

MARSH GIBBON PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON TUESDAY 11 SEPTEMBER 2018

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

In attendance: C Jackman (Clerk), CC Angela Macpherson and 4 members of the public.

The meeting commenced at 8pm.

1. APOLOGIES

Cllr R Cross (RC),

2. DECLARATIONS OF INTEREST

Chair and Cllr JS declared a non-pecuniary interest in item 8.

Cllr DL declared a pecuniary interest in item 7 (Planning application 18/02772/APP).

3. MINUTES OF THE MEETING HELD ON 14 AUGUST 2018

The Minutes of the Parish Council Meeting held on 14 August 2018 were agreed by those present following three amendments and signed by the Chairman.

4. MATTERS ARISING

4.1 Children's play area

Cllr ET had spoken to Barry Leonard regarding the fencing which he has in hand.

4.2 East West Rail (EWR)

Clerk had been informed that HGV's would be passing through Marsh Gibbon to make deliveries to the Coal Yard on Station Road. Bucks County Council had agreed that EWR traffic would not use Marsh Gibbon. EWR Alliance had informed the Council that: *"For our main construction work, we will, as indicated in our Transport and Works Act Order Application (TWAo) have a preferred route that avoids Marsh Gibbon. However, we continue with preliminary work along the railway corridor and will be removing the old rail line between Claydon Junction and Bicester...."*

Action: CC Angela Macpherson will make further complaints that EWR Alliance is not adhering to BCC agreements

5. PUBLIC PARTICIPATION

Chair welcomed the members of the public, two of whom who were present for item 8.

6. GENERAL CORRESPONDENCE

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

| AVDC | From | Subject | Action |
|------|--------|-----------------------------------|---|
| i | 6 Sept | Planning | 18/02183/APP Status: Approved |
| ii | 4 Sept | Electoral & Democratic Officer | Alterations to the electoral register |
| iii | 3 Sept | Parish Liaison Officer | Ref. No: 18/02772/APP – extension to deadline |
| iv | 22 Aug | Chairman's Office | Chairman's invite - Quiz night |
| v | 21 Aug | Parish Support | Recycling & Waste - New bin collection schedules |
| vi | 16 Aug | Planning | No: 18/00865/APP Status: Approved |
| BCC | From | Subject | Action |
| i | 6 Sept | Senior Infrastructure Coordinator | Acknowledgement: Local Infrastructure Priority List: Marsh Gibbon |
| ii | 5 Sept | | Street Lighting Survey |
| iii | 3 Sept | CC Angela Macpherson | EWR2 deliveries through Marsh Gibbon 30 August 2018 |

| | | | | |
|------------|---------|--|---|----------------|
| iv | 31 Aug | Community Engagement and Development Team Communities, Health and Adult Social Care | Waddesdon Local Area Forum - Deadline for TfB schemes 2019-20 | To Chair |
| v | 28 Aug | | BCC Household Recycling Centres - Public Consultation | To Councillors |
| vi | 1 Sept | CC Angela Macpherson | Devolved Services Contract - 2019 and beyond | Minute 11.1 |
| ALC | | From | Subject | Action |
| i | 28 Aug | BMK ALC | BMKALC Update 28/8/18 | To Councillors |
| ii | 22 Aug | NALC | Newsletter | To Councillors |
| iii | 10 Sept | BMK ALC | Agenda for BMKALC Liaison Meeting 26 September 2018 (2) | To Councillors |

| Other | | From | Subject | Action |
|--------------|--------|--------------------------------------|---|----------------|
| i | 6 Sept | Lindsay Stride | Request to attend Sentinel training | Actioned |
| ii | 30 Aug | EWR | EWR2 deliveries through Marsh Gibbon 30 August 2018 | Minute 4.2 |
| iii | 30 Aug | Melissa Wright | Blocked Drain West Edge | Minute 12.3 |
| iv | 29 Aug | RTM | Constructionline Renewal Certification | Noted |
| v | 28 Aug | TVP Police Community Support Officer | Sentinel training | Minute 12.4 |
| vi | 23 Aug | RTM | RTM Landscapes Grounds Maintenance Report | To Councillors |
| vii | 23 Aug | Peter Ferens | Request to attend Sentinel training | Minute 12.4 |
| viii | 18 Aug | Tennis Club | Recreation Ground Site Survey | Noted |
| ix | 15 Aug | TVP | Policing in the Thames Valley August 2018 - 9 years for drugs offences, importance of local policing, rural crime reporting, force open day & more. | To Councillors |

7. PLANNING

7.1 New Planning Applications

18/02772/APP: Erection of stable block and manège with new access | Land East Of Station Road Marsh Gibbon Buckinghamshire

Cllr DL left the room

Chair reported that at the request of residents, he had visited the site and explained that the application was not compliant with AVDLP policies GP 77, 78 and VALP policy BE3. He then opened the meeting to the public who put their objections to Council.

