

**MARSH GIBBON PARISH COUNCIL**

**MINUTES OF THE MEETING OF THE PARISH COUNCIL  
HELD ON TUESDAY 11 DECEMBER 2018**

**PRESENT:** Cllrs I Metherell (Chair), R Cross (RC), P Evershed (PE), and A Lambourne (AL)

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

The meeting commenced at 8.02pm.

**1. APOLOGIES**

Cllrs D Leonard (DL), J Smith (JS) and E Taylor (ET)

**2. DECLARATIONS OF INTEREST**

No interests were declared.

**3. MINUTES OF THE MEETING HELD ON 13 NOVEMBER 2018**

The Minutes of the Parish Council Meeting held on 13 November 2018 were agreed by those present and signed by the Chairman.

**4. MATTERS ARISING**

There were no matters arising.

**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	30 Nov	Parish Liaison Officer	Paper printing	To Councillors
ii	28 Nov	Electoral & Democratic Officer	Bucks Home Choice Allocations Draft Policy Consultation	To Councillors
iii	23 Nov	Planning	18/03534/APP   Status: Householder Approved Single storey timber building for use as a garden room - 2 Ware Leys Close Marsh Gibbon Buckinghamshire OX27 0EN	To Councillors
iv	20 Nov	Chairman's Office	Invitation to Festive sing-along carol service	To Councillors
v	21 Nov	Planning	Planning Application Consultation 18/04126/APP	Agenda item
vi	15 Nov	Planning	Planning Application Consultation 18/00885/APP	Agenda item
vii.	5 Dec	Parish Support	Unitary statement	To Councillors
viii.	6 Dec	Planning	18/02772/APP   Status: Refused	To Councillors
ix.	4 Dec	Parish Liaison Officer	Parish printing	To Councillors
x.	3 Dec	Electoral & Democratic Officer	Electoral Register Data	To Councillors
BCC	From	Subject	Action	
i	30 Nov	Project Delivery Team Leader – Business Improvement & Delivery Team, Transport ☒ Economy ☒ Environment   Business Strategy & Improvement	Devolved Services Agreements: 2019-20 - Update 30/11/18	To Councillors
ii	30 Nov	Customer Service Centre Account Manager	Contact Us Form - Parish and Town Councils	Clerk responded
iii	29 Nov	Transport Strategy Team	Oxford to Cambridge Expressway - November 2018 Update	To Councillors
iv	26 Nov	Democracy Mailbox	Help Us Help You Campaign	To Councillors
v	23 Nov	Communications Officer	Good afternoon. Help needed! Promoting winter safety and health	To Councillors

