

LOCAL GOVERNMENT ACT 1972

Thornborough Parish Council (TPC)

Minutes of the Meeting of the Parish Council on Wednesday 16 September 2026

Present: Cllrs Mary Taylor (Chair); Richard Burdon; Will Morris.

In Attendance: Olivia Griffiths (Clerk)

1 Apologies for Absence

- 1.1 TPC **resolved** to accept apologies from Cllrs Morgan and Bursell and **noted** apologies received from Cllr Chilver.

2 Declaration of Interest in Items on the Agenda

- 2.1 No interests were declared.

3 Minutes of the Parish Council Meeting on 15 July 2026

- 3.1 TPC **resolved** to approve the minutes of the meeting on 15 July 2026. The minutes were then signed by the Chair as an accurate record.

4 Public Participation Session

Members of the public may raise subjects they wish to bring to the attention of the parish council. Decisions cannot be made at this meeting on items not on the agenda. The time will be restricted to ten minutes unless the parish council decides otherwise.

- 4.1 No members of the public in attendance.

5 Thornborough Flood Action Group

- 5.1 Cllr Morgan provided a written report for the meeting, covering the key areas that Thornborough Flood Action Group have been working on. These include working with Natural Flood Management, stream walks, discussions with riparian owners, liaison with Buckinghamshire Highways regarding drains and clearance of bullrushes in the pond. Thornborough Flood Action Group are also working on an Emergency Community Plan and reported new interest of residents to support the group. Full report attached as **Appendix 1**.

Action: Cllr Morgan to take forward.

6 The Sports Pavilion

- 6.1 Work has concluded on the Pavilion to replace the ridge tiles, clear moss from the roof and cleaning of the gutters, total cost of £6250. TPC **noted** the contractor worked well and a good standard of work completed. TPC **noted** this contractor should be consulted for quotes for any future appropriate work.

Action: Cllr Taylor to take forward.

7 Annual Activity Schedule

- 7.1 TPC **noted** all scheduled activities for July and August were completed.
7.2 TPC considered the scheduled activities for September and October.

Action: Clerk to take forward.

8 Environment and Facilities

Tree Survey

- 8.1 Cllr Morgan provided written update, survey to take place in the Autumn.

Action: Cllr Morgan to take forward.

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Allotments

8.2 Clerk reported no issues. Query raised regarding hedge trimming. Clerk to confirm previous arrangement regarding hedge trimming schedule and liaise with appropriate resident for discussion.

Action: Clerk to take forward.

Playground

8.3 Cllr Morgan provided written report, which confirmed the playground has been weeded over the summer and that a resident in the village is supporting with supplying a mechanism to slow the entry gate. This has been raised through the playground inspections reports and whilst low risk on the report TPC are seeking to resolve this issue. The playground inspections reported the flooring of the playground is not a cause for concern at this time and will continue to be inspected.

Action: Cllr Morgan to take forward.

Sports Field and Pavilion

8.4 Work on the Pavilion to replace the ridge tiles, clear roof of moss and clear gutters is now complete.

8.5 TPC **resolved** to establish a subgroup to work on considerations needed for the Pavilion. These include establishing rent for TCC, hire agreements and user expectations, utility fees, maintenance, considerations to new rentals/usage over the winter months and longer-term projects/refurbishment goals.

8.6 TPC discussed quote from KOMPAN, the manufacturers of the exercise equipment at the Sports Field to break out and reset a loose pole as identified in the playground inspection report.

8.7 TPC **resolved** to accept this quote of £936 including VAT.

8.8 TPC discussed Hemlock at the Sports Field, and considered options, such as spraying, cutting and sowing wildflowers to reduce prevalence of Hemlock. TPC to gather more information regarding the sowing of wildflowers and will discuss at the next meeting.

Action: Sub-group to be established, including Cllr Taylor, Cllr Morgan and Clerk to take forward

Clerk to contact KOMPAN and arrange work to be completed.

Cllr Morris to present an action plan at the next TPC meeting as to how the edges of the sports field will be managed throughout the year to deter hemlock and encourage wildflowers.

