

## MARSH GIBBON PARISH COUNCIL

### MINUTES OF THE 'VIRTUAL' PARISH COUNCIL MEETING HELD ON TUESDAY 14 JULY 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), P Evershed (PE) and E Taylor (ET)

**In attendance:** CC Angela Macpherson (until ~9.15pm) and C Jackman (Clerk)

The meeting commenced at 8pm.

**1. APOLOGIES**

Cllr June Smith

**2. DECLARATIONS OF INTEREST**

No declarations were declared.

**3. MINUTES OF THE MEETING HELD ON 9 JUNE 2020**

The Minutes of the Parish Council Meeting held on 9 June 2020 were agreed by those present and will be signed by the Chairman at the next 'proper' meeting.

**4. MATTERS ARISING**

**4.1 Cllr Richard Cross Retirement: Commemorative Mug**

Chair confirmed that he had presented the commemorative mug to Cllr Richard Cross in recognition of his Parish Council service.

**5. GENERAL CORRESPONDENCE**

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

Bucks Council		From	Subject	Action
i	13 July	Community Board	An update on Community Boards in Buckinghamshire	To Councillors
ii	Daily	Permit Officer	TTRO	Local closures only to Councillors
iii	11 July	Planning	20/00345/APP   Status: Appeal - Non Determination   Case Type: Planning Application	To Councillors
iv	11 July	Planning	20/00346/ALB   Status: Appeal - Non Determination   Case Type: Planning Application	To Councillors
v	10 July	Planning	20/00042/NONDET - Cromwell House Church Street	To Councillors
vi	10 July	Planning	20/00041/NONDET - Cromwell House Church Street	To Councillors
vii	Weekly	Communications	Weekly road works update	To Councillors where relevant
viii	Daily	Communications	Various updates	To Councillors where relevant
ix	3 July	Community Board	Haddenham and Waddesdon Community Board July Meeting: Wednesday 22nd July at 7 pm.	To Councillors
x	2 July	Communications	Outdoor play areas and gyms reopening in Buckinghamshire	To Councillors
xi	1 July	Communications	Have your say - Look out for your voter registration details from Buckinghamshire Council	To Councillors
xii.	1 July	Planning	20/00260/ALB   Status: Listed Building Consent   Case Type: Planning Application	To Councillors

xiii.	30 June	Community Board	Haddenham and Waddesdon Community Board - invite to Town and Parish Councils	Agenda item
xiv.	27 June	Planning	20/01261/ALB   Status: Listed Building Consent   Case Type: Planning Application	Min 6
xv.	26 June	Planning	20/01392/APP   Status: Refused   Case Type: Planning Application	Noted
xvi.	26 June	Communications	Queen appoints new Lord-Lieutenant for Buckinghamshire	To Councillors
xvii.	25 June	Communications	Buckinghamshire welcomes three new Deputy Lieutenants	To Councillors
xviii.	25 June	TfB	Clarification on the Vehicle Activated Signs Policy in Buckinghamshire	To Councillors
xix.	24 June	CC Angela Macpherson	Update on Town and Parish Council involvement in planning applications	To Councillors
xx.	24 June	TfB	Blocked drains in Clements Lane – work in progress to rectify	Noted
xxi.	23 June	System Administrator & Street Naming and Numbering Officer Resources Directorate	Ewelme Site C: Street Naming & Numbering Public Health Act 1925 Sections 17, 18 & 19	To Councillors
xxii.	22 June	Communications	Buckinghamshire Council adopt a new Local Enforcement Plan	To Councillors
xxiii.	19 June	Parks & Green Infrastructure Officer	20/01507/AOP - Home Farm Stratton Audley Road Poundon	To Councillors
xxiv.	18 June	Planning	20/01340/APP   Status: Householder Approved	To Councillors
xxv.	18 June	CC Angela Macpherson	EWR / HS2 HGV's using Marsh Gibbon	To Councillors
xxvi.	16 June	Planning	Planning Application Consultation 20/01727/APP	Agenda item
xxvii.	15 June	Business Support Officer	Problem Report: Outside the Plough pub at the junction of Station Road/Church Street and Castle Street	Clerk responded
xxviii.	13 June	Planning	20/01330/APP   Status: Householder Approved   Case Type: Planning Application	To Councillors
xxix.	11 June	Planning	Planning Application Consultation 20/01841/APP	Dealt with by email