vi.	20 Nov	Project Delivery Team Leader – Devolution Project	B&MKALC Town & Parishes liaison meeting - Devolution & TfB surgery session	To Councillors
vii.	15 Nov		News about your local area from Buckinghamshire CC	To Councillors
viii.	15 Nov		Change of location for meeting 11/12/2018, 18:45, Waddesdon Local Area Forum	To Chair
ix.	12 Nov	Permit Officer Roadspace Management	Church Street, Marsh Gibbon	To Councillors
x.	6 Dec	CC Angela Macpherson	Meeting apologies	To Councillors
xi.	3 Dec		Agenda for Waddesdon Local Area Forum, 11 Dec 2018, 6.45 pm	To Chair
	<b>ALC</b>	<b>From</b>	<b>Subject</b>	<b>Action</b>
i.	28 Nov	County Officer	Parish Liaison - Sept	To Councillors
ii.	28 Nov	BALC Mailbox	TTRO - Gatehouse Road, Aylesbury	To Councillors
iii.	27 Nov		Update - Volunteers and Neighbourhood Plans - December 2018	To Councillors
iv.	23 Nov	NALC	Chief executive's bulletin	To Councillors
v.	21 Nov	County Officer	Parish Liaison Wednesday 28 November	To Councillors
vi	19 Nov	County Officer Assistant	Briefing covering changes in legislation relating to accessibility to websites and mobile apps	To Councillors
vii	14 Nov	NALC	NALC Newsletter	To Councillors
viii	3 Dec		BCC News: By-election result for Aylesbury North West	To Councillors
ix	3 Dec		TTRO - Various Roads Aylesbury Vale	To Councillors
x.	7 Dec		GDPR and Christmas Myths	To Councillors
xi.	7 Dec		GDPR Myth busting and Christmas	To Councillors
xii.	7 Dec		Unitary Meetings	To Councillors
xiii.	7 Dec		Payscales 2019-20	To Councillors
xiv.	6 Dec		Letter from Cllr Tett	To Councillors
xv.	6 Dec		Parish Liaison Notes 28 November	To Councillors
	<b>Other</b>	<b>From</b>	<b>Subject</b>	<b>Action</b>
i	29 Nov	Waddesdon CE School	Waddesdon CE School: Second consultation on proposed changes to the school's admission arrangements from September 2020	To Councillors
ii	26 Nov	C Anstey	Application for a bequest from the Hine Memorial Trust	To Councillors
iii	26 Nov	Susan Broom	Street light top of station rd	Clerk actioned
iv	22 Nov	EWR Alliance	WADDESODN LAF 4 OCT AND EWR - SOCIAL VALUES WORK	Noted
v	21 Nov	WREN	WREN - New Head Office Address	To Councillors
vi	29 Nov	NEA Villages Contact	No Expressway Alliance Letter to Councillors	To Councillors
vii	16 Nov	EWR Alliance	Further Environmental Information in support of the Network Rail (East West Rail Bicester to Bedford Improvements) Order Environmental Statement	To Councillors
viii	14 Nov	Peter Ferens	Trees	Noted
ix	2 Dec	Peter Ferens	Donation from MG Parish Council	To Councillors

## 7 PLANNING

### 7.1 New Applications

**18/00885/APP:** Marsh Gibbon Church Of England, School Castle Street, Marsh Gibbon OX27 0HJ  
Erection of metal fence and replacement of wooden entrance gate with double wooden gates (Retrospective).

Deadline for comment: Thu 13 Dec 2018.

Decision: No objection.

**Action: Clerk to inform AVDC**

**18/04126/APP:** Charndon Grounds Twyford To Marsh Gibbon Road, Marsh Gibbon  
Creation of new vehicular access and associated track.

Deadline for comment: Wed 19 Dec 2018.

Decision: No objection.

**Action: Clerk to inform AVDC**

### 7.2 AVDC Approved Application

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

### **7.3 AVDC Refused Application**

**18/02772/APP:** Erection of stable block and manege with new access - Land East Of Station Road Marsh Gibbon, Buckinghamshire.

## **8 CLERK'S REPORT AND ADMINISTRATION MATTERS**

### **8.1 Finance Report**

Clerk presented the Financial Report for December 2018. Payments totalling £4,503.63 were approved as detailed on page 1871. Clerk reported that she had carried out the monthly bank reconciliation on both bank accounts. It was agreed that the Castle Water bill would not be paid until January 2019. It was noted that with effect from 21 January 2019 the E.on street light electricity charges will increase from 17.900 per kWh to 22.100p per kWh (a 23% increase).

**Action: Cllr AL and Clerk to investigate an alternative supplier**

### **8.2 2019-20 Budget**

Amendments were made to the draft budget, attached.

**Action: Clerk to update**

### **8.3 Update of Code of Conduct**

The updated Code of Conduct was approved.

**Action: Clerk to provide a copy to all councillors and put on website to replace previous code.**

### **8.4 Skateboarding**

It was noted that a grant application had been made to the Vale of Aylesbury Housing Trust Thriving Communities Fund to finance the project leader for 2019 sessions. An application was also being submitted to the Tesco Bags for help scheme.

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

### **9.1 Councillor's monthly report**

Cllr ET had carried out the playground inspection and had reported to Clerk that there were no changes since the previous inspection.

### **9.2 Recreation Ground ditch clearance**

Cllr RC reported that he is meeting with Andrew Robson, from Sidleys, and Barry Leonard to discuss the ditch clearance at the recreation ground.

