





## Old Marston Parish Council

Tim Cann. PSLCC. Clerk & RFO to Old Marston Parish Council  
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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.

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 8<sup>th</sup> April 2024** in the Mortimer Hall, Oxford Road, Old Marston, OX3 0PH when the following business will be transacted.

Yours faithfully

Tim Cann.  
Parish Clerk.

2<sup>nd</sup> April 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: **LM, LU**
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 4<sup>th</sup> March 2024 [\(Page 7\)](#)**
6. **Matters arising omitting those for which an agenda heading follows:-**
  - Traffic Monitoring: Provisionally booked to run on or after the 22<sup>nd</sup> April to avoid any holiday periods.
  - Naming of Marston Paddock: Fishers Vale has been chosen.
  - Royal Photograph Ordered.
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)

## **Awaiting Decisions:**

20/02457/DEL – Willow Barn, Oxford Road  
21/03294/FUL – 56 Marsh Lane  
22/03049/FUL – Land North of Bayswater Brook  
23/02294/DEL – 46 Oxford Road  
24/00268/FUL – 82 Arlington Drive  
24/00331/FUL – 1 Fairfax Avenue  
24/00220/FUL – 27 Marsh Lane  
24/00301/FUL – 1A Mill Lane  
24/00332/FUL – 44 Arlington Drive  
24/00376/FUL – 3 Little Acreage  
24/00325/CEU – 14 Salford Road

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

- **Feedback from meeting with Lucy Development**
- **24/00542/FUL – 14 Beechey Avenue** - Erection of a single storey rear extension and a first-floor rear extension. Alterations to hip to gable. Formation of 1no. rear dormer in association with a loft conversion. Insertion of 2no. rooflights and alterations to 1no. rooflight to front elevation. Removal of 1no. window to side elevation.
- [24/00542/FUL | Erection of a single storey rear extension and a first floor rear extension. Alterations to hip to gable. Formation of 1no. rear dormer in association with a loft conversion. Insertion of 2no. rooflights and alterations to 1no. rooflight to front](#)

[elevation. Removal of 1no. window to side elevation. | 14 Beechey Avenue Oxford Oxfordshire OX3 0JU](#)

- **24/00430/FUL – 95 Oxford Road** – Erection of a single storey side and rear extension incorporating front porch.
- [24/00430/FUL | Demolition of existing rear extension. Erection of a single storey side and rear extension incorporating front porch. Demolition of existing shed. \(Ref No. 24/00430/FUL\) \(amended description\) | 95 Oxford Road Old Marston Oxford Oxfordshire OX3 0RA](#)
- **24/00431/FUL – 52 Oxford Road** – Demolition of existing rear lean-to. Erection of a single storey rear extension. Alterations to 1no. window to side elevation.
- [24/00431/FUL | Demolition of existing rear lean-to. Erection of a single storey rear extension. Alterations to 1no. window to side elevation. | 52 Oxford Road Old Marston Oxford Oxfordshire OX3 0RD](#)

**9. Pavilion, Recreation Grounds, Allotments & Cemetery Committee:**  
**To review the draft minutes of the P, RG, A&C committee meeting held on the 20<sup>th</sup> March 2024: [\(PAGE 26\)](#)**

**a. Entrance Barrier to side door of pavilion:**

- Tender One – Metal Handrail £2,000 + VAT,
- Tender Two – Timber handrail £1,800 + VAT,
- Tender Three – Galvanised steel handrail £1,500.00 no VAT,
- Tender Four – Wooden handrail £1,350.00 no VAT.

**Recommendation: Defer for the clerk to get tenders to include increasing step width.**

**b. Water Tap: Outside tap to the clubhouse Tender £500.00 + VAT**

**Recommendation: To accept tender to remove old pipe and tap and install new subject to tap being locking.**

**c. External Lighting: Complaints about brightness.**

**Recommendation: to put tinted film over lights to reduce glare**

**d. Roof: Leaks in various places.**

**Recommendation: to defer decision until tender(s) received.**

**e. Car Park area**

- Tender One: Temporary fix in the electricity trench and any material left over to top up the more severe potholes £1,900.00 + VAT.

**Recommendation: to defer decision until further tenders received.**

**f. Hedge Boundary: 15 Clays Close:**

**Recommendation: to accept tender of £350.00 to cut back hedge.**

**g. Mortimer Hall Recreation Ground**

- **Basketball Court Lighting:** A request has been received asking if the court can be lit. A tender for 2 x solar lighting of £3,338.40 + VAT has been received.

**Recommendation: To decline installing lights.**

- **Boundary Fencing with Red Lion:** Tender for security metal fencing 2mtr high £2669.30 + VAT + Installation

**Recommendation: Defer decision until after a site visit and the clerk has costing for installation.**

**h. Grass Cutting & Litter Picking Contract:**

- **Tender One:** Ground maintenance at Old Marston Parish Council for the term 1st April 2024 to 31st March 2025 is Mill Lane playing field, Boults Lane recreation ground, Mortimer Hall recreation ground and play area which is to be done once a week at £185.00 plus VAT per cut at all three sites and to strim round all obstacles 13 times during

the contract. To cut cemetery grass a maximum of 25 times during the contract at a cost of £80.00 + VAT per cut. To litter pick all areas at a cost of £75.00 plus VAT per visit.

- **Tender Two:** A day for a tractor operator, triple operator and 2 back up e.g. strimmers and blower Total £881+vat (based on tractor and team of 3). This would cover the 3 play areas. 2 mower operators and 2 strimmers to cut the cemetery. Disposal fee based on 4 tonnes. 4 people for a day. Total £1,037+vat Total per cut: £1,918 + VAT

**Recommendation: to accept tender one.**

**i. Review of Burial Fees:**

**Recommendation: to increase all fees by 5%.**

- **CURRENT** ([PAGE 28](#))
- **PROPOSED.** ([PAGE 29](#))

**j. Mill Lane Allotment Site Visit.**

**Recommendation: to visit allotment site as a committee.**

- k. Cemetery flooding:** PH informed the committee that husband and grave next door continually floods after rain. When water does recede, the headstones are dirty. She has asked if soil can be added to level off the area or have the headstone taken up, install concrete base. Also branches of the tree continually falling over grave. ([PICTURE](#))

**10. Investigate employing someone to pick up grass cuttings around the parish after the verges have been cut.**

**11. Finance:**

- a. Accounts Balance Report. ([Page 29](#))
- b. Payments awaiting approval. ([Page 29](#))
- c. Reserves Report & Risk Assessment ([Page 29](#))
- d. Grant Funding:
  - Court Place Farm Allotments Association.

**12. Streetlight:** A request has been received for an additional streetlight at the end of Gordon Close. If solar need to email asking for permission to install a solar unit. If mains power one need to email OCC asking for a quote which will include 30 years maintenance from OCC

**13. Cycle Racks inside the Mortimer Hall Recreation Ground**

**14. Community Engagement:**

Further to the Parish Council's enquiry about increasing the content of within the Marston Times would increase the cost:

Costs are:

a print run of	8pp	12pp
1600 copies	£312.61	£448.66
1700 copies	£325.98	£467.59
1800 copies	£339.28	£486.24

Currently order 1800 for each quarterly run, which gives about 50 spare copies for leaving in church.

**15. Hedge work at 15 Clays Close: Tender of £350 no VAT**

**16. Clerk's Report** ([Page 31](#))

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

- **Parish Councils' Forum:**

- Grass Verges: The county council is only paying for one cut per year. The city council have budgeted for an additional cut. It was mentioned that, if a parish council wishes, it could contribute to the city council for additional cut(s).
- Child Poverty in Oxford: The city council are working with other agencies to help relieve child poverty.
- Future agenda items: Any suggestions for items to be included in future meetings.

- **Public Transport**

**18. Hedgehog Highway Project:** [See details](#)

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

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

Rural Services Network Digest etc,

- OALC Newsletter
- Correspondence
- MSFC are looking to organise a darts team which will play on a Tuesday evening, while first team are training. They have asked if the parish council would have issues with this.

**Date of next meeting:** - Monday 13<sup>th</sup> May 2024 7pm in Mortimer Hall.

**Minutes of the Old Marston Parish Council Meeting held on the 4<sup>th</sup>  
March 2024 at the Mortimer Hall from 7:00pm.**

**UNCONFIRMED**

**Present:**

**Parish Council:**

Duncan Hatfield (DH) – Chairman  
Pat Hall (PH) (Vice-Chair)  
Peter Williams (PW)  
Mick Bates (MB)

Charlotte Vinnicombe (CV)  
Mary James (MJ)  
Martin Smith (MS)  
Skye Denno (SD)

**In attendance:**

Tim Cann (Clerk)

Members of the Public: 6

**24/03/01 Intention to record the proceedings of the meeting:** NONE.

**24/03/02 Apologies for absence:** Parish Councillors Louise Milford – unwell, Alistair Morris – Unwell, Louise Upton – clash of meetings, Charlie Haynes – prior engagement, Oxfordshire County Councillor Mark Lygo – On vacation.

