





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 11th May 2026** in Mortimer Hall, Oxford Road, Old Marston, OX3 0PH when the following business will be transacted.

Yours faithfully

Tim Cann.
Parish Clerk.

Tuesday 6th 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. **Election of Chair and Declaration of Office.**
2. **Election of Vice-Chair and Declaration of Office**
3. **Acceptance of Office of Councillors by signing Declaration.**
By signing this 'Declaration of acceptance of Office' you also agree to abide by the policies and terms set out in the afore mentioned documents of Old Marston Parish Council. Including duly and faithfully fulfil the requirements of this role according to the best of your ability, undertake to observe the code of conduct that applies to members of Old Marston Parish Council in the conduct of its business.
4. **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.**
5. **Apologies for absence and approval by council**
6. **Co-Option of Casual Vacancies**
7. **Web Site, Facebook, and other social media & protocol**
8. **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:
9. **Approval of the minutes of the meeting on the 13th April 2026 (page 6)**
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:

 - 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.
- [26/00819/FUL | 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. | 13 Salford Road Oxford Oxfordshire OX3 0RX](#)
- **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.
- [26/00927/FUL | 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. | 60 Mortimer Drive Oxford Oxfordshire OX3 0RU](#)
- **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).
- [26/00923/FUL | 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. \(Retrospective\). | 15 Salford Road Oxford Oxfordshire OX3 0RX](#)
- **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.
- [26/00968/FUL | 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. | 3 Cotswold Crescent Oxford Oxfordshire OX3 0SG](#)
- **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.
- [26/00522/FUL | 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. | 59 Cherwell Drive Oxford Oxfordshire OX3 0ND](#)
- **Update on transport**

12. Review of Committees: (PAGE 11):

a. Planning Committee & Chair:

At present all parish councillors are members of the Planning Committee. Confirmation this still the case.

b. Staffing & Standards Committee & Chair

c. Finance Committee & Chair

d. Recreation Grounds, Pavilion, Allotments & Cemetery Committee

e. Environment Committee

13. Appointment of members onto Committees

14. 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
- f. Marston area anti-social behaviour group.

15. Review of the terms of reference for committees (PAGE 12)

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

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

17. Policies:

Review of existing policies: The following is a link to the list of the various policies the council have. The council needs to review and agree to accept or amend any. [Policies and Procedures - Old Marston Parish Council \(oldmarston-pc.gov.uk\)](http://oldmarston-pc.gov.uk)

18. [Calendar of Meetings](#): See enclosed calendar listing.

19. [General Powers of Competence](#): Council meet the criteria so have previously opted to adopt these powers.

20. Finance: Correct on 30th April 2026

| | |
|------------------------------|--------------------|
| Unity Trust Current Account: | £3,204.68 |
| Newbury Building Society: | £42,738.90 – 2.90% |
| Skipton Building Society: | £59,187.24 – 2.05% |
| Petty Cash: | £1.89 |
| Total: | £105,132.71 |

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

The following accounts to be paid:

| | |
|--|----------|
| Clerk's pay, expenses, pension April 2026: | £ |
| Reeves Memorial (Repair to Dibsfall Memorial): | £420.00 |
| ODS (Waste Management Cemetery): | £33.84 |
| Mr Ward (Groundwork under Cemetery Hedge): | £600.00 |
| Mr Ward (Work at The Orchard Triangle): | £2850.00 |
| ICCM (Annual Membership): | £110.00 |
| Total Pest Control (Quarterly Charge): | £189.14 |
| DM Payroll (Annual Service Charge): | £144.00 |

| | |
|---|------------------|
| TOTAL: | £5,562.89 |
| Petty Cash Expenditure: | None |
| INCOME: | |
| Oxford City Council (First Half Precept): | £38,809.74 |
| <u>Reserves</u> | |
| 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 |

Acceptance of payments

22. Clerk's Report:

- Grass Cutting Contact:
- End of Year Accounts

23. Reports from Members:

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

24. Information sharing (including correspondence)

- Rural Services Network Digest etc,
- OALC Newsletter
- Marston Art Day - Saturday 16th May 10:00 to 13:00 at Mortimer Hall
- <https://www.thamesvalley.police.uk/area/your-area/tvp/oxfordshire/oxford-north-east/about-us/our-priorities>

Date of next meeting:

Due to the elections the next parish council meeting will be on Thursday 14th May 2026 in Mortimer Hall.

