

MARSH GIBBON PARISH COUNCIL

MINUTES OF THE 'VIRTUAL' PARISH COUNCIL MEETING HELD ON TUESDAY 10 NOVEMBER 2020

(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) and C Jackman (Clerk)

Meeting commenced at 8.0pm.

1. APOLOGIES

CC Angela Macpherson.

2. DECLARATIONS OF INTEREST

Cllr RC declared an interest in agenda item 6.1, Planning application 20/03590/AGN.

Cllr ET declared an interest in agenda item 6.5, Ewelme Sites (Site C)

3. MINUTES OF THE MEETING HELD ON 13 OCTOBER 2020

The Minutes of the Parish Council Meeting held on 13 October 2020 were agreed by those present and will be signed by the Chairman at the next 'proper' meeting.

4. MATTERS ARISING

A resident had requested the installation of a footbridge over the water next to Ham Pond. Councillors agreed that this was the responsibility of Ewelme Trustees, the owners of the land.

Action: Clerk to inform the resident who had made the request.

5. GENERAL CORRESPONDENCE

Bucks Council		From	Subject	Action
i	Daily/ weekly	Road Closures	TTROs / weekly updates	Forwarded to Councillors where relevant
ii	9 Nov	Planning	Planning Application Consultation 20/03673/APP	Minute 6
iii	9 Nov	Community Board	Haddenham and Waddesdon Community Board - notification of the Councillor Covid Crisis Fund	To Councillors
iv	9 Nov	Communications	Buckinghamshire Council asks the Government to think again on planning reforms	To Councillors
v	6 Nov	Communications	COVID-19 response update for Town and Parish Councils in Buckinghamshire	To Councillors
vi	6 Nov	Communications	More coronavirus mobile testing sites arriving across Buckinghamshire	To Councillors
vii	6 Nov	Community Board	Haddenham and Waddesdon Community Board - Freight Steering Group notes and attachments	To Councillors
viii	6 Nov	CC Angela Macpherson	Meeting apologies	To Councillors
ix	5 Nov	Communications	Stay safe this Diwali and protect your loved ones	To Councillors
x	Various	CC Angela Macpherson	EWR – Station Road road closures	To Councillors
xi	5 Nov	Local Area Technician	A41 TTL: potential for serious accident	Copied to PC Facebook
xii.	3 Nov	Communications	UPDATED: Buckinghamshire residents urged to stay safe this Bonfire Night	To Councillors
xiii.	31 Oct	Planning	19/03492/ADP Status: Details - Application Approved	To Councillors

