

## MARSH GIBBON PARISH COUNCIL

### MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON TUESDAY 14 NOVEMBER 2017

**PRESENT:** Cllrs I Metherell (Chair), R Cross (RC), P Evershed (PE), A Lambourne (AL), 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

There were no apologies.

#### 2. DECLARATIONS OF INTEREST

There were no declarations of interest.

#### 3. MINUTES OF THE MEETING HELD ON 10 OCTOBER 2017

The Minutes of the Parish Council Meeting held on 10 October 2017 were agreed by those present and signed by the Chairman.

#### 4. MATTERS ARISING

##### 4.1 Village Working Party

Cllr ET confirmed that she had placed a notice in Life Together for the working party on 25 November.

##### 4.2 Marsh Gibbon Charities Report

It was noted that the Charities Report for the year to 31 December 2016 had been received five months after the Annual Parish Meeting, on 3 November.

It was noted that the proceeds of the Hine Memorial Trust are to be used for the benefit of the Parish of Marsh Gibbon as follows:

- One third to the poor of the Parish.
- One third to recreational facilities within the Parish.
- One third to St Mary's Church, Marsh Gibbon.

However, the following distribution was noted:

- 7 Christmas Bequests at £100 cash each to the poor of the Parish.
- £750.00 to St Mary's Church, Marsh Gibbon.
- £250.00 to St Mary's Church discretionary fund.

Nothing had been allocated to recreational facilities within the Parish.

**Action: Cllr DL (a Trustee) is to ask at the next meeting why nothing had been allocated to recreational facilities.**

#### 5 PUBLIC PARTICIPATION

Chair welcomed members of the public. One member wished to speak about the potential shop.

#### 6 GENERAL CORRESPONDENCE

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

	AVDC	From	Subject	Action
i.	31 Oct	Planning	17/02644/APP   Status: Householder Approved	Agenda item 7
ii.	30 Oct	Electoral & Democratic Officer	Vale of Aylesbury Local Plan poster & information	Agenda item 7
iii.	26 Oct	Business Support Officer Street Cleansing and Horticulture	Litter Bin Audit	To Councillors
iv.	24 Oct	Planning Policy Manager	Vale of Aylesbury Local Plan (VALP) - forthcoming consultation	To Councillors

v.	1 Nov	Planning Policy Manager	Vale of Aylesbury Local Plan Pre-Submission Consultation	Agenda item 7
vi.	18 Oct	Strategic Finance Manager	2018/19 Parish Tax Base Information	To Councillors
vii.	17 Oct	Electoral & Democratic Officer	2018 Boundary Review – Revised Proposals for new Parliamentary constituency boundaries	To Councillors
viii.	7 Nov	Planning	Planning Application Consultation 17/04111/APP	Agenda item 7

Bucks County Council		From	Subject	Action
i.	30 Oct	TfB	Emergency TTRO for Speirs Lane, Marsh Gibbon	To Councillors
ii.	26 Oct	CC Angela Macpherson	TTRO Twyford Road Poundon	To Councillors
iii.	1 Nov	Head of Customer Focus	Mobile Library Consultation 2017	To Councillors
iv.	25 Oct	Dave Smith, TFB LAT	Enquiry 46049064 – Rylands Road repair Update	Agenda item 11
v.	17 Oct	Waddesdon LAF	Minutes for Waddesdon Local Area Forum, Wednesday 27th September 2017, 7.00 pm	To Councillors
vi.	16 Oct	TfB	Tfb Parish street light - Ref: 46048683 – Faulty street light opposite Styles Close	Clerk informed E.on
vii.	16 Oct		B&MKALC Weekly Update w/c 9 October 2017	To Councillors
viii.	13 Oct	Lead Project Officer HS2	HS2/Groundwork Meeting 12 October 2017	Agenda item 11
ix.	11 Oct	Permit Officer	RE: TTRO Twyford Rd, Marsh Gibbon Rd Poundon	To Councillors / Poundon / CC AM
x.	10 Oct	CC Angela Macpherson	TTRO Twyford Rd, Marsh Gibbon Rd Poundon	To Councillors
xi.	7 Nov	Cabinet Member Children's Services	Early Help review for Children's Services	To Councillors
xii.	4 Nov	CC Angela Macpherson	Councillors' surgery	To Councillors

