

THORNBOROUGH PARISH COUNCIL

MINUTES of MEETING

Monday 8th July 2013 at 7.00p.m.

Present: Cllr Mark Cole (Chair), Cllr Andy Spurr, Cllr Melanie Staff, Cllr Ray Goodger, Cllr Mary Taylor, Maggie Beach (Clerk)

Public: 2 members of the public were present.

1	Apologies: Cllr Charlotte Moore,	
2	Public Participation session: None	
3	Declaration of interest in items on the agenda – None	
4	Minutes of the meeting of 10th June 2013- Agreed. Minutes of the meeting of 30th June 2013- Agreed.	
5	<p>Review of Action Points</p> <p>Item 6. Thornborough Community Woodland Item 7. Tree management Item 8. Bill Day Memorial Bench – ‘Benches’ on the agenda Item 9. Greens Item 10 Road Issues Item 11. Street Lighting Item 14. Church clock Item 15. Memorial for Airmen</p> <p style="text-align: center;">All on agenda</p> <p>Item 17. LCPLG (Local Council Planning Liaison Group) – no date yet received Item 19 – Finances – All cheques sent. Sports Pavilion electricity – on agenda Item 20 A.O.B. other correspondence and any other Councillors’ Issues</p> <p>i. The pond - The Clerk has ascertained that it is not the Environment Agency’s responsibility to dredge the pond, but she is now looking into whether it is BCC’s responsibility as they own the adjacent land. ii. The diamond of grass at the junction of the Leckhampstead and Thornton roads has now been cut.</p> <p>Meeting 29th May 2013 Item 12. Allotments – The Clerk has now had a reply from BCC who say it would be too costly to take back the triangle of land we had asked to be returned to them. After discussion it was agreed that we can remove and replace fencing as necessary as this seems to be the problem BCC has identified. Clerk to write to BCC with this offer.</p>	Clerk to send this response to BCC re allotments.
6	<p>Co-option of a new member of Thornborough Parish Council</p> <p>There were three confirmed candidates for the vacant position of councillor on Thornborough Parish Council: Stuart Mitchell, Bill Lewis and Mick McStraw. Thornborough Councillors voted and as a result Stuart Mitchell was co-opted onto Thornborough Parish Council. The council now has a full complement of Councillors.</p>	The Clerk will inform candidates not at the meeting of the outcome
13	<p>Playground Report</p> <p>This item was taken earlier as Cllr MT has given notice that she would have to leave before the end of the meeting. She has been to the Playground and feels that the report does not truly reflect the currently un-cared for state of the playground. A summary of the report written by the Clerk has been circulated.</p> <p>There are several issues other than those in the report from Playsafety that need addressing:</p>	

	<ul style="list-style-type: none"> - The internal gate is missing and needs replacing. - Cllr RG is concerned about the swing's chain, which needs replacing - The felt surface looks messy. Cllr AS explained that this was a compromise as other surfaces were very expensive. It does need to be kept tidy and clear of moss. <p>Cllr MT suggested a Saturday morning work party would be able to sort out the playground in a couple of hours. She has had no response to requests in <i>Thornborough News</i> for volunteers to help tidy up the playground.</p> <p>Actions Agreed:</p> <ol style="list-style-type: none"> 1. Cllrs As and MT to arrange a date for a working party to tidy up the Playground. 2. Cllr As to contact Wicksteed about a new chain for the swing. 3. Proposed Cllr AS, seconded Cllr MT agreed unanimously that Cllr AS to get a quote for spraying the felt surface. 	<p>Cllrs AS and MT - Working party Cllr AS – chain for swing Cllr AS – quote for spraying felt surface.</p>
7	<p>Thornborough Community Woodland</p> <ul style="list-style-type: none"> - The Clerk reported that she received the lease for TPC to sign as she was leaving to come to this meeting but too late to circulate or print out. After discussion TPC decided to re-convene for an Extraordinary meeting to discuss the lease next Monday 15th July at 7.00 in the village hall. - Clerk has had a conversation with and e-mail from Julia Carey re. issues currently concerning Councillors. - Grass cutting – there have been problems with contractors but this will be done in the next few days or so. Julia Carey is still waiting for TPC to let her know who wants to do the mowing course (necessary if we are to use the equipment). - Cllr MC has reported the fly-tipping (sofas in the car-park). AVDC are responsible for fly-tipping but BCC are responsible for the car-park so the information has been passed on to Julia Carey. She is arranging to have them removed. - The car-park gate has been left open a lot recently. This could be an encouragement to fly-tip. It is closed by the tenant farmer, Mr Collinswood. However he does this entirely voluntarily and only when he is able. 	<p>Clerk to circulate the lease for the next meeting on 15th July.</p>
8	<p>Tree management</p> <p>Nothing further to report.</p> <p>Cllr As is in the process of sorting tree inspections.</p> <p>Cllr MS reported that there is now a disease in the UK affecting oak trees.</p>	<p>Cllr AS to continue to progress.</p>
9	<p>Benches</p> <p><u>Bill Day memorial bench.</u> The Clerk reported that Janet Day has not yet heard back from Bill's three sons</p> <p><u>Jubilee Bench.</u> TPC discussed where to place this. It could go outside Mr Place's house where there is still hard-standing.</p> <p>.The Clerk reminded TPC of the difficulties in the past and the several repercussions with regards to the siting of benches outside Dr Place's and Mr Williams' properties and advised consultation with relevant householders before progressing.</p>	<p>Cllr RG to talk to Dr Place about the possible siting of a bench outside his property</p>
<p>Cllr MT left the meeting at 7.48p.m.</p>		
10	<p>Greens– Update</p> <ul style="list-style-type: none"> • Fences round pumps Cllr AS to get a quote from Matthew McStraw to replace both pump fences, like for like. • Bye-laws Update. Nothing further to report. 	<p>Cllr. AS still to action.</p>
11	<p>Road issues, Verges and A421 –</p> <ul style="list-style-type: none"> • No road closures in the vicinity in the next month • Verges -Grass cutting. The Clerk has contacted David Smith about grass cutting the verges around the parish but has had no response. She has left several messages. The junctions at the Lone Tree and the diamond of grass at the junction of the Leckhampstead and Thornton roads have all been cut. The clerk explained that the verge cutting within the 30 miles limit for Thornborough is done separately by a different grass-cutting team. The verges outside the limit are overdue for a cut but BCC 	<p>Clerk to write to BCC with TPC's concerns about the lack of</p>