ALC/NALC		From	Subject	Action
i.	8 June	NALC	NALC LAUNCHES NEW PUBLICATION ON WEBSITE ACCESSIBILITY	Clerk following up with website provider
ii.	10 July	NALC	Chief executive's bulletin	To Councillors
iii.	8 July	BMKALC	BMKALC TRAINING SCHEDULE UPDATED	To Councillors
iv.	8 July	BMKALC	Buckinghamshire Council Planning Enforcement	To Councillors
v.	3 July	NALC	Chief executive's bulletin	To Councillors
vi.	3 July	NALC	SUPPORTING LOCAL COUNCILS TO REOPEN PLAYGROUNDS SAFELY	To Councillors
vii.	2 July	NALC	Coronavirus — information for parish & town councils	To Councillors
viii.	1 July	BMKALC	Opening of Multi Purpose Community Facilities and Council buildings	To Councillors
ix.	1 July	BMKALC	Opening of Play areas and play grounds	To Councillors
x.	30 June	NALC	CORRECTION: 😊 CORONAVIRUS — INFORMATION FOR PARISH AND TOWN COUNCILS	To Councillors
xi.	29 June	BMKALC	Council Meetings and Playground Update	To Councillors
xii.	26 June	BMKALC	Your chance to comment on proposed Code of Conduct	To Councillors
xiii.	22 June	BMKALC	LTN 8 Elections and Co-options revised June 2020	To councillors
xiv.	11 June	NALC	New model code of conduct consultation	To Councillors

Other		From	Subject	Action
i	8 June	WPD	Updated unmetered supplies certificate (street lighting)	Noted
ii	8 June	E.on	Update on street lights in Bicester Road and Scotts Lane	Noted
iii	9 July	Technical Surfaces	Synthetic Sports Surface maintenance report (92807) Parish Council contact details updated	Noted
iv	8 July	RTM	RTM Landscapes Grounds Maintenance Report	Noted
vi	8 July	Student, Manchester University	Neighbourhood Planning Survey	Completed by Cllr IM
vii	7 July	Zurich Insurance	Zurich Insurance - Long Term Agreement [Quote Ref: 308689256] – requirements from Zurich regarding the re-starting of skateboarding	To Chair/Cllr IM Skateboard organisers Agenda item
viii.	6 July	Technical Surface	Synthetic Sports Surface maintenance report (92807)	Agenda item
ix	7 July	CIB	COVID-19 Briefing #53: Community building reopening pack & #FundAlerts	To Councillors
x	6 July	D Rollins	Quote for skateboard equipment	Min 7
xi	5 July	Paul Adams	Grass mowing AWP	Cllr IM responded
vii	29 June	RTM	Updated Insurance Details	Noted
viii	28 June	MGTC	Cutting leylandii on PC land	Cllr IM responded
ix	24 June	RTM	RTM Landscapes Grounds Maintenance Report	Noted
x	23 June	MG Resident	Street lights not working in Styles Close and Tompkins Lane	Clerk reported to E.on
xi	19 June	EWR Alliance	East west Rail construction vehicles	To Councillors
xii.	17 June	PKF Littlejohn LLP	Ack of Audit submission: BU0130- 2019/20 AGAR (Marsh Gibbon Parish Council)	Noted
xiii.	16 June	MG Resident	Your monthly bulletins very much appreciated	Cllr IM responded
xiv.	15 June	MG Resident	Hunting gate and east west rail – blocked right of way	Clerk responded
xv.	15 June	Tim Voss	Marsh Gibbon Cemetery - Works to Paths/Roads	Agenda item
xvi.	14 June	Play Safety	Notification of play area inspection in July for Marsh Gibbon Parish Council	Noted
xvii	12 June	EWR Alliance	East west Rail update – footpaths	To Councillors
xviii	11 June	MG Resident	White Mercedes Van	Resolved

