





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.

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 to speak at any other time during the meeting.

An issue raised shall not require a response at the meeting nor start a debate. The Chairman may direct that an oral or written response be given or that a note be made for later action.

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.

You are hereby invited to attend the meeting of OLD MARSTON PARISH COUNCIL to be held **at 7:00pm on Monday 2nd October 2023** in the Mortimer Hall, Oxford Road, Old Marston, OX3 0PH when the following business will be transacted.

Yours faithfully

Tim Cann.
Parish Clerk.

26th September 2023

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.

AGENDA

([CLICK ON BLUE PAGE NUMBERS FOR LINK](#))

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: AM, LU, MC, ML
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
 - b. County & City Councillors Report(s)
 - Report from City Councillor Alistair Morris: One current piece of news is the ongoing protracted negotiations between the City Council and ODFAA. The city allotments leases were due to be renewed in 2021 on a 21-year lease. However, ODFAA are unhappy about certain aspects of the new lease especially the 25% increase in rent and the insistence of the city council that allotment associations take on full responsibility, maintenance and upkeep of all perimeter fences, something the ODFAA feel is not viable for most allotment associations. So presently there is an impasse and the recommendation from ODFAA is not to sign the new lease as it currently stands as it simply is not sustainable. There is hope that further negotiations will resolve these areas of difficulty. Questions will be asked on the matter at Full Council. I believe the city should show more flexibility and be more supportive of this essential facility within the city for growing local food.
 - c. Public
5. **Approval of the Minutes of the meeting on the 4th September 2023** ([Page 6](#))
6. **Matters arising omitting those for which an agenda heading follows:-**
 - Resignation of Peter Cox
 - EV Expression of Interest: When the Clerk came to complete the form it asked if the council were willing to contribute to the project if funds were stretched. As the parish council had not expressed this the Clerk was unable to complete the expression of interest.
 - Right of Way Project Update
 - Complaint from Resident re September meeting ([Page 11](#))
7. **Operational Checks:**
 - Weekly operational checks on the defibrillator have been carried out.
 - Weekly operational checks on the play equipment have been carried out.
8. **Planning:**

Applications considered between meetings: NONE.

Decisions: (Click to see reasons for refusal)

22/02983/FUL – 4 Haynes Road – **APPROVED**

23/01076/FUL – 71 Cherwell Drive – **APPROVED**

23/01216/FUL – 1 Harlow Way – **APPROVED**

23/01218/FUL – 3 Rimmer Close – **APPROVED**

23/01439/FUL – 60 Cherwell Drive – **REFUSED** ([Page 12](#))

23/01551/FUL – 33 Ashlong Road – **APPROVED**

23/01428/FUL – 32B Oxford Road - **WITHDRAWN**

Awaiting Decisions:

20/02457/DEL – Willow Barn, Oxford Road

21/03294/FUL – 56 Marsh Lane

22/03049/FUL – Land North of Bayswater Brook

23/01314/FUL – 2 Broughton Close

Applications to be decided: [\(PAGE 13\)](#)

- **23/01990/FUL – 82 Arlington Drive** – Change of use of dwellinghouse (Use Class C3) to a House in Multiple Occupation (Use Class C4). Conversion of garage to habitable space. Installation of 14no. solar panels to front roof slope. Removal of 1no. garage door and insertion of 1no. window to front elevation. Alterations to rear fenestration. Provision of bin and bicycle storage. (Amended description).

[23/01990/FUL | Change of use of dwellinghouse \(Use Class C3\) to a House in Multiple Occupation \(Use Class C4\). Conversion of garage to habitable space. Installation of 14no. solar panels to front roof slope. Removal of 1no. garage door and insertion of 1no. window to front elevation. Alterations to rear fenestration. Provision of bin and bicycle storage. \(amended description\). | 82 Arlington Drive Oxford Oxfordshire OX3 0SJ](#)

- **23/02017/FUL – 21 Haynes Road** – Change of use from House in Multiple Occupation (Use Class C4) to a large House in Multiple Occupation (Sui Generis). Alterations to 1no. door and 3no. windows to front. Replacement of 1no. door with 1no. window to front. Alterations to 3no. windows to side. Alterations to 6no. windows to rear. Alterations to boundary treatments to create new access. Provision of car parking, bin and cycle stores. (Retrospective)

[23/02017/FUL | Change of use from House in Multiple Occupation \(Use Class C4\) to a large House in Multiple Occupation \(Sui Generis\). Alterations to 1no. door and 3no. windows to front. Replacement of 1no. door with 1no. window to front. Alterations to 3no. windows to side. Alterations to 6no. windows to rear. Alterations to boundary treatments to create new access. Provision of car parking, bin and cycle stores. \(Retrospective\) | 21 Haynes Road Oxford Oxfordshire OX3 0SE](#)

- **23/02155/FUL- 2 Mortimer Drive** – Demolition of existing rear shed. Erection of a single storey rear outbuilding, incorporating an outdoor seating area.

- [23/02155/FUL | Demolition of existing rear shed. Erection of a single storey rear outbuilding, incorporating an outdoor seating area. | 2 Mortimer Drive Oxford Oxfordshire OX3 0RR](#)

- **22/03049/FUL – Land North of Bayswater Brook** – Erection of new A40 cycle and pedestrian bridge and associated pedestrian/cycle route connection works, formation of new vehicular access onto Elsfeld Road and associated Elsfeld Road/Woodeaton Road/Marston Interchange access and highway improvement works, formation of 2 no. new vehicular accesses onto Bayswater Road and associated highway improvement works on Bayswater Road, formation of 2 no. new Public Transport crossing bridges over the Bayswater Brook with associated bus route connection works, including a Public Transport-

only access onto the A40, formation of 5 no. pedestrian/cycle bridges over the Bayswater Brook and associated pedestrian/cycle route connection works, flood alleviation measures along sections of the Bayswater Brook and landscape and infrastructure works (associated with the proposed residential and commercial development at Land North of Bayswater Brook solely within South Oxfordshire District Council). (Amended Application - received 19th September 2023)

- **Update on Land West of Mill Lane** – No further information. Still awaiting judicial review findings.
- 9. Request from parishioner re: signs on Oxford Road and Elsfield Road to discourage through traffic.** [\(PAGE 31\)](#)

10. Finance:

Bank balance as at 25/09/2023 –

Unity Trust Account £12,971.14 (incl. CIL Money) £27,272.56 Petty Cash £70.84

Newbury Building Society A/c £82,636.07,

Skipton Building Society A/c £12,039.37.

The following accounts to be paid:	£ Incl. VAT
Clerks Pay Including Expenses, Pension, etc. – September 2023	
Playdale Playgrounds Ltd (Repair damage to BL Equipment)	689.32 (50%)
Total Pest Control (Quarterly Charge)	390.00
BGG (August)	384.00
GDT (Fire Extinguishers Ltd (Annual Service)	82.26
Staples (Stationery)	76.98
PlaySafety Ltd (RoSPA Reports)	217.80
Mr D. Hatfield (Market Expenses)	200.00
BT (Office Phone)	158.85
Oxford City Council (Brown Bin)	150.00
TOTAL	£4,422.78
Petty Cash Expenditure:	
Mid-counties Coop (Refuse Sacks)	2.95
INCOME:	
Mr & Mrs Galley (Burial Plot Purchase)	1,454.00

a. Grant Request from St Nicholas Church [\(Page 33\)](#)

b. Grant request from Old Marston Charities Trust [\(PAGE 35\)](#)

11. Cycle Rack Usage: Most of the cycle racks outside the Mortimer Hall have been taken up by several bikes which have been there for several weeks. [\(PAGE 36\)](#)

12. Remembrance Sunday Wreaths:

13. Firework Display: The Red Lion have offered to host.

14. Pavilion, Recreation Grounds & Cemetery:

a. **Parish Council Hedge cutting:** Cut all hedges owned by Parish Council (Mortimer Hall Recreation Ground, Boults Lane Recreation ground, Cemetery, Mill Lane Allotments)

- Tender - £1,600
- The Clerk contacted New Leaf, the company suggested at the last meeting, they replied stating that they only do tree management, not hedge cutting.

- b. **Boults Lane Play Equipment Repair:** Various pieces of equipment have been damaged. The Clerk contacted Playdale who installed the equipment who have quoted £1,378.63 to check equipment over and repair anything needing doing.
- c. **Burial Plot:** Mrs Morton of Croft Road has asked if she can pre-purchase a burial plot.

15. Clerk's Report ([Page 38](#))

16. Report from Members: Update from councillors representing the council on external bodies should the respective organisation have met.

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

18. Information sharing (including correspondence)

Rural Services Network Digest etc,

- OALC Newsletter
- Correspondence
- The Clerk has contacted Wild Oxfordshire asking for advice on getting a survey done to see what exists there now.
- On average the Clerk receives 285 emailed each month

Date of next meeting: - Monday 6th November 2023 7pm in the Mortimer Hall.

**Minutes of the Old Marston Parish Council Meeting held on the 4th
September 2023 at the Mortimer Hall from 7:00pm.
UNCONFIRMED**

Present:

Parish Council:

Duncan Hatfield (DH) – Chairman

Louise Upton (LU)

Peter Williams (PW)

Mick Bates (MB)

Charlie Haynes (CH)

Pat Hall (PH) (Vice-Chair)

Mary James (MJ)

Alistair Morris (AM)

Louise Milford (LM)

In attendance:

Tim Cann (Clerk)

Oxford City Councillor Mary Clarkson

Members of the Public: 4

Oxfordshire County Councillor Mark Lygo

23/09/01 Intention to record the proceedings of the meeting: NONE.

23/09/02 Apologies for Absence: Parish Councillors Charlotte Vinnicombe & Peter Cox – Vacation, Parish Councillor Skye Denno – clash of meetings.

23/09/03 Website and social media: DH advised not much to report.

23/09/04 Public, County & City Councillors & Thames Valley Police participation (if any requests received)

a. Thames Valley Police: No Report received.

b. County & City Councillor Reports:

AM advised that the city council do not meet again until October. The cycle route running alongside the parks into Oxford has been closed due to repair work on the bridge. This has caused a great deal of problems with cyclists; the city council are negotiating with the University for an alternative route. AM has met with the county council tree officer who made Marston Ferry Road one of their priority tree schemes. This means they are funding more tree planting being planted over the next two years.

MC advised that there is an enforcement issue in Cherwell Drive.

Public:

No members of the public wished to speak.

23/09/05 Minutes of the Parish Council Meeting held on 3rd July 2023.

It was **RESOLVED** these are a true record.

23/09/06 Matters Arising (omitting those for which an Agenda heading follows):

- **Grass Verge Survey:** The Clerk informed the council the City Council's response:

Ecological surveys have not been undertaken of all roadside verges across all of Oxford. Some surveys are being carried out at the moment and we hope to carry out further surveys of road verges in future.

Scientific evidence generally shows that less mowing benefits biodiversity.

