

MARSH GIBBON PARISH COUNCIL

**MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD ON TUESDAY 13 NOVEMBER 2018**

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

In attendance: C Jackman (Clerk), and 1 member of the public.

The meeting commenced at 8.02pm.

1. APOLOGIES

Cllr A Lambourne (AL)

2. DECLARATIONS OF INTEREST

Chair and Cllr RC declared interests in item 7.

3. MINUTES OF THE MEETING HELD ON 9 OCTOBER 2018

Following one amendment, the Minutes of the Parish Council Meeting held on 9 October were agreed by those present and signed by the Chairman.

4. MATTERS ARISING

4.1 Payment to Swan Group

£75 is to be added to the payments agreed, for Life Together.

4.2 Benches

Cllrs Cross and Lambourne have the installation of the benches in the area adjacent to the village hall in hand.

Action: Cllrs AL and RC.

5. PUBLIC PARTICIPATION

Chair welcomed the member of the public to the meeting.

6. GENERAL CORRESPONDENCE

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

AVDC	From	Subject	Action	
i	9 Nov	Electoral & Democratic Officer	Press release - Popular Haddenham and Stone Councillor Michael Edmonds has passed away	To Councillors
ii	9 Nov	Parish Support	18/03534/APP – extension to comment deadline	Minute 7
iii	9 Nov	Planning	Planning Application Consultation 18/03984/APP	Minute 7
iv	6 Nov	Electoral & Democratic Officer	May 2019 Elections	To Councillors
v	6 Nov	Planning	Planning Application Consultation 18/03909/APP	Minute 7
vi	1 Nov	Angela Macpherson Leader of Aylesbury Vale District Council	Unitary council decision for Buckinghamshire	To Councillors
vii.	25 Oct	Aylesbury Town Centre Promotions & Marketing Development Officer	Aylesbury Winter Live Guide	To Councillors
viii.	25 Oct	Planning	Planning Application Consultation 18/03775/ACL	Minute 7
ix.	19 Oct	Planning	Planning Application Consultation 18/03700/APP	Minute 7
x.	19 Oct	Commercial and Business Strategy Sector	2019/20 Parish Tax Base Information	Noted
	17 Oct	Electoral & Democratic Officer	Parish Electoral Register: December 2019	Clerk responded

