

## THORNBOROUGH PARISH COUNCIL

### MINUTES of MEETING

**Monday 15th September 2014 at 7.00p.m.**

**Present:** Cllr Stuart Mitchell (Chair), Cllr Charlotte Moore, Cllr Andy Spurr, Cllr Melanie Staff, Cllr Ray Goodger, Cllr Mark Cole, Maggie Beach (Clerk)  
Tania Pepin, member of Thornborough and Coombs Community Woodlands Committee

**Public:** 3 members of the public

1.	<b>Apologies:</b> Cllr Mary Taylor, BCC Cllr Warren Whyte, AVDC Cllr Sir Beville Stanier.	
2	<b>Public Participation session</b> -The 3 members of the public gave an update on Thornborough Pre-school under Item 6.	
3	<b>Declaration of interest in items on the agenda</b> –None	
4	<b>Minutes of the meeting of 11th August 2014</b> - Agreed	
5	<p><b>Review of Action Points</b>  <b><u>Mtg 11/08/14 Item 6 Review of Action Points</u></b>  <b>-Item 16 Thornborough Parish Plan</b> – still in progress. The Clerk is now collecting updated information from various village organisations. She is also planning to take new photos for inclusion where appropriate. She hopes to have the updated Parish Plan ready for review by TPC at the November meeting. Although the plan has no legally binding power on our planning authority it will help TPC decide future progress for the parish.  <b><u>Mtg 11/08/14 Agenda points</u></b>  <b>Item 10 Allotments</b> on agenda  <b>Item 11 Village Hall Trustees</b> Clerk has informed Village Hall Committee that Cllr RG has agreed to become a Trustee.  <b>Item 12. Playground Hedge-roots removal and planting</b> – This is in hand  <b>Item 13 Stream/Pond – letters from residents</b>- the Clerk has sent responses to the two residents. The work on the pond has now been done and the Clerk will receive an invoice soon. Chloe Smith was very helpful; the Clerk will write a letter thanking her for her help and hard work.  <b>Item 15 Planning:</b> response sent  <b>Item 16 Finances:</b>  <b>a) Cheques sent</b>  <b>b) Audit 2014 Report and recommendations</b> - all completed as agreed:</p> <ul style="list-style-type: none"> <li>• <b>Review of Corporate Governance</b> <ul style="list-style-type: none"> <li>○ <i>R1 Council should retrospectively approve the value of the 2014-15 precept recording the adopted value accordingly in the minutes at the next meeting.</i> Minute added retrospectively to Minute 17c 9<sup>th</sup> December 2013.</li> <li>○ <i>R2 A consistent value at which formal tender action is required should be established in both Financial Regulations and Standing Orders, ideally at the lower value as currently recorded in the Financial Regulations.</i> Clerk has amended both to agree that the value at which formal tender action is required is set at £25,000 and circulated the amended documents to all Councillors.</li> </ul> </li> <li>• <b>Review of Income</b> <ul style="list-style-type: none"> <li>○ <i>R3 Council should formally review the level of charges for both the allotments and the sports field annually, recording the outcome of deliberations appropriately, even if agreement is reached that no increase should be applied</i> Now recorded as an action for every March</li> </ul> </li> <li>• <b>Asset Registers</b></li> </ul>	<p><b>Clerk to progress and put on November meeting's agenda.</b></p> <p><b>Clerk to write letter</b></p>