PW advised that an insect survey was needed to see the benefit. Clerk to go back to city council.

- **Right of Way:** LM agreed to lead on this project and the Clerk will forward details to LM.

23/09/07 Operational Checks:

- The Clerk reported that the weekly checks on the defibrillator had been carried out. All working correctly.

- The Clerk reported that the weekly checks on the play equipment had been carried out.

23/09/08 Planning:

Applications considered between meetings: NONE.

Planning Committee Meeting

Decisions: (Click to see reasons for refusal)

- 22/00960/FUL – 21 Haynes Road – **REFUSED**
- 22/01801/FUL – 10 Nicholas Avenue – **APPROVED**
- 23/00549/FUL – 60 Cherwell Drive – **REFUSED**
- 23/00607/FUL – Court Place Farm Pavilion, Marsh Lane – **APPROVED**
- 23/00795/FUL – 31 Beechey Avenue – **APPROVED**
- 23/00956/FUL – 45 Arlington Drive – **APPROVED**
- 23/01179/FUL – 9 Gordon Close – **REFUSED**

Awaiting Decisions:

- 20/02457/DEL – Willow Barn, Oxford Road
- 21/03294/FUL – 56 Marsh Lane
- 22/02983/FUL – 4 Haynes Road
- 22/03049/FUL – Land North of Bayswater Brook
- 23/01076/FUL – 71 Cherwell Drive
- 23/01216/FUL – 1 Harlow Way
- 23/01218/FUL – 3 Rimmer Close

Applications to be decided:

- **23/01772/FUL – 4 Haynes Road** – Erection of a front porch. Formation of a rear dormer in association with loft conversion. Installation of an air-to-air heat pump to side elevation. Replacement of garage roof. Insertion of 2 roof lights to front elevation. Alterations to 1 window to side elevation. – **NO OBJECTIONS.**
- **P22/S4596/FUL - Land North of Bayswater Brook Near Barton** – Erection of new A40 cycle and pedestrian bridge and associated pedestrian/cycle route connection works. Formation of new vehicular access onto Elsfield Road and associated Elsfield Road/Woodeaton Road/Marston Interchange access and highway improvement works. Formation of two new vehicular accesses onto Bayswater Road and associated highway improvement works on Bayswater Road. Formation of two new Public Transport crossing bridges over the Bayswater Brook with associated bus route connection works, including Public Transport-only accesses onto the A40 and Barton Village Road. Formation of five pedestrian/cycle bridges over the Bayswater Brook and associated pedestrian/cycle route connection works. Associated flood alleviation measures along sections of the Bayswater Brook. Associated landscape and infrastructure work. (Hard copies on the Environmental Statement can be found at South Oxfordshire District Council.

23/09/09 Finance: Bank balance as at 25/08/2023 –

Unity Trust Account £16,229.30 (incl. CIL Money) £27,272.56

Newbury Building Society A/c £82,636.07,

Petty Cash £73.79

Skipton Building Society A/c £10,585.37.

The following accounts to be paid:	£ Incl. VAT
Clerk's Pay Including Expenses, Pension, etc. – July & August 2023	
GDT Fire Alarm Ltd (Annual Service)	432.00
BGG (Grass Cutting for July)	300.00
MP Ryder (Intruder Alarm Service)	138.00

Value Products Ltd (4 x Metal NO DOG signs)	76.27
Harlequin Playground Ltd (Final payment Zip Wire Repair)	762.15
Moore (External Auditor's Fee)	504.00
BHIB Insurance (Renewal of Policy)	2,194.96
TOTAL	£5,955.05
Petty Cash Expenditure:	NONE
INCOME:	
HMRC (VAT Returns)	5,762.17

- a. It was **RESOLVED** to accept these accounts.
- b. **Finance Committee met on the 31st July 2023 where the following recommendations were made:**
 - **Insurance Review:** It was **RESOLVED** to add Bus Shelter in Elsfield Road for £4,000 and twenty cycle racks at a cost of £864.00.
- c. **Reserves Review:**
 - **General Reserves** – A parish council usually maintains a General Reserve of about six-month operating costs, or precept. The council is currently maintaining a General Reserve of £31,216 (six months precept).
 - **Fixed Asset Reserve** – In addition to the general reserve the committee may wish to consider recommending council maintains a reserve to cover the repairs or replacement of fixed assets should the need arise. It was **RESOLVED** to budget £10,000 towards this. Although this would nowhere near cover the replacement of even just one piece of play equipment, it does allow for repairs.
 - **Emergency Reserve** – Following the illegal encampment on the Oxford City Council-owned Croft Road Recreation Ground the committee may wish to consider a reserve so the council can act proactively should this occur on any parish council land. (Able Investigations). It was **RESOLVED** to budget £10,000 of reserves to this.

In addition to these dedicated reserves, the parish council carries a working balance, made up of monies allocated to future projects.

- Notice of Conclusion of annual audit of accounts for the year ended 31st March 2023. The council noted.
- Review Annual Grants Policy. It was **RESOLVED** to adopt the Grants Policy.

23/09/10 Notes from the Mortimer Hall meeting regarding the hall/council meeting:

- It was noted the Hall Committee's response.

23/09/11 Cemetery:

- It was **RESOLVED** to accept Mr. & Mrs. Gailey's application to pre-purchase a burial plot.
- It was **RESOLVED** to accept Mr. Denny's application to pre-purchase a burial plot.

23/09/12 Waste Bins in Recreation Grounds:

- It was **RESOLVED** to accept the tender and have all bins emptied on Mondays and Thursdays.

23/09/13 Pavilion, Recreation Grounds & Cemetery:

- **Pavilion Lighting:** The CH and Clerk visited the pavilion area to see the affect the lights would have on the complainant. It was **RESOLVED** to note the complaint and monitor.
- **Fencing along Mortimer Hall Recreation Ground, boundary with the Red Lion:** It was **RESOLVED** that the Clerk get further tenders to include lap fencing with concrete posts and kick boards.
- **Grass Cutting Policy:**
 - **Boults Lane Recreation Ground:** It was **RESOLVED** to mow all areas except the wildflower strips on the righthand boundary. (See map).
 - **Mortimer Hall Recreation Ground:** It was **RESOLVED** to mow all areas except the wildflower strip along the boundary with the subway. (See map).
 - **Elsfield Road Cemetery:** It was **RESOLVED** to mow all areas and strim round all obstacles of the cemetery.
 - **Elsfield Road Paddock:** It was **RESOLVED** to cut once per year the lefthand side of the paddock and the cuttings be removed. Except the Right of Way which runs through the area which is to be kept regularly cut. The righthand side of the paddock is to be cut as usual.
 - **Wildflower strip in Boults Lane Recreation Ground:** AM informed the council that the wildflower strip in Boults Lane Recreation Ground had been mowed without authorisation. PW advised the council that all councillors should know that no councillor has the authorisation to act without firstly obtaining the council's approval. AM advised the council that the Marston Community Garden Group would not be partnering or doing any volunteer work the parish council. After some discussion it was **RESOLVED** that the revised 'Council Members & Officers Protocol' clearly states what it expected of councillors.
- **Cemetery Seat:** It was **RESOLVED** to purchase the 'Lowther Seat' at a cost of £631.77 plus VAT to replace the seat in the corner of the cemetery.
- **CCTV:** It was **RESOLVED** for the Clerk to investigate getting CCTV to be installed on the Roy Garner Pavilion.

23/09/14 Report from Members:

- MJ reported on the County Council's Public Transport meeting.

23/09/15 Governance & Accountability:

- It was **RESOLVED** to adopt the updated Terms of Reference.

23/09/16 Local Council Award Scheme

- It was **RESOLVED** to adopt the revised Health & Safety Policy.
- It was **RESOLVED** to adopt the 2022/2023 Annual Report.

23/09/17 World Menopause Day 18th October 2023:

- The Clerk informed the Council that, as part of the Health & Wellbeing initiative, it could hold a Menopause event. The Clerk had spoken to a doctor and a fitness trainer, both well versed in the subject, who were willing to hold a seminar. Hopefully it would be in partnership with Oxfordshire County Council and/or

Oxford City Council. The budget would be approximately £1,500 which would be shared between the partners. It was **RESOLVED** to proceed with the event.

23/09/18 Market:

- At the Annual parishioners' meeting Duncan Hatfield offered to organise a market. He did this as an individual, not as chairman or parish councillor. It was **RESOLVED** to allocate £200 towards the cost of setting up and running the community event.

23/09/19 Clerk's Report:

- The Clerk asked if there were any questions on the report which was sent out with the agenda. Items in red are completed, in blue are updates, in green new items.

23/09/20 Council Members & Officers Protocol:

- It was **RESOLVED** to adopt the revised protocol.

23/09/21 Plus anything of an urgent nature which has come to the Clerk's attention since the agenda was set:

- Hedge Tender: It was **RESOLVED** to defer so the Clerk can get further tenders.
- EV Points Expression of Interest: The Clerk informed the council the county council were asking for expressions of interest on applying for funding to install electric vehicle points. It was **RESOLVED** for the Clerk to enter an expression of interest for the area on the lefthand side of Boults Lane, near the bollards.

23/09/22 Information Sharing:

- OALC Newsletter: Already sent.
- Newbury Building Society has increased its interest rate by 0.25% to 4.15% effective from 17th August 2023.
- Rural Services Network Digest.
- Update on Hill View Farm & Almond Farm: Appealed, awaiting further judgement.
- Salford Road Store has closed.
- DH advised that the scouts had asked if they could design posters as part of their badge.

23/09/23 Date of next meeting:

- Monday 2nd October 2023 at 7pm in the Mortimer Hall.

MEETING CLOSED: 9:05pm

Signed: Chairman

Date:

Please note: Minutes become CONFIRMED following resolution at the following Full Council Meeting.

[RETURN TO AGENDA](#)

MATTERS ARISING – Complaint:

I am writing to make a formal complaint on three counts relating to the last Old Marston Parish Council meeting held on Monday 4th September.

The first complaint relates directly to myself. At one point the chairman asked a general question of those in the room to which I put up my hand and thought I had the right to speak. I was mistaken in this and for this I apologise. My complaint is that Mr Charles Haynes, a member of the council, chose to reprimand me. If I was out of order, I am happy to be corrected but this should have been done by the Chairman, not an ordinary Council member. Could you please bring this to the attention of Mr Haynes.

My second complaint relates to the way in which Mr Haynes was allowed to dominate the meeting. Indeed he behaved as if he were the Chair of the Parish Council. It is my view that Mr Hatfield needs to take more control of the meeting and to make it clear to councillors when it is and when it is not their turn to speak. He needs to ensure that councillors have the right to speak uninterrupted and are treated with respect by other members at all times.

