

## Thornborough Parish Council (TPC)

### Minutes of the Meeting of the Parish Council on Wednesday 18 February 2026

**Present:** Cllrs Mary Taylor (Chair); Richard Burdon; Lynn Morgan; Michael Synnott.

**In Attendance:** Alison Robinson (Clerk).

#### **1 Apologies for Absence**

1.1 TPC **resolved** to approve the apologies from Cllrs Rupert Bursell and Will Morris.

1.2 TPC **noted** the apologies from Cllr John Chilver, Horwood Ward.

#### **2 Declaration of Interest in Items on the Agenda**

2.1 No interest were declared.

#### **3 Minutes of the Meeting of TPC on 21 January 2026**

3.1 TPC **resolved** to approve the minutes of the meeting on 21 January 2026. The minutes were then signed by the Chair as an accurate record.

#### **4 Public Participation Session**

4.1 No members of the public were present.

#### **5 Thornborough Flood Action Group (TFAG)**

5.1 TPC **noted** the written report prepared on behalf of TFAG by Cllr Morgan and that she had recently had a useful meeting with the Buckingham Flood Action Group.

5.2 TPC **resolved** to use Thornborough eNews to advertise for resident(s) to join TFAG.

#### **6 The Pavilion**

6.1 Cllr Taylor tabled a summary of the initial quotes and explained more work was needed to develop firm proposals for TPC approval.

6.2 TPC **noted** that Thornborough Cricket Club (TCC) was planning to submit a grant application to the English Cricket Board (ECB) to improve the facilities at the Pavilion. Discussions were already underway with the Chair of TCC. Meanwhile, Cllr Synnott had been tasked with identifying grant giving bodies for TPC.

**Action:** Cllrs Bursell, Synnott and Taylor to take forward.

#### **7 Annual Parish Assembly (APA) 8 April, 7.30pm, TVH<sup>1</sup>**

7.1 TPC discussed to the arrangements and format for the APA.

7.2 TPC **noted:**

- (a) Cllrs Morgan and Taylor would prepare the draft programme for approval at the next TPC meeting.
- (b) Any further suggestions for inclusion in the TPC annual report should be sent to Cllr Taylor.
- (c) All TPC councillors were asked to attend the APA and to ensure they arrived by 6.30pm at the latest to help with the set-up.
- (d) Cllr Morgan would arrange the external speakers and invite various flood related visitors external to the parish.
- (e) The Clerk would do the community group/organisations admin, attend the APA to write the minutes/report and would publish the APA outputs.

**Action:** Cllrs Morgan and Taylor with the Clerk.

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<sup>1</sup> Thornborough Village Hall.

## Thornborough Parish Council (TPC)

### 8 Annual Activity Schedule

#### 8.1 TPC noted:

- (a) The activities scheduled for January 2026 had been completed. The activities scheduled for February 2026 had either been completed or were in progress.
- (b) Cllr Burdon would take responsibility for switching the water back on at the Pavilion and Allotments when required.
- (c) The draft annual schedule for 1 April 2026 to 31 March 2027 would be presented for discussion and approval by TPC at its March meeting.

**Action:** Clerk to take forward.

### 9 Environment and Facilities

#### Annual Asset Review and 2026/7 Maintenance Priorities

- 9.1 TPC **resolved** not to progress raising the ground level around the Mery Allen Memorial Bench at this time and instead to paint the protruding tree roots to warn residents of the potential trip hazard.

**Action:** Cllrs Morgan and Taylor.

#### Tree Survey

- 9.2 TPC **resolved**:

- (a) To ask Cllr Morgan to follow up on the indicative quotes for the work required to 'hawthorn. 3' and the willow by the pond.
- (b) To minute its gratitude to the resident who regularly pruned the dole tree.

**Action:** (a) Cllr Morgan.

#### Allotments

- 9.3 TPC **noted** there was a recent change of plot holder for plot 7B.

#### Playground

- 9.4 Cllr Morgan provided an oral report and expressed concern about the high quote from RPM<sup>2</sup> for repairs to the slide and multi-unit glider.

- 9.5 TPC **resolved** ask Cllr Morgan to contact RPM about the feasibility of the repairs being undertaken at the same time as the March operational inspection.

**Action:** Cllr Morgan to take forward.

#### Sports Field and Pavilion

- 9.6 TPC **resolved** to approve the Chair of TCC's request for permission to fulfil the Cherwell Cricket League requirement for clubs to have a clock that was visible from the pitch.

- 9.7 TPC **noted** the work to clear the Sports Field stream was scheduled for next week.

#### Village Pond and Ecological Biodiversity Project

- 9.8 TPC **resolved** to minute its thanks to the resident who had undertaken the work required to improve the installation of the bench by the pond.

#### Thornborough Village Hall

- 9.9 There was currently nothing to report.

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<sup>2</sup> Reids Playground Maintenance Ltd – the company that undertakes the quarterly operational inspections.

