

THORNBOROUGH PARISH COUNCIL

MINUTES of MEETING

Monday 14th November 2011 at 7.30p.m.

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

Public: Stuart Mitchell

Item	Minute	ACTION
	<p>At the start of the meeting the Clerk announced three emergency items to be added to the agenda:</p> <ol style="list-style-type: none"> Affordable Housing – current situation. This item to be taken immediately after item 5 Parish Precept for 2012. This item to be added to item 13, Finance. Street Cleaning and verges – new contracts and proposals – This item to be taken under Item 15, correspondence 	
1	Apologies: Cllr. Andy Spurr,	
2	Declaration of interest in items on the agenda - none	
3	Public Participation session: No issues raised.	
4	<p>Minutes of the meeting of 10th October 2011 After amendments made to the copies, agreed as a correct record of the meeting. Amendments (item 2 the words, 'which was later withdrawn' added to Cllr RB expressed and interest and item 16 £499.93 to £999,93)</p>	
5	<p>Review of Action Points From September meeting, revisited October meeting- A.O.B. Colmar hedge it is the responsibility of BCC as house-owner claims. The hedge has now been trimmed. Hole between footpath and pond – clerk has spoken again to Highways, it is on their list to do but they still don't have a date. Clerk also reported to highways the gullies in the verge and drains that need clearing along the bottom bit of Back Street and the Thornborough – Thornton road to prevent flooding. 9. Pond Clerk has checked with Cllr AS, the pike has not yet been removed from the pond. 10 Dial-a-Ride – request for funding Clerk has contacted them; they do not provide a service to anyone living in the parish currently although would be willing to do so. The clerk relayed to them that as no parishioners were using the service we could not offer them any funding. 12 Remembrance Day Cllr. CM bought wreath, Cllr MC represented TPC at service. 15 Planning: Clerk has sent responses 16 Finances: a) Annual Audit Report recommendations No. 1: Financial Regulations revised to bring the level for formal tender action into line with the adopted Standing Orders at £25,000. - done No 2: 2010/11 annual precept cash value £17,026.00 to be minuted formally and retrospectively. – Done No 3: Minutes to identify detail of all payments approved including cheque nos., payees' names and amounts and monthly direct debits.</p>	

	<p>No: 4 Date of bank reconciliations to be identified in the minutes. Both recommendations on-going and clerk will action as they arise'</p> <p>No 5: Members to give due consideration to the powers for the approval of applying Section 137. Recommendation is on-going and Cllrs. will action as it arises.</p> <p>No 6: Cashbook record and accounts amended to record the correct analysis of the former clerk's "coaching" salary in July- Done</p> <p>No 7: VAT to be identified in the cashbook for the new printer and subsequent ink purchases. Done</p> <p>No 8: If Eon account is still in significant credit, contact to repay excess payment and adjust monthly direct debit accordingly. – in process of review.</p> <p>No 9: Formal risk assessment document in place to be subjected to annual reviewed annually, updated and re-adopted by the Council.- Still to be completed</p> <p>No 10: Review current year records to determine whether or not the final two quarters sports club rents and one allotment rent have been settled: this was taken into consideration with future payments</p> <p>No 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>No 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>No 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. Last 3 recommendations still to be worked on by Clerk with Cllr RB</p> <p>No 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. Done .d – f) Agreed payments: made A.O.B. a) New entrance to the children's playground siting – Clerk has discussed with site manager at the Guinness Trust affordable housing development</p>	<p>Currently being reviewed</p> <p>Still to be completed by clerk with Cllr RB. Clerk to send relevant documents to Cllr RB</p>
<p>Emergency - Item 1</p>	<p>Affordable Housing Several parishioners have contacted councillors concerned that three of the affordable housing development houses are being advertised by AVDC in the Bucks Home Choice property list. We have a long waiting list of local people and there is concern that they are being passed over. Cllr MC has spoken with Dawn Cotter at AVDC who has re-assured him that anyone allocated a house will have to demonstrate connection with the parish.</p>	
<p>6</p>	<p>Street Lighting</p> <p>a) Report from Cllrs. MC and AS on Thornhill lighting Cllrs AS and MC have walked Thornhill and reported back to TPC. Proposal to switch off lights 1 and 4, Thornhill, but leave the remaining lights (2, 3, 5, 6 and 7) on till midnight. Proposed Cllr MS, seconded Cllr MC, in favour 5, abstention 1 TPC agreed to action.</p> <p>b) Other local street lighting issues</p> <ul style="list-style-type: none"> - Cllr MC has 2 quotes for solar lighting. - £249 per light and £525 Per light.TPC considered the quotes. There was a proposal to purchase one of each solar lights to assess. Proposed Cllr MS , seconded by Cllr RB. Agreed 	<p>Clerk to arrange with E-on.</p> <p>Cllr MC to send details to Clerk. Clerk to purchase</p>

