

THORNBOROUGH PARISH COUNCIL

MINUTES of MEETING

Monday 8th February 2016 at 7.00p.m.

Present: Cllr Stuart Mitchell (Chair), Cllr Andy Spurr, Cllr Ray Goodger, Cllr Charlotte Moore, Cllr Mary Taylor, Cllr Melanie Staff. Cllr Debra Hosein, Maggie Beach (Clerk). AVDC Cllr Sir Billy Stanier

Public: 7 members of the public

Item	Minute	Action
1.	Apologies: BCC Cllr Warren Whyte	
2	<p>Public Participation Session</p> <p>A resident came to the meeting to suggest the possibility of adding the two fields now held by Thornborough Trust to the sites identified by the Aylesbury Vale District Council Call for Sites. Councillors thanked him for coming to let us know of this and to offer to work with Thornborough Parish Council to ensure that any development was sanctioned by TPC and in keeping with the character of the village.</p> <p>Other members of the public had come for an item on the agenda</p>	
3	Declaration of interest in items on the agenda: None	
4	Minutes of the meeting of 11th January 2016 –Agreed	
5	<p>Review of Action Points</p> <p>Item 5 Review of Action Points from December meeting</p> <p>Item 19 A.O.B., other correspondence and any other Councillors' Issues.</p> <p>i. Riparian issues. The clerk has contacted both Internal Drainage and the Environment Agency about the land owned by MR Watts on the both sides of the stream which needs clearing. Neither are responsible and the responsibility lies with the Riparian owner in the first instance, then the local authorities. The Clerk will write a letter to the Riparian owner.</p> <p>ii. Street lighting. The Clerk has reported the light on the Green at the pond and a light at Thornhill as currently not working. –The Clerk has deferred the item on street lighting to the next agenda as the February agenda is so full.</p> <p>Item 7 Play Around the Parishes – on agenda</p> <p>Item 9 Sports field and Pavilion –on agenda</p> <p>Item 11 Road and Transport issues</p> <p>ii Closures –on agenda</p> <p>v. Discussion on the Coombs speed limit review. –on agenda</p> <p>vi. Invitation to Engagement Session and Workshop: BCC review of Council-supported transport. The Clerk was unable to attend but has received a report back. The meeting covered public and school transport for the future.</p> <p>Item 12 Transport Devolution of Services– the Clerk has circulated the footpath information</p> <p>Item 13 Playground –on agenda</p> <p>Item 14 Thornborough Village Hall – the Clerk had circulated the last Village Hall Committee meeting minutes.</p> <p>Item 17 Finances</p> <p>c) Cheques all sent</p> <p>d) Discussion to formulate a policy to guide future charitable donations - on agenda.</p>	<p>Clerk to write to Riparian owner</p> <p>Clerk to put street lighting on the next agenda.</p>
6	<p>Planning:</p> <p>a) <u>Ref 16/00070/ATC</u> Silver Birch crown reduction by 30% to make safe near houses. Catalpa - crown reduction and thinning by 15-20% to remove limbs hanging over drive. Acer - crown raise to remove limbs over hanging road and drive path. - Little Wildings 5 Chapel Lane, Thornborough MK18 2DJ - NOTED</p>	

