



Old Marston Parish Council

Tim Cann. PSLCC. Clerk & RFO to Old Marston Parish Council
8 Nicholas Avenue, Old Marston, Oxford. OX3 0RN
Tel: 01865 203139 email: clerk@oldmarston-pc.gov.uk
Website: www.oldmarston-pc.gov.uk  twitter.com/oldmarston
 www.facebook.com/pages/Old-Marston-Parish-Council

Members of the Public Welcome & Speaking arrangements:

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

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

No member of the public or press shall speak for more than 5 minutes unless the Chairman so declares and the total time for public participation is 20 minutes. There is no entitlement to speak at any other time during the meeting.

An issue raised shall not require a response at the meeting nor start a debate. The Chairman may direct that an oral or written response be given or that a note be made for later action.

A record of public participation may be included in the Minutes and, if any actions are required, they will be reported on at the next meeting.

You are hereby invited to attend the ANNUAL meeting of OLD MARSTON PARISH COUNCIL to be held **at 7:00pm on Monday 15th May 2023** in Mortimer Hall, Oxford Road, Old Marston, OX3 0PH when the following business will be transacted.

Yours faithfully

Tim Cann.
Parish Clerk.

9th May 2023

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



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

AGENDA

1. **Election of Chairman & Declaration of Office.**
2. **Election of Vice-Chair & Declaration of Office.**
3. **Acceptance of Office from Councillors by signing Declaration.**
4. **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.**
5. **Apologies for absence and approval by Council**
6. **Web Site, Facebook, and other social media.**
7. **Public, County & City Councillors & Thames Valley Police participation (if any requests received)**
 - a. Thames Valley Police
 - b. County & City Councillors Report(s)
 - c. Public
8. **Approval of the Minutes of the meeting on the [3rd April 2023](#)**
9. **Matters arising omitting those for which an agenda heading follows:-**
 - Love Life, Love Marston Parish Council Stall: Council to decide arrangements.
 - Red Lion has confirmed activities free also food boxes for children. Have asked for Council to pay for Bouncy Castle only, they will cover the rest.
 - No Dog signs installed in Mortimer Hall & Boults Lane Recreation Ground play areas.
10. **Operational Checks:**
 - Weekly operational checks on the defibrillator have been carried out.
 - Weekly operational checks on the play equipment have been carried out.
11. **Planning:**

Applications considered between meetings: NONE.

Decisions:

Awaiting Decisions:

20/02457/DEL – Willow Barn, Oxford Road
21/03294/FUL – 56 Marsh Lane
22/00960/FUL – 21 Haynes Road
22/01801/FUL – 10 Nicholas Avenue
22/02983/FUL – 4 Haynes Road
22/02984/FUL – 142 Oxford Road
22/03014/FUL – 3 Ewin Close
23/00087/FUL – 86 Arlington Drive
23/00144/FUL – 73 Cherwell Drive
22/03049/FUL – Land North of Bayswater Brook
23/00549/FUL – 60 Cherwell Drive
23/00607/FUL – Court Place Farm Pavilion, Marsh Lane

Applications to be decided:

- [23/00701/FUL – 6 Harlow Way](#) – Replacement of Existing Front Porch.
- [23/00607/FUL – Court Place Farm Pavilion, Marsh Lane](#) – Change of use of former sports pavilion changing rooms (Use Class F2(c)) to a mixed-use place of worship (Use Class F1(f)) and a community centre (Use Class F2 (b)). Insertion of new windows and doors. Provision of car parking, electric vehicle charging point, bin and bicycle storage. Alterations to landscaping. (Amended description).
- [23/00795/FUL – 31 Beechey Avenue](#) – Demolition of existing porch. Erection of a single storey rear extension and porch extension to front elevation. Installation of insulation to existing rear extension and alterations to roof height to account for insulation. Insertion of 1no. rooflight to rear elevation.
- [23/00956/FUL – 45 Arlington Drive](#) – Demolition of existing single storey rear extension. Erection of a single storey rear extension. Formation of 1no. rear dormer in association with a loft conversion. Insertion of 2no. rooflights to front elevation. (Retrospective)
- **Update on Land West of Mill Lane** – No further information. Still awaiting judicial review findings.
- **Update on land North of Bayswater Brook:** No further information.

12. Finance:

Bank balance as at 01/05/2023 –

Unity Trust Account £39,011.94 (incl. CIL Money) £27,272.56

Newbury Building Society A/c £86,950.84 Skipton Building Society A/c £5,036.09

Petty Cash £176.29

| The following accounts to be paid: | £ Incl. VAT |
|---|-------------------------|
| Clerks Pay Including Expenses, Pension, etc. – April 2023 | |
| PCC of St Nicholas Church (Towards Cycle Racks) | 500.00 |
| PCC St Nicholas Church (towards Earth Day) | 300.00 |
| Red Lion (s.137 Coronation Grant) | 435.50 |
| Playdale (Boults Lane Play Equipment Part) | 44.05 |
| Staples (Stationery) | 186.33 |
| Oxford City Council (Cemetery Business Rates) | 104.58 |
| Oxford Direct Services (Cemetery General Waste Bin) | 28.98 |
| Oxfordshire Play Association (s.137 Activity Day) | 500.00 |
| DM Payroll Services Ltd (Annual Payroll Contract) | 120.00 |
| GDT Fire Alarm Ltd (Annual Service) | 75.60 |
| TOTAL | £5,044.42 |
| Petty Cash Expenditure: | (No expenditure) |
| INCOME: | |
| Oxford City Council (First half Year Precept) | 35,484.50 |

a. Acceptance of accounts

b. With the above expenditures the Unity Trust account will have £34,163.12 does council want any funds transferred to an investment account.