Village Pond and Ecological Biodiversity Project

8.9 Written report provided by Cllr Morgan. The recent drought made way for work to be completed at the pond, to remove the bullrush which had started last year. The bullrush had potential to cause blockages, and so removal was completed to reduce this likelihood.

8.10 TPC **resolved** £2250 for this work.

8.11 Cllr Morgan written report commented that biodiversity has been affected by the lack of rain and heat waves, ongoing monitoring of this and commitment to aiding wildlife continues.

Action: Cllr Morgan to take forward.

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Thornborough Village Hall

8.12 No updates from Cllr Morgan for this meeting.

Action: Cllr Morgan to take forward.

9 Village Hall Parking

9.1 TPC have been informed that the parking area near to the Village Hall requires refurbishment. TPC considered that joint working with the Village Hall Committee would be beneficial.

Action: Clerk to obtain quotes for this area to be refurbished. Clerk to look explore any available grants that may support this work and to liaise with Village Hall Committee for joint working.

10 Village Events Policy

10.1 A draft Village Events Policy was discussed. TPC **resolved** a Village Events Policy would be beneficial so all residents are aware of how these can be arranged and the documentation required to hold events on Parish Council owned land.

10.2 TPC **resolved** this document will be published on the TPC website.

Action: Clerk to circulate draft for approval and upload to TPC website.

11 Fundraising and Grants

11.1 TPC discussed fundraising and grants to support with funding upcoming projects such as refurbishment of the Pavilion and car parking at the Village Hall.

11.2 TPC **noted** the new Solar Farm may offer grants to the local community, and that residents may have expertise to support with grant applications. TPC also discussed community grants through local supermarkets once projects were established and being planned.

Action: Clerk to contact resident who may have expertise in this area. Clerk to continue to explore funding and grants to support with projects and to report back any developments to TPC.

12 Village Welcome Pack

12.1 TPC discussed that through recent work parties a number of new residents have made contact and are willing to support with works, especially regarding flood management. TPC discussed that as there are several new residents in the village, a Welcome Pack may be a useful resource to share and welcome people to the village. This could include a range of information.

12.2 TPC **resolved** to create a Welcome Pack.

Action: Clerk to discuss with new residents the type of information that would be useful to include. Clerk to create a draft Welcome Pack and circulate to Cllrs for approval.

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13 Planning

(a) New Planning Applications

PL/26/05398/FA Alteration of existing track. Consultation deadline 14th August 2026, considered out of Parish Council meeting due to timescales. No comment raised.

13.1 TPC **noted** this was discussed out of the meeting due to consultation and that TPC **resolved** to make no comment.

PL/26/06806/VRC Removal of condition 10 (HMMP - Habitat Management Monitoring Plan) attached to planning permission PL/25/3680/FA (Erection of a single-storey dwellinghouse and associated landscaping following the demolition of a single storey dwelling and outbuilding). Consultation deadline 17th September 2026.

13.2 TPC **resolved** to make no comment on this application.

Ongoing Planning Matters Report

13.3 TPC **noted** the on-going matters report.

13.4 TPC discussed a resident's comments regarding planning relevant to Thornborough and **resolved** to add the On-going Planning Matters Report as part of the minutes in **Appendix 2**.

Any Other Planning Matters of Relevance to Thornborough

13.4 No other matters discussed.

14 Finance Report

14.1 TPC **noted** the receipts for July and August – as recorded in the **Appendix 3** to these minutes, page 8 and 9.

14.2 TPC **resolved** to approve the payments for July and August as recorded in the **Appendix 3** to these minutes, page 8 and 9.

14.3 TPC **noted** the financial position on 30 August 2026.

14.4 TPC **noted** the external auditors report and certificate, and that an 'Other Matter' was raised in relation the external auditors address and contact number to ensure these are correct for the 2026-2027 audit.

14.5 TPC **noted** Auditing Solutions Limited have sent a Letter of Engagement and that they are independent to the decision-making process for the audit.

14.6 TPC **resolved** to approve the appointment of the current internal auditor, Auditing Solutions Limited for the next audit.

14.7 TPC **resolved** to approve the Insurance Renewal Policy with Clear Council, total cost of premium £1123.31 for 2026-2027.

