

# North Marston Parish Council

Clerk to the council: Ms Jan Roffe - Email: [clerk@northmarston.org](mailto:clerk@northmarston.org) or telephone 07933 624147

## MINUTES OF THE PARISH COUNCIL MEETING Tuesday 12<sup>th</sup> September 2023 at 7.30pm in the Village Hall

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### 98/23 Present and Apologies:

**Present:** Councillors I Mordue (Chairman), A Boyt (Vice Chairman), D Hogbin-Mills, K Du-Plessis, B Newman, C Hutson and C Smythe, Jan Roffe (Clerk) and 5 members of the public

**Apologies:** Apologies were received from Councillor Phil Gomm

**99/23 Members Interests:** Councillor Boyt declared an interest in item 104/23 as the homeowner.

**100/23 Motion:** The Chairman proposed the motion that the Council move into a confidential closed session to discuss a sensitive land issue.

**RESOLVED:** The motion was carried. The council discussed a sensitive land issue and next steps, the disclosure of which would be prejudicial to the dispute and any possible proceedings.

**Open forum for Parishioners:** (under adjournment) to include the 100 Club Draws for August and September 2023.

### Notes:

(a) The Chairman publicly apologised to Paul Cockton for a comment made at the previous meeting.

The following points were raised:

(b) The disruption caused by the recent roadworks in Church Street, litter left on the verges and around the pond area and contractors asking a resident for 18 gallons of water for road maintenance purposes.

(c) Residents asked the Parish Council if there were any updates on the land at Quainton Road.

(d) Reports of slippery pears at the bottom of School Hill and gravel on the pavement along Portway hindering safe passage.

(e) Broken glass and some vandalism at the Forest School area at the sports field.

### 100 Club draw for August 2023:

1<sup>st</sup> Prize, £30 No.23, Graham Jenner; 2<sup>nd</sup> Prize, £20 No. 48, Cathy Gouldstone; 3<sup>rd</sup> Prize, £10 No.8, Jeff Scott.

### 100 Club draw for September 2023:

1<sup>st</sup> Prize, £30, No.6 Alan and Alison Still, 2<sup>nd</sup> Prize, £20, No.41 Mike Brandon, 3<sup>rd</sup> Prize, No.89 Sally and Lucy Keegan

**101/23 Minutes:** (i) The minutes of the Parish Council Meeting held on 11<sup>th</sup> July 2023 were approved and signed by the Chairman.

(ii) The minutes of the extraordinary Parish Council meeting held on 25<sup>th</sup> July 2023 were approved and signed by the Chairman.

**102/23 Buckinghamshire Council:** In Councillor Gomm's absence there were no updates on matters relating to Buckinghamshire Council.

**103/23 Planning Applications:** No Planning notifications had been received in time for the publication of the agenda. **RESOLVED:** The Clerk will ask the case officer for an extension to the consultee deadline for application 23/02706/VRC so that it can be discussed at the next meeting without the need for an extraordinary meeting.

## **104/23 Appeal update:**

APP/J0405/W/23/3316735 (Planning application 22/04222/APP) 10, Portway, North Marston, MK18 3PL has been approved.

## **105/23 To receive updates and discuss actions on the following matters:**

### **Environment**

#### **1. Highway:**

**Update:** Whilst Fix My Street is a good system for logging issues, it is very difficult to track with many logs being “closed” without a clear explanation of remedial work carried out. Some issues are not considered urgent by Highways and will therefore form part of the programme of routine maintenance work. It was noted that residents are now much more actively reporting issues on the portal themselves and that the proposal to keep track on a spreadsheet attached to the minutes would probably create confusion as residents are likely to ask why their log isn’t on the list of issues reported by the Parish Council.

(i and ii) **RESOLVED:** It was agreed that Councillor Smythe would update on issues logged and resolved at meetings. These updates will therefore form part of the minutes in future.

(iii) **RESOLVED:** A 20mph speed limit would be in keeping with the aspirations of the North Marston Neighbourhood Plan to find ways of slowing down traffic through the village. The Clerk will reply to Councillor Peter Cooper’s letter to say that the Parish Council would join Oxfordshire, Central Beds and Hertfordshire in supporting moves for a reduction in the speed limit.

#### **2. Grass and Hedges**

(i) **RESOLVED: Footpath No.4** (Gibbings Close/Elmers Meadow) the footpath has been cut back by Councillor Mordue and made passable. A resident of Gibbings Close has volunteered to cut back the trees. The Clerk agreed to write to the resident to say that he is allowed to cut back branches that overhang his greenhouse, but to do so would be at his own risk. The Parish Council will arrange for annual maintenance of the footpath to keep it clear in future.

(ii) **RESOLVED: Elmers Meadow hedge.** The Parish Council’s contractor has fed back that when he goes to cut this hedge it has already been cut back by a resident. The Clerk to make enquiries as to who is cutting the hedge back and to leave it to be cut by the contractor at the appropriate time.