## 6 PLANNING

### 6.1 Planning applications

**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

**Decision: No objection**

**20/01727/APP** | Single storey rear extension to approved application 18/03332/APP | Box Farm House Castle Street

**Decision: No objection**

### 6.2 Buckinghamshire Council (Aylesbury Vale Area) Approved applications

**20/00260/ALB** | Status: Listed Building Consent Cromwell House Church Street

**20/01261/ALB** | Status: Listed Building Consent: The Old Manse West Edge

**20/01340/APP** | Status: Householder Approved: 7 Rectory Close

**20/01330/APP** | Status: Householder Approved: 6 Styles Close

### 6.3 Buckinghamshire Council (Aylesbury Vale Area) Refused application

**20/01392/APP** | Status: Refused: Cromwell House Church Street

### 6.3 Appeals

**20/00345/APP | and 20/00346/ALB:** Works of demolition, rear extension, internal and external alteration and conversion and alteration of outbuildings to form ancillary accommodation and garaging - Cromwell House Church Street Marsh Gibbon Buckinghamshire OX27 0ET.

### 6.4 Ewelme Sites

**Site A:** No updates were available.

**Site B:** It was noted that the developer had contacted CC Angela Macpherson for help in speeding up the planning application decision. It was noted that an extension to 17 July had been agreed but it was thought that the planners had no objection to the reserved matters application.

**Site C:** Buckinghamshire Council had issued an order on 25 June 2020 assigning the name Leonard Meadow to site C. It was noted that any appeals should be made to Wycombe or Milton Keynes Magistrates Court. The order will be made on or after the 25<sup>th</sup> July 2020.

## 7 CLERK'S REPORT AND ADMINISTRATION MATTERS

### 7.1 Finance Report

Clerk presented the Financial Report for July 2020. Payments totalling £3,363.01 were approved, as detailed on page 1996. Clerk confirmed that she had carried out a reconciliation on both accounts.

### 7.2 Skateboarding

Cllr IM reported that he, Clerk, Dave Rollins (skateboard organiser) and Madeleine Orlando (fund raiser) had held a 'virtual' meeting to discuss the way forward. Cllr IM reiterated his report via email prior to the Parish Council meeting:

*The hope is that the ramps could be used again from probably Sunday 19<sup>th</sup>, subject to approval by Council and the Hall car park being available, and to the Covid-19 precautions being observed.*

*To remind us of the financial situation, we budgeted £5,000 for 2020-21 (including £1,500 pledge from MGPC) and have so far spent £1,292 on Dave's work on and materials for the ramps. If we were able to hold 24 sessions at £85 per session, that would cost £2,040. We also plan to acquire a number of boards and scooters for use by kids who don't have their own, with a budget of about £1,500. This will be subject to MGPC approving the quotation, as they will become MGPC property.*

*Since the project began, we have received external funding totalling £11,840 and incurred costs of £9,553.*

*The funding has come from AVDC in various guises (£6,466), BCC (£3,100), Hine Trust (£750), Tesco (£1,000) and public donations (£524).*

It was agreed that Skateboarding could continue on Sunday 19<sup>th</sup> July subject to the village hall car park being available.

It was noted that Cllr June Smith (current VH Chair) and Steve Nicholls (Vice-Chair) had agreed to meet with skateboard organiser to decide whether the go-carts could be used in the car park. Clerk reported that the go-carts currently were not included in the Parish Council's insurance.

Approval for the purchase of new equipment would be on the agenda of the next Parish Council meeting following the selection of equipment by Dave Rollins and Maddy Orlando. Cllr ET enquired whether there was currently sufficient storage for the equipment.

**Action: If the VH give the go-ahead for the use of the go-carts Clerk to add to the Parish Council's insurance.**

### 7.3 S106

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

No updates were available.

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

Further to the Council being informed that if the above development proceeds it will generate a sport/leisure contribution of around £35,000, Council agreed to apply based on its list previously submitted to Buckinghamshire in January 2017.

**Action: Clerk to send list of projects to Buckinghamshire Council for consideration.**

## 8 PLAY EQUIPMENT, TEENAGE RECREATION AREA AND RECREATION GROUND

### 8.1 Opening of Playground

Following the easing of the COVID-19 lockdown, the playground was opened on 4 July. Notices giving 'Advice for users of the playground' and 'Rules for using the playground' had been erected. It was agreed that it was impractical for the Council to clean the equipment, therefore the notice stated that parents should wipe down the equipment before their children used it and that it was being used at their own risk.

