





## Old Marston Parish Council

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

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

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

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

You are hereby invited to attend the annual meeting of OLD MARSTON PARISH COUNCIL to be held **at 19:00 on Monday 4<sup>th</sup> November 2024** in the Mortimer Hall, Oxford Road, Old Marston, OX3 0PH when the following business will be transacted.

Yours faithfully

Tim Cann.  
Parish Clerk.

29<sup>th</sup> October 2024

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

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



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

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

# AGENDA

(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:
  - Use of council email address
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 7<sup>th</sup> October 2024. ([PAGE 5](#))
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. Co-option of two causal vacancies:

## 8. Planning:

**Applications considered between meetings:** NONE.

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

21/03294/FUL – 56 Marsh Lane – [APPROVED](#)

24/01415/FUL – 43 Arlington Drive – [APPROVED](#)

24/02006/FUL – 95 Oxford Road – [APPROVED](#)

24/01797/FUL – 26 Raymund Road – [APPROVED](#)

24/02033/FUL – 44 Arlington Drive – [REFUSED](#)

24/02006/FUL – 95 Oxford Road – [APPROVED](#)

24/02080/FUL – 141 Oxford Road – [APPROVED](#)

### Awaiting Decisions:

20/02457/DEL – Willow Barn, Oxford Road

22/03049/FUL – Land North of Bayswater Brook

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

24/02212/FUL – 44 Arlington Drive

24/02197/FUL – 27 Horseman Close

24/02162/FUL – 65 Oxford Road

P22/S4618/) – Land North of Bayswater Brook

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

- **24/02519/FUL – 4 Mortimer Drive** – Alterations to roof to form hip to gable, formation of 1no. dormer to rear roof slope, Insertion of 2no. roof lights to the front roof slope in association with loft conversion.
- [24/02519/FUL | Alterations to roof to form hip to gable, formation of 1no. dormer to rear roof slope, Insertion of 2no. roof lights to the front roof slope in association with loft conversion. | 4 Mortimer Drive Oxford Oxfordshire OX3 0RR](#)

- **24/02392/FUL – 53 Arlington Drive** – Demolition of existing rear lean-to extension. Erection of a single storey rear extension. Insertion of 1no. window to side elevation.
- [24/02392/FUL | Demolition of existing rear lean-to extension. Erection of a single storey rear extension. Insertion of 1no. window to side elevation. | 53 Arlington Drive Oxford Oxfordshire OX3 0SJ](#)
- [Headington Neighbourhood Area and Forum](#) was approved by Oxford City Council on the 10 September 2014. - An application for the re-designation of the forum and its area has been submitted to the council in accordance with the requirements of the Town and Country Planning Act 1990, which requires neighbourhood forums to reapply every five years. The application is now subject to a public consultation which will take place for the statutory 6 week period from **9 October 2024 to 20 November 2024**.

## 9. Finance:

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

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

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

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

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

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

## 10. Update on Back Lane:

- The remaining work has now been actioned.

## 11. Mill Lane Allotments Maintenance Plan:

- New double gates at both entrances. Need to be higher to prevent climbing over.
- Boundary with Bradlands
- Boundary with Wards
- Scalpings for roadways

**12. Land Maintenance of Parish Council Owned land**

**13. Traffic Management:**

- There has been a request from a resident that the parish council look at installing reactive speed signs in Elsfield Road. This has reminded me that council have not reviewed the results of the traffic monitoring survey done a few months ago.

**14. Governance:**

- **Parish Councillor Alistar Morris:** Alistair was unable to attend the annual parish council meeting where committee memberships were agreed. Alistair would like to remain on the Environment Committee and the Pavilion, Recreation Ground, Allotments & Cemetery Committee. Council needs to agree to co-opt parish councillor Morris onto to these committees.
- **Tendering:** Could we have a clarification of our own rules about tendering, and on what is expected of us if there is a real or perceived conflict of interest?

