

THORNBOROUGH PARISH COUNCIL

MINUTES of MEETING

Monday 15th October 2018 at 7.00p.m.

Present: Cllr Mary Taylor (Chair), Cllr Steve Tribe, Cllr Charlotte Moore, Cllr Ray Goodger, Maggie Beach (Clerk),

Public attending - 3

Item	Minute	Actions
1.	Apologies: Cllr Melanie Staff Cllr Andy Spurr, Cllr Deborah Hosein, BCC Cllr Warren Whyte, AVDC Cllr Sir Billy Stanier,	
2	Public Participation Session - There was no public participation	
3	Declaration of interest in items on the agenda – None	
4	Minutes of the meetings of 17th September 2018 – agreed	
5	<p>Review of Action Points</p> <p>Item 2 Public Participation - Residents brought up the issue of parking on Nash Road and suggested that the 12 garages at the back of the houses on Nash Road could be demolished and a car-park created there. The Clerk has now researched and the garages are owned by the Vale of Aylesbury Housing Trust, (VAHT) who still also own some of the houses on Nash Road and Thornhill. They are aware that several of the garages are out of commission but intend to repair them eventually. They would not consider either selling the plot, or pulling down the garages to make room for general off-road parking as there are several back entrances to the houses on Nash Road leading into the plot, so for general safety and privacy the Trust would not want unregulated parking there. Thornborough Parish Council cannot take this matter further but advise that if anyone is parking illegally on Nash Road or even inconsiderately, it would be a matter for reporting to the local police, contact details can be found at: https://www.police.uk/thames-valley/N415/ The Clerk will report this back to the residents who brought up the issue.</p> <p>Item 6 Planning: Responses sent</p> <p>Item 7 Playground Inspection Reports – the Clerk has asked for a quote (see item 10)</p> <p>Item 8 Playground Notice Wording – on agenda</p> <p>Item 9 Road and Drainage issues</p> <p style="padding-left: 20px;">i. Current Issues – Back Street Footbridge Railings – On agenda</p> <p>Item 10 Rights of Way in Parish</p> <p style="padding-left: 20px;">i. Wildlife and Countryside Act 1981 - Section 53 Buckinghamshire County Council Definitive Map Application for Modification Order – Thornborough. – on agenda</p> <p style="padding-left: 20px;">ii. rRIPPLE Publicity – on agenda.</p> <p>Item 12 Finances:</p> <p>b) Insurance – the Clerk has responded to the insurance company with the information that Thornborough Parish Council choose to make a payment of £1,218.50 with no increase for each of the next three years locked in by agreement.</p> <p>d) Payments: cheques all sent</p> <p>The Meter – reported on under Item 12</p> <p>Item 20 A.O.B., other correspondence and any other Councillors' Issues.</p>	<p>Clerk to report to residents</p>

