





## Old Marston Parish Council

Tim Cann. PSLCC. Clerk & RFO to Old Marston Parish Council  
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### Members of the Public Welcome & Speaking arrangements:

Members of the public and press are welcome to attend the following meeting unless precluded by the Parish Council by resolution during the whole or part of the proceedings. They may address the parish council on any matter of council business during the time allotted at the beginning of the meeting for public participation.

Anyone wishing to speak must give prior notice with name and address to the Clerk before the meeting starts.

The protocol for speaking at the meeting is on page two of this document.

You are hereby invited to attend the annual meeting of OLD MARSTON PARISH COUNCIL to be held **at 7:00pm on Monday 2<sup>nd</sup> December 2024** in Mortimer Hall, Oxford Road, Old Marston, OX3 0PH when the following business will be transacted.

Yours sincerely,

Tim Cann.  
Parish Clerk.

23<sup>rd</sup> November 2024

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Councillors are requested to declare any prejudicial interest they have in any of the items.

**Requests from members of the public to speak:** Please note you are required to inform the clerk prior to speaking and no member of the public or press shall speak for more than 5 minutes unless the chairman so declares and the total time for public participation is 20 minutes.



## **Protocol for Parish Council & Committee meetings**

- Members of the public and press are welcome to attend meetings unless precluded by the parish council by resolution during the whole or part of the proceedings.
- They may address the parish council on any matter of council business during the time allotted at the beginning of the meeting for public participation.
- Anyone wishing to speak must give prior notice with name and address to the clerk before the meeting starts.
- No member of the public or press shall speak for more than 5 minutes unless the chairman so declares and the total time for public participation is 20 minutes.
- There is no entitlement for members of the public to speak at any other time during the meeting, unless invited to by the chairman.
- A record of public participation may be included in the minutes and, if any actions are required, they will be reported on at the next meeting.
- In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- A person, including councillors, shall raise their hand when requesting to speak.
- A person, including councillors, who speaks at a meeting shall direct his comments to the chairman of the meeting.
- Only one person, or councillor, is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- A person, or councillor, shall not interrupt or talk over a person speaking.

# AGENDA

1. Request if anyone is intending to record the proceeds of the meeting, if so, has any member of the public any objections in being included.
2. Apologies for absence and approval by council:
3. Web Site, Facebook, and other social media:
4. Public, County & City Councillors & Thames Valley Police participation (if any requests received)
  - a. Thames Valley Police: NONE
  - b. County & City Councillors Report(s)
  - c. Public:
5. Approval of the minutes of the meeting on the 4<sup>th</sup> November 2024. [\(PAGE 6\)](#)
6. Operational Checks:
  - Weekly operational checks on the defibrillator have been carried out.
  - Weekly operational checks on the play equipment have been carried out.
7. Planning:

**Applications considered between meetings:** NONE.  
**Decisions:** (Click to see reasons for refusal)  
24/02212/FUL – 44 Arlington Drive – **WITHDRAWN**  
24/02197/FUL – 27 Horseman Close – **APPROVED**

## **Awaiting Decisions:**

20/02457/DEL – Willow Barn, Oxford Road  
22/03049/FUL – Land North of Bayswater Brook  
24/01274/VAR – Land to the West of Mill Lane  
24/02162/FUL – 65 Oxford Road  
P22/S4618/) – Land North of Bayswater Brook  
24/02519/FUL – 4 Mortimer Drive  
24/02392/FUL – 53 Arlington Drive

## **Applications to be decided: [\(PLANNING\)](#)**

- **24/02514/CEU – 44 Arlington Drive** – Application to certify that the existing conversion of garage to habitable space, erection of a part single, part two storey rear extension. Formation of 1no. rear dormer in association with a loft conversion is lawful development.
- [24/02514/CEU | Application to certify that the existing conversion of garage to habitable space, erection of a part single, part two storey rear extension. Formation of 1no. rear dormer in association with a loft conversion is lawful development. | 44 Arlington Drive Oxford Oxfordshire OX3 0SJ](#)
- **24/02343/FUL 7 Beechey Avenue** – Erection of a single storey extension to existing rear outbuilding. Conversion of outbuilding into ancillary accommodation to the main house. Alterations to roof height on outbuilding and insertion of 2no. rooflights.
- [24/02343/FUL | Erection of a single storey extension to existing rear outbuilding. Conversion of outbuilding into ancillary accommodation to the main house. Alterations to roof height on outbuilding and insertion of 2no. rooflights. | 7 Beechey Avenue Oxford Oxfordshire OX3 0JU](#)

