

MARSH GIBBON PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD ON THURSDAY 16 MAY 2024 AT 8PM IN MARSH GIBBON VILLAGE HALL

PRESENT: Cllrs A Lambourne (Chair), J Smith (JS), E Taylor (ET), N Lyon (NL), T Reveler (TR), R Daniell, and L Cross (LC)
Carole Jackman (Clerk)
Chair Marsh Gibbon Sports and Social Club

Meeting commenced at 8pm.

OPEN FORUM:

Chair welcomed the Chair of the Marsh Gibbon Sports & Social Club (MGS&C) who was present to request financial help towards the purchase of a new mower for the recreation ground.

1 APOLOGIES

Apologies were received from Unitary Councillor Angela Macpherson.

2 ELECTION OF CHAIRMAN

The Clerk asked for nomination for Chairman for the coming year. Cllr ET nominated Cllr Lambourne (Chair) which was seconded by Cllr NL. 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 AND DECLARATION OF ACCEPTANCE OF OFFICE

Chair nominated Cllr Lyon which was seconded by Cllr JS. Cllr Lyon was unanimously elected. Cllr NL Signed the Declaration of Acceptation of Office

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 Reveler would be the Parish Council's representative on the village hall committee. Cllr Reveler agreed to continue as the representative.

5.3 Representative on the Community Board and sub-groups

Chair nomination Cllr Lyon which was seconded by Cllr JS. Cllr Lyon was unanimously elected.

6 Confirmation of Clerk as Responsible Financial Officer

It was unanimously agreed that Clerk should continue as the Responsible Financial Officer.

7 DECLARATIONS OF INTERESTS

None.

8 MINUTES OF MEETING HELD ON 9 APRIL 2024

The minutes of the meeting held on 9 April 2024 were agreed by those present and signed by the Chairman.

9 MATTERS ARISING

None.

10 GENERAL CORRESPONDENCE

All correspondence, circulars and consultations had been circulated to councillors by email.

10.1 Mud Pond

A resident thanked the Council for repairing the damaged railings at Mud Pond and had asked for the area at Mud Pond not to be mown during 'No Mow May'.

Action: Clerk to inform the grass cutting contractor.

11 PLANNING

11.1 Applications

None to consider.

11.2 Approved applications

24/00345/APP: Householder application for single storey rear orangery extension - 1 Westbury Close Marsh Gibbon Buckinghamshire OX27 0EP.

23/03721/ALB Listed building application for kitchen refurbishment, altering window openings and minor associated alterations - The Homestead Little Marsh, Marsh Gibbon Buckinghamshire OX27 0AP.

23/03729/APP Householder application for kitchen refurbishment, altering window openings and minor associated alterations - The Homestead Little Marsh, Marsh Gibbon Buckinghamshire OX27 0AP.

12.3 Late Applications

None.

12.4 Ewelme Site A

It was noted that:

-Some area still needed to be seeded.

-Hedge needs to be replaced.

Action: Cllrs to monitor that the hedge is replaced.

-It was not known if all the houses have been sold.

-The Management Committee would probably not be set up until all the houses had been sold.

12.5 Catesby Estates Proposals

No updates on the proposals were available and Catesby Estates had not responded to a request for a public meeting.

Various suggestions were put forward to force Catesby Estates hand to organise a meeting.

[Clerk's note: since the meeting Catesby Estates have informed the Parish Council that it "...will now be commencing public consultation for our proposals on land off Little Marsh Road & Station Road, Marsh Gibbon.

*This will be a virtual consultation as this provides the best opportunity to reach all sections of society, and people can engage and submit their feedback in a manner and time that is convenient to them.....**Feedback is being accepted until 23rd June 2024***

13 CLERK'S REPORT

13.1 Finance Report

Clerk presented the Financial Report for May 2024. Payments totalling £10,318.51 were approved, as detailed in appendix 1.

13.2 Insurance

Clerk confirmed that the annual insurance with Zurich Municipal had been renewed.

13.3 Bank Mandate

It was agreed to continue banking with Barclay and Chair, Cllrs ET and JS were the current signatories. Cllrs TR and NL are in the process of submitting their ID to enable them to become signatories

Action: Clerk to liaise with Barclays and Cllrs RD and LC to enable them to become signatories.

13.4 Annual Governance and Accountability Return (AGAR) 2023-24

The internal audit had been completed and signed off.

13.4.1 Section 1: Annual Governance Statement 2023-24

The Annual Governance Statement was approved.

13.4.2 Section 2: Annual Accounting Statement 2023-24

The Annual Accounting Statement was approved.

Action: Clerk to send the completed AGAR to the external auditor and put onto the website and notice board the relevant papers.

ITEM 27: S106 WAS BROUGHT FORWARD

Chair of the MGS&C was present to request help with funding for a new mower for the Recreation Ground. The club had so far raised £10,000 of the £30,000 required and still is investigating other funding sources. It also needed to upgrade the storage shed for the new mower. The club hoped that the Parish Council would contribute some S106 funding towards the cost of the mower. Chair of MGS&C then went on to outline the set up and running of the club.

8.45 Chair of MGS&C left the meeting.

Following a discussion Councillors expressed that they are keen to help with a contribution of up to £10,000 from S106 funding. However, before committing they would like assurances that the football and cricket clubs are made more inclusive with the community. Specifically, the Parish Council would like to see youth and women encouraged in the clubs. Councillors would also encourage a collaboration with the school and would welcome the site being made available for school events that require a large open space

e.g sports day etc. Also, as explained to the Chair at the meeting, the current projects for S106 funding need to be completed before going ahead with the contribution towards the mower.

Action: Clerk to inform the MGS&C of the Council's decision.

14 DEFIBRILLATOR

The defibrillator had been returned to the Defibstore for maintenance and replacement battery and pads.

15 VILLAGE HALL

15.1 Report

The AGM will be held on 29 May. All other events, especially the pop-up pub, are doing well.

16 PLAY EQUIPMENT, TEENAGE RECREATION AREA AND RECREATION GROUND

16.1 Maintenance

16.1.1 Cllrs NL and LC will repair the gate.

16.1.2 It was agreed that new fencing should be erected around the small children's play area. It was noted that the Marsh Gibbon Charities may be able to help with some of the funding.

Action: Cllr NL to seek quotes.

16.2 Cableway

Cllr LC had started repairing the cableway posts.

16.3 Playground upgrade (for older children)

16.3.1 Cllr NL reported that he had only received one tender for the "Basketball Court and other leisure items" which councillors were happy to accept. The company had been informed that work couldn't start until the S106 funding had been signed off by Bucks Council. Cllr NL also noted that it would probably be better to put off the work until September so that the current area is available during the summer holidays.

Action: Cllr NL to liaise with the selected company and Bucks Council.

16.3.2 It was noted that the tender deadline for the "installation of a Pump Track" is 24th May.

16.3.3 Insurance

It was noted that the insurance cover should be checked for the above installations.

Action: Clerk to contact the PC's insurance company.

17 DEVOLVED SERVICES

17.1 There were no updates. See 10.1 above for "No Mow May".

18 ROADS AND PATHWAYS

18.1 Pot Holes

Pot holes, some caused by water leaks, continue to be a huge problem.

18.2 Parking in Station Road

No updates were available.

18.3 Right of Way between Village Hall and Moat Lane

Improvements have been made to the above right of way.

19 STREET LIGHTING

19.1 Maintenance

It was noted that a street light was not working in Millfield Close.

Action: Clerk to report to contractor.

19.2 SSE

It was noted that the electricity supplier, SSE, had been having problems with their invoicing.

20 CEMETERY MATTERS

20.1 General Maintenance

There were no maintenance issues reported.

20.2 Burials, Interments, Advance booking requests and Memorial applications

20.2.1 Burials

There were no burials.

20.2.2 Advance reservations

There were no new reservation requests. However, it was noted that there was not a reserved stone on grave space C-6-6.

Action: Clerk to ask the grave digger to insert a stone on the reserved plot.

20.2.3 Memorial applications

A new memorial was approved for Grave D-3-3.

20.3 Cemetery Road

It was agreed that a site meeting should be held, at 7.30 on 11 June, to review what still is required on the work to the roadways.

Action: All councillors to meet in the cemetery at 7.30 on 11 June.

- 21 ENVIRONMENTAL MATTERS**
- 21.1 **Ware Pond**
It was noted that the work to the railing was complete.
- 21.2 **Mud Pond traffic incident**
It was noted that the work to the railing was complete
- 22 STREET FURNITURE**
- 22.1 **Notice Board**
Cllr LC reported that he has the repair of the notice board in hand.
- 23 COMMUNITY BOARD**
No updates were available.
- 22 JUBILEE PLANTATION**
Cllr NL and TR will start improvement work at the Jubilee Plantation now that the weather has improved.
- 23 SPEEDWATCH**
Cllr RT noted that he has enough volunteers to start carrying out speedwatch sessions and is waiting for delivery of the equipment. However, he stressed that more volunteers are needed.
- 24 REVIEW POLICIES**
Amended Financial Regulations and a Biodiversity Policy were adopted.
- 25 ANY OTHER BUSINESS**
- 21.1 **Defibrillator**
Cllr NL agreed to put onto Facebook the availability of the defibrillator at the village hall.
- 21.2 **History**
Cllr LC read an article from 1960, one item being the request for a bigger post box.
- 26 DATE OF NEXT MEETINGS**
The next meeting will be held on Tuesday 11 June in the committee room of Marsh Gibbon Village Hall.
Meeting closed at 9.40pm.

MARSH GIBBON PARISH COUNCIL

Clerk's Financial Report
16-May-24

COMMUNITY ACCOUNT

29-Mar-24	£21,981.67
Outstanding Cheques and cheques approved on 9 April 2024	-£3,045.95
Unpresented cheques at May 2024	£18.95
Income:	
Bucks Council 1st Precept payment	£14,000.00

Balance of Community Account at 29 April 2024 **£32,954.67**

Cheque No	Payee	Amount
Cheques to approve on 15 May 2024		
103438	Defib Store	Inv 35910: Defibrillator service, battery and new pads
		£648.00
103439	Zurich Municipal	Inv 532506934: Insurance renewal
		£2,212.00
DD	Hugo Fox	Inv 5205: Monthly website fee
		£23.99
103440	David Rollins	Inv RAMP-2024-001: Village skate park ramp project
		£4,500.00
103440	David Rollins	Inv SK8-2024-002: Skateboard sessions 25 Feb, 5 April, 11 May
		£187.33
103441	Marsh Gibbon Village Hall	Inv 211619: VH hire 9 April
		£15.50
103442	Bucks Council	Inv 2209012456: Duty of Care + April trade waste collections
		£103.95
103443	Cancelled	
103444	C Jackman	Clerk salary - April 2024
		£506.84
Faster Payment	HMRC	PAYE - April salary
		£105.20
103445	Technical Surfaces	Inv 86671: Sandfilled Pitch Repairs 14 May 2024
		£294.00
103445	Technical Surfaces	Inv 86652: Sand Filled Pitch Plus 14 May 2024
		£450.00
103446	RTM	Inv 4630: Grass cutting
		£1,271.70
Totals yet to be deducted from balance of Community Account		£10,318.51
103433	Bucks Council	Cemetery Waste
		£18.95
		<u>£18.95</u>
	Total	£10,337.46
Total to be added to the Community Account		
	Bucks Council	Devolved Services Payment
		2,161.06
		<u>2,161.06</u>
	Anticipated balance	£24,778.27

£24,778.27

EARMARKED RESERVE ACCOUNT	01-Apr-24	£32,153.68
	Total In	£0.00
	Total Out	£0.00

Balance of Earmarked Reserve at 16 May 2024 **£32,153.68**

Bank Reconciliation 16 May 2024
COMMUNITY ACCOUNT

CASH BOOK	Notes
Balance at 1 April 2024	£21,981.67
Total payments to 16 May 2024	-£13,364.46
Add total receipts to 16 May 2024	£16,161.06
Cash book balance at 16 May 2024	£24,778.27
	<i>£24,778.27</i>

EARMARKED RESERVE ACCOUNT

Balance of Earmarked Reserve A/C as at 1 April 2024	£32,153.68
Less total payments to 16 May 2024	£0.00
Add Total Receipts to 16 May 2024	£0.00
Balance at 16 May 2024	£32,153.68

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

Replacement / Refurbishment of the synthetic carpet at the 5-a-side	£21,874.00
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	£467.68
	£32,153.68

TOTALS at 16 May 2024	Community Account	£24,778.27
	Earmarked Reserve Account	£32,153.68
		£56,931.95