	<p>unanimously. Cllr RG offered to fix them. Cllrs. MC and AS have reviewed village lighting for street lighting positions and have produced a map for when we need them. Some areas, for instance opposite the Old Manor, may be difficult as the path is very narrow there.</p> <ul style="list-style-type: none"> - The missing light at the Lower End/ High Street junction should also be replaced. Cllr RG may have the pole and fittings to do this. - We need to look at Nash Road and Lower End. Cllrs. AS and MC to walk these areas to assess lighting and lighting needs. <p>c) BCC switching off street lights trial. The Clerk drew council's attention to the report from BCC on the three year trial to switch off some street lighting.</p>	<p>one of each sort of solar light as agreed</p> <p>Cllrs AS and MC to look at these areas and report back to next meeting.</p>
7	<p>Thornborough Web site and TPC e-mail address Both now active. Clerk is working with Stuart Mitchell which is being a great help. We need to know what TPC needs to have on the web site and how they might like the information grouped. There followed a discussion on the web site and what TPC wanted from it. Agreed that Clerk and Stuart Mitchell would give a brief presentation on the web site at the next meeting to inform council's decision. .</p>	<p>Clerk to put on December agenda</p>
8	<p>Bye-laws Working Group Cllr RB reported that it is unclear what is actually registered. He mentioned the three grass 'islands that include the Dole Tree in this instance. He also noted that we have no documentation about any planning permission for the net-paving although TPC was informed by AVDC that this was not needed. In 1974 an attempt was made by the then council to create bye-laws bit as the land was Common Land at that time this could not be put into effect. The big issue will be parking and consistency of practice. There are also possible issues concerning where the Green ends and the highway or footpath begins. This may need negotiating. Do we permit ball-games and are there safety issues here? Working group will give a progress report on drafting laws at the December meeting.</p>	<p>Working Group to give progress report at the next meeting.</p> <p>Clerk to put on the December meeting agenda</p>
9	<p>Allotments Update Clerk gave a report on the allotments. She has inspected the allotments and previous actions asked for have not yet been completed (the removal of the pile of soil from allotment 4 to allotment 11, the removal of the dividing wire fence between allotment 11 and the rest of the allotments and the trimming of the hedge by allotment 11). She has collected money that was outstanding from last year as the auditor recommended. Clerk pointed out that all allotment holders pay the same rent although the allotments are of different sizes. TPC decided nothing could be done about this and no-one has complained. One allotment holder has decided to stop renting his allotment. According to our records we therefore now have two vacant allotments. TPC agreed to advertise them in Thornborough News.</p>	<p>Clerk to put advert into Thornboro' News.</p>
10	<p>Area 14 Speed Limits Review Despite the information formally received by both Chairman and Clerk that the Speed Limit Review results would not be decided and enforced until the middle of 2012 at the earliest, the results have been recently published by BCC. TPC's stated position to the consultation was that the speed limit changes were unnecessary.</p>	

