





Old Marston Parish Council

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

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

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

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

You are hereby invited to attend the meeting of OLD MARSTON PARISH COUNCIL to be held **at 7:00pm on Monday 4th December 2023** in Mortimer Hall, Oxford Road, Old Marston, OX3 0PH when the following business will be transacted.

Yours faithfully

Tim Cann.
Parish Clerk.

28th November 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.



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: LM, PH
3. Web Site, Facebook, and other social media.
4. Public, County & City Councillors & Thames Valley Police participation (if any requests received)
 - a. Thames Valley Police
 - b. County & City Councillors Report(s)
 - c. Public
5. Approval of the Minutes of the meeting on the 6th November 2023 ([Page 6](#))
6. Matters arising omitting those for which an agenda heading follows:-
 - Right of Way
7. Operational Checks:
 - Weekly operational checks on the defibrillator have been carried out.
 - Weekly operational checks on the play equipment have been carried out.
8. Planning:

Applications considered between meetings: NONE.

Decisions: (Click to see reasons for refusal)

23/02155/FUL – 2 Mortimer Drive – REFUSED ([Page 11](#))

Awaiting Decisions:

20/02457/DEL – Willow Barn, Oxford Road

21/03294/FUL – 56 Marsh Lane

22/03049/FUL – Land North of Bayswater Brook

23/02017/FUL – 21 Haynes Road

23/01414/VAR – Marston Paddock

23/02294/DEL – 46 Oxford Road

23/02480/FUL – 32B Oxford Road

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

 - **23/02480/FUL – 32B Oxford Road** – Erection of a single storey rear extension. Removal of existing front porch canopy and formation of a front porch. Alterations to fenestrations. (Amended description and plans).
 - [23/02480/FUL | Erection of a single storey rear extension. Removal of existing front porch canopy and formation of a front porch. Alterations to fenestration and rainwater goods. \(Amended description and plans\). | 32B Oxford Road Old Marston Oxford Oxfordshire OX3 0PQ](#)
 - **23/02518/FUL – 28 Cavendish Drive** – Enlargement of front porch. Removal of front boundary wall to allow for car parking access. Provision of cycle store (Part Retrospective).
 - [23/02518/FUL | Enlargement of front porch. Removal of front boundary wall to allow for car parking access. Provision of cycle store \(Part Retrospective\). | 28 Cavendish Drive Oxford Oxfordshire OX3 0SD](#)

- **23/02532/FUL – 68 Elms Drive** – Demolition of garage. Erection of part single part two storey side extension. Alterations to rear fenestration. Provision of bin stores to front.
- [23/02532/FUL | Demolition of garage. Erection of part single part two storey side extension. Alterations to rear fenestration. Provision of bin stores to front. | 68 Elms Drive Oxford Oxfordshire OX3 0NL](#)
- **23/02460/ADV – Bus Shelter Outside 4 Elsfield Road** – Display of a community notice board on the back wall of the existing bus shelter. (An initial examination of the application form (and accompanying plans and documents) indicated that it complies with statutory requirements. If on further examination it is found not to comply, a further communication will be sent to you as soon as possible. I shall assume that you agree with the description of the proposal unless you advise me otherwise within 7 days. Unless your application is subsequently found to be invalid you should be notified of your decision by 15th January 2024. If for any reason it is not possible to determine your application within the time limit, you will be requested to agree with an extension of time. If you do not agree to an extension of time you may appeal to the Secretary of State for the Environment, Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6PN by notice sent within eight weeks from 15th January 2024 (unless the application has already been referred to him by this authority).
- [23/02460/ADV | Display of a community notice board on the back wall of the existing bus shelter. | Bus Shelter Outside 4 Elsfield Road Oxford Oxfordshire](#)

9. Consultation:

- **Draft Oxford Local Plan 2040.**
[Oxford Local Plan 2040 | Oxford Local Plan 2040 | Oxford City Council](#)
- **Partial CIL Charging Schedule Review.**
[Community Infrastructure Levy \(CIL\) Partial Review Draft Charging Schedule Consultation | Community Infrastructure Levy \(CIL\) Partial Review Draft Charging Schedule Consultation | Oxford City Council](#)

10. Community Needs Survey:

- [Results](#)
- [Appendix](#)

11. Finance:

Bank balance as at 29/11/2023 –

Unity Trust Account £41,852.65 (incl. CIL Money) £27,272.56 Petty Cash £66.84

Newbury Building Society A/c £85,339.05,

Skipton Building Society A/c £22,333.50.

