

## THORNBOROUGH PARISH COUNCIL

### MINUTES of MEETING

**Monday 5th June 2017 at 7.00p.m.**

**Present:** Cllr Andy Spurr, (Chair), Cllr Ray Goodger, Cllr Charlotte Moore, Cllr Melanie Staff, Cllr Deborah Hosein, Cllr Mary Taylor, Maggie Beach (Clerk),

**Public:** One member of the public

Item	Minute	Action
1.	<b>Apologies:</b> Cllr Stuart Mitchell, BCC Cllr Warren Whyte, AVDC Cllr Sir Billy Stanier.	
2	<b>Public Participation Session</b> – None	
3	<b>Declaration of interest in items on the agenda:</b> Cllrs RG and CM – Item 16c	
4	<b>Minutes of the meeting of 8th May 2017</b> –Agreed with one spelling amendment	
5	<p><b>Review of Action Points</b></p> <p><b>Item 6a, b &amp; c Planning</b> – responses sent</p> <p>d) <b>Letter from AVALC re. AVDC planning dept. issues</b> – The Clerk is in the process of collecting the information for this letter</p> <p>e) <b>Winslow Station</b> – Letter sent</p> <p>f) <b>MK Local Plan Consultation</b> – support for plan sent.</p> <p><b>Item 8 Tree management</b> – This was on the agenda for the Open Meeting as agreed. Clerk has asked Chris Woodyard to action</p> <p><b>Item 10 Road and Drainage issues</b> – on agenda</p> <p><b>Item 13 Solicitor</b> – The Clerk has contacted H B Public Law to ask whether they consider there is any outstanding work they are doing for us but has not had a response.</p> <p><b>Item 14 Annual Open Meeting of the Parish – 22nd May 2017</b> – on agenda</p> <p><b>Item 16 Finances,</b></p> <p><b>b) Audit update</b> – Thornborough Parish Council Audit has been sent to the internal auditor</p> <p><b>c) Payments:</b> Cheques all sent</p> <p><b>Item 17 A.O.B., other correspondence and any other Councillors' Issues</b></p> <p>i. Dumped car outside the Sports Field.</p> <p>ii. The fly tipped rubbish along the Leckhampstead Road</p> <p>The Clerk is continuing to action both these issues.</p>	
6	<p><b>Planning:</b></p> <p>g) <u>Ref.16/A3771/DIS</u> and <u>Ref.16/A3772/DIS</u> - Lower End, Farm Lower End, Thornborough, MK18 2DD -Submission of details pursuant to Condition 2 (Materials) and 3 (Detailed specification sample of joinery work) relating to planning permission 16/03771/APP - NO COMMENT</p> <p>h) <u>Ref. 17/01599/APP</u> - Coombs Farm Padbury Road Thornborough MK18 2EB - Conversion of Agricultural Building to No.4 residential units - NO COMMENT</p> <p>i) <b>VALP – Parishes Seminar and consultation</b> In advance of the Council meeting in July, AVDC are holding a parishes' seminar in The Oculus on Monday 17 July at 6.30pm. There'll be a presentation and a Q&amp;A session. Up to two per parish will be invited. The timing of the seminar will give the opportunity to find out more before AVDC's council meeting where the proposed submission document for the Vale of Aylesbury Local Plan will be discussed. This takes place on 19 July. The Clerk may be able to attend.</p> <p>j) <b>De-mystifying Planning Training event</b> – Cllr MS attended and reported that it was very comprehensive. The Clerk has received the presentations with a lot of information and will circulate to everyone.</p>	<p><b>Clerk to make responses</b></p> <p><b>Clerk to circulate presentations</b></p>

