lead. Cllr Taylor said dogs could be let off the lead in the Thornborough and Coombs Community Woodlands.
- 9.2 TPC **resolved** to include a piece on 'footpath etiquette' in the next edition of Thornborough News.
- Action:** Cllr Cooke to prepare the piece for Thornborough News.

## 10 The Great British Spring Clean

- 10.1 TPC resolved to arrange an initial litter pick for Saturday 14 March 2020. Cllr Moore was thanked for her offer to provide refreshments in the church after the litter pick.
- Action:** Clerk to make the arrangements. Cllr Moore to provide refreshments.

## 11 Planning

### New planning applications

- 11.1 No new planning applications had been received since the previous meeting.

### Ongoing planning matters

- 11.2 TPC **noted** the information provided in the planning log document.

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<sup>1</sup> Post meeting note: As reported the shed has been on TPC asset register since 2008/9. However, a further subsequent check revealed it was removed in 2016/7.

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### Other planning matters of relevance

- 11.3 TPC **noted** the Inspector has requested responses from AVDC to the issues raised in the nearly 850 representations submitted to the VALP proposed modifications consultation. The VALP would not now progress to adoption before Buckingham Council comes into being.

### 12 Neighbourhood Watch

- 12.1 The Chair reported on the recent Neighbourhood Watch meeting. He explained another two areas coordinators had joined the group and said the recruitment of members was ongoing.

### 13 TPC Website

- 13.1 Cllr Cooke reported on the progress she had made towards transferring the TPC website from the current platform to Voice. Ideally a new, more accessible website was needed because the current website was unwieldy. The current priority was to ensure the continuation of the TPC website after BucksVoice closed at the end of next month. Updating and improving the website could be accommodated in due course.

**Action:** Cllr Laurence to continue to take forward.

### 14 Emergency Plan

- 14.1 The insurance broker had advised TPC would be covered by its Employers' and Public Liability insurance automatically an emergency plan was implemented because it would become part of the Parish Council's overall activities. In the event of a claim for personal injury or property damage arising from an emergency and if the Parish Council was found legally liable for the incident, the policy would respond to deal with it. In order to mitigate risk any formal emergency plan document should be reviewed regularly to ensure it remained current and accurate.

- 14.2 TPC **resolved** to accept Cllr Williamson's offer to develop an emergency plan.

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

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

- 15.1 Cllr Taylor and the Clerk attended BMKALC/BCC liaison meeting on 29.1.20. The output from the meeting was circulated to TPC on 11.2.20. It was clear funding would be tight under the unitary authority. AVDC planning performance was again the biggest concern amongst the councils present at the meeting.

### 16 Financial Matters

#### Current financial position

- 16.1 The Clerk reported the following:

#### Bank statements as 31.1.20

Current Account	£5,080.92
Reserve Account	£12,200.41
<b>Net bank balance</b>	<b>£17,281.33</b>

#### Payments for report

- |                                      |                         |         |
|--------------------------------------|-------------------------|---------|
| 16.2 Information Commissioner Office | Annual registration fee | £35.00  |
| Lifebuoys Direct                     | Lifebuoy                | £74.39. |

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### Payments for authorisation and monies received

#### 16.3 Payments for authorisation:

E.on	Streetlighting	£32.89
Alison Robinson	January salary	£466.84
HMRC	January PAYE	£116.60
Alison Robinson	Expenses (mileage and £2 heating)	£35.75
Alison Robinson	Lifebuoy reimbursement	£74.39
Alison Robinson	Stamps reimbursement	£7.32
Alison Robinson	NHW signs, <sup>2</sup> printer ink reimbursement	£20.99
<b>Total</b>		<b>£754.78</b>

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

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

16.5 No monies had been received since the previous meeting.

### 17 Current and Ongoing Activities

17.1 Cllr Cooke asked for her name to be deleted from the VE Day 75<sup>th</sup> Anniversary Event. Cllr Laurence said she wished to continue with the playground. The document would again be updated for the next meeting.

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

### 18 Urgent Matters for Reporting and/or the Next Agenda

18.1 The following items would be included on the next agenda:

- (a) Grass cutting.
- (b) The Vale of Aylesbury Housing Trust garages.

### 19 Date of Next Meeting

19.1 Monday 16 March 2020 at 7 pm in the Village Hall.

19.2 TPC **resolved** to approve the following meeting dates for 2020/21:

Monday 20 April 2020	Monday 19 October 2020
Monday 18 May 2020 Annual TPC Mtg	Monday 16 November 2020
Monday 1 June 2020 Annual Parish Mtg	December 2020 – no meeting
Monday 16 June 2020	Monday 18 January 2020
Monday 20 July 2020	Monday 15 February 2021
August 2020 – no meeting	Monday 15 March 2021
Monday 21 September 2020	

**Meeting closed at:** 8.48 pm

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

**Date:** 16 March 2020

<sup>2</sup> The reimbursement was for printer ink only. TPC will be asked to authorise the reimbursement for the Neighbourhood Watch Signs at its March meeting.