





## Old Marston Parish Council

Tim Cann. PSLCC. Clerk & RFO to Old Marston Parish Council  
8 Nicholas Avenue, Old Marston, Oxford. OX3 0RN  
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 [www.facebook.com/pages/Old-Marston-Parish-Council](https://www.facebook.com/pages/Old-Marston-Parish-Council)

### 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 4<sup>th</sup> September 2023** in the Mortimer Hall, Oxford Road, Old Marston, OX3 0PH when the following business will be transacted.

Yours faithfully

Tim Cann.  
Parish Clerk.

28<sup>th</sup> August 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 [Page numbers](#) to go to linked document.

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: MC**
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 5<sup>th</sup> June 2023** [\(Pages 7 – 10\)](#)
6. **Matters arising omitting those for which an agenda heading follows:-**
  - **Grass Verge Survey.** [\(Page 10\)](#)
  - **Right of Way:** There are possibly 5 or 6 'paths' which have been initially flagged as possible rights of way. The county council has advised that each path must start and end from an existing rights of way. The clerk has also had an enquiry from a resident in Williams Street asking if they can be involved in this project. Council may wish to consider either a committee looking into this or a working party.
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:**  
Planning Committee Meeting

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

22/00960/FUL – 21 Haynes Road – **REFUSED** [\(Page 10\)](#)  
22/01801/FUL – 10 Nicholas Avenue – **APPROVED**  
23/00549/FUL – 60 Cherwell Drive – **REFUSED** [\(Page 11\)](#)  
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** [\(Page 11\)](#)

**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 – 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. LINK – [23/01772/FUL | 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 2no. rooflights to front elevation. Alterations to 1no. window to side elevation. | 4 Haynes Road Oxford Oxfordshire OX3 0SF](#) (Pages 12 – 16)

- **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 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 work. (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).

## 9. Finance:

Bank balance as at 25/08/2023 –

Unity Trust Account £16,229.30 (incl. CIL Money) £27,272.56 Petty Cash £73.79

Newbury Building Society A/c £82,636.07, Skipton Building Society A/c £10,585.37.

The following accounts to be paid:	£ Incl. VAT
Clerks Pay Including Expenses, Pension, etc. – July 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 Playgrounds Ltd (Final Payment on Zip Wire)	762.16
Moore (External Auditors Fee)	504.00
BHIB Insurance (Renewal of Policy)	2,194.96
<b>TOTAL</b>	<b>£5,955.05</b>
<b>Petty Cash Expenditure:</b>	<b>NONE</b>
<b>INCOME:</b>	
HMRC (VAT Returns)	5,762.17

- a. **Finance Committee met on the 31<sup>st</sup> July 2023 where the following recommendations were made:** [\(Page 17 – 18\)](#)

- **Insurance Review:**
  - Add Bus Shelter in Elsfield Road – Approximately £4,000.
  - Add twenty cycle racks at a cost of £864.00.
- **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, say £10,000. 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)

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

- b. Notice of conclusion of annual audit of accounts for the year ended 31<sup>st</sup> March 2023. [\(Page 19\)](#)
- c. Review Annual Grants Policy [\(Pages 20 – 23\)](#)

#### **10. Notes from the Mortimer Hall meeting regarding the hall/council meeting.** [\(Page 24\)](#)

#### **11. Cemetery**

- a. Pre-purchase of burial plot for Mr. & Mrs. Galley.
- b. Pre-Purchase of burial plot for Mr. Denny

#### **12. Waste Bins in Recreation Grounds:** Birds, squirrels and wind lift things out of the open top bins. The current contractor has finally informed me that their litter operative has retired. Hence, with no other member of staff or working party, I have been clearing up both recreation grounds.

- **Currently:** paying £75 + VAT per visit to 5 bins. (£15 per bin)
- **Tender:** Supply 1100L bins on site. All have lids, metal. No rental charge on bins.
  - No facility to split in terms of general waste and mixed recycling.
  - **General waste Bins:**
  - Boults Lane Recreation Ground – 2 x 1100L general waste bins £14.75 per collection per bin.
  - Mortimer Hall Recreation Ground – 3 x 1100 general waste bins £14.75 per collection per bin.
  - 60Kg weight limit in each bin.
  - No rental fees on bins or waste transfer note charges.

#### **13. Pavilion, Recreation Grounds, Allotments & Cemetery:**

The Committee were not quorate so could not meet on the 31<sup>st</sup> July. The next Scheduled meeting is the 30<sup>th</sup> October. At the last full council meeting it was decided for the committee to look at the following items. Council may wish to stand by this decision.

- a. **Pavilion Lighting:** See complaint. [\(Pages 25 - 30\)](#)
- b. **Fencing along Mortimer Hall Recreation Ground boundary with Red Lion:**
  - **The vegetation would need cutting back beforehand.**
  - **Post and Rail:**  
Approx. 180' in length.

Post every 6' = 30 posts

Two rails = 36 rails

30 (posts) @ £9.36 = £280.90 + VAT

36 (rails) @ £9.90 = £356.40 + VAT

**TOTAL £637.20 + VAT + Cement, fixtures + labour.**

○ **Lap Fencing**

Approx. 180' in length

Posts every 6' = 30 posts @ £9.36 = £280.90 + VAT

4' High 30 panels @ £31.99 = £959.70 + Posts = **£1,240.60 + VAT**

5' High 30 panels @ £34.99 = £1,049.70 + Posts = **£1,330.60 + VAT**

6' High 30 panels @ £36.99 = £1,109.70 + Posts = **£1,390.60 + VAT**

c. **Fencing in Boults Lane Recreation Ground boundary behind old pavilion:**

○ **Post and Rail:**

Approximately 76' in length

Posts every 6' = 13 posts

Two rails = 16 rails

13 (posts @ £9.36 = £121.68 + VAT

16 (rails) @ £9.90 = £158.40 + VAT

**TOTAL £280.08 + VAT + Cement, fixtures + labour.**

○ **Lap Fencing**

Approx. 76' in length

Posts every 6' = 13 posts

4' High 16 panels @ £31.99 = £511.64 + Posts = **£633.32 + VAT**

5' high 16 panels @ £34.99 = £559.84 + Posts = **£681.52 + VAT**

6' high 16 panels @ £591.84 + Posts = **£713.52 + VAT**

d. **Grass Cutting Policy. (Pages 31 – 35)**

- At the last full council meeting this was delegated to the Pavilion, Recreation Grounds, Allotments & Cemetery Committee, which did not meet. Council may wish to review this now or stand by its previous decision to delegate to the committee.

- **Boults Lane Recreation Ground:** Currently to mow all areas except the wildflower strip on righthand border.

- **Mortimer Hall Recreation Ground:** Currently to mow all areas except the wildflower strip along the boundary with the subway.

- **Elsfield Road Cemetery & Paddock:**

- Cemetery: Currently to mow all areas of cemetery and trim round all obstacles and to mow all areas of paddock except the 3M strip on rear of boundary.

- **Mill Lane Playing Field:** This is owned by the Oxford Preservation Trust so any proposed changes would have to be agreed with OPT before implementation. Currently to mow all areas.

e. **Cemetery Seat: (Pages 36 & 37)**

- f. **CCTV:** Would the council like to clerk to investigate possibly having CCTV on or near to the pavilion with a view to being discussed at a later meeting?

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

**15. Governance & Accountability:**

- a. **Terms of Reference (Pages 38 - 40)**

**16. Local Council Award Scheme:**

- Once the following points have been addressed the council will be awarded Quality Standard.
  - Health & Safety Policy (Pages 41 – 43)
  - Annual Report ( Sent Separately)

**17. World Menopause Day 18th October.**

**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. He is asking for £100 towards the cost of setting up and running the community event.

**19. Clerks Report (Pages 44 - 47)**

**20. Council Members & Officers Protocol: Councillor & Officer Conduct (Pages 48 - 50)**

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

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

Rural Services Network Digest etc,

- OALC Newsletter
- Newbury Building Society have increased its interest rate by 0.25% to 4.15% effective from 17<sup>th</sup> August 2023.
- **Update on Hill View Farm & Almond Farm:** Appealed awaiting further judgement.
- Correspondence

**Date of next meeting:** - Monday 2<sup>nd</sup> October 2023 7pm in the Mortimer Hall.



**Minutes of the Old Marston Parish Council Meeting held on the 3rd July 2023 at the Mortimer Hall from 7:00pm.**

**UNCONFIRMED**

**Present:**

Parish Council:

Duncan Hatfield (DH) – Chairman

Charlotte Vinnicombe (CV)

Peter Williams (PW)

Peter Cox (PC)

Tim Cann (Clerk)

Pat Hall (PH) (Vice-Chair)

Mary James (MJ)

Alistair Morris (AM)

Mick Bates (MB)

**Oxford City Council:** Councillor Mary Clarkson

**Members of Public:** 2

**23/07/01 Intention to record the proceedings of the meeting:** NONE.

**23/07/02 Apologies for Absence:** Parish Councillors Skye Denno, Louise Upton & Louise Milford – Vacation, Parish Councillor Charlie Haynes – family matter.

**23/07/03 Website and social media:** DH advised that followers of the council on Facebook and Twitter had increased. There is a problem with eM Client so advised councillors to use Outlook. The license with Microsoft Office had expired but councillors could still use to view.

**23/07/04 Public, County & City Councillors & Thames Valley Police participation (if any requests received)**

Thames Valley Police: No Report received.

County & City Councillor Reports:

AM advised that the city council had not had a meeting since the last parish council meeting. The Goodgym had helped clearing and tidying the Orchard Triangle. PW asked when the grass verges are to be cut. AM replied later in the year although some are already being started.

