

MARSH GIBBON PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON TUESDAY 8 AUGUST 2017

PRESENT: Cllrs I Metherell (Chair), R Cross (RC), P Evershed (PE), A Lambourne (AL), J Smith (JS) and E Taylor (ET)

In attendance: C Jackman (Clerk) and 1 member of the public

The meeting commenced at 8pm

1. APOLOGIES

Cllr D Leonard.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF THE MEETING HELD ON 11 JULY 2017

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

4. MATTERS ARISING

4.1 Annual Parish Meeting

Clerk still had not received the Charities Report .

Action: Clerk to follow up

4.2 Christmas Tree

Cllr AL reported that he still had not received an invoice for the repair of the Christmas Tree holder cover. Cllrs AL and PE agreed to liaise prior to the next meeting to discuss the Christmas Tree and lights.

Action: Cllrs AL and PE to liaise

5. PUBLIC PARTICIPATION

Chair welcomed the member of the public.

6. GENERAL CORRESPONDENCE

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

	AVDC	From	Subject	Action
i.	25 July		Chairman's Charity Quiz Event – 20.10.17	To Chair
ii.	17 July		VALP timetable revised – Seminar for parishes cancelled	To Councillors
iii.	17 July		additional information that was missed from the last News for the Parishes	To Councillors
iv.	17 July	Planning	Planning Application Consultation 17/02644/APP	Agenda item 7
v.	13 July	Planning	Confirmation of receipt of Comments for Planning Application 17/02349/ATC	Agenda Item 7
vi.	1 Aug		Alterations to the electoral register	To Councillors
vii.	31 July	DC Angela Macpherson	Unemptied rubbish bins	Noted
viii.	28 Jul	DC Angela Macpherson	AVDC Planning Liaison Group + EWR	To Councillors
ix.	26 Jul	Business Support/Community Spaces	Unemptied rubbish bins	Noted

Bucks County Council		From	Subject	Action
i.	24 July	LAF Secretary	Minutes for Waddesdon Local Area Forum, Wednesday 5th July 2017, 6.30 pm	To Councillors
ii.	21 Jul	Area Manager (North) Community Engagement and Development Team Communities, Health and Adult Social Care	Sentinel Speedwatch Training	Agenda item 11
iii.	19 July	Area Manager (North), Community Engagement and Development Team, Communities, Health and Adult Social Care	Village Activity Projects in Marsh Gibbon	Agenda item 9
iv.	14 July	CC Angela Macpherson	Parking Restriction Application	Agenda item 11
v.	11 July	TfB	Keeping you informed of emergency road closures	Noted
vi.	2 Aug	Head of Strategic Planning & Infrastructure	Notification of Buckinghamshire Minerals and Waste Local Plan: Draft Plan for Consultation	To Councillors
vii.	26 Jul-1 Aug	Area Manager (North), Community Engagement and Development Team, Communities, Health and Adult Social Care	August Sentinel training dates	Agenda item 11
viii.	Various	Various	Village activity projects	Agenda item 9
ix.	31 Aug		MyBucks - August 2017	To Councillors
x.	31 Aug	CC Angela Macpherson	TfB Waiting Restrictions	To Chair
xi.	31 Jul	Area Manager (North), Community Engagement and Development Team, Communities, Health and Adult Social Care	Funds for Scouts	Noted
xii.	27-30 Jul	TfB	Temporary sign – Blackthorn Road-A41 Junction	To Chair

Association of Local Councils		From	Subject	Action
i.	21 Jul	BALC	Request for agenda items Parish Liaison Meeting	To Chair
ii.	31 Jul	BALC	Weekly update	To Councillors
iii.	12 Jul	BALC	BCC News: Have your say during East West Rail consultation	To Councillors

