

## THORNBOROUGH PARISH COUNCIL

### MINUTES of MEETING

**Monday 11th November 2013 at 7.00p.m.**

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

**Public:** 1 member of the public was present.

1	<b>Apologies:</b> Cllr Stuart Mitchell	
2	<p><b>Public Participation session:</b> Sue Kenyon the village hall bookings secretary, shared a concern about the Village Hall. Recently (on the mornings of 16<sup>th</sup> October and 23<sup>rd</sup> October) she has found both an unsheathed Stanley knife and a Stanley knife blade in the hall and is concerned about the possible dangers these pose to Village Hall users and also the possibility that an unauthorised person, possibly with a key, has been in the Village Hall. Councillors advised her to discuss this with the Village Hall Committee as they are responsible for the general running and security, and with the School who are currently the main users. The Clerk will also report this to Bernard Garbe.</p>	<b>Clerk to communicate with Bernard Garbe</b>
3	<b>Declaration of interest in items on the agenda</b> – Cllrs CM and RG declared an interest in Item 22f	
4	<b>Minutes of the meeting of 14th October 2013-</b> Agreed with minor amendments included in the minutes.	
5	<p><b>Review of Action Points</b>  <b>Item 6. Thornborough Community Woodland</b> -on agenda  <b>Item 10. Benches</b> – The Jubilee bench is now in place. The Clerk is still in the process of sorting out moving the waste bins.  <b>Item 11 Road issues, Verges and A421</b> – all issues reported, on agenda  <b>Item 12. Street Lighting</b> -on agenda  <b>Item 13 Playground</b> - ongoing  <b>Item 15 Memorial for Airmen</b> -on agenda  <b>Item 16. Allotments</b> -on agenda  <b>Item 19 Mobile Library</b> – information sent to ‘Thornborough News’  <b>Item 20 Broadband – update</b>– Clerk has informed Paul Hodson through the LAF  <b>Item 21. Village Hall Post Office</b> -on agenda  <b>Item 22. Clerk’s Contract</b> -on agenda  <b>Item 23. Planning:</b> responses sent  <b>Item 24 b). Finances: Risk assessment</b> -on agenda  <b>Item 24 c). Finances, Payments and Receipts</b> – cheques raised and sent  <b>Item 24 i) Dial-a-Ride request for funding</b> There is no-one in the parish currently using this service.</p>	<b>Clerk to continue to check re. waste bins</b>
6	<p><b>Thornborough Community Woodland - Lease</b> The Clerk has circulated the points made by Chris Chandler, our solicitor. Councillors discussed these points. In the list from Chris Chandler:</p> <ul style="list-style-type: none"> <li>- Points A, B, and F detail various issues in parts of the lease but with a lack of detail or clarity.</li> <li>- Point H points out that there are no ancillary rights detailed.</li> <li>- Point J points out that the maps and diagrams appear to be incomplete.</li> </ul> <p><b>These issues need to be raised with the BCC legal team.</b></p> <ul style="list-style-type: none"> <li>- Points T and V deal with issues that might include traveller issues. What is our legal expenses insurance status?</li> </ul> <p>Agreed that representatives of TPC meet with BCC legal team to discuss these issues.</p> <p><b>TPC would like to express their thanks to Chris Chandler for all his work on the draft lease.</b></p>	<p><b>Clerk to set up a meeting with BCC legal team</b></p> <p><b>Clerk to check legal expenses insurance status.</b></p>

