

## MARSH GIBBON PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 10 SEPTEMBER 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 (RD),  
Carole Jackman (Clerk)  
Unitary Cllr Angela Macpherson (AM)

Meeting commenced at 8pm.

**OPEN FORUM:**

There were no members of the public present.

**1 APOLOGIES**

Cllr L Cross and Unitary Cllr Angela Macpherson.

**2 DECLARATIONS OF INTERESTS**

None.

**3 MINUTES OF MEETING HELD ON 9 JULY 2024**

The minutes of the Parish Council meeting held on 9 July were agreed by those present and signed by the Chairman.

**4 MATTERS ARISING**

**4.1 None**

**5 GENERAL CORRESPONDENCE**

All correspondence had been circulated to councillors prior to the meeting. The following issues also were noted:

**5.1 Defibrillator Training**

EWR had offered free defibrillator training.

**Action: Clerk and Cllr JS to liaise to arrange the training.**

**5.2 Daffodil Bulbs**

Cllr ET reported that Tesco have a very good offer on daffodil bulbs. See Finance minute 6 – Appendix 2.

**Action: Clerk to purchase a selection of bulbs to the value of ~£60. If these were suitable Clerk would purchase more bulbs up to a total value of £100.**

**5.3 Road Closure**

Cllr RT noted that the diversion through Moat Lane for the road works in Whales Lane in October was totally unsuitable.

**Action: Clerk to write to Bucks Council to ask for the diversionary route to be amended.**

**5.4 Cemetery Reservation**

A request to reserve a grave space in Section D Row 4 in the cemetery was not approved. See Finance minute 6 – Appendix 2.

**Action: Clerk has informed the resident.**

**6 PLANNING**

**6.1 Applications**

**24/02319/APP** - Priory Villa Townsend Marsh Gibbon Buckinghamshire OX27 0EY

Householder application for part conversion of existing garage. This was discussed at the Finance Meeting as the deadline for comment is before the next Parish Council meeting. Finance minute 7 – Appendix 2.

**Action: Clerk has informed Bucks Council Planning (AVDC Area).**

**6.2 Late applications**

None.

**6.3 Future Development**

Cllr NL had spoken to the Planning Department at Bucks Council and had been advised that:

- Bucks Council need a 5-year land supply, which they do not have at the moment. The main developments will be in major towns, however, everywhere will have to take some development.
- All applications will be taken on their own merit – approval of one development would not mean that another would not go ahead. All applications have to meet a general requirement.
- The MG Neighbourhood Plan would be taken into account but advice was not to update it at the moment as the NPPF is changing.

Cllr NL also noted:

- There has been no engagement with Catesby.
- Land & Partners are in contact with the school offering various options should any developments go ahead.

Cllr RD noted:

- The MG Planning Sub-committee had met and the divergent views for a mandate to cover wider issues had been quashed.
- A survey will be issued and the data put together to use as a response to any planning applications.
- The next step would be to ask if parishioners would be prepared to contribute to a 'fighting fund' to employ an expert planner.

Cllr RD also requested copies of the emails of those who had responded to the Catesby Survey.

**Action: Clerk to print the responses, although it is believed that not all the responses were sent to her.**

#### 6.4 Proposed Changes to National Planning Policy Framework (NPPF)

It is noted that the update of the NPPF is imminent.

### 7 EWELEME SITES

#### 7.1 Swan Field

Cllr JS reported that the footpath has become overgrown again and the second Life Bouy had not been fixed at the pond.

**Action: Cllr JS to enquire if a Management Company has been set up. Clerk to write to W.E. Black to get the issues resolved.**

#### 7.2 Meeting with Ewelme Trustees

Chair and Cllr NL had not had a response from Ewelme following a request for a meeting with the Trustees.

There were no updates on the Greyhound.

**Action: Cllr NL to continue to chase Ewelme for a meeting.**

### 8 CLERK'S REPORT

#### 8.1 Finance Report

Clerk presented the Financial Report for September 2024.