**24/03/03 Website and social media:** DH advised the council that there had been some issues with people trying to hack into the website, however, they had been unsuccessful. Facebook has over 350 followers and Twitter 870.

**24/03/04 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:** as Mary was going to be late, the clerk read out Mary's report:

Anti-social behaviour in Old Marston Village: I have received complaints about a few boys (age 11-12) hanging around in the alleyway between Harlow Way and Church Lane, damaging residents' shrubs and climbing on a shed roof. The complainant has raised this with Thames Valley Police. I have also raised it with the City Council's anti-social behaviour team. I have told residents that it is essential to gather more information about where the boys live so that perhaps they can be identified and the ASB Team and Police can talk to them and their parents.

Marston Paddock: I had a meeting on 27<sup>th</sup> February with the Customer Liaison Officer and members of the construction team from Lucy's to discuss the problems associated with the building work.

- The Lucy's team will move onto the site at the beginning of April when the groundworks are completed.
- There have been no complaints about bad parking and obstructions for about a month. There had been some complaints about lorries leaving their engines running while waiting to access the site before the stipulated start time of 0900. This is no longer happening. Any complaints should be made to Ed Houghton ([customerservices@lucydevelopments.com](mailto:customerservices@lucydevelopments.com)).
- Wheel washing was not initially being done onsite but it is now;
- There is likely to be some delay and inconvenience for residents of St Nicholas Park when a water pipe is taken into the site. Lucy's need to apply for a licence for this. Residents will receive communications on this.
- Lucy's have had a meeting with the manager of St Nicholas Park who is happy to act as a post box for residents and to pass on concerns.

- I raised the issue of anti-social behaviour with Lucy's as I had received a complaint that local youths were trying to access the site. There are several monitored CCTV cameras onsite which produce high quality pictures and it may be worth publicising this more widely to deter potential trespassers.
- I also raised the issue of parking when sub-contractors come onsite, given that this was a significant problem when the Swan School was being built. Lucy's explained that they have induction training for all drivers to explain the rules about accessing the site. There will also be sufficient onsite parking for sub-contractors and for material storage so the same problems should not occur.

**Meeting with Oxfordshire County Council to discuss school run parking in Old**

**Marston**: On 26<sup>th</sup> February, I attended a meeting with the Clerk, Charlotte Vinnicombe and the Head of St Nicholas' Primary School to discuss school run traffic. A representative of the Swan School was unable to attend and we hope to arrange a separate meeting with them.

We discussed the possibility of setting up a School Streets scheme for St Nicholas. Most such schemes are now being enforced by ANPR rather than by relying on volunteers. It was accepted that there will always be a number of taxis which drive to St Nicholas School as they need to take pupils to the autism base there. A 'white list' of exempted number plates can be set up. The cost of such a scheme is £75,00-£100,000.

**c. Public:**

- David Baldwin, tree officer for Oxford City Council, spoke about the overhanging trees along the bus route running through the village. Stagecoach bus company are planning to run a double decker service along the route and several trees are in danger of damaging the buses. Stagecoach will be delivering leaflets to residents about the issue. There were concerns about it being a conservation area and whether double decker buses were suitable for the route.

**24/03/05 Minutes of the Parish Council Meeting held on 5<sup>th</sup> February 2024.**

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

**24/03/06 Matters Arising (omitting those for which an Agenda heading follows):**

- **Parish Councillor Louise Milford**: The clerk informed the council that Louise Milford is unwell and has asked for dispensation from council meetings during her illness. It was **RESOLVED** to allow six months leave and the clerk to write thanking Louise for her contribution and wishing her well in her recovery.
- **Talk from Emma Teasdale of Reducing the Risk**: DH read out the email from Emma saying how disappointed she was regarding some people reaction during her presentation. DH stated it was unacceptable and reflected badly on the council.

**24/03/07 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. All working correctly.

**24/03/08 Planning:**

Applications considered between meetings: NONE.

**Decisions:**

23/02532/FUL – 68 Elms Drive – **APPROVED**



23/02881/FUL – 78 Oxford Road – **APPROVED**  
23/02818/FUL – 25 Fairfax Avenue – **APPROVED**

**Awaiting Decisions:**

20/02457/DEL – Willow Barn, Oxford Road  
21/03294/FUL – 56 Marsh Lane  
22/03049/FUL – Land North of Bayswater Brook  
23/02294/DEL – 46 Oxford Road

**Applications to be decided:**

**Feedback from meeting with Lucy Development:** See attached report.

**24/00268/FUL – 82 Arlington Drive** – Demolition of existing rear conservatory and single storey extension. Change of use from dwellinghouse (Use Class C3) to a large House in Multiple Occupation (Sui Generis). Erection of a single storey rear extension. Part conversion of garage into habitable space and bike store. Formation of 1no. dormer to rear roof slope in association with loft conversion. Installation of 9no. solar panels to front roof slope. Removal of 1no. window to rear elevation. Insertion of 3no. rooflights to front roof slope. Replacement of 1no. door with 1no. window to rear elevation. Provision of amenity space, car parking , bin and cycle stores. –

**CONCERNS REGARDING NUMBER OF HMO'S IN THE AREA. ASKED TO BE CALLED IN.**

**23/02294/FUL – 46 Oxford Road** – Erection of a 1 x 2-bed bungalow (Use Class C3). Installation of solar panels and 1no Air Source Heat Pump. Provision of means enclosure, landscaping and bin and cycle storage. (amended plans and description). – **NO OBJECTIONS.**

**24/00331/FUL – 1 Fairfax Avenue** – Demolition of existing rear conservatory. Erection of a single storey rear extension. – **NO OBJECTIONS.**

**24/00220/FUL – 27 Marsh Lane** – Change of use from dwellinghouse (Use Class C3) to a larger House in Multiple Occupation (Sui Generis). Erection of a part single, part two storey rear and side extension. Alterations to hip to gable. Formation of 1no. rear dormer in association with a loft conversion. Insertion of 1no. window and alterations to 1no. window to rear elevation. Provision of bin and cycle storage. – **CONCERNS WITH NUMBER OF HMO'S IN THE AREA. ASKED TO BE CALLED IN.**

**24/00301/FUL – 1A Mill Lane** – Demolition of garden sheds. Erection of a part single, part two storey rear and side extension incorporating canopy, greenhouse, and link to outbuilding. Alterations to fenestration, rainwater goods and landscaping. Installation of air source heat pump.(amended description and plans) – **NO OBJECTIONS.**

**24/00332/FUL – 44 Arlington Drive** – Demolition of existing single storey rear extension and garage. Change of use of dwellinghouse (Use Class C3) to a large House in Multiple Occupation (Sui Generis). Erection of a part single, part two storey side and rear extension. Formation of 1no. rear dormer in association with loft conversion. Insertion of 2no. rooflights to front slope roof. Provision of bin and cycle stores. – **CONCERNS REGARDING NUMBER OF HMO'S IN THE AREA. ASKED TO BE CALLED IN.**

**24/00376/FUL – 3 Little Acreage** – Erection of a single storey rear extension. Conversion of garage to habitable space. Formation of rear patio with canopy. Removal of 1no. door to front elevation. Alterations to 1no. door to rear elevation. – **NO OBJECTIONS.**

**24/00325/CEU – 14 Salford Road** - Application to certify that the existing House in Multiple Occupation (Use Class C4) is lawful development. – **CONCERNS REGARDING NUMBER OF HMO’S IN THE AREA. ASKED TO BE CALLED IN.**

**Naming of streets in Marston Paddock:** Oxford City Council have opened the consultation for street names for the development at Marston Paddock. The closing date is the 5<sup>th</sup> March. Only respondents in this email can complete the consultation, the email address we have sent this to, must be input to complete. – suggestions were:

- **NORMAN HEATLEY,**
- **CYRIL JENNINGS,**
- **DENNIS WARD,**
- **JOHN STALLWORTHY.**

**24/03/09 Feedback from Transport Meeting between Oxfordshire County Council, Oxford City Council and Old Marston Parish Council:**

- The clerk read out the ten suggested locations:
  - Elsfield Road, near the vicarage,
  - Oxford Road near the small allotment gate,
  - Marsh Lane slip road – halfway along,
  - Marsh Lane – just past OXSRAD/Oxford City FC Entrance
  - Elms Drive – halfway along one stretch
  - Oxford Road – just after the bus stop
  - Raymund Road – halfway along
  - Cherwell Drive – just past Elms Drive junction
  - Oxford Road/Old Marston Road – boundary
  - Croft Road – Halfway along straight stretch

It was **RESOLVED** to proceed with all locations. The clerk to find out how quickly the process may take.

