

MARSH GIBBON PARISH COUNCIL

MINUTES OF THE 'VIRTUAL' PARISH COUNCIL MEETING HELD ON TUESDAY 14 APRIL 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

Cllr D Leonard (DL), Cllr R Cross (RC)

Chair informed Councillors that Cllr R Cross (RC) had resigned from the Parish Council.

Action: Chair to ask RC for a formal resignation letter, following which Council will seek to co-opt if necessary.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF THE MEETING HELD ON 10 MARCH 2020

The Minutes of the Parish Council Meeting held on 10 March 2020 were agreed by those present and will be signed by the Chairman at the next 'proper' meeting.

4. MATTERS ARISING

4.1 Notice Board

It was noted that only Parish Council notices should go onto the Parish Council notice board. Other notices should be put onto the notice boards at Mud Pond and Millfield Avenue.

5. GENERAL CORRESPONDENCE

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

Bucks Council		From	Subject	Action
i	Daily	Executive Portfolio Holder for Health and Culture	Coronavirus updates	To Councillors
ii	9 Apr	CC Angela Macpherson	Buckinghamshire Council has launched a scheme for their local councillors to enable them to provide grants to local communities and groups to help with the Covid 19 crisis	To Councillors
iii	9 Apr	Planning	Planning Application Consultation 20/01221/COUAR	Minutes 6
iv	9 Apr	CC Angela Macpherson	EWR2 Project Newsletter	To Councillors
v	Various		TTROs	Local closures only sent to Councillors
vi	31 Mar	Parish Liaison	In light of COVID-19 we are announcing a delay in the progress of VALP.	To Councillors
vii	31 Mar	Parish Liaison	Neighbourhood Planning update	To Councillors
viii	31 Mar	Planning	Appeal Hearing Postponed: APP/J0405/Q/19/3243058: Barnwell Farm Station Road, OX27 0HN (19/02973/POA)	To Councillors
ix	31 Mar	David Cairney, TfB	HGV Survey results	Minute 10

x	28 Mar	Planning	20/00311/APP Status: Householder Approved Proposed single storey side extension and garden wall 1 Ware Leys Close Marsh Gibbon Buckinghamshire OX27 0EN	To Councillors
xi	27 Mar	TfB	TTRO North End Road, Steeple Claydon	To Councillors
xii.	27 Mar	Project Officer – Devolution Project	Devolution: Executed Agreement Variation 2020-2022	Noted
xiii.	23 Mar	Devolved Services	Request for information	Clerk responded
xiv.	23 Mar	Street Scene Team	Dog Waste Collection Service 2020-2021	Noted
xv.	23 Mar	HS2 team	HS2 - Fidlers Field, Quainton	To Councillors
xvi.	20 Mar		TTRO - HS2 - Shipton Lee	To Councillors
i	19 Mar	Planning	Ack to request for help with Planning Application 19/02094/ADP: Swan Lane, Marsh Gibbon	Minute 6
ii	19 Mar	CC Angela Macpherson	BCC News: Update on the Coronavirus outbreak from Buckinghamshire Councils	To Councillors
iii	19 Mar	CC Angela Macpherson	Copy of email to Planning to support Planning Application 19/02094/ADP: Swan Lane, Marsh Gibbon	To Councillors Minute 6
iv		Planning	19/02508/ADP Approval of Reserved Matters pursuant to outline permission 16/03380/AOP for access, layout, scale, appearance and landscaping for residential development of 9 dwellings. Submission of details pursuant to Condition 1 - Details of Access, layout, scale and external appearance, Condition 2 - Reserved Matters, Condition 4 - General accordance with outline permission, Condition 6 - Screening and means of enclosure, Condition 7 - Details of hard and soft landscaping, Condition 9 - Slab Levels, Condition 10 - Details of adoptable access, Condition 11 - Private access, Condition 14 - Parking, garaging and manoeuvring, Condition 15 - Ecological Mitigation, Enhancement and Management Plan, Condition 17 - Trees and arboriculture and Condition 19 - Drainage Land South Of Castle Street And West Of Leopold Farm Castle Street Marsh Gibbon Buckinghamshire	To Councillors
v	13 Mar	Electoral Services	Election briefings: Monday 16 March – cancelled	To Councillors
vi	13 Mar	Planning	Postponed town/parish council planning session on Tuesday 17 March at 6.30pm.	To Councillors
vii	12 Mar	LAF	PID - WAD LAP 2021_01 – HGV survey	Minute 10
viii		Planning	20/00935/APP - 1 Station Road Marsh Gibbon Buckinghamshire OX27 0HN Single storey rear extension with associated alterations	Minute 6
ix	12 Mar		Buckingham Charter Fair 2020	To Councillors
x	11 Mar		HS2 Road Safety Fund (RSF)	To Councillors
xi	11 Mar	Parish Liaison	VALP – Update	To Councillors

