





## 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.

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 6<sup>th</sup> July 2026** in Mortimer Hall, Oxford Road, Old Marston, OX3 0PH when the following business will be transacted.

Yours faithfully

Tim Cann.  
Parish Clerk.

Tuesday 30<sup>th</sup> June 2026

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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

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**
4. **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:
5. **Approval of the minutes of the meeting on the 1<sup>st</sup> June 2026 & Extra-Ordinary Meeting on the 29<sup>th</sup> June 2026. (pages 6 to 11)**
6. **Operational Checks:**
  - Weekly operational checks on the defibrillator have been carried out.
  - Weekly operational checks on the play equipment have been carried out.
7. **Planning:**

## **Applications considered between meetings:**

- None

## **Decisions:**

- 26/00819/FUL – 13 Salford Road – APPROVED
- 26/00927/FUL – 60 Mortimer Drive – WITHDRAWN
- 26/00522/FUL – 59 Cherwell Drive – APPROVED

## **Awaiting Decisions:**

- 20/02457/DEL – Willow Barn, Oxford Road
- 25/00634/FUL – 24 Haynes Road
- 25/02371/FUL – 56 Cherwell Drive
- 25/02487/FUL – Ibstocks, 1 Pond Lane
- 26/00594/VAR – 66 Arlington Drive
- 26/00496/FUL – 1A Mill Lane
- 26/00923/FUL – 15 Salford Road
- 26/00968/FUL – 3 Cotswold Crescent
- 26/01027/FUL – 31 Old Marston Road

## **Applications to be decided:**

- **26/01307/FUL – 90 Cherwell Drive** – Demolition of existing rear extension. Erection of a single storey rear and side extension. Alterations to roof to form hip to gable.

- [26/01307/FUL | Demolition of existing rear extension. Erection of a single storey rear and side extension. Alterations to roof to form hip to gable. | 90 Cherwell Drive Oxford Oxfordshire OX3 0NA](#)
- **26/01391/FUL – 15 Haynes Road** – Erection of a single storey rear extension, formation of front porch.
- [26/01391/FUL | Erection of a single storey rear extension, formation of front porch. | 15 Haynes Road Oxford Oxfordshire OX3 0SE](#)
- **Update on Hill View Farm**
- **Update on Almonds Farm**
- **Consultations: Community Micro hub Scheme**  
**Double Yellow Lines along part Oxford Road**

## 8. Transport

- Speed Awareness signs:
- Elsfield Road Parking: Update
- Double Yellow Lines along part Oxford Road

## 9. Finance: Correct on 30<sup>th</sup> June 2026

Unity Trust Current Account:	£134,277.53
Newbury Building Society:	£44,095.65 – 2.90%
Skipton Building Society:	£64,149.99– 2.05%
Petty Cash:	£2.94
<b>Total:</b>	<b>£242,526.11</b>

CiL Money (included in above figures): £144,035.97

### The following accounts to be paid:

Clerk's pay, expenses, pension June 2026:	£
Richard James (Internal Audit):	£320.00
Red Lion (OXSFEST 2026):	£3,500.00
Mr D. Ward (Work at Orchard Triangle):	£150.00
Mr D. Ward. (Maintaining Back Lane):	£1,350.00
<b>TOTAL:</b>	<b>£8,350.66</b>

**Petty Cash Expenditure: None**

### **INCOME:**

SSE (Wayleave):	£8.00
43rd Scout Group (Rent):	£5.00

### Reserves

Total Balances:	£242,526.11
General Reserve:	£33,809.74
Fixed Asset Reserve:	£10,000.00
Emergency Reserve:	£10,000.00
Unallocated Reserve:	£188,716.37

## b. Acceptance of Payments

- 10. Communication: including Web Site, Facebook, and other social media & protocol**
- a. Calendar of Meetings. **(PAGE 12)**
  - b. Request for Community Safety Banner on Mortimer Hall Recreation Ground railings. (PAGE 13)

