

Thornborough Parish Council (TPC)

Minutes of the Annual Meeting of the Parish Council on Wednesday 21 May 2025

Present: Cllrs Mary Taylor (Chair); Richard Burdon; Richard Dove; Lynn Morgan; Micheal Synnott.

In Attendance: Alison Robinson (Clerk)
Cllr John Chilver, Horwood Ward Buckinghamshire Council (items 8 – 17).

1 Acceptance of Office by Elected Councillors

1.1 The councillors present at the meeting completed the formalities.

2 Nomination and Acceptance of the Chair

2.1 The nomination and reappointment of Cllr Mary Taylor as chair was proposed by Cllr Dove, seconded by Cllr Morgan and approved by a unanimous vote.

2.2 Cllr Taylor confirmed her acceptance.

2.3 Cllr Dove congratulated Cllr Taylor on behalf TPC and thanked her for her previous work as Chair.

2.4 Cllr Taylor paid warm tribute to Ray Goodger who stood down at the recent election. He had joined TPC aged 19 years old and served as councillor for well over 40 years.

3 Nomination and Acceptance of the Vice Chair

3.1 TPC **resolved** not to appoint a vice-chair.

4 Post Election Vacancy Co-option

4.1 In addition to using Thornborough eNews and the next edition of the newsletter, TPC discussed the possibility of attracting a younger candidate via the school and the fundraising group.

Action: Clerk to take forward with Cllr Taylor.

5 Apologies for Absence

5.1 TPC **resolved** to approve the apologies from Cllr Rupert Bursell.

6 Declaration of Interest in Items on the Agenda

6.1 No interests were declared.

7 Minutes of the Meeting of TPC on 19 March 2025

7.1 TPC **resolved** to approve the minutes of the meeting on 19 March 2025. The Chair then signed the minutes as an accurate record.

8 Public Participation Session

8.1 No members of the public were present.

9 Councillor Specific Responsibilities

9.1 The councillor specific responsibilities were not finalised in Cllr Bursell's absence – the draft document is provided as the **Appendix** to these minutes.

10 Governance Matters

10.1 TPC **resolved** to approve the Standing Orders for adoption.

10.2 TPC **resolved** to approve the Financial Regulations for adoption.

10.3 TPC **resolved** to again approve the Internal Financial Controls and Risk Register.

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11 Internal Audit Financial Year 2023/4

11.1 TPC **noted** the Internal Audit Report which again gave the parish council a clean bill of health.

11.2 TPC **resolved** to approve the 2024/5 Annual Governance Statement.

11.3 TPC **resolved** to approve the 2024/5 Annual Accounting Statement.

11.4 TPC **noted** the arrangements for the 2025 Exercise of Public Rights.

Action: Clerk to take forward for external audit and publication.

12 Buckinghamshire Council

12.1 The Chair welcomed Cllr Chilver and congratulated him on his recent election.

12.2 Cllr Chilver said he was looking forward to working with TPC and briefly outlined his considerable experience. Cllr Chilver then talked about the Buckinghamshire Council Annual Meeting which he had just attended.

13 North Bucks Community Board (NBCB)

13.1 TPC **noted** Andy Chapman had been appointed as the manager for the new community board, meeting dates were awaited, and that the community board funding had again been cut.

14 Annual Activity Schedule

14.1 TPC **noted:**

- (a) The annual activity schedule would be updated for the next meeting to take account of the changed responsibilities approved under agenda item 9.
- (b) All the activities scheduled for March and April had been completed.
- (c) The activities scheduled for May and June.
- (d) It would be helpful if councillors would let the Clerk know in advance if they had holiday plans or were away for other reasons so, if necessary, responsibilities could be reallocated in their absence.

15 Environment and Facilities

Flooding

15.1 Cllr Morgan reported that she had been in touch with Amy Fowler, Senior Flood Management Officer, Bucks Council. She then talked about the silt under the Lower End Bridge. Cllr Chilver volunteered to help move things forward.

15.2 Going forward TPC planned to appoint a Flood Action Group which should include some of the farmers as well as some of the riparian owners of residential properties.

Action: Cllr Morgan to send the relevant correspondence to Cllr Chilver.