ALC/NALC		From	Subject	Action
i.	Daily	NALC	Chief Executive's bulletin and Coronavirus updates	To Councillors
ii.	9 Apr		Charity Guidance	Noted
iii.	9 Apr		L02-20 Employment Law Changes 2020	To Councillors
iv.	8 Apr		Meeting Guidance Document - LLG and ADSO	To Councillors
v.	8 Apr		Emergency legislation that we are making to support local authorities in the vital work you are doing to respond to the Coronavirus	To Councillors
vi	8 Apr		zoom and a reduced price from Crown Commercial Services to be able to access Zoom Pro for Parish and Town Councils	To Councillors

vii	7 Apr		Annual Audit Extension: publication date for final, audited, accounts for local councils will move from 30 September to 30 November 2020	To Councillors
viii	6 Apr		NALC Briefing Note L01-20 remote meetings etc	To Councillors
ix	6 Apr		NALC / BTA Toilet Tax Survey & Resurrected Non-Domestic Rating [Public Lavatories] Bill 2019-21.	Noted
x	3 Apr		NALC Legal Briefing Note and paper on holding effective remote meetings	To Councillors
xi	3 Apr		Innovative social care centre opens its doors	To Councillors
xii	3 Apr		BC News: Weekly road works update	Noted
xiii	3 Apr		Parish and Town Councils help in the Community	Noted
ix	2 Apr		Regulations pertaining to local council meetings were passed today, 2 April,	To Councillors
xv	1 Apr		BC News: Local lifelines support work for residents at highest risk	Noted
xvi	1 Apr		Closure of Cemeteries etc	To Councillors
xvii	1 Apr		BMKALC Website Reference Library Access	Noted
xviii	31 Mar	NALC	Clarification on ambiguities needed from BEIS re support for Village Halls & similar Rural Community Buildings	To Councillors
xix	30 Mar		BC News: Scamming complaints on the rise as virus continues to spread	To Councillors
xx	27 Mar		CORONAVIRUS JOB RETENTION SCHEME: WAGE RECOVERY	Noted
xxi	27 Mar		Employment Matters	Noted
xxii	27 Mar		Covid 19 Emergency Measures	Noted
xxiii	27 Mar		Allotments	Noted
xxiv	27 Mar		Burials	To Councillors
xxv	17 Mar		BC News: Buckinghamshire councils lift all parking charges and restrictions to support communities during Coronavirus outbreak	To Councillors
xxvi	27 Mar		ICO Information regarding Data Protection and Community Groups	To Councillors
xxvii	26 Mar		BMKALC Training REVISED DATES	Noted
xxviii	25 Mar		CORONAVIRUS — INFORMATION FOR PARISH AND TOWN COUNCILS	To Councillors
xxix	24 Mar		Coronavirus update - Buckinghamshire News Release (1).doc	To Councillors
xxx	24 Mar		BMKALC - Staying updated	To Councillors
xxxi	23 Mar		COVID 19 webpage on BC website	To Councillors
xxxii	20 Mar		Council Meeting etc Update	To Councillors
xxxiii	19 Mar		PPN_01-20_-_Responding_to_COVID19.v5__1_Local authority contracts	To Councillors
xxxiv	19 Mar		Parishes who act as Landlords	Noted
xxxv	19 Mar		BMKALC - Casual Vacancy Update	To Councillors
xxxvi	18 Mar		BMKALC - Remote Working	To Councillors
xxxvii	17 Mar		BMKALC - Office Contact	Noted
xxxiii	16 Mar		BMKALC Covid-19 Update	To Councillors
xxxix	9 Mar		BMKALC: Future Meetings during the Containment Phase of Covid-19	To Councillors