(iii) **RESOLVED: Sportsfield hedge.** The Clerk to ask Paul Baker, to cut the hedge along Granborough Road both on the inside and out. This will hopefully allow Blades to concentrate on other hedgerow maintenance tasks that were not included in the specification/quote.

(iv) **Portway footpath. RESOLVED:** Councillors Hutson and Smythe volunteered to clear the path with help from Jason Hutson. The Clerk to report that the footpath is severely cracked and damaged to the Area Technician and also report it on Fix My Street.

**3. Parking:** (i) **To discuss issues and possible car park solutions. RESOLVED:** The Parish Council will continue to look for possible areas that could provide additional car parking space. (ii) **Car parking polite parking advice notice:** A suggested polite parking advice notice had been shared with the Parish Council by Councillor Smythe and agreed with minor changes. Councillors Smythe and/or Hutson to put a parking advice notice on Facebook and on the Parish Council website via the Clerk. Councillor Mordue offered to talk to those parking on grass verges and pavements in the vicinity of Gibbings Close.

## **106/23 Parish Action Plan/Projects:** To discuss and/or receive any relevant updates on the following:

**1. Playground: RESOLVED:** Kompan had supplied a new cap for the swing basket frame free of charge. The Clerk advised that she has not yet heard back from Kompan regarding the clearance between the underside of the toddler roundabout and the surface being incorrect at the time of installation. The Clerk to seek advice and chase this.

#### **2. Provision for teenagers:**

**(i) Update on grant funding for a Teqball table:** The Clerk advised that the application and the additional information asked for by the Winslow and Villages Community Board’s funding

committee had been submitted and that she is waiting to hear if the application has been successful or not.

(ii) **Any other relevant updates:** (a) Councillor Hogbin-Mills advised that her son had volunteered to be a Youth Ambassador and to act as a link between the Parish Council and the young people living in the village to help identify their needs.

**Village Hall and car park:**

(i) **RESOLVED: Audio-visual equipment.** Councillor Mordue to produce a definitive list of audio-visual requirements from the two quotations received so the Clerk can obtain final quotations.

(ii) **RESOLVED: Shop car park drainage.** Clerk to obtain quotes to install an ACO drain at the bottom of the shop ramp to prevent the build-up of water.

(iii) **RESOLVED:** The Clerk to meet and go through the cleaning specification with a prospective new cleaner. £15.00 per hour was agreed for 2 ½ hours cleaning per week.

**Village Pond and Parsnip Pond**

**RESOLVED:** The pond has been filled with water and Cheryl Eaton has kindly agreed to remove the blanket weed again. Other volunteers are welcome to help.

5. **Village gates cleaning: RESOLVED:** All the village gates have been painted by Roy Randles.

6. **Aylesbury Wild Vale Project**

(i) **Areas to be cultivated with wildflowers: RESOLVED:** The Clerk to write to our contractor to confirm the area in Quainton Road to be cultivated and the total cost for the new area including seed maintenance and cutting back wild flowers in autumn before proceeding.

(ii) **Tree Giveaway trial scheme in Buckinghamshire: RESOLVED:** The Clerk will advertise the scheme on Facebook and the Parish Council website.

7. **Hay Barn: RESOLVED:** Councillor Boyt will sure up the corner with a concrete post as soon as is practically possible.

8. **Defibrillators:** Councillor Hutson discussed the need for a spare battery(ies) costing approximately £350.00 each and for the ongoing maintenance costs of the three defibrillators in the village to be included in the next budget. Councillor Hutson will notify the Clerk when pads and batteries are required.

**RESOLVED:** The Clerk to urgently purchase new pads for the Village Hall defibrillator as they expire on the 23.9.23. Also to purchase a spare battery up to £450.00 plus post and packing/delivery costs was approved and that the Clerk may purchase the pads required for the Sportsfield defibrillator when advised by Councillor Hutson as they expire in January.

9. **MVAS:** Councillor Mordue advised that the data from the SWARCO MVAS is not reliable, and the unit does not hold the date and time.

**RESOLVED:** The Clerk is in touch with the Area Technician regarding the necessary adjustments to the programming of the new MVAS in Quainton Road and the possibility of permanent poles being installed at each end of the village.

10. **Sportsfield:**

(i) **RESOLVED:** The Clerk to arrange a meeting with the Area Technician and Councillor Mordue and herself to progress the project to have a new streetlight installed opposite the SF entrance gate where it is very dark.

(ii) Any other updates: **RESOLVED:** Regarding the vandalism at the Forest School, Councillor Mordue will look at the CCTV footage.

**107/23 Poors Piece and Clocklands: RESOLVED:** Mr J C Martin and Mr R N Symonds were verified by the Parish Council as Trustees of the Poors Piece and Clocklands Charity. Councillor Mordue advised that he had received the new grant making policy from the trustees.

**RESOLVED:** The Clerk to write to The Revd. Petra Elsmore and invite her to attend the next Parish Council meeting to talk the Parish Council and residents through the policy and answer any further questions.

## **108/23 Finance:**

1. **RESOLVED:** The accounts April to end August 2023 were approved.
2. **RESOLVED:** That the External Assurance Review had been completed this was acknowledged.
3. **RESOLVED:** It was agreed to allocate up to £1k for a new parish laptop as the current one is now six years old and is causing issues.
4. **UNRESOLVED:** To agree the process for checking invoices and which councillor to take on this responsibility. This will be discussed at the next meeting.
5. **RESOLVED:** Expenditure by the Clerk of up to £65.00 on Medisave Adult defibrillator pads for the VH defibrillator.
6. **RESOLVED:** Expenditure of £420.00, no VAT, on bespoke BMKALC councillor training for new and existing councillors on 27<sup>th</sup> September was approved.
7. **RESOLVED:** The following receipts and payments of accounts were approved:

### **Receipts and Payments of Accounts**

#### **Parish Council**

##### **Payments made on behalf of the Parish Council**

Clerks Salary – July - £\*\*\*.\*\*, no VAT

Clerk's expenses – July - office allowance - £26.00 no VAT

Blades Turf Care - July grass cutting - £915.90, £152.65 VAT

Blades TurfCare – selective herbicide play park - £216.00, £36.00 VAT

Tesco Mobile – Parish 'phone contract July - £7.50, no VAT

Safelincs - paediatric defib pads - £111.18, £18.53 VAT

PRA Randles - clean bus shelters and gates and remove bench - £345.00, no VAT

HP Instant Ink – printer ink contract July - £4.49, £0.75 VAT

1<sup>st</sup> Granborough Scouts – donation award - £400.00, no VAT

North Marston EEC – donation award - £275.00, no VAT

Amazon – AAA batteries for defibrillator cabinet lights - £19.99

Buckinghamshire Council – pond dog bin and installation - £347.52, no VAT

##### **Payments to be paid on behalf of the Parish Council**

Clerks Salary – August - £\*\*\*.\*\*, no VAT

Clerk's expenses – August - office allowance and printer paper - £34.98 no VAT

PKF Littlejohn Audit fees 2022/23 - £378.00, £63.00 VAT

##### **Payments received on behalf of the Parish Council**

None received

#### **Village Hall**

##### **Payments made on behalf of the Village Hall**

Village Hall and pond hedge cutting - £190.00, £38.00 VAT

E-on Next – Schorne Room electricity - £27.11, £1.29 VAT

Wave Anglian Water – 9<sup>th</sup> May to 4<sup>th</sup> August 23 - £98.04, no VAT

PRA Randles – VH flue guard and installation - £25.00, no VAT

##### **Payments received on behalf of the Village Hall**

Schorne Pre-School – Summer Term hire of hall - £2,386.32, no VAT

James Garey – Schorne Room hire - £15.00, no VAT

Ivor Pordage – balance for hire of VH for wedding reception - £140.00 no VAT

Emma Ehren – hire of VH for Zumba Summer Term - £168.00, no VAT

##### **Payments to be made on behalf of the Village Hall**

Ivor Pordage – Deposit refund for wedding reception on 2<sup>nd</sup> September - £100.00, no VAT

Jane Wolfenden – Deposit refund hire of hall for a child's party on 9<sup>th</sup> September, £50.00 no VAT

Emma Lynch – Hall cleaning June/July and 1<sup>st</sup> and 4<sup>th</sup> September - £225, no VAT

## **Sports Field**

### **Payments made on behalf of the Sportsfield**

E-on Next – Electricity 1<sup>st</sup> - 31<sup>st</sup> July 23 - £62.45, £2.97 VAT

Oakpark Alarms – maintenance - £157.20, no VAT

Lane Landscaping – materials - £466.21, £57.70 VAT

Blades Turfcare – selective herbicide SF - £540, £90.00 VAT

Rebecca Parker – SF pavilion cleaning July - £82.50, no VAT

Rebecca Parker – SF pavilion cleaning August - £67.50, no VAT

### **Payments to be made on behalf of the Sportsfield**

James Radcliffe – mower fuel - £27.35, £4.56 VAT

000784 100 Club 1<sup>st</sup> prize August draw, £30.00, no VAT

000785 100 Club 2nd prize August draw, £20.00, no VAT

000786 100 Club 3rd prize August draw, £10.00, no VAT

000787 100 Club 1<sup>st</sup> Prize September draw, £30.00 no VAT

000788 100 Club 2<sup>nd</sup> Prize September draw, £20.00, no VAT

000789 100 Club 3<sup>rd</sup> Prize, September draw, £10.00, no VAT

### **Payments received on behalf of the Sportsfield**

North Marston and Granborough Cricket Club – donation for nets - £224.00, no VAT

**109/23 Items for the next agenda.** To raise any items for the next agenda.

#### **110/23 Councillor Training:**

**RESOLVED:** See 128/23.6 above.

#### **111/23 Date of the next meeting**

The next meeting of the Parish Council will be held on Tuesday 10<sup>th</sup> October 2023 at 8pm in the Village Hall

**112/23 Motion Closed Session:** As the matter had been discussed at the beginning of the meeting a further closed session was not required.

***Jan Roffe, Clerk to North Marston Parish Council  
20th September 2023***