MC advised that she had reported dangerous parts of the grass verges where visibility for drivers was limited. Personally, not in favour of leaving the verges as not being managed properly; ODS do not have the right machinery to collect grass after cutting which defeats the whole exercise. PW stated that he recognised over forty species of grass along the Oxford Road. It was asked if a survey had been carried out before the stopping to cut the verges as this would tell if of any benefit. Neither MC or AM knew. MC has met with Hertford College regarding lighting along part of the cycle track going into Oxford. Nothing had happened before as there is no electricity supply along the track. However, Hertford College has electric to their pavilion and they are negotiating regarding using this supply for lights on the cycle track. They are also in talks with the college about creating a footpath to make it safer for pedestrians.

Public:

A member of the public spoke about the paths on land with Park Farm where some footpaths were not shown on the map. After some discussion it was RESOLVED that the Clerk should start the process of making paths recognised Rights of Way.

**23/07/05 Minutes of the Parish Council Meeting held on 5th June 2023.**

It was RESOLVED these are a true record.

**23/07/06 Matters Arising (omitting those for which an Agenda heading follows):**

Mailbox on the Oxford Road: The Clerk informed the council that Royal Mail had replaced the broken box.

Mortimer Hall Recreation Ground Flooding: The Clerk informed the council that the Oxfordshire County Council had replied, saying that the drains are scheduled to be

cleared. It was questioned whether this would be sufficient. DH to check if a survey had been done in the past. The clerk to check with Oxfordshire County Council if drainage holes in the subway wall was an option.

### **23/07/07 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. The 'NO DOGS' sign in the Boults Lane Recreation Ground had also been ripped down. It was RESOLVED that the Clerk get more substantial replacement signs.

### **23/07/08 Planning:**

**Applications considered between meetings:** NONE.

#### **Decisions:**

22/02983/FUL – 4 Haynes Road – APPROVED

23/00795/FUL – 31 Beechey Avenue – APPROVED

23/00549/FUL – 60 Cherwell Drive – REFUSED.

#### **Awaiting Decisions:**

20/02457/DEL – Willow Barn, Oxford Road

21/03294/FUL – 56 Marsh Lane

22/00960/FUL – 21 Haynes Road

22/01801/FUL – 10 Nicholas Avenue

22/03049/FUL – Land North of Bayswater Brook

23/00607/FUL – Court Place Farm Pavilion, Marsh Lane

23/00956/FUL – 45 Arlington Drive

23/0076/FUL – 71 Cherwell Drive.

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

**23/01179/FUL – 9 Gordon Close** - Formation of hip to gable loft conversion, including rear dormer, 3no. front facing rooflights and 1no. side facing window. Increased roof height to single storey side aspect including insertion of 1no. rooflights to front elevation, 2no. rooflights to side elevation and 1no. rooflight to rear elevation. Provision of bin storage. (Amended Description) – NO OBJECTIONS.

**23/01216/FUL – 1 Harlow Way** - Insertion of 1no. window and 1no. ventilation extract pipe to side elevation. Alterations to 1no. window and 1no. door to create bi-fold doors to rear elevation. – NO OBJECTIONS.

**23/01218/FUL – 3 Rimmer Close** - Demolition of existing rear conservatory.

Conversion of existing garage to habitable space and insertion of 1no. door to front elevation and 1no. window to side elevation. Erection of a new single storey side extension. Insertion of 2no. rooflights to front roof slope and 4no. rooflights to rear roof slope in association with a loft conversion. Insertion of 1no. window to side elevation. Installation of solar panels to side roof slope. Alterations to fenestration. – NO OBJECTIONS.

**Update on Land West of Mill Lane and Hill View Farm:** No further information received.

**23/06/09 Finance:** Bank balance as at 30/06/2023 –

Unity Trust Account £29,386.63 (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. – June 2023

JPD Solutions (Survey Printing)

384.00

Mr. R. James (Annual Subscription)

300.00

BGG (Grass Cutting for May)

594.00



Unity Trust Bank (Transfer funds to Skipton BS)	10,000.00
Harlequin Playground Ltd (Zip Wire Repair Deposit)	762.15
TOTAL	£13,898.26
Petty Cash Expenditure:	NONE
INCOME:	
Dr C.A. & Mrs L.A. Milford (Burial Plot Purchase)	1,454.00

It was RESOLVED to accept these accounts.

**Appointment of Internal Auditor for next 3 years:** It was RESOLVED that Mr R. James be reappointed as Internal Auditor.

**23/07/10 Pavilion, Recreation Grounds & Cemetery:**

Zip Wire Repair: It was RESOLVED that Harlequin Playground Ltd repair the zip wire.

New seat in Cemetery: DH reported that the bench in the Elsfield Road Cemetery was worn and proposed it was replaced. It was RESOLVED the Clerk get costings for a new seat. The old bench could be stored in the garage for possible future use.

**23/07/11 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.

**23/07/12 Report from Members:**

DH advised that the Mortimer Hall Management Committee had met, agreed to meet with the parish council and asked for an agenda to be set beforehand. It was RESOLVED the meeting would be a working party meeting just between the two organisations.

Agenda items being:

Future Use of the Mortimer Hall,

Possibly extending the building with more than one entry/exit,

Parking Issues

Broadband

Village Hall Status

Funding.

**23/07/13 Environment Committee:**

Council reviewed the draft minutes of the meeting held on the 26th June where the following recommendations were made:

It was RESOLVED that the Environment Committee look at maps of the parish with a view to recommending potential new tree locations.

It was RESOLVED that the Clerk look at expanding the safer cycling report from last year to include pedestrians.

**23/07/14 Bradlands:**

PW stated that we hear of another death at Bradlands, sadly not discovered until sometime after. It is difficult to suggest what could be done to help. It was RESOLVED that this would be deferred and discussed at the September meeting.

**23/07/15 Plus anything of an urgent nature which has come to the Clerk's attention since the agenda was set:**

Pavilion, Recreation Grounds, Allotments & Cemetery Committee: It was RESOLVED to hold a committee meeting on Monday 31st July at 6pm.

Planning Meeting: It was RESOLVED to hold a planning meeting on Monday 31st July at 7pm.

**23/07/16 Information Sharing:**

OALC Newsletter: Already sent.

Correspondence.

Rural Services Network Digest.

23/01306/CAT – 3 Oxford Road - Works to 1no. Crab Apple Tree as specified by Jane Lubbock in the Marston Conservation Area.

23/01253/CAT – 5 Rimmer Close - Reduce group of Laurel trees by 50% as specified by The Oxford Tree Co. in the Marston Conservation Area.

**23/07/17 Date of next meeting:**

Monday 4th September 2023 at 7pm in the Mortimer Hall.

**MEETING CLOSED: 8:34pm**

Signed: ..... Chairman

Date: .....

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

[RETURN TO AGENDA](#)

## MATTERS ARISING

### **Grass Verge Survey:**

The Clerk emailed Oxford City Council asking –

There was a heated discussion last night at my parish council meeting on grass verges.

The question was asked has a survey been done, before the no cut policy, to show evidence that an improvement in biodiversity has been achieved?

I said I would find out.

### Response:

Thank you for your patience.

In regard to your query on the improvement of biodiversity relating, the officer advised that:

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.

[RETURN TO AGENDA](#)

## DECISIONS

### **22/00960/FUL – 21 Haynes Road – REFUSED**

#### **REASONS :**

1 Because of their limited area, awkward and constrained shape and open aspect to the front, along with the lack of information provided in the drawings and application form, the proposed gardens would provide areas of private open space that would provide an unacceptable level of amenity for the future occupants of the existing and

proposed homes, contrary to the aims and requirements of Policies H16 and G6 of the Oxford Local Plan 2036.

2 Because of the limited information provided on the drawings and in the application form, the application fails to explain, justify or demonstrate an acceptable provision of car parking for the existing and proposed homes, contrary to the requirements of Policy M3 of the Oxford Local Plan 2036.

3 The current proposal is for a two bedroom house that would provide 68.31sqm of floor-space, and the proposal for the new dwelling therefore fails to comply with the national space standards of 70sqm for a two bedroom house over two floors and Policy H15 of the Oxford Local Plan 2036. Furthermore, the proposed new house would have no direct access to a bathroom, with occupants required to use a shower room on the ground floor that at 1m x 2.4m would be very cramped and offer little in the way of amenity, while the proposed kitchen is also small and an awkward shape, with the sink placed right in the narrowest corner of the room, also to the detriment of residential amenity, both contrary to Policy H15 of the Oxford Local Plan 2036. Taken as a whole, the new house would offer an inadequate level of amenity for the future occupants and would fail to comply with the national space standards or Policy HP15 of the Oxford Local Plan 2036.

### **23/00549/FUL – 60 Cherwell Drive – REFUSED**

#### **REASONS :**

1 Because of its height, width across the site, excessive depth and various disparate elements, the proposed development would have an inappropriate and unbalanced visual relationship with the existing house and pair of semis, 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 identify a large oak tree to the east 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

