

MARSH GIBBON PARISH COUNCIL

MINUTES OF THE 'VIRTUAL' PARISH COUNCIL MEETING HELD ON TUESDAY 9 FEBRUARY 2021

(The meeting was held in accordance with 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), E Taylor (ET), J Smith (JM), R Cross (RC), N Lyon (NL),
Cllr Angela Macpherson and C Jackman (Clerk)

Meeting commenced at 8pm.

1 APOLOGIES

None.

2 DECLARATIONS OF INTEREST

None.

3 MINUTES OF THE MEETING HELD ON 12 JANUARY 2021

Following one amendment, the Minutes of the Parish Council Meeting held on 12 January 2021 were agreed by those present and will be signed by the Chairman at the next 'proper' meeting.

4 MATTERS ARISING

4.1 Christmas Tree

Cllr PE reported that the cost of the Christmas tree lights had increased to £63.98 (including VAT and delivery). Cllrs agreed to the increased cost.

Action: Cllr PE to order 2 lengths of lights.

5 PUBLIC PARTICIPATION

There were no members of the public present.

6 GENERAL CORRESPONDENCE

Buckinghamshire Council

Date	From	Description	Action	
i	Daily/ weekly	TfB	TTRO	
ii	Various	Communications	Update on mobile coronavirus testing centres in Buckinghamshire over the coming week	To Cllrs
iii	Various	Residents	Flooding	To TfB/Cllrs
iv	8 Feb	Communication	Funding boost powers up electric vehicle ownership across Buckinghamshire	Noted
v	6 Feb	Communications	Buckinghamshire's first large-scale COVID vaccination site opens in Aylesbury	To Cllrs
vi	5 Feb	Communications	Knowing Your Place...Discovering Buckinghamshire's Parishes	To Cllrs
vii	5 Feb	Local Area Tech.	West Edge repairs	Minute 14
viii	4 Feb	Planning	19/B0321/DIS Status: Partly satisfied	To Cllrs
ix	2 Feb	Communications	Think 'Home First' to care for and protect your loved ones	To Cllrs & Rev Hiscock

