

THORNBOROUGH PARISH COUNCIL

MINUTES of MEETING

Monday 9th May 2016 at 7.30p.m.

Present: Cllr Andy Spurr (Chair), Cllr Ray Goodger, Cllr Charlotte Moore, Cllr Mary Taylor, Cllr Melanie Staff. Cllr Debra Hosein, AVDC Cllr Sir Billy Stanier; Maggie Beach (Clerk).

Public: None

Item	Minute	Action
1.	Apologies: Cllr Stuart Mitchell, BCC Cllr Warren Whyte.	
2	Public Participation Session None.	
3	Declaration of interest in items on the agenda: None	
4	Minutes of the meeting of 11th April 2016 –Agreed	
5	Review of Action Points Item 6 Planning – a) response submitted Item 7 Dates for the Annual Open Meeting of the Parish – The Clerk has organised the agenda, publicised the meeting and booked the hall. Item 9 Thornborough News – on agenda Item 11 Road and Transport issues – on agenda Item 12 Street lighting –on agenda Item 13 Playground –on agenda Item 14 NBPPC Report - The Clerk has sent a follow up letter to Peter Williams concerning the issue of Thornborough being considered a Larger Settlement by AVDC. His reply will be covered on agenda under Planning Item 16 Finances b) Cheques all sent c) The Clerk has accepted both quotes from Cartwright Landscapes for grounds maintenance and for Verge Repairs. e) Discussion on a policy on future charitable donations - on agenda. Item 18 Date of Open Meeting of the Parish 16th May 2016 - booked	
6	Planning: - There were no planning applications to discuss - Aylesbury Vale District Council Planning Event for the Parishes - Tuesday 24 May or Wednesday 25 May starting at 6.30 pm. No-one is able to attend. - The Clerk has received correspondence from Village Foundations, Amersham. Agreed to keep this on file. - The Clerk has received a response from Peter Williams to the second letter sent about the categorising of Thornborough as a larger settlement. He explained that AVDC had received a large number of communications on this issue and that all are to be reviewed. The AVDC Scrutiny, Cabinet and Council meetings in June will consider the Consultation Document. He also said that population size is only one of a large number of factors taken into consideration when determining the place of a settlement in the hierarchy.	
AVDC Cllr Sir Billy Stanier left to attend Great Horwood Parish Council Meeting		
7	Annual Open Meeting of the Parish This is scheduled for Monday 16 th May at 7.00. The Clerk has organised the agenda/programme and publicised the meeting. Several Councillors agreed to come early to help set out the hall. Apologies from Cllr MT, Cllr MS and Cllr DH were noted.	
8	Sports field and Pavilion - Update of working groups We continue to wait for the Licence for the Pre-school's use of the Pavilion. They will then start to pay rent. We still have no written proof that we own the corner of the field with the Pavilion. The Clerk will send the Pre-school a Utilities bill for the year.	Clerk to send utilities bill to Pre-school

9	<p>Thornborough News Cllr SM together with the Clerk will produce a mock-up of the first new issue of Thornborough News to present to the Open Meeting next Monday.</p>	<p>Cllr SM and Clerk to action</p>
10	<p>Road and Transport issues</p> <p>i. Reported issues update. – No further pot hole filling is planned in the parish at present. There will be no village walk round with Transport for Bucks staff at present The road surfaces at the top of Bridge Street and at the bottom of Back Street are breaking up.</p> <p>ii. Closures – noted.</p> <p>iii. Dropped kerb – The Clerk has had a response re. this issue. She has been advised initially to approach the LAF to express TPC's interest in having a dropped kerb installed. The LAF then approaches TfB's Schemes Delivery Team to request a cost for a feasibility study or a cost the job itself. As it is only one dropped kerb, a feasibility study would not be necessary. The LAF would then tell TPC the cost of the job and ask the parish if they are willing to fund or part fund the project. If the parish manage to obtain funding, the job could potentially be done in-house, however with TfB resource allocation this year this might not be possible. Paul Hodson (BCC Localities Team) has said that new applications for schemes or feasibility studies now need to be match funded and the LAF will only pay half and the parish would need to pay the other half. The total cost would be in the region of £2,000. Agreed not to go ahead at present but to review again at a later date.</p> <p>iv. Coombs Speed Limit Review. The Clerk has researched the cost of buying a MVAS to monitor speed levels on Padbury road through Coombs. The cost would be £3,830 + VAT. It would monitor speed and collect data which would be useful. It could also be used on other roads throughout the parish to monitor speeds. It was agreed that as there will be changes at Coombs, with possibly more houses and also the Thornborough and Coombs Woodlands Enterprise Trust depot being used as an educational establishment, it would be better to wait before going ahead and buying a unit.</p>	
11	<p>Street lighting The Clerk has sent a letter to all affected houses explaining TPC's plans for two lights on the High Street but has had no adverse response. She will go ahead and commission the two new lights and replacement light agreed at the last TPC meeting. The Clerk has still to assess the lighting in the rest of the High Street.</p>	<p>Clerk to action</p>
12	<p>Playground update The Clerk has been approached by the Raise the Rood fund-raising committee about raising money for the Playground. She has expressed the Council's agreement to this. The Raise the Roof Committee are changing their name to Thornborough Fund Raisers. The Tesco Bags of Help scheme was also mentioned as a possible place to raise money for both the playground and Thornborough and Coombs Woodlands. Cllr SM will take this forward</p>	<p>Cllr SM to take this forward</p>
13	<p>Risk assessment Review The Risk Assessment was reviewed. Proposed Cllr CM, seconded Cllr RG that Thornborough Parish Council re-adopt the Thornborough Risk Assessment with the addition of an item on Transparency to say 'All necessary accounts and financial information to comply with the mandatory Smaller Authorities Transparency Code that came into force on 1st April 2015 is available to public access via the parish web site, www.thornboroughparish.co.uk ' with the RFO / Parish Council being responsible for this and the checking frequency to be ongoing and at the end of the financial year. Agreed unanimously. The Amended Thornborough Risk Assessment is Adopted.</p>	
16	<p>Finances: a) Bank Reconciliation – April 2016</p>	