### **23/01179/FUL – 9 Gordon Close – REFUSED**

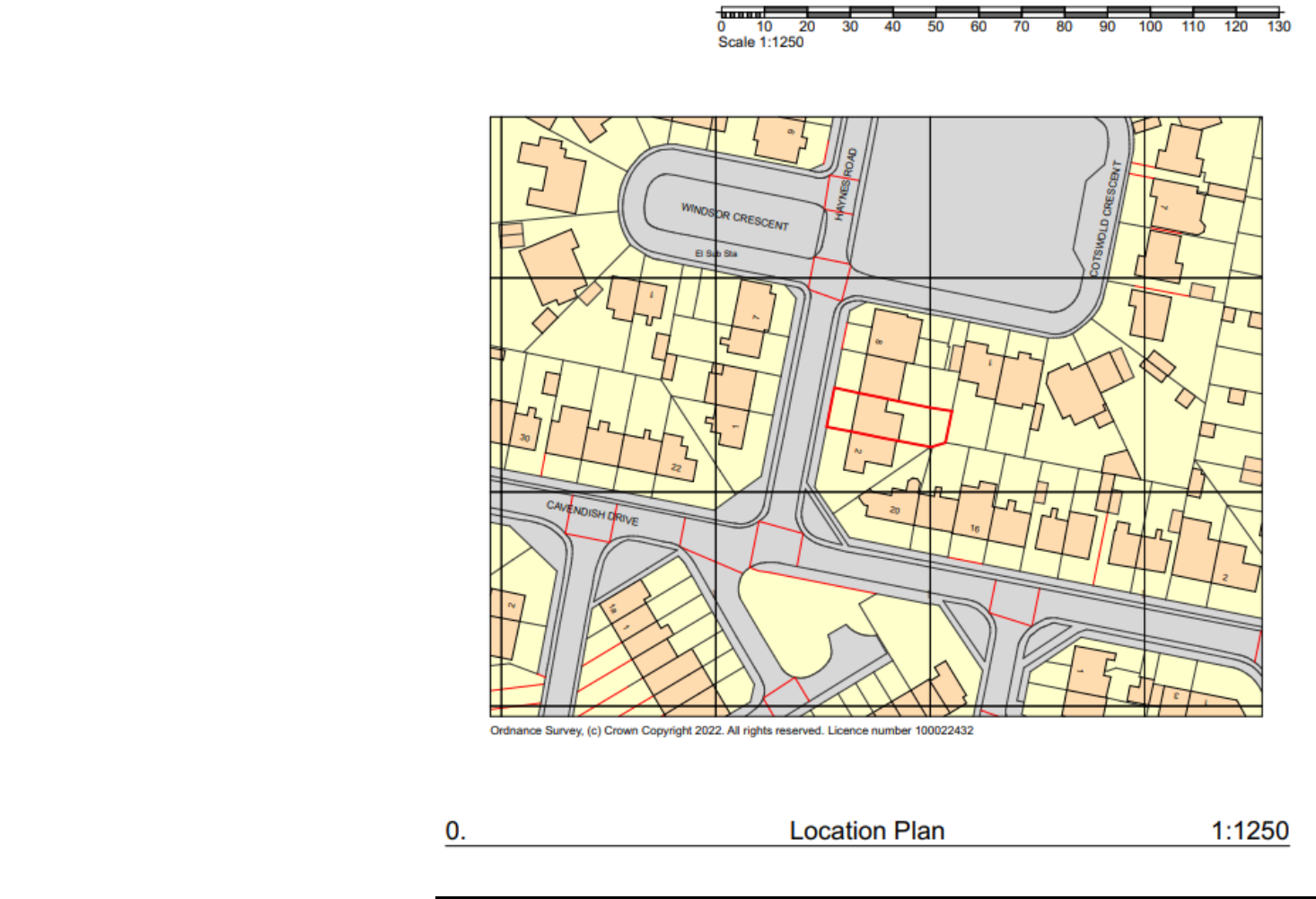
#### **REASONS :**

1 The proposed development by reason of its siting, scale, massing, form and appearance would result in an incoherent, bulky and overly prominent addition that would reduce the openness of the site, dominating the simple and modest proportions and appearance of the existing dwelling, resulting in an inappropriate and poorly designed development of the site causing harm to the visual amenity and local character of the area. The proposed development would be contrary to policy DH1 of the Oxford Local Plan 2036, and the NPPF.

[RETURN TO AGENDA](#)

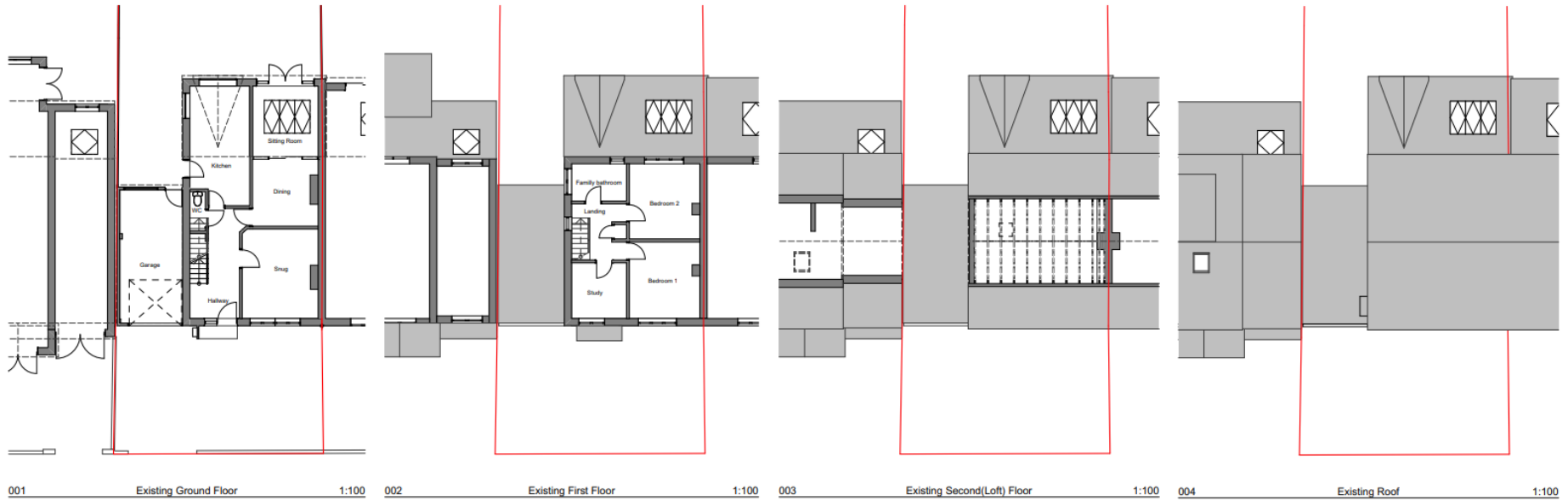
23/01772/FUL 4 Haynes Road

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.

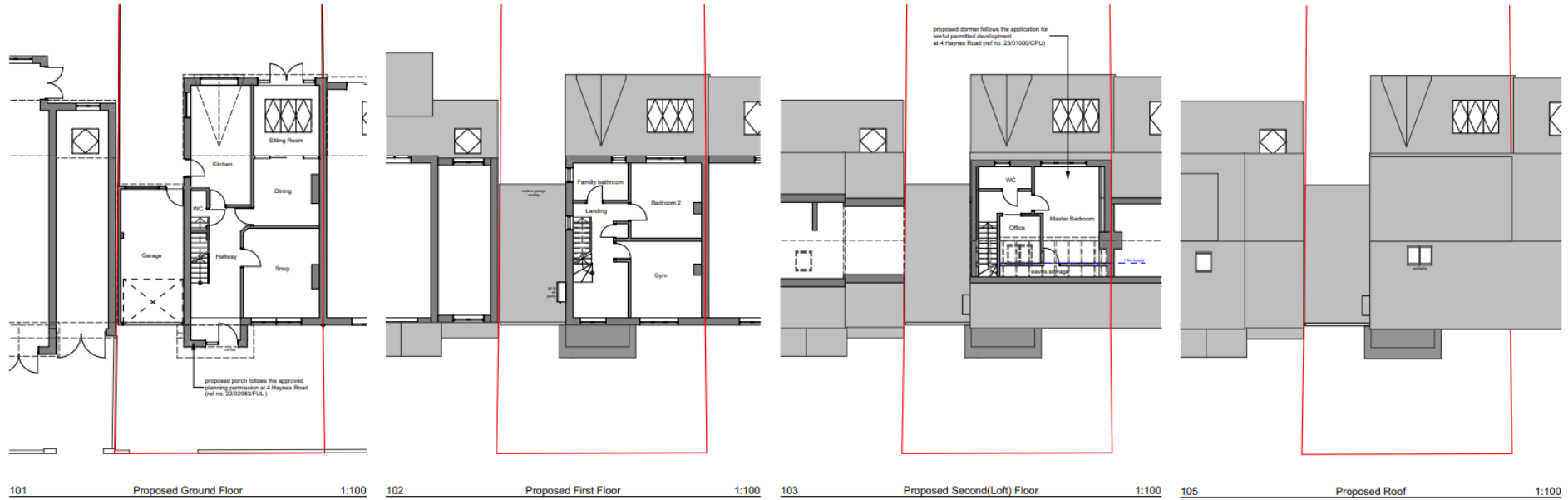


Existing

0 1 2 3 4 5 6 7 8 9 10  
Scale 1:100



Proposed









[RETURN TO AGENDA](#)

## Minutes of the Finance Committee Meeting held on the 7<sup>th</sup> August 2023 in the Mortimer Hall from 6:00pm.

Present:

Parish Council:

Pat Hall – Chairman (PH)

Peter Cox (PC)

Mary James (MJ)

Louise Milford (LM)

Charie Haynes (CH)

Tim Cann (Clerk)

Public: 1

FIN 23/08/01 Intention to record the proceedings of the meeting: NONE.

FIN 23/08/02 Apologies for Absence: NONE.

FIN 23/08/03 Request for members of the public to speak: NONE.

FIN 23/08/04 Minutes of the Committee Meeting held on 28th November 2022. It was RESOLVED these are a true record.

FIN 23/08/05 Matters Arising (omitting those for which an agenda heading follows): NONE.

FIN 23/08/06 Review of Insurance:

Bus Shelter in Elsfield Road – Clerk to get a replacement cost.

Add twenty cycle racks at a cost of £864.00.

FIN 23/08/07 Quarterly Accounts Review (Income v Budget & Expenditure v Budget):

The Clerk went through the accounts for the first quarter.

FIN 23/08/08 Review of Reserves:

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, say £10,000. 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)

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

It was RESOLVED to accept these additional reserves.

FIN 23/08/09 Review of Grant Application Form:

It was RESOLVED to accept the Grant policy as detailed in Appendix A.

FIN 23/08/10 Finance:

Bank balance as at 30/07/2023 –

Unity Trust Account £15,996.61 (incl. CIL Money) £27,272.56 Petty Cash £73.79

Newbury Building Society A/c £82,636.07, Skipton Building Society A/c £22,039.37.

