

MARSH GIBBON PARISH COUNCIL

MINUTES OF THE 'VIRTUAL' PARISH COUNCIL MEETING HELD ON TUESDAY 8 SEPTEMBER 2020

(The meeting was held in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") 4 April 2020

PRESENT: Cllrs A Lambourne (Chair), I Metherell (IM), E Taylor (ET), J Smith (JM), R Cross (RC), N Lyon (NL) and C Jackman (Clerk)

Meeting commenced at 8.07pm.

1. APOLOGIES:

Cllr P Evershed (PE)

2. DECLARATIONS OF INTEREST

Cllr ET declared an interest in planning application 20/00451/APP.

3. MINUTES OF THE MEETING HELD ON 11 AUGUST 2020

The Minutes of the Parish Council Meeting held on 11 August 2020 were agreed by those present and will be signed by the Chairman at the next 'proper' meeting.

4. MATTERS ARISING

There were no matters arising

5. GENERAL CORRESPONDENCE

Bucks Council		From	Subject	Action
i	1 Sept	Communications	Temporary pedestrianised areas in Aylesbury prove popular with the public	To Councillors
ii	1 Sept	CC Angela Macpherson	Holiday	To Councillors
iii	1 Sept	Community Board	Advance notice of a Review of Public Space Protection Orders	To Councillors
iv	1 Sept	Communications	Aylesbury hits the right beat when looking for buskers	To Councillors
v	29 Aug	Planning	20/00451/APP Status: Outline Permission Approved	Noted
vi	28 Aug	Communications	More mobile coronavirus mobile testing sites in Buckinghamshire next week	Noted
vii	28 Aug	Communications	Buckinghamshire schools to welcome pupils back	Noted
viii	28 Aug	TfB	TfB's summer surface dressing programme completed	Noted
ix	28 Aug	TfB	Weekly road works update	Noted
x	27 Aug	PR & Media Manager Deputy Chief Executive Directorate	VALP update August 2020	To Councillors
xi	27 Aug	Communications	Get voting to help Bucks based sports charity secure much-needed cash boost.	To Councillors
xii.	27 Aug	Communications	August Bank Holiday bin collections across Buckinghamshire	To Councillors
xiii.	25 Aug	Communications	Comments welcome on extension of Public Spaces Protection Orders	To Councillors
xiv.	25 Aug	Planning	Planning Application Ref: 19/03492/ADP	Agenda item 6
xv.	25 Aug	Communications	New online Heritage Portal opens virtual door to Buckinghamshire's history	To Councillors
xvi.	25 Aug	Community Board	Invitation to the Clerks Forum on Friday 18th September 2020 at 11 am.	Clerk attending
xvii	25 Aug	Planning	Planning Application Consultation 20/01249/COUOR	Agenda item 6
xviii	21 Aug	Communications	Aylesbury Market Live set to showcase market traders and their products	To Councillors
xix	21 Aug	Community Board	Update on status of Marsh Gibbon Speed Limit Reduction	Noted

xx.	21 Aug	Community Board	Invitation to participate in a joint Community Board Working Group on HS2/East-West rail	To Councillors
xxi.	20 Aug	Community Board	Advance notice of a Review of Public Space Protection Orders	To Councillors
xxii.	19 Aug	Planning	Planning Application Consultation 20/02736/APP	Agenda item 6
xxiii.	18 Aug	Communication	Better Health - Let's Do This	To Councillors
xxiv.	18 Aug	Communications	New pedestrianised spaces open in Aylesbury to help support local businesses	Noted
xxv.	18 Aug	Communications	Buckinghamshire Archives bringing history home with 'virtual festival' for all ages	To Councillors
xxvi.	18 Aug	Planning	Planning Application Consultation 20/02482/APP	Agenda item 6
xxvii.	18 Aug	Communications	Waterside Festival returning for 2020 with online celebrations and family-friendly competitions	To Councillors
xxviii.	14 Aug	Communications	£1 million distributed in grants to Buckinghamshire charities	To Councillors
xxix.	12 Aug	Communications	Retail, Hospitality and Leisure Grant Fund (RHLGF).	To Councillors
xx	12 Aug	Communications	Have your say on the Market Square and Kingsbury rejuvenation programme	To Councillors
xxi	11 Aug	Communications	Camera catches resident dumping his sofa in a roadside ditch	To Councillors