**15. Clerk's Report**

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

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

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

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

- OALC Newsletter
- Old Marston Parish Council have re-accredited as an Oxford Living Wage employer.
- Correspondence

**Date of next meeting: -**

**PARISH COUNCIL Monday 2<sup>nd</sup> December 2024 7pm in the Mortimer Hall.**

**Minutes of the Old Marston Parish Council Meeting held on the 7th  
October 2024 at the Mortimer Hall from 7:00pm.**

**UNCONFIRMED**

**Present:**

**Parish Council:**

Duncan Hatfield – Chairman  
Martin Smith  
Charlotte Vinnicombe

Pat Hall (Vice-Chair)  
Mick Bates

Mary James  
Charlie Haines

**Oxford City Council: None**

In attendance: Lucy Dalby (Locum Clerk)

Members of Public: 8

24/10/01 Intention to record the proceedings of the meeting: NONE.

24/10/02 Apologies for Absence: Parish Councillors L Upton and A Morris. Oxford City Cllrs M Clarkson, K Robinson and Oxfordshire County Councillor M Lygo

24/10/03 Website and social media:

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

**24/10/04 Public, County & City Councillors & Thames Valley Police participation (if any requests received)**

**a. Thames Valley Police:** No Report received.

**b. County & City Councillor Reports:**

Mary Clarkson – idling buses and blocking site lines. OCC have suggested moving the bus stop to correct this issue. In response to the flooding, she has asked that sand bags be delivered to the houses and that the brook be cleared. Asked that this area is considered vulnerable. Rubbish has been removed from St Nicholas Park and pest controller sent in. Member of the public reported that the rubbish has not been removed. Cllr Hatfield to respond to Cllr Clarkson reporting that the rubbish has not been moved.

**c. Public:**

A resident reported that there will be more than 108 residents living in the paddock area once the building work is complete. Oxford City Council have not spoken to the parish council about this and he has concerns about the road being overwhelmed. He will be writing to the planning department to ask for a meeting to discuss the issue. Residents should make it clear the road is for the residents of Old Marston and not the new occupants. Cllr Hatfield to raise concerns about the narrow road with the city council. Concerns were also raised about the lack of parking. Is it possible to protect green areas.

Who owns Butts Lane? Ask OCC Highways Records.

**24/10/05 Approval of the Minutes of the meeting on the 2<sup>nd</sup> September 2024.**

It was RESOLVED these are a true record.

**24/10/06 Matters arising omitting those for which an agenda heading follows:-**

None.

**24/10/07 Operational Checks:**

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

#### 24/10/08 Co-option of two causal vacancies:

There have been no expressions of interest.

#### 24/10/09 Planning:

**Applications considered between meetings:** NONE.

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

24/01601/FUL – 19A Oxford Road - APPROVED

24/01796/PIP – Land to the Rear of 36 Oxford Road – REFUSED

Oxford 2040 Local Plan – Planning Inspectorate - REFUSED

#### **Awaiting Decisions:**

20/02457/DEL – Willow Barn, Oxford Road

21/03294/FUL – 56 Marsh Lane

22/03049/FUL – Land North of Bayswater Brook

24/01415/FUL – 43 Arlington Drive

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

24/02006/FUL – 95 Oxford Road

24/01797/FUL – 26 Raymund Road

24/02033/FUL – 44 Arlington Drive

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

- **24/02212/FUL – 44 Arlington Drive** – Change of use from dwellinghouse (Use Class C3) to a large House in Multiple Occupation (Sui Generis).  
**Call in as over development due to number of current HMOs on the road.**
- **24/02197/FUL – 27 Horseman Close** – Erection of a single storey rear extension. **NO OBJECTION**
- **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. Formation of new access gate and alterations to right of way. Insertion of 2no. windows to rear elevation. Town and Country Planning Act 1990  
**Call in – due to affecting the main waterline.**
- **24/02163/LBC – 65 Oxford Road** – Demolition of existing garden store to east elevation. Erection of a 1.5 storey extension to east elevation. Erection of a single storey glazed link extension to connect the existing dwelling with the new extension. Formation of gate to north side in association with new right of way. Insertion of 2no. windows to east elevation
- **24/02006/FUL – 95 Oxford Road** – Demolition of existing rear extension. Erection of a single storey side and rear extension incorporating front porch. Demolition of existing shed. Change of use of dwellinghouse (Use Class C3) to a House in Multiple Occupation (Use Class C4). Provision of bin and cycle storage. (amended description) (Part retrospective) **Call in due to concerns about parking and over development. Due to number of existing HMOs**
- **24/02080/FUL – 141 Oxford Road** – Erection of a single storey rear extension. **NO OBJECTIONS**

