



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 2nd November 2026** in Mortimer Hall, Oxford Road, Old Marston, OX3 0PH when the following business will be transacted.

Yours faithfully

Tim Cann.
Parish Clerk.

Tuesday 27th October 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

NOTE: Please click on the [blue](#) text to view page – contact clerk for documents.

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. **Chairman's welcome.**
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 by the council of the minutes of the Old Marston Parish Council meeting on 5th October 2026 (Page 6)**
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:

- 25/00634/FUL – 24 Haynes Road – APPROVED
- 26/00923/FUL – 15 Salford Road – APPROVED
- 26/01027/FUL – 31 Old Marston Road – APPROVED
- 26/01990/VAR – 32 Oxford Road – APPROVED
- 26/01881/FUL – 13 Ashlong Road – REFUSED
- 26/01967/FUL – 3 Rimmer Close – APPROVED

Awaiting Decisions:

- 20/02457/DEL – Willow Barn, Oxford Road
- 25/02371/FUL – 56 Cherwell Drive
- 25/02487/FUL – Ibstocks, 1 Pond Lane
- 26/01307/FUL – 90 Cherwell Drive
- 26/01881/FUL – 13 Ashlong Road
- 26/02103/FUL – 13 Park Way

Applications to be decided:

- **26/02212/FUL – Land to the rear of 1 Cromwell Close –** Demolition of existing garage. Erection of a 1 x 2 bed dwellinghouse (Use Class C3). Provision of private amenity space, cycle storage and bin storage. **(PAGE 11)**

- Update on Hill View Farm
- Update on Almonds Farm
- Consultations

8.
 - Complaint (PAGE 21)
 - Response (PAGE 30)

9. **Transport**

- Speed Awareness signs
- Elsfield Road Parking: Update.
- Double Yellow Lines along part Oxford Road Update
- Speedwatch Signs Update: Still waiting approval from county council on locations.

10. **Finance: Correct on 27th October 2026**

Unity Trust Current Account:	£112,263.53
Newbury Building Society:	£44,595.65 – 2.90%
Skipton Building Society:	£104,149.99 – 2.05%
Petty Cash:	£2.94
Total:	£261,012.11

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

The following accounts to be paid:

Clerk's pay, expenses, pension October 2026:	£
ODS (Cemetery Bin Emptying to 31 December 2026):	£33.77
Total Pest Control (Quarterly Charge):	£189.14
ODS (Ground Maintenance June 2026):	£1,485.00
ODS (Ground Maintenance September 2026):	£1,485.00
SLCC (Clerks Annual Membership):	£313.00

TOTAL:	£6,537.39
---------------	------------------

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

INCOME:	None
----------------	-------------

Reserves

Total Balances:	£261,012.11
General Reserve:	£33,809.74
Fixed Asset Reserve:	£10,000.00
Emergency Reserve:	£10,000.00
Unallocated Reserve:	£207,202.37

b. Acceptance of Payments

c. Review of Staffing & Standards Committee draft minutes (PAGE 35)

11. **Pavilion**

- Written request from Marston Saints FC for an extension to their occupational agreement for 20th November 2026 for a former players party.

- 12. Communication: including Web Site, Facebook, and other social media & protocol**
 - Update on Community Safety Sign
- 13. Painting Railings around Mortimer Hall Recreation Ground:**
 - Preparation will cost nearly £2,000 Council need to approve.
- 14. Cycle racks planters in Orchard Triangle**
 - Cost £272.00 (including VAT) plus delivery £116.00 plus VAT
 - 6 x £272.00 + Delivery = £1,771,20 (including VAT)
- 15. Elsfield Road Cemetery:**
 - Request to pre-purchase burial plots for 4 people, adjacent to the father's grave. His name is Ignatius Desmond Sullivan, buried there in 2024. Please could you confirm his grave location from your register, whether plots next to him are available, and the exact process and fees for an advance purchase as I'm resident outside the UK.
 - Memorial request for Sandra Terry Creed (**PAGE 38**)
- 16. Clearance of Orchard Triangle(s) and ongoing maintenance.**
- 17. Clerk's Report.**
 - **Update on Bleed Kits**
 - **Noticeboard:** Orchard Triangle
 - **Noticeboard:** Salford Road
 - **Noticeboard:** on outside of pavilion
 - **Noticeboard:** near five-bar gate
 - **Planters' Relocation**
- 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>

Date of next meeting:

Monday 7th November 2026 19:00 in Mortimer Hall.