Association of Local Councils		From	Subject	Action
i.	31 Oct	BALC Mailbox	FW: TTRO Speirs Lane Marsh Gibbon	To Councillors
ii.	27 Oct	BALC Mailbox	MyBucks Budget Consultation	To Councillors
iii.	25 Oct	BALC Mailbox	TTRO Twyford Road Poundon	To Councillors
iv.	25 Oct	BALC Mailbox	Vale of Aylesbury Local Plan (VALP) - forthcoming consultation	To Councillors
v.	24 Oct	BALC Mailbox	B&MKALC Training 2018 Announcement	To Councillors
vi.	20 Oct	BALC Mailbox	Parish Liaison Notes	To Councillors
vii.	19 Oct	BALC Mailbox	BCC News: County says: help us plan budget priorities for next year	To Councillors
viii.	12 Oct	BALC Mailbox	BCC News: Have your say on Household Recycling Centres	To Councillors
ix.	10 Oct	BALC Mailbox	new training course covering Resilience Planning for Town and Parish Councils	To Councillors
x.	9 Nov	BALC Mailbox	FW: TTRO Marsh Gibbon Carols	To Councillors & Rev Hiscock
xi.	7 Nov	BALC Mailbox	B & MKALC Weekly Update W/C 6 November	To Councillors

Other		From	Subject	Action
i.	30 Oct	Zurich Insurance	Zurich's Local Community Advisory Service (LCAS)	To Councillors
ii.	29 Oct	Daniela Carli	Dogs in Marsh Gibbon	Agenda item 16
iii.	25 Oct	Richard Howson	Supply of Christmas Tree	Agenda item 15
iv.	12 Oct	WREN	MG Playground Development – confirmation of receipt of interim report – final report due 2018	To Councillors / Noted
v.	2 Nov	Stella Robinson	Post Office® Marsh Gibbon PO Local Branch	Agenda item 13
vi.	2 Nov	Bicester Print	Quote for printing walking maps	Agenda item 8
vii.	1 Nov	Open Reach	SI: Case Reference : C4681739 for Customer (removal of telephone box)	Agenda item 8
viii.	25 Oct	Western Power	Street Lighting Unmetered Supply Certificate	Noted
ix.	3 Nov	Chris Anstey	The Marsh Gibbon Village Charities Report to the Annual Parish Meeting - 30th May 2017	To Councillors
x.	20 Oct	Luke Evans	MG Shop	To Councillors
xi.	17 Oct	Training Team RoSPA Playsafety Ltd	RoSPA Playsafety Outdoor Playground Inspection Training Courses - New Dates for 2018	To Councillors
xii.	13 Oct	Zurich Insurance	Change to DAS contact telephone numbers (legal advice)	Noted
xiii.	13 Oct	WREN	11166364 Marsh Gibbon Playground Development – confirmation of receipt of report	Agenda item 9

xiv.	10 Oct	Thames Valley Police	Summary leaflet - Police and Crime Plan 2017 – 2021	To Councillors
xv.	9 Oct	Alison Gurney, Poundon	TTRO Twyford Rd, Marsh Gibbon Rd Poundon	Oct Meeting
xvi.	19 Oct	RAF Wittering	Helicopter Nuisance	Agenda item 16
xvii.	12 Oct / 3 Nov	NHS England	Planning application – Swan Practice	To Councillors
xviii.	8 Nov	Imad Kaiden	Planning enquiry: planning to establish a Hydroponic growing farm	To Councillors
xix.	7 Nov	Gerard	Street light not working	Clerk notified E.on
xx.	7 Nov	PR and Communication Support Officer, Thames Valley Police	Police and Crime Commissioner 'Let's Hate Hate' campaign	To Councillors
xxi.	4 Nov	Robert Secret	Music in Quiet Places 2018	To Rev Hiscock

## 7 PLANNING

### 7.1 Planning applications

17/04111/APP | Demolition of outside toilet and erection of single story extension. | Crenlyn Scotts, Lane, Marsh Gibbon, Buckinghamshire OX27 0EZ.

Applicant: Mr Guy Scholes. Deadline for comments: 5<sup>th</sup> December 2017.

Decision: Council raised no objection to this application.

**Action: Clerk to inform AVDC.**

### 7.2 AVDC Approved applications

17/02644/APP | Status: Householder Approved.

### 7.3 Vale of Aylesbury Local Plan (VALP)

It was noted that the VALP submission document is due to start a six-week public consultation period from 9am on Thursday 2 November until 5.15pm Thursday 14 December 2017. It was also noted that the number of houses required in Marsh Gibbon has now been reduced from 80 to 47.

7.4 **Ewelme Sites:** Update on Land & Partners applications.

7.4.1 **Sites A and C:** Planning approval is expected imminently.

7.4.2 **Site B:** AVDC Development Management Committee approved outline planning permission. A detailed planning application will be submitted by whoever acquires the site for development from Ewelme.

