

MARSH GIBBON PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD ON TUESDAY 14 MAY 2019

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

In attendance: C Jackman (Clerk) and 7 members of the public.

The meeting commenced at 8.02pm.

1. APOLOGIES

There were no apologies.

2. ELECTION OF CHAIRMAN

The clerk asked for nominations for Chairman for the coming year. Cllr Metherell (IM) nominated Cllr Lambourne (AL) which was seconded by Cllr ET. Cllr AL was unanimously elected. Following his election Cllr AL thanked Cllr IM for all that he had done during his tenure as Chairman.

3. CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

Cllr AL signed the Declaration of Acceptance and took the Chair for the rest of the meeting.

4. ELECTION OF VICE-CHAIRMAN

Cllr ET nominated Cllr Metherell which was seconded by Cllr AL. Cllr IM was elected unanimously.

5. ELECTION OF COUNCILLORS TO COMMITTEES

- **Finance Committee** – Cllrs IM, PE, ET and AL were elected unanimously.
- **Plans Committee** – Cllrs IM, PE, RC, ET, JS and AL were elected unanimously.
- **Village Hall Committee** - Cllr DL nominated Cllr AL which was seconded by Cllr IM. Cllr AL was elected unanimously.
- **Local Area Forum** – Cllr IM nominated Cllr AL which was seconded by Cllr ET. Cllr AL was elected unanimously.

6. CONFIRMATION OF CLERK AS RESPONSIBLE FINANCIAL OFFICER

Clerk was elected unanimously to be the Responsible Financial Officer.

7. DECLARATIONS OF INTEREST

There were no declarations of interest.

8. MINUTES OF THE MEETING HELD ON 9 APRIL 2019

The Minutes of the Parish Council Meeting held on 9 April 2019 were agreed by those present and signed by the Chairman.

9. MATTERS ARISING

There were no matters arising.

10. PUBLIC PARTICIPATION

Chair welcomed the members of the public who indicated that they wished to speak on Planning.

11. GENERAL CORRESPONDENCE

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

AVDC		From	Subject	Action
i	3 May	Planning	19/00581/APP Status: Householder Approved	Noted
ii	2 May	Planning	18/00098/REF & 18/00099/REF - Land east of Station Road: Appeals allowed	Noted
iii	2 May	Grants Officer	Funding for village halls	To Cllr JS
iv	2 May	Parish Support	Townsend Lane building work	Agenda item 12
v	1 May	Electoral & Democratic Officer	Alterations to the electoral register	Noted
vi	10 May	Parish Support	Planning forum	To Councillors
vii	26 Apr		Precept remittance	Noted
viii	26 Apr	Planning	19/00597/COUAR Status: COU - Agric to dwelling – Approved (Charndon Grounds)	Noted
ix	23Apr	Street Scene	Dog bins	Noted
x	16 Apr	Street Cleansing and Horticulture	the dog bin to be installed in the up coming installation period	Noted
xi	15 Apr	Parish Support	19/01411/APP - MARSH GIBBON – confirmation of extension to comments deadline	Agenda item 12
xii	12 Apr	Street Scene	Dog bins – confirmation of costs	Noted
xiii	12 Apr	Planning	Planning Application Consultation 19/01411/APP	Agenda item 12
BCC		From	Subject	Action
i	9 May	CC Angela Macpherson	HS2: Route of HGv	To Councillors
ii	9 May	TfB	Ack: report of faulty VAS Station Road	Noted
iii	2 May	Simon Garwood, Local Area Forum Manager Democratic Services	Recent Changes to Officer Support for Local Area Forums	To Councillors
iv	1 May	CC Angela Macpherson	Councillor's report	To Councillors
v	30 Apr	Graham Hilary,	Marsh Gibbon Weight Limit Assessment	Agenda item
vi	23 Apr	Graham Hilary	Marsh Gibbon Weight Limit Assessment	Agenda item
vii.	23 Apr	Simon Garwood	Marsh Gibbon Weight Limit Assessment	Agenda item
viii.	23 Apr	CC Angela Macpherson	Marsh Gibbon Weight Limit Assessment	Agenda item
ix	19 Apr		MyBucks April 2019	To Councillors
x	11 Apr	TfB LAT	Manhole cover: This is a BT cover and I have sent this to our street works team, who deal with utility companies.	Noted
ALC/NALC		From	Subject	Action
i.	8 May		Keeping it Local: Design Workshops for Town and Parish Councils	Cllrs IM & ET to attend
ii.	7 May		TOWN & PARISH COUNCILS - VE DAY 75 - 8TH MAY 2020	To councillors
iii.	3 May	NALC	Chief executive's bulletin	To Councillors
iv.	13 May		House of Lords report on the rural economy	To Councillors
v.	13 May		MHCLG Neighbourhood Planning Programme.	To Councillors
vi	13 May		two new updates from NALC	To Councillors
vii	30 Apr		FW: Be A Better Biker 2019!	To Councillors
viii	26 Apr	NALC	Chief executive's bulletin	To Councillors
ix	23 Apr		Parish Unitary Liaison workshop notes	To Councillors
x	23 Apr		BMKALC Membership Services – Legal	To Councillors
xi	17 Apr		ARMED FORCES DAY	To Councillors
xii	17 Apr		£3million to regenerate Village Halls	To Cllr JS
xiii	15 Apr		News Update from TfB for parish & Town Councils.	To Councillors
xiv	12 Apr	NALC	Chief executive's bulletin - 12 April 2019	To Councillors