AGENDA ITEM 5

Minutes of the Old Marston Parish Council Meeting held on Monday 5th October 2026 in the Mortimer Hall from 7:00pm.

UNCONFIRMED

Present: Parish Council:

Cllr Hatfield – Chairman	Cllr Vinnicombe (Vice-Chair)	Cllr Osman
Cllr Haynes	Cllr Jones	Cllr Bates
Cllr Constantinides	Cllr Cox	Cllr Ramsden.

In attendance: Tim Cann

Members of Public: 8

26/10/01 Record of the meeting:

A member of the public made an audio recording of the meeting.

26/10/02 Apologies for Absence:

Cllrs Lygo & Upton – Clash with Oxford City Council meeting.

Oxford City Councillors Clarkson & Robinson – Attending Oxford City Council meeting.

26/10/03 Chairman's welcome:

Cllr Hatfield welcomed everyone and reminded the protocol of everything through the chair and any other conversations to be taken outside of the meeting.

26/10/04 Public, County & City Councillors & Thames Valley Police participation:

No reports from County or City Councillors, Thames Valley Police. No members of the public wished to speak.

Cllr Haynes stated that, at a previous meeting, he had said that you had to have an intruder alarm if there was alcohol on the premise. Apparently, this is not the case. He apologised for giving false information.

26/10/05 Approval of the Minutes of the meeting held on the 7th September 2026.

With the addition of the Council agreeing to get tenders for work in the Orchard Triangle it was RESOLVED to accept the minutes.

26/10/06 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.

26/10/07 Planning:

Applications considered between meetings: NONE

Decisions:

- 26/00496/FUL – 1A Mill Lane – APPROVED
- 26/00968/FUL – 3 Cotswold Crescent – 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
26/00923/FUL – 15 Salford Road
26/01027/FUL – 31 Old Marston Road
26/01307/FUL – 90 Cherwell Drive
26/01990/VAR – 32 Oxford Road
26/01881/FUL – 13 Ashlong Road
26/01967/Ful – 3 Rimmer Close

Applications to be decided:

- **26/02103/FUL – 13 Park Way** – Demolition of existing garage. Erection of a two-storey side extension. – **NO OBJECTIONS.**
- **Update on Hill View Farm** – No further update available.
- **Update on Almond Farm** – Clerk reported that he had received a complaint about speeding lorries along the Oxford Road.
- **Consultations:** None.

- **Land to the West of Mill Lane:**

First stage consultation for the naming of **Land to the west of Mill Lane.**

The Parish Council came up with:

JACK RUSSELL – AFTER REV. JACK RUSSELL WHO FIRST BRED THE JACK RUSSELL DOG.

JOHN BENFIELD -ACTOR VILLAGE RESIDENT

NORMAN HEATLEY – LIVED IN VILLAGE

MS WOODWARD – Past teacher at St Nicholas Primary School.

MARY MIDGLEY

ALEX GAMMON – Past Chair of Old Marston Parish Council, Captain of St Nicholas Bell Ringers, Chair of Old Marston Charities Trust.

CAROL TASKER – Lived in Mill Lane Old Marston for over 60 years. City's 'oldest teacher' was loved by all | Oxford Mail

THERESA PRITCHET - Obituary: Theresa Prickett - 'She absolutely loved Marston ...it was where her roots were' | Oxford Mail

WARD'S WAY – The Ward family have farmed land in and around Old Marston for many years.

26/10/08 Formal Complaint (First Stage)

The Clerk made the Council aware that he had received a first stage formal complaint and his response.

26/10/09 Transport:

- **Speed Awareness signs:** The Clerk informed the Council that the County Council has advised the Morrell Avenue & Marston Ferry Road signs were erected illegally and are investigating. Cllr Constantinides confirmed that the sign in Morrell Avenue had been removed until its legality has been sorted. City Councillor Robinson is meeting with City Councillor Garner to seek advice on a legal way forward.
- **Elsfield Road Parking:**
Regarding funding of the Traffic Regulation Order amendment for Elsfield Road, please see following revised timeline and rationale;
As discussed, funding would need to come from the Parish Council. The current cost for a permanent Traffic Order change is £4,750. Additionally, there would be costs associated with Officer time and any works required, which would depend on the specific changes promoted and agreed upon. I approximate the works costs based on the plan attached to be around £500 - £750+VAT (this could increase subject to contractor charges). Potential total costs could be in the region of £5,500.