	<p>Current Account £16,022.24 Reserve Account £14,170.00 Current liabilities: £1,025.40 Unbanked cash: £0.00 Total £29,166.84</p> <p>b) 2016 Audit Return The Clerk presented the Annual Thornborough Accounting Statements 2015-16 for approval. Proposed Cllr CM, seconded Cllr RG that the Accounting Statements be approved as an accurate record of the financial position of Thornborough Parish Council 2015/16. Agreed unanimously</p> <p>c) Rent reviews <u>Allotments.</u> Cllrs discussed the allotments receipts and payments. It was noted that the payments (to Buckinghamshire County Council for rent and to Anglian Water) were considerably greater than the payments received for the rent for 10 allotments at £7 each pa. This is in part because the rent has increased by £5 but mainly because Anglian Water has only recently started to charge for the water used at the allotment site. It was agreed that TPC will have to raise the allotment rent to cover costs and will agree a new rent at the next meeting.</p> <p><u>Sports Pavilion</u> Cllrs reviewed and agreed the current rent to remain the same (£540 p.a. paid over 4 quarters including utilities) for the Sports Pavilion including use of the field for Thornborough Cricket Club. Cllrs noted that Thornborough Pre-school are currently hiring the Sports Pavilion free and will start paying £2,000 a year plus utilities when the Licence for hire is in place.</p> <p>d) Payments:</p> <table border="0"> <tr> <td>Des O'Brien</td> <td>£987.00</td> <td>Cheque No.703</td> </tr> <tr> <td>E-on (unmetered supplies)</td> <td>£14.00</td> <td>Cheque No 704</td> </tr> <tr> <td>E-on (Sports Pavilion)</td> <td>£348.96</td> <td>Cheque No 705</td> </tr> <tr> <td>Reid and Co. Annual Payroll costs</td> <td>£180.00</td> <td>Cheque No. 706</td> </tr> <tr> <td>Rent for use of Clerk's house as an office</td> <td>£500.00</td> <td>Cheque No 707</td> </tr> <tr> <td>Clerk's Salary – May</td> <td>£364.97</td> <td>Cheque No. 708</td> </tr> <tr> <td>HMRC - Clerk's Income Tax (PAYE Ref. 475/SA75351)</td> <td>£91.20</td> <td>Cheque No. 709</td> </tr> <tr> <td>Accounts office Ref. 475PE00369213)</td> <td></td> <td></td> </tr> <tr> <td>Des O'Brien</td> <td>£460.00</td> <td>Cheque No.710</td> </tr> <tr> <td>Acme Pest Control</td> <td>£111.50</td> <td>Cheque No. 712</td> </tr> <tr> <td style="text-align: right;">Total</td> <td>£3,057.63</td> <td></td> </tr> </table> <p>f) Receipts Precept (1st Instalment + Grant) £9,170.00</p> <p>g) Financial support requests policy- Deferred to next meeting.</p>	Des O'Brien	£987.00	Cheque No.703	E-on (unmetered supplies)	£14.00	Cheque No 704	E-on (Sports Pavilion)	£348.96	Cheque No 705	Reid and Co. Annual Payroll costs	£180.00	Cheque No. 706	Rent for use of Clerk's house as an office	£500.00	Cheque No 707	Clerk's Salary – May	£364.97	Cheque No. 708	HMRC - Clerk's Income Tax (PAYE Ref. 475/SA75351)	£91.20	Cheque No. 709	Accounts office Ref. 475PE00369213)			Des O'Brien	£460.00	Cheque No.710	Acme Pest Control	£111.50	Cheque No. 712	Total	£3,057.63		<p>Clerk to put on June agenda</p> <p>Clerk to raise cheques</p> <p>Clerk to put on June agenda</p>
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17	<p>A.O.B., other correspondence and any other Councillors' Issues.</p> <ul style="list-style-type: none"> i. Invitation To South Central Ambulance Service NHS Bucks and Mk Patient Forum-4 May ii. Invitation to Men in Sheds Launch <p style="text-align: right;">All Noted</p> <ul style="list-style-type: none"> iii. Thornborough medieval bridge car park Concern was expressed about this area. Currently there is no access to the car-park by vehicles. It supports Thornborough Bridge - a Grade 1 listed monument, the two Iron Age tumuli, two Rights of Way and a Picnic Area. The Clerk has received an e-mail expressing concern from Buckingham Town Cllr Mark Cole, who has also raised this issue with Buckingham Town Council. 																																		
18	<p>Date of next meeting; 13th June 2016 The meeting closed at 9.10 p.m.</p>																																		