**24/03/10 Bus route through Old Marston village:** Covered previously.

**24/03/11 Finance:** Bank balance as at 26/02/2024 –

Unity Trust Current Account £15,109.92 Petty Cash £52.79

Newbury Building Society £55,339.05 Skipton Building Society £55,741.50

CiL Money (included in above figures) £27,272.56

The following accounts to be paid:	£ Incl. VAT
Clerk’s Pay Including Expenses, Pension, etc. – February 2024	
Harlequin Playgrounds Ltd (Second & Final payment)	1,199.22
Proludic Ltd (Provide and install new Springer)	3,568.74
BT (Office telephone)	136.35
OALC (annual membership)	705.43
The Whole Tree Company (Tree Survey)	1,030.00
Mr D. Ward (Cutting back width of Cemetery Hedge)	1,000.00
Mr D. Ward (Further cutting back the top of Cemetery Hedge)	1,200.00
<b>TOTAL</b>	<b>£10,941.09</b>
<b>Petty Cash Expenditure:</b>	
AWB (10 x Bags of Local Shingle)	45.00

a. It was **RESOLVED** to accept these payments.

#### 24/03/12 Burial Plot pre-purchase:

- It was **RESOLVED** that the name of the individual was needed before any decision could be made.

#### 24/03/13 Headington Road Runners annual 5-mile road race:

- It was **RESOLVED** to allow the use of the Boults Lane Recreation Ground and pavilion.

#### 24/03/14 Environment Committee:

- The council reviewed the draft minutes of the committee meeting held on 26<sup>th</sup> February 2024. It **RESOLVED** to defer any decision on bollards around the junction of Oxford Road/Cherwell Drive until the committee had reviewed again.

#### 24/03/15 Tree Survey:

- The clerk advised that the tree survey had been completed and costings for work needed being obtained.

#### 24/03/16 Clerk's Report:

- **The clerk updated the council:**
  - **Boults Lane Barrier Padlock** – There have been issues recently. The clerk is looking at possibly getting a new combination lock to avoid cost of keys.
  - **Boults Lane Access Road & Parking:** A complaint about someone falling off their bike on the access road leading to CPF allotments has been received. The clerk has purchased 10 bags of gravel and put down in the electric trench, as a temporary measure. It was **RESOLVED** the situation would be discussed at the next P, RG, A & C committee meeting to be arranged in early March.

#### 24/03/17 Report from members:

- DH reported that the Mortimer Hall committee had met. The roof is an issue. Their AGM is in April.

#### 24/03/18 Plus anything of an urgent nature which has come to the clerk's attention since the agenda was set:

- **Council Forum:** The OALC had opened the Chairman's forum so that another councillor may attend. The next meeting is online on 12<sup>th</sup> March at 2:30pm. Anyone interested to contact the clerk.
- **Free King's Portrait:** The government has offered free portraits of King Charles III to all Parish and Town councils. It was **RESOLVED** to apply and decide where it would be located when received.
- **Cemetery Footpath:** There had been complaints that the footpath running alongside the Elsfield Road cemetery had got narrow due to vegetation from the hedge. It was **RESOLVED** to get a quote.

#### 24/03/19 Information Sharing:

- OALC Newsletter.
- Rural Network Digest etc.
- Correspondence
- OXCLEAN had 14 volunteers this year; thank you to all.
- DH has met with the manager of Oxford City FC regarding engaging with local youth.
- The footpath along the ring road, leading from Mill Lane towards Headington, has become very overgrown.

**24/03/20 Date of next meeting:**

- Monday 8<sup>th</sup> April 2024 at 7pm in the Mortimer Hall.

**MEETING CLOSED: 8:27pm**

Signed: ..... Chairman

Date: .....

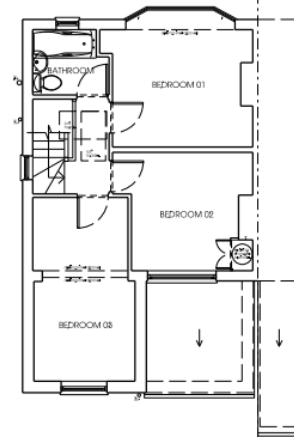
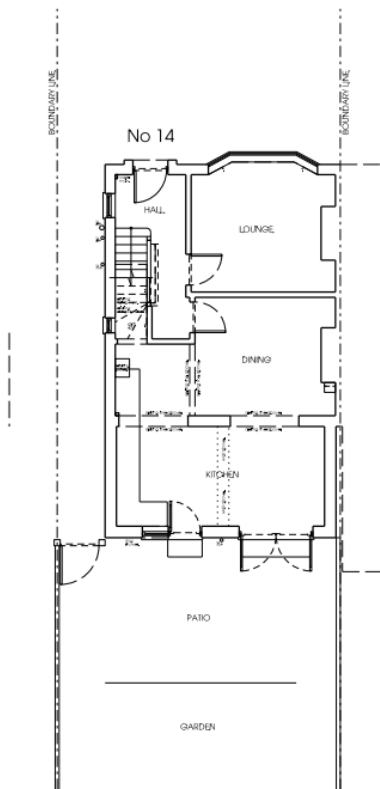
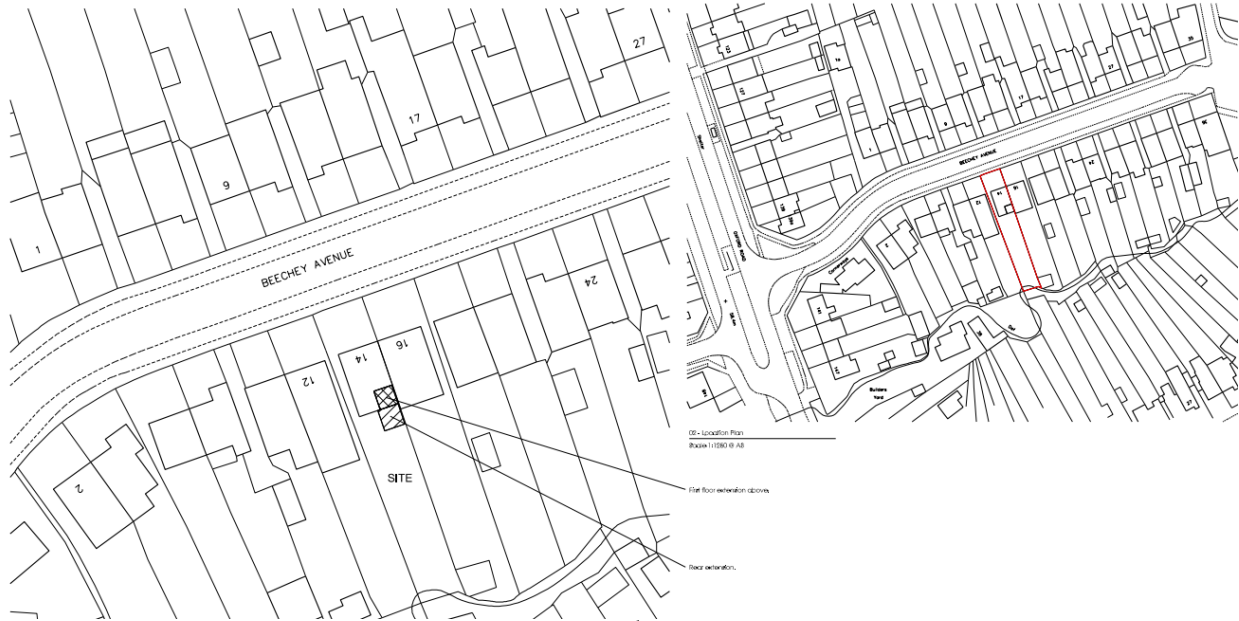
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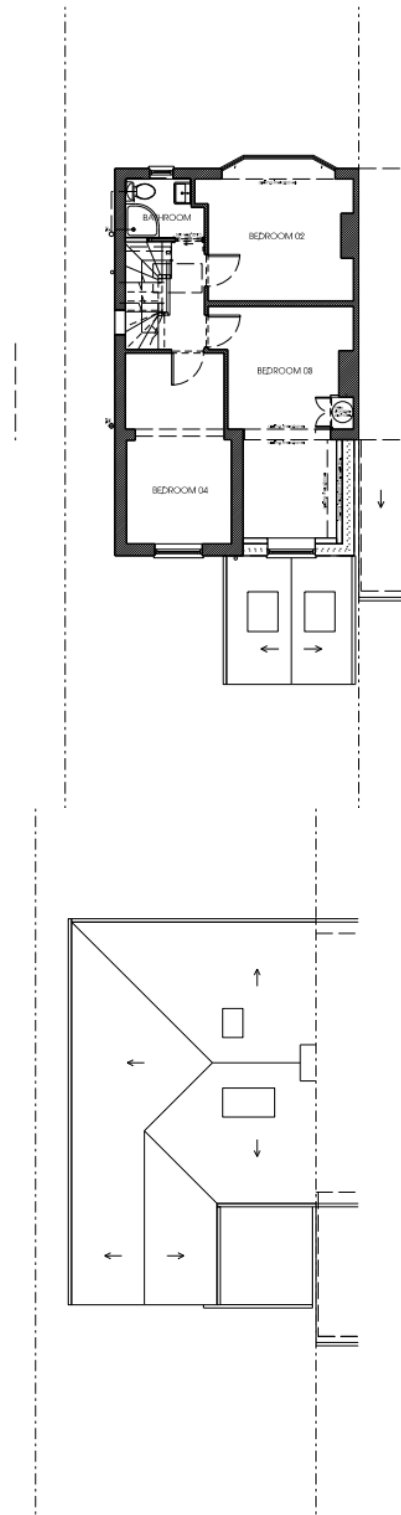
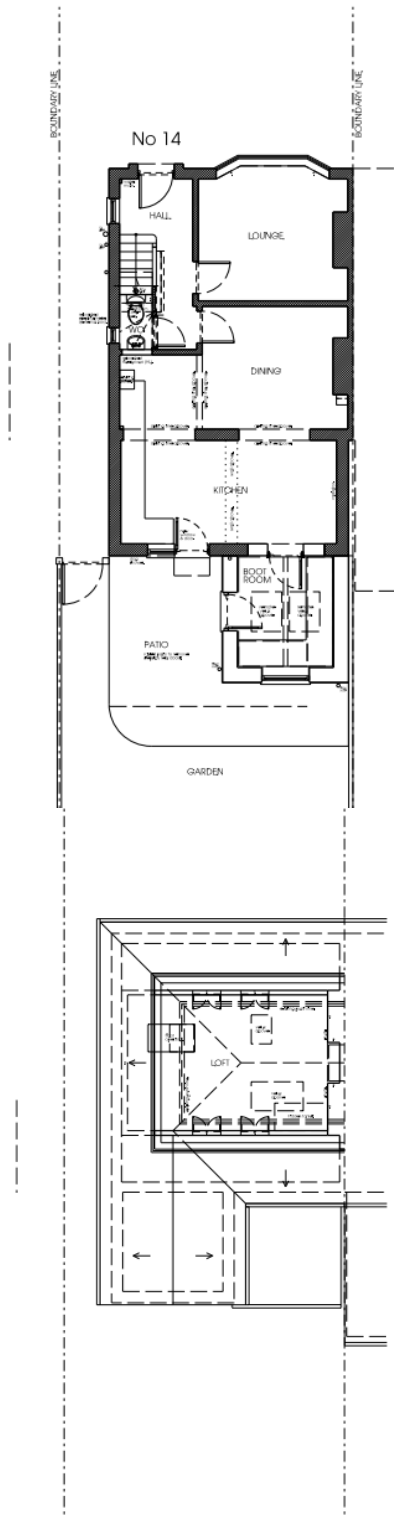
**[RETURN TO AGENDA](#)**

