

THORNBOROUGH PARISH COUNCIL

MINUTES of MEETING

Monday 12th October 2015 at 7.00p.m.

Present: Cllr Stuart Mitchell (Chair), Cllr Andy Spurr, Cllr Ray Goodger, Cllr Charlotte Moore, Maggie Beach (Clerk).

Public: 2 members of the public

Item	Minute	Action
1.	Apologies: Cllr Mary Taylor, Cllr Melanie Staff. AVDC Cllr Sir Billy Stanier, BCC Cllr Warren Whyte	
2	Public Participation Session Members of the public had come for an item on the agenda	
3	Declaration of interest in items on the agenda: None	
4	Minutes of the meeting of 14th September 2015 –Agreed	
5	<p>Review of Action Points from 14th August meeting.</p> <p>Item 5 BCC Transportation Devolution 2016 Meeting - The Clerk attended postponed meeting.</p> <p>Review of Action Points from 12th September meeting</p> <p>Item 6 Sports field and Pavilion – on agenda</p> <p>Item 9 Pre-school – update – on agenda</p> <p>Item 8 Thornborough Community Woodland – on agenda</p> <p>Item 9 Road and Transport issues – on agenda</p> <p>Item 10 Playground Update. – on agenda</p> <p>Item 12 Thornborough Village Hall update – on agenda</p> <p>Item 13 Devolution – on agenda</p> <p>Item 14. Remembrance bench - on agenda</p> <p>Item 19 Planning Responses sent.</p> <p>Item 15 Aylesbury Magistrates' Court closure- consultation - actioned</p> <p>Item 16 Flooding Consultation: BCC's close working with the Internal Drainage Board has meant that Thornborough has not flooded to any great extent since 2007. Clerk has submitted this comment.</p> <p>Item 17 AVDC Economic Development Strategy Responses agreed at the meeting. -Clerk has submitted these responses.</p> <p>Item 18 LAF Next Mtg: 29th September – on agenda</p> <p>Item 20 Finances:</p> <p>b) Payments: all cheques sent.</p> <p>d) Audit 2015 – on agenda</p> <p>Item 21 A.O.B., other correspondence and any other Councillors' Issues.</p> <p>ii 'Buckingham Decides' Community budgeting project. Clerk has offered to publicise the event and other ballot box venues.</p>	
6	To accept and vote on proposals to co-opt a Councillor Debra Hosein proposed as Councillor by Cllr SM, seconded by Cllr CM, agreed unanimously. Debra Hosein co-opted as Councillor onto Thornborough Parish Council. Cllr DH joined the Councillors.	Clerk to sort paperwork
7	<p>Planning:</p> <p>a) <u>Ref.15/03109/APP</u> - Thornborough Mill, Mill Lane, Thornborough, MK18 2ED Erection of a garden/machinery store.- NO OBJECTIONS</p> <p>b) <u>Ref.15/03087/APP</u> - Thornborough Mill, Mill Lane, Thornborough, MK18 2ED - Installation of 200 ground mounted photovoltaic panels of 50Kw. - NO OBJECTIONS</p>	Clerk to make response as detailed

