





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 meeting of OLD MARSTON PARISH COUNCIL to be held **at 7:00pm on Monday 3rd February 2025** in the Mortimer Hall, Oxford Road, Old Marston, OX3 0PH when the following business will be transacted.

Yours faithfully

Tim Cann.
Parish Clerk.

28th January 2025

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

(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:
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)
 - c. Public
5. Approval of the Minutes of the meeting on the 6th January 2025 ([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:

24/02514/CEU – 44 Arlington Drive - REFUSED

24/02343/FUL – 7 Beechey Avenue - APPROVED

Awaiting Decisions:

20/02457/DEL – Willow Barn, Oxford Road

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

24/02162/FUL – 65 Oxford Road

P22/S4618/) – Land North of Bayswater Brook

24/02695/VAR – Colthorn Farm

24/02162/FUL – 65 Oxford Road

24/02908/FUL – 17 Salford Road

Applications to be decided: ([Click for plans](#))

- **25/00007/FUL – 2 Broughton Close** – Erection of single storey front extension.
- [25/00007/FUL | Erection of single storey front extension. | 2 Broughton Close Oxford Oxfordshire OX3 0RQ](#)
- **25/00052/FUL – 1 Little Acreage** – Demolition of existing side extension, Conversion of garage into habitable space. Erection of a single storey side extension and a single storey rear extension.
- [25/00052/FUL | Demolition of existing side extension, erection of a single storey side extension and a single storey rear extension. Conversion of garage into habitable space. | 1 Little Acreage Oxford Oxfordshire OX3 0PS](#)
- **Update on Transport.**

8. Finance:

As at the 27th January 2025

Unity Trust Current Account	13,893.55
Newbury Building Society	85,339.05
Skipton Building Society	22,333.50

Petty Cash	51.74
TOTAL	£121,617.84
CiL Money (included in above figures)	£27,272.56
The following accounts to be paid: £ Incl. VAT	
Clerks Pay Including Expenses, Pension, etc. – January 2025	
Mortimer Hall (Rent for year)	286.00
BGG (October, November & December)	588.00
Microsoft (Subscription to Microsoft 365)	104.99
CPFAA – (Shed Annual Grant)	470.00
TOTAL	£3,725.64
Petty Cash Expenditure:	
INCOME:	
Mr D. Ward (Mill Lane Paddock Rent)	500.00
Mortimer Hall (Annual Rent)	0.05
HMRC (VAT Return)	3,567.20
RESERVES	
Total Balances	£121,617.84
General Reserves	£31,216.00
Fixed Asset Reserves	£10,000.00
Emergency Reserve	£10,000.00
Total	£70,401.84

a. Acceptance of Payment to be made.

9. Clerk's Report

- **Meeting with Marston Saints FC**

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

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

12. Closed Session – To resolve, under Section 1, Paragraph 2 of the Public Bodies (Admissions to Meetings Act), that the public and media be excluded from the meeting for the following items of business by reason of the confidential nature of the business to be transacted.

13. Staff Appraisal: [\(Page 8\)](#)

Council reviews the recommendations in the draft minutes of the Staffing & Standards Committee meeting held on the 27th January 2025.

14. Information sharing (including correspondence)

Rural Services Network Digest etc,

- OALC Newsletter
- Correspondence

Date of next meeting: - Monday 3rd March 2024 7pm in the Mortimer Hall.

Minutes of the Old Marston Parish Council Meeting held on the 6th January 2025 at the Mortimer Hall from 7:00pm.

UNCONFIRMED

Present:

Parish Council:

Duncan Hatfield – Chairman
Kevin Jones
Alistair Morris

Martin Smith
Charlotte Vinnicombe
Charlie Haynes.

Mick Bates
Skye Denno

In attendance: Tim Cann

Members of Public: 6

25/01/01 Intention to record the proceedings of the meeting: Charlie Haynes stated that he may be recording the meeting to put on Youtube. It was pointed out that he needed to state whether he was or not as people need to give their consent.

25/01/02 Apologies for Absence: Parish Councillors Pat Hall, Louise Upton and Mary James due to serious ill health, Mark Lygo due to clash of meetings, City Councillors Mary Clarkson and Kate Robinson due to clash of meetings.

25/01/03 Website and social media:

- Duncan Hatfield informed the meeting that the website is always being updated and he is currently working on making navigating the site easier.

25/01/04 Public, County & City Councillors & Thames Valley Police participation (if any requests received)

a. Thames Valley Police: No Report received.

b. County & City Councillor Reports: No Reports received.

c. Public:

- A resident asked for an update on the meeting with Marston Saints FC. It was confirmed that a meeting had not yet been possible. Martin Smith will liaise with the chair of Marston Saints FC to arrange a meeting.
- A resident asked about the lack of streetlights in Butts Lane and the grass verges in Butts Lane needed bollards or something to stop parking.