7.4.3 **Site D:** Chair read an email from Land & Partners (L&P) seeking support for Site D. Chair had responded that because the village and Parish Council were against Site D, support from the Council would be unlikely.

### 7.5 Village Shop

The resident present indicated an interest in running the shop. Chair explained that Ewelme would probably retain ownership and seek a tenant to run it. He also explained that we had details of another interested party.

Chair suggested that the resident sends an expression of interest to Sidleys (Ewelme agents) and Land & Partners.

**Action: Clerk to send Sidleys and L&P contact details to the resident.**

### 7.6 Planning Request

Clerk had received a request for information on planning permission on land in Marsh Gibbon for a hydroponic farm; she had advised them to contact the Planning Department at AVDC.

## 8. CLERK'S REPORT AND ADMINISTRATION MATTERS

### 8.1 Finance Report

Clerk presented the Financial Report for October 2017. Payments totalling £2026.93 were approved as detailed on page 1801 (Appendix 1). The advance payment to Castle Water was not approved.

**Action: Clerk to send Castle Water meter reading for the Recreation Ground to Cllr RC.**

## **8.2 Practitioners Guide (Accounts and Annual Governance)**

Clerk confirmed that the Council complies with the Practitioner Guide on accounts and annual governance. However, she needed to update the Finance section of the Parish Council website.

**Action: Clerk to update website.**

## **8.3 2018-19 Budget / Precept**

The Finance Committee had prepared a draft budget recommending a precept of £24,000, an increase of 7%. The draft would be used as a working document until finalised. Council then agreed various spending decisions which are summarised at Appendix 2.

## **8.4 Village Walks Leaflet**

A decision on whether to print more village walks leaflets will be made in the next financial year.

## **8.5 2018 Grass Cutting Contract**

It was agreed to award the 2018 grass cutting contract to R-T-M as they continue to do an excellent job. It was agreed that strimming under the willow tree at Ware Pond and the herbicide treatment at Hedgeside should be added to the contract.

**Action: Clerk to liaise with R-T-M.**

## **8.6 Removal of Telephone Box**

Clerk had only received an automated response from BT Openreach following her request to get the telephone box removed.

**Action: Clerk to follow up.**

## **9. PLAY EQUIPMENT, TEENAGE RECREATION AREA AND RECREATION GROUND**

### **9.2 Councillor Monthly inspection reports**

Cllr PE had carried out the October inspection. Cllr AL had carried out the November inspection and noted that a wooden bench had 'snapped'. Chair is due to carry out the December inspection. It was noted that no urgent repairs were needed but agreed that future inspections should focus on equipment that is dangerous or in need of urgent repair.

### **9.2 Play area repairs**

Barry Leonard (BL) had repaired the south end of the AWP fencing at a cost of £874, (£405 would come out of the budget, £227 from Earmarked Reserves and the remainder from this year's surplus). He will be asked to complete the north end in the next financial year.

**Action: Chair to confirm with BL.**

### **9.3 Update on new equipment**

It was agreed not to purchase new basket ball nets.

### **9.4 Playground Development Project**

It was noted that WREN will make a final inspection visit on 5 March 2018.

## **10 BCC DEVOLUTION OF SERVICES**

10.1 Urban grass cutting: Nothing to report.

10.2 Hedging: It was noted that a good job had been made cutting the hedge in Acland Terrace, but it was not known who had carried out the work.

10.3 Siding out: Nothing to report.

10.4 Weed killing: Nothing to report.

10.5 Rights of Way: Nothing to report.

10.6 Maintenance: Nothing to report.

10.7 Complaints: Nothing to report.

## 11 ROADS AND PATHWAYS

### 11.1 Pot holes

11.1.1 **Rylands:** It was noted that Rylands has now been repaired.

11.1.2 **Pot holes** in Whales Lane, Spiers Lane and outside The Greyhound were reported.

**Action: Clerk to follow up with TfB.**

### 11.2 Speeding

The speed watch volunteers had carried out 11 sessions and recorded 98 offenders. It was agreed that a future session will be held in the Spring.

## 12 STREET LIGHTING

Faulty street lights had been reported to Clerk who had requested E.on to make the repairs.

## 13 POST OFFICE

Chair reported that he had received a message from The Plough indicating that 'things were progressing well' and hoped to have the Post Office open before Christmas.

## 14 EAST WEST RAIL (EWR) \ HS2

There were no updates on EWR and HS2.

## 15 CHRISTMAS TREE

Cllrs PE and AL reported that everything is in place for the Christmas Tree.

It was agreed that Cllr PE could dispose of the old bulbs.

## 16 ENVIRONMENT MATTERS

### 16.1 Street Furniture

16.1.1 **Rectory Close seat:** It was agreed to accept the quotation from A Miller for the repair of one of the seats at Rectory Close.

**Action: Clerk to inform A Miller**

16.1.2 **White Gates:** Clerk still had not had a response from TfB as to when the white gates would be painted. Cllr ET will ask P Taylor to inspect the gates to see what work needs to be carried out as some are now in need of repair. It was noted that in 2004 the Parish Council paid an additional £426.10 to TfB for maintenance of the gates. Chair set a deadline of 30 December for a commitment from TfB before Council took on the repairs. Cllr ET will also check which gate the Marsh Gibbon sign has fallen from.

**Actions: Cllr ET to speak to P Taylor and check name plates. Clerk to follow up with TfB and involve CC Angela Macpherson for support.**

16.1.3 **Millfield Close street name plate:** AVDC had still not responded to the request to get this repaired.

**Action: Clerk to follow up again with AVDC.**

### 16.2 Helicopter Nuisance

Clerk had written two letters to the Low Flying Complaints and Enquiries Unit at the Royal Air Force, Wittering, requesting that pilots avoid flying near or over housing in Marsh Gibbon. The first response stated that they were unable to offer any reassurances that they would not fly over Marsh Gibbon as the Ministry of Defence policy is that the whole of the UK is open to low flying by military aircraft. A response to a second letter had not been received.

### 16.3 Dangerous Dog

It was reported that the dangerous dog has been 'got rid of'.

## **17. CEMETERY MATTERS**

### **17.1 General Maintenance**

17.1.1 Cllr ET had spoken to James Hanford regarding the trees. He will remove the broken branch and will send a quote to cut back the remaining trees.

It was agreed to ask R-T-M to cut back the conifers to about 10-feet. It was also agreed to get quotes to lay the hedge.

**Action: Clerk to follow up with RTM and get 3 hedge laying quotes.**

17.1.2 It was noted that the memorial on B-2-9 is leaning badly.

**Action: Cllr ET to inform relatives.**

### **7.2 Memorials**

Clerk had received a request directly from a resident to add an inscription on a memorial.

**Action: Clerk to liaise with resident and stone mason and inform them that future requests should come via the stone mason and that she will be unable to deal with requests directly from residents.**

## **18 ANY OTHER BUSINESS**

### **18.1 Lorry Movements**

Clerk had been informed that the local Coal Merchant had applied to increase his lorry movements but this could not be confirmed.

### **18.2 All Weather Pitch**

Approval was given for the school to reserve the all weather pitch on Friday afternoons until Christmas.

**Action: Clerk to prepare 'reserved' notice and send to the school**

### **18.3 Recent tarmacking**

Cllr JS reported that during the recent road re-surfacing, it had been noted that the drains outside the school had been tarmacked over.

## **19. DATE AND VENUE OF NEXT MEETING**

The next Parish Council meeting will be held at 8pm on Tuesday 12 December 2017 in the committee room of the Village Hall.

Chair closed the meeting at 10.30pm.

**SIGNED:**

**DATE:**

## MARSH GIBBON PARISH COUNCIL

Clerk's Financial Report  
14-Nov-17

COMMUNITY ACCOUNT		Notes	
<b>Balance of Community Account at 30 October 2017</b>		<b>£19,922.92</b>	
<b>Payments to be approved at meeting 14 November 2017</b>			
Cheque No	Payee	Amount	Authority
102705	Castle Water - Recreation Ground Water 1 Nov-31 Dec: Inv 716003		LGA(MP) 1976 s.19
102706	I Metherell - Mileage: attendance at AVDC Dev Committee	18.30	LGA 1972 s. 112(2)
102707	Playdale - 2017 RoSPA Inspection: Inv 29294	234.00	LG (MP) A 1976 s 19
102708	MGVH - September Hire: Inv 1709/12	16.62	LGA 1972 s.133
102709	Clr Evershed - Christmas Tree storage box	6.75	LGA 1972 S.144
102710	KJN Services - Christmast Tree cable ties	6.48	LGA 1972 S.144
102711	C Jackman - Clerk Salary Oct 2017	375.73	LGA 1972 s. 112(2)
102712	HMRC - Clerk PAYE Oct 2017	40.40	LGA 1972 s. 112(2)
102713	C Jackman - Clerk postage/training	17.65	LGA 1972 s. 112(2)
102714	RTM - Grass cutting inv. 1093	1,071.00	Highways Act 1980 s. 96
102715	Mazars - External audit 2016-17: Inv 1316353-SB056659	240.00	Audit Commission Act 1998
<b>Totals yet to be deducted from balance of Community Account</b>			
Cheques for approval at meeting on the 14 November 2017		<b>£2,026.93</b>	
Unpresented cheques (see reconciliation)		£538.31	
<b>Cheques yet to be credited to the Community Account</b>		<b>£0.00</b>	
<b>Anticipated balance</b>		<b>£17,357.68</b>	