	<p>c) <u>Ref. 15/03056/ALB</u> - Lower End Farm, Lower End, Thornborough, MK18 2DD - Replacement of front entrance door and installation of side pedestrian and vehicular timber five bar gate. SUPPORTED The new door will improve the appearance of the property in keeping with its listed status</p> <p>d) AVDC Planning Meeting – report. The Clerk reported on the meeting. There had been very little new information. The Planning team will need to lose a further 6 jobs. She had raised two issues:</p> <ul style="list-style-type: none"> - The increased work load for Clerks and costs to Parish Councils. The answer given was to raise the Precept to cover the costs as AVDC was capped and therefore couldn't raise the Council Tax. - The reply from the Enforcement Team re. Brookfield after the recent planning decision labelling the building as 'not permitted development'. She will forward all the correspondence to Susan Kitchen, AVDC planning, as requested at the time. <p>e) NBPPC minutes and issues The Clerk drew Councillors' attention to the account of the recent committee meeting to discuss a planning application for a development of several houses outside the area designated for development in the Great Horwood made Neighbourhood Plan. Noted.</p> <p>f) Other Updates</p> <ul style="list-style-type: none"> i. <u>Ref.15/03417/ATC</u> - Garth House, Hatchet Leys Lane, Thornborough MK18 2BU- 3m Crown reduction of one Sycamore tree NOTED ii. <u>Ref.15/03393/ATC</u> - Sturdy Cottage, High Street, Thornborough, MK18 2DF - No1 Sycamore - Lift crown to approx. 8 metres one Sycamore tree; Lift crown to approx. 2 metres one Sycamore tree; Acer - Reduce crown by 2-3 metres over all of one Acer tree; Reduce height of one Cherry tree by approx. 2 metres.-NOTED 	
8	<p>Sports field and Pavilion</p> <ul style="list-style-type: none"> i. Update of Working Groups <ul style="list-style-type: none"> - <u>Lease</u>: Our solicitor is finding it difficult to get evidence of our ownership of the Sports Pavilion. We may have to make a declaration of ownership. The lease for the Pre-school to use the Sports Pavilion should be ready in a week's time. Utilities costs and the rent were discussed. Cllr SM has worked on these issues and suggested that an annual rent of £2,000 would be appropriate. Cllr SM has also researched the cost of Utilities. He will circulate a paper with details of these proposals for consideration and ratification at the November meeting. - <u>Casual and Seasonal Hirers agreements</u> – work is in progress. - <u>Improvements to Pavilion</u>. The Thornborough Cricket Club work tops will be replaced at half term. Cllr AS suggested hinged tops might work better. ii. Memorial bench (parishioners request) – The parishioner is delighted with the proposal for a bench outside the school. The clerk will ask the parishioner to go ahead with the memorial bench. iii. Six-a-side goal. There has been a request for this at the Sports Field. Agreed this would be an asset. Proposed Cllr AS seconded Cllr CM that Cllr As find and buy a goal up a cost of £800. Agreed unanimously. 	<p>Cllr SM to action, Clerk to put on November agenda</p> <p>Cllr SM to continue to action</p> <p>Cllrs AS to action.</p> <p>Clerk to action</p> <p>Cllrs AS to action.</p>
9	<p>Pre-school – update Nothing to report.</p>	
10	<p>Thornborough Community Woodland update-</p> <ul style="list-style-type: none"> - TPC now has an amended bill from Npower for electricity at the depot and can now pay it 	
11	<p>Road and Transport issues</p> <ul style="list-style-type: none"> i. Reported issues update. – The Clerk has reported the issues from last meeting, however most of these are lengths of road within the parish but outside the village. There are currently no areas outside the village limit which have been highlighted for Capital spend over the next three years. Our County Councillor will be invited to a meeting with the Capital Team to agree the additional plane and patch programme within his division. 	<p>Clerk will continue to monitor</p>

