

MARSH GIBBON PARISH COUNCIL

MINUTES OF THE 'VIRTUAL' PARISH COUNCIL MEETING HELD ON TUESDAY 11 August 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), P Evershed (PE), E Taylor (ET), J Smith (JM), R Cross (RC), N Lyon (NL) and C Jackman (Clerk)

APOLOGIES: Cllr I Metherell (IM)

Meeting commenced at 8.09pm.

1. CO-OPTED COUNCILLORS

Chair welcomed Councillors Richard Cross and Nick Lyon and congratulated them on being co-opted onto the Council.

2. DECLARATIONS OF INTEREST

No declarations were declared.

3. MINUTES OF THE MEETING HELD ON 14 JULY 2020

The Minutes of the Parish Council Meeting held on 14 July 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	Daily	Permit Officer	TTRO	Local closures only to Councillors
ii	Weekly	Communications	Roadworks update	Local works only to Councillors
iii	3 Aug	Fly Tipping Mailbox	Confirmation of Heet Road fly tipping report	Minute 12
iv	3 Aug	Community Board Coordinator for Haddenham and Waddesdon (CB)	Confirmation that Cllr Lyon has been appointed to the Environment and green spaces sub group.	Minute 17
v	3 Aug	Communications mailbox	Call for extra vigilance to help stop post-lockdown fly tipping	To Councillors
vi	3 Aug	David Cairney Engineer (IEng FIHE), Network Improvement Team	HGV's using Marsh Gibbon	Minute 10
vii	31 Jul	Team Leader – Network Improvement Team	Marsh Gibbon Weight Limit Study	Minute 10
viii	29 Jul	Communications	Green light for new 'greenway'	To Councillors
ix	29 Jul	Planning	20/01613/APP Status: Householder Approved	Noted

x	28 Jul	Electoral & Democratic Services Officer	Confirmation new councillors have been added to Buckinghamshire contacts	Noted
xi	24 Jul	System Administrator & Street Naming and Numbering Officer	Confirmation of postal addresses - Leonard Meadow	Minute 6
xii.	23 Jul	Communications Mailbox	High Court rejects challenge to Wycombe District Local Plan	To Councillors
xiii.	23 Jul	CB	Haddenham and Waddesdon Community Board - invitation to express interest to join a sub group to progress Board priorities	To Councillors
xiv.	22 Jul	Communications Mailbox	Have your say – look out for your electoral registration form in the post	To Councillors
xv.	22 July	Communications Mailbox	New Chairman appointed for Aylesbury Garden Town	To Councillors
xvi.	22 Jul	Communications Mailbox	Bucks children receive 25,000 free books to help them continue learning at home this summer	To Councillors
xvii	20 Jul	Parks & Green Infrastructure Officer	07/01493/APP - Land Adj Manor Farm Main Street	Minute 7
xviii	20 Jul	Aylesbury Hub Support for Covid 19 Communities Officer	Free activity this summer	Clr NL followed up
xix	15 Jul	Engineer (IEng FIHE), Network Improvement Team	HGV's using Marsh Gibbon	Minute 10
xx.	14 July	CB	Haddenham and Waddesdon Community Board agenda and associated papers for the meeting on Wednesday 22nd July 2020 at 7 pm	To Councillors
xxi.	4 Aug	Local Area Technician	Clements Lane, Village Hall drains	To Councillors
xxii.	4 Aug	Planning	Planning Application Consultation 20/02508/APP	Minute 6
xxiii.	7 Aug	Planning	Planning Application Consultation 20/02556/ALB	Minute 6
xxiv.	6 Aug	CB	Grassroots Football Restart - for parishes who maintain and manage football pitches	To Councillors ¹
xxv.	6 Aug	Communications	Buckinghamshire Council joins country's biggest mass-action environmental campaign	To Councillors
xxvi	6 Aug	Lord-Lieutenant of Buckinghamshire	Calling out for our COVID-19 heroes	To Councillors
xxvii	10 Aug	Communications	Council marking the 75th anniversary of VJ day with online celebrations	To Councillors
ALC/NALC		From	Subject	Action
i.	31 Jul	NALC	CHIEF EXECUTIVE'S BULLETIN	To Councillors
ii.	30 Jul	BMK ALC	BMKALC WEBSITE ACCESSIBILITY - NEW DATE ADDED	To councillors
iii	30 Jul	BMK ALC	BUCKINGHAMSHIRE CORONAVIRUS HEALTH & WELLBEING SURVEY UPDATE	To councillors
iv	30 Jul	NALC	CORONAVIRUS — INFORMATION FOR PARISH AND TOWN COUNCILS	To Councillors
v	28 Jul	NALC	NALC ANNOUNCES DETAILS FOR SIX NEW ONLINE EVENTS	To Councillors
vi	27 Jul	BMKALC	Bucks Council Coronavirus Health and Wellbeing Survey	To Councillors
vii	24 Jul	NALC	CHIEF EXECUTIVE'S BULLETIN	To Councillors
viii	22 Jul	BMK ALC	BMKALC UPDATED EVENT SCHEDULE	To Councillors
ix	22 Jul	BMK ALC	REVISED GUIDELINES ON PLAYGROUND REOPENING	To Councillors
x	21 Jul	NALC	CORONAVIRUS — INFORMATION FOR PARISH AND TOWN COUNCILS	To Councillors
xi	16 Jul	BMK ALC	Guidance on opening of Community Areas.	To Councillors
xii.	7Aug	NALC	Chief executive's bulletin	To Councillors
xiii.	5 Aug	BMKALC	Buckinghamshire Business Grants	To Councillors

