

THORNBOROUGH PARISH COUNCIL

MINUTES of the ANNUAL MEETING of the COUNCIL

Monday 8th May 2017 at 7.00pm

Present: Cllr. Charlotte Moore; Cllr. Andy Spurr; Cllr Stuart Mitchell; Cllr. Ray Goodger
Maggie Beach (Clerk) AVDC Cllr Sir Beville Stanier

Apologies: Cllr. Deborah Hosein; Cllr. Melanie Staff; Cllr. Mary Taylor, BCC Cllr Warren Whyte

Public: None

Item		ACTION
1	Election of the Chairman and Vice-Chair Cllr. Stuart Mitchell proposed as Chairman by Cllr. AS, seconded by Cllr. CM. Elected unanimously and unopposed. Cllr. Andy Spurr proposed as Vice-Chair by Cllr. SM, seconded by Cllr. CM. Elected unanimously and unopposed.	
2	To agree the Minutes of meeting 9th May 2016- agreed as accurate	
3	To fix dates and times of ordinary meeting for 2015/16 It was agreed to continue the regular meetings on the first Monday of each month at 7.00 p.m. in the Village Hall unless a Bank Holiday, when it will be the next Monday after..	Clerk to book hall
4	To receive report from Chair for 2016/17 Chair presented his report attached as Appendix 1	
5	Financial report Clerk presented the Financial Report. Report notes attached as Appendix 2	
6	To consider the payment of any annual subscriptions Annual subscriptions renewed throughout the year as they become due after discussion in Council.	
7	Appointment of any new committees, confirmation of the terms of reference, the number of members and nominations. No new or existing committees at present. The Playground Working Group is still in operation.	
8	Review and adoption of appropriate standing orders and financial regulations. The Clerk presented TPC with Standing Orders and Financial Regulations that had been amended using the NALC models to put them in line with current legislation <ul style="list-style-type: none"> - Agreed unanimously that Thornborough Parish Council adopt the presented and previously circulated Standing Orders with the following amendment: - £25,000 amended to £10,000 in Standing Order 23av and 23c Financial controls and procurement - Agreed unanimously that Thornborough Parish Council adopt the presented and previously circulated Financial Regulations with the following amendment: - Financial Regulations Contracts 11b and h £25,000 be amended to £10,000 and £3,0000 be amended to £5,000 	Clerk to make amendments agreed
9	Review of inventory of land and assets including buildings and office equipment. Covered by the Financial report.	
10	Review and confirmation of arrangements for insurance cover in	

	respect of all insured risks. Previously discussed under item 5. Insurance is due to be renewed in September 2017.	
11	Review of the Council's and/or employees' memberships of other bodies. (Local Area Forum, North Bucks Parishes Planning Consortium, AV North Sports Council.) Representatives appointed: Local Area Forum, - Cllr Melanie Staff North Bucks Parishes Planning Consortium, - The Clerk Agreed attendance at the Parish County Liaison Group was difficult for Councillors so TPC will continue to send apologies.	
12	Review of the council's policy for dealing with the press/media Covered in the agreed Standing Orders	
13	Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 Covered in the agreed Standing Orders	
14	Establishing or reviewing the Council's complaints procedure Covered in the agreed Standing Orders.	
Meeting closed at 7.35 p.m		

Appendix 1

Chairman's Report to Thornborough Parish Council 2016-17

As you all know, Thornborough Parish Council has responsibility for many aspects of village life and we also continue to provide for the major assets of the parish:

- Sir Harry Moore playing field and pavilion
- Village Hall (under management of the Thornborough Village Hall trust)
- Playground in Nash Road

...and this last site is now our biggest project.

The Playground is on a piece of land donated by the Hodges to Thornborough Parish Council in 1965. The Parish Council owns this plot of land as long as it remains a children's playground. Initially of course, it was the corner of the field next to the farmhouse, surrounded by grass. In recent years, the affordable housing in Orchard Close has been built and the playground is now part of that little development.

The Playground has been well used by parishioners and people from outside the parish for many years. Recently installed additional play items and surface matting have not lasted as long as we would have hoped and, despite the efforts of villagers and councillors, the playground has really begun to look rather tired which I am sure everyone has noticed.

