

**MARSH GIBBON PARISH COUNCIL**

**MINUTES OF THE 'VIRTUAL' PARISH COUNCIL MEETING  
HELD ON TUESDAY 9 JUNE 2020**

(The meeting was held as per 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) J Smith (JS), and E Taylor (ET)

**In attendance:** C Jackman (Clerk)

The meeting commenced at 8pm.

**1. APOLOGIES**

There were no apologies

**2. DECLARATIONS OF INTEREST**

No declarations were declared.

**3. MINUTES OF THE MEETING HELD ON 12 MAY 2020**

Following one amendment, the Minutes of the Parish Council Meeting held on 12 May 2020 were agreed by those present and will be signed by the Chairman at the next 'proper' meeting.

**4. MATTERS ARISING**

There were no matters arising.

**5. GENERAL CORRESPONDENCE**

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

<b>Bucks Council</b>	<b>From</b>	<b>Subject</b>	<b>Action</b>
i	Updates Permit Officer	TTRO's	Only local notifications forwarded to councillors
ii	Updates Various	COVID-19 Updates	Only relevant emails forwarded to councillors
iii	28 May CC Angela Macpherson	Meeting apologies	Noted
iv	27 May Planning	20/00935/APP   Status: Householder Approved	To Councillors
v	26 May Head of Communications Deputy Chief Executives Directorate	Update on Town and Parish Council involvement in planning applications	Min 18
vi	26 May Planning	Planning Application Consultation 20/01613/APP	Min 6
vii	20 May CC Angela Macpherson	Local Plans	To Councillors
viii	20 May David Rowley	Requesting update on Marsh Gibbon S106 building work	To Councillors
ix	20 May CC Angela Macpherson	Annual report for parish AGM	To Councillors
x	20 May System Administrator & Street Naming and Numbering Officer Resources Directorate	Postal address application - street naming consultation required – Site C	Min 6
xi	2 June Planning	Planning Application Consultation 20/01722/ALB	Min 6
xii.	2 June Planning	Planning Application Consultation 20/01721/APP	Min 6
xiii	2 June Planning	20/01221/COUAR   Status: Application Withdrawn	To Councillors

xiv	2 June	Electoral & Democratic Services Officer	Confirmation that an election for the Parish Councillors vacancies has not been requested	Min
xv	1 June	Public Transport Team, Transport Services Communities Directorate	Social distance signs on bus shelters	To Councillors - clerk responded
xvi	5 June	Parks & Green Infrastructure Officer Communities Directorate	20/01507/AOP - Home Farm Stratton Audley Road Poundon (S106)	Min 6
xvii	5 June	Permit Officer	TTRO Stratton Audley Road, Poundon, Bicester	To Councillors
xviii	4 June	Project Officer – Devolution Project	Devolution: For Awareness - Anti-5G Posters with sharps or blades stuck behind them	To Councillors
xix	3 June	Permit Officer	TTRO - Addison Road, Steeple Claydon	To Councillors

ALC/NALC	From	Subject	Action	
i.	25 May	NALC	Building back communities	Noted
ii.	27 May	BMKALC	LTN 31   LOCAL COUNCIL GENERAL POWERS	To Councillors

Other	From	Subject	Action	
i	Daily	CIB	COVID-19 Regular updates	To Councillors where relevant
ii	29 May	RTM	Chemical Application Report Trigger	Noted
iii	29 May	RTM	RTM Landscapes Grounds Maintenance Report	Noted
iv	26 May	Customer Service Advisor Customer Services Cherwell District Council	Ack: Blackthorn Road fly tipping	Noted
v	22 May	CIB	Volunteers Week (1 - 7 June ) - a chance to say thank you to your volunteers	To Councillors
vi	21 May	James Taylor, Edgar Taylor Bucking	Site C Name	To Councillors
vii	20 May	RTM	RTM Landscapes Grounds Maintenance Report	Noted
viii	18 May	Melanie Rose	Internal audit	Min 7
ix	4 June	Hugh Robertson-Payne.	Parish Council Permission Enquiry	Min 7
x	5 June	Play Safety	Confirmation of playground inspection July/August	Min 8

## 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**

**20/01721/APP - 20/01722/ALB** | Replacement of fenestration and doors with the intention of unifying the appearance of the listed building across all elevations. The proposal also seeks to insert slim-line double glazing at the same time. | Walkers Cottage Whales Lane Marsh Gibbon Buckinghamshire OX27 0HB

**Decision: No objection**

### 6.2 AVDC Approved application

**20/00935/APP** | Single storey rear extension with associated alterations | 1 Station Road Marsh Gibbon OX27 0HN

### 6.3 Withdrawn application

**20/01221/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 agricultural barn into dwelling house (Class Q(a)) and in relation to design and external appearance of the building (Class Q(b)). - Part Masons Farm Blackthorn Road Marsh Gibbon OX27 0AG

## 6.4 Ewelme Sites

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

**Site B:** It was noted that the building work might start during the summer or early autumn

**Site C:** Royal Mail, Edgar Taylor (Buckingham) Limited and the Parish Council have agreed that Leonard Meadow would be the name for Site C. Confirmation was awaited from the Planners at Buckinghamshire Council.

