

## MARSH GIBBON PARISH COUNCIL

### MINUTES OF THE ANNUAL GENERAL MEETING OF THE PARISH COUNCIL HELD ON TUESDAY 12<sup>th</sup> MAY 2015 AT 8.00PM IN THE VILLAGE HALL

**PRESENT:** Cllrs I Metherell (IM), G Barker (GB), R Cross (RC), P Evershed (PE), D Leonard (DL), J Smith (JS), and E Taylor (ET)

In attendance: C Jackman (Clerk)

The meeting commenced at 8.00pm

1. **APOLOGIES:** None
2. **ELECTION OF CHAIRMAN:** The clerk asked for nominations for Chairman for the coming year. Cllr PE nominated Cllr IM, which was seconded by Cllr RC and unanimously supported by all remaining councillors. Cllr IM took the Chair for the rest of the meeting.
3. **DECLARATION OF ACCEPTANCE OF OFFICE:** All Councillors signed the Declaration of Acceptance of Office. Chair welcomed Cllr GB onto the Council and welcomed back everyone else. He also reminded Councillors that they also needed to complete a Nil Return Election Expense Form.  
**Action: Clerk to return forms to AVDC by the 4 June.**
4. **ELECTION OF VICE-CHAIRMAN:** Cllr IM nominated Cllr RC which was seconded by Cllr PE and unanimously supported by all councillors.
5. **ELECTION OF COUNCILLORS TO COMMITTEES:**
  - **Finance Committee** – Cllr JS nominated Cllrs IM, PE, ET and GB which was seconded by Cllr RC and unanimously supported by all remaining Councillors.
  - **Parish Plan Action Committee – Renamed Plans Committee**  
Cllr IM recommended that this should now be renamed the ‘Plans Committee’ which was agreed by all those present.  
It was agreed that the whole Council should be members but if a meeting had to be called at short notice, so long as a quorum was available any councillor could attend.
  - **Village Hall Committee** - Cllr IM nominated Cllr JS which was seconded by Cllr GB and unanimously supported by all remaining councillors.
  - **AVALC** – it was agreed unanimously not to have a representative on this committee.
  - **Local Area Forum** – Cllr RC nominated Cllr IM which was seconded by Cllr ET and unanimously supported by all remaining councilors.
6. **CONFIRMATION OF CLERK AS RESPONSIBLE FINANCIAL OFFICER:** Clerk unanimously elected as the Responsible Financial Officer.
7. **DECLARATIONS OF ANY INTERESTS OF MEMBERS:** The chairman reported that a new Register of Members’ Interests had to be submitted to AVDC following the election.  
**Action: Clerk to return forms by the 4 June**
8. **MINUTES OF THE PARISH COUNCIL MEETING OF 14<sup>th</sup> April 2015:** The minutes of the meeting were agreed by all Councillors present and signed by the Chairman as a correct record with the exception of page 1587 of the Finance report where Cllr PE had pointed out that the total payments were £20,559.02 (not £20,559)  
**Action: Clerk to amend**

**9. MATTERS ARISING FROM THE MINUTES:**

**a) Plans Committee**

Chair read an email from AVDC’s Planning Review Implementation Manager explaining changes to the planning process. It was noted that the response time to submit comments on applications would be reduced to 21 days and that there would only be extensions to deadlines for major developments, hence the reason to form the Plans committee so that applications can be dealt with at short notice.

It was agreed, however, that applications would still be circulated to all members and advertised as normal; but that the Plans Committee would have delegated powers to respond on applications for minor matters, such as an extension, tree cutting and a single new home, without reference back to a full Council Meeting.

Clerk reported that she was going to attend a ‘Planning Workshop’ at AVDC and was asked to find out:

- How other councils will view the plans now that AVDC are not issuing hard copies;
- What is the definition of a ‘major development’;
- If Marsh Gibbon’s Plans Meeting Notice can be put on the AVDC website;
- Why AVDC had stopped informing Councils when planning applications had been decided.

**b) Entrance to public right of way**

Bucks County Council (BCC) had advised Clerk that a “kissing gate” can only be installed with the owner’s consent but that BCC can supply the materials free of charge. Chair mentioned that another option would be a ‘sectioned gate’.

**Actions: Clerk to write to land owner to request that a gate be installed.**

**c) S106 Explanation**

Clerk had been informed that S106 funding could not be used for repairs\refurbishment of the Village Hall.