15 Finance Group Report

15.1 Cllr Burdon shared the Finance Group report.

15.2 TPC **resolved** to put out a tender for three years for the grass cutting schedule.

15.3 TPC **resolved** to agree to an annual price increase based on annual inflation, with agreement that if fuel costs rise significantly more than this that there would be a discussion regarding agreed price.

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Action: Clerk to put grass cutting schedule out for a three-year tender agreement with annual price increase based on annual inflation.

16 Buckinghamshire Council

16.1 No updates received at the meeting.

17 North Bucks Community Board (NBCB)

17.1 No updates received at the meeting.

18 Urgent Matters for Report and/or the Next Agenda

18.1 TPC have received email correspondence relating to an image used in a TNews Edition and copyright. TPC **noted** this image and edition has now been removed. TPC **resolved** to inform the company of this.

18.2 TPC discussed the Thornborough domain renewal.

18.3 TPC **resolved** to purchase the domain for 10 years as this is the most cost effective.

18.4 TPC discussed bins near roadsides and that Buckinghamshire Council website states for bins to be removed from roadsides outside of bin collection days.

Action: Clerk to contact company regarding image. Clerk to arrange domain purchase for ten years.

Cllr Taylor to discuss with resident about bins.

19 Date of Next Meeting

Wednesday 21st October, at 7pm, Thornborough Village Hall

Meeting closed: 7.49pm

Thornborough Flood Action Group Report

Thornborough Flood Action Group continues to drive a range of issues:

- **Working with Natural Flood Management** in conjunction with Buckinghamshire Flood Management Team, the Freshwater Habitats Trust and Landowners on the outlying sections of the Village streams (Tonne Brook that comes into Bridge St and Thorn Brook that joins the Tonne in the village), Bucks Council have been successful in a funding bid to take one of the NFM options in Thornborough to the next stage., They are currently waiting for the confirmation letter from the Environmental Agency. More details to follow.
- **Ensuring that Riparian owners implement their responsibilities.** We took the opportunity while water levels were very low, to walk the streams within the village boundaries on 2 evenings in August with willing volunteers. The aim was to check for any potential blockages that might hold up flows of water, resulting in flooding. We are pleased to report that most owners have been able to clear any vegetation causing concern. It was good to have support for these stream walks and interest from new residents.
The outcome of the stream walks required a further group of volunteers with a chain saw, other saws, clippers and waders to assist in stream clearance where large branches needed to be removed.
Meetings have taken place with a few Riparian owners to advise as to what is required in specific areas of the stream.
- **Monitoring work and effectiveness of external agencies.**
We believe that the Highways Dept have cleared all drains ready for the winter rains. We are also informed that it is also planned to dig up and replace broken drains (By the Two Brewers and in High St after the Pond) and have requested to be kept up to date.
As you are aware, both bridges at Lower End have been cleared of all silt build up to ensure that once the rains heavy return that the water leaves the village quickly. Contractors have removed all the large rushes that were beginning to take over and block the Pond.
- We are starting on developing an **Emergency Community Plan** for the village and are very pleased to receive offers of support from residents particularly those new to the village.
- We are delighted to report that our core of willing helpers is growing with well attended work groups and offers of support. **New blood assisting the Thornborough Flood Action Group is much appreciated!**

Thornborough Parish Council (TPC)

Ongoing Planning Matters

Introduction

The purpose of this document is to keep track of planning matters and ensure TPC receives updated information as and when individual planning applications are dealt with. The log covers the planning applications dealt by TPC where an outcome is awaited and/or the outcome has not yet been reported. New applications are initially added to TPC Agenda and moved to this document once noted at the TPC meetings. These are organised in month order, with the most recent appearing first. Applications are deleted from the log after the outcome is reported to TPC. The final section of this report provides link to Buckinghamshire Council Planning Portal.

Updated information is provided in **red**.