The following accounts to be paid:

£ Incl. VAT

Clerks Pay Including Expenses, Pension, etc. – July 2023

Mrs Parish (Refund for Ashes Plot) 400.00

WKH Development Services Ltd (Officials Floor Repair) 2,160.00

SLCC Enterprises Ltd (Right of Way Training Clerk) 54.00

SLCC Enterprises Ltd (Charitable Trusts Training – Clerk) 72.00

Value Products Ltd (4 x Aluminium 'NO DOGS' Signs) 76.27

BGG Ltd (Grass Cutting) 180.00

ICCM (Membership) 95.00

Total Pest Control (Quarterly Charge)	177.60
TOTAL	£5,288.44
Petty Cash Expenditure:	NONE
INCOME:	
Sandra Homewood (Burial Plot Purchase)	1,454.00
Openreach	26.46
TOTAL	1,480.46

It was RESOLVED to accept payments.

FIN 23/08/11 Approval of Financial Regulations.

It was RESOLVED to approve the Financial Regulations.

FIN 23/08/12 Items of an urgent nature which have come to the Clerk's attention since the agenda was set:

NONE

FIN 23/08/13 Information sharing (including correspondence):

NONE.

FIN 23/08/13 Date of Next Meeting: Monday 27th November 6pm

MEETING CLOSED: 6:30pm

[RETURN TO AGENDA](#)

## **NOTICE OF CONCLUSION OF ANNUAL AUDIT**

### **ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2023 Accounts & Audit Regulation 2015**

- 1. The audit of accounts for Old Marston Parish Council for the year ended 31<sup>st</sup> March 2023 has been completed and the accounts have been published.**
- 2. The Annual Return is available for inspection by any local government elector in the area of Old Marston on application to**

**(a)Tim Cann**

**(b)8 Nicholas Avenue, Old Marston, Oxford OX3 0RN**

**(c)01865 203139**

**[clerk@oldmarston-pc.gov.uk](mailto:clerk@oldmarston-pc.gov.uk)**

**Office Hours: 9am to 1pm Mon, Tues & Wed.**

- 3. Copies will be provided to any person on payment of £0.50p for each copy of the Annual Report.**

**Announcement made by  
Tim Cann, Parish Clerk**

**Date of Announcement:  
5<sup>th</sup> September 2023**

**[RETURN TO AGENDA](#)**

# OLD MARSTON PARISH COUNCIL GRANTS POLICY

## Introduction

Old Marston Parish Council is funded by the residents of Old Marston and therefore has only limited funds available to assist community organisations located or working in the parish or is seen residents of Old Marston benefit. The total amount available for discretionary grants is reviewed annually.

Subject to funding being available Old Marston Parish Council is committed to providing assistance and support to local community groups which are set up to promote community life for Old Marston residents.

The Council's financial support is provided by way of grants which are decided against criteria set by, and which can be amended from time to time by, Old Marston Parish Council.

The Parish council believes that voluntary groups benefit the wider community and that each should have equal opportunity to access the discretionary grant fund; limits are therefore placed on the number of applications and the total amount of funding any one organisation may apply for in each year.

## Aim of the Grant Policy

Old Marston Parish Council aims to use a process of awarding grants to charities and community groups acting on a voluntary basis to help engender engagement with the Parish Council and within the wider community. It will be funded by an annual allocation that will maintain the fund at approximately 5% of the Parish's precept.

## Objectives of the Grant Policy

To encourage the formation of new groups and particularly youth groups with a common purpose to provide new and enhanced facilities within the Parish or for use by those living within the parish.

To help build a commitment by all residents to a strong community that takes a pride in the Parish.

To widen the involvement of groups within the Parish to improve the well-being of the whole community.

To encourage the involvement of younger members of the community in developing community-based projects.

To provide start-up funds that allow new ideas and innovative solutions to be publicised and community support evaluated.

## Grant Awarding Procedure

Grant applications will be assessed by the Parish Council at the first Parish Council meeting after submission that it can appear on the agenda. Applicants may attend the meeting and give a short presentation, about 10 minutes long, describing the purpose of the grant and its expected outcomes, how the grant would deliver value for money for the Parish Council and what other funding has been raised or may be available.

Normally, not more than two thirds of the annual grant budget will be allocated during the first half of the financial year.

Application for a grant will only be considered if it is made on the Parish Council application form. Application forms are available via email request to the Parish Clerk, [clerk@oldmarston-pc.gov.uk](mailto:clerk@oldmarston-pc.gov.uk) at any time or in hard copy via letter to the Parish Clerk, Old Marston Parish Council, 8 Nicholas Avenue, Old Marston, Oxford OX3 0RN.



The Parish Council will minute its decisions, which will be based on this policy, and these will be published on the Parish Council website and on Parish Council Noticeboards as part of the Parish Council minutes.

The Parish Council reserve the right to award a single, multiple, or part funded grant or none where it feels that the bids do not meet the aims of the Grants Policy. For those applications that are unsuccessful feedback on the reasons will be available from the Clerk.

The Grants Procedure will be reviewed on an annual basis to ensure that the grants awarded are achieving the aims of this Policy and directly supporting delivery of the Parish Plan. The grants awarded will also be subject to the Parish Council's annual audit process to confirm value for money.

#### Assessment Criteria

Preference will be given to projects:

With evidence of community support (letters of support from established groups and/or individuals, petitions signed by local residents, etc.) or as start-up grants to evaluate that support,

Submitted by youth groups,

Supporting vulnerable groups,

Projects where the Parish Council's award will help to secure further funding.

These are the criteria, not in any order, against which applications will be judged.

It is a condition of the award of a grant that a presentation of the project outcomes will be made at the next Annual Parish Meeting in May, if requested.

#### Application Form

The application form is given in Appendix 1.

Advice on completion of the application form is available from the Parish Clerk.

Application forms must be completed, signed, accompanied by accounts where stipulated.

Applications for a grant must be made using the Old Marston Parish Council application form.

#### Grant Award Agreement

To receive a grant, once awarded a representative of the successful group applying must sign a Grant Award Agreement from the Parish Clerk. The agreement will specify the amount award, when and how it can be claimed, any special conditions applied and use the application form to describe the project. Signing the agreement indicates that the terms and conditions of the Parish Council's Grant Policy current at the time of signing are accepted.

#### Payment

Payment will be made by BACS.

#### Monitoring

Each successful applicant will be monitored by the Parish Clerk who will follow the progress of the grant and keep the Parish Council updated.

In some instances, the nominated Parish Councillor may be asked to approve specific expenditure where the aware is held by the Parish Clerk.

All successful applicants will be asked to provide a final report and presentation of outcomes to the next Annual Parish Meeting. Occasionally, successful applicants may

also be asked to provide interim reports to the Parish Clerk for the Parish Council Meetings both this requirement if applied will be stipulated in the Grant Award Agreement.

All expenditure against the grant must be receipted and accounted for and will be subject to audit through the Parish Council.

Any grant funding not spent must be accounted for and the Parish Clerk advised at the earliest opportunity. The Parish Council will take the decision if this is to be repaid or remain with the project.

#### Publicity

The Parish Council should be acknowledged for grant funding in all media releases relating to the project.

All media requests for Parish Council comment relating to the project should be made to the Parish Clerk in the first instance.

#### Old Marston Parish Council Values

Old Marston Parish Council believes and recognises that the diversity of our population is one of our greatest strengths and assets.

We are committed to ensuring that people are treated fairly and to promoting equality of opportunities for everyone to live, learn, work and relax in the parish.

We will address inequality both in the workplace and in relation to access to services and outcomes.

We strongly oppose all forms of discrimination and will actively work to eliminate discriminatory barriers and ensure that individuals and communities within Old Marston have a sense of shared, common belonging and understanding.

Please confirm that your organisation adheres to Old Marston Parish Council values.

We will not grant funds to any organisation that does not share our values.

#### OLD MARSTON PARISH COUNCIL

Grant Application Form for charitable, voluntary or other organisations.

Organisations Name	
Contact Name	
Correspondence Address	
Tel:	
Email:	
Bank Transfer details: (if accepted)	
Amount Asking for:	£
Purpose of grant	
Nature of Organisation: Registered Charity Number Non-Profit Voluntary Organisation Number of members/ officers/ Volunteers:	
How will the local community benefit from a grant? (Continue on a separate sheet if necessary)	

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](#)

## Notes from Mortimer Hall Committee Meeting 17<sup>th</sup> July

Agenda items being:

- **Election of Chair**
  - It was felt, as the meeting was for discussion only, no decisions being made, no chair would be necessary.
- **Future Use of the Mortimer Hall:**
  - Revisiting already discussed items is not open to further discussion. The Hall Committee has already made its decision.
- **Possibly extending the building with more than one entry/exit:**
  - Under clause 9 of the Mortimer Hall lease with the Parish Council cannot build or permit or suffer to be built and/or erected any building to the demise premises – no building means no additional entrance/exit doors are needed.
  - The terms of the lease, with the parish council, clearly state the hall committee is not allowed to increase the footprint of the building.
  - Increasing entrance/exit doors increases the risk of break ins, would mean complete redesign of security system.
  - Preschool has increased in numbers meaning it uses both main hall and back room.
- **Parking Issues:**
  - Parking issues centred around Swan School drop off/pick up times.
  - Investigating the possibility of gates, fencing or chain linking between large planters.
- **Broadband:**
  - Questioned the need of broadband, no other hirer has asked.
  - Tony X produced paperwork about a 5G system which Duncan Hatfield will investigate.
- **Village Hall Status:**
  - Unclear what this means.
  - Already Village Hall and a registered charity.
- **Funding:**
  - The Mortimer Hall is self-funding and only applies for grants for larger projects as any organization would do.

At the meeting dismay was expressed by some hall committee members as they feel that the Parish Council has behaved unreasonably.

The trustees of Mortimer Hall give their time freely, with almost 100 years of service, to running the hall for the good of the hall and the community with little thanks, not that any was expected.

A 'survey' was conducted by a handful of individuals which singled out the hall, no other facility was mentioned by name, which 'guided' those completing the survey to answer how the handful of individuals wanted them too.

