

## MARSH GIBBON PARISH COUNCIL

### MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD ON TUESDAY 9 MAY 2017

**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 3 members of the public

The meeting commenced at 8.04pm

#### 1. **APOLOGIES**

County and District Councillor Angela Macpherson had sent her apologies.

#### 2. **ELECTION OF CHAIRMAN**

The clerk asked for nominations for Chairman for the coming year. Cllr PE nominated Cllr Metherell (IM), which was seconded by Cllr JS. Cllr IM was unanimously elected by all other councillors present and signed the Declaration of Acceptance. Cllr IM took the Chair for the rest of the meeting.

#### 3. **ELECTION OF VICE-CHAIRMAN**

Cllr IM nominated Cllr AL which was seconded by Cllr DL. Cllr AL was unanimously elected by all other councillors present.

#### 4. **ELECTION OF COUNCILLORS TO COMMITTEES**

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

#### 5. **CONFIRMATION OF CLERK AS RESPONSIBLE FINANCIAL OFFICER**

Clerk was unanimously elected to be the Responsible Financial Officer.

#### 6. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### 7. **MINUTES OF THE MEETING HELD ON 11 APRIL 2017**

The Minutes of the Parish Council Meeting held on 11 April 2017 were agreed by those present and signed by the Chairman.

#### 8. **MATTERS ARISING**

##### 8.1 **Potholes**

It was noted that some potholes along Castle Street had been repaired but a large one had been missed.

**Action: Clerk to inform TfB**

##### 8.1 **Village Working Party**

Cllr ET had agreed to organise a working party between 10-12.30 on Saturday 15 July.

**Action: Chair to confirm details with Cllr ET and add to his monthly bulletin.**

#### 9. **PUBLIC PARTICIPATION**

Chair welcomed the members of the public.

## 10. GENERAL CORRESPONDENCE

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

	AVDC	From	Subject	Action
i.	28 Apr	Democratic Services Officer	Development Management and Strategic Development Management Committee dates May and June 2017	To Councillors
ii.	28 Apr	Planning	Planning Application Consultation 17/01091/ALB	Agenda item 11
iii.	26 Apr	Aylesbury Town Centre Promotions Officer	May what's on poster	Notice Board
iv.	21 Apr	Finance	Precept Remittance advice	To Councillors
v.	21 Apr	Planning	Planning Application Consultation 17/01438/APP	Agenda item 11
vi.	14 Apr	Planning	17/00145/APP   Status: Approved	Agenda item 11
vii.	12 Apr	Democratic Services Officer	Vale of Aylesbury Local Plan (VALP) - New meeting dates	To Councillors
viii.	5 May	Planning	Planning Application Consultation 17/01248/AOP	Agenda item 11
ix.	2 May	Electoral Registration Officer	Alterations to the electoral register	To Councillors

	Bucks County Council	From	Subject	Action
i.	2 May	TfB	Speed Cameras	Agenda item 16
ii.	26 Apr	TfB	Road closure various roads, Aylesbury Vale District 22.05.17 - AV.2018.07	To Councillors
iii.	25 Apr	Waddesdon LAF	Waddesdon Local Area Forum - Meeting Date Change	Noted
iv.	6 May	CC Angela Macpherson	Report for Annual Parish Meeting	To Councillors
v.	6 May	CC Angela Macpherson	Apologies for Annual Meeting of the PC	
vii.	4 May		My Bucks	To Councillors
viii.	4 May		Engagement workshops to consider unitary proposals - May 2017	To Councillors
ix.	3 May	Area Manager (North), Community Engagement and Development Team, Communities, Health and Adult Social Care	Skate Bucks Project for Marsh Gibbon	Noted

	Association of Local Councils	From	Subject	Action
i.	25 Apr	BALC	NALC Newsletter - 25 April 2017	To Councillors
ii.		AVALC	Planning issues Voluntary contributions	To Councillors
iii.	20 Apr	BALC	Bucks & Milton Keynes Local Association of Councils Newsletter - Matters Arising 2017	To Councillors
iv.	5 May	BALC	Transparency Fund drop In session	To Councillors

### Other

		From	Subject	Action
i.	26 Apr	Neil Jenkins, Post Office	Post Office, Marsh Gibbon Post OX27 0HN	Agenda item 12
ii.	Various	The Plough	Marsh Gibbon Post Office closing	Agenda item 12
iii.	26 Apr	Zurich	Insurance Renewal	Agenda item 13
iv.	24 Apr	Richard Brown, National Post Office Network Change Manager, CIB	Marsh Gibbon Post Office OX27 0HN	Agenda item 12
v.	24 Apr	EWR Communications Manager	East West Rail Western Section Phase 2 (EWR2) - Unregistered land	Noted
vi.	21 Apr	EWR Communications Manager	Consultation events to be rescheduled	To Councillors
vii.	14 & 20 Apr	RTM	Marsh Gibbon Grass Cutting	To Councillors
viii.	20 Apr	PCSO	Vandalism Speeding – Sentinel Camera	Agenda item 14 & 16
ix.	6 May	Land and Partners	Site B Application 17/01248/AOP - Outline planning permission with all matters reserved for the development of land for up to 10 dwellings and a local shop, together with associated parking, open space and sustainable drainage.	Agenda item 11
x.	3 May	Melissa Wright	Speeding traffic	Agenda item 16

## 11. PLANNING

### 11.1 Planning Applications

**17/01091/ALB:** F A Benfield & Son Manor Farm Station Road Marsh Gibbon OX27 0HN

Change of use of barn and grounds to D2 (assembly & leisure)

Applicant: Mr Tony Heath

Deadline for comment: 26 May 2017

Council raised no objection to this application.