25/01/05 Approval of the Minutes of the meeting held on the 2nd December 2024.

It was RESOLVED these are a true record.

25/01/06 Operational Checks:

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

25/01/07 Planning:

Applications considered between meetings: NONE.

Decisions:

24/02519/FUL – 4 Mortimer Drive - APPROVED

24/02392/FUL – 53 Arlington Drive - WITHDRAWN

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

24/02514/CEU – 44 Arlington Drive

24/02343/FUL – 7 Beechey Avenue

24/02695/VAR – Colthorn Farm

Applications to be decided:

- **24/02162/FUL – 65 Oxford Road** – Demolition of existing rear garden store. Erection of a 1.5 storey rear extension and a single storey glazed link extension to connect the existing dwelling with the new extension. Insertion of 2no. windows to rear elevation and alterations to right of way. (Amended Plans and Description) – **OBJECTION: THE RIGHT OF WAY RUNS ALONG THE BACK OF THE DWELLINGS SO SEVERAL PROPERTIES AFFECTED.**
- **24/02908/FUL – 17 Salford Road** – Change of use of dwellinghouse (Use Class C3) to a House in Multiple Occupation (Use Class C4). Provision of bin and cycle storage. – **OBJECTION: PARISH COUNCIL ASKED THE CLERK TO QUERY THE NUMBER OF REGISTERED AND UNREGISTERED HMO'S ALREADY IN THE STREET.**

Applications considered between meetings: NONE.

Decisions:

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

25/01/08 Finance

a. Following Payments to be approved:

The following accounts to be paid:	£ Incl. VAT
Clerk's Pay Including Expenses, Pension, etc. – December 2024	
The Red Lion (Chairman's Christmas Buffet)	254.20
SLCC (Clerk's Annual Membership)	284.00
43 rd Scout Group (Annual Grant)	500.00
CPFAA (Annual Grant)	350.00
FOSNS (Annual Grant)	300.00
Society of St Nicks Bell Ringers (Annual Grant)	500.00
Meadowbrook College (Annual Grant)	500.00
St Nicks Junior Choir (Annual Grant)	350.00
Marston Times (Annual Grant)	500.00
St Nicks Messy Church (Annual Grant)	350.00
Pulse (Annual Grant)	350.00
St Nicks Baby & Toddlers Group (Annual Grant)	350.00
Mortimer Hall Pre-School (Annual Grant)	500.00
Mortimer Hall Village Hall (Annual Grant)	500.00
Old Marston Charities Trust (Annual Grant)	500.00
OXS RAD (Annual Grant)	500.00

St Nicholas Church (CCTV – Annual Grant)	500.00
St Nicholas Primary School (Garden Club – Annual Grant)	500.00
OMMLAA (Annual Grant)	500.00
TOTAL	£10,364.85
Petty Cash Expenditure:	NONE
INCOME:	NONE

25/01/09 Clerk's Report:

- CPFAA Members Grant: The clerk informed the council that he had taken advise from the OALC who advised making the organisation aware that any users of the equipment must be competent.

25/01/10 Reports from Members:

- **Mortimer Hall Committee:** Duncan Hatfield advised that the chair of the hall committee has experience of sound proofing and is obtaining options and prices for the next council meeting. The hall committee also talked about the problems with parking outside the hall on the Oxford Road.

25/01/11 Plus, anything of an urgent nature which has come to the Clerk's attention since the agenda was set.

NONE.

25/01/12 Information sharing (including correspondence)

- OALC Newsletter
- Elsfield Road cemetery water has been turned off during the Winter.
- Correspondence
- Oxclean is on the 8th March
- Charlotte Vinnicombe advised that there were still complaints about the water flowing from a ground cover outside Colthorn Farm. It runs down the Oxford Road and when freezing becomes very dangerous. It is believed to be a natural spring. It was agreed that grit boxes would be investigated and residents to spread when needed.

25/01/13 Date of next meeting: - Monday 3rd February 2025 at 7pm in the Mortimer Hall.

CONFIDENTIAL ITEMS

25/01/14 Closed Session – To resolve, under Section 1, Paragraph 2 of the Public Bodies (Admissions to Meetings Act), that the public and media be excluded from the meeting for the following items of business by reason of the confidential nature of the business to be transacted.

PUBLIC LEFT THE MEETING: 7:38

25/01/15 2025/26 Draft Budget

Martin Smith spoke about OXFEST and the breakdown of events and costings which was circulated with the agenda. It was RESOLVED to allocate £3,000. Mick Bates proposed a separate budget item for Mill Lane Allotments Project with £20,000. It was RESOLVED to create a separate item and budget £20,000 The Clerk to contact OMMLAA committee for any tenders already received so he can collate.