**11. Mill Lane Allotments Update:**

Tender to dig two trenches, lay membrane & crushed hardcore £5,100.00

**12. Clerk's Report:**

- Update on Bleed Kits
- Mortimer Hall Clock Update: cost to repair £590.00 + VAT
- Noticeboard – Orchard Triangle
- Noticeboard – Salford Road
- Confirmation Old Marston Parish Council has resubscribed as an Oxford Living Wage Employer.
- Training: Lucy of OALC has said they can provide a mixture of chairmanship training, roles & responsibilities etc or just chair training.
- Hedges: Elsfeld Road Cemetery & Mortimer Hall & Boults Lane Recreation Grounds
- Boundary Hedge between Boults Lane Recreation ground and Court Place Farm Allotments: Allotment Association disagrees that the hedge is their responsibility.
- Planters Relocation:  
Confirmation of Locations: 4 x Boults Lane – around pavilion.  
Confirmed Costs: £2,041.30 for ODS to remove and relocate – parish council to pay  
£180 for 4 parking bay suspensions (Oxfordshire County Council to pay)  
£575.60 for installation of 4 cycle racks – city council to pay

**13. Orchard Triangle & Smaller Triangle Maintenance Update**

**14. Mill Lane Recreation Ground Update.**

**15. Reports from Members:**

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

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

- Rural Services Network Digest etc,
- OALC Newsletter
- <https://www.thamesvalley.police.uk/area/your-area/typ/oxfordshire/oxford-north-east/about-us/our-priorities>
- Oxford Half Marathon Sunday 11<sup>th</sup> October 2026.

**Date of next meeting:**

Monday 7<sup>th</sup> September 2026 19:00 in Mortimer Hall.

## AGENDA ITEM 6

### Minutes of the Old Marston Parish Council Meeting held on Monday 1<sup>st</sup> June 2026 in the Mortimer Hall from 7:00pm. UNCONFIRMED

#### Present: Parish Council:

Cllr Hatfield – Chairman	Cllr Vinnicombe (Vice-Chair)	Cllr Osman
Cllr Haynes	Cllr Smith	Cllr Jones
Cllr Cox	Cllr Constantinides	Cllr Lygo

In attendance: Tim Cann

Members of Public: 6

Oxfordshire County Councillor: Mark Lygo

Oxford City Councillor: Cllr Clarkson

26/06/01 No one intended to record the meeting.

26/06/02 Apologies for Absence:

Cllr Upton – on vacation. City Cllr Robinson.

26/06/03 Co-Option of Vacancy for Parish Councillor:

John Ramsden gave a resume of his time in the parish and why he was standing for co-option. Cllr Hatfield proposed. Cllr Lygo seconded. Carried unanimously.

Cllr Ramsden signed the acceptance of office. Cllr Lygo also signed as absent last month.

26/06/04 Chairman's welcome: Cllr Hatfield welcomed everyone and reminded the protocol of everything through the chair, any other conversations to be taken outside of the meeting.

26/06/05 Public, County & City Councillors & Thames Valley Police participation:

**County Councillor Lygo** informed the Council that himself and the Clerk are meeting with a County Officer regarding moving the planters. He is waiting for documentation to make a prohibition order of vehicles along School Lane. He has received several complaints about the parking along the Elsfield Road and awaiting advice from the officer.

**City Councillor Clarkson** informed the Council that she, and City Cllr Robinson, are still dealing with the dangerous dog issue, having written a joint letter to the Commissioner. MP Annalise Dodds is also going to talk to the Chief Constable. She is arranging a meeting with Bellway Homes to try and address the issues with construction vehicles. The number 14 bus has had reliability issues due to the vehicles parking along the Elsfield Road.

**A member of the public** spoke about the pavilion alarm, as it had gone off several times over the weekend and was a continual nuisance. The Clerk advised that he was meeting with the alarm engineer tomorrow and will seek advice from him.

26/06/06 [Approval of the Minutes of the meeting held on the 11<sup>th</sup> May 2026.](#)

It was RESOLVED these are a true record.

26/06/07 [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.

