

MARSH GIBBON PARISH COUNCIL

**MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD ON TUESDAY 9 APRIL 2019**

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: 3 members of the public, PCSO Sue Handley-Jones, PCSO Denise Grayburn, and C Jackman (Clerk)

The meeting commenced at 8.02pm.

1. APOLOGIES

None.

2. DECLARATIONS OF INTEREST

No interests were declared.

3. MINUTES OF THE MEETING HELD ON 12 MARCH 2019

Following three amendments, the Minutes of the Parish Council Meeting held on 12 March 2019 were agreed by those present and signed by the Chairman.

4. MATTERS ARISING

4.1 Dog Poo

Chair reported that he had put a notice in his monthly bulletin asking dog owners to be a lot more considerate when disposing of their dog's mess.

5. PUBLIC PARTICIPATION

Chair welcomed the members of the public who wished to speak on item 11.3.
The PCSOs reported that they were aware of unsocial behaviour by some youngsters and had organised extra patrols around the village.
The PCSOs left the meeting.

6. GENERAL CORRESPONDENCE

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

AVDC	From	Subject	Action	
i	28 Mar	Recycling and Waste	Dog waste service 2019-20: notification of 2.6% increase	To Councillors
ii	Various	Street Cleansing and Horticulture	Dog bins	Minute 13.2
iii	2 April	Electoral & Democratic Officer	Review of Polling Districts & Polling Places	To Councillors
iv	1 April	Planning	Planning Application Consultation 19/01227/APP	Minute 7.1
v	1 April	Electoral & Democratic Officer	Alterations to the electoral register	To Councillors
vi	29 Mar	Electoral & Democratic Officer	News for the Parishes - March 2019	To Councillors
vii	29 Mar	Senior Caseworker Regulatory Services	Piece Close	To Councillors: Clerk responded
viii	15 Mar	Planning	Planning Application Consultation 19/00996/APP	Minute 7.1
ix	14 Mar	Planning	New consultee access demonstration	Clerk attended
x	5 Apr	Planning	19/00403/ALB Status: Listed Building Consent	To Councillors

BCC		From	Subject	Action
i	27 Mar	Waddesdon LAF	minutes for Waddesdon Local Area Forum, Thursday 28th February 2019,	To Councillors
ii	25 Mar	Business Support Officer Localities and Safer Communities	Match Funding Award Letter - WAD LAP 1920_02	Minute 11.3
iii	25 Mar	Senior Caseworker Regulatory Services	Peace Close	To Councillors Clerk responded
iv	21 Mar	Area Manager Community Engagement and Development Team Communities, Health and Adult Social Care	Match Funding Award Letter - WAD LAP 1920_02	Agenda item
v	1 Apr	CC Angela Macpherson	Notification of leave	To Councillors
vi	29 Mar	Area Manager Community Engagement and Development Team Communities, Health and Adult Social Care	Marsh Gibbon HGVs	Minute 11.3
vii.	29 Mar	CC Angela Macpherson	Dog and Waste bins in Marsh Gibbon	Minute 13.2
viii.	19 Mar	CC Angela Macpherson	Adult social care update	To Councillors
ix	19 Mar	Waste Strategy	Changes coming to local household recycling centres	To Councillors
x	15 Mar	Team Leader – Rights of Way Operations	New Rights of Way Web Page Address	To Councillors
xi.	15 Mar		MyBucks March 2019	To Councillors
xii.	14 Mar		News about your local area from BCC	To Councillors
xiii.	13 Mar	CC Angela Macpherson	Cabinet has approved an increase to the Microgrants fund for parishes from £1000 to £2000 per application	To Councillors
xiv.	3 Apr	Revenue Section	Devolved services remittance advice	To Councillors
xv.	5 Apr	TfB	Ack of report of broken manhole cover	Noted
ALC/NALC		From	Subject	Action
i.	28 Mar		Presentations from BCC Parish Liaison Meeting 27th March	To Councillors
ii.	27 Mar		NALC Newsletter	To Councillors
iii.	22 Mar	NALC	Chief executive's bulletin	To Councillors
iv.	29 Mar	NALC	Chief executive's bulletin	To Councillors
v.	19 Mar		RE: Parish Liaison Meeting Wednesday 27 March	To Councillors
vi	18 Mar		BMKALC Parish Unitary Liaison Workshop on 21 March 2019	To Councillors
vii	18 Mar		Briefing Note from NALC regarding Local Authority Publicity	To Councillors
viii	15 Mar	NALC	Chief executive's bulletin	To Councillors
ix	11 Mar		Rishi Sunak letter about councillor/candidate home addresses	To Councillors
x	5 Apr	NALC	Chief executive's bulletin	To Councillors
xi	5 Apr		Presentation from the BMKALC parish unitary workshops	To Councillors
xii	3 Apr	NALC	NALC Newsletter	To Councillors
Other		From	Subject	Action
i	29 Mar	Melanie Rose	Confirmation of internal audit – 28 May	To Councillors
ii	29 Mar	Clerk, Calvert Green PC	Dunsty Hill - -proposed development	To Councillors
iii	26 Mar	PKF Littlejohn	BU0130 - 2018/19 AGAR PKF Littlejohn instructions	Minute 8.4
iv	25 Mar	Siddleys	Ditch clearance: Ewelme Farm	To Councillors
v	22 Mar	Tesco Bag scheme	Tesco Bags of Help Scheme - Application Decision – successful	To Councillors
vi	18 Mar	Jayne Roycroft	Additional wording on headstone & interment of ashes	Noted
vii	17 Mar	VH Booking Sec	Skateboarding at VH	To Chair
viii	15 Mar	Managing Director	Meeting with Parish Council	Minute 7.3

		W E Black Ltd		
ix	15 Mar	Thames Valley Police	Police & Crime Bulletin March 2019	To Councillors
x	15 Mar	E.on Energy	quotation for the work required on the street light o/s West Edge	Minute 12.1
xi	11 Mar	EWR	EWR2 deliveries through Marsh Gibbon 30 August 2018	To Chair
xii	2 Apr	MGVH	Hall Security	To Councillors
xiii.	7 Apr	Jonathan Durndell Chartered Building Surveyor	Marsh Gibbon Cemetery - Building Surveying Services	Minute 8.7
	8 Apr	Life Together	Ack: article for Life Together	Noted

7. PLANNING

7.1 New Planning Applications

19/00996/APP: Land West Of Station Road Marsh Gibbon Buckinghamshire OX27 0AX

Temporary use of land as a construction compound incorporating storage area, site offices and car parking and associated highway works.

Applicant: Network Rail Infrastructure Ltd.

Council Decision: No objection.

19/01227/APP: Lanes End Barn Townsend Lane Marsh Gibbon Buckinghamshire OX27 0AE Removal of swimming pool and garden building, construction of carport and garden store.

Council Decision: No objection.

7.2 AVDC Approved Application

19/00403/ALB: Listed Building Consent : The Homestead Little Marsh, Marsh Gibbon

Replacement of two windows with traditional oak framed leaded lights, and refurbish two existing leaded light windows.

7.3 Ewelme Sites

W.E. Black's Managing Director (Mr Gadsden) will attend the June Parish Council meeting to discuss the plans for Site A. It was noted that Council wish the developer to adhere to the outline planning permission.

Action: Chair and Clerk to liaise with Mr Gadsden to agree a format/plan for the meeting.

It was noted that the sales of sites B and C are in the final phase of completion.

8. CLERK'S REPORT AND ADMINISTRATION MATTERS

8.1 Finance Report

Clerk presented the Financial Report for April 2019. Payments totalling £1424.90 were approved as detailed on page 1897. Clerk reported that she had carried out the monthly bank reconciliation on both bank accounts.

8.2 Skateboarding

It was noted that £300 from the County Councillor's community fund and £500 from the VAHT Thriving Communities fund for sessions in 2019-20 had been paid into the 2018-19 Financial Year. A minimum of £1,000 will be due from the Tesco Bags of Help scheme.

