

Thornborough Parish Council (TPC)

Minutes of the Annual Meeting of the Parish Council on Wednesday 20 May 2026

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

In Attendance: Alison Robinson (Clerk) and one member of the public.

1 Nomination and Acceptance of the Chair

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

1.2 Cllr Taylor confirmed her acceptance.

2 Nomination and Acceptance of the Vice Chair

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

3 Apologies for Absence

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

3.2 TPC **noted** Cllr John Chilver had also sent his apologies because he was attending the annual meeting of Buckinghamshire Council.

4 Declaration of Interest in Items on the Agenda

4.1 No interests were declared.

5 Minutes of the Meeting of TPC on 18 March 2026

5.1 TPC **resolved** to approve the minutes of the meeting on 18 March 2026. The Chair then signed the minutes as an accurate record.

6 Public Participation Session

6.1 No matters were raised.

7 Governance Matters

7.1 TPC **resolved** to approve the Standing Orders for readoption.

7.2 TPC **resolved** to approve the Financial Regulations for readoption.

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

7.4 TPC **resolved** to approve the Councillor Specific Responsibilities subject combining the Ecological Biodiversity Project and the Village Pond. A new rota for the Pavilion weekly inspections would be provided shortly.

7.5 TPC **noted** the document and policy review work undertaken in preparation for the handover to the new clerk.

Action: Clerk to take forward and complete by 31 May 2026.

8 Internal Audit Financial Year 2025/6

8.1 TPC **noted** the Internal Audit Report again gave the parish council a clean bill of health for both governance and financial management. Cllr Burdon said it was an excellent report and thanked the Clerk.

8.2 TPC **resolved** to approve the 2025/6 Annual Governance Statement.

8.3 TPC **resolved** to approve the 2025/6 Annual Accounting Statement.

Action: Clerk to publish and submit for external audit by 31 May 2026.

8.4 TPC **noted** the arrangements for the 2026 Exercise of Public Rights.

Action: Clerk to publish on 2 June 2026.

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9 Thornborough Flood Action Group

9.1 TPC **resolved** to approve:

- (a) The change of acronym from TFAG to TFLAG.
- (b) The appointment of a Riparian Officer in due course.
- (c) Suggest the Thornborough and Thornton WI invites the Buckinghamshire Council Resilience Team to attend one of its meetings.
- (d) Follow up with residents who expressed interest at the recent fete in working on resilience.
- (e) To thank Cllr Morgan for her considerable work and achievements to date.

Action: Cllr Morgan to take forward.

10 The Sports Pavilion

10.1 TPC **noted** the oral report provided by Cllr Taylor:

- (a) The asbestos survey reported had confirmed the presence of asbestos in the Pavilion ridge tiles – there was no asbestos in roof tiles.
- (b) Cllr Taylor would continue to seek quotes from licenced specialists for the removal and disposal of the ridge tiles for further discussion by TPC at its next meeting.

Action: Cllr Taylor to take forward.

11 Annual Activity Schedule

11.1 TPC **noted:**

- (a) All the activities scheduled for March and April had been completed.
- (b) The activities scheduled for May and June.
- (c) The Clerk's actions for May would be completed before the new appointee started on 1 June.
- (d) It would be helpful if councillors could 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.

Action: Clerk to complete actions for May and prepare draft for next meeting before handover/retirement.

12 Environment and Facilities

Tree Survey Report

12.1 Cllr Morgan provided an oral report.

12.2 TPC **resolved** to approve:

- (a) The quote (£205) for lowering the crown of the 'leaning tree'.
- (b) To seek a quote from the same contractor to remove the willow tree by the pond.

Action: Cllrs Morgan and Taylor to take forward.

Allotments

12.3 TPC **noted:**

- (a) The water infrastructure has been repaired.
- (b) The plot holders received their 2026/7 licences on 1 April. All fees were paid and the signed licences returned before the end of that month.