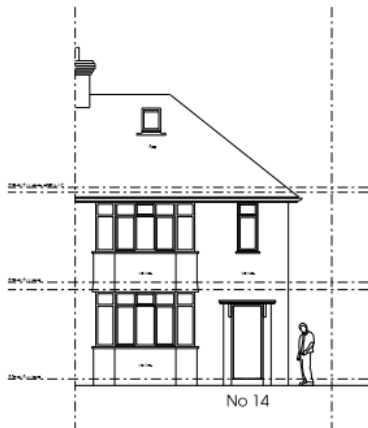
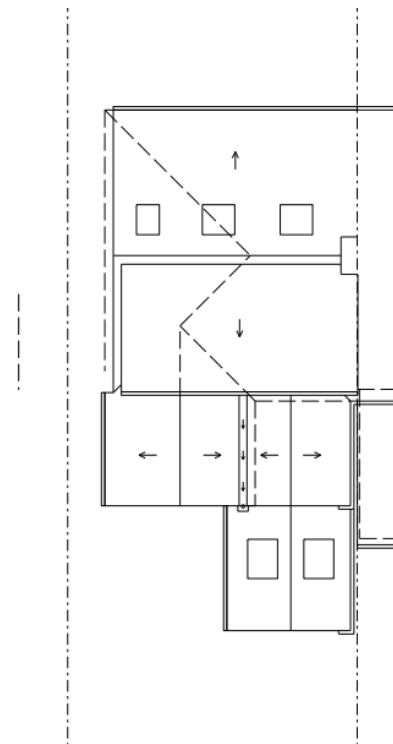
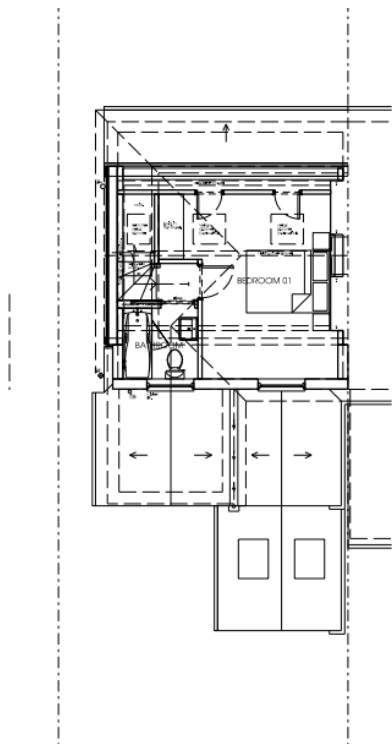
# PLANNING

24/00542/FUL 14 Beechey Avenue

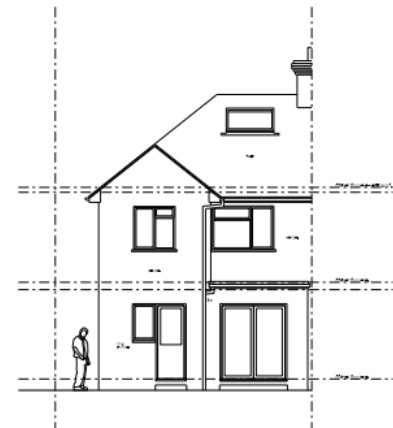
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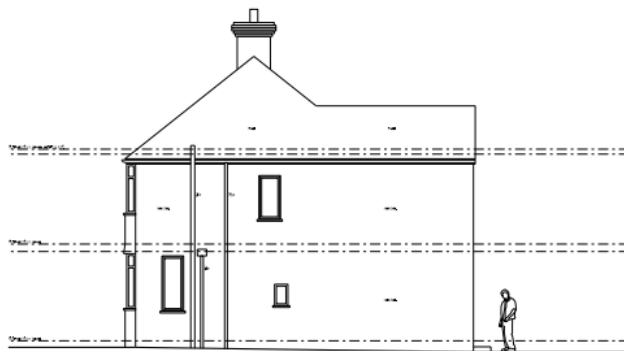




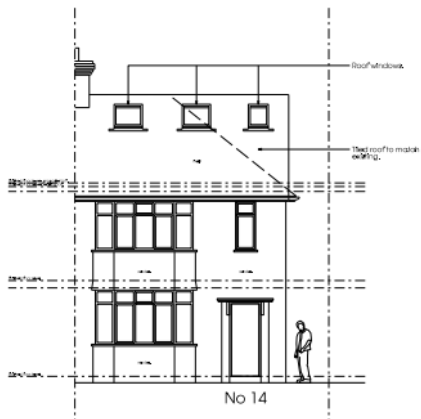
01 - Existing Front Elevation  
 Scale: 1:100 @ A8



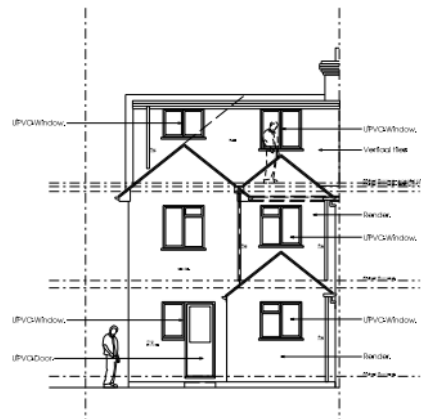
02 - Existing Rear Elevation  
 Scale: 1:100 @ A8



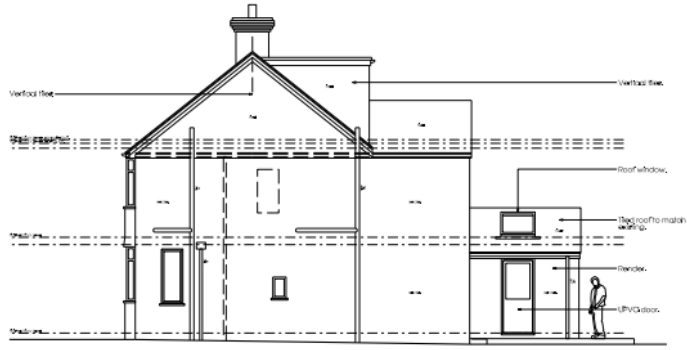
03 - Existing Side Elevation  
 Scale: 1:100 @ A8