	<p>is aware of this and there are notices on their Transport for Bucks (TfB) phone number and TfB web page explaining this. There have been problems with contractors. The Clerk explained that BCC used to contract out the verge cutting to AVDC but decided that they would do it themselves from April 2013 as they believed this would be a cheaper option. However they have had extensive problems setting up contracts for the work in the north of the county. Thornborough Parish Councillors are very concerned about this as they believe it is a road safety issue and the Clerk was asked to contact BCC's TfB with their concerns again.</p> <ul style="list-style-type: none"> • The Clerk still has not heard from David Smith, our Local Area Technician at TfB, about a walk round the parish to assess pot-holes that need filling in. There are still a considerable number of pot-holes. • The Clerk has received an e-mail from Plant-Life UK with a request to parish councils to promote their work. They also explained their roadside verges campaign to protect wild flowers. Verges are an increasingly important habitat for many fast disappearing wild flowers. This is not about stopping cutting verges where there are safety issues but about reducing verge cutting where possible and scheduling cuts after plants have seeded. • Cllr MC explained John Williams' plans about re-routing the A421. Mr Williams has submitted the plans to AVDC as part of his response concerning the lack of infra-structure planning in the Vale of Aylesbury Plan. Noted. 	<p>grass-cutting on local roadside verges.</p> <p>Clerk to contact LAT about pot-holes again</p>
12	<p>Street Lighting - update</p> <ul style="list-style-type: none"> • David Mooney has informed the Clerk that the upgrades (promised to be done by the end of June) were to be done on 22nd June. However, on walking round several times the Clerk has noted that only some of the lights have been upgraded. There are still 4 lights in Thornhill and one in Lower End that have not been upgraded. • The timer on the light on Church Lane is still not working correctly. • TPC have received a letter from Nash Road and Thornhill residents for three new lights, two on Nash Road and one on Thornhill. Clerk to get an estimate for three new lights. 	<p>Clerk to continue to follow up.</p> <p>Clerk to get quote.</p>
14	<p>Church clock This is in progress.</p>	<p>Cllr RG to action</p>
15	<p>Memorial for Airmen – letter from Katy Morris</p> <ul style="list-style-type: none"> • The Clerk has researched and reported she had found a possible source of funding. She will continue to research this and other sources • She has also written to Mursley Parish Council requesting information about their memorial, and is exploring other memorials through other channels. • The Clerk has asked the Village Hall Committee about giving the plaque a temporary home on the side of the village hall so that we can plan the ceremony to coincide with a Remembrance service. They have agreed .It can be moved to a more permanent home on the church wall once the PCC have acquired a Faculty for it. • The Clerk will report these to Katy Morris and ask her to co-ordinate and lead on this, and to report back to TPC, who have offered to pay for the memorial. • Cllr RG reminded TPC that the RAF reserves are interested in attending any plaque event and could give a full military salute and that a planned flypast by the RAF at Duxford could be used if we co-ordinate the plaque event to coincide with it. • Cllr RG also reported that he has a connection with Duxford. 	<p>Clerk to research cost of a plaque and funding.</p>
16	<p>Marquee .It is confirmed that Richard Wyllie, chairman of the Thornborough Sports and Social Club on behalf of TSSC has agreed to sell the marquee to TPC for the previously agreed price of £360. The Marquee is stored in John Williams' barn.</p>	

