

MARSH GIBBON PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING
HELD ON TUESDAY 9 AUGUST 2016**

PRESENT: Cllrs I Metherell (Chairman), R Cross (RC), P Evershed (PE), D Leonard (DL), E Taylor (ET)
In attendance: County and District Councillor Angela Macpherson (AM), C Jackman (Clerk) and 3 members of the public.

The meeting commenced at 8.01pm

1. **APOLOGIES:** Cllrs G Barker and J Smith
2. **DECLARATIONS OF INTEREST:** Cllr ET declared an interest in Item 7 (planning application 16/02595/APP) and Cllr PE declared an interest in Item 14 (memorial application)
3. **MINUTES OF MEETING HELD 12 JULY 2016:**
The minutes of the Parish Council Meeting held on 12 July 2016 were agreed by those present and signed by the Chairman.
4. **MATTERS ARISING:** There were no matters arising
5. **PUBLIC PARTICIPATION:**
Chair welcomed the members of the public who were invited to speak.
6. **GENERAL CORRESPONDENCE:** Items had been circulated via email. The following had been received and were covered where indicated.

	AVDC	From	Subject	Action
i.	28 Jul	Electoral Services	Alterations to the electoral register	To Councillors
ii.	27 Jul	Senior Planning Officer (Forward Plans) Community Fulfilment	Neighbourhood Plans and VALP	Agenda item 8
iii.	25 Jul	Democratic Services Officer	Parishes Seminar on VALP - 13 July 2016	Agenda item 8
iv.	11 Jul	Democratic Services Officer	News for the Parishes	To Councillors
v.	1 Jul	Communications & Marketing	AVDC Roadshow	To Councillors

	Bucks County Council	From	Subject	Action
i.	28 Jul	Neil Gibson Interim Chief Executive	Meeting invitation sent on behalf of Neil Gibson Interim Chief Executive of BCC	Agenda item 9h
ii.	28 Jul	TfB	Weeds in villages	To Councillors
iii.	26 Jul		MyBucks e-newsletter Summer 2016	To Councillors
iv.	25 Jul	CC Angela Macpherson	Community Chest	Agenda item 10
v.	25 Jul	Waddesdon LAF	Simply Walk Waddesdon	To Councillors
vi.	22 Jul	Senior Project Officer (HS2) Regeneration and Infrastructure Transport Economy Environment	E-update July 22nd 2016	To Councillors
vii.	19 July	Dave Smith, LAT TfB	Enquiry: Potholes 40020594 (Heet Road), 40020595 (Spires Lane), 40020597 (Summerstown)	To Councillors Agenda Item 11
viii.	18 July	Commercial Development Officer Business Strategy & Commercial Development, Transport, Economy & Environment	Positive Case for Devolution	To Councillors

ix.	18 July	Waddesdon LAF	BCC News: High Sheriff launches new community bus	To Councillors Agenda item 6a
x.	13 July	Waddesdon LAF	Celebration event in Waddesdon on the 14th July , to launch the Bernwode Community Bus	To Councillors Agenda item 6a
xi.	12 July	Waddesdon LAF	Agenda for Waddesdon Local Area Forum, Wednesday 20th July 2016, 7.00 pm	To Chair

Association of Local Councils		From	Subject	Action
i.	28 Jul	NALC	NALC Survey on Community Led Housing	Completed by Chair
ii.	26 Jul	BALC	New LTN's 60 and 69	To Councillors
iii.	4 Aug	BALC	Invitation to "Your Army" Presentation at High Wycombe, Wed 07 Sept 2016 at 18:30	To Councillors

Others		From	Subject	Action
i.	3 Aug	Maddie Stych	Marsh Gibbon Long Walk	Agenda item 6b
ii.	3 Aug	RTM	Quote for Acland hedge cutting	Agenda item 13
iii.	29 Jul	John Tofts	Blocked drains in West Edge	Agenda item 11
iv.	21 Jul	Emma Gill Regional Manager Hastoe Group	Hedge – Peace Close	Agenda item 13
v.	29 July	Land & Partners	Discussions with AVDC	To Chair
vi.	19 July	Information Commissioner's Office	Data Protection registration - Renewal confirmation ICO:00043327106	Noted
	14 Jul	E.on	Quote for street light repair The Bays, West Edge	To Councillors Agenda item 12

- a) The launch of the **Community Bus** was held on 14 July. Cllr AM reported that a new committee had been set up to run the project with Paul Irwin voted in as Chairman. However, it was unclear what other arrangements had been put in place.
- b) Chair reported that he had requested an amendment to the “long” walk instructions as he had got lost when trying to follow them. He had been unable to update the instructions himself as he did not have a Word version.