	<ul style="list-style-type: none"> <li>○ <i>R4 Council should ensure that the value of fixed assets as held on the asset register, Annual Return and Statement of Accounts remain consistent.</i> Now recorded as an action for every March</li> <li>● <b>Statement of Accounts and Annual Return</b> <ul style="list-style-type: none"> <li>○ <i>R5 Council should amend Box 6 on the Annual Return to show a value of £32,465.</i> Amended for the External Audit return and signed by TPC Chairman</li> </ul> </li> </ul> <p><b>Item 17 A.O.B. other correspondence and any other Councillors' Issues</b></p> <ul style="list-style-type: none"> <li>i. <b>Notice of Games session to be run weekly in the Buckingham Library.</b> - notice posted</li> </ul> <p><b>Councillors Issues</b></p> <ul style="list-style-type: none"> <li>i. <b>Cllr MT reported that the lines of site for the Bridge Street junction onto the A421 are badly compromised by the overgrown hedges on both sides.</b> reported 18/08/2014</li> <li>ii. <b>Cllrs MT and MS reported that dog barking at The Folly is currently a big problem.</b> Cllr RG still to visit and talk to the owners.</li> </ul>	<p><b>Cllr RG to visit The Folly and talk with the owners about the dog barking problem.</b></p>
6	<p><b>Thornborough Pre-School update</b></p> <ul style="list-style-type: none"> <li>- 3 members of the Thornborough Pre-school attended to update TPC on their progress. They have looked at the Sports Field and are interested in the possibility of renting it as a venue for the pre-school. They do not want to continue with the lease for the Horsa Cabin they are currently using without some major amendments and are in discussion with Carter Jonas (who is now managing the BCC estates) about the lease. If a satisfactory outcome is not achieved the Sports Pavilion would be an excellent alternative.</li> <li>- The Thornborough Pre-school Management Committee has done a risk assessment and there would need to be some work done before the pavilion could be used for the Pre-school.</li> <li>- Agreed that TPC set up a working group to deal with this issue. The working group will comprise Cllrs AS and MS.</li> <li>- Agreed that the Thornborough Pre-school Management Committee will meet with the working group to discuss the Risk Assessment and any other issues that arise, and report back to TPC.</li> <li>- TPC will need to have a contract with Thornborough Pre-school Management Committee in the event that they do want the Pre-school to relocate to the Sports Pavilion. The Clerk will collect examples of relevant contracts for TPC and Thornborough Pre-school Management Committee to look at.</li> </ul>	<p><b>Working group to meet with Thornborough Pre-school Management Committee</b></p> <p><b>The Clerk to find examples of relevant contracts</b></p>
7	<p><b>Thornborough Community Woodland Lease update</b> – to discuss the issue of BCC equipment to be kept on site</p> <ul style="list-style-type: none"> <li>- Councillors expressed concern about this issue as they understood TPC was to be given vacant possession of the depot as part of the agreement and had factored this into future plans for the management of the woodland.</li> <li>- Agreed there needs to be a discussion about the way forward, and to that purpose TPC would like a meeting between the members of the Thornborough and Coombs Community Woodlands Committee and someone from BCC Estates (or Carter Jonas if that is appropriate) who can make decisions about this issue as soon as possible. At present Thornborough Parish Council do not want to go forward before this issue is sorted out. It would also be helpful if Samantha Perkins and Julia Carey were at the meeting and would be happy if Councillor Warren Whyte could also attend.</li> <li>- The Clerk will write to Samantha Perkins telling her TPC's response and asking for a meeting.</li> </ul>	<p><b>The Clerk to write to Samantha Perkins</b></p>
8	<p><b>Road and Transport issues</b></p> <ul style="list-style-type: none"> <li>i. <b>Closures update</b>– the issue of the non-notification of the closure of Thornton Road and the road from the Lone Tree down into the village is</li> </ul>	

