

THORNBOROUGH PARISH COUNCIL

MINUTES of MEETING

Monday 20th August 2018 at 7.00p.m.

Present: Cllr Melanie Staff (Chair), Cllr Andy Spurr, Cllr Mary Taylor, Cllr Deborah Hosein, Cllr Steve Tribe, Cllr Charlotte Moore, Cllr Ray Goodger, BCC Cllr Warren Whyte, AVDC Cllr Sir Billy Stanier, Maggie Beach (Clerk),

Public attending- 6

Item	Minute	Actions
1.	Apologies:	
3	Declaration of interest in items on the agenda – Cllrs MT and AS declared an interest in item 17	
4	Minutes of the meetings of 16th July and 6th August 2018 – agreed	
5	<p>Review of Action Points</p> <p>Item 6 Planning:</p> <ul style="list-style-type: none"> i Response sent ii Clerk invited Buckingham Planning Officer to attend a Planning Meeting to discuss TPC involvement in the Buckingham Local Plan, together with the Chairman of the Buckingham TC Planning committee on 6th August at 7.00 in the Village Hall. iii The Clerk did not contact the Planning Officer about application appeal Ref: 18/00009/REF for <u>Ref: 17/03371/APP</u> - Erection of dwelling and double garage with associated parking and amenities - Land Adj. New Inn High Street Thornborough Buckinghamshire- as the appeal against the refusal was rejected before she was able to do so, removing the reason for contacting AVDC planning. <p>Item 7 Memorandum of Understanding to support the management of Unauthorised Encampments in Buckinghamshire. – The Clerk has sent this to the Webmaster for the TPC website.</p> <p>Item 8 Playground Inspection Reports – on agenda</p> <p>Item 18 Allotment Issue - the Clerk has forwarded all suggestions made by the AVDC Environmental Health Officer for reducing the rats to the allotment holder and also reported back to the AVDC EH Officer with the outcome of the discussion about this issue agreed by all parties.</p> <p>Item 11 GDPR and Privacy Statements for Thornborough Parish Council The Clerk has adapted the NALC template statements as agreed and forwarded to the Webmaster for inclusion on a separate page on the TPC website.</p> <p>Item 12 Silent Soldier Campaign Across Buckinghamshire – The Clerk has ordered the Silhouettes</p> <p>Item 13 Road and Drainage issues</p> <ul style="list-style-type: none"> i. Current Issues – Gates at Coombs Issue – on agenda v. The Pond – on agenda <p>Item 16 Thornborough Woodlands Land Registration – on agenda</p> <p>Item 16 Village Hall PO – the situation has now resolved itself, the rent for the PO has been paid up till Christmas so there is no longer a need to discuss it.</p> <p>Item 18 Finances:</p> <ul style="list-style-type: none"> b) Signatories – the Clerk has actioned and checked with NatWest. Cllr MT is now a signatory and Cllr SM is now no longer a signatory. c) Laptop for Clerk – on agenda 	

