

**MARSH GIBBON PARISH COUNCIL**

**MINUTES OF THE PARISH COUNCIL MEETING  
HELD ON TUESDAY 13 SEPTEMBER 2016**

**PRESENT:** Cllrs I Metherell (Chairman), G Barker (GB), R Cross (RC), P Evershed (PE), D Leonard (DL), E Taylor (ET)  
In attendance: C Jackman (Clerk) and 2 members of the public.

The meeting commenced at 8.01pm

1. **APOLOGIES:** Cllr J Smith (JS), County & District Councillor Angela Macpherson
2. **DECLARATIONS OF INTEREST:** Cllr DL declared an interest in item 8 (Draft Vale of Aylesbury Local Plan).
3. **MINUTES OF MEETING HELD 9 AUGUST 2016:**  
The minutes of the Parish Council Meeting held on 9 August 2016 were agreed by those present and signed by the Chairman.
4. **MATTERS ARISING:** There were no matters arising.
5. **PUBLIC PARTICIPATION:**  
Chair welcomed the members of the public who were invited to speak.
6. **GENERAL CORRESPONDENCE:** Items had been circulated via email. The following had been received and were covered where indicated.

	<b>AVDC</b>	<b>From</b>	<b>Subject</b>	<b>Action</b>
i.	30 Aug	Snr Communications & Marketing Officer	VALP - update for parishes	To Councillors
ii.	30 Aug	Aylesbury Town Centre Promotions Officer	What's on poster for September 2016	Notice Board
iii.	30 Aug	Senior Electoral Services Officer	Alterations to the electoral register	To Councillors
iv.	23 Aug	Aylesbury Vale Transport Users Group	VALP, Parish Presentations at Meetings of Development Control Committee Modernising Local Government	To Councillors
v.	17, 18 & 23 Aug	David Broadley, Senior Planning Officer (Forward Plans) Community Fulfilment	Neighbourhood Plans and VALP	To Chair
vi.	18 Aug	Building Control Administration Officer & Street Naming & Numbering Officer, Customer Fulfilment	Street nameplates	Agenda item 13
vii.	15 Aug	Communications & Marketing Officer	AVDC statement - modernising local government	To Councillors
viii.	11 Aug		Vale of Aylesbury Local Plan (VALP) draft consultation	Agenda item 8
ix.	11 Aug		CMS: VALP Draft Consultation Summer 2016 – confirmation MG comments	Agenda item 8
x.	11 Aug	David Broadley	VALP/Marsh Gibbon Shortfall	Agenda item 8
xi.	5 Sept	Sam Ovens, Communications & Marketing Officer	AVDC - joint press release - Seeking the best for Bucks residents	To Councillors

Bucks County Council		From	Subject	Action
i.	10 Aug	Community Engagement & Development (CED) Communities, Health and Adult Social Care	Buckinghamshire Voluntary Sector Infrastructure Consultation	To Chair
ii.	10 Aug	Community Officer, Community Engagement & Development Communities, Health & Adult Social Care	Acknowledgement to email re Opportunity for BCC reps to attend PC meeting declined	Noted
iii.	11 Aug	Andrew Macdougall	CIL & S106 Workshop Material + Local Priority Datasheets	To Councillors
iv.	28 Aug		MyBucks September 2016	To Councillors
v.	21 Aug	Simon Garwood, Area Manager (North), Community Engagement and Development Team Communities, Health and Adult Social Care	Waddesdon Local Priorities funding update	To Councillors
vi.	12 Aug	Senior Project Officer (HS2) Regeneration and Infrastructure Transport Economy Environment	E-update	To Councillors
vii.	2 Sept	Bradley Ford, Commercial Development Officer Business Strategy & Commercial Development, Transport, Economy & Environment	Parish Devolution – Various	To Councillors Clerk responded

Association of Local Councils		From	Subject	Action
i.	25 Aug	BALC	New Training Opportunities - Councillor Induction - Chairmanship	Noted
ii.	5 Sept	BALC	BMKALC Unitary Meeting Report	To Councillors
iii.	5 Sept	BALC	BCC News Release and Letter/ Opinion Piece: Respect campaign	To Councillors
iv.	6 Sept	BALC	New LTN's - LTN 14 (England) reflects the legal change that divides byelaws into two categories that have different procedures and sets out these two alternative routes for making byelaws - LTN 59 has been amended to reflect recent planning legislative changes. These minor amendments to the LTN also include the rights of local councils to be notified of 'permissions in principle' applications as introduced by the Housing and Planning Act 2016 - In addition a new legal briefing L02-16 on specialist planning law advice and representation is now available	To Councillors