17	<p>LAF and NBPPC No-one was able to attend the most recent meetings of either of these groups so we do not have reports. The minutes of both meetings have not yet been received</p>	Clerk to circulate when received.
18	<p>Aylesbury Vale Transport Users Group – minutes and next meeting noted</p>	
19	<p>Planning:</p> <p>a) <u>Ref. 13/01540/APP</u> Single storey side extension, Thornborough Infant School, High Street, Thornborough MK18 2DF - SUPPORTED. TPC will continue to support the village school. The plans are in keeping with the current appearance of the school.</p> <p>b) <u>Ref. 13/01584/APP</u> Single storey side extension and alteration to roof pitch to create first floor, Cloverick Moor, Padbury Road, Thornborough, MK18 2EB - SUPPORTED. This is a local agricultural business.</p> <p>c) <u>Ref. 13/01638/APP</u> Erection and replacement dwelling and ancillary building and to include accommodation over garage – amendment to 13/00524/APP – Thornborough Manor, High Street, Thornborough, MK18 2DQ – NO COMMENT. TPC has previously supported the original application.</p> <p>d) AVDC Draft Householder Extension Local Development Order – This is a notice that the Clerk will post giving the electorate information about the current consultation on the change in planning process to allow certain minor extensions to go ahead without having to gain permission, -noted</p> <p>e) Bulletins and other updates incl. Mr Watt's buildings at the centre of the village</p> <p>The Clerk has had an e-mail correspondence concerning land next to Sunnybrook Cottage, High Street, Thornborough initially with Mr Byrne, head of AVDC Development control and she has had a reply from Philip Dales, Planning Enforcement Team Leader. He has looked at AVDC records and found an enforcement notice, served in 1985 concerning the breach of a roadside wall, the provision of a gate and the construction of a vehicular access relating to land next to Sunnybrook. Given the time that has expired, unfortunately in absence of any other record he is unable to advise or comment on the outcome.</p> <p>The Clerk had also raised TPC's concern regarding the current planning position for any future development on the land. AVDC has replied that if one should be received it will be processed in the normal manner. The officer also comments that applications in the past, most recently in 1995, for development of this and adjoining land to the rear have been refused on grounds relating to flooding, siting outside the built up area and impact on the Conservation Area.</p> <p>A follow-up phone call from the Clerk asked about the buildings. Enforcement notices are defunct after 4 years but AVDC have no record of one having been served concerning these buildings. General opinion was that the house that had been built was claimed by Mr Watts to be an agricultural building, and he put up the corrugated iron to demonstrate this. At the time, (1985) planning permission for agricultural buildings was not required. The other part-built building could also be presumably seen as agricultural.</p> <p>Given that this is un-developed land in a conservation area and floodplain, it is extremely unlikely that permission would be given for development here or for a change of use for the buildings already there to be granted. Thornborough Parish Councillors believe that contrary to what the Enforcement Officer has claimed, there was an enforcement case to demolish the buildings.</p> <p>Cllr MS still has the letter about this and will pass it to the Clerk so that she can follow up with the Enforcement Officer.</p>	<p>Clerk to send responses to AVDC planning</p> <p>Clerk to post notice on board.</p> <p>Clerk to follow up with AVDC Enforcement Officer</p>
20	<p>Finances:</p> <p>a) Bank Reconciliation – June 2013. The current figures for the two accounts reflect that we have moved £5,000</p>	