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Playground

12.4 TPC **resolved**:

- (a) To continue to monitor the low risks identified by the latest quarterly operational inspection by Reids Playground Maintenance Ltd (RPM) and to accept the offer from the experienced resident who had volunteered to complete the work when needed.
- (b) To write to RPM to explain that the manufacturer and installer had advised that slide fitting problem was normal and just needed to be monitored – there was no need for replacement parts.
- (c) To ask the storage provider if the five buckets of surface mulch /mix could be stored with the archive filing.
- (d) To arrange a work party to clean the Playground equipment and surface.

Action: Cllr Morgan to take forward. For (b) Cllr Morgan would provide the draft text for the Clerk to write to RPM.

Sports Field and Pavilion

12.5 TPC **resolved**:

- (a) To ask the Clerk to write to the Chair of Thornborough Cricket Club to remind him about condition 8 of the hire agreement.
- (b) To accept Cllr Burdon's offer to recheck whether the mouse problem had now been successfully dealt with.
- (c) To continue to monitor the outdoor play exercise equipment.

Action: (a) Clerk before 31 May 2026, (b) Cllr Burdon, (c) Cllr Taylor.

Village Pond and Ecological Biodiversity Project

12.6 TPC **noted** the written report provided by Cllr Morgan.

Thornborough Village Hall

12.7 TPC **noted** there was currently nothing to report.

Work Parties

12.8 Cllr Morgan said she would work with Cllr Taylor develop a programme of work party dates for the residents who were keen to volunteer to help with the various project/asset related activities.

Action: Cllrs Morgan and Taylor.

13 Planning

PL/26/02197/FA: Green Acres, Hatchet Leys Lane, Thornborough, MK18 2BU Front, rear and roof extensions with dormer windows, associated internal and external facilities (amendment to planning permission ref: 25/01600/APP).

13.1 TPC **resolved** to confirm it had no objection.

Action: Clerk to respond to the planning consultation.

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

13.3 TPC **resolved**, in view of residents' concerns, to ask the Clerk to write to Cllr Chilver:

- (a) To enquire whether Buckinghamshire Council intended to mount a legal challenge to the decision to uphold appeal **APP/J0405/W/25/3376887** as suggested by the resident who had written to him.
- (b) To express concern about the apparent slow progress in resolving Planning Enforcement **EN/26/00170/COU**.

Action: Clerk to write to Cllr Chilver.

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14 Finance Report

- 14.1 TPC **noted** the receipts for March and April – as recorded in the **Appendix** to these minutes, pages 5 and 6.
- 14.2 TPC **resolved** to approve the payments for March and April - see **Appendix**.
- 14.3 TPC **noted** the financial position on 31 March and 30 April 2026 – see **Appendix**.
- 14.4 TPC **resolved** to:
- (a) Warmly thank the Editor of Thornborough News for his report and all his work.
 - (b) Approve the 2026/76 donation request (£773).
- 14.5 TPC **resolved** to ask the Clerk to pay the annual donation of £1,000 to the the Village Hall Trustees.
- 14.6 TPC **noted** in February 2027 St Mary's Church would be invited to apply for a retrospective donation (£300 annual cap) *towards* the cost of churchyard maintenance in financial year 2026/7.
- Action:** Clerk to take forward.

15 Buckinghamshire Council

- 15.1 Cllr Taylor talked about the recent village walkaround she and Cllr Morgan had undertaken with the new Buckinghamshire Council Highways Inspector. TPC should further investigate the anticipated change in legislation related to front gardens being 'hard-surfaced' to provide off-road parking.

16 North Bucks Community Board (NBCB)

- 16.1 Cllr Burdon confirmed there was nothing to report.

17 Urgent Matters for Report and/or the Next Agenda

- 17.1 It was the final meeting for the Clerk before she retired at the end of the month – the Chair warmly thanked her on behalf of TPC for her commitment and work over the past seven years.

18 Date of Next Meeting

- 18.1 Wednesday 17 June 2026, at 7pm, in Thornborough Village Hall.