	<p>partly due to the fact that the names used by BCC for the roads involved are not the same as the commonly used names locally. TPC were only notified by Cllr WW that there would be road maintenance on the road from the Lone Tree to Thornborough as he had been pressing for this to be done, but there was no notification of the work or dates set for the work from TfB. Councillors expressed dissatisfaction with the work done as the junction of Lower End and the High Street appears to have been completely missed out. Also, although several issues that were raised at the last Village Walk Round such as the culvert on Bridge Street, kerbs and pot holes that had been marked out for work several weeks ago, nothing has been done. The Clerk will check these issues. There are no further notices of current closures.</p> <p>ii. <b>BCC Parking Consultation</b> – noted</p> <p>iii. <b>Transport for Bucks Griffin Lane Open evening 4<sup>th</sup> October</b> – noted</p> <p>iv. <b>Newsletter</b> – noted</p> <p>v. <b>TfB ‘Think Community’ conferences</b> – noted</p> <p>vi. Letter from a resident about a missing sign on the south side of A421 coming from Buckingham warning of the left hand turn into Bridge Street. Clerk will report this.</p>	<p><b>Clerk to check up on these issues</b></p> <p><b>Clerk to report</b></p>
9	<p><b>Street Lighting - update</b></p> <p>The two remaining lights to be upgraded have now been upgraded by E-on. Two lights, one of which is the most recently commissioned, have stopped working. The Clerk will report them and check whether the new light is still under warranty.</p>	<p><b>Clerk to report lights not working</b></p>
10	<p><b>Allotments– water supply cost</b></p> <p>The Clerk has been contacted by Anglian Water who is trying to track the water supply to the allotments. The Clerk has checked and TPC did discuss the water supply when it was connected in 2008 but has never received a bill. As the allotment field is rented from BCC it is assumed that they may have been receiving the bills. The Clerk is continuing to liaise with Anglian Water about this issue. The Clerk has checked and there is no signed agreement in TPC records.</p>	<p><b>Clerk to continue to progress and check for an agreement</b></p>
11	<p><b>Sports Field.</b></p> <p>TPC discussed the recent acquisition of grey grit for the drive. The Council is pleased to have acquired the grit for free but Councillors were reminded that they must agree any actions with all the Council before going ahead. The Sports Field drive was an issue raised by a resident at several past Open Meetings of the Parish but these cannot be decision making meetings. Agreed at this meeting to approve the laying of a new drive using the grit.</p>	
12	<p><b>Devolution of Services - update</b></p> <p>The Clerk has sent a response to the letter from Aylesbury Vale District Council about taking on the devolved services saying that TPC may be interested in this offer, but would need further details.</p>	
13	<p><b>Public Access Defibrillator</b></p> <p>TPC has received an offer of £250 towards a public access defibrillator from the Masons of Claydon Lodge. The Clerk will investigate how much a public access defibrillator would cost.</p>	<p><b>Clerk to check prices</b></p>
14	<p><b>AVALC.</b></p> <p>The next Meeting on 7<sup>th</sup> September was a meeting of the Executive when they were to discuss the AVDC Changes In Planning Communication. TPC will send AVALC a copy of our response to be discussed under item 15iii</p>	
15	<p><b>Planning:</b></p> <p>a) <u>Ref.14/01597</u> Stonelands Farm, Padbury Road, Thornborough MK18 2DF Demolition of existing bungalow and erection of two storey farmhouse with detached double garage- – Amendments for information - noted</p> <p><b>b) Planning Application outcomes received:</b></p> <p>i. <u>Ref.14/01597/APP</u> – Stonelands Farm, Padbury Road, Thornborough</p>	