## 26/06/08 Planning:

**Applications considered between meetings: NONE**

**Decisions:**

- 25/01054/FUL – 1 Mill Lane – APPROVED
- 25/02706/VAR – 22 Raymund Road – REFUSED
- 25/02591/FUL – 80 Arlington Drive – APPROVED
- 25/01436/FUL – 32 Oxford Road – APPROVED
- 26/00544/FUL – 24 Ashlong Road – APPROVED
- 26/00743/FUL – 7 Southcroft – WITHDRAWN

**Awaiting Decisions:**

20/02457/DEL – Willow Barn, Oxford Road  
25/00634/FUL – 24 Haynes Road  
25/02371/FUL – 56 Cherwell Drive  
25/02487/FUL – Ibstocks, 1 Pond Lane  
26/00594/VAR – 66 Arlington Drive  
26/00496/FUL – 1A Mill Lane  
26/00819/FUL – 13 Salford Road  
26/00927/FUL – 60 Mortimer Drive  
26/00923/FUL – 15 Salford Road  
26/00968/FUL – 3 Cotswold Crescent  
26/00522/FUL – 59 Cherwell Drive

**Applications to be decided:**

- **26/01027/FUL – 31 Old Marston Road** – Change of use of dwellinghouse (Use Class C3) to a House in Multiple Occupation (Use Class C4). Provision of bin and bike stores. – **NO OBJECTION.**

**Update on Hill View Farm** – No further update.

**Update on Almond Farm** – No further update.

**Consultations:** None.

## 26/06/09 Transport:

- **Speed Awareness signs:** Cllr Constantinides spoke about the results of the traffic survey. After some discussion it was RESOLVED the Clerk to provide the original proposed locations to Mark Lygo to take further.
- **Speedwatch Group:** Cllr Constantinides informed the meeting that the group had a training session where six people attended.
- **Elsfield Road Parking:** City Councillor Clarkson stated that parking has made Elsfield Road single lane.

**19:45 Cllr Lygo left the meeting.**

## 26/06/10 Finance:

### d. As at the 31<sup>st</sup> May 2026

Unity Trust Current Account	138,020.29	
Newbury Building Society	44,095.65	2.90%
Skipton Building Society	64,149.99	2.05%
Petty Cash	1.89	
<b>TOTAL</b>	<b>£246,267.82</b>	
CiL Money (included in the above figures)		£144,035.97
<b>The following accounts to be paid:</b>	<b>£ Incl. VAT</b>	
Clerk's Pay Including Expenses, Pension, etc. – May 2026		

Oxford City Council (Cemetery Rates)	185.64
ODS (Grass Cutting)	1,537.45
Ambassadoor (Fix Shutter on Pavillion)	216.00
Vodafone (Clerk's Mobile)	18.80
Mr Ward (Work in Orchard Triangle)	200.00
OALC (Training)	114.00
<b>TOTAL</b>	<b>£6,428.79</b>
<b>Petty Cash Expenditure: NONE</b>	
<b>INCOME:</b>	
OpenReach (Wayleave)	8.82
Oxford City Council (CiL Funds)	76,941.36
<b>RESERVES</b>	
Total Balances	£246,267.82
General Reserve	£33,809.74
Fixed Asset Reserve	£10,000.00
Emergency Reserve	£10,000.00
Unallocated Reserve	£192,458.08

**e. Acceptance of Payments ACCEPTED.**

**f. Movement of excess funds in Current Account:** It was RESOLVED to move £60K into the Newbury Building Society and £40K into the Skipton Building Society.

26/06/11 [Communications \(including Web Site, Facebook, and other social media & protocol\).](#)

**c. Calendar of Meetings.** ACCEPTED.

**d. Request for Community Safety Banner on Mortimer Hall Recreation Ground railings:** Cllr Vinnicombe said about getting a banner to go on the railings of the Mortimer Hall Recreation Ground which reminds people of parking safely, considering pedestrians. and children. It was RESOLVED to agree in principle, subject to costings.

**e. Request for new Noticeboard outside the Mortimer Hall Recreation Ground:** It was RESOLVED the Clerk get costings.

26/06/12 [Boult's Lane Scout Headquarters Lease:](#)

The Scout lease is due for renewal in 2028 and have asked if the wording can be changed to include:

“to use the premise, and any building erected thereon for the normal activities of a local Scout Group organised and run within the bounds of the County of Oxford and purposes ancillary thereto, including all youth activities conducted in accordance with The Scout Association’s rules. In addition, the premises may be used for community-based or private hire-activities, including but not limited to: birthday parties, small private events, community meetings and activities, permitted fundraising activities, subject to compliance

with charity law (Charities Act 2011), compatibility with the Group's charitable purposes and the Group obtaining any licenses, consents, or insurance required for such events. The premises must not be used for any activity which is illegal, causes nuisance to neighbours, or is incompatible with the Landlord's reasonable requirements."

This would allow them to generate another fund revenue.