xiv.	30 Oct	Communications	Coronavirus mobile testing sites returning to Buckingham and High Wycombe	To Councillors
xv.	30 Oct	Planning	Planning Application Consultation 20/03716/AGN	Minute 6
xvi.	30 Oct	Communications	Update on Remembrance Day in Buckinghamshire 2020	To Councillors
xvii	30 Oct	Communications	Buckinghamshire residents urged to stay safe this Bonfire Night	To Councillors
xviii	29 Oct	Parks & Green Infrastructure Officer Communities Directorate	S106: Marsh Gibbon	Minute 7
xix	27 Oct	Communications	'Helping Hand' – Buckinghamshire Council's Commitment to children in need over Half Term	To Councillors
xx.	26 Oct	Community Board	Haddenham and Waddesdon Community Board - HGV survey	Clr NL responded
xxi.	24 Oct	Planning	20/01721/APP Status: Householder Approved	Minute 6
xxii.	24 Oct	Planning	20/01722/ALB Status: Listed Building Consent	Minute 6
xxiii.	23 Oct	Community Board	Haddenham and Waddesdon Community Board - next formal Board meeting rescheduled from 5th November to Wednesday 25th November at 7 pm	To Councillors
xxiv.	23 Oct	Community Board	More coronavirus mobile testing sites for Buckinghamshire over half-term week	To Councillors
xxv.	23 Oct	Communications	The Anarchist's Mobile Library comes to Buckinghamshire Libraries this half term	To Councillors
xxvi	23 Oct	Communications	Aylesbury's alternative Christmas	To Councillors
xxvii	22 Oct	Communications	Groups invited to apply for funding support	To Councillors
xxviii	22 Oct	Communications	Bringing Community Boards to the local community	To Councillors
xxix	22 Oct	Communications	We need your views on the budget urges council leader	To Councillors
xx	22 Oct	Communications	New walk-through coronavirus testing site for Aylesbury	To Councillors
xxi	22 Oct	Communications	Decision made on the Chiltern and South Bucks Local Plan	To Councillors
xxii	22 Oct	Planning	20/01727/APP Status: Application Withdrawn	To Councillors
xxiii	22 Oct	Planning	Planning Application Consultation 20/03590/APP	Minute 6
xxiv	21 Oct	Communications	Aylesbury accessibility guides launched	To Councillors
xxv	21 Oct	Planning	20/01249/COUOR Status: Prior Approval Granted	To Councillors
xxvi	20 Oct	Communities Officer	Free Autumn/Halloween Activity for your Parish	Clr NL responded
xxvii	19 Oct	Communications	Council calls for action to avoid lockdown in Buckinghamshire	To Councillors
xxviii	19 Oct	Communications	Buckinghamshire Council is delighted to have won 'Best New Idea' at the LARAC Conference Celebration awards	To Councillors
xxix	16 Oct	Communications	Updated Road Safety Update Autumn 2020	To Councillors
xxx	16 Oct	Planning	20/03231/ATC Status: Trees - Proceed with works	To Councillors
xxxi	15 Oct	Communications	UPDATED:Start Well, Live Well, Age Well - what's your view?	To Councillors
xxxii	15 Oct	Communications	Council to move ahead with Ivinghoe freight zone.	To Councillors
xxxiii	15 Oct	Parish Liaison Officer	Clarification - Planning application notifications	To Councillors
xxxiv	15 Oct	Planning	Appeal Decisions: APP/J0405/W/20/3252194 & APP/J0405/Y/20/3252192 – Split Decision	To Councillors
xxxv	15 Oct	Planning	Appeal Decisions: APP/J0405/W/20/3252194 & APP/J0405/Y/20/3252192 – Dismissed	To Councillors
xxxvi	14 Oct	Planning	20/02482/APP Status: Approved	To Councillors

ALC/NALC		From	Subject	Action
i.	6 Nov	NALC	Chief executive's bulletin	To Councillors
ii.	4 Nov	NALC	NALC launches campaign to promote local elections	To Councillors
iii	31 Oct	NALC	Chief executive's bulletin	To Councillors
iv	30 Oct	BMKALC	BMKALC Agenda and Draft Minutes 2019	To Councillors

v	30 Oct		Contact List - Buckinghamshire Council	To Councillors
vi	28 Oct	BMKALC	AGM is due to take place on Friday 20 Nov via zoom	To Councillors
vii	28 Oct	BMKALC	BMKALC EVENT SCHEDULE NEW DATES ADDED	To Councillors
viii	23 Oct	BMKALC	Planning White Paper response - Buckinghamshire Council	To Councillors
ix	22 Oct	BMKALC	Response to LLAOL proposals for permission to increase passenger throughout to 19mppa	To Councillors
x	22 Oct	BMKALC	BMKALC EVENTS NEW SESSIONS ADDED	To Councillors
xii	21 Oct	NALC	Find out how to recognise hidden disabilities	To Councillors
xii	20 Oct	NALC	How do the tiers of local government collaborate?	To Councillors
xiii	14 Oct	BMKALC	latest Guidance on Playgrounds and outdoor gyms	To Councillors
xiv	14 Oct	BMKALC	Guidance on use of Multi-purpose Community Facilities	To Councillors