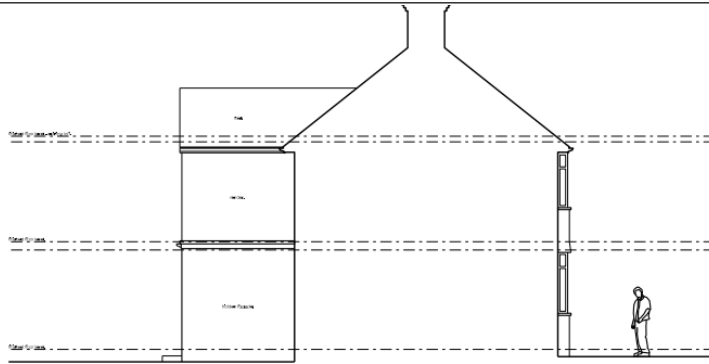
01 - Proposed Front Elevation  
 Scale 1:100 @ A3



02 - Proposed Rear Elevation  
 Scale 1:100 @ A3

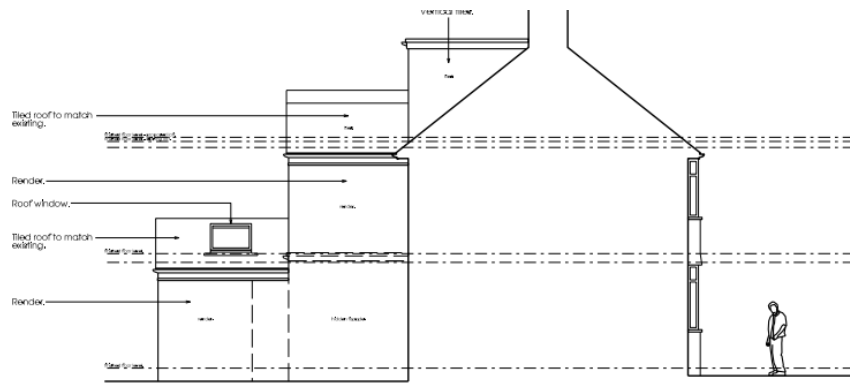


03 - Proposed Side Elevation  
 Scale 1:100 @ A3



01 - Existing Side Elevation / Section  
 Scale 1:100 @ A3

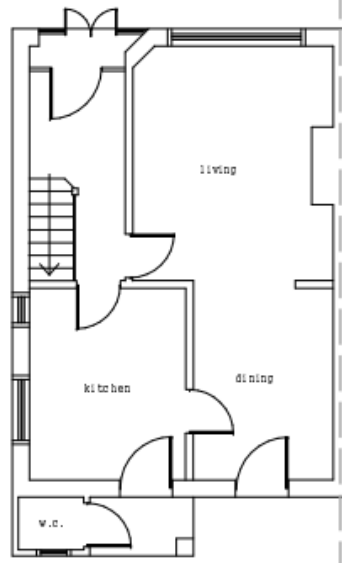




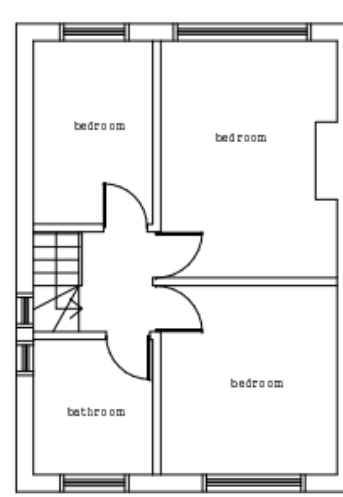
01 - Proposed Side Elevation / Section  
 Scale 1:100 @ A3

24/00430/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. (Ref No. 24/00430/FUL) (amended description)