x	1 Feb	Electoral Service Officer	Electoral Register Monthly Changes February 2021	To Cllrs
xi	1 Feb	Communications	Residents invited to online consultation event to comment on SEALR Phase 2	To Cllrs
xii.	27 Jan	Strategic Flood Management Lead Officer Highways & Technical Services, Communities Directorate	Marsh Gibbon Flood sites	Minute 14
xiii.	26 Jan	Communications	Buckinghamshire Council, proud to support Better Health	To Cllrs
xiv.	26 Jan	Communications	Aylesbury Gardenway - social media pack	To Cllrs
xv.	26 Jan	Permit Officer	TTRO - Bicester Road, Marsh Gibbon	To Cllrs
xvi.	25 Jan	Parish & Member Support	2021-22 Precept Request ack.	Noted
xvii	22 Jan	Communications	Community boards join forces to encourage new businesses in Bucks	To Cllrs
xviii	22 Jan	Community Board	Haddenham and Waddesdon Community Board formal meeting on Thursday 18th March 2021	To Chair
xix	21 Jan	CC Angela Macpherson	Bicester Road, West Edge & Swan Lane, Marsh Gibbon.	To Cllrs
xx.	21 Jan	LAT, TFB	Bicester Road, West Edge & Swan Lane, Marsh Gibbon.	To Cllrs
xxi.	21 Jan	Communications	Transport for Buckinghamshire takes on Winter	To Cllrs
xxii.	21 Jan	Communications	Helping Hand service continues to support families in Buckinghamshire	To Cllrs
xxiii.	20 Jan	Communications	Buckinghamshire Council is 'pulling out all the stops' to give Bucks businesses an extra boost	To Cllrs
xxiv.	20 Jan	Communications	COVID-19 vaccination site opens in Buckingham	To Cllrs
xxv.	20 Jan	Planning	Planning Application Consultation 20/04189/APP	Minute 7
xxvi	19 Jan	Community Board	Haddenham and Waddesdon Community Board - funding Request No 3 from Marsh Gibbon Parish Council	To Cllrs
xxvii	19 Jan	Communications	Residents urged to correctly recycle small electrical devices and batteries in order to prevent fires	To Cllrs
xxviii	19 Jan	Community Board	Haddenham and Waddesdon Community Board - funding request No 4 from Chearsley Village Hall	To Cllrs
xxix	19 Jan	Community Board	Haddenham and Waddesdon Community Board - funding Request No 3 from Marsh Gibbon Parish Council	To Cllrs
xx	19 Jan	Community Board	Haddenham and Waddesdon Community Board - Funding Request No 2 Brill Parish Council	To Cllrs
xxi	19 Jan	Martin Tett	Leader of the Council calls out HS2 Limited's attempts to keep local residents informed	To Cllrs
xxii	18 Jan	Community Board	Haddenham and Waddesdon Community Board - Funding Request No 1 from Haddenham Parish Council	To Cllrs
xxiii	18 Jan	Civil Contingencies Unit	Message from the Met Office Advisor - Thames Valley & Surrey	To Cllrs
xxiv	14-16 Jan	Incident Management Group	Flooding update	To Cllrs
xxv	15 Jan	Communications	Scammers prey on the vulnerable charging for vaccines they don't have and stealing financial data	To Cllrs & Rev Hiscock
xxvi	15 Jan	Communications	COVID vaccination sites open in Stoke Mandeville and High Wycombe as Buckinghamshire rollout continues	To Cllrs
xxvii	14 Jan	David Cairney	Marsh Gibbon HGV Controls	Chair & Cllr IM
xxviii	14 Jan	Communications	More Bucks residents to be invited to national COVID-19 vaccine centres	To Cllrs

xxix	12 Jan	Planning	20/03590/APP Status: Householder Approved	Noted
xxx	11 Jan	TfB	Transport for Buckinghamshire, Traffic Calming Booklet	To Cllrs

Association of Local Councils

	Date	From	Description	Action
i.	5 Feb	NALC	CHIEF EXECUTIVE'S BULLETIN	To Cllrs
ii.	3 Feb	BMKALC	Election campaigning	To Cllrs
iii.	1 Feb	BMKALC	Parish Charter Consultation	To Cllrs
iv.	20 Jan	BMKALC	Parish Charter	To Cllrs
v.	29 Jan	BMKALC	Elections 2021	To Cllrs
vi.	27 Jan	BMKALC	Town and Parish Council draft Charter	To Cllrs
vii.	26 Jan	BMKALC	S137 limit 2021-22 (2021-22 is £8.41 per elector.)	To Cllrs
viii.	25 Jan	BMKALC	Parish Liaison Meeting	To Cllrs
ix.	21 Jan	BMKALC	Lobby Day	To Cllrs
x.	12 Jan	NAL	Make a change to local communities	To Cllrs

Other

	Date	From	Description	Action
i.	3 Feb	Rev Hiscock	Copy of email to Community Board: LEAP - Wellbeing Activity Packs for older residents - have you a need in your area?	Com Board responded
ii.	2 Feb	EWR	East West Rail Phase 2 Project Newsletter - Winter 2020/2021	To Cllrs
iii.	28 Jan	Edgcott PC	Proposed new prison Grendon Underwood: List of objections	To Cllrs
iv.	28 Jan	EWR	EWR Traffic Management Updates	To Cllrs
v.	15 Jan	Forestry Commission	Woodland Creation, Marsh Copse - MGPC Consultation	Minute 25
vi.	23 Jan	Edgcott Parish Council	Prison Development – Grendon / Springhill	Minute 25

7 PLANNING

7.1 Applications

20/04189/APP | Single storey rear extension, rear dormer and alteration to fenestration | Oak Apple Farm Heet Road Marsh Gibbon Buckinghamshire OX27 0AL.

