

THORNBOROUGH PARISH COUNCIL

MINUTES of MEETING

Monday 13th June 2016 at 7.30p.m.

Present: Cllr Stuart Mitchell (Chair), Cllr Andy Spurr, Cllr Melanie Staff. Cllr Debra Hosein, Maggie Beach (Clerk).

Public: None

Item	Minute	Action
1.	Apologies: Cllr Ray Goodger, Cllr Charlotte Moore, Cllr Mary Taylor, BCC Cllr Warren Whyte, AVDC Cllr Sir Billy Stanier.	
2	Public Participation Session Residents from Coombs attended to voice their continuing concern about the outcome of the recent speed limit review at Coombs and to request that Thornborough Parish Council continue to support them in their attempt to get a review and a reduction in the speed limit from 50 to 40mph	
3	Declaration of interest in items on the agenda: Cllr DH declared an interest in Item 6b Cllr AS declared an interest in Item 14f.	
4	Minutes of the meeting of 9th May 2016 –Agreed	
5	Review of Action Points Item 8 Sports field and Pavilion - Update of working groups – on agenda Item 9 Thornborough News – on agenda Item 11 Street lighting –on agenda Item 12 Playground update –on agenda Item 16 Finances b) Cheques all sent c) Rent reviews – on agenda g) Financial support requests policy – on agenda	
6	Planning: a) <u>Ref. 16/01952/APP</u> - Blackgrove Farmhouse, Nash Road, Thornborough, MK18 2DR - Erection of two dwellings, partial demolition of an existing garage and renovation of the retained part, demolition of an existing car port and the erection of a new detached garage for Blackgrove Farmhouse and the creation of a new access from Nash Road to serve Blackgrove Farmhouse. TPC noted the amendments to the access which had been a concern with the original application. This has been addressed. NO OBJECTIONS b) <u>Ref. No: 16/01435/APP</u> - The Folly Bletchley Road Thornborough MK18 2DZ - Erection of 7 kennels. The owner was able to explain the layout, especially with attention to noise reduction strategies. SUPPORTED. c) VALP Report. The draft VALP is now published and will be going to public consultation from 7 th July till 5 th September. Thornborough has been re-designated a 'smaller settlement' in the settlement hierarchy. There is an additional category of 'medium settlements' added but it is difficult to understand the logic behind the percentage of houses calculated for each category. However Thornborough Parish Councillors are pleased to see that it gives Thornborough a requirement of 12 houses, 6 already completed and a further two in progress leaving 4 more to allocate. This probably means that we won't need all of the green field sites currently being promoted in the Call for Sites. However the draft VALP includes new settlements, one at Winslow, and greater housing expectation nearer MK. Cllr Llew Monger will attend the Scrutiny Committee meeting on Monday 13 th June and the Clerk will attend next NBPPC meeting on 29 th June and will be able to report back to TPC at the next meeting.	

	d) There is an AVDC event for Parish Councils on the Draft VALP in Aylesbury on 13 th July. The Clerk hopes to attend.	
7	<p>Sports field and Pavilion –</p> <p>i. Update of working groups The Licence for the Pre-school's use of the Pavilion is now in place and will be signed by both the Pre-school and TPC this week. The Working Group will then consider the various issues of the general hirers' contract and terms. Issues such as payment for utilities, priority use of the field (but not sole use) when hiring the Pavilion, and the payment process (such as paying for a season in instalments throughout the year) were discussed.</p> <p>ii. Pre-school update – the Pre-school have agreed the Licence. They will now start to pay rent. There are two months left of this academic year, which would cost £333.33. Proposed Cllr SM, seconded Cllr AS that TPC ask for £150 rent for the remainder of the year as a gesture of goodwill. Agreed unanimously. The Clerk will send the Pre-school Utilities bills for both water and electricity from last November. The bills will take account of the offer made and agreed with the Pre-school for an amount above which they will be responsible for paying.</p> <p>iii. 6 a side Goal at Sports Field – Cllr AS has had an estimate of £770 for a pair of 6-a-side goals. The Clerk has had an e-mail from Thornborough Cricket Club secretary. A goal is urgently needed as at present children are using the cricket nets as goals and this is damaging them. There is only room for one goal to be put in place semi-permanently, but it would be useful to keep the other goal in storage for when it might be needed so it could be erected temporarily. Cllr AS will do more research.</p>	<p>Clerk to invoice Pre-school for utilities and rent</p> <p>Cllr AS to continue to research</p> <p>Clerk to respond to Th.CC</p>
8	<p>Thornborough Fund Raiser</p> <p>Several Councillors attended the meeting of the Thornborough Fund Raisers last Tuesday 7th June. Thornborough Fund Raisers are currently raising funds to buy a defibrillator. They are currently short of £500. Proposed Cllr AS seconded Cllr MS that TPC donate £500 for the defibrillator. Agreed unanimously. TPC will not take on the responsibility for the defibrillator once it is in place.</p>	Clerk to inform Thornboro' Fund Raisers
9	<p>Thornborough News</p> <ul style="list-style-type: none"> - Cllr SM together with the Clerk still need to produce a mock-up of the first new issue of Thornborough News. The idea was presented at the Open Meeting of the Parish on 16th May and accepted as a good idea. - The Clerk will approach a resident who has expressed interest in becoming the Editor. - TPC felt it would be good to be able to link TNews and the weekly reports on Thornborough in the Advertiser more closely. 	Cllr SM and Clerk to action
10	<p>Road and Transport issues</p> <p>i. Reported issues update. – Nothing currently to report.</p> <p>ii. Closures – noted. Back Street will be closed on 12th July to enable tree trimming. There has been no notice or information sent about the impending closure of the A421 for two days on 18th and 19th June although there are signs up on the road itself.</p> <p>iii. Coombs Speed Limit Review. TPC agreed to support the residents of Coombs to continue to campaign for a reduced speed limit through the hamlet. The residents will pull together a list of reasons for the speed limit review being resumed and more up-to-date data collected. TPC will complain to TfB and copy in Cllr Warren Whyte, the LAF and our MP.</p>	The Clerk will action when the list from residents is received
11	<p>Street lighting</p> <p>The Clerk has now had a response to the letter sent to all affected houses concerning TPC's plans for two lights on the High Street. After discussion it was decided that the light planned for outside the New Inn should be moved across the road to the grass triangle outside the school. The Clerk has checked with E-on and there is a cable there. She will discuss this with the Head Teacher at the school.</p>	Clerk to action