	<p>k) <b>Winslow Station car-park - update</b> – The Clerk has sent in TPC's response to the Winslow Station car-park situation. Buckinghamshire County Council own the land that the car-park is currently on and will retain the land once the car-park is installed.</p> <p>l) <b>Updates</b> – decisions on planning seem to be taking considerable time to be made and all outstanding recent applications have yet to be decided.</p>	
7	<p><b>Playground update</b></p> <p>i. <b>WREN application outcome</b> – Cllr MT reported that WREN have agreed to offer a grant of £50,000 for the work on the Playground. Kompan have submitted a third updated quotation for the work of £60,692.20p as previously agreed. Proposed Cllr MT, seconded Cllr NS that version 3 of Kompan's plan for the Nash Road Playground at a cost of £60,692.20 plus £1,362.00 for further work to be completed later as previously agreed be accepted and that fences and hedge roots be removed prior to Kompan's work for an additional cost of less than £5,000 be agreed. –Unanimously agreed.</p> <p>ii. <b>Time frame for work</b> - WREN needs to register Thornborough Parish Council with 'Entrust' before the work can start. In the meantime TPC should start the work removing the fence and hedge roots. The site will need to be made safe once the fence has been removed. Cllr AS will organise metal fencing to put in place until Kompan start work. Kompan will be on-site to start work 4 weeks later. The working Group hope this will happen by 1<sup>st</sup> July and the work will start on-site on Monday 3<sup>rd</sup> July. Kompan will finish the work in 4 weeks. The Working Group are working on publicity and also on organising a grand opening, hopefully in August.</p> <p>iii. <b>Playground litter bin</b> – This has caused some problems as there has never been a regular collection from the bin and TPC, who agreed to move the litter bin to outside the playground at the TPC meeting in July 2015, have relied on local residents to empty the bin voluntarily. Recently someone has been depositing personal household rubbish into the bin. The bin will be re-located as part of the work on the playground. Once outside the Clerk will then arrange for AVDC to regularly collect from the bin.</p> <p>iv. <b>Closure of Playground</b> – The Playground has now been closed as some of the current equipment has deteriorated badly recently and is now considered dangerous.</p>	
8	<p><b>Marquee</b> Cllr AS reported that the Marquee is in need of expensive repairs to be fit for purpose and is possible a health and safety issue. Cllr AS will check whether there is any interest in buying or being given the marquee. The issue is on-going at present.</p>	<b>Cllr AS to action</b>
9	<p><b>Annual Open Meeting of the Parish – 22<sup>nd</sup> May 2017 -Report</b> The meeting was attended by 16 members of the parish, 3 Councillors and the Clerk. Attendance was half of last year's but the meeting went well. The usual village organisations gave or sent reports. Cllr AS gave an update on the Nash Road Playground. Cllr RG gave an excellent presentation on the Church Clock which included views of the sweet chestnut tree that is to be cut down and this showed clearly the damage to the tree and why it needs to be removed. The Clerk gave a brief presentation on the Thames Valley Police and Crime Plan 2017 – 2021 and the Victims First website There was a discussion on various issues such as planning and the VALP, pot-holes, street lighting and insurance. The meeting was considered successful. All reports and presentations will be placed on the Annual Meeting of the Parish page on Thornborough parish web site.</p>	
10	<p><b>Allotments</b> The Clerk has renewed the licence we hold from BCC for the allotment field for a further year, April 2017 – March 2018 for a fee of £75.</p>	
11	<p><b>Section 106</b> Thornborough Parish Council has been contacted about possible Section 106 funding re: 16/02674/APP - Home Farm, College Lane, Thornton</p>	

	<p>If this development application is approved (currently at appeal) it will generate a £43,998 of-site financial contribution in lieu of on-site sport &amp; leisure facilities, and as Thornton have confirmed that they do not have an appropriate sport/leisure project to assign the contribution towards, several local parishes have been asked if they have any such appropriate project to put forward for inclusion in the drafting of the S106 legal agreement. As these funds are generated from a development outside of our Parish boundaries they can only be put towards 'Cluster' facilities that could also be used by Thornton residents for sports for leisure. TPC discussed possible projects but agreed that at present there are no plans to add anything to the Sports Field such as a MUGA (Multi Use Games Area), playing pitch or skateboard facility, and consider that the Pavilion is currently not in need of any further work. However a possible project for central heating in the Village Hall was discussed. The Clerk will put this idea to the Village Hall Committee and respond to Joe Houston at AVDC to update him.</p>	<p><b>Clerk to contact Village Hall Committee and update AVDC</b></p>
12	<p><b>Data Protection Legislation</b> This is coming into effect next year and might require changes by TPC to comply. - noted</p>	
13	<p><b>Road and Drainage issues</b></p> <ol style="list-style-type: none"> <li>i. <b>Current Issues -Bridge Street (Spring Lane)</b> - The meeting with Andrew Waugh (the Strategic Flood Management Officer at BCC) at the site with Cllr SN, Cllr MT and the Clerk was cancelled by Mr Waugh as he had heard that TfB had the issue in hand. The Clerk will ask for an update.</li> <li>ii. <b>Relevant Closures.</b> The High Street is due to be closed for the first stage of re-surfacing from 19<sup>th</sup> June for a week. Notices have been delivered to all affected households.</li> </ol>	<p><b>Clerk to continue to monitor</b></p>
14	<p><b>Street lighting – High Street.</b> The two new lights on the High Street will increase the monthly cost of the street lighting. The light on Church Lane has still to be upgraded. The Clerk is still chasing this up. There are a couple of issues with some street lights that the Clerk will report, if there are any other street lights that need repair Cllrs will let the Clerk know.</p>	<p><b>Clerk to continue to action Cllrs to action where appropriate</b></p>
15	<p><b>AVDC Emergency Plan Review of Reception and Rest Centres</b> Aylesbury Vale District Council is currently undertaking a review of its Emergency Plan, in line with its statutory duty as part of the 2004 Civil Contingencies Act. As part of this review, they are currently in the process of revising and updating their emergency reception and rest centre database. They are asking all parishes across the Vale to ascertain whether their premises could serve as potential sites to be managed and used by AVDC in conjunction with the British Red Cross in the event of a major incident and evacuation. They need to know:</p> <ul style="list-style-type: none"> <li>- The name and address of any potential sites owned by the parish council which may serve such purposes,</li> <li>- What their maximum day time capacity is and estimated 'sleeping' capacity could be.</li> <li>- We would also require an emergency out of hours contact number in the event of an incident in order to gain access to the premises.</li> </ul> <p>The Clerk has forwarded this request on for information to the Village Hall Trustees. The clerk will respond with details of the two properties TPC owns in the parish and also suggest the school, the Church and the Chapel.</p>	<p><b>Clerk to action</b></p>
16	<p><b>Finances:</b></p> <ol style="list-style-type: none"> <li>a) Bank Reconciliations – May 2017. Current Account £20,664.12 Reserve Account £14,174.84 Current liabilities: £1,639.19 Unbanked cash: £30.00 Total £33,229.77</li> <li>b) <b>Audit update</b> The Clerk has not received the Audit documents from the Internal Auditor in time to prepare and present to Thornborough Parish Council. Agreed that the Audit will</li> </ol>	<p><b>Clerk to call emergency meeting</b></p>