<p>MK18 2DF Demolition of existing bungalow and erection of two storey farmhouse with detached double garage- PERMITTED</p> <p>ii. <u>Ref.14/01654/ALB</u> – Thornborough Mill, Mill Lane, Thornborough MK18 2ED –Change of use from Annexe to holiday let accommodation incl. Addition of 1 no. Window to south elevation, 3 no. Rooflights and new boundary wall on south - PERMITTED.</p> <p>iii. <u>Ref.14/01655/ALB</u> – Thornborough Mill, Mill Lane, Thornborough MK18 2ED –New window and alteration to approved windows and doors, 3 new rooflights, amended eaves and new boundary wall on south sides - PERMITTED</p> <p><b>c) AVDC Changes In Planning Communication</b> The Clerk has sent a response as Clerk to AVDC Development Control but agreed that a further strongly worded response from TPC should also be sent emphasising that the Councillors need to have paper copies of planning applications to fulfil their role as planning application consultants. The Clerk will draw up a letter for Councillors to approve and then send it to AVDC Development Control. Copies to be sent to AVALC, NBPPC and to Cllr Sir Billy Stanier</p> <p><b>d) Winslow Neighbourhood Plan</b> This has now been passed by the Inspectorate and Cllr Lew Monger has sent thanks to everyone who supported Winslow in this process.</p> <p><b>e) Community Impact Bucks and RCOH Expert Planners</b> ‘The 18 Week Neighbourhood Development Plan Programme’ - 23 September, 10.00 – 12.00 noon. The Clerk will attend and report back.</p> <p><b>f) Buckinghamshire Draft Statement of Community Involvement (SCI): Public Consultation</b> extended till 31<sup>st</sup> October- noted.</p> <p><b>g) Vale of Aylesbury Local Plan</b>, update and invitation to Town Council Forum – Diamond Room, Gateway Conference Centre, Aylesbury Thursday 16<sup>th</sup> October , 6.30p.m., also an event for Stakeholders on Friday 24<sup>th</sup> October at 9.30 in the Oculus, AVDC offices. noted</p> <p><b>h) Bulletins and other updates</b> – noted</p> <p>i. <u>Ref 14/02388/AGN</u> New agricultural building – land off Thornton Road, Nash, Bucks. This needed a response by 25<sup>th</sup> August but was received too late for the last meeting. No extension of the time limit was allowed because it was for an agricultural building which requires a response within 21 days by law. The application was for a building in Thornborough parish but it was addressed to Nash Parish Council’s Clerk and labelled as being in Nash. TPC expressed their concern that Aylesbury Vale District Council planning had got the siting of this planning application down in the wrong parish. The Clerk has phoned planning to respond and pointed this out.</p> <p>ii. <b>Land next to Sunnybrook, High Street.</b>-The Clerk has now received a response from AVDC which she has previously circulated to Councillors. The response concerning the issue of the house built at Brookfield without permission explains that after discussion with enforcement team manager Philip Dales about the enforcement notice ‘The View given was that it would appear the building was at sometime modified to comprise a building that could be used for agricultural purposes and that this appears to have been accepted.’ Thornborough Parish Councillors found this explanation unsatisfactory and also noted that the letter appeared to imply that it was answering a question previously put to the planning department in the letter dated 29<sup>th</sup> July 2014, whereas in fact the letter listed several pertinent points concerning the land in question and its history for information. It was noted that the response was also incorrect as RA11, quoted as a justification for the acceptance in principle of the conversion of an agricultural building applies to buildings outside the built up area of settlements and is only for conversion of such buildings to non-residential</p>	<p><b>Clerk to write letter</b></p> <p><b>Clerk to attend event.</b></p> <p><b>Clerk to draft a letter for approval by</b></p>
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	<p>business use to fortify the rural economy. Also the time frame quoted in the letter as being longer than 20 years is inaccurate as the last documentation we have about action on the ongoing enforcement notice is within the last 20 years. After discussion TPC agreed that the Clerk should respond making all these points. Cllr MS pointed out that parish councils can't take these sort of issues up with the Planning Ombudsman but residents can.</p>	<b>TPC</b>
16	<p><b>Finances:</b>  <b>a) Bank Reconciliation – August 2014.</b>                  Current Account £10,128.76                  Reserve Account £11,659.00                  Current liabilities:£116.00                  Total £21,678.76  <b>b) Insurance Renewal –</b> agreed to accept the renewal quotation of £1,406.87 and to renew insurance with Came and Co.  <b>c) Payments:</b>                  Martin Thomas for work on waste bins £225.00 Cheque No. 567                  E-on (unmetered supplies) £23.68 Cheque No. 568                  Water for Sport Pavilion. £13.38 Cheque No. 569                  Clerk's Salary cheques – September £357.13 Cheque No. 570                  HMRC - Clerk's Income Tax £89.20 Cheque No. 571                  (PAYE Ref. 475/SA75351                  Accounts office Ref. 475PE00369213)  <b>Total £708.39</b>  <b>Direct Debits - None</b>  <b>d) Receipts - Allotment Rent £7.00</b>  <b>Total £7.00</b></p>	<p><b>Clerk to renew insurance</b>  <b>Clerk to raise cheques</b></p>
17	<p><b>A.O.B. other correspondence and any other Councillors' Issues</b>                  i. The Clerk has a BCC poster about the signs of child sexual exploitation She will post the notice                  ii. South Central Ambulance Service NHS Foundation Trust's AGM and AMM at The Gateway Conference Centre, Aylesbury Wednesday 24 September 2014.                  iii. AVDC News for the Parishes                  iv. Healthwatch Bucks celebration event, Diamond Room, Gateway Conference Centre, Aylesbury 4pm on 25<sup>th</sup> September                  v. 'Bucks for Bucks' Voluntary &amp; Community Sector Conference Gateway Conference Centre, Aylesbury 7<sup>th</sup> October 2014 (9:00am - 4:00pm)                  All noted  <b>Councillors Issues</b>                  i. Cllr SM reported that the Thornborough Parish and Community web site is in the process of being migrated to a free hosting provider rather than the paid service we currently use.                  ii. Cllr RG said he would ask some of the Thornborough Cricket Club members to help level and bed down the grit on the Sports Field drive.                  iii. The Clerk has received two invitations for Councillors to attend various charity events. Noted but no-one is able to attend.                  iv. The Clerk received a letter by e-mail concerning the right of parish councils to sell electricity – noted                  v. The Clerk received an invitation for TPC for a seminar 'The Aylesbury Vale – Growth Potential' 2<sup>nd</sup> October 7.45a.m. at The Oculus, Aylesbury – noted but no-one is available to attend.</p>	
18	<p><b>Date of next meeting; 13th October 2014</b>                  The meeting closed at 9.07 p.m.</p>	