

## MARSH GIBBON PARISH COUNCIL

### MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD ON TUESDAY 10 MAY 2022

**PRESENT:** Cllrs A Lambourne (Chair), P Evershed (PE), J Smith (JS), N Lyon (NL) and T Reveller (TR)  
Clerk, Carole Jackman

Meeting commenced at 8.00pm

**1 APOLOGIES**

Apologies were received from Cllrs E Taylor (ET) and R Cross (RC).

**2 ELECTION OF CHAIRMAN**

The clerk asked for nominations for Chairman for the coming year. Cllr PE nominated Cllr Lambourne (Chair) which was seconded by Cllr JS. Cllr Lambourne was unanimously elected.

**3 CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**

Chair signed the Declaration of Acceptance and took the Chair for the rest of the meeting.

**4 ELECTION OF VICE-CHAIR**

Chair nominated Cllr Cross (who had indicated prior to the meeting that he was willing to stand) which was seconded by Cllr PE. Cllr RC was elected unanimously.

**5 ELECTION OF COUNCILLORS TO:**

**5.1 Finance Committee**

It was unanimously agreed that all Councillors would sit on the Finance Committee.

**5.2 Representative on Village Hall Committee**

Cllr NL nominated Chair which was seconded by Cllr PE. Chair was elected unanimously. It was noted that as a Trustee, Cllr JS was unable to represent the Parish Council on the village hall committee but was willing to stand in for Chair if he was unavailable.

**5.3 Representative on Community Board and sub-groups**

It was unanimously agreed that Cllrs NL and TR would liaise on attendance at the Community Board and Community Board sub-group meetings.

**6 CONFIRMATION OF CLERK AS RESPONSIBLE FINANCIAL OFFICER**

Cllr PE nominated Clerk which was seconded by Cllr TR and clerk was elected unanimously to be the Responsible Financial Officer.

**7 DECLARATIONS OF INTEREST**

None.

**8 MINUTES OF THE PARISH COUNCIL MEETING HELD ON 12 April 2022**

Minutes of the meeting held on 12 April were agreed by those present and signed by the Chairman.

**9 MATTERS ARISING**

Cllr PE reported that she had been informed by the resident in Whales Lane that the elderberry tree and bamboo outside her property had been removed and cut back respectively and that the resident was very happy.

**10 PUBLIC PARTICIPATION**

None.

**11 GENERAL CORRESPONDENCE**

All correspondence had been circulated to Councillors.

**Appendix 1.**

**12 PLANNING**

**12.1 Applications**

None.

**12.2 Buckinghamshire (AVDC Area) approved application**

**22/00206/APP** | Householder application for raising height of roof and insertion of front and rear dormer windows in order to provide first floor accommodation and erection of single storey rear extension | Adena Clements Lane Marsh Gibbon Buckinghamshire OX27 0HG.

**12.3 Buckinghamshire (AVDC Area) late application**

**22/01471/APP** | Householder application for single storey rear extension | 2 Westbury Close Marsh Gibbon Buckinghamshire OX27 0EP.  
Decision: No objection.

Signature:

