

## THORNBOROUGH PARISH COUNCIL

### MINUTES of MEETING

**Monday 5th December 2011 at 7.30p.m.**

**Present:** Cllr. Mark Cole (Chair), Cllr Ray Goodger, Cllr. Melanie Staff, Cllr Mary Taylor, Cllr. Andy Spurr, (left meeting at 8.45p.m.) Maggie Beach (Clerk)

**Public:** None

Item	Minute	ACTION
1	<b>Apologies:</b> Cllr Rupert Bursell, Cllr. Charlotte Moore.	
2	<b>Declaration of interest in items on the agenda</b> - none	
3	<b>Public Participation session:</b> No issues raised.	
4	<b>Minutes of the meeting of 11th November 2011-</b> Agreed	
5	<p><b>Review of Action Points</b></p> <p><b>From October meeting, revisited November meeting Recommendations from Annual Audit 2011</b>  <b>No 8:</b> Eon account in credit, but cannot be amended until we submit a reading from Sports Pavilion.</p> <p><b>No 9:</b> Formal risk assessment document updated</p> <p><b>No 10:</b> Review current year records of final two quarters sports club rents and one allotment rent have been settled:</p> <p><b>Recommendations No 11:</b> revaluation of the Council's premises, <b>No 12:</b> review asset register, and <b>No 13:</b> Assets 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><b>A.O.B.</b>  <b>a) New entrance to the children's playground siting and dog poo bin</b> - sorted by Clerk</p> <p><b>From November meeting</b>  <b>Item 6 Street Lighting</b> - On agenda  <b>Thornborough Web site and TPC e-mail address</b>                      Stuart Mitchell unable to attend tonight, report deferred till January  <b>Bye-laws Working Group</b> - No progress report currently.</p> <p><b>Allotments Update</b> – on agenda.  <b>Area 14 Speed Limits Review</b> – changes included in Thornborough News. Cllr. MC has had a long phone call with Mr Baverstock, BCC. Folly Lane is the road from the Lone Tree down into the village.</p> <p><b>Planning:</b> Response to planning application sent in to AVDC.</p> <p><b>Finances:</b>                      a) VAT claim for £2,511.17 sent in.                      d) Direct Debit for E-on - supply to Sports Pavilion waiting on electricity readings to be taken and submitted                      e) Payments sent                      f) Precept - On agenda.</p> <p><b>Councillors' Issues:</b></p> <ul style="list-style-type: none"> <li>• Salt bins – Clerk has discovered that free salt bins have been</li> </ul>	<p><b>Cllr AS to give electricity reading from Sports Pavilion to Clerk</b></p> <p><b>On January agenda</b>  <b>On current agenda</b></p> <p><b>Still to be completed by Clerk with Cllr RB</b></p> <p><b>Clerk to put these items on January agenda</b></p>

	<p>issued to other parishes on submission of a grant request to cover cost</p> <p><b>Correspondence:</b></p> <p>d. Future design of Local Health Watch – Focus Group invitation – Cllr MS attended and on agenda to report.</p> <p>e. Street cleaning and verges – on agenda. .</p> <p><b>A.O.B.</b></p> <p>a) Thornborough News- on agenda.</p> <p>b) Concerns about security - .Clerk unable to make contact with local police-woman.</p> <p>d) Village Hall on agenda</p>	
6	<p><b>Queen’s Jubilee Celebration</b></p> <ul style="list-style-type: none"> <li>Whitsun Bank Holiday has been moved to 4<sup>th</sup> June and another Bank Holiday, 5<sup>th</sup> June, has been created by the Government to celebrate the Queen’s Jubilee.</li> <li>The clerk informed the meeting that AVDC are offering a length of free bunting to all parishes to help with the celebrations.</li> <li>The marquees are available for Thornborough, and the Village Hall has been booked for 2<sup>nd</sup> – 4<sup>th</sup> June inclusive for any celebrations.</li> <li>The Barren Knights and/or Kasbah are available to play by arrangement with John Williams.</li> <li>Expenses: Marquee £300. Village Hall – offered for free?</li> <li>We can organise a raffle to cover expenses.</li> <li>TSSC do not want to organise any event, TPC felt they could take on the organisation.</li> </ul>	<p><b>TPC Cllrs to organise event for next June 2012</b></p>
7	<p><b>Village Hall</b></p> <p>Bernard Garbe and Ian Hart to attend January meeting to discuss various processes and issues concerning running of the Village Hall and TPC’s responsibilities as owners. . .</p>	<p><b>Clerk to put on January agenda</b></p>
8	<p><b>Thornborough News</b></p> <ul style="list-style-type: none"> <li>Rod James, Editor, presented the current financial situation to TPC. Papers presented included as Appendix 1 and 2.</li> <li>Rod James will take over the printing which will reduce overheads and allow future years to be in balance</li> <li>TPC agreed to pay off the outstanding debit balance of £803. (See Finance, Item 18)</li> </ul>	
9	<p><b>Street Lighting</b></p> <ul style="list-style-type: none"> <li>Proposal to switch off lights 1 and 4, Thornhill, but leave the remaining lights (2, 3, 5, 6 and 7) on till midnight not currently auctioned until we have complete lighting plan in place to reduce extra cost of too many call-outs to facilitate.</li> <li><b>Report from Cllrs. MC and AS on Nash Road lighting</b> Cllrs AS and MC still to walk Nash Road to decide where to place any new lights. Originally two lights out of 4 were decided to be left on, but both these lights (and a further light) have been removed in the past, so the only light remaining which is now on is the one on the Green at the bottom of Nash Road.</li> <li>Solar lights for the High Street not ordered yet as some Cllrs have expressed reservations since the last meeting. Cllr MC has investigated further but has not found any more rural solar lights on market. Current plan is to put a solar Street Light at the corner of the High Street with Lower End, and Solar Footpath Lights along the High Street where possible.</li> <li>Clerk has obtained a copy of the form that needs to be completed to get permission from BCC to do this work. The contractor will need to have a street works licence.</li> </ul>	<p><b>Clerk to arrange with E-on once complete lighting plan decided.</b></p> <p><b>Cllrs MC and AS to walk Nash Road and decide on placements of new light(s).</b></p> <p><b>On agenda for decision next meeting</b></p>