We set up a working group who researched options and brought a design to transform the playground back to the Parish Council for approval. There is no way that Thornborough Parish Council can afford to re-vamp the Playground from the annual precept: the average price for a playground to be equipped from scratch is usually above £50,000 which is more than 3 years' total Annual Precept.

So we have applied for a WREN Grant and are currently awaiting the outcome of our application. WREN is a not-for-profit business that awards grants for community, biodiversity and heritage projects from funds donated by FCC Environment through the Landfill Communities Fund and Scottish Landfill Communities Fund.

Hopefully when we get the grant, and thanks to the hard work of both Councillors and Parishioners on the Working Group, the playground will be transformed. We will keep you updated.

Another major part of Thornborough Parish Council's work is around planning. While we do not have the authority to decide applications as that stays with Aylesbury Vale District Council, the planning authority, we can influence decisions as a Consultee. We take this responsibility very seriously, having no desire to prevent reasonable development but wanting to maintain a pleasant village environment and a traditional look to the surrounding countryside.

The recent auction of several plots in the village on the area of land known as Brookfield between the High Street and Back Street have created new and interesting situations and Thornborough Parish Council continues to monitor and comment where appropriate.

Lark Energy have completed the work on the solar farm at Thornborough Grounds and as a result offered a contribution of £1,000 per MW which meant for this project there was £5,000 one-off payment to Thornborough Parish Council. Thornborough Parish Council have set this money aside with the agreement of Lark Energy to go towards supporting children's play and leisure activities

The Vale of Aylesbury Local Plan and the Milton Keynes Local Plan remain of considerable interest and we follow the information and look at the implications as they arise.

The planned street lighting improvements continue. We now have two new lights recently installed in the High Street and are waiting for the light on the Green in Church Lane by the footbridge to be updated.

We continue to work on the website, keeping it updated and adding new information when appropriate. Accounts for 2016 are now available to view on the 'Transparency' page. We are always happy to hear what parishioners think of the web site and welcome comments and suggestions. In due course we will be setting up a Facebook page to raise awareness of the Parish Council and hopefully increase visitors to our website.

We have now produced 4 editions of the relaunched Thornborough News which seems to have been very well received. Currently published every two months, this seems to be frequent enough. We currently have a guest editor and Thornborough News is printed efficiently and speedily by Phillips Print in Buckingham and then distributed free throughout the parish by Sue Percival's team of delivery people. We are very grateful to Sue and her team.

Thornborough Pre-School have now been housed at the Sir Harry Moore Sports Field in the Sports Pavilion for two years. The arrangement has worked very well and the Pre-School are working well with Thornborough Cricket Club, our major summer user. Thornborough Parish Councillors are very pleased to have been able to support both local organisations.

The routine work of Thornborough Parish Council has continued as ever throughout the year, covering such tasks and issues as:

- Reporting potholes
- Maintaining the street lighting
- Maintaining the Greens
- Looking at planning applications and responding
- Reviewing and responding to relevant consultations
- Maintaining the allotments

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- Paying for dog waste collections and general litter control
- Keeping the parish solvent and parish finance transparent
- Supporting local initiatives and amenities such as the village hall, Thornborough Infant School, St Mary's Church, the Post Office, the defibrillator and much more

Stuart Mitchell
Chairman, Thornborough Parish Council

Appendix 2

Thornborough Parish Council Finance Report for the Annual Meeting of the Council, 8th May 2017