**10. ITEMS FOR PUBLIC PARTICIPATION:** There were no members of the public present.

**11. ANNUAL PARISH MEETING (APM):** Chair reported on the APM and highlighted the following:

- Over 30 people attended the APM;
- Land & Partners gave a presentation on the concepts of development of Ewelme land.  
Land and Partners will be giving another presentation on 26 June (from 7pm to 9pm) and on 27 June (from 10am to 12 noon) in the Village Hall where parishioners will be able to have an input to the proposals. The content of this presentation was not yet available but Chair hoped that it will have moved on a stage from the APM.  
Cllrs PE and JS expressed their concern at the extent of the proposed development in Swan Field and the number of houses being developed at once;
- The condition of the netting around the All Weather Pitch;
- Better Council Communications;
- Reports from Police, Marsh Gibbon Charities and Parish Council Chairman.

**12. GENERAL CORRESPONDENCE:** Urgent Items had been circulated via email. The following items had been received and were covered where indicated or had been emailed for information or placed on the notice board.

**AVDC**

	<b>Date</b>	<b>From</b>	<b>Subject</b>	<b>Action</b>
i.	14 Apr	Planning	Website Problems	Noted
ii.	17 Apr	Senior Community Spaces Officer	Marsh Gibbon S106 claim – explanation	Agenda item 9
iii.	20 Apr	Democratic Services Officer	Recent Legislative Changes to Planning Procedures and Permitted Development rights	To Councillors
iv.	22 Apr	Community Safety Officer	Community Safety Partnership Newsletter	Noted
v.	24 Apr		Precept Remittance	Noted
vi.	29 Apr & 5 May	Senior Community Spaces Officer	S106 & Community Infrastructure Levy	Agenda item 19

vii.	29 Apr & 5 May	Planning	Consultee Access Workshops	Agenda item 9
viii.	30 Apr	Louise Anderson, Planning	Neighbourhood Plan	To Chair
ix.	5 May	Aylesbury Town Centre Events Officer	May What's On Poster	Notice Board
Ai.	11 May	Planning	Changes to AVDC planning service over the coming months	Agenda item 13
Aii.	10 May	Electoral Services	Alterations to the electoral register	To Councillors

## BCC

	Date	From	Subject	Action
i.	14 Apr	Regional Co-ordinator	Buckinghamshire Adult Learning	Noted
ii.	14 Apr	P Turner (forwarded to J Taylor)	Right of Way, Station Road	Agenda item 9
iii.	24 Apr	Project Lead Officer	HS2 e-update	Noted
iv.	29 Apr	CC Angela Macpherson	BCC report to parishes 2015.	To Councillors
v.	30 Apr		MyBucks May 2015	To Councillors
vi.	5 May	CC Angela Macpherson	Local Area Technician	Noted
vii.	5 May	Team Leader – Rights of Way Operations	Marsh Gibbon Parish Council - Rights of Way	Noted

## Association of Local Councils

	Date	From	Subject	Action
i.	16 Apr	Parish Council Adviser	Street Lighting	Agenda item 16
ii.	20 Apr	BALC	Local Audit & Accountability Act 2104 - Commencement Orders	To Councillors
iii.	28 Apr	Parish Council Adviser	Armed Forces Day Poster	Notice Board
iv.	30 Apr	Parish Council Adviser	Good Councillor's Guide	To Councillors
v.	5 May	Parish Council Adviser	Legal Briefing on Co-option of councillors	To Councillors
Ai.	11 May	NALC CHAIRMAN	Congratulatory message to new and returning Councillors	To Councillors