No copies were left at the hall for regular users to complete.

The parish council reviewed this 'survey' at one of its meetings but never questioned its biased structure.

[RETURN TO AGENDA](#)

## Pavilion Lights Complaint:

**Sent:** Tuesday, July 4, 2023 8:13 PM

**To:** Chairman of Old Marston Parish Council <[chairman@oldmarston-pc.gov.uk](mailto:chairman@oldmarston-pc.gov.uk)>; Clerk Old Marston Parish Council <[clerk@oldmarston-pc.gov.uk](mailto:clerk@oldmarston-pc.gov.uk)>

**Subject:** Marston Community Gardening Wildflower area at Boults Lane Rec

Dear Chairman and Clerk

This is a formal complaint.

This seems to be an annual occurrence: Yet again, the hard work of the MCG volunteers has been wantonly destroyed by someone who has mown over the wild-flower area at the end of Jessops Close. The vegetation was maturing nicely with some interesting wild-flowers just coming into flower.

My question here is:

Who authorised this work? Am I wrong to assume that instructions for the mowing teams are agreed by councillors and conveyed via the Clerk? So did the Clerk instruct that this work was carried out?

Will the Parish Council also be paying the contractors for this unauthorised work? Surely this is an unauthorised expense

The Parish Council makes donations to support the efforts of MCG and yet, someone has just mown over this area. What a waste of time, effort and tax payers' money!

There appears to be some conflict of interest here. Is there some dissent amongst the councillors and someone has gone out on a limb here? When I've drawn your attention to this exact behaviour in previous years, I have been assured that it was a mistake and it wouldn't happen again.

I am not happy with the responses which I have received to previous correspondence with the Parish Council. I attended a meeting recently to ask that the lights on the pavilion be turned off at night. There has been no progress on this matter. I requested an update in my last email, but have had no response.

The litter issue in the recreation ground still has not been resolved satisfactorily. It is still over-flowing regularly with the Clerk going there to empty the bin personally. Surely, that is not a Clerk's responsibility?

You talk about supporting green initiatives, but actions speak louder than words.

Yours

Dorothy Milosevic

**Clerk's Reply (in bold) with Residents further comments:**

On Wed, 5 Jul 2023 at 09:22, <[clerk@oldmarston-pc.gov.uk](mailto:clerk@oldmarston-pc.gov.uk)> wrote:

Thank you for your reply. Please see my points in the body of your email:

Dear,

Thank you for your email regarding the wildflower area in Boults Lane Recreation Ground.

In answer to your questions:

Who authorised the work?

**A local resident.**

**The ground maintenance work is agreed by the parish council (not the councillors) and the Clerk then instructs the contractor accordingly.**

**NO, I certainly did NOT instruct that this work was carried out.**

That's good.

Will the Parish Council also be paying the contractor for this unauthorised work?

**I, as Clerk, noticed that the grass in the playing areas of both the Boults Lane Recreation Ground and the Mortimer Hall Recreation Ground had got long so instructed the contractor to make sure these areas were included the next time they visited (no idea why they were left before unless it was just rapid growth). To remove the wildflower strip from the whole invoice would be difficult. The contractors are in a difficult position when faced with someone instructing them to action something. In their defence they did question the cutting of the**



**wildflower strip at the time, pointing out the notice, but the individual was insistent that they went back and did it.**

Given that this is not the first time that this has happened, the contractors should have gone back to you to check first. Will they act upon any request from any passing “resident”?

There appears to be some conflict of interest here. Is there some dissent amongst the councillors and someone has gone out on a limb here?

**As an employee of Old Marston Parish Council I am not in a position to comment on the dynamics of my employers. I will say that one person did decided to act as an individual which is and will be investigated.**

I am not happy with the responses which I have received to previous correspondence with the Parish Council. I attended a meeting recently to ask that the lights on the pavilion be turned off at night. There has been no progress on this matter. I requested an update in my last email, but have had no response.

**I am sorry you feel unhappy at the responses you have received previously. I did bring your comments to the football club attention, the light on the outside of the pavilion are security and were recently changed to LED so uses little energy.**

I have checked on the definition of “security lights”:



# security light

**noun** [ C ]

UK  /sɪ'kjʊə.rɪ.ti ,laɪt/ US  /sɪ'kjʊr.ə.ti ,laɪt/

Add to word list 

**an electric light, usually outside a building, that switches on when someone or something moves near it:**

- *Burglars tried to break into the house in the early hours, but they were spotted by vigilant neighbours when security lights came on.*
- *The animal was seen in a back garden when it set off a security light.*

## — Fewer examples

- *There are infrared-sensing security lights on the wall of the house and if they go on then I'm up and over the*



The lights on the pavilion are on throughout the night. So, I don't think that they meet the definition of security lights because they are not triggered by animals or intruders. Therefore, they are not security lights. On the contrary, they make intruders feel welcome. The environment is even more welcoming to intruders especially now that there are picnic tables laid out ready for them.

If the lights were to come on due to intruders, then people might notice and ... do nothing anyway. ( Nothing happens when the burglar alarm goes off , although that happens less often now).

**I also asked another resident who told me that the lights were not a problem and it would be very dark without them.**

I am also a resident. The fact that one other resident doesn't find it a problem is irrelevant. That resident might be sleeping on the other side of their house, they might be short sighted. There are lots of reasons why your sample of one resident doesn't see the problem. I do have a problem with it. It is keeping me and others in the household awake at night. It wasn't a problem with the old pavilion because the orientation was different. We weren't aware of the lights, neither were we aware of loud music and social gatherings going on late into the early hours of the mornings.

"it would be very dark without them". What's the problem with that? It's not a residential area, nobody should be there in the dark. Wildlife don't need or want artificial lights!

I made a special effort to come to the Parish Council meeting to express my concerns about these lights. I noticed that members of the Parish Council nodded in agreement when I raised the issue.

**There is a Pavilion Committee meeting later this month and I will of course bring this up then.**

I would appreciate that. Thank you

The litter issue in the recreation ground still has not been resolved satisfactorily. It is still over-flowing regularly with the Clerk going there to empty the bin personally. Surely, that is not a Clerk's responsibility?

**It is certainly not the Clerk's responsibility to empty litter bins or litter pick the recreation grounds.**

I agree whole-heartedly.

**However, with a workforce of one who else is there! I, as Clerk, have brought the issue to the contractor's attention a number of time, they are very apologetic, empty them then nothing again! Although this does not resolve the problem, they wavered the charge for litter picking in compensation. I am looking at other contractors to take on the work.**

**Believe me it is not through choice that I go and deal with bags of dog poo from the Boults Lane bins or used nappies from the Mortimer Hall bins. However, I know that a) it is me who has to deal with the emails complaining b) it reflects bad on the parish council and c) I do care about where I live, the standard of job I do and Old Marston Parish.**

I also am local resident, I have lived here and paid local taxes since 1995. I care about the environment where I live and that is why I draw these issues to your attention. Too many people ignore issues. I have taken on board the request written in the notice on the barrier asking us to inform you of any issues in the rec. That is what I am doing.  
Cheers

Regards

Tim Cann. PSLCC

## CURRENT TENDER

Please see attached map showing the crass cutting and little picking Old Marston Parish Council are looking for tenders.

Sites:

1. Mortimer Hall Recreation Ground,
2. Boults Lane Recreation Ground,
3. Victoria Arms playing field in Mill Lane, (there are no uncut areas here)
4. Elsfield Road Cemetery, including the 'L' shaped paddock at the back.

Work: To litter picking and empty bins on sites 1, 2 & 3 on a weekly basis and to cut all grass (excluding shaded orange areas) and strim round all obstacles 18 times per year at all 4 sites.

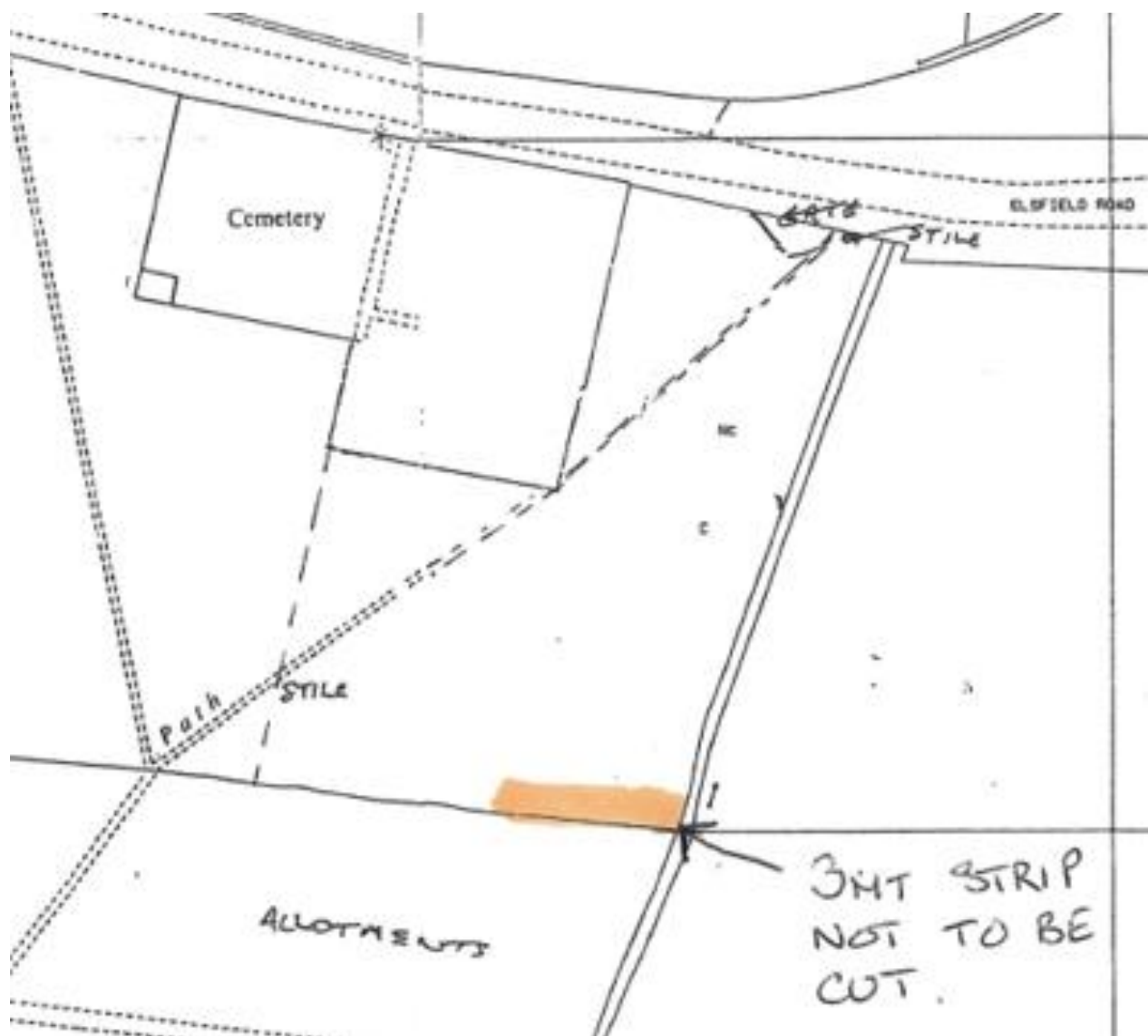
The contract will be for 1 year, at the end of each year there will be a review to monitor standards or to amend any part of the contract. At this point either side has the option to terminate the contract giving one month's notice where upon old Marston Parish Council may go out to tender.

