



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 3rd November 2025** in Mortimer Hall, Oxford Road, Old Marston, OX3 0PH when the following business will be transacted.

Yours faithfully

Tim Cann.
Parish Clerk.

Tuesday 28th October 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

(CLICK ON BLUE PAGE NUMBERS FOR LINK)

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. **Welcome from chairman and reports**
3. **Apologies for absence and approval by council**
4. **Website and other social media**
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 6th October 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:

- 25/005438/FUL – 2 Cannons Field – APPROVED
- 25/00808/FUL – The Stone Barn, Oxford Road – APPROVED
- 25/01487/CEU – 44 Arlington Drive – WITHDRAWN
- 25/01358/FUL – 83 Cherwell Drive – APPROVED
- 25/01253/FUL – 87 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
- 25/01847/FUL – 3 Arlington Drive
- 25/02125/FUL – 139 Oxford Road
- 25/02371/FUL – 56 Cherwell Drive
- 25/02257/FUL – 7 Cotswold Crescent

Applications to be decided:

- **25/02706/VAR – 22 Raymund Road** – Variation of conditions 2 () and 3 of planning permission 24/00844/FUL (Change of use from dwellinghouse (Use Class C3) to a large House in Multiple Occupation (Sui Generis). Erection of two storey side extension and a part single, part two storey rear extension. Provision of bin and bike stores. (Amended drawings)) to allow a change from render to weatherboard to the side elevation. Town and Country Planning Act 1990 APPLICATION NO: 24/00844/FUL PROPOSAL: Change of use from dwellinghouse (Use Class C3) to a large House in Multiple Occupation (Sui Generis). Erection of two storey side extension and a part single, part two storey rear extension. Provision of bin and bike stores. (Amended drawings)
- [25/02706/VAR | Variation of conditions 2 \(Develop in accordance with approved plans\) and 3 \(Materials to match\) of planning permission 24/00844/FUL \(Change of use from dwellinghouse \(Use Class C3\) to a large House in Multiple Occupation \(Sui Generis\). Erection of two storey side extension and a part single, part two storey rear extension. Provision of bin and bike stores. \(Amended drawings\)\) to allow a change from render to weatherboard to the side elevation. | 22 Raymund Road Oxford Oxfordshire OX3 0SW](#)
- **25/02591/FUL – 80 Arlington Drive** – Demolition of existing garage. Erection of a single storey garden studio for ancillary use to the main dwelling (Use Class C3).
- [25/02591/FUL | Demolition of existing garage. Erection of a single storey garden studio for ancillary use to the main dwelling \(Use Class C3\). | 80 Arlington Drive Oxford Oxfordshire OX3 0SJ](#)
- **25/02487/FUL – Ibstocks, 1 Pond Lane** – Erection of single storey link extension. Conversion of garage into habitable space and associated alterations. Installation of solar panels to roof. Alterations to roof pitch, formation of gable, and insertion of windows and rooflights in association with loft conversion. Alterations to fenestration. Provision of cycle store.
- [25/02487/FUL | Erection of single storey link extension. Conversion of garage into habitable space and associated alterations. Installation of solar panels to roof. Alterations to roof pitch, formation of gable, and insertion of windows and rooflights in association with loft conversion. Alterations to fenestration. Provision of cycle store. | Ibstocks 1 Ponds Lane Oxford Oxfordshire OX3 0PX](#)

- **Update on Hill View Farm**

9. Clothes Bank in Boults Lane:

The clerk is in the process of making a planning application as this is in the conservation area.

10. Cherwell Drive Parking outside Shops:

Parish councillor Charlie Haynes brought to the clerk's attention that Oxfordshire County Council plan to remove some of the vehicle parking and replace it with on street cycle parking. County councillor Mark Lygo may have a further update on this but the parish council may wish to express its opinion.