## Thornborough Parish Council (TPC)

### 10 Finance Report

10.1 TPC **noted** there were no receipts in January.

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

Date	Recipient	Description	Amount
20.1.26	Valda Energy	Pavilion electricity	£35.56
22.1.26	Valda Energy	Streetlighting	£6.68
22.1.26	Valda Energy	Streetlight	£142.51
22.1.26	ICO	Registration	£47.00
30.1.26	HMRC	PAYE December	£167.20
30.1.26	Clerk	Salary December	£668.96
30.1.26	UTB	December service charge	£6.00
<b>Total</b>			<b>£2,194.61</b>

10.3 TPC **noted** the financial position on 31 January 2026:

<b>Bank Statement Balance as at 31.1.26</b>		
Nat West Current Account <b>closed Jan 2026</b>	85516813	£0.00
UTB Current Account	20538950	£10,602.98
UTB Reserve Account	20538963	£27,779.06
<b>Total Bank Accounts</b>		<b>£38,382.04</b>
<b>Cash Book Receipts</b>		
Opening Balance		£40,576.65
Add Receipts		£0.00
Less Payments		£2,194.61
Closing Balance as at 31.1.26		<b>£38,382.04</b>

10.4 TPC **noted** the transfer of both the current and reserve accounts to Unity Trust Bank had now been completed.

### 11 Planning

**PL/26/00382/FA Palmers Moor, Thornborough, Buckinghamshire, MK18 2HP. Demolition of an existing rear conservatory and the construction of a replacement single storey rear extension incorporating alterations to the facade and replacement of the roof of an existing boot room single storey rear extension**

11.1 TPC **resolved** to ask Cllrs Burdon, Synnott and Taylor to prepare a draft response to the planning consultation<sup>3</sup> for approval by TPC.

**Action:** Cllrs Burdon, Synnott and Taylor to take forward with the Clerk.

11.2 TPC **noted** the ongoing planning matters report.

11.3 TPC **resolved:**

- (a) To ask Cllr Burdon to prepare a draft response to the Buckinghamshire Council consultation following publication of the site survey for approval by TPC [Local Plan for Buckinghamshire sites survey - Your Voice Bucks - Citizen Space](#)
- (b) To use the TPC Facebook page and Thornborough eNews to encourage residents to submit responses to the consultation – the consultation would close on 16 March 2026.

**Action:** Cllr Burdon to prepare draft response, Clerk to circulate for approval, Cllr Taylor to do the TPC Facebook page and Thornborough eNews posts.

<sup>3</sup> Received on the day of the TPC meeting with a deadline of 11 March 2026.

## Thornborough Parish Council (TPC)

### 12 Clerk/Responsible Financial Officer (RFO) Recruitment

- 12.1 Cllr Burdon reported on the interest he had received from the recruitment ad.
- 12.2 The meeting of the Finance Group arranged for 3 March was deferred until 9 March at Cllr Bursell's request.

### 13 Councillor Specific Responsibilities

- 13.1 TPC **resolved** to approve the updated document subject to the addition of Cllr Taylor for future tree surveys<sup>4</sup>.

### 14 Assertion 10 – Publication Scheme

- 14.1 TPC **resolved** to approve the ICO Publication Scheme:

[ICO Model Publication Scheme.pdf](#)

**Action:** Clerk to take forward.

### 15 Assertion 10 – IT Policy

- 15.1 This item was deferred until the March meeting of TPC.

**Action:** Clerk to circulate the 'lite' IT policy prepared for BMKALC<sup>5</sup> by Cloudy IT.

### 16 Public Participation Guidance

- 16.1 TPC **resolved** to approve the draft document subject to:

- (a) Moving what was the fourth paragraph to become the second paragraph.
- (b) Revising the current reference to TPC's Standing Orders to make it less official sounding.
- (c) Revising paragraph 3 to read [...] A short period ~~maybe~~ is set aside [...].

**Action:** Cllr Taylor to finalise the document for Clerk to take forward – this would include publishing a version of the guidance on the TPC noticeboard and website.

### 17 Donations Policy

- 17.1 TPC **resolved** to approve the updated policy: [Donations Policy.pdf](#).

**Action:** Clerk to take forward.

### 18 Buckinghamshire Council

- 18.1 TPC **resolved** to ask the Clerk to write Cllr Chilver to express its concerns about the Leckhampstead Road and the ford in Back Street both of which had suffered further because of the recent flooding.

**Action:** Clerk to take forward.

### 19 North Buckinghamshire Community Board (NBCB)

- 19.1 Cllr Burdon confirmed he would be attending the next NBCB on 17 March 2026.

### 20 Urgent Matters for Report and/or the Next Agenda

- 20.1 TPC **resolved** to ask the Clerk to respond to the resident who had written expressing concern about the damaged High Street verges to explain, whilst TPC shared the concerns, it did not have the powers to stop residents/contractors parking on the verges or instruct residents to make good the damaged verges.

**Action:** Clerk to write to resident with advice about how to raise these matters with Buckinghamshire Council's Highways Department.

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<sup>4</sup> [Cllr Specific Responsibilities February 2026.pdf](#).

<sup>5</sup> Buckinghamshire and Milton Keynes Association of Local Councils.

**Thornborough Parish Council (TPC)**

**21 Date of Next Meeting**

21.1 Wednesday 18 March 2026, at 7pm, in Thornborough Village Hall.

**Meeting closed at:** 8.40pm

**Chair's signature**

**Date:**