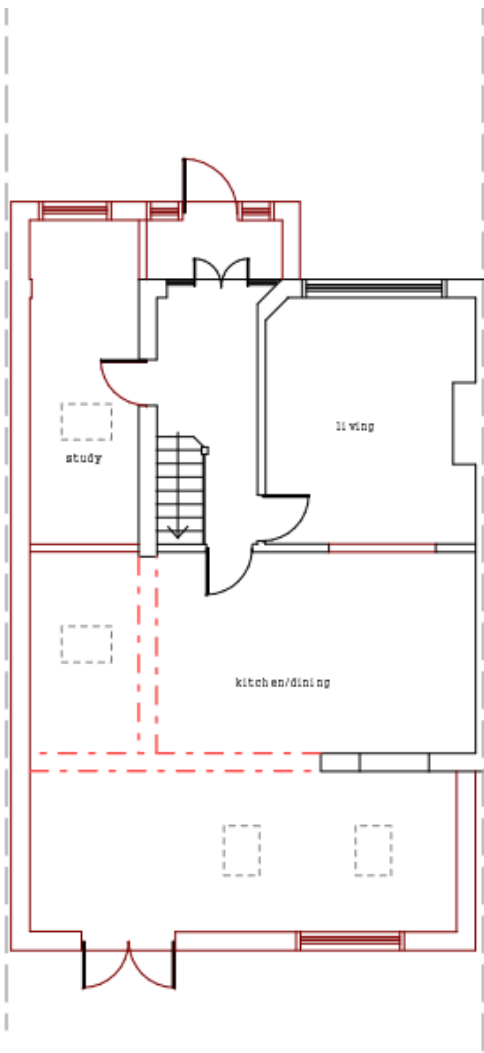




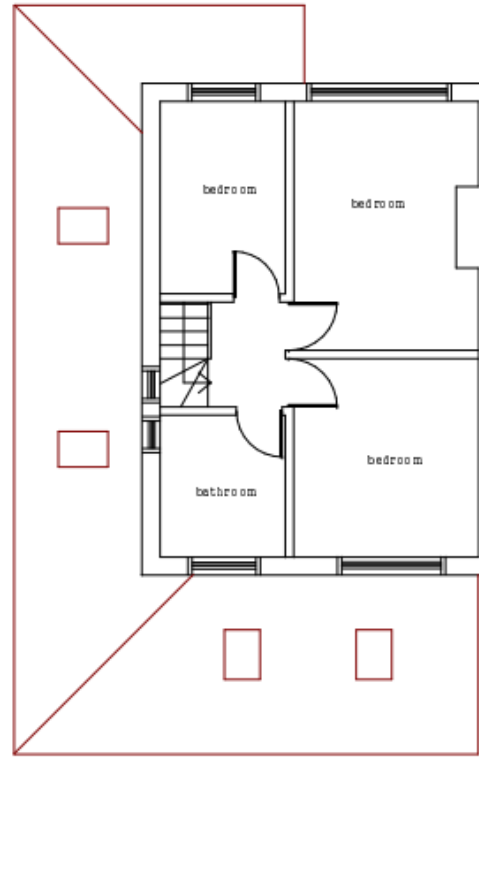
EXISTING GROUND FLOOR PLAN



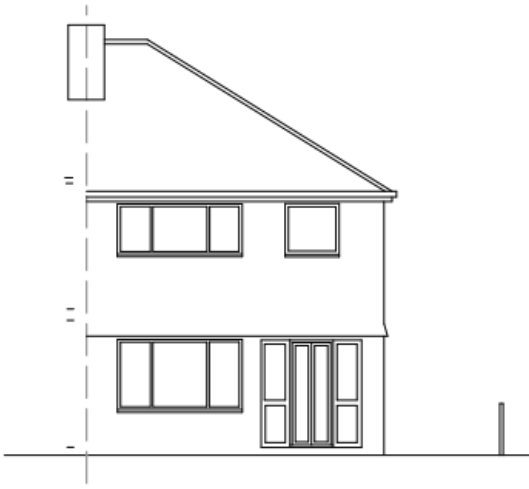
EXISTING FIRST FLOOR PLAN



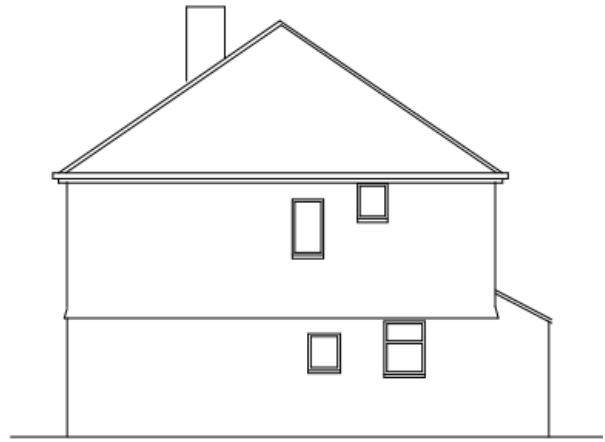
PROPOSED GROUND FLOOR PLAN



PROPOSED FIRST FLOOR PLAN



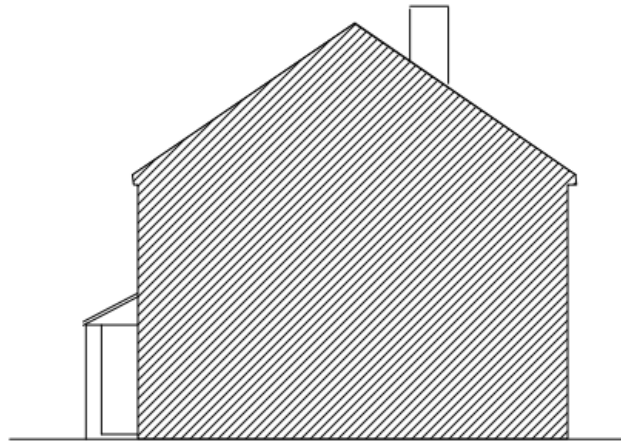
EXISTING FRONT ELEVATION



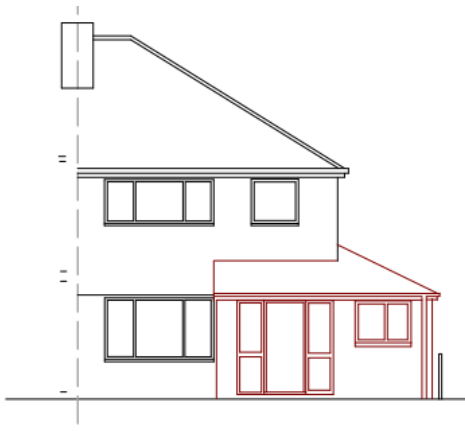
EXISTING SIDE ELEVATION



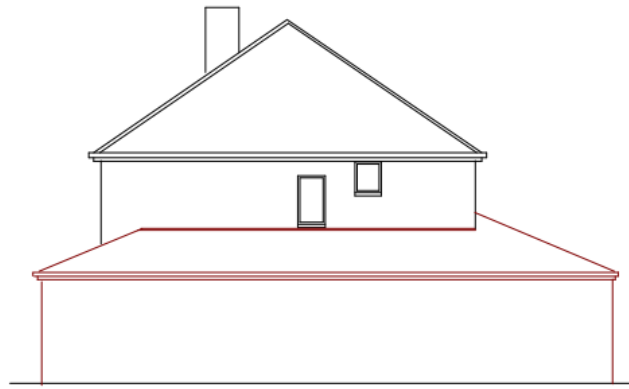
EXISTING REAR ELEVATION



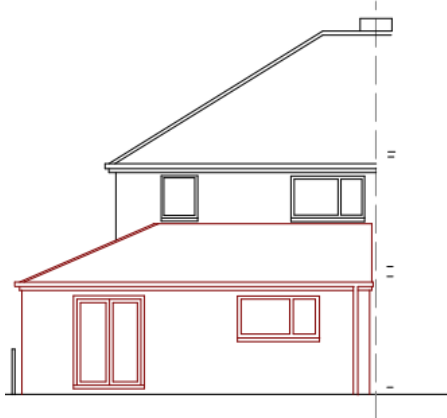
EXISTING SIDE ELEVATION



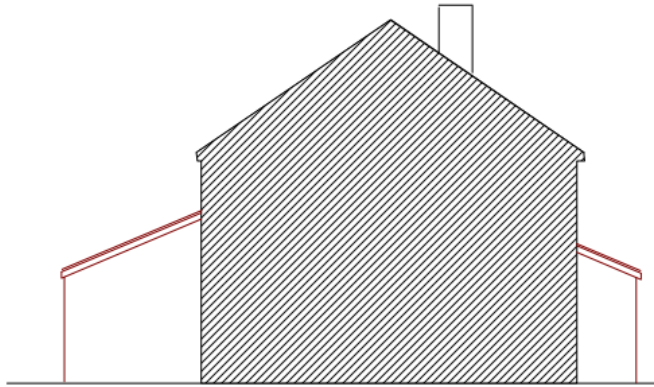
PROPOSED FRONT ELEVATION



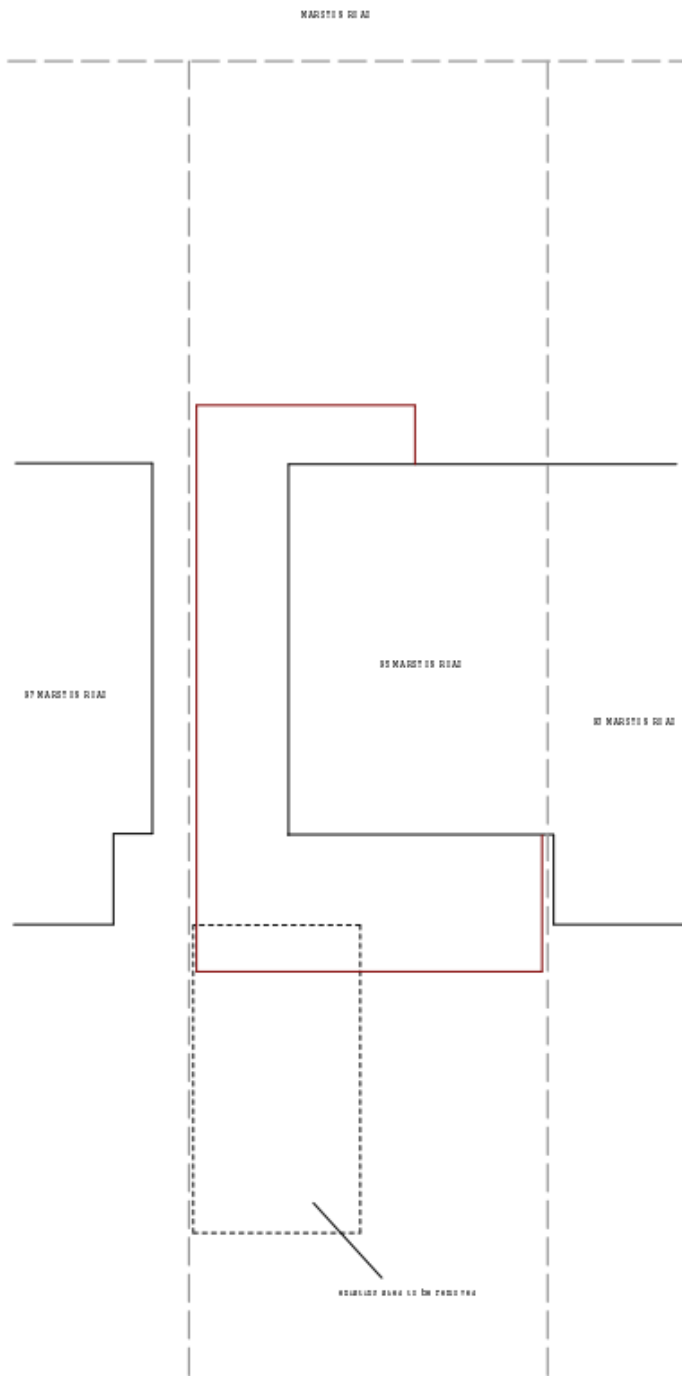
PROPOSED SIDE ELEVATION



PROPOSED REAR ELEVATION



PROPOSED SIDE ELEVATION



**Comment Details**

Commenter Type: Neighbours

Stance: Customer made comments neither objecting to or supporting the Planning Application

Comment Reasons:

