

THORNBOROUGH PARISH COUNCIL

MINUTES of MEETING

Monday 10th October 2011 at 7.30p.m.

Present: Cllr. Mark Cole (Chair), Cllr. Charlotte Moore, Cllr Rupert Bursell, Cllr Ray Goodger, Maggie Beach (Clerk)

Public: Stuart Mitchell

Item	Minute	ACTION
1	Apologies: Cllr. Andy Spurr, Cllr. Melanie Staff, Cllr Mary Taylor.	
2	Declaration of interest in items on the agenda – Cllrs. CM and RB declared an interest in item 18 which was later withdrawn.	
3	Public Participation session: No issues raised.	
4	Minutes of the meeting of 12th September 2011 After amendments made to the copies, agreed as a correct record of the meeting. Amendments (item 8 £6,00 to £6,000, and item 13 local to become locals)	
5	<p>Review of Action Points</p> <p>1. AVDC Planning – Roger Newell has sent Fact Packs on Thornborough, the Clerk distributed these to councillors</p> <p>2. Minutes - August 2011 copy sent to Samuel Dix,</p> <p>5. Street Lighting – on agenda</p> <p>9/10. Thornborough Web site and TPC e-mail address – on agenda</p> <p>16. Planning - responses sent to AVDC.</p> <p>17. Finances:</p> <p>a) i. Grass cutting - quote accepted ii. Allotments – Clerk has re-sent invoices re. outstanding rents.</p> <p>b) Bank Accounts – on agenda</p> <p>c) Annual Audit – on agenda</p> <p>d) cheque sent as agreed</p> <p>Re request from TPC: Clerk has checked re liability and children's playground and all areas within the parish that we own are covered by Public Liability in our Insurance.</p> <p>19 Correspondence: notices displayed as decided</p> <p>20. A.O.B.</p> <p>1. Colmar hedge – house-owner claims it is the responsibility of BCC,</p> <p>2. Hole between footpath and pond – clerk has spoken to Highways, it is on their list to do.</p>	Clerk to check. Clerk will continue to chase up.
6	<p>Street Lighting</p> <p>Cllr MC has walked Thornhill but results inconclusive at present, will report next meeting.</p> <p>Cllr RG asked about solar lighting.</p> <p>Cllr MC offered to look at some prices for next meeting.</p>	Cllr MC to report next meeting. Cllr MC to look at solar light prices.
7	<p>Thornborough Web site and TPC e-mail address</p> <p>Both now active. Clerk to work with Stuart Mitchell to develop.</p>	Clerk to action
8	<p>Bye-laws Working Group – to agree membership, set remit and set date(s) to meet. Agreed that:</p> <ul style="list-style-type: none"> - To ask Cllr MT to sit on group along with Cllrs. AS and RB - Remit to be to write Bye-laws - Consultation with parishioners will be needed 	Cllr RB to take

	- Interim report to TPC for December meeting.	forward.
9	Ducks Parishioner has once again raised this issue as she believes the two remaining drakes are not happy. An ongoing issue that Cllrs believe that it will sort itself out naturally eventually, and that what would be needed to protect introduced ducks and their young would be a duck-house. Does the pike remain a problem?	Clerk to check whether pike has been dealt with.
10	Dial-a-Ride – request for funding Cllrs felt that they needed to know how Thornborough parishioners benefit specifically from this service and how much it is used in our parish before we would agree to give any funding.	Clerk to ask Dial-a-Ride for more information.
11	Village Hall Notice-boards Clerk explained that this is not something she has had time to do again as other work (the audit) has had to take priority. Cllr CM agreed to look into a new notice board.	Clerk to give Cllr CM any information collected so far for action.
12	Remembrance Day Service is at 10.55 on Sunday 13 th November starting at the WAR Memorial outside the Church. Agreed to buy a wreath similar to last year's. Agreed that Cllr. MC will represent TPC	Cllr. CM to buy wreath. Cllr MC to represent TPC at service.
13	Training available Buckinghamshire wide directory Fundraising Training for voluntary and community sector in AV. More information available from Clerk. Both noted.	
14	Focus on Older People There is a great deal of information coming through to parishes about Older People. Clerk reported on the workshop organised by AVDC on 8/9/11. - Information directory of resources and facilities for older people sent out - Fact sheets on relevant issues are being produced and regularly sent out. Three questions were asked specifically: 1. How do we improve information for older people? 2. How do we identify those who don't engage with the community? 3. How can we support organisations that support older people within the community?	Further information, fact sheets and directory available from Clerk.
15	Planning: a) <u>Ref.11/02051/APP</u> Application for a two storey rear extension - Jasmine Cottage, Nash Road, Thornborough. MK18 2DP - NO OBJECTIONS b) <u>Ref.11/02097/APP</u> Application for single storey rear side extension – Sunnyview, Back Street, Thornborough, MK18 2DH – NO OBJECTIONS c) Outcomes of previous applications: • <u>Ref11/01793/APP</u> Application to extend the time limit of application 08/01795/APP Spindles, Bridge Street, Thornborough. MK18 2DW • <u>Ref. 11/01736/APP</u> Erection of gate piers and gates and resurface drive, The Old Manor, High Street, Thornborough Buckinghamshire MK18 2DF • <u>Ref11/01417/APP</u> Fell existing leylandii trees to erect 0.7m high stone wall along from boundary - Little Acorns/Church View, Back Street, Thornborough. MK18 2DH.	Clerk to send responses .