	<p>With the hedge issue, the Clerk has explained that this is a BCC responsibility. The Clerk said this always causes a problem, maybe it would be better if the hedge was removed altogether.</p> <p>Councillors mentioned other areas of concern to report:</p> <ul style="list-style-type: none"> - Vision splays on south-west side of Padbury roadA421 junction - Vision splays at the top of A421/Bridge Street <p>ii. Closures – noted</p> <p>iii. Parking Guidance – noted</p>	
12	<p>Playground update.</p> <p>The Clerk has obtained various information about the way forward with the playground but notes that good practice suggests that a consultation with the users and parents should be conducted before we get advice from a consultant. The Clerk will draft a simple consultation questionnaire.</p> <p>Cllr AS reported that he is unable to cut roots of the hedge surrounding the Playground down and remove where possible as his insurance will not cover him. He will find someone to do it professionally.</p>	<p>Clerk to draft questionnaire</p> <p>Cllrs AS to action</p>
13	<p>Allotments</p> <ul style="list-style-type: none"> – The Clerk has been able to re-constitute allotments 2 and 3 along the original lines as they have both been vacated by the tenant. She has let allotment 2 – There are now 2 allotments without tenants. TPC will need to trim these allotments and keep them tidy until new tenants can be found. 	<p>Cllr AS to get someone to liaise with Clerk to action this</p>
14	<p>Thornborough Village Hall update</p> <ul style="list-style-type: none"> – The Clerk has received a letter of thanks from the Village Hall Committee in response to Thornborough Parish Council's decision to fund the hall on an annual basis. – The installation of the PA system was discussed. The Clerk has received a quote requested by the Village Hall Committee. – Agreed that: Cllrs SM and RG should meet up with Village Hall Committee representatives to discuss how to proceed. The Clerk will arrange a site meeting. Cllr RG will talk with David Wise and Mark Harper about what is needed. 	<p>Clerk to arrange a mtg. with Village Hall Committee reps.</p> <p>Cllr RG to discuss as detailed</p>
15	<p>Transparency Code</p> <p>The Clerk explained that as a local authority with an annual turnover of less £25,000 Thornborough Parish Council is required to comply with the mandatory Smaller Authorities Transparency Code.</p> <p>This came into force on 1st April 2015 and requires the on-line publication of certain information which the Government requests, to provide taxpayers with a clear picture of the authority's activities, spending and governance, and will improve the ability of communities to hold local public bodies to account.</p> <p>Cllr SM has created a Financial Management page on the web-site where we will now be publishing:</p> <ul style="list-style-type: none"> • All items of expenditure above £100 – to be published monthly in the minutes and annually with publication of the payments sheet of the annual cashbook. • End of year accounts – The Financial Report presented to Thornborough Parish Council at the Annual Meeting of the Council together with the notes to the report, and Thornborough Accounts prepared for the Annual Audit. • Annual governance statement • Internal audit report from our Internal Auditors, this includes recommendations for future financial accounting etc. • List of Councillor responsibilities • Details of public land and building assets (sports field, pavilion, village hall, playground.) – This is included in the list of assets in the Thornborough Accounts and the Finance report <p>DRAFT minutes of all meetings (including Committees), Agreed Minutes and agenda and associated papers are under the Minutes section.</p> <p>Thornborough Parish Council will still be audited every year by the internal auditor, but it will not be mandatory to have an external audit.</p>	