- **24/02695/VAR – Colthorn Farm, Oxford Road** – Variation of condition 2 (Develop in accordance with approved plans) and 3 (Materials in a Conservation Area) of planning permission 18/00631/FUL (Erection of 1 x 5-bed dwellinghouse (Use Class C3). Provision of private amenity space. (Amended Description)) to allow an increase in the number of PV panels, repositioning of rooflights, internal alterations, lowering of internal ceiling heights, removal of 1no. chimney, alterations to fenestration, materials and door openings, installation of 1no. air source heat pump.
- [24/02695/VAR | Variation of condition 2 \(Develop in accordance with approved plans\) and 3 \(Materials in a Conservation Area\) of planning permission 18/00631/FUL \(Erection of 1 x 5-bed dwellinghouse \(Use Class C3\). Provision of private amenity space. \(Amended Description\)\) to allow an increase in the number of PV panels, repositioning of rooflights, internal alterations, lowering of internal ceiling heights, removal of 1no. chimney, alterations to fenestration, materials and door openings, installation of 1no. air source heat pump. | Colthorn Farm Oxford Road Old Marston Oxford Oxfordshire OX3 0PQ](#)

## 8. Finance:

### a. Accounts Balance Report as at the 22<sup>nd</sup> November 2024

Unity Trust Current Account	28,047.44
Newbury Building Society	40,339.05
Skipton Building Society	58,687.24
Petty Cash	7.79
<b>TOTAL</b>	<b>£127,081.52</b>
CiL Money (included in above figures)	£27,272.56

### b. Payments awaiting approval as at the 22<sup>nd</sup> November 2024

The following accounts to be paid:	£ Incl. VAT
Clerk's Pay Including Expenses, Pension, etc. – November 2024	
Mr D. Ward (Work on Back Lane)	1,200.00
Fantastic Fireworks (Display)	2,400.00
Castle Water (Cemetery Water)	48.57
<b>TOTAL</b>	<b>£5,925.22</b>
<b>Petty Cash Expenditure:</b>	<b>NONE</b>
<b>INCOME:</b>	<b>NONE</b>

### c. Reserves as at 22<sup>nd</sup> November 2024

Total Balances	£127,081.52
General Reserves	£31,216.00
Fixed Asset Reserves	£10,000.00
Emergency Reserve	£10,000.00
<b>Total</b>	<b>£75,865.52</b>

### d. Organisation Grants [\(CLICK TO LINK\)](#)

- 43<sup>rd</sup> Scout Group Requesting £500.00

- CPFAA £350.00
- CPFAA SHOP £470.00
- FOSNS £300.00
- St Nicks Bell Ringers £500.00
- Meadowbrook College £500.00
- St Nicks Junior Choir £350.00
- Marston Times £500.00
- Messy Church £350.00
- Pulse £350.00
- St Nicks Baby & Toddlers £350.00
- MH Pre School £500.00
- MH Village Hall £500.00
- Old Marston Charities Trust £500.00
- OXSRAD £500.00
- St Nicholas Church £500.00
- St Nicholas Primary School £500.00
- **TOTAL** **£8,020.00** **This year's budget £7,500.00**

**e. Events Grants**

- Fireworks Display £2,400.00
- OXFEST £3,000.00 requesting
- Other Events £1,600.00
- **TOTAL** **£7,000.00** **This year's budget £4,000.00**

**f. Draft Grants & Events Budget** ([CLICK TO LINK](#))

**9. Update on Back Lane:**

**10. Mill Lane Allotments Maintenance Plan:**

**11. Traffic Management:**

**12. Clerk's Report**

**13. Reports from Members:** Update from councillors representing the council on external bodies should the respective organisation have meeting:

- Feedback from meeting city councillor Kate Robinson arranged with Youth Ambition.

**14. Plus, anything of an urgent nature which has come to the clerk's attention since the agenda was set.**

**15. Information sharing (including correspondence)**

- OALC Newsletter.
- The original grant application from OXSRAD was for £1,500. The clerk returned this informing them that the maximum is £500 but said the council would be made aware of their original request.
- The original grant application from Meadowbrook College was for £1,020. The clerk returned this informing them that the maximum is £500 but said the council would be made aware of their original request.
- Correspondence

**Date of next meeting: -**

**PARISH COUNCIL Monday 6<sup>th</sup> January 2025 7pm in Mortimer Hall.**

[RETURN TO AGENDA](#)

# Minutes of the Old Marston Parish Council Meeting held on the 4<sup>th</sup> November 2024 at the Mortimer Hall from 7:00pm.

## UNCONFIRMED

### Present:

#### Parish Council:

Duncan Hatfield – Chairman

Martin Smith

Charlotte Vinnicombe

Alistair Morris

Pat Hall (Vice-Chair)

Mick Bates

Louise Upton

Mary James

Charlie Haynes

Skye Denno

**Oxfordshire County Council:** Mark Lygo

**Oxford City Council:** Mary Clarkson & Kate Robinson

In attendance: Tim Cann

Members of Public: 13

24/11/01 Intention to record the proceedings of the meeting: NONE.

24/11/02 Apologies for Absence: None

24/11/03 Website and social media:

- Use of council email address – all Councillors must use their council email address for council business.

24/11/04 *Public, County & City Councillors & Thames Valley Police participation (if any requests received)*

a. Thames Valley Police: No Report received.

b. County & City Councillor Reports:

- **Oxford City Councillor Mary Clarkson** – The landline at Bradlands has been down for several weeks and she is looking into getting it resolved.
- **Oxford City Councillor Kate Robinson** – working on antisocial behaviour and has had several walkabouts. The flooding in and around the parish is being investigated and a possible action plan looked at, might be worth having as a future agenda item.
- **Oxfordshire County Councillor Mark Lygo** – has had several walkabouts with county officers and the clerk. Looking at the safety stations/ pinch points with possibly half needing removing or repositioning as causing more issues than solving. Still raising concerns about the Hill View Farm development application with construction vehicles going through the village and 'S' bend in Mill Lane. Back Lane is a designated bridleway, so horses, cyclists and pedestrians legally allowed to use it. However, there is no ownership of the land. Parking issues in Cherwell Drive/Oxford Road still ongoing and looking at possibly making school streets. With so many schools situated locally there is a high volume of cyclists, so looking at adding the area to the 'Active Travel' scheme.

c. Public:

- A resident complained that the waste bins are always overflowing in Boult's Lane Recreation Ground and the Mill Lane field. There is also no recycling being done. The lady was training her puppy in the recreation ground when a man came out of the pavilion, shouted at her and swore. The chairman informed the resident that the clerk has spoken to the chair of Marston Saints, and he is investigating. There have been issues with the bin contractor for a while which

are being investigated. It was agreed that there should be a meeting between representatives of Marston Saints and the parish council with a view to resolve issues.

- Another resident complained that plastic is always around the waste bins in Boult's Lane Recreation Ground. There should be facilities for recycling plastic bottles. While out walking their dog they picked up 12 footballs left lying around. The pavilion outside lights are continually left on. The alarm has been going off day and night with no one attending. Can there be keyholder information displayed so people have a contact to notify. She asked if the proposed patio work could not go ahead. There is loud music, do they have an entertainment license.

#### **24/11/05 Approval of the Minutes of the meeting on the 7<sup>th</sup> October 2024.**

It was RESOLVED these are a true record.

#### **24/11/06 Operational Checks:**

- Weekly operational checks on the defibrillator have been carried out.
- Weekly operational checks on the play equipment have been carried out.

#### **24/11/07 Co-option of two casual vacancies:**

Mr Kevin Jones – proposed Mick Bates seconded Martin Smith voted unanimously.

Mr Mark Lygo – proposed Skye Denno seconded Charlotte Vinnicombe voted unanimously.

#### **24/11/08 Planning:**

**Decisions:** (Click to see reasons for refusal)

21/03294/FUL – 56 Marsh Lane – **APPROVED**

24/01415/FUL – 43 Arlington Drive – **APPROVED**

24/02006/FUL – 95 Oxford Road – **APPROVED**

24/01797/FUL – 26 Raymund Road – **APPROVED**

24/02033/FUL – 44 Arlington Drive – **REFUSED**

24/02006/FUL – 95 Oxford Road – **APPROVED**

24/02080/FUL – 141 Oxford Road – **APPROVED**

#### **Awaiting Decisions:**

20/02457/DEL – Willow Barn, Oxford Road

22/03049/FUL – Land North of Bayswater Brook

24/01274/VAR – Land to the West of Mill Lane

24/02212/FUL – 44 Arlington Drive

24/02197/FUL – 27 Horseman Close

24/02162/FUL – 65 Oxford Road – Clerk to chase up Right of Way.