10	<p><b>Thornborough Web site and TPC e-mail address</b></p> <ul style="list-style-type: none"> <li>• Clerk is working with Stuart Mitchell on presentation, but he is unable to attend this evening. Presentation deferred to next meeting.</li> <li>• Cllr. MS raised some issues, - Editing, categories, out of date adverts and reports, missing minutes.</li> <li>• Clerk said that these were all issues that were currently being looked at.</li> <li>• Suggested that all Cllrs. Look at web site to prepare for next meeting.</li> </ul>	<p><b>On agenda for decision next meeting</b></p> <p><b>Cllrs to look at Thornborough Web site</b></p>
11	<p><b>Bye-laws Working Group</b> No progress report at present. Working group to submit possible Bye Laws for TPC to consider in next meeting</p>	<p><b>Clerk to put on January agenda</b></p>
12	<p><b>Allotments Update</b> Clerk has a new tenant for plot 4. The tenant is under age, so TPC agreed to the tenancy provided the parents sign the tenancy agreement too. Plot 11 not good enough currently to rent, although there is now a waiting list.</p>	<p><b>Clerk to action</b></p>
13	<p><b>Dog Waste Bin Collections</b></p> <ul style="list-style-type: none"> <li>• Clerk explained our current contract lasts till 31<sup>st</sup> March 2012.</li> <li>• Dog poo is controlled waste</li> <li>• The cost is £1.99 per emptying and we have 3 bins.</li> <li>• We currently have 78 emptyings a year – one a week in winter, 2 a week (recommended to reduce smell and risk) in summer.</li> <li>• Current cost is: <ul style="list-style-type: none"> <li>Winter      £186.26 (£155.22 pre-VAT)</li> <li>Summer     £372.53 (£310.44 pre-VAT)</li> <li>Total        £558.79 (£465.66 pre-VAT) a year</li> </ul> </li> <li>• Current arrangements with AVDC are in place till September 2012 but are being reviewed.</li> <li>• We have a questionnaire to complete and submit. – 3 options for AVDC: <ul style="list-style-type: none"> <li>- Re-tendering with other authorities</li> <li>- Include with bins and street collection</li> <li>- Tendering for just AVDC</li> </ul> </li> <li>• We stay as we are - Proposed Cllr MS. Seconded Cllr.MT, passed unanimously.</li> </ul>	<p><b>Clerk to submit response to AVDC before 27<sup>th</sup> January 2012</b></p>
14	<p><b>Village Hall Notice-boards Deferred till January</b></p>	<p><b>January agenda</b></p>
15	<p><b>Sports Field Rents.</b> The auditor said: Recommendation 10: The acting clerk should review the current year records to determine whether or not the final two quarters sports club rents and one allotment rent have been settled: if not, appropriate action should be taken to actively pursue the outstanding rents and ensure that the current year's rents are also paid promptly.</p> <p>The auditor is correct; neither club paid the final two quarters of 2010. Although confused because of the dating of the last year's invoices (which may be incorrect as they indicate that one club pays on a fiscal year basis January through to December and the other has been sent invoices on a financial year basis thus missing out a whole quarter.</p> <p>Previous discussion about allowing both clubs a year's free rental because of the recent problems caused by the pavilion flooding did not take these underpayments into account.</p>	

