

## MARSH GIBBON PARISH COUNCIL

### MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON TUESDAY 12 DECEMBER 2017

**PRESENT:** Cllrs I Metherell (Chair), R Cross (RC), P Evershed (PE), A Lambourne (AL), D Leonard (DL), and E Taylor (ET)

**In attendance:** C Jackman (Clerk)

The meeting commenced at 8pm.

1. **APOLOGIES**

Apologies were received from Cllr J Smith (JS).

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

3. **MINUTES OF THE MEETING HELD ON 14 NOVEMBER 2017**

The Minutes of the Parish Council Meeting held on 14 November 2017 were agreed by those present and signed by the Chairman.

4. **MATTERS ARISING**

4.1 **Grave Stone**

Cllr ET had not spoken yet to the owners of the 'leaning' grave stone but confirmed that it was not a hazard.

4.2 **White Gates**

Cllr ET confirmed that she would ask P Taylor to inspect the White Gates to determine what repair work was needed.

Clerk had not yet had a response from TfB but had asked CC Angela Macpherson for help in persuading BCC to honour their commitment. CC AM had escalated the request to Calvin Richardson for a response.

4.3 **Charities Report**

There was some confusion as to why a payment had not been made for recreational facilities from the Hine Memorial Trust.

**Action: Clerk to follow up with C Anstey and ask what happens to the money if applications are not made.**

4.4 **Speeding**

Chair reported that the school is anxious to get a 20 mph limit outside the school and that the Local Area Forum (LAF) will decide at its February meeting whether or not it will help fund the cost of the assessment by TfB.

4.5 **Skate Boarding**

Chair reported that LAF might meet the cost, £2,600 (32 sessions @ £80 per session), of holding some skate boarding sessions in 2018. £1000 might be available from AVDC New Homes Bonus. A storage box, at a cost of £1,400, would need to be erected behind the village hall. Before anything can go ahead, permission would be needed from the village hall to erect the storage box and use the car park for the events.

**Action: Chair to follow up with Cllr JS.**

## 5. PUBLIC PARTICIPATION

There were no members of the public present.

## 6. GENERAL CORRESPONDENCE

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

|      | AVDC   | From   | Subject   | Action         |
|------|--------|--|---|----------------|
| i.   | 6 Dec  | Planning   | 16/03379/AOP   Status: Outline Permission Approved – Site A   | To Councillors |
| ii.  | 23 Nov | Building Control Administration Officer, Customer Fulfilment | Street nameplate  | Agenda item 15 |
| iii. | 16 Nov | Planning   | 17/00595/APP   Status: Approved                               | To Councillors |
| iv.  | 23 Nov | Income Section   | Invoice 318181 from Aylesbury Vale District Council           |                |
| v.   | 28 Nov | Street Cleansing & Horticulture Contracts Officer            | Dog Waste Invoices 2017/18 – notification of error in figures | Noted          |

|       | BCC    | From   | Subject  | Action                    |
|-------|--------|--|--|---------------------------|
| i.    | 5 Dec  | CC Angela Macpherson   | Meeting Apologies  | Noted                     |
| ii.   | 4 Dec  | Energy & Resources Officer<br>Transport, Economy & Environment   | People Power - Collective switching 2018                                   | To Councillors            |
| iii.  | 2 Dec  | CC Angela Macpherson   | Re: Traffic calming – Maintenance  | Agenda item 4             |
| iv.   | 31 Nov | Member Services, Assistant Chief Executive's Service, Strategy & Policy                                      | Meeting Tuesday 28th November 2017, 7.00 pm, Waddesdon Local Area Forum    | To Councillors            |
| v.    | 29 Dec | Area Manager (North), Community Engagement and Development Team<br>Communities, Health and Adult Social Care | Bernwode Bus - Volunteer Drivers   | To Councillors            |
| vi.   | 28 Nov | Senior Marketing Officer   Resources   | School appeals panel member shortage in Buckinghamshire                    | To Councillors            |
| vii.  | 20 Nov |  | Agenda for Waddesdon Local Area Forum, Tuesday 28th November 2017, 7.00 pm | To Chair                  |
| viii. | 17 Nov |  | MyBucks – November   | To Councillors            |
| ix.   | 17 Nov | Lead Project Officer HS2<br>Transport <input type="checkbox"/> Economy <input type="checkbox"/> Environment  | HS2 E Update   | To Councillors            |
| x.    |        | CC Angela Macpherson   | Letter from Paul Maynard MP to Cllr Martin Tett.pdf – re HS2 Woodland Fund | To Councillors            |
| xi.   | 11 Dec | Senior Communications and Marketing Officer  | Waste collections affected by bad weather.                                 | To Councillors / Bulletin |

