

**THORNBOROUGH PARISH COUNCIL**

**MINUTES of the ANNUAL MEETING of the COUNCIL**

**Wednesday 29<sup>th</sup> May 2013 at 7.00pm**

**Present:** Cllr. Mark Cole; Cllr. Melanie Staff; Cllr. Charlotte Moore; Cllr. Andy Spurr; Cllr. Mary Taylor, Cllr. Ray Goodger. Maggie Beach (Clerk)

**Public: Public:** Cllr Warren Whyte, (BCC), Bill Lewis, Gussie Walsh, Stuart Mitchell.

Item		ACTION
1	<p><b>Election of the Chairman and Vice-Chair</b>                      Cllr. Mark Cole proposed as Chair by Cllr. Melanie Staff, seconded by Cllr. Mary Taylor. Elected unanimously and unopposed.                      Cllr. Andy Spurr proposed as Vice-Chair by Cllr. Charlotte Moore, seconded by Cllr. Ray Goodger. Elected unanimously and unopposed.</p>	
2	<p><b>To agree the Minutes of meeting 14<sup>th</sup> May 2012</b> - agreed as accurate</p>	
3	<p><b>To fix dates and times of ordinary meeting for 2012/13</b>                      Meetings to continue to take place on the second Monday of each month at 7.00 p.m. in the Village Hall.</p>	<p><b>Clerk to book hall</b></p>
4	<p><b>To receive report from Chair for 2012/13</b>                      Chair presented his report attached as appendix 1</p>	
5	<p><b>Financial report</b>                      Clerk presented the Financial Report. TPC needs to review the insurance value of assets before the insurance is due on 30<sup>th</sup> September 2013. Clerk to circulate detailed list of assets to Councillors to facilitate this together with a copy of the current insurance schedule. Report attached as Appendix 2</p>	<p><b>Clerk to action</b></p>
6	<p><b>To consider the payment of any annual subscriptions</b>                      Annual subscriptions renewed throughout the year as they become due after discussion in Council.</p>	
7	<p><b>Appointment of any new committees, confirmation of the terms of reference, the number of members and nominations.</b>                      None appointed</p>	
8	<p><b>Review and adoption of appropriate standing orders and financial regulations.</b></p> <ul style="list-style-type: none"> <li>- Proposed Cllr. MS, seconded Cllr. RG, agreed unanimously that Thornborough Parish Council adopt the previously circulated Standing Orders.</li> <li>- Proposed Cllr. MS, seconded Cllr. RG, agreed unanimously that Thornborough Parish Council adopt the previously circulated Financial Regulations.</li> <li>- Proposed Cllr. CM, seconded Cllr. AS, agreed unanimously that Thornborough Parish Council adopt the previously circulated Code of Conduct.</li> <li>- Agreed to look at the previously circulated draft Risk Assessment at the July meeting.</li> </ul>	<p><b>Clerk to circulate agreed versions of all documents. Clerk to put Risk Assessment on July agenda</b></p>
9	<p><b>Review of inventory of land and assets including buildings and office equipment.</b>                      Covered by the Financial report.</p>	
10	<p><b>Review and confirmation of arrangements for insurance cover in respect of all insured risks.</b>                      Previously discussed under item 5.</p>	

11	<b>Review of the Council's and/or employees' memberships of other bodies. (Local Area Forum, North Bucks Parishes Planning Consortium, AV North Sports Council.)</b> Representatives appointed: Local Area Forum, - Cllr Mark Cole North Bucks Parishes Planning Consortium, - Cllr Mark Cole AV North Sports Council, - Cllr Andy Spurr	
12	<b>Establishing or reviewing the Council's complaints procedure</b> Covered in the agreed new Standing Orders.	
	Meeting closed at 7.25p.m	

## Appendix 1

### THORNBOROUGH PARISH COUNCIL Chairman's Annual Report, May 2013

This time last year I reported that Thornborough Parish Council was proposing to take a 99-year lease on one of our biggest assets, the Thornborough Community Woodlands, on the southern side of the Parish at Coombs. Bucks County Council is giving it up, along with another 40 similar sites through the county, as it cuts its environmental budget, and your Parish Council has been given the opportunity to take control of it for 99 years.

I added that once due diligence has been completed, and grants investigated, TPC would decide whether to proceed. This, the Parish Council decided, is an opportunity which Thornborough should not miss, and agreed some months ago to proceed. Fund-raising is already in place, but two years down the line we are still awaiting sight of the lease which we are due to sign with Bucks County Council. We live in hope that we will have taken over the Community Woodlands before May 2014!

Highways matters have occupied us over the past year, both with the increasing traffic problems at The Lone Tree crossroad on the A421, and with the poor state of the parish roads, which have suffered badly from the long and exceptionally bitter winter. We have been pushing for traffic control to ease waiting and reduce accidents at The Lone Tree, but despite our concerns, the problems do not meet Transport for Bucks' criteria. An added concern is the 700-house development on the A413 in Buckingham, and the possibility of a new superstore on the same site, which would further increase traffic on the A421, and could result in traffic using the Padbury-Coombs-Thornborough road to avoid congestion there.

Regarding the state of our roads, a new TfB highways technician has taken over and we have already seen a marked improvement in pothole filling and road repairs; the County Council has limited highways budgets, but parishes can be pro-active in reporting problems direct to TfB and accelerating progress.

The historic Lone Tree Public House, for which the owner eventually won his appeal to convert into a private dwelling together with an additional house, is now a work in progress and hopefully will be restored to its former glory in the near future. It raised questions about why this 500-year old building was not listed, and TPC is now working with AVDC councillors to identify other unlisted heritage buildings or features in the parish which might warrant protection.

Byelaws for the Village Greens, which have now been in our ownership for two years, are nearing finalisation, and our thanks to Cllr Rupert Bursell, who having knocked them into shape, has now stepped down from the Parish Council. We have made full use of the Greens over the past year, most

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notably for the hugely successful Queen's Diamond Jubilee last June, which again brought the whole parish together and reminded everyone what a wonderful community we live in.

May I take this opportunity to thank my fellow councillors for their support over the past 12 months, and in particular my vice-chairman Cllr Andy Spurr. Thanks are also due to Parish Clerk Maggie Beach, who has again done a sterling job, to Stuart Mitchell, who has looked after the parish website, and to Rod James who not only edits but also prints *Thornborough News*, which continues to set standards of which other village magazines can only dream!

*Mark Cole*

*Chairman, Thornborough Parish Council*

### Appendix 2

#### **Thornborough Parish Council Finance Report for the Annual Meeting of the Council, 29<sup>th</sup> May 2013 - Notes to accompany Excel sheets.**

1. Balance sheet shows our current fixed and cash assets.
  - a. Fixed assets - £326,286.08,
  - b. General Fund £32,515.11
2. This is how our fixed assets are currently listed. We may wish to re-list (see possible list sheet).
3. Insurance values – this is what we currently have in our schedule.
4. Here is a possible list of fixed assets. The fixed assets we currently have listed have over years lost a lot of their original meaning, e.g. Notice-boards – what does this refer to? We have a notice board at each of the Playground and Sports Field and two on the village hall. We have given a third from the village hall to the church.
5. I have included the final month's Bank Reconciliation from last financial year (1<sup>st</sup> April 2012 – 31<sup>st</sup> March 2013) for your information.
6. This is a list of all the categories that I currently sub-divide payments under so that you can see costs for different areas of expenditure..