Thirdly, it was acknowledged by the Council that Mr Haynes had acted outside the remit of his role as councillor in taking an independent decision to cut the wild flower meadow, a meadow which had been sponsored by the Council. In spite of breaking the rules and appearing to bring the reputation of the Council into disrepute, no action was taken against him. The minimum requirement should have been that he made a formal written apology to the Council for his action. I also fail to understand the grounds on which the whole Council failed to vote for any, even nominal, compensation for damage done. I feel that if the damage had been done by local youths the Council might well have taken a different view. As it is, the damage was perpetrated by one of their own and thus ignored. This is not good enough.

[RETURN TO AGENDA](#)

DECISIONS

REASONS FOR REFUSAL OF 23/01439/FUL – 60 Cherwell Drive

1 Because of its height, width across the site, and various disparate elements including a flat roof to the side, the proposed development would have an inappropriate and unbalanced visual relationship with the existing house and pair of semis and fail to reflect the established pattern and grain of development that is characteristic of the area, appearing rather as an overly intensive, contrived and visually jarring form of development that would be out of place and incongruous in its setting, to the harm of visual amenity and the character of the surrounding area, contrary to the aims of Policy DH1 of the Oxford Local Plan 2036.

2 The application fails to properly identify or describe a large oak tree to the rear corner of the site or to demonstrate why the proposed development would not result in harm to or loss of this tree that would be harmful to public amenity, contrary to Policy G7 of the Oxford Local Plan.

3 Because of their height, width, depth, overall bulk and mass and prominent position within the street scene, the proposed bin and cycle stores would constitute an unduly prominent and incongruous addition to the street scape to the detriment of visual amenity contrary to Policy DH1 of the Oxford Local Plan 2036.

[RETURN TO AGENDA](#)

PLANNING

82 Arlington Drive – 23/01990/FUL - Change of use of dwellinghouse (Use Class C3) to a House in Multiple Occupation (Use Class C4). Conversion of garage to habitable space. Installation of 14no. solar panels to front roof slope. Removal of 1no. garage door and insertion of 1no. window to front elevation. Alterations to rear fenestration. Provision of bin and bicycle storage. (amended description).