11. Transport:

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

12. Finance: Correct on 28th October 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 above figures):	£67,094.61
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The following accounts to be paid:

Clerk's pay, expenses, pension October 2025:	£
Vodafone (clerk's mobile):	£16.30
ICO (Data Protection Annual Fee)	£47.00
ODS (Cemetery Bin Collection):	£188.00
Mr Ward (Boults Lane Rec Hedge)	£1,800.00
GDT Fire Alarm (Annual Service):	£86.40
ICCM (Membership)	£105.00
Fine Print Ltd (Tag Stickers for Bikes):	£132.00
Reeves (Remove & Replace Memorials)	£804.00

TOTAL:	£6,253.61
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Petty Cash Expenditure:	None
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INCOME:

Oxford City Council (CiL money Hill View Farm)	£38,403.18
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Reserves

Total Balances:	£174,649.41
General Reserve:	£31,216.00
Fixed Asset Reserve:	£10,000.00
Emergency Reserve:	£10,000.00
Unallocated Reserve:	£123,433.41

Acceptance of payments

13. Mortimer Hall:

Mortimer Hall will be adding bollards and a gate to the car park. If councillors want to view the bollards then click this link: <https://www.barriersdirect.co.uk/security-bollards-high-visibility-in-black-yellow-galvanised-robust-secure-impact-protection-1000mm-height-various-sizes-p4812>

Mortimer Hall Management Committee need the parish council to agree to the bollards and gate. Would the parish council be willing to make the purchase on behalf of the hall so that the VAT can be reclaimed? The hall will then reimburse the council. The hall committee are trying to raise funds to have the roof fixed.

14. Clerk's Report:

- Update on Bleed Kits
- Mortimer Hall clock update: still waiting for size

15. Pavilion, Recreation Grounds, Allotments & Cemetery Committee:

To review the minutes of the committee meeting held on Monday 30th October 2025.

16. Reports from Members:

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

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

18. Information sharing (including correspondence)

- Rural Services Network Digest etc,
- OALC Newsletter
- The Charity Commission Annual Return for 2025 has been completed for the Mortimer Hall Recreation Ground.
- Wreath Laying on Sunday 9th November 2025

Date of next meeting: Monday 1st December 2025 19:00 in Mortimer Hall.

**Minutes of the Old Marston Parish Council Meeting held on
Monday 6th October 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

In attendance: Tim Cann

Members of Public: 2

25/10/01 Intention to record the proceedings of the meeting: None.

25/10/02 Apologies for Absence:

Parish Councillors Alistair Morris & Pat Hall – Unwell, Parish Councillor Charlie Haynes – prior meeting, Louise Upton & Mark Lygo, – District Council meeting, Oxford City Councillors Mary Clarkson & Kate Robinson – District Council meeting.

25/10/03 Chair's Welcome

The Chair welcomed everyone to the meeting and reminded all that protocol was for things to go through the chair.

25/10/04 Website and social media:

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

25/10/05 Public, County & City Councillors & Thames Valley Police participation (if any requests received)

- Thames Valley Police:** No Report received.
- County & City Councillor Reports:** No Report received.
- Public:** No one wished to speak.

25/10/06 Approval of the Minutes of the meeting held on the 1st September 2025.

It was RESOLVED these are a true record.

25/10/07 Operational Checks:

- Weekly operational checks on the defibrillator have been carried out. It was RESOLVED that Councillor Smith will cover future checks.
- Weekly operational checks on the play equipment have been carried out. It was RESOLVED that Councillor Smith will cover future checks.

25/10/08 Planning:

Applications considered between meetings: NONE

Decisions:

25/00275/FUL – 4 Rylands - APPROVED

25/01357/FUL – 81 Cherwell Drive – APPROVED

Awaiting Decisions:

20/02457/DEL – Willow Barn, Oxford Road

25/00548/FUL – 2 Cannons Field

25/00634/FUL – 24 Haynes Road

25/00808/VAR – The Stone Barn, Oxford Road

25/01054/FUL – 1 Mill Lane

25/00857/CEU – 15 Salford Road

25/01244/FUL – 66 Arlington Drive

25/01487/CEU – 44 Arlington Drive

25/01436/FUL – 32 Oxford Road

25/01358/FUL – 83 Cherwell Drive
25/01253/FUL – 87 Oxford Road
25/01847/FUL – 3 Arlington Drive
25/02125/FUL – 139 Oxford Road

Applications to be decided:

- **25/02371/FUL – 56 Cherwell Drive** - Part demolition of existing garage. Erection of part single, part two storey rear extension. Erection of side extension. Formation of front porch. – **NO OBJECTION.**
- **25/02257/FUL – 7 Cotswold Crescent** – Change of use of dwellinghouse (Use Class C3) to a House in Multiple Occupation (Use Class C4). Provision of bin and cycle stores. – **NO OBJECTION BUT CONCERNED ABOUT DENSITY ALREADY IN AREA.**
- **Update on Hill View Farm & public meeting:** The Chair reported several issues and various action points came from the meeting. A problem with parking outside Bradlands making access difficult for construction vehicles. A request for traffic marshals not just near the site. Important that people keep a record of dates and times when issues occur. How do people go about claiming for damage done to their property? Clerk to contact developers to arrange meeting with site manager.
- **Update on Transport:**
The Clerk had a reply from Planning Enforcement regarding construction traffic:

We currently have a planning enforcement investigation open in relation to alleged breaches of the Construction Traffic Management Plan (CTMP) at Hill View Farm and have been in contact with the developers about their compliance with these requirements. However, we are only able to take action in relation to alleged breaches which are covered by this document.

With the exception of the site itself and the chicane leading to the site on Mill Lane, which are subject to additional 10mph speed limits, the CTMP does not place any specific speed limit restrictions on construction traffic passing through the village beyond those requirements imposed by the existing legal speed limit of 20mph.

The issue of lorries failing to comply with the legal speed limit is therefore not something that we have the ability to take action against and will be a matter for Thames Valley Police to enforce. TVP also participate in the Community Speed Watch programme (<https://www.thamesvalley-pcc.gov.uk/get-involved/community-speedwatch/>), which residents may wish to consider as a means of monitoring and reporting any speeding vehicles in the village.

- **Oxford Road ground hole cover:** Councillor Vinnicombe reported that there is still water coming out of the ground hole cover outside Colthorn Farm. Thames Water report that there is a blockage under the pavement too big to be blasted clear; it needs digging out.

25/10/09 Finance

d. As at the 29th September 2025

Unity Trust Current Account	3,870.28
Newbury Building Society	42,738.90
Skipton Building Society	59,187.24

Petty Cash	1.89
TOTAL	£105,798.31
CiL Money (included in the above figures)	£28,691.43
The following accounts to be paid:	£ Incl. VAT
Clerk's Pay Including Expenses, Pension, etc. – September 2025	
Vodafone Ltd (Clerk's Office Mobile) – DD	15.00
ODS (Cemetery Bin Collection)	188.00
Mr Ward (Boults Lane Recreation Ground Hedge)	1,800.00
GDT Fire Extinguishers Ltd (Annual Service)	86.40
ICCM (Membership)	105.00
Fine Print Ltd (Tag Stickers for Bikes)	110.00
TOTAL	£4,960.47
Petty Cash Expenditure: NONE	
INCOME: NONE	
RESERVES	
Total Balances	£105,798.31
General Reserve	£31,216.00
Fixed Asset Reserve	£10,000.00
Emergency Reserve	£10,000.00
Unallocated Reserve	£54,582.31

It was resolved to accept payments.

- e. **Marston Saints FC:** It was resolved that the Clerk arrange a meeting with the club by the end of October.
- f. **Council Insurance Renewal:** It was resolved to accept renewal.
- g. **Fireworks:** The grant has already been approved in the budget. It was resolved to increase amount to £2,500 plus VAT.

25/10/10 Vehicle track across OMMLAA: It was reported that there was a mix up with the tender accepted previously. After some discussion it was resolved to accept the tender on one track, subject to cost of hardcore.

25/10/11 Clerk's Report.

- Update on Bleed Kits: No further movement.
- Mortimer Hall Clock Update: Still waiting for size
- Update on bike tagging: First round of tagging took place and five bikes removed.

25/10/12 Reports from Members:

- **Mortimer Hall Management Committee:** Councillor Vinnicombe reported about the loophole in the register of trustees. Those originally named have been informed that they will be removed from the register. Bollards and gates still scheduled to be installed at carpark entrance.
- **CASO (Community Around Schools Organisation):** The Chair reported that the group is looking to connect with young people. Working to find out what they want and what is provided. Looking at a possible drop-in base.

25/10/13 Plus, anything of an urgent nature which has come to the Clerk's attention since the agenda was set. NONE.