Improved Signage for Brakes Crossroads

15.3 The Clerk thanked Cllr Chilver for recently raising the issue with the Local Area Technician and the Bucks Council Road Safety Team. The Local Area Technician had promptly undertaken a site visit - an inaccuracy with one of the signs had been identified and would be addressed although it was unlikely to be a contributing factor in the frequent accidents. The sub-contractor employed last November to undertake the line repainting had not fully completed the job and would again be pressed to do so. More substantial changes would be costly, and funding was not available. The Bucks Council Road Safety Team would continue to monitor the accidents at Brakes Crossroads.

Action: Clerk to write to the residents who had provided a statement and photos.

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Maintenance Priorities 2025

- 15.4 TPC **noted** the replacement bench had recently been installed by the pond. The repainting of the village pump rails and the refurbishment of the bench under the Dole tree would now be progressed as soon as the contractor had availability.

Action: Clerk to continue to liaise with the contractor.

Allotments

- 15.5 TPC **noted** all the plot rents had been paid. A small number of signed licences were outstanding and would be followed up once the PO Box issue was resolved.

Sports Field and Pavilion

Pavilion – weekly checks

- 15.6 TPC **resolved** to continue the weekly checks during the cricket season.

Pavilion- recent maintenance issues/repairs

- 15.7 TPC **noted** it had cost £200 (excl VAT) to repair the burst pipes and check the electrics – the water would now be drained annually at the end of October. The total cost of repairing the large immersion heater for the showers was £320.

Pavilion – its future...

- 15.8 TPC **resolved** to thank Cllr Synnott for undertaking to prepare a discussion paper for the next meeting.

Action: Cllr Synnott with input from Cllr Taylor.

The second shed

- 15.9 TPC **noted** the request from Thornborough Cricket Club (TCC) to rent the second shed for £100 a year.

- 15.10 TPC **resolved** allow TCC to rent the second shed for £10 pcm, subject to annual review when the rent was set each September for the following calendar year.

Action: Clerk to take forward.

Football goalmouth repair

- 15.11 The TCC Groundskeeper would undertake the repair when time permitted.

Reeds Playground Maintenance (RPM) Quarterly Inspection March 2025

- 15.12 The latest quarterly inspection report for the outdoor exercise equipment had again highlighted the need for additional signage.

Action: Clerk to obtain quotes for discussion at the next meeting.

Playground

- 15.13 TPC **resolved** to obtain quotes to reinforce wooden fence posts in need of repair.

Action: Clerk to take forward with Cllr Morgan and Taylor.

Ecological Biodiversity Project

- 15.14 TPC **noted** the wildflowers seeds appeared not to have germinated. Cllr Morgan talked about the need for signs to alert the grass cutting contractors.

Thornborough Village Hall

- 15.15 Cllr Morgan said she had nothing to report.

16 Planning

25/01050/APP The Old Vicarage, High Street, Thornborough, MK18 2DF Householder application for proposed Internal remodelling/ alterations and insertion of 3 no. high-level conservation roof lights to existing outbuilding

- 16.1 TPC **resolved** to confirm it had no objections.

25/01516/COUAR Ashtree Cottage, Nash Road, MK18 2DY Prior notification application (Part 3, Class Q) for change of use and conversion of an existing agricultural barn into 1no. dwelling

- 16.2 TPC **resolved** to confirm it had no objections.

Action: Clerk to respond to planning consultations.

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16.3 TPC **noted** the report about ongoing planning matters.

17 Finance Report

17.1 TPC **noted** the following receipts:

Date	Received From	Description	Other Income
1.4.25	Village Hall Trust	Peppercorn rent 2025/6	£1.00
4.4.25	Plot Holders	Plot 9A fee	£22.50
4.4.25	Plot Holders	Plot 9B fee	£22.50
7.4.25	Plot Holder	Plot 4 and 5A fees	£67.50
8.4.25	Plot Holder	Plot 8B fee	£22.50
9.4.25	Plot Holder	Plot 3 fee	£45.00
10.4.25	Plot Holders	Plot 6 fee	£45.00
11.4.25	Plot Holder	Plot 2 fee	£22.50
11.4.25	Bucks Council	2025/6 Precept first instalment	£17,250.00
11.4.25	HMRC	2024/5 reclaimed VAT	£1,765.40
17.4.25	TCC	Rent 2025 first instalment	£600.00
23.4.25	Plot Holder	Plot 7B fee	£22.50
24.4.25	Plot Holder	Plot 8A and 10 fees	£67.50
9.4.25	Plot Holder	Plot 1 fee	£45.00
30.4.25	Plot Holder	Plot 5B fee	£22.50
30.4.25	Plot Holder	Plot 2A fee	£22.50
30.4.25	Nat West PLC	Reserve account interest	£25.88
Totals			£20,069.78

