

MARSH GIBBON PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD ON TUESDAY 9 MAY 2023

PRESENT: Cllrs A Lambourne (Chair), R Cross (RC), E Taylor (ET), J Smith (JS), and T Reveller (TR)
Clerk, Carole Jackman
Bucks Councillor Angela Macpherson and two members of the public
Meeting commenced at 8.25pm

1 APOLOGIES

Apologies were received from Cllr N Lyon.

2 ELECTION OF CHAIRMAN

The clerk asked for nominations for Chairman for the coming year. Cllr RC nominated Cllr Lambourne (Chair) which was seconded by Cllr TR. Cllr Lambourne was unanimously elected.

3 CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

Chair signed the Declaration of Acceptance and took the Chair for the rest of the meeting.

4 ELECTION OF VICE-CHAIR

Chair nominated Cllr Cross which was seconded by Cllr ET. Cllr Cross was unanimously elected.

5 ELECTION OF COUNCILLORS TO:

5.1 Finance Committee

It was unanimously agreed that all Councillors would sit on the Finance Committee.

5.2 Representative on Village Hall Committee

It was unanimously agreed that Cllr RT would be the Parish Council's representative on the village hall committee. Cllr RT agreed to inform the village hall committee accordingly.

5.3 Representative on Community Board and sub-groups

It was unanimously agreed that Cllr NL would be the Parish Council's representative liaising with the Community Board.

6 CONFIRMATION OF CLERK AS RESPONSIBLE FINANCIAL OFFICER

It was unanimously agreed that Clerk would be the Responsible Financial Officer.

7 DECLARATIONS OF INTEREST

None.

8 MINUTES OF THE PARISH COUNCIL MEETING HELD ON 18 April 2023

Minutes of the meeting held on 18 April were agreed by those present and signed by the Chairman.

9 MATTERS ARISING

There were no matters arising.

10 PUBLIC PARTICIPATION

Two members of the public were observing the meeting. BC Angela Macpherson covered the following issues then left the meeting.

10.1 Local Issue

Following the report that a lady was "living" in her car following the eviction from the house she was renting, BC AM reported that she had turned down all help from Bucks Council. Subsequently BC AM has emailed to inform the Parish Council *"that the lady in the car is stating she has independently sourced her own private property, and is adamantly saying she does not require housing involvement – and I believe she has contacted them to withdraw her housing application."*

10.2 Parking in Castle Street

Following the enquiry regarding installing a zebra crossing outside the school, BC AM agreed to look into the process again.

11 GENERAL CORRESPONDENCE

All correspondence had been circulated to Councillors.

Appendix 1.

12 PLANNING

12.1 Applications

None.

- 12.2 **Buckinghamshire (AVDC Area) approved application**
21/03322/ALB Listed building application for Internal alterations and amend west elevation window) - Box Barn Castle Street Marsh Gibbon Buckinghamshire OX27 0HJ
- 12.3 **Buckinghamshire (AVDC Area) refused application**
23/00556/COUAR : Determination as to whether prior approval is required in respect of transport & highway impact, noise, contamination risk, flooding and locational considerations for the conversion of an agricultural building into one dwellinghouse (Class Q(a)) and in relation to design and external appearance of the building (Class Q(b) - Gubbins Hole Farm Edgcott Road Marsh Gibbon Buckinghamshire OX27 0AN
- 12.4 **Ewelme Sites**
Site A
 Cllr ET confirmed that she was meeting the Local Area Technician on 16 May and would raise the flooding issue at Site A with her.
 Following the report to the Rights of Way Officer, Buckinghamshire Council (BC) had been on site all day on the Thursday 4th May but the outcome of their work is not known.
 It was noted that the future maintenance of the site will be organised by a management committee but that the Parish Council need to ensure that the management company is set up before the site the handed over.
- 13 CLERK'S REPORT**
- 13.1 **Finance Report**
 Clerk presented the Financial Report for May 2023. Payments totalling £5179.94 were approved, as detailed in appendix 2.
- 14 VALE OF AYLESBURY LOCAL PLAN (VALP)/MARSH GIBBON NEIGHBOURHOOD PLAN (NP)**
 No updates were available.
- 15 REPORT FROM VILLAGE HALL**
- 15.1 **Report**
 No updates were available.
- 16 PLAY EQUIPMENT, TEENAGE RECREATION AREA AND RECREATION GROUND**
- 16.1 **Maintenance**
 A quote to repair the cableway has been requested.
- 16.2 **Playground Upgrade**
 Cllrs continue to work on the playground upgrade project for the older children.
- 16.3 **Recreation Ground**
 Nothing to report.
- 17 DEVOLVED SERVICES**
 Cllr RT reported that he had cut the grass on the path between the Village Hall and Moat Lane.
 It was noted that the recent grass cutting by RTM had not been up to its usual standard.
Action: Clerk to write to RTM.
- 18 ROADS AND PATHWAYS**
- 18.1 **Potholes**
 There are numerous pot holes around the village which Bucks Council need to repair, most of which have previously been reported. It was noted that the verges on Heet Road are now considered to be extremely dangerous to road users.
Action: Clerk to report the condition of Heet Road to Bucks Council.
- 18.2 **Parking in Castle Street**
 See 10.2 above.
- 18.3 **Station Road, Church Wall**
 It was noted that the responsibility for the maintenance of the church wall along Station Road has not been resolved.
- 18.4 **20 mph speed limit**
 It was noted that Bucks Council is against introducing a 20mph speed limit in the County as the police won't enforce it.
- 19 STREET LIGHTING**
- 19.1 **Maintenance**
 It was agreed to accept the quotation for the repair of the street light on Tompkins Lane. No new faults had been reported.
Action: Clerk to notify E.on

