

MARSH GIBBON PARISH COUNCIL

**MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD ON TUESDAY 12 JUNE 2018**

PRESENT: Cllrs I Metherell (Chair), R Cross (RC), P Evershed (PE), J Smith (JS) and E Taylor (ET)

In attendance: C Jackman (Clerk) and 3 members of the public

The meeting commenced at 8.02pm.

1. APOLOGIES

Cllrs A Lambourne and D Leonard.

2. DECLARATIONS OF INTEREST

Chair and Cllr JS declared a non-pecuniary interest in item 8 (Recreation Ground: Enquiry from Tennis Club).

3. MINUTES OF THE MEETING HELD ON 8 MAY 2018

The Minutes of the Parish Council Meeting held on 8 May were agreed by those present following one amendment and signed by the Chairman.

4. MATTERS ARISING

There were no matters arising.

5. PUBLIC PARTICIPATION

Chair welcomed the members of the public. Two members of the public wished to speak on item 8.

6. GENERAL CORRESPONDENCE

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

AVDC	From	Subject	Action	
i	5 June	Planning	Ref. No: 18/00865/APP Status: Pending Decision Case Type: Planning Application	Noted
ii	4 June		Alterations to the electoral register	To Councillors
iii	1 June		AVDC Enquiry Received – Fly tipping Heet Road	Noted
iv	1 June	DC Angela Macpherson	Licensing Committee papers	Minute 7
v	29 May	Planning	Planning Application Consultation 18/01727/ALB	Minute 7
vi	25 May	Parish Support	Dog & litter bin update	To Councillors
vii	22 May	DC Angela Macpherson	AV Times in Marsh Gibbon	Noted
viii	22 May	Electoral & Democratic Officer	Alterations to the electoral register	To Councillors
ix	21 May	Parish Support	Household waste collection	To Councillors
x.	17 May	Licensing Officer Environmental Health and Licensing	Notice of Hearing Manor Farm, Station Road, Marsh Gibbon, Buckinghamshire, OX27 0HN	Minute 7
xi.	16 May	Planning	Planning Application Consultation 18/01658/APP	See note*
xii.	16 May	Grants and Voluntary Sector Support Officer	IMPORTANT CODE OF CONDUCT regarding endorsement of an New Homes Bonus applications	To Councillors
xiii	16 May	Angela Macpherson	County and District Councillor’s Report	To Councillors
xiv.	14 May	Principal Licensing Officer	Licensing Applications	To Chair
xv.	11 May	Parish Support	Consultee Access	To Councillors
xvi.	11 May	Parish Support	Litter and Dog waste	To Councillors
xvii.	11 May	Planning	Ref. No: 18/00842/ACL Status: Certificate Issued - Proposed Develop't Case Type: Planning Application	Noted
BCC	From	Subject	Action	
i	5 June	Public Transport Team	Council-supported Rural Bus Service Survey 2018	To Councillors

