

## MARSH GIBBON PARISH COUNCIL

### MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON TUESDAY 8 AUGUST 2023 IN MARSH GIBBON VILLAGE HALL

**PRESENT:** Cllrs A Lambourne (Chair), E Taylor (ET), J Smith (JS), T Reveler (TR) and R Daniell (RD)  
Carole Jackman (Clerk)  
Bucks Unitary Councillor Frank Mahon (FM)

No members of the public were present.

Meeting commenced at 8.00pm. Chair welcomed Unitary Councillor Frank Mahon to the meeting and Cllr Richard Daniell, newly co-opted onto the Parish Council. RD signed his Declaration of Acceptance of Office and Register of Interest.

**1 APOLOGIES**

N Lyon (NL)  
Bucks Unitary Councillor Angela Macpherson (AM).

**2 DECLARATIONS OF INTEREST**

None.

**3 MINUTES OF MEETING HELD ON 11 JULY 2023**

The minutes of the meeting held on 11 July 2023 were agreed by those present and signed by the Chairman.

**4 MATTERS ARISING**

There were no matters arising.

**5 COUNCILLOR RESIGNATION**

It was with regret that councillors accepted Cllr Richard Cross' resignation. Councillors wished to record their thanks for the work he had carried out whilst a councillor.

**Action: Clerk to inform Bucks Council and place the relevant vacancy notices.**

**6 GENERAL CORRESPONDENCE**

All correspondence, circulars and consultations had been circulated to councillors by email.

**Unitary Councillor FM informed Chair that he needed to leave the meeting early so gave his report and took questions at this point:**

**Highways**

The Highways schedule is reviewed every 90 days.

Between 1 April and 21 July the number of crews working had increased from 5 to 15 and during this period there were:

- Defect repairs: 14,838
- Major schemes: 56 of 219 complete
- Gulleys cleaned: 27,270
- 2 x rural grass cuts
- Street light repairs: 1,376

**Parking on Station Road**

FM suggested:

- Arranging a meeting with the Local Area Technician (LAT) to discuss the way forward with yellow lines. *[Note: the LAT has since referred the council to Bucks Council's on-line instructions].*
- Applying to the HS2 Safety Fund for funding.

**Greg Smith, MP**

FM informed the council that Greg Smith, MP, was carrying out a Consultancy Tour and would be in the village between 12 noon and 1.30 on 10 August.

## 7 PLANNING

### 7.1 Applications

**23/02174/APP:** 26 Rectory Close Marsh Gibbon Buckinghamshire OX27 0HT.

Householder application for two storey and single storey rear extensions and associated parking. Fenestration changes.

Councillors raised no objections to this planning application.

**Action: Clerk to notify Bucks Planning (AVDC Area) of its decision.**

### 7.2 Enforcement

It was noted that Bucks Council were looking into a possible breach of planning regulations at Pear Tree Farm.

## 8 EWELME SITE

### 8.1 Site A

8.1.1 Cllr ET explained the background to the flooding issues at the W.E. Black Ltd development on Swan Lane (Site A).

A meeting with residents, the Parish Council and Bucks councillors to discuss the flooding issues had been arranged for 17 August. FM agreed that he and UC AM would withdraw from the meeting if it meant that W.E. Black's representative would not attend if they were there.

Thames Water have said there are no issues with how the system is set up after an inspection but feel that the foul sewage pipes could be absorbing ground water. They have said the water levels are too low to test this currently.

8.1.2 It was suggested that all issues must be rectified and signed off with a management company before the developer moves off site.

8.1.3 Cllr JS noted that the building area ground level has now been reduced to the same level as the footpath.

### FM left the meeting

## 9 CLERK'S REPORT

### 9.1 Finance Report

Clerk presented the Financial Report for August 2023. Payments totalling £4,099.50 were approved, as detailed in appendix 1.

### 9.3 Internet banking

All information to set up internet banking had been forwarded to councillors.

### 9.4 Website

It was noted that the website will no longer be free of charge.

**Action: Clerk to follow up with website provider.**

### 9.5 Newsletter

It was agreed to make a contribution to the village newsletter produced by a resident.