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- Action: Clerk to inform Bucks Council (AVDC Area)**
- 12.4 **Ewelme Sites**
- 12.4.1 **Site A**  
It was noted that Oakapple, if chosen for the site name, is one word not two.  
Following a complaint regarding the hedge cutting, Council had been informed by the developer that the hedge had been checked for nesting birds prior to it being cut and that it was within the planning approval.
- 12.4.2 **Site B**  
It was noted that the new manager of the shop can start fitting it out as soon as the paperwork has been signed and that he hoped to have the shop open by the summer.  
It was unclear what parking had been reserved for the school staff.  
**Action: Cllr JS to raise at the site meeting with Bucks Council on Friday 13 when the new road narrowing will be reviewed.**
- 12.4.3 **Site C**  
No updates were available.
- 8 CLERK'S REPORT**
- 8.1 **Finance Report**  
Clerk presented the Financial Report for May 2022. Payments totalling £1894.36 (including outstanding cheques) were approved, as detailed in appendix 2.
- 8.2 **Skateboarding**  
Cllr NL confirmed that the Community Board had agreed to carry over the funding to the 22-23FY.
- 8.3 **S106**  
It was noted that work on Site A had started.  
**Action: Clerk to inform Bucks Council and ask for confirmation of S106 amount.**
- 8.4 **Bank Mandate**  
The Mandate change forms will be sent to the bank once Clerk has received them all.
- 8.5 **Annual Governance and Accountability Return (AGAR)**  
No updates were available
- 9 VALE OF AYLESBURY LOCAL PLAN (VALP)/MARSH GIBBON NEIGHBOURHOOD PLAN (NP)**
- 9.1 **Marsh Gibbon Neighbourhood Plan**  
A councillor will attend a Neighbourhood Plan Teams meeting on 29 June.
- 10 REPORT FROM VILLAGE HALL**
- 10.1 **Report**  
No updates were available.
- 10.2 **Car Park**  
No updates were available.
- 10.3 **Resident's fall on village hall land adjacent to the hall**  
It was noted that the path where a resident had tripped had been 'smoothed' out.
- 11 PLAY EQUIPMENT, TEENAGE RECREATION AREA AND RECREATION GROUND**
- 11.1 **Maintenance**  
It was requested that 'Close the Gate' signs be put up on the inside and outside of the All Weather Pitch area.  
**Action: Clerk to produce the signs**
- 11.2 **Playground Upgrade**  
It was noted that FCC will be issuing a contract and that Sovereign hope to start the upgrade work in June.  
**Action: Cllr NL to provide dates when the work will be carried out to the village hall.**
- 11.3 **Recreation Ground**  
Nothing to report.
- 12 DEVOLVED SERVICES**  
It was noted that the path between the Village Hall and Moat Lane needed cutting back.  
**Action: Cllr TR agreed to trim along the path.**
- 13 ROADS AND PATHWAYS**
- 13.1 **Potholes**  
No reports were received.
- 13.2 **Speed watch**  
No updates were available.
- 13.3 **Parking in Castle Street**

A site meeting with representatives from Bucks Council and the developer of Site B had been arranged for Friday 13 May.

**13.4 Dropped Kerb adjacent to Suffolk Court**

It was agreed to get a quote to install a dropped kerb by Suffolk Court. It is hoped that Ewelme might contribute towards the cost.

**Action: Clerk to get a quotation for a dropped kerb.**

**14 STREET LIGHTING**

**14.1 Maintenance**

No updates were available.

**14.2 Upgrade**

No updates were available.

**15 CEMETERY MATTERS**

**15.1 General Maintenance**

Nothing to report.

**15.2 Burial, Interments, Advance booking requests and Memorial applications**

**15.2.1 Burials**

An interment had had been arranged in grave space C-6-2.

**15.2.2 Advance reservation**

No advanced reservation requests had been received.

**15.2.3 Memorial application**

A change to the original request for a memorial on grave space C-6-1 had been approved via email.

**15.3 Cemetery Road**

Cllr PE reported that the meeting arranged with Alan Hickford on 21 April had been delayed following receipt of the arborist's report. The report pointed out that *"Poplar is particularly unsuitable for a cemetery. They produce extensive thick surface roots that will present a problem for both the grass management and for gravediggers. My guidance would be to fell the trees and replace them with something more suitable. Clearly it would make sense to start with the two trees nearest to the damaged path. If you do fell the trees it is important to kill the stump immediately or they will produce thousands of shoots all over the grass. Having killed the stump it is advised, after around six weeks, to grind it out to avoid providing an opportunity for Honey Fungus. The path resurfacing will be more successful if it is left for a year after felling allowing the ground time to rehydrate. More suitable native replacement trees for the area would include Lime, Hornbeam, Birch, Oak and Field Maple"*.

The conifers should be reduced by about 1 meter.

**Action: Cllr PE to get quotes for the removal of two poplar trees. Clerk to get quote to reduce the height of the conifers.**

**15.4 Cemetery Gates**

The painting of the gates is in hand.

**15.5 Policy Consultation Briefing – Environmental Permitting Regulations (DEFRA Consultation)**

**Action: Clerk to remove from the agenda.**

**16 MARSH GIBBON CHURCH YARD**

**Action: Clerk to remove from the agenda.**

**17 ENVIRONMENTAL MATTERS**

**17.1 Flooding**

**Action: Clerk to remove from the agenda.**

**17.2 Ware Pond**

Cllr NL agreed to look into the repair of the railings.

