

MARSH GIBBON PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON TUESDAY 9 OCTOBER 2018

PRESENT: Cllrs I Metherell (Chair), 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 2 members of the public.

The meeting commenced at 8.02pm.

1. APOLOGIES

None.

2. DECLARATIONS OF INTEREST

None.

3. MINUTES OF THE MEETINGS HELD ON 11 AND 18 SEPTEMBER 2018

The Minutes of the Parish Council Meetings held on 11 September 2018 and 18 September 2018 were agreed by those present and signed by the Chairman.

4. MATTERS ARISING

4.1 Register of Councillor Interests

Clerk confirmed that the Register of Councillor Interests had been put onto the Parish Council's website and that AVDC had been asked to update its copy.

5. PUBLIC PARTICIPATION

Chair welcomed the members of the public.

6. GENERAL CORRESPONDENCE

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

AVDC	From	Subject	Action
i	4 Oct	Communities Officer	Play Around the Parishes 2019
ii	28 Sept	Electoral & Democratic Officer	News for the Parishes: September 2018
iii	25 Sept	Principal Licensing Officer	Manor Farm , Marsh Gibbon (explanation re TENS)
iv	24 Sept	Planning	Planning Application Consultation 18/03332/APP
v	24 Sept	Planning	Planning Application Consultation 18/03319/ALB
vi	21 Sept	Business Development Team Manager	Planning Forum for Parishes - Slides
vii.	21 Sept	Finance	Remittance EFT019668: half yearly precept
viii.	21 Sept	Comms & Marketing Assistant	Request for items for AV Times
ix.	21 Sept	Parish Support	AVDC Street Cleansing and Horticulture Services Update
x.	20 Sept	Planning	18/02589/APP Status: Approved Case Type: Planning Application
BCC	From	Subject	Action
i	4 Oct	CC Paul Irwin	Extra Enforcement Officers (CEO's).
ii	4 Oct	Waddesdon LAF	Agenda: Waddesdon Local Area Forum
iii	3 Oct	TfB	Devolution Drop In Sessions
iv	2 Oct	Planning	Acknowledgement of Comments on Planning Application Ref:CM/0077/18
v	24 Sept	TfB LAT	Heet Road, Marsh Gibbon – confirmed erection of 'failed road'
vi	14 Sept	TfB	Are You a Footway Lighting Authority?
vii.	14 Sept		MyBucks September 2018
viii.	13 Sept		Local newsletter from Buckinghamshire County Council

ix.	13 Sept		PowerPoint presentation from Bucks CC giving information regarding the devolution which will be offered to parishes in the Bucks area	To Councillors
ALC		From	Subject	Action
i.	5 Oct	BALC	BMKALC Annual General Meeting	To Councillors
ii.	28 Sept		BMKALC Update w/e 28/9/18	To Councillors
iii.	28 Sept		Bucks LAT Survey	To Councillors
iv.	13 Sept		BMKALC - AGM 9 November 2018	To Councillors
v.	13 Sept		NALC Newsletter	To Councillors
Other		From	Subject	Action
i	4 Oct	Trust Manager for the Ewelme Almshouse Charity	Street light near Suffolk Court	Clerk Actioning
ii	2 Oct	Sports & Social Club	Footpath across recreation ground: confirmed gate is unlocked	Noted
iii	1 Oct	Michael Beckley	Footpath across recreation ground: request for gate to be unlocked	Actioned
iv	1 Oct	Clerk to Governors Waddesdon School	Waddesdon CE School: Statutory Consultation regarding proposed changes to admission arrangements from September 2020	To Councillors
v	28 Sept	SBA Team, For and on behalf of PKF Littlejohn LLP	BU0130 2017/18 AGAR Section 3 External Auditor Report	To Councillors
vi	27 Sept	RTM	ISO9001:2015 Certificate	Noted
vii	27 Sept	Brenda North	Tennis Club Lease	To Councillors
viii	27 Sept	Chris Anstey	Marsh Gibbon Village Hall	To Councillors
ix	26 Sept	David Hiscock	Tennis Club Lease	To Councillors
x.	24 Sept	Melanie Rose	Confirmed attendance at Finance meeting	Noted
xi.	23 Sept	JG Pest Control	JG Pest Control Invoice- 33697B	Noted
xii.	21 Sept	Citizens Advice Aylesbury Vale	Invitation to Citizens Advice Aylesbury Vale AGM	To Councillors
xiii.	20 Sept	No Expressway Alliance & Charlton on Otmoor Parish Councillor	Oxford - Cambridge Expressway	To Councillors
xiv.	20 Sept	John Tofts	RE: New FixMyStreet updates on Blocked drain report - West Edge Marsh Gibbon -Report # 40082017	To Chair
xv.	17 Sept	Thames Valley Police	Parking on footpaths	Noted

7 PLANNING

7.1 New Applications

18/03319/ALB - 18/03332/APP: Box Farm House, Castle Street, Marsh Gibbon OX27 0HJ.