	<p>The majority of the respondents to the consultation were against the proposed changes. However BCC have decided to agree to the proposed changes and these will be enforced in due course. Changes are as follows: Back Street - Reduce existing NSL to 30 mph east from j/w C1. Bridge Street - Relocate 30/NSL terminals to just south of lighting column (a reduction in the current restriction of approx' 80 metres). C1 Folly Lane - Extend existing 30 mph approx' 36 metres southwest to incorporate access to first/last property. Hatchet Leys Lane - Reduce existing NSL to 30 mph. Nash Road - Move existing terminals approx' 42 metres west to tie in with 'Thornborough' nameplate. C1 Thornton Road - Extend 30 mph from south of Hatchet Leys Lane/Back Street to approx' 42 meters north of junction. Clerk will e-mail these changes for inclusion in the next Thornborough News.</p>	<p>Clerk to send this information for the next Thornboro' News</p>
11	<p>Village Hall Notice-boards This is on-going there will be a report back when we have worked out what would be the best options.</p>	<p>Clerk and Cllr CM to continue to action.</p>
12	<p>Planning:</p> <ol style="list-style-type: none"> <u>Refs. 11/02038/ALB and 11/02222/APP</u> Replacement of roof after fire damage and rebuilding of two chimney stacks TPC SUPPORTS THIS APPLICATION. Amended plans for The Lone Tree, Bletchley Road, Buckinghamshire, MK18 2DZ - noted The Aylesbury Vale Plan Newsletter – Issue 7. <p>The Vale of Aylesbury Plan first Public Consultation</p> <ul style="list-style-type: none"> Based on findings of the recent Housing and Economic Growth Assessment study, Focuses on two issues. <ul style="list-style-type: none"> overall level of new jobs and homes that should be planned for the District, broad distribution of where new homes should be located. Summary available from the Clerk or full document on AVDC website.. Consultation runs from 1st December 2011 until 26th January 2012, There will be three drop-in sessions at Aylesbury, Buckingham and Winslow. <ul style="list-style-type: none"> Aylesbury Waterside Theatre - 10th Jan 3pm – 8pm Buckingham Community Centre 11th Jan – 3pm – 8pm The Winslow Centre 18th Jan 3pm – 8pm. More details on the drop in sessions will be included in the consultation document <ol style="list-style-type: none"> Ordnance Survey Mapping, licenses and data workshop – repeat - noted Outcomes of previous applications - <u>Ref.11/02051/APP</u> Application for a two storey rear extension - Jasmine Cottage, Nash Road, Thornborough. MK18 2DP - PERMITTED Bulletins and updates - noted 	<p>Clerk to send response</p> <p>.</p>
13	<p>Finances:</p> <ol style="list-style-type: none"> VAT claim has been calculated at £2,511.17 and is ready to send in. Bank Accounts – still no information Bank Reconciliation – November 2011 still not receiving the bank statements to facilitate this. 	<p>Clerk to send to HMRC</p>