Action: Chair to follow up

7. PLANNING CORRESPONDENCE:

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

16/02595/APP - MARSH GIBBON

Corner House, Millfield Close, Marsh Gibbon OX27 0HT

First floor extension over existing garage. Utility room to side of dwelling

Garage conversion to living accommodation

Applicant: Mr Will Lambourne

Decision: Council raised no objection to this application

16/02595/APP - MARSH GIBBON

4 Swan Lane, Marsh Gibbon OX27 0HH

Rebuilding of front entrance porch with pitched roof

Applicant: Mr Richard Willis

Decision: Council raised no objection to this application

AVDC Approved applications

16/01854/APP - MARSH GIBBON

Lanes End Cottage Townsend Lane Marsh Gibbon Buckinghamshire OX27 0AE

Change of Use of seasonal holiday accommodation building to provide separate dwelling including internal and external alterations and associated garden and car parking

Applicant: Terry Rose

16/01887/APP – MARSH GIBBON

New entrance into paddock from Blackthorn Road

Marshfield Barn, Blackthorn Road, OX27 0AG

Application: Mrs Hannah Wright

16/02021/APP - MARSH GIBBON

Land adjacent to Sunnymede, Station Road OX27 0HW

Demolish existing garage building and erection of one detached dwelling with associated garden space and parking

Applicant: Mr Tony Jones

Infrastructure Funding

Cllr ET had attended a CIL & S106 Workshop presented by Andrew MacDougall, Bucks County Council's Senior Infrastructure Coordinator (a newly created post). Cllr ET reported that Andrew was very enthusiastic but as he had promised to send out a copy of his presentation she had not taken any notes. However, it was noted that as Marsh Gibbon has a Neighbourhood Plan (NP) in place it should get 25% project funding instead of the 12% available to those who do not have an NP, once VALP and CIL are adopted.

Action: Cllr AM to chase for a copy of presentation

8. Draft Vale of Aylesbury Local Plan (VALP)

Chair reported that Marsh Gibbon needs to identify a site or sites to be included in VALP as reserve allocation/s to deliver the Marsh Gibbon estimated shortfall of 35 new homes. AVDC need us to do that by the end of September. It was agreed to call a special Plans meeting on Wednesday 17 September to identify sites for discussion with AVDC and for them to be approved at the Parish Council meeting on 13 September.

The Council was given two options with a response deadline of 10 August:

Option 1: Neighbourhood Plan Review. The parish council works with AVDC to find further sites for housing to be allocated in the neighbourhood plan review. The full neighbourhood plan review would not be needed until a year after the adoption of VALP.

Option 2: AVDC identifies sites itself in a review of the Housing and Economic Land Availability Assessment (HELAA). This work would be carried out during August and September to feed into the HELAA report by the end of November 2016.

Action: Clerk to inform AVDC that Council will opt for Option 1.

Action: Chair to distribute notification of Plans meeting to those who receive the monthly bulletin

It was noted that AVDC had already identified two sites, Swan Field (Site A) and Leopold Farm (Site C). Berry Close (Site B) had not been included which was a cause of concern as this is the site where it is proposed to include a shop.

It was agreed that the following comments on the draft VALP would be submitted:

MGPC Comments on VALP

- **Policy S4: Green Belt: MGPC supports the proposal** to remove the Green Belt designations of land north of Wendover and at RAF Halton.

Reason: to release land for development where the need is considerable and the land currently protected is of poor quality

- **Policy D1: Aylesbury: MGPC supports the proposal** that Aylesbury should be designated a Garden Town.
Reason: Government funding would benefit the town's development.
- **Policy D2: New settlement:** VALP proposes that a new major settlement of 4,500 homes could be planned. **MGPC supports this proposal for it to be at Haddenham** (para 4.33).
Reason: this would relieve pressure on other parts of the VALP area.
- **Policy D6: Marsh Gibbon Shortfall: MGPC wishes to work with AVDC Forward Plans to identify 'reserve allocations'**. (Option 1 as suggested by Forward Plans, 28/07/2016)
Reason: MGNDP did not allocate sites and HELAA only identifies two sites for up to 43 homes against a residual requirement of 66. The two sites will probably now only deliver 31, leaving a shortfall of 35.
- **The Marsh Gibbon shortfall should be corrected to 23** in para 4.83 on page 89.
Reason: VALP incorrectly states the shortfall as 26. (It may now actually be 35)

Action: Clerk to submit comments onto the AVDC VALP website

Chair reported that MGNDP needs to be reviewed a year after VALP is adopted, i.e. by August 2018 - a year after AVDC's VALP target of August 2017. Council agreed the following schedule, prepared by Chair, setting out how we could progress the activity.