12	<p>Playground update</p> <ul style="list-style-type: none"> - The Inspection reports for 2016 have been received, The Clerk has circulated a summary. Noted. - The Clerk has arranged for a free consultation from Wicksteeds. - Cllr AS reported that a local resident has play equipment that would be suitable for re-furbishing the playground together with appropriate surfaces. She would like to donate the equipment and surfaces to TPC. This was accepted with thanks. The Clerk will contact her. - Agreed that TPC should create a Working Party to plan the work on the Playground. Cllrs MT, AS and SM would be appropriate members and it would be useful to include some interested parents. The Clerk will take notes to ensure co-ordination. - Cllr SM has not yet researched The Tesco Bags of Help scheme. 	<p>Clerk to contact resident Clerk to put up a notice in the Playground asking for parent volunteers for the Working Party</p>
13	<p>LAF – update and Next meeting – 14th June 2016 at the Buckingham Centre, Verney Close</p> <p>Cllr MS is unable to attend. Cllr DH offered to attend in her place. The clerk will send her the papers and let the LAF know she is attending instead of Cllr MS.</p>	<p>Clerk to action.</p>
14	<p>Finances:</p> <p>a) Bank Reconciliation – May 2016 Current Account £13,006.21 Reserve Account £14,170.00 Current liabilities: £0.00 Unbanked cash: £0.00 Total £27,176.21</p> <p>b) 2016 Audit Return The Clerk has had the report back from the Internal Auditor.</p> <p>Recommendations:</p> <p>R1. Maintenance of Accounting Records and Bank Reconciliation Year end-bank reconciliations should be completed as at 31st March based on bank statement values as at that date. Agreed. (The Bank Reconciliation was dated with the date of the meeting it was presented to but the amounts for the 31st March were the same.)</p> <p>Review of Corporate Governance The report states: “We note that both Standing Orders and Financial Regulations were subjected to scrutiny by the Council and re-adopted at the May 2014 meeting, but were not reviewed during 2015-16. Additionally, revised EU Regulations in relation to procurement were introduced on 1st April 2015 requiring all contracts in excess of £25,000 to be advertised formally on the Government’s Contract Finder web site: whilst probably unlikely to impact on the Council, NALC has, in conjunction with this and the other aforementioned legislation, produced updated Standing Orders and Financial Regulations (the latter most recently being revised in January 2016) taking account of these changes in legislation and we commend the documents to the Council as a sound basis for the review and update of its own extant documentation.</p> <p>R2. The Council should consider a further review of its extant Standing Orders and Financial Regulations to take account of recent legislative changes, ideally using the latest NALC model documents as the baseline for the review” The Clerk has responded to the Auditor that this is inaccurate as our Standing Orders and Financial Regulations were reviewed on 12th May 2014 and again on 11th May 2015. They were amended using the latest NALC model documents at the Annual meeting of the Parish on 9th May 2016 when they were adopted again. It was these most recently reviewed documents that were sent by e-mail to Sarah Tyler. She also received an e-mail the previous year with the 2015 reviewed and adopted Standing Orders and Financial Regulations. The Clerk has asked if Recommendation 2 can be amended in the light of the information provided at this stage and also originally provided to Sarah Tyler in the Minutes, Standing Orders and Financial Regulations sent to her by e-mail for audit.</p>	