	<p>d) Direct Debits – Anglian Water supply to Sports Pavilion has gone up from £24 a month to £28 a month from 1st November 2011- noted. E-on supply to Sports Pavilion has gone up from £34 a month to £46 a month from 1st December 2011– both noted, however we are in credit with E-on so Clerk will query increase.</p> <p>e) Payments agreed:</p> <table border="0"> <tr> <td>E-on (Sports Pavilion supplies)</td> <td>£34.00</td> <td>Direct Debit</td> </tr> <tr> <td>Anglian Water (Sports Pavilion supplies)</td> <td>£28.00</td> <td>Direct Debit</td> </tr> <tr> <td>Mrs K. Warner (Duck food)</td> <td>£16.00</td> <td>cheque No. 366</td> </tr> <tr> <td>AVDC (Dog hygiene bins collection)</td> <td>£372.53</td> <td>cheque No. 367</td> </tr> <tr> <td>Mark Cole (expenses)</td> <td>£55.98</td> <td>cheque No.368</td> </tr> <tr> <td>Mazars (Audit)</td> <td>£162.00</td> <td>cheque No. 369</td> </tr> <tr> <td>E-on (unmetered supplies)</td> <td>£23.23</td> <td>cheque No. 370</td> </tr> <tr> <td style="text-align: right;">Total</td> <td>£691.74</td> <td></td> </tr> </table> <p>f) Precept. TPC has received request for next financial year’s precept amount, to be returned by 20th January 2012. After some discussion about whether we should raise the amount or keep it as it is, it was agreed to ask Cllr AS to look at this once he was provided with some financial information from the clerk.</p>	E-on (Sports Pavilion supplies)	£34.00	Direct Debit	Anglian Water (Sports Pavilion supplies)	£28.00	Direct Debit	Mrs K. Warner (Duck food)	£16.00	cheque No. 366	AVDC (Dog hygiene bins collection)	£372.53	cheque No. 367	Mark Cole (expenses)	£55.98	cheque No.368	Mazars (Audit)	£162.00	cheque No. 369	E-on (unmetered supplies)	£23.23	cheque No. 370	Total	£691.74		<p>Clerk to query increase in E-on DD.</p> <p>Clerk to raise cheques.</p> <p>Clerk to prepare a budget statement to inform 2012 Precept request. Cllr AS to consider and report back to TPC</p>
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14	<p>Councillors’ Issues:</p> <ul style="list-style-type: none"> • Salt bins – Clerk reported for Cllr AS. We have salt bins that will need to be put in place and filled. Cllr AS has heard from other parishes that BCC has supplied salt bins free to them. • Emergency shop – Cllr RG’s proposal was discussed. TPC decided that what was needed was would be emergency supplies organised very quickly in the event of bad weather rather than a stocked shop. It would be good to combine this idea with the previously discussed idea of having a central point for people to phone in their emergency requirements to someone with a four –wheeled drive, possibly Cllr. CM • Bonfire night – Cllr. MC had discussed this with those responsible for the decision to cancel. The decision was taken in good faith because of the very bad weather forecasted (which didn’t in the event happen) and the need to cancel in time to claim back the insurance premiums. 	<p>Clerk to investigate</p>																								
15	<p>Correspondence:</p> <ol style="list-style-type: none"> Reception Admissions for Thornborough Infant School – Queen’s Diamond Jubilee Beacons New residents’ welcome service from AVDC Future design of Local Health Watch – Focus Group invitation – Cllr MS to attend briefing or group Free Mobile apps from AVDC The Playing Field Newsletter – given to Cllr AS AVDC information about meetings for October and November News from the Parishes <p>All noted</p> <ol style="list-style-type: none"> Emergency Item. <p>Street cleaning and verges – new contracts. We have received correspondence from AVDC detailing changes to contracts for these services. AVDC has extended its contract for a year till January 2013, but BCC and AVHT have not renewed and the contracts end on 1st January 2012. We also have correspondence from Winslow Town Council asking local parishes to consider the possibility of joint contracting at town and parish level.</p>	<p>Cllr MS to consider attending.</p> <p>Clerk to consider implications for TPC and report back at next meeting.</p>																								

16	<p>A.O.B.</p> <p>a) Cllr MC reported that Thornborough News is in crisis at present as the cost of printing has just gone up. Agreed to put on December's agenda.</p> <p>b) Concerns about security - .there has recently been an oil theft in Nash. We will publicise in Thornborough News and talk to our local police.</p> <p>c) Street signs are very dirty some discussion but no conclusion.</p> <p>d) Various issues have been raised by parishioners concerning the Village Hall. TPC decided to ask representatives from the Village Hall Trustees to come and discuss these issues with us at the next meeting.</p>	<p>Clerk to put on Dec. agenda Clerk to ask PC Nikki Tipping to 'cruise by'</p> <p>Clerk to invite rep. to next TPC meeting and put on the agenda</p>
17	<p>Date of next meeting; Monday 5th December 2011 7.30p.m. The meeting closed at 9.55 p.m.</p>	<p>ALL TO NOTE NEW DATE</p>