## Other

	Date	From	Subject	Action
i.	14 Apr	Western Power	50027405 - New Unmetered Certificate	Noted
ii.	16 Apr	PCSO Denise Grayburn	Marsh Gibbon Annual Parish Meeting - 28 April 2015	Noted
iii.	17 Apr	Commercial Sales green energy	Green Energy prices and service	Agenda item 16
iv.	20 Apr	SSE	Unmetered electricity supplies	Agenda item 16
v.	22 Apr	SLCC	Cemetery Legal Compliance and other CPD opportunities in Buckinghamshire	Noted
vi.	24 Apr	Swarco Traffic Faults	Blackthorn road VAS	Noted
vii.	26 Apr	RTM	Request for site meeting	Agenda item 14
viii.	27 Apr	Planning Aid England	Marsh Gibbon Neighbourhood Plan	Noted
ix.	27 Apr	Bicester funeralcare	Notice of Interment – Olive Nimmo	Noted
x.	28 Apr	District Cllr J Phipps	Apologies and good wishes for Marsh Gibbon APM 2015	Noted
xi.	28 Apr	Zurich Insurance	Marsh Gibbon Parish Council - Policy No: YLL-2720428473	Agenda item 14
xii.	28 Apr	Tennis Club	Sunday 3 May 2 - 5 pm Tennis Club Open Afternoon	Clerk responded
xiii.	28 Apr	Christopher Anstey	Charities Report for Annual Parish Meeting	Noted
xiv.	28 Apr	Chair SLCC	Burnham PC Vacancy	Noted
xv.	29 Apr	Coop funeralcare Northampton	Memorial request	Agenda item 18
xvi.	30 Apr	Charity Commission	Charity Commission News - Spring 2015	To Councillors

xvii.	30 Apr	Business Development Manager, RTM	Marsh Gibbon Works Programme 2015/16	Agenda item 14
xviii.	1 May	Michael Davis Energy Negotiator, ECA Group	Street light charges	Agenda item 16
xiv.	2 May	Business Development Manager, RTM	Website enquiry	Agenda item 14
xv.	7 May	Technical Surfaces	Marsh Gibbons Community Pitch Client Ref: 92807 – Charges for AWP inspection	Agenda item 19
Ai.	11 May	Michael Davis Energy Negotiator ECA Grp	Street light charges	Agenda item 16
Aii.	8 May	Cherwell DC	Cherwell Local Plan 2011 - 2031 (Part 2): Development Management Policies & Sites	Noted

### 13. PLANNING CORRESPONDENCE:

#### a) Application received

15/01327/APP: Marshfield Farm, Blackthorn Road, Marsh Gibbon – Alterations and Extension work  
The Parish Council raised no objection to this application

#### b) AVDC Decision

13/03375/AOP

Demolition of buildings and erection of No.5 dwelling houses, including details of access and layout  
C Parker & Sons Ltd, Whales Lane, Marsh Gibbon OX27 0HF

Applicant: C Parker & Sons Ltd

Outline permission given

#### c) Marsh Gibbon Neighbourhood Plan – Policy MG8

It was noted that this policy has now been overtaken by a Government decision that affordable homes only have to be included in developments of more than 10 units.

It was also noted that S106 contributions will only be available from developments of more than 10 units.

#### d) Land & Partners Presentation

Land & Partners presentation will be held in the Village Hall on 26 and 27 June and it would be desirable to have as many Councillors as possible present.

Following a discussion on the Land & Partners proposals, it was noted that:

- Swan field development is too close to the footpath;
- A large number of houses are proposed compared to the Neighbourhood Plan which proposed that houses were built over a number of years, not all at once;
- Parish Council should make clear that Berry Close is the preferred site for a shop and it should be made clear who will run\own the shop;
- Council is not in favour of self-build;
- Council is in sympathy generally with the plan but concerned with the detail;
- The Parish Council needs to reserve its position so that it can comment on the plans once they are available.

#### e) AVDC Plans

It was noted that AVDC will not be issuing hard copy plans. It was suggested that a projector be purchased to view the plans but before a decision is made Clerk was asked to enquire at the Planning Workshop how other Councils deal with this problem.

**Action: Clerk to make enquiry at Planning Working**

### 14. CLERK'S FINANCIAL REPORT AND ADMINISTRATION MATTERS:

a) **Financial Report:** The Clerk presented the Financial Report for April 2015. Payments totalling £1,489.80, as detailed on page 1597, were approved. The bank statements for April month end were available for

inspection and the Clerk reported that she had carried out the monthly bank reconciliation on all three bank accounts.

**Action: Clerk to transfer £1000 from the Business Premium Account to the Community Account to cover the payments. Clerk also to transfer funds from the Business Premium Account to the Earmarked Reserve account as per the Budget.**

a) **Admin:**

- i) **Insurance:** Clerk had received a quotation for the insurance renewal from Zurich Municipal: 1 year renewal would be £1600.53 or £1527.78 per year for a three year renewal. It was agreed to accept the three year quotation.  
Clerk also reported that she had approached AON for a quote but they had not responded in time for the meeting.  
**Action: Clerk to renew policy**
- ii) **RTM Website:** Council approved the request from RTM (the new grass cutting contractors) to add a note on their website about their contract with the Parish Council.
- iii) **RTM Grass cutting:** Cllr RC will meet RTM to discuss applying herbicide around some of the new playground equipment.
- iv) **Purchase of projector:** See 14(e) above.