ii	5 June	Communications Officer, TfB	Reminder - Parish digital drop-ins are next week	To Councillors
iii	5 June	Transport Strategy Officer, Growth and Strategy	FW: Freight Strategy Workshop	To Councillors
iv	4 June	Project Manager – Network Improvement Team	FW: Castle Street speed limit	Minute 12
v	4 June	CC Angela Macpherson	Licensing committee	Minute 7
vi	31 May	Communications Officer Tfb	Invitation to Parishes: Explore online transport resources from Bucks County Council	To Councillors
vii	29 May	Senior Marketing Officer	Energy services for parish councils	To Councillors
viii	23 May		Future Bucks: Last chance to have your say	To Councillors
ix	23 May	Public Transport Team	Marsh Gibbon Road signs damaged	Minute 12
x.	22 May	CC Angela Macpherson	Marsh Gibbon Road signs damaged	Noted
xi.	21 May		Future Bucks update - Delivering on a county-wide scale	To Councillors
xii.	18 May		MyBucks May 2018	To Councillors
xiii.	15 May	Head of Community Focus	Mobile Library Service in Buckinghamshire	To Councillors
xiv.	11 May		ONE new council: Focus on devolution offer	To Councillors
ALC		From	Subject	Action
i	5 June	BALC Mailbox	BMKALC - Courses	To Councillors
ii	4 June	BALC Mailbox	BCC News: Roadworks next week	Noted
iii	1 June	BALC Mailbox	Request To Complete & Circulate Short CIL Survey [Pannal and Burn Bridge Parish Council SCA Proposal] By End Play on 29/6	To Councillors
iv	31 May	BALC Mailbox	BMKALC - Registering to use the BUCKSALC.Gov.uk website	To Councillors
v	29 May	BALC Mailbox	BMKALC L07-18 -The Data Protection Act 2018	To Councillors
vi	17 May	BALC Mailbox	BMKALC Update	To Councillors
vii	15 May	BALC Mailbox	Councillors Notification under the DPA and GDPR	To Councillors
viii	11 May	BALC Mailbox	GDPR Update	To Councillors
ix	7 June	BALC Mailbox	Invitation to the TfB conference 4th July	To Councillors
x.	7 June	NALC	NALC Newsletter	To Councillors
xi.				
Other		From	Subject	Action
i	3 June	Neighbourhood Supervisor, Waddesdon and Haddenham Neighbourhood Policing Team	Waddesdon NHPT Community Forum	Noted
ii	3 June	Liz Bruce-Kelly, Chair of MGTC	Possibility of whether the tennis club could relocate to the recreational ground on Marsh Gibbon Road	Minute 8
iii	27 May	Post Office Network Transformation PR Manager	Photos from official opening of Marsh Gibbon Post Office	Minute 14
iv	25 May	MGVH Booking Sec	New email	Noted
v	24 May	Thames Valley Police	Policing in the Thames Valley May 2018 - Policing the Royal Wedding, Community Policing Awards, Operation Stronghold update...	To Councillors
vi	24 May	Office of John Bercow MP	Confirmation of plans for opening of the Post Office	Noted
vii	24 May	Tony Wells	School pictures of old village	Noted
viii	22 May	Chris Anstey	Report by The Marsh Gibbon Charities	Noted
	22 May	Office of John Bercow MP	Approval of Draft press release Marsh Gibbon Post Office	Noted
	21 May	EWR Alliance	East West Rail, Western Section, Phase 2 Notification for land referencing	To Councillors
	21 May	Thames Valley Police	Report for Marsh Gibbon Annual Parish Meeting	Noted
	18 May	Post Office Network Transformation PR Manager	Draft press release Marsh Gibbon Post Office	To Chair
	14 May	Melissa Wright	Thames water verge damage in Townsend	Noted
	13 May	Tony Wells	Old school photos	To Chair

7. PLANNING

7.1 Planning / Licencing Applications

18/01658/APP | Erection of stable block and ménage with new access | Land East Of Station Road Marsh Gibbon

Applicant: WJE Kerr

Decision: Councillors raised no objection to this application.

Action: Clerk to inform AVDC

18/01727/ALB: Deconstruction of a section of stone boundary wall and for re-building the section in a similar appearance with a new footing and reinforced block spine wall below ground. Manor Farm Station Road Marsh Gibbon OX27 0HN

Applicant: Steven Shuttleworth

Decision: Councillors raised no objection to this application.

Action: Clerk to inform AVDC

7.2 Licensing Application

PR201804-189871: Licence Type - Premises Licence

Application Status - Licensing sub-committee considering on June 6

Address – Manor Farm, Station Road, Marsh Gibbon OX27 0HN

Cllr PE attended a hearing at AVDC regarding the licencing application. A decision was expected within five days of the meeting.

8 RECREATION GROUND: ENQUIRY FROM TENNIS CLUB RE COURTS

Chair read an email from the Chair of Marsh Gibbon Tennis Club explaining that the tennis club is exploring the possibility of whether it could relocate to the recreation ground. Following a discussion, it was agreed that the Tennis Club and Parish Council should investigate this further.

Action: Clerk to inform the Tennis Club of the Council's decision.

9 CLERK'S REPORT AND ADMINISTRATION MATTERS

9.1 Finance Report

Clerk presented the Financial Report for May 2018. Payments totalling £4,082.68 were approved as detailed on page 1832. Clerk reported that she had carried out the monthly bank reconciliation on both bank accounts.

Action: Chair to chase Bucks CC for the outstanding contribution to the skateboarding.

9.2 2017-18 Annual Return

The accounts had now been received from the internal auditor. The external auditor had extended the deadline to submit the accounts to 2 July.

Chair proposed that as the internal auditor was extremely busy and had done a very good job over a number of years, enquiries should be made to find another internal auditor.

Action: Clerk to follow up.

9.2.1 Governance Statement

Council approved the Governance Statement.

9.2.2 Accounting Statement

Council approved the Accounting Statement.

