





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 1st June 2026** in Mortimer Hall, Oxford Road, Old Marston, OX3 0PH when the following business will be transacted.

Yours faithfully

Tim Cann.
Parish Clerk.

Tuesday 26th May 2026

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. **Co-option of casual vacancy for parish councillor**
4. **Welcome from chairman**
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 11th May 2026 (page 6)**
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:

- 25/01054/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.
- [26/01027/FUL | Change of use of dwellinghouse \(Use Class C3\) to a House in Multiple Occupation \(Use Class C4\). Provision of bin and bike stores. | 31 Old Marston Road Oxford Oxfordshire OX3 0JR](#)
- **Update on Hill View Farm**
- **Update on Almonds Farm**
- **Consultations**

9. Transport

- Speed Awareness signs:
- Traffic Survey Data:
- Elsfield Road Parking: Update

10. Finance: Correct on 31st 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
Total:	£246,267.82

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

The following accounts to be paid:

Clerk's pay, expenses, pension May 2026:	£
Oxford City Council (Cemetery Rates):	£185.64
ODS (Grass Cutting):	£1,537.45
Ambassador (Fix Shutter on Pavillion):	£216.00
Vodafone (Clerk's Mobile):	£18.80
Mr Ward (Work in Orchard Triangle):	£200.00
OALC (Training):	£114.00
TOTAL:	£6,428.79

Petty Cash Expenditure: **None**

INCOME:

OpenReach (Wayleave):	£8.82
Oxford City Council (CiL Funds):	£76,941.36

Reserves

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

b. Acceptance of Payments

c. Movement of excess funds in Current Account

11. **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)
 - c. Request for New Noticeboard outside the Mortimer Hall Recreation Ground.
12. **Boult Lane Scout Headquarters Lease (PAGE 15)**
13. **Hedge between Boult Lane Recreation Ground & Court Place Farm Allotments**
14. **Mill Lane Allotments Update**
15. **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.
 - Reported to contractor moles active in the Elsfield Road Cemetery
16. **Staffing & Standards Committee Feedback:**

The committee was not quorate so any decisions will need to be ratified by council.
17. **Orchard Triangle & Smaller Triangle Maintenance Update.**
18. **Mill Lane Recreation Ground Update.**
19. **Reports from Members:**

Update from councillors representing the council on external bodies should the respective organisation have meeting
20. **Information sharing (including correspondence)**
 - Rural Services Network Digest etc,
 - OALC Newsletter
 - <https://www.thamesvalley.police.uk/area/your-area/tpv/oxfordshire/oxford-north-east/about-us/our-priorities>
 - Oxford Half Marathon Sunday 11th October 2026.

Date of next meeting:

Monday 6th July 2026 19:00 in Mortimer Hall.

AGENDA ITEM 6

Minutes of the Old Marston Parish Council Meeting held on Monday 11th May 2026 at the Mortimer Hall from 7:00pm. UNCONFIRMED

Present: Parish Council:

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

In attendance: Tim Cann

Members of Public: 2

Oxford City Councillor: Cllr Robinson

26/05/01 Election of Chair & Declaration of Office.

Cllr Upton proposed Cllr Hatfield. Cllr Vinnicombe seconded. Cllr Hatfield voted in as Chair and signed the declaration.

26/05/02 Election of Vice-Chair and Declaration of Office

Cllr Hatfield proposed Cllr Vinnicombe. Seconded by Cllr Upton. Cllr Vinnicombe voted in as Vice-Chair and signed the declaration.

26/05/03 Acceptance of Office of Councillors & Declaration.

All Councillors present signed the acceptance of office.

26/05/04 Intention to record the proceedings of the meeting: None.

26/05/05 Apologies for Absence:

Parish Councillor Smith – Prior Engagement, Bates – Family member unwell, Lygo – Prior Engagement, City Councillor Mary Clarkson – Prior engagement.

26/05/06 Co-Option of Vacancy

Bede Constantinides gave a brief resume of himself.

Cllr Hatfield proposed and Cllr Haynes seconded. Carried unanimously. Cllr Constantinides signed the acceptance of office.

26/05/07 Website and social media:

- Cllr Hatfield went through the social media platforms currently held by the parish council. There was some discussion over keeping X (formally Twitter). It was agreed to review this.

26/05/08 Public, County & City Councillors & Thames Valley Police participation (if any requests received)

a. Thames Valley Police:

Unfortunately, the team are working earlier tomorrow so I will not be able to attend.

In relation to the dog incidents in Marston, I have provided a number of responses now in writing, to both Kate ROBINSON and Mary CLARKSON. I am happy for these updates to be passed in order to reassure the community.

Thank you for your email, and for raising these concerns following the recent incidents. I fully recognise the significant impact that dog attacks have on victims, owners, and the wider community, and the understandable need for reassurance.

In terms of police and partner agency response, there is a broad spectrum of measures available to address dangerous or aggressive dogs. The approach taken is case-specific, with each incident reviewed on its own merits, taking into account the available evidence, risk factors, prior history, and any identifiable owner responsibility. As such, it can be difficult to provide a single, blanket position.

