

## MARSH GIBBON PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 12 APRIL 2016

**PRESENT:** Cllrs I Metherell (Chairman), R Cross (RC), P Evershed (PE), D Leonard (DL), J Smith (JS) and E Taylor (ET)

In attendance: C Jackman (Clerk) and 2 members of the public

The meeting commenced at 8pm

1. **APOLOGIES:** Apologies were received from Cllr G Barker (GB)
2. **DECLARATIONS OF INTEREST:** There were no interests declared.
3. **MINUTES OF MEETING HELD 8 MARCH 2016:**  
The minutes of the meeting held on 8 March 2016 were agreed by those present and signed by the Chairman.
4. **MATTERS ARISING**
  - a. **Play Around the Parishes:** A notice is to be put into the August edition of Life Together.  
**Action: Clerk to submit to Life Together**
  - b. **Parish Council Website:** Cllr RC had not been in contact with Sam Underhill.  
**Action: Cllr RC to follow up with Sam Underhill**
  - c. **Railings at Mud Pond:** Cllr DL had spoken to R Howson but it was not known how much the repair would be. Cllr DL was authorised to get the railings repaired up to the value of £100.
  - d. **Community Car Scheme:** Chair and David Hiscock had held a meeting with Amy Hollis from Community Impact Bucks (CIB) to find out more about the Community Car Scheme and how to set up and run such a scheme.  
The first step would be to deliver a questionnaire to every home to identify the people's needs, and to see if there are any potential volunteer drivers.  
Next we would decide whether to proceed - or not.  
There is still funding available to help pay for a survey, advice and set up costs. If we wish to access the funding we need to let Amy Hollis know asap.  
Cllr JS thought that a better bus service would be preferable.  
**Action: Chair to follow up with CIB**
5. **PUBLIC PARTICIPATION:**  
Chair welcomed members of the public. He confirmed that he would add Brenda North to his bulletin distribution list.
6. **GENERAL CORRESPONDENCE:** Items had been circulated via email. The following had been received and were covered where indicated.

	AVDC	From	Subject	Action
i.	22 Mar	Jeannette Baxter, Coordinator, Theatre in the Villages	THEATRE IN THE VILLAGES 2016	Agenda item 9g
ii.	21 Mar	Senior Planning Officer, Forward Plans, Community Fulfilment	Vale of Aylesbury Local Plan (VALP) Issues and Options consultation	To Councillors
iii.	13 Mar	DC Angela Macpherson	Sub Post Office in Marsh Gibbon	Agenda item 6a
vi.	11 March	Planning	16/00798/AGN - MARSH GIBBON – refusal to extend deadline for comment	Noted

v.	9 Mar	Chairman's Office (Event Management)	Invitation to Aylesbury Vale District Council Civic Service	To Chair
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Bucks County Council		From	Subject	Action
i.	29 Mar		MyBucks e-newsletter April 2016	To Councillors
ii.	23 Mar	CC Angela Macpherson	Highway Maintenance Road Treatment Works: Blackthorn Lane, Marsh Gibbon	To Councillors
iii.	23 Mar	Revenue	Remittance Advice for MARSH GIBBON PARISH COUNCIL Reference: 1007913 (1st devolved service payment)	Noted
iv.	22 Mar	CC Angela Macpherson	Road Repairs – Jet patching: Shipton Lee Road 23 Mar and on the Marsh Gibbon to Edgcott Road on 12 April.	To Councillors
v.	21 Mar	Project Support Officer, Strategic Business Planning & Commercial Development, Transport, Economy & Environment	T2 Devolution - Safety Overview	Agenda item 8h
vi.	16 Mar	CC Angela Macpherson	Councillor surgery	To Councillors
vii.	15 Mar	Locality Services Manager Communities, Health & Social Care Business Unit	LAF Survey	To Councillors
viii.	11 Mar	Locality and Communities Manager, Locality Services Team Communities, Health and Social Care	Warden schemes	To Councillors
ix.	10 Mar	HS2 Blueprint Mailbox	HS2 House of Lords Petitioning Kit	To Councillors
x.	4 Apr	Parish Devolution Project Mailbox	Parish Devolution - Safety Overview 1 April	To Councillors
xi.	1 Apr	HS2 Mailbox	HS2 E update	To Councillors
xii.	12 Apr	Estates Officer	Location Asset Strategy Review	Agenda item 6b