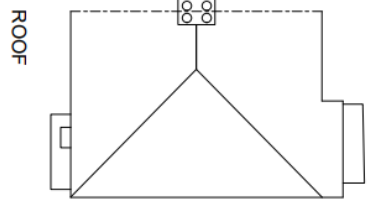
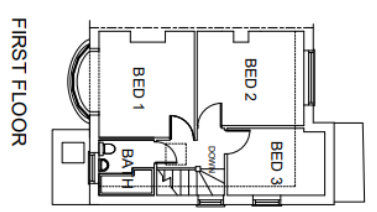
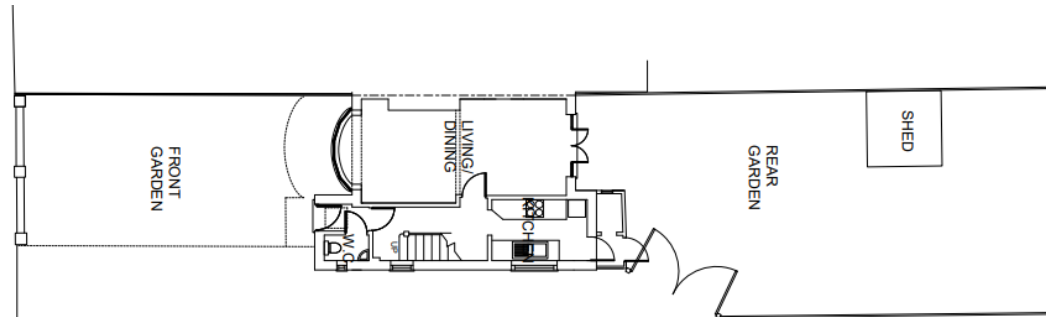
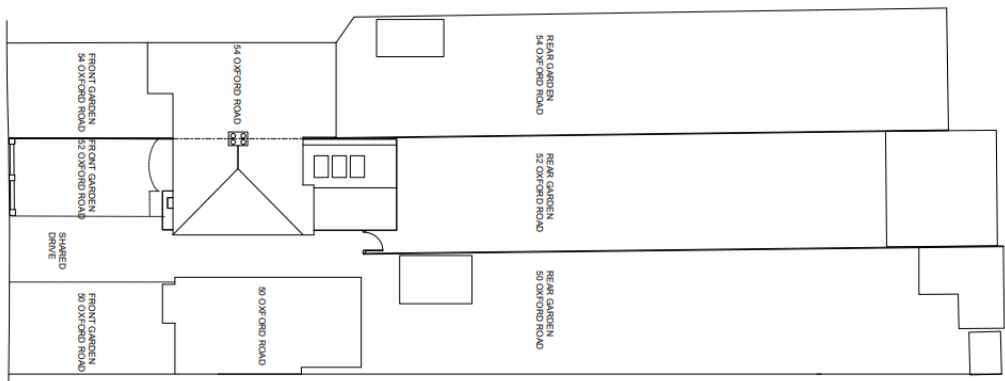
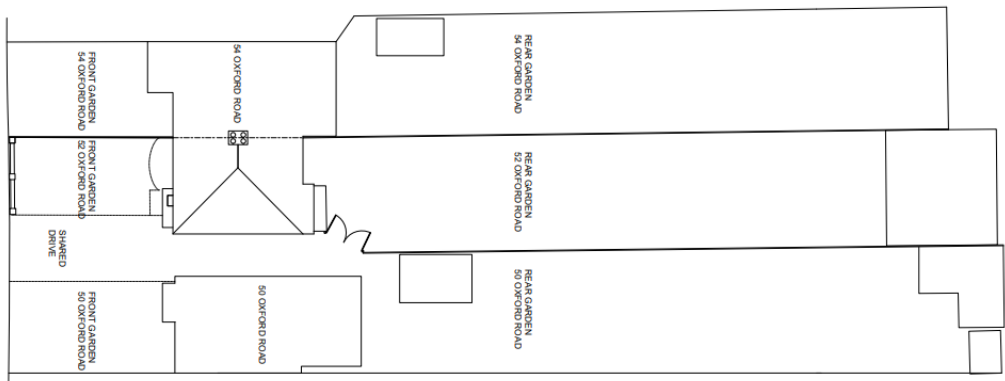
- Effect on adjoining properties

Comment: Having viewed the plans I can see that the proposed rear extension would extend significantly further into the garden than the extension to my own property, which is next door. Apart from the fact that this will obstruct my view from both my house and my garden, there will have to be a small gap between the two walls - the main house buildings being attached but the wall to my extension being within my own property boundaries by a couple of inches. I am concerned that this will create issues with drainage and damp due to foliage and rainwater buildup in an inaccessible space, particularly when the garden fencing (which is currently derelict but is the applicant's responsibility) is fully repaired. This will affect both properties in the longer term.

24/00431/FUL 52 Oxford Road

Demolition of existing rear lean-to. Erection of a single storey rear extension. Alterations to 1 no. window to side elevation.





**EXISTING**

**PROPOSED**

www.digbyarchitectural.co.uk

ADDRESS: 48 High Street, Oxford, Oxfordshire

TEL NO: 01865 781707 - 01865 726918

EMAIL: info@digbyarchitectural.co.uk

CLIENT: ALISON WILLIAMS

PROJECT: EXTENSION TO 52 OXFORD RD, MARSTON

**GROUND FLOOR**

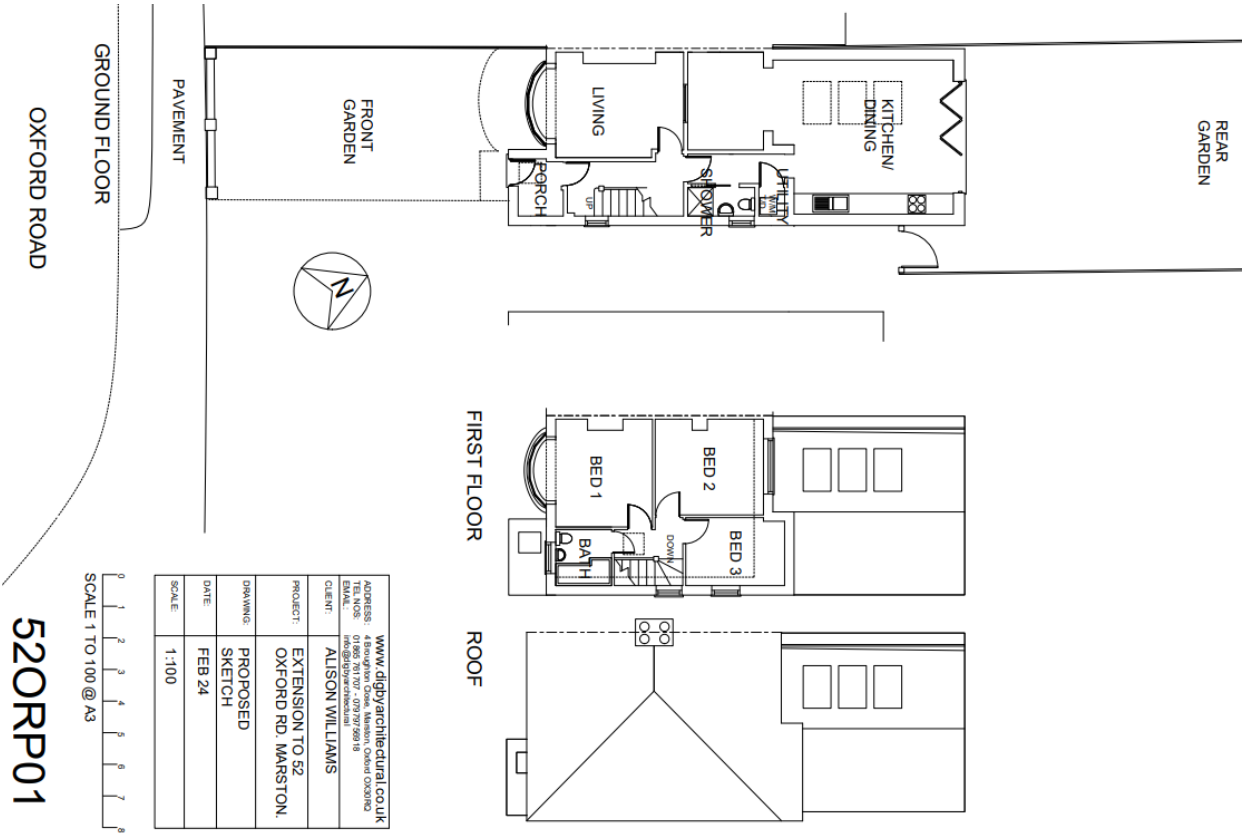
OXFORD ROAD

ADDRESS:	48 High Street, Oxford, Oxfordshire
TEL NO:	01865 781707 - 01865 726918
EMAIL:	info@digbyarchitectural.co.uk
CLIENT:	ALISON WILLIAMS
PROJECT:	EXTENSION TO 52 OXFORD RD, MARSTON
DRAWING:	EXISTING PLANS
DATE:	JAN 24
SCALE:	1:100

SCALE 1 TO 100 @ A3

52ORSU01





www.digbyarchitectural.co.uk	
ADDRESS:	48, MARSHALLS LANE, OXFORD, OX4 1JF
TEL. NO.:	01865 781177 - 01865 786118
EMAIL:	info@digbyarchitectural.co.uk
CLIENT:	ALISON WILLIAMS
PROJECT:	EXTENSION TO 52 OXFORD RD, MARSTON,
DRAWINGS:	PROPOSED SKETCH
DATE:	FEB 24
SCALE:	1:100

SCALE 1 TO 100 @ A3

52ORP01

# Minutes of the Pavilion, Recreation Grounds, Allotments & Cemetery Committee Meeting held on the 20<sup>th</sup> March 2024 in the Roy Garner Pavilion from 6:00pm.

Present:

Parish Council:

Pat Hall Chair – (PH)

Charlie Haynes (CH)

Martin Smith (MS)

Alistair Morris (AM)

In attendance: Tim Cann (Clerk)

PRGAC 24/03/01 Intention to record the proceedings of the meeting: NONE.