## 7 CLERK'S REPORT AND ADMINISTRATION MATTERS

### 7.1 Finance Report

Clerk presented the Financial Report for June 2020. Payments totalling £3,076.56 were approved, as detailed on page 1988. Clerk confirmed that she had carried out a reconciliation on both accounts.

### 7.2 End of Year Accounts

#### 7.2.1 Annual Governance Statement 2019/20

Councillors approved the Annual Governance Statement.

#### 7.2.2 Annual Accounting Statements

Councillors approved the Annual Accounting Statements.

**Action: Clerk to send return to the external auditor.**

### 7.3 Skateboard

Clerk had informed the skateboard organiser that go-cart sessions would not be allowed in the village hall car park.

### 7.4 S106

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

No updates were available.

#### 7.4.2 20/01507/AOP - Home Farm Stratton Audley Road Poundon

Council had been informed that if the above development proceeds it will generate a sport/leisure contribution of around £35,000. If Poundon Parish does not have a project on which to spend the money, the Marsh Gibbon Cluster of parishes will be invited to apply.

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

### 8.1 Maintenance

8.1.1 RoSPA Play Safety have confirmed that they will carry out the **annual inspection** in July or August.

Chair confirmed that he will remove the seat in the children's play area.

**Action: Chair to remove the seat**

#### 8.1.1 All Weather Pitch (AWP)

The report from Technical Surface still had not been received.

**Action: Clerk to chase now that the lock down is starting to ease**

### 8.2 Request to use Drone at the Recreation Ground

Councillors approved a request from a resident to use a drone at the recreation ground.

**Action: Clerk to inform resident and request that he supplies a copy of his public liability insurance and that he takes all necessary steps to ensure the safety of people and animals at the Recreation Ground.**

## 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: RTM had applied herbicide:

- between Willows and the Croft (Bicester Road to West Edge)
- at the top of Clements Lane
- Hedgeside

-

9.1.6 **Maintenance:** . It was noted that RTM had been unable to cut the grass behind the village hall as pre-school had filled it with their play equipment. It was also noted that RTM were unable to mow under the willow tree at Ware Pond because of the moorhens / ducks.

**Action: Cllr JS to follow up with pre-school**

## 10 ROADS AND PATHWAYS

### 10.1 Pot holes

A pot hole had been reported outside the Reading Room, Church Street.

**Action: Clerk to report to TfB**

### 10.2 HGV weight limit

No updates were available.

### 10.3 Speed watch

No updates were available. It was agreed to keep Speed Watch on the agenda.

### 10.4 Water / Sewage Leaks

It was noted that:

- The leak of sewage on the Edgcott Road had been reported to Thames Water.
- The water leak on Bicester Road had been reported to Thames Water.
- The water leak on Station Road appears to have been repaired.

### 10.5 White Van

A resident had reported that a white van had been parked outside the Plough near the junction.

**Action: Clerk to inform the resident that this is not within the remit of the Parish Council and suggests that he contact the police.**

## 11 STREET LIGHTING

It was noted that the street light in Bicester Road had been repaired. Council approved the additional cost for the repair; the quote from E.on was £280 but the invoice was for £310. The quote had not included the new 18W LED.

It was agreed to accept the quotation for the repair of the street light in Scotts Lane. Depending on the level of equipment replacement required the repair will cost either £325 or £717.

**Action: Clerk to inform E.on.**

## 12 ENVIRONMENTAL MATTERS

### 12.1 Notice Boards

Chair had spoken to Andy Miller regarding the repair of the notice boards. Cllr ET volunteered to go round the village with him to decide what repairs were needed. It was agreed that a notice board would not be erected on the bus shelter near the school until it was known what repairs might be needed to the current 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 not been removed.

**Action: Cllr ET will to follow up with contractor who has been asked for a quote to carry out the work.**

### 12.3 Willow Tree at Townsend Pond

The condition of the willow tree at Townsend Pond is being monitor.

## 13 OXFORD TO CAMBRIDGE EXPRESSWAY

No updates were available. It was agreed to remove this item from the agenda.

## 14 REPORT FROM VILLAGE HALL REPRESENTATIVE

No update was available.

## 15 CEMETERY MATTERS

### 15.1 Burials, interments, and Advance bookings

No burial requests or advance bookings had been received since the previous meeting.

### 15.2 Memorial / Additional inscription Applications

Council approved the additional inscription on the grave C-4-7 without the ashes being interred.

**Action: Clerk to inform DL Hancock**

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

Cllrs PE reported that Tim Voss (TV) had been in touch with Hickfords regarding the final snagging but had not received a response. It was noted that Hickfords have until the end of August to complete the snagging when the 2.5% retention is due for payment.

**Action: Cllr PE to follow up.**

### 15.4 Regulations

It was agreed that the full regulations would be retained on the cemetery notice board and that a 'bullet point' notice would not replace it.

**Action Clerk to update the regulations now that Section D is in use**

## 16 COVID-19.

It was noted that:

- The COVID-19 Volunteer organisers are now meeting fortnightly.
- Foodbank collections are made every fortnight.
- No further grants have been issued.
- The Parish Council continues to support the volunteers.