Other		From	Subject	Action
i	8 May	No Expressway Group	No Expressway Group Update - Highways England Aspirational Growth assessment and Economic case analysis	To Councillors
ii	3 May	P Ferens	MG Parish council -planning applications	Agenda item

iii	3 May	E.on	quotation for the street light outside 13, Clements Lane	Agenda item
iv	3 May	Jonathan Durndell	Marsh Gibbon Cemetery - Draft Schedule of Works	Agenda item
v	30 Apr	RTM	RTM Landscapes Grounds Maintenance Report	To Councillors
vi	13 May	HMP Grendon & Springhill	Springhill parkrun	To Councillors
vii	30 Apr	Jonathan Durndell	Marsh Gibbon Cemetery - Draft Drawings (Not Annotated)	Agenda item
viii	28 Apr	Community Champion Tesco	Tesco Bags of Help Banner & Awareness Day	To Skateboard organiser
ix	26 Apr	Chair, No Expressway Group	Highways England Corridor Assessment Report – Information	To Councillors
x	23 Apr	DL Hancock	Green Memorial	Agenda item
xi	20 Apr	MG Tennis Club	Request to reserve Astro pitch 9th June	Authority given via email
xii	20 Apr	RTM	RTM Landscapes Grounds Maintenance Report	Noted
xiii.	19 Apr	Debbie Cross	Enquiry re Internment of ashes	Clerk responded
	15 Apr	Jonathan Durndell	Marsh Gibbon Cemetery - Building Surveying Services	Agenda item
	15 Apr	DL Handock	Green Memorial	Noted
	15 Apr	Charndon PC	Charndon Parish Council. Appointment of Clerk & Responsible Financial Officer	To Councillors
	14 Apr	Chair, No Expressway Group	No Expressway Group Update (Formerly Horton-cum-Studley Expressway Group)	To Councillors

12. PLANNING

12.1 Planning Applications

19/01411/ APP: Proposed new detached three bedroom dwelling on land at Townsend Lane, Marsh Gibbon, Buckinghamshire OX27 0AE

Those present were invited to present views for and against this application. Following further discussion Councillors agreed to **object** to the application on the following grounds:

- It is incongruous and does not fit into the existing street scene of Townsend Lane.
- The site is too small and the dwelling will be cramped.
- To fit the development into the available space it has had to be positioned endways to the road between two existing properties, which produces an unacceptable anomaly.
- It provides insufficient parking and does not comply with Marsh Gibbon Neighbourhood Plan Policy MG13: *Providing Parking Spaces*.
- Replanting of the hedge on the road edge could restrict access to other properties especially if cars are parked

Action: Clerk to forward objection to AVDC.

CC Angela Macpherson arrived at 8.40pm.

12.2 AVDC Approved Applications

19/00581/APP: 13 Rectory Close, Marsh Gibbon, Buckinghamshire OC27 0HT.

Single Storey rear extension and pitched roof extension to side.

Appeal 18/00098/REF & 18/00099 REF:

APP/J0405/W/18/3219304 and APP/J0405/W18/3219287

Erection of stable block and manège with new access, Lane East of Station Road, Marsh Gibbon, Buckinghamshire (Appeal and Costs Allowed).

It was noted that the costs are against AVDC, not the Parish Council, and that planning permission does not allow this to become a commercial enterprise.

12.3 Ewelme Sites

Eric Gadsden, Managing Director, W E Black Ltd, purchaser of Ewelme Site B, is scheduled to attend the June Parish Council meeting when Councillors will put forward their understanding of what they expect for the site.

Action: Clerk to send reminder to Mr Gadsden.

13 CLERK'S REPORT AND ADMINISTRATION MATTERS

13.1 Finance Report

Clerk presented the Financial Report for May 2019. Payments totalling £6,586.53 were approved as detailed on page 1904. Clerk reported that she had carried out the monthly bank reconciliation on both bank accounts. It was noted that £1,500 is still to come from the Vale of Aylesbury Housing Trust and £1,000 from the Tesco Bags of Help scheme for the skateboarding.