PRGAC 24/03/02 Apologies for Absence: Mick Bates – unwell.

PRGAC 24/03/03 Request from member of the public to speak:

- NONE

PRGAC 24/03/04 Minutes of the Committee Meeting held on 30<sup>th</sup> October 2023. It was **RESOLVED** these are a true record.

PRGAC 24/03/05 Matters Arising (omitting those for which an agenda heading follows):

- None

PRGAC 24/03/06 Pavilion Update:

- a. Entrance Barrier to side door: The committee reviewed the four tenders and **RESOLVED** the clerk should get quotes to extend the entrance platform by a further half and whole slab.
- b. Water Tap: To remove the original standpipe and install new tap on outside of pavilion. It was **RESOLVED** to accept the tender of £500.00 plus VAT subject to it being a locking tap.
- c. External Lighting: It was **RESOLVED** to have tinted covers over the lights to lessen the brightness. MS to obtain the covering and install, the clerk to reimburse MS from petty cash.
- d. Roof: Deferred to next meeting as no tenders.

PRGAC 24/03/07 Car Park Area:

- It was **RESOLVED** the clerk get further tenders to properly fix the potholes.

PRGAC 24/03/08 Hedge Boundary:

- It was **RESOLVED** to defer while the clerk get tenders for cost.

PRGAC 24/03/09 Mortimer Hall Recreation Ground:

- a. Basketball Court Lighting: A request has been received asking for lights on the basketball area. A tender of £3,338.40 plus VAT was considered. With votes of two against and two abstentions it was **RESOLVED** not to recommend.
- b. Boundary Fencing with Red Lion Pub: A tender of £2,669.30 plus VAT was considered. However, it was **RESOLVED** deferred until after a site visit and the clerk get installation costs.

PRGAC 24/03/10 Grass Cutting & Litter Picking Contract:

Two tenders were considered, and it was **RESOLVED** to recommend acceptance on tender one.

PRGAC 24/03/11 Review of Burial Fees:

It was **RESOLVED** to recommend a 5% increase to all fees.

PRGAC 24/03/12 Mill Lane Allotment Site Visit:

It was RESOLVED to arrange a meeting.

PRGAC 24/03/13 Items of an urgent nature which have come to the Clerk's attention since the agenda was set: NONE.

**PRGAC 24/03/14 Information sharing (including correspondence):**

- PH UNPRESENTED YEAR FOR RAIN BUT HUSBAND HAS BEEN UNDER WATER FOR WEEKS. WHEN WATER RECEEDS HEADSTONES DIRTY. SONE SUGGESTED EARTH TO LEVEL OFF OR TAKE MEMORIAL STONE UP AND INSTALL CONCRETE BASE. ALSO BRANCHES OF TREE ALWAYS OVER GRAVE PLOT.

PRGAC 24/03/15 Date of Next Meeting: TBC

**MEETING CLOSED: 7:07pm**

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

# OLD MARSTON PARISH COUNCIL Elsfield Road Cemetery - Fees, Terms and Conditions

## CURRENT FEES

Adopted by Council: 6<sup>th</sup> November 2023

Revised: May 2024

### Costs

Burials are subject to the payment of fees determined by the Council annually, currently:

Burial plot purchase (Exclusive Rights for 75 years) £1,600.00  
(excludes grave diggers charge, arranged directly via undertaker with nominated digger)

Advance plot

CONTACT THE CLERK

Ash Plot Purchase (Single Depth)

£675.00

Interment of Ashes in existing plot

£87.00

Search Fee –

General Enquiry (1-2 searches)

£18.00

Family History (3 – 5 searches)

£23.00

Family History (5 – 10 searches)

£29.00

To Verify Deed Holder where no Deed Produced £80.00

Exhumation Fee (excluding cost of work)

£4,620.00.

Photography -

Commercial photography (per hour or part hour) £185.00

Minor filming or recording (per hour or part hour) £318.00.

Major filming (per hour or part hour) £462.00

Copying Services

Photocopies of Grave Section Maps (A4 per sheet)

£0.60

Photocopies of registers (A4 per sheet)

£0.60

Copy of Deed Document

£57.00

Please note: There is now no deposit or fee for flowers.

### Memorial Fee

For a headstone or tablet, with the first inscription

Burial £286.00

Interment £231.00

For each subsequent inscription

Burial £172.00

Interment £115.00

The above fees are doubled in respect of those normally resident outside the Parish at the time of death.

The above fees are reduced by one half in respect of the burial of a person under the age of 11 years at the time of death.

# OLD MARSTON PARISH COUNCIL Elsfield Road Cemetery - Fees, Terms and Conditions

## PROPOSED FEES

### Costs

Burials are subject to the payment of fees determined by the Council annually, currently:

Burial plot purchase (Exclusive Rights for 75 years) £1,680.00  
(excludes grave diggers charge, arranged directly via undertaker with nominated digger)

Advance plot

CONTACT THE CLERK

Ash Plot Purchase (Single Depth)

£708.75

Interment of Ashes in existing plot

£91.35

Search Fee –

General Enquiry (1-2 searches)

£18.90

Family History (3 – 5 searches)

£24.15

Family History (5 – 10 searches)

£30.45

To Verify Deed Holder where no Deed Produced £84.00

Exhumation Fee (excluding cost of work)

£4,851.00.

Photography -

Commercial photography (per hour or part hour) £194.25

Minor filming or recording (per hour or part hour) £333.90.

Major filming (per hour or part hour) £485.10

Copying Services

Photocopies of Grave Section Maps (A4 per sheet)

£0.63

Photocopies of registers (A4 per sheet)

£0.63

Copy of Deed Document

£59.85

Please note: There is now no deposit or fee for flowers.

Memorial Fee

For a headstone or tablet, with the first inscription

Burial £300.30

Interment £242.55

For each subsequent inscription

Burial £180.60

Interment £120.75

The above fees are doubled in respect of those normally resident outside the Parish at the time of death.

The above fees are reduced by one half in respect of the burial of a person under the age of 11 years at the time of death.

[RETURN TO AGENDA](#)

## BALANCES REPORT

As at the 1<sup>st</sup> April 2024

Unity Trust Current Account	7,162.30	
Newbury Building Society	55,339.05	
Skipton Building Society	55,741.50	
Petty Cash	7.79	
<b>TOTAL</b>	<b>£118,249.59</b>	
CiL Money (included in above figures)		<b>£27,272.56</b>

## PAYMENTS AWAITING APPROVAL

The following accounts to be paid:	£ Incl. VAT
Clerks Pay Including Expenses, Pension, etc. – March 2024	
Total Pest Control (Quarterly Charge)	390.00
OALC (Clerk Training)	60.00
OALC (Webmaster Training)	72.00
DM Payroll Services Ltd (Submission of Year End Pension)	40.00
Oxford City Council (Cemetery Rates)	209.58
Ambassador (Pavilion Shutter Repair)	357.00
<b>TOTAL</b>	<b>£3,565.95</b>
<b>Petty Cash Expenditure:</b>	
Tinted Film for Outside lights	6.95
<b>INCOME:</b>	
MarstoN Saints FC (Annual Rent)	1.00

## RESERVES

Total Balances	£118,249.59
General Reserves	£31,216.00
Fixed Asset Reserves	£10,000.00
Emergency Reserve	£10,000.00
<b>Total</b>	<b>£67,033.59</b>

[RETURN TO AGENDA](#)

### Parish Clerk Report APRIL 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. Application approved.</li> <li>2. Property owner agreed.</li> <li>3. Planning permission not needed however advertisement permission is.</li> </ol>	
23/03	Biodiversity Survey	Emailed Wild Oxfordshire who suggested finding a school who run a Forest School.	
23/04	Tree Stock Identification	Now have a complete record of all trees and their locations.	Y
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 Council Decision.	
23/14	Community Survey	Completed	Y
23/20	Communications Boards	18 April - Emailed Thomley Hall. Awaiting reply. Tel 12 June no answer.	

23/26	Kissing Gate on Right of Way through to CPF Allotments	As it stands: <ul style="list-style-type: none"> <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.	
23/37	NO DOGS sign in MH Play area	One has been ripped off, so replacement ordered. 4 x Metal received.	Y
23/38	Wildflower area in BL Rec	Initial work should be done.	
23/39	Right of Way on Park Farm	Charlotte Richie leading this.	
23/40	Elsfield Road Bus Stop Window	Perspex needs replacing.	
23/41	BL CCTV	Advice is there would be a safeguarding issue with CCTV overlooking a play area/recreation ground.	Y
23/42	BL Play Area (RoSPA Report)	Weeds growing through play area surface. Weed killed 29 August	Y
23/43	Newsletter		



23/44	Dead tree in MH Rec	Permission has been granted. Awaiting for weather.	
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](#)

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

Date	Meeting	Time	Venue
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.