Other		From	Subject	Action
i	5 Nov	Charity Commission	Charity Commission Newsletter – Issue 65	To Councillors
ii	Various	Paul Hill	EWR – Station Road road closure	To Councillors
iii	Various	EWR Alliance	EWR – Station Road road closure	To Councillors
iv	5 Nov	Rob Lawrence	A41 TTL: potential for serious accident	To Bucks Council
vi	Various	Bob Evans	EWR – Station Road road closure	To Councillors
vii	4 Nov	CIB	COVID-19 Briefing #74: new national restrictions and how they affect voluntary organisations	To Councillors
viii.	4 Nov	Weston on the Green PC	PAW Parishes Against WOLF	To Councillors
ix	2 Nov	EWR Alliance	EWR updates	To Councillors
x	29 Oct	Resident Via Website	Advice re planning permission for thatched roof	Clerk responded
xi	28 Oct	EWR Alliance	East West Rail Phase 2 Project Newsletter - Autumn 2020	To Councillors
vii	27 Oct	??	How close will HS2 route be to Marsh Gibbon	Clerk referred HS2 map
viii	21 Oct	Land Registry	Documents for Assets of Community Value	Minute 21
ix	19 Oct	PKF Littlejohn	BU0130 2019/20 AGAR Section 3 External Auditor Report	To Councillors Agenda item

6. PLANNING

6.1 Planning Application

20/03716/AGN | Open frame steel barn extension | Part Masons Farm Blackthorn Road Marsh Gibbon Buckinghamshire OX27 0AG

Decision: No objection

Action: Clerk to inform Buckinghamshire Council (Aylesbury Vale Area)

20/03590/APP | Enlarged drive, parking and highway access to numbers 34 and 35 Rectory Close, with timber pergola and log store structure | 35 Rectory Close Marsh Gibbon Buckinghamshire OX27 0HT

Decision: No objection

Action: Clerk to inform Buckinghamshire Council (Aylesbury Vale Area)

20/03673/APP | Erection of single storey front and rear extensions with rooflights | Crenlyn Scotts Lane Marsh Gibbon Buckinghamshire OX27 0EZ

Decision: No objection

Action: Clerk to inform Buckinghamshire Council (Aylesbury Vale Area)

6.2 Approved applications

19/03492/ADP | Application for reserved matters pursuant to Outline planning permission 17/01248/AOP of 10 dwellings, and a local shop, together with associated parking, landscaping, open space and sustainable drainage - Land South Of Castle Street And West Of Longherdon Farm Castle Street Marsh Gibbon Buckinghamshire

20/01249/COUOR | Determination as to whether prior approval (Class O) is required in respect of transport & highway impact, contamination risk, flooding and noise for the conversion of B1 offices to form

1 residential unit (C3). - 4 Westbury Court Business Centre Bicester Road Marsh Gibbon Buckinghamshire OX27 0AD

20/02482/APP | Erection of agricultural building for machinery storage. - Kirkby Farmhouse Blackthorn Road Marsh Gibbon Buckinghamshire OX27 0AG

20/03443/AGN: The Ducky Bicester Road Marsh Gibbon Buckinghamshire
Erection of livestock building

20/01721/APP | Status: Householder Approved / : 20/01722/ALB | Status: Listed Building Consent - 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

6.3 **Withdrawn application**

20/01727/APP | Single storey rear extension to approved application 18/03332/APP - Box Farm House Castle Street Marsh Gibbon Buckinghamshire OX27 0HJ

6.4 **Planning Appeals**

20/00041/NONDET | Works of demolition, rear extension, internal and external alteration and conversion and alteration of outbuildings to form ancillary accommodation and garaging | Cromwell House Church Street Marsh Gibbon Buckinghamshire OX27 0ET

Bucks Council (AVDC Area) Decision: Part Allowed Part Dismissed

20/00042/NONDET | Works of demolition, rear extension, internal and external alteration and conversion and alteration of outbuildings to form ancillary accommodation and garaging | Cromwell House Church Street Marsh Gibbon Buckinghamshire OX27 0ET

Bucks Council (AVDC Area) Decision: Part Allowed Part Dismissed

6.5 **Ewelme Sites –**

Site A: No updates were available.

Site B: It was noted that work on this site had started, although the Parish Council had not been notified of a start date.

Site C: No updates were available.