	<b>Others</b>	<b>From</b>	<b>Subject</b>	<b>Action</b>
i.	8 Aug	RoSPA Play Safety	Playground Inspection	Agenda item
ii.	10 Aug	Charles Harris, Edgcott PC	LED Street lighting conversion	To Chair
iii.	31 Aug	Zurich Insurance	Confirmation of payment for Claim Ref 27160000249- Street light repair	Agenda item 12
iv.	30 Aug	Robert Barnard [robert@ctags.co.uk]	Hedge, Tree, Grass Care for MGPC	Agenda item 11
v.	22 Aug	R-T-M	Acland Terrace – explanation of costings	To Chair
vi.	22 Aug	Mazars	Signed off end of year Audit	Agenda item 10
vii.	19 Aug	Rachel Hogger MRTPI Modicum Planning	Marsh Gibbon Neighbourhood Plan review	To Chair
viii.	19 Aug	Lucy Cross	Thank-you very much for funding 'play in the parishes' in the Village Hall	To Councillors
ix.	16, 17 Aug	Land & Partners	Ewelme site D (Little Marsh) – update	To Councillors
x.	13 Aug	PCSO Denise Grayburn	Overgrown Hedge, Wales Lane	Agenda item 13
xi.	13 Aug	Kym Jones	Housing Developments in Marsh Gibbon	To Chair
xii.	13 Aug	Liz Kelsey, Marsh Gibbon Tennis Club Secretary	Astro turf/Play area - Marsh Gibbon	Agenda item 15
xiii.	2 Sept	Mr Hughes	White lining	Agenda item 11
xiv.	16 Aug	The Parish Notice Board Company [info@parishnoticeboards.co.uk]	SUMMER SIZZLER - FROM THE PARISH NOTICEBOARD COMPANY	To Cllr Barker Agenda item 13
xv.	2 Sept	Amy Hollis, Projects Officer – Communities, CIB	Commitment to work on your transport scheme	To Chair
xvi.	2 Sept	Patrick Hughes	Overgrown hedge	Agenda item 13
xvii.	2 Sept	Denise Grayburn Police Community Support Officer	Overgrown hedge	Agenda item 13
xviii.	6 Sept	External Communications Assistant, UK Power Networks	UK Power Networks: 105 national number	To Councillors PC Website
xix.	6 Sept	Garden Cities LLP via East Claydon Parish Clerk	Proposals for a new Garden Village at Verney Junction	To Councillors

	<b>Sent</b>	<b>To</b>	<b>Subject</b>	<b>Action</b>
i.	10 Aug	Commercial Development Officer, Business Strategy & Commercial Development, Transport, Economy & Environment	Parish Devo - Ongoing Actions – follow-up meeting not required	Noted
ii.	10 Aug	Senior Planning Officer (Forward Plans), Community Fulfilment	Neighbourhood Plans and VALP – Option 1 requested	Agenda item 8
iii.	10 Aug	Interim Chief Executive Buckinghamshire County Council	Opportunity for BCC reps to attend PC meeting declined	
iv.	16 Aug	Zurich Insurance	Claim for repair to street light outside The Croft, West Edge	Agenda item 12
v.	26 Aug	Mr Hughes	Overgrown hedge	Agenda item 13
vi.	15 Aug	Kym Jones	Housing Developments in Marsh Gibbon	
vii.	5 Sept	Mr Hughes	White lining	Agenda item 11
viii.	5 Sept	LAT TfB	White lining	Agenda item 11

## 7. PLANNING CORRESPONDENCE:

### AVDC Approved applications

#### 16/02595/APP - MARSH GIBBON

Corner House, Millfield Close, Marsh Gibbon OX27 0HT

First floor extension over existing garage. Utility room to side of dwelling

Garage conversion to living accommodation

Applicant: Mr Will Lambourne

**16/02489/APP - MARSH GIBBON**

4 Swan Lane, Marsh Gibbon OX27 0HH

Rebuilding of front entrance porch with pitched roof

Applicant: Mr Richard Willis

**8. Draft Vale of Aylesbury Local Plan (VALP)**

CLlr DL left the meeting

**Land & Partners (L&P) Ewelme Developments:** Following its pre-application meeting with AVDC, Chair reported that L&P have received a response from the Development Management Officers and will be submitting applications for Site A (Swan Field) and Site C (Leopold Farm). They are still awaiting a response from the Planners regarding Site B (Berry Close). It was not known how long L&P would wait for a decision from the Planners, but Chair had told L&P to let him know if we can help as Site B is important to the village as it contains the shop and parking for the school.

The next stage for L&P will be to produce a leaflet of revised plans for the application sites, to be delivered throughout the village. It was not considered necessary for further consultation meetings as the revised plans take on board input from the previous public consultations.

**Action: Clerk to request District Councillor Angela Macpherson to contact the Planners to try to speed up their response to Site B**

**VALP Reserve Allocation Sites:** It was agreed to ratify the decision of the Plans Committee to offer the following reserve allocation sites:

- 1: MGB004 (Berry Close) with shop and parking for School – put first by six councillors, for 20 homes;
- 2: MGB008 (Chapel Field) - put second by five councillors, for about 10 homes;
- 3: MGB009 (field opposite Hall) – put third by four councillors, for 5 to 10 homes;
4. Moat Close/ the "land north of Whales Lane" that is not Local Green Space in MGNBP – put fourth by five councillors, for 5 homes;
- 5: Little Marsh Road (northern end of L&P site 'D') – put fifth by three councillors, for 10 homes

**Action: Clerk to inform AVDC of Council's decision**

Chair had discussed Site D with L&P, pointing out that this site was not felt to be well located by Councillors. Councillors also felt that it is preferable to have more than one landowner benefitting from development.

CLlr DL returned to the meeting.

**9. Bucks County Council Devolution of Services**

- a) Urban grass cutting: Nothing to report
- b) Hedging (devolved services only listed here):

**Acland Terrace hedge** had been cut. It was considered that this was expensive and the quality of the cut by RTM was poor.

**Action: CLlr RC to ask Barry Leonard for a quotation for cutting the whole length of hedge when he does his own section.**

- c) Siding out: nothing to report.
- d) Rights of Way: nothing to report.
- e) Weed killing: Weed killing had been carried out along Bicester Road.
- f) Maintenance: nothing to report.
- g) Complaints: nothing to report.

**10. CLERK'S REPORT AND ADMINISTRATION MATTERS**

- a) **Financial Report:** Clerk presented the Financial Report for August 2016. Payments totalling £4,084.67 were approved as detailed on page 1711. The bank statements for August month end were available for inspection and the Clerk reported that she had carried out the monthly bank reconciliation on all three bank accounts

Clerk reported that she had not had problems with the latest bank transfers.

**Action: Clerk to transfer £4,000 from the Business Premium Account to the Community Account to cover the cheques.**

b) **2015-16 Annual Audit and Governance:** Clerk reported that she had received a letter from Mazars confirming satisfactory completion of the audit for the year ended 31 March 2016.

c) **Budget:** It was noted that "Other Services" under the Devolved Services was £180 over budget.

d) **Communications:**

**Website:** Clerk is still awaiting a new date for the follow-up website building course and Senses had not responded to her request for costings. She had however got a contact who may be able to help update the website.

**Action: Clerk to follow up**

## 11. ROADS AND PATHWAYS (INCLUDING POTHoles)

a) **Potholes:** The condition of the roads in Marsh Gibbon continues to be a problem, especially Whales Lane.

**Action: Clerk to report to TfB.**

b) **HGV's in Marsh Gibbon:** Chair had received confirmation from TfB that:

- SLOW markings and signing improvements along West Edge and the new 'Horse' warning signs on Blackthorn Road in the vicinity of Marshfield Farm had been recently installed.
- the removal of the 'Bicester' reference in existing direction signs across the area will be undertaken on a rolling basis as / when maintenance opportunities arise.
- they have in hand the replacement of direction signing at the Calvert crossroads and at the Twyford / Steeple Claydon junctions south of Three Bridge Mill.

**Action: Chair will check that TfB have done what they say they will do and report back to the next meeting.**

c) **Tree, Hedge and grass care:** Chair has received details from Robert Barnard for garden services.

d) **Hedgeside Path:** Cow parsley and nettles have been removed from Hedgeside.

e) **Right of Way:** Cllr RC reported that he had installed a temporary electric fence on the footpath between Moat Lane and the Village Hall.

**Action: Cllr RC to follow up**

f) **Flooding Whales Lane:** It was reported that following gully cleaning there was now flooding in Whales Lane.

**Action: Clerk to report to TfB**

e) **White Lining Whales Lane:** A request for the white lines to be reinstated in Whales Lane had been refused by TfB

**Action: Clerk to inform resident**

## 12. STREET LIGHTING

a) Street light in Whales Lane was not working.

**Action: Clerk to report to E.on but ask before the repair is carried out what the cost would be to install an LED**

## 13. ENVIRONMENTAL MATTERS

a) **Notice Board: Millfield Avenue:** Cllr GB to decide on a new notice board up to the value of £570 without referring back to Council.

**Action: Clerk to order notice board specified by Cllr GB**

b) **Calvert Incinerator:** There were no updates available.

c) **Rubbish bins:** Cllr ET reported that the rubbish bin by the shop was broken

**Action: Clerk to report to AVDC.**

d) **Village name plates:** Chair had contacted AVDC about having new cream/brown name plates. There are three in the centre of the conservation areas that are in the worst condition and three others that also need replacing. Chair had requested the cost of the name plates as it may be necessary to contribute towards the cost. Cllr ET reported that the new nameplates at Castle Close were not very good.

**Action: Cllr ET to send Chair a photograph of the name plates in question**

It was noted that the village hall sign was missing but this is not the responsibility of the Parish Council.

- e) **Piece Close Hedge.** A resident had reported that the wrong hedge had been cut by Hastoe Housing.  
**Action: Clerk to Contact Hastoe Housing to them to cut the correct hedge**
- f) **Whales Lane Hedge:** A complaint had been received, via the PCSO, that a hedge in Whales Lane needs to be cut back. Following various correspondence, PCSO had spoken to the owner of the hedge.  
**Action: Clerk to write to the owner to ask for it to be cut back as specified by the TfB**
- g) **Moat Lane hedge** needs cutting back.  
**Action: Cllr RC to speak to John Benfield**
- h) **Fir Trees, The Pound:** Cllr ET reported that the fir trees at The Pound were in a very poor condition. Chair or Cllr ET will meet Robert Barnard on site if necessary.  
**Action: Clerk to request a quote from Robert Barnard to cut back the trees**
- i) **Mud Pond fencing repair:** Cllr GB had received a quotation of £280 which Council authorized.  
**Action: Cllr GB to authorize Mr Howsan to repair the fencing**
- j) **Dog Fouling, Acland Terrace:** Council had received a request asking for help in trying to prevent dog fouling in Acland Terrace. Clerk reported that sometime ago she had put up stickers at each end of the terrace and there was not a lot more that could be done.  
**Action: Clerk to inform resident that unless we have names there is nothing more we can do**

#### 14. CEMETERY MATTERS

- a) **Burials:** There were no burials.
- b) **Pre-Purchase:** Clerk had not received a response to her letter regarding the pre-purchase of plots in Section C, Row 3, Plot 6 and Section C, Row 6, Plot 6.  
**Action: Clerk to follow up**
- c) **Memorials:** A request to remove the kerbing and replace it with a memorial and inscription in Section A, Row 2, Plot 1 was approved.  
**Action: Clerk to inform Banbury Memorials**
- d) **Maintenance:** Cllr RC had received a quote of £384 for the removal of spoil from the cemetery which Council approved.  
**Action: Cllr RC to authorise Barry Leonard to remove the spoil.**  
**Action: Clerk to contact Graham Hodges to enquire how much he would charge to remove the spoil from future grave digging**

#### 15. PLAY EQUIPMENT, TEENAGE RECREATION AREA AND RECREATION GROUND

- a) **All Weather Pitch (maintenance)**  
Cllr GB had received a quotation of £30 for the repair of the latch which Council approved. He had also received a quote of £162 per section (up to 3 sections) plus labour of £240 for the repair of the mesh netting but it was decided to leave this in abeyance.  
**Action: Cllr GB to authorise Mr Howsan to repair the latch.**
- b) **All Weather Pitch (bad language and vandalism)**  
The Tennis Club had written to the Parish Council reporting that complaints had been received about bad language being used on the AWP. It was also noted that some of the mesh netting had been damaged and adjacent trees had had bark stripped off and were almost certain to die. Cllr PE had asked James Hanford to inspect the trees but there was no evidence of beetle, it was almost certain that the damage was caused by vandalism.  
**Actions: Clerk to write to Tennis Club informing them that the Parish Council share their concern and to contact the PCSO to 'patrol' the area.**  
**Chair to put a note in his monthly bulletin highlighting the problem**  
**Cllr GB to make enquiries to try to ascertain who may have caused this damage**
- c) **Play Area Inspection**  
Clerk had been in touch with RoSPA Playsafety asking why they hadn't inspected the new equipment having previously been requested to do so.  
Clerk was waiting a response from RoSPA Playsafety to explain why they were now claiming that this is a new area and would cost £395 having previously stated that the cost would be £3.50 per item.