xiv.	5 Aug	BMKALC	Remote Council Meetings	To Councillors
	Other	From	Subject	Action
i	4 Aug	ERTA	ertarail ERTA Great Central Corridor Re-Railing Call Pamphlet	To Councillors
ii	3 Aug	Village Hall booking secretary	Change of address	Noted
iii	31 Jul	EWR Alliance	Station Road, Launton: The road closure will be from 07/09/2020 to 08/09/2020 and then again from 21/09/2020 to 22/09/2020	To Councillors
iv	31 Jul	RoSPA Playsafety Ltd	RoSPA Play Safety Inspection Reports	Minute 8
vi	31 Jul	Connection Support	Boost Parenting Service - Volunteers needed	To Councillors
vii	31 Jul	Wheel Power	The Alternative Mix96 Tour de Vale - WheelPower needs your support!	To Councillors
viii.	30 Jul	Zurich Insurance	Zurich Insurance - Long Term Agreement [Quote Ref: 308689256] – Go-carting	Minute 7
ix	28 Jul	Eric Gadsden Managing Director W E Black Ltd	19/02094/ADP - Little Marsh Road, Marsh Gibbon	Minute 6
x	27 Jul	EWR Alliance	East West Rail Phase 2 Project Newsletter - July 2020	To Councillors
xi	27 Jul	Clerk Waddesdon PC	Notification that Thames Valley Police have cancelled the speed watch programme for the time being	To Councillors
vii	23 Jul	RTM	RTM Landscapes Grounds Maintenance Report	Noted
viii	18 Jul	Via email	Station Road Hedge cutting	Chair followed up
ix	17 Jul	Carol Render	Village hall usage	To Councillors
x	16 Jul	EWR Alliance	New Community Liaison Officer	To Councillors
xi	7 Aug	C R J Anstey	Charities annual report to the 2020 Annual Parish Meeting	To Councillors
xii.	6 Aug	Lord-Lieutenant of Buckinghamshire	Calling out for our COVID-19 heroes	To Councillors

N.B. ¹Grassroots Football Restart - for parishes who maintain and manage football pitches
 Cllr PE reported that she had spoken to Marcelle Turner, Secretary of Marsh Gibbon Football Club, who had confirmed that the football club was following the COVID-19 guidelines issued by the Football Association. Friendly matches had started, and league matches will start on 12 September. Marcell also reported that the football club had been awarded COVID-19 funding of £1500 which will be spent on verti-draining and £500 which will be spent on sanitizers.