7 CLERK'S REPORT AND ADMINISTRATION MATTERS

7.1 **Finance Report**

7.1.1 Clerk presented the **Financial Report for November 2020**. Payments totalling £4,215.01 were approved, as detailed on page 2027 . Clerk confirmed that she had carried out a reconciliation on both bank accounts.

7.1.2 Clerk confirmed that PKF Littlejohn had approved the **Annual Governance and Accountability Return 2019/20**.

7.2 **Skateboarding**

7.2.1 Councillors agreed that the skateboarding should not take place during the COVID lockdown.

7.2.2 Cllr PE thought that the All Weather Pitch (AWP) should be closed during the COVID lockdown. However, Councillors agreed that team sports should not be held but that individuals could continue to use it. Cllr NL confirmed that he had put a message on Facebook regarding the rules around team events on the AWP.

Action: Clerk to check the AWP rules during lockdown, put a notice on the AWP gate and inform Paul Adams that team games are not to be held.

7.3 **S106**

It was agreed to hold a meeting at **7.30 on Tuesday 24 November** to discuss the **S106 priorities**. Cllr IM suggested that a village survey should be carried out to determine village preferences for the playground. Cllr NL confirmed that only Playdale had submitted a playground upgrade quotation. It was hoped that the additional quotes for the playground upgrade will arrive before the meeting on the 24th November.

**Action: Cllr JS to get quotes for the village hall car park upgrade.
Clerk to issue agenda.**

7.4 Finance Meeting

Chair confirmed that the following recommendations were made at the Finance Meeting on 3 November:

7.4.1 Review the grave digger's fees.

Action: Clerk to investigate what the grave digger is paid by other authorities.

7.4.2 Transfer from Earmarked Reserve Account to Community Account

It was recommended that £10,000 is transferred from the Community Account to the Earmarked Reserve Account for Council to agree how the money should be earmarked.

Cllr IM stated that the money should be 'earmarked' before transferring.

7.4.3 Donations

Recommendation to make the following donations was agreed:

- £75 Life Together
- £175 Horticultural Society
- £50 Remembrance Day

Action : Clerk to raise cheques for the December meeting.

7.4.4 Skateboarding

The Finance Committee noted that there was no funding for the 2021/22 financial year and recommended that parents should make a contribution toward the costs. They also recommended that skateboarding should stop during the winter and the surplus carried forward to the next financial year.

Following further discussion, it was agreed to hold another **Finance Meeting on Monday 30 November** to discuss the 2021-22 budget.

Action: Clerk to issue agenda and forward last three years accounts to Councillors.

8 PLAY EQUIPMENT, TEENAGE RECREATION AREA AND RECREATION GROUND

8.1 Maintenance

8.1.1 All Weather Pitch

The Rejuvenation® of the all-weather pitch (AWP) has received positive feedback. However, the threshold at the entrance is breaking up and needs re-concreting.

8.1.2 General Maintenance

No updates were available, although the search for a 'general handyman' continues.

8.2 Playground Upgrade

A quotation from Playdale had been received. We are still waiting for two more quotations.

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: Nothing to report.

9.1.6 Maintenance: Nothing to report.

10 ROADS AND PATHWAYS

10.1 Pot holes

No pot holes were reported.

10.2 HGV weight limit

No updates were available. However, it was noted that the HGV sign at the junction of Whales Lane and West Edge had been knocked over.

Action: Clerk to report to Transport for Bucks (TfB).

10.3 Speed watch

No updates were available.

Action: Clerk to leave on the agenda.

10.4 A41 Traffic Lights

It was noted that the traffic lights at the junction of the A41 and the Blackthorn Road had been removed.

11 STREET LIGHTING

The following faulty street lights were reported:

- West Edge: Opposite the end of Scotts Lane
- Between 17/18 Castle Street
- Junction of Castle Street and Swan Lane

Action: Clerk to report to E.on

12 CEMETERY MATTERS

12.1 General

Nothing to report

12.2 Burials, interments, Advance bookings and Memorial / Additional inscription applications

The following had been approved by email:

- new memorial and inscription on grave space B-6-16.
- additional inscription on grave B-5-2.