	<ul style="list-style-type: none"> i. The Silent Soldier has been placed outside the churchyard by the Airmen Memorial, thanks to Cllr RG. iii. PATP offering a session in 2019 at the same rate if we book it by 30th November 2018. - The Clerk has booked a 3 hour session as agreed. iv. Publications Scheme – on agenda v. The Clerk has circulated the Buckinghamshire County Council presentation recently given on Devolution of Services. 	
6	<p>Planning:</p> <ul style="list-style-type: none"> i. <u>Ref 18/03262/ALB</u> - Mill Barn, Mill Lane, Thornborough, MK18 2ED - Replace rotten dormer casement windows with like for like – NOTED ii. Coombs Farm, and Coombs Farmhouse development mix up- (18/02426/APP - Two Storey side extension and detached garage - Coombs Farm, Adstock Road, Thornborough, MK18 2EB and 17/01599/APP - Conversion of Agricultural Building to No.4 residential units - Coombs Farm, Padbury Road, Thornborough, MK18 2EB) – This has arisen because of a complaint from a Coombs resident and a mistake initially by AVDC planning with an address at Coombs. There are three properties with very similar names: Coombs Farm, Adstock Road, Thornborough, MK18 2EB This property has applied for - Two Storey side extension and detached garage Coombs Farm, Padbury Road, Thornborough, MK18 2EB This is the address for the conversion of Agricultural Building to No.4 residential units. The address has been created by AVDC because there is a new entrance to the development area on the Padbury Road. Coombs Farmhouse, Padbury Road, Thornborough, MK18 2EB There are currently no planning applications for this property. iii. Appeal <u>Ref.18/00055/REF</u> Thornborough Mill, Mill Lane, Thornborough, MK18 2ED - Application Ref: <u>17/04340/ALB</u> -Replacement of timber windows with metal. Internal alterations at Second Floor where First to Second Floor staircase is retained – NOTED iv. Updates - Appeal <u>18/00035/REF</u> – <u>Ref.17/02481/COUAR</u>. - Land Rear Of High Street Thornborough – This was left off an earlier agenda by mistake, but TPC's response to the initial application was forwarded to the appeal. An issue arose because other evidence supplied to the appeal appeared to contain misquotes from another resident's planning application and also some unlawfully obtained evidence. A resident has sent further evidence to the appeal to clarify this. – NOTED. 	
7	<p>Publication Scheme</p> <p>The Clerk has found TPC's publication scheme on the Thornborough parish website. It is dated 2008 so needs updating and agreeing. She has circulated an updated version for consideration. Agreed to look at this issue at the next meeting after all Councillors had considered the updated version. Clerk will re-circulate.</p>	<p>Cllrs to consider</p> <p>Clerk to put on next agenda</p>
8	<p>GDPR and implications - update</p> <p>1. Contact details are required to be published for all Councillors. This can be just an e-mail address. This ensures that Councillors can be contacted by members of the electorate but that their personal e-mail address remains separate and therefore not open to Freedom of Information requests. It will also be each Councillors' responsibility to make sure that only current information on any issue involving local people is kept (apart from things like minutes, briefing papers etc.) only as long as is needed and then deleted. Agreed that TPC's web-master and IT consultant be asked to set up e-mail addresses for each Councillor. Agreed to set up e-mails with a disclaimer for Councillors and Clerk to use. The Clerk will research wording for the disclaimer.</p> <p>2. There are issues about GDPR and Thornborough News. Organisations which handle data are now required to register a data controller, however the</p>	<p>IT Consultant to set up e-mails</p> <p>Clerk to research wording</p>

	<p>Clerk to TPC cannot be the data controller for Thornborough News as it is a separate item with its own data which the Clerk has no remit for. Thornborough News therefore needs to be separate from Thornborough Parish Council. This would mean there needs to be a separate bank account for TNews and possibly its own data controller, this would be the responsibility of the editor to check if needed and then register as a Data Controller. TPC will budget an annual grant to maintain it and could give the grant conditionally, but all bills and any other costs (or payments should the editor wish to charge for inserting ads) would be handled by the editor or his/her team. Conditions for an annual grant could be free delivery to all residences in the parish and agreed inclusion of TPC reports. Councillors agreed this as a way forward. The Clerk will contact the editor of Thornborough News and explain this decision to him. It was agreed to invite the editor to the next meeting to discuss this issue and how to proceed, when we will also decide the amount to budget for Thornborough News as part of the discussions about next year's budget.</p>	<p>Clerk to inform TNews editor and invite him to the next meeting</p>
9	<p>BMKALC - AGM 9 November 2018 - noted. No-one is able to attend.</p>	<p>Clerk to send apologies</p>
10	<p>Playground Notice Wording Agreed to accept the wording presented to TPC for the noticeboard at the Playground. Agreed that Cllr MT would get a quote for the new noticeboard. The Playground fence was also discussed. The clerk has asked for quotes but it is unclear whether the entire fence needs replacing or just the struts need strengthening. Cllr MT will consult with the former Playground Working Group to see what is needed.</p>	<p>Cllr MT to action both issues</p>
11	<p>Road and Drainage issues</p> <p>i. Current Issues – Devolution Drop-In Sessions - Noted. This is not a project that TPC wishes to take on. The Clerk has circulated the BCC Devolution presentation.</p> <p>ii. Relevant Closures and roadworks</p> <ul style="list-style-type: none"> - Thornhill – The Clerk has received an e-mail from a resident complaining about TPC's lack of action and denial of responsibility with regards to reporting the state of the road at Thornhill. The Clerk has apologised, but explained that although TPC has a remit to report problems, it also helps if residents report them too. Agreed to put a link to Fix My Street on TPC website. The Clerk has reported the problems again. TfB team have now come out and repaired the major pot-holes but the road is still very poor. However the remaining problems do not meet TfB's criteria for repair as the remaining potholes are not deep or wide enough. - Back Street Footbridge Update – The Clerk has informed TfB of Councillors decision with regard to the style of the replacement railings. The current work has now been completed and the bridge and unstable railing have been mended. TfB will look at replacing the railings in 18 months' time - A421 Bletchley Road, Thornborough – Thornborough Bridge (08/10/18 to 19/10/2018) - Safety Barrier Improvement works using two way signals between 09:30 and 15:30hrs – Noted. 	<p>Webmaster to put link on web site</p>
12	<p>Rights of Way in Parish</p> <p>i. Wildlife and Countryside Act 1981 - Section 53 Buckinghamshire County Council Definitive Map Application for Modification Order – Thornborough. Buckinghamshire County Council are repeatedly asking for evidence concerning the application for the creation of a right of way round the field opposite the Sports Field in Back Street. The Clerk has responded with a brief summary of the history but explained that we have no evidence to put forward and that TPC do not support the application.</p> <p>ii. rRIPPLE – publicity. The Clerk presented a small report on this issue. Agreed to send this for publication in TNews.</p>	<p>Clerk to send article on rRIPPLE to TNews</p>