Please note that this proposal is subject to public consultation and may receive objections. If objections are received, the proposal would be taken to a CMD meeting, where the Cabinet Member for Transport would decide. Therefore, funding the Traffic Regulation Order does not necessarily mean that the proposal will proceed.

It was RESOLVED the Clerk find out about the 'Access Only' enforcement. Cllr Haynes proposed the Clerk writes to Stagecoach bus company to make them aware of the Parish Council's view. Seconded Cllr Bates. Unanimous.

- **Double Yellow Lines along parts Oxford Road Update:** Cllr Smith stated that double yellow lines will have little or no effect on the school traffic. Cllr Smith proposed Cllr Haynes seconded that the Parish Council ask for double red lines both sides of the Oxford Road and Elsfield Road.
- **Speed Awareness signs:**
- Cllr Constantinides spoke about the signs cost and distributed a quote of £173.45 for two signs. It was RESOLVED the Clerk seeks permission to install the signs. Clerk to liaise with Cllr Constantinides as to type of sign. Council agreed to purchase signs, subject to permission.

26/10/10 Finance:

d. As at the 29th September 2026

Unity Trust Current Account	121,357.55	
Newbury Building Society	44,595.65	2.90%
Skipton Building Society	104,149.99	2.05%
Petty Cash	2.94	
TOTAL	£270,106.13	
CiL Money (included in the above figures)		£144,035.97
The following accounts to be paid:	£ Incl. VAT	
Clerk's Pay Including Expenses, Pension, etc. – September 2026		
T. Cann (Refund for 3x Land Registry Enquiries)	42.00	
Staples (Stationery & Ink)	359.17	
ODS (Cemetery Bin Emptying)	197.40	
Play safety Ltd (Annual Play Equipment Inspection)	242.40	
GDT Fire Extinguishers (Annual Service)	180.90	
Mr Ward (Mill Lane Allotments Track Renovations)	5,100.00	
TOTAL	£9,152.55	
Petty Cash Expenditure: NONE		
INCOME:		
Oxford City Council (Second Half-Year Precept)	38,809.74	
RESERVES		
Total Balances	£270,106.13	
General Reserve	£33,809.74	
Fixed Asset Reserve	£10,000.00	
Emergency Reserve	£10,000.00	
Unallocated Reserve	£216,296.39	

- e. **Acceptance of Payments: Proposed Cllr Haynes Seconded Cllr Cox. Unanimous.**
- f. **Council to consider opening savings account with Unity Trust Bank and /or CCLA:**
 - It was RESOLVED this should be looked at by the Finance Committee.

26/10/11 Pavilion

- Cllr Smith went through the notes of the informal meeting answering questions from Councillors and members of the public as he went. He confirmed that he was now on the Marston Saints Football Club Committee. The Clerk mentioned the suggestion from the informal meeting that the Parish Council give Marston Saints FC a loan of £5,000 and a grant of £5,000. The Clerk advised that the Parish Council did not have the powers to give loans. Cllr Hatfield proposed, Cllr Cox, seconded giving the football club a grant of £7,000 : £3,500 towards repairing the mower, £3,000 to pay off the water bill and £500 for a skip. It was RESOLVED to use the Powers of Competence. Carried Unanimously.
The Clerk stated that, other than a £500 grant a few years ago, this was the first funding given directly to Marston Saints Football Club.
- **Request to extend the use of the pavilion to 11pm on the first and last Saturdays in October and November.**
Cllr Smith informed the Council that the football club wishes to have an event on the first and last Saturday of October and November. He will be present at both events. It was RESOLVED to agree this extension.
- The Clerk informed the meeting that he had received a draft budget from the new treasurer of Marston Saints FC. He asked the Council how it wished to proceed, through full council or relevant committee. It was RESOLVED through Committee.

26/10/12 Request from Pre-School to extend the backroom of the Mortimer Hall.

It was noted and RESOLVED to agree to extension.

26/10/13 Communications (including Web Site, Facebook, and other social media & protocol).

- **Council to consider screening the National Emergency Briefing in Mortimer Hall.** Cllr Vinnicombe stated that this was something the Parish Council should be doing. There are already events, organised by Low