**ALL COMMUNICATIONS BETWEEN CONTRACTORS AND OLD  
MARSTON PARISH COUNCIL MUST BE THROUGH THE CLERK TO  
OLD MARSTON PARISH COUNCIL ONLY.**

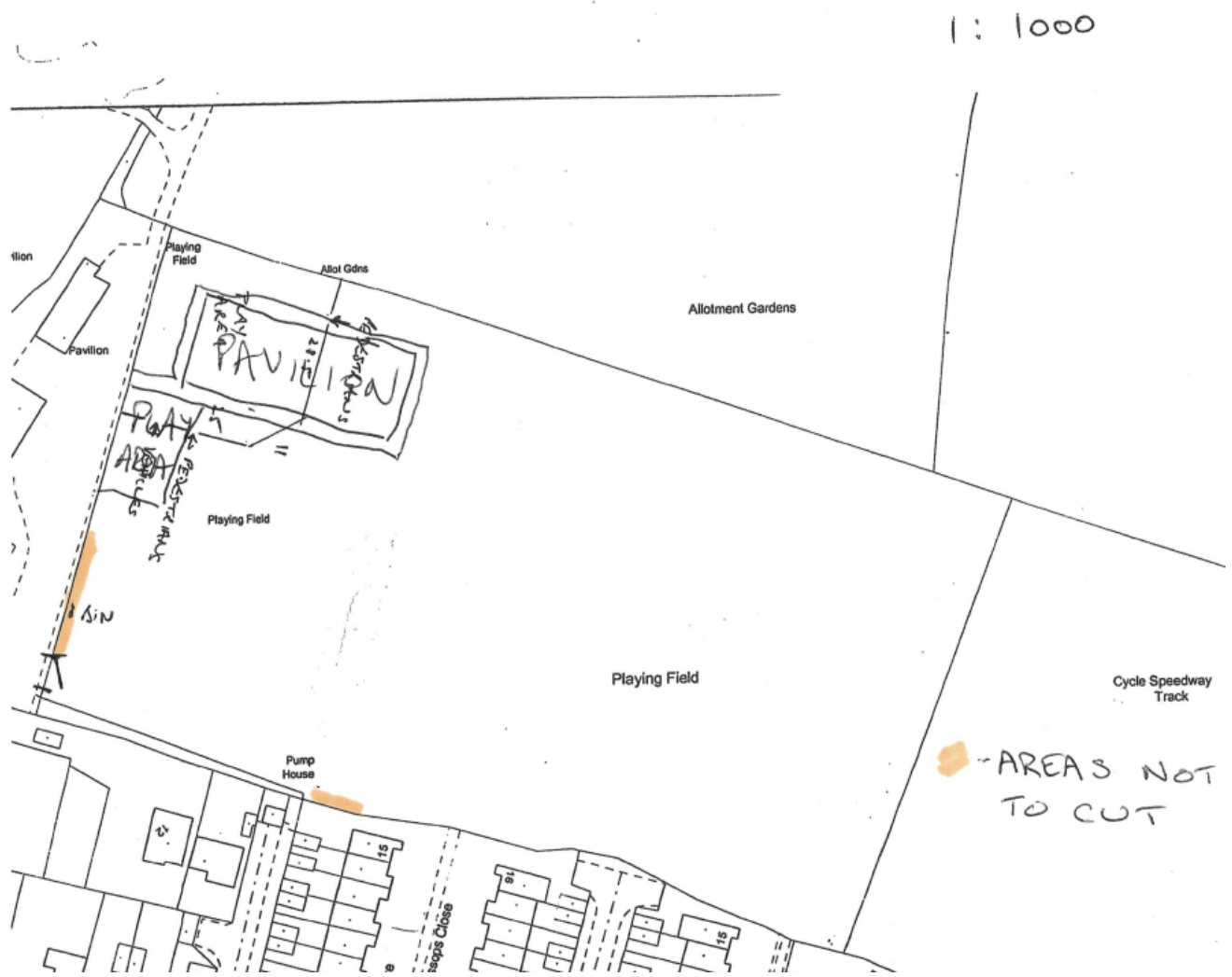


**Victoria Arms Playing Field, Mill Lane, Old Marston.**

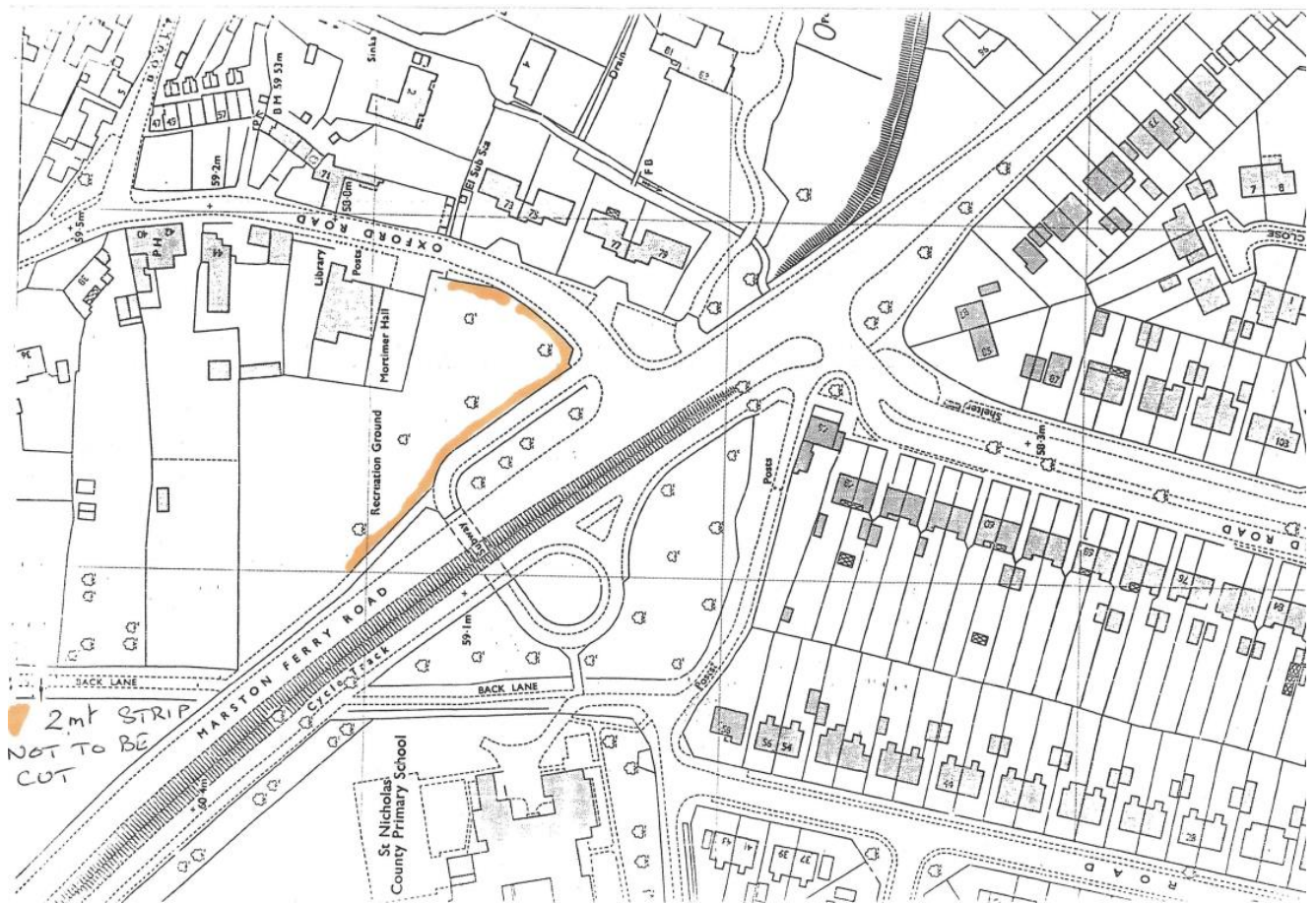




Elsfield Road Cemetery & Rear Paddock (including orange uncut strip)



**Boults Lane Recreation Ground (including orange uncut strip)**



**Mortimer Hall Recreation Ground (including orange uncut strip)**



## CEMETERY SEAT



Lowther Seat Black or  
Brown slates £631.77 +  
VAT



Elwood Recycled  
Material Seat Black,  
Dark or Light Oak  
£815.56 + VAT (Lady  
not included)



Aston Bench made from pressure treated softwood (maintenance free) - Manufactured locally £579.17 + VAT

## **Terms of Reference for Committee's**

### **Introduction**

The Council's Standing Orders and Code of Conduct shall apply to all Committees. Nothing in these terms of reference shall prevent the Council from dealing with a matter that might otherwise be dealt with by a Committee.

