

MARSH GIBBON PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING
HELD ON TUESDAY 7 JUNE 2016**

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

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

The meeting commenced at 8.04pm

1. **APOLOGIES:** None
2. **DECLARATIONS OF INTEREST:** Chair declared an interest in Item 7, Planning application 16/01798/APP.
3. **MINUTES OF MEETING HELD 10 MAY 2016:**
The minutes of the Annual Meeting of the Parish Council held on 10 May 2016 were agreed by those present and signed by the Chairman following two amendments requested by Cllr PE.
4. **MATTERS ARISING**
 - a. **Community Car Scheme:** Chair reported that no progress had been made since the last meeting and that he needed to inform Amy Hollis (Projects Officer – Communities, Community Impact Bucks) what we want to do. Chair would welcome some input; otherwise he and Rev David Hiscock would deal with it.
 - b. **Street Sign - junction of Station Road, Castle Street and Church Street:** TfB have confirmed that it is on their work schedule for repair.
 - c. **Tree in West Edge:** Chair confirmed that this had been cut back by John Toft and that he had thanked John for doing this.
5. **PUBLIC PARTICIPATION:**
Chair welcomed Colin Botton to the meeting and invited him to speak on items of interest to him.
6. **GENERAL CORRESPONDENCE:** Items had been circulated via email. The following had been received and were covered where indicated.

| | AVDC | From | Subject | Action |
|-----|-------------|-----------------------------|---------------------------------------|----------------|
| i. | 31 May | Electoral Services | Alterations to the electoral register | To Councillors |
| ii. | 31 May | Democratic Services Officer | Parishes Seminar 25 May 2016 | To Councillors |

| | Bucks County Council | From | Subject | Action |
|------|-----------------------------|---|---|----------------|
| i. | 26 May | CC Angela Macpherson | Follow up from APM - Marsh Gibbon traffic restrictions | To Chair |
| ii. | 26 May | David Cairney, IEng FIHE Project Engineer, TfB | Marsh Gibbon speed restrictions | To Chair |
| iii. | 26 May | | MyBucks e-newsletter June 2016 | To Councillors |
| iv. | 26 May | CC Angela Macpherson | Follow up from APM - Marsh Gibbon white gates | To Chair |
| v. | 24 May | TfB | Direction Sign - Castle Street [ref: 46020235] – Works order issued for repair | Agenda item 4b |
| vi. | 23 May | | Active Bucks Newsletter | To Councillors |

| | | | | |
|-------|--------|--|---|--------------------|
| vii. | 20 May | Buckinghamshire Law Plus Buckinghamshire County Council's In-House Legal Service | Proposed Temporary Road Closures - Various Roads in Various Parishes in Buckinghamshire (Celebratory Events for The Queen's 90th Birthday) - 11th and 12th June 2016 | To Councillors |
| viii. | 19 May | Paul Hodson | Waddesdon Local Area Forum funding for equipment to get people active | To Chair & Cllr JS |
| ix. | 13 May | HS2 mailbox | HS2 e update | To Councillors |
| x. | 13 May | Waddesdon LAF | Local Area Funding 2017/18 | To Councillors |
| xi. | 10 May | Waddesdon LAF | Rural Neighbourhood Posters | To Councillors |
| xii. | 10 May | Public Health Projects Officer Physical Activity | Active Bucks Activity Provider Details for Circulation to LAF's and Networks | To Councillors |
| xiii. | 6 May | CC Angela Macpherson | Marsh Gibbon: Annual Parish Meeting | To Councillors |
| xiv. | 5 May | TfB | TfB Spring/Summer Conference | To Councillors |
| xv. | 31 May | TfB | Marsh Gibbon speed restrictions | To Chair |
| xvi. | 2 June | Community Engagement & Development Team Communities, Health & Adult Social Care Business Unit | LAF Staff changes | To Councillors |

| Association of Local Councils | | From | Subject | Action |
|----------------------------------|--------|----------------|--|-----------------------|
| i. | 26 May | Carole Burslem | Local Council Meeting invitations to air views on Developing Unitary Business Case by BCC | To Chair |
| ii. | 19 May | Carole Burslem | ARMED FORCES DAY 2016 | To Councillors |
| iii. | 19 May | Carole Burslem | A benefit to Membership - discounts with Staples Advantage | To Councillors |
| iv. | 19 May | Carole Burslem | NALC Survey re Devolution | Completed by Chair |
| v. | 19 May | Carole Burslem | New Salary Scales 2016-18 | Agenda item 9b |
| vi. | 17 May | | Playground Inspection Training - Buckingham | |
| vii. | 12 May | BALC Mailbox | BCC News: Planned 6% cut to pharmacy services could severely affect Bucks residents, council committee hears | To Councillors |