	<p>be presented to Councillors at an Emergency meeting to be called before the end of June once it has been returned.</p> <p><b>c) Payments:</b></p> <table border="0"> <tr> <td>Mrs Julier, - TPC storage</td> <td style="text-align: right;">£15.00</td> <td>Standing Order</td> </tr> <tr> <td>E-on (unmetered supplies)</td> <td style="text-align: right;">£18.38</td> <td>Cheque No 812</td> </tr> <tr> <td>E-on Sports Pavilion</td> <td style="text-align: right;">£45.77</td> <td>Cheque No 813</td> </tr> <tr> <td>Allotment fee</td> <td style="text-align: right;">£75.00</td> <td>Cheque No 814</td> </tr> <tr> <td>Padlock for Playground</td> <td style="text-align: right;">£18.93</td> <td>Cheque No 815</td> </tr> <tr> <td>Church clock repairs</td> <td style="text-align: right;">£646.47</td> <td>Cheque No 816</td> </tr> </table> <p>Cllr CM presented the current repair bill for £646.47 to the Council It was agreed at the last TPC meeting that in principle Thornborough Parish Council is happy to pay for the repairs to the church clock, the only public clock in the centre of the village, but would need to know amounts required before agreeing to pay all bills. Proposed Cllr MT seconded Cllr DH that TPC pay this current bill, passed for 3, against 0 abstentions 3.</p> <table border="0"> <tr> <td>FCC Donation for Playground</td> <td style="text-align: right;">£600.00</td> <td>Cheque No 817</td> </tr> <tr> <td>Printing Ink</td> <td style="text-align: right;">£20.99</td> <td>Cheque No 818</td> </tr> <tr> <td>Philips Print</td> <td style="text-align: right;">£52.32</td> <td>Cheque No 819</td> </tr> <tr> <td>Demystifying Planning Training</td> <td style="text-align: right;">£57.90</td> <td>Cheque No 820</td> </tr> <tr> <td>Clerk's Salary – June</td> <td style="text-align: right;">£368.52</td> <td>Cheque No. 821</td> </tr> <tr> <td>HMRC - Clerk's Income Tax (PAYE Ref. 475/SA75351 Accounts office Ref. 475PE00369213)</td> <td style="text-align: right;">£92.20</td> <td>Cheque No. 822</td> </tr> <tr> <td style="text-align: right;"><b>Total</b></td> <td style="text-align: right;"><b>£2,011.48</b></td> <td></td> </tr> </table> <p><b>d) Receipts</b></p> <table border="0"> <tr> <td>Allotment rent</td> <td style="text-align: right;">£15.00</td> </tr> <tr> <td style="text-align: right;"><b>Total</b></td> <td style="text-align: right;"><b>£15.00</b></td> </tr> </table>	Mrs Julier, - TPC storage	£15.00	Standing Order	E-on (unmetered supplies)	£18.38	Cheque No 812	E-on Sports Pavilion	£45.77	Cheque No 813	Allotment fee	£75.00	Cheque No 814	Padlock for Playground	£18.93	Cheque No 815	Church clock repairs	£646.47	Cheque No 816	FCC Donation for Playground	£600.00	Cheque No 817	Printing Ink	£20.99	Cheque No 818	Philips Print	£52.32	Cheque No 819	Demystifying Planning Training	£57.90	Cheque No 820	Clerk's Salary – June	£368.52	Cheque No. 821	HMRC - Clerk's Income Tax (PAYE Ref. 475/SA75351 Accounts office Ref. 475PE00369213)	£92.20	Cheque No. 822	<b>Total</b>	<b>£2,011.48</b>		Allotment rent	£15.00	<b>Total</b>	<b>£15.00</b>	<p><b>Clerk to raise cheques</b></p>
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<p>17</p>	<p><b>Date of next TPC meeting: 3rd July 2017.</b></p> <p>The meeting closed at 8.40pm</p>																																												