- 20 CEMETERY MATTERS**
- 20.1 **General Maintenance**
Nothing to report.
- 20.2 **Burial, Interments, Advance booking requests and Memorial applications**
- 20.2.1 **Burials**
A burial had taken place in Section D, Row 1, Plot 5.
- 20.2.2 **Advance reservation**
No advanced reservation requests had been received.
- 20.2.3 **Memorial application**
A memorial on the grave in Section D, Row 1, Plot 12 had been agreed via email.
- 20.3 **Cemetery Road**
Cllr ET reported that Pat Taylor had agreed to meet with Hickford, the contractor, to try to resolve the problems with the new road.
Action: Cllr ET to arrange meeting
- 21 ENVIRONMENTAL MATTERS**
- 21.1 **Mud Pond**
It was noted that a resident had spent a day clearing the drain at Mud Pond. It was agreed to monitor whether there was future flooding and then to send to the resident a letter of thanks.
- 21.2 **Ware Pond**
- 21.2.1 **Throw Line**
It was agreed to purchase a 'Throw Line' for Ware Pond.
Action: Clerk to order the Throw Line.
- 21.2.2 **Railings**
Action: Clerk to liaise with Cllr NL regarding funding for the repair of the railings.
- 21.3 **Swan Lane**
Cllr ET had written to Thames Water regarding a water leak at Swan Lane but had not received a response.
Action: ET to follow up with Thames Water
- 22 STREET FURNITURE**
- 22.1 **Memorial Bench**
The purchase of the Memorial Bench with S106 funding is becoming increasingly difficult by the demands from Bucks Council. It was noted that a licence may be required to site the bench at the junction of Rectory Close and Station Road where a bench was previously located.
Action: Clerk to continue trying to resolve the issue.
- 22.2 **Notice Boards**
Cllr ET will ask Pat Taylor to inspect the Parish Council notice board adjacent to the church and the notice board opposite Acland Terrace to see how they can be repaired.
- 23 COMMUNITY BOARD**
No updates were available.
- 24 JUBILEE PLANTATION**
No updates were available.
- 25 KING'S CORONATION**
At the previous meeting Councillors agreed to the purchase of Coronation mugs at a cost of £320 (including VAT). However, subsequently the cost was £479.52 (including VAT) which the council agreed to pay.
- 26 COUNCIL POLICIES**
It was agreed to review these at the June meeting.
- 27 ANY OTHER BUSINESS**
There was no other business
- 28 DATE OF NEXT MEETINGS**
7.30pm 16 May – Finance Meeting.
8pm 13 June – Parish Council meeting.
- The meeting closed at 9.35 pm.

