

MARSH GIBBON PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD ON TUESDAY 8 MAY 2018

PRESENT: Cllrs I Metherell (Chair), R Cross (RC), P Evershed (PE), A Lambourne (AL), D Leonard (DL), and J Smith (JS)

In attendance: County & District Councillor Angela Macpherson (CC AM), C Jackman (Clerk) and 31 members of the public

The meeting commenced at 8pm.

1. APOLOGIES

Cllr E Taylor.

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.

3. CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

Cllr IM signed the Declaration of Acceptance and took the Chair for the rest of the meeting.

4. ELECTION OF VICE-CHAIRMAN

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

5. 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.

6. CONFIRMATION OF CLERK AS RESPONSIBLE FINANCIAL OFFICER

Clerk was unanimously elected to be the Responsible Financial Officer.

7. DECLARATIONS OF INTEREST

There were no declarations of interest.

8. MINUTES OF THE MEETING HELD ON 10 APRIL 2018

The Minutes of the Parish Council Meeting held on 10 April 2018 were agreed by those present and signed by the Chairman.

9. MATTERS ARISING

9.1 White Gates

TfB still had not replaced the white gates.

9.1 Speed watch

Chair had not booked the Sentinel camera because he had decided to wait until Thames Water had cleared the area.

A member of the public asked if the large lorries using Station Road could be monitored. Chair explained that this is not possible with the Sentinel camera. Chair also explained that Council is waiting for a response from Transport for Bucks (TfB) regarding a weight limit survey to restrict HGV's using the village and a speeding survey to get the speed limit outside the school reduced to 20 mph.

10. PUBLIC PARTICIPATION

Chair welcomed the members of the public who indicated that they wished to speak on pot holes, Cemetery and Manor Farm License Application.

11. GENERAL CORRESPONDENCE

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

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AVDC		From	Subject	Action
i	11 Apr	Grants and Voluntary Sector Support Officer	Skateboarding in Marsh Gibbon	Minute 14
ii	13 Apr	Hazrat Hussain Parish Liaison Officer	Unitary meeting agenda	Noted
iii	18 Apr	Planning	AVDC planning update	To Councillors
iv	20 Apr	Corporate Resources	Precept remittance advice	
v	23 Apr	Planning	Planning Application Ref: 18/00611/ALB	Minute 12
vi	24 Apr	Corporate Resources	Remittance advice – New Homes Bonus Grant	
vii	26 Apr	Electoral & Democratic Officer	Important Information Request – Poll of All Parish Councillors on Unitary Proposals–	Minute 21
viii	26 Apr	Planning	Planning Application Consultation 18/01362/APP	Minute 12
ix	26 Apr	Planning	Planning Application Consultation 18/01136/APP	Minute 12
x.	27 Apr	Planning	Planning update	To Councillors
xi.	30 April	Neil Blake, Leader	AVDC unitary follow up	Minute 21
xii.	30 Apr	Planning	Planning Application Consultation 18/01382/APP	Minute 12
xiii	2 May	Planning	Ref. No: 18/00611/ALB Status: Listed Building Consent Case Type: Planning Application	Noted
xiv.	2-3 May	DC Angela Macpherson	Manor Farm Licencing	Minute 12
xv.	4 May	Simon Gallacher Principal Licensing Officer	Manor Farm Licencing	Minute 12

BCC		From	Subject	Action
i	11 Apr	CLlr Paul Irwin	Castle Street speed survey	Minute 16
ii	19 Apr		Buckinghamshire County Council local newsletter for Haddenham, Waddesdon and Grendon Underwood	To Councillors
iii	19 Apr	CC Angela Macpherson	HGVs through Marsh Gibbon	Minute 16
iv	19 Apr	Simon Garwood	Ack: Transport Project Application for the Marsh Gibbon Speed Limit Assessment	Minute 16
v	20 Apr		News from Buckinghamshire County Council: April 2018	To Councillors
vi	27 Apr		ONE council update - focus on community hubs	To Councillors
vii	27 Apr		Future Bucks update: Have your say on one new council	To Councillors
viii	4 May		Future Bucks: Have your say on once-in-a-lifetime plans to improve council services	To Councillors
ix	4 May		Future Bucks - focus on Community Boards	To Councillors