**Action: Clerk to erect another set of notices on the style into the AWP area.**

### 8.2 Maintenance

8.2.1 The RoSPA Play Safety's **annual inspection** is still scheduled for July or August.

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)

Council had received the inspection report from Technical Surfaces and agreed to accept their quotation (reference 92807):

- 1 off Rejuvenation® £7,500.00 + VAT
- 5-year plan £9,000.00 + VAT
- It was noted that the plan included up to 5 metres of restick repairs free of charge – any additional repairs will be charged separately on a linear metreage basis of £25 per metre.

It was noted that we would not need to include the removal of the spoil.

**Action: Clerk to accept quotation excluding the removal of spoil**

8.2.4 Cllr ET reported that the **AWP gate is constantly being left open.**

**Action: Clerk to erect a PLEASE CLOSE GATE notice.**

## 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: It was agreed to ask RTM to apply herbicide to the footpath between the village hall and Moat Lane.

**Action: Clerk to follow up with RTM and to add an annual application to the Grass Cutting specification.**

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

Cllr IM reported that he had not received a response to his recent email to David Cairney and asked CC AM if the COVID-19 work arrangements was the reason. CC AM suggested that Cllr IM chase David Cairney for a response and copy her into the correspondence.

### 10.3 Speed watch

CC AM reported that speeding had become an issue and would be raising it at the Community Board meeting on 22 July.

## 11 STREET LIGHTING

No street light problems had been reported.

## 12 ENVIRONMENTAL MATTERS

### 12.1 Notice Boards

Chair had spoken to Andy Miller about the repair of the notice boards.

**Action: Chair to follow up with Andy Miller**

## 12.2 Removal of dead trees

The dead trees adjacent to the village hall had been removed.

## 13 OXFORD TO CAMBRIDGE EXPRESSWAY

CC AM reported that the Oxford to Cambridge Expressway “might be moth-balled”.

## 14 REPORT FROM VILLAGE HALL REPRESENTATIVE

No update was available.

## 15 CEMETERY MATTERS

### 15.1 Burials, interments, and Advance bookings

15.1.1 No burial requests for burials been received since the previous meeting.

15.1.2 Councillors agreed to a resident’s request to book burial space Section D, Row 2, Plot No 1.

**Action: Clerk to issue Burial Grant**

### 15.2 Memorial / Additional inscription Applications

Council had agreed, via email, a request for a memorial on the grave in **Section B, Row 6, Plot No 17**.

### 15.3 New Homes Bonus (Cemetery paths/roads improvement)

Cllr PE reported that over the last 2-3 weeks the new tarmacking had started to split (particularly on the LH path from the central point) and that she had spoken to Tim Voss, the surveyor at BSA Chesters and had sent photos to him. Tim Voss had then spoken to Alan Hickford of Hickford Construction, the contractors who had carried out the work. Alan Hickford was 'flabbergasted' as he knew they had followed the specification. He also said that they could come back straightaway and deal with it, but he suggested it would be better to wait until the autumn, when we would be through the dry period. Tim Voss confirmed that Hickfords had followed the specification.

Cllr PE also asked about the possibility of the PC holding back the 2.5% retention on the works (due to be paid 28 August 2020), but Tim Voss said that he didn't think there were any grounds to hold the money back as the contractors had followed the specification.

Following some discussion, it was agreed that:

- Cllr ET would ask James Taylor to inspect the work for a second opinion and advice on the way forward.
- Cllr PE would liaise with Tim Voss to discuss the options.
- Any repair work should be carried out in the autumn to allow the ground to settle and before any frosts.
- 

Cllr PE reported that it was a requirement of the grant that a plaque be erected acknowledging AVDC, however, when she had asked the Grants Officer about this, the Officer had been unable to supply one, because she was working from home at the time of the request (because of the pandemic).

## 16 COVID-19.

It was noted that:

- The COVID-19 Volunteer organisers are now meeting every three weeks.
- Bicester food bank has been put on hold as it has a 5-week supply.
- No further grants have been issued.
- The medicine run had stopped.
- Following the government’s requirement for the wearing of masks in certain circumstances, the committee will investigate the supply of masks to the vulnerable if required.
- The pop-up bakery had stopped.

