

MARSH GIBBON PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 12 JULY 2016

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

In attendance: C Jackman (Clerk) and 1 member of the public.
From 8.27 County and District Councillor Angela Macpherson (AM)

The meeting commenced at 8.01pm

1. **APOLOGIES:** Cllr E Taylor

2. **DECLARATIONS OF INTEREST:** None.

3. **MINUTES OF MEETING HELD 7 JUNE 2016:**

The minutes of the Parish Council Meeting held on 7 June 2016 were agreed by those present and signed by the Chairman following one amendment requested by Cllr PE.

4. **MATTERS ARISING**

- a. **Defibrillator:** Cllr JS confirmed that the battery would need to be replaced every four years at a cost of £99. Council agreed to cover this cost and agreed to add £25 to the Earmarked Reserve Account (ERA) annually.

Action: Clerk to amend ERA record

Cllr JS also reported that funds are being raised for a second defibrillator.

- b. **Vale of Aylesbury Local Plan (VALP):** Chair reported that he will be attending a seminar on the VALP on 13 July and that the deadline for comment is 5 September. It was therefore agreed to formulate a response at the meeting on 9 August.

Cllr PE noted that 30 houses had been allocated to Site A and 13 to Site C which was too much for the village but nothing has been allocated to Site B.

Action: Chair to add a note in the monthly bulletin that the VALP will be discussed at the August Parish Council meeting.

5. **PUBLIC PARTICIPATION:**

Chair welcomed the member of the public who was invited to speak. Matters raised were:

- 'unkempt' state of the village, i.e. weeds on footpath edges
- Piece Close hedge needs cutting back

Action: Clerk to write to Hastoe Housing to enquire who owns the hedge and to ask them to get it cut back.

C.Cllr AM reported that a new shop had opened at Calvert Green and aims to open between 6am and 10pm. She also reported that high priority issues were:

- VALP
- Home to school transport review (Cllr GB volunteered to inform as many people as possible about the proposed changes)
- Unitary proposals (chair had completed the questionnaire)

6. **GENERAL CORRESPONDENCE:** Items had been circulated via email. The following had been received and were covered where indicated.

AVDC		From	Subject	Action
i.	22 June	Communities Manager	Consultation for the Buckinghamshire County Council Local Flood Risk Management Strategy	To Councillors
ii.	22 June	Communities Manager	AVDC communities team business review - partner survey	To Councillors
iii.	15 June	Snr Communications & Marketing Officer	Changes to recycling and waste collections	To Councillors
iv.	8 June	Cabinet Support Officer	VALP Presentation 13 July 2016 The Oculus	Chair to attend
v.	4 July	Electoral Services	Alterations to the electoral register	To Councillors

Bucks County Council		From	Subject	Action
i.	1 July	Commercial Development Officer, Business Strategy & Commercial Development Transport, Economy & Environment	Parish Devolution - Ongoing Actions	To Councillors
ii.	30 June		MyBucks e-newsletter July 2016	To Councillors
iii.	29 June	Senior Infrastructure Coordinator	Invitation to S106 and CIL engagement workshop	CLlr ET to attend
iv.	29 June	Paul Hodson via BALC	BCC Unitary survey/Questionnaire via survey monkey	To Councillors
v.	29 June		Devolution Safety Overview - Minutes	To Councillors
vi.	28 June	CC Angela Macpherson	Blocked drains in West Edge, Marsh Gibbon - OX27 OHA	Noted
vii.	28 June	CC Paul Irwin	Invitation to Waddesdon Celebration Event	To Councillors
viii.	27 June	Business Support Officer Corporate Business Support Business Services Plus	Data Request	Clerk responded
ix.	21 June	Project Manager Area Schemes Delivery Team	Marsh Gibbon speed restrictions	To Chair – noted that this is on schedule
x.	21 June	Waddesdon LAF	Simply Walk leader training	To Councillors
xi.	20 June	Waddesdon LAF	Waddesdon - Active Bucks Year 2 LAF Funding Decision (questionnaire)	Completed by Chair
xii.	16 June	Paul Hodson	LAT changes	To Councillors
xiii.	10 June	TfB	road surface on Whales Lane	To Councillors
xiv.	9 June		free activity voucher	To Councillors
xv.	8 June	PACs Co-Ordinator	Marsh Gibbon speed restrictions	To Chair