  

Association of Local Councils		From	Subject	Action
i.	29 Mar	Secretary, Bucks ALC	Updated Legal Topic Note 39 – Copyright	To Councillors
ii.	21 Mar	AVALC	AVALC - Minutes of the meeting of the Executive on 1st March, 2016	To Councillors
iii.	21 Mar	Sec AVALC	AVALC - a letter from the Chairman	Agenda item
iv.	17 Mar	BMKALC	New Training Opportunity	To Councillors
	30 Mar	BMKALC	Agendas and Minutes Training	
	4 Apr	BMKALC	NALC Updates	To Councillors

  

Others		From	Subject	Action
i.	17 Mar	Mazars	End of year audit papers	Agenda item
ii.	23 Mar	SLCC	e-news letter	Noted
iii.	22 Mar	Projects Officer – Communities Community Impact Bucks	Community car scheme	Agenda item 4d
iv.	18 Mar	Barry Wakling	Street Light in West Edge	Agenda item 11
v.	17 Mar	Zurich Insurance	YLL-2720428473 - Marsh Gibbon Parish Council - Insurance Renewal	Agenda item 9f
vi.	16 Mar	Zurich Insurance	New claim for damage to street lights - West Edge	Agenda item 11
	16 Mar	Zurich Insurance	Our Reference : 27160000190 Rectory Close light	Agenda item 11
	16 Mar	SLCC	News Bulletin - 15th March 2016	Noted
	14 Mar	R-T-M Landscapes	Marsh Gibbon Works Programme 2016	To Councillors
	14 Mar	R-T-M Landscapes	SafeContractor Accreditation	To Councillors

	30 Mar	UK Power Networks	UK Power Networks: Priority Service Register & energy efficiency advice leaflet	To Councillors
	10 Mar	Rev David Hiscock	Cemetery continues to look very well kept	To Councillors
	9 Mar	Gillian Plumb	Parish Magazine book dated 1894	Agenda item 9i
	5 Apr	SLCC	News Bulletin - 5th April 2016	Noted

Sent items		To	Subject	Action
i.	14 Mar	Mr Geoffrey Plumb	Thank you for village magazine	Agenda item 9i
ii.	18 Mar	E.on	Request to repair street light in Rectory Close	Agenda item 11
	10 Mar	TfB	Block roadside drains	

6a Chair read an email from AVDC responding to the possibility of the change of use to residential of Marsh Gibbon shop and what would happen to the Post Office. Chair read a Citizens Advice clarification that The Post Office is obliged to inform Councils of any change of use.

**Action: Clerk to enquire with Swanbourne Post Office, who supply an itinerant service to Twyford, if they would cover Marsh Gibbon should the need arise.**

6b The Parish Council does not own any property.

**Action: Clerk to inform BCC**

## 7. PLANNING CORRESPONDENCE:

a) **Applications** – to review applications, decisions and correspondence and give responses.

A Planning Meeting was held on Monday 4 April and the draft minutes are attached at Appendix 1.

### AVDC approved application

#### 16/00428/APP - MARSH GIBBON

Dropped kerb (Change of use of Land) - 20 Millfield Close, Marsh Gibbon OX27 0HR.

Applicant: Mr Tim Hugill

## 8. Bucks County Council Devolution of Services

a) Urban grass cutting: nothing to report.

b) Hedging: nothing to report.

c) Siding out: nothing to report.

d) Rights of Way: nothing to report.

e) Weed killing: nothing to report.

f) Maintenance: nothing to report.

g) Complaints: nothing to report.

h) Safety Overview Meeting – 1 April 2016: Clerk had attended a Devolved Services Safety Overview meeting at Bucks County Council with a representative from RTM and had circulated the papers from the meeting to Councillors.

**Actions: Clerk to prepare Risk Assessment Template.**

## 9. CLERK'S REPORT AND ADMINISTRATION MATTERS

a) **Financial Report:** Clerk presented the Financial Report for March 2016. Payments totalling £3021.87 were approved as detailed on page 1674.

The bank statements for March month end were available for inspection and the Clerk reported that she had carried out the monthly bank reconciliation on all three bank accounts.