**17/01438/APP:** 12 Castle Street Marsh Gibbon OX27 0HJ

Single storey rear extension

Applicant: Mr & Mrs Robert McRae

Deadline for comment: 26 May

Council raised no objection to this application.

**17/01248/AOP:** Land South Of Castle Street And West Of Longherdon Farm Castle Street

Marsh Gibbon

Outline planning permission with all matters reserved for the development of land for up to 10 dwellings and a local shop, together with associated parking, open space and sustainable drainage.

Applicant: Land & Partners

Deadline for comment: 2 June

Council supported this application as the proposed site will add to the village amenities with a village shop, relieve parking at the school and is generally in line with the Neighbourhood Plan.

Council will request that AVDC planners note that:

- The plan states that gas is available in the village: gas is not available in the village so room should be made available for oil or gas tanks and delivery .
- The plan states that there is an hourly bus service: this statement should be corrected as there is not an hourly bus service.
- The visibility splay needs to be improved.
- It is not clear how many parking spaces are available: the plan needs to comply with MG13 and MG 14 in the Neighbourhood Plan.
- Chair will represent Council at the Committee stage if the plans go to Committee

**Action: Clerk to prepare response for Council approval prior to submitting to AVDC**

It was noted that Site B could generate approximately £33,000 of S106 funding for leisure projects and activities. It was agreed to request AVDC to allocate £6,000 to village seating and £27,000 towards extending the village hall car park.

### 11.2 AVDC Approved Applications

**17/00145/APP:** Primary School Castle Street Marsh Gibbon OX27 0HJ

Retrospective planning application for single storey extension for classrooms, reception and admin area with new entrance. New prefabricated accommodation for new resource area

### 11.3 Ewelme Sites: Update on Land & Partners (L&P) applications.

- General:** It was noted that the statement within the plans that gas and an hourly bus service are available in the village should be corrected – as they are not available.
- Site A:** It was noted that this is still pending with AVDC.
- Site B:** see note above.
- Site C:** It was noted that this application is still pending with AVDC.
- Site D:** The Council had not received any further updates on this site since the previous Parish Council Meeting.

## 12. POST OFFICE

Chair and Clerk had made representations to make sure that the Council is kept informed of any changes to the village Post Office.

It was noted that, with the approval of the Ewelme Trustees, the landlord at the Plough had indicated an interest in taking on the Post Office.

It was also noted that AVDC policy is to ensure that suitable measures are taken to market a post office before change of use is agreed.

9.30pm Members of the public left the meeting

### **13 CLERK'S REPORT AND ADMINISTRATION MATTERS**

#### **13.1 Finance Report**

Clerk presented the Financial Report for April 2017. Payments totalling £1955.12 were approved as detailed on page 1760. Clerk reported that she had carried out the monthly bank reconciliation on all three bank accounts.

**Action: Clerk to transfer £1200 from the business premium account to the current account to cover the cheque payments and to transfer £1025 from the business premium account to the earmarked reserve account to be allocated as £1000 to pond cleaning and £25 to the defibrillator batteries.**

#### **13.2 2016-17 Annual Return**

This will be deferred until the next meeting on 13 June.

#### **13.3 Insurance Renewal**

It was agreed to renew the insurance with Zurich.

### **14 PLAY EQUIPMENT, TEENAGE RECREATION AREA AND RECREATION GROUND**

#### **14.1 Play area inspection**

Playdale had confirmed that the inspection will be held on Friday 12 May.

**Action: Clerk to check timings and inform Cllr ET who hopes to be available to meet the inspector**

#### **14.2 Recreation Ground play equipment**

It was agreed that the play equipment at the recreation ground should be taped off.

**Action: Cllr RC to tape off play equipment and chase Barry Leonard for a quote to get the equipment removed**

#### **14.3 Vandalism**

The PCSO's had made more frequent patrols of the area and no more vandalism had been noted.

However, it was agreed to install a camera and CCTV notices at the playground.

**Actions: Clerk to purchase camera and CCTV notices. A location for the camera will be decided when the camera is available.**

**Chair to add to his monthly bulletin**

### **15 BCC DEVOLUTION OF SERVICES**

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

15.2 **Siding out:** Nothing to report

15.3 **Weed killing:** Nothing to report

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

15.5 **Maintenance:** Nothing to report

15.6 **Complaints:** Nothing to report

### **16 ROADS AND PATHWAYS**

#### **16.1 Pot holes**

It was noted that some pot holes had been repaired but others had been missed.