	<p>b) <u>Ref 15/03639/ALB</u> and <u>Ref 15/03638/APP</u> - Brook House Bridge Street, Thornborough MK18 2DN -Replacement of windows to front and side of property – NO OBJECTIONS</p> <p>c) Updates – Changes to Development Management in Planning Services - NOTED</p>	<p>Clerk to make response</p>
<p>7</p>	<p>Sports field and Pavilion</p> <p>i. Hire Request – TPC has been asked to consider hiring the Sports Field and Pavilion to a Football group from Winslow who would like to promote football to young players and would want to involve Thornborough people. After discussion it was agreed that currently the field is not in a good enough state to hire out this year. However TPC would consider hiring out to a football club that would include football players from the parish of Thornborough next year and could present a plan to recruit players from the parish of Thornborough.</p> <p>ii. Update of working groups - The work-tops for the Cricket Club are still to be sorted out. Other tasks still to be completed are to fix the leaking toilet and box in the boiler in the kitchen and put up shelves above it. Cllr AS explained that Mr O'Brien who has been asked to do the work has been ill. It is in hand. The draft lease has now been sent to the Pre-school and the working group are currently working with the Pre-school and the solicitor on the Pre-school's response. The Licence agreement is now with the Pre-school for agreement. The working group are also working on the hiring agreements for Casual and Seasonal users. The intention is to combine the two agreements into one document including the Terms and Conditions of Hire.</p> <p>iii. Pre-school rent and utilities – Cllr SM presented a document: Thornborough Pre-School Contract Commercial Terms and Utilities Charges. This included a maximum increase of £200 p.a. on review. Proposed Cllr SM, seconded Cllr AS that a clause stating that the rent would be increased by £200 maximum p.a. over the course of the licence should be inserted into the licence agreement as Clause 1.5. Agreed unanimously. Cllr SM will contact the solicitor to request that this clause be inserted and Pre-school to clarify the principles agreed for the Pre-school to rent the Pavilion. He will also clarify the position with charging rent in the light of the Pre-school's concern that they will not get the grant promised to them from Buckinghamshire County Council. Rent will only start (pro-rated) once Pre-School have received confirmation from BCC that their grant application is successful or September 2016 (whichever is earlier). Cllr SM detailed the financial support that TPC has given to the Pre-school so far in a grant, rent-free use of the Pavilion and utilities paid so far by TPC. Proposed Cllr SM, seconded Cllr MS that Thornborough Parish Council agrees and accepts the document: Thornborough Pre-School Contract Commercial Terms and Utilities Charges, agreed unanimously.</p>	<p>Clerk to respond to request as detailed</p> <p>Cllr AS to sort out Cricket Club work tops and to ask Des O'Brien to do the work as indicated.</p> <p>Cllr SM to contact solicitor as detailed and to update Pre-school.</p>
<p>8</p>	<p>Thornborough News</p> <p>Rod James, the editor, has sent TPC a letter explaining that subscriptions are down so much this year that the magazine is no longer financially sustainable. TPC felt that the newsletter was an invaluable document for publicising news from a variety of organisations and people in the parish. It was acknowledged that Mr James had provided a valuable service in editing and publishing the Thornborough News since 2009 when it was set up with Grants from both TPC and the AVDC Community Chest. It was suggested that to keep the magazine going costs would have to be reduced. There was a discussion about the format and suggestion made that a return to a simpler format might reduce costs and increase subscriptions. There was also a discussion about providing a free newsletter to everyone in the parish, posting out to the outlying homes. Cllr SM and the Clerk will research formats and costs and this issue will be put on the next agenda.</p>	<p>Cllr SM and Clerk to research formats and costs, Clerk to put on the next agenda.</p>
<p>9</p>	<p>Road and Transport issues</p> <p>i. Reported issues update. – Nothing to report</p>	

	<p>ii. Closures – noted. Concern was again raised about the intended closure of the A421. The closure will be in three phases, 1) for a maximum of 4 days (24 hours) between 15th February and 3rd March, 2) for a maximum of 10 nights (19.00 till 06.00) between 22nd February and 15th April and 3) for a maximum of 3 nights (19.00 till 06.00) between 7th March and 20th April. Prior notices will be posted. The Clerk will ask TfB about access for those living and running businesses on the stretch of road affected when it is closed.</p> <p>iii. Salt-bin – The bin owned by TPC is still to be moved to Thornborough and Coombs Community Woodlands.</p> <p>iv. Newsletters– noted</p> <p>v. Coombs speed limit review update – The Clerk has responded to the Local Area Forum who funded the Coombs speed limit review, and the author of the report, Ian Butcher at Transport for Bucks, Buckinghamshire County Council. She has made the points discussed at the last meeting on value for money, the report being based on old data that is no longer reliable and ignoring certain issues such as the problem of the hidden dip and that there no new data collected. She has had no response yet. The residents brought a draft response which the Clerk will use to now write a letter to John Bercow about the issue.</p>	<p>Clerk to check access for residents and businesses on A421</p> <p>Clerk to write to John Bercow</p>
10	<p>Thornborough Community Woodland Assignment</p> <ul style="list-style-type: none"> - The assignment document is now in hand and both the solicitor representing TPC and the solicitor representing Thornborough and Coombs Community Woodlands Enterprise Trust are working on it. The assignment of the 99 year lease currently held by Thornborough Parish Council for the woodlands together with all responsibilities included in the lease over to Thornborough and Coombs Community Woodlands Enterprise Trust will happen in the next few days. - Thornborough and Coombs Community Woodlands Enterprise Trust made a request of the TPC that they support the Community Woodland by continuing to pay insurance for the woodland as part of the council's insurance. This is not possible as Thornborough Parish Council's insurance can only cover the assets in the parish that the council own. - The salt bin for the woodlands has not yet been moved from Lower End. - The dog waste bins that TPC are funding will be installed soon. The Woodlands Secretary is dealing with this. 	
11	<p>Community Impact Bucks survey - noted</p>	
12	<p>Playground update</p> <ul style="list-style-type: none"> • Councillors discussed where the replacement mat could be stored. The Clerk will check whether Wicksteeds could hold onto the mat until we needed it, failing that whether it would be delivered flat or rolled up. • Thornborough Infant School have the questionnaire for children about future plans for the Playground to circulate. 	<p>Clerk to continue to action</p>
13	<p>Play Around the Parishes</p> <p>The Clerk brought costings previously circulated to the meeting showing the increases over the last three years for this service for comparison. It has now become very expensive. The two sessions bought by TPC in 2013 were £60. Similar sessions in 2016 will cost £310 each. In the past, AVDC have been able to deliver the PATP programme for a small fee, but due to ongoing financial pressure, AVDC now need to reduce their substantial subsidy. TPC considered various options including charging for sessions or asking for a donation. The second option was not successful in 2015 raising only £12 despite there being about 40 attendees over the two sessions. TPC considered the burden of organising both charging for the sessions or collecting donations to be too difficult to put into practice given the site used for the sessions and the time it would take to monitor attendance and collect money. Although people from other parishes bring children there are many Thornborough children also at the sessions and it is a benefit to the local community. It was agreed to ask for one 3 hour session for the summer of 2016.</p>	<p>Clerk to book a session as detailed</p>