Thornborough Parish Council

Balance Sheet as at 31 March 2017

2015-16	Fixed Assets	2016-17	
127,546.46	Sports Pavilion	150,000.00	
170,000.00	Village Hall	250,000.00	
17,500.00	Sports Field	20,000.00	
7,540.97	Sports Field Equipt	7,540.97	
5,556.52	Sports Field Shed & Groundworks	5,556.52	
29,512.76	Playground Equipt	29,512.76	
7,035.00	Netpaving for parking	7,035.00	
9,690.00	Netpaving for parking 2	9,690.00	
822.03	Dog Waste Bins	822.03	
1,576.00	Benches & Bins	2,026.00	
5,130.00	Street Furniture (new lights)	5,130.00	This does not include the two new lights as we haven't received an invoice for them yet.
0.00	Computer Package	0.00	
99.00	Printer Scanner	0.00	This does not include the new printer, bought in April.
354.63	Computer and Software	0.00	This was the package that the editor of TNews had, now de-commissioned
1,627.00	Notice Boards	1,627.00	
350.00	Marquee	350.00	
384,340.37	Total Fixed Assets	489,290.28	
11,685.31	Current Account	13,839.81	
14,170.00	Reserve Account	14,174.84	
25,855.31	Total	28,014.65	
25,855.31	Total cash in Bank Accounts	28,014.65	
0.00	Creditors	0.00	
874.99	Debtors	54.78	
27,503.74	Balance brought forward 1.4.16	24,980.32	
18,964.11	Add: Total income	28,369.86	
46,467.85	Total	53,350.18	
21,487.53	Less: Total expenditure	25,390.31	
24,980.32	General Fund Balance as at 31 March 2017	27,959.87	

Thornborough Parish Council Fixed Assets

This is how our fixed assets are currently listed. We may wish to re-list (see possible list sheet)

	<u>Notes</u>	2015/16	2016/17	Notes
<u>Insured Items</u>				
Sports Pavilion		127,546.46	150,000.00	Pavilion valued 3rd May 2017
Playground			1.00	
Playground Equipt		29,512.76	29,512.76	See detail below. Much of this will be de-commissioned once assessed when the playground is renovated in May/June 2017 and Some equipment moved to Sports Field
Sports Field Play Equipt		7,540.97	7,540.97	
Sports Field Shed		5,556.52	5,556.52	
Street furniture (new lights)		5,130.00	5,130.00	
Dog Waste Bins		822.03	822.03	
Printer Scanner		99.00	0.00	Printer scanner decommissioned due to failure of machine, new printer scanner bought in April for £103.84
Computer and software		354.63	0.00	Now de-commissioned as out of date.
Totals		176,562.37	198,563.28	Increase due to increased value for Sports Field and Sports Pavilion
<u>Items not insured by TPC as covered by alternative arrangements</u>				
Village Hall (as Trustees)	Insured by Village Hall Committee	170,000.00	250,000.00	Village Hall valued 3rd May 2017
Sports Field	Covered by Public Liability	17,500.00	20,000.00	Field valued 3rd May 2017
Computer Package		0.00	0.00	Now de-commissioned as out of date
Marquee		350.00	350.00	
Totals		187,850.00	270,350.00	Increase due to increased value for Village Hall
<u>Uninsured Items</u>				
Netpaving		7,035.00	7,035.00	Should we insure the net-paving?
Netpaving 2		9,690.00	9,690.00	
Benches and bins		2,026.00	2,026.00	
Noticeboards		1,627.00	1,627.00	
Totals		20,378.00	20378.00	
Total assets		384,790.37	489,291.28	

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Breakdown of selected lines above:

Playground Equipt

Play Tower	8,054.48	8,054.48
Animal Benches * 2	405.28	405.28
Playboards *2	566.20	566.20
Double Swing	1,500.00	1,500.00
Springer Minor	224.08	224.08
Benches * 2	500.00	500.00
Spring Riders * 2	506.61	506.61
Notice Board	590.03	590.03
Stepping Logs	332.56	332.56
Balance Beam	4,213.78	4,213.78
Palisade Fencing & Gates +	6,536.74	6,536.74
Playsafe Surface	2,650.00	2,650.00
Solar Roundabout	2,515.00	2,515.00
Cockeral two-way bounce	918.00	918.00

29,512.76	29,512.76
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Sports Field Play Equipt

Metal Bench	452.95	452.95
Metal Bin		
Straight Grind Rail	250.31	250.31
Curved Grind Rail	327.79	327.79
5 a side combi goal	1,543.65	1,543.65
Tarmac Base	4,966.27	4,966.27

7,540.97	7,540.97
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**Thornborough Parish Council Fixed Assets (Insurance Values
(N.B. Our current policy expires on 30th September 2018 as we renewed for two years)**

	2014/16	2016/18	Notes
<u>Insured Items</u>			
Sports Pavilion	159,800.81	166,240.78	
Playground Equipt	24,387.49	25,370.30	This covers the equipment at the sports field.
Sports Field Play Equipt			
Sports Field Shed	Incl. In G7		Now included with sum for Sports Pavilion
Dog Waste Bins			This needs to be checked and listed separately
Printer Scanner			Bought April 2017 so listed in next year's schedule
Computer and software	509.25	529.78	There is an automatic £5,000 cover for the office
Natural Surfaces	3,001.44	3,122.39	This would cover the cricket square
Street Furniture	986.90	1,026.68	Street lights etc. Do we want to put this up with the upgrades and new lights?
Gates and Fences	13,810.29	14,366.85	Currently covers playground but should we extend to cover sportsfield and allotments?