**Action: Clerk to follow up with TfB**

#### **16.4 Speeding**

It was agreed to accept the offer from PCSO Denise Grayburn to bring a speaker to the Annual Parish Meeting on 30 May to give details of the Sentinel speed camera.

**Action: Clerk to confirm with the PCSO**

### **17 STREET LIGHTING**

Faulty street lights had been reported to E.on, however it was noted that the street lights in West Edge and Castle Street (outside the school) still were not working.

**Action: Clerk to report to E.on**

**18 ENVIRONMENTAL MATTERS**

Nothing to report (see Matters Arising)

**19 CEMETERY MATTERS**

**19.1 A Burial** has been arranged in plot B-4-4 on 16 May. It was noted that this would not be a 'parishioner' rate.

**19.2 An additional inscription** on the Memorial on plot B-5-7 was approved.

**19.3 General Maintenance**

Cllrs JS and AL had cleared up some of the dead and plastic flowers.

It was noted that the seats need cleaning which Cllr JS has in hand.

Cllr RC is still awaiting a quotation for work on a lay-by by the cemetery gate.

**20 ANY OTHER BUSINESS**

**20.1 Flower Festival**

It was confirmed that £25 could be spent on flowers for the flower festival.

**20.2 VAS**

Chair reported that the VAS on the Blackthorn Road still is not working.

**Action: Clerk to chase TfB**

**20.3 AOS Heating**

It was agreed not to request a presentation by AOS heating.

**21 DATE AND VENUE OF NEXT MEETINGS**

The Annual Parish Meeting will be held at 8pm on Tuesday 30 May in the committee room of the Village Hall.

The next Parish Council meeting will be held at 8pm on Tuesday 13 June 2017 in the committee room of the Village Hall

Chair closed the meeting at 10.02pm

**SIGNED:**

**DATE:**

**Clerk's Financial Report  
09-May-17**

**COMMUNITY ACCOUNT**

Notes

**Balance of Community Account at 28 April 2017 (page 1) £1,202.71**

**Payments to be approved at meeting 11 April 2017**

Cheque No	Payee	Amount	Authority
102652	Association of Local Councils: 2017 Donation	20.00	LGA 1972 s.111
102653	RTM: Grass cutting	945.00	Highways Act 1980 s. 96
102654	MGVH: Village hall hire March: Inv 1703/12	19.02	LGA 1972 s133
102655	C Jackman: Clerk Salary April (includes adjustment for March and April increase)	379.70	LGA 1972 s. 112(2)
102656	HMRC: Clerk PAYE April (includes adjustment for March and April increase)	41.40	LGA 1972 s. 112(2)
102657	Swan Group Ministry: Contribution to Life Together 2016 and 2017	150.00	LGA 1972 s.111
102658	J Kelly: internal audit 2016 and 2017	400.00	Audit Commission Act 1998

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

Cheques for approval at meeting on the 9 May 2017	£1,955.12
Unpresented cheques (see reconciliation)	£50.87

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

**Anticipated balance -£803.28**

It is recommended that £1200 is transferred from the Business Premium account to the Community Account to cover the cheque payments

**BUSINESS PREMIUM ACCOUNT**

Balance at 30 March 2017	£10,491.34
Income: half yearly precept	£11,200.00

**Balance of Business Premium at 30 April (page1) £21,691.34**

**EARMARKED RESERVE ACCOUNT**

Balance at 31 December 2016 (sheet 146)	£32,503.06
Transfers to CA and BP	-£1,479.00
Transfer fro BP	£25.00

**Balance of Earmarked Reserve at 27 February 2017 (sheet 148) £31,049.06**

No movements during March

Clerk reported reconciliations had been carried out on all 3 bank accounts up to 30 April 2017

**Marsh Gibbon Parish Council  
Bank Reconciliation - 30 April 2017**

**COMMUNITY ACCOUNT**

**Balance of Community A/C as at 1 April 2017 (page 1) £1,331.21**

Less Total Payments to 30 April 2017	-£1,950.35
Less uncashed cheques at 30 April 2017	
Chq No: 102639: BMKALC	-£31.85
102648: MGVH	-19.02

Add total receipts to 30 April 2017 £1,821.85

**Net Balance at 30 April 2017 £1,151.84**

**Cashbook balance at 30 April 2017 £1,151.84**

**BUSINESS PREMIUM ACCOUNT**

**Balance of Business Premium A/C as at 1 April 2017 (sheet 325) £10,491.34**

Less Total Payments to 30 April 2017	£0.00
Add Total Receipts to 30 April 2017	£11,200.00
<b>Balance at 30 April 2017 (page 1)</b>	<b>£21,691.34</b>

**EARMARKED RESERVE ACCOUNT**

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

Less total payments to 28 February 2017	-£1,472.94
Add Total Receipts to 28 February 2017	£902.06
<b>Balance at 28 February 2017 (sheet 148)</b>	<b>£31,049.06</b>

No movements on this account during April

**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	£1,000.00
New Street Lamps	£3,695.00
Election Expenses	£775.00
Fencing Repairs at 5-a-side	£1,640.00
Interest	£12.06
<b>TOTAL</b>	<b>£31,049.06</b>