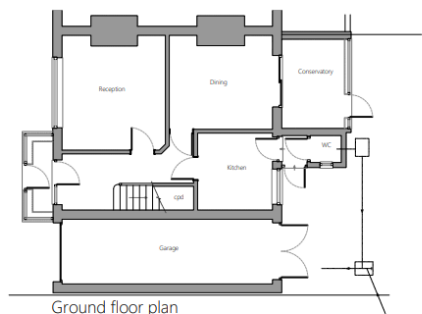
Site Location Plan
Scale 1:1250



Block Plan
Scale 1:500



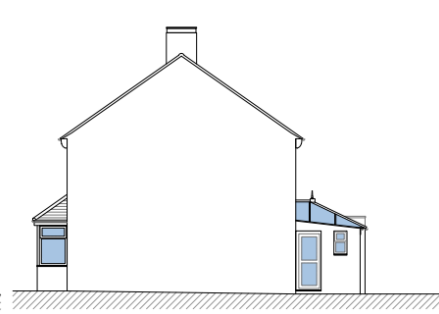
Rev Date Amendment



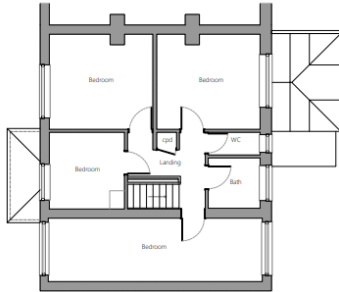
Ground floor plan



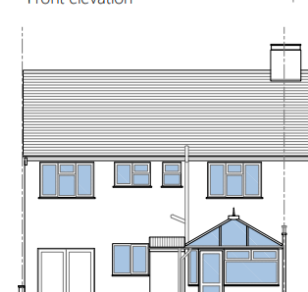
Front elevation



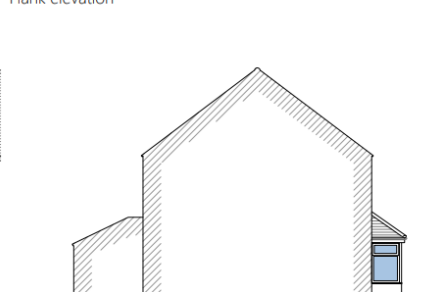
Flank elevation



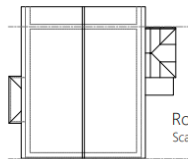
First floor plan



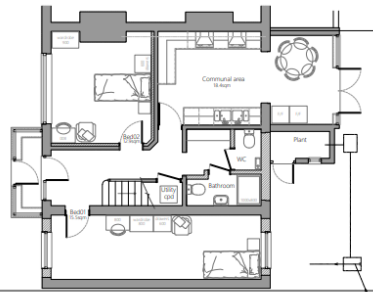
Rear elevation



Flank elevation/section



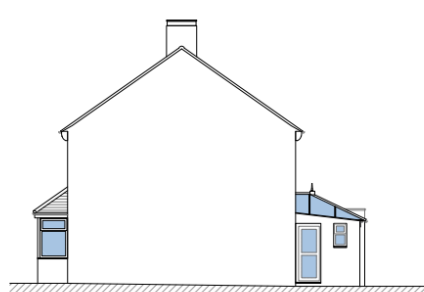
Roof plan
Scale 1:200



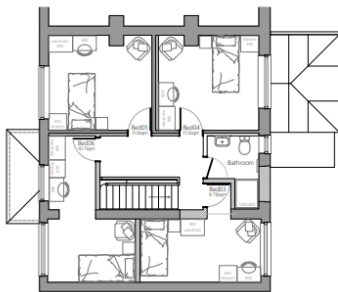
Ground floor plan



Front elevation



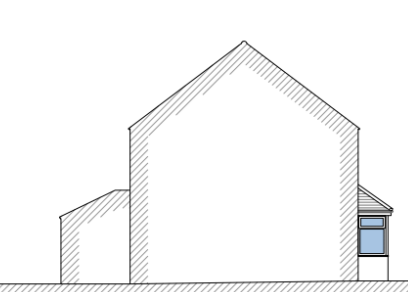
Flank elevation



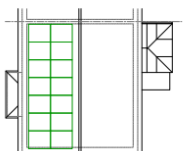
First floor plan



Rear elevation



Flank elevation/section



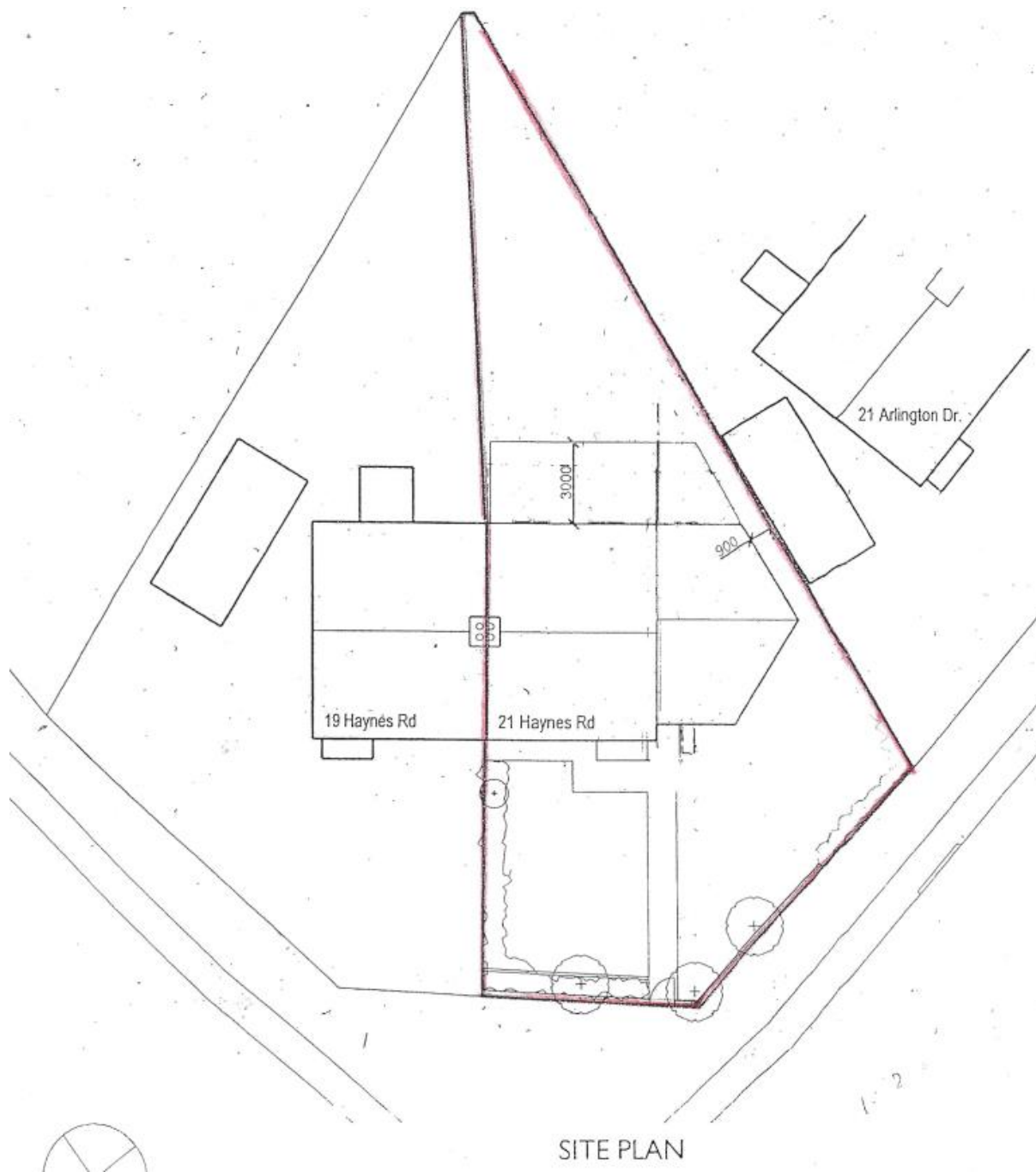
Roof plan
Scale 1:200

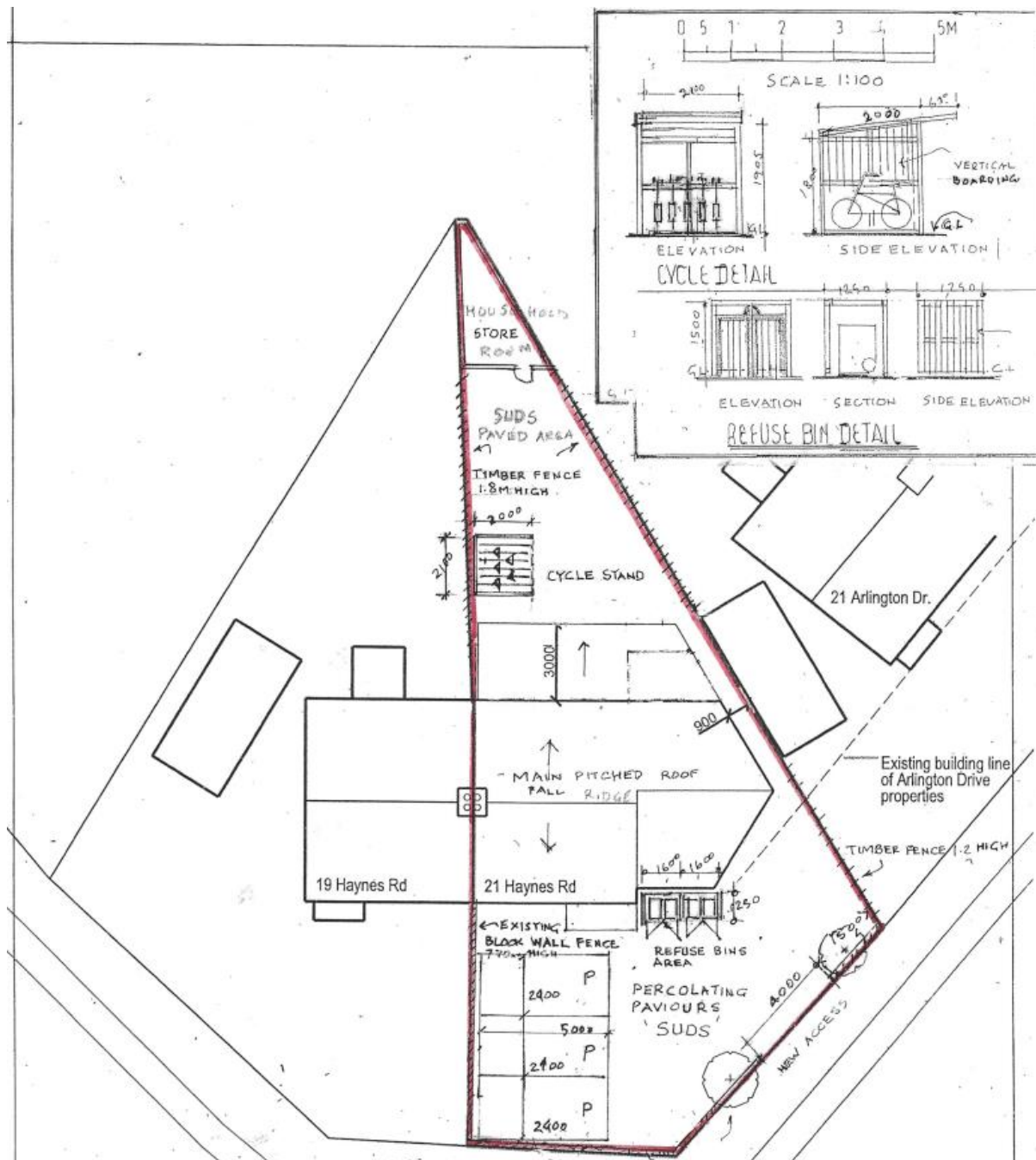
Rev Data Amendment
Ktech technical drawings
Professional Name: GJ Hall-Street, (Professional Name: GJ Hall-Street)
Project: B2 Arlington Road, Oxford, OX3 0SJ
Title: Conversion to HMO - Existing plans & elevations
Drawing No: 23-24_PL02
Scale: 1:100, 1:200, 1:500
Date: 10/06/2023

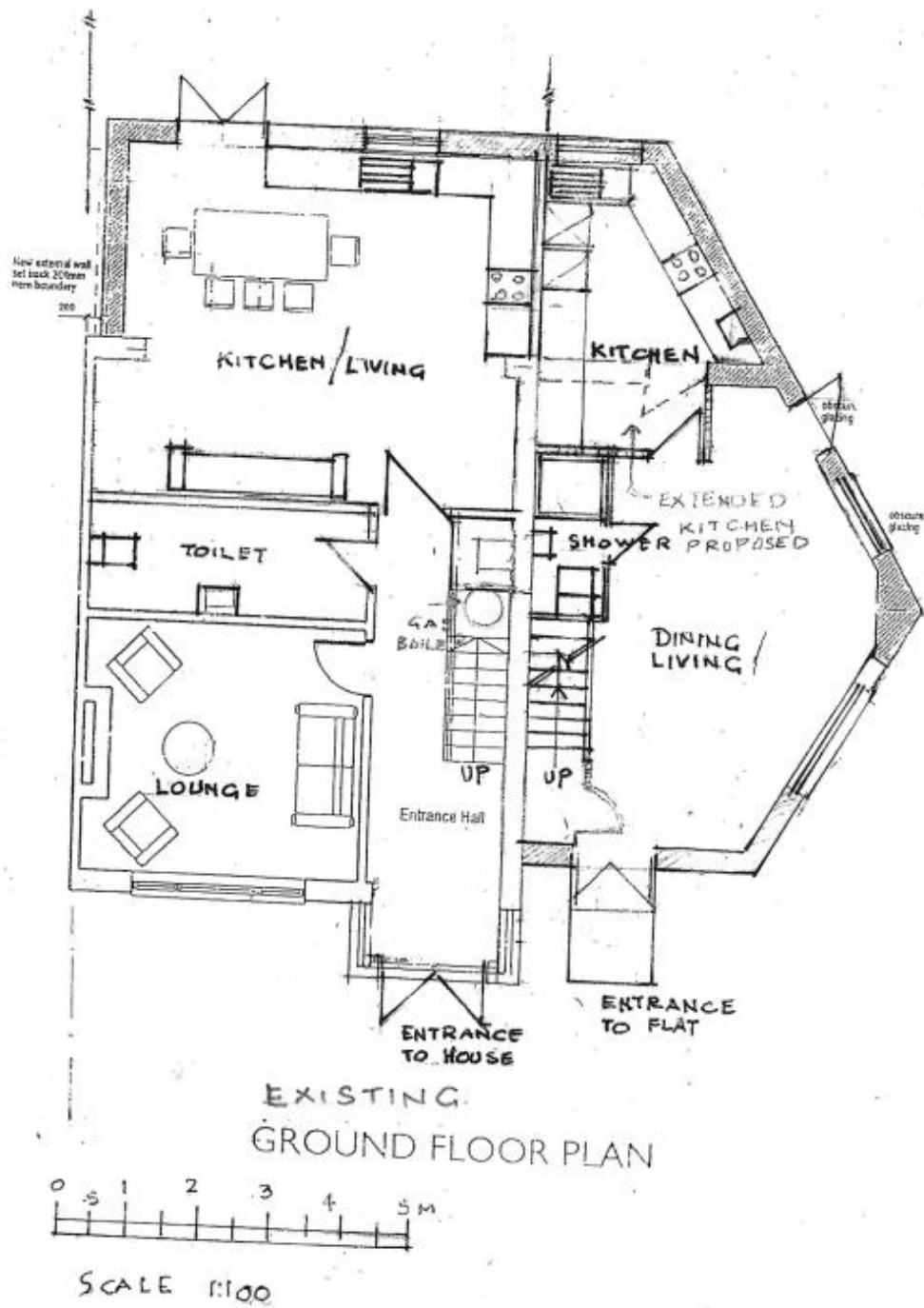
Rev Data Amendment
Ktech technical drawings
Professional Name: GJ Hall-Street, (Professional Name: GJ Hall-Street)
Project: B2 Arlington Road, Oxford, OX3 0SJ
Title: Conversion to HMO - Proposed plans & elevations
Drawing No: 23-24_PL03
Scale: 1:100, 1:200, 1:500
Date: 10/06/2023

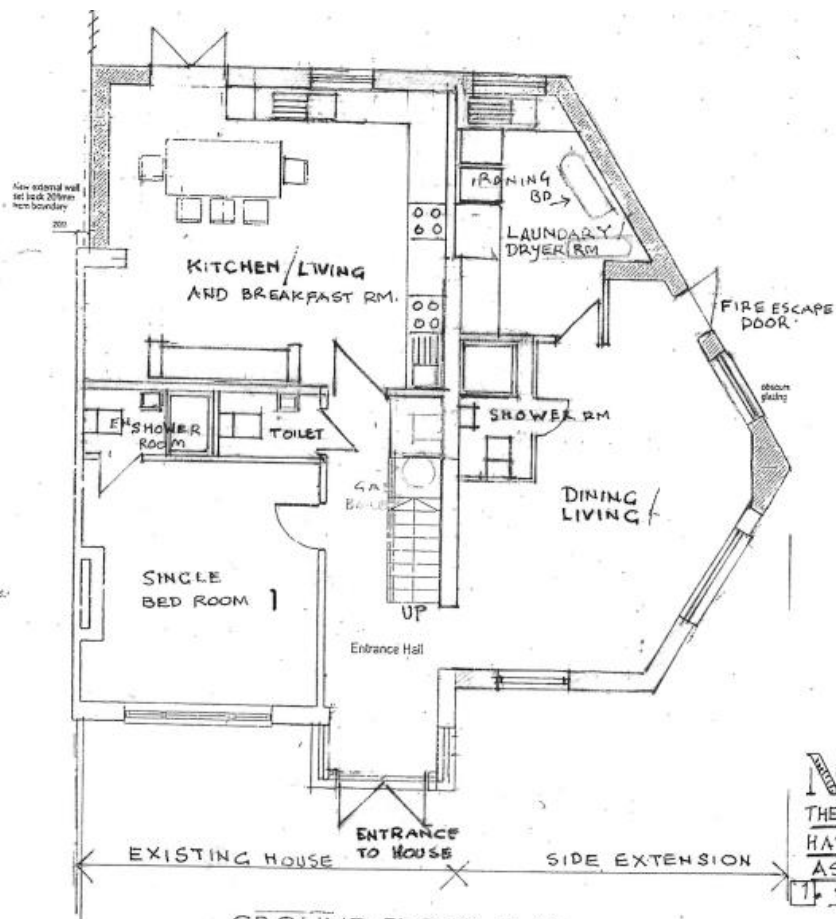
21 Haynes Road – 23/02017/FUL - Change of use from House in Multiple Occupation (Use Class C4) to a large House in Multiple Occupation (Sui Generis). Alterations to 1no. door and 3no. windows to front. Replacement of 1no. door with 1no. window to front. Alterations to 3no. windows to side. Alterations to 6no. windows to rear. Alterations to boundary treatments to create new access. Provision of car parking, bin and cycle stores. (Retrospective)