Decision: No objection.

Action: Clerk to inform Buckinghamshire Council (AVDC Area).

- 7.2 **Late Notifications** – to review any applications issued after the publication of the meeting agenda Ref. No: 21/00367/APP | The Orchard Castle Street Marsh Gibbon Buckinghamshire OX27 0HJ Variation of Condition 14 (Eastern access to Castle Street) of planning permission 19/00321/APP and 19/B0321/DIS - The condition states: "Prior to occupation of the development, the eastern access to Castle Street shall be designed/constructed in accordance with; 'Buckinghamshire County Council's Guidance note, "Commercial Vehicular Access Within Highway Limits" 2013. For the avoidance of doubt this access shall be widened to 4.8m." This condition is instructional, it requires us to do something prior to occupation and does not require submission of details and cannot be discharged. The planning authorities have considered, in consultation with highways our revised proposal. The drawings show a single point of narrowing, between the two posts, which is 3.5m wide. Despite this, Planning and Highways are satisfied that two-way vehicular flow can be achieved. Because of the point of narrowing the works to be carried out would not meet the wording of the condition. If the works shown were undertaken, they would not be sufficient to comply with the wording of the condition as it stands. However, planning and Highways are satisfied that should an application be made to vary this condition, it would be likely to receive officer support. Documents provided. Eastern Access to Box Farm_ Diagram_1_20201003. Eastern Access to Box Farm_ Diagram_2_20201003. Supporting text submitted with application: The drawings show the dimensions of the entrance and the driveways to plots 1 and 2. This entrance

will be used by 3, 3-bedroomed properties only. Diagram 2 shows a simulation of two large family cars (5 metres X 2 metres) at the entrance and on the drive. The proposal allows these cars to pass each other at the entrance without obstructing traffic flow on Castle Street. We propose to widen the existing drive from 3.54 metres to 4.9 metres along its total length. This will allow simultaneous passing of vehicles on the drive.

Decision: No objection.

Action: Clerk to inform Buckinghamshire Council (AVDC Area)

7.3 **Approved applications**

19/B0321/DIS | Status: Partly satisfied.

Submission of details pursuant to Condition 1 - Start date, Condition 11 - Replacement of Trees, Condition 13 - Bin storage, Condition 14 - Eastern access, Condition 16 - Visibility Splays, Condition 17 - Hard Standing, Condition 18 - Roof lights, Condition 20 - Flood Lights and Condition 21 - Provisions|cr| - The Orchard Castle Street Marsh Gibbon Buckinghamshire OX27 0HJ.

7.4 **Ewelme Sites**

Site A: No updates were available.

Site B: No updates were available.

Site C: No updates were available.

8 **FINANCE REPORT**

8.1 Clerk presented the **Financial Report for February 2021**. Payments totalling £1,147.27 were approved, as detailed on page 2053.

Clerk confirmed that she had carried out a reconciliation on both bank accounts.

8.2 **Skateboarding**

Cllr NL confirmed that an application had been submitted to Heart of Bucks, and that he had supplied the requested additional information. A decision should be known by the end of March.

8.3 **S106**

Cllr JS reported that the village hall committee had given her one quotation of £24,800 for the repair of the car park. However, this did not include any camera/drain investigations. It was agreed that the use of public funds for a 'temporary repair' was not acceptable. Cllr JS agreed to ask the village hall committee to get additional quotes to include the camera / drain investigations.

Action: Cllr JS to liaise with the village hall committee to get the required quotations.

9 **PLAY EQUIPMENT, TEENAGE RECREATION AREA AND RECREATION GROUND**

9.1 **Maintenance**

9.1.1 **All Weather Pitch repairs**

It was noted that Technical Surfaces would be carrying out their regular maintenance on 22 February.

9.1.2 **General Maintenance**

Nothing to report.