Minutes of the Old Marston Parish Council Meeting held on Monday 13th April 2026 at the Mortimer Hall from 7:00pm.

UNCONFIRMED

Present: Parish Council:

Cllr Hatfield – Chairman Cllr Vinnicombe (Vice-Chair) Cllr Hall
Cllr Osman Cllr Haynes Cllr James
Cllr Upton

In attendance: Tim Cann

Members of Public: 6

Oxford City Councillor: Cllr Robinson

26/04/01 Intention to record the proceedings of the meeting: None.

26/04/02 Apologies for Absence:

Parish Councillor Morris, Smith, Jones & Bates – Away, City Councillor Mary Clarkson – Prior engagement.

26/04/03 Chairman's Welcome

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

26/04/04 Website and social media:

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

26/04/05 Public, County & City Councillors & Thames Valley Police participation (if any requests received)

a. Thames Valley Police: No report received.

b. County & City Councillor Reports:

Kate Robinson said items in her report already have agenda items so can bring up then.

Mary Clarkson sent a report by email which the Clerk read out.

1. **Dangerous Dogs:** I'm afraid that the dogs from Park Way, which attacked one dog and killed another last year were involved in another attack in March. I understand that they were off the lead and chasing a deer when a local dog was in their path and was attacked. Fortunately, it has survived but received four serious puncture wounds. The owner of the injured dog reported this to the police, and I informed the ASBiT Team who were going to follow it up as it appears that the requirement for the dogs to be muzzled and on a lead had been ignored.
2. **Hill View Farm:** Non-compliance with the traffic management plan continues, despite regular complaints to the Planning Enforcement Team from residents and local councillors. The work on the City Council site at Almonds Farm has just started and I am due to have a meeting with the project managers and with the contractors in the next week or so. I will hope to arrange it so that a Parish Council representative can be there too.
3. **Marston Paddock:** The new path leading from the development out to the ring road is on quite a steep incline and the City Council are looking to instal a barrier there.

4. **Postal Problems:** There seems to have been a particular problem with postal deliveries in Raymund Road, which I am following up.

c. **Public:**

- A member of the public spoke about the daily issues with school pick up and drop off. Students sitting on people's walls and hedges, damaging them, throwing gravel around from people's gardens. Vehicles parking on grass verges, drives, Oxford Road and Cherwell Drive virtually becoming single lanes. It was RESOLVED the Clerk write to the Head Teacher of Swan School making her aware of the issues.
- Another member of the public said about the dog attack and how it seems nothing is being done, even when reported to the police.

26/04/06 **Approval of the Minutes of the meeting held on the 2nd March 2026.**

It was RESOLVED these are a true record.

26/04/07 **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.

26/04/08 **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

Awaiting Decisions:

20/02457/DEL – Willow Barn, Oxford Road
25/00634/FUL – 24 Haynes Road
25/01436/FUL – 32 Oxford Road
25/02371/FUL – 56 Cherwell Drive
25/02487/FUL – Ibstocks, 1 Pond Lane

Applications to be decided:

- **26/00544/FUL – 24 Ashlong Road** – Erection of a single storey rear extension. **NO OBJECTIONS.**
- **26/00594/VAR – 66 Arlington Drive** – Variation of condition 2 (Develop in accordance with approved plans) of planning permission 25/01244/FUL (Demolition of existing garage and single storey rear extension. Erection of a part single, part two storey side and rear extension including an integral garage. Removal of existing front gate. to allow revisions to the approved drawings including removal of rear side protection, revised roof arrangement and internal layout amendments. **NO OBJECTIONS.**
- It was said residents had received a letter concerning parking permits for 66 Cherwell Drive. Clerk to write to City Council.
- **26/00496/FUL – 1A Mill Lane** – Erection of a part single, part two-storey extension to east elevation. Installation of roof insulation and insertion of 2no. rooflights to west facing roof slope. **NO OBJECTIONS.**
- **26/00743/FUL – 7 Southcroft** – Demolition of existing conservatory, erection of a single storey rear extension. **NO OBJECTIONS.**
- **Update on Hill View Farm** – An update was given as part of Oxford City Cllr Clarkson's report.

- **Update on Almond Fram** – A member of the public stated that the planning permission had expired so work had not started.
- **Consultations:** None.

26/03/09 **Transport:**

- **Speed Awareness signs:** Clerk to arrange an open meeting for general discussion. The traffic survey data to be reviewed.
- **Oxford Road ground cover update:** Now fixed. The Council thanked Cllr Vinnicombe for her tenacity in getting this resolved.
- **Elsfield Road Parking:** Clerk awaiting advice from County Council. Clerk to ask County Council about moving of the bus stop in Elsfield Road as the bus blocks Church Lane entrance.

26/04/10 **Finance:**

d. As at the 31st March 2026

| | | |
|--|--------------------|------------|
| Unity Trust Current Account | 34,758.97 | |
| Newbury Building Society | 44,095.65 | 2.90% |
| Skipton Building Society | 64,149.99 | 2.05% |
| Petty Cash | 2.94 | |
| TOTAL | £143,007.55 | |
| 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. – March 2026 | | |
| Oxford City Council (Cemetery Rates) | 185.64 | |
| Wells Pharmacy (OXCLEAN First Aid Kit & Sharps Box) | 15.83 | |
| Total Pest Control (Quarterly Charge) | 189.14 | |
| TOTAL | £4,868.95 | |
| Petty Cash Expenditure: NONE | | |
| INCOME: NONE | | |
| RESERVES | | |
| Total Balances | £143,007.55 | |
| General Reserve | £31,216.00 | |
| Fixed Asset Reserve | £10,000.00 | |
| Emergency Reserve | £10,000.00 | |
| Unallocated Reserve | £91,791.55 | |

a. It was RESOLVED to accept these payments.

b. Council reviewed and approved the Risk Assessment.

26/04/11 Charity/Charities to benefit from OXFEST 2026:

After some discussion it was RESOLVED that any surplus would be equally divided between OXSRAD, the Village Hall Mortimer Hall and Old Marston Charities Trust.

26/04/12 Use of Boults Lane Recreation Ground & Pavilion by Headington Road Runners for H5 Race. Sunday 23rd August 2026:

It was RESOLVED to allow.

26/04/13 Clerk's Report:

- **Update on Bleed Kits –**
- **Mortimer Hall Clock Update:** The Clerk reported that he had got a price from the company to repair the clock - £590.00 + VAT. However, he has been unable to get the cost of a new clock. He contacted another clock company who asked for a photo of the inner mechanism of the clock before a price for repair could be sent.
- **Noticeboard – Orchard Triangle –** In progress
- **Noticeboard – Salford Road –** In progress.
- **Confirmation that Old Marston Parish Council has resubscribed as an Oxford Living Wage Employer.**
- **GRASS CUTTING:** The Clerk explained that he had heard from one contractor who had quoted £447 per cut. He was waiting on two other contractors. It was RESOLVED to get the one contractor to do one cut while waiting for further quotes.
- **Elsfield Road Cemetery Hedge:** A quote was received to cut/clear and remove/dispose of all overgrown foliage from underneath the Elsfield Road Cemetery hedge which has grown/gone over on to the pedestrian footpath. It was RESOLVED to accept.

26/04/14 Staffing & Standards Committee Feedback:

- **The Committee was not quorate However the following priorities were suggested:**
 - May Elections
 - Unities Council.
 - Mill Lane Recreation Ground (and relationship with OPT)
 - Impact of housing development (Almond Farm)
 - Impact of traffic filters
 - Bringing the Orchard Triangle back into use as a recreation area
 - Chair's training for all councillors of more than 4 years, after the May election.

26/04/15 Orchard Triangle and Smaller area maintenance:

Cllr Vinnicombe went through the work already done. One tree has already been planted. Mr Ward to send quote for work needed on smaller area. Suggestion of a flower meadow once brambles are cut down. Regarding the planters, it was RESOLVED to ask the Council if they can empty them before being moved. They can then be cut down

26/04/16 Mill Lane Recreation Ground Update:

The Chair advised the meeting that a team of residents are working on getting proposals together on how to improve the area. It was RESOLVED the Clerk arrange an informal open meeting for further discussions. Invitation to be circulated to all parish councillors.

26/04/17 Report from Members:

No meetings as such, although Cllr Vinnicombe reported on the open meeting held by the Oxford Preservation Trust and how they are keen to work with the parish council and the community

26/04/18 Information sharing (including correspondence)

Rural Services Network Digest etc,

- OALC Newsletter
- Oxford Half Marathon Sunday 11th October 2026.
- Old Marston Parish Council Election is Thursday 7th May 2026

- Marston Art Day - Saturday 16th May 10:00 to 13:00 at Mortimer Hall.
- The Chair thanked Pat Hall, Mary James and Alistair Morris for being Parish Councillors.

[Oxford North East | Your area | Thames Valley Police | Thames Valley Police](#)

26/04/19 Date of Next Meeting:

Monday 11th May 2026 7pm in the Mortimer Hall. Please note this will be the Annual Parish Council meeting.

Meeting Closed: 8:14

[RETURN TO AGENDA](#)

Old Marston Parish Council – 2025/26

Nominations to other bodies

Public Transport – Mary James
Oxford City Council

Parish Forum – Since meeting went virtual any parish councillor may attend.

Nomination Rights

Old Marston Charities Trust (Two Trustees serving four years) -

Louise Upton Appointment due May 2026.

Duncan Hatfield. Appointment due May 2026.

Mortimer Hall Management Committee - Annual appointment - Duncan Hatfield

Courtesy Appointments

OXSRAD Committee - Annual Appointment – Louise Upton

Committees:

Planning Committee – All councillors are members of the planning committee unless they have stated otherwise.

Finance Committee - Pat Hall (Chair), Mary James, Charlie Haynes, Martin Smith.

Staffing & Standards Committee – Duncan Hatfield, Pat Hall, Charlie Haynes, Charlotte Vinnicombe(Chair), Martin Smith.

Pavilion, Recreation Grounds, Allotments & Cemetery Committee – Pat Hall, Mick Bates, Charlie Haynes, Martin Smith. Alistair Morris

Environment Committee: Mary James, Charlotte Vinnicombe, Louise Upton, Alistair Morris, Mark Lygo

The Planning & Finance Committees are the only standing committees. To be reviewed Annually.

[RETURN TO AGENDA](#)

Terms of Reference for Committee's

Introduction

The Council's Standing Orders and Code of Conduct shall apply to all Committees. Nothing in these terms of reference shall prevent the Council from dealing with a matter that might otherwise be dealt with by a Committee.

All Committees are appointed by and responsible to Old Marston Parish Council.

All Committee decisions are recommendations and subject for final ratification by Full Council.

It is the responsibility of the Chairman of a committee to liaise with the Clerk in deciding when a meeting should be held and with drawing up the agenda.

It is the responsibility of members of a particular committee to contact their chairman if they have an item for the agenda of that committee. This should be done no later than one week before a meeting is held.

Although the Chairman of the Council is not an ex officio on any committee a copy of the agenda for all committee meetings will be copied to the Chairman of the Council. Minutes of all committee/sub-committee meetings will be circulated to all members of the Council with the next Council agenda.

Unless powers are delegated for specific topics all committee decisions and recommendations will be to final approval by the full Council.

The Committee is empowered to direct the Clerk to undertake such lawful and reasonable actions as may be resolved by the Committee subject to ratification by the Council.

All terms of reference will be reviewed annually by the Council or when necessary.

The following matters shall be reserved for decision by the full Council.

1. The Precept
2. Borrowing money
3. Making, amending, or revoking Standing Orders, Financial Regulations, Duties and Powers of Proper Officer provisions.
4. Making, amending, or revoking by-laws
5. Making of Orders under Statutory Powers
6. Matters of principle or policy.
7. Addressing recommendations in any report from the Internal or External Auditors
8. Nomination or appointment of representatives of the Parish Council on any authority, organisation, or body (except approved conferences or meetings)
9. Nomination of members of all proper and sub committees
10. New powers or duties
11. Prosecution or defence in a Court of Law
12. Nomination or appointment of representatives of the Council to any enquiry on matters affecting the Parish.
13. To receipt and adopt the Annual Accounts.
14. To receive and sign off the Annual External Audit and Return
15. To receipt reports referred to the Parish Council, from the various Committees/Sub-Committees
16. To set up Working Groups as necessary
17. To receive reports and consider recommendations from all Working Groups set up by the Parish Council.
18. To appoint representatives on outside bodies or joint bodies
19. To confirm the appointment of the Chairman/Vice-Chairman

20. To confirm the schedule of meeting of the Parish Council/Committees/Sub-Committees for the coming year
21. To receive petitions and deputations from members of the public or any organisations
22. Any other matters not delegated to an officer, Committee or Sub-Committee or referred to the Council by Committee or Sub-Committee.

Planning Committee

1. Objective

As a consultee in law the Parish Council considers all planning applications in the Parish. Comments are sent, by the Clerk, to Oxford City Council as part of its consultation process. The aim is to use planning law, Oxford City Council core strategy, policy and periodic planning guidance notes to preserve and enhance the character of the parish it serves, whilst encouraging its commercial and social vitality.

The Planning Committee is constituted to consider and to respond on behalf of the Council in respect of such applications.

2. Membership

Membership shall consist of all Councillors of the Parish Council, unless they have actively opted out of the Planning Committee.

The Chair and Vice Chair of the Committee shall each be one member elected by the membership.

A quorum shall consist of three members.

3. Areas of Responsibility

The Planning Committee has the delegated authority from Old Marston Parish Council to:

a) Consider, and make comment(s) on, all planning applications sent by Oxford City Council that need a decision before the date of the next full council meeting.

d) Monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure.

e) Deal with any other planning related matter that a meeting of the Full Council considers appropriate to be referred to the Planning Committee; and

g) Consider a 'call in' on an application in a case-by-case basis to the relevant planning committee. The 'call in' guidelines will be as used by Oxford City Council.

4. Planning Applications

Planning applications shall be circulated to Planning Committee members within three clear working days of the Parish Council Planning Meeting by the Parish Clerk. The applications may be viewed on the Oxford City Council Planning Portal.

5. Meetings

The Chairman of the Planning Committee may call additional Planning Committee meetings as and when necessary to ensure that all Planning Applications received can be discussed and replied to within the timescale.

The Planning Committee will use their best endeavours to ensure that any comments received, prior to the meeting, from any relevant parties, applicants and objectors, for planning applications (not including enforcement notices) are considered at the meeting.

Minutes of all meetings will be recorded by the Parish Clerk at the meeting and circulated at the Full Council meetings. All planning applications and their responses shall be noted in the minutes of Full Council.

6. Responses

The Parish Clerk or a nominated Council Officer will communicate to the Local Planning Authority the Committee's comments in respect of applications considered.

Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member of the Committee to attend the hearing.

Wherever possible, a member of the Planning Committee is to be nominated to attend the Local Authority's relevant Planning committee meeting, as necessary.

All correspondence should be conducted through the Parish Clerk.

7. Review

These terms of reference are to be reviewed annually.

Finance Committee

The Finance Committee Terms of Reference were adopted by Full Council at its Full Council Meeting held on 1 November 2022.

1. Committee

The Finance Committee is constituted as a Standing Committee of Old Marston Parish Council.

2. Members

Five Parish Councillors appointed annually at the Annual Council Meeting as voting members.

The quorum of the Committee shall be three Members.

3. Voting

Only the above may vote and participate at a meeting. In the case of an equal vote the Chairman shall have a second or casting vote.

4. Chairman

The Chairman and Vice Chairman are elected annually by the Committee at their first Meeting.

5. Meetings

The Committee will meet as the workload requires, with a minimum of 5 working days' notice given.

6. Terms of Reference

To The Committee will review the Terms of Reference of the Finance Committee at the first meeting of the Committee after the Annual Council Meeting of Council or when necessary and make appropriate recommendations to Full Council.

7. Responsibilities

a) Overall responsibility for the management and oversight of the Council's financial affairs in accordance with legislative requirements, regulations and guidelines, and the Council's Financial Regulations and Scheme of Delegation.

b) Preparation of an annual budget in order to meet the Council's objectives, for recommendation to Council.

c) Recommending a precept to Council.

d) Ensuring that reserves are managed in line with the legislative requirements and the Council's financial regulations, in order to meet the objectives of the Council.

e) Undertaking an annual review of all fees, charges and allowances.

f) Setting of Councillor's allowances and expenses and making recommendations to Full Council accordingly.

g) Ensuring the Council is adequately insured, that this is reviewed annually and recommend accordingly.

h) Reviewing both Internal and External Audit Reports making any recommendations to Full Council and ensuring any recommendations are implemented.

i) Oversight of all legal matters pertaining to leases, insurance claims, tenancies, contracts, insurance cover, damage to property and making recommendations to Full Council.

j) Annual review and updating of the Council's Financial Regulations ensuring they are observed and making appropriate recommendations to Full Council.

k) Ensuring that the Council meets all legal requirements and best practice in relation to public transparency.

l) Have the delegated authority to authorise payments of between £1,000 and £5,000

m) To review annual grants and make recommendations to full council.

Pavilion, Recreation Grounds, Allotments & Cemetery Committee

Consists: up to 6 elected Councillors Quorum: 3 Notification: 3 clear days

Meet: Minimum 3 per year. Venue: Mortimer Hall

23. Review new and/or replacement equipment.
24. Regular Maintenance checks
25. Review and recommend action from the ROSPA Report.
26. Oversee any Health & Safety issues
27. Review annual burial fees.
28. To oversee the Boults Lane rejuvenation project.

Standards & Staff Committee

Consists: up to 4 elected Councillors Quorum: 3 Notification: 3 clear days

Meet: At least once a year or as and when needed Venue: Mortimer Hall

29. To carry out the Clerk's appraisal.
30. Investigate any breach of the code of conduct.
31. To investigate any complaint against a Councillor or employee and to resolve as per Complaints Policy and habitual/Vexatious complaint policy.

Environment Committee

Consists: up to 6 elected Councillors Quorum: 3 Notification: 3 clear days

Meet: Not less than three times per year Venue: Mortimer Hall

32. In accordance with the Parish Council's Environment Policy, seek to minimize the effects of climate change and take positive action to tackle it.
33. Give encouragement to residents to reduce waste, increase home composting, re-cycle where possible and resist use of single-use plastics.
34. Seek to preserve green belt land and encourage its use for recreation, crops, forestry, and wildlife.
35. Promote green energy sources.
36. Promote use of allotments, home growing and communal growing within the Parish.
37. Consider measures to discourage traffic congestion and toxic emissions.
38. Preserve and add to existing tree stock where feasible.

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Old Marston Parish Council – Calendar of Meetings 2026/27

| Date | Meeting | Time | Venue |
|------------------------------|---|------|---------------|
| 11 th May | Annual Council | 7pm | Mortimer Hall |
| 14 th May | Annual Parishioners | 7pm | Mortimer Hall |
| 1 st June | Full Council | 7pm | Mortimer Hall |
| 24 th June | P, RG, A & C Committee* | 6pm | Mortimer Hall |
| 24 th June | | | |
| 6 th July | Full Council | 6pm | Mortimer Hall |
| 29 th July | Finance Committee | 6pm | Mortimer Hall |
| August | No Council or Committee Meetings Scheduled | | |
| 7 th September | Full Council | 7pm | Mortimer Hall |
| 30 th September | | | |
| 5 th October | Full Council | 7pm | Mortimer Hall |
| 28 th October | P, RG, A & C Committee* | 6pm | Mortimer Hall |
| 2 nd November | Full Council | 7pm | Mortimer Hall |
| 25 th November | Finance Committee | 6pm | Mortimer Hall |
| 7 th December | Full Council | 7pm | Mortimer Hall |
| 18 th December | No Committee Meeting | | |
| 4 th January 2024 | Full Council | 7pm | Mortimer Hall |
| 27 th January | S&S | 6pm | Mortimer Hall |
| 1 st February | Full Council | 7pm | Mortimer Hall |
| 24 th February | | | |
| 1 st March | Full Council | 7pm | Mortimer Hall |
| 24 th March | P, RG, A, C Committee* | 6pm | Mortimer Hall |
| 5 th April | Full Council | 7pm | Mortimer Hall |
| 28 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 2026-27. Although additional meetings may be convened with the appropriate notice period and will be posted on the website and noticeboard.

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