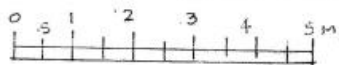








GROUND FLOOR PLAN



SCALE 1:100

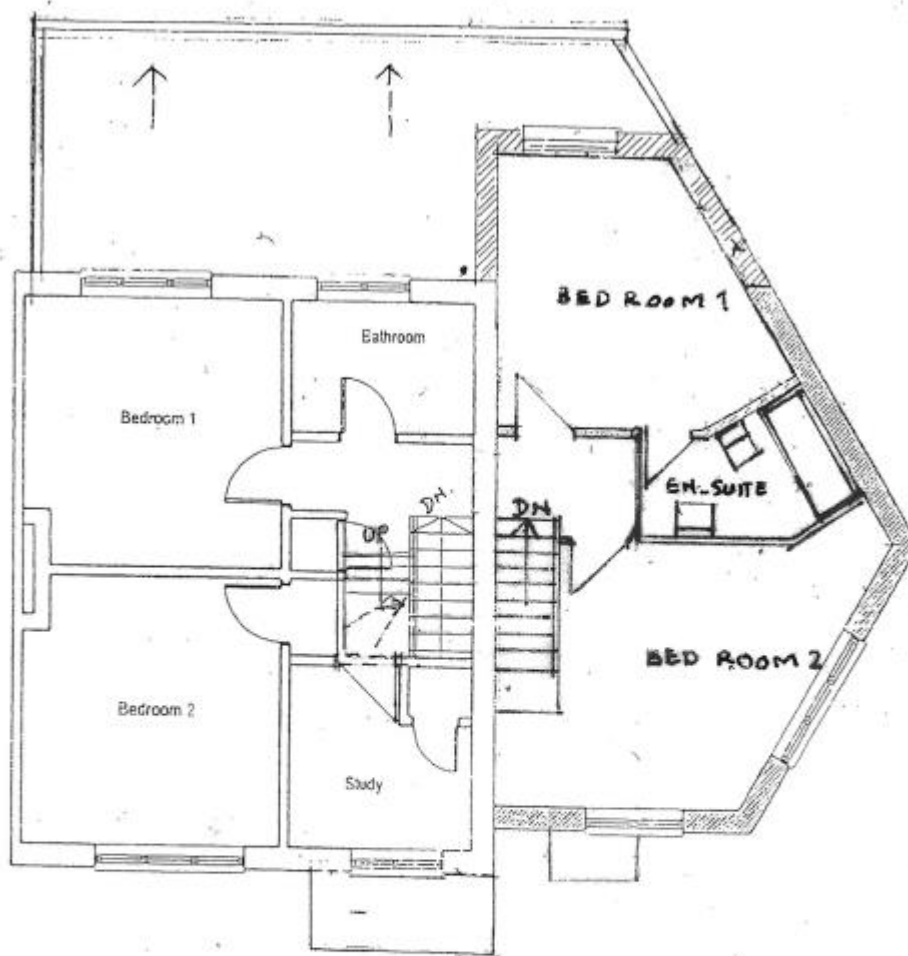
NOTE

THE FOLLOWING ADMMENDMENTS, HAVE BEEN CARRIED OUT

AS FOLLOWS:

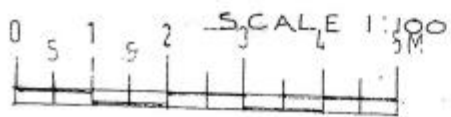
1. SIDE EXTENSION (GROUND FLOOR).

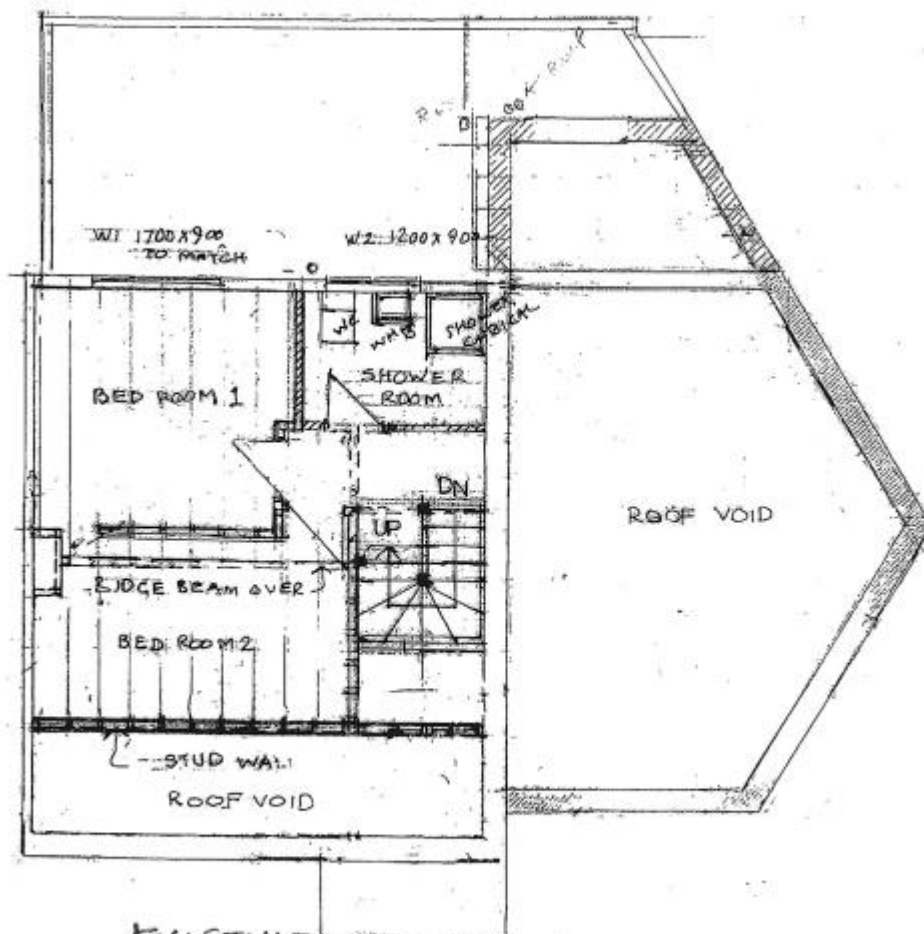
- SEPERATE ENTRANCE DOOR TO THE EXTENSION HAVE BEEN WITHDRAWN AND OPENING FILLED WITH WINDOW.
- 2. DINING / LIVING - SIZE OF THE SHOWER RM HAS BEEN REVISED TO 1M X 1.2 M.
- 3. PREVIOUS KITCHEN NOW CHANGED TO LAUNDARY AND IRONING. KITCHEN APPLIANCES REMOVED.
- 4. STAIRCASE IN DINING / LIVING HAS BEEN REMOVED.



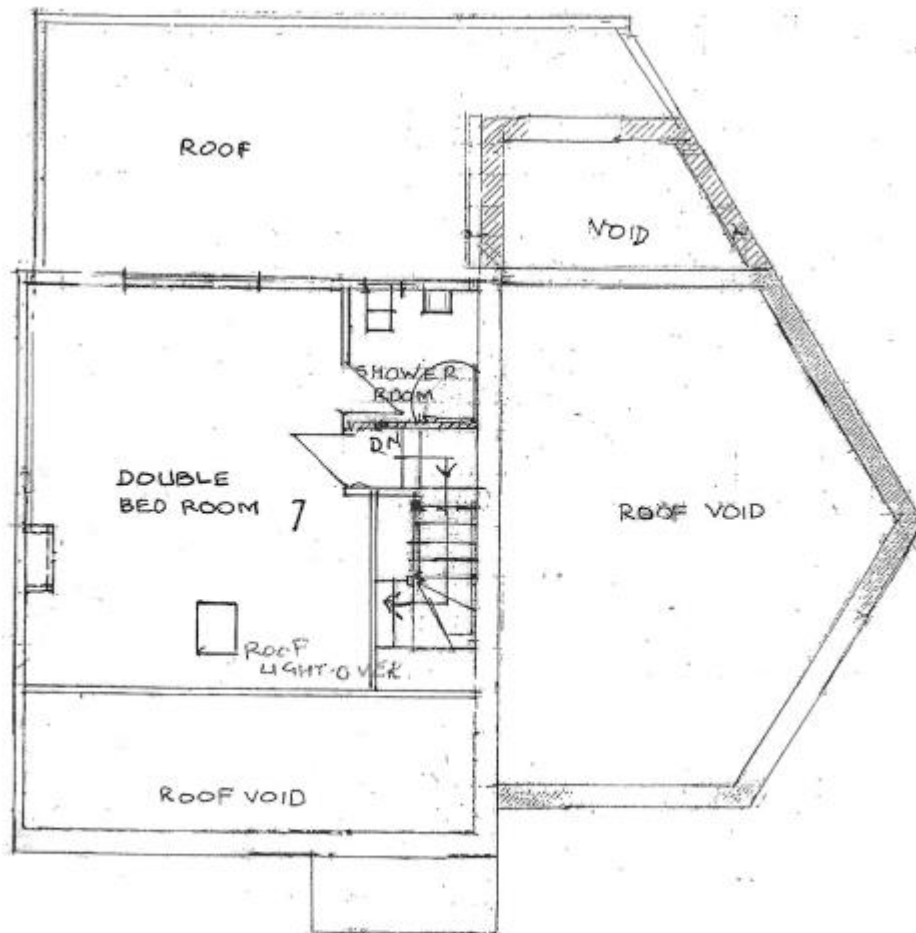
EXISTING.