BCC		From	Subject	Action
i	12 Nov	Project Delivery Team Leader – Devolution Project	Devolved Services Contracts: 2019 & beyond updated	Minute 11
ii	7 Nov	HS2 Project Lead	HS2 early work currently being undertaken and planned in the county	To Councillors
iii	6 Nov	Senior Planning Officer Planning & Enforcement	Local List Consultation - Buckinghamshire County Council - CM/9999/18	To Councillors
iv	5 Nov	Promotions and Event Officer	Electric Car Charging Points in Buckinghamshire	To Councillors
v	2 Nov	Internal Coms	IMPORTANT NEWS: UNITARY ANNOUNCEMENT	To Councillors
vi	2 Nov	Communications	IMPORTANT NEWS – Unitary council announced for Buckinghamshire	To Councillors
vii.	2 Nov	CC Angela Macpherson	Buckinghamshire Unitary authority	To Councillors
viii.	2 Nov	Communications Mailbox	IMPORTANT NEWS: UNITARY ANNOUNCEMENT	To Councillors
ix.	1 Nov	Project Delivery Team Leader – Business Improvement & Delivery Team	Devolved Services Contract - 2019 and beyond	To Councillors
x.	31 Oct	CC Angela Macpherson	Member Briefing Sheet - Church Street, Marsh Gibbon	To Councillors
xi.	26 Oct	Communications	MyBucks special - tell us what you think about our spending plans for 2019/20	To Councillors
xii.	19 Oct		Your October MyBucks is here!	To Councillors
xiii.	16 Oct	Head of Highways (Client) Transport Economy Environment	Devolution of Services - Gold Standard	Noted
xiv.	15 Oct	CC Angela Macpherson	EWR2 deliveries through Marsh Gibbon 30 August 2018	To Councillors
xv.	10 Oct	TfB	Heet Road, Marsh Gibbon	To Councillors
ALC		From	Subject	Action
i.	6 Nov		BMKALC - Training Timetable Update	To Councillors
ii.	5 Nov		Armed Forces Covenant Information	To Councillors
iii.	5 Nov		TTRO - Various Roads & Footways In Aylesbury Vale	To Councillors
iv.	5 Nov		Agenda for BMKALC AGM 9 November 2018	To Councillors
v.	2 Nov		Contacting BMKALC	To Councillors
vi	2 Nov		Government gives green light to Single Unitary council	To Councillors
vii	1 Nov		TTRO - West Edge - Marsh Gibbon	To Councillors
viii	31 Oct		Update to LTN 31 - Local Council General Powers	To Councillors
ix	31 Oct		TTRO - Church Street, Marsh Gibbon	To Councillors
x.	29 Oct		BMKALC Training Update	To Councillors
xi.	17 Oct	NALC	NALC Newsletter	To Councillors
Other		From	Subject	Action
i	10 Nov	RTM	RTM Landscapes Grounds Maintenance Report	Noted
ii	9 Nov	Becky Fitzpatrick Year 4 Class Teacher Marsh Gibbon Church of England School	Trees	To Chair
iii	9 Nov	Community Affairs Officer UK Power Networks	UK Power Networks - Preparations for bad weather tonight	To Councillors
iv	6 Nov	Network Rail	WADESODON LAF 4 OCTOBER AND EAST WEST RAIL - SOCIAL VALUES WORK	Noted
v	5 Nov	Thames Water, Customer & Stakeholder Experience Coordinator	Start on site/Drop-in session letter - Thames Water	To Councillors
vi	30 Oct	RTM	RTM Landscapes Grounds Maintenance Report	Noted
vii	24 Oct	Thames Water	Thames Water revisit - Marsh Gibbon mains replacement work	To Councillors
viii	22 Oct	East West Rail Consortium	EAST WEST RAIL - SOCIAL VALUES WORK	To Councillors
ix	18 Oct	Thames Valley Police	Police & Crime Bulletin for October 2018 - Thames Valley Chief Constable to retire after 32 years in policing and more	To Councillors
x.	16 Oct	Community Engagement Manager, Community Engagement HS2 Ltd	EWR2 deliveries through Marsh Gibbon 30 August 2018 – not connected to HS2 works	Noted

xi.	16 Oct	Director of External Affairs, Berks, Bucks & Oxon Wildlife Trust	Oxford to Cambridge Expressway Consultation	To Councillors
xii.	16 Oct	Barclays	Account information to be updated	Clerk to respond
xiii.	12 Oct	PCSO	Parking on footpaths	To Councillors
xiv.	11 Oct	E.on	Rectory Close, Marsh Gibbon - Street Light – repair quotation	Minute 13
xv.	11 Oct	Zurich	Confirmation – Christmas tree insurance	Noted
xvi.	10 Oct	Thames Valley Police	Office of the Police and Crime Commissioner is recruiting Independent Custody Visitors in Aylesbury	To Councillors

It was noted that the Thames Water Church Street closure will not allow the school bus to get through the village.

7 PLANNING

7.1 New Applications

18/03534/APP | Single storey timber building for use as a garden room
2 Ware Leys Close, Marsh Gibbon, Buckinghamshire OX27 0EN

Decision: No objection

Action: Clerk to inform AVDC

18/03700/APP | Conversion of existing garage and extension to form annexe
Part Masons Farm, Blackthorn Road, Marsh Gibbon Buckinghamshire OX27 0AG

Cllr RC declared an interest in this application and left the room

Decision: No objection

Action: Clerk to inform AVDC

Cllr RC returned to the meeting

18/03775/ACL | Application for a Lawful Development Certificate for an existing development of a grass paddock

Cromwell House Church Street Marsh Gibbon Buckinghamshire OX27 0ET

Chair declared an interest in this application and left the room

Decision: No objection

Action: Clerk to inform AVDC

Chair returned to the meeting

18/03909/APP | Demolition of redundant stables and carport, alterations and extension to dwelling, including change of use of part of site from equestrian to residential.

