

# THORNBOROUGH PARISH COUNCIL

## MINUTES of MEETING

Wednesday 22nd June 2011 at 8.30p.m.

**Present:** Cllr. Mark Cole (Chair); Cllr. Melanie Staff; Cllr. Charlotte Moore; Cllr. Andy Spurr; Cllr. Ray Goodger. Maggie Beach (Clerk)

**Public:** none

Item		ACTION
1	<b>Apologies:</b> none	
2	<b>Declaration of interest in items on the agenda</b> - none	
3	<b>Public Participation session:</b> No member of the public present	
4	<b>Minutes of the meeting of 4<sup>th</sup> May 2011</b> Agreed as a correct record of the meeting.	
5	<p><b>Review of Action Points</b></p> <p><b>.5.c)</b> Allotments – In hand - Cllr. AS talking to Chris Morris to action</p> <ul style="list-style-type: none"> <li>- Wire fence between triangle and allotment field to be removed to grant access</li> <li>- Spoil pile to be moved from allotment where it currently is to the corner triangle of land</li> </ul> <p><b>6.a)</b> Affordable Housing street lighting. Clerk has informed Rob Barton at Jarvis Contracting Limited of TPC policy re. no street lighting needed, but footpath lighting could be included but has not heard back.</p> <p><b>7 Finances</b></p> <ul style="list-style-type: none"> <li>a) Bills from Eon paid.</li> <li>b) Bill re Sports Pavilion- Cllr AS gave final amount as £1,296-52p,</li> <li>c) Bill for £50 insurance for street party paid</li> </ul> <p><b>8 Village Green and Bye-laws - Forge Cottage</b></p> <ul style="list-style-type: none"> <li>i) David Marchant has let TPC know exact sites of spoilage piles, access path etc.</li> <li>ii) Clerk to follow up issues raised in this discussion - <ul style="list-style-type: none"> <li>- has reported incomplete footpath repairs to E-on</li> <li>- has met with Rupert Bursell who continues to want to be involved with By-Laws sub-committee.</li> <li>- has obtained By-Laws guidance from Open Spaces Society</li> <li>- has obtained cost of joining Open Spaces Society (£40) and recommends joining for the many benefits it offers.</li> </ul> </li> </ul> <p><b>11 Councillor's issues</b></p> <p>Clerk has contacted relevant person at BCC and had a meeting with him with the following outcomes:</p> <ul style="list-style-type: none"> <li>a) <u>repairs to village pond subsidence</u> - agrees this is the responsibility of BCC to repair, repairs will be auctioned in the next couple of weeks.</li> <li>b) <u>Bridge Street</u>. – agrees to place a sign saying 'Unsuitable for Heavy Traffic' at the top of Bridge Street on the A421</li> </ul> <p>Clerk also showed him the pot-holes in Chapel Lane after a recent complaint by a resident. These were patched the next day as a result of this.</p>	<p><b>Cllr. AS to action</b></p> <p><b>Clerk to chase up any response</b></p> <p><b>Clerk to raise cheque</b></p>
6	<b>Review of polling districts and polling places</b> – noted	

7	<b>Results of District Council Election</b> – noted	
8	<b>TPC Councillor vacancies we have two vacancies.</b> The clerk has been in communication with Chris Sheard at BCC and understands that we need to advertise and if necessary hold an election for at least one of these vacancies	<b>Clerk to action</b>
9	<b>Parish Council documents storage</b> Discussion on this, we will await outcome of next week's Village Hall Committee meeting and then action as appropriate. Councillors agreed to help with moving the filing cabinet, printer and other equipment as necessary.	<b>Cllrs. to action when appropriate</b>
10	<b>Allotments</b> Agreed to renew lease with BCC and to raise invoices for rents due and send to allotment holders	<b>Clerk to action</b>
11	<b>Planning</b> a) <u>Ref. 11/00922/ATC</u> Felling of No 1 Cypress and No 1 Juniper at Home Farm, Chapel Lane, Thornborough, MK18 2DJ - decision already made and application agreed under delegated powers street lighting. b) <u>Ref. 11/00594/APP</u> Change of use of land from agricultural to residential use at Blackgrove Farmhouse, Nash Road, Thornborough, MK18 2DR – Outcome: agreed at AVDC c) <u>Ref 11/00448/AGN</u> Erection of agricultural building – Lower Shelspit Farm - Outcome: agreed at AVDC d) Neighbourhood Planning Consultation Toolkit – Consultation Drop-ins to be run in Aylesbury and Winslow by AVDC - noted. e) Bulletins - noted	<b>Clerk to attend consultation drop-in in Winslow if considered appropriate</b>
12	<b>Finances</b> a) Bank Reconciliation – not complete yet b) Bank Accounts – The following Resolution was passed: - <b>The Signing Rules in the current mandate, for the accounts detailed in section 2 be replaced in accordance with section 4; and/or</b> - <b>The Authorised Signatories in the current mandate, for the Accounts detailed in section 5, and the current mandate will continue as amended</b> The signatories signed the new form c) Annual Audit – i. To carry out an assessment of the risks facing the council and take appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. – completed. Decision –to look at financial planning for 2011-12 ii. To consider whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate are included in accounting statements – completed. Decision – to take contingency planning into consideration in any financial plan for 2011-12 iii. Noted and approved iv. Internal auditor to be Auditing Solutions Ltd., Wiltshire, as last year	<b>Clerk to finish</b>  <b>Clerk to action</b>  <b>Financial Planning on next agenda</b>