The following accounts to be paid:	£ Incl. VAT
Clerks Pay Including Expenses, Pension, etc. – November 2023	
M&S (Mr Cox 'Thank You')	150.00
BestHost (Website Hosting & Email addresses)	159.00
OALC (Training – MS)	384.00
Mr D. Ward (Preparing Wild Strip)	400.00
BT (Office Phone)	7.50
TOTAL	£3,186.94
Petty Cash Expenditure:	
Oxford Bus Company (Clerk's Ticket to County Hall)	4.00
INCOME:	
Newbury Building Society (Annual Interest)	2,702.98

- a. Approval of payments
 - b. **Bank Authorisation, Finance Committee and Staffing & Standards Committee:** Council need to appoint a new bank authorisation and someone onto the Finance Committee and S&S committee.
 - c. **Newbury Building Society Account:** With interest the balance now stands at above the FSA protected £85,000. Council needs to decide where it wishes additional funds to be transferred to.
 - d. **Donation to Royal British Legion for wreaths.**
12. **OMMLAA AGM** ([Page 11](#))
13. **Clerk's Report** ([Page 12](#))
14. **Report from Members:** Update from councillors representing the council on external bodies should the respective organisation have met.
15. **Plus, anything of an urgent nature which has come to the clerk's attention since the agenda was set.**
- Council/Finance Committee need to decide when it is meeting, Monday 18th December possible
16. **Information sharing (including correspondence)**
- Rural Services Network Digest etc,
- OALC Newsletter
 - [Correspondence](#)
- Date of next meeting:** - Monday 8th January 2024 7pm in the Mortimer Hall.

MINUTES

Minutes of the Old Marston Parish Council Meeting held on the 6th November 2023 at the Mortimer Hall from 7:00pm.

CONFIRMED

Present:

Parish Council:

Duncan Hatfield (DH) – Chairman

Mary James (MJ)

Peter Williams (PW)

Alistair Morris (AM)

Charlotte Vinnicombe (CV)

Skye Denno (SD)

Mick Bates (MB)

Charlie Haynes (CH)

Oxford City Council: Mary Clarkson

In attendance:

Tim Cann (Clerk)

Members of the Public: 5

23/11/01 Intention to record the proceedings of the meeting: NONE.

23/11/02 Apologies for absence: Parish Councillors Louise Milford & Pat Hall – Unwell, Oxfordshire County Councillor Mark Lygo – County Council commitments.

23/11/03 Website and social media: DH advised there is always new information being posted on website. Facebook followers have increased.

23/11/04 Public, County & City Councillors & Thames Valley Police participation (if any requests received)

a. Thames Valley Police: No Report received.

b. County & City Councillor Reports:

- **Report from City Councillor Mary Clarkson:** Mary confirmed the judicial review on Almond Farm had dismissed the appeal therefore the development can proceed. The street lighting along the stretch of the cycle route over the Mesopotamia are not working. This has been reported and being investigated.
- **City Councillor Alistair Morris:** reported that the Local Plan through to 2040 was being discussed by the city council and there will be consultation.

c. Public:

No members of the public wished to speak.

23/11/05 Minutes of the Parish Council Meeting held on 2nd October 2023.

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

23/11/06 Matters Arising (omitting those for which an Agenda heading follows):

- Boults Lane Recreation Ground play equipment repair work has been completed.
- Right of Way: The clerk had heard nothing from Charlotte Richie with an update.

23/11/07 Operational Checks:

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

23/11/08 Co-option to fill a casual vacancy:

- All members of the public and candidates left the room.

- Each candidate was asked to enter and give a brief resume of themselves and ask/answer any questions.
- Members of the public and all candidates returned.
- It was **RESOLVED** that Martin Smith be coopted as a parish councillor on Old Marston Parish Council until the next full election.
- DH thanked all candidates for applying. It had been a very difficult decision to make and hoped the unsuccessful candidates would stand in the future.
- The clerk will get the appropriate forms to Martin Smith along with a copy of standing orders, financial regulations and policies.