Action: Chair to add to his monthly bulletin an encouragement to shoppers who use the Bicester Tescos to vote for the Skateboarding scheme during May and June.

8.3 2019-20 Budget

The budget will be finalised at the Finance Meeting on 23 April 2019 for final approval at the May meeting. An approximate surplus of £5K is forecast.

8.4 2018-19 Annual Return and Governance Statement

Clerk reported that the internal audit would be held on 28 May so that the accounts can be approved at the June meeting to meet the external auditor's deadline of 1 July 2019.

8.5 Finance Meeting

It was agreed that the agenda items for the finance meeting on 23 April would include the 2018-19 draft accounts and the 2019-20 budget.

8.7 New Homes Bonus (NHB): Cemetery internal roads

Cllrs Evershed and Taylor had been working towards completing the Expression of Interest for the work to the internal roads at the cemetery. They had sought the views of a professional surveyor who had advised that replacing the existing concrete paths for a tarmac path with concrete edgings would probably be the best solution. They also advised that a professional surveyor should be appointed to oversee the work and had obtained a quotation for Councillors to review. The quotation had been broken down into two parts:

Stage 1: Design & Tender (£2,500) with an additional fee of £275 for permission from Bucks CC for a licence to work on the vehicle access.

Stage 2: On-Site Works (£2,500)

It was agreed unanimously to accept **Stage 1** and the additional fee and to decide how to proceed beyond this once it is known what funding has been awarded. It was noted that the specification would be available for future use if the funding was not immediately forthcoming.

Action: Cllr ET to confirm with the surveyor that Council had accepted Stage 1 of his quotation with the addition of the £275 for the permit from BCC. Clerk to follow up with a formal letter. Cllrs PE and ET to liaise with the surveyor.

9 PLAY EQUIPMENT, TEENAGE RECREATION AREA AND RECREATION GROUND

9.1 Councillor's monthly report

It was confirmed that the inspections would now be carried out quarterly.

It was noted that Cllr AL had carried out an inspection and noted that a new post is needed. All other issues had previously been reported and were considered low risk. Clerk reported that she had booked the annual inspection with RoSPA Playsafety but is waiting to be told when the inspection will be carried out.

Action: Cllr AL to contact B Leonard to ask him to fit a new post.

9.2 Maintenance

Cllr ET reported that the new fence posts would be fitted soon.

9.3 Recreation Ground ditch clearance

It was noted that Ewelme had confirmed that they will contribute 50% towards the cost of the ditch clearance at the Recreation Ground. Andrew Robson of Sidleys had been thanked.

10 DEVOLVED SERVICES

10.1 **Grass cutting:** Nothing to report.

10.2 **Siding out:** Nothing to report.

10.3 **Weed killing:** Nothing to report.

10.4 **Rights of Way:** Nothing to report.

10.5 **Maintenance:** Nothing to report.

10.6 **Complaints:** Nothing to report.

11 ROADS AND PATHWAYS

11.1 Pot holes

It was noted that there is a pot hole near the garage in Launton Road.

Action: Clerk to report to Tfb

11.2 Kerbing

Clerk had reported to Tfb that following the tarmacking in Station Road the kerb stones had not been replaced but put inside the gate of the Old Police House. It was noted that the kerb stones are still there.

Action: Clerk to follow up again with Tfb

11.3 HGV weight limit

Following the award of £2330 from the Waddesdon LAF towards the HGV Weight Restrictions Feasibility Scheme, Chair and Cllrs AL and ET had met with representatives from Tfb to discuss the way forward to prevent HGV's using Marsh Gibbon as a 'through route'. It was noted that HGV's could not be prevented from using the village for deliveries etc.

Chair reported that he had not received a response to his email of 28 March asking for clarification from TFB of what their role will be. It was agreed that if a response was not forthcoming Council would ask CC Paul Irwin and CC Angela Macpherson to get involved.

Chair asked representatives from KJN if they wished to comment. They stated that they wished to emphasise that they were an integral part of the village and a local employer. They also hoped they were perceived to be considerate when their lorries accessed the village. Chair pointed out that Council was not worried about local traffic, but its concern was with HS2 and East West Rail using the village as a through route.