## 17 COUNCILLOR VACANCIES

It was noted that two parishioners had submitted CV's and that two others had expressed an interest. A deadline of Saturday 20 June for CV's was agreed, and interviews would be held during the following two weeks so that a decision on co-option could be made at the July meeting. Chair and Cllr PE agreed to conduct the interviews.

Clerk had put notices on the Parish Council website and on two notice boards and would put notices on all the other notice boards in the village. Cllr IM had emailed all those on his bulletin list.

**Action: Clerk to inform those who had submitted CV's and expressed an interest of the deadline date**

## 18 ANY OTHER BUSINESS

### 18.1 Ware Pond Railings

Cllr ET reported that the white railings at Ware Pond need some maintenance.

**Action: Inspection of the railings to be carried out by Councillors**

### 18.2 Understanding Duties of the Parish Council

Cllr IM reported that the 'protocol' document was not yet complete.

### 18.3 Planning

Following the issue of 'Parish and Town Council's involvement in Planning Applications' from Buckinghamshire Council, Councillors agreed that a note of 'concern' should be sent to CC Angela Macpherson.

**Action: Clerk to draft note**

## 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:**

## MARSH GIBBON PARISH COUNCIL

Clerk's Financial Report  
09-Jun-20

## COMMUNITY ACCOUNT

		Notes
29-Apr-20	£27,515.62	
Outstanding Cheques and cheques approved at meeting on 12 May 2020	-£5,573.23	
Unpresented cheques at 29 May 2020	£28.16	E.on : withheld cheque until Scotts Lane street light fully
<b>Income:</b>		
Heritages: Interment D-1-5	520.00	
D L Hancock: Memorial C-5-9	70.00	
Bucks Council: Half year precept	12,500.00	

**Balance of Community Account at 29 May 2020** **£35,060.55**

Cheque No	Payee	Amount	Authority
<b>Payments to be approved at meeting 9 June 2020</b>			
Standing Order	Sidleys: Demand No: 3196 Recreation Ground rent	265.32	LGA 1972 s.133
102996	SSE: Inv 11772331 0030 : Street light electricity 2 May to 1 June 2020	221.06	PCA 1957s.3;HA 1980s.301
102996	SSE: Inv 591772404 0030 : Street light electricity 2 May to 1 June 2020	12.73	PCA 1957s.3;HA 1980s.301
102996	SSE: Inv 861786437 0019 : Street light electricity 2 May to 1 June 2020	2.86	PCA 1957s.3;HA 1980s.301
102997	RTM: Inv 2280: Grass cutting and herbicide	1,293.60	Highways Act 1980 s. 96
102997	RTM: Inv 2300: Herbicide treatment near pond and Clements Lane	60.00	Highways Act 1980 s. 96
102998	MGVH: Inv 2004/07 - hire of cupboard - May to December 2020	22.50	LGA 1972 s133
102999	Senses: Inv 2627: Webside hosting and emails	172.80	LGA 1972 s. 111
103000	M R Rose: Inv 18 May 2020: Internal audit	50.00	Audit Commission Act 1998
102302	C Jackman: Clerk: purchase of pewter tankard from H Samuel / Printer Cartridge/Postage	93.39	LGA 1972 s. 112(2)
102303	C Jackman: Clerk: May Salary	450.90	LGA 1972 s. 112(2)
102304	HMRC: Clerk May PAYE	43.40	LGA 1972 s. 112(2)
102305	E.on: Inv 098751: Bicester Road Street light repair	372.00	PCA 1957s.3;HA 1980s.301
DD	Inv 563745: Recreation Ground Water 8 July to 7 August 2020	16.00	LGA(MP) 1976 s.19
<b>Totals yet to be deducted from balance of Community Account</b>			
	Cheques for approval at meeting on the 12 May 2020	<b>£3,076.56</b>	
	Unpresented cheques at 29 May 2020	£28.16	
<b>Totals yet to be credited</b>			
		<b>Total</b>	<b>£3,104.72</b>
		<b>Anticipated balance</b>	<b>£31,955.83</b>

£31,955.83

## EARMARKED RESERVE ACCOUNT

29-Apr-20	£27,779.25
-----------	------------

**Balance of Earmarked Reserve at 29 May 2020** **£27,779.25**

## Bank Reconciliation 9 June 2020

## COMMUNITY ACCOUNT

## CASH BOOK

		Notes
<b>Balance at 1 April 2020</b>	<b>£27,120.89</b>	
Less Total Payments to 29 May 2020	-£7,572.22	
Cheque No 102971: E.on (FY 2019-20)	-28.16	
<b>Add total receipts to 29 May 2020</b>	<b>£15,511.88</b>	
<b>Cash book balance at end May 2020</b>	<b>£35,032.39</b>	
	£35,032.39	

## 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 29 May 2020	£0.00
Add Total Receipts to 29 May 2020	£0.00
<b>Balance at 29 May 2020</b>	<b>£27,779.25</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 wired 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	£24.25	
<b>TOTAL</b>	<b>£27,779.25</b>	