**Action: Clerk to check amount and raise cheque for September meeting.**

## 10 VILLAGE HALL

### 10.1 Report

Cllrs JS reported:

- The next meeting will be held on 23 August. Cllr TS, the Parish Council's representative on the village hall committee, is unable to attend that meeting.

## 11 PLAY EQUIPMENT, TEENAGE RECREATION AREA AND RECREATION GROUND

### 11.1 Maintenance

11.1.1 The annual safety inspection had taken place and required actions will be addressed.

11.1.2 It was agreed to proceed with year-4 of the all-weather pitch maintenance agreement.

**Action: Clerk to inform the contractor, Technical Surfaces, of council's decision.**

## 12 DEVOLVED SERVICES

Bucks Council had issued a Devolved Services survey. It also emailed to say that "*Buckinghamshire Council recently extended your Devolved Services Agreement to undertake certain highway functions on our behalf.*"

Clerk confirmed that she had not received any notification of the additional highway functions and had written to Bucks for clarification but had not received a response. She also was in touch with BMKALC as this issue was raised at the recent Clerks Forum which she had attended.

**Action: Clerk to complete the survey and chase Bucks Council for a response to her email.**

### 13 ROADS AND PATHWAYS

#### 13.1 Parking in Castle Street

Bucks Council had informed Cllr NL that it is awaiting the final report from the designers to review if any further actions/corrections are needed outside the school.

#### 13.2 Parking in Station Road

See FM's comments above.

### 14 STREET LIGHTING

#### 14.1 Maintenance

The street light not working on Tompkins Lane had been reported to E.on.

A street light on Acland Terrace is obscured by trees.

**Action: Clerk to draft letter to the residents whose land the tree is on to ask them to arrange for it to be cut back.**

#### 14.2 Electricity Supply

It was noted that the fixed electricity supply contract with SSE expires on 30 November 2023 and Clerk is seeking quotations for a new contract from various suppliers.

### 15 CEMETERY MATTERS

#### 15.1 General Maintenance

There were no issues to address.

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

##### 15.2.1 Burials

An interment had taken place in grave space C-6-3.

##### 15.2.2 Advance reservation

No reservations had been requested.

##### 15.2.3 Memorial applications

No memorial applications had been received.

#### 15.3 Cemetery Road

A quotation from A Hickford, to rectify the problems which occurred following the renovation work, had not been received.

**Action: Cllr TR to speak to Dearn Brothers for a quotation.**

### 16 ENVIRONMENTAL MATTERS

#### 16.1 Ware Pond

An quotation for the repair of the railings at Ware Pond has been requested but not yet received.

**Action: Cllr TR to speak to Dearn Brothers for a quotation.**

#### 16.2 Mud Pond traffic incident

There were no updates from the police regarding the damage caused by an HGV at Mud Pond and the requested quote for repairs had not been received.

**Actions: Clerk to chase police for a response and Cllr TR to speak to Dearn Brother for a quotation to repair the railings.**

#### 16.3 Flooding Issues (at Scotts Lane)

The LAT had informed Clerk that she would inspect Scotts Lane and raise orders for any necessary works if it is required.

**Action: Clerk to get update from the LAT.**

#### 16.4 Townsend Pond

Councillors agreed to contribute £100 towards the cleaning of Townsend Pond. *[Clerk's note: this contribution is not now required as the residents have carried out the work themselves.]*

### 17 STREET FURNITURE

#### 17.1 Memorial Seat

The memorial bench has been delivered and arrangements are in hand for its installation.

**Action: When all the invoices have been received Clerk to submit S106 claim.**

#### 17.2 Notice Boards

##### 17.2.1 Parish Council Notice Board

Pat Taylor had made repairs to the Parish Council Notice Board.

##### 17.2.2 Church Street Notice Board

It was agreed that the notice board on Church Street, opposite Acland Terrace, would not be repaired.

### 18 COMMUNITY BOARD

No updates were available.

**19 JUBILEE PLANTATION**

Cllrs continue to monitor and carry out work when needed.