ALC		From	Subject	Action
i	11 Apr		Consultation: unauthorised developments and encampments	To Councillors
ii	11 Apr		New Model Standing Orders and LTN's	To Councillors
iii	19 Apr		NALC Updates on GDPR	To Councillors
iv	23 Apr		TTRO Various roads Marsh Gibbon	To Councillors
v	27 Apr		Weekly Update 27/4/18	
vi	27 Apr		Government has tabled an amendment to its own Data Protection Bill to exempt all parish and town councils and parish meetings in England and community and town councils in Wales from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation	To Councillors
vii	1 May		Legal Briefing note on Data Protection Fees	To Councillors

viii	1 May		BCC News: Weekly road surfacing work	Noted
ix	2 May		Small Grant Scheme - one off	To Councillors
x.	3 May		Legal Briefing from NALC on GDPR	To Councillors
xi.	4 May		Parish Liaison Notes	To Councillors
Other		From	Subject	Action
i	1 May	Dave Rollins	Dave Rollins - Public Liability Insurance - 2018-2019	Noted
ii	1 May	Dave Rollins	DBS documentation	Noted
iii	29 Apr	James Macbeth	Normal enquiry/FIO request (re timely issue of minutes)	Clerk responded
iv	29 Apr	Gerrard Barker	Scouts litter pick and tree planting	Agenda item
v	27 Apr	John Tofts	RE: Blocked drains in West Edge, Marsh Gibbon	Agenda item
vi	23 Apr	Dave Rollins	Contract and invoices and documents	Noted
vii	18 Apr	Kym Jones	FW: Proposed Oxford - Cambridge Expressway Road	Chair responded
viii	2-4 May	Various residents	Manor Farm License application	Agenda item

12. PLANNING

12.1 Planning / Licencing Applications

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

Decision: Council had no objection

18/01382/APP: New House Tompkins Lane Marsh Gibbon Buckinghamshire OX27 0EX
Part two-storey extension and first floor build over garage.

Decision: Council had no objection

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

Decision: Council had no objection

PR201804-189871: Licence Type - Premises Licence

Application Status - Under Consultation

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

Chair explained that the Parish Council is not a consultee for licensing applications and then opened the meeting to the public for half an hour. First, he invited the applicants to explain their reasons for applying for a premises licence and then invited members of the public to put their questions.

Residents' concerns were:

- **Lack of notification / advertising of the application**

The applicants explained that they had met all the conditions required by AVDC but that the Thames Water road closure had probably obscured the application notice. They had since moved the notice and agreed with AVDC to extend the comments period to 9 May.

- **Potential impact on residents of loud music**

Applicants had arranged to use a decibel meter according to advice given by AVDC.

- **Frequency of events**

Applicants didn't envisage more than 30-45 events per year. A resident suggested that the premises licence should restrict the number of events.

The applicants offered to meet residents to discuss ways to mitigate the perceived problems.

Chair closed the meeting to the public and following a discussion with Councillors agreed to send the following representation to AVDC:

1. MGPC recognises the strength of feeling and the areas of concern of the 30+ neighbours who attended the parish council meeting when this item was discussed on May 8th.
2. MGPC acknowledges the applicants' plan to hold more weddings at the premises to ensure a viable business and the role of a premises licence in that plan.
3. MGPC is grateful to the applicants and neighbours for their open and co-operative approach to the issues.
4. MGPC is concerned that the sound of live and recorded music played within the premises may cause public nuisance to the residents living nearby, especially during the fine weather of the 'wedding season'.
5. MGPC would welcome further assurances from the applicants and licensing officers that measures will be attached to the licence as conditions to mitigate the impact of the music, such as a decibel-meter, acoustic baffling, pro-active monitoring and rapid response to any complaint.

Action: Clerk to send representation to AVDC

12.2 AVDC Approved Applications

17/04607 Approval of reserved matters pursuant to outline permission 13/03375/AOP for appearance, landscaping, layout and scale of a residential development of 5 dwellings – C Parker & Sons Ltd, Whales Lane, Marsh Gibbon, Buckinghamshire OX27 0HF

18/00611/ALB: Replacement of defective windows on front elevation and windows and door in kitchen. Ware Farm House, Church Street, Marsh Gibbon, Buckinghamshire OX27 0ET

12.3 Withdrawn application

17/01723/AOP: Outline planning permission with all matters reserved for the development of land for up to 9 dwellings, together with associated parking, open space and sustainable drainage. Land South of Little Marsh Road, Marsh Gibbon, Buckinghamshire

13 CLERK'S REPORT AND ADMINISTRATION MATTERS

13.1 Finance Report

Clerk presented the Financial Report for April 2018. Payments totalling £5,973.04 were approved as detailed on page 1833. Clerk reported that she had carried out the monthly bank reconciliation on both bank accounts.