Action: Clerk to submit return to the external auditor.

9.3 Clerk's Salary Review

Clerk left the room whilst her Salary Review was discussed. Councillors agreed to accept the 2018-19 SLCC pay scale and increased the clerk's salary from point 15 to point 19, ie £5,777.20 pa, from April 1.

9.4 Grave digger's fee

It was agreed to increase the grave digger's fee.

9.5 Village Hall representative

Cllr A Lambourne was formally confirmed as the Parish Council's representative on the village hall committee as Cllr JS had stood down.

10 PLAY EQUIPMENT, TEENAGE RECREATION AREA AND RECREATION GROUND

10.1 Councillor's monthly report

Cllr ET had carried out the monthly inspection and noted that a panel was missing on one of the gates. It was noted that the RoSPA Annual Inspection would be carried out by Playsafety in July.

Cllr JS reported that she had spoken to two boys who were trying to damage the fencing and informed them that if she caught them again she would ask the police to speak to their parents.

10.2 Recreation Ground ditch clearance

A request had been received from the Sports & Social Club asking for the ditch at the recreation ground to be cleared.

Action: Cllr RC to get a quote.

11 DEVOLVED SERVICES

11.1 **Urban grass cutting:** The grass under the willow tree at Ware Pond had not been strimmed.

Action: Clerk to inform RTM

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

11.2 **Weed killing:** It was noted that the following areas needed weed killing: Hedgeside, Clements Lane, Station Road, Townsend and cemetery paths.

Action: Clerk to request weed killing quote from RTM. If the weed killing quote for Hedgeside is less than £100 Clerk to give the go-ahead for that.

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

11.4 **Maintenance:** Nothing to report.

11.5 **Complaints:** Nothing to report.

12 ROADS AND PATHWAYS

12.1 Pot holes

Pot holes were reported in Swan Lane, Moat Lane and Launton Road.

Action: Clerk to inform TfB for Swan Lane and Moat Lane and Oxfordshire CC for Launton Road.

12.2 Kerbing

It was noted that the kerbing in Station Road and Castle Street needs repairing.

Action: Clerk to inform TfB.

12.3 Castle Street Speed Limit

A decision is awaited from TfB.

12.4 HGV weight limit

A decision is awaited from TfB.

12.5 Flooding in West Edge

TfB had not carried out the drain clearance.

12.6 White Gates

TfB had fitted some of the white gates. It was not known when the remainder would be fitted.

Action: Action Clerk make a list of outstanding items and follow up with TfB.

12.7 Damage to verge in Swan Lane

Action: Cllr ET to follow up.

12.8 School Parking

It was agreed that no feasible action is possible.

12.9 Speedwatch

Chair had organised 8 sessions.

13 STREET LIGHTING

A tree had grown around a street light at the end of Acland Terrace obscuring the light.

Action: Cllr JS to obtain the name of the owner of the tree and Clerk to write to request that the branches are cut back.

14 **POST OFFICE**

Chair thanked those who had attended the official opening of the Post Office on Friday 25 May. Clerk had sent an email thanking The Rt. Hon. John Bercow.

15 **ENVIRONMENTAL MATTERS**

15.1 **Street Furniture**

The Rectory Close seat now had been repaired. Councillors agreed that although not in the budget the seat next to the village hall should be repaired.

Action: Clerk to write to Andy Miller to ask him to repair the seat at the village hall and to remind him to paint the white railings at the ponds.

16 **CEMETERY MATTERS**

16.1 **General Maintenance**

It was noted that the grass cutting in the cemetery had not been up to last year's standard.

Action: Clerk to inform RTM and ask for a quote to carry out weed killing.

Cllr JS reported that the taps on the water butt had been left on.

16.2 **GDPR**

Clerk had received responses from those she had sent letters to regarding GDPR.

Action: Clerk to prepare list of reserved spaces for next meeting

17 **REPORT FROM VILLAGE HALL REPRESENTATIVE**

A report was not available as there had been no Committee meeting.

18 **LITTER PICK**

Cllr ET agreed to organise a litter pick for 11 Aug.

Action: Cllr ET to put notice in Life Together.

19 **COUNTY COUNCILLOR'S DISCRETIONARY FUND**

CC Angela Macpherson had reported that she had some funding available.

Action: Clerk to request a contribution to the repair of the seat at the village hall.

20 **TOOL MARKING**

Thames Valley Police had reported that tool marking is still available.

Action: Cllr JS to enquire if this can be held at the village hall.