	<p>e) Payments: cheques all sent Item 20 A.O.B., other correspondence and any other Councillors' Issues. The clerk has responded to the e-mail concerning the stile on RoW THB13.</p>	
<p>2</p>	<p>Public Participation Session – Residents attended for particular issues on the agenda. This item taken after Items 4 and 5 for approval of the minute detailing the issue referred to by the resident. The residents of The Willows attended to explain a concern (already discussed at the last meeting and a forward plan agreed). Tenants of the allotment in question and tenants with an interest also attended. The resident raised the issue. Thornborough Parish Council Chairman explained that the Council could not debate this issue as it would be illegal as it wasn't on the published agenda. She reiterated the facts of the situation, explaining that the parish council had done everything they could as the tenants had not broken their tenancy agreement and hens were allowed on allotments by the TPC allotment agreement and by the Allotment Act 1950. Thornborough Parish Council understand that the tenants have now complied with everything recommended by the Aylesbury Vale District Council Environmental Health Officer, and that the agreement arrived at last meeting to allow natural reduction of the hens over time to a flock size of 12 to 15 hens and for the allotment tenants to put all the AVDC EO's recommendations in place, would be reviewed as agreed in 6 months' time. AVDC Cllr Sir Billy Stanier said that he had been in contact with both AVDC Environmental Health to get an up-to-date report on the situation, and with AVDC's Legal Services who reported that the actions of both AVDC Environmental Health and Thornborough Parish Council were the correct actions to take.</p>	
<p>6</p>	<p>Thornborough News The Editor has sent a paper with proposals for the way forward. He has made three requests:</p> <ul style="list-style-type: none"> • The basic budget is raised from £500 to at least £710pa • An additional cost of £126 per edition together with confirmation that the cost can be defrayed by seeking to charge for colour advertisements where possible and to consider charging for B/W advertisements in the future, both at the Editor's discretion. • Editorial content: <ol style="list-style-type: none"> a. Guidance as to the extent to which that the Parish Annual Meeting Report, the PCC Report and Notices represent legal requirements, b. Any future copy provided can be kept to 2 pages for the combined PCC Report and any Notices, and a maximum of 2 pages for the Parish Annual Report, c. The flexibility to place the Reports throughout the publication and not only at the front. <p>TPC discussed the budget increase covering the first two requests, which would total £960 pa. The current annual budget for TNews is £500. The increased cost of each edition is because the editions are now printed on a stronger quality paper, with more spacing and larger fonts, to make the newsletter more professional. Also the current edition is for three months: July, August/September, and therefore presumably has more content. Councillors agreed that the last two editions were excellent but not all were convinced that the Newsletter needed to be thus updated. It was agreed that charging for advertisements would not be possible so long as the newsletter remains the responsibility of the parish council as this would complicate parish accounting for very little parish benefit.</p> <p>It was agreed that the Editor should produce the next two editions (October/November/December and a Christmas issue) as usual at the same cost as the two previous editions which should keep Thornborough News in budget and that a future budget for the sixth edition in this financial year and</p>	

	<p>next financial year's TNews budget will be reviewed and agreed on at the January meeting.</p> <p>With regards to editorial content, there is no legal requirement for including TPC reports, however Thornborough Parish Council does expect that as the council is funding the Newsletter, its reports should be placed at the front of the newsletter, but the reports will be shorted in future. The last edition also included the report for the Annual Open Meeting of the Parish which is a parish meeting, not a parish council meeting.</p> <p>NB. Where the editor had written PCC throughout his paper he meant TPC.</p>	
<p>Cllr AS arrived at 7.50p.m.after meeting with contractor</p>		
<p>7</p>	<p>Planning:</p> <p>i. <u>Ref 18/02624/APP</u> Variation of Conditions of planning permission 17/02680/APP - Condition 3 - No part of the development hereby permitted shall be occupied until Buildings A and C indicated on the approved 1:1250 Location Plan and also on the Block Plan no. 2017-562-24 have been demolished and the materials associated with them have been removed from the site. Variation of Condition 4 of planning permission 17/02680/APP - No part of the development hereby permitted shall be occupied until Building B indicated on the approved 1:1250 site plan has been altered in accordance with the details on drawing numbers 0018 - 2017 and 0019 - 2017. The building shall thereafter only be used for agricultural storage or purposes ancillary to the residential use of the approved dwelling. Removal of Condition 10 of planning permission 17/02680/APP - Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 (or any Order revoking or re-enacting that Order with or without modification), no enlargement of any dwelling nor the erection of any garage shall be carried out within the curtilage of any dwelling the subject of this permission, no windows, dormer windows, no buildings, structures or means of enclosure shall be erected on the site which is the subject of this permission other than those expressly authorised by this permission. - Old Kilns, Back Street, Thornborough, MK18 2DH – after discussion it was agreed to SUPPORT this application.</p> <p>ii. Buckingham Local Plan – the clerk has received and circulated the topic headings for the plan TPC requested for discussion. After discussion it was agreed to send representatives, Cllr MT and Cllr ST, to meet with Buckingham TC representatives to discuss the way forward before making a final decision about whether to be involved with the Buckingham Local Plan. Agreed to further discuss the topics at the Thornborough Parish Council Planning Meeting on 3rd September.</p> <p>iii. Updates;</p> <ul style="list-style-type: none"> - Application Appeal Ref: 18/00009/REF for Ref: 17/03371/APP - Erection of dwelling and double garage with associated parking and amenities - Land Adj. New Inn High Street Thornborough Buckinghamshire- The Clerk was tasked with contacting the AVDC Planning Officer to discuss the Conservation Views. However in the meantime the application appeal was dismissed and the refusal still therefore stands. - Ref. 7/01599/APP Conversion of Agricultural Building to No.4 residential units Coombs Farm, Padbury Road, Thornborough, MK18 2EB – Cllr ST has had an e-mail from a resident supporting this application as an improvement of the previous application. The application was made last June and TPC's response at the time was 'No comment'. After discussion it was decided to support the application and if AVDC Planning accepted the amended response, to send Cllr ST to talk in favour of the application at the planning committee meeting on Thursday. 	<p>Clerk to make response</p> <p>Clerk to arrange a planning meeting for 3rd September</p>
<p>Cllr CM gave her apologies and left the meeting at 8.14p.m.</p>		
<p>8</p>	<p>Amendment to Standing Orders</p> <p>NALC have advised that they made a mistake in their Model Standing Orders circulated to parish councils. The mistake is in Item 22 d ii - 'Section 1' should</p>	