It was noted that the monitoring needs to be carried out as soon as possible and that SatNav companies need to change the 'preferred route' to avoid Marsh Gibbon.

Action: Chair agreed to keep KJN informed.

[Two residents left the meeting.]

11.4 Speedwatch

It had been agreed not to hold any speed watch sessions until Thame Water had completed its work in the village. However, this seems to be taken longer than expected, so it was agreed to look into starting the speed watch sessions as soon as possible.

Action: Cllr ET and Clerk to liaise to set up the sessions and to involve Peter Ferens.

11.5 Moat Lane

It was agreed that a reduced speed limit is probably now not necessary since traffic is no longer using Moat Lane to avoid the Thames Water works.

Action: Clerk to remove this item from the agenda.

11.6 Damaged Manhole Cover

The damaged manhole cover near Suffolk Court had been reported to Tfb who in turn had reported it to BT.

Action: Clerk to follow up with Tfb and emphasise that it is considered to be dangerous, near a residential site for the elderly and opposite a primary school and ask for it to be repaired as soon as possible.

12 STREET LIGHTING

12.1 Maintenance

It was noted that the street between 10 and 11 Swan Lane is not working.

Action: Cllr Clerk to report to E.on.

Council agreed to accept the quotation of £280 from E.on for the repair of the street light outside West Edge Cottage.

Action: Clerk to inform E.on.

13 ENVIRONMENTAL MATTERS

13.1 Street Furniture

13.1.1. Mud Pond Notice Board

Cllr ET reported that the key has now been secured to the notice board.

13.1.2 Picnic Benches

Cllr AL confirmed that the new benches have been erected adjacent to the village hall. Chair thanked him for arranging this.

13.2 Dog Waste and Rubbish Bins

13.2.1 Rubbish Bin

It was agreed to purchase a new rubbish bin to be fitted to the post at Mud Pond.

Action: Clerk to order bin from AVDC.

13.2.2 Dog Waste Bin

Cllr Taylor reported that she had emptied some of the dog bins and the rubbish bin at Mud Pond and will continue to check them. It was also noted that a resident had collected over 100 bags of waste from the area behind Piece Close.

It was agreed to install a new dog bin to the left hand side of the entrance to The College and to look into getting a new dog bin for Swan Lane next year.

Action: Clerk to order new dog bin and notices.

13.3 Working Party

Cllr ET confirmed that the Working Party will now be on 27 July.

Action: Cllr ET to put note into Life Together.

14 CEMETERY MATTERS

14.1 Burials, Interments, Advance Booking Requests and Memorial Applications

14.1.1 Memorial Requests

Council approved the new memorial and inscription on the grave in Section B, Row 6, Plot 11.

Action: Clerk to inform Banbury Memorials.

14.1.2 Tablet, Section C, Row 1, Plot 5

Cllr PE reported that the tablet for Plot 5, Row 1, in Section C, which had been put in the wrong place, had been removed. She reported that she had been liaising with the family, Hancocks and Banbury Memorials regarding a new tablet. She had advised them that there was not enough room on the plot to have two tablets. It was agreed that as the original confusion was caused by Hancocks and Banbury Memorials they should resolve the problem and pay the cost themselves and that the family should not have to bear any of the costs.

Action: Clerk to write to Hancocks to advise them that Council believe that they should resolve the problem with Banbury Memorials.

14.2 Maintenance

14.2.1 Trees

It was noted that the work on the trees at the front of the cemetery had been completed.

14.2.2 Water Supply

This is in hand.

15 REPORT FROM VILLAGE HALL REPRESENTATIVE

It was noted that the tennis club lease has been agreed and is being drawn up.

Cllr JS reported that youngsters have been causing problems around the village hall and that the PCSO's have agreed to extra patrols.

16 ANY OTHER BUSINESS

16.1 Blocked Drain

It was noted that the drain to the right of bus stop near the school is blocked

16.2 Bicester Road Sign Post

It was noted that the sign post on Bicester Road still had not been repaired.