	The Clerk has received an e-mail about damaged trees resulting from the St. Jude storm from our insurers. No damage has been reported.	
7	<p><b>Road issues including Current Road Closures</b></p> <ul style="list-style-type: none"> <li>- <b>Closures:</b> no new closure notices received.</li> <li>- State of parish roads – the Clerk has reported various issues but has not yet had a response.</li> <li>- Cllr MC reported that there are problems at Lower End with flooding. There are potholes and also some sinking.</li> <li>- The High Street outside the Old Manor and also Back Street both have several pot-holes.</li> <li>- Cllr MT reported that the little lane known as Spring Lane next to her property needs attention. Its ownership is uncertain. The Clerk will check with Land Registry.</li> <li>- The Clerk has not yet heard back from David Smith, LAT with regards to a walk round of the village to look at issues.</li> </ul>	<p><b>Clerk to report and raise all the issues with the LAT.</b></p> <p><b>The Clerk to check with Land Registry.</b></p>
8	<p><b>Street Lighting - update</b></p> <p>There has been no progress on the timer switches or the quotation for three new lights. The Clerk will meet with Graham Penfold from E-on to discuss the current situation.</p>	<b>Clerk to continue to follow up</b>
9	<p><b>Play Around the Parishes 2014</b></p> <p>The Clerk has received the booking information for PATP for 2014. She reported that the two sessions we booked for Summer 2013 were very successful. Agreed to book two sessions for Summer 2014.</p>	<b>Clerk to book sessions</b>
10	<p><b>Memorial for Airmen</b></p> <p>A date before Christmas is being considered and will be decided this week. The Clerk will check the date which will need to be publicised.</p>	<b>The Clerk to check for a date</b>
11	<p><b>Allotments - update</b></p> <p>The Clerk asked that when Alistair Burton and Dennis King are going to do the work strimming allotments and repairing the fence that they let her know so that she can make sure they are working where Rachel Howes (BCC) has indicated.</p>	<b>Cllr AS to ask them to contact her before the work</b>
12	<b>Buckinghamshire Rural Affairs Group Conference – Aylesbury 29th November 2013</b> – noted but no-one is able to attend.	
13	<b>NBPPC Minutes of last meeting-</b> Noted	
14	<b>Free micro-chipping in the community by Dogs Trust</b> – The government has announced that all dogs will have to be micro-chipped by law by 6th April 2016 The Dogs Trust have new roaming chipping teams who will be offering free micro chipping across the UK. - Noted	
15	<p><b>Village Hall Post Office</b></p> <p>The Clerk has ascertained that although the Post Mistress would prefer to continue with 2 hours a week, she would still come for 1 hour a week if agreed with Swanbourne PO. The Clerk has informed Bernard Garbe.</p>	
16	<p><b>Clerk's Contract</b></p> <p>The Clerk has circulated a contract she has personalised from the template supplied by BALC. TPC felt that it was long and complicated and several of the conditions were not applicable. There was a discussion about the issue of annual leave. Cllr MS will work out the financial implications and circulate. The Clerk will circulate various clerks to see if they can supply a shorter, simpler contract for TPC to use.</p>	<p><b>Cllr MS to action.</b></p> <p><b>Clerk to action</b></p>
17	<p><b>Sustainable Communities Act, 2007</b></p> <p>The Sustainable Communities Act has now been extended with effect from 14<sup>th</sup> October to include Town and Parish Councils who can now submit proposals which they believed would improve the social, economic and environmental well-being of their local area. – noted.</p>	

18	<p><b>Common Agricultural Policy Consultation</b>                  Defra has a consultation seeking views on how to implement the next round of the Common Agriculture Policy (CAP) in England for 2015 to 2020. The consultation will close on November 28, 2013. There is not enough time to publicise this in 'Thornborough News'. However it was felt that most local farmers will have information about this through other avenues.                  There is a supporting workshop for the South-East on 19<sup>th</sup> November in Ardingly, West Sussex. No-one is able to attend.</p>	
19	<p><b>NALC request for information on the impact of localised council tax support arrangements on councils.</b>                  The Clerk reported that because AVDC took the decision to protect all parishes in 2013/14 they made a top-up payment to each Council to cover the Government's reduction in support for the scheme. The amount was evenly distributed to Aylesbury Vale parishes and this year we actually received more than we expected so there has been no adverse impact for Thornborough Parish.</p>	Clerk to respond
20	<p><b>AVDC Draft Housing and Homelessness Strategy 2014-2017 consultation.</b>  <a href="http://www.aylesburyvaledc.gov.uk/housing/housing-services/strategic-housing/">http://www.aylesburyvaledc.gov.uk/housing/housing-services/strategic-housing/</a>                  There are a considerable number of documents associated with this consultation. –noted.</p>	
21	<p><b>Planning:</b></p> <ul style="list-style-type: none"> <li>a) <u>Ref. No: 13/02262/APP</u> Erection of a two storey, side extension and single storey, rear extension with dormer windows - 34 Thornhill, Thornborough, Buckinghamshire MK18 2EH – minor amendments to plans - noted</li> <li>b) <u>Ref.13/02264/APP</u> Old Kilns, Back Street, Thornborough, Buckinghamshire - Demolition of barn. Two storey, side extension, cladding of the existing house – two sets of minor amendments to plans-noted</li> <li>c) Bulletins and other updates                         <ul style="list-style-type: none"> <li>i. AVDC's Householder Extensions Local Development Order – this has been approved by the Secretary of State and has been implemented form 1<sup>st</sup> November - noted</li> <li>ii. <u>Ref.13/02264/APP</u> Old Kilns, Back Street, Thornborough, Buckinghamshire - Demolition of barn. Two storey, side extension, cladding of the existing house – PERMITTED</li> <li>iii. <u>Ref. No: 13/02262/APP</u> Erection of a two storey, side extension and single storey, rear extension with dormer windows - 34 Thornhill, Thornborough, MK18 2EH – PERMITTED</li> </ul> </li> </ul>	
22	<p><b>Finances:</b></p> <ul style="list-style-type: none"> <li>a) <b>Bank Reconciliation – October 2013.</b>                      Current Account £8,084.40                      Reserve Account £20,153.74                      Current liabilities: £39.00                      Current Unbanked cash; £0                      Total £28,199.14</li> <li>b) <b>Risk assessment</b> – The Clerk had previously circulated risk assessment that she had prepared to cover all risks and in line with templates form NALC. Thornborough Parish Council agreed to adopt this risk assessment.</li> <li>c) <b>Budget for 2014-15</b> – Deferred till next meeting.</li> <li>d) <b>Precept request – initial discussion-</b> AVDC have sent a letter detailing possible changes for the year 2013-14. AVDC took the decision to protect all parishes in 2013/14 by making a top up payment to each Council to cover the Government's reduction in support for the scheme. However, it was made clear that this was a one off and that this Grant Support element would need to reduce. AVDC's Grant reduction from Government in 2014/15 is 25% with similar reductions expected in later years although this will not be confirmed until December. As a consequence, in 2014/15 this Council will have 25% less</li> </ul>	<p>Clerk to tidy up draft document and circulate.</p> <p>December agenda                  Clerk to circulate budget document</p>