ALC/NALC		From	Subject	Action
i.	28 Aug	NALC	Chief executive's bulletin	To Councillors
ii.	27 Aug	BMKALC	Pay scales 2020-21	Agenda item 7
iii	27 Aug	BMKALC	AGAR Returns	To Councillors
iv	27 Aug	BMKALC	Council Meetings	To Councillors
v	25 Aug	BMKALC	UPDATE FINANCE TRAINING ADDED 22 SEPTEMBER	To Councillors
vi	24 Aug	BMKALC	TRAINING UPDATE NEW COURSE ADDED	To Councillors
vii	20 Aug	BMKALC	Planning Consultations	To Councillors
viii	18 Aug	BMKALC	Cemetery Management and Compliance Training	Clerk attending
ix	14 Aug	NALC	Chief executive's bulletin	To Councillors

Other		From	Subject	Action
i	2 Sept	Zurich Insurance	Skateboard / go-cart insurance	Agenda item 7
ii	1 Sept	Technical Surfaces	AWP Maintenance	Agenda item 8
iii	31 Aug	Resident via website	Report that HGV at junction of Whales Lane/West Edge sign knocked over	Reported to TfB
iv	28 Aug	PKF Littlejohn LLP	AGAR Part 3 Queries - Marsh Gibbon Parish Council	Clerk responded
vi	27 Aug	VH Booking Sec	Hall to re-open from 6th September - Information required	To Councillors
vii	27 Aug	CIB	COVID-19 Briefing #64: New national guidance and resources, including new village hall and community building guidance	To Councillors
viii.	25 Aug	Thames Valley Police	Police & Crime Bulletin August 2020	To Councillors
ix	25 Aug	Resident via website	Closed footpath	Clerk responded
x	21 Aug	Resident via website	Dog fouling	Agenda item
xi	19 Aug	RTM	RTM Landscapes Grounds Maintenance Report	To Councillors
vii	19 Aug	Technical Services and Journal Officer Institute of Cemetery & Crematorium Management	Scatter of ashes on a grave	Agenda item15
viii	14 Aug	Resident	Faulty Street Light in West Edge	Clerk reported
ix	13 Aug	PCSO	Response to request for more patrols in Heet Rd re fly tipping	Clerk responded

6. PLANNING

6.1 Planning applications

20/02482/APP | Erection of agricultural building for machinery storage. | Kirkby Farmhouse Blackthorn Road Marsh Gibbon Buckinghamshire OX27 0AG

Decision: No objection

Action: Clerk to inform Buckinghamshire Council (Aylesbury Vale Area)

20/02736/APP | Single storey side extension | Stableyard Cottage Blackthorn Road Marsh Gibbon Buckinghamshire OX27 0AG

Decision: No objection

Action: Clerk to inform Buckinghamshire Council (Aylesbury Vale Area)

20/01249/COUOR | Determination as to whether prior approval (Class O) is required in respect of transport & highway impact, contamination risk, flooding and noise for the conversion of B1 offices to form 1 residential unit (C3). | 4 Westbury Court Business Centre Bicester Road Marsh Gibbon Buckinghamshire OX27 0AD

Decision: No objection

Action: Clerk to inform Buckinghamshire Council (Aylesbury Vale Area)

19/03492/ADP | Application for reserved matters pursuant to Outline planning permission 17/01248/AOP of 10 dwellings, and a local shop, together with associated parking, landscaping, open space and sustainable drainage | Land South Of Castle Street And West Of Longherdon Farm Castle Street Marsh Gibbon Buckinghamshire

Decision: No objection

Action: Clerk to inform Buckinghamshire Council (Aylesbury Vale Area)

6.2 Buckinghamshire Council (Aylesbury Vale Area) Approved application

20/00451/APP | Variation of Condition 12 (No other part of the development shall commence until the off-site highway works to widen the existing footway along the site frontage to a width of 2.0m have been laid out and constructed in accordance with details to be first approved in writing by the Local Planning Authority in consultation with the Highway Authority) on application 16/03380/AOP relating to allow for a footway width of 1.2m along the site frontage. - SITE C Land South Of Castle Street And West Of Leopold Farm Castle Street Marsh Gibbon Buckinghamshire

6.3 Ewelme Sites

Site A: No updates were available.