MGNDP Review Schedule	26/08/2016				
Review to be completed by August 2018					
Action	By	With	Start	Finish	MGPC Meeting
Agree Review Schedule	MGPC			09/08/2016	09/08/2016
Confirm Schedule	MGPC	AVDC		10/08/2016	
Assess potential reserve sites for VALP shortfall (23)	MGPC		10/08/2016	13/09/2016	13/09/2016
Agree potential reserve sites for inclusion in VALP	MGPC	AVDC	14/09/2016	30/09/2016	
<i>Pre-submission VALP agreed</i>	AVDC			31/01/2017	
<i>VALP submitted for examination</i>	AVDC			30/03/2017	
<i>VALP adopted (providing no examination issues)</i>	AVDC			30/08/2017	
Analyse MGNDP in context of VALP	MGPC		01/10/2017	31/12/2017	
Consult Community on MGNDP Review	MGPC		01/01/2018	31/03/2018	
Agree Changes to MGNDP	MGPC	AVDC	01/04/2018	30/06/2018	
<i>MGNDP Review adopted</i>	AVDC			30/08/2018	

Land & Partners Ewelme Proposals

Land & Partners were preparing a revised proposal leaflet based on feedback and advice from AVDC which they would deliver to all households within the village when they submit new applications.

9. Bucks County Council Devolution of Services

- Urban grass cutting: Nothing to report
- Hedging: nothing to report
- Siding out: nothing to report.
- Rights of Way: nothing to report.
- Weed killing: Weed killing had been carried out along Bicester Road.
- Maintenance: nothing to report.
- Complaints: nothing to report.
- Invitation to consider other devolved areas:** The Parish Council declined an offer to receive a visit from representatives of Bucks County Council

Action: Clerk to inform BCC

10. CLERK'S REPORT AND ADMINISTRATION MATTERS

- Financial Report:** Clerk presented the Financial Report for July 2016. Payments totalling £1930.90 were approved as detailed on page 1703. The bank statements for July month end were available

for inspection and the Clerk reported that she had carried out the monthly bank reconciliation on all three bank accounts. It was also noted that Clerk had had problems when trying to do the July bank transfer. If this happens again she will look into setting up on-line banking.

Action: Clerk to transfer £1500 from the Business Premium Account to the Community Account to cover the cheques.

- b) **Communications:** Clerk is still awaiting a new date for the follow-up website building course. She had also approached 'Senses', our website provider, for help and was awaiting costs.
Action: Clerk to follow up and liaise with Cllr Cross for the details of a resident who may be able to help
- c) **Community Chest Grant Funding:** There had been no response to the notice in the bulletin giving details of the funds available from the Community Chest.

11. ROADS AND PATHWAYS (INCLUDING POTHOLE)

- a) **Potholes:** CC AM and the Local Area Technician (LAT) had toured the village and noted that some pot holes had been repaired. The LAT had put in a works order for the repair of a water leak by the church.
Action: Clerk to report water leak in Station Road by Piece Close.
- b) **HGV's in Marsh Gibbon:** There is currently nothing to report.
- c) **Hedgeside Path:** It was agreed to accept the quotation from R-T-M.
Action: Clerk to inform R-T-M
- d) **Blocked Drains in West Edge:** It was reported that these had been cleared.
- e) **Moat Lane:** It was noted that the work to the footpath between Moat Lane and the Village Hall still had not been carried out.
Action: Cllr RC to follow up

[10.10 Cllr RC left the meeting]

12. STREET LIGHTING

- a) Chair reported that at the recent LAF meeting it had been reported that savings could be made with the installation of LED street lights and that loans were available for this work. It was agreed that when the next light fails Council should look at the option of a LED replacement.
Action: Clerk to monitor
- b) All outstanding street light repairs have now been carried out.

13. ENVIRONMENTAL MATTERS

- a) **Notice Board: Millfield Avenue:** As Cllr GB was not at the meeting there was no update on the purchase of a new notice board. Cllr ET reported that the current board had slipped down the poles
Action: Cllr ET to ask Pat Taylor to remove the board
- b) **Calvert Incinerator:** There were no updates available.
- c) **Rubbish bins:** Clerk confirmed that the rubbish bin by the side of the AWP is now being emptied.
- d) **Acland Terrace Hedge:** It was agreed to accept R-T-M quotation for cutting Acland Terrace hedge.
Action: Clerk to inform R-T-M
- e) **Piece Close Hedge:** Clerk confirmed that Hastoe Housing will cut the hedge by Piece Close.
- f) **Mud Pond fencing repair:** As Cllr GB was not at the meeting there was no update available.
- g) **Village Projects:** It was agreed to put an advertisement in Life Together for help with 'Village Projects' Action: Clerk and Chair to liaise re October issue (deadline September 17).

14. CEMETERY MATTERS

- a) **Burials:** There were no burials
- b) **Memorials:** A request for a memorial in Section B, Row 4, Plot 10 was approved.
- c) **Maintenance:** Before leaving the meeting Cllr RC had reported that Barry Leonard would remove the spoil but that he had not yet received a price for this work.