**15. ROADS AND PATHWAYS:**

- a) **Moat Lane Traffic:** Cllr PE had received a complaint from a resident about the misuse of Moat Lane by HGV's. The comments were noted and would be added to the agenda for the next meeting.  
**Action: Clerk to add to agenda for next meeting**

**16. STREET LIGHTING:** Clerk had researched new suppliers for street light electricity as E.ON proposed to increase their charges. On the recommendation of ECA Group, Council agreed to stay with E.ON.

**Action: Clerk to report faulty street lights in Rectory Close and Clements Lane**

**17. ENVIRONMENTAL MATTERS:**

- a) **Street Furniture:** Nothing to report.
- b) **Calvert Incinerator Update:** Chair read a letter drafted by David Evershed (DE) for MGPC to object to Bucks County Council re Planning Application CM/59/14: Development of a Waste Transfer Station (WTS) at London Road East, Amersham. Council agreed to send this letter to BCC.  
**Action: Clerk to send objection letter to BCC**
- c) **Cleaning of Ponds**  
It was agreed to accept the quotation of £1920.00 from Barry Leonard for cleaning out the village ponds (Ware and Townsend).

**18. CEMETERY MATTERS:**

- a) **Burials:** A burial is scheduled for 27 May.  
**Interments:** An interment took place on 11 May.  
**Pre-Purchase:** No pre-purchase requests have been received.  
**Memorial Applications:** The following memorial requests were approved:
  - i) Grave A-6-7: Additional inscription
  - ii) Grave A-7-13: Memorial clarification
  - iii) Grave B-1-11: New memorial and inscription
  - iv) Grave B-5-2: New memorial and inscription
  - v) Grave C-5-6: New memorial and inscription
  - vi) Grave C-5-10: New memorial and inscription
- b) **General Cemetery Management** – Cllrs IM and JS had received a complaint regarding a grave which had been totally stripped of flowers. Cllr JS has had a conversation with the grave owner and explained that it was probably caused by the recent very strong winds.  
**Action: Cllr IM to ring the owner to also explain what may have happened**

## 19. PLAY EQUIPMENT, TEENAGE RECREATION AREA AND RECREATION GROUND:

- a) **Repairs** – Clerk reported that Technical Surfaces will carry out a full survey of the All Weather Pitch (AWP) for £75; their usual charge is £150.  
**Action: Clerk to order survey.**
- b) **New hurdles**  
It was thought that the new hurdles were too high and too close together. However, Cllr JS had been told how they should be used. It was suggested that a notice should be put up to show how they should be used.
- c) **S106**  
Council had received an email from Joe Houston, Senior Community Spaces Officer at AVDC requesting suggestions for provision of appropriate sport and leisure projects, as soon as possible, so it can be included in the S106 agreement relating to the Parker development in Moat Lane. Council agreed that as WREN wouldn't fund the Birds Nest Tree that this should be put on the list. It was also suggested that a small toddler play area opposite the school should be included should any development take place there.  
**Action: Clerk to respond to Joe Houston (Subsequently advised by AVDC that S106 would not apply to this development as it contained only five units)**
- d) **Repair of netting around the AWP**  
It was agreed to accept the quotation of £360.00 from Barry Leonard (BL) for repair of the netting around the AWP.  
**Action: Clerk to inform BL**
- e) **Removal of brambles adjacent to the AWP**  
It was agreed to accept the quotation of £840:00 from Barry Leonard for the removal of brambles adjacent to the AWP.  
**Action: Clerk to inform BL**

## 20. ANY OTHER BUSINESS:

- a) County Cllr Angela Macpherson had sent a copy of her report to Clerk which had been circulated to Councillors.
- b) The white gates at the entrance to the village are in need of painting. Cllr PE reported that when the gates were purchased, the Parish Council had paid an extra 25% for them to be maintained.  
**Action: Clerk to investigate.**
- c) Clerk had received an email regarding the dumping of rubbish at the Heet Road end of Scotts Lane.  
**Action: Clerk to report to AVDC**

## 21. DATE AND VENUE OF NEXT MEETING:

The next meeting will be held at 8pm on Tuesday 9<sup>th</sup> June 2015 in the committee room of the village hall.

The Chairman closed the meeting at 10.20pm.

**Clerk's Financial Report  
12 May 2015**

**COMMUNITY ACCOUNT**

Notes

**Balance of Community Account at 29 Apr 2015 (sheet 380) £994.87**

**Payments to be approved at meeting on 12 May 2015**

Cheque No	Payee	Amount	Authority
102456	G Hodges: Inv. 100 Grave Digging	330.00	LGA 1972 s.214
102457	Annual subscription (Bucks & MK Assoc of Local Councils)	145.16	LGA 1972 s.143
102458	RTM: Inv. 190- April grass cutting	470.40	Highways Act 1980 s. 96
102459	C Jackman: Clerk Salary - Apr 2015	364.13	LGA 1972 s. 112(2)
102460	HMRC: Clerk PAYE - Apr 2015	37.60	LGA 1972 s. 112(2)
102461	Impact Signs (No Dogs for AWP)	80.54	PCA 1957s.3;HA 1980s.301
	Proctors Florist: flowers for outgoing clerk	20.00	LGA 1972 s. 112(2)
	Barstows: Card for outgoing Councillor and printer cartridge	28.84	LGA 1972 s. 112(2)
102462	Inv. 1503/09: Village hall hire March	13.13	LGA 1972 s.133

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

Cheques for approval at meeting on the 12 May 2015	<b>£1,489.80</b>
Unpresented cheques (see reconciliation)	£314.00

**Receipts yet to be credited to the Community Account**

**Anticipated balance -£808.93**

It is recommended that £1,000 is transferred from the Business Premium Account to the Community Account to cover the outstanding invoices.

**BUSINESS PREMIUM ACCOUNT**

Balance at 30 Mar 2015 (sheet 303)	<b>£17,036.01</b>
Transfer to Community Account 16-20 Apr 2015	-£11,000.00
Income: Interest	£4.00
Income: AVDC Precept and grant	£8,975.00

**Balance of Business Premium A/C per Statement at 29 Apr 2015 (sheet 305) £15,015.01**

**EARMARKED RESERVE ACCOUNT**

Balance at 30 Mar 2015 (Sheet No 122)	£34,783.00
Interest Transfer to Business Premium Account	-£4.00

**Balance of Earmarked Reserve A/C per Statement 29 Apr 2015 (Sheet No 124) £34,779.00**

**Clerk reported reconciliations had been carried out on all 3 bank accounts up to 29 April 2015**

**Marsh Gibbon Parish Council  
Bank Reconciliation - 30 April 2015**

**COMMUNITY ACCOUNT**

Notes

**Balance of Community A/C as at 1 April 2015 (sheet 378) £1,028.02**

Less Total Payments to 29 April 2015	-£20,258.15
Less uncashed cheques at 28 April 2015	
Chq No: 102450: HMRC	-£53.00
Chq No: 102453: E.on	-£261.00

Add Total Receipts to 29 Apr 2015 £20,225.00

**Net Balance at 29 April 2015 £680.87**  
**Cashbook balance at 29 April 2015 £680.87**

**BUSINESS PREMIUM ACCOUNT**

**Balance of Business Premium A/C as at 1 April 2015 (sheet 303) £17,036.01**

Less Total Payments to 29 April 2015	-£11,000.00
Add Total Receipts to 29 April 2015	£8,979.00

**Balance at 29 April 2015 (sheet 305) £15,015.01**

**EARMARKED RESERVE ACCOUNT**

**Balance of Earmarked Reserve A/C as at 1 April 2015 (sheet 123) £34,783.00**

Less total payments to 29 April 2015	-£4.00
Add Total Receipts to 30 March 2015	£0.00

**Balance at 29 April 2015 (sheet 124) £34,779.00**

**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	£2,795.00
Maintenance of play equipment	£1,000.00
Ware Pond cleaning	£750.00
New Street Lamps	£5,110.00
Village Seats Refurbishment	£514.00
Jubilee Plantation	£290.00
Election Expenses	£900.00
Fencing Repairs at 5-a-side	£1,500.00
Interest	
<b>TOTAL</b>	<b>£34,779.00</b>