	<p>grant than last year to distribute to parishes. Noted</p> <p><b>e) Buckinghamshire County Council Budget Consultation</b> Thornborough Parish Council needs more time and information to be able to consider a response. Clerk to ask for an extension and an electronic copy of the consultation response form.</p> <p><b>f) Request for financial support for St. Mary's church yard.</b> Cllrs CM and RG declared an interest. St. Mary's church has asked for £500 to maintain the church yard. Proposed that TPC give St. Mary's church £500, Proposed Cllr MS, seconded Cllr MT. Agreed, 4 in favour, 2 abstentions. TPC expressed their thanks to St. Mary's for the inspiring and beautiful Remembrance Day Service. They also noted that the Churchyard is looking well cared for.</p> <p><b>g) Cheques</b></p> <table border="0"> <tr> <td>E-on (unmetered supplies)</td> <td>£23.68</td> <td>Cheque No. 501</td> </tr> <tr> <td>Mrs Warner for duck food</td> <td>£42.15</td> <td>Cheque No. 502</td> </tr> <tr> <td>Clerk's Salary cheques - November</td> <td>£406.53</td> <td>Cheque No. 503</td> </tr> <tr> <td>HMRC - Clerk's Income Tax</td> <td>£101.60</td> <td>Cheque No. 514</td> </tr> </table> <p>(PAYE Ref. 475/SA75351 Accounts office Ref. 475PE00369213)</p> <p><b>Direct Debits</b></p> <table border="0"> <tr> <td>Anglian Water</td> <td>still in credit</td> <td></td> </tr> <tr> <td><b>Total</b></td> <td></td> <td><b>£555.96</b></td> </tr> </table> <p><b>h) Receipts -</b> None</p> <p><b>i) E-on for Sports field – Update</b> This has taken all month to sort out and the Clerk has not yet sent off the cheque as noted in the minutes for 14<sup>th</sup> October, Minute 24c. The Clerk has now received a bill for £470.51. This is for the amount agreed with E-on as a final amount in October of £450 plus one month's electricity at the Sports Pavilion. <b>Agreed to amend the former amount minuted at the last meeting to this current amount of £470.51. Clerk will now pay this bill.</b></p>	E-on (unmetered supplies)	£23.68	Cheque No. 501	Mrs Warner for duck food	£42.15	Cheque No. 502	Clerk's Salary cheques - November	£406.53	Cheque No. 503	HMRC - Clerk's Income Tax	£101.60	Cheque No. 514	Anglian Water	still in credit		<b>Total</b>		<b>£555.96</b>	<p><b>Clerk to Action.</b></p> <p><b>Clerk to raise cheques</b></p> <p><b>Clerk to pay E-on bill.</b></p>
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23	<p><b>A.O.B. other correspondence and any other Councillors' Issues</b></p> <ul style="list-style-type: none"> <li>i. Simpl Challenges- FutureGov - invitation to submit ideas for helping people keep fit &amp; stay healthy, get involved in reading, arts &amp; culture, or helping each other</li> <li>ii. BALC Training - Dangers of Social Media (11 Dec 2013)</li> <li>iii. BMKALC AGM -7.30, 8 November 2013 Judges Lodgings, Aylesbury, now cancelled and re-scheduled for 15<sup>th</sup> November. Cllr MC asked the Clerk to send his apologies but to explain that BALC had not given enough notice for arrangements to be made to attend.</li> <li>iv. Questionnaire to Parish and Town Councils about local youth involvement</li> <li>v. AVTUG Minutes of last meeting</li> <li>vi. Growing together event - AVDC, 25 November 2013</li> </ul> <p style="text-align: right;">All noted</p>	<p><b>Clerk to action</b></p>																		
24	<p><b>Date of next meetings; 9th December at 7.00</b> The meeting closed at 9.10 p.m.</p>																			