6 PLANNING

6.1 Planning applications

20/02508/APP: Bailey Cottage 13 Clements Lane Marsh Gibbon Buckinghamshire OX27 0HG

Erection of side/rear extension and associated alterations together with a detached garage / home office.

Council decision: No objection

Action: Clerk to inform Buckinghamshire Planning

20/02556/ALB | Cromwell House Church Street Marsh Gibbon Buckinghamshire OX27 0ET

Removal of modern stud partition wall, hardboard doors and hardboard cupboards within dining (central) room. Removal of modern block work infill from timber frame of dining (central) room wall (west). Removal of modern laminate floor covering and screed floor from living (eastern) room. Opening up of dining (central) and living (eastern) room fireplaces. Schedule of repairs to ground floor living rooms and passageway to include interior walls and ceilings, exposed beams and floor joists and interior joinery. Fitting of wood wool boards to interior elevations of living rooms to protect incidental fragments of wall painting. Conservation, repair and presentation of exposed wall paintings. Replacement and reconfiguration of internal staircase. Repair and rebuilding of front and eastern elevation boundary stone walls.

Council decision: No objection

Action: Clerk to inform Buckinghamshire Planning

6.2 Buckinghamshire Council Approved Application

20/01613/APP | One and a half storey extension to rear (running parallel to existing building). Alterations to fenestration to front elevation. Alterations to roof line on single storey element of existing front elevation. | The Laurels Tompkins Lane Marsh Gibbon Buckinghamshire OX27 0EX

6.3 Ewelme Sites

Site A: W E Black Ltd, developers of Site A, had copied the Parish Council an email sent to Buckinghamshire Council complaining of the delay in getting a sensible response from the Planning Department.

Site B: Chair reported that Deansfield have been given an extension to February 2021 to complete the purchase.

Site C: Buckinghamshire Council have confirmed that Site C will be named Leonard Meadow and the Post Code will be OX27 0AB.

7 CLERK'S REPORT AND ADMINISTRATION MATTERS

7.1 Finance Report

Clerk presented the Financial Report for August 2020. Payments totalling £3,008.44 were approved, as detailed on page 2004. Clerk confirmed that she had carried out a reconciliation on both accounts. Following a question from Cllr RC, Cllr PE explained that the Council held the earmarked reserves in a separate bank account. Clerk explained that Council had to identify earmarked reserves if it held three times its precept.

7.2 Skateboarding

7.2.1 Equipment

Councillors approved the purchase of the skateboarding equipment as per the quotation supplied by D Rollins from Route One at a cost of £944.66. As Route One would only accept electronic payments, it was agreed that D Rollins would pay Route One and that the Parish Council would reimburse him.

7.2.2 Insurance

Following permission from the village hall committee to use go-carts on the village hall car park, Clerk had been working with D Rollins to organise the necessary insurance. D Rollins owns the go-carts, so they will be listed with the insurance company as his property. Cllr JS then explained how the go-carts would be used.

7.3 S106

7.3.1 Planning Application 07/01493/APP, land adjacent to Manor Farm, Poundon

The S106 contribution from this planning application had now been awarded to Twyford towards their pavilion.

7.3.2 20/01507/AOP - Home Farm Stratton Audley Road Poundon

No updates were available.

7.3.3 S106 allocation

Cllr RC asked how S106 funding was allocated to particular projects..

Action: Clerk to forward allocation list to all Councillors

7.4 Finance Meeting

Cllr ET suggested that a Finance Meeting should be arranged to discuss the allocation of future S106 funding.

8 PLAY EQUIPMENT, TEENAGE RECREATION AREA AND RECREATION GROUND

8.1 Opening of Playground

Clerk had put up further notices.