	be replaced by 'Section 2'. Propose Cllr MT seconded Cllr AS, that Thornborough Parish Council adopt this amended version of Standing Orders for Thornborough Parish Council, agreed unanimously. The Clerk will amend and circulate amended Standing Orders.	The Clerk will amend SOs and circulate
9	House of Lords Select Committee on the Rural Economy: Call for evidence Agreed that the Clerk will send the questions that NALC has asked for responses for to submit to this call for evidence to Councillors. She will then collate the responses and circulate for approval before submitting.	Clerk to action
10	Government's Proposal to Defer The Setting Of Referendum Principles For Local (Parish And Town) – Noted.	
11	Playground inspection Reports The Clerk has now summarised and circulated the Annual Inspection Report for May 2018 for the Nash Road Playground. Agreed that there are a couple of remedial tasks that should be done under guarantee by Kompan. Cllr MT will contact Kompan to arrange this. Other remedial tasks concerned the issue of the path through the playground being near some of the equipment although still within safety parameters. The task in these situations is on-going monitoring. The Clerk reported that the Basketball net at the Sports Field has been removed as agreed.	Cllr MT to contact Kompan
12	Playground Notice Wording Cllr MT has sent a draft for a new Notice Board for the Playground to the Clerk. Agreed that it probably needed more information. Cllr AS doesn't have the old notice board as hoped for reference, but maybe able to find a photo of it which could be useful.	Cllr AS to look for photo
13	BALC Course - GDPR Agreed that the Clerk can go on this course at a cost of £38.32. The Course is on Tuesday, 25 September 2018 from 18:30 to 20:30 at the Gateway in Aylesbury.	Clerk to action
14	BCC Local Parish Infrastructure Priorities and Future Workshops It was agreed to submit the 'gates' at Coombs and a culvert required to stop flooding down the hill into the village from the Lone Tree as local priorities for Thornborough. Over the next few months, in light of new Central Government Guidance and the anticipated future release of CIL/S106 Legislation AVDC will be organising workshops for Parish Council's and Members in order to update all on what is a complicated and often bewildering area of Planning. Date to be advised. TPC would be interested in sending a representative to this workshop.	Clerk to submit priorities to AVDC
15	Thornborough Parish Council website The Webmaster has advised that the Thornborough Parish Council website is not secure. Although there is no interaction allowed with the public it was noted that this could be an issue. Initial protection to ensure security would cost £14.99 initially and £30 a year thereafter. Proposed Cllr AS, seconded Cllr RG that TPC purchase protection for the thornboroughparish.co.uk website. Unanimously agreed. Also agreed to <ul style="list-style-type: none"> • renew thornboroughparish.co.uk when it expires (12 September 2018) • not to renew thornboroughvillage.co.uk when it expires (14 June 2019) 	TPC Webmaster to action
16	Road and Drainage issues i. Current Issues – - The Pond. Cllr AS has met with Mr Tuckwell who has submitted a quote for £950 + VAT for clearing the pond. The pond edge would be extended by about 15 inches towards the road. It will need to be trimmed first but Cllr AS can arrange this with Cartwrights, our landscape contractor. The contractor will charge a further £500 dispose of the slurry, but Thornborough and Coombs Woodlands Enterprise Trust would be prepared	Cllr AS to tell Mr Tuckwell