14	<p>Memorial Bench There is currently a bench donated by the WI outside the school. It is how ever very rotten now and possibly a Health and Safety hazard. The Clerk will ask the WI whether they would like to replace it, if not that could be the site for the Memorial bench currently under discussion. The Clerk will contact the WI and report back their intentions to TPC who can then take the placing of the Memorial Bench forward.</p>	<p>Clerk to action as detailed.</p>
15	<p>NBPPC Meeting The minutes of the meeting have been circulated. The Clerk drew attention to the last paragraph concerning Milton Keynes Council's Local Plan that includes possible expansion towards Whaddon and Nash.</p>	
16	<p>Parish Liaison Meeting - Wednesday 27 January The Clerk has not yet received the minutes of this meeting. She will circulate them when she gets them.</p>	<p>Clerk to circulate minutes</p>
17	<p>New Homes Bonus –</p> <ul style="list-style-type: none"> i. Consultation- the Clerk has received details of the government Technical Consultation -New Homes Bonus: Sharpening the Incentive from AVALC. It is a long and complicated document. It was felt too complicated to make an easy response. AVALC is urging Parish Councils to participate in this consultation and would be grateful to have copy of any response TPC may make. The Clerk will consider options. ii. Update - AVDC has for the past three years allocated fifteen per cent of its Government New Homes Bonus share to some parishes. Parishes taking new development or are affected by development nearby can bid for funding towards community projects. AVDC is one of only a few Authorities in the country to do this and is quite unique. In addition two Parish representatives are nominated by AVALC to serve on the NHB Grants Panel. Many Parishes in Aylesbury Vale have considerably benefited from New Homes Bonus. The Government aims to reduce the annual cost of NHB by up to two thirds with the savings directed to support Adult Social Care which is mostly administered by County Councils. Proposed changes also include reducing the time NHB is paid from 6 years to 4 years or even 2 years; denying NHB on developments which the District rejected and which were subsequently overturned on appeal and finally NHB will not be awarded to Councils without a Local Plan. In the meantime NHB funding is available for 2016/17 and bids need to be submitted by the end of September. 	<p>Clerk to action</p>
18	<p>Finances:</p> <p>a) Bank Reconciliation – January 2016 Current Account £13,821.61 Reserve Account £14,168.80 Current liabilities: £254.60 Unbanked cash: £0.00 Total £27,235.81</p> <p>b) Smaller Authorities Audit Appointments The Clerk explained that the way smaller authorities are to be audited has changed. As an authority with an income and turnover of less than £25,000 Thornborough Parish Council, Under the Local Audit (Smaller Authorities) Regulations 2015 ('the Regulations'), the Smaller Authorities' Audit Appointments Limited (SAAA) is required to make audit arrangements for all smaller authorities other than those that have given notice that they wish to make their own arrangements. The SAAA scheme will therefore cover all authorities that have not formally decided to opt out. Authorities covered by the SAAA scheme are referred to as 'opted-in' authorities. By law, every authority will still have to complete and publish an annual financial return irrespective of whether it is opted-in or opted-out. This requirement has not changed.</p>	