After some discussion, including possible competition with existing venues, it was RESOLVED to allow the change now and will review when lease is due for renewal in 2028.

#### 26/06/13: Hedge between Boults Lane Recreation Ground & Court Place Farm

##### Allotments:

A member of the allotment association has asked if the hedge could be replanted to fill in the gaps. It was RESOLVED that the hedge belonged to the allotment association.

#### 26/06/14 Mill Lane Allotments work:

It was RESOLVED to accept the quote of £5,100.00 to dig out 2 x trenches to be 2 ft wide to allow vehicles to drive over plus a turning point, lay membrane in each trench and lay crushed hardcore.

#### 26/06/15 Clerk's Report.

- **Update on Bleed Kits** – in progress.
- **Mortimer Hall Clock Update:** It was RESOLVED to accept quote of £590.00 plus VAT to repair clock.
- **Noticeboard** – Orchard Triangle – in progress.
- **Noticeboard** – Salford Road – in progress.
- **Oxford Living Wage:** Confirmation Old Marston Parish Council has resubscribed as an Oxford Living Wage Employer.
- **Moles:** Reported to contractor moles active in the Elsfield Road Cemetery. – Clerk to chase TPC.
- **Burial:** Wendy Kirby would like a plot to put her husband Mark Kirby's ashes & eventually hers in Old Marston Cemetery. We are not parishioners, but my dad (Brian Mabbutt) grandmother (Vera Trueman) & auntie (Eileen Humphreys) are all buried there. My Mum who is in her late 80's will also be buried there when she passes away. – It was RESOLVED to allow subject to non-parishioner fee.
- **Training:** Lucy of OALC has said they can provide a mixture of Chairship training, Roles & Responsibilities etc OR just chair training. – it was RESOLVED just chair training subject to cost.

**26/06/16 Orchard Triangle & Smaller Triangle Maintenance Update:**

Cllr Vinnicombe seeking quotes for painting of the metal railings and the Clerk to purchase a covered wastebin.

**26/06/17 Mill Lane Recreation Ground Update:**

The Chair informed the Council that there had been a meeting of the working group onsite and ideas were progressing.

**26/06/18 Reports from Members: (Update from Councillors representing the Council on external bodies):** No meetings since last Council meeting.

**26/06/19 Information sharing (including correspondence)**

Rural Services Network Digest etc,

- OALC Newsletter
- Oxford Half Marathon Sunday 11<sup>th</sup> October 2026.
- Next Community Market is Saturday 20<sup>th</sup> June 2026.

**26/06/20 Date of Next Meeting: Monday 6<sup>th</sup> July 2026 7pm in the Mortimer Hall**

**MEETING CLOSED: 8:45PM**

**Minutes of the Old Marston Parish Council Extra-Ordinary Meeting held on Monday 29<sup>th</sup> June 2026 in the Mortimer Hall from 6:30pm.**

**CONFIRMED**

**Present: Parish Council:**

Cllr Hatfield – Chairman	Cllr Vinnicombe (Vice-Chair)	Cllr Osman
Cllr Haynes	Cllr Smith	Cllr Jones
Cllr Cox.		

**In attendance:** Tim Cann

**Members of Public:** 0

26/06/01X No one intended to record the meeting.

26/06/02X Apologies for Absence:

Cllr Bates – Prior Engagement.

26/06/03X Chairman's welcome

26/06/04X Public, County & City Councillors & Thames Valley Police participation:  
NONE.

26/06/05X Finance – **AGAR – Governance:**

Cllr Haynes proposed and Cllr Smith Seconded that the Council RESOLVED that the Chair and Clerk sign the governance section of the AGAR.

26/06/06X Finance – AGAR – Accountability:

Cllr Haynes proposed and Cllr Cox seconded that the Council RESOLVED that the Chairman and Clerk sign the accountability section of the AGAR.