	<ul style="list-style-type: none"> • <u>Ref.11/01631/ATC Fell purple plum tree</u>, The Old Manor, High Street, Thornborough, MK18 2DF. • <u>Ref.11/01367/APP Two story front extension, conversion of outbuilding into residential use and erection of a shed</u>, Pear Tree Cottage, Hatchet Leys Lane, Thornborough, MK18 ALL PERMITTED. <p>d) Bulletins and updates - noted</p>	
<p>16</p>	<p>Finances:</p> <p>a) Annual Audit Report circulated previously. TPC went through the recommendations in order:</p> <p>Recommendation 1: Financial Regulations should be revised to bring the level for formal tender action into line with the adopted Standing Orders at £25,000. Cllr RB proposed, Cllr CM seconded agreed unanimously</p> <p>Recommendation 2: 2010/11 annual precept cash value to be minuted formally and retrospectively at the next Council meeting. Cllr RB proposed, Cllr CM seconded agreed unanimously to minute 2010-11 Annual Precept of £17,026.00</p> <p>Recommendation 3: Minutes to identify detail of all payments approved including cheque nos. payees' names and amounts and the monthly direct debits. agreed</p> <p>Recommendation: 4 Date of bank reconciliations to be identified in the minutes. agreed</p> <p>Recommendation 5: Members to give due consideration to the powers for the approval of applying Section 137. agreed</p> <p>Recommendation 6: Cashbook record and accounts amended to record the correct analysis of the former clerk's "coaching" salary in July- agreed</p> <p>Recommendation 7: VAT to be identified in the cashbook for the new printer and subsequent ink purchases. agreed</p> <p>Recommendation 8: If Eon account is still in significant credit, contact to repay the excess payment and adjust the monthly direct debit accordingly.</p> <p>Recommendation 9: Formal risk assessment document in place to be subjected to annual reviewed annually, updated and re-adopted by the Council.- Cllr RB volunteered to have a look at current document.</p> <p>Recommendation 10: Review current year records to determine whether or not the final two quarters sports club rents and one allotment rent have been settled: if not, take appropriate action</p> <p>Recommendation 11: Consideration should be given to the revaluation of the Council's premises and the use of that value in future years on the Annual Return.</p> <p>Recommendation 12: The asset register detail should also be reviewed in detail to ensure that all of the Council's assets are included with wherever possible, their purchase cost identified</p> <p>Recommendation 13: Asset to identify the date of acquisition, detail of the asset and its position within the parish, purchase cost (net of VAT) and insured value, as uplifted annually by the insurer.</p> <p>Agreed Recommendation 11, 12, and 13 to be worked on by Clerk with Cllr RB</p> <p>Recommendation 14: The Annual Return detail should be amended at Boxes 4, 6 & 9 as detailed in the report to reflect the correct allocation of staff costs and the acquisition of the printer /copier during 2010-11. The amendments to be initialled by the Chairman and acting Clerk prior to submission to the external auditors.</p> <p>Recommendation 15: Consideration should be given to the</p>	<p>Clerk to make amendment to Financial Regs.</p> <p>Clerk to action Clerk to action</p> <p>Clerk to action</p> <p>Clerk to action</p> <p>Clerk to check out</p> <p>Clerk to send to Cllr RB</p> <p>Clerk to check out,</p> <p>Clerk to work on Recommendation 11, 12, and 13 with Cllr RB</p> <p>Clerk to amend Annual Return as detailed and Clerk and Chairman to</p>