**Action: Clerk to follow up and look into an alternative inspection company**

**16. DATES AND VENUE OF NEXT MEETINGS**

The next Parish Council Meeting will be held at 8pm on Tuesday 11<sup>th</sup> October in the committee room of the Village Hall.

The Finance Committee meeting will be held at 7.30pm on Tuesday 25th October 2016.

Chair closed the meeting at 9.55pm

**SIGNED:**

**DATE:**

DRAFT

**Clerk's Financial Report  
13-Sep-16**

**COMMUNITY ACCOUNT**

Notes

**Balance of Community Account at 30 August 2016 (sheet 402) £700.23**

**Payments to be approved at meeting 13 September 2016**

Cheque No	Payee	Amount	Authority
102593	RTM - Grass cutting: Inv 579	1071.00	Highways Act 1980 s. 96
102594	Mazars - External audit yr end March 2016	240.00	Audit Commission Act 1998
102595	Thames Water - Recreation Ground 10 May-16 Aug 2016	31.32	LGA(MP) 1976 s.19
102596	RTM - Reduce hedge Acland Terrace: Inv 568	540.00	Highways Act 1980 s. 96
102596	RTM - Hedgeside cut back parsley and nettles: Inv 570	300.00	Highways Act 1980 s. 96
102597	E.on - 2 x West Edge Street Light repairs: Inv 067764	924.00	PCA 1957s.3;HA 1980s.301
102598	MGVH - Hire charges for July: Inv 1607/09	13.44	LGA 1972 s133
102599	AVDC - Play around the Parishes: Inv 239072	310.00	LGA 1972 s.145
102600	Playsafety - Playground Inspection: Inv 024658	239.40	LG (MP) A 1976 s 19
102601	C Jackman - Clerk Salary: Aug 2016	375.11	LGA 1972 s. 112(2)
102602	HMRC - Clark PAYE: Aug 2016	40.40	LGA 1972 s. 112(2)

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

Cheques for approval at meeting on the 13 September 2016	<b>£4,084.67</b>
Unpresented cheques (see reconciliation)	£273.44

**Receipts yet to be credited to the Community Account**

**Anticipated balance -£3,657.88**

It is recommended that £4000 is transferred from the Business Premium Account to cover the outstanding cheques.

**BUSINESS PREMIUM ACCOUNT**

Balance at 30 July 2016 (sheet 332)	<b>£7,903.82</b>
Transfer to Community Account	-£1,500.00

**Balance of Business Premium A/C per Statement at 30 August 2016 (sheet 334) £6,403.82**

**EARMARKED RESERVE ACCOUNT**

Balance at 27 May 2016 (sheet 140)	£32,491.00	No movements on this account during August 2016
Interest: 7 Mar - 5 June	£3.96	

**Balance of Earmarked Reserve A/C per Statement 29 June 2016 (Sheet 142) £32,494.96**

Clerk reported reconciliations had been carried out on all 3 bank accounts up to 31 July 2016

**Marsh Gibbon Parish Council  
Bank Reconciliation - 30 August 2016**

**COMMUNITY ACCOUNT**

Notes

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

Less Total Payments to 30 August 2016	-£12,433.25
Less uncashed cheques at 30 August 2016	
Chq No: 102587: G Hodges	-260.00
102588: MGVH	-13.44

Add Total Receipts to 30 August 2016 £11,495.00  
Unbanked cash:

**Net Balance at 30 August 2016 £426.79**  
**Cashbook balance at 30 August 2016 £426.79**

**BUSINESS PREMIUM ACCOUNT**

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

Less Total Payments to 30 August 2016	-£10,175.00
Add Total Receipts to 30 August 2016	£12,601.00
<b>Balance at 30 August (sheet 334) £6,403.82</b>	

**EARMARKED RESERVE ACCOUNT**

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

Less total payments to 30 June 2016	-£3.94	There were no movement on this account during August 2016
Add Total Receipts to 30 June 2016	£878.96	
<b>Balance at 30 June 2016 (sheet 142) £32,494.96</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	£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	£3.96
<b>TOTAL</b>	<b>£32,494.96</b>