8.2 Maintenance

8.2.1 Council had received RoSPA Play Safety's **annual inspection** report. It was noted that there were low and medium risk items to deal with. There were no high-risk items.

Action: Cllr NL to review the report and check the items which need attention and report back to the next Parish Council meeting.

8.2.2 Chair confirmed that he will **remove the seat** in the children's play area.

Action: Chair to remove the seat

8.2.3 All Weather Pitch (AWP)

Clerk had submitted confirmation to Technical Surfaces that Councillors had accepted their quotation (reference 92807):

- 1 off Rejuvenation® £7,500.00 + VAT
- 5-year plan £9,000.00 + VAT

Following further correspondence Councillors agreed to further corrective maintenance:

- Repairs £545.00 + VAT
- Chemical Treatment £524.02 + VAT .

Action: Clerk to confirm the additional corrective maintenance as recommended by Technical Surfaces.

9 BCC DEVOLUTION OF SERVICES

9.1 Devolved Services

- 9.1.1 Urban grass cutting: Nothing to report.
- 9.1.2 Hedging: Nothing to report.
- 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.

9.2 Tree responsibilities

It was noted that the only trees on Parish Council land are those bordering the cemetery, which are regularly checked.

Action: Clerk to enquire who is responsible for the trees at the Recreation Ground and the play area adjacent to the village hall.

10 ROADS AND PATHWAYS

10.1 Pot holes

No pot holes were reported.

10.2 HGV weight limit

10.2.1 Chair reported that Transport for Bucks had produced a feasibility study report "Marsh Gibbon Heavy Goods Vehicle Controls" with the preferred option appearing to be improved signage.

Action: Chair to liaise with Cllr IM and report back to the Parish Council on the way forward.

It was noted that it would be difficult to restrict all HGV's as some are located in or around Marsh Gibbon

10.2.2 Clerk reported that she had received a telephone call from W.G. Hill & Son (WGH) informing her that their lorries would have to go through the village when the Poundon Road is closed.

WGH also expressed concern that 'libellous' comments were being put on Facebook regarding its operation, to which Clerk said that the Parish Council had no influence on the village Facebook page.

WGH also reported that rules regarding milk lorries reversing into farmyards were sometimes not being applied.

10.3 Speed watch

It was noted that Thames Valley Police now have cancelled all speed watch activity until further notice.

Action: Clerk to leave on the agenda.

11 STREET LIGHTING

The following lights had been reported to E.on

- Clements Lane - Light out – NOW WORKING
- Clements Lane - Light out – NOW WORKING
- Tompkins Lane o/s new brick houses - Light out
- Styles Close - Light out
- Tompkins Lane o/s Quillys House - Light Flashing (on its way out)
- Scotts Lane - Light on but still taped up.
- West Edge (outside The Bays) – Light out

Cllr ET reported that a light on Castle Street is permanently on.

Action: Clerk to report to E.on.

12 ENVIRONMENTAL MATTERS

12.1 Notice Boards

Chair had spoken to Andy Miller about the repair of the notice boards who had recommended the removal of the notice board 'on legs' next to Forge Close and a new back on the notice board at Mud Pond at a cost of ~£200.

Action: Chair to ask Andy Miller to go ahead with the work.

12.2 Ware Pond

12.2.1 Railings

Barry Leonard had made a temporary repair to the railings and will make a permanent repair when he has more time. New posts will be needed for the permanent repair and Cllr ET suggested that money is earmarked for this work.

12.2.2 Pond cleaning

Peter Ferens had been cleaning out the pond but now recommends that a digger is used to lift out the bulrushes. He has obtained a quote of £250 for a Hi-Mac digger. It was agreed to go ahead with the work in the autumn (possibly October/November) after the bird nesting season.

Action: Chair, Cllr ET to liaise with Peter Ferens to organise a date for the work to be completed. Chair will remove the spoil.