Association of Local Councils		From	Subject	Action
i.	22 June	AVALC Secretary	News from AVALC	To Councillors
ii.	15 June	BALC	LTN 41 – Responsibilities of Councils as Landowners LTN 60 – Copies of Planning Documents	To Councillors

Others		From	Subject	Action
i.	4 Jul	Information Commissioner	Data Protection registration - Reminder to renew ICO:00043275803	Noted
ii.	29 June	Peter Darvas	RE: AVDC Housing Strategy Proposals for Large Increase	To Councillors
iii.	29 June	John Tofts	Street light in West Edge	Agenda item 11
iv.	27 June	David Evershed	AVDC Housing Strategy Proposals for Large Increase	To Councillors

v.	27 June	John Tofts	Blocked drains in West Edge, Marsh Gibbon - OX27 0HA	Agenda item 10
vi.	24 June	John Tofts	RE: Street Light in West Edge and Moat Lane Path	Agenda items 11 & 12
vii.	23 June	R-T-M	Upto date Letter of Insurances	Noted
viii.	22 June	Office of the Police and Crime Commissioner	Police and Crime Commissioner survey - seeking views on policing and crime	Noted
ix.	22 June	The Individual Funeral Company	Clarification on payments	Agenda item 13
x.	17 June	PCSO	Spillage in Marsh Gibbon	To Councillors
xi.	17 June	RoSPA Play Safety Team	Notification of play area inspection for Marsh Gibbon Parish Council	To Councillors
Xii	8 June	SLCC	Policies	To Councillors
xiii.	2 July	John W Archer	Query re location of searchlight in WWII	To Roy Lambourne who is able to help
xiv.	4 Jul	John Tofts	Parish Council News Bulletin and Moat Close	To Chair

Sent items		To	Subject	Action
i.	14 June	Mazars	Annual Return	Noted

7. PLANNING CORRESPONDENCE:

a) **Applications** – to review applications, decisions and correspondence and give responses.

16/02021/APP - MARSH GIBBON

Land adjacent to Sunnymede, Station Road OX27 0HW

Demolish existing garage building and erection of one detached dwelling with associated garden space and parking

Applicant: Mr Tony Jones

Decision: Council raised no objection to this application

AVDC Approved application

16/01798/APP - MARSH GIBBON

3 Forge Close Marsh Gibbon Buckinghamshire OX27 0HZ

Two storey front and side extension. Single storey rear extension with rooflights.

Applicant: Colin and Wendy Botton

8. Bucks County Council Devolution of Services

Chair explained the Council's responsibility under devolved services.

a) Urban grass cutting: Chair reported that the grass had not been cut around the "White Gate/village sign" at the Knob. It was not clear if all the grass cutting within the 30mph had been carried out.

Action: Clerk to check

b) Hedging: nothing to report

c) Siding out: nothing to report.

d) Rights of Way: nothing to report.

e) Weed killing:

Action: Clerk to get quote for weed killing up to the 30mph sign on Bicester Road, Clements Lane and Station Road and to confirm whether or not to go ahead via email before the next meeting

f) Maintenance: nothing to report.

g) Complaints: nothing to report.

9. CLERK'S REPORT AND ADMINISTRATION MATTERS

a) **Financial Report:** Clerk presented the Financial Report for June 2016. Payments totalling £2490.43 were approved as detailed on page 1696. The E.on invoice 066846 was not approved as Clerk had not received a response regarding the repair of the street light outside The Bays in West Edge.

The bank statements for June 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 £2500 from the Business Premium Account to the Community Account to cover the cheques.