16	<p>Devolution of services - grass cutting – update David Lett has now sent a quotation for grass cutting, verge, hedge and path maintenance of £2,667.00, with a cost for the first two years of £1,157.00 to the parish taking the BCC devolved budget of £1,510.00 into account. TPC would also have to buy and maintain the equipment to do this and find a place to store it. TPC consider this to be too expensive and that it would be more efficient to extend the contract with Cartwright to cover the work that needs to be done. The Clerk will check with BCC whether we can do this and also to inform David Lett that we will not be going ahead with the quote he prepared.</p>	<p>Clerk to follow this up with BCC.</p> <p>Clerk to inform David Lett of this decision</p>																																									
17	<p>Remembrance bench Cllr CM has this in hand. The Clerk has found that TPC are now responsible for the bench which was bought through donations and then given to the parish.</p>	<p>Cllr CM to action</p>																																									
18	<p>Bucks Home Choice The clerk reported that we are now required to advertise for and keep a register of all people who would like to be considered for the affordable housing in the village for when a vacancy occurs. The Clerk will organise how this is to be done.</p>	<p>Clerk to action</p>																																									
19	<p>BMKALC AGM 3rd November 2015- noted. No-one is able to attend.</p>	<p>Clerk to send apologies</p>																																									
20	<p>AVALC Minutes - noted.</p>																																										
21	<p>LAF Next Mtg: 29th September – Minutes – noted. No-one was able to attend</p>																																										
22	<p>BCC town and parish councils event - Nov 25th - noted</p>																																										
23	<p>Finances:</p> <p>a) Bank Reconciliation – September 2015 Current Account £20,396.64 Reserve Account £14,166.46 Current liabilities: £127.72 Unbanked cash: £7.00 Total £34,442.38</p> <p>b) Budget The Clerk presented budget documents to be read and then discussed at the next meeting.</p> <p>c) Payments:</p> <table data-bbox="175 1232 1260 1680"> <tr> <td>E-on (unmetered supplies)</td> <td style="text-align: right;">in credit</td> <td></td> </tr> <tr> <td>Anglian Water - Sports Field</td> <td style="text-align: right;">£36.52</td> <td>Cheque No. 652</td> </tr> <tr> <td colspan="3">NB, Cheque No 644 never received by Anglian Water and now cancelled.</td> </tr> <tr> <td>AVDC expenses for Thornborough PC election May 2015</td> <td style="text-align: right;">£125.00</td> <td>Cheque No. 653</td> </tr> <tr> <td>E-on for Sports Pavilion</td> <td style="text-align: right;">£98.09</td> <td>Cheque No 654</td> </tr> <tr> <td>Mazars</td> <td style="text-align: right;">£120.00</td> <td>Cheque No 655</td> </tr> <tr> <td>Npower for woodlands</td> <td style="text-align: right;">£160.64</td> <td>Cheque No. 656</td> </tr> <tr> <td>Clerk's Salary – October</td> <td style="text-align: right;">£364.97</td> <td>Cheque No. 657</td> </tr> <tr> <td>HMRC - Clerk's Income Tax (PAYE Ref. 475/SA75351)</td> <td style="text-align: right;">£91.20</td> <td>Cheque No. 658</td> </tr> <tr> <td>Accounts office Ref. 475PE00369213)</td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: right;">£835.78</td> <td></td> </tr> </table> <p>d) Receipts</p> <table data-bbox="175 1724 877 1881"> <tr> <td>Allotment Rent</td> <td style="text-align: right;">£7.00</td> </tr> <tr> <td>Precept</td> <td style="text-align: right;">£9030.00</td> </tr> <tr> <td>Interest on NatWest Reserve Account</td> <td style="text-align: right;">£1.62</td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: right;">£9038.62</td> </tr> </table> <p>e) Audit 2015 The Clerk has now received answers to several questions on minor issues raised in the recommendations in the Internal Auditor's report. Recommendations 2, 5, 7 and 8 have already been dealt with at previous meetings.</p>	E-on (unmetered supplies)	in credit		Anglian Water - Sports Field	£36.52	Cheque No. 652	NB, Cheque No 644 never received by Anglian Water and now cancelled.			AVDC expenses for Thornborough PC election May 2015	£125.00	Cheque No. 653	E-on for Sports Pavilion	£98.09	Cheque No 654	Mazars	£120.00	Cheque No 655	Npower for woodlands	£160.64	Cheque No. 656	Clerk's Salary – October	£364.97	Cheque No. 657	HMRC - Clerk's Income Tax (PAYE Ref. 475/SA75351)	£91.20	Cheque No. 658	Accounts office Ref. 475PE00369213)			Total	£835.78		Allotment Rent	£7.00	Precept	£9030.00	Interest on NatWest Reserve Account	£1.62	Total	£9038.62	<p>Clerk to put on November agenda</p> <p>Clerk to raise cheques</p>
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	<p><u>Recommendation 1.</u> The Council should consider a further review of its extant Standing Orders and Financial Regulations to take account of recent legislative changes, ideally using the latest NALC model documents as the baseline for the review. There has been further legislation recently arising from the Transparency Code in relation to the publication of information on councils' web sites and provision for filming and recording the procedures at Council meetings. TPC to consider including up-to-date information using the NALC revised model Standing Orders and Financial Regulations.</p> <p><u>Recommendation 3.</u> Invoices should be annotated with detail of the cheque number, payment date and, ideally, also be initialled by the two cheque signatories. This recommendation is purely to ensure compliance with best practice and ensure that members demonstrate that they have met their fiduciary responsibilities. TPC already put details of date of payment and cheque number on invoice but will now also initial invoices.</p> <p><u>Recommendation 4.</u> All payments should be supported by an appropriate trade invoice or, where none is available, by a proforma certified as approved for payment by the Council Chairman. Invoices were apparently missing in one or two cases, the Clerk will ensure that this doesn't happen in future and that, in line with best practice, every payment made should be appropriately supported by either a trade invoice or, if any other form of supporting document is in existence, that should ideally be certified as approved for payment in order to protect both herself and the Council from any potential complaint that payments are not made appropriately.</p> <p><u>Recommendation 6</u> The Council should ensure that it complies with extant requirements formally reviewing and adopting its financial risk assessments at least once annually. There is now a mandatory requirement for risk registers to be reviewed and formally adopted at least once annually by the full Council as detailed in the 2014 edition of the Governance and Accountability Manual – "The Practitioner's Guide". The Clerk will ensure this happens. The last review was over 12 months since the previous review.</p>	<p>Clerk to action</p> <p>Invoices to be initialled by members at every meeting</p> <p>Clerk to action</p> <p>Risk assessment to be reviewed annually in June</p>
24	<p>A.O.B., other correspondence and any other Councillors' Issues.</p> <ul style="list-style-type: none"> i. The Vale Lottery ii. Master composting Training <p style="text-align: right;">noted</p>	
25	<p>Date of next meeting; 9th November 2015 The meeting closed at 9.15 p.m.</p>	