	<p>from the current account to the Business Reserve Account. Current Account £18,575.05 Reserve Account £20,151.14 Current liabilities: £469.90 Total £38,276.19</p> <p>b) Internal Audit report. This has been previously circulated. Overall, the internal auditors were pleased to conclude that the Council has effective systems in place to ensure that transactions are accurately reflected in the Statement of Accounts and that the Annual Return detail is in accord with the underlying records of the Council. They have duly signed off the Internal Audit Certificate at Section 4 of the Annual Return, assigning positive assurances in each relevant area. TPC asked the Clerk to express their thanks to the Auditor. The auditors had noted that the Clerk has not yet received the £500 for the year under audit for the use of her office. TPC asked that the Clerk organised this payment. The auditor also recommended that: 1) Appropriate action should be taken to actively pursue the outstanding football club rent and ensure that the current year's rents are also paid promptly. 2) The Council should prepare a formal contract of employment for the Clerk setting out the agreed terms and conditions of her employment, including basic working hours and her hourly rate of pay or annual salary. Agreed that the Clerk would chase up Thornborough Football Club again for out-standing rents. Agreed that the Clerk should find some contract templates for TPC to assess at the next meeting.</p> <p>c) Payments and Receipts - 8th July 2013</p> <p>Cheques</p> <table border="0"> <tr> <td>E-on (unmetered supplies)</td> <td>£22.91</td> <td>Cheque No. 469</td> </tr> <tr> <td>Playsafety</td> <td>£156.00</td> <td>Cheque No. 470</td> </tr> <tr> <td>Grid 24</td> <td>£24.00</td> <td>Cheque No. 471</td> </tr> <tr> <td>Auditing Solutions</td> <td>£348.00</td> <td>Cheque No. 472</td> </tr> <tr> <td>Reid & Co. Ltd. (Payroll)</td> <td>£180.00</td> <td>Cheque No. 473</td> </tr> <tr> <td>Clerk's Salary cheques - June</td> <td>£350.27</td> <td>Cheque No 474</td> </tr> <tr> <td>HMRC - Clerk's Income Tax</td> <td>£87.40</td> <td>Cheque No 475</td> </tr> <tr> <td>(PAYE Ref. 475/SA75351</td> <td></td> <td></td> </tr> <tr> <td>Accounts office Ref. 475PE00369213)</td> <td></td> <td></td> </tr> <tr> <td>Clerk's Expenses</td> <td>£329.13</td> <td>Cheque No. 476</td> </tr> <tr> <td style="text-align: right;">Total</td> <td>£1497.71</td> <td></td> </tr> </table> <p>Receipts - From Mary Gavigan for hedge trimming at Allotments £60.00</p> <p style="text-align: right;">Total £60.00</p> <p>Sports pavilion Direct Debit – the Clerk has cancelled as agreed. She has been asked by E-on to read each of three meters at the Sports Pavilion and give them the readings. She has acquired the key to the meter cupboard from Stuart Chapman, the Grounds-man.</p>	E-on (unmetered supplies)	£22.91	Cheque No. 469	Playsafety	£156.00	Cheque No. 470	Grid 24	£24.00	Cheque No. 471	Auditing Solutions	£348.00	Cheque No. 472	Reid & Co. Ltd. (Payroll)	£180.00	Cheque No. 473	Clerk's Salary cheques - June	£350.27	Cheque No 474	HMRC - Clerk's Income Tax	£87.40	Cheque No 475	(PAYE Ref. 475/SA75351			Accounts office Ref. 475PE00369213)			Clerk's Expenses	£329.13	Cheque No. 476	Total	£1497.71		<p>Clerk to: 1. Thank auditor 2. Organise payment of £500 for the use of her home as an office. 3. Chase up Thornboro' Football Club for outstanding rents. 4. Research contracts and put on the next agenda.</p> <p>Clerk to raise cheques</p>
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<p>21</p>	<p>A.O.B. other correspondence and any other Councillors' Issues</p> <ul style="list-style-type: none"> i. RSN Information on Rural Vulnerability issues: Transport, Broadband and Fuel Poverty. ii. E-mail from Gussie Walsh iii. Aging well in Buckingham workshops iv. Thornborough Fun Run v. Compost Bins offer <p style="text-align: center;">All noted</p> <ul style="list-style-type: none"> vi. Request re salt bin at Lower End/High Street junction There has been a request from Anthony Lawrinson concerning the salt bin outside his property. After much discussion it was agreed that the 																																		

	<p>obvious place for the salt bin at the High Street/Lower End junction is where it currently is so TPC do not want to move it. They are however, happy for Mr Lawrinson to paint the top a more discreet colour providing he agrees to maintain it.</p> <p>vii. BCC's new e-mail newsletter 'MyBucks' replaces the Hot Topics e-mails – noted</p> <p>viii. Housing and Homelessness event – 9a.m. – 1.00p.m. 9th July at AVDC – no-one is able to attend.</p> <p>ix. Discussion to organise a date and list of people for the mowing course to gain accreditation that Julia Carey has offered. Those who wish to do the course: Andy Spurr, Ray Goodger, Mark Cole, Bill Lewis.</p> <p>All can manage the morning of August 12th. Clerk to inform Julia Carey.</p>	<p>Clerk to inform Julia Carey</p>
<p>22</p>	<p>Date of next meetings; Extraordinary Meeting to discuss lease – 15th July at 7.00 Next scheduled monthly meeting - 12th August at 7.00 The meeting closed at 9.00 p.m.</p>	