- b) **Communications:** Clerk is still awaiting a new date for the follow-up website building course. Chair had issued the July bulletin
- c) **Policies: Risk Management Policy,** as distributed at the previous meeting for review, was adopted. It was noted that the Parish Council meets all the legal requirements for the publication of its policies.
- d) **Community Car Scheme:** Chair reported that this had not progressed but that funds were still available. He would add to the August Bulletin asking for volunteers, if none came forward the Parish Council would not proceed with the project.

10. ROADS AND PATHWAYS (INCLUDING POTHoles)

- a) **Potholes:** were reported in Summertown, Heet Road and Spiers Lane which were considered to be a danger to cyclists.
Action: Clerk to report to TfB
- b) **Hedgeside:** Clerk had received a quotation for clearing nettles and cow parsley.
Action: Clerk to ask if a discount can be given for this work
- c) **Blocked Drains:** These have been reported but not yet cleared.
- d) **Moat Lane:** Cllr RC has spoken to Andrew Robson regarding the footpath between Moat Lane and the Village Hall and he (Cllr RC) has the repair in hand.
Action: Cllr RC to organise repair
- e) **Whales Lane:** A parishioner had been in touch with the Parish Council regarding the removal of a hedge and verge being taken up to form a roadway extension. It was pointed out that this is an AVDC issue.
- f) **Water Leak in West Edge:** Thames Water have scheduled the repair for 27th July.

11. STREET LIGHTING

- a) The street light outside the Croft in West Edge has still not been repaired.
Action: Clerk to enquire when the repair is likely to be carried out
- b) Clerk was waiting for a quote for the repair of the street light outside The Bays in West Edge.
Action: Clerk to chase E.on

12. ENVIRONMENTAL MATTERS

- a) **Notice Board: Millfield Avenue:** Cllr GB recommended notice board SE106 at an approximate cost of £750 to which Councillors agreed. Money would be vired from the Ear Marked Reserve Account (Jubilee Plantation £290 and Village Seat Refurbishment £775).
Action: Cllr GB to get quotation and circulate to Councillors
- b) **Calvert Incinerator:** Cllr PE presented the report prepared by David Evershed. It was noted that Energy from Waste (EfW) lorries have been instructed to use the A41 and not to go through the villages.
- c) **Village Hall Sign:** The village hall sign is missing so couldn't be repaired.
- d) **Mud Pond fencing repair:** Cllr GB had met with Mr Howson who is preparing a quotation for the work.
Action: Cllr GB to follow up

13. CEMETERY MATTERS

- a) **Burials:** There were no burials
- b) **Memorials:** There were no requests for memorials.
- c) **Pre-purchase**
 - Clerk had not received a response to her letter regarding the pre-purchase of Plots B-3-6 and B-6-6. Cllr DL confirmed the pre-purchase of Plot D-1-6.

- The Individual Funeral Company had requested clarification on pre-payment for grave digging and interment fees.

Action: Clerk to inform the Individual Funeral Company that the fee at the time of burial is applicable

- d) Maintenance:** Cllr JS informed Council that since the last meeting the grass cutting is much better. It was also noted that the spoil had still not been removed and thought that the cost would be ~£300-£400.

14. PLAY EQUIPMENT, TEENAGE RECREATION AREA AND RECREATION GROUND

a) All Weather Pitch

Cllr GB was awaiting a quote for the repair of the bolt to the AWP. Mr Howson will also supply a quote for the repair of the mesh fencing. Cllr RC will also get a quote for the mesh fencing repair.

Action: Cllrs GB and RC to follow up

b) Play Area Inspection

The RoSPA inspection is to take place in July.

15. ANY OTHER BUSINESS

- a) Defibrillator:** C.Cllr AM asked if the fund had received her donation.

Action: Cllr JS to check

16. DATE AND VENUE OF NEXT MEETING

The next Parish Council Meeting will be held at 8pm on Tuesday 9th August in the committee room of the Village Hall.