Conversion of existing stone storage barn to form new dwelling.

Deadline for comment: 22 October

Decision: Councillors raised no objection to this application.

Action: Clerk to inform AVDC.

7.2 AVDC Decisions

AVDC Approved Applications

18/02589/APP: Manor Farm, Station Road, Marsh Gibbon OX27 0HN

Removal and re-building of a section of stone boundary wall.

8 CLERK'S REPORT AND ADMINISTRATION MATTERS

8.1 Finance Report

Clerk presented the Financial Report for October 2018. Payments totalling £3,674.00 were approved as detailed on page 1858. Clerk reported that she had carried out the monthly bank reconciliation on both bank accounts.

It was noted that Clerk had made an emergency payment to appoint a pest controller to eradicate a wasps' nest from the Cemetery.

It was noted that a final invoice will need to be submitted to LAF for the payment of the skateboarding sessions.

Action: Clerk to make half yearly transfers from the Current Account to the Earmarked Reserve Account.

8.2 End of Year Audit

It was noted that the Annual Governance and Accountability Return had been approved by PKF Littlejohn, external auditor.

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

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

8.3 Finance Meeting

It was agreed that the Finance Meeting to be held on Tuesday 16 October will start at 7.30.

The following agenda items were agreed:

- a. Introduce new internal auditor
- b. Expenditure v Budget to 30 September 2018
- c. Projected financial position at 31 March 2019
- d. Update Standing Orders
- e. Update Code of Conduct

9 PLAY EQUIPMENT, TEENAGE RECREATION AREA AND RECREATION GROUND

9.1 Councillor's monthly report

A monthly report was not available. However, Cllrs PE and ET had inspected the low and medium risk items from the Annual Inspection Report to determine how best to rectify any issues. The following actions were placed:

Cllr ET to ask Pat Taylor to replace missing fence panels on gate and fix loose panels (it was also noted that the panels would need to be sourced with probably an additional 6 to 10 bought for future use).

Clerk to request Playground Services to apply lubricant to the swings.

Clerk to speak to Graham Hodges for advice on filling the cracks and to ask for a quotation to carry out the work.

Cllrs RC and AL to remove the unsafe bench.

Cllrs to monitor any potential trip hazards.

Cllr ET to ask Pat Taylor if he is able to tape the 'Postsavers' in place on the Cableway.

Clerk to ask Playground Services to carry out the inspection of the Cableway.

9.2 Recreation Ground ditch clearance

Cllr RC confirmed that he is in contact with Sidleys to try to resolve the ditch clearance problem.

9.3 Hedge Cutting

It was noted that the hedge at the recreation ground has been cut.

10 RECREATION GROUND: Update on enquiry from Tennis Club re relocation of Courts

The Parish Council had authorised the Tennis Club to carry out a survey of the recreation ground to ascertain whether it would be suitable for the Tennis Club to relocate the courts there, but the result was not available.

11 DEVOLVED SERVICES

11.1 Contract Renewal: It was noted that there will probably be some funding for devolved services for 2019-22. It was agreed to continue with the current arrangement if funding is available but not to take on any additional services. Clerk and, if available, Cllr PE will attend a drop-in session in Buckingham on Monday 15 October to try to clarify what funding is available.

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**

The Local Area Technician (LAT) had confirmed that he would be erecting 'Failed Road' signs on Heet Road but it was thought that this had not been done. It was noted that this road is deteriorating rapidly and becoming a hazard.

Action: Clerk to send another reminder to the LAT.

12.2 **HGV weight limit**

Chair has requested clarification from the Local Area Forum (LAF) on the status of the funding for the HGV traffic survey. Chair also confirmed that the Clerk would carry out the local business consultation to reduce the cost.

12.3 **Flooding in West Edge / Moat Lane Areas**

It was noted that work still needs to be carried out to stop the flooding in West Edge. It also was noted that the flooding in Moat Lane appears to have been resolved.

12.4 **Sentinel Training**

Cllr ET and three volunteers had attended the Sentinel Training at Waddesdon Police Station. Cllr ET explained the process and the additional requirements for recording the traffic movements. Cllr ET will oversee the scheme and Chair will keep a record of the volunteers who carry out the speedwatch.