Site B: No updates were available

Site C: It was noted that work might start at the end of 2020 or early 2021.

7 CLERK'S REPORT AND ADMINISTRATION MATTERS

7.1 Finance Report

Clerk presented the Financial Report for September 2020. Payments totalling £2369.12 were approved, as detailed on page 2011 (RTM invoice was approved by email following the meeting). Clerk confirmed that she had carried out a reconciliation on both accounts.

It was agreed to transfer £8569 from the Earmarked Reserve Account to the Community Account to cover the cost of the All Weather Pitch maintenance work.

7.2 Skateboarding Finance

7.2.1 Cllr IM and Clerk had looked at the budget and agreed that funds were available to enable the skateboarding to increase to 3 hours per session if enough children were present to warrant it. The increased hours would be under review to ensure that they did not go over budget. The Youth co-ordinator had been asked to inform the village hall booking secretary of any increased hours. Cllr IM reported that funding of £2.5-£3K for the next year financial year would need to be investigated.

Action: Clerk to make transfer from Earmarked Reserve Account to the Community Account

7.2.2 Skateboarding / Go-cart Insurance

Clerk is liaising with Zurich Insurance and the Youth Coordinator to ensure that all relevant insurances are in place.

7.3 S106

A review of S106 requirements would be made at the Finance Meeting and recommendations given to the Parish Council meeting.

7.4 2020-21 National Salary Award

Council agreed the Clerk's new Salary Award.

Finance Meeting

It was agreed to hold the next Finance Meeting at 8pm on Tuesday 20 October via Zoom.

8 PLAY EQUIPMENT, TEENAGE RECREATION AREA AND RECREATION GROUND

8.1 Opening of Playground

It was noted that the playground was fully open and the relevant notices still were displayed.

8.2 Playground Maintenance

8.2.1 Cllr NL had reviewed the RoSPA report and confirmed that most of the requirements are minor. He mentioned that the basketball nets/hoops on the All Weather Pitch (AWP) and some fencing around the small play area need replacing. Cllr ET reported that the hoops were removed because children had broken them by swinging on them and that Pat Taylor had been replacing the fencing.

It was agreed that a longer term plan for updating the play area should be put in place.

Actions:

Chair will speak to Barry Leonard and Andy Miller regarding the repairs.

Cllr NL to put a note on Facebook and Chair to add to his bulletin asking for help with maintenance.

Clerk to write to Jan Roffe, Grants and Voluntary Sector Support Officer to enquire about funding streams for playground improvements.

8.2.2 All Weather Pitch (AWP)

Following receipt of an email informing the Parish Council that the AWP was slippery, it was agreed that the AWP would remain closed until Technical Surfaces had completed the maintenance work. It was noted that Clerk had padlocked the gate.

8.2.3 Maintenance

Technical Surfaces had carried out the Corrective Maintenance (repairs and chemical treatment) and would carry out the Rejuvenation® work between 22 and 24 September.

Action: Clerk to write to the Tennis Club for permission to use their outside tap should it be needed.

8.2.4 Flood Lights

Paul Adams (PA) had requested permission to use portable flood lights on the AWP as funding towards flood lighting was available from the Football Foundation.

Action: Clerk to ask PA for more details

8.2.5 Notice

It was noted that a notice on the AWP gate listing old telephone details should be removed.

8.3 Recreation Ground

Councillors were dismayed to learn that Marsh Gibbon Sports and Social Club (MGSCC) had refused permission for a group of Marsh Gibbon boys (Albert Rangers Under 9's) to use the recreation ground. It was noted that the MGSCC does not have the authority to refuse permission to use the recreation ground and had been informed of this in letter dated 27 March 2012 to the then Chairman (Brian Lewis) copied to Carl Needham, Chair MGCC, and Marcelle Turner, Secretary, MGFC.

Cllr RC volunteered to represent the Parish Council at future MGSCC meetings.

Action: Chair to write to the MGSCC copying the 2012 letter and informing MGSCC that Cllr RC would represent the PC at their meetings.

9 BCC DEVOLUTION OF SERVICES

9.1 Devolved Services

9.1.1 Urban grass cutting: Nothing to report.

9.1.2 Hedging: It was noted that RTM had made a good job of the Acland Terrace hedge cutting and should be congratulated.