21 **ANY OTHER BUSINESS**

21.1 **Use of All Weather Pitch**

Councillors agreed to a request from Pre-school to reserve the All Weather Pitch for their Sports Day on 20 July.

Action: Cllr JS to inform Pre-school who will put up a reserved notice for the event.

21.2 **Ewelme Sites**

It was noted that Ewelme Sites A, B and C are for sale by informal tender.

Action: Clerk to write to Sidleys, Ewelme Agents, asking whether Ewelme will retain ownership of the shop on Site B.

22 **DATE AND VENUE OF NEXT MEETINGS**

The next Parish Council meeting will be held at 8pm on Tuesday 10th July 2018 in the committee room of the Village Hall.

Chair closed the meeting at 10.25pm.

SIGNED:

DATE:

MARSH GIBBON PARISH COUNCIL

Clerk's Financial Report
12 June 2018

COMMUNITY ACCOUNT

Balance at 27 April 2018	£25,814.66	Notes
Unpresented cheques and cheques approved at meeting on 8 May 2018	-£5,973.04	
Unpresented cheques at 31 May 2018	£36.66	

Income:	£0.00	
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Balance of Community Account at 30 May 2018 £19,878.28

Cheque No	Payee	Amount	Authority
Payments to be approved at meeting 12 June 2018			
102766	C Jackman: Clerk Salary - April 2018	305.25	LGA 1972 s. 112(2)
Standing Order	Ewelme: Recreation ground rent 1 June 2018-31 May 2019	240.45	LGA 1972 s.133
102769	A Miller: Inv 0746: Refurbishment of village bench	525.00	PCA 1957 s. 1
102770	Senses: Inv 1874: Website hosting and emails	172.80	LGA 1972 s. 111
102771	E.on: Inv 082927: Styles Close street light repair	48.00	PCA 1957s.3;HA 1980s.301
102772	MGVH: Inv 1804/11: village hall hire April 2018	34.21	LGA 1972 s.133
102773	C Jackman: Clerk stationery and postage	143.56	LGA 1972 s. 112(2)
102774	HMRC: Clerk PAYE May 2018	149.40	LGA 1972 s. 112(2)
102775	C Jackman: Clerk Salary May 2018	295.85	LGA 1972 s. 112(2)
102776	RTM: Invoice 1118: 31 May 2018 Grass cutting	1,383.00	Highways Act 1980 s. 96
102777	David Rollins: Inv: SK8-2018-003: Skateboarding 6 events 5 May to 10 June	487.50	LGA 1972 s.145
102778	Inv: 083497 - Maintenance QE 30 June 2018	261.00	PCA 1957s.3;HA 1980s.301
	E.on: Inv 082927: Styles Close street light repair		
Totals yet to be deducted from balance of Community Account			
	Cheques for approval at meeting on the 12 June 2018	£4,046.02	
	Unpresented cheques	£36.66	
		£4,082.68	
Cheques yet to be credited to the Community Account			
	DL Hancock (burial B-5-16)	£640.00	
	Anticipated balance	£16,435.60	

EARMARKED RESERVE ACCOUNT

Balance at 28 April 2018	£30,669.47
	£0.00

Balance of Earmarked Reserve at 28 April 2018 £30,669.47

Clerk reported reconciliations had been carried out on ER and CA accounts up to 30 May 2018

Bank Reconciliation - 30 May 2018

COMMUNITY ACCOUNT

CASH BOOK		Notes
Balance at 1 April 2018	£12,250.87	
Less Total Payments to 30 May 2018	-£7,531.10	
Add total receipts to 30 May 2018	£15,121.85	
Cash book balance at end May 2018	£19,841.62	
	£19,841.62	

BANK STATEMENT

CA Bank Balance end May 2018	£19,878.28
Less unpresented cheque:	
102764 MGVH	-£18.36
102768 I Metherell	-£18.30

Effective bank balance end May 2018	£19,841.62
Cash book balance	£19,841.62

EARMARKED RESERVE ACCOUNT

Balance of Earmarked Reserve A/C as at 1 April 2018	£30,669.47
Less total payments to 28 April 2018	£0.00
Add Total Receipts to 28 April 2018	£0.00
Balance at 28 April 2018	£30,669.47

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	£2,000.00
New Street Lamps	£3,695.00
Election Expenses	£775.00
Fencing Repairs at 5-a-side	£227.00
Defibrillator	£25.00
Interest	£20.47
TOTAL	£30,669.47