13	<p>The future of the household recycling centre service The Clerk attended Thornborough drop-in information event. There are no plans to close the local recycling centre. Noted. Cllr RG brought up the subject of plastic collections, and suggested a central collection might be helpful. The Clerk explained that local recycling centres in Buckinghamshire are run by Buckinghamshire County Council who are hoping to close three in the south, but kerb-side collections are the responsibility of the District Councils and there is no cross over at present.</p>	
14	<p>Tree management – willow at Sports field It has proved difficult to establish ownership of the boundary hedge and therefore the willow that came down into the Sports Field from the hedge between the Sports Field and the neighbouring property. The Clerk has arranged for the willow to be cut up and moved as it constitutes a danger and is also across a Right of Way that TPC has a legal duty to keep clear. After discussion it was agreed that if the hedge and ditch presumption applies in this instance, the hedge would belong to the neighbour as it is on the other side of the ditch, but Thornborough Parish Council would pay the full amount this time because the fallen tree constituted a Health and Safety issue and to keep the Right of Way clear, but assure the owner of the neighbouring property that this should not be considered a precedent and also ask them to look at and deal with other trees that appear to be dangerous in the hedge row.</p>	<p>Clerk to action</p>
12	<p>Finances: a) Bank Reconciliations – September 2018. Current Account: £13,316.53 Business Reserve Account: £2,177.43 Current liabilities: £2,265.25 Unbanked cash: £9,966.66 Receipts 2018-19: £21,055.14 Payments 2018-19: £16,746.30 Current Total: £23,195.37 b) Budget 2019-20 - The Clerk has prepared and circulated a budget update for the next 6 months together with an estimate for the next financial year. Agreed that Councillors will consider this together with any capital expenditure to discuss and agree a budget for the year 2019-20 at the next TPC meeting and agree the amount to request for the 2019-20 Precept. c) External Audit – The Clerk has now had the final External Audit report, however it raises a few questions which she will research and report back. d) Invoices to Pre-school for Utilities at Sports Pavilion The Clerk has not yet been able to charge Thornborough Pre-school for utilities use in the last 6 months as it is proving quite difficult to work out the amounts to charge. She has warned the Pre-school of the situation and told them there would be a bill for each utility when the current amounts are finalised. The meter The Clerk has arranged an appointment for a new meter to be put in place at the Sports Pavilion on the morning of 26th October. Any Councillors who wish to be there to discuss options with the meter installer can attend. Councillors discussed the various rates we currently pay. There are three rates: day-time, evening and weekends and night-time. She explained that there is a formula for the Pre-school payments at the Pavilion. It takes the different rates and the different usages into account, so TPC only pay what we would have paid for all rates before Pre-school started at the Pavilion and the Pre-school pay what's left to pay, so the Pre-school are paying the increased premium for the daily rate, not TPC. When the Pre-school were not using the pavilion, the daily rate was minimal because historically there hadn't been any day-time users. Apart from the Pre-school use, the activities at the Pavilion have always been historically in</p>	<p>Cllrs to action</p> <p>Clerk to put on November TPC agenda</p>