13.2 2019-2020 Budget

Councillors approved the 2019-20 Budget (attached).

13.3 Insurance Renewal

It was agreed to renew the insurance with Zurich for a five year period so as not to incur any premium increases during that time.

Action: Clerk to confirm renewal with Zurich.

13 PLAY EQUIPMENT, TEENAGE RECREATION AREA AND RECREATION GROUND

It was noted that the post had been fitted to the fence around the play area.

It was noted that a fence panel had been 'kicked out'. Cllr JS reported that she had been in touch with the local PCSO who has confirmed that the police will be carrying out extra patrols and will be visiting the school.

Action: Clerk to email Barry Leonard (BL) for a quote to repair the fencing. Cllrs AL and RC will also follow up with BL.

14 BCC DEVOLUTION OF SERVICES

14.1 **Urban grass cutting:** The grass cutting is due on week commencing 13 May. It was noted that the grass had not been cut around the skateboarding shed and behind the village hall. The area around Ware Pond had not been cut but this may be due to the ducks and daffodils.

Action: Cllrs to monitor.

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

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

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

14.5 **Maintenance:** Nothing to report.

14.6 **Complaints:** Nothing to report.

15 ROADS AND PATHWAYS

15.1 Pot holes

There is a pot hole in Launton Road, near the garage.

Action: Clerk to report to Tfb.

15.2 HGV weight limit

Cllr IM had been liaising with the Transport Strategy Officer (Freight), Buckinghamshire County Council, and had received an email, following his visit to Marsh Gibbon, covering the following:

- The EWR/Network Rail threat.
- WG Hill management.
- Parkers' Builders Yard in Whales Lane.
- HS2 management.

Action: Cllr IM to enquire with BCC if there has been any progress with Tfb.

15.3 Speedwatch

It had been agreed to carry out a speedwatch session in June when the water works had finished.

Action: Cllr ET and Clerk to liaise.

16 STREET LIGHTING

It was agreed to go ahead with the repair of the street light in Clements Lane.

Actions: Clerk to inform E.on. Cllr ET to check the lights in Swan Lane.

17 ENVIRONMENTAL MATTERS

17.1 Street Furniture

It was noted that some of the street furniture needs varnishing. It was hoped that volunteers would be able to do this during the litter pick on 27 July.

Action: Cllr IM to put in the newsletter and ET to put in Life Together asking for volunteers to register with Cllr ET.

The new benches have been placed adjacent to the play area but it was agreed that one should be moved.

Action: Cllr AL will organise moving one of the benches to a better location.

17.2 Waste bins

It was noted that the bin at Mud Pond and the bin in the field by the Cemetery were not being emptied.

Action: Clerk to check when the bins should be emptied.

18 CEMETERY MATTERS

18.1 A Burials and interments

There were no burials and interments to report.

Council approved the request for ashes to be interred in grave Section A, Row 8, plot 15.

Action: Clerk to inform applicant

18.2 Advanced bookings

A Burial grant was signed for the advanced booking for plot Section D, Row 1, No 9.

18.3 Memorial / Additional inscription Applications

It was noted that remedial action is still in progress for the memorial in Section C, Row 5, Plot 1.

Council approved the following applications:

- Memorial and inscription on the grave in Section B, Row 5, Plot 1.
- Additional inscription on the grave in Section B, Row 3, Plot 8
- Cleaning the memorial in Section A, Row 5, Plot 2

Action: Clerk to inform applicants.

An application was made for an inscription on grave in Section B, Row 2, plot 14.

Action: Clerk to follow up with the applicant, as council has not received all the paperwork.

18.4 General Maintenance

The tree work is complete.

Action: Cllr AL will endeavour to get the water connected as soon as possible.

18.5 New Homes Bonus (Cemetery roads improvement)

Cllrs PE and ET informed Council that the specification for the tender had been sent to five contractors with a deadline of 3 June for the return of the tenders. It was agreed to hold an extraordinary meeting at 6pm on Tuesday 4 June to open the tenders.

Action: Clerk to book the village hall committee room.

Cllr PE reported that it had been requested that the vision splay is made wider. She also reported that she had spoken to Jan Roffe at AVDC and confirmed that the village hall would not be submitting a request to the New Homes Bonus fund and that the Parish Council's application would be for the full amount but would not include any contingency funding. However, the application would state that if the full funding was not available the Parish Council would be prepared to make a contribution.

19 REPORT FROM VILLAGE HALL REPRESENTATIVE

It was noted that the Village Hall AGM will be held on 20 May and that the tennis club lease still hasn't been finalised.

20 ANY OTHER BUSINESS

20.1 News Bulletin

Cllr IM confirmed that he is happy to continue to prepare the monthly newsletter but would copy to Cllr AL before issuing it. Cllr AL was happy for Cllr IM to continue in this way.