12.5 **Parking on Pavement and LAF initiative to introduce more Enforcement Officers**

12.5.1 **Parking on Pavement**

Clerk had asked the PCSO to request the owner of the car in Bicester Road not to park on the pavement. It was noted that the car is still being parked on the pavement.

Action: Clerk to follow up with the PCSO.

12.5.2 **LAF Initiative**

Chair had received an email from Cllr Paul Irwin that the Local Area Forum has agreed to explore a pilot project for more parking Enforcement Officers in the Waddesdon local area.

Council agreed to indicate support for this project.

Action: Chair to confirm to LAF.

13 **STREET LIGHTING**

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

- 1 at the junction of Swan Lane and Castle Street
- 1 outside 24 Rectory Close
- 2 in West Edge
- 1 at the end of Acland Terrace

Action: Clerk to report to E.on and to ask E.on to cut back the branches around the light in Acland Terrace and to ask that the work is carried out before the end of October.

It was noted that the removal of the branches around the light in Clements Lane is in hand.

14 **ENVIRONMENTAL MATTERS**

14.1 **Street Furniture**

Two new picnic benches have been delivered.

Action: Cllrs AL and RC to erect and deliver the benches to the area adjacent to the village hall.

15 **CEMETERY MATTERS**

15.1 **Water supply**

The water supply from the Village Hall is in hand.

Action: Cllr AL follow up.

15.2 **Burials, interments Advance booking requests and memorial applications**

15.2.1 A burial has been arranged to take place in grave Section C, Row 5, Plot 1 on 11 October.

15.2.2 A request from Sonya Beckett to inter her ashes in the grave of her father (Section B, Row 4, Plot 5) was approved subject to the family's agreement.

Action: Clerk to write to Ms Beckett and if she confirms her family's agreement to issue a Burial Grant.

15.2.3 Memorial requests were approved for graves Section D, Row 1, Plot 8 and Section C, Row 5, Plot 1.

Action: Clerk to confirm approval with stone mason and to point out that the ground around D-1-8 will probably need levelling.

15.3 Maintenance

It was noted that a hole in the fence on the boundary with the village hall needs repairing but that this should wait until after the water supply has been fitted.

The branches on the road side trees need cutting back.

Action: Cllr ET to get two quotes for tree maintenance: one for trees from the village hall to the cemetery gate and one for the trees from the cemetery gate to the allotments.

16 REPORT FROM VILLAGE HALL REPRESENTATIVE

Cllr AL had attended the Village Hall Committee meeting on 27 September. A motion that the new Tennis Club lease should allow flood lights was rejected by 9 votes to 5 with one abstention. It was reported that the Tennis Club and the Village Hall Committees will continue to negotiate the terms of the lease at a meeting on the 25 October.

17 EAST WEST RAIL – SOCIAL VALUES WORK

CC Angela Macpherson had forwarded details of an East West Rail Social Values Work Project, whereby volunteers would undertake social value work in and around villages, for example scrub clearance, gardening for the elderly etc. It was suggested that this could be applied to clearing scrub around the Cemetery and behind the Village Hall.

Action: Clerk and Cllr JS will contact EWR.

18 CHRISTMAS TREE

The following were noted:

- Cllr AL will contact Howson's to supply the tree.
- The Christmas Tree will be delivered on 30 November 2018.
- The Christmas Tree will be erected on 1 December 2018.
- Cllr PE was authorised to purchase four new lengths of lights and confirmed that the price will be the same as last year.
- Cllr PE has the risk assessment.
- Cllr AL will get the electrics checked.
- The Carol Service is on 21 December.

19 ANY OTHER BUSINESS

19.1 Thames Water / Environment Agency

A resident reported that a blockage had occurred in the Thames Water pipes under a local farmer's land and effluent had caused serious damage to the field, resulting in top soil having to be removed. The blockage seems to have been caused by flushing sanitary products and wet wipes down the toilet. Thames Water, the Environment Agency and the land owner are working together to rectify the problem. It was requested that the Parish Council, in conjunction with Thames Water, issue a statement in Life Together and the Chairman's bulletin asking that residents take care in what is flushed down the toilet.

19.2 Defibrillator

Cllr JS requested that the Parish Council purchase replacement batteries for the defibrillator. Chair pointed out that the Parish Council had agreed to pay for the batteries but is not responsible for ordering them.

Action: Cllr JS will contact organiser and Clerk will arrange payment.