Chair closed the meeting to the public. Although Councillors did not object to a stable, they did object to the current application on the grounds that it was too big, intrusive, too close to the road and did not comply with the above policies.

Council decision: Object

Action: Clerk to draft objection letter and circulate to Councillors for submission to AVDC Planning Officer by close of play on 12 September. It was noted that the AVDC Planning Office had extended the deadline to accommodate the Parish Council's meeting date.

Cllr DL returned to the room

CM/0077/18: Proposal: Planning Application to vary condition 18 of planning permission

11/20000/AWD (Energy from Waste Facility and associated development), to allow an increase in the maximum daily HGV movements from 276 per day (138 in, 138 out) to 600 per day (300 in, 300 out).

Location: Calvert Waste Management Complex, Lower Greatmoor Farm, Shipton Lea

Applicant: FCC Environment Ltd

Council decision: Object

Action: Clerk to submit objection prepared by the Council's representative on the FCC Liaison Committee

7.2 AVDC Decisions

AVDC Approved Applications

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.

7.3 AVDC Planning Forum

Chair and Cllr PE had attended the AVDC Planning Forum on September 5th. The notes from the meeting had not been distributed yet.

8 TENNIS CLUB LEASE WITH VILLAGE HALL

The Parish Council had given permission for a survey to be carried out to see if it is feasible for the Tennis Club to relocate to the Recreation Ground. A Special Parish Council meeting on 18 September will determine how the Council's representative on the Village Hall Committee should vote at the Village Hall Committee meeting on 27 September.

9 CLERK'S REPORT AND ADMINISTRATION MATTERS

9.1 Finance Report

Clerk presented the Financial Report for August 2018. Payments totalling £2,508.58 were approved as detailed on page 1851. Clerk reported that she had carried out the monthly bank reconciliation on both bank accounts.

9.2 Council Documents

9.2.1 **Standing Orders:** To be agreed at the Finance Meeting on 16 October for approval at the Parish Council Meeting in November.

9.2.2 **Code of Conduct:** To be agreed at the Finance Meeting on 16 October for approval at the Parish Council Meeting in November.

9.3 Register of Interests

It was noted that the Register of Interests should be updated and put onto the Council's website.

Action: Clerk to update Register and put it onto the website and send updated copy to AVDC

10 PLAY EQUIPMENT, TEENAGE RECREATION AREA AND RECREATION GROUND

10.1 Councillor's monthly report

Councillor's monthly inspection report was not available.

Clerk had prepared a list of Low Risk or Medium Risk repairs from the Annual Inspection report. It was agreed to ask Playground Services to inspect the zip wire.

It was agreed not to replace the basket ball hoops.

Chair thanked Cllr DL for replacing the boot brushes.

Actions: Cllr ET to speak to Barry Leonard regarding the medium risk repairs. Cllrs PE and ET to make a further inspection of items that Playground Services could repair and to liaise with Clerk regarding the items to be repaired by Playground Services.

10.2 Recreation Ground ditch clearance

An update was not available.

11 DEVOLVED SERVICES

11.1 **Contract Renewal:** BCC had not issued any updates. CC Angela Macpherson was following up.

11.2 **Urban grass cutting:** Nothing to report.

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

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

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

11.5 **Maintenance:** Nothing to report.

11.6 **Complaints:** Nothing to report.

12 ROADS AND PATHWAYS

12.1 Pot holes

Chair and Cllr PE had recently met the Local Area Technician who said that he would have 'Failed Road' signs put up on Heet Road but this had not been done.

Action: Clerk to remind Tfb that the signs need to be put up.

12.2 HGV weight limit

It was agreed that not more than £2,500 of Council funds should be spent on a Weight Limit survey. Chair agreed to ask the Waddesdon Local Area Forum (LAF) for the remainder of the required funding.

Action: Chair to request funding at the next LAF meeting.

12.3 Flooding in West Edge / Moat Lane areas

It was noted that surface water clearance and jetting of pipework had been carried out. However, it was noted that there is a water leak in West Edge.

Action: Clerk to report water leak to Thames Water

12.4 Sentinel Training

Three volunteers and Cllr ET will be attending the Sentinel Training at Waddesdon Police Station on 19 September.

13 STREET LIGHTING

It was noted that the following street lights were not working:

- 2 in Rectory Close
- 1 at the junction of Swan Lane and Castle Street

It was noted that the foliage needs cutting back from the street light at the end of Acland Terrace and the foliage around the street light in Clements Lane was being dealt with.

Action: Clerk to report faulty lights to E.on and get costs of removing the foliage from the Acland Terrace light from RTM

14 ENVIRONMENTAL MATTERS

14.1 Street Furniture

Andy Miller had repaired the seat beside the children's play area by the village hall. It was agreed to order two new picnic benches for the area adjacent to the village hall from MC Timber Products Ltd at a cost of £150.00 each.