	<p>The Clerk suggests:</p> <ol style="list-style-type: none"> <li>1. We revert to invoicing both clubs on a fiscal basis. AGREED</li> <li>2. A letter is sent to both clubs correcting the previous letters by explaining that the year that both clubs can have free is 2011 but the auditor has highlighted that there are still two quarters payment for each club outstanding and can they settle this debt. AGREED, although TPC appreciates that both clubs are under considerable financial pressure.</li> </ol>	<p><b>Clerk to draft letters for Chair to approve to do this and then send to Sports Clubs.</b></p>
16	<p><b>AVDC Horticultural and Street Cleansing Services</b></p> <ul style="list-style-type: none"> <li>• Clerk has investigated:</li> <li>• BCC are responsible for all our verges, street cleansing and drains apart from VAHT are responsible for Thornhill.</li> <li>• AVDC carries out these tasks under the current contract</li> <li>• This contract will finish on 31<sup>st</sup>December 2011.</li> <li>• BCC assure us that they will continue to provide a service at the same level. They are also considering renewing the contract with AVDC having originally decided not to.</li> <li>• Clerk will update TPC when any more information comes through.</li> </ul>	<p><b>Clerk to monitor</b></p>
17	<p><b>Planning:</b></p> <ol style="list-style-type: none"> <li>a) The Aylesbury Vale Plan - Update on implications of the Localism Act and a Public Consultation on the plan runs from 1<sup>st</sup> December 2011 until 26<sup>th</sup> January 2012,</li> <li>b) There will be drop-in sessions in Buckingham and Winslow.             <ul style="list-style-type: none"> <li>- Buckingham Community Centre 11<sup>th</sup> Jan – 3pm – 8pm</li> <li>- The Winslow Centre 18<sup>th</sup> Jan 3pm – 8pm.</li> </ul> </li> <li>c) Consultation document now received and noted by TPC</li> <li>d) Response for Neighbourhood planning 4 questions Agreed to put into Thornborough News to invite responses from electorate.</li> <li>e) Bulletins and updates noted, including             <ul style="list-style-type: none"> <li>- Local Area Forum – next meeting 15<sup>th</sup> December 2011 at Buckingham School</li> <li>- North Bucks Parishes Planning Consortium date of next meeting 7.30, 10<sup>th</sup> January 2012 at Winslow Chamber of Commerce.</li> </ul> </li> <li>f) Outcome of previous planning applications –  <u>Ref.11/02097/APP</u> Application for single storey rear side extension – Sunnyview, Back Street, Thornborough, MK18 2DH Permitted</li> </ol>	<p><b>Clerk/ Cllr MC to submit questions to go into Thornborough News</b></p>
18	<p><b>Finances:</b></p> <ol style="list-style-type: none"> <li>a) Precept – Clerk presented Budget (Appendix 3)              After discussion on options:             <ol style="list-style-type: none"> <li>1. To increase precept by an agreed amount</li> <li>2. To increase precept by inflation</li> <li>3. To maintain Precept at current amount</li> <li>4. To reduce Precept</li> </ol>             Proposed Cllr MS, Seconded Cllr MT Option 3, to maintain Precept at Current Level, passed unanimously.           </li> <li>b) Bank Accounts – still not transferred to Clerk’s name</li> <li>c) Bank Reconciliation – Unable to present as no up-to-date statement available at present.</li> <li>d) Direct Debit – Electricity supply to Sports Pavilion discussed under Matters Arising.</li> <li>e) <b>Payments agreed:</b></li> </ol> <p>E-on (Sports Pavilion supplies)      £46.00      Direct Debit – 1-12-11              Anglian Water (Sports Pavilion)      £28.00      Direct Debit– 1-12-11</p>	<p><b>Clerk to raise cheques</b></p>

	<p>E-on (unmetered supplies            £23.23            cheque No. 371  Remembrance Day Wreath            £12 (Sect 137)    cheque No.372  Thornborough News                    £803              cheque No. 373  <b>Total                                    £912.23</b></p>	
19	<p><b>Councillors' Issues:</b></p> <ul style="list-style-type: none"> <li>• <b>Emergency shop</b> – Cllr RG reported progress – he has agreement for fuel supply. Help accepted from all who can do so, Cllr RG to co-ordinate.</li> <li>• <b>Future design of Local Health Watch</b> – Focus Group invitation – Cllr MS attended and reported back: <ul style="list-style-type: none"> <li>- Bucks CC have been told to set up a Local Health Watch organisation/group to be operational in October 2012 (as have other councils).</li> <li>- Currently there is no clear direction as to what the Healthwatch will be expected to do or how it will do it and meetings are continuing with local interested parties to determine this.</li> <li>- It will, however, replace the current Link organisation; it <b>may</b> take over the handling of complaints about health and care provision, and it <b>may</b> give advice about these.</li> </ul> </li> </ul>	
20	<p><b>Correspondence:</b>  a) Buckinghamshire Minerals and Waste Core Strategy Development  b) Transport for Buckinghamshire posters  Both noted.</p>	
21	<p><b>A.O.B.</b>  <b>a) Affordable Housing</b>  TPC noted with approval that houses on the affordable housing development are currently being allocated. All allocations so far have been to people currently living in the parish as agreed by TPC with AVDC and the Guinness Housing Trust.  <b>b).Thornborough Community Woodland</b>  Cllr AS reported that there had been complaints concerning livestock in Thornborough Community Woodland. Is this a safety issue? Clerk to investigate with BCC.</p>	<p><b>Clerk to investigate</b></p>
22	<p><b>Date of next meeting; Monday 9th January 2012 7.30p.m.</b>  The meeting closed at 9.35 p.m.</p>	