By way of overview, the following options are commonly considered:

* Out of Court Disposals (OOCs):

Where appropriate, matters may be dealt with proportionately through conditional cautions or community resolutions. These can include specific conditions such as requiring the dog to be muzzled, kept on a lead, or managed in a particular way to mitigate risk.

* Community Protection Warnings (CPWs) and Notices (CPNs):

Under the Anti-Social Behaviour, Crime and Policing Act 2014, these provide a mechanism to address ongoing behaviour that is having a detrimental effect on the community. A CPN can impose enforceable conditions on an owner, including requirements to control a dog (e.g. muzzling, keeping on a lead in public, securing property boundaries). Breach of a CPN is a criminal offence.

* Criminal Investigation and Charges:

Where the evidential threshold is met, offences under the Dangerous Dogs Act 1991 or related legislation may result in court proceedings. The courts have wide-ranging powers, including:

- * Destruction orders
- * Disqualification from dog ownership
- * Requirements for muzzling, leads, and insurance
- * Destruction orders for dogs posing a significant risk

Decisions around imposing conditions such as muzzling and leads in public will depend on factors including the severity of the incident, prior behaviour, owner compliance, and assessed ongoing risk.

You will appreciate that individual case details cannot generally be discussed, but please be assured that where dogs are identified as posing a risk, appropriate and proportionate measures are pursued to protect the public.

We continue to work closely with partner agencies, including the local authority and dog legislation officers, to ensure a coordinated response and to provide reassurance to communities such as Marston.

Caseworker
Office of the Police and Crime Commissioner
Thames Valley

It was RESOLVED that the Clerk write to the Chief Constable.

b. County & City Councillor Reports:

MARY CLARKSON sent a report by email which the Clerk read out:

I have mandatory planning training tonight - I think Kate is involved too- so I may not get to Mortimer Hall much before 8pm.

The main things locally you know about:

1. The dangerous dogs issue.

2. Continuing breaches of the Construction Management Transport Plan by Bellway Homes, for which a formal complaint has been made to Planning.

KATE ROBINSON:

I hope to be at the meeting tonight – for the minutes here is the detail:

“Police have now completed a full review of all relevant reports, evidence, and investigative actions linked to this matter. Having assessed the available evidence against the required legal thresholds, I can confirm that the most recent report has been filed as No Further Action (NFA). This decision has been made on the basis that there is no realistic prospect of conviction, primarily due to inconsistencies in the evidence and the inability to definitively identify the dog responsible for the reported incident.

While no further formal action is being taken at this time, the individual concerned has been advised regarding their responsibilities. The owner has been:

- Spoken to directly and provided with a clear explanation of police actions,
- Warned regarding her responsibilities,
- Advised that any future incidents will be subject to robust investigation, which may include seizure of dogs and consideration of court orders, including destruction or disqualification from ownership.

We are mindful of the wider community concern and reassurance in matters of this nature. Although enforcement action is not appropriate on this occasion, this does not diminish the seriousness with which reports of dangerous dogs are treated. Police will continue to respond to and investigate any future incidents and appropriate prosecution will be taken where the evidential threshold is met.

I would encourage you to share this update with your constituents, and, where appropriate, circulate it within relevant local community groups (such as the Marston ‘Doggo’s’ WhatsApp group) to provide clarity, avoid rumour/ gossip, and support community reassurance.”

c. Public:

- No member of the public wished to speak.

26/05/09 Approval of the Minutes of the meeting held on the 13th April 2026.

It was RESOLVED these are a true record.

26/05/10 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.

26/05/11 Planning:

Applications considered between meetings: NONE

Decisions:

- 25/00274/FUL - 44 Arlington Drive – REFUSED
- 25/01436/FUL – 32 Oxford Road – 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
26/00544/FUL – 24 Ashlong Road
26/00594/VAR – 66 Arlington Drive
26/00496/FUL – 1A Mill Lane
26/00743/FUL – 7 Southcroft

Applications to be decided:

