

MARSH GIBBON PARISH COUNCIL

MINUTES OF THE 'VIRTUAL' PARISH COUNCIL MEETING HELD ON TUESDAY 12 MAY 2020

(The meeting was held as per The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") 4 April 2020

PRESENT: Cllrs A Lambourne (Chair), I Metherell (IM), P Evershed (PE) J Smith (JS), and E Taylor (ET)

In attendance: C Jackman (Clerk)

The meeting commenced at 8pm.

The meeting commenced with a minute's silence of respect for Cllr Derek Leonard who sadly passed away on Monday 27 April 2020.

1. APOLOGIES

There were no apologies

2. DECLARATIONS OF INTEREST

Cllr ET declared an interest item 6 Planning application Ewelme Site C.

3. MINUTES OF THE MEETING HELD ON 10 MARCH 2020

The Minutes of the Parish Council Meeting held on 14 April 2020 were agreed by those present and will be signed by the Chairman at the next 'proper' meeting.

4. MATTERS ARISING

There were no matters arising.

5. GENERAL CORRESPONDENCE

The following items had been circulated via email and dealt with where indicated:

Bucks Council		From	Subject	Action
i	1 May		Specialist home visiting service for children with additional needs continues to provide invaluable support to families despite lockdown	To Councillors
ii	Daily	Various departments	COVID19 Updates	To Councillors where not duplicated
iii	Weekly	TfB and others!!	Road works updates/TTRO's	To Councillors where relevant
iv	1 May		Buckinghamshire Council takes on new powers to fight the fly tippers	To Councillors
v	1 May		TfB is still active during the crisis	To Councillors
vi	1 May		Council staff working in new and different roles across the county to support vulnerable people	To Councillors
vii	30 Apr		Council marking VE day with online celebrations, and calls for local submissions to the county archive	To Councillors
viii	1 May		New shared online space launched for youth workers in Buckinghamshire to support coronavirus response	To Councillors
ix	30 Apr		Buckinghamshire Council Cabinet portfolios and Committee memberships announced	To Councillors
x	30 April	Planning	Planning Application Consultation 20/01392/APP	Min 6

xi	30 Apr		Green waste collections to restart and waste sites stand ready to open.	To Councillors
xii.	30 Apr	Planning	Planning Application Consultation 20/01396/AGN	Min 6
xiii.	6 May	Planning	20/00451/APP Status: Pending Decision (Site C)	To Councillors
xiv.	5 May		Five Bucks household recycling centres set to reopen	To Councillors
xv.	4 May		Road Safety Update - May 2020	Noted
xvi.	29 Apr	Accounts Payable	Precept Remittance Advice	Noted
xvii	29 Apr	CC Angela Macpherson	Any more fare please? Bernie the bus banks the food collections	To Councillors
xviii	29 Apr	Communications	Online traineeship programme is helping young people find work	Noted
xix	28 April	Parks & Green Infrastructure Officer	Receipt of S106 Monies	Min 7
xx	28 April	Planning	20/00542/APP Status: Householder Approved	To Councillors
xxi	28 April	Planning	Postal address application - street naming consultation required (Site C)	Min 6
xxii	27 Apr	TfB	From May 1 2020, Transport for Buckinghamshire (TfB) will be implementing a new Permit Scheme as a way to manage potentially disruptive street works.	To Councillors
xxiii	27 Apr	CC Angela Macpherson	Thank you Marsh Gibbon! – for the food bank contributions	To Councillors
xxiv	24 Apr	Planning	Planning Application Consultation 20/01340/APP	Min 6
xxv	23 Apr	TfB	Transport for Buckinghamshire issues reminder to be considerate when parking across the County	To Councillors
xxvi	23 Apr	Planning	Planning Application Consultation 20/01330/APP	Min 6
xxvii	22 Apr	The Volunteering and Voluntary Sector cell	Covid 19 - Councillor Crisis Fund CVF196818010 Marsh Gibbon Parish Council	Min 16
xxviii	22 Apr	Accounts Payable	Remittance advice – COVID19 contribution	Noted
xxix	21 Apr	Planning	No: 20/00732/ACL Status: Certificate Refused - Proposed Development	To Councillors
xxx	20 Apr	TfB	HGV's using Marsh Gibbon	Min 10
xxxi	17 Apr	Planning	20/00715/APP Status: Householder Approved	To Councillors
xxxii	17 Apr	Planning	20/00716/ALB Status: Listed Building Consent	To Councillors
xxxiii	16 Apr	Street Scene	Confirmed collection of rubbish from village hall collected by residents	Noted
xxxiv	15 Apr		£38.3 million going to Buckinghamshire businesses	To Councillors
xxxv	15 Apr	CC Angela Macpherson	HS2: Government approval to issue Notice to Proceed	To Councillors