P22/S4618/) – Land North of Bayswater Brook

#### **Applications to be decided:**

- **24/02519/FUL – 4 Mortimer Drive** – Alterations to roof to form hip to gable, formation of 1no. dormer to rear roof slope, Insertion of 2no. roof lights to the front roof slope in association with loft conversion. – **NO OBJECTIONS.**
- **24/02392/FUL – 53 Arlington Drive** – Demolition of existing rear lean-to extension. Erection of a single storey rear extension. Insertion of 1no. window to side elevation. – **ASKED IF THIS COULD BE CALLED IN AS INCREASING THE FOOTPRINT BY ABOUT 50%.**
- **Headington Neighbourhood Area and Forum** was approved by Oxford City Council on the 10 September 2014. - An application for the re-designation of the Forum and its Area has been submitted to the Council in accordance with the requirements of the Town and Country Planning Act

1990, which requires Neighbourhood Forums to reapply every five years. The application is now subject to a public consultation which will take place for the statutory 6 week period from **9 October 2024 to 20 November 2024. – NO OBJECTIONS.**

## 24/11/09 Finance

### a. Accounts Balance Report as at the 28<sup>th</sup> October 2024

Unity Trust Current Account	35,875.63
Newbury Building Society	40,339.05
Skipton Building Society	58,687.24
Petty Cash	7.79
<b>TOTAL</b>	<b>£134,909.71</b>
CiL Money (included in above figures)	£27,272.56

### b. Payments awaiting approval as at the 28<sup>th</sup> October 2024

The following accounts to be paid:	£ Incl. VAT
Clerk's Pay Including Expenses, Pension, etc. – October 2024	
Mr D. Ward (Work making pavilion entrance safe)	2,600.00
Total Pest Control (Quarterly Charge)	189.14
<b>TOTAL</b>	<b>£6,461.51</b>
<b>Petty Cash Expenditure:</b>	<b>NONE</b>
<b>INCOME:</b>	
Oxford City Council (Second Half Precept)	36,868.92

### c. Reserves as at 28<sup>th</sup> October 2024

Total Balances	£134,909.71
General Reserves	£31,216.00
Fixed Asset Reserves	£10,000.00
Emergency Reserve	£10,000.00
Total	£50,843.03

It was RESOLVED to accept these accounts.

### 24/11/10 Update on Back Lane:

The clerk advised that the maintenance work had been completed and a long-term maintenance plan is work in progress with Oxfordshire County Council.

### 24/11/11 Mill Lane Allotments Maintenance Program:

- New double gates at both entrances. Need to be higher to prevent climbing over.
- Boundary with Bradlands and Boundary with Wards – Mr D. Ward explained the ditch belongs to Mr A. Ward and that the boundary with Bradlands is owned by Oxford City Council. – Clerk to look at fencing for boundaries.
- Scalpings for roadways – Clerk and OMMLAA representatives meeting with Mr D. Ward.



#### 24/11/12 Land Maintenance of Parish Council Owned Land:

- It was RESOLVED that this would be looked at by the Environment Committee.

#### 24/11/13 Traffic Management:

- A request from a resident that the parish council look at installing reactive speed signs in Elsfield Road. This has reminded me that council have not reviewed the results of the traffic monitoring survey done a few months ago. – Mark Lygo to follow up. Clerk to contact Mark Lygo about a county officer running through the data with the clerk and a parish councillor.

#### 24/11/14 Governance:

- **Parish Councillor Alistair Morris** was co-opted onto the Environment Committee
- **Tendering:** Charlotte Vinnicombe ran through the section of the Financial Regulations applying to tendering and contracts and said about the importance of declaring any conflict of interests. Councillors may have.

#### 24/11/15 Clerk's Report

The report was noted

#### 24/11/16 Reports from Members:

- Duncan Hatfield and City Councillor Kate Robinson have had several walkabouts, meeting the outreach team and local police. It was confirmed that a couple of youth workers will be around the parish on Thursday afternoons, between 3:30 and 5:30, to try and meet with local young people. Obviously, they will be wearing lanyards and ID badges. It was mentioned possibly using the pavilion one day a week as a drop-in session. It was agreed this could be discussed with MSFC when meeting with the club. Duncan Hatfield is the lead on this project.

#### 24/11/17 Plus, anything of an urgent nature which has come to the Clerk's attention since the agenda was set.

Mick Bates advised the council that the OXFEST event was going from strength to strength. Last year's grant from the parish council was used to get a bouncy castle and food stall. It was RESOLVED the clerk send a grant form to Mick Bates to apply for a grant. Next year's event 2<sup>nd</sup> August 2025.

#### 24/11/18 Information sharing (including correspondence)

- OALC Newsletter
- Correspondence
- Duncan Hatfield said this year's fireworks display was excellent and thanked everyone involved.
- The clerk advised the council that he was looking to take some time off at the end of November so the agenda items request etc will be slightly earlier.

**24/11/19 Date of next meeting:** - Monday 2<sup>nd</sup> December 2024 at 7pm in the Mortimer Hall. Followed by the chairman's celebration in the Red Lion.

#### 24/11/20 Action Points: -

- Clerk to send respective policies and forms to the two new councillors.
- Clerk to contact Mark Lygo re a county officer running through the traffic survey data.

- Clerk to arrange meeting between parish councillors and Marston Saints DC representatives.

## [RETURN TO AGENDA](#)

### **Old Marston Parish Council – Calendar of Meetings 2024/25**

Date	Meeting	Time	Venue
2 <sup>nd</sup> December	Full Council	7pm	Mortimer Hall
18 <sup>th</sup> December	<b>No Committee Meeting</b>		
6 <sup>th</sup> January 2024	Full Council	7pm	Mortimer Hall
27 <sup>th</sup> January	Finance	6pm	Mortimer Hall
3 <sup>rd</sup> February	Full Council	7pm	Mortimer Hall
24 <sup>th</sup> February	S&S	6pm	Mortimer Hall
3 <sup>rd</sup> March	Full Council	7pm	Mortimer Hall
24 <sup>th</sup> March	P, RG, A, C Committee*	6pm	Mortimer Hall
7 <sup>th</sup> April	Full Council	7pm	Mortimer Hall
28 <sup>th</sup> April	Finance Committee	6pm	Mortimer Hall

\*P, RG, A & C Pavilion, Recreation grounds, Allotments & Cemetery Committee

The above are the standard meeting dates schedules for 2024-25. Although additional meetings may be convened with the appropriate notice period and will be posted on the website and noticeboard.

[RETURN TO AGENDA](#)

## Parish Clerk Report December 2024

KEY : Black – Ongoing    Blue – Actioned    RED – Completed    Green – New for this month.

Reference	Decision	Action	Done
23/01	1 Elsfeld Road Bus Stop Noticeboard 2 Salford Road Noticeboard 3 School Lane Noticeboard	<ol style="list-style-type: none"> <li>1. COMPLETED</li> <li>2. Property owner agreed.</li> <li>3. Planning permission not needed however advertisement permission is.</li> </ol>	YES
23/03	Biodiversity Survey	Emailed Wild Oxfordshire who suggested finding a school who run a Forest School.	
23/05	Tender for Table Tennis Surround	Asked Harlequin for tender.	
23/06	Enclosed Waste Bins/ Recycling Bins	Costings and options are being collated for covered bins for the Mortimer Hall Recreation Ground and Boults Lane Recreation Ground. The contractor has also been contacted with regards to the implications to having recycling bins.	
23/07	Tender for Boults Lane Fence (on allotment boundary behind old pavilion site) & Shuttering.	Tenders being sort for wooden post & rail fence and hedge.	
23/09	Pavilion – Tender for Door Bar	Awaiting tender	
23/10	Pavilion -Tender for Barrier Wheel	Looking for replacement wheel for barrier as current one worn out.	
23/13	Pavilion – Tender for Outside Tap	Awaiting Work to be done.	
23/20	Communications Boards	18 April - Emailed Thomley Hall. Awaiting reply. Tel 12 June no answer.	
23/26	Kissing Gate on Right of Way through to CPF Allotments	As it stands: <ul style="list-style-type: none"> <li>• Despite several email and telephone calls to the contractor no further forward.</li> </ul>	
23/27	Additional Tables in MH Recreation Ground		
23/28	Additional Street lights in Mill Lane		
23/29	43 <sup>rd</sup> Scout Group Lease	Awaiting confirmation from Scout Association agreement.	

23/30	Reactive Speed sign(s) along Oxford Road, through the village, to encourage drivers to slow down	Emailed Vicki Neville & Christian Mauz County	
23/31	CCTV to properly manage speeding traffic through the village:	Emailed Vicki Neville & Christian Mauz County	
23/32	Parking on Elsfield Road: could double yellow lines be extended the length of the Elsfield Road	County Council have advised that any alterations to the CPZ would be subject to additional funding being found.	
23/35	Flooding on MH Recreation Ground	Clerk to contact Highways. Emailed Ewan Siret 12.6	
23/36	Boundary hedge with Red Lion	Clerk seeking quote.	
23/40	Elsfield Road Bus Stop Window	Perspex needs replacing.	
24/001	Boults Lane Barrier Lock	There have been recent issues with the lock. I am looking at cost of new lock with same keys.	

Black – Ongoing Blue – Actioned

RED – Completed

Green – New for this month.

[RETURN TO AGENDA](#)