17.2 TPC **resolved** to approve the following payments:

Date	Recipient	Description	Amount
1.4.25	Liz Julia	Storage	£15.00
5.4.25	NBPPC	Annual subscription	£20.00
5.4.25	RPM Ltd	Quarterly operational inspections	£300.00
5.4.25	Alison Robinson	NameCheap Subscription	£52.11
8.4.25	Royal Mail Group Ltd	PO Box 1.4 -30.9.25	£234.60
8.4.25	Clerk/RFO	Hazard tape and file dividers	£9.94
8.4.25	Reid & Co	Payroll services	£210.00
8.4.25	Yu Energy streetlighting	Streetlighting	£43.80
8.4.25	Yu Energy streetlighting	Streetlighting	£14.19
14.4.25	Anglian Water Business	Allotment water (9 mths)	£168.98
14.4.25	BMKALC	Annual subscription	£105.38
14.4.25	T S Electrical	Electrics checked post burst pipes	£72.00
22.4.25	M E Bull Plumbing	Pavilion burst pipes	£140.00
23.4.25	Anglian Water Business	SF&P water (12 mths)	£198.67
30.4.25	HMRC	PAYE April	£164.60
30.4.25	Alison Robinson	Salary April	£659.08
Total			£2,408.35

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- 17.3 TPC **noted** the financial position on 30 April 2025:

Bank Statement Balance as at 30.4.25		
Current Account	85516813	£17,567.29
Reserve Account	85516822	£27,511.07
Total Bank Accounts		£45,078.36
Cash Book Receipts		
Opening Balance		£27,416.93
Add Receipts		£20,069.78
Less Payments		£2,408.35
Closing Balance as at 30.4.25		£45,078.36

- 17.4 TPC **resolved** to ask the Clerk to write to St Mary the Virgin Church to ask if it wished to apply for a donation towards the churchyard maintenance in 2025/6 and if so to provide details of the 2024/5 churchyard maintenance expenditure.

- 17.5 TPC **resolved** to:

- (a) Warmly thank the Editor of Thornborough News for his report and all his work in the past year.
- (b) Approve the 20056 donation request (£573.18).

- 17.6 TPC **resolved** to ask the Clerk to pay the annual donation of £1,000 to the the Village Hall Trustees.

Action: Clerk to take forward.

- 17.7 TPC **noted** the information provided about the PO Box and the printer.

18 Urgent Matters for Report and/or the Next Agenda

- 18.1 TPC **resolved** to approve the request to allow the 2025 Fun Run to use parish land.

- 18.2 TPC **noted** the information provided by Cllr Taylor about the plans for a forthcoming village event.

19 Date of Next Meeting

- 19.1 Wednesday 18 June 2025, at 7pm, in Thornborough Village Hall.

Meeting closed at: 9.03pm

Chair's signature

Date:

Draft Councillor Responsibilities	
Responsibility	Councillors
Annual Parish Asset Reviews	Cllr Dove with the Clerk
Bank Signatories	Cllrs Lynn Morgan and Mary Taylor
Ecological Biodiversity Project	Cllrs Richard Dove, Lynn Morgan and Mary Taylor
Buckinghamshire Council Liaison Meetings	Cllr Mary Taylor
Consultations	Cllrs Richard Burdon and TBC
Finance Group	Cllrs Richard Dove (Chair), Richard Burdon and Mary Taylor
Flooding	Richard Dove, Lynn Morgan and Mary Taylor
North Bucks Community Board	Cllr Richard Burdon
North Bucks Parishes Planning Consortium (NBPPC)	Cllr Michael Synnott
Pavilion Weekly Inspections	Cllrs Richard Burdon, TBC, Cllr Richard Dove, Michael Synnott and Mary Taylor
Planning	Cllrs Michael Synnott and Mary Taylor
Playground	Cllr Lynn Morgan
Sports Field and Pavilion	Cllr Michael Synnott and Mary Taylor
Thornborough Village Hall Trust	Cllr Lynn Morgan
TPC Facebook Page	Cllr Mary Taylor
Tree Surveys (summer and winter)	Cllrs Dove and Morgan
Village Maintenance	All Councillors

Note: Councillor names are presented in alphabetical order.