Clerk reported that new Clerk pay scales had been issued.

Action: Clerk to add Clerk's salary review to agenda for next Parish Council meeting.

13.2 2017-18 Annual Return

The accounts were with the internal auditor.

13.2.1 Governance Statement

Clerk read out each Governance Statement to which Councillors responded.

13.2.1 Accounting Statement

Council approved the Accounting Statement subject to the internal auditor having no amendments.

Action: Clerk to liaise with internal auditor

13.3 Insurance Renewal

It was agreed to renew the insurance with Zurich.

13.4 2018-19 Budget

Councillors approved the amended budget which now included the income and expenditure for the skateboarding.

13.5 Cemetery Course

It was agreed that Clerk should not attend the Cemetery Course.

14 PLAY EQUIPMENT, TEENAGE RECREATION AREA AND RECREATION GROUND

14.1 Councillors monthly report

Cllr JS had carried out the monthly inspection.

Action: Cllr JS and Clerk to liaise on what remedial work needs to be carried out.

14.2 Skateboarding

Skateboarding had now been arranged every Saturday morning subject to the village hall being available. All the costs had been met by grants. The storage container had been erected next to the village hall, but Chair explained that it couldn't go onto the concrete slabs.

Action: Clerk to complete the AVDC monitoring forms

15 BCC DEVOLUTION OF SERVICES

15.1 Urban grass cutting: It was noted that the grass in Townsend, Whales Lane, Moat Lane and Spiers Lane had not been cut.

Action: Clerk to inform RTM

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 a resident had filled in a pot hole in Millfield Avenue.

CC AM reported that:

- more money is being spent in repairing pot holes in Marsh Gibbon than anywhere else in her Division.
- All pot holes must be reported on line.
- £1/2M is going to be spent on the road from Edgcott to Buckingham.

It was noted that the condition of Moat Lane is appalling.

16.2 Thames Water

It was noted that Thames Water had given Marsh Gibbon 'a 3-month breathing space'. It was also noted that they must make good any damage they cause.

16.3 Castle Street Speed Limit

A decision is awaited from TfB.

16.4 HGV weight limit

A decision is awaited from TfB.

16.5 Flooding in West Edge

TfB had not carried out the drain clearance.

16.6 White Gates

TfB had received the white gates but had not fitted them yet.

16.7 Damage to verge in Swan Lane

No update available.

16.8 Oxford to Cambridge Expressway

The Government's decision on the preferred route still is awaited.

17 STREET LIGHTING

No faults were reported. It was not known if the shield had been fitted to the light next to Styles Close.

Action: Clerk to liaise with E.on

18 POST OFFICE

The Post Office currently has limited opening hours whilst the staff are being trained. The official opening will be held on Friday 25 May by The Rt. Hon. John Bercow

Action: Clerk to inform the local press and liaise with Mr Bercow's office

19 ENVIRONMENTAL MATTERS

19.1 Street Furniture

It is believed that some work has started on the repair to the seats by Rectory Close. It was also confirmed that approval to paint the white railings at the pond had been given.

19.2 Scouts Tree Planting / Litter Pick

The scouts had asked if there was a public area in Marsh Gibbon where they could plant some trees. It was noted that the Scouts had carried out a litter pick

Action: Clerk to inform the Scouts that the Jubilee Planation and an area between the school and the Rectory are possibilities for them to follow up.

20 CEMETERY MATTERS

19.1 **A Burial** has been arranged in plot B-5-16 on 17 May

19.2 Clerk confirmed that she is in the process of writing to all those who have reserved a burial plot and those who are listed as next of kin to seek their permission to keep their details on file following the notification of the GDPR. Those who have reserved a plot are to be reminded that the fee at the time of burial also applies.