9.2 **Playground Upgrade**

Cllr NL reported that he has organised a ZOOM meeting on Thursday 11 February with Cllr RC and 5 residents who have agreed to form a sub-committee.

Action: Cllr NL to report back to the next PC meeting.

9.3 **Recreation Ground**

Cllr RC reported that he had attended the Marsh Gibbon Sports & Social (MGS&SC) AGM on the previous evening (8 February). Firstly, he noted that the MGS&SC was financially sound and had steered its way through COVID so far. Councillors noted that the MGS&SC do an excellent job in maintaining the facility.

He went on to explain that under Any Other Business, a discussion had taken place regarding the letter which had been sent to the MGS&SC regarding the governance and use of the recreation

ground. MGS&SC expressed disappointed that the Parish Council had not been in touch before writing the letter and noting its action in the Council minutes.

Cllr RC reported that in conclusion it was agreed that there should be an open dialogue between the Parish Council and the MGS&SC regarding any future decisions.

Chair confirmed that also he had spoken to Marcelle Turner regarding the use of the Recreation Ground.

10 BCC DEVOLUTION OF SERVICES

10.1 10.1.1 Urban grass cutting: Nothing to report.

10.1.2 Hedging: Nothing to report.

10.1.3 Siding out: Nothing to report.

10.1.4 Rights of Way: Nothing to report.

10.1.5 Weed Killing: Nothing to report.

10.1.6 Maintenance: Nothing to report

It was noted that clerk had asked RTM for costs to add the additional footpath clearance/hedge cutting to the 2021 contract.

Action: Clerk to chase RTM.

11 ROADS AND PATHWAYS

11.1 Potholes

Potholes were reported at:

- Blackthorn Road (Oxfordshire CC)
- Church Street (opposite the Reading Room)
- Townsend Farm
- Top of Little Marsh – going towards Charndon

Action: Clerk to report to TfB.

11.2 HGV weight limit

Council is waiting for confirmation of costs of relevant street signs.

Action: Clerk to chase Bucks Council.

11.3 Speedwatch

Nothing to report.

12 Street Lighting

Street lights still are not repaired at:

- Tomkins Lane (outside New House)
- Little Marsh
- Millfield Close
- Scotts Lane

Action: Clerk to follow up with E.on.

13 CEMETERY

13.1 General Maintenance

Buckinghamshire Council had not delivered the new bin as promised.

Action: Clerk to follow up with Bucks Council.

13.2 Burial, Interments, Advance booking requests and Memorial applications

Nothing to report.

13.3 New Homes Bonus (Cemetery Paths improvements)

Cllr PE confirmed that the contractor will re-visit the cemetery in August to carry out a survey of the recent works.

14 ENVIRONMENTAL MATTERS

14.1 Flooding

Cllrs ET and PE continue to liaise with Transport for Bucks (TfB), Thames Water and the Environment Agency regarding the recent flooding. Cllr ET reported that the TfB Local Area Technician had been extremely helpful.

Swan Lane: Cllr ET reported that she had been in touch with Thames Water. They initially had refused to make a visit unless the sewage problem reoccurred. They eventually had made a visit, had done some investigative work and reported that the current problem was caused by 'hydraulic overload'. Two residents also had been in touch with Thames Water but had received unsatisfactory responses.

Cllr ET reported that a Thames Water 'Asset Register', used during the outline planning for Swan Field, seemed to be out of date which is a cause for concern.

Following a Parish Council letter to the Thames Water Complaints Department, the Clerk had received a call to discuss a site visit and now awaits a call back with a date.

It was noted that some drains had been jetted by TfB.

Action: Cllr ET to liaise with TfB to receive the updated report on swan lane.

Mud Pond, West Edge: The repair work at Mud Pond has been delayed until 22 February 2021.

Ware Pond: Cllrs PE and ET reported that Ware Pond had flooded the road again. Residents had been kept informed of the Council's discussions with the various agencies, but it was noted that the Environment Agency had visited the area without Councillors being made aware of the visit.