23/11/09 Planning:

Applications considered between meetings: NONE.

Decisions:

23/01314/FUL – 2 Broughton Close – APPROVED

23/01990/FUL – 82 Arlington Drive – APPROVED

Awaiting Decisions:

20/02457/DEL – Willow Barn, Oxford Road

21/03294/FUL – 56 Marsh Lane

22/03049/FUL – Land North of Bayswater Brook

23/02017/FUL – 21 Haynes Road

23/02155/FUL – 2 Mortimer Drive

Applications to be decided:

23/01414/VAR – Marston Paddock – Variation of condition 2 (Approved plans) of planning permission 21/02580/FUL (Full planning permission for the erection of 40 residential dwellings (Class C3), access arrangements and public open space, landscaping, associated infrastructure and works including pedestrian and cycle routes) to allow amendments to size of substation, units 01-10 and 25-40 and balconies on units 11-24, removal of rooflights, alterations to entrance under croft to contain bin and bike storage, relocation of ASHP to rear of unit. Alterations to site level, paving and removal of footpath to rear of apartment block Units 11-24 (Amended Plans). – **NO OBJECTIONS**

23/02294/DEL – 46 Oxford Road – Erection of 1 x 2 Bed bungalow (use class C3) Provision of means enclosure, landscaping and bin and cycle storage. – **OBJECTION TO UNSUITABLE VEHICLE ACCESS: SIZE OF SITE FOR RESIDENTIAL PROPERTY. ASKED IF THIS COULD BE CALLED IN.**

- **23/02480/FUL – 32B Oxford Road** – Erection of a single storey rear extension. Removal of existing front porch canopy and formation of a front porch. Formation of a rear shed. Alterations to fenestrations. – **NO OBJECTION.**

Decisions: (Click to see reasons for refusal)

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

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

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

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

23/01439/FUL – 60 Cherwell Drive – **REFUSED**

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

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

Awaiting Decisions:

20/02457/DEL – Willow Barn, Oxford Road

21/03294/FUL – 56 Marsh Lane

22/03049/FUL – Land North of Bayswater Brook

a. Meeting Protocol: It was **RESOLVED** to adopt the following:

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b. **Register of Interest:** It was **RESOLVED** the clerk will circulate the current Register of Interest to each councillor for them to update and return.

23/11/11 Finance: Bank balance as at 29/10/2023 –

Unity Trust Account £41,852.65 (incl. CIL Money) £27,272.56
 Newbury Building Society A/c £82,636.07, Petty Cash £66.84
 Skipton Building Society A/c £22,333.50.

The following accounts to be paid:	£ Incl. VAT
Clerks Pay Including Expenses, Pension, etc. – October 2023	
Playdale Playgrounds Ltd (Repair damage to BL Equipment)	689.32
Oxford City Council (Cemetery Business Rates)	105.00
JDP Solutions) (Cycling Parking Signs)	72.00
BGG (Grass Cutting for September)	264.00
Total Pest Control (Quarterly Charge)	177.60
SLCC (Clerk's Membership)	222.00
SLCC Enterprises (Training)	108.00
TOTAL	£3,711.28
Petty Cash Expenditure:	
Oxford Bus Company (Clerk's Ticket to County Hall)	4.00
INCOME:	

- a. Approval of payments
- b. Community Market: DH confirmed that it was a very good event and well attended. The organisers are looking at holding a further three events. The council reviewed the expenditure and it was **RESOLVED** the remaining balance of money would be kept by the organisers for future events.

23/11/12 Oxfordshire County Council moving traffic offences:

- It was **RESOLVED** that all parish councillors are co-opted onto the planning committee. Any councillor not wishing to be on the committee needs to confirm to the clerk.
- It was **RESOLVED** that a planning committee meeting will be arranged to discuss the traffic implications of the Almond Farm development and potential future developments. The clerk will try and get someone from Oxford City Council planning and Oxfordshire County Council highways to attend.