12.3 New Homes Bonus (Cemetery paths/roads improvement)

Chair and Cllrs PE and ET had had a site meeting on 4 November with Tim Voss (BSA Chesters Ltd) and Alan Hickford (Hickford Construction) to discuss how to resolve the problem with the new road surface. Following the site meeting Tim Voss had emailed the following:

"In order to assess whether the cracking in the paths is caused by initial, one-off movement, rather than season movement over the clay soils, it is agreed that we continue to monitor the movement over another seasonal cycle. I would suggest re-assessing this after the summer – so in early August 2021. It is worth emphasising at this time that even if no movement occurs in the time before the next re-inspection that no one can guarantee that further movement does not occur at some time in the future. In the interim while this is being assessed Alan has agreed to return and make the cracking safe by sealing over these with heat bonded bitumen strips, at no additional cost. This repair to two cracks to the end of the west arm (further from the gate) and three to the south arm (including two long ones down each side of the path; the left-hand of which has suffered some shearing of the joint as well as the opening up). Alan advised that he aimed to be able to do this temporary work in the 2 weeks following the meeting. This work will also have the benefit of allowing further movement to be readily identified. It was proposed that an estimate for resurfacing of the tarmac to both arms – be provided by Alan now - which could be useful for the council's budgeting purposes. Alan offered to do this work at cost which is much appreciated. This remedial approach would only be a suitable remedy if movement has ceased, and it is noted that the repair could be more extensive if seasonal movement was occurring. Relating to the contract for the work it is proposed to release the retention currently being held by the council and I will now raise a final Certificate for Payment for the remaining sums, and ask Alan to raise an account against this."

Following further discussion by Cllrs at the PC meeting it was agreed that as the invoice for the retention had not yet been received, the release of the retention would need to wait for approval at the December PC meeting.

13 ENVIRONMENTAL MATTERS

13.1 Notice Boards

No updates were available.

13.2 Ware Pond

No updates were available.

13.3 Townsend Pond

No updates were available

14 **OXFORD TO CAMBRIDGE EXPRESSWAY**

No updates were available.

15 **EAST WEST RAIL**

It was noted that the problems accessing Hill's Coal yard appear to have been resolved.

16 **HS2**

No updates were available.

17 **REPORT FROM VILLAGE HALL REPRESENTATIVE**

Cllr JS reported that:

- The work to the car park had been completed.
- The contractor had informed her that more work in the future probably will be needed
- A previous quotation for the car park work was in the order of £50K.
- She is waiting for a Tree Report on an area of the car park where roots are causing it to erupt.

18 **COVID-19**

The next meeting of the COVID committee is scheduled for Monday 16 November. A fund was available to which the committee may be able to apply to reclaim printing costs.

19 **COMMUNITY BOARD**

Cllr NL reported that the Environment and Green Spaces sub-group was looking into fairly small Green Initiatives.

20 **FACEBOOK**

No updates were available.

21 **ASSET OF COMMUNITY VALUE (ACV)**

Clerk had forwarded all the Land Registry documents to Cllr RC who reported that he was having difficulty in getting the 20 signatures required to support the application.

Action: Cllr RC to drop off signature forms to Councillors to help get the required signatures.

22 **CHRISTMAS 2020**

The Christmas tree had been ordered and would be delivered on 27 November and erected on 28 November as previously minuted. All volunteers were in agreement that social distancing would be adhered to and masks worn. A social event would not be held.

23 **PARISH COUNCIL OBJECTIVES**

It was agreed that Cllr IM would issue the Parish Council Objective following minor amendments.

Action: Cllr IM to re-issue the Parish Council Objectives

24 **ANY OTHER BUSINESS**

Post Office

It was noted that the Post Office was responsible for the its opening hours, not the Parish Council.

22 **DATE AND VENUE OF NEXT MEETING**

The next Parish Council meeting will be held via ZOOM at 8pm on Tuesday 8 December 2020.

Chair closed the meeting at 9.40.

SIGNED:

DATE:

MARSH GIBBON PARISH COUNCIL

Clerk's Financial Report
10-Nov-20

COMMUNITY ACCOUNT			Notes
30-Sep-20		£44,991.62	
Outstanding Cheques and cheques approved at meeting on 13 Oct 20		-£12,350.11	
Unpresented cheques at 30 Oct		£422.92	
Income:			
D L Hancock: Additional inscription B-5-2		30.00	
D L Hancock: New memorial B-6-16		70.00	
Balance of Community Account at 30 October 2020		£33,164.43	
Payments to be approved at meeting 10 November 2020			
Cheque No	Payee	Amount	Authority
103040	SSE: Inv 11772331 0035: Street light electricity 2 Oct to 2 Nov 2020	225.02	PCA 1957s.3;HA 1980s.301
103040	SSE: Inv 591772404 0035: Street light electricity 2 Oct to 2 Nov 2020	12.90	PCA 1957s.3;HA 1980s.301
103040	SSE: Inv 861786437 0024: Street light electricity 2 Oct to 2 Nov 2020	2.87	PCA 1957s.3;HA 1980s.301
103041	KJN: Inv 1121860 27 Nov 2020: Black cable ties	7.20	LGA 1972 S.144
103042	Richard Howson: Inv 0290 5 Nov 2020: Christmas tree	492.00	LGA 1972 S.144
103043	C Jackman: Clerk Expenses: ZOOM October	14.39	LGA 1972 s. 112(2)
103043	C Jackman: Clerk Expenses: Land Registry Searches	155.76	LGA 1972 s. 112(2)
103044	C Jackman: Clerk salary: October 2020	461.40	LGA 1972 s. 112(2)
103045	HMRC: Clerk PAYE October 2020	46.00	LGA 1972 s. 112(2)
103046	RTM: Inv 2525: Grass cutting / cemetery tree hedge cutting / Acland Terrace hedge cutting	2,134.80	Highways Act 1980 s. 96
103047	PKF LittleJohn: Inv SB2020 1869	480.00	Audit Commission Act 1998
103048	D Rollins: Inv: SK8-2020-006: Skateboarding sessions 2 x 25th Oct & 2 x 8 Nov	166.66	LGA 1972 s.145
DD	Everflow: Inv 727610: Recreation ground water 8 Dec to 7 Jan 2021	16.01	LGA(MP) 1976 s.19
Totals yet to be deducted from balance of Community Account			
	Cheques for approval at meeting on the 10 November 2020	£4,215.01	
	Outstanding cheques at 30 October 2020		
	102999: Senses	£172.80	
	103034: E.on	£250.12	
		£422.92	£422.92
Totals yet to be credited			
	Total	£4,637.93	
	Anticipated balance	£28,526.50	
		£28,526.50	

EARMARKED RESERVE ACCOUNT

29-Apr-20		£27,779.25	
7 Sept - Interest		£11.30	
23 Sept - Transfer to Community Account		-£8,569.00	
Balance of Earmarked Reserve at 30 Oct 2020		£19,221.55	

Bank Reconciliation 10 November 2020

COMMUNITY ACCOUNT

CASH BOOK		Notes
Balance at 1 April 2020	£27,120.89	
Less Total Payments to 30 October 2020	-£32,860.26	
	-28.16	cancelled e.on cheque
Add total receipts to 30 October 2020	£38,509.04	
Cash book balance at end October 2020	£32,741.51	
	£32,741.51	

EARMARKED RESERVE ACCOUNT

Balance of Earmarked Reserve A/C as at 1 April 2020	£27,779.25
Less total payments to 30 October 2020	-£8,569.00
Add Total Receipts to 30 October 2020	£11.30
Balance at 30 October 2020	£19,221.55

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	-£6,562.00	£8569 transferred to CA to cover cost of maintenance
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	£35.55	
TOTAL	£19,221.55	

TOTALS at 30 October 2020

Community Account	£32,741.51
Earmarked Reserve Account	£19,221.55
	£51,963.06