Appendix 1

General Correspondence Received

Bucks Council

Date	From	Description	Actions
Weekly	Permit Office	Roadwork updates	Local notices To Cllrs
5 May	News	Coronation crown competition winners announced	Noted
4 May	Community Board	Local Authority Treescapes Fund (LAFT)	To Cllrs
3 May	Planning	Application Listed building application for Internal alterations and amend west elevation window (Approved application 18/03332/APP) - Box Barn Castle Street Marsh Gibbon Buckinghamshire OX27 0HJ Ref. No: 21/03322/ALB Status: Listed Building Consent Case Type: Planning Application	
3 May	CC Angela Macpherson	LTM Haulage Limited	To Cllrs & resident
3 May	News	Achievements of Buckinghamshire and Milton Keynes celebrated at Investiture Ceremony.	To Cllrs
2 May	Rights of Way Operations Team	Ack. To report of flooding on footpath MGI/9/1	Noted
2 May	Community Board	Haddenham and Waddesdon Community Board - notes from the Environment Action Group	To Cllrs
2 May	Community Board	Haddenham and Waddesdon Community Board - Parish Workshops - Group Two meeting invite	To Cllrs
28 Apr	Footpaths	Footpath MGI/9/1	Clerk actioned
28 Apr	News	Bucks households urged not to miss out on energy bill discounts	To Cllrs
28 Apr	TfB	TTRO Little Marsh	To Cllrs
25 Apr	News	Respect our beloved School Crossing Patrollers	To Cllrs & school
24 Apr	News	New early bird trial gives free bus pass holders even more freedom	To Cllrs
21 Apr	News	Bucks Tree Mission flourishes with more than 145,000 trees planted since October	To Cllrs
21 Apr	CC Angela Macpherson	Annual Report	To Cllrs
21 Apr	CC Angela Macpherson	LTM Haulage Limited	To Cllrs
21 Apr	News	Best of British business celebrated as the first King's Awards for Enterprise recipients revealed	To Cllrs
20 Apr	Community Board	Coronation Mug: CB Funding	To Cllr NL
20 Apr	Senior Policy Officer (Town and Parish Councils)	Fake Parish Online Business Directory Scam	To Cllrs
19 Apr	News	Have your say on the vision and objectives for development and transport in Buckinghamshire	To Cllrs
19 Apr	News	Visions and Objectives Consultation.	To Cllrs
17 Apr	News	Are you entitled to childcare support for your two-year-old?	To Cllrs
17 Apr	News	Communities devastated by groundwater flooding to receive support	To Cllrs
17 Apr	News	98% of Bucks families get one of their primary school preferences	To Cllrs
14 Apr	Community Board	Funding Opportunity to turn a community food fridge into a food hub via funding from Hubbub - End of May Deadline	To Cllrs
14 Apr	Community Board	Haddenham & Waddesdon Community Board - Litter Picking Forum	To Cllrs
13 Apr	Planning Enforcement	enforcement ref is NC/23/00148/OPDEV	To Cllrs
13 Apr	Community Board	Local Authority Treescapes Fund - webinar on 25th April to explain how to contribute	To Cllrs

Signature:

Association of Local Councils

Date	From	Description	Actions
Weekly	BMKALC	Start the Week	To Cllrs
4 May	BMKALC	DLUHC Consultation On Infrastructure Levy - Final NALC Request To Circulate Briefing To Member Councils.	To Cllrs
3 May	BMKALC	BMKALC - May Commitments and Training Opportunities	To Cllrs
3 May	BMKALC	New! Membership Support Partner - oneill homer Planning Consultants	To Cllrs
28 Apr	BMKALC	[EXTERNAL] Coronation VAT guidance	To Cllrs
28 Apr	BMKALC	NACO Newsletter 280423 - Kings Coronation	To Cllrs
28 Apr	BMKALC	Training Update!	To Cllrs
27 Apr	BMKALC	FW: [EXTERNAL] NALC Legal Update – April 2023	To Cllrs

Others

Date	From	Description	Actions
8 May	Rev Hiscock	Marsh Gibbon Charities Report	
4 May	E.on	Quote for new light Tompkins Lane	To Cllrs
4 May	MGVH	Coronation mugs (funding from Coronation Fund)	To Cllrs
2 May	Resident	LTM Application - Bicester Advertiser 13 April 2023 & Operator Licence	To Cllrs
2 May	Resident	Street light Tompkins Lane	Clerk reported to contractor
2 May	RTM	RTM Landscapes Grounds Maintenance Report	To Cllrs
29 Apr	Resident	Swan Field development	Clerk ack.
29 Apr	Zurich	Your Zurich Town and Parish policy is due for renewal	To Cllrs
28 Apr	Stop The Arc	Launch of STARC 2023 Action Plan	To Cllrs
27 Apr	Resident	HGV Station Road	To Cllrs
24 Apr	School Head	Marsh Gibbon CE School Request for Zebra Crossing and Signage	To Cllrs
24 Apr	Resident	Planning Consent 16/03379/AOP Surface Water Drainage 16/A3379/DIS	Cllrs
24 Apr	EWR	East West Rail: Keeping You Connected - Edition 9	To Cllrs
24 Apr	Resident	Allotment enquiry	Clerk responded
14 Apr	EWR	EWR2 Project Newsletter - Spring 2023	To Cllrs
21 Apr	RTM	RTM Landscapes Grounds Maintenance Report	To Cllrs
21 Apr	E.on	RE: Street light maintenance: Account mar 005	To Cllrs
20 Apr	Operator Licensing Team	Automatic reply: LTM Haulage Limited	Noted
18 Apr	Resident	HGVs Station Road	To Cllrs
18 Apr	Greg Smith MP	Marsh Gibbon CE School Request for Zebra Crossing and Signage	To Cllrs/ clerk ack.
18 Apr	HS2	HS2 - 2856 - Calvert Road, Steeple Claydon - 12/06/2023-28/03/2025 - 24/7 Road Closure	To Cllrs
4 Apr	WE Back	Swan Lane, Marsh Gibbon – Site meeting	To Cllrs