Action: Clerk to write to RTM

9.1.3 Siding out: Nothing to report.

9.1.4 Rights of Way: Nothing to report.

9.1.5 Weed Killing: Nothing to report.

9.1.6 Maintenance: Nothing to report.

10 ROADS AND PATHWAYS

10.1 Pot holes

No pot holes were reported.

10.2 HGV weight limit

10.2.1 Chair and Cllr IM had discussed the HGV weight limit and concluded that the way forward was to install signage rather than proceed with the weight limit as this would cost between £12.5 and £15K, would be unlikely to succeed and would not prevent local business owners from accessing the village.

The money earmarked for the HGV survey would now go towards the signage.

It was noted that HS2 and EWR HGV's have been instructed not to use the village roads.

10.2.2 A resident had written to the Council expressing concern at the number and speed of HGV's using the village and sought advice on what should be recorded if she produced a log of vehicles.

Action: Clerk to forward the recent Transport for Bucks (TfB) report to the resident.

10.2.3 A resident had requested the erection of 'Quiet Lane' signs in Whales Lane.

Action: Clerk to inform the resident that the Parish Council is currently reviewing village signage with TfB. Action: Cllrs IM and NL will add details to the bulletin and Facebook respectively informing residents that the Council is in discussion with TfB regarding the number of HGV's using the village and the best way to reduce it.

10.3 Speed watch

There were no updates when Thames Valley Police would allow the speed watch to re-start.

Action: Clerk to leave on the agenda.

11 STREET LIGHTING

The following lights had been reported to E.on

- Clements Lane – outside Meadowcroft
- Castle Street
- Bicester Road – outside Pensfold

Action: Cllrs RC to check whether the light in Scotts Lane has been repaired and Cllr NL to check whether any lights in Little Marsh need repairing.

12 ENVIRONMENTAL MATTERS

12.1 Notice Boards

Chair had asked Andy Miller to repair the Mud Pond notice board.

12.2 Ware Pond Railings

A permanent repair to the railings is in hand.

12.3 Dog Fouling

A resident had written to the Council seeking help to prevent dog fouling in The College. It was noted that a dog bin recently positioned at the entrance to The College had to be relocated following a complaint from a resident.

Action: Clerk to inform the resident that the bin located at the entrance to The College had to be removed because of a complaint from another resident and Cllrs IM and NL to add a note to the bulletin and Facebook asking dog owners to pick up dog mess.

13 OXFORD TO CAMBRIDGE EXPRESSWAY

No updates were available.

14 REPORT FROM VILLAGE HALL REPRESENTATIVE

Cllr JS reported that she was no longer the Village Hall Chair but would remain on the committee as a fund raiser. She also reported that finance was extremely 'tight' with electrical work to carry out and the collapsed sewer in the car park needing repair, hence the need for fund raising.

15 CEMETERY MATTERS

15.1 General Maintenance

No updates were available.

15.2 Burials, interments, Advance bookings and Memorial / Additional inscription applications

15.2.1 Councillors approved a replacement memorial on grave A-1-9.

15.2.1 Councillors approved a new memorial on grave D-1-9

Action: Clerk to inform Banbury Memorials

15.3 Scattering of Ashes

Councillors agreed to a relative's request to scatter ashes on grave A-8-15

Action: Clerk to inform relative

15.4 New Homes Bonus (Cemetery paths/roads improvement)

Tim Voss of BSA Chesters is to get in touch with Alan Hickford again towards the end of September and will get back in touch with us at that time.

16 COVID-19

It was noted that everything regarding the committee and helpers is 'on hold' and the foodbank collections have stopped.

17 COMMUNITY BOARD

It was noted that the Environment and Green Spaces subgroup meeting is still scheduled for 24 September.

18 FACEBOOK

Cllr NL reported that Facebook feedback had been positive.

19 ASSET OF COMMUNITY VALUE

Cllr RC, who had volunteered to represent the Parish Council on a residents committee, reported that a group of residents had got together to look into listing The Plough and The Greyhound as Community Assets and possibly making the Greyhound a Community pub. It was noted that Ewelme agreed to listing the pubs as Community Assets.

Cllr RC pointed out that there were two separate issues: 1) listing both pubs as Community Assets and 2) making the Greyhound a Community pub.