Lanes End Barn, Townsend Lane, Marsh Gibbon, Buckinghamshire OX27 0AE

Decision: No objection

Action: Clerk to inform AVDC

18/03984/APP - Erection detached garage with home office in roof attic
Land At Townsend Lane Marsh Gibbon Buckinghamshire OX27 0AE

Decision: No objection

Action: Clerk to inform AVDC

8 CLERK'S REPORT AND ADMINISTRATION MATTERS

8.1 Finance Report

Clerk presented the Financial Report for November 2018. Payments totalling £3,102.46, including an unbudgeted £114 for the defibrillator pads and £75 donation to Life Together, were approved as detailed on page 1865. Clerk reported that she had carried out the monthly bank reconciliation on both bank accounts.

Action: Cllr JS to order the defibrillator pads.

8.2 Internal Auditor

It was noted that Mrs M R Rose had accepted the position of internal auditor. Mrs Rose had attended the Finance Committee meeting on 16 October.

8.3 2018-19 Projections

A surplus of £2,416 had been projected. This was now reduced to £1,900 as it was expected that emergency work on the trees at the cemetery (~£400) was required and the donation to the Marsh Gibbon Horticultural Society (£125) was agreed.

8.4 2019-20 Budget

The Finance Committee had prepared a draft budget recommending a precept of £24,500. The following were noted as possible future costs (but not yet approved):

- The Skateboarding project will no longer receive any funding from LAF, it was therefore agreed to look into funding from other sources. It was also noted that the organiser will consult parents on the possibility of the children contributing £2 per session. Clerk had enquired if funding was available from the Hine Memorial Trust and is awaiting a response.
- Ditch clearance at the recreation ground.
- Bi-annual inspection of the cableway.

Action: Clerk to obtain Tesco Community application form and Chair to apply to VAHT for possible skateboard funding.

Also noted was a 'ball park figure' of £50,000 for re-concreting the concreted area in the cemetery. A way forward for the maintenance of the cemetery path is to be investigated.

8.5 2019-20 Precept

A Precept of £24,500 was agreed.

Action: Clerk to inform AVDC.

8.6 Removal of Telephone Box

It was noted that the telephone box had been removed.

8.7 Update of Standing Orders

Council accepted the recommendation from the Finance Committee, not to change existing SOs.

8.8 Updating Code of Conduct

Council accepted the recommendation from the Finance Committee, to adopt the NALC template.

Action: Clerk to update the Code of Conduct for final approval at the next meeting.

9 PLAY EQUIPMENT, TEENAGE RECREATION AREA AND RECREATION GROUND

9.1 Councillor's monthly report

It was noted that the cableway had been inspected.

Action: Cllr ET will make the next playground inspection.

9.2 Recreation Ground ditch clearance

Cllr RC confirmed that he is trying to get a response from Sidleys to resolve the ditch clearance problem.

10 RECREATION GROUND: Update on enquiry from Tennis Club concerning relocation of the Tennis Courts

It was reported that a survey found that it was not possible for the Tennis Club to relocate to the Recreation Ground without the Football and Cricket Clubs moving their pitches.

11 DEVOLVED SERVICES

11.1 Devolved Services Contracts 2019-2022

Prior to the announcement of the Unitary Authority an extension of 4 years to the Agreement and an annual payment of £1821 had been offered. However, since the announcement of the Unitary Authority the offer has been reduced to one year.

Action: Clerk to inform BCC that Council will continue with the Agreement for an additional year.