**Action: Clerk to transfer £2000 from the Business Premium Account to the Community Account to cover the cheques.**

b) **Finance Meeting:** Council approved the amended Financial Regulations recommended by the Finance Committee.

c) **2015-16 Annual Return:** Council approved the accounts for the annual return recommended by the Finance Committee. The deadline for the Annual Return to Mazars is 6 July 2016.

**Action: Clerk to forward to internal auditor and request that they are returned for the next PC meeting on 10 May**

- d) **Communications:** Council approved payment of £50 for Clerk to attend a website building course on 11 May.
- e) **Standing Orders:** The Standing Orders had been updated and will be adopted at the PC meeting on 10 May 2016.  
**Action: Clerk to issue Councillors with updated version**
- f) **Insurance:** Councillors agreed to renew the Parish Council Insurance with Zurich.  
**Action: Clerk to renew**
- g) **Theatre In the Village:** All information was passed to Cllr JS.
- h) **Annual Parish Meeting:** To be held on Tuesday 24 May 2016.  
**Action: Clerk to invite Chris Anstey to present Charities Report and the local PCSO**
- i) **Annual Meeting of the Parish Council:** To be held on Tuesday 10 May 2016.
- j) **Parish Magazine 1894-1906:** Chair had received original copies of the Parish Magazine between 1894-1906 with the request that they are retained by the village. Following a discussion Chair proposed and Cllr RC seconded that they are offered to the PCC for safe keeping.  
**Action: Chair to liaise with the PCC**

## 10. ROADS AND PATHWAYS (INCLUDING POTHOLE)

### a) Potholes

Clerk had reported pot holes in Heet Road to TfB. It was reported that the Launton Road also needs reporting.

**Action: Clerk to inform TfB and copy to CC Angela Macpherson**

### b) HGV's in Marsh Gibbon

Chair had received a letter from David Cairney, TfB Project Engineer, dated 12 April, confirming that he had investigated a number of specific measures to:

- Mitigate the volume / impact of lorries travelling through the village
- Address the ongoing road safety concerns in West Edge
- Address the ongoing road safety concerns on Blackthorn Road in the vicinity of Marshfield Farm

**Action: Chair to accept the proposals put forward**

It was noted that a tree in West Edge is obscuring the 'Bend to the Right' warning sign

**Action: Chair to contact resident to ask for it to be cut back**

### c) Public Rights of Way

It was noted that a gate on the public right of way MG1/6/3 is damaged and difficult to open and close. Cllr PE had spoken to the land owner but Clerk was asked to follow this up.

**Action: Clerk to write to the owner of the field to ask if he can get the gate repaired**

## 11. STREET LIGHTING

- a) Clerk had submitted the claim for the repair of the Street Light to Zurich insurance which had been approved.

**Action: Clerk to instruct E.on to carry out the repair**

- b) Clerk had submitted the claim to E.on for the repair of the street light in West Edge but this had been refused because E.on believed that the damage 'wear and tear'. Clerk was trying to obtain further evidence that the damage was not wear and tear.

**Action: Clerk to follow up [Note: Zurich has reconsidered this and approved the claim – Clerk has instructed E.on to carry out the repair]**

## 12. ENVIRONMENTAL MATTERS

### a) Notice Board: Millfield Avenue

Clerk had obtained costings for a new notice board. Following a discussion it was agreed that Cllr RC would liaise with Barry Leonard on whether a new notice board could be fixed to the current posts.

**Action: Cllr RC**

### b) Incinerator

Cllr PE presented a report from David Evershed on the current situation with the Incinerator.

**c) Street Signs**

It was noted that some letters were missing on the street sign on the junction of Station Road and Church\Castle Street.

**Action: Clerk to add to the agenda for the next meeting**

**13. CEMETERY MATTERS**

**a) Burials**

It was noted that a burial had taken place on 6 April in Section D, Row 1, Plot 4.

**b) Memorials**

Approval was given for a memorial and inscription on the graves of Major William Edward Eagles (Section B, Row 6, Plot 6) and Fiona Alison Jessopp (Section B, Row 6, Plot 9).

**Action: Clerk to inform D L Hancock Ltd**

Chair thanked Mr Jessopp, who attended the meeting, for mowing the grass at the junction of Rectory Close and Station Road.

**14. PLAY EQUIPMENT, TEENAGE RECREATION AREA AND RECRATION GROUND**

**a) All Weather Pitch**

The bolt had not been replaced on the entry gate of the All Weather Pitch.

**Action: Cllr RC to follow up**

**b) Play Area**

Cllr JS reported that the gate to the play area was jammed.

**Action: Cllr JS to follow up**

**c) Play Area Inspection**

**Action: Clerk to ask RoSPA to include the Marsh Gibbon Play Areas in its 2016 playground inspection.**

**15. ANY OTHER BUSINESS**

Cllr RC reported the problem with dog mess on the recreation ground.

**Action: Clerk to let RC have a notice to put up on the entrance to the recreation ground**

**16. DATE AND VENUE OF NEXT MEETINGS**

The Annual Meeting of the Parish Council will be held at 8pm on Tuesday 10 May 2016 in the committee room of the Village Hall. The Annual Parish Meeting will be held at 8pm on Tuesday 24 2016 May in the committee room of the Village Hall.

Chair closed the meeting at 10.15pm

**SIGNED:**

**DATE:**

**Clerk's Financial Report  
12-Apr-16**

**COMMUNITY ACCOUNT**

Notes

**Balance of Community Account at 30 March 2016 (sheet 396) £1,638.48**

**Payments to be approved at meeting 12 April 2016**

Cheque No	Payee	Amount	Authority
102555	AVALC: Donation for financial year 2016-17	25.00	LGA 1972 s.143
102556	I Metherell: Chairman's printing costs	50.75	LGA 1972 s. 112(2)
102557	MGVH: Feb vh charges: Inv 1602/09 (29 Feb 2016)	15.72	LGA 1972 s133
102558	S Bebee: Christmas tree lighting electricity	76.96	PCA 1957s.3;HA 1980s.301
102559	E.on: Street lighting 1 Jan-31 Mar (Inv H12C95BA4D, 1 Apr 2016)	590.81	PCA 1957s.3;HA 1980s.301
102560	E.on: Street light maintenance Qtr Ending Dec 2015: Inv 061803 (23 Dec 15)	261.00	PCA 1957s.3;HA 1980s.301
102561	C Jackman: Clerk salary: March 2016	371.14	LGA 1972 s. 112(2)
102562	HMRC: Clerk March PAYE	39.40	LGA 1972 s. 112(2)
102563	Zurich: Insurance renewal	1591.09	LGA 1972 s. 111

**Totals yet to be deducted from balance of Community Account**

Cheques for approval at meeting on the 12 Apr 2016	<b>£3,021.87</b>
Unpresented cheques (see reconciliation)	£82.80

**Receipts yet to be credited to the Community Account**

**Anticipated balance -£1,466.19**

It is recommended that £2000 is transferred from the Business Premium Account to cover the outstanding cheques.

**BUSINESS PREMIUM ACCOUNT**

Balance at 26 Feb 2016 (sheet 320)	<b>£4,477.05</b>
Transfer to Community Account 9 Mar 2016	-£500.00
Interest 7 Dec 2015-6 Mar 2016	£0.77

**Balance of Business Premium A/C per Statement at 30 March 2016 (sheet 324) £3,977.82**

**EARMARKED RESERVE ACCOUNT**

Balance at 26 Feb (Sheet No 134)	£31,616.00
Interest 7 Dec 2015-6 Mar 2016	£3.94

**Balance of Earmarked Reserve A/C per Statement 30 Mar 2016 (Sheet No 136) £31,619.94**

Clerk reported reconciliations had been carried out on all 3 bank accounts up to 30 March 2016

**Marsh Gibbon Parish Council  
Bank Reconciliation - 31 March 2016**

**COMMUNITY ACCOUNT**

Notes

**Balance of Community A/C as at 1 April 2015 (sheet 378) £1,028.02**

Less Total Payments to 30 March 2016	-£47,628.43
Less uncashed cheques at 30 March 2016	
Chq No: 102554: York Hosting	-82.80

Add Total Receipts to 30 March 2016	£48,238.89
Unbanked cash:	£0.00

**Net Balance at 30 March 2016 £1,555.68**  
**Cashbook balance at 30 March 2016 £1,555.68**

**BUSINESS PREMIUM ACCOUNT**

**Balance of Business Premium A/C as at 1 April 2015 (sheet 303) £17,036.01**

Less Total Payments to 30 March 2016	-£33,675.00
Add Total Receipts to 30 March 2016	£20,616.81
<b>Balance at 30 March (sheet 324)</b>	<b>£3,977.82</b>