Do we need to check these out?

Items not insured by TPC as covered by alternative arrangements

Village Hall (as Trustees)	Insured by Village Hall Committee
Sports Field	Covered by Public Liability
Computer Package	N/A- De-commissioned

Uninsured Items

Netpaving	Surely these should be insured?
Netpaving 2	
Benches and bins	
Playground surface	This should be insured separately once in place
Noticeboards	This actually comes under street furniture. How many notice boards do we have? (Sports Field and Playground - how covered? Council and Footpath noticeboard)

Thornborough Parish Council Fixed Assets 2017

This is a revised fixed assets list.

Items we should insure

Notes

Sports Pavilion

Decision needed about old equipment at the end of 2016-17 audit

Playground Equipt

Playground Surface - not currently insured

Decision needed about old equipment at the end of 2016-17 aud

Sports Field Play Equipt

Natural Surfaces, cricket square

Sports Field Shed

Fences and gates - sports field, playground, allotments currently under-insured.

Netpaving x 2 - not currently insured

Dog Waste Bins

Benches and bins - not currently insured

Old one de-commissioned, new one now aquired two new added but not yet invoiced for

Printer Scanner

Street Lights

Items not insured by TPC as covered by alternative arrangements

Village Hall (as Trustees)

Sports Field

Breakdown of selected lines above:

This list will need updating once playground is renovated

Playground Equipment

Play Tower

Animal Benches * 2

Playboards *2

Double Swing

Springer Minor

Benches * 2

Spring Riders * 2

Notice Board

Stepping Logs

Balance Beam

Palisade Fencing & Gates +

Playsafe Surface

This list will need updating once playground is renovated

Sports Field Play Equipment

- Metal Bench
- Metal Bin
- Straight Grind Rail
- Curved Grind Rail
- 5 a side combi goal
- Tarmac Base

**Thornborough Parish Council
Bank Reconciliation for March 2017
Prepared By Maggie Beach Clerk/RFO**

Balance per Bank Statement as at 31st March 2017

	13,839.8
Current Account	1
	14,174.8
Reserve Account	4

Total Bank Accounts **28,014.65**

Less Unpresented Cheques

Unpresented Cheques

Stuart Mitche ll	16.78
Tom Spurr	38.00

Total Liabilities **54.78**

Plus Unbanked Cash

Net Bank Balances **27,959.87**

Cash Book Receipts

Opening Balance	24,980.32
Add Receipts	28,369.86
Less Payments	25,390.31
Closing Balance as per cash book	27,959.87

Diff: 0.00

<p style="text-align: center;">Thornborough Parish Council Finance Report for the Annual Meeting of the Council, 8th May 2017</p>
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Notes to accompany Excel sheets.

1. Balance sheet shows our current fixed and cash assets.
 - a. Fixed assets - £489,290.28
 - b. General Fund - £27,959.87

2. This is how our fixed assets are currently listed. We may wish to re-list (see possible list sheet). This is the same situation as last year, when we did not re-list.

3. Insurance values – this is what we currently have in our schedule. We do not have street lighting included and although I have included the five new lights (included under fixed assets), I have no figure for the other 16 lights we currently have. At the end of the Financial Year 2016-17 we have: 5 new lights 9 upgraded lights that are currently on at night and a further 6 lights that are not currently used (and haven't been upgraded). There is also a very old light (now obsolete but still working and about to be upgraded) at the Green end of Church Lane. Total lights in all is 21. This is the same situation as last year. Two new lights in the High Street are not included in this financial year but will increase the eventual total to 23.

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 (1st April 2016 – 31st March 2017) 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.