July 2026

PL/26/04945/FA Land To The North Of Nash Road, Thornborough, Buckinghamshire. Proposal: Creation of an agricultural field access onto Nash Road, including vehicular crossover, bound access surface and agricultural gate. **No updates on Bucks Portal- update added by Clerk 8.9.26**

June 2026

PL/26/04475/FA Land at Colmar Grange Thornborough Buckinghamshire.
Full planning application for the erection of two single-storey dwellings (Use Class C3), associated parking and upgraded access **No updates on Bucks Portal- update added by Clerk 8.9.26**

April 2026 (delegated authority)

PL/26/01194/FA The Leys, Hatchet Leys Lane, Thornborough, MK18 2BU
Demolition of existing single storey extension, erection of part two storey / part single extension at southwest end and associated internal remodelling. TPC no objection. **Application approved- update added by Clerk 28.08.2026**

March 2026

Planning Enforcement EN/26/00170/COU Land North of, Bletchley Road, Thornborough
Alleged change of use of land to residential through siting of a caravan for residential purposes.

Highways or Enforcement will take up once legal advice provided. Clerk contacted Cllr Chilver 28.8.26 asking if any further updates available.

June 2023 Meeting

23/01455/APP Land Adjacent The New Inn, High Street, MK18 2DF.
Change of use of land and proposed no.4 shepherds' huts for holiday lets. TPC objected.
Awaiting decision.
Refused

Buckinghamshire Planning Portal Link

[Simple Search.](#)

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Appendix 3

Thornborough Parish Council Finance Report for Meeting on 16 September 2026

Receipts July 2026

Date	Received From	Description	Other Income
31.7.26			£0.00
Total			£0.00

Payments July 2026

1.7.26	Clerk	TPC Mobile Phone	£5.00
1.7.26	Storage Provider	Storage	£15.00
13.7.26	Cartwright Landscapes Ltd	Grass Cutting and groundworks June	£611.88
20.7.26	Valda Energy	Streetlighting	£76.01
20.7.26	Valda Energy	Sports Field and Pavilion electricity	£80.19
23.7.26	HMRC	July PAYE	£87.60
23.7.26	Former Clerk	Filing Cabinet	£15.00
31.7.26	Clerk	July Salary	£683.04
31.7.26	Unity Trust Bank	Fee	£7.00
Total			£1,580.72

Financial Position on 31 July 2026

Bank Statement Balance as at 31.7.26		
Current Account	85516813	£8,014.86
Reserve Account	85516822	£32,624.30
Total Bank Accounts		£40,639.16
Cash Book Receipts		
Opening Balance		£42,219.88
Add Receipts		£0.00
Less Payments		£1,580.72
Closing Balance as at 31.7.26		£40,639.16

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Appendix 3

Receipts August 2026

Date	Received From	Description	Other Income	Precept	Check
31.08.26			£0.00		0
Total			£0.00		0

Payments August 2026

03.08.26	SO	Clerk	TPC Mobile Phone	£5.00
03.08.26	SO	Storage Provider	Storage	£15.00
20.08.26	DD	Valda Energy	Sports Field and Pavilion electricity	£76.58
20.08.26	DD	Valda Energy	Streetlighting	£81.53
28.08.26	BACS	PKF Littlejohn LLP	External Audit	£252.00
28.08.26	BACS	HMRC	August PAYE	£137.40
28.08.26	BACS	Clerk	August Salary	£633.24
28.08.26	BACS	Former Clerk	Former Clerk Mileage April-July	£128.04
28.08.26	BACS	Cartwright Landscapes	Grass cutting and groundworks July	£611.88
31.08.26	Fee	Unity Trust Bank	Fee	£7.00
TOTAL				£1,947.67

Financial Position on 31 August 2026

Bank Statement Balance as at 31.8.26		
Current Account	20538950	£6,067.19
Reserve Account	20538963	£32,624.30
Total Bank Accounts		£38,691.49
Cash Book Receipts		
Opening Balance		£40,639.16
Add Receipts		£0.00
Less Payments		£1,947.67
Closing Balance as at 31.8.26		£38,691.49

Miscellaneous

- (1) External Auditor Report and Certificate to be noted by TPC
- (2) Internal Auditor Appointment- Finance Group recommend using current Internal Auditor for 2026/27 Audit.
- (3) Insurance Renewal Policy- 2026/27 renewal document received.