12.2.3 Slipping Stones

Cllr JS reported that some of the stones on the sloping area from the seat are slipping and some are broken or missing.

Action: Cllr ET to speak to Peter Ferens for advice.

12.3 Fly Tipping

It was noted that more and more fly tipping is happening along the Heet Road with lorry loads of tree trunks/branches being dumped in gateways. Clerk had reported the fly tipping and written to Buckinghamshire Council for advice and to the PCSO asking if they could make extra patrols along the road but had not received a response from either.

13 OXFORD TO CAMBRIDGE EXPRESSWAY

No updates were available.

14 REPORT FROM VILLAGE HALL REPRESENTATIVE

Cllr JS reported that the Village Hall AGM will be held at 7.30 on 26 August in the hall which has been sanitised according to Government guidelines. JS also reported a volunteers have come forward for the Chair and Secretary positions, but no one has yet volunteered to take on the Treasurer's role.

15 CEMETERY MATTERS

15.1 General Maintenance

15.1.1 Clerk had requested advice from the grave digger on how to deal with a root pushing up a memorial on one of the plots and is awaiting a response.

15.1.2 Clerk had been trying to order a new green bin for the cemetery from Buckinghamshire Council. Cllr ET suggested that she contact CC Angela Macpherson for help if she does not soon get a response.

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

15.2.1 A burial had taken place on 5 August in Section D, Row 2, Plot No 1.

A burial is due to take place on 18 August in Section B, Row 5, Plot No 2. A request to erect a gazebo at this burial was refused.

15.2.2 Councillors agreed to a resident's request to book burial space Section D, Row 1, Plot No 10.

Action: Clerk to issue Burial Grant / Cllr PE to speak to grave digger to place paviour reserving the plot.

5.2.3 Council had agreed, via email, a request for a memorial on the grave in Section B, Row 5, Plot No 16.

15.3 New Homes Bonus (Cemetery paths/roads improvement)

At the PC meeting of 14 July it had been agreed that –

Cllr ET to ask James Taylor to inspect the work for a second opinion and advice on the way forward.

Any repair work should be carried out in the autumn.

Cllr PE should liaise with Tim Voss to discuss options re the cracking/splitting of the tarmac on the LH path (south) from the centre and on the path from the centre to the back hedge (west).

Cllr PE updated the PC on this project.

The cracking has been getting worse on the two paths involved to date. More photographs have been sent to Tim Voss. Tim Voss has been in contact with Alan Hickford (of Hickford Construction – the contractors) and Alan Hickford has “agreed to set back an assessment of the movement and making good works until the autumn”. He is also “happy to set back the date for the end of the defects liability period until this time with MGPC continuing to hold the retention sum until this time”. Tim Voss is to get in touch with Alan Hickford again towards the end of September – this information was emailed to Cllr PE on 5 August.

16 **COVID-19.**

It was noted that:

- The COVID-19 Volunteer organisers are now meeting every three weeks and will be letting residents know that they are still available should they be needed.
- Grant money is still available but will be held just in case there is a second spike when it will be needed.

17 **COMMUNITY BOARD**

Chair was unable to attend the on-line meeting of the first Community Board, which set its priorities for the short-medium term. Following the meeting Cllr NL volunteered and was accepted onto the Environment and Green Spaces subgroup. The first meeting of the sub group is planned for 24 September.

18 **FACEBOOK**

Cllr NL had looked into local Parish Councils who have their own Facebook page and thought that it would be good to have one for Marsh Gibbon, subject to there being a ‘sturdy’ disclaimer. He also thought that it would be an enhancement to Cllr IM’s newsletter, targeting a different group of people. All Councillors were in favour.

Action: Cllr NL to set up the Facebook page.

19 **ANY OTHER BUSINESS**

19.1 **Asset of Community Value**

A resident had approached the Parish Council asking if it would consider applying to register both The Plough and The Greyhound as ACVs (Asset of Community Value). Unfortunately, the request had come too late to be added to the agenda so will be added to the agenda for the next meeting. However, Councillors did think this was a good idea and asked Clerk to write to the resident to let him know. Chair had spoken to Andrew Robson, Ewleme agent, who did not object to the proposal.