	<p>to dispose of it for £250 and the contractor would be prepared to take it to the woodlands. Cllr RG confirmed that the contractor would not touch the further bank or the wall of Thornborough Manor. Proposed Cllr RG, seconded Cllr MS that TPC accept the quote and arrangements for the work to clear the pond, agreed unanimously.</p> <p>The work will happen at about 12th September, actual day tbc depending on the weather. The Clerk will warn the school as this will be after the start of term.</p> <p>The work has been completed on the removal of the branch that has broken off and tidying up of the willow at the pond, also the willows at the Ford on Back Street.</p> <p>- Gate issue for Coombs - the Clerk and Cllr ST presented the bid for LAF funding for the gates. It was agreed that this was an acceptable bid to submit. The Clerk explained that it needs to be sent in with several documents including an Equal Opportunities Policy. She presented 4 that she had downloaded from other town and parish websites. Councillors chose one to use as the basis for an Equal Opportunities policy for Thornborough Parish Council. The Clerk will amend to make it appropriate for TPC.</p> <p>ii. Update on road at Thornborough Mill. – The Clerk has previously circulated an e-mail from the resident of Thornborough Mill explaining why he has put a gate across the road. He has been allowed to do this by Transport for Bucks for security.</p> <p>iii. Update on Picnic Area at Thornborough Bridge – The Clerk has received an e-mail from the Buckinghamshire County Council estates team working on the bridge saying that the work will be finished by the end of August and asking if TPC would like to do any clear up work there while the area is still fenced off to the public. TPC remains concerned about the behaviour of some of the users, the level of rubbish left there and the general state of the facility, however, it is not TPC’s responsibility but BCC’s. The Clerk will respond to the e-mail to this effect. BCC Cllr WW confirmed that illegal behaviour at the site should always be reported to the police as it was not BCC’s responsibility to deal with that.</p> <p>iv. Relevant Closures and roadworks – the Clerk has previously circulated information about the new roundabout about to be constructed on the Buckingham ring road at the junction with Tingewick Road. This will cause major disruption until completed. –noted.</p>	<p>to go ahead with the work.</p> <p>Clerk to action.</p> <p>Clerk to produce Equal Opp. Policy and submit bid.</p> <p>Clerk to respond to e-mail.</p>
17	<p>Thornborough Woodlands Land Registration – update The Clerk will instruct the Solicitor to go ahead with the searches and registrations as agreed. The registration is progressing. David Parker has become the main contact for Thornborough and Coombs Woodlands Enterprise Trust on this issue.</p>	
18	<p>Village Hall – PO - update The issue has now been resolved as the current Postmaster has now paid the rent owed up till Christmas, so Village Hall representatives have not needed to attend the meeting.</p>	
19	<p>Finances: a) Bank Reconciliations – July 2018. Current Account: £15,601.86 Business Reserve Account: £2,177.16 Current liabilities: £11,106.14 Unbanked cash: £15.00 Receipts 2018-19: £9,795.28 Payments 2018-19: £11,993.93 Current Total: £16,687.88 b) Lap top for Clerk’s work – proposed Cllr MS seconded Cllr MT that a lap top costing up to £500 should be bought, together with Office 365 for back up at a subscription of £60 p.a.</p>	<p>Cllr MS to action</p>