## **10 DEVOLVED SERVICES**

**10.1 Urban grass / hedge cutting:** It was reported that brambles along the Hedgeside path (at the Station Road end) need cutting back. It was also noted that RTM will cut the Acland Terrace hedge on Friday 14 December

**Action: Clerk to ask RTM to advise on work to be carried out at Hedgeside**

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

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

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

**10.5 Maintenance:** Nothing to report.

**10.6 Complaints:** Nothing to report.

## **11 ROADS AND PATHWAYS**

### **11.1 Pot holes**

#### **11.1.1 Clements Lane**

It was noted that the granite setts on the path along Clements Lane need repairing.

**Action: Cllr RC to investigate**

#### **11.1.2 Heet Road**

Clerk had been informed that Transport for Bucks (TfB) had run out of 'Failed Road' signs and that signs would be erected on Heet Road when new ones had been received.

#### **11.2 HGV weight limit**

Chair had received a reduced estimate for an HGV survey and had agreed to meet with Cllrs P Irwin and A Macpherson to take forward.

#### **11.3 Speedwatch**

11.3.1 **Speed Indicating Device:** Chair reported that at the recent Waddesdon Local Area Forum (LAF) meeting, TfB said it was looking into purchasing a Speed Indicating Device (SID) which will be available for hire. SID was reported to be effective as it flashes up speeds and collects data. It was also reported at the LAF meeting that Dave Smith, our Local Area Technician, had been promoted to Area Supervisor; the name of his replacement is awaited.

11.3.2 **Bicester Road Sign:** Cllr PE reported that the Bicester Road road sign near the Chapel needs repairing.

**Action: Clerk to report to TfB**

11.3.3 **Suffolk Court:** It was noted that the school parking is causing an obstacle for those exiting Suffolk Court. It was hoped that the problem would be solved when Site B is developed.

## 12 STREET LIGHTING

Cllr ET had reported to Clerk that the following street lights were not working

- West Edge (near Mud Pond)
- Whales Lane

**Action: Clerk to inform E.on**

## 13 ENVIRONMENTAL MATTERS

### 13.1 Street Furniture

Cllrs AL and RC will erect the benches when the weather improves.

## 14 CEMETERY MATTERS

### 14.1 Water supply

The water supply from the Village Hall is in hand.

**Action: Cllr AL will follow up.**

### 14.2 Burials, Interments, Advance Booking Requests and Memorial Applications

A memorial on grave B-6-4 was approved.

**Action: Clerk to inform Heritage**

### 14.3 Maintenance

Cllrs PE, DL and ET had meet with RTM and it was agreed to accept the quote for clearing the scrub and to add the hedge cutting to the 2019 maintenance contract.

**Action: Clerk to inform RTM**

## 15 REPORT FROM VILLAGE HALL REPRESENTATIVE

Cllr AL had been unable to attend the village hall meeting and the minutes had not yet been received; therefore there was an incomplete report.

## 16 CHRISTMAS TREE

The Christmas Tree had been erected and looked very good. Cllr PE had thanked all the helpers with a bottle of wine. The lights would be turned off on 5 January and the tree taken down on 12 January.

## 17 ANY OTHER BUSINESS

### 17.1 Suffolk Court

It was noted that three new lights had been fitted in Suffolk Court, but noted that they were not fitted by the Parish Council.

### 17.2 Oxford to Cambridge Expressway

It was noted that there had been various meetings in November to which Marsh Gibbon Parish Council had not been invited.

**Action: Clerk to add to the agenda for the January meeting**

**18 DATE AND VENUE OF NEXT MEETING**

The next Parish Council meeting will be held at 8pm on Tuesday 8<sup>th</sup> January 2019.

Chair closed the meeting at 10.15pm.