| Others | | From | Subject | Action |
|--------|--------|-----------------------|--|----------------------------------|
| i. | 25 May | Helen Upton | SLCC Branch AGM | Clerk attending |
| ii. | 22 May | Diane Proctor | Hedgeside Path | Agenda item 10c |
| iii. | 19 May | Chris Anstey | Annual Parish Meeting – Charities Report | Noted |
| iv. | 16 May | RoSPA Playsafety | Playground inspections - July | Noted |
| v. | 12 May | John Phipps | MGI/6/3 public footpath | Agenda item 10d |
| vi. | 12 May | Rights of Way Officer | MGI/6/3 public footpath | Agenda item 10d |
| vii. | 12 May | Amy Hollis, CIB | Marsh Gibbon Community Car Scheme | Agenda item |
| viii. | 10 May | Zurich Insurance | Our Reference : 27160000190 Rectory Close light – confirmation of payment for repair | |
| ix. | 6 May | Land & Partners | Pre-application advice - Sites A, B and C - Marsh Gibbon, Aylesbury Vale - Ewelme Almshouse Charity Land | To Chair |
| x. | 7 May | Chair | Spillage in Marsh Gibbon | To Councillors Agenda item 6a |

| Sent items | | To | Subject | Action |
|------------|--------|--------------|------------------|--------|
| i. | 12 May | Peter Ferens | Village planting | Noted |

6a. **Spillage in Marsh Gibbon:** Chair reported that a lorry spilt some of its load in Church Street during the afternoon of Monday 6 June. It had a skip/sealed container on the back, which had burst open. It stank - mainly looking like dead chicks and bits in a filthy yellow-brown liquid. Despite the police and highways being called, they hadn't arrived at about 5.20pm. Two residents were very helpful in slowing down and turning around traffic. Eventually a clean-up lorry from Bicester Sweepers arrived and the road was more or less clear by 5.20pm.

Photos of the lorry and the mess in the road were taken for the record. The lorry had apparently been travelling eastwards at high speed, and it is unclear whether the driver can be prosecuted.

The lingering smell had been mentioned to Cllr GB on the morning of 8 June, and he had contacted the Environment Agency (EA) as the smell seemed to be permeating from the drains. The EA checked and confirmed that no water source should be contaminated in the area and advised Cllr GB to go back to County Highways. He called Bucks County Council and when they eventually did locate his original call they advised that it wasn't their issue as the fluid and bits of animal were now in the roadside drains and it was an Environmental Health responsibility (District Council). After a protracted debate with the County call handler the Highways case was re-opened and Cllr GB was told it was logged as a <28 day issue as it wasn't their responsibility but that they would look at it at some point in the next 28 days. He said this was completely unsatisfactory but no further help was offered.

Cllr GB called AVDC Environmental Health and they said it wasn't their responsibility - they could only force the responsible party, County Highways, to take action. He explained (at length) that Highways insisted it wasn't their responsibility; but again even after persistence no help was offered. He was directed back to Highways. He had now spent 1.5 hours on this and had got almost nowhere so gave up. It was not clear who had called Bicester Sweepers.

Nigel Green, BCC Green Claims Officer, had asked for proof of costs incurred by the Parish Council and had implied that this may be a Parish Council issue. The Parish Council not had incurred any costs and Cllr ET said that this should not be a Parish Council issue.

It was concluded that there was no point in continuing with this.

7. **PLANNING CORRESPONDENCE:**

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

16/01854/APP - MARSH GIBBON

Lanes End Cottage Townsend Lane Marsh Gibbon Buckinghamshire OX27 OAE

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

Decision: Council raised no objection to this application

8.45pm - Cllr IM had declared an interest and left the meeting. Cllr RC took the Chair.

16/01798/APP - MARSH GIBBON

3 Forge Close Marsh Gibbon Buckinghamshire OX27 OHZ

Two storey front and side extension. Single storey rear extension with rooflights.

Applicant: Colin and Wendy Botton

Following the refusal by AVDC of two previous applications, Colin Botton had attended the meeting to explain the new application and to answer any questions from Council.

Decision: Council raised no objection to this application.

8.50pm – Cllr IM returned to the meeting and took the Chair

15/04210/APP

Marsh Gibbon Tennis Club Clements Lane Marsh Gibbon Buckinghamshire

Installation of 12 no. floodlights to 2 no. tennis courts mounted on 12 no. steel columns at 6.7m mounting height.

Applicant: MG Tennis Club

Decision: AVDC Approved

Although this application has been approved by AVDC it is a condition of the Tennis Club lease that they need permission from Marsh Gibbon Village Hall Trustees (VH), who had not given their permission. Cllr JS, VH Chair and Council representative, explained that the VH is seeking legal advice as two residents have consulted solicitors with a view to suing the VH for devaluation of their properties. Cllr JS then went on to explain the history of the relationship between the Tennis Club and the Village Hall and a previous application for flood lights. She also stated that the Tennis Club had agreed to put up portable lights so that the residents could see what it would be like but this had not been carried out.

Action: Cllr JS to forward to Chair the names of the Village Hall Trustees

16/00900/APP - MARSH GIBBON

Barnwell Farm Station Road Marsh Gibbon Buckinghamshire OX27 0HN
Demolition of stables and erection of two holiday cottages
Applicant: Mr & Mrs Andrew & Clare Barsby
Application withdrawn

16/01887/APP – MARSH GIBBON

New entrance into paddock from Blackthorn Road
Marshfield Barn, Blackthorn Road, OX27 0AG
Application: Mrs Hannah Wright

Cllr PE pointed out that this work had already been carried out and proposed that AVDC should be made aware of this and a comment to this effect made. This proposal was not seconded.

Council decision: No objection

9pm

At this point Cllr PE left the meeting.

Draft Vale of Aylesbury Local Plan

Chair reported that AVDC have been progressing work on the Vale of Aylesbury Local Plan (VALP). The next stage is an 8 week consultation on the draft version, taking place between 7 July and 5 September. He pointed out that there are references to Marsh Gibbon and to Neighbourhood Plans. AVDC are proposing to allocate housing on two sites in the village - 30 houses at Ewelme site A (Swan Field north); and 13 at Ewelme site C ('Leopold Farm'). There is no specific reference that he can see to any other sites in Marsh Gibbon. There will be a category defined as 'reserve sites', to be brought forward if needed to deliver the target numbers if not delivered from 'allocated sites'.

It was agreed to wait and see if Land & Partners issue any updated plans before it is agreed whether or not to call a special Plans meeting. Otherwise, the VALP will be discussed at the July PC meeting. It was also noted that applications for sites not included in the plan could be made.

8. Bucks County Council Devolution of Services

Chair explained the Council's responsibility under devolved services.

- a) Urban grass cutting: nothing to report.
- b) Hedging: It was noted that the hedges on Acland Terrace and Styles Close footpaths need cutting back.

Action: Clerk to enquire if there is a difference in the law between domestic and public hedges for when hedges can be cut

Action: Cllr RC to speak to residents of Styles Close to ask if they can deal with it

- c) Siding out: nothing to report.
- d) Rights of Way: nothing to report.
- e) Weed killing: nothing to report.
- f) Maintenance: nothing to report.
- g) Complaints: nothing to report.

9. CLERK'S REPORT AND ADMINISTRATION MATTERS

- a) **Financial Report:** Clerk presented the Financial Report for May 2016. Payments totalling £2205.43 were approved as detailed on page 1690.
The bank statements for May month end were available for inspection and the Clerk reported that she had carried out the monthly bank reconciliation on all three bank accounts.
Action: Clerk to transfer £1500 from the Business Premium Account to the Community Account to cover the cheques.
- b) **Clerk Salary:** The National Association of Local Councils (NALC) had reported that new pay scales for 2016-17 were to be implemented immediately and backdated to 1 April 2016. New pay scales for 2017-2018 were to be implemented from 1 April 2017. These new pay scales represented a 1% increase.
Council agreed to increase Clerk's salary in line with the NALC recommendation.
- c) **Finance Meeting:** Chair reported on the Finance meeting held on 31 May.
- d) **2015-16 Annual Return:**
- i) Chair read out each Governance Statement to which Councillors responded
Chair and Clerk then signed the Governance Statement
 - ii) Council approved the Accounting Statement which Chair and Clerk then signed.
Action: Clerk to forward to the external auditor, Mazars, and display the Electors' Rights information
 - iii) **Communications:** Clerk is still awaiting a new date for the follow-up website building course.
Chair reported that the monthly bulletin is now being issued to 100+ people
 - iv) **Risk Management:** The Risk Management Policy had been reviewed at the Finance Meeting and copies were handed to Councillors.
Action: Clerk to add to agenda for next meeting
 - v) **Insurance:** Councillors agreed to renew the Parish Council Insurance with Zurich.
Action: Clerk to renew
 - vi) **Parish Magazine 1894-1906:** The PCC had agreed to store the Parish Magazine in a secure safe. They will put an item in Life Together informing parishioners how to access it. Chair has informed the donor.