All Committees are appointed by and responsible to Old Marston Parish Council.

All Committee decisions are recommendations and subject for final ratification by Full Council.

It is the responsibility of the Chairman of a committee to liaise with the Clerk in deciding when a meeting should be held and with drawing up the agenda.

It is the responsibility of members of a particular committee to contact their chairman if they have an item for the agenda of that committee. This should be done no later than one week before a meeting is held.

Although the Chairman of the Council is not an ex officio on any committee a copy of the agenda for all committee meetings will be copied to the Chairman of the Council.

Minutes of all committee/sub-committee meetings will be circulated to all members of the Council with the next Council agenda.

Unless powers are delegated for specific topics all committee decisions and recommendations will be to final approval by the full Council.

The Committee is empowered to direct the Clerk to undertake such lawful and reasonable actions as may be resolved by the Committee subject to ratification by the Council.

All terms of reference will be reviewed annually by the Council or when necessary.

The following matters shall be reserved for decision by the full Council.

1. The Precept
2. Borrowing money
3. Making, amending, or revoking Standing Orders, Financial Regulations, Duties and Powers of Proper Officer provisions.
4. Making, amending, or revoking by-laws
5. Making of Orders under Statutory Powers
6. Matters of principle or policy.
7. Addressing recommendations in any report from the Internal or External Auditors
8. Nomination or appointment of representatives of the Parish Council on any authority, organisation, or body (except approved conferences or meetings)
9. Nomination of members of all proper and sub committees
10. New powers or duties
11. Prosecution or defence in a Court of Law
12. Nomination or appointment of representatives of the Council to any enquiry on matters affecting the Parish.
13. To receipt and adopt the Annual Accounts.
14. To receive and sign off the Annual External Audit and Return
15. To receipt reports referred to the Parish Council, from the various Committees/Sub-Committees
16. To set up Working Groups as necessary
17. To receive reports and consider recommendations from all Working Groups set up by the Parish Council.
18. To appoint representatives on outside bodies or joint bodies
19. To confirm the appointment of the Chairman/Vice-Chairman

20. To confirm the schedule of meeting of the Parish Council/Committees/Sub-Committees for the coming year
21. To receive petitions and deputations from members of the public or any organisations
22. Any other matters not delegated to an officer, Committee or Sub-Committee or referred to the Council by Committee or Sub-Committee.

### Planning Committee

Consists: up to 6 elected Councillors. Quorum: 4 3 Notification: 3 clear days  
 Meet: As and when needed. Venue: Roy Garner Pavilion Mortimer Hall

As a consultee in law the Parish Council considers all planning applications in the Parish. Comments are sent to the District Council as part of its consultation process. The aim is to use Planning Law, Oxford City Council Core Strategy, Policy and Periodic Planning Guidance notes to preserve and enhance the character of the parish it serves, whilst encouraging its commercial and social vitality.

23. To consider all planning applications sent by Oxford City Council that need a decision before the next Council meeting, due to the closing date of the application, being before the next Council meeting.

### Finance Committee

Consists: up to 6 elected Councillors Quorum: 4 3 Notification: 3 clear days  
 Meet: Not less than three times annually. Venue: Mortimer Hall

24. To review draft budget & make recommendations to full Council.
25. To monitor budget
26. Powers to authorise payments between £1,000 and £5,000.
27. To review financial transactions of the Council
28. To monitor value for money on new/standing contracts & regular payments.
29. Review annual grants and make recommendations to full Council.
30. Review the Financial Regulations as necessary.

### Recreation Grounds, Pavilion, Allotments & Cemetery Committee

Consists: up to 6 elected Councillors Quorum: 4 3 Notification: 3 clear days  
 Meet: Minimum 3 per year. Venue: Mortimer Hall

31. Review new and/or replacement equipment.
32. Regular Maintenance checks
33. Review and recommend action from the ROSPA Report.
34. Oversee any Health & Safety issues
35. Review annual burial fees.
36. To oversee the Boults Lane rejuvenation project.

### Standards & Staff Committee

Consists: up to 4 elected Councillors Quorum: 3 Notification: 3 clear days  
 Meet: At least once a year or as and when needed Venue: Mortimer Hall

37. To carry out the Clerk's appraisal.
38. Investigate any breach of the code of conduct.
39. To investigate any complaint against a Councillor or employee and to resolve as per Complaints Policy and habitual/Vexatious complaint policy.



## Environment Committee

Consists: up to 6 elected Councillors      Quorum: 4 3 Notification: 3 clear days

Meet: Not less than three times per year      Venue: Mortimer Hall

40. In accordance with the Parish Council's Environment Policy, seek to minimize the effects of climate change and take positive action to tackle it.
41. Give encouragement to residents to reduce waste, increase home composting, re-cycle where possible and resist use of single-use plastics.
42. Seek to preserve Green belt land and encourage its use for recreation, crops, forestry, and wildlife.
43. Promote green energy sources.
44. Promote use of allotments, home growing and communal growing within the Parish.
45. Consider measures to discourage traffic congestion and toxic emissions.
46. Preserve and add to existing tree stock where feasible.

Adopted:	Minute Reference	Signed by Chair
16 <sup>th</sup> May 2022	22/05/20	Duncan Hatfield
15 <sup>th</sup> May 2023	23/05/19	Duncan Hatfield
May 2024		

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## Health and Safety Policy Statement

The Old Marston Parish Council recognises and accepts its responsibility as an employer to ensure, as far as is reasonably practical, the health, safety and welfare at work of the Parish Clerk as its sole employee.

The Council also recognises that, as a public body, its responsibility extends to the health and safety of any contractors and volunteers involved in its activities and to members of the public who attend its meetings or make use of its services.

Old Marston Parish Council's statement of general policy is to:

- provide adequate control of all health and safety risks arising from our activities,
- work with the Parish Clerk and with contractors employed by the council on health and safety matters,
- provide and maintain safe equipment for the use of the Parish Clerk,
- ensure that the Parish Clerk has access to adequate information, instruction and training in matters relating to health and safety at work,
- provide and maintain safe facilities for the use of the residents of Old Marston and the wider general public.
- prevent accidents and illness related to work carried out for the Council,
- review this policy annually in May.

### Responsibilities

- The overall and final responsibility for health and safety lies with the Chairman Old Marston Parish Council, as the corporate Body.
- The day-to-day responsibility for the implementation of this policy is delegated to the Parish Clerk.
- The Council carries responsibility for the maintenance and safety of any equipment and supplies provided to the Clerk by the Council for the purposes of s/his work.
- The Council is responsible for providing the Clerk with the equipment necessary to prevent injury or illness related to his/her work, e.g., lifting equipment for heavy files.
- As a home-worker, the Clerk carries responsibility for the safety of her/his home environment, including the electricity supply. During risk assessments the Chairman will work with the Clerk to identify potential hazards and suggest solutions.

- As the Council's sole employee, the clerk must co-operate with the councillors on health and safety matters. In particular s/he must:
  - work with the Chairman to conduct risk assessments,
  - take reasonable care of his own health and safety and that of other people in relation to his homeworking.
- The Chairman will include an account of health and safety within the Council, including the findings of the annual risk assessment, in his annual report at the Parish Assembly Parishioners Annual Meeting.

### Assessment of Health and Safety Risks Arising from our Activities

- The Chairman and the Clerk will conduct all risk assessments.
- The findings of all risk assessments will be reported to the Parish Council.
- Any action required to remove/control risks will be approved by the Parish Council.
- The Clerk will be responsible for ensuring that the action required is implemented.
- The Chairman Parish Council is responsible for checking that the measures taken have removed/reduced the risk.
- Should any measures be required to address an urgent risk before a Council meeting can be held, the Chairman Clerk is responsible for taking action and must account for those actions at the next Council meeting.
- Risk assessments will be reviewed annually, either prior to the Parish Assembly Parishioners Annual Meeting, or when work activity or circumstances change.

### Information and Instruction, Competency for Tasks and Training

- The Chairman parish council is responsible for ensuring that the Clerk, or any contractor or volunteer engaged in work for the Council, is competent to carry out that work safely.
- The Chairman Parish council will ensure that the Clerk receives any necessary training in matters relating to health and safety at work.
- The Clerk is responsible for reporting any information and/or training needs that he may have to the Chairman Staffing & Standards Committee.

### Equipment Safety

- The Clerk will check that new equipment/facilities provided for the public meet health and safety standards before it is purchased.
- The Clerk will be responsible for identifying all equipment needing maintenance and for ensuring that identified maintenance is implemented.
- The Clerk will make an annual inspection of all facilities provided for the public by the Council, i.e., any bus shelters, bench's, notice boards, etc. The clerk will also

make a visual inspection of the condition of all IT equipment belonging to the Parish Council. The findings of these inspections will be reported to the **Chairman Parish Council** before by 5<sup>th</sup> April each year. This will form part of the Chairman's annual report to the Parish Meeting.

- The Council will pay for an annual, formal safety inspection of the children's play equipment at the playing fields.
- The Clerk will report any problems found with equipment provided for his work by the Council to the Chairman.
- The Council will display contact details for reporting faults or damage to Council facilities on the Parish notice boards and website.