- **26/00819/FUL – 13 Salford Road** – Conversion of ground floor from vacant shop (Use Class E(c)(iii)) to 1 x 1 bed flat (Use Class C3). Alterations to fenestration to front and side elevations. Provision of bin and cycle storage and private amenity space. – **NO OBJECTION.**
- **26/00927/FUL – 60 Mortimer Drive** – Demolition of existing garage. Erection of a part-single, part-two storey rear extension. Removal of 1no. chimney. Installation of solar panels and 1no. EV charger. Provision of bike store. – **NO OBJECTION.**
- **26/00923/FUL – 15 Salford Road** – Change of use of dwellinghouse (Use Class C3) to a House in Multiple Occupation (Use Class C4). Insertion of 1no. door to ground floor at rear. Provision of cycle and bin storage. (Retrospective). – **NO OBJECTION.**
- **26/00968/FUL – 3 Cotswold Crescent** – Erection of a first-floor rear extension. Formation of 1no. rear dormer. Insertion of 1no. door to rear elevation. Insertion of 2no. rooflights to front roof slope. – **NO OBJECTION.**
- **26/00522/FUL – 59 Cherwell Drive** – Demolition of garage. Change of use from dwellinghouse (Use Class C3) to a large House in Multiple Occupation (Sui Generis). Erection of a single storey side and a first-floor rear extension. – **ASKED IF THIS COULD BE CALLED IN. OBJECT DUE TO POLICY H6 OF THE OXFORD LOCAL PLAN 2036 WHICH RECOGNISES THE IMPORTANCE OF HOUSES OF OCCUPATION (HMO) PLAY IN MEETING HOUSING NEEDS I OXFORD. HOWEVER, IT ALSO IDENTIFIES THAT IN SOME AREAS OF OXFORD, HIGH CONCENTRATION OF HMO'S ARE RESULTING IN CHANGES TO THE CHARACTER OF THE LOCAL AREA, LEADING TO CONCERNS THAT COMMUNITIES ARE BECOMING UNBALANCED. POLICY H6 ALSO SUPPORTS THE CHANGE OF USE OF A DWELLING IN USE CLASS C3 TO AN HMO WHERE SPECIFIED CRITERIA ARE MET. CRITERIA (A) OF THE POLICY REQUIRES THAT THE PROPORTION OF BUILDINGS USED IN FULL OR PART AS AN HMO WITHIN 100 METRES OF THE STREET LENGTH EITHER SIDE OF THE APPLICANT SITE DOES NOT EXCEED 20%.**
- **Consultations:** None.

26/05/12 Review of Committees:

- Planning Committee:** At present all parish councillors are members of the Planning Committee. Cllr Upton requested not to be on committee due to her involvement in District Council.
- Staffing & Standards Committee & Chair:** Cllr Hatfield, Haynes, Vinnicombe (Chair), Smith & Cox.
- Finance Committee & Chair:** Cllr Haynes (Chair), Smith, Cox & Constantinides.
- Pavilion, Recreation Grounds, Allotments & Cemetery Committee** – It was RESOLVED Pavilion, Recreation Grounds, Allotments & Cemetery Committee and Environment Committee be merged and renamed Community Amenities & Environment Committee. Cllr Cox (Chair), Vinnicombe, Constantinides, Haynes, Osman, Smith & Bates.

26/05/13: Review of representatives on, or work with, external bodies and arrangements for reporting back

- Mortimer Hall – Cllr Hatfield,
- OXS RAD – Cllr Upton

TOTAL	£5,562.89
Petty Cash Expenditure:	
INCOME:	
Oxford City Council (First-Half Precept)	38,809.74
RESERVES	
Total Balances	£105,132.71
General Reserve	£31,216.00
Fixed Asset Reserve	£10,000.00
Emergency Reserve	£10,000.00
Unallocated Reserve	£53,916.71

a. It was RESOLVED to accept these payments.

26/05/20 Clerk's Report:

- **Gross Cutting Contract:** The Clerk explained the contract is for 7 cuts each year per site. It was RESOLVED to accept contract.
- **Bin Emptying:** The Clerk stated that he was still in negotiation with contractor. Council RESOLVED to allow Chair and Clerk to decide.
- **End of Year Accounts:** The Clerk advised that the 2025/26 accounts had been completed and are will the Internal Auditor.
- **Orchard Triangle:** Clerk to purchase a bin.

26/05/21 Reports from Members:

Cllr Vinnicombe informed the meeting that there was a speed safety meeting at St Nicholas School. Ideas such as the Council employing a Traffic Marshal during opening and closing of the school day, promotion about safe parking around the school. Further details will be brought to a future meeting for discussion.

26/05/22 Information sharing (including correspondence)

Rural Services Network Digest etc,

- OALC Newsletter
- Correspondence
- THURSDAY 14th May 7pm ANNUAL PARISHIONERS MEETING
- SATURDAY 16th May 10am Art Event in Mortimer Hall.
- THURSDAY 21st May 7pm until 7:30pm Speed Watch Training
- THURSDAY 21st May 7:30pm onwards, Parish Councillors reviewing Traffic Data

26/05/23 **Date of Next Meeting:** - Monday 1st June 2026 7pm in the Mortimer Hall.

CLOSED: 8:35PM

Signed.....Chair

Date.....

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

Date	Meeting	Time	Venue
1 st June	Full Council	7pm	Mortimer Hall
29 th June	Finance	6pm	Mortimer Hall
6 th July	Full Council	7pm	Mortimer Hall
27 th July	CAE	6pm	Mortimer Hall
August	No Council or Committee Meetings Scheduled		
7 th September	Full Council	7pm	Mortimer Hall
5 th October	Full Council	7pm	Mortimer Hall
26 th October	CAE	6pm	Mortimer Hall
2 nd November	Full Council	7pm	Mortimer Hall
30 th November	Finance	6pm	Mortimer Hall
7 th December	Full Council	7pm	Mortimer Hall
29 th December	No Committee Meeting		
4 th January	Full Council	7pm	Mortimer Hall
25 th January	S&S	6pm	Mortimer Hall
1 st February	Full Council	7pm	Mortimer Hall
1 st March	Full Council	7pm	Mortimer Hall
29 th March	CAE	6pm	Mortimer Hall
5 th April	Full Council	7pm	Mortimer Hall
26 th 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, 43rd 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 rd 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.	