Other

		From	Subject	Action
i.	19 July	Playground Facilities	Confirmation of date for repair work	Agenda item 9
ii.	18 July		Oxford Brookes – Neighbourhood Plan Questionnaire	Completed by Chair
iii.	15 July	ICO	Data Protection registration - receipt of payment ICO:00044660902	Noted
iv.	9-10 July	Hugh Robertson-Payne	TfB Waiting Restrictions	Noted
v.	12 July	MG School - STP organiser	Work together to make the roads safer in Marsh Gibbon	To Chair
vi.	8 July	PCSO	Speedwatch locations	Noted
vii.	1 Aug	PCSO	Sentinel Speedwatch Training	Agenda item 11
viii.	1 Aug	National Post Office Network Change Manager	Post Office, Marsh Gibbon Post OX27 0HN	Agenda item 13
ix.	29-31 Jul	Hancock Funeral Directors	Cemetery	Agenda item 16
x.	31 Jul	Winnie Ma and Vincent Valton	Request for advice	Dealt with by clerk

xi.	27 Jul	Neighbourhood Supervisor Waddesdon and Haddenham Neighbourhood Policing	Waddesdon NHPT Community Forum	To Councillors
xii.	19 Jul	MG School	Alleged unauthorised installation of fence, gates and bike-shed	To Chair
xiii.	18 Jul	Oxford Brookes	Oxford Brookes – Questionnaire	Completed by Chair

7 PLANNING

7.1 Planning Applications

17/02644/APP: College Cottage, The College, OX27 0HW

Single Storey rear and first floor side extension

Applicant: Mr Oliver Watson

Deadline for comment: 14 August

Council Decision: Council had no objection to the single storey rear extension but objected to the first floor side extension on the basis that the mass is disproportionate to the street scene.

Action: Clerk to inform AVDC planning department

7.2 AVDC approved applications

17/02032/ALB and 17/02200/APP: Priory Farm, Townsend

Single storey extension to dwelling and rebuilding of garden wall

Applicant: Dr Robin Fox

17/02349/ATC: T1 Common Horse Chestnut - Located on Front boundary overhanging highway, recent limb/branch failure, poor condition, remove to ground level.

Applicant: Mrs Caroline Fox

7.3 AVDC refused application

17/02144/APP: May Cottage, Summerstown

Two Storey side extension

Applicant: Ms Cathy Graham

7.4 Ewelme Site Update on Land & Partners (L&P) applications

No updates were available.

7.5 Vale of Aylesbury Local Plan (VALP)

Chair will attend a Parish Councils seminar on 4 October following which the plan will go through various stages and will be submitted for independent examination in January.

7.6 Local Council Planning Liaison Group Meeting

Chair attended the Local Council Planning Liaison Group meeting when an overview of the changes to the AVDC Planning Department was given. An update of these changes is awaited from AVDC.

8 CLERK'S REPORT AND ADMINISTRATION MATTERS

8.1 Finance Report

Clerk presented the Financial Report for July 2017. Payments totalling £808.51 were approved as detailed on page 1781. Clerk reported that she had carried out the monthly bank reconciliation on all three bank accounts. It will no longer be necessary to make transfers to cover cheque payments because the Business Premium Account is in the process of being closed and the balance transferred to the Community Account.

8.2 2016-17 Annual Return

Clerk reported that she had resolved the queries from Mazars.

8.3 Remembrance Sunday Wreath

Council agreed to the purchase of a Remembrance Sunday Wreath to the value of £20.

Action: Clerk to order

9 PLAY EQUIPMENT, TEENAGE RECREATION AREA AND RECREATION GROUND

9.1 Play area inspection

Clerk had received a quotation of £619.50 from Playground Facilities to inspect fully the cableway. As the cableway is being repaired on 15 August, it was agreed to delay the full inspection until the next financial year and to add a suitable figure to the 2018-19 budget.

Action: Clerk to add figure to budget

9.2 Councillor Monthly inspection reports

Chair had adapted Clerk's draft template for the monthly inspections. The following monthly inspection rota was agreed:

- September R Cross
- October P Evershed
- November A Lambourne
- December D Leonard
- January I Metherell
- February J Smith
- March E Taylor

9.3 Village Activities

Chair had been liaising with LAF and the following free activities have been agreed:

Activity	Age group
Skate Bucks	Older kids
Cha Char Chimps	Pre-school
Ride-on toys	Pre-school
Bouncy castle/balls	Pre-school
Zorb Football	Older kids

It was noted that the pre-school events would probably not be open to non pre-school children.

Action: Cllr JS to check village hall availability for Zorb Football if wet on the day.

10 BCC DEVOLUTION OF SERVICES

10.1 Urban grass cutting:

10.1.1 **Station Road:** It was noted that residents are still dumping their grass cuttings in the ditch adjacent to Piece Close.

Action: Clerk to write to Hastoe Housing asking if they have written to residents to request that this is stopped

10.1.2 **Ware Pond:** It was noted that some of the grassed area had not been cut and the area had not been edged.

Action: Clerk to follow up with RTM

10.2 **Hedging:** Cllr RC had dealt with the trees outside the school.

10.3 **Siding out:** Nothing to report

10.4 **Weed killing:** Following the completion of some of the weed killing, Cllr ET is to check on what kerbing now needs replacing. Clerk had reported the problems with the Hedgeside path to TfB but had not received a response.

Action: Cllr ET and Clerk to follow up

10.5 **Rights of Way:** It was not known if the gate on the right of way MG/1/3/2 had been repaired or removed.

Action: Cllr AL to check

10.6 Maintenance:

10.6.1 **Ware Pond:** It was noted that residents had cleared some of the weeds in Ware Pond but had left them on the edge of the pond. Cllr RC thanked Cllr AL for clearing away the weeds. Chair had thanked the resident for clearing the weeds from the pond.

10.6.2 It was noted that the railings at Ware and Mud Ponds need painting

Action: Clerk to check when they were last painted

10.7 **Complaints:** Nothing to report.

11 ROADS AND PATHWAYS

11.1 Pot holes

Pot holes continue to be a problem. TfB have not yet confirmed whether they intend to make repairs to Rylands. Spiers Lane also has pot holes that need repairing.

Action: Clerk to follow up with TfB

11.2 Speeding

It has been confirmed that the Sentinel training will be held in Waddesdon on 12 August at 10am.

11.3 Church Street

TfB had refused a request to extend the zig-zag lines outside the school to include the bend before The Rectory.

12 STREET LIGHTING

There were no reports of faulty street lights.

13 POST OFFICE

It was noted that the Post Office vacancy advertisement had now closed and the Parish Council had still not received any updates from the Post Office as promised.

Action: Clerk to chase

It also was noted that newspapers are now being delivered to residents from Grendon Underwood shop.

14 EAST WEST RAIL

Chair and Cllr JS had attended a consultation in Charndon on 20 July. Chair reported that the EWR/BCC preferred HGV route to the Charndon compound from the A41 was through Edgcott. The consultation closes on 11 August. It was noted that the new railway line would not be electrified.

15 ENVIRONMENT MATTERS

15.1 **Calvert Incinerator:** Cllr PE presented a report prepared by David Evershed (DE) highlighting the BCC draft Minerals and Waste plan for 2016-36.

16.2 **Working Party:** Cllr ET reported there were some volunteers for a village working party on 9 September and that she will coordinate jobs and volunteers. It was agreed that the working party would meet at the village hall but that volunteers who had made contact beforehand would go straight to their allocated jobs.

16 CEMETERY MATTERS

16.1 Burials

Council had been made aware of a burial in the cemetery of which Clerk had not been informed. It was also noted that the Parish Council's grave digger had been approached for a burial on 19 August, again the Clerk had not been informed. Clerk had been in touch with the Funeral Director but was still awaiting all the paperwork. Although Funeral Directors are aware that the Parish Council is the Burial Authority and must approve all burials and memorials, it was agreed to tighten the grave-digging section of the Cemetery Regulations to emphasise the PC role and to re-issue it to Funeral Directors.

Action: Clerk to update and re-issue the Cemetery Regulations

16.2 General Maintenance

The cemetery notice board had been cleaned.