**18 STREET FURNITURE**

No updates were available.

**19 MARSH GIBBON SILVER BAND**

Cllr TR reported that a Silver Band meeting is scheduled for 26 May.

**20 EAST WEST RAIL (EWR)**

No updates were available.

**21 HS2**

No updates were available.

**22 COMMUNITY BOARD**

No updates were available.

**23 COMMUNITY PUB**

No updates were available.

**24 JUBILEE PLANTATION**

It was reported that the farmer is not happy that a gate be put into the Jubilee Plantation from his field to allow children to go through it especially if there were any livestock in the field.

It was suggested that a new entrance might be put in at the end of the Plantation.

**25 QUEEN'S PLATINUM JUBILEE**

It was agreed that the Council would cover the cost of advertising and printing.

**26 Council Policies**

It was agreed to review these at the Finance meeting for approval at the June meeting.

**27 ANY OTHER BUSINESS**

**27.1 Village Hall Table**

Cllr JS thought that the table was donated by a Mr Cutforth. Some residents have come forward and offered to take it away.

**28 DATE OF NEXT MEETINGS**

8pm 24 May – Annual Parish Meeting.

7pm 14 June – Finance Meeting.

8pm 14 June – Parish Council meeting.

The meeting closed at 9.50 pm.

## Appendix 1

### General Correspondence Received

Date	From	Description	Actions
Weekly	Permit Office	Roadwork updates	Local notices To Cllrs
4 May	News	Bin there, done that - Great Bucks Spring Clean over for another year	To Cllrs
3 May	Street Naming	Street Naming - Marsh Gibbon - 22/00147/NEWDEV	To Cllrs
3 May	Community Board	Haddenham & Waddesdon Community Board - Litter Picking Kits and Forum	To Cllrs
29 Apr	News	Buckinghamshire nears top of the table in planning enforcements	To Cllrs
29 Apr	CC Angela Macpherson	Buckinghamshire Councillor's annual report for Parish AGM	To Cllrs
29 Apr	News	Bucks residents offered discounted home composting equipment	To Cllrs
29 Apr	News	Ofsted & CQC Commission local area Special Educational Needs & Disabilities inspection – the results	To Cllrs
22 April	Highways	Footpath Ownership – Castle Street	To Cllrs
28 Apr	Community Board	An opportunity to comment on the Bucks, Oxon and Berks West Integrated Care Board draft engagement strategy	To Cllrs
27 Apr	Local Area Technician	New updates on Other tree issue report 40191837: Whales Lane, Marsh Gibbon	To Cllrs
27 Apr	News	Two more fly-tippers successfully prosecuted in court	To Cllrs
26 Apr	News	Council Tax rebates being paid to Buckinghamshire residents	To Cllrs
25 Apr	Local Area Technician	Footpath - adjacent to Suffolk Court, Marsh Gibbon	To Cllrs
21 Apr	News	Buckinghamshire Council becomes the first local authority in the UK to support AWorld	To Cllrs
21 Apr	TTRO	Emergency TTRO - Marsh Gibbon Road, Edgcott - 21/04/22 - 22/04/22	To Cllrs
21 Apr	News	Working together to combat fly-tipping	To Cllrs
21 Apr	News	Queen's Award for Enterprise - Buckinghamshire winners announced	To Cllrs
19 Apr	News	Helping to give taxi drivers the keys to success with their English language skills	To Cllrs
20 Apr	Planning	22/00206/APP   Status: Householder Approved	To Cllrs
19 Apr	Community Board	Haddenham and Waddesdon Community Board - Stop Loan Sharks Community Fund now open	To Cllrs
19 Apr	News	Growing majority of Bucks families get first choice primary school place	To Cllrs
14 Apr	News	Two offenders caught out at fly-tipping hot spot	To Cllrs
14 Apr	News	Help us help you this Bank Holiday weekend	To Cllrs
14 Apr	News	Council enforcement action restores precious Green Belt land	To Cllrs
13 Apr	Ian Sharp FIHE, Team Leader Directorate for Planning Growth & Sustainability	Castle Street road Narrowing	To Cllrs
13 Apr	News	Footpath restored to its former glory	To Cllrs
13 Apr	News	Join our Active Communities Easter Hunt!	To Cllrs
13 Apr	CC Angela Macpherson	Castle Street Road Narrowing	To Cllrs
12 Apr	News	Haddenham and Waddesdon Community Board - invite to Buckinghamshire's own Library of Things - kick off meeting	To Cllrs
12 Apr	News	Kitche and Buckinghamshire Council – working together to reduce food waste	To Cllrs

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12 Apr	Planning	Status Approved: 21/02495/APP   Change of use from agricultural land to residential curtilage. Alteration of existing driveway with associated landscaping works.   Oak Apple Farm Heet Road Marsh Gibbon Buckinghamshire OX27 0AL	To Cllrs
11 Apr	News	Buckinghamshire Adult Learning shortlisted for 2022 Family Learning Awards	To Cllrs
11 Apr	News	Buckinghamshire Adult Learning shortlisted for 2022 Family Learning Awards	To Cllrs
11 Apr	News	Children aged 5-11 can get their COVID vaccination this Easter holiday	To Cllrs

#### Association of Local Councils

Date	From	Description	Actions
4 Apr	BMKALC	NALC Sector Finance Survey 2022	To Cllrs
4 Apr	BMKALC	Bucks Council Planning Service are looking for volunteers who can give helpful and constructive advice to order to do better in the Planning Service	To Cllrs
29 Apr	BMKALC	BMKALC Weekly Update 29 April 2022	To Cllrs
29 Apr	BMKALC	NALC Legal Update – April 2022	To Cllrs
29 Apr	NALC	Chief executive's bulletin	To Cllrs
25 Apr	BMKALC	S106 Funding Expectations for former AVDC Parishes	To Cllrs
25 Apr	BMKALC	BC Parish Liaison Notes 20 April 2022	To Cllrs
28 Apr	BMKALC	Important! New Upcoming Training Opportunities!	To Cllrs
22 Apr	NALC	CHIEF EXECUTIVE'S BULLETIN	To Cllrs
22 Apr	BMKALC	BC Parish Liaison Slide Pack	To Cllrs
21 Apr	NALC	New Make A Change video ft. Jackie Weaver	To Cllrs
14 Apr	BMKALC	Your weekly Update	To Cllrs
14 Apr	NALC	CHIEF EXECUTIVE'S BULLETIN	To Cllrs
13 Apr	News	Easter Bank Holiday bin collections across Buckinghamshire	To Cllrs
13 Apr	NALC	NALC NEWSLETTER	To Cllrs
12 Apr	BMKALC	Agenda for BMKALC meeting Wed 20th April	To Cllrs
12 Apr	NALC	NALC EVENTS	To Cllrs

#### Others

Date	From	Description	Actions
5 May	Resident	Allotment enquiry	Clerk responded
4 May	Ramblers	Help with footpath	Clerk responded
4 May	RTM	RTM Landscapes Grounds Maintenance Report	To Cllrs
4 May	DL Hancock	Memorial enquiry	To Cllrs PE & ET
4 May	DL Hancock	INTERMENT OF ASHES	Clerk responded
30 Apr	Police Commissioner	Police & Crime Bulletin April '22 - More Police. Safer Streets.	To Cllrs
29 Apr	Resident	Marsh Gibbon footpaths	To Cllrs
28 Apr	WE Black	Little Marsh Road, Marsh Gibbon Hedge cutting	To Cllrs
13 Apr	Resident	Little Library book swap	To Cllrs
15 Apr	Tree Council	All donations matched! Double the power of Junior Ambassadors	To Cllrs
12 Apr	CIB	Free training for Bucks hosts and sponsors of Ukrainian refugees	To Cllrs
12 Apr	Stop the Arc and Resident	Stop the Arc Action Plan for the May Elections	To Cllrs
11 Apr	Via website	Enquiry re allotments	Clerk responded
11 Apr	RTM	RTM Landscapes Grounds Maintenance Report	To Cllrs
11 Apr	CIB	New ONLINE RESOURCE for individuals, charities and community groups	To Cllrs
11 Apr	RTM	Chemical Application Report Trigger	To Cllrs
11 Apr	Resident	Little book swap	To Cllrs