MARSH GIBBON PARISH COUNCIL

Clerk's Financial Report
09-May-23

COMMUNITY ACCOUNT

30-Mar-23		£20,423.84
Outstanding Cheques and cheques approved on 11 April 2023		-£5,119.94
Unpresented cheques at 28 April 2023		£1,105.80
Income:		
Bucks Council: Devolved Services		£2,045.43
Bucks Council: 1st precept payment		13,750.00
Community Board: Skateboarding contribution		2,000.00

Balance of Community Account at 28 April 2023 **£34,205.13**

Cheque No	Payee	Amount	Authority
Cheques approved on 9 May 2023			
103325	Zurich	Inv 523460345: Insurance renewal	£2,074.06 LGA 1972 s. 111
103326	Bucks Council	Inv 613332: Cemetery bin emptying (including Duty of Care)	£103.78 Litter Act 1983 ss 5
103327	C Jackman	Clerk : Stationery	£129.14 LGA 1972 s. 112(2)
103328	C Jackman	Clerk Salary April	£483.57 LGA 1972 s. 112(2)
103329	HMRC	Clerk PAYE April	£80.80 LGA 1972 s. 112(2)
103330	SSE	Inv 11772331 0063: Street lighting 4 April to 2 May 2023	£215.42 Parish Councils Act 1957 s. 3; Highways Act 1980 s.301
103330	SSE	Inv 591772404 0073: Street lighting 4 April to 2 May 2023	£12.36 Parish Councils Act 1957 s. 3; Highways Act 1980 s.301
103330	SSE	Inv 861786437 0062: Street lighting 4 April to 2 May 2023	£2.90 Parish Councils Act 1957 s. 3; Highways Act 1980 s.301
103332	MGVH	Tking invoice: 50110: Coronation Mugs	£479.52 LGA 1972 s145/s111
103333	RTM	Inv 4035: Grass cutting	£1,211.16 Highways Act 1980 s. 96
103334	MGVH	Inv 211299: VH Hire 14 February	£19.00 LGA 1972 s133
103334	MGVH	Inv 211311: VH Hire 21 March	£19.00 LGA 1972 s133
103334	MGVH	Inv 211352: VH Hall hire 20 April	£19.00 LGA 1972 s133
103335	E.on	Inv 118243: Street light repair Church Street	£28.16 Parish Councils Act 1957 s. 3; Highways Act 1980 s.301
DD	Everflow	Inv 2234124: recreation ground water 8 June to 7 July	£387.23 LGA(MP) 1976 s.19
		£0.00	£5,265.10

Totals yet to be deducted from balance of Community Account

103313	Swan Group	£75.00
103317	Playground Facilities	£580.80
103318	Technical Surfaces	£450.00
		£1,105.80

Total **£6,370.90**

Total to be added to the Community Account

0.00 **0.00**

Anticipated balance **£27,834.23**

£27,834.23

EARMARKED RESERVE ACCOUNT	01-Apr-23	£26,783.76
	Total In	
	Total Out	£0.00

Balance of Earmarked Reserve at 28 April 2023 **£26,783.76**

Bank Reconciliation 9 May 2023
COMMUNITY ACCOUNT

CASH BOOK	Notes
Balance at 1 April 2023	£20,423.84
Total payments to 9 May 2023	-£9,266.12
Add total receipts to 9 May 2023	£17,795.43
Less outstanding cheques from 2022-23 FY	-£1,118.92
Cash book balance at 9 May 2023	£27,834.23
	£27,834.23

EARMARKED RESERVE ACCOUNT

Balance of Earmarked Reserve A/C as at 1 April 2023	£26,783.76
Less total payments to 28 April 2023	£0.00
Add Total Receipts to 28 April 2023	£0.00
Balance at 28 April 2023	£26,783.76

NB: the balance in the Earmarked Reserve Account is made up of:

Replacement / Refurbishment of the synthetic carpet at the 5-a-side	£16,874.00
Maintenance of play equipment	£0.00
Ware Pond cleaning	£2,080.00
Repairs and New Street Lamps	£1,696.00
Election Expenses	£775.00
Fencing Repairs at 5-a-side	£0.00
Defibrillator	£50.00
Cemetery road repairs	£5,211.00
Interest	£97.76
	£26,783.76

TOTALS at 9 May 2023	Community Account	£27,834.23
	Earmarked Reserve Account	£26,783.76
		£54,617.99

Signature: