





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.

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

To: All members of the public

You are hereby invited to attend the monthly meeting of OLD MARSTON PARISH COUNCIL to be held **at 19:00 Monday 5th January 2026** in Mortimer Hall, Oxford Road, Old Marston, OX3 0PH when the following business will be transacted.

Yours faithfully

Tim Cann.
Parish Clerk.

Tuesday 30th December 2025

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

1. **Request: if anyone intends to record the proceeds of the meeting to inform the chair. Any member of public who does not want to be filmed to inform the chair.**
2. **Apologies for absence and approval by council**
3. **Welcome from chairman and reports**
4. **Web Site, Facebook, and other social media & protocol**
5. **Any public participation plus reports from Thames Valley Police, county and city councillors:**
 - a. Thames Valley Police
 - b. County & City Councillors Report(s)
 - c. Public:
6. **Approval of the Minutes of the meeting on the 1st December 2025**
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:

- 25/00857/CEU – 15 Salford Road - **WITHDRAWN**
- 25/01244/FUL – 66 Arlington Drive - **APPROVED**

Awaiting Decisions:

- 20/02457/DEL – Willow Barn, Oxford Road
- 25/00634/FUL – 24 Haynes Road
- 25/01054/FUL – 1 Mill Lane
- 25/01436/FUL – 32 Oxford Road
- 25/02371/FUL – 56 Cherwell Drive
- 25/02257/FUL – 7 Cotswold Crescent
- 25/02706/VAR – 22 Raymund Road
- 25/02591/FUL – 80 Arlington Drive
- 25/02487/FUL – Ibstocks, 1 Pond Lane
- 25/02876/FIL – 39 Salford Road
- 25/02926/FUL – 1 Little Acreage

Applications to be decided:

- **25/03345/FUL – 61 Cherwell Drive** – Change of use from House in Multiple Occupation (Use Class C4) to a large House in Multiple Occupation (Sui Generis). Demolition of

garage and erection of a two-storey side extension. Erection of a single storey front extension, a single storey rear extension and a first-floor rear extension. Provision of bins and bicycle storage to front

- **Update on Hill View Farm**
- **Consultations:** Additional HMO licensing consultation

9. Transport:

- Speed Awareness signs
- Oxford Road ground cover update: water still coming out.

10. Finance: Correct on 28th December 2025

Unity Trust Current Account:	£56,137.58
Newbury Building Society:	£42,738.90
Skipton Building Society:	£59,187.24
Petty Cash:	£1.89
Total:	£158,065.61

CiL Money (included in above figures):	£67,094.61
--	------------

The following accounts to be paid:

Clerk's pay, expenses, pension December 2025:	£
Total Pest Control (Quarterly Charge):	£415.36
St Nichols Junior Choir (Grant):	£500.00
St Nicholas Bell Ringers Society (Grant):	£500.00
OXS RAD (Grant):	£500.00
FOSNS (Grant):	£500.00
St Nicholas Primary School Garden Club (Grant):	£500.00
43 rd Scouts Group (Grant):	£500.00
Mortimer Hall Pre-School (Grant):	£500.00
Mortimer Hall (Grant):	£500.00
CPFAA (Grant):	£500.00
OMCT (Grant):	£500.00
Mr D. Ward (Cutting Boults Lane Hedge):	£250.00
ESET (Website Security):	£80.49
Red Lion (Chairman's Buffet):	£291.95
Ambassadoor (Pavilion Shutters Repairs):	£627.60
BT (Office Phone)	£172.26
TOTAL:	£9,818.01

Petty Cash Expenditure:	None
--------------------------------	-------------

INCOME:

M. Brown (Pre-Purchase of Burial Plot):	£1600.00
---	----------

Reserves

Total Balances:	£158,065.61
General Reserve:	£31,216.00
Fixed Asset Reserve:	£10,000.00

Emergency Reserve:	£10,000.00
Unallocated Reserve:	£106,849.61

Acceptance of payments

11. Clerk's Report:

- Update on Bleed Kits – Awaiting written confirmation from property owner.
- Mortimer Hall Clock Update: Still waiting for size
- Noticeboard – Orchard Triangle
- Noticeboard – Salford Road – Awaiting written confirmation from property owner.
- Funds Transfer

12. Reports from Members:

Update from councillors representing the council on external bodies should the respective organisation have meeting:

13. OxClean

14. Closed Session

To resolve, under Section 1, Paragraph 2 of the Public Bodies (Admissions to Meetings Act), that the public be excluded from the meeting for the following items of business by reason of the confidential nature of the business to be transacted.

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

16. Draft Budget: Council to review and set the 2026/27 budget.

17. Precept Option: Council to review and set the 2026/27 precept.

18. Information sharing (including correspondence)

- Rural Services Network Digest etc,
- OALC Newsletter
- <https://www.thamesvalley.police.uk/area/your-area/tvp/oxfordshire/oxford-north-east/about-us/our-priorities>

Date of next meeting: Monday 2nd February 2026 19:00 in Mortimer Hall.

Old Marston Parish Council – Calendar of Meetings 2025/26

Date	Meeting	Time	Venue
26 th January	S&S	6pm	Mortimer Hall
2 nd February	Full Council	7pm	Mortimer Hall
21 st February	Environment Committee	6pm	Mortimer Hall
2 nd March	Full Council	7pm	Mortimer Hall
30 th March	P, RG, A, C Committee*	6pm	Mortimer Hall
6 th April	Full Council	7pm	Mortimer Hall
27 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 2025-26.
Although additional meetings may be convened with the appropriate notice period and will be posted on the website and noticeboard.

Minutes of the Old Marston Parish Council Meeting held on Monday 1st December 2025 at the Mortimer Hall from 7:00pm.

UNCONFIRMED

Present: Parish Council:

Duncan Hatfield – Chairman	Martin Smith	Mary James
Charlotte Vinnicombe – Vice-Chair	Jackie Osman	Kevin Jones
Mick Bates	Charlie Haynes	Louise Upton
Pat Hall		

In attendance: Tim Cann

Members of Public: 8

25/12/01 Intention to record the proceedings of the meeting: None.

25/12/02 Apologies for Absence:

Parish Councillors Alistair Morris – unwell, Mark Lygo, Oxford City Councillor Kate Robinson.

25/12/03 Chairman's Welcome

The chairman welcomed everyone to the meeting and reminded all that protocol for everything to go through the chair.

25/12/04 Website and social media:

- Duncan went through the five social media platforms currently held by the parish council.

25/12/05 Public, County & City Councillors & Thames Valley Police participation (if any requests received)

a. Thames Valley Police: No report received.

b. County & City Councillor Reports:

- City Councillor Mary Clarkson informed the council that she has reported to the RSPC about the deer's being trapped because of the Hill View Farm development work.
She is still dealing with resident's concerns about the congestion charges and problems with traffic queueing along Cherwell Drive and Marsh Lane.

There are also concerns about the Exeter College pavilion redevelopment regarding parking, although it looks likely the planning application will be refused.

- c. **Public:** A member of the public did wish to speak. The Chairman decided this could be done under the agenda heading.

25/12/06 Approval of the Minutes of the meeting held on the 3rd November 2025.

It was RESOLVED these are a true record.

25/12/07 Operational Checks:

- Weekly operational checks on the defibrillator have been carried out. Councillor Smith confirmed checked and ok.
- Weekly operational checks on the play equipment have been carried out. Councillor Smith confirmed checked and ok.

25/12/08 Planning:

Applications considered between meetings: NONE

Decisions:

25/02125/FUL – 139 Oxford Road – APPROVED

Awaiting Decisions:

20/02457/DEL – Willow Barn, Oxford Road

25/00634/FUL – 24 Haynes Road

25/01054/FUL – 1 Mill Lane

25/00857/CEU – 15 Salford Road

25/01244/FUL – 66 Arlington Drive

25/01436/FUL – 32 Oxford Road

25/02371/FUL – 56 Cherwell Drive

25/02257/FUL – 7 Cotswold Crescent

25/02591/FUL – 80 Arlington Drive

25/02706/var – 22 Raymund Road

25/02487/FUL – Ibstocks, 1 Pond Lane

Applications to be decided:

- **25/02876/FUL – 39 Salford Road** – Erection of a single storey rear garden room. – **NO OBJECTIONS.**
- **25/02926/FUL – 1 Little Acreage** – Demolition of existing shed. Erection of a single storey side extension. Conversion of existing detached garage for use as a gym. – **NO OBJECTIONS.**

Update on Hill View Farm:

- Still receiving complaints. A member of the public said about many residents frustrated with complaints being ignored and little action being taken. Councillor Bates advised, apparently, the traffic lights currently in Mill Lane are to be moved next week to the 'S' bend.
- Councillor James stated that, once traffic gets past the 'S' bend speed increases dramatically.
- It was RESOLVED that the Clerk contacts Highways and developers making them aware.

25/12/09 Transport:

- **Speed Awareness signs:**

A member of the public stated that getting speed indicator signs installed was discussed at a meeting with the speedwatch group in March; no further progress has been made.

The group of volunteers on the group has now dwindled, due to lack of visible action, making it unviable to have a speed monitoring team.

Therefore, the group is on hold until things change.

The Clerk reported that he had emailed last on the 26th November to County Council Highways, copying in County Councillor Mark Lygo, which remains unanswered.

It was reported that Mark Lygo was going to organise a meeting regarding traffic, speeding etc at OXSRAD which had not yet happened.

It was RESOLVED that the Clerk will again contact Mark Lygo, County Council Highways and Bellview Homes, the developer, of Hill View Farm.

- **Oxford Road ground cover update:** water still coming out.

Parish Councillor Vinnicombe advised the council that the county council had confirmed this was now on their job list for investigation.

25/12/10 Finance:

d. As at the 28th November 2025

Unity Trust Current Account	72,721.38
Newbury Building Society	42,738.90
Skipton Building Society	59,187.24
Petty Cash	1.89
TOTAL	£174,649.41
CiL Money (included in the above figures)	£67,094.61
The following accounts to be paid:	£ Incl. VAT
Clerk's Pay Including Expenses, Pension, etc. – November 2025	
The Garden (Memorial Wreath)	40.00
SLCC (Clerk's Annual membership)	177.50
ODS (Emptying Litter Bins)	119.95
ODS (Ground Maintenance)	1,417.50
TOTAL	£4,387.40
Petty Cash Expenditure: NONE	
INCOME: NONE	
RESERVES	
Total Balances	£174,649.41
General Reserve	-£31,216.00
Fixed Asset Reserve	- £10,000.00
Emergency Reserve	- £10,000.00

- Acceptance of Payments
- It was RESOLVED to transfer £50,000 from the Unity Trust current account to the Newbury Building Society.

e. Budget v Income & Expenditure:

- The Clerk went through the half-year expenditure v budget and income v budget figures.

25/12/11 Grants:

	Requesting	Decision
• Junior Choir	£500.00	£500.00
• St Nicholas Bell Ringers (Councillor Hatfield declared an interest)	£500.00	£500.00
• OXSRAD	£500.00	£500.00
• FOSNS	£500.00	£500.00
• St Nicholas Primary School (for Gardening Club)	£500.00	£500.00
• 43 rd Scouts	£500.00	£500.00
• Mortimer Hall Pre-School	£500.00	£500.00
• Mortimer Hall (Councillors Vinnicombe, Hatfield & Upton declared an interest)	£500.00	£500.00
• Old Marston Charities Trust (Councillors Upton & Hatfield declared an interest)	£500.00	£500.00
• CPFAA	£500.00	£500.00
	£5,000.00	£5,000.00

25/12/12 Clerk's Report.