The Environment Agency had stated that Riparian owners (i.e. those whose land is next to a water course) are responsible for keeping the water courses clear.

The LAT had suggested sending letters to the Riparian owners explaining their responsibilities, and the Council agreed to support this.

Action: Council to forward contact details to the LAT.

14.2 Ware Pond

See above.

14.3 Mud Pond

The electricity board have inspected the tree at Mud Pond, which will need a severe trim or taken down. The resident had agreed to wait and see what the electricity board recommended and then come back to the Parish Council with a proposal.

15 STREET FURNITURE

Andy Miller had taken the notice board away for repair.

Cllrs ET and NL had done their walk about and had prepared a list for repair/cleaning and general improvements. Chair had spoken to Dave Ingham who will do the work, for the cost of materials, if he is given a list of tasks.

Action: Cllrs ET and NL to prepare list of tasks for David Ingham.

16 OXFORD TO CAMBRIDGE EXPRESSWAY

No updates were available.

17 HS2

No updates were available.

18 EAST WEST RAIL

CC AM reported that she had had a call with EWR / HS2 to ask them work together and noted that EWR is very poor at community engagement.

She noted that the EWR and HS2 are damaging roads in the area and that she is pushing for some form of agreement for them to make good the roads. However, EWR had said they will not do anything until they have completed work in the area.

CC AM also reported that where road closures have been implemented on gritting routes, EWR had agreed to grit the diversions, but HS2 had refused to do so because they believed it should be the responsibility of Buckinghamshire Council.

19 REPORT FROM VILLAGE HALL REPRESENTATIVE

JS reported that the Executives are holding meetings but not including committee members and that they are trying to get a farmer's market and a virtual beer festival.

Financially, the village hall is okay but needs to keep 3 to 4 months running costs in hand.

She also noted that some of funds need to be kept in reserve for any repairs arising for the main village hall roof.

20 COVID-19

20.1 Chair reported that:

- Covid meetings are being held every fortnight.
- The team of volunteers is still available.
- The support network is working well.
- The food bank collection is continuing.
- The team had received a donation from the Highway Church.
- £150 is still available from the £600 donation from Bucks Council.
- The funding is available if people need help with food or bills.

CC AM reported that further funding still is available from the Community Board.

21 COMMUNITY BOARD

21.1 Main Board

The next main board meeting will be held on 18 March. There is nothing to report since the last meeting.

CC AM pointed out that in addition to the current sub-groups, more are being planned and suggested that the sub-groups are more able to 'get things done'.

It was noted that currently Marsh Gibbon is represented on the Environment and Green Space sub-group and will volunteer to go onto the Flooding sub-group when it is set up.

21.2 Environment and Green Spaces sub-group

No updates were available.

22 FACEBOOK

Councillors agreed to Cllr NL's request to add to Facebook that the PC will not be increasing the precept this year.

23 ASSETS OF COMMUNITY VALUE

Nothing to report.

24 POLICIES

Clerk had circulated a suggested list of new policies which would be in addition to those already agreed. Councillors agreed to review all policies at a special meeting if required.

Action: Clerk to prepare drafts of new policies and send to Councillors for review.

25 LEAD MEMBERS

Cllr IM had suggested creating Councillor 'Lead Members'. Following a lengthy discussion, it was agreed not to allocate Lead Members as the current system seemed to be working effectively but to review after the Council Elections.

Action: Clerk to add to the agenda after the election.

26 ANY OTHER BUSINESS

26.1 Parish Charter

Cllr PE suggested that Councillors should read the draft Parish Charter. It was agreed that a special meeting to review would be held if necessary.

26.2 Additional Restrictions Grant (COVID related)

Cllr AM reported that a COVID Additional Restrictions Grant between £1 and £3K was available, the closing date for applications is 28 February. Cllr AM agreed to send the link to the Clerk.

26.3 Proposed new prison at Grendon / Springhill

Councillors have changed their views on the proposed new prison at Grendon / Springhill and are now minded to review it again.