11.2 Grass Cutting Contract 2019

It was agreed to renew the grass cutting contract with RTM Landscapes Ltd. It was also agreed to ask RTM to quote to cut the hedge at Acland Terrace.

Action: Clerk to issue 2019 contract and request quotation.

11.3 **Urban grass cutting:** Nothing to report.

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

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

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

11.5 **Maintenance:** Nothing to report.

11.6 **Complaints:** Nothing to report.

12 ROADS AND PATHWAYS

12.1 Pot holes

Heet Road was still a cause for concern as the 'Failed Road' notice still had not been erected and the road is deteriorating rapidly and becoming a hazard.

Action: Clerk to send another reminder to the LAT.

12.2 HGV weight limit

Chair was still awaiting clarification from the Local Area Forum (LAF) on the status of funding for the HGV traffic survey.

Action: Chair to enquire at the next LAF meeting.

12.3 Flooding in West Edge

No updates were available.

12.4 Speedwatch

Cllr ET reported that volunteers are now expected to process the information obtained from the Sentinel.

12.5 Parking on Pavement

The PCSO appears to have resolved the problem with cars parking on the pavement in Bicester Road.

13 STREET LIGHTING

It was noted that the following street lights were not working:

- 1 outside 24 Rectory Close. Council agreed to accept the quotation from E.on to replace the light.

Action: Clerk to inform E.on

- 1 in West Edge by Mud Pond.

Action: Cllr ET to check.

14 ENVIRONMENTAL MATTERS

14.1 Dog Fouling

It was reported that owners are allowing their dogs to foul public footpaths and others are leaving the poo bags in the College.

Action: Cllr ET will get a notice put into Life Together to ask owners to clear up after their dogs and to put the bags in the bins provided which cost the Parish Council over £400 per year.

14.2 Trees

A teacher at Marsh Gibbon school had won 100 trees in a competition, had been given 600 bulbs and had offered some of the trees and bulbs to the Parish Council.

It was noted that the Parish Council own very little land except the Pound and the Jubilee Plantation, where the trees could be planted. It was suggested that the bulbs could be planted in the verges.

Action: Chair to respond suggesting that the Horticultural Society may be able to assist.

15 CEMETERY MATTERS

15.1 Water supply

The water supply from the Village Hall is in hand.

Action: Cllr AL follow up.

15.2 Burials, Interments, Advance Booking Requests and Memorial Applications

15.2.1 A request from the family of Mrs G Phipps on the interment of her ashes in the Cemetery was approved.

Action: Clerk to inform the family

15.2.2 A request for a memorial and inscription on Grave B-4-3 was approved.

Action: Clerk to inform DL Hancock.

15.2.3 A request for an additional inscription on Grave B-3-4 was approved.

Action: Clerk to inform Banbury Memorials.

15.3 Maintenance

It was agreed that scrub clearance by the East West Rail Social Values Work Project would not be accepted.

Action: Clerk to arrange for RTM to meet with Councillors to discuss the scrub clearance, conifer cutting back and Acland Terrace Hedge cutting.

16 REPORT FROM VILLAGE HALL REPRESENTATIVE

No report.

17 CHRISTMAS TREE

The following were noted:

- Electrics have been checked and some work at The Willows is needed.
- Lights are in a satisfactory condition.
- The tree will be delivered on Friday 30 November and erected on Saturday 1 December.
- Volunteers are in place.
- Cllr PE has the safety equipment.

18 BUCKS UNITARY AUTHORITY

It was noted that the Secretary of State has approved one unitary authority for Buckinghamshire and that this might delay until May 2020 the parish council elections scheduled for May 2019.

19 ANY OTHER BUSINESS

19.1 Remembrance Sunday

Chair reported that he had laid a wreath at the Remembrance Day service. A label on the wreath read "On behalf of the people of Marsh Gibbon".

20 DATE AND VENUE OF NEXT MEETINGS

The next Parish Council meeting will be held at 8pm on Tuesday 11th December 2018.