Action: Clerk to send out letters and liaise with Cllr DL to confirm some addresses

19.3 General Maintenance

Councillors agreed to a request from a resident to ask RTM did not cut around two graves in Section B, (Row 2, Plot 4 and Row 1, Plot 4). Councillors agreed that the resident could erect a notice to this effect. It was noted that a vase had been damaged by strimming.

Action: Clerk to inform RTM not to cut the grass over and around the graves indicated

19.4 Grave Digger

Cllr DL confirmed that he had been trying to contact the grave digger to discuss an increase in his fees.

21 UNITARY AUTHORITY

It was noted that AVDC had organised a vote of parish councillors to be carried out by the Electoral Reform Society.

22 DATE AND VENUE OF NEXT MEETINGS

The Annual Parish Meeting will be held at 8pm on Tuesday 22 May in the committee room of the Village Hall.

The next Parish Council meeting will be held at 8pm on Tuesday 12 June 2018 in the committee room of the Village Hall.

Chair closed the meeting at 10.25pm.

SIGNED:

DATE:

MARSH GIBBON PARISH COUNCIL

Clerk's Financial Report
8 May 2018

COMMUNITY ACCOUNT

Notes

Balance at 30 March 2018	£12,269.17
Unpresented cheques and cheques approved at meeting on 9 April	-£1,576.36
Unpresented cheques at 30 April 2018	

Income:

BCC: Final devolved services payment	£1,821.85
AVDC: Half yearly precept	£12,000.00
AVDC: New Homes Bonus, Grant towards skateboard container	£800.00
Hine Trust	£500.00

Balance of Community Account at 27 April 2018 **£25,814.66**

Cheque No	Payee	Amount	Authority
102755	Hiremasters Ltd: Skateboard container	1,746.00	LGA 1972 s.145 (approved via email)
Payments to be approved at meeting 8 May 2018			
102756	Cheque cancelled		
102761	Dave Rollins: Inv SK8-2018-002 - Skate park ramps and accessories	1,000.00	LGA 1972 s.145
102762	Dave Rollins: Inv SK8-2018-001 - Mobile Skate Park Sessions (amended)	243.75	LGA 1972 s.145
102763	RTM: Inv 1075: 30 Apr 2018 - Grass cutting	1,071.00	Highways Act 1980 s. 96
102764	MGVH: Inv 1803/12: VH hire March 2018	18.36	LGA 1972 s133
102765	Zurich: Insurance renewal: 2018	1,735.63	LGA 1972 s. 111
102766	C Jackman: Clerk Salary - April 2018		LGA 1972 s. 112(2) (to be approved at June's PC meeting)
102767	HIMRC: Clerk PAYE - April 2018	140.00	LGA 1972 s. 112(2)
102768	I Metherell: Mileage AVDC unitaries mtg 24 April	£18.30	LGA 1972 s. 112(2)

Totals yet to be deducted from balance of Community Account

Cheques for approval at meeting on the 8 May 2018	£5,973.04	(Total includes cheque approved by email)
Unpresented cheques	£0.00	

£5,973.04

Cheques yet to be credited to the Community Account

£0.00

Anticipated balance **£19,841.62**

EARMARKED RESERVE ACCOUNT

Balance at 28 April 2018	£30,669.47
	£0.00

Balance of Earmarked Reserve at 28 April 2018 **£30,669.47**

Clerk reported reconciliations had been carried out on ER and CA accounts up to 28 April 2018

Bank Reconciliation - 28 April 2018

COMMUNITY ACCOUNT

CASH BOOK

Notes

Balance at 1 April 2018	£12,250.87
Less Total Payments to 28 April 2018	-£3,304.06
Add total receipts to 28 April 2018	£15,121.85
Cash book balance at end April 2018	£24,068.66
	£24,068.66

BANK STATEMENT

CA Bank Balance end April 2018	£25,814.66
Less unpresented cheque:	-£1,746.00
102755: Hiremaster (included in April payments)	

Effective bank balance end April 2018 **£24,068.66**

Cash book balance **£24,068.66**

EARMARKED RESERVE ACCOUNT

Balance of Earmarked Reserve A/C as at 1 April 2018	£30,669.47
Less total payments to 28 April 2018	£0.00
Add Total Receipts to 28 April 2018	£0.00
Balance at 28 April 2018	£30,669.47

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	£20.47
TOTAL	£30,669.47