|      | Association of Local Councils | From  | Subject  | Action          |
|------|-------------------------------|---|--|-----------------|
| i.   | 5 Dec                         | B & MK ALC                                      | BCC News: We've got your winter survival advice kit ready to unwrap            | To Councillors  |
| ii.  | 5 Dec                         | B & MK ALC                                      | Notes from Parish Liaison 29 Nov 17  | To Councillors  |
| iii. | 5 Dec                         | B & MK ALC                                      | FW: BCC News: Have your say on link road plans                                 | To Councillors  |
| iv.  | 1 Dec                         | B & MK ALC                                      | B&MKALC Weekly Update w.c 4/12/17  | To Councillors  |
| v.   | 23 Nov                        | B & MK ALC                                      | FW: Street works presentation Wednesday 6th December - County Hall Mezzanine 2 | To Councillors  |
| vi.  | 20 Nov                        | B & MK ALC                                      | B&MKALC Weekly Update week commencing 20 Nov 2017                              | To Councillors  |
| vii. | 16 Nov                        | B & MK ALC                                      | Buckinghamshire Parish Liaison Meeting   | To Councillors  |
|      | Other                         | From  | Subject  | Action          |
| i.   | 27&28 Nov                     | RTM   | RE: Conifer hedge - village hall   | Noted           |
| ii.  | 27 Nov                        | Luke Evans                                      | Marsh gibbon(site b shop premises): EOI to Ewelme and Land & Partners          | Clerk Responses |
| iii. | 17 Nov                        | Smaller Authorities' Audit Appointments Limited | Notification of external auditor appointments for the 2017-18 financial year   | To Councillors  |
| iv.  | 16 Nov                        | E.on Energy                                     | Marsh Gibbon Parish Council 011871970380                                       | Noted           |
| v.   | 6 Dec                         | RTM   | 2018 signed Grass cutting contract   | Noted           |

## 7. PLANNING

### 7.1 AVDC Approved applications

**16/03379/AOP** | Status: Outline Permission Approved.

Outline planning permission with all matters reserved for the development of land for up to 22 dwellings, together with associated parking, open space and sustainable drainage – Site A, Land South of Little Marsh Road and East of Swan Lane.

**17/00595/APP** | Status: Approved

Erection of one detached dwelling – Land adjacent to Lanes End Cottage, Townsend Lane.

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

It was noted that the draft VALP consultation ends on Thursday 14 December. Chair had commented (as a parishioner, not a Councillor) and had asked for a correction to be made that Marsh Gibbon does not currently have a shop.

### 7.3 Ewelme

**Site B:** It was noted that this was still showing on the AVDC planning website as awaiting a decision. Chair explained that outline permission had been given at the AVDC Development Management Committee and some minor clarifications were needed.

## 8. CLERK'S REPORT AND ADMINISTRATION MATTERS

### 8.1 Finance Report

Clerk presented the Financial Report for November 2017. Payments totalling £1,771.87 were approved as detailed on page 1808 (Appendix 1). A payment of £100 to Peter Rogers for 2016 Christmas Lights electrical check was approved.

Clerk reported that she had not yet looked into a mandate change to make the transfer of funds between accounts easier but would do so if she experienced further problems. **Action: Clerk.**

### 8.2 2018-19 Budget / Precept

A budget of £24,714 was finalised and Councillors agreed to set a precept of £24,000.

#### 8.2.1 Village Maintenance

Chair had prepared a spreadsheet so that budgeted spending could be identified against projects. It was noted that S106 money could in time meet some of these costs, for example new seating.

**Action: Clerk to liaise with Cllr RC to identify tree work in the cemetery.**

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

### 9.1 Councillor Monthly inspection reports

Chair had carried out the December inspection and noted that the bench in the children's play area was loose; and that the seat beside the path needed to be refurbished. It was noted that there was now no equipment at the Recreation Ground to inspect.

Cllr DL will carry out the January inspection.

## 10 BCC DEVOLUTION OF SERVICES

10.1 Urban grass cutting: Nothing to report.

10.2 Hedging: Nothing to report.

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

Clerk had reported pot holes in Whales Lane, Spiers Lane and outside The Greyhound but these had not yet been repaired. She had also reported a pot hole outside the Garage on Launton Road.

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

### 11.2 Thames Water

It was noted that Thames Water had left a dreadful mess in the areas where they had been working. It was understood that they had not finished the work and would be returning.

## 12. STREET LIGHTING

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

**Action: Cllr ET to check the lights in Millfield Avenue.**

## 13. POST OFFICE

Chair reported that it was unlikely that the Post office would be open at The Plough by Christmas and that the contract was now with the Post Office awaiting signature following a six week consultation in the New Year.

## 14. CHRISTMAS TREE

It was noted that the Christmas Tree looked good and thanks were extended to Cllrs PE and AL for organising it. The Carol Service will be held on Friday 15 December during which time the road will be closed. Cllr AL reported that the tree will be taken down on 6 January 2018.

## 15. ENVIRONMENT MATTERS

### 15.1 Street Furniture

15.1.1 **Rectory Close seats:** A Miller had been asked to repair one of the seats at Rectory Close. The other seat had been removed by Barry Leonard.

15.1.2 **Millfield Close street name plate:** AVDC had replaced one name plate but the contractor had made an enquiry about a second.

**Action: Chair to check and follow up with AVDC if necessary**

## 16. CEMETERY MATTERS

### 17.1 General Maintenance

17.1.1 It was noted that the broken branch had been removed. Quotes to cut back the remaining trees are still awaited. **Action: Cllr ET to follow up.**

17.1.2 R-T-M had started the work to cut back the conifers.

17.1.3 A quote for hedge laying had been requested.

## 17. ANY OTHER BUSINESS

### 17.1 Disposal of Dog Mess

It had been reported that bags of dog mess were being thrown into the hedge in Whales Lane. It would be difficult to get this stopped if it was not known who the perpetrators were. Chair reported a half page notice in a local parish newsletter regarding this, which could possibly go into Life Together.

**Action: Clerk to add to the agenda for the next meeting and Chair to obtain the notice**

### 17.2 Oxford to Cambridge Express Way

Chair noted that one of the possible routes for the Oxford to Cambridge Express Way would come very close to Marsh Gibbon.

**18. DATE AND VENUE OF NEXT MEETING**

The next Parish Council meeting will be held at 8pm on Tuesday 9 January 2018 in the committee room of the Village Hall.

Chair closed the meeting at 9.25pm.

**SIGNED:**

**DATE:**

DRAFT

## MARSH GIBBON PARISH COUNCIL

Clerk's Financial Report  
12-Dec-17

|   |                   |
|---|-------------------|
| <b>Balance of Community Account at 30 November 2017</b> | <b>£17,583.94</b> |
|---|-------------------|

**Payments to be approved at meeting 14 November 2017**

| Cheque No | Payee  | Amount   | Authority           |
|-----------|--|----------|---------------------|
| 102716    | B & L Leonard: Fencing repair AWP: 30 Nov - Inv No 840,      | 1,048.80 | LG (MP) A 1976 s 19 |
| 102717    | KJN: Safety Equipment Christmas Tree                         | 52.80    | LGA 1972 S.144      |
| 102718    | MGVH: Hall hire October: 31 Oct - Inv 1710/12                | 32.72    | LGA 1972 s133       |
| 102719    | I Metherello Mileage: attendance at HS2 Mtg and AVDC Dev Com | 18.30    | LGA 1972 s. 112(2)  |
| 102720    | Cll P Evershed: Christmas Tree Volunteers 'thank you'        | 53.12    | LGA 1972 S.144      |
| 102721    | C Jackman: Clerk: Nov Salary                                 | 375.73   | LGA 1972 s. 112(2)  |
| 102722    | HMRC: Clerk PAYE Nov 2017                                    | 40.40    | LGA 1972 s. 112(2)  |
| 102723    | Peter Rogers: 2016 Christmas Tree electrical check           | 100.00   | LGA 1972 S.144      |
| 102724    | James Hanford: Emergency tree work in the cemetery           | 50.00    | LGA 1972 s.214      |

**Totals yet to be deducted from balance of Community Account**

|   |                  |
|---|------------------|
| Cheques for approval at meeting on the 12 December 2017 | <b>£1,771.87</b> |
| Unpresented cheques (see reconciliation)                | £214.20          |

**Cheques yet to be credited to the Community Account**

£30.00

|                            |                   |
|----------------------------|-------------------|
| <b>Anticipated balance</b> | <b>£15,627.87</b> |
|----------------------------|-------------------|

**EARMARKED RESERVE ACCOUNT**

|  |            |
|--|------------|
| Balance at 30 September                | £30,148.56 |
| Interest transfer to community account | -£12.06    |

|  |                   |
|--|-------------------|
| <b>Balance of Earmarked Reserve at 30 November</b> | <b>£30,136.50</b> |
|--|-------------------|

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

**Bank Reconciliation - 30 November 2017****COMMUNITY ACCOUNT****CASH BOOK**

|  |                   |       |
|--|-------------------|-------|
| <b>Balance at 1 April 2017</b>           | <b>£2,414.94</b>  | Notes |
| Less Total Payments to 30 November 2017  | -£21,331.34       |       |
| Add total receipts to 30 November 2017   | £36,286.14        |       |
| <b>Cash book balance at end November</b> | <b>£17,369.74</b> |       |

**BANK STATEMENT**

|                                       |            |
|---------------------------------------|------------|
| CA Bank Balance end November(sheet 1) | £17,583.94 |
| Less unpresented cheques              |            |
| 102661 Senses                         | -£172.80   |
| 102706 I Metherell                    | -£18.30    |
| 102708 MGVH                           | -£16.62    |
| 102710 KJN                            | -£6.48     |

|                                     |                   |
|-------------------------------------|-------------------|
| Effective bank balance end November | £17,369.74        |
| <b>Cash book balance</b>            | <b>£17,369.74</b> |

**EARMARKED RESERVE ACCOUNT**

|  |                   |
|--|-------------------|
| <b>Balance of Earmarked Reserve A/C as at 1 April 2017</b> | <b>£31,049.06</b> |
| Less total payments to 30 November 2017                    | -£1,425.06        |
| Add Total Receipts to 30 November 2017                     | £512.50           |
| <b>Balance at 30 November 2017</b>                         | <b>£30,136.50</b> |

**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                                  | £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  |                   |   |
| <b>TOTAL</b>  | <b>£30,136.50</b> |   |