- **P22/S4618/O – Land North of Bayswater Brook, near Barton** – Outline Planning permission for up to: 1. 1,450 new dwellings (Class C3), 2. 120 units of Assisted Living dwellings, with ancillary communal and care facilities (Class C2/C3), 3. 560 sq.m of new community use buildings (Class F2), 4. 500 sq.m of new commercial/business/service buildings/health provision (Class E), 5. 2,600 sq.m of new Primary School (Class F1), 6. Creation of areas of green infrastructure, including areas of open space, allotments, habitats, recreation facilities and public park areas, 7. Associated transport, parking, access, surface water and utility infrastructure works. Full planning permission for: 1. Change of Use to Class E and associated refurbishment works to the Main Barn and 3no. curtilage barns at Wick Farm, 2. Change of Use to Class F1 and associated refurbishment works to the Wick Farm Well House building, 3. Erection of New Build barn-style building (Class E), 4. Erection of New Build building containing back-of-house facilities for the Main Barn-style building (Class E), 5. Erection of New Build Community Space building (Class F2), 6. Associated transport, parking associated with the local centre, access and utility infrastructure works, 7. Demolition of identified buildings, 8. Associated landscaping, public realm and market garden.(as amended amplified by documentation received 17 August, 19 & 26 September, 29 November 2023 and 3 January, 5, 9, 26, 27 & 28 February, 1 & 7 March and 5 April 2024). (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)

**OBJECT on grounds of concerns about traffic in Old Marston and increased flooding. Agreed to contact Beckley Parish Council to support their objection.**

**Lack of secondary school places also a concern.**

24/10/10 Finance

**BALANCES REPORT**  
As at the 30<sup>th</sup> September 2024

Unity Trust Current Account	3,024.95	
Newbury Building Society	40,339.05	
Skipton Building Society	58,687.24	
Petty Cash	7.79	
<b>TOTAL</b>	<b>£102,059.03</b>	
CiL Money (included in above figures)		<b>£27,272.56</b>

**PAYMENTS AWAITING APPROVAL**

The following accounts to be paid:	£ Incl. VAT
Clerk's Pay Including Expenses, Pension, etc. – September 2024	
Mrs Pritchard (donation towards Food Larder)	1,000.00
GDT Fire Extinguishers (Annual Service)	85.20
Moore (External Auditor Fee)	378.00
OALC (DH Training)	12.00
<b>TOTAL</b>	<b>£13,152.42</b>
<b>Petty Cash Expenditure:</b>	<b>NONE</b>
<b>INCOME:</b>	



Skipton Building Society (Interest)	1,482.92
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## RESERVES

Total Balances	£102,059.03
General Reserves	£31,216.00
Fixed Asset Reserves	£10,000.00
Emergency Reserve	£10,000.00
Total	£50,843.03

- a. It was RESOLVED to accept these accounts.
- b. It was RESOLVED to spend £2,000 on fireworks.

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

Following the public meeting it was agreed to cut back Back Lane. The quote of £1200 for the work from Dennis Ward was approved as a matter of urgency on health and safety grounds. Long term management needs to be agreed with the City and County Councils. Accessibility also needs to be considered.

### 24/10/12 Governance:

- **Parish Councillor Alistair Morris:** Alistair was unable to attend the annual parish council meeting where committee memberships were agreed. Alistair would like to remain on the Environment Committee and the Pavilion, Recreation Grounds, Allotments & Cemetery Committee. Council needs to agree to co-opt parish councillor Morris onto to these committees.  
**Postponed until Cllr Morris is present**
- **Future venue:** Council is contracted to the end of the year for full council meetings to be held at the Mortimer Hall. After the meeting on Back Lane in the Roy Garner Pavilion some people commented on being able to hear everyone better. **Matter was discussed and it was agreed to consider improving acoustics in the Mortimer Hall rather than moving.**

### Cllr Smith left the meeting

### 24/10/13 Playgrounds & Burial Ground:

- Request for prepurchase of burial plot from lady living in Harlow Way. Approved
- Quote for works to burial ground accepted as discussed at the last meeting.