Meeting closed at: 8.07 pm

Chair's signature

Date:

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APPENDIX

Thornborough Parish Council Finance Report for Meeting on 20 May 2026

Receipts March and April 2026

Date	Received From	Description	Amount
13.3.26	Bucks Council	Dog Waste Service Invoice correction	£72.00
31.3.26	UTB	Reserve interest Q4	£143.27
Total			£215.27

Date	Received From	Description	Amount
1.4.26	Plot holder	Plot 9A fee	£25.00
1.4.25	Plot holder	Plot 9B fee	£25.00
1.4.26	Plot holder	Plot 5B fee	£25.00
2.4.26	Plot holder	Plot 7B fee	£25.00
2.4.26	Plot holder	Plots 4&5A fees	£75.00
7.4.26	Plot holder	Plot 2B fee	£25.00
7.4.26	TBC APO	Plot 6 fee	£50.00
9.4.26	Plot holder	Plot 8B fee	£25.00
15.4.26	HMRC	VAT recovery financial year 2025/6	£2,374.38
15.4.26	TCC	Rent 2026 Q1&2	£732.00
16.4.26	Plot holder	Plot 1 fee	£50.00
17.4.26	Bucks Council	Precept first instalment	£17,585.00
17.4.26	Plot holder	Plot 2A fee	£25.00
17.4.26	Plot holder	Plot 7A fee	£25.00
22.4.26	Plot holder	Plots 8A&10 fees	£75.00
28.4.26	Plot holder	Plot 3 fee	£50.00
Totals			£21,191.38

Payments March 2026

Date	Recipient	Description	Amount
1.4.25	Storage Provider	Storage	£15.00
7.4.25	NBPPC	Annual subscription	£20.00
7.4.25	RPM Ltd	Quarterly operational inspections	£300.00
2.3.26	Storage Provider	Storage	£15.00
2.3.26	BMKALC	Local Councils Explained	£27.00
5.3.26	Theo Gray	IT support	£17.50
9.3.26	Local Landscapes	SF Stream	£1,300.00
17.3.26	Clerk	Accident Book	£4.79
20.3.26	Valda Energy	Streetlighting	£103.82
20.3.26	Valda Energy	Pavilion electricity	£36.33
20.3.26	MJ Madkins Ltd	SF Stream	£1,620.00
26.3.26	RPM Ltd	Quarterly Operational Inspections	£336.00
26.3.26	BMKALC	Training	£50.00
31.3.26	HMRC	PAYE	£352.40
31.3.26	Clerk	Salary March, WFHA, additional hours	£1,181.68
31.3.26	UTB	March service charge	£7.00
Total			£5,051.52

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Payments April 2026

Date	Recipient	Description	Amount
1.4.26	Storage Provider	Archive storage	£15.00
1.4.26	Reid & Co Ltd	Payroll services	£240.00
1.4.26	Clerk	Mileage claim	£96.12
2.4.26	NBPPC	Annual subscription	£20.00
9.4.26	Clerk	Payroll error correction	£62.40
02/01/00	Valada Energy	Pavilion electricity	£38.18
20.4.26	Valada Energy	Streetlighting	£99.35
20.4.26	Unity Trust Bank	Fee	£7.00
Total			£578.05

Financial Position on 31 March and 30 April 2026

Bank Statement Balance as at 31.3.26		
UTB Current Account	20538950	£4,032.58
UTB Reserve Account	20538963	£27,922.33
Total Bank Accounts		£31,954.91
Cash Book Receipts		
Opening Balance		£36,791.16
Add Receipts		£215.27
Less Payments		£5,051.52
Closing Balance as at 31.3.26		£31,954.91

Bank Statement Balance as at 30.4.26		
Current Account	85516813	£24,645.91
Reserve Account	85516822	£27,922.33
Total Bank Accounts		£52,568.24
Cash Book Receipts		
Opening Balance		£31,954.91
Add Receipts		£21,191.38
Less Payments		£578.05
Closing Balance as at 30.4.26		£52,568.24