19.3 Table-top / Car-boot sale

Cllr JS reported that there will be a table-top and car boot sale on the morning of 27 October and that the car park won't be available for skateboarding before 1pm.

19.4 Home Farm Hedge

It was noted that the hedge on the property of Home Farm is over-hanging onto the pavement.

Action: Clerk to write to resident to ask for the hedge to be cut back.

19.5 Life Together

Cllr ET reminded Council that the donation of £75 to Life Together was due.

19.6 MarshGibbon.com Website

A resident had approached the Council for a contribution towards the costs of setting up a village website. Council decided not to make a contribution.

Action: Clerk to inform resident.

20 DATE AND VENUE OF NEXT MEETINGS

A Finance Committee meeting will be held at 7.30pm on Tuesday 16 October 2018.

The next Parish Council meeting will be held at 8pm on Tuesday 13th November 2018.

Chair closed the meeting at 10.05pm.

SIGNED:

DATE:

MARSH GIBBON PARISH COUNCIL

Clerk's Financial Report
09-Oct-18

COMMUNITY ACCOUNT

		Notes
30-Aug-18	£16,674.84	
Unpresented cheques and cheques approved at meeting on 11 Sept 2018	-£2,525.90	
Cheque approved at meeting on 18 September	-£300.00	LG (MP) A 1976 s 19 (new seats for village hall area)
Unpresented cheques at 20 Sept 2018	£17.32	
Income:		
A L Sole: Burial B-3-4	£640.00	
AVDC: Half yearly precept	£12,000.00	

Balance of Community Account at 30 Sept 2018 **£26,506.26**

Cheque No	Payee	Amount	Authority
Payments to be approved at meeting 9 October 2018			
102800	DL Hancock: Overpayment refund for Joan Green	75.00	LGA 1972 S.214
102801	E.on Inv H165AC8161: Street light elec 1 July-30 Sept 18	830.11	PCA 1957s.3;HA 1980s.301
102802	A Miller: Inv 0772 14 Sept: Refurbish bench	525.00	PCA 1957 s. 1
102803	RTM:Inv 1339: Grass cutting	819.00	Highways Act 1980 s. 96
	PKF Littlejohn LLP: Inv SB201802953:	240.00	Audit Commission Act 1998
102804	Limited assurance review of Annual Governance & Accountability Return for year ended 31 march 2018		
102805	AVALC: Donation to AVALC Financial Year 2018-19	25.00	LGA 1972 s.111
102806	C Jackman: JG Pest Control: Irradication of wasps next in cemetery	155.99	Highways Act 1980 s. 96
102807	MGVH: Inv 1808/09: VH hire August	17.32	LGA 1972 s133
102808	C Jackman: Clerk Salary: September 2018	324.56	LGA 1972 s. 112(2)
102809	HMRC: Clerk PAYE: September 2018	157.20	LGA 1972 s. 112(2)
102810	D Rollins: Inv SK8-2018-007: Mobile Skate Park Sessions	487.50	LGA 1972 s.145
Totals yet to be deducted from balance of Community Account			
	Cheques for approval at meeting on the 9 October 2018	£3,656.68	
	Unpresented cheques	£17.32	
		£3,674.00	
Cheques yet to be credited to the Community Account			
	DL Hancock: Memorial Joan Green	£70.00	
	Banbury Memorial: Memorial Gerald Line	£70.00	
	DL Hancock: Burial Joan Green	£290.00	
	Anticipated balance	£23,262.26	

EARMARKED RESERVE ACCOUNT

Balance at 30 June 2018	£30,664.29
Interest 4 June to 2 Sept	£15.29

Balance of Earmarked Reserve at 28 September 2018 **£30,679.58**

Bank Reconciliation - 28 September 2018

COMMUNITY ACCOUNT

CASH BOOK		Notes
Balance at 1 April 2018	£12,250.87	
Less Total Payments to 30 September 2018	-£18,881.14	
Add total receipts to 30 August 2018	£33,119.21	
Cash book balance at end September 2018	£26,488.94	
	£26,488.94	

BANK STATEMENT

CA Bank Balance end September 2018	£26,506.26
Less unpresented cheque:	
102795 MGVH	-£17.32

Effective bank balance end September 2018	£26,488.94
Cash book balance	£26,488.94

EARMARKED RESERVE ACCOUNT

Balance of Earmarked Reserve A/C as at 1 April 2018	£30,669.47
Less total payments to 28 September 2018	-£20.47
Add Total Receipts to 28 September 2018	£30.58
Balance at 28 September 2018	£30,679.58

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	£30.58
TOTAL	£30,679.58