### 24/10/14 Clerk's Report

The report was noted

### 24/10/15 Reports from Members:

- Feedback from meeting city councillor Kate Robinson arranged with Youth Ambition – going to come back about a youth outreach worker. Meeting with the police to discuss youth crime in the area.
- PTR meeting on November 19<sup>th</sup>. Complaints have been received about the X3 which will be reported.

- Mortimer Hall - Portrait of the King to be put up in the corridor and there has been more discussion about the car park being blocked off.

**24/10/16 Plus, anything of an urgent nature which has come to the Clerk's attention since the agenda was set.**

Nothing

**24/10/17 Information sharing (including correspondence)**

- OALC Newsletter
- Old Marston Parish Council have been re-accredited as an Oxford Living Wage employer.
- Correspondence

**24/10/18 Items for report and next agenda –**

- Allotments,
- Reactive speed signs,
- Flooding (public meeting need to speak to Highways re flooding in Marston),
- Report trailers to Gypsy and Traveller services/police.
- Burial Area plans.

**24/10/19 Date of next meeting:** - Monday 4<sup>th</sup> November 2024 19:00 in Mortimer Hall.

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

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

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

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

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

[RETURN TO AGENDA](#)

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## Parish Clerk Report November 2024

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"> <li>1. COMPLETED</li> <li>2. Property owner agreed.</li> <li>3. Planning permission not needed however advertisement permission is.</li> </ol>	YES
23/03	Biodiversity Survey	Emailed Wild Oxfordshire who suggested finding a school who run a Forest School.	
23/05	Tender for Table Tennis Surround	Asked Harlequin for tender.	
23/06	Enclosed Waste Bins/ Recycling Bins	Costings and options are being collated for covered bins for the Mortimer Hall Recreation Ground and Boults Lane Recreation Ground. The contractor has also been contacted with regards to the implications to having recycling bins.	
23/07	Tender for Boults Lane Fence (on allotment boundary behind old pavilion site) & Shuttering.	Tenders being sort for wooden post & rail fence and hedge.	
23/08	Tender for work on Boults Lane Car Park	COMPLETE	YES
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.	
23/12	Pavilion – Tender for Roof	COMPLETE	YES
23/13	Pavilion – Tender for Outside Tap	Awaiting Work to be done.	
23/20	Communications Boards	18 April - Emailed Thomley Hall. Awaiting reply. Tel 12 June no answer.	
23/26	Kissing Gate on Right of Way through to CPF Allotments	As it stands: <ul style="list-style-type: none"> <li>• Despite several email and telephone calls to the contractor no further forward.</li> </ul>	
23/27	Additional Tables in MH Recreation Ground		

23/28	Additional Street lights in Mill Lane		
23/29	43 <sup>rd</sup> Scout Group Lease	Awaiting confirmation from Scout Association agreement.	
23/30	Reactive Speed sign(s) along Oxford Road, through the village, to encourage drivers to slow down	Emailed Vicki Neville & Christian Mauz County	
23/31	CCTV to properly manage speeding traffic through the village:	Emailed Vicki Neville & Christian Mauz County	
23/32	Parking on Elsfield Road: could double yellow lines be extended the length of the Elsfield Road	County Council have advised that any alterations to the CPZ would be subject to additional funding being found.	
23/33	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.	
23/39	Right of Way on Park Farm	Clerk working on County Council Form	
23/40	Elsfield Road Bus Stop Window	Perspex needs replacing.	
23/44	Dead tree in MH Rec	Permission has been granted.	YES
24/001	Boults Lane Barrier Lock	There have been recent issues with the lock. I am looking at cost of new lock with same keys.	

Black – Ongoing Blue – Actioned

RED – Completed

Green – New for this month.

[RETURN TO AGENDA](#)