15. PLAY EQUIPMENT, TEENAGE RECREATION AREA AND RECREATION GROUND

a) All Weather Pitch

As Cllr GB was not at the meeting there was no update available

b) Play Area Inspection

The RoSPA inspection had taken place. The inspection had not included the new play equipment as clerk had requested.

Action: Clerk to follow up

16. DATE AND VENUE OF NEXT MEETINGS

The Plans meeting will be held at 8pm on Wednesday 17 August 2016.

The next Parish Council Meeting will be held at 8pm on Tuesday 13th September in the committee room of the Village Hall.

Chair closed the meeting at 10.30pm

SIGNED:

DATE:

**Clerk's Financial Report
09-Aug-16**

COMMUNITY ACCOUNT		Notes
29 June (sheet 399)	£987.37	
Unpresented cheques and cheques approved at meeting on 12 July	-£2,934.68	
Unpresented cheques at 30 July 2016	£231.13	
Income:		
Transfer from Business Premium Account	£2,500.00	
Income		
Balance of Community Account at 30 July 2016 (sheet 401)	£783.82	
Payments to be approved at meeting 9 August 16		
Cheque No	Payee	Amount Authority
102586	E.on: Street Light Maintenance: Qtr ending 30 June Inv 066846	261.00 PCA 1957s.3;HA 1980s.301
102587	G Hodges: Grave Digging: Inv 044 (includes £10 under charge on Inv 039)	260.00 Local Authorities Cemeteries Order 1977
102588	MGVH: Hire charges for June: Inv 1606/09	13.44 LGA 1972 s.133
102589	RTM: Grass cutting: Inv 546	819.00 Highways Act 1980 s. 96
102589	RTM: Application of Herbicide: Inv 561	126.00 Highways Act 1980 s. 96
102590	C Jackman: Clerk Salary: July 2016	375.11 LGA 1972 s. 112(2)
102591	HMRC: Clerk July PAYE	40.40 LGA 1972 s. 112(2)
102592	C Jackman: Clerk Stationery \ Postage	35.95 LGA 1972 s. 112(2)
Totals yet to be deducted from balance of Community Account		
Cheques for approval at meeting on the 9 August 2016	£1,930.90	
Unpresented cheques (see reconciliation)	£231.13	
Receipts yet to be credited to the Community Account		
	Anticipated balance	-£1,378.21
It is recommended that £1500 is transferred from the Business Premium Account to cover the outstanding cheques.		
BUSINESS PREMIUM ACCOUNT		
Balance at 29 June 2016 (sheet 330)	£10,403.82	
Transfer to Community Account	-£2,500.00	
Balance of Business Premium A/C per Statement at 30 July 2016 (sheet 332)	£7,903.82	
EARMARKED RESERVE ACCOUNT		
Balance at 27 May 2016 (sheet 140)	£32,491.00	No movements on this account during July 2016
Interest: 7 Mar - 5 June	£3.96	
Balance of Earmarked Reserve A/C per Statement 29 June 2016 (Sheet 142)	£32,494.96	
Clerk reported reconciliations had been carried out on all 3 bank accounts up to 31 July 2016		
Marsh Gibbon Parish Council Bank Reconciliation - 31 July 2016		
COMMUNITY ACCOUNT		Notes
Balance of Community A/C as at 1 April 2016 (sheet 397)	£1,638.48	
Less Total Payments to 31 July 2016	-£10,544.66	
Less uncashed cheques at 31 July 2016		
Chq No: 102574: MGVH	-31.45	
102577: Senses	-172.80	
102583: MGVH	-26.88	
Add Total Receipts to 31 July 2016	£9,690.00	
Unbanked cash:		
Net Balance at 31 July 2016	£552.69	
Cashbook balance at 31 July 2016	£552.69	
BUSINESS PREMIUM ACCOUNT		
Balance of Business Premium A/C as at 1 April 2016 (sheet 325)	£3,977.82	
Less Total Payments to 31 July 2016	-£8,675.00	
Add Total Receipts to 31 July 2016	£12,601.00	
Balance at 31 July 2016 (sheet 332)	£7,903.82	
EARMARKED RESERVE ACCOUNT		
Balance of Earmarked Reserve A/C as at 1 April 2016 (Sheet 136)	£31,619.94	
Less total payments to 30 June 2016	-£3.94	There were no movement on this account during July 2016
Add Total Receipts to 30 June 2016	£878.96	
Balance at 30 June 2016 (sheet 142)	£32,494.96	
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	£1,757.00	
Maintenance of play equipment	£110.00	
Ware Pond cleaning	£375.00	
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	£3.96	
TOTAL	£32,494.96	