	<p>preparation in future years of the Supporting Statement. Clerk explained a supporting statement had been prepared but not sent to auditor by mistake. This mistake has now been rectified.</p> <p>b) Annual Audit Report Recommendations</p> <ul style="list-style-type: none"> i. To review and amend Financial Regulations ii. To minute the precept for 2011-12 retrospectively iii. To note that councillors should give due consideration to the powers relied on for the approval of ad hoc grants and donations to local bodies only applying Section 137 where no other specific power exists. iv. Risk assessment review v. To agree dates to review remaining recommendations <p>All dealt with in item a) as detailed above.</p> <p>c) Bank Accounts – The forms have been returned by the bank with further amendments and additions required.</p> <p>d – f) Payments agreed:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 40%;">Internal Auditor</td> <td style="width: 20%;">£330.00</td> <td style="width: 20%;">cheque</td> <td style="width: 20%;">361</td> </tr> <tr> <td>E-on (lighting)</td> <td>£23.23</td> <td>cheque</td> <td>362</td> </tr> <tr> <td>E-on (maintenance)</td> <td>£74.70</td> <td>cheque</td> <td>363</td> </tr> <tr> <td>Grid24</td> <td>£72.00</td> <td>cheque</td> <td>364</td> </tr> <tr> <td>Churchyard maintenance</td> <td>£500.00</td> <td>cheque</td> <td>365</td> </tr> <tr> <td>Total</td> <td>£999.93</td> <td></td> <td></td> </tr> </table> <p>Comic Relief Funding 2011 – 2013 and The Prince's Countryside Fund – both noted.</p>	Internal Auditor	£330.00	cheque	361	E-on (lighting)	£23.23	cheque	362	E-on (maintenance)	£74.70	cheque	363	Grid24	£72.00	cheque	364	Churchyard maintenance	£500.00	cheque	365	Total	£999.93			<p>initial.</p> <p>Clerk to action.</p> <p>Clerk to raise cheques.</p>
Internal Auditor	£330.00	cheque	361																							
E-on (lighting)	£23.23	cheque	362																							
E-on (maintenance)	£74.70	cheque	363																							
Grid24	£72.00	cheque	364																							
Churchyard maintenance	£500.00	cheque	365																							
Total	£999.93																									
18	<p>Councillors' Issues: Request by Cllr Moore for donation towards upkeep of Churchyard Cllr RG proposed, Cllr MC seconded, unanimously agreed (Cllr CM did not vote) Agreed to make donation under Section 137</p>																									
19	<p>Correspondence:</p> <ul style="list-style-type: none"> a) Buckinghamshire Playing Fields – Annual Report and AGM b) Aylesbury Vale Local Strategic Partnership Newsletter – Summer 2011 c) Information from the Foster care team - Buckinghamshire County Council d) Launch of the Community Development Blogs e) Older People's Monthly Factsheets: September - Alzheimer's f) photovoltaic discount scheme g) free office space in Gawcott and free resources <p>All noted</p>																									
20	<p>A.O.B.</p> <ul style="list-style-type: none"> a) Guinness Trust (building affordable housing) has asked whether Cllrs. want to see exactly where the new entrance to the children's playground will be best sited. Cllrs agreed to go and discuss with Guinness Trust. b) Clerk asked Cllrs. to update Contact List. c) Clerk gave out information of two forthcoming events: Standards Briefing – 10th November, 2.30 – 5.00 at Green Park and Buckinghamshire Rural Affairs Group Annual Conference – 25th November 9.30 – 3.00 at Saunderton. 	<p>Cllrs. to go and discuss with Guinness Trust. (Cllrs. MC and AS?)</p>																								
21	<p>Date of next meeting; Monday 14th November 2011 7.30p.m. The meeting closed at 9.30 p.m.</p>																									