### Monitoring Accidents and Work-Related Ill Health

- The **Staffing & Standards Committee Chairman** has responsibility for monitoring accidents and ill-health relating to the activities of the Council.
- The **Staffing & Standards Committee Chairman** has responsibility for investigating accidents and work-related illness and reporting his/her findings to the Parish Council.
- The Parish Council is responsible for acting on the findings of this investigation to prevent a recurrence.
- The Clerk has responsibility for:
  - reporting any accidents or work-related ill health experienced by himself or others engaged in Council activities to the **Staffing & Standards Committee Chairman** and entering them in the accident log.
  - keeping the accident log with the Parish Council records.
  - co-operate with the **Staffing & Standards Committee Chairman** in investigating any health and safety incidents.
  - report any serious accidents, diseases or dangerous occurrences to the Local Authority.

### Emergency Procedures

- In the event of an emergency, the **Clerk Chairman** is responsible for ensuring the safety of all present during council meetings by co-ordinating a safe evacuation of the premises.

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## Parish Clerk Report September 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> <p>4. Completed Advertisement Application.</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 concrete 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. <a href="#">Will be on Committee agenda.</a>	
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	<a href="#">Tender for work on Boults Lane Car Park</a>	<a href="#">Tender recently received. Looking for further tenders.</a>	
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	<a href="#">Pavilion – Tender for officials changing room floor</a>	<a href="#">Waiting for contractor to start.</a>	
23/12	Pavilion – Tender for Roof	Awaiting dry weather.	
23/13	Pavilion – Tender for Outside Tap	Awaiting tender	
23/14	EOY Accounts	End Of Year accounts approved at June meeting & sent to external auditor.	Y
23/15	Re installing 'NO DOGS' signs in MH & BL Play Areas	Installed.	Y
23/16	Allotment Holders Handbook	Completed. Emailed to Secretary of OMMLAA to be distributed. Also available on council website.	Y
23/17	Community Needs Survey	Tender for printing received on May agenda. Also available on website.	Y
23/18	MH Play Area – Reinstall Wood on MUGA	New bolt and nut received and installed.	Y
23/19	Cemetery Bench	Awaiting dry weather.	
23/20	Communications Boards	18 April - Emailed Thomley Hall. Awaiting reply. <a href="#">Tel 12 June no answer.</a>	
23/21	MH Play Area – removal of Barbed Wire in hedge on boundary with Red Lion.	Partially removed. Awaiting dry weather. <a href="#">See 23/36</a>	Y

23/22	Bradlands Visits Schedule:	Initial visit went well although poor attendance from residents. Possible dates in calendar for council to discuss.	Y
23/23	Cemetery Rates	Query over calculations. Paid first six months in hope City Council rates will have replied. Emailed Rates at City Council copying in MC, AM & LU: <ul style="list-style-type: none"> <li>• 6 March – No reply,</li> <li>• 29 March – No Reply,</li> </ul> Received Reminder letter on the 17 April so emailed again – Awaiting reply. Finally, had reply from Business rates, after prompt from LU.	Y
23/24	Coronation Celebration	Emailed Red Lion who confirmed bouncy Castle and games are free along with food boxes for children.	Y
23/25	EOY Accounts	All end of year accounts finalised and emailed to internal auditor.	Y
23/26	Kissing Gate on Right of Way through to CPF Allotments	As it stands: <ul style="list-style-type: none"> <li>• a metal kissing gate would not fit in the gap on the boundary so would need to go further into landowner's garden.</li> <li>• The landowners are not happy having more of their land used.</li> <li>• The county council are insistent that if stile replaced a metal kissing gate is used.</li> <li>• I have emailed contractor preferred by the landowner asking for a quote.</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	



# OLD MARSTON PARISH COUNCIL MEMBER & OFFICER PROTOCOL

## 1. SCOPE AND PURPOSE

1.1 The relationship between Councillors and officers is an essential ingredient that goes into the successful working of the organisation. This relationship within the authority is characterised by mutual respect, informality and trust. Councillors and officers feel free to speak to one another openly and honestly. Nothing in this Protocol is intended to change this relationship.

1.2 The purpose of this Protocol is rather to help Councillors and officers to perform effectively by giving guidance on their respective roles and expectations and on their relationship with each other. The Protocol also gives guidance on what to do on the rare occasions when things go wrong. Responsibility for the operation of this Protocol lies with the Parish Clerk.

1.3 The Protocol must be read and operated in the context of any relevant legislation and national and local Codes of Conduct and any procedures for confidential reporting.

## 2. ROLES OF COUNCILLORS AND OFFICERS

2.1 The respective roles of Councillors and officers can be summarised as follows:

2.2 **Councillors** have three main areas of responsibility:

- a) determining the policy of the authority,
- b) representing the authority externally,
- c) acting as advocates on behalf of their parishioners.

**It is not the role of Councillors to involve themselves in the day-to-day management of the Council's services.**

**No Councillor has the authority to give instruction to any contractor, employee or volunteer working on behalf of the council. Sole authority rests with the Clerk to the Council.**

**No Councillor has the authority to undertake any work on parish council land without prior direct and specific instructions from the full council.**

2.3 **Chairmen and Vice Chairmen** of Committees have additional responsibilities. Because of those responsibilities, their relationships with employees may be different from, and more complex than those of Councillors without those responsibilities, and this is recognised in the expectations they are entitled to have. However, such Councillors must still respect the impartiality of officers, must not ask them to undertake work of a party-political nature, or to do anything which would put them in difficulty in the event of a change in the political composition of the authority.

2.4 **Councillors:** Old Marston Parish Council is none political, however, as individual Councillors, all Councillors have the same rights and obligations in their relationship with officers and should be treated equally. This principle is particularly important in the context of scrutiny and overview. Councillors are responsible to the electorate and serve only so long as their term of office lasts. Officers are responsible to the Council. Their job is to give advice to Councillors and to the authority, and to carry out the authority's work under the direction and control of the Council and relevant committees. Mutual respect between Councillors and officers is essential to good local government.

2.5 **Officers** The role of officers is to give advice and information to Councillors and to implement the policies determined by the authority. In giving such advice to Councillors, and in preparing and presenting reports, it is the responsibility of the officer to express his/her own professional views and recommendations. Whilst an officer may report the views of individual Councillors on an issue, if the Councillor wishes to express a contrary view, he/she should not seek to pressure the officer to make a recommendation contrary to the officer's professional view. Certain officers e.g. Parish Clerk, RFO have responsibilities in law over and above their obligations to the Council



and to individual Councillors, and Councillors must respect these obligations, must not obstruct officers in the discharge of these responsibilities.

### 3. EXPECTATIONS

#### 3.1 Councillors can expect from officers:

- a. A commitment to the authority as a corporate body.
- b. A working partnership
- c. An understanding of and support for respective roles, workloads and pressures
- d. Timely response to enquiries and complaints
- e. Professional advice, not influenced by political views or preference, which does not compromise the political neutrality of officers.
- f. Regular, up to date information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities that they have and positions that they hold.
- g. Respect, dignity and courtesy
- h. Training and development in order to carry out their role effectively.
- i. Integrity, mutual support and appropriate confidentiality
- j. Not to have personal issues raised with them by officers outside the agreed procedures.
- k. That employees will not use their relationship with Councillors to advance their personal interests or to influence decisions improperly
- l. That officers will at all times comply with the Employee policies and procedures.
- m. Support for the roles of Councillors as the local representatives of the authority, within any scheme of support for Councillors which may be approved by the authority.

#### 3.2 Officers can expect from Councillors:

- a. A working partnership
- b. An understanding of and support for respective roles, workloads and pressures.
- c. Respect, dignity and courtesy
- d. Integrity, mutual support and appropriate confidentiality
- e. Not to be subject to bullying or to be put under undue pressure. Councillors should have regard to the seniority of officers in determining what are reasonable requests, having regard to the power relationship between Councillors and officers, and the potential vulnerability of officers, particularly at junior levels. Junior staff should not be asked to deal with matters outside their level of authority.
- f. That Councillors will not use their position or relationship with officers to advance their personal interests or those of others or to influence decisions improperly.
- g. That Councillors will at all times comply with the Council's Code of Conduct.
- h. Individual Councillors, or groups of Councillors, will not give instructions to any employee, contractor or volunteer working on behalf of the council.

#### 3.3 Limitations upon Behaviour:

The distinct roles of Councillors and officers necessarily impose limitations upon behaviour. By way of illustration, and not as an exclusive list:

- a. Close personal relationships between Councillors and officers can confuse these separate roles and get in the way of the proper discharge of the authority's functions, not least in creating the perception in others that a particular Councillor or officer may secure advantageous treatment.

- b. The need to maintain the separate roles means that there are limits to the matters on which they may seek the advice of officers, in relation to personal matters.
- c. Relationships with a particular individuals should not be such as to create public suspicion that an employee favours that Councillor or group of Councillors above others.

#### 4. IF THINGS GO WRONG

4.1 **Procedure for officers:** From time to time the relationship between Councillors and officers may break down or become strained. Whilst it will always be preferable to resolve matters informally, through open, respectful dialogue between the grievred officer/councillor, officers will have recourse to the Grievance Procedure initially and subsequently to the District Council's Monitoring Officer, as appropriate to the circumstance. In the event of a grievance or complain being upheld, the matter will be referred to the Parish Clerk, who, having advised the Chairman of the Council and the Chairman of the Staffing & Standards Committee will decide on the course of action to be taken, following consultation with the Council Chairman and Vice Chairman.

5. **Procedure for Councillor:** In the event that a Councillor is dissatisfied with the conduct, behaviour or performance of an officer, the matter should be raised with the Parish Clerk. Where the employee concerned is the Parish Clerk, the matter should be raised with the Chairman of the Staffing Committee. If the matter cannot be resolved informally, it may be necessary to raise the concern as a performance matter or to invoke the Council's Disciplinary Procedure, as appropriate to the circumstance.

<b>Adopted:</b>	<b>Minute Reference</b>	<b>Signed by Chair</b>
<b>16<sup>th</sup> May 2022</b>	<b>22/05/20</b>	<b>Duncan Hatfield</b>
<b>15<sup>th</sup> May 2023</b>	<b>23/05/19</b>	<b>Duncan Hatfield</b>
<b>May 2024</b>		

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

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

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