10. ROADS AND PATHWAYS (INCLUDING POTHoles)

- a) **Potholes:** Nothing to report
- b) **HGV's in Marsh Gibbon:** Waiting for update from TFB
- c) **Hedgeside:** A request had been made to get the nettles cut back
Action: Clerk to get quotation and if under £50 to approve the work
- d) **Right of Way MG1/6/3:** The land owner has agreed with BCC to the replacement of the two gates with smaller pedestrian gates. One of BCC's volunteer work parties will do the work sometime over the summer.

11. STREET LIGHTING

- a) The street light in West Edge has still not been repaired.
Action: Clerk to enquire when the repair is likely to be carried out
- b) Clerk reported that E.on had increased the cost of the street lighting from 12.40p per kWh to 14.40p per kWh with effect from 1 July 2016. She had been informed that we do not use enough electricity to move from the 'Deemed Contract' to a fixed-term contract.
She also reported that Edgcott Parish Council is looking into reducing its street lighting costs.
Action: Clerk to follow up with Edgcott Parish Council

12. ENVIRONMENTAL MATTERS

- a) **Notice Board: Millfield Avenue**
Cllr GB did not have any details.
Action: Cllr GB to follow up

b) Street Signs

TfB had confirmed that the repair of the street sign is on their work schedule. However, it was not known when this work would be completed.

Cllr ET asked if there was a street light in Moat Lane.

Action: Clerk to check

c) Mud Pond fencing repair: Cllr GB did not have an update.

Action: Cllr GB to follow up

13. CEMETERY MATTERS

a) Burials

It was noted that a burial was scheduled for 10 June in Section B, Row 5, Plot 7. Clerk had informed the grave digger.

b) Memorials

Clerk had received an official request from Thomas Cakebread for the new memorials on Plots A-5-1 and A-7-8.

Action: Clerk to liaise with the plot owner

c) Pre-purchase

Council agreed to the pre-purchase of Plots B-3-6 and B-6-6.

Action: Clerk to liaise with purchaser to ensure that they are aware that there is a "parishioner" and "non-parishioner" rate

d) Fees: It was agreed that the explanation of "Parishioner" and "Non-Parishioner" should be added to the 'Cemetery Fees' schedule

Action: Clerk to add to the schedule

e) Maintenance

Cllr JS informed Council that the current grass cutting had not been up to last year's standard.

Action: Clerk to inform RTM and liaise with Cllr JS

14. PLAY EQUIPMENT, TEENAGE RECREATION AREA AND RECREATION GROUND

a) All Weather Pitch

Cllr GB did not have an update on when the bolt on the entry gate of the All Weather Pitch would be replaced.

Action: Cllr GB to follow up

b) Play Area Inspection

RoSPA had confirmed that the Playground inspection would take place in July which would include the new play equipment and the play equipment at the Recreation Ground.

It was also agreed that on completion of the RoSPA inspection the monthly checks would continue.

c) AWP Pre-bookings

Clerk had received a request from a resident to hold an under 10's football party on the AWP.

Following a discussion it was agreed that pre-bookings for private individuals could not be made.

Action: Clerk to inform resident

15. ANY OTHER BUSINESS

a) Defibrillator: Cllr JS reported that the fund raising for a defibrillator is continuing and that the money is coming in quite fast. She had responded to those asking why the Council was not funding this that it had not been budgeted for. She asked Council if it would fund the replacement batteries.

Action: Cllr JS to enquire cost of batteries for discussion at the next meeting

b) Colin Botton thanked the PC for its warm welcome and allowing him to speak – he said that it was an 'eye-opener' at what the Council had to deal with.

16. DATE AND VENUE OF NEXT MEETINGS

The next Parish Council will be held at 8pm on 12 July in the committee room of the Village Hall.