23/11/13 Pavilion, Recreation Grounds, Allotments & Cemetery Committee meeting:

- The draft minutes of the committee meeting held on Monday 30th October were reviewed and the following recommendations accepted:
 - To accept the tender of £3,250.00 to complete the patio, subject to the clerk getting the tender made out to the council.
 - To purchase three picnic benches for the Mortimer Hall Recreation Ground (locations to be confirmed).

23/11/14 Environment Committee meeting:

- The draft minutes of the committee meeting held on Monday 30th October were reviewed and the following recommendation accepted:
 - It was **RESOLVED** a tour of parish council owned land would take place on Saturday 3rd February 2024 at 2pm.

23/11/15 Clerk's Report:

- **The Clerk ran through various items where actions had been taken:**
 - Elsfield Road Bus Stop Noticeboard: The advertising application form has been returned as a location map, showing scale and compass direction, was needed.
 - Salford Road Noticeboard: The clerk informed the council that he had spoken to the resident in Salford Road and he was happy for a noticeboard to be erected on the wall of his property.
 - Tree Stock Location Project: The local cub group had completed Boults Lane Recreation ground. Now waiting for the local scout group to do the Mortimer Hall Recreation ground trees.
 - Boults Lane CCTV: The clerk had met with the intruder alarm company, who also install CCTV. He advised that there would be a safeguarding issue to have any cameras recording a recreation/play area.
 - The consultation process to remove the dead tree in the Mortimer Hall recreation ground had now lapsed so the tree can be removed.

23/11/16 Report from members:

- MJ advised that the county council public transport meeting is tomorrow.

- CV advised that the Parish Forum meeting is next Monday.
- DH advised that the Mortimer Hall Management committee were meeting later in the month to discuss a five-year plan.

23/11/17 Youth Worker:

- DH stated about the various instances of antisocial behaviour and proposed the council investigate employing the services of a youth worker. Possibly in partnership with St Nicholas Church and/or county youth services. Designed to build links with local youths and find out if the parish council can do anything practical to meet local needs. After some discussion it was **RESOLVED** this would be deferred until the December meeting, when the Community Needs Survey results had been processed.

23/11/18 Christmas Buffet:

DH advised the council that he would like to invite members of the Mortimer Hall committee. It would give an opportunity to mix socially and, hopefully, rebuild bridges. It was **RESOLVED** that DH will invite members of the hall committee and it be at the Red Lion.

23/11/19 Plus anything of an urgent nature which has come to the clerk's attention since the agenda was set:

- Wildflower strip in Boults Lane Recreation Ground: It was **RESOLVED** the clerk get quotes to prepare and resow wildflowers in the Spring.

23/11/20 Information Sharing:

- OALC Newsletter: Already sent.
- DH mentioned the security lights on the pavilion.
- CV advised that the rubbish bins were still not being emptied regularly.
- SD advised that there is a carol and mince pie in Bradlands at 3pm on the 18th December.
- The clerk informed the council that the half year accounts had been sent to the internal auditor for the interim review.
- The clerk advised that he had been approached by Littlemore Parish Council to give them assistance with their budget setting and precept. This will be temporary and the clerk will be paid directly from Littlemore Parish Council.

23/11/21 Date of next meeting:

- Monday 4th December 2023 at 7pm in Mortimer Hall.

MEETING CLOSED: 8:42pm

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

PLANNING DECISIONS

23/02155/FUL – 2 Mortimer Drive – REFUSED

REASONS :

1 Because of its 3m height, 10m depth and its position directly on the boundary to the east, the proposed building would create an overly intrusive and oppressive impact on the gardens of houses at 104 and 106 Oxford Road that would be experienced as overshadowing, overbearing and unduly enclosing as well as reducing views out of the area and compromising views of the mature Ash tree at the rear of the garden at 106 Oxford Road all to the unacceptable detriment of residential amenity for the occupants of those houses contrary to the aims of Policy H14 and RE7 of the Oxford Local Plan 2036.

[RETURN TO AGENDA](#)

OMMLAA 2023 AGM

The chairman and clerk attended the Annual General meeting of Old Marston Mill Lane Allotments Association on Thursday 23rd November.

It is a very active, well-run association with dedicated and committed officers.