**SIGNED:**

**DATE:**

## MARSH GIBBON PARISH COUNCIL

Clerk's Financial Report  
11-Dec-18

COMMUNITY ACCOUNT		Notes
30-Nov-18	£23,262.26	
Unpresented cheques and cheques approved at meeting on 13 November 2018	-£3,627.46	
Unpresented cheques at 30 November	£269.16	
<b>Income:</b>		
Tennis Club grass cutting	250.00	
Banbury memorials	30.00	
DL Hancock	70.00	
Interest from ER account	£15.29	
<b>Balance of Community Account at 30 November 2018</b>	<b>£20,269.25</b>	

Cheque No	Payee	Amount	Authority
<b>Payments to be approved at meeting 11 December 2018</b>			
102821	J Price: Recreation Ground hedge cutting	180.00	LGA 1972 S.111
102822	AVDC: Inv: 366191 - Dog Waste Service Apr 2018-March 2019	637.78	Litter Act 1983 ss 5
102823	D Rollins: Invs Sk8-2018-008/009 - Skateboard sessions	568.75	LGA 1972 s.145
102824	E.on: Inv 087462: Street light repair outside Eastside House	37.52	PCA 1957s.3;HA 1980s.301
102825	E.on: Inv 087140: Street light repair 32 Rectory Close	1,234.80	PCA 1957s.3;HA 1980s.301
102826	E.on: Inv 086768: Street light repair Acland Terrace	28.16	PCA 1957s.3;HA 1980s.301
102827	MGVH: Inv 1810/12: VH hire October	34.21	LGA 1972 s133
102828	MG Horticultural Soc: Donation for work carried out on the village ponds	125.00	LGA 1972 s.111
102829	C Jackman: Clerk salary Nov 2018	324.56	LGA 1972 s. 112(2)
102830	HMRC: Clerk PAYE NOV 2018	157.20	LGA 1972 s. 112(2)
102831	C Jackman: Stationery / postage	105.41	LGA 1972 s. 112(2)
102832	JKN: Cable ties	7.20	LGA 1972 S.144
102833	RTM: Inv 1458: Hedge and conifer cutting	537.60	LGA 1972 S.111
102834	R B Howson: Inv 0034: Christmas Tree	492.00	LGA 1972 S.144
102835	P Evershed: Gifts for Christmas Tree helpers	33.44	LGA 1972 S.144

<b>Totals yet to be deducted from balance of Community Account</b>	
Cheques for approval at meeting on the 11 December 2018	<b>£4,503.63</b>
Unpresented cheques	<b>£269.16</b>

<b>Cheques yet to be credited to the Community Account</b>	<b>£4,772.79</b>
	£0.00

EARMARKED RESERVE ACCOUNT		Notes
29-Sep-18	£30,679.58	
Transfer to Community Account	-£15.29	Interest
Yearly transfer from Community Account	£525.00	Pond cleaning and defib batteries
<b>Balance of Earmarked Reserve at 30 November 2018</b>	<b>£31,189.29</b>	

## Bank Reconciliation - 30 November 2018

## COMMUNITY ACCOUNT

CASH BOOK	Notes
<b>Balance at 1 April 2018</b>	<b>£12,250.87</b>
Less Total Payments to 30 November 2018	-£26,165.28

Add total receipts to 30 November 2018	£33,914.50
<b>Cash book balance at end November 2018</b>	<b>£20,000.09</b>
	£20,000.09

BANK STATEMENT	
CA Bank Balance end November 2018	£20,269.25
Less unpresented cheque:	-£269.16

Effective bank balance end November 2018	£20,000.09
<b>Cash book balance</b>	<b>£20,000.09</b>

EARMARKED RESERVE ACCOUNT	
<b>Balance of Earmarked Reserve A/C as at 1 April 2018</b>	<b>£30,669.47</b>
Less total payments to 28 September 2018	-£20.47
Add Total Receipts to 28 September 2018	£540.29
<b>Balance at 29 November 2018</b>	<b>£31,189.29</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	£2,500.00	
New Street Lamps	£3,695.00	£1029 to be transferred to CA for Rectory Close repair
Election Expenses	£775.00	
Fencing Repairs at 5-a-side	£227.00	
Defibrillator	£50.00	
Interest	£15.29	To be transferred to CA
<b>TOTAL</b>	<b>£31,189.29</b>	