ALC/NALC		From	Subject	Action
i.	Weekly	NALC	COVID19 updates	To Councillors where not duplicated
ii.	23 Apr		Remote Meetings	To Councillors
iii.	20 Apr		Briefing on Casual Vacancies	To Councillors
iv.	16 Apr		Virtual Meetings using Microsoft based solutions	To Councillors
v.	16 Apr		Buckinghamshire Council Support for small Businesses	To Councillors

Other		From	Subject	Action
i	Daily	CIB	COVID19 related	To Councillors where not duplicated
ii	28 April	MG Resident	Fly Tipping - 24 Millfield Avenue	Clerk responded
iii	27 April	RTM	RTM Landscapes Grounds Maintenance Report	Noted
iv	24 April	PKF Littlejohn	2019/20 Limited assurance reporting season	Noted
v	24 April	Zurich Insurance	Your Zurich Town and Parish Insurance is due for renewal	Min 7

vi	22 April	PKF Littlejohn	BU0130- 2019/20 AGAR PKF Littlejohn instructions re external audit	Min 7
vii	22 April	Contracts manager E.on	Marsh Gibbon Street Lights	Noted
viii	21 Aug	Melanie Rose	Internal Audit	Noted
ix	20 April	WG Hill & Son	HGS' using Marsh Gibbon	Min 10
x	18 Apr	TVP	Police & Crime Bulletin April 2020	To Councillors
xi	16 Apr	Rev David Hiscock	RE: Covid 19 Fund	Min 16
xii	16 Apr	PCSO Danny Fahy Waddesdon Neighbourhood	Hello from Waddesdon Neighbourhood Police Team	To Councillors
xiii	15 Apr	E.on	Marsh Gibbon Street Lights	Noted
ix	14 Apr	Technical Surfaces	Technical Surfaces pitch inspection – 92807 – Wont' produce report until lockdown has been lifted	Noted

6 PLANNING

6.1 Planning Applications

20/01396/AGN | It was noted that this application had been withdrawn.

20/01330/APP | Single storey rear extension | 6 Styles Close Marsh Gibbon

Decision: No objection

20/01340/APP | Single storey side extension | 7 Rectory Close Marsh Gibbon

Decision: No objection

20/01392/APP | Change of use of land from agricultural/paddock to residential garden land | Cromwell House Church Street Marsh Gibbon

Decision: No objection

20/00684/AOP | Application for Outline planning permission for the demolition of the existing farmhouse and redevelopment of the site to form three detached dwellings with parking and associated landscaping. Previously approved access (ref: 18/04126/APP) will be utilised to serve the scheme. All other matters reserved. | Charndon Grounds Farm Station Road Marsh Gibbon

Decision: No objection

Action: Clerk to inform Bucks Council Planning Department

6.2 AVDC Approved application

20/00542/APP | Status: Householder Approval: Detached double garage with use of access to stables to serve new garage and existing garden area. - 49 Little Marsh Road

20/00715/APP | Status: Householder Approved: Removal of existing storage heaters, installation of air source heat pump, hot water tank, radiators and associated plumbing. - Rectory Cottage Little Marsh

20/00716/ALB | Status: Listed Building Consent: Removal of existing storage heaters, installation of air source heat pump, hot water tank, radiators and associated plumbing. - Rectory Cottage Little Marsh .

6.3 AVDC Refused application

20/00732/ACL | Status: Certificate Refused - Proposed Development: Application for a Lawful Development Certificate for a proposed Single storey rear/side extension to dwelling house - 7 Rectory Close

Ewelme Sites

Site A: No updates were available.

Sites B: No updates were available.

Site C: Street Naming, Buckinghamshire Council, had asked for suggestions for naming Site C. Councillors suggested Castle Meadow.

Action: Clerk to inform Street Naming and copy to James Taylor (Edgar Taylor Ltd)

7 CLERK'S REPORT AND ADMINISTRATION MATTERS

7.1 Finance Report

Clerk presented the Financial Report for May 2020. Payments totalling £5,331.42 were approved, as detailed on page 1983. Clerk confirmed that she had carried out a reconciliation on both accounts.

7.2 End of Year Accounts

Clerk had prepared the end of year accounts ready for Internal Audit on Wednesday 13 May 2020.

Action: Clerk to ensure that the Asset Register is up to date.

7.2 Skateboard

It was noted that the Skateboard organiser had been repairing ramps during the current lock down. It had been reported that he planned to introduce go-cart sessions of which Councillors and the Village Hall did not approve because of the damage it may cause to the car park.

Action: Clerk to inform the organiser that go-cart sessions would not be allowed.

7.3 S106: Planning Application 07/01493/APP, land adjacent to Manor Farm, Poundon

A request for funding for a 'Birds Nest' had been made. However, it was noted that other parishes within the 'cluster' (Twyford, Grendon Underwood, Edgcott, Charndon and Calvert Green) have also been approached by Buckinghamshire Council to see if they had projects which could use the money.

8 PLAY EQUIPMENT, TEENAGE RECREATION AREA AND RECREATION GROUND

8.1 Maintenance

The Annual Inspection is due in July.

Action: Clerk to book inspection

It was noted that the grass in the children's play area had not been cut but this may have been due to the current 'lockdown'.

The seat in the children's play area needs to be removed.

Action: Chair to remove the seat

8.1.1 All Weather Pitch (AWP)

It is hoped that now that the COVID-19 'lockdown' has started to ease we will receive the AWP inspection report from Technical Surfaces.

Cllr ET had replaced the 'Closed' notice at the AWP.

9 BCC DEVOLUTION OF SERVICES

9.1 Devolved Services

9.1.1 Urban grass cutting.

9.1.2 Hedging: Nothing to report.

9.1.3 Siding out: Nothing to report.

9.1.4 Rights of Way: Nothing to report.

9.1.5 Weed Killing: It was agreed that RTM should be asked for a quote to apply herbicide to the path between the Willows and the Croft (Bicester Road to West Edge).

Action: Clerk to contact RTM

9.1.6 Maintenance: Nothing to report.

10 ROADS AND PATHWAYS

10.1 Pot holes

Pot holes were reported in Bicester Road. However, it was noted that Thames Water had been working along this road.

10.2 Moat Lane

Following the tarmacing of Moat Lane, complaints had been received that extra vehicles now are using the lane.

10.3 HGV weight limit

W G Hill & Son had responded to a request to ask their drivers to reduce their speed through the village to 20mph, by asking for confirmation of the speed of the lorries.

A response from Transport for Bucks is still awaited confirming what planning conditions are on file for the W G Hill & Son site.

10.4 Speed watch

No updates were available. It was agreed to keep speed watch on the agenda.

11 STREET LIGHTING

Clerk had chased E.on to get the street lights in Bicester Road and Scotts Lane repaired. It was noted that some E.on staff have been furloughed so this may be adding to the problem of the delay in getting the repairs completed.

Action: Clerk to monitor.

12 ENVIRONMENTAL MATTERS

12.1 Notice Boards

Chair had spoken to Andy Miller regarding the repair of the Mud Pond notice board.

Action: Chair to follow up

It was noted that the notice board outside Forge Close needs to be removed.

Action: Chair to follow up

Action: Clerk to get costs for a new notice board to be fixed to the bus shelter outside the school

12.2 Removal of dead trees

The dead trees adjacent to the village hall had not been removed.

Action: Chair / Clerk to follow up with other potential tree removal contactors

12.3 Willow Tree at Townsend Pond

The condition of the willow tree at Townsend Pond is being monitor.

13 OXFORD TO CAMBRIDGE EXPRESSWAY

No updates were available.

14 REPORT FROM VILLAGE HALL REPRESENTATIVE

Cllr JS reported that the Pre-school group had made enquiries about returning to the village hall on 1 June, but it had been pointed out to them that the village hall would not be able to subsidise them.

15 CEMETERY MATTERS

15.1 Burials, interments and Advance bookings

The burial of Cllr Derek Leonard will take place on Friday 15 May in Section D, Row 1, Plot 5.

15.2 Memorial / Additional inscription Applications

Council approved the new memorial on the grave in Section C, Row 5, Plot 9. Clerk had received confirmation from DL Hancock that all parties were in agreement with the memorial.

Action: Clerk to check that the size meets the regulations and inform DL Hancock

15.3 New Homes Bonus (Cemetery paths/roads improvement)

Cllrs PE and ET confirmed that Tim Voss (TV) had been in touch regarding Hickfords finalising the 'snagging'. Cllr PE had sent pictures to TV so that a comparison could be made with pictures he had taken on completion of the work to judge whether the snagging had been completed.

The 2.5% retention is due for payment on 28 August 2020.

15.4 Maintenance

The gates need painting.

Barry Leonard had agreed to get a sleeve for the bolt.

The verge outside the cemetery is in a poor state - this is part of the 'snagging' from the Paths Project (see above).

Several areas in the cemetery need more soil and seeding - this is part of the 'snagging' from the Paths Project (see above).

Cemetery bin had been broken

Action: Clerk to order a new bin.

16 COVID-19.

It was noted that the COVID-19 Volunteer organisers are meeting weekly for 30 to 45 minutes and that the organisation is working very well with collections of medicines etc being undertaken. It was noted that donations have been made by residents to the Bicester and Aylesbury foodbank collections.

Three donations of £50 each have been made to the vulnerable from the COVID-19 grant. Those who need help continue to be monitored.

16 COUNCILLOR VACANCIES

Following the resignation of Cllr Richard Cross and the sad death of Cllr Derek Leonard the vacancies now are being advertised.

17 ANY OTHER BUSINESS

17.1 Cllr Leonard's funeral

It was noted that the funeral service would only take place in the cemetery. Those Councillors who wished to attend would stand by the allotment while the funeral party passes to the cemetery. It was noted that a memorial service would be held after the COVID-19 lockdown.

17.2 Understanding Duties of the Parish Council

Cllr IM reported that he would produce a 'protocol' for the Council.

17.3 White Railings, Ware Pond

Cllr ET reported that the white railings at Ware Pond need some maintenance.

Action: Cllrs agreed to inspect the railings to decide a way forward

18 DATE AND VENUE OF NEXT MEETING

The next Parish Council meeting will be held via ZOOM at 8pm on Tuesday 9th June 2020.

Chair closed the meeting at 9.58pm.

SIGNED:

DATE:

MARSH GIBBON PARISH COUNCIL

Clerk's Financial Report
12-May-20

COMMUNITY ACCOUNT

		Notes
31-Mar-20		£27,120.89
Outstanding Cheques and cheques approved at meeting on 10 March 2020		-£2,268.96
Unpresented cheques at 29 April 2020 2020		£241.81
Income:		
Bucks Council: Devolved Services grant		1,821.88
Bucks Council: COVID-19 Grant		600.00

Balance of Community Account at 29 April 2020 **£27,515.62**

Cheque No	Payee	Amount	Authority
Payments to be approved at meeting 12 May 2020			
102989	RTM: Inv 2247: Grass cutting and herbicide treatment	1,437.60	Highways Act 1980 s. 96
102990	C Jackan: Clerk April Salary	450.90	LGA 1972 s. 112(2)
102991	HMRC: Clerk PAYE	43.40	LGA 1972 s. 112(2)
102992	Inv 11772331 0029: Street lighting electricity (2 Apr - 1 May)	214.00	PCA 1957s.3;HA 1980s.301
102992	Inv 591772404 0029: Street lighting electricity (2 Apr - 1 May)	12.37	PCA 1957s.3;HA 1980s.301
102992	Inv 861786437 0018: Street lighting electricity (2 Apr - 1 May)	2.86	PCA 1957s.3;HA 1980s.301
102993	I Metherell: Print Costs - VE Day	97.50	LGA 1972 s. 112(2)
102994	Zurich Insurance: Inv 44331580: Insurance renewal	1,698.49	LGA 1972 s. 111
102995	D Rollins: SK8-2020-03 Ramp Building	760.00	LGA 1972 s.145
DD	Everflow Water: Recreation ground water 8 June to 7 July	14.30	LGA(MP) 1976 s.19
103001	A Lambourne: COVID-19 Payment for distribution within Marsh Gibbon	600.00	LGA 1972 s. 112(2)

Totals yet to be deducted from balance of Community Account

Cheques for approval at meeting on the 12 May 2020	£5,331.42
Unpresented cheques at 29 April 2020	£241.81

Totals yet to be credited

Bucks Council: half yearly precept	-£12,500.00
Heritages Buckingham: Interment D-1-5	-£520.00
DL Hancock: Memorial C-5-9	-£70.00

Total **-£7,516.77**

Anticipated balance **£35,032.39**

£35,032.39

EARMARKED RESERVE ACCOUNT

29-Apr-20	£27,779.25
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Balance of Earmarked Reserve at 29 April 2020 **£27,779.25**

Bank Reconciliation 12 May 2020

COMMUNITY ACCOUNT

CASH BOOK

		Notes
Balance at 1 April 2020		£27,120.89
Less Total Payments to 29 April 2020		-£2,240.80
Cheque No 102971: E.on (FY 2019-20)		-28.16

Add total receipts to 29 April 2020 £2,421.88

Cash book balance at end 29 April 2020 **£27,273.81**
£27,273.81

EARMARKED RESERVE ACCOUNT

Balance of Earmarked Reserve A/C as at 1 April 2020 £27,779.25

Less total payments to 29 April 2020 £0.00

Add Total Receipts to 29 April 2020 £0.00

Balance at 31 March 2019 **£27,779.25**

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

Replacement of the synthetic carpet at the 5-a-side	£21,147.00	£773 wired to cover overspend on AWP Fencing repairs
Refurbishment of synthetic carpet at 5-a-side	£2,007.00	
Ware Pond cleaning	£2,080.00	
New Street Lamps	£1,696.00	
Election Expenses	£775.00	
Fencing Repairs at 5-a-side	£0.00	
Defibrillator	£50.00	
Interest	£24.25	
TOTAL	£27,779.25	