Other		From	Subject	Action
i		CIB	Coronavirus updates	Noted
ii	8 Apr	EWR Alliance	East West Rail Phase 2 Update Newsletter	To Councillors
iii	8 Apr	Emily Hadley	Marsh Gibbon Neighbourhood Development Plan: Request for help with MSc	CLlr IM agreed to help
iv	7 Apr	Banbury Memorials	Request to work in cemetery	Agreed – as long as social

				distancing is observed
v	6 Apr	Parishioner	Barking dogs	Noted
vi	30 Mar	TVP	Police and Crime Commissioner newsletter - March 2020	To Councillors
vii	24 Mar	SBA Team, For and on behalf of PKF Littlejohn LLP	BU0130 -2019/20 AGAR – PKF Littlejohn instructions delayed pending clarity over coronavirus implications.	To Councillors
viii.	23 Mar	RTM	Landscape maintenance & Coronavirus	To Councillors
ix	20 Mar	North Bucks Patient Support Service	IMPORTANT REQUEST FROM YOUR LOCAL NHS SURGERY - Covid 19 Support Groups - Can we help each other?	To Covid-19 volunteer organisers
x	18 Mar	VH Booking Secretary	Marsh Gibbon Village Hall re Covid-19: Notice of temporary closure of hall	To Councillors
xi	18 Mar	TVP	Police & Crime Bulletin March 2020 🚓 - Coronavirus update; 10-year sentence for drug dealer; more tasers for police; and more	Noted
xii	18 Mar	Dave Rollins	Ramp sessions	Noted
xiii	18 Mar	Everflow	COVID-19 (coronavirus) – update from Everflow Water	To Councillors
ix	16 Mar	Chris Anstey	Frank Hine Memorial Trust/MG Skateboard programme: Ack to thank you letter	Noted
x	15 Mar	Paul Adams	Marsh Gibbon football and cricket pitch	Cllr IM responded
xi	14 Mar	Dave Ingham / Rev Hiscock	Beginning of the Covid-19 volunteer group	To Cllrs AL & IM
xii	14 Mar	Suzette	Footpath bridge	
xiii	13 Mar	Technical Surfaces	Technical Surfaces pitch inspection – 92807	Minute 8
xiv	11 Mar	P Ferens	Problems at Townsend, Marsh Gibbon	To Councillors
xv				

6 PLANNING

6.1 Planning Applications

20/00935/APP: 1 Station Road Marsh Gibbon Buckinghamshire OX27 0HN

Single storey rear extension with associated alterations

Decision: No objection

6.2 AVDC Approved application

19/02508/ADP | Approval of Reserved Matters pursuant to outline permission 16/03380/AOP for access, layout, scale, appearance and landscaping for residential development of 9 dwellings.

Submission of details pursuant to Condition 1 - Details of Access, layout, scale and external appearance, Condition 2 - Reserved Matters, Condition 4 - General accordance with outline permission, Condition 6 - Screening and means of enclosure, Condition 7 - Details of hard and soft landscaping, Condition 9 - Slab Levels, Condition 10 - Details of adoptable access, Condition 11 - Private access, Condition 14 - Parking, garaging and manoeuvring, Condition 15 - Ecological Mitigation, Enhancement and Management Plan, Condition 17 - Trees and arboriculture and Condition 19 - Drainage | Land South Of Castle Street And West Of Leopold Farm Castle Street Marsh Gibbon Buckinghamshire.

6.3 Ewelme Sites

Site A: Following Council's request to CC Angela Macpherson to support Council's opposition to Highways insistence on the siting of a footpath, she had written to the Planners. A response is still awaited.

Sites B

It was noted that the developer, Deansfield Homes, is trying to delay the start of the work until 2021.

Site C

Reserved matters have been approved.

7 CLERK'S REPORT AND ADMINISTRATION MATTERS

7.1 Finance Report

Clerk presented the Financial Report for April 2020. Payments totalling £2,240.80 were approved, as detailed on page 1976. Clerk confirmed that she had carried out a reconciliation on both accounts.