FIRST FLOOR PLAN



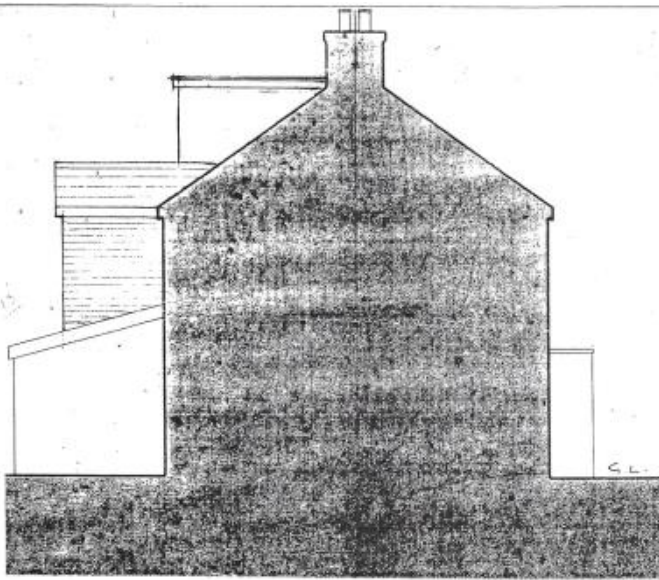


EXISTING
SECOND FLOOR PLAN
LOFT PLAN

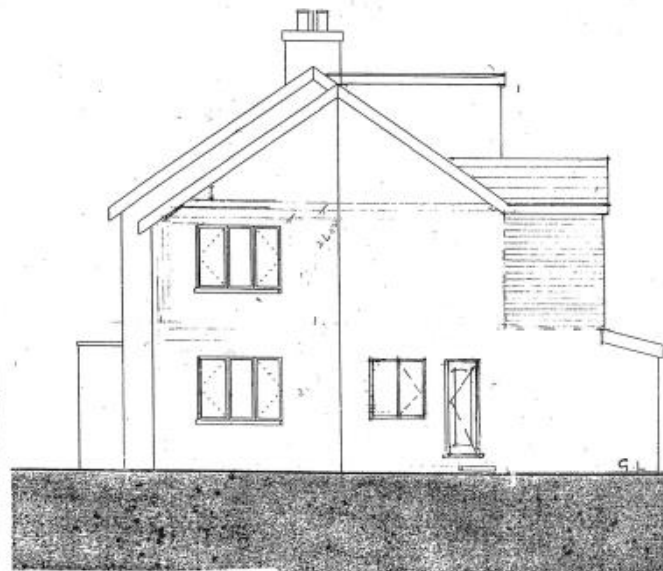


SECOND FLOOR PLAN

LOFT PLAN

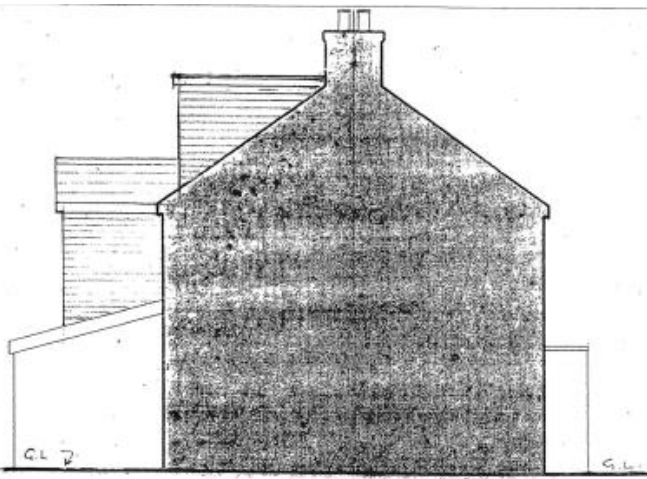


EXISTING
PARTY WALL / SIDE ELEVATION 4



EXISTING 3
SCALE 1:100 SIDE ELEVATION 1:100
0 5 1 2 3 4 5M

21 HAYNES ROAD
MARSTON OXFORD
OX3
DRAWN BY
A7/



PARTY WALL / SIDE ELEVATION [4]



SCALE 1:100 SIDE ELEVATION [3]

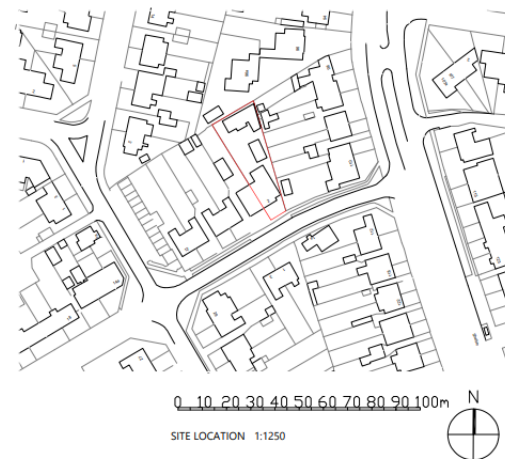
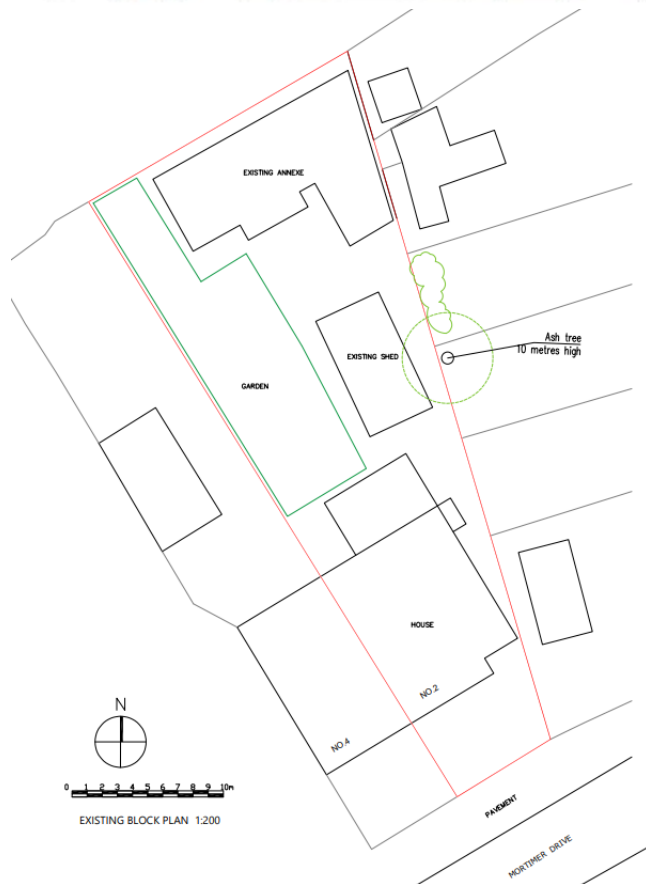


A. AMENDED ELEVATION

21 HAYNES ROAD
MARSTON OXFORD
OX3

DRAWN BY ME 06/A
REVISION DRG NO

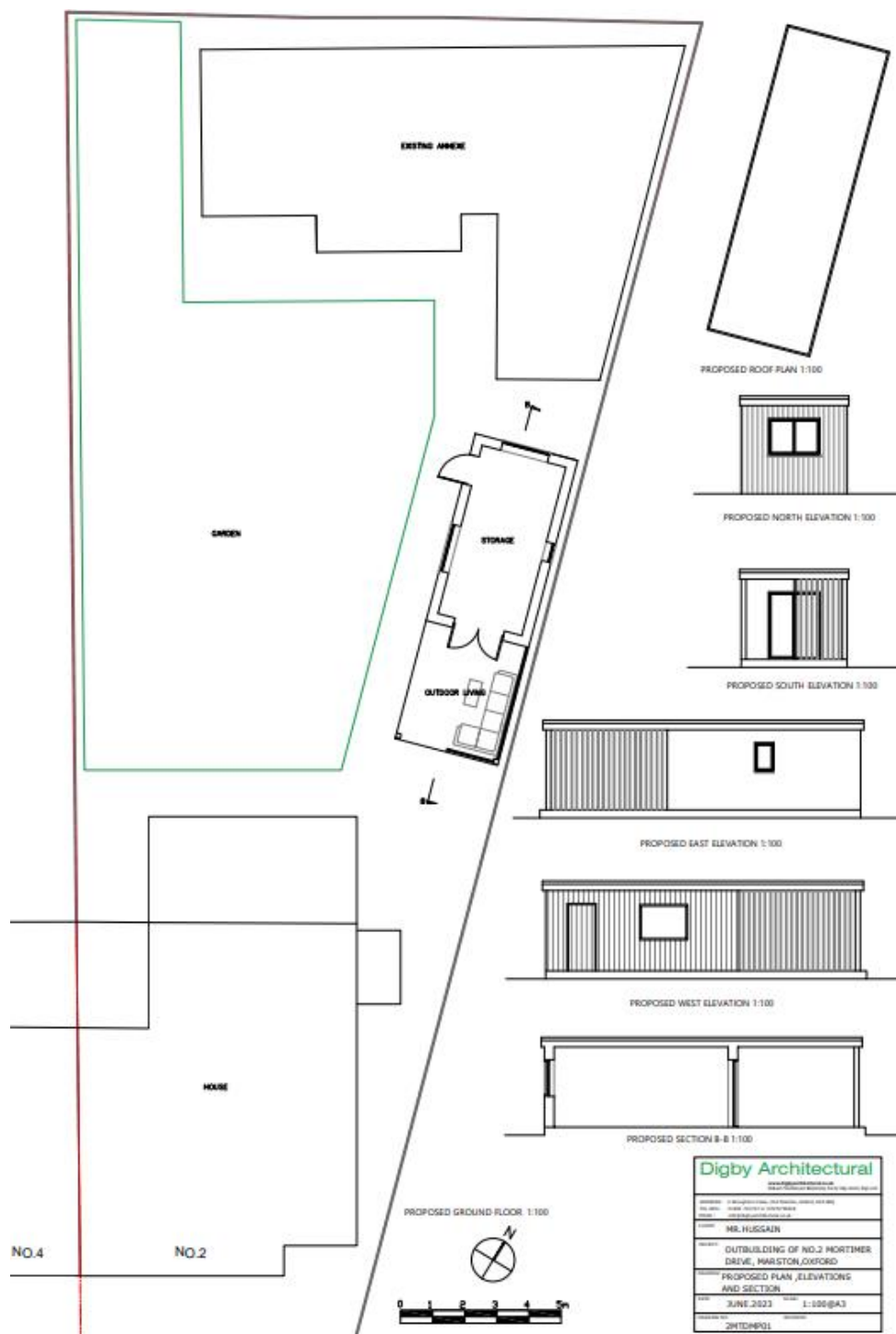
2 Mortimer Drive – **23/02155/FUL**– Demolition of existing rear shed. Erection of a single storey rear outbuilding, incorporating an outdoor seating area.

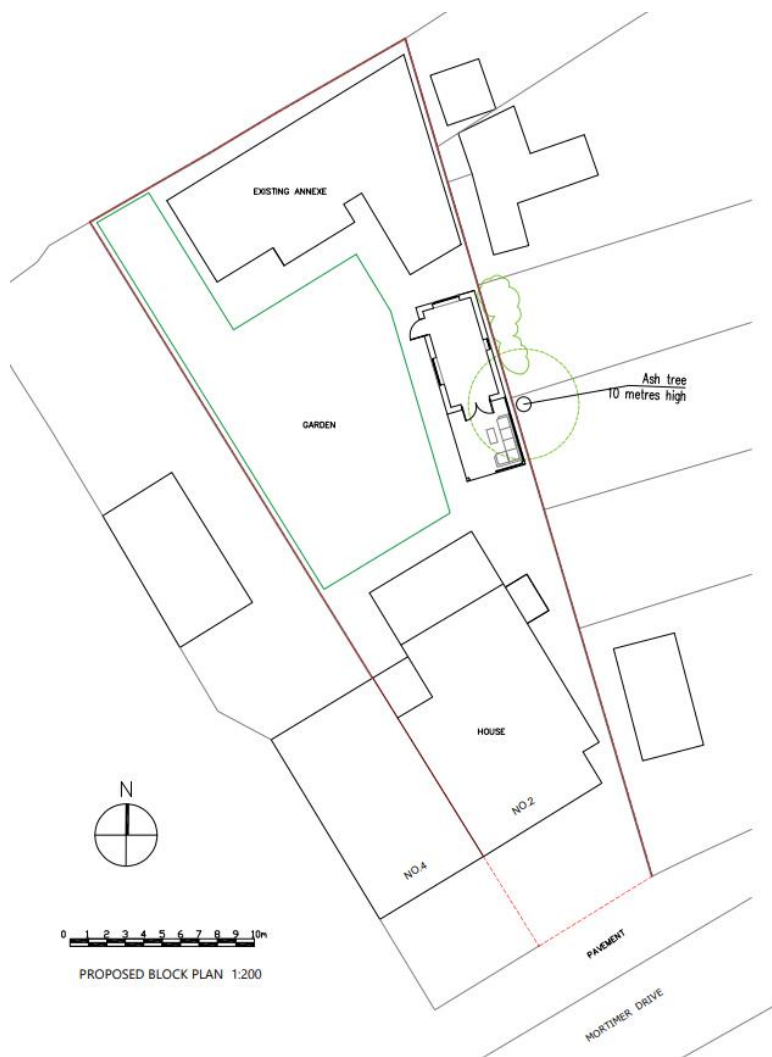


Digby Architectural	
23/02155/FUL	
MR. HUSSAIN	
OUTBUILDING OF NO. 2 MORTIMER DRIVE, MARSTON, OXFORD	
LOCATION AND EXISTING BLOCK PLAN	
JUNE 2023	AS SHOWN AT A3
2MTDMSU01	