	<ul style="list-style-type: none"> <li>d) Duck food invoices to be paid</li> <li>e) Quotation from Cartwright Landscapes for maintenance of verges, playground and sports field noted and to be taken forward</li> <li>f) Bill re Sports Pavilion - Cllr AS gave final amount as £1,296-52p</li> <li>g) Society of Local Council Clerks – agreed to continue at reduced rate of £30 as clerk is currently not being paid.</li> <li>h) Equipment for clerk - agreed</li> <li>i) E-on – agreed</li> <li>j) Anglian Water refund due to Sports Pavilion not being used because of recent repairs - noted</li> </ul>	<p><b>Clerk to raise cheque Quotation to be taken into account in financial plan</b></p> <p><b>Clerk to raise all relevant cheques</b></p>
13	<p><b>Village Green and Bye-laws</b></p> <ul style="list-style-type: none"> <li>a) Deed of easement for Thornborough Manor – noted</li> <li>b) Forge Cottage complaint - noted</li> <li>c) Sub-committee action next meeting. Clerk to minute once convened.</li> </ul>	
14	<p><b>Speed Limit Review</b></p> <ul style="list-style-type: none"> <li>a) Area 12 outcome published - noted</li> <li>b) Area 14 – Clerk explained that we had not received notice of the consultation from BCC but has submitted a late response to the recent consultation after discussion with BCC.</li> </ul>	
15	<p><b>High Speed Rail 2 update</b> Clerk has been to recent 'Roadshow'. <b>Consultation period runs till 29<sup>th</sup> July. Consultation can be accessed at <a href="https://highspeedrail.dft.gov.uk/have-your-say">https://highspeedrail.dft.gov.uk/have-your-say</a></b> There is help with answering what are rather leading questions available from various websites such as those of BBOWT and StopHS2</p>	
16	<p><b>Street Lighting review</b> - Clerk explained that we currently have 11 street lights still being used and maintained according to E-on. The list needs to be checked and updated if necessary.</p>	<b>Clerk to action</b>
17	<p><b>Councillor's issues</b></p> <ul style="list-style-type: none"> <li>a) <u>Update on repairs to village pond subsidence</u> Discussed under item 5</li> <li>b) <u>Articulated lorries turning into Bridge Street.</u> Discussed under item 5</li> </ul>	
18	<p><b>Correspondence:</b></p> <ul style="list-style-type: none"> <li>a) Armed Forces Day – 25<sup>th</sup> June 2011.</li> <li>b) Buckinghamshire Playing Fields Association Newsletter</li> <li>c) Letter re allotments asking for response from Henry Lewis</li> <li>d) Affordable Housing Guide</li> <li>e) Parish Matters Newsletter</li> <li>f) Matters Arising Newsletter</li> <li>g) British Red Cross events</li> <li>h) Grants for rural businesses</li> <li>i) Community Impact Bucks Newsletter</li> </ul> <p>All noted</p>	<b>Clerk to respond</b>
19	<p><b>Date of next meeting; Monday 11th July 2011 7.30p.m.</b> The meeting closed at 10.00 p.m.</p>	