Charlie Haynes stated that Total Pest Control rarely visit the Boults Lane Recreation Ground.

25/01/16 Review Precept Options:

It was RESOLVED to increase the precept by 3%.

Signed.....Chairman

Date.....

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

[RETURN TO AGENDA](#)

Minutes of the Staffing & Standards Committee Meeting held on the 27th January 2025 in the Mortimer Hall from 6:00pm.

Present:

Parish Council:

Duncan Hatfield (DH) Charlotte Vinnicombe (CV)

Charlie Haynes (CH) Martin Smith (MS)

Also in attendance: Tim Cann (Clerk)

S&S 25/01/01 Election of Chair:

DH proposed CV, CH seconded.

CV welcomed all to the meeting.

S&S 25/01/02 Intention to record the proceedings of the meeting: NONE.

S&S 25/01/03 Apologies for Absence: Pat Hall – Unwell.

S&S 25/01/04 Minutes of the Committee Meeting held on 29th January

2024. It was **RESOLVED** these are a true record.

S&S 25/01/05 Clerk/RFO's Appraisal:

- The Committee went through the 2024 Performance Appraisal form, discussing various points.
 - Use an alternative sound system to improve the audio quality of meetings. – it was agreed that both sound systems worked well, however, the clerk and chair need to continue using them.
 - Use the screen to try and improve the quality of presentations.
 - Review action plan quarterly. – things had slipped recently due to family circumstances, but this will be started again.
 - Look to see if it is a legal requirement that the clerk attend all committee meetings. – there is no legal requirement for the clerk to be at committee meetings, however, the clerk is there

to give legal and objective advice. It was felt that the clerk should continue attending.

- Contact OFWAT about the leak in Oxford Road. – The clerk had contacted Ofwat who advised that as there was no complaint about Thames Water there was no investigation for OFWAT to make. Clerk chase Thames Water.
- Look into getting ‘Chairmanship’ training for all councillors. – Work in process.
- Continue to consider the findings of the 2023 survey and look at other surveys/ community engagement that can be done. – Work in process
- With the increasing workload and potential expanding of the parish, should pending developments proceed, the current staffing structure have the capacity. – It was felt this was something which needed to be kept in mind and discussed more fully soon.

- The committee acknowledged that it had been difficult recently with family member unwell.
- The clerk confirmed that, although he is coming up to state pensionable age, he did not have any intentions of taking any pension or looking at retiring at this moment in time.

S&S 25/01/06 Clerk’s Salary Review

- The clerk left the room while the committee discussed this. On return the clerk was advised that the committee had **resolved** to recommend to the council that the clerk is moved up two grades, to SP30.

S&S 25/01/07 **Information sharing (including correspondence):** NONE.

S&S 25/01/08 **Items of an urgent nature which have come to the Clerk’s attention since the agenda was set:** NONE.

S&S 25/01/09 **Date of Next Meeting:** Monday 26th January 2026

MEETING CLOSED: 7:20pm

Parish Clerk Report February 2025

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

Reference	Decision	Action	Done
23/01	1 Elsfield Road Bus Stop Noticeboard 2 Salford Road Noticeboard 3 School Lane Noticeboard	<ol style="list-style-type: none"> 1. Application approved. 2. Property owner agreed. 3. Planning permission not needed however advertisement permission is. 	
23/03	Biodiversity Survey	Emailed Wild Oxfordshire who suggested finding a school who run a Forest School.	
23/04	Tree Stock Identification	The local Cub group have identified the trees in Boults Lane Recreation Ground. Waiting for local scouts to do the Mortimer Hall Recreation Ground.	
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.	
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	
23/14	Community Survey	Completed	Y

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"> Despite several email and telephone calls to the contractor no further forward. 	
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 seeking quote.	
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	Initial work should be done.	
23/39	Right of Way on Park Farm	Charlotte Richie leading this.	
23/40	Elsfield Road Bus Stop Window	Perspex needs replacing.	
23/41	BL CCTV	Advice is there would be a safeguarding issue with CCTV overlooking a play area/recreation ground.	Y

23/42	BL Play Area (RoSPA Report)	Weeds growing through play area surface. Weed killed 29 August	Y
23/43	Newsletter		
23/44	Dead tree in MH Rec	Permission has been granted. Getting cost for felling.	
24/001	Boults Lane Barrier Lock	There have been recent issues with the lock. I am looking at possible getting a new combination lock so as to avoid the cost of keys.	

Black – Ongoing Blue – Actioned

RED – Completed

Green – New for this month.

[RETURN TO AGENDA](#)