20.2 Village Hall Beer Festival

Cllr JS reported that the football club will organise an event on the all weather pitch for the beer festival and Council gave permission for a notice to be put up to this effect. An inflatable will also be erected. Cllr JS confirmed that that the inflatable will be properly supervised and insured.

20.3 CC Angela Macpherson(AM) gave her apologies for the Annual Parish Meeting being held on 21 May.

20.4 HS2

CC AM gave a brief update on HS2.

21 DATE AND VENUE OF NEXT MEETINGS

The Annual Parish Meeting will be held at 8pm on Tuesday 21 May in the committee room of the Village Hall. Cllr AL reported that he is still trying to contact Chris Anstey, Correspondent for the Charities so that his report is available for this APM.

The next Parish Council meeting will be held at 8pm on Tuesday 14 June 2019 in the committee room of the Village Hall.

Chair closed the meeting at 10.09pm.

SIGNED:

DATE:

MARSH GIBBON PARISH COUNCIL

Clerk's Financial Report
14-May-19

COMMUNITY ACCOUNT			Notes
29-Mar-19		£15,072.00	
	Unpresented cheques and cheques approved at meeting on 9 April 2019	-£1,424.90	
	DD Everflow: Recreation ground water	-£23.80	
	unpresented cheque at 29 April 2019	£18.74	
Income:			
	Bucks CC (Devolved Services)	£1,821.85	
	Sidleys (50% cotribution towards the recreation ground ditch clearance	£785.00	
	Banbury Memorial (B-6-11)	70.00	
	HMRC VAT Refund	£1,945.42	
Balance of Community Account at 29 April 2019		£18,264.31	
Cheque No	Payee	Amount	Authority
Payments to be approved at meeting 14 May 2019			
102868	RTM: Inv 1673: Grass cutting	1,071.00	Highways Act 1980 s. 96
102869	Cllr E Taylor: Screwfix noticeboard keys	5.97	LGA 1972 s. 222(8)
102870	MGVH: Inv 1903/12: Village hall hire March	18.74	LGA 1972 s133
102871	Zurich: Inv 37243539: Insurance renewal	1,627.80	LGA 1972 s. 111
102872	SSE: Inv April 2019: Street lighting	229.69	PCA 1957s.3;HA 1980s.301
102873	C Jackman: Clerk April Salary	324.56	LGA 1972 s. 112(2)
102874	HMRC: Clerk April PAYE	157.20	LGA 1972 s. 112(2)
102875	J Hanford: Inv 1 April 2019: Tree Works Clements Lane (Cemetery)	400.00	LGA 1972 S.111
102876	D Rollins: Inv SK8-2019-002: 10 x skateboarding sessions	538.63	LGA 1972 s.145
102877	MK Architectural Ltd: Inv 6079/001	2,200.00	Town & Country Planning Act 1990
DD	Everflow: Inv 254992: Recreation Ground Water 8 June 19-7 July 2019	12.94	LGA(MP) 1976 s.19
	E.ON STREET LIGHTING STILL TO BE CONFIRMED		
Totals yet to be deducted from balance of Community Account			
	Cheques for approval at meeting on the 9 April 2019	£6,586.53	
	Unpresented cheques: 102863 - MGVH	£18.74	
	Total	£6,605.27	
Cheques yet to be credited to the Community Account			
	Cemetery reservation (D-1-9)	£280.00	
	Anticipated balance	£11,939.04	

EARMARKED RESERVE ACCOUNT		
29-Mar-19		£30,160.35
	Interest 3 Dec 18 - 3 Mar 19	£15.14
Balance of Earmarked Reserve at 29 March 2019		£30,175.49

Bank Reconciliation - 29 April 2019

COMMUNITY ACCOUNT			Notes
CASH BOOK			
Balance at 1 April 2019		£15,072.00	
	Less Total Payments to 29 April 2019	-£1,448.70	
	Add total receipts to 29 April 2019	£4,622.27	
Cash book balance at end April 2019		£18,245.57	
		£18,245.57	
BANK STATEMENT			
	CA Bank Balance end April 2019	£18,264.31	
	Less unpresented cheque:	-£18.74	
		£18,245.57	
EARMARKED RESERVE ACCOUNT			
Balance of Earmarked Reserve A/C as at 1 April 2018		£30,669.47	
	Less total payments to 28 March 2019	-£1,080.05	
	Add Total Receipts to 29 March 2019	£586.07	
Balance at 29 April 2019		£30,175.49	
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	£2,666.00	
	Election Expenses	£775.00	
	Fencing Repairs at 5-a-side	£227.00	
	Defibrillator	£50.00	
	Interest	£30.49	
TOTAL		£30,175.49	