Digby Architectural	
www.digbyarchitectural.co.uk	
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[RETURN TO AGENDA](#)

Oxfordshire County Council's Response to Land Bayswater Brook

RESPONSE TO CONSULTATION ON THE FOLLOWING DEVELOPMENT PROPOSAL

District: South Oxfordshire

Application No: P22/S4596/FUL

Proposal: Erection of new A40 cycle and pedestrian bridge and associated pedestrian/cycle route connection works. Formation of new vehicular access onto Elsfield Lane and associated Elsfield Lane/Woodeaton Road/Marston Interchange access and highway improvement works. Formation of two new vehicular accesses onto Bayswater Road and associated highway improvement works on Bayswater Road. Formation of two new Public Transport crossing bridges over the Bayswater Brook with associated bus route connection works, including Public Transport-only accesses onto the A40 and Barton Village Road. Formation of five pedestrian/cycle bridges over the Bayswater Brook and associated pedestrian/cycle route connection works. Associated flood alleviation measures along sections of the Bayswater Brook. Associated landscape and infrastructure works.(amended application received 19 September 2023). (Hard copies on the environmental Statement can be found at South Oxfordshire District Council, Abbey House, Abbey Close, Abingdon OX14 3JE and Barton Library, Barton Neighbourhood Centre, Underhill Circus, Headington OX3 9LS).REPRESENTATIONS IN WRITING BY 30 OCTOBER 2023.

District: South Oxfordshire

Application No: P22/S4618/O

Proposal: Outline Planning permission for up to: 1. 1,450 new dwellings (Class C3), 2. 120 units of Assisted Living dwellings, with ancillary communal and care facilities (Class C2/C3), 3. 560 sq.m of new community use buildings (Class F2), 4. 500 sq.m of new commercial/business/service buildings/health provision (Class E), 5. 2,600 sq.m of new Primary School (Class F1), 6. Creation of areas of green infrastructure, including areas of open space, allotments, habitats, recreation facilities and public park areas, 7. Associated transport, parking, access, surface water and utility infrastructure works. Full planning permission for: 1. Change of Use to Class E and associated refurbishment works to the Main Barn and 3no. curtilage barns at Wick Farm, 2. Change of Use to Class F1 and associated refurbishment works to the Wick Farm Well House building, 3. Erection of New Build barn-style building (Class E), 4. Erection of New Build building containing back-of-house facilities for the Main Barnstyle building (Class E), 5. Erection of New Build Community Space building (Class F2), 6. Associated transport, parking associated with the local centre, access and utility infrastructure works, 7. Demolition of identified buildings, 8. Associated landscaping, public realm and market garden.(amended documentation received 19 September). (Hard copies on the Environmental Statement can be found at South Oxfordshire District Council, Abbey House, Abbey Close, Abingdon OX14 3JE and Barton Library, Barton Neighbourhood Centre, Underhill Circus, Headington OX3 9LS). REPRESENTATIONS IN WRITING BY 30 OCTOBER 2023.

District: Oxford City

Application No: 22/03049/FUL

Proposal: Erection of new A40 cycle and pedestrian bridge and associated pedestrian/cycle route connection works, formation of new vehicular access onto Elsfield Road and associated Elsfield Road/Woodeaton Road/Marston Interchange access and highway improvement works, formation of 2 no. new vehicular accesses onto Bayswater Road and associated highway improvement works on Bayswater Road, formation of 2 no. new Public Transport crossing bridges over the Bayswater

Brook with associated bus route connection works, including a Public Transport-only access onto the A40, formation of 5 no. pedestrian/cycle bridges over the Bayswater Brook and associated pedestrian/cycle route connection works, flood alleviation measures along sections of the Bayswater Brook and landscape and infrastructure works (associated with the proposed residential and commercial development at Land North of Bayswater Brook solely within South Oxfordshire District Council).

Location: Land North of Bayswater Brook Near Barton

LOCAL MEMBER VIEWS

Cllr:

Division:

Comments:

Date: Click or tap to enter a date.

Request from resident re signs

May I formally request as an agenda item for the Parish Council the matter of the signs on Oxford Road and Elsfield Road to discourage through traffic.

1. I suggested at the recent parish meeting the sign at the bypass end of Elsfield Road would be more effective if it read OLD MARSTON ONLY.
2. Coming from the south-east from Cherwell Drive to Oxford Road the sign saying ACCESS ONLY for motor vehicles is too small and dilapidated, so that it is easily missed
3. Coming from the north west there is no such sign at all visible to discourage through traffic from turning left into Oxford Road.

I would like the Parish Council, please, to petition the County Council to action these three points.

Professor Timothy Wilson

Reply from Highways Officer and Tim Wilsons response:

1. I do not understand how Elsfield Road can be ACCESS ONLY but not Oxford Road. Are law-abiding car-drivers meant to come up Oxford Road, become aware only at the right turn that Elsfield Road is access only to the Village and turn round and go back? Or does it mean that the ACCESS ONLY now only applies to traffic coming from the ring road and not from Marston Ferry Road/Cherwell Drive at all (despite the dilapidated sign visible to drivers coming from Cherwell Drive only)?

We retained the small section of Access Only restriction on Elsfield Road to continue deterring/preventing rat running through the village, as this section falls outside of the Permit Zone boundary. The prohibition roundel and access only plate at the junction of Oxford Road & Cherwell Drive should have been removed as part of the sign installation works for the new CPZ, so I will take this up with our contactor.

3. I need someone to explain to me why the Controlled Parking Zone should affect the Access system. Does the Parish Council understand the link?

From a legal perspective, we cannot implement a general 2-hour parking rule for non-permit holders (which formed part of the CPZ) and have a Prohibition of Driving restriction (Access only) in place at the same time.

2 options were put to the Parish Council and County Councillor during the preliminary design stages, one which retained the Access Only but restricted the permit zone to Permit Holders only at all times and a second option to revoke the Access Only restriction (whilst retaining a small section on Elsfield Road to prevent rat running) and have a permit zone with a 2 hour parking limit for non-permit holders. This was discussed at a Parish Council meeting on the 7th July 2021 and option 2 was chosen. Therefore, as was agreed with the Parish Council and County Councillor, the reason for removing most of the Access Only Order is so that we could propose the permit holders or 2 hours parking. We then retained the small section of the Access Only restriction on Elsfield Road to continue deterring/preventing rat running.

4. I do not remember any mention of such a dramatic reduction of the ACCESS ONLY system being mentioned during the consultation on the controlled parking zone and nobody I know was aware of the impending change or the link. Was the Parish Council made aware of the change and if so did they approve it?

The formal consultation material included details of the change to the Access Only restriction, in the form of it being drawn on the consultation plan, detailed in the Public Notice and in the consultation letter sent to all residents – copies of which I attach to this email for your perusal. The Parish Council were fully aware of the changes and were involved in its approval throughout the process of implementing the Permit Zone.

[RETURN TO AGENDA](#)

OLD MARSTON PARISH COUNCIL
Grant Application Form for charitable, voluntary or other
organisations.

Organisations Name	St Nicholas Church Marston
Contact Name	Helen Norman
Correspondence Address	St Nicholas Church. C/O Marston Vicarage. Elsfield Road. Old Marston. OX3 0PR
Tel:	01865 580354
Email:	familyminister@stnicholasmarston.org.uk (Helen Norman) administrator@stnicholasmarston.org.uk (church administrator Debbie Bailey)
Bank Transfer details: (if accepted)	Account name: PCC of St Nicholas Marston Bank: The Cooperative Bank Sort Code: 08-92-99 Account number: 65861213
Amount Asking for:	£400
Purpose of grant	To fund community event throughout the year, Eco days, Harvest/Autumn day, Spring day, Summer activity
Nature of Organisation: Registered Charity Number Non-Profit Voluntary Organisation Number of members/ officers/ Volunteers:	Church
How will the local community benefit from a grant? (Continue on a separate sheet if necessary)	The fun days will provide opportunities for the Marston community to meet together with a common purpose. All activities will be Eco aware and with an eye to sustainability within the community with an emphasis on reused/recycled or found materials. The last Eco event provided people with sustainable crafts with willow weaving sculptures, animal model making , a plant exchange as well as face painting, bell ringing, fabric paint pictures and a chance to be together as a community looking at becoming carbon neutral. Each event will aim to provide light meals and snacks made by church volunteers at no cost to visitors, sustainable art and craft activities, games, talks by story tellers/environmental professionals as well as spaces in which to be quiet and reflect. Research shows that people

	who engage socially and have community interactions can have better brain health , positive mental health and purpose in life. Families with the Marston parish have spoken about the importance of meeting and interacting with their neighbours , sharing the burdens of family life and having positive community activities for their children to do in a cross generational environment. Each event will aim to have a breadth of activities that aim to appeal local society from babies to the elderly , with activities accessible for all to participate in.
If a major scheme, how much will be provided from own resources? (Continue on a separate sheet if necessary)	Each of the events run by the church will have up to 25 volunteers providing their skills and expertise. Church hall lighting /heating and physical environment will be provided by the church . Normally events will have at least half the resources/games/food provided by the church community. The grant would enable upfront fees to guest speakers/facepainters/child entertainers to be paid.
Organisations current financial position: (Please include a copy of your last annual report/ completed accounts) If you received a grant last year, how was it spent:	During 2022 we received grants from OMPC as follows: £300 towards costs of printing and distributing the Marston Times £300 towards the costs of music and training for Junior Choir £645 towards the cost of Fun Days and Community Events During 2023 we received to date: £300 towards the costs of printing and distributing the Marston Times £1000 towards the costs of installing cycle racks at the church and vicarage All of these grants have been spent as planned.
Have applications for grants been submitted to any other body?	No
If yes to whom?	n/a

Brief details of organisations own fundraising efforts: The majority of the church income comes from regular donation by church members. From time to time, fundraising events are organised (e.g. music concert, Christmas market) where donations are typically shared with other charitable causes.