Review of payments & VAT

R3 All payments should be formally approved in the Council's minutes. All payments are brought to meetings and approved. The Payments and Receipts sheets that accompany each month's invoices record the cheque numbers. Due to a mistake made by the Clerk, although the Payment and Receipts information for February 2016 accurately recorded the cheque numbers, the wrong cheque numbers (from the previous month's payments) were inadvertently put in the Minutes for February 2016. Proposed Cllr DH seconded Cllr AS that the minutes for February 2016 be amended to reflect the correct cheque numbers, agreed unanimously.

R4 The Clerk should adjust the VAT reclaim to correct for the identified over-recovery. This has now been done.

Review of Income

The report states, "We note that, per the Council's Financial Regulations (paragraph 9.2), charges for services should be reviewed annually and have, as highlighted in last year's report, again seen no indication in the minutes that either the allotment rents or sports field charges have been reviewed in the year. Review of the minutes indicates that allotment holders were told at the Annual Meeting that rents were likely to be increased: minutes of the May 2016 meeting indicate that the rents will be formally increased at the June 2016 meeting.

R5 As recommended previously, the Council should ensure compliance with its own regulatory requirements and formally review the level of charges for both the allotments and sports field annually, recording the outcome of deliberations appropriately, even if agreement is reached that no increase should be applied." Noted. Rent reviews were started at the May 2016 meeting and continue at this meeting. Allotment rents need to be reviewed taking water bills into account. The clerk now has this information. TPC are in a long process of reviewing the rents for the Sports Pavilion, which will be completed now that a Licence and a rate for the current use by the Pre-school is in place.

The Clerk will wait for a response, and possibly an amended report from the Internal Auditor before sending the Audit Return to the external auditor.

c) Rent reviews

Allotments.

The Clerk presented the costs for running the allotments last year. Water had cost £71.05 and rent for the field had cost £75. Proposed Cllr MS seconded Cllr SM that the allotment rent be raised to £15 per allotment per year to cover costs. Agreed unanimously. The Clerk will now invoice allotment holders together with a letter explaining the rent increase.

Sports Pavilion

This was reviewed last meeting.

d) Payments:

E-on (unmetered supplies)	£14.47	Cheque No. 713
Anglian Water (Sports Pavilion)	£40.71	Cheque No. 714
Anglian Water (Allotments)	£12.90	Cheque No. 715
NBPPC Subscription	£20.00	Cheque No. 716
BALC Subscription	£106.25	Cheque No. 717
Clerk's expenses	£159.62	Cheque No 718
Clerk's Salary – June	£364.97	Cheque No. 719
HMRC - Clerk's Income Tax (PAYE Ref. 475/SA75351)	£91.20	Cheque No. 720
Accounts office Ref. 475PE00369213)		
Total	£666.12	

e) Receipts

Cricket Club rent £80.00

f) Request to cover legal fees by Thornborough and Coombs Woodlands

Enterprise Trust. These are fees for the assignment process. Proposed Cllr SM seconded Cllr DH that Thornborough Parish Council pay the assignment fee for

Clerk to send Audit to External Auditor

Clerk to send invoices and explanation letter

Clerk to raise cheques

Clerk to put on June agenda

	<p>the Thornborough and Coombs Woodlands Enterprise Trust. Agreed unanimously.</p> <p>h) Financial support requests policy- After discussion the draft presented to TPC was agreed. The policy will be posted on the website.</p>	
15	<p>A.O.B., other correspondence and any other Councillors' Issues.</p> <ul style="list-style-type: none"> i. Planned 6% cut to pharmacy services ii. Unitary Status for Buckinghamshire County Council iii. Thornborough medieval bridge car park – this is now open, Future plans are undecided. iv. Invitation to Join Townlands Stakeholder Reference Group to recruit an independent chair v. New waste policy for Aylesbury Vale District Council vi. Armed Forces Day vii. National Plant Monitoring Scheme viii. Walking Football sessions ix. BCC Home to School Transportation Policy <p>Cllr AS raised the issue of the WI bench outside the school. It is now so rotten that it is dangerous. Agreed it should be removed and the plaque given back to the WI who are planning to replace the bench.</p>	<p>Noted</p> <p>Noted</p> <p>Clerk to action</p>
18	<p>Date of next meeting; 4th July 2016</p> <p>The meeting closed at 9.15 p.m.</p>	