Action: Clerk to order benches

15 CEMETERY MATTERS

15.1 Water supply

The water supply is in hand.

Action: Cllr AL follow up.

15.2 Burials

It was noted that two burials had been arranged.

15.3 Maintenance

Cllrs PE, DS and ET had inspected the Cemetery and had met with Graham Hodges (GH) who had agreed to carry out the ground maintenance work. Council agreed that approximately £200 could be spent on the maintenance without reference back to Council. It also was noted that GH will speak to a stone mason regarding the repair of a badly leaning headstone.

Action: Cllr PE to speak to GH regarding costs.

It was noted that a gap should be made in Section C between rows 5 and 6 to enable easier access. It was agreed that GH's fees should be reviewed next time the Cemetery fees are reviewed.

16 REPORT FROM VILLAGE HALL REPRESENTATIVE

Nothing to report.

17 ANY OTHER BUSINESS

17.1 Parking on Pavement

A resident reported that cars were being parked on the Bicester Road footpath making it difficult for pedestrians to pass without having to walk into the road.

Action: Clerk to ask PCSO to ask the owners of the cars not to park on the footpath.

17.2 Hedgeside

It was noted that the brambles on Hedgeside had been cut back.

18 DATE AND VENUE OF NEXT MEETINGS

The next Parish Council meetings will be held at 8pm on Tuesdays 18th September (Special for Tennis Club court lights issue) and 9th October 2018 in the committee room of the Village Hall.

Chair closed the meeting at 9.58pm.

SIGNED:

DATE:

MARSH GIBBON PARISH COUNCIL

Clerk's Financial Report
11-Sep-18

COMMUNITY ACCOUNT

Notes

| | |
|---|------------|
| 31-Jul-18 | £13,973.68 |
| Unpresented cheques and cheques approved at meeting on 14 August 2018 | -£2,013.05 |
| Unpresented cheques at 30 August 2018 | £17.32 |

Income:

| | |
|----------------------------|-----------|
| D L Hancock: Burial B-5-3- | £520.00 |
| HMRC : VAT Refund | £4,176.89 |

Balance of Community Account at 30 August 2018 **£16,674.84**

| Cheque No | Payee | Amount | Authority |
|---|--|----------|---------------------------|
| Payments to be approved at meeting 11 September 2018 | | | |
| 102792 | J Kelly: Inv 6: 2017-18 Internal Audit | 200.00 | Audit Commission Act 1998 |
| 102793 | RTM: Inv 1275: Grass cutting | 1,386.00 | Highways Act 1980 s. 96 |
| 102794 | D Rollins: Inv SK8-2018-006: Mobile Skate Park Sessions | 162.50 | LGA 1972 s.145 |
| 102795 | MGVH: Inv 1807/11: VH hire for July | 17.32 | LGA 1972 s133 |
| 102796 | C Jackman: Clerk Salary: Aug 2018 | 324.56 | LGA 1972 s. 112(2) |
| 102797 | HMRC: Clerk PAYE: Aug 2018 | 157.20 | LGA 1972 s. 112(2) |
| 102798 | E.on: Inv 085325: Street Light Maintenance quarter ending 30 September | 261.00 | PCA 1957s.3;HA 1980s.301 |

Totals yet to be deducted from balance of Community Account

| | |
|--|------------------|
| Cheques for approval at meeting on the 11 September 2018 | £2,508.58 |
| Unpresented cheques | £17.32 |
| | £2,525.90 |

Cheques yet to be credited to the Community Account

| | |
|------------------------|----------------|
| A L Sole: Burial B-3-4 | £0.00 |
| | £640.00 |

Anticipated balance **£14,788.94**

EARMARKED RESERVE ACCOUNT

| | | |
|---|------------|---|
| Balance at 28 April 2018 | £30,669.47 | No transactions during July, August and September |
| 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 31 July 2018

Bank Reconciliation - 30 August 2018

COMMUNITY ACCOUNT

CASH BOOK

| | | |
|---|-------------------|--------------|
| Balance at 1 April 2018 | £12,250.87 | Notes |
| Less Total Payments to 30 August 2018 | -£16,072.56 | |
| Add total receipts to 30 August 2018 | £20,479.21 | |
| Cash book balance at end August 2018 | £16,657.52 | |
| | £16,657.52 | |

BANK STATEMENT

| | |
|---------------------------------|------------|
| CA Bank Balance end August 2018 | £16,674.84 |
| Less unpresented cheque: | |
| 102785 MGVH | -£17.32 |

| | |
|--|-------------------|
| Effective bank balance end August 2018 | £16,657.52 |
| Cash book balance | £16,657.52 |

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 |