Signed...Helen Norman Position held.....family minister.....
Date:.....4.9.23.....

[RETURN TO AGENDA](#)

GRANT REQUEST FROM OLD MARSTON CHARITIES TRUST

OLD MARSTON PARISH COUNCIL

Grant Application Form for charitable, voluntary or other organisations.

Organisations Name	OLD MARSTON CHARITIES TRUST
Contact Name	TIM CANN
Correspondence Address	8 NICHOLAS AVENUE, OLD MARSTON OX3 0RN
Tel:	01865 203 139
Email:	CLERK@OLDMARSTON-PC.GOV.UK
Bank Transfer details: (if accepted)	Account 20623008 Sort 20-65-21
Amount Asking for:	£500.00
Purpose of grant	Fund Community Larder
Nature of Organisation: Registered Charity Number Non-Profit Voluntary Organisation Number of members/ officers/ Volunteers:	To relieve hardship and need in the parish of Old Marston. Charity 202785
How will the local community benefit from a grant? (Continue on a separate sheet if necessary)	The Community Larder is open weekly for those who are in hardship during the current economic times.
If a major scheme, how much will be provided from own resources? (Continue on a separate sheet if necessary)	
Organisations current financial position: (Please include a copy of your last annual report/ completed accounts) If you received a grant last year, how was it spent:	£
Have applications for grants been submitted to any other body?	
If yes to whom?	

Brief details of organisations own fundraising efforts:

Signed..... Position held.....

Date:.....

[RETURN TO AGENDA](#)

BIKE RACK USAGE
Refuse Disposal (Amenity) Act 1978

6 Removal and disposal etc. of other refuse.

(1) Where it appears to a local authority that any thing in their area, other than a motor vehicle, is abandoned without lawful authority on any land in the open air or on any other land forming part of a **[F1]highway****[F1]road**, the authority may if they think fit, subject to subsection (2) below, remove the thing.

(2) A local authority shall not be entitled to exercise their powers under subsection (1) above as respects a thing situated on land appearing to the authority to be occupied by any person unless the authority have given him notice **F2**. . . that they propose to remove the thing and he has failed to object to the proposal . . . **F2** within the prescribed period.

(3) Section 76 of the **M1**Public Health Act 1936 (which relates to the deposit and disposal of refuse) shall, with the exception of subsection (3)(a) of that section, apply to any thing removed in pursuance of subsection (1) above as it applies to other refuse.

(4) Subject to subsection (5) below, a local authority by whom any thing is removed in pursuance of subsection (1) above shall be entitled to recover the cost of removing and disposing of it from—

(a) any person by whom it was put in the place from which it was so removed, or

(b) any person convicted of an offence under section 2(1) above in consequence of the putting of the thing in that place.

F3(5).

(6) Subsections (2) and (3) of section 5 above shall apply for the purposes of this section as they apply for the purposes of that section, but as if in the said subsection (3)—

(a) for references to a vehicle there were substituted references to any other thing, and

(b) for references to the appropriate authority there were substituted references to the relevant local authority.

(7) In the application of this section to Scotland—

(a) for subsection (3) there shall be substituted the following subsection—

“(3) A local authority may—

(a) provide places for the deposit of any thing removed by them under subsection (1) above;

(b) provide plant and apparatus for the treatment or disposal of any thing deposited at such a place; and

(c) sell or otherwise dispose of any such thing.”;

(b) in subsection (6), for paragraphs (a) and (b) there shall be substituted the words “for references to a vehicle there were substituted references to any other thing”.

(8) On the relevant date—

(a) for subsection (3) of this section there shall be substituted the following subsection:—

“(3) A local authority may—

(a) provide places for the deposit of any thing removed by them under subsection (1) above;

(b) provide plant and apparatus for the treatment or disposal of any thing deposited at such a place; and

(c) sell or otherwise dispose of any such thing.”;

(b) subsection (7)(a) of this section shall be omitted.

Textual Amendments

F1S. 6(1): "road" substituted (S.) for "highway" by [Roads \(Scotland\) Act 1984 \(c. 54, SIF 108\)](#), [s. 157\(2\)](#), **Sch. 9 para. 78(4)**

F2Words repealed by [Local Government, Planning and Land Act 1980 \(c. 65, SIF 81:1, 2\)](#), [ss. 1\(3\), 194](#), [Sch. 3 para. 16](#), **Sch. 34 Pt. III**

F3S. 6(5) repealed (1.4.1986) by [Local Government Act 1985 \(c. 51, SIF 81:1\)](#), [ss. 1\(2\), 102](#), **Sch. 17**

Modifications etc. (not altering text)

C1S. 6 extended (E.W.) by [Norfolk and Suffolk Broads Act 1988 \(c. 4, SIF 81:1\)](#), [ss. 2\(6\), 23\(2\), 27\(2\)](#), **Sch. 3 para. 45(a)**

C2S. 6 functions made exercisable concurrently (E.W.) (with effect in accordance with art. 25(1) of the amending S.I.) by [The Cotswolds Area of Outstanding Natural Beauty \(Establishment of Conservation Board\) Order 2004 \(S.I. 2004/1777\)](#), [arts. 1, 25\(2\)\(xxiv\)](#) (with [art. 35](#))

C3S. 6 functions made exercisable concurrently (E.W.) (with effect in accordance with art. 25(1) of the amending S.I.) by [The Chilterns Area of Outstanding Natural Beauty \(Establishment of Conservation Board\) Order 2004 \(S.I. 2004/1778\)](#), [arts. 2, 25\(1\), 25\(1\), 25\(2\)\(xxiv\)](#) (with [art. 35](#))

[RETURN TO AGENDA](#)

Parish Clerk Report October 2023

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

Reference	Decision	Action	Done
23/01	<p>1 Elsfield Road Bus Stop Noticeboard</p> <p>2 Salford Road Noticeboard</p> <p>3 School Lane Noticeboard</p>	<p>1 The minutes state that in September 1995 the Parish Council ask the City Council to adopt ownership and future upkeep of the shelter. According to the minutes there was never any response from the City Council. In December 2001 the Parish Council had the small side window installed indicating that the parish council still had ownership. Back wall area is (H) x (W). What sort of noticeboard does council want? Wooden, metal. The shelter is also being added to the asset register. The insurance policy covers street furniture in general but may need specifically naming and valued. I have emailed both county and city council. County replied saying they have no problem in a traffic setting, assuming that the owner of the shelter is happy, and any planning permission is obtained if needed.</p> <p>Have received confirmation the bus shelter belongs to the parish council. Although planning permission is not needed advertisement permission is.</p> <p>2 Awaiting confirmation that property owner is happy for noticeboard.</p> <p>3. Planning permission not needed however advertisement permission is.</p>	
23/03	Biodiversity Survey	Emailed Wild Oxfordshire who suggested finding a school who run a Forest School. I have emailed St Nicks Primary.	
23/04	Tree Stock Identification	<p>There is not an up-to-date register of trees location or varieties on parish council land.</p> <p>Emailed St Nicks School Forest School to make a project along with Biodiversity Survey.</p> <p>No response from St Nicks School so emailed local scout group who have replied and interested.</p>	
23/05	Tender for Table Tennis Surround	This was going to be rubber matting however tenders are now being sort for a surround.	

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. Will be on Committee agenda.	
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.	
23/08	Tender for work on Boults Lane Car Park	Tender recently received. Looking for further tenders.	
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.	
23/11	Pavilion – Tender for officials changing room floor	Completed.	Y
23/12	Pavilion – Tender for Roof	Awaiting dry weather.	
23/13	Pavilion – Tender for Outside Tap	Awaiting tender	
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"> a metal kissing gate would not fit in the gap on the boundary so would need to go further into landowner's garden. The landowners are not happy having more of their land used. 	

		<ul style="list-style-type: none"> The county council are insistent that if stile replaced a metal kissing gate is used. I have emailed contractor preferred by the landowner asking for a quote. 	
23/27	Additional Tables in MH Recreation Ground		
23/28	Additional Street lights in Mill Lane		
23/29	43 rd 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.	
23/33	Can the sign leading into the village from Elsfield Road be changed to saying 'OLD MARSTON ONLY	Emailed Vicki Neville & Christian Mauz County.	
23/35	Flooding on MH Recreation Ground	Clerk to contact Highways. Emailed Ewan Siret 12.6	
23/36	Boundary hedge with Red Lion	Clerk to contact Green King. Clerk to get quotes for fencing. Clerk to get quotes for maintaining hedge	
23/37	NO DOGS sign in MH Play area	One has been ripped off so replacement ordered. 4 x Metal received.	Y
23/38	Wildflower area in BL Rec	Mowed down. Clerk contacting Wild Oxfordshire for Advice and dealing with complaints.	
23/39	Right of Way on Park Farm	Emailed County informing the starting process.	
23/40	Elsfield Road Bus Stop Window	Perspex needs replacing.	
23/41	BL CCTV		
23/42	BL Play Area (RoSPA Report)	Weeds growing through play area surface. Weedkilled 29 August	Y

23/43	Newsletter		

Black – Ongoing Blue – Actioned

RED – Completed

Green – New for this month.

[RETURN TO AGENDA](#)

REVISED Old Marston Parish Council – Calendar of Meetings 2023/24

Date	Meeting	Time	Venue
25 th September	Environment Committee	6pm	Mortimer Hall
2 nd October	Full Council	7pm	Mortimer Hall
30 th October	P, RG, A & C Committee*	6pm	Mortimer Hall
6 th November	Full Council	7pm	Mortimer Hall
27 th November		6pm	Mortimer Hall
4 th December	Full Council	7pm	Mortimer Hall
18 th December	No Committee Meeting		
1 st January 2024	Bank Holiday		
8 th January 2024	Full Council	7pm	Mortimer Hall
29 th January	Finance	6pm	Mortimer Hall
5 ^h February	Full Council	7pm	Mortimer Hall
26 th February	Environment Committee	6pm	Mortimer Hall
26 th February	P, RG, A, C Committee*	7pm	Mortimer Hall
4 th March	Full Council	7pm	Mortimer Hall
25 th March	Staffing & Standards	6pm	Mortimer Hall
8 th April	Full Council	7pm	Mortimer Hall
29 th 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 2023-24.

Although additional meetings may be convened with the appropriate notice period and will be posted on the website and noticeboard.

Finance Committee:

- April – Approve accounts and review annual return (ready for June Council meeting),
- July – Insurance due early September & Risk Assessment, Financial Regs.
- November – Review end of year reports, draft budget & grants,

Recreation Grounds, Cemetery & Pavilion Committee:

- June – Property inspection & tree survey ready for Finance Committee review of insurance cover & risk assessment
- October – Review RoSPA report & Cemetery fees

Staffing & Standards Committee:

- December – Review performance reviews
- When necessary, should any standards issues arise.

Planning Committee: When necessary.