## MARSH GIBBON PARISH COUNCIL

Clerk's Financial Report  
10-May-22

COMMUNITY ACCOUNT			Notes
31-Mar-22		£20,163.19	
Outstanding Cheques and cheques approved at meeting on 12 April 2022		-£1,710.73	
Unpresented cheques at 29 April 2022		£480.92	
<b>Income:</b>			
Bucks Council: Devolved Services		1,876.54	
Bucks Council: 1st precept payment		12,500.00	
<b>Balance of Community Account at 29 April 2022</b>			<b>£33,309.92</b>
<b>Payments to be approved at meeting 10 May 2022</b>			
Cheque No	Payee	Amount	Authority
103205	SSE Inv 11772331 0053: Street lighting 2 Apr to 3 May	£224.55	PCA 1957s.3,HA 1980s.301
103205	SSE Inv 591772404 0053: Street Lighting 2 Apr to 3 May	£12.90	PCA 1957s.3,HA 1980s.301
103205	SSE Inv 861786437 0042: Street Lighting 2 Apr to 3 May	£2.87	PCA 1957s.3,HA 1980s.301
103206	Marsh Gibbon Village Hall Inv 211094: 50% share of cost of tree survey	£135.00	LGA 1972 s133
103207	Carole Jackman Clerk Salary: April 2022	£454.60	LGA 1972 s. 112(2)
103208	HMRC Clerk PAYE : April 2022	£52.80	LGA 1972 s. 112(2)
103209	BMKALC Inv 3687: Annual BMKALC/NALC Membership	£158.55	LGA 1972 s.143
103210	Bucks Council Inv 562137: Cemetery waste collection (Marsh 2022)	£23.50	Litter Act 1983 ss 5
103210	Bucks Council Inv 563916: Cemetery waste collection (April 2022)	£15.35	Litter Act 1983 ss 5
103211	David Rollins Inv SK8-2022-003: Skateboarding 10,16,24 April 7 May	£333.32	LGA 1972 s.145
<b>Totals yet to be deducted from balance of Community Account</b>		<b>£1,413.44</b>	
	Outstanding cheques	30.92	
	103198: MGVH		
	103200: Technical Surfaces	450.00	
		<b>£0.00</b>	
		<b>£480.92</b>	<b>£480.92</b>
	<b>Total</b>	<b>£1,894.36</b>	
<b>Total to be added to the Community Account</b>			
	<b>Total</b>	<b>0.00</b>	
	<b>Anticipated balance</b>	<b>£31,415.56</b>	
		£31,415.56	

EARMARKED RESERVE ACCOUNT		
01-Apr-22		£26,725.40
Total In		£0.00
Total Out		£0.00
<b>Balance of Earmarked Reserve at 10 May 2022</b>		
<b>£26,725.40</b>		

## Bank Reconciliation 10 May 2022

COMMUNITY ACCOUNT			Notes
<b>CASH BOOK</b>			
Balance at 1 April 2022		£20,163.19	
Less Total Payments to 10 May 2022		-£3,124.17	
Add total receipts to 10 May 2022		£14,376.54	
<b>Cash book balance at 10 May 2022</b>		<b>£31,415.56</b>	
		£31,415.56	
<b>EARMARKED RESERVE ACCOUNT</b>			
Balance of Earmarked Reserve A/C as at 1 April 2022		£26,725.40	
Less total payments to 10 May 2022		£0.00	
Add Total Receipts to 10 May 2022		£0.00	
<b>Balance at 10 May 2022</b>		<b>£26,725.40</b>	
<b>NB: the balance in the Earmarked Reserve Account is made up of:</b>			
Replacement / Refurbishment of the synthetic carpet at the 5-a-side		£16,874.00	
Maintenance of play equipment		£0.00	
Ware Pond cleaning		£2,080.00	
Repairs and New Street Lamps		£1,696.00	
Election Expenses		£775.00	
Fencing Repairs at 5-a-side		£0.00	
Defibrillator		£50.00	
Cemetery road repairs		£5,211.00	
Interest		£39.40	
		£26,725.40	
<b>TOTALS at 10 May 2022</b>			
Community Account		£31,415.56	
Earmarked Reserve Account		£26,725.40	
		<b>£58,140.96</b>	

Signature:

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