17 ANY OTHER BUSINESS

17.1 Rubbish bin

Cllr JS reported that a hole had been left where the old rubbish bin had been located by the shop.

Action: Cllr AL will fill the hole

17.2 Phone Box

It was noted that the light was permanently on in the phone box.

17.3 Officiating at funerals

It was noted that it was not necessary for Rev D Hiscock to be present at burials in the cemetery so long as a member of the Parish Council was present.

18 DATE AND VENUE OF NEXT MEETINGS

The next Parish Council meeting will be held at 8pm on Tuesday 12 September 2017 in the committee room of the Village Hall.

Chair closed the meeting at 9 57pm

SIGNED:

DATE:

**Clerk's Financial Report
08-Aug-17**

Balance of Community Account at 28 July (page 1) £1,272.43

Payments to be approved at meeting 8 August 2017

Cheque No	Payee	Amount	Authority
102677	RTM: Grass cutting: Inv 969	252.00	Highways Act 1980 s. 96
102678	MGVH: Hall hire June: Inv 1706/11	16.62	LGA 1972 s.133
102679	C Jackman: Clerk Salary - July 2017	375.73	LGA 1972 s. 112(2)
102680	HMRC: Clerk PAYE - July 2017	40.40	LGA 1972 s. 112(2)
102681	C Jackman: Clerk stationery/postage	60.46	LGA 1972 s. 112(2)
102682	I Metherell: Mileage AVDC meeting 12 July	18.30	LGA 1972 s. 112(2)
102683	J Smith: Flowers for flower festival	25.00	S.127
102684	Royal British Legion Poppy Appeal: Remembrance Sunday Wreath	20.00	S.127

Totals yet to be deducted from balance of Community Account

Cheques for approval at meeting on the 8 August 2017	£808.51
Unpresented cheques (see reconciliation)	£239.08

Cheques yet to be credited to the Community Account

Anticipated balance £224.84

There is no need to make any transfers. A letter, to be signed at this meeting, requesting the closure of the Business Premium Account and transferring the balance to the Community Account will negate the need for future transfers.

BUSINESS PREMIUM ACCOUNT

Balance at 30 April 2017	£21,691.34
Transfers out	-£9,012.50

Balance at 28 July 2017 £12,678.84

EARMARKED RESERVE ACCOUNT

Balance at 28 February	£31,049.06
Transfer from Business Premium Account	£512.50

Balance of Earmarked Reserve at 29 June 2017 £31,561.56

No movements on this account during July

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

**Marsh Gibbon Parish Council
Bank Reconciliation - 31 July 2017**

COMMUNITY ACCOUNT

CASH BOOK

Balance at 1 April 2017	£2,414.94	Notes
Less Total Payments to 31 July 2017	-£11,733.90	
Add total receipts to 31 July 2017	£10,352.31	
Cash book balance at end July	£1,033.35	

BANK STATEMENT

CA Bank Balance end July (sheet 1)	£1,272.43
Less unpresented cheques	
102661 Senses	-£172.80
102662 MGVH	-£35.54
102674 MGVH	-£30.74
Effective bank balance end July	£1,033.35
Cash book balance	£1,033.35

BUSINESS PREMIUM ACCOUNT

Balance of Business Premium A/C as at 1 April 2017 (sheet 325)	£10,491.34
Less Total Payments to 31 July 2017	-£9,012.50
Add Total Receipts to 31 July 2017	£11,200.00
Balance at 31 July 2017	£12,678.84

EARMARKED RESERVE ACCOUNT

Balance of Earmarked Reserve A/C as at 28 February 2017 (page 1)	£31,049.06
Less total payments to 30 June 2017	£0.00
Add Total Receipts to 30 June 2017	£512.50
Balance at 30 June 2017	£31,561.56

No movements on this account during July

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	£1,500.00	
New Street Lamps	£3,695.00	
Election Expenses	£775.00	
Fencing Repairs at 5-a-side	£1,640.00	£1413 to be vired for repair to the cable way
Defibrillator	£12.50	
Interest	£12.06	
TOTAL	£31,561.56	