**20 ANY OTHER BUSINESS**

There was no other business.

**21 DATE OF NEXT MEETINGS**

The next meeting will be held at 8pm on Tuesday 12 September 2023 in the committee room of Marsh Gibbon village hall.

The meeting closed at 9.55pm.

DRAFT

## MARSH GIBBON PARISH COUNCIL

Clerk's Financial Report  
08-Aug-23

## COMMUNITY ACCOUNT

30-Jun-23		£19,260.55
Outstanding Cheques and cheques approved on 11 July 2023		-£3,385.94
Unpresented cheques at 28 July 2023		£215.55
<b>Income:</b>		
Interment grave space C-6-3		£145.00

**Balance of Community Account at 28 July 2023** **£16,235.16**

Cheque No	Payee	Amount	
<b>Cheques to approve on 8 August 2023</b>			
103357	Playsafety Limited Inv 73161: Playground safety inspection	£201.00	LG (MP) A 1976 s 19
103358	David Ogilvie Inv 189946: WWI Seat with fittings	£1,818.00	PCA 1957 s. 1
103359	Buckinghamshire Council Inv 2205061303: Cemetery waste collection	£18.95	Litter Act 1983 ss 5
103360	RTM Inv 4220: village grass cutting	£1,211.16	Highways Act 1980 s. 96
103361	SSE Inv 11772331 0070: Street lighting 4 Jul to 1 Aug	£212.58	PCA 1957s.3;HA 1980s.301
103361	SSE Inv 591772404 0078: Street lighting 4 Jul to 1 Aug	£12.19	PCA 1957s.3;HA 1980s.301
103361	SSE Inv 861786437 0067: Street lighting 4 Jul to 1 Aug	£2.91	PCA 1957s.3;HA 1980s.301
	SSE Credit	-£0.66	
103362	Marsh Gibbon Village Hall Inv 211394: vh hire 13 June 2023	£19.00	LGA 1972 s133
103363	HMRC Clerk PAYE; July 2023	£483.57	LGA 1972 s. 112(2)
103364	C Jackman Clerk salary; July 2023	£80.80	LGA 1972 s. 112(2)
DD	Information Commissioner Renewal fee	£40.00	Data Protection Act 2018
		£0.00	
		<b>£4,099.50</b>	

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

103341	Senses	£172.80	
103349	MGVH	£42.75	
		<u>£215.55</u>	<b>£215.55</b>
	<b>Total</b>		<b>£4,315.05</b>

## Total to be added to the Community Account

Donation to skateboarding	400.00	
	<u>400.00</u>	<b>400.00</b>

**Anticipated balance** **£12,320.11**

£12,320.11

<b>EARMARKED RESERVE ACCOUNT</b>	01-Apr-23	£26,783.76
	Total In	£5,055.84
	Total Out	£0.00

**Balance of Earmarked Reserve at 8 August 2023** **£31,839.60**

Bank Reconciliation 8 August 2023  
COMMUNITY ACCOUNT

<b>CASH BOOK</b>			<b>Notes</b>
Balance at 1 April 2023		£20,423.84	
Total payments to 8 August 2023		-£26,135.24	
Add total receipts to 8 August 2023		£19,150.43	
Less outstanding cheques from 2023-23 FY		-£1,118.92	
		<u>£12,320.11</u>	
<b>Cash book balance at 8 August 2023</b>		£12,320.11	

## EARMARKED RESERVE ACCOUNT

<b>Balance of Earmarked Reserve A/C as at 1 April 2023</b>	£26,783.76
Less total payments to 11 July 2023	£0.00
Add Total Receipts to 11 July 2023	£5,055.84
<b>Balance at 11 July 2023</b>	<b>£31,839.60</b>

## NB: the balance in the Earmarked Reserve Account is made up of:

Replacement / Refurbishment of the synthetic carpet at the 5-a-side	£21,874.00
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	£153.60
	<b>£31,839.60</b>

<b>TOTALS at 11 July 2023</b>	Community Account	£12,320.11
	Earmarked Reserve Account	£31,839.60
		<b>£44,159.71</b>

Signature: