

MARSH GIBBON PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON TUESDAY 10 JULY 2018

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

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

The meeting commenced at 8pm.

1. APOLOGIES

Cllrs R Cross.

2. DECLARATIONS OF INTEREST

There were no declarations.

3. MINUTES OF THE MEETING HELD ON 12 JUNE 2018

The Minutes of the Parish Council Meeting held on 12 June 2018 were agreed by those present following one amendment and signed by the Chairman.

4. MATTERS ARISING

There were no matters arising.

5. PUBLIC PARTICIPATION

Chair welcomed the member of the public.

6. GENERAL CORRESPONDENCE

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

AVDC		From	Subject	Action
i	6 July	Parish Liaison Officer	Gambling Policy review	To Councillors
ii	2 July	Electoral & Democratic Officer	Alterations to the electoral register	To Councillors
iii	28 June	Electoral & Democratic Officer	AVDC Leader resigns	To Councillors
iv	28 June	Electoral & Democratic Officer	News for the Parishes - June 2018	To Councillors
v	27 June	Planning	Planning Application Consultation 18/02183/APP	Minute 7
vi	19 June	Parish Liaison Officer	WhizzFizzFest	To Councillors
vii	19 June	Planning	Planning Application Consultation 18/02094/AGN	Minute 7
viii	17 June	Planning	Planning Application Ref: 18/01382/APP – amended window plan – no further consultation	To Councillors
ix	13 June	Principal Licensing Officer	Manor Farm, Marsh Gibbon - Notice of Decision	To Councillors
BCC		From	Subject	Action
i	5 July	Waddesdon LAF	Minutes for Waddesdon Local Area Forum, Thursday 21st June 2018, 6.30 pm	To Councillors
ii	5 July	Countywide Schemes Delivery Co-Ordinator Tfb	Strategic Highway Maintenance Programme: WEEK COMMENCING 09/07/2018	To Councillors
iii	27 June	Community Officer Community Engagement and Development Team	Award Letter - WAD LAP 1819_03	To Councillors – Clerk acknowledged.
iv	26 June	CC Angela Macpherson	Highway Maintenance Road Treatment works: Summerstown, Whales Lane, Spiers Lane, and Edgcott Road, Marsh Gibbon	To Councillors
v	25 June	Head of Highways (Client) Transport Economy Environment	Devolved Services Contract - 2019 and beyond	To Councillors

vi	25 June	Area Manager Community Engagement and Development Team	BMKALC and BCCI, Memorandum Of Understanding between TVP, the four district councils and the county council to support the management of Unauthorised Encampments in Buckinghamshire	To Councillors
vii	22 June		MyBucks June 2018	To Councillors
viii	21 June		Buckinghamshire County Council - Local Newsletter - June 2018	To Councillors
ix	20 June	Waddesdon LAF	Supplement: To follow items to the agenda for Waddesdon Local Area Forum, Thursday 21st June 2018, 6.30 pm	To Councillors
x.	19 June	Customer Projects Officer, Business Improvement Team Tfb	New online transport Parish Portal	To Councillors
xi.	14 June	CC Angela Macpherson	Discretionary fund: Contribution to seat repair	To Councillors
xii.	13 June	Waddesdon LAF	Agenda for Waddesdon Local Area Forum, Thursday 21st June 2018, 6.30 pm	To Councillors
ALC		From	Subject	Action
i	4 July		BMKALC - NALC Annual Conference 2018	To Councillors
ii	4 July		NALC Newsletter	To Councillors
iii	2 July		BCC News: Weekly roadworks update	Noted
iv	29 June		Training - The GDPR For Town and Parish Council and Councillors.	To Councillors
v	22 June		Tfb Conference - Satisfaction workshop survey	To Councillors
vi	18 June		Registration and payment of Data Protection Fees	To Councillors
vii	13 June		Remembrance Day Silhouette Installation Grants	To Rev David Hiscock
viii	13 June		Bucks & MK Sport Awards 2018 - Thanking the people who make sport happen.	To Councillors
ix	11 June		RE: Marsh Gibbon PC Annual Governance and Accountability Return 2017-18 – ack of submission	Noted
Other		From	Subject	Action
i	6 July	Post Office	Finalised plans for the MG PO Post Office	To Councillors
ii	3 July	RTM	Up to Date Insurance Verification	Filed
iii	2 July	National Community Land Trust	BREAKING: The Community Housing Fund has been announced!	To Councillors
iv	2 July	RTM	Marsh Gibbon Grass Cutting – Quote for weed killing	To Councillors
v	27 June	Andrew Robson MRICS Sidleys Chartered Surveyors	Ewelme's intention to retain ownership of the proposed shop as a retail investment unit	To Councillors
vi	21 June	HS2 Funds Team Groundwork UK	Announcement of Funding - HS2 Community & Environment Fund and Business & Local Economy Fund	To Councillors
vii	18 June	EWR Alliance	East West Rail Phase 2 Environmental mitigation	To Councillors
viii	14 June	Sara Miller	Little Free library scheme	To Councillors Chair responded
	14 June	Justin Kelly	Accounts	To Councillors
	14 June	Playsafety	Notification of play area inspection in July for Marsh Gibbon Parish Council	To Councillors
	11 June	PKF Littlejohn LLP	RE: Marsh Gibbon PC Annual Governance and Accountability Return 2017-18 – ack of submission	Noted
	11 June	PKF Littlejohn LLP	RE: Marsh Gibbon PC Annual Governance and Accountability Return 2017-18 – confirmation of extension to deadline	Noted
	10 June	David Evershed	Efw	To Chair

7. PLANNING

7.1 Planning Applications

18/02094/AGN | Erection of agricultural Building | Windmill Hill Charndon Oxon

Applicant: Robert Harper

Deadline for comment: 10 July 2018.

It was noted that this was not in the Parish of Marsh Gibbon and therefore not an application on which the Council were consultees.

18/02183/APP | Creation of reptile embankments, hibernaculum and new natural habitat | Land North Of Westbury Court Business Centre Bicester Road Marsh Gibbon Buckinghamshire OX27 0AD

Applicant: Network Rail Infrastructure Ltd

Deadline for comment: 25 July 2018

Decision: Council raised no objection to this application

Action: Clerk to inform AVDC

7.2 Licensing Application

PR201804-189871: Licence Type - Premises Licence

Address – Manor Farm, Station Road, Marsh Gibbon OX27 0HN

It was noted that the Licensing Committee met on 6 June and granted the licensing application with certain conditions.

7.3 Ewelme Site B

Sidleys, Ewelme agents, have confirmed that Ewelme intend to retain ownership of the shop and are in the process of appointing agents to find a tenant.

7.4 Box Farm

CIlr PE reported that plans were available to view before being submitted but it was noted that once submitted these will be available on the AVDC website.

7.5 AVDC approved applications

18/01362/APP: Front and rear extension with pitched roof to replace existing flat roofs - 20 Millfield Avenue Marsh Gibbon Buckinghamshire OX27 0HP

18/01136/APP Demolition of existing flexible use building and erection of replacement flexible use building - Barnwell Farm Station Road Marsh Gibbon Buckinghamshire OX27 0HN

8 RECREATION GROUND: ENQUIRY FROM TENNIS CLUB RE COURTS

Following the request from the Tennis Club regarding a possible move to the Recreation Ground, it was noted that further meetings will be held with the Village Hall Trustees and local residents.

9 CLERK'S REPORT AND ADMINISTRATION MATTERS

9.1 Finance Report

Clerk presented the Financial Report for June 2018. Payments totalling £2,804.57 were approved as detailed on page 1839. Clerk reported that she had carried out the monthly bank reconciliation on both bank accounts.

9.2 Skateboarding funding

Clerk had received the confirmation of funding from BCC for the skateboarding sessions and had acknowledged receipt on 4 July.

Action: Clerk to inform BCC that a final invoice for payment will be submitted in October when the sessions have finished.

9.3 Internal Auditor

Melanie Rose had agreed to carry out the council's internal audit.

Action: Clerk to invite Mrs Rose to the next Finance Meeting and inform her that Council will pay her for time and travel. Upon receipt of the invoice from the outgoing internal auditor Clerk is to send a thank you letter. If the invoice has not been received nearer to the next meeting Clerk is to send a reminder.

10 PLAY EQUIPMENT, TEENAGE RECREATION AREA AND RECREATION GROUND

10.1 Councillor's monthly report

Councillor's monthly inspection report was not available but it was noted that the Annual RoSPA inspection would be carried out in July.

10.2 Recreation Ground ditch clearance

A quotation for the ditch clearance had been received but it was agreed that Ewelme should be approached to cover the cost.

Action: Clerk to write to Sidley's to request that Ewelme cover the cost of the ditch clearance.

11 DEVOLVED SERVICES

11.1 **Urban grass cutting:** The grass under the willow tree at Ware Pond had now been strimmed.

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

11.2 **Weed killing:** Weed killing would be carried out on Wednesday 11 July at Hedgeside, Clements Lane, Station Road, Townsend and cemetery paths. It was also agreed to include Bicester Road (North side) and the 'metalled' footpath between Bicester Road and West Edge.

Action: Clerk to inform RTM

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

11.4 **Maintenance:** Nothing to report.

11.5 **Complaints:** Nothing to report.

12 ROADS AND PATHWAYS

12.1 Pot holes

There is a pot hole outside the Reading Room Cottage.

Action: Clerk to inform TfB.

12.2 Castle Street Speed Limit

It was agreed not to proceed with the traffic monitoring as the Site B development would have an impact on traffic.

12.3 HGV weight limit

A decision from TfB is awaited.

Action: Chair to follow up

12.4 Flooding in West Edge

TfB had not carried out the drain clearance.

Action: Clerk to follow up

12.5 White Gates

TfB had fitted all the white gates.

12.6 Speedwatch

It was noted that at a recent speedwatch session the camera had not been properly set up and the details of vehicles had not been recorded.

Action: Chair to request additional training sessions for new volunteers and to organise another session for September.

12.8 Road Signs

It was noted that the village hall signs and Spiers Lane signs had not been repaired.

Action: Clerk to follow up

12.9 Flooding in Whales Lane / Moat Lane

It was not clear where the water, which was flooding a property in Whales Lane, was coming from. It was also noted that getting this resolved is beyond the powers of the Parish Council.

Actions: Chair to speak to the land owner. Clerk to write to the owner of flooded property informing him that this is beyond the powers of the Parish Council.

13 STREET LIGHTING

A tree had grown around a street light at the end of Acland Terrace obscuring the light.

Action: Clerk to write to the agent for the property requesting that the tree be cut back.

14 FREE LIBRARY

Chair had received a letter suggesting that a free library be set up. Following a discussion it was agreed that the best location would be at the Plough as other suggested locations would be open to vandalism. It was also noted that the village hall could not be used because of the use by pre-school.

Action: Chair to follow up.

15 ENVIRONMENTAL MATTERS

15.1 Street Furniture

Andy Miller had confirmed that to repair the seat at the village hall would cost the same as that at Rectory Close. CC Angela Macpherson had promised a contribution of £200 towards the costs. It was also agreed to ask Andy to inspect the picnic bench to see if it could be repaired.

It was also noted that the white railing between the Croft and the Willows needed to be painted.

Action: Clerk to write to ask Andy Miller to include this when he paints the remaining railings.

15.2 Incinerator

David Evershed had sent a report which explained that FCC had been breaking the planning limit for the number of HGV's used and will be submitting an application to increase the number. Chair asked Cllr PE to thank David for his report.

16 CEMETERY MATTERS

16.1 Water supply

Cllrs JS and AL had been approached with requests to get a water supply installed in the cemetery. Cllr JS explained that there was a fitting outside the village hall where a water meter could be installed. It was thought that the cost of materials would be approximately £100 and that the work could be carried out by volunteers.

Action: Cllr AL to follow up with Derek Smith and Barry Leonard.

16.2 GDPR

As requested at the previous meeting, Clerk presented a list of reserved grave spaces.

17 REPORT FROM VILLAGE HALL REPRESENTATIVE

Cllr AL had attended the Village Hall AGM and noted that the Chair, Treasurer and Secretary had all been re-elected. A 2.4% increase in hire fees would be introduced on 1 January 2019.

It was noted that two extra-ordinary meetings had been organised to discuss the Tennis Club lease.

18 LITTER PICK / VILLAGE WORKING PARTY

Cllr ET had put a note in Life Together asking for volunteers for a village working party on 11 Aug.

19 COUNTY COUNCILLOR'S DISCRETIONARY FUND

CC Angela Macpherson had agreed to contribute £200 towards the cost of the repair of seat at the village hall.

20 TOOL MARKING

Thames Valley Police had reported that tool marking is still available.

Action: Clerk to contact PCSO for dates and to let Cllr JS know.

21 ANY OTHER BUSINESS

21.1 Gate at All Weather Pitch (AWP)

It was noted that the horses in the field next to the AWP were rubbing up against the gate and weakening it.

Action: Clerk to follow up with the owner of the field.

21.2 Defibrillator

It was noted that the batteries in the defibrillator will soon need to be replaced.

22 DATE AND VENUE OF NEXT MEETINGS

The next Parish Council meeting will be held at 8pm on Tuesday 14 August 2018 in the committee room of the Village Hall.

Chair closed the meeting at 10.15pm.

SIGNED:

DATE:

MARSH GIBBON PARISH COUNCIL

**Clerk's Financial Report
10 July 2018**

COMMUNITY ACCOUNT

Notes

30-May-18	£19,878.28
Unpresented cheques and cheques approved at meeting on 12 June 2018	-£4,082.64
Unpresented cheques at 30 June 2018	£207.01
Income:	
D L Hancock Interment fee	£640.00
Transfer from ER Account	£20.47

Balance of Community Account at June 2018 **£16,663.12**

Cheque No	Payee	Amount	Authority
Payments to be approved at meeting 10 July 2018			
102757	E.on:Inv H15F9E1111: Street light elec 1 Apr - 30 June	812.69	PCA 1957s.3;HA 1980s.301
102758	Information Commissioner: Data protection fee renewal	40.00	Data Protection Act 2018
102759	RTM: Invoice 1172: 28 June Grass cutting	819.00	Highways Act 1980 s. 96
102760	MGVH:Inv 1805/11: village hall hire May	32.14	LGA 1972 s133
102779	G Hodges: Inv 18, 1 June 2018: Gravedigging 17 May	290.00	LGA 1972 s.214
102780	I Metherell: Inv 30 June 2018: Mileage to Waddesdon to collect Sentinel came	12.20	LGA 1972 s. 112(2)
102781	C Jackman: Clerk Salary June 2018 (includes increase for April & May)	382.99	LGA 1972 s. 112(2)
102782	HMRC: Clerk PAYE: June 2018	171.80	LGA 1972 s. 112(2)
102783	D Rollins: Inv: SK8-2018-004 - Mobile Skate Park Sessions	243.75	LGA 1972 s.145

Totals yet to be deducted from balance of Community Account	
Cheques for approval at meeting on the 12 June 2018	£2,804.57
Unpresented cheques	£207.01
	£3,011.58
Cheques yet to be credited to the Community Account	£0.00

Anticipated balance **£13,651.54**

EARMARKED RESERVE ACCOUNT

Balance at 28 April 2018	£30,669.47
Interest transferred to Community Account	-£20.47
Interest 5 Mar to 3 June	£15.29

Balance of Earmarked Reserve at 30 June 2018 **£30,664.29**

Clerk reported reconciliations had been carried out on ER and CA accounts up to 30 June 2018

Bank Reconciliation - 30 June 2018

COMMUNITY ACCOUNT

CASH BOOK		Notes
Balance at 1 April 2018	£12,250.87	
Less Total Payments to 30 June 2018	-£11,577.08	
Add total receipts to 30 June 2018	£15,782.32	
Cash book balance at end June 2018	£16,456.11	
	£16,456.11	

BANK STATEMENT

CA Bank Balance end June 2018	£16,663.12
Less unpresented cheque:	
102770 Senses	-£172.80
102772 MGVH	-£34.21

Effective bank balance end June 2018	£16,456.11
Cash book balance	£16,456.11

EARMARKED RESERVE ACCOUNT

Balance of Earmarked Reserve A/C as at 1 April 2018	£30,669.47
Less total payments to 30 June 2018	-£20.47
Add Total Receipts to 30 June 2018	£15.29
Balance at 30 June 2018	£30,664.29

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	£2,000.00
New Street Lamps	£3,695.00
Election Expenses	£775.00
Fencing Repairs at 5-a-side	£227.00
Defibrillator	£25.00
Interest	£15.29
TOTAL	£30,664.29