	<p>c) Payments:</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>Archdeacon Russell</td> <td style="text-align: right;">£450.00</td> <td>Cheque No 921</td> </tr> <tr> <td>HMRC - Clerk's Income Tax (PAYE Ref. 475/SA75351 Accounts office Ref. 475PE00369213)</td> <td style="text-align: right;">£11.80</td> <td>Cheque No 922</td> </tr> <tr> <td>(additional tax on back pay)</td> <td></td> <td></td> </tr> <tr> <td>Clerk's Salary - July (back pay)</td> <td style="text-align: right;">£47.22</td> <td>Cheque No 923</td> </tr> <tr> <td>E-on (unmetered supplies)</td> <td style="text-align: right;">£26.64</td> <td>Cheque No 924</td> </tr> <tr> <td>nPower – electricity for Sports Pavilion</td> <td style="text-align: right;">£1,452.27</td> <td>Direct Debit</td> </tr> <tr> <td>Cllr Steve Tribe - expenses</td> <td style="text-align: right;">£13.50</td> <td>Cheque No 925</td> </tr> <tr> <td>Chris Woodyard for tree management work</td> <td style="text-align: right;">£250.00</td> <td>Cheque No 926</td> </tr> <tr> <td>Phillips Print for TNews</td> <td style="text-align: right;">£95.06</td> <td>Cheque No 927</td> </tr> <tr> <td>Clerk's Salary - August</td> <td style="text-align: right;">£395.87</td> <td>Cheque No 928</td> </tr> <tr> <td>HMRC - Clerk's Income Tax (PAYE Ref. 475/SA75351 Accounts office Ref. 475PE00369213)</td> <td style="text-align: right;">£99.00</td> <td>Cheque No 929</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">£2,361.49</td> <td></td> </tr> </table> <p>The Clerk explained that the excessive amount paid by DD for electricity at the Sports Field is wrong as the readings have been taken in the wrong order and also estimated by nPower. nPower have been asked to fit a smart metre but have not been able to do this for the last year, due to various problems with the supply of the parts for an unusual metering and also due to the fact that they will need to turn off the electricity to put the meter in so the Clerk has asked that this work be done either in school holidays or after 4.00 so as not to interfere with the Pre-school. She has been discussing this issue with nPower and they have agreed to refund £1,292.93.</p> <p>The Clerk reported that she had phoned NatWest and Cllr MT was now confirmed as a signatory for Thornborough Parish Council's account at the bank.</p> <p>d) Receipts Allotment Rent £15 - Total £15</p>	Mrs Julier, - TPC storage	£15.00	Standing Order	Archdeacon Russell	£450.00	Cheque No 921	HMRC - Clerk's Income Tax (PAYE Ref. 475/SA75351 Accounts office Ref. 475PE00369213)	£11.80	Cheque No 922	(additional tax on back pay)			Clerk's Salary - July (back pay)	£47.22	Cheque No 923	E-on (unmetered supplies)	£26.64	Cheque No 924	nPower – electricity for Sports Pavilion	£1,452.27	Direct Debit	Cllr Steve Tribe - expenses	£13.50	Cheque No 925	Chris Woodyard for tree management work	£250.00	Cheque No 926	Phillips Print for TNews	£95.06	Cheque No 927	Clerk's Salary - August	£395.87	Cheque No 928	HMRC - Clerk's Income Tax (PAYE Ref. 475/SA75351 Accounts office Ref. 475PE00369213)	£99.00	Cheque No 929	Total	£2,361.49		<p>Clerk to raise cheques</p>
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20	<p>A.O.B., other correspondence and any other Councillors' Issues.</p> <ul style="list-style-type: none"> i. London Luton Airport expansion proposals consultation - There has been a second e-mail (circulated) encouraging comments to be submitted. ii. Waterside Festival – noted iii. The Clerk reported that Thornborough CC have had to repair the ground at the sports field by buying soil and filling in cracks and pot-holes that have appeared as a result of the hot summer to make it safe before they can play matches. Thornborough CC have asked if they could share the cost of this work with Thornborough Parish Council. Councillors felt that the cracks and potholes would naturally fill over the winter and that filling them now for safety while being acceptable was in fact the responsibility of Thornborough CC and Councillors therefore did not feel that the council was financially responsible for the work. iv. Cllr MT said she had been asked if TPC was discussing the issue of a new Village Hall that was raised at the Open Meeting of the Parish. TPC has noted the discussion at the Open Meeting and made an initial response there but is not currently discussing it in parish council meetings as no-one has raised it there. Cllr MT will report this answer back. 	<p>Clerk to respond.</p> <p>Cllr MT to respond</p>																																							
21	<p>Date of next TPC meeting: 17th September 2018. The meeting closed at 9.40p.m.</p>																																								