It was noted that this is all in the very early stage and some structure needs to be put in place.

Action: Cllr ET agreed to get some information on the Community pub in Little Horwood. Cllr RC and Clerk to liaise.

20 ANY OTHER BUSINESS

19.1 Parish Council Objectives

Cllr IM had produced a list of Parish Council Objectives for discussion.

Action: Clerk to add to the agenda for the next meeting.

21 DATE AND VENUE OF NEXT MEETING

The next Parish Council meeting will be held via ZOOM at 8pm on Tuesday 13 October 2020.

Chair closed the meeting at 10.15pm.

SIGNED:

DATE:

MARSH GIBBON PARISH COUNCIL

Clerk's Financial Report
08-Sep-20

COMMUNITY ACCOUNT

30-Jul-20		£30,161.28	Notes
Outstanding Cheques and cheques approved at meeting on 11 August 2020		-£3,648.74	
Unpresented cheques at 30 August 2020		£617.80	

Income:

Grave Reservation: D-1-10		280.00	
Memorial: Grave B-5-16		70.00	
Burial B--5-2		480.00	

Balance of Community Account at 30 August 2020 **£27,960.34**

Cheque No	Payee	Amount	Authority
Payments to be approved at meeting 11 August 2020			
103022	C Jackman: Clerk Salary: Aug 2020	450.90	LGA 1972 s. 112(2)
103023	HMRC: Clerk PAYE: Aug 2020	43.40	LGA 1972 s. 112(2)
103024	C Jackman: Clerk expenses: Zoom / padlock / postage	47.84	LGA 1972 s. 112(2)
103025	Technical Surfaces: Inv 65943: Repairs to AWP	654.00	LG (MP) A 1976 s 19
103025	Technical Surfaces: Inv 66016: Chemical treatment to AWP	628.82	LG (MP) A 1976 s 19
103026	David Rollins: Inv SK8-2020-04: Skateboard sessions	499.99	LGA 1972 s.145
103027	E.on: Inv 199185: Repair of Castle Street street light (replaced photocell)	28.16	PCA 1957s.3;HA 1980s.301
103028	RTM: Inv 2422 - Grass and hedge cutting	1,293.60	Highways Act 1980 s. 96
DD	Everflow: Inv 642763: Recreation Ground water 8 Oct-7 Nov 2020	16.01	LGA(MP) 1976 s.19

Totals yet to be deducted from balance of Community Account

Cheques for approval at meeting on the 8 September 2020		£3,662.72	
Outstanding cheques at 30 August 2020			
102999: Senses	£172.80		
103008: G Hodges	£410.00		
DD: ICO (Direct Debit is being set up)	£35.00		
	£617.80	£617.80	

Totals yet to be credited

Total **£4,280.52**

Anticipated balance **£23,679.82**

£23,679.82

EARMARKED RESERVE ACCOUNT

29-Apr-20		£27,779.25	
08/06/2020 (interest)		£7.46	

Balance of Earmarked Reserve at 28 Aug 2020 **£27,786.71**

Bank Reconciliation 8 September 2020

COMMUNITY ACCOUNT

CASH BOOK

Balance at 1 April 2020	£27,120.89	Notes
Less Total Payments to 30 August 2020	-£17,020.23	
	-28.16	cancelled e.on cheque

Add total receipts to 30 August 2020 **£17,270.04**

Cash book balance at end August 2020 **£27,342.54**
£27,342.54

EARMARKED RESERVE ACCOUNT

Balance of Earmarked Reserve A/C as at 1 April 2020	£27,779.25
Less total payments to 30 August 2020	£0.00
Add Total Receipts to 30 August 2020	£7.46
Balance at 30 August 2020	£27,786.71

NB: the balance in the Earmarked Reserve Account is made up of:

Replacement of the synthetic carpet at the 5-a-side	£21,147.00	£773 vired to cover overspend on AWP Fencing repairs
Refurbishment of synthetic carpet at 5-a side	£2,007.00	
Ware Pond cleaning	£2,080.00	
New Street Lamps	£1,696.00	
Election Expenses	£775.00	
Fencing Repairs at 5-a-side	£0.00	
Defibrillator	£50.00	
Interest	£31.71	
TOTAL	£27,786.71	