Action: Clerk to add to the agenda of the next meeting.

26.4 Jubilee Plantation

Cllr JS reported that the Jubilee Plantation needs to be tidied.

Action: Clerk to add to the agenda for the next meeting.

26.5 Copse

It was noted that Council had not opposed the planting of a copse between Stratton and Poundon (up the hill towards Poundon).

27 DATE OF NEXT MEETING

The next Parish Council meeting will be held via ZOOM at 8pm on Tuesday 9 March 2021.

The meeting closed at 9.43pm.

MARSH GIBBON PARISH COUNCIL

Clerk's Financial Report
09-Feb-21

#

COMMUNITY ACCOUNT		Notes	
30-Dec-20		£18,429.33	
Outstanding Cheques and cheques approved at meeting on 12 Jan 20		-£2,798.62	
Unpresented cheques at 31 Jan		£845.00	
Income:			
HMRC VAT		4,578.87	
Heritage - Burial D-1-11		520.00	
Balance of Community Account at 31 January 2021		£21,574.58	
Payments to be approved at meeting 9 February 2021			
Cheque No	Payee	Amount	Authority
103069	Clr N Lyon: Amazon - Litter pickers and refuse sacks	20.24	Litter Act 1983 ss 5
103070	SSE: Inv 11772331 0038: street lighting 5 Jan - 1 Feb	199.41	PCA 1957s.3,HA 1980s.301
103070	SSE: Inv 591772404 0038: street lighting 5 Jan - 1 Feb	11.62	PCA 1957s.3,HA 1980s.301
103070	SSE: Inv 861786437 0027: street lighting 5 Jan - 1 Feb	2.86	PCA 1957s.3,HA 1980s.301
103071	HMRC: Clerk PAYE January 2021	46.00	LGA 1972 s. 112(2)
103072	C Jackman: Clerk Salary January 2021	461.40	LGA 1972 s. 112(2)
103073	C Jackman: Inv 62446244 : January ZOOM	14.39	LGA 1972 s. 112(2)
103073	C Jackman: reimbursement for dog mess signs	75.34	Litter Act 1983 ss 5
103074	E&S Burborough Ltd: Inv 3219: digger for pond work	300.00	LGA 1972 s. 111
DD	Everflow: Inv 837311: Recreation ground water 8 March to 7 Apr	16.01	LGA(MP) 1976 s.19
Totals yet to be deducted from balance of Community Account		£1,147.27	
	Cheques for approval at meeting on the 9 February 2021		
	Outstanding cheques at 31 January 2021		
	103052 Swan Group donation	£75.00	
	103067 G Hodges	770.00	
		£845.00	£845.00
Totals yet to be credited		£0.00	
	Total	£1,992.27	
Anticipated balance		£19,582.31	

EARMARKED RESERVE ACCOUNT	
29-Apr-20	£27,779.25
Total In	£7,511.82
Total Out	-£8,569.00
Balance of Earmarked Reserve at 30 Dec 2020	£26,722.07

Bank Reconciliation 9 February 2021

COMMUNITY ACCOUNT		Notes	
CASH BOOK			
Balance at 1 April 2020	£27,120.89		
Less Total Payments to 9 February 2021	-£51,758.33		
	-28.16	cancelled e.on cheque	
Add total receipts to 9 February 2021	£44,247.91		
Cash book balance at 9 February 2021	£19,582.31		
	£19,582.31		
EARMARKED RESERVE ACCOUNT			
Balance of Earmarked Reserve A/C as at 1 April 2020	£27,779.25		
Less total payments to 9 February 2021	-£8,569.00		
Add Total Receipts to 9 February 2021	£7,511.82		
Balance at 9 February 2021	£26,722.07		
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	£36.07		
	£26,722.07		
TOTALS at 9 February 2021			
Community Account	£19,582.31		
Earmarked Reserve Account	£26,722.07		
	£46,304.38		