EARMARKED RESERVE ACCOUNT	
Balance at 30 September	£30,148.56

**Balance of Earmarked Reserve at 30 September** £30,148.56 No movements on this account during October

Clerk reported reconciliations had been carried out on ER and CA accounts up to 30 October 2017

## Bank Reconciliation - 30 October 2017

## COMMUNITY ACCOUNT

CASH BOOK		Notes	
<b>Balance at 1 April 2017</b>	<b>£2,414.94</b>		
Less Total Payments to 30 October 2017	-£19,304.41		
Add total receipts to 30 October 2017	£36,274.08		
<b>Cash book balance at end October</b>	<b>£19,384.61</b>		
<b>BANK STATEMENT</b>			
CA Bank Balance end October (sheet 1)	£19,922.92		
Less unpresented cheques			
102661 Senses	-£172.80		
102690 MGVH	-£16.62		
102699 MGVH	-£73.06		
102703 E.on	-£261.00		
102704 D Leonard	-£14.83		
Effective bank balance end October	£19,384.61		
<b>Cash book balance</b>	<b>£19,384.61</b>		
<b>EARMARKED RESERVE ACCOUNT</b>			
<b>Balance of Earmarked Reserve A/C as at 1 April 2017</b>	<b>£31,049.06</b>		
Less total payments to 30 September 2017	-£1,413.00		
Add Total Receipts to 30 September 2017	£512.50		
<b>Balance at 30 September 2017</b>	<b>£30,148.56</b>		No Movements during October
<b>NB: the balance in the Earmarked Reserve Account is made up of:</b>			
Replacement of the synthetic carpet at the 5-a-side	£21,920.00		
Refurbishment of synthetic carpet at 5-a side	£2,007.00		
Ware Pond cleaning	£1,500.00		
New Street Lamps	£3,695.00		
Election Expenses	£775.00		
Fencing Repairs at 5-a-side	£227.00		£1413 wired for repair to the cable way
Defibrillator	£12.50		
Interest	£12.06		To be transferred to Community Account
<b>TOTAL</b>	<b>£30,148.56</b>		

**MGPC Decisions/Meeting on 14/11/2017**

It currently looks as though we shall generate in this financial year a surplus of about £1,200, compared with £450 budgeted - as long as we have no major expenditure that is not budgeted for or covered in Earmarked Reserves ( see below).

We started the year with opening balances of about £5,000 - a figure we might wish to maintain from year to year.

Our current draft budget also forecasts a surplus of £1,200 being generated in 2018-19.

We have several items of possible expenditure on which some of the current £1,200 surplus could be spent.

**Decisions (14/11/2017):**

Item	Reason	Cost	In budget 2017-18	ER	Do in 2017-18?	In budget 2018-19	Do in 2018-19?
AWP Fence panels (southern end)	Replace damaged	874	405	227	Done		
AWP Fence panels (northern end)	Replace damaged	500?			No	500	Yes
Basket ball net etc	Unusable	250?			No	-250	No -remove
Cemetery Conifers	RTM lopping	336	336		Yes	336	Yes
Hedge laying		??	??				
Trees JH 24/10/17	Split branch	50			Done		
Trees (JH quote to ET)	Need cutting back	350	712			712	Yes
Seat repair (Rectory Close) AM	Needs new wood	525			Yes		
Seat removal (Station Road) BL	Unusable	320?			Yes		
Walks leaflets reprint (250 X 2?)	No stocks	183			No	?183?	??
Pond railings repaint (2)	Need repainting	325			No	?325?	Yes
Playground maintenance (inc cableway inspection £600)	Ongoing repairs	600 + 900			No	1,500	

Earmarked Reserves	30/09/2017	Note	31/03/2018			2018-19 add	2018-19
AWP new carpet	21,920		21,920			0	21,920
AWP carpet refurb	2,007		2,007			0	2,007
AWP fence repairs	227	Used 227	-			0	-
Pond cleaning	1,500	+500 in H2	2,000			500	2,500
Street-lamp repairs/replacement	3,695		3,695			0	3,695
Election expenses	775		775			0	775
Defibrillator battery	12.50	+12.50 in H2	25			25	50
Total	30,136.50	Exc interest	30,422			525	30,947