Payments totalling £2610.41 as detailed in Appendix 1a were made. It also was noted that cheques for £2865.80 were approved to be paid in August as detailed in appendix 1b.

#### 8.2 Finance Meeting

A Finance Meeting was held on 3 September and the minutes are attached at appendix 2. All recommendations at the Finance Meeting are approved.

### 9 VILLAGE HALL

#### 9.1 Report

##### 9.1.1 Fire Exits

It was noted that some of the fire exits seem to be blocked.

**Action: Cllr JS will raise the issue of the Fire exits with the village hall committee.**

##### 9.1.2 White Van

It was noted that someone is sleeping in a white van parked outside the village hall.

**Action: Cllr TR will raise this with the village hall committee.**

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

#### 10.1 Maintenance

10.1.1 Cllr NL is following up the issues with the small playground.

**Action: Cllr NL.**

10.1.2 Cllr RD agreed to ask his 'handyman' to repair the fence and gate in the small playground.

**Action: Cllr RD.**

#### 10.2 Cableway

Cllr LC has repaired the cableway posts.

#### 10.3 Playground upgrade (for older children)

10.3.1 The pump track is being installed week commencing 16 September.

10.3.2 The basketball/table tennis equipment will be installed mid-October.

#### 10.4 Recreation Ground: Purchase of Mower

There were no updates.

### 11 DEVOLVED SERVICES

Cllr ET had had a village 'walk-about' with the Local Area Technician (LAT) and various issues were noted, including:

- Blocked drains in Charndon Road

- Street sign near Leonard Meadow
- Clements Lane uneven footpath
- Bicester Road peeling sign
- Bicester Road condition – a ‘Failed Road’ sign will be erected
- Request to put up ‘No Footway’ signs in West Edge and Tompkins Lane – LAT suggested pedestrians could walk on the verge which councillors considered was not an option. **Action: Cllr ET to follow up with photographs taken of the area.**
- Swan Lane water leak is the responsibility of Thames Water: **Action: Clerk to report to Thames Water.**
- Loose manhole cover outside Suffolk Court is the responsibility of Thames Water. **Action: Clerk to report to Thames Water.**
- The installation of a rubbish bin at the shop was discussed. **Action: Clerk to liaise with the shop and Bucks Council Street Scene to get a bin installed.**
- Cemetery Road – see 14.3 below.

**12 ROADS AND PATHWAYS (also see 11 above)**

**12.1 Parking in Castle Street and Station Road**

Clerk reported that she had received her monthly call from Thames Valley Police and had asked for a PCSO presence in Castle Street and Station Road during the school pick up time to try to rectify the parking issues.

**13 STREET LIGHTING**

**13.1 Maintenance**

No new issues had been reported.

**14 CEMETERY MATTERS**

**14.1 General Maintenance**

It was agreed to ask RTM to carry out the hedge cutting including the conifers.

**Action: Clerk to inform RTM.**

**14.2 Burials, Interments, Advance booking requests and Memorial applications**

**14.2.1 Burials**

An interment had taken place on 19 July.

**14.2.2 Advance reservations**

See 5.4 above.

**14.2.3 Memorial applications**

A memorial on grave B-6-13 had been approved.

**14.3 Cemetery Road**

During the walk-about with the LAT, it was recommended that liquid-bonding (a form of tarmac) is used to close the splits in the roadway.

**Action: Cllr RD to speak to his contact to carry out the work.**

**15 ENVIRONMENTAL MATTERS**

No issues were reported.

**16 STREET FURNITURE**

Nothing to report.

**17 COMMUNITY BOARD**

It was noted that there is a Community Board review to reduce the number of boards.

**18 JUBILEE PLANTATION**

No updates were available.

**19 SPEEDWATCH**

Cllr RT reported that he had:

- Collected the speedwatch equipment from Thames Valley Police.
- Volunteers who are trained to carry out speedwatch sessions.
- Hoped to get more volunteers trained.