	<p>Thornborough Parish Council considered whether the Council should opt in (the default position) to this scheme, or opt out and their own make arrangements to fulfil the new auditing requirements.</p> <p>Opted-in authorities with neither income nor expenditure exceeding £25k With effect from 2017/18 very few of these authorities will be required to undergo a limited assurance audit review or to pay any audit fee. The circumstances in which a limited assurance audit review may be necessary are set out in Clauses 9(1)(b) and 9(3) of the Regulations.</p> <p>All authorities will, however, need to complete and publish an annual return in accordance with the Transparency Code for Smaller Authorities. TPC will also need to complete an annual exemption form (which SAAA will provide) and submit this to SAAA or an auditor specified by SAAA by an agreed date. By completing this form TPC certify that, under the Regulations, there is no requirement for a limited assurance audit review for the financial year in question.</p> <p>If TPC wish to have a limited assurance audit review, despite not being required to do SAAA will then appoint an auditor to undertake the review, for which a fee of £200 will be payable.</p> <p>Proposed Cllr SM, seconded Cllr MT that Thornborough Parish Council remain opted in to the Smaller Authorities' Audit Appointments Scheme, agreed unanimously.</p> <p>c) Payments:</p> <table border="0"> <tr> <td>E-on (unmetered supplies)</td> <td>£14.47</td> <td>Cheque No 678</td> </tr> <tr> <td>E-on - Sports Field</td> <td>£248.98</td> <td>Cheque No 679</td> </tr> <tr> <td>Mrs. C Moore - Remembrance Wreath</td> <td>£15.00</td> <td>Cheque No 680</td> </tr> <tr> <td>Mr. A Spurr – Christmas tree lights</td> <td>£64.00</td> <td>Cheque No 681</td> </tr> <tr> <td>BCC For Salt Bin</td> <td>£540.00</td> <td>Cheque No 682</td> </tr> <tr> <td>Clerk's Salary – February</td> <td>£364.97</td> <td>Cheque No. 676</td> </tr> <tr> <td>HMRC - Clerk's Income Tax</td> <td>£91.20</td> <td>Cheque No. 677</td> </tr> <tr> <td>(PAYE Ref. 475/SA75351 Accounts office Ref. 475PE00369213)</td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td>£1,338.62</td> <td></td> </tr> </table> <p>Receipts - none</p> <p>d) Financial support requests policy</p> <ol style="list-style-type: none"> i. Citizen's Advice Bureau request for funding ii. Thornborough Infant School request for funding <p>Deferred to next meeting.</p>	E-on (unmetered supplies)	£14.47	Cheque No 678	E-on - Sports Field	£248.98	Cheque No 679	Mrs. C Moore - Remembrance Wreath	£15.00	Cheque No 680	Mr. A Spurr – Christmas tree lights	£64.00	Cheque No 681	BCC For Salt Bin	£540.00	Cheque No 682	Clerk's Salary – February	£364.97	Cheque No. 676	HMRC - Clerk's Income Tax	£91.20	Cheque No. 677	(PAYE Ref. 475/SA75351 Accounts office Ref. 475PE00369213)			Total	£1,338.62		<p>Clerk to raise cheques</p> <p>Clerk to put on March agenda</p>
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<p>19</p>	<p>A.O.B., other correspondence and any other Councillors' Issues.</p> <ol style="list-style-type: none"> i. News for the Parishes - 1/16 ii. Changes to Bin Collection Days iii. BCC - News Report, Council Tax rise iv. Bus Pass Renewals <p style="text-align: right;">All Noted</p> <p>Cllr RG updated on the work on the PA system in the Village Hall. The box is now on the wall and will be equipped with the audio controls. There are now 3 remote controls for the system. The Wifi, screen and projector should all be ready for the next TPC meeting.</p> <p>Cllr CM reported that there is considerable amount of tipping. The Clerk will report it.</p>	<p>Clerk to report tipping</p>																											
<p>20</p>	<p>Date of next meeting; 14th March 2016 The meeting closed at 9.30 p.m.</p>																												