Chair closed the meeting at 10.15pm

SIGNED:

DATE:

DRAFT

**Clerk's Financial Report
07-Jun-16**

COMMUNITY ACCOUNT

Notes

Balance of Community Account at 27 May 2016 (sheet 398) £2,967.26

Payments to be approved at meeting 7 June 16

| Cheque No | Payee | Amount | Authority |
|-----------|---|----------|---|
| SO | Sidleys: Yearly rent for Sportsfield - MGVH | 229.35 | |
| 102571 | C Jackman: Clerk May: May 2016 | 371.14 | LGA 1972 s. 112(2) |
| 102572 | HMRC: Clerk May PAYE | 39.40 | LGA 1972 s. 112(2) |
| 102573 | C Jackman: Clerk post and stationery | 33.27 | LGA 1972 s. 112(2) |
| 102574 | Marsh Gibbon Village Hall: Hire charges for April - Inv 1604/09 | 31.45 | LGA 1972 s133 |
| 102565 | Thames Water: Recreation Ground charges 16 Feb-9 May 2016 | 17.02 | LGA(MP) 1976 s.19 |
| 102576 | RTM: Village and Urban grass cutting - Inv 492 | 1,071.00 | Highways Act 1980 s. 96 |
| 102577 | Senses: Website hosting inv 1260 | 172.80 | LGA 1972 s. 111 |
| 102578 | Graham Hodges: Grave digging - Inv 039 | £240.00 | Local Authorities Cemeteries Order 1977 |

Totals yet to be deducted from balance of Community Account

| | |
|--|------------------|
| Cheques for approval at meeting on the 7 June 2016 | £2,205.43 |
| Unpresented cheques (see reconciliation) | £2,298.72 |

Receipts yet to be credited to the Community Account

| | |
|-----------------------------------|---------|
| Co-op Funeral Care (Burial B-3-7) | £440.00 |
|-----------------------------------|---------|

Anticipated balance -£1,096.89

It is recommended that £1500 is transferred from the Business Premium Account to cover the outstanding cheques.

BUSINESS PREMIUM ACCOUNT

| | |
|----------------------------------|-------------------|
| Balance at 29 Apr 16 (sheet 326) | £14,577.84 |
| Transfer to ER Account | -£875.00 |
| Transfer to Community Account | -£1,800.00 |

Balance of Business Premium A/C per Statement at 27 May 16 (sheet 328) £11,902.84

EARMARKED RESERVE ACCOUNT

| | |
|------------------------------------|------------|
| Balance at 29 Apr 2016 (sheet 138) | £31,616.00 |
| Transfer from BP Account | £875.00 |

Balance of Earmarked Reserve A/C per Statement 27 May 2016 (sheet 140) £32,491.00

Clerk reported reconciliations had been carried out on all 3 bank accounts up to 29 April 2016

**Marsh Gibbon Parish Council
Bank Reconciliation - 31 May 2016**

COMMUNITY ACCOUNT

Notes

Balance of Community A/C as at 1 April 2016 (sheet 397) £1,638.48

| | |
|--------------------------------------|------------|
| Less Total Payments to 31 May 2016 | -£3,781.22 |
| Less uncashed cheques at 31 May 2016 | |
| Chq No: 102565: E.on | -1,212.00 |
| 102566: MGVH | -15.72 |
| 102570: RTM | -1,071.00 |

| | |
|-----------------------------------|-----------|
| Add Total Receipts to 31 May 2016 | £5,110.00 |
| Unbanked cash: | |

Net Balance at 31 May 2016 £668.54
Cashbook balance at 31 May 2016 £668.54

BUSINESS PREMIUM ACCOUNT

Balance of Business Premium A/C as at 1 April 2016 (sheet 325) £3,977.82

| | |
|---|-------------------|
| Less Total Payments to 31 May 2016 | -£4,675.00 |
| Add Total Receipts to 31 May 2016 | £12,600.02 |
| Balance at 31 May 2016 (sheet 328) | £11,902.84 |

EARMARKED RESERVE ACCOUNT

Balance of Earmarked Reserve A/C as at 1 April 2016 (Sheet 136) £31,619.94

| | |
|---|-------------------|
| Less total payments to 31 May 2016 | -£3.94 |
| Add Total Receipts to 31 May 2016 | £875.00 |
| Balance at 31 May 2016 (sheet 140) | £32,491.00 |

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 | |
| TOTAL | £32,491.00 |