**20 ANY OTHER BUSINESS**

There was no other business.

**21 DATE OF NEXT MEETINGS**

The next meeting will be held on Tuesday 8 October 2024 in the committee room of Marsh Gibbon Village Hall.

Meeting closed at 9.30pm.

## MARSH GIBBON PARISH COUNCIL

Clerk's Financial Report  
10-Sep-24

## COMMUNITY ACCOUNT

28-Jun-24		£22,434.98
Outstanding Cheques and cheques approved on 9 July and Aug 2024		-£26,981.28
Outstanding cheques:		
	103455	50.00
	103469	48.32
<b>Income:</b>		
Heritage & Sons Interment B-6-9		£145.00
Dignity Caring Funeral Services A-7-9		£30.00
Transfer from Ear Marked Reserve Account		£10,000.00
HMRC VAT refund		£4,613.53

**Balance of Community Account at 9 Sept 2024** **£10,340.55**

Cheque No	Payee	Amount	
<b>Cheques to approve on 10 September 2024</b>			
DD11	Hugo Fox	Inv 8187: Monthly website fee	£23.99
103473	Bucks Council	Inv 2209017496: Cemetery Waste Aug 2024	£18.95
103474	RTM	Inv 4880: Grass cutting	£813.39
103475	C Jackman	Clerk Salary: July and August	£1,013.68
Faster Payment	HMRC	Clerk PAYE: July and August	£210.40
103476	Technical Surfaces	Inv 88769:	£450.00
103477	N Lyon	Printing	£80.00
			<b>£2,610.41</b>
<b>Totals yet to be deducted from balance of Community Account</b>			
	L Cross	£50.00	
	N Lyon	£48.32	
		<u>£98.32</u>	<b>£98.32</b>
		<b>Total</b>	<b>£2,708.73</b>
<b>Total to be added to the Community Account</b>			
		0.00	<b>0.00</b>
		<b>Anticipated balance</b>	<b>£7,631.82</b>

£21,631.82

<b>EARMARKED RESERVE ACCOUNT</b>	01-Apr-24	£32,153.68
	Total In	£120.25
	Total Out	-£10,000.00

**Balance of Earmarked Reserve at 9 Sept 2024** **£22,273.93**

Bank Reconciliation 10 Sept 2024  
COMMUNITY ACCOUNT

<b>CASH BOOK</b>			<b>Notes</b>
<b>Balance at 1 April 2024</b>		<b>£21,981.67</b>	
Total payments to 9 Sept 2024		-£48,505.08	
Add total receipts to 9 Sept 2024		£48,155.23	
		<b>£21,631.82</b>	
<b>Cash book balance at 9 Sept 2024</b>		<b>£21,631.82</b>	

## EARMARKED RESERVE ACCOUNT

<b>Balance of Earmarked Reserve A/C as at 1 April 2024</b>	£32,153.68
Less total payments to 9 Sept 2024	-£10,000.00
Add Total Receipts to 9 Sept 2024	£120.25
<b>Balance at 9 Sept 2024</b>	<b>£22,273.93</b>

**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	£587.93
Transfer to CA to cover 1st installment of playground equipment (to be reimbursed by S106)	-£10,000.00
	<b>£22,273.93</b>

<b>TOTALS at 9 Sept 2024</b>	Community Account	£21,631.82
	Earmarked Reserve Account	£22,273.93
		<b>£43,905.75</b>