(Note don't forget to take into consideration possible future expenditure in agenda item 22.)

13. Appointment of members onto existing Committees:

- a. Planning Committee & Chairman
- b. Recreation Grounds, Pavilion & Cemetery Committee
- c. Staffing & Standards Committee & Chairman
- d. Finance Committee & Chairman
- e. Environment Committee

14. Appointment of any new committees

15. Review of representation on or work with external bodies and arrangements for reporting back:

- a. Mortimer Hall
- b. OXSRAD
- c. Public Transport
- d. Green Belt
- e. Parish Forum

16. Review of delegation arrangements to committees and staff.

17. Review of the terms of reference for committees

(Note: This has appeared on the agenda a number of times with little movement. The current, proposed, calendar of meetings shows each committee meeting 3 times each year. The current terms of reference states no less than 4.)

18. Review of the council's and/or staff subscriptions to other bodies:

Currently –

Oxfordshire Association of Local Councils (OALC),
Society of Local Council Clerks (SLCC),
Oxfordshire Green Belt Network,
Institute of Cemetery & Crematorium Management (ICCM),
CommunityFirst Oxfordshire,
ParishOnline

- Wild Oxfordshire £35 per year

19. Policies:

- **Review of existing policies:** Enclosed with the agenda is a list of the various policies the council have. The council needs to review and agree to accept or amend any.

(NOTE: There are currently over 30 policies. This has increased drastically over time, for various reasons, new legislation/guidelines as well as the council going for local council standard awards. This means many documents to read and comment on at a meeting which is already packed. Council may wish to consider adopting a rolling two-year procedure where it considers, adopts/amends a policy every other year. So, for example, 15 policies in 2024 and the other 15 policies in 2025. Obviously, if a policy need reviewing before its allocated slot this can still be done.)

20. Calendar of Meetings: See enclosed calendar listing.

21. General Powers of Competence: Council meet the criteria so have the option to adopt.

22. Pavilion, Recreation Grounds & Cemetery:

- a. Memorial request for Angela Smith
- b. Memorial for request Annie & Brian Haynes
- c. Mr Wiggins wishes to give up his pre-purchased burial plot and receive a £120.00 refund.

- d. Mrs Savage wishes to give up her pre-purchased burial plot and receive a £500.00 refund.
 - e. [Memorial request for Julia Taylor.](#)
 - f. Funeral directors have stated that a resident in Marston Road wishes to be buried in the Elsfeld Road Cemetery. This is outside of the parish. The family are aware charges are double.
 - g. Tender to double yellow line to area top of Boult's Lane adjacent to entrance into car park approx. 114lm £695.00 + VAT
 - h. Tender to take up and re-new flooring adjacent to referee room approx. £1,800.00 (**NOTE:** This is an estimated tender as contractor unsure work needed until flooring revealed.)
 - i. Tender to re-surface Boult's Lane car park:
 - o The clean and prepare existing car park, to make good all potholes and apply K1-40 tar bonder and re-surface with AXC 10mm surface course to approx. depth of 30-35mm and power roll.
39,784.00 + vat
 - o Lightly plane outside edge joints to two patch repair areas. Apply K1-40 tar bonder. Level and make good pothole/eroded areas. Relay with AC 10mm course bitumen to approx. depth of 30mm and power roll. £14,880.00 + VAT
- (**NOTE:** I am waiting for a further tender for the yellow lines and car park)

23. Local Council Awards Scheme:

- The Parish Council have already achieved the Foundation status. Enclosed are the criteria for the higher level, you will see that the council is two thirds the way to getting Quality. Council needs to decide if it wishes to go forward for this level.

24. [Clerk's Report](#)

25. Community Needs Survey: A quote has been received to print 1,500 copies in A5 booklet at a cost of £320

26. Plus, anything of an urgent nature which comes to the Clerk's attention since the agenda was set.

- **Planning Meeting:** In response to the email sent some time ago about consultation between city and parish council. Alex Hollingsworth from Oxford City Council has asked if you want a separate meeting or use one of the existing formal Parish Council meetings? I figured that the former would probably work best as a dialogue about technical issues, but I'll leave it up to you. I'm very happy to come along to either, and I can arrange for at least one planning officer to come with me to provide the technical knowledge.

27. Information sharing (including correspondence)

Rural Services Network Digest etc,

- OALC Newsletter
- Correspondence

28. Date of next meeting: - Monday 5th June 2023 7pm in Mortimer Hall.

PLANNING DECISIONS

- 23/00092/FUL – 20 Raymund Road – **REFUSED**
 - Because of its height, depth, width and overall size and bulk, the cycle store is wholly out of scale with the prevailing pattern and character of development in the area and appears as an overly dominant and alien addition to the street scene, to the detriment of visual amenity and contrary to Policy DH1 of the Oxford Local Plan 2036.
 - Because of its height, depth and proximity to the boundary and front facing window to the adjoining house at 18 Raymund Road, the cycle store appears as an overly dominant and enclosing form of development that blocks views and outlook from the affected window and creates an imposing and oppressive effect, to the detriment of residential amenity, contrary to Policy H14 and RE7 of the Oxford Local Plan 2036.