Chair closed the meeting at 9.40pm

SIGNED:

DATE:

**Clerk's Financial Report
12 July 2016**

COMMUNITY ACCOUNT

Notes

Balance of Community Account at 29 June 2016 (sheet 399) £987.37

Payments to be approved at meeting 12 July 16

Cheque No	Payee	Amount	Authority
102579	ICO: Registration renewal	35.00	DPA 1998 FOIA 2000 s.3(2)
102580	E.on Street Lighting: 1 Apr-30 June Inv H13284588E	591.04	PCA 1957 s.3; HA 1980 s.301
102581	E.on Street Light Maintenance: Qtr ending 31 Mar Inv 065822	261.00	PCA 1957 s.3; HA 1980 s.301
102582	RTM: Grass cutting: Inv 521	1131.00	Highways Act 1980 s. 96
102583	MGVH: Hire charges for May: Inv 1605/09	26.88	LGA 1972 s133
102584	C Jackman: Clerk Salary: June 2016 + back dated increase for Apr and May	399.11	LGA 1972 s. 112(2)
102585	HMRC: Clerk June PAYE	46.40	LGA 1972 s. 112(2)
102586	E.on Street Light Maintenance: Qtr ending 30 June Inv 066846		Retain until E.on have responded about repairs to street light in

Totals yet to be deducted from balance of Community Account

Cheques for approval at meeting on the 12 July 2016	£2,490.43
Unpresented cheques (see reconciliation)	£444.25

Receipts yet to be credited to the Community Account

Anticipated balance **-£1,947.31**

It is recommended that £2500 is transferred from the Business Premium Account to cover the outstanding cheques.

BUSINESS PREMIUM ACCOUNT

Balance at 27 May 16 (sheet 328)	£11,902.84
Transfer to Community Account	-£1,500.00
Interest: 7 Mar - 5 June	£0.98

Balance of Business Premium A/C per Statement at 29 June (sheet 330) £10,403.82

EARMARKED RESERVE ACCOUNT

Balance at 27 May 2016 (sheet 140)	£32,491.00
Interest: 7 Mar - 5 June	£3.96

Balance of Earmarked Reserve A/C per Statement 29 June 2016 (Sheet 142) £32,494.96

Clerk reported reconciliations had been carried out on all 3 bank accounts up to 30 June 2016

**Marsh Gibbon Parish Council
Bank Reconciliation - 30 June 2016**

COMMUNITY ACCOUNT

Notes

Balance of Community A/C as at 1 April 2016 (sheet 397) £1,638.48

Less Total Payments to 30 June 2016	-£7,841.11
Less uncashed cheques at 30 June 2016	
Chq No: 102574: MGVH	-31.45
102577: Senses	-172.80
102578: G Hodges	-240.00

Add Total Receipts to 30 June 2016	£7,190.00
Unbanked cash:	

Net Balance at 30 June 2016 £543.12
Cashbook balance at 30 June 2016 £543.12

BUSINESS PREMIUM ACCOUNT

Balance of Business Premium A/C as at 1 April 2016 (sheet 325) £3,977.82

Less Total Payments to 30 June 2016	-£6,175.00
Add Total Receipts to 30 June 2016	£12,601.00
Balance at 30 June 2016 (sheet 330)	£10,403.82

EARMARKED RESERVE ACCOUNT

Balance of Earmarked Reserve A/C as at 1 April 2016 (Sheet 136) £31,619.94

Less total payments to 30 June 2016	-£3.94
Add Total Receipts to 30 June 2016	£878.96
Balance at 30 June 2016 (sheet 142)	£32,494.96

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	£1,757.00
Maintenance of play equipment	£110.00
Ware Pond cleaning	£375.00
New Street Lamps	£5,110.00
Village Seats Refurbishment	£514.00
Jubilee Plantation	£290.00
Election Expenses	£775.00
Fencing Repairs at 5-a-side	£1,640.00
Interest	£3.96
TOTAL	£32,494.96