## Appendix 1b

Date	Ref	Description	In	Out
09/08/2024	DD8	Hugo Fox	Inv 7470: Monthly website fee	£23.99
15/08/2024	DD9	ICO	Data protection Fee	£35.00
15/08/2024	103466	Bucks Council	Inv 2209016265: Cemetery Waste July	£18.95
15/08/2024	103467	RTM	Inv 4824: Grass cutting	£1,271.70
15/08/2024	103468	Rospa PlaySafety	Inv 81404: Annual playground inspection	£216.00
15/08/2024	103469	N Lyon for Impact Signs	Inv 46287: Skate Ramp sign (paid by Cllr N Lyon)	£48.32
15/08/2024	103470	Marsh Gibbon Village Hall	Inv 211707: vh hire 9 July	£15.50
15/08/2024	103471	Graham Hodges	Grave digging B-6-3 and B-6-9	£535.00
15/08/2024	103472	PKF Littlejohn	Inv SB20240193: AGAR FY 2023-24	£378.00
27/08/2024	DD10	SSE	Inv 01344485: street lighting electricity 1 July to 31 July 2024	£323.34
12/08/2024		HMRC	VAT refund	£4,613.53
				<b>£4,613.53</b>
				<b>£2,865.80</b>

**MARSH GIBBON PARISH COUNCIL  
MINUTES OF THE FINANCE COMMITTEE MEETING  
HELD ON WEDNESDAY 3 SEPTEMBER 2024 AT 8PM**

**Present:** Cllr A Lambourne (Chair), Cllr E Taylor (ET) and Cllr N Lyon (NL)

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

2. **Apologies:** Cllrs J Smith, T Reveler, R Daniell and L Cross
3. **Declarations of interests:** None.
4. **Minutes of the meeting held on Wednesday 10 January 2024:** The minutes of the meeting held on Wednesday 10 January 2024 were approved by those present and signed by the Chairman.
5. **Matters arising from these minutes:**  
It was agreed to apply for a refund of the credit held by Everflow for the overpayment of recreation ground water.  
**Action Clerk.**
6. **Projections to year end 2024-25**  
It was noted that:
  - The Parish Council is currently on track to be within its spending budget.
  - A VAT reclaim has been submitted for £4,613.53
  - S106 application for payment of £16,959.70 will be submitted to Bucks Council as soon as the invoice is received from the contractor for the new playground equipment.
  - There were no updates on the purchase of a tractor by the Sports & Social Club.
  - There is sufficient skateboard funding to the end of the financial year.
7. **Any other business – at the discretion of the Chairman**  
The following were noted and will be recorded at the Parish Council meeting on 10 September:
  - The use of liquid pour should be investigated to fix the cracks in the cemetery road. **Action: Cllr ET to follow up.**
  - A response from the Local Area Technician for a **village ‘walk-about’** had not been received. **Action: Clerk to follow up.**
  - The **Acland Terrace hedge** had not been cut. **Action: Clerk to liaise with Cllr ET and the contractor RTM.**
  - The **purchase of daffodil bulbs** for the Horticultural Society to plant at a cost of up to £100 per year for the next 3 years. **Action: Clerk to purchase the bulbs.**
  - To pay a third share of the cost (£29.99) of the **Microsoft Office and Norton software annual renewal** in conjunction with Edgcott (who own the laptop) and East Claydon Parish Council (Clerk is also clerk to these councils).
  - Clerk is seeking a new contract for the **street lighting unmetered supply** as the current contract expires on 30 November.
  - **2024 Christmas Tree** and light check. **Action: Chair to order tree and clerk to arrange light check.**
  - **S106 funding** is still available for the **purchase of benches**. **Action: Clerk to investigate.**
  - A request for **grave space reservation** in Section D, Row 4 in the cemetery was not approved. It was noted that rows 1 and 2 must be complete before burials in Row 4 can take place.
8. **24/02319/APP** - Priory Villa Townsend Marsh Gibbon Buckinghamshire OX27 0EY  
Householder application for part conversion of existing garage. This was discussed at the Finance Meeting as the deadline for comment is before the next Parish Council meeting.  
No objections were raised. **Action: Clerk to submit to Bucks Council Planning (AVDC Area).**
9. **Date and Venue of Next Meeting** - To be confirmed.
10. Meeting closed at 9.05pm.