Chair reported that he will not be available for the normal January meeting and will check with the Cllr AL, Vice-Chairman, whether he wishes to Chair the meeting or change the date.

Chair closed the meeting at 10.06pm.

SIGNED:

DATE:

MARSH GIBBON PARISH COUNCIL

Clerk's Financial Report
13-Nov-18

COMMUNITY ACCOUNT		Notes	
30-Sep-18	£26,506.26		
Unpresented cheques and cheques approved at meeting on 9 October 2018	-£3,674.00		
Unpresented cheques at 31 October	£0.00		
Income:			
DL Hancock	70.00		
Banbury memorials	70.00		
DL Hancock	290.00		
Balance of Community Account at 30 Oct 2018		£23,262.26	
Cheque No	Payee	Amount	Authority
Payments to be approved at meeting 13 November 2018			
102811	Cllr Evershed: Christmas tree lights	52.56	LGA 1972 S.144
102812	RTM:Inv 1396: Grass cutting	756.00	Highways Act 1980 s. 96
102813	Playground Facilities: Inv 1171: cableway inspection	743.40	LG (MP) A 1976 s 19
102814	MGVH: Inv 2018: September hall hire	32.14	LGA 1972 s133
102815	Melanie Rose: Inv 17 Oct: attendance at finance meeting	27.60	LGA 1972 s. 112(2)
102816	Graham Hodges: Inv 32: grave digging 5 Aug, 12 Sept, 11 Oct	820.00	LGA 1972 s.214
102817	C Jackman: Clerk salary October 2018	324.56	LGA 1972 s. 112(2)
102818	HMRC: Clerk PAYE October 2018	157.20	LGA 1972 s. 112(2)
102819	Swan Group, Life Together donation	£75.00	LGA 1972 s.111
102820	Defib Store: Quotation replacement paediatric pads	114.00	LGA 1972 s. 112(2)
Totals yet to be deducted from balance of Community Account			
	Cheques for approval at meeting on the 13 November 2018	£3,102.46	
	Unpresented cheques	£0.00	
	Transfer to ER Account (Pond cleaning)	500.00	
	Transfer to ER Account (Defibrillator battery)	25.00	
		£3,627.46	
Cheques yet to be credited to the Community Account			
	Transfer from ER Account (Interest)	£0.00	
	Banbury Memorials	15.29	
	DL Hancock	30.00	
		70.00	
Anticipated balance		£20,275.09	
EARMARKED RESERVE ACCOUNT			
	Balance at 30 June 2018	£30,664.29	
	Interest 4 June to 2 Sept	-£15.29	Interest to be transferred to Community Account
	Yearly transfer	£525.00	Pond cleaning and defib batteries
Balance of Earmarked Reserve at 28 September 2018		£31,174.00	

Bank Reconciliation - 31 October 2018

COMMUNITY ACCOUNT		Notes
CASH BOOK		
Balance at 1 April 2018	£12,250.87	
Less Total Payments to 31 October 2018	-£22,537.82	
Add total receipts to 31 October 2018	£33,549.21	
Cash book balance at end October 2018	£23,262.26	
	£23,262.26	
BANK STATEMENT		
CA Bank Balance end October 2018	£23,262.26	
Less unpresented cheque:		
Effective bank balance end October 2018	£23,262.26	
Cash book balance	£23,262.26	
EARMARKED RESERVE ACCOUNT		
Balance of Earmarked Reserve A/C as at 1 April 2018	£30,669.47	
Less total payments to 28 September 2018	-£20.47	
Add Total Receipts to 28 September 2018	£30.58	
Balance at 28 September 2018	£30,679.58	
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	£500 to be transferred from Community Account
New Street Lamps	£3,695.00	
Election Expenses	£775.00	
Fencing Repairs at 5-a-side	£227.00	
Defibrillator	£25.00	£25 to be transferred from Community Account
Interest	£30.58	
TOTAL	£30,679.58	