**EARMARKED RESERVE ACCOUNT**

**Balance of Earmarked Reserve A/C as at 1 April 2015 (sheet 123) £34,783.00**

Less total payments to 30 March 2016	-£4,054.98
Add Total Receipts to 30 March 2016	£891.92
<b>Balance at 30 March 2016 (sheet 136)</b>	<b>£31,619.94</b>

**NB: the balance in the Earmarked Reserve Account is made up of:**

Replacement of the synthetic carpet at the 5-a-side	£21,920.00
Refurbishment of synthetic carpet at 5-a side	£1,257.00
Maintenance of play equipment	£110.00
Ware Pond cleaning	£0.00
New Street Lamps	£5,110.00
Village Seats Refurbishment	£514.00
Jubilee Plantation	£290.00
Election Expenses	£775.00
Fencing Repairs at 5-a-side	£1,640.00
Interest	£3.94
<b>TOTAL</b>	<b>£31,619.94</b>

## MARSH GIBBON PARISH COUNCIL

**Minutes of the Plans Committee  
held on Monday 4 April 2016  
at 8.00 pm in the Committee Room of the Village Hall**

**Present:** Cllrs I Metherell (Chair), R Cross (RC), P Evershed (PE), J Smith (JS) and E Taylor (ET)  
In attendance: C Jackman (Clerk)

1. **Apologies:** None.
2. **Declarations of Interests:** Chair declared an interest in Application 16/00785. Cllr RC declared an interest in Application 16/00798/AGN
3. **Minutes of Plans Committee on 3 November 2015:** Minutes agreed for Chair to sign as a correct record.
4. **Matters Arising:** There were no matters arising.

5. **Applications – to review applications, decisions and correspondence and give responses.**

**16/00900/APP - MARSH GIBBON**

Barnwell Farm Station Road Marsh Gibbon Buckinghamshire OX27 0HN

Demolition of stables and erection of two holiday cottages

Applicant: Mr & Mrs Andrew & Clare Barsby

Deadline for comment: 13<sup>th</sup> April 2016

Parish Council raised no objection to this application

**16/00931/POA - MARSH GIBBON**

Barnwell Farm Station Road Marsh Gibbon Buckinghamshire OX27 0HN

Modification of planning obligation relating to the agricultural tie on planning permission reference 94/00266/AOP

Applicant: Mr & Mrs Andrew & Clare Barsby

Deadline for comment: 13<sup>th</sup> April 2016

Parish Council raised no objection to this application

**16/00798/AGN - MARSH GIBBON**

Part Masons Farm Blackthorn Road Marsh Gibbon Buckinghamshire OX27 0AG

Erection of agricultural building to provide under cover storage.

Applicant: Mr Richard Cross

Deadline for comment: 7th April 2016

It was noted that Aylesbury Vale District Council had approved this application on 31 March 2016

*[8.25pm: Chair declared an interest in the following application and left the meeting. Cllr RC took the Chair]*

**16/00785/APP - MARSH GIBBON**

3 Forge Close Marsh Gibbon Buckinghamshire OX27 0HZ

Removal of existing detached double garage, erection of two storey side extension with forward facing dormer, two storey front extension with porch roof canopy, replacement forward facing dormer, and single storey rear extension.

Applicant: Mr & Mrs Colin & Wendy Botton

Deadline for comment: 7<sup>th</sup> April 2016

Councillors expressed concern at the use of natural rubble stone and would prefer the use of brick so that it is in keeping with other properties in the Close.

**Action: Clerk to inform AVDC of the above decisions**

**Application withdrawn**

**16/00226/AOP - MARSH GIBBON**

Land Adjacent to Box Farm Castle Street Marsh Gibbon Buckinghamshire OX27 0HJ

Outline application with access and layout to be considered and all other matters reserved for the erection of two detached dwelling houses with detached garage.

Applicant: Mr & Mrs Beasley

6. Date and Venue of next Meeting - *To agree to arrange the date, time and venue for next meeting when required*

Meeting closed at 8.35pm.