25/10/14 Information sharing (including correspondence)

Rural Services Network Digest etc,

- OALC Newsletter
- Councillor Vinnicombe informed the meeting that she has been reporting dumping on a field in Back Lane. Clerk to contact fly tipping team.
- Autumn Fun Day is on Saturday 25th October 10am until 1pm in the Church Hall.
- Next Speed Watch meeting is on Monday 13th in Mortimer Hall.

25/10/15 Date of next meeting:

Monday 3rd November 2025 7pm in the Mortimer Hall.

MEETING CLOSED: 8:25PM

Signed.....Chairman

Date.....

Please note: Minutes become CONFIRMED following resolution at the following Full Council Meeting.

Minutes of the Pavilion, Recreation Grounds, Allotments & Cemetery Committee Meeting held on the 27th October 2025 in the Mortimer Hall from 6:00pm.

Present:

Parish Council:

Martin Smith – Chair Charlie Haynes (CH) Mick Bates (MB)

In attendance: Tim Cann (Clerk)

PRGAC 25/10/01 **Request for intentions to record the meeting:** NONE.

PRGAC 25/10/02 **Public Participation:** NONE.

PRGAC 25/10/03 **Apologies for Absence:** Parish Councillor Pat Hall - Unwell.

PRGAC 25/10/04 **Minutes of the Committee Meeting held on 30th June 2025.** The minutes were accepted as a true record.

PRGAC 25/10/05 **Clerk's Report:**

- **Water Tap:** It was intended to remove the standpipe where the old pavilion was and install a new tap on the outside of the pavilion on the field side. No further update. As the Club had not enquired about this it was resolved to leave as it is.
- **Patio:** No further update.
- **Picnic Tables:** Agreed to price further tables for the Mortimer Hall. No further update.
- **Covered Bins:** The Clerk advised that you can now get separate bins for recycling etc. It was resolved to get prices for normal covered wastebins.

PRGAC 25/10/06 **Pavilion Update:**

- No follow up meeting between OMPC and MSFC has been arranged. The Clerk to push for a meeting ASAP.

PRGAC 25/10/07 **Mortimer Hall Recreation Ground Update:**

- **Additional Picnic Tables:** Clerk getting cost for three.
- **Play Equipment Safety Checks:** The Clerk reported that Harlequin have starting the quarterly checks and confirmed that the committee chair was doing the weekly checks.

PRGAC 25/10/08 **Boults Lane Recreation Ground:**

- **Hedge alongside Horseman Close estate:** The Clerk reported that Mr Ward has cut this back and he has received no complaints from residents since.

PRGAC 25/10/09 **Victoria Arms Field:**

- The clerk and the Chair of the Council has met with the Oxford Preservation Trust who have agreed, in principle, with the council installing play equipment in the field.

PRGAC 25/10/10 **Mill Lane Allotments**

- No further update to report.

PRGAC 25/10/11 **Elsfield Road Cemetery Update:**

- **Grass management:** This is now being maintained on a regular basis, as well as the rear paddock.

PRGAC 25/10/12 Information sharing (including correspondence):

- NONE.

PRGAC 25/10/13 Items of an urgent nature brought to the Clerk's attention after the agenda had been sent:

- NONE.

PRGAC 25/10/14 Date of Next Meeting: Monday 26th January 2026

MEETING CLOSED: 18:34.

Old Marston Parish Council – Calendar of Meetings 2025/26

Date	Meeting	Time	Venue
27 th October	P, RG, A & C Committee*	6pm	Mortimer Hall
3 rd November	Full Council	7pm	Mortimer Hall
24 th November	Finance Committee	6pm	Mortimer Hall
1 st December	Full Council	7pm	Mortimer Hall
29 th December	No Committee Meeting		
5 th January 2026	Full Council	7pm	Mortimer Hall
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.

[RETURN TO AGENDA](#)

Parish Clerk Report November 2025

Reference	Decision	Action	Done
01	School Lane Noticeboard	Planning permission not needed however advertisement permission is. Ongoing.	
02	Tender for Table Tennis Surround	This was going to be rubber matting however tenders are now being sort for a concrete surround.	✓
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.	
04	Tender for Boults Lane Fence (on allotment boundary behind old pavilion site) & Shuttering.	Tenders being sort for wooden post & rail fence and hedge.	✓
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: 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.	✓
15	Elsfield Road Bus Stop Window	Perspex needs replacing.	