Action: Clerk to write to resident

19.2 **Free Activity**

Councillors thanked Cllr NL for organising one of three of the FREE hunts for youngsters put together by Buckinghamshire Council. Cllr NL will organise another new hunt shortly.

20 **DATE AND VENUE OF NEXT MEETING**

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

Cllr JS reported that the main village hall would be available at Committee Room cost, but NALC were still advising councils to hold their meetings ‘virtually’.

Chair closed the meeting at 10.05pm.

SIGNED:

DATE:

MARSH GIBBON PARISH COUNCIL

Clerk's Financial Report
11-Aug-20

COMMUNITY ACCOUNT		Notes
29-Jun-20		£32,551.29
Outstanding Cheques and cheques approved at meeting on 14 July 2020		-£3,958.47
Unpresented cheques at 30/July 2020		£640.30
Income:		
Additional inscription grave space C-4-7		30.00
Memorial Grave space B-6-17		70.00
Reservation Grave space D-2-1		280.00
Interment D-2-1		520.00
Cancelled cheque (E.on maintenance) from FY 19-20		28.16
Balance of Community Account at 30 July 2020		£30,161.28

Cheque No	Payee	Amount	Authority
Payments to be approved at meeting 11 August 2020			
103015	RTM: Inv: 2372 Grass cutting	532.80	Highways Act 1980 s. 96
103016	Playsafety: Inv 50463: Annual Playground inspection	168.60	LG (MP) A 1976 s 19
103017	SSE: Inv 11772331 0032: Street lighting elec 2 Jul to 3 Aug	231.87	PCA 1957s.3:HA 1980s.301
103017	SSE: Inv 591772404 0032: Street lighting elec 2 Jul to 3 Aug	13.25	PCA 1957s.3:HA 1980s.301
103017	SSE: Inv 861786437 0021: Street lighting elec 2 Jul to 3 Aug	2.87	PCA 1957s.3:HA 1980s.301
103018	C Jackman: Clerk Salary: July 2020	450.90	LGA 1972 s. 112(2)
103019	HMRC: Clerk PAYE: July 2020	43.40	LGA 1972 s. 112(2)
103020	D Rollins: Inv SK8-2020-03: 4 x Skateboarding sessions	416.66	LGA 1972 s.145
103021	D Rollins: Route One: Invoice 10783: Skateboarding equipment	1,133.59	LGA 1972 s.145
DD	Everflow: Recreation ground water - 8 Sept to 7 Oct	14.50	LGA(MP) 1976 s.19

Totals yet to be deducted from balance of Community Account			
Cheques for approval at meeting on the 11 August 2020		£3,008.44	
Outstanding cheques at 29 July 2020			
102998: MGVH	£22.50		
102999: Senses	£172.80		
103008: G Hodges	£410.00		
DD: ICO (Direct Debit is being set up)	£35.00		
	£640.30	£640.30	

Totals yet to be credited			
Reservation Grave space D-1-10		-280.00	
Memorial Grave B-5-16		-70.00	
	Total	£3,298.74	

Anticipated balance **£26,862.54**
£26,862.54

EARMARKED RESERVE ACCOUNT		
29-Apr-20		£27,779.25
08/06/2020 (interest)		£7.46
Balance of Earmarked Reserve at 29 July 2020		£27,786.71

Bank Reconciliation 11 August 2020

COMMUNITY ACCOUNT

CASH BOOK		Notes
Balance at 1 April 2020	£27,120.89	
Less Total Payments to 30 July 2020	-£14,011.79	
	-28.16	cancelled e.on cheque
Add total receipts to 30 July 2020	£16,440.04	
Cash book balance at end July 2020	£29,520.98	
	<i>£29,520.98</i>	

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