7.2 End of Year Account

Clerk reported that the deadline for Council to approve the end of year accounts has been moved to 31 August.

Action: Clerk to send the end of year accounts to Councillors.

7.2 Skateboard Funding

It was noted that only one skateboard session had been held in April due to the COVID-19 pandemic. The organiser had carried out ramp building work during this time.

7.3 S106: Planning Application 07/01493/APP, land adjacent to Manor Farm, Poundon

This is to be discussed at the forthcoming Finance Meeting.

7.4 COVID-19 Fund

Cllr IM reported that he had emailed CC Angela Macpherson regarding the COVID-19 Fund. It was agreed that any grants could be channelled through the Parish Council account. It was noted that £13,155 had been allocated to the Haddenham & Waddesdon area and that up to £2,000 could be allocated towards costs incurred by village groups.

8 PLAY EQUIPMENT, TEENAGE RECREATION AREA AND RECREATION GROUND

8.1 Maintenance

8.1.1 All Weather Pitch

Chair had met Technical Surfaces who had carried out an inspection of the AWP. Chair reported that Technical Surfaces had recommended that the AWP needed 'regeneration' treatment, but a formal report is awaited *[Note: the report won't be available until the COVID-19 lockdown has been lifted.]*

9 BCC DEVOLUTION OF SERVICES

9.1 Devolved Services

- 9.1.1 Urban grass cutting: RTM are continuing to carry out the grass cutting.
- 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

It was noted that some pot holes had been marked for repair.

10.2 HGV weight limit

A breakdown of the figures from the HGV survey had been received which indicated that there might be sufficient evidence to proceed with trying to get a weight limit in the village.

Action: Cllr IM to set up a meeting with Chair and David Cairney to discuss the way forward.

Residents had raised concerned about the speed of the W G Hill & Son coal lorries.

Action: Clerk to write to W G Hill & Son to request that their drivers reduce their speed through the village to 20mph.

10.3 Speed watch

No updates were available. To keep on the agenda.

11 STREET LIGHTING

The repair to the street light in Scotts Lane still had not been finished and the payment had been withheld. A street light in Bicester Road, although reported, still has not been repaired.

Action: Clerk to monitor.

12 ENVIRONMENTAL MATTERS

12.1 Removal of dead trees

Chair reported that Cllr RC still has this in hand. However, it was agreed that Chair would speak to other contacts who may be able to remove the trees.

Action: Chair to follow up

12.2 Willow Tree at Townsend Pond

It had been reported that the willow tree at Townsend Pond was likely to collapse in the near future. It was not clear who owned the tree. It was agreed to leave in abeyance and perhaps discuss at a later date.

12.3 WI Tree and Plaque

It had been noted that the tree had died and had been removed. The plaque had been moved to the adjacent tree where it was agreed that it should remain.

12.4 Willow Tree by the Jubilee Plantation

It was noted that the willow tree by the Jubilee Plantation had fallen into the pond.

Action: Chair to speak to N Lyons and Andrew Robson regarding the removal of the willow tree.

13 OXFORD TO CAMBRIDGE EXPRESSWAY

No updates were available.

14 REPORT FROM VILLAGE HALL REPRESENTATIVE

No updates were available.

15 CEMETERY MATTERS

15.1 Burials, interments and Advance bookings

There were no burials, interments or advance bookings to report.

15.2 Memorial / Additional inscription Applications

Clerk had informed Banbury Memorials that they could visit the cemetery to carry out memorial work if they observed 'social distancing'. They had confirmed that they would comply.

15.3 New Homes Bonus (Cemetery paths/roads improvement)

Cllr PE Confirmed that all the grant money had been received from AVDC. 2.5% (£1254.14 +VAT) had been retained and this payment would have to come from Parish Council funds when it is due in 6 months.

Action: Clerk to check budget for the retained amount.

15.5 COVID-19.

Rev David Hiscock had suggested that the cemetery gates should remain open. Councillors disagreed with this and suggested that anyone visiting the cemetery during their exercise period should wear gloves when opening the gates.

16 PARISH COUNCIL OWNED PROPERTY

It was noted that the Parish Council does own the cemetery.