- Update on Bleed Kits: No further movement.
- Mortimer Hall Clock Update: Still waiting for size.
- Noticeboard – Orchard Triangle: Clerk needs to do technical drawings.
- Boults Lane Hedge (along parking boundary) – It was RESOLVED to pay the invoice of £250.00 as job completed.
- Clerk's Laptop – it was RESOLVED councillor Hatfield would research and bring this back to the January meeting.
- Local Council Award Scheme – Gold – It was RESOLVED that Old Marston Parish Council will apply for the gold standard level.

25/12/13 43rd Scout Group:

a. 43rd Scout Group Project:

The scout group are looking to install planter features to the front of the scout hall in Boults Lane. The parish council welcomed this project, and it was RESOLVED for this to proceed.

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

25/12/14 Report from Members:

Councillor James reported having logging-on difficulties with the Public Transport Group.

25/12/15 Plus, anything of an urgent nature which has come to the Clerk's attention since the agenda was set.

- The Clerk advised the council that a resident living down Church Lane for the last 20-30 years had requested if his sister, who is not a parishioner, could be

buried in the Elsfield Road Cemetery. It was RESOLVED for this to be allowed but at the non-parishioners' rate.

- Orchard Triangle: It was agreed that this has not been maintained since becoming a wildlife area. It was RESOLVED the Clerk get a cost to cut back the grass. It is also being looked at to be include for next year's budget.

Date of Next Meeting: Monday 5th January 2026 7pm in the Mortimer Hall.

Meeting Closed: 20:18

HMO Licensing Consultation

I am contacting you about our Additional HMO licensing consultation as you may be interested in taking part.

In Oxford, we require all private rented homes to have a licence to improve management and conditions of homes as part of the Council's "More, good affordable homes" priority. Oxford City Council are the only Council in England to require licensing of all private rented homes. A key element of the schemes is proactive inspection and requesting repairs and ensuring landlords fulfil their legal obligation. There are three schemes:

1. Mandatory House in Multiple Occupation (HMO) licensing - this applies England wide for HMOs with five or more people. HMOs are properties where unrelated people live who share kitchen and / or bathrooms.
2. Additional House in Multiple Occupation (HMO) licensing - this is an Oxford City Council specific scheme to cover all HMOs not in the national scheme. The current scheme ends June 2026.
3. Selective Licensing - this is an Oxford City Council specific scheme to cover all family houses and 1 or 2 people flats (i.e. non HMOs). The current scheme ends 31 August 2027.

We are currently consulting on renewing our **Additional Licensing scheme** and invite you to take part. The consultation ends 23 January 2026.

Please see [Renewal of Additional HMO Licensing Scheme - Oxford City Council - Citizen Space](#)

<https://consultation.oxford.gov.uk/regulatory-services-and-community-services/renewal-of-additional-hmo-licensing/>

We would appreciate it if you could distribute this to your members, who may be interested as responding as residents.

If you have any questions, please do not hesitate to contact me.

Parish Clerk Report November 2025

Reference	Decision	Action	Done
01	School Lane Noticeboard	Planning permission not needed however advertisement permission is. Ongoing.	
03	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.	
05	Pavilion -Tender for Barrier Wheel	Looking for replacement wheel for barrier as current one worn out.	
06	Pavilion – Tender for Outside Tap	Awaiting tender	Defer
07	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. 	✓
08	Additional Tables in MH Recreation Ground		
09	Additional Street lights in Mill Lane		
10	43 rd Scout Group Lease	Awaiting confirmation from Scout Association agreement.	
11	Reactive Speed sign(s) along Oxford Road, through the village, to encourage drivers to slow down	On going	
12	CCTV to properly manage speeding traffic through the village:	See 11	
13	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.	
14	Boundary hedge with Red Lion	Brewery actioning.	✓