	<p>the evenings and at weekends, which is when the reduced rates apply, and TPC pay for utilities at that time. This is because the two main users have different agreements with us, one pays for their electricity usage (the Pre-school) and the other doesn't (Thornborough CC). This is because hiring has never included paying for utilities, but the Pre-school doesn't hire but leases from TPC, and the lease that we had drawn up includes that they pay for their utilities (water and electricity). So the current tariff, although a little complicated, benefits the parish council. A flat rate wouldn't be so financially beneficial.</p> <p>e) 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>Hedge cutting at allotments *</td> <td style="text-align: right;">£75.00</td> <td>Cheque No 935</td> </tr> <tr> <td>Cllr Melanie Staff</td> <td style="text-align: right;">£438.00</td> <td>Cheque No 939</td> </tr> <tr> <td>E-on (unmetered supplies)</td> <td style="text-align: right;">£25.78</td> <td>Cheque No 940</td> </tr> <tr> <td>E-on street light maintenance</td> <td style="text-align: right;">£231.60</td> <td>Cheque No 931</td> </tr> <tr> <td>BALC for training on GDPR</td> <td style="text-align: right;">£38.32</td> <td>Cheque No 941</td> </tr> <tr> <td>BALC for training – Cllr Induction</td> <td style="text-align: right;">£38.32</td> <td>Cheque No 942</td> </tr> <tr> <td>AVALC</td> <td style="text-align: right;">£25.00</td> <td>Cheque No 943</td> </tr> <tr> <td>Phillips Print</td> <td style="text-align: right;">£85.92</td> <td>Cheque No 944</td> </tr> <tr> <td> </td> <td></td> <td></td> </tr> <tr> <td>Cllr Steve Tribe - expenses</td> <td style="text-align: right;">£11.70</td> <td>Cheque No 945</td> </tr> <tr> <td>Chris Woodyard for tree management</td> <td style="text-align: right;">£300.00</td> <td>Cheque No 946</td> </tr> <tr> <td>Clerk's Salary - October</td> <td style="text-align: right;">£395.87</td> <td>Cheque No 947</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 948</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">£1,547.91</td> <td></td> </tr> </table> <p>f) Receipts</p> <table border="0"> <tr> <td>Precept</td> <td style="text-align: right;">£9,300.00</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">£9,300.00</td> </tr> </table>	Mrs Julier, - TPC storage	£15.00	Standing Order	Hedge cutting at allotments *	£75.00	Cheque No 935	Cllr Melanie Staff	£438.00	Cheque No 939	E-on (unmetered supplies)	£25.78	Cheque No 940	E-on street light maintenance	£231.60	Cheque No 931	BALC for training on GDPR	£38.32	Cheque No 941	BALC for training – Cllr Induction	£38.32	Cheque No 942	AVALC	£25.00	Cheque No 943	Phillips Print	£85.92	Cheque No 944	 			Cllr Steve Tribe - expenses	£11.70	Cheque No 945	Chris Woodyard for tree management	£300.00	Cheque No 946	Clerk's Salary - October	£395.87	Cheque No 947	HMRC - Clerk's Income Tax (PAYE Ref. 475/SA75351 Accounts office Ref. 475PE00369213)	£99.00	Cheque No 948	Total	£1,547.91		Precept	£9,300.00	Total	£9,300.00	<p>Clerk to raise cheques</p>
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<p>13</p>	<p>A.O.B., other correspondence and any other Councillors' Issues.</p> <ul style="list-style-type: none"> i. AV Times - What's On ii. News for the Parishes: September 2018 iii. Waddesdon CE School: Statutory Consultation regarding proposed changes to admission arrangements from September 2020 iv. Scam mail poster v. BALC Training Courses vi. The Clerk has received an update from the Environment Agency about the River Great Ouse pollution problem explaining what is being done to sort out the problem. <p style="text-align: right;">- All Noted</p>																																																		
<p>14</p>	<p>Date of next TPC meeting: 19th November 2018. The meeting closed at 8.45p.m.</p>																																																		