26/06/07 Date of Next Meeting: Monday 6<sup>th</sup> July 2026 7pm in the Mortimer Hall

MEETING CLOSED: 6:42PM

## AGENDA 11: Old Marston Parish Council – Calendar of Meetings 2026/27

Date	Meeting	Time	Venue
1 <sup>st</sup> June	Full Council	7pm	Mortimer Hall
29 <sup>th</sup> June	Finance	6pm	Mortimer Hall
6 <sup>th</sup> July	Full Council	7pm	Mortimer Hall
27 <sup>th</sup> July	CAE	6pm	Mortimer Hall
August	<b>No Council or Committee Meetings Scheduled</b>		
7 <sup>th</sup> September	Full Council	7pm	Mortimer Hall
5 <sup>th</sup> October	Full Council	7pm	Mortimer Hall
26 <sup>th</sup> October	CAE	6pm	Mortimer Hall
2 <sup>nd</sup> November	Full Council	7pm	Mortimer Hall
30 <sup>th</sup> November	Finance	6pm	Mortimer Hall
7 <sup>th</sup> December	Full Council	7pm	Mortimer Hall
29 <sup>th</sup> December	<b>No Committee Meeting</b>		
4 <sup>th</sup> January	Full Council	7pm	Mortimer Hall
25 <sup>th</sup> January	S&S	6pm	Mortimer Hall
1 <sup>st</sup> February	Full Council	7pm	Mortimer Hall
1 <sup>st</sup> March	Full Council	7pm	Mortimer Hall
29 <sup>th</sup> March	CAE	6pm	Mortimer Hall
5 <sup>th</sup> April	Full Council	7pm	Mortimer Hall
26 <sup>th</sup> April	Finance	6pm	Mortimer Hal

The above are the standard meeting dates schedules for 2026-27. Although additional meetings may be convened with the appropriate notice period and will be posted on the website and noticeboard.

## **AGENDA 12: Community Safety Sign on Mortimer Hall Railings**

Proposal to install a large, weatherproof sign on the railings of the Mortimer Hall recreation ground facing Oxford Road.

The sign would:

- Remind parents and carers to park considerately;
- Discourage pavement parking;
- Encourage engines to be switched off while waiting;
- Promote walking and cycling where possible.

The school has indicated enthusiasm for involving pupils in designing artwork, slogans, or imagery for the sign through a school competition.

This would help:

- Reinforce the message positively;
- Increase children's ownership of the issue;
- Encourage parents to engage constructively.

Suggested Sign Specifications:

- Approx. 4–5 metres wide x 1.5 metres high;
- Heavy-duty PVC mesh banner;
- UV- and weather-resistant;
- Fixed securely to railings with tamper-resistant ties or brackets.

A mesh banner is suggested because:

- It is a cheap solution;
- Wind passes through more easily;
- Storage is easier outside school term dates.

The wording and artwork would be developed jointly with the school and approved by the Parish Council.

Estimated Cost/Indicative costs:

- Design and artwork preparation: £150–£400
- Large mesh banner: £300–£700

- Installation/fixings: £100–£250 Estimated total: approximately £500–£1,000

## **AGENDA 12 Boulton Lane Scout Headquarters Lease**

I am working with the Scouts legal team on updating the lease and please find attached a draft lease renewal contract (this is not yet for signing). However, I wanted to check that you are happy with it.

It is identical to the previous contract, but the main difference is in use of the scout hut which now includes some non-scouting activities (see highlighted). I understand the principle of this was agreed at a Parish council meeting a while back, but if you could please make sure you are happy with the wording below that would be great:

1. to use the premise and any building erected thereon for the normal activities of a local Scout Group organised and run within the bounds of the County of Oxford and purposes ancillary thereto, including all youth activities conducted in accordance with The Scout Association's rules. In addition, the premises may be used for community-based or private hire-activities, including but not limited to: birthday parties, small private events, community meetings and activities, permitted fundraising activities, subject to compliance with charity law (Charities Act 2011), compatibility with the Group's charitable purposes and the Group obtaining any licenses, consents, or insurance required for such events. The premises must not be used for any activity which is illegal, causes nuisance to neighbours, or is incompatible with the Landlord's reasonable requirements.

The Scouts solicitors have also asked "Can you please confirm whether the Scout Group or the Parish are registering the leasehold on the HMLR.". I had assumed it would be us but I am not really sure about these things so I would be interested to hear your thoughts.

Kind regards,

Fraser

Chair of Trustee Board, 43<sup>rd</sup> Scouts

[RETURN TO AGENDA](#)

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
08	Additional Tables in MH Recreation Ground		
09	Additional Street lights in Mill Lane		
10	43 <sup>rd</sup> Scout Group Lease	Awaiting confirmation from Scout Association agreement.	
11	Reactive Speed sign(s) around the parish.	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.	