Bullet points to come from the meeting for Council to review:

- A higher entrance gate is needed,
- There are various gaps in the hedge which need addressing,
- The boundary along south side, with Bradlands and Wards Mobile Home Park, needs attention,

[RETURN TO AGENDA](#)

Parish Clerk Report December 2023

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	1. Application has been submitted. 2. Awaiting confirmation that property owner is happy for noticeboard. 3. Planning permission not needed however advertisement permission is.	
23/03	Biodiversity Survey	Emailed Wild Oxfordshire who suggested finding a school who run a Forest School.	
23/04	Tree Stock Identification	The local Cub group have identified the trees in Boults Lane Recreation Ground. Waiting for local scouts to do the Mortimer Hall Recreation Ground.	
23/05	Tender for Table Tennis Surround	This was going to be rubber matting however tenders are now being sort for a surround.	
23/06	Enclosed Waste Bins/ Recycling Bins	Costings and options are being collated for covered bins for the Mortimer Hall Recreation Ground and Boults Lane Recreation Ground. The contractor has also been contacted with regards to the implications to having recycling bins.	
23/07	Tender for Boults Lane Fence (on allotment boundary behind old pavilion site) & Shuttering.	Tenders being sort for wooden post & rail fence and hedge.	
23/08	Tender for work on Boults Lane Car Park	Tender recently received. Looking for further tenders.	
23/09	Pavilion – Tender for Door Bar	Awaiting tender	
23/10	Pavilion -Tender for Barrier Wheel	Looking for replacement wheel for barrier as current one worn out.	
23/11	Pavilion – Tender for officials changing room floor	Completed.	Y
23/12	Pavilion – Tender for Roof	Awaiting dry weather.	
23/13	Pavilion – Tender for Outside Tap	Awaiting tender	
23/14	Community Survey	CV and Clerk compiling results.	

23/20	Communications Boards	18 April - Emailed Thomley Hall. Awaiting reply. Tel 12 June no answer.	
23/26	Kissing Gate on Right of Way through to CPF Allotments	As it stands: <ul style="list-style-type: none"> Despite several email and telephone calls to the contractor no further forward. 	
23/27	Additional Tables in MH Recreation Ground		
23/28	Additional Street lights in Mill Lane		
23/29	43 rd Scout Group Lease	Awaiting confirmation from Scout Association agreement.	
23/30	Reactive Speed sign(s) along Oxford Road, through the village, to encourage drivers to slow down	Emailed Vicki Neville & Christian Mauz County	
23/31	CCTV to properly manage speeding traffic through the village:	Emailed Vicki Neville & Christian Mauz County	
23/32	Parking on Elsfield Road: could double yellow lines be extended the length of the Elsfield Road	County Council have advised that any alterations to the CPZ would be subject to additional funding being found.	
23/33	Can the sign leading into the village from Elsfield Road be changed to saying 'OLD MARSTON ONLY	Emailed Vicki Neville & Christian Mauz County.	
23/35	Flooding on MH Recreation Ground	Clerk to contact Highways. Emailed Ewan Siret 12.6	
23/36	Boundary hedge with Red Lion	Clerk seeking quote.	
23/37	NO DOGS sign in MH Play area	One has been ripped off so replacement ordered. 4 x Metal received.	Y
23/38	Wildflower area in BL Rec	Initial work done.	
23/39	Right of Way on Park Farm	Charlotte Richie leading this.	
23/40	Elsfield Road Bus Stop Window	Perspex needs replacing.	
23/41	BL CCTV	Advice is there would be a safeguarding issue with CCTV overlooking a play area/recreation ground.	

23/42	BL Play Area (RoSPA Report)	Weeds growing through play area surface. Weed killed 29 August	Y
23/43	Newsletter		
23/44	Dead tree in MH Rec	Permission has been granted. Getting cost for felling.	

Black – Ongoing Blue – Actioned

RED – Completed

Green – New for this month.

[RETURN TO AGENDA](#)

Old Marston Parish Council – Calendar of Meetings 2023/24

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

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

The above are the standard meeting dates schedules for 2023-24.

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

Finance Committee:

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

Recreation Grounds, Cemetery & Pavilion Committee:

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

Staffing & Standards Committee:

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

Planning Committee: When necessary.