17 DATE AND VENUE OF NEXT MEETINGS

The Finance Meeting will be held at 7.30 on Tuesday 23rd April 2019.

The Annual Meeting of the Parish Council meeting will be held at 8pm on Tuesday 14th May 2019.

The Annual Parish Meeting will be held at 8pm on Tuesday 21 May 2019.

Chair closed the meeting at 10.10pm.

SIGNED:

DATE:

MARSH GIBBON PARISH COUNCIL

Clerk's Financial Report
09-Apr-19

COMMUNITY ACCOUNT		Notes
28-Feb-19	£15,101.12	
Unpresented cheques and cheques approved at meeting on 12 March 2019	-£3,629.12	
Unpresented cheques at 31 March	£0.00	
Income:		
Bucks CC (LAF)	£2,800.00	Towards Skateboarding project
Bucks CC discretionary fund	300.00	Towards Skateboarding project (2)
VAHT Thriving Communities Fund	£500.00	Towards Skateboarding project (2)
Balance of Community Account at 29 March 2019	£15,072.00	

Cheque No	Payee	Amount	Authority
Payments to be approved at meeting 9 April 2019			
102859	Souther Electric: Street lighting for March 2019	190.81	PCA 1957s.3;HA 1980s.301
102860	Cheque cancelled		
102861	BALC: B&MK ALC Annual Subscription 2019-20	160.81	LGA 1972 s.143
102862	E.on: Inv 090101, 20 Mar 19: Street light maintenance qtr ending 31 March 2019	250.12	PCA 1957s.3;HA 1980s.301
102863	MGVH: Inv 1902/12: VH hire February 2019	18.74	LGA 1972 s133
102864	C Jackman: Clerk Mar salary	324.56	LGA 1972 s. 112(2)
102865	HMRC: Clerk Mar PAYE	157.20	LGA 1972 s. 112(2)
102866	Dave Rollins: Inv SK8-2011-001: Skateboard sessions (1 and 2)	166.66	LGA 1972 s.145
102867	Mortimore Electrical Services Ltd: Inv 30 Jan 2019: Christmas Tree lighting check	156.00	LGA 1972 S.144
	Inv H16AC18E14, 4 Jan 19: Street lighting electric Awaiting confirmation		PCA 1957s.3;HA 1980s.301
	AMOUNT STILL TO BE CONFIRMED SUFFOLK COURT TO BE REMOVED		

Totals yet to be deducted from balance of Community Account		
Cheques for approval at meeting on the 9 April 2019	£1,424.90	
Unpresented cheques	£0.00	

Total £1,424.90

Cheques yet to be credited to the Community Account	
BCC Devolved Services payment	£1,821.85
Banbury Memorials: New memorial grave B-6-11	£70.00

Anticipated balance £15,538.95

EARMARKED RESERVE ACCOUNT	
29-Mar-19	£30,160.35
Interest 3 Dec 18 - 3 Mar 19	£15.14
Balance of Earmarked Reserve at 29 March 2019	£30,175.49

Bank Reconciliation - 31 March 2019

COMMUNITY ACCOUNT

CASH BOOK	Notes
Balance at 1 April 2018	£12,250.87
Less Total Payments to 31 March 2019	-£36,597.66
Add total receipts to 31 March 2019	£39,418.79
Cash book balance at end March 2019	£15,072.00
	£15,072.00

BANK STATEMENT	
CA Bank Balance end March 2019	£15,072.00
Less unpresented cheque:	

EARMARKED RESERVE ACCOUNT	
Balance of Earmarked Reserve A/C as at 1 April 2018	£30,669.47
Less total payments to 28 March 2019	-£1,080.05
Add Total Receipts to 29 March 2019	£586.07
Balance at 29 March 2019	£30,175.49

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	£2,007.00
Ware Pond cleaning	£2,500.00
New Street Lamps	£2,666.00
Election Expenses	£775.00
Fencing Repairs at 5-a-side	£227.00
Defibrillator	£50.00
Interest	£30.49
TOTAL	£30,175.49