**17 COUNCILLOR VACANCIES**

Chair and Cllr PE had interviewed three candidates for the two Parish Councillor vacancies. It was unanimously agreed that Richard Cross and Nick Lyon should be co-opted.

**Action: Clerk to inform the three candidates of the Council's decision.**

**18 ANY OTHER BUSINESS**

**18.1 Ware Pond Railings**

It was noted that one railing at Ware Pond was hanging down.

**Action: Chair to speak to Barry Leonard about a repair**

**18.2 Community Boards**

Chair agreed to attend the Community Board meeting on 22 July. It was noted that any questions should be emailed to the secretary by 20 July.

**Action: Clerk to inform the secretary**

**19 DATE AND VENUE OF NEXT MEETING**

The next Parish Council meeting will be held via ZOOM at 8pm on Tuesday 14<sup>th</sup> July 2020.

Chair closed the meeting at 9.50pm.

**SIGNED:**

**DATE:**

DRAFT

MARSH GIBBON PARISH COUNCIL

Clerk's Financial Report  
14-Jul-20

COMMUNITY ACCOUNT		Notes
30-May-20	£35,060.55	
Outstanding Cheques and cheques approved at meeting on 9 June 2020	-£3,104.72	
Unpresented cheques at 30 June 2020	£595.46	

Income:

**Balance of Community Account at 29 June 2020 £32,551.29**

Cheque No	Payee	Amount	Authority
<b>Payments to be approved at meeting 14 July 2020</b>			
103006	SSE: Inv 11772331 0031: Street Lighting 2 June to 1 Jul	211.10	PCA 1957s.3;HA 1980s.301
103006	SSE: Inv 591772404 0031: Street lighting 2 June to 1 Jul	12.21	PCA 1957s.3;HA 1980s.301
103006	SSE: Inv 861786437 0020: Street lighting 2 June to 1 Jul	2.87	PCA 1957s.3;HA 1980s.301
103007	Shaw & Sons Ltd: Inv: 276276: Books - Permit to erect a monument / Register of Burial	324.00	LGA 1972 s. 112(2)
103008	Graham Hodges: Inv 24, 15 May 2020: Grave digging 15 May: D-1-5	410.00	Local Authorities Cemeteries Order 1977
103009	E.on: Inv 099158: Maintenance Qtr ending 30 June 2020	250.12	PCA 1957s.3;HA 1980s.301
103010	RTM: Inv 2324: Grass cutting	1,110.00	Highways Act 1980 s. 96
103011	Engraving of pewtar mug at Bicester Shoe Repairs, Evans Yard	17.40	LGA 1972 s. 112(2)
103012	C jackman: Clerk Salary: June 2020	450.90	LGA 1972 s. 112(2)
103013	HMRC: Clerk PAYE: June 2020	43.40	LGA 1972 s. 112(2)
103014	Croft Tree Services: Fell 2 trees at cemetery and 4 adjacent to tennis courts	480.00	LGA 1972 s. 111
DD	Everflow: Inv 588374: Recreation ground water 8 Aug to 7 Sept	16.01	LGA(MP) 1976 s.19
DD	ICO: Data protection renewal fee	35.00	Data Protection Act 2018

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

Cheques for approval at meeting on the 14 July 2020	£3,363.01
Outstanding cheques at 30 June	£595.46

**Totals yet to be credited**

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
E.on cheque: cancelled invoice FY 2019-20	-28.16

**Total £3,550.31**

**Anticipated balance £29,000.98**

£29,000.98

**EARMARKED RESERVE ACCOUNT**

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

**Balance of Earmarked Reserve at 29 June 2020 £27,786.71**

**Bank Reconciliation 14 July 2020**

**COMMUNITY ACCOUNT**

**CASH BOOK**

Balance at 1 April 2020		Notes
£27,120.89		
Less Total Payments to 29 June 2020	-£10,648.78	
Cheque No 102971: E.on (FY 2019-20)	-28.16	

Add total receipts to 30 June 2020	£15,511.88
<b>Cash book balance at end June 2020</b>	<b>£31,955.83</b>
	£31,955.83

**EARMARKED RESERVE ACCOUNT**

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

**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	
<b>TOTAL</b>	<b>£27,786.71</b>	