17 ANY OTHER BUSINESS

17.1 COVID-19 Support Group

It was noted that the COVID-19 support group was working very well.

17.2 Rubbish bags

It was noted that a resident was collecting rubbish during his daily exercise and leaving the bags by the village hall bin.

Action: Clerk to request that AVDC (Street Scene) collect the bags on their regular collection rounds.

18 DATE AND VENUE OF NEXT MEETING

The next Parish Council meeting will be held via ZOOM at 8pm on Tuesday 12th May. It was noted that this there is not a requirement to hold the 2020 Annual Parish Meeting and the Annual Meeting of the Parish Council.

Chair closed the meeting at 9.50pm.

SIGNED:

DATE:

MARSH GIBBON PARISH COUNCIL

Clerk's Financial Report
14-Apr-20

COMMUNITY ACCOUNT		Notes
29-Feb-20	£24,243.29	
Outstanding Cheques and cheques approved at meeting on 10 March 2020	-£62,268.40	
Unpresented cheques at 31 March 2020	£28.16	
Income:		
HMRC VAT Refund	11,486.84	
AVDC Spacehive (skateboarding kids on wheels)	2,766.00	
AVDC New Homes Bonus (Cemetery road improvement)	50,365.00	
Hine Memorial Trust: (skateboarding kids on wheels)	250.00	
Marsh Gibbon Tennis Club (Grass cutting)	250.00	
Balance of Community Account at 31 March 2020	£27,120.89	

Cheque No	Payee	Amount	Authority
Payments to be approved at meeting 14 April 2020			
102980	BKALC: 2020 subscription	175.57	LGA 1972 s.143
102981	SSE: Inv11772331 0028 (street light elec 3 Mar - 1 Apr)	214.42	PCA 1957s.3;HA 1980s.301
102981	SSE: Inv 591772404 0028 (street light elec 3 Mar - 3 Apr)	12.37	PCA 1957s.3;HA 1980s.301
102981	SSE: Inv 861786437 0017 (street light elec 3 Mar - 1 Apr)	2.86	PCA 1957s.3;HA 1980s.301
102982	Bucks Council: Inv 2206028123: Traffic data survey	480.00	Town & Country Planning Act 1990, s.61(1),(2)
102983	MGVH: Inv 2002/11: hall hire February	19.04	LGA 1972 s133
102984	HMRC: Clerk PAYE	43.40	LGA 1972 s. 112(2)
102985	C Jackman: Clerk March Salary	450.90	LGA 1972 s. 112(2)
102986	E.on: Street light maintenance	250.12	PCA 1957s.3;HA 1980s.301
102987	David Rollins: Inv SL8-2019-2: Mobile Skate park Event 3 of 5	83.33	LGA 1972 s.145
102987	David Rollins: Inv SK8-2020-1: Mobile skate ramp building work	475.00	LGA 1972 s.145
102988	MGVH: Inv 2003/11: village hall hire March	19.04	LGA 1972 s133
DD	Everflow Water: Recreation ground water 8 May to 7 July 2020	14.75	LGA(MP) 1976 s.19
Totals yet to be deducted from balance of Community Account			
	Cheques for approval at meeting on the 14 April 2020	£2,240.80	
	Unpresented cheques at 31 March 2020	£28.16	
Totals yet to be credited			
Total		£2,268.96	
Anticipated balance		£24,851.93	

£24,851.93

EARMARKED RESERVE ACCOUNT	
31-Mar-20	£27,779.25
Balance of Earmarked Reserve at 31 March 2020	£27,779.25

Bank Reconciliation - 21 March 2020

COMMUNITY ACCOUNT

CASH BOOK	Notes	
Balance at 1 April 2019	£15,072.00	
Less Total Payments to 31 March 2020	-£99,564.26	
Add total receipts to 31 March 2020	£111,584.99	
Cash book balance at end 31 March 2020	£27,092.73	
	£27,092.73	
EARMARKED RESERVE ACCOUNT		
Balance of Earmarked Reserve A/C as at 1 April 2019	£30,175.49	
Less total payments to 31 March 2020	-£2,450.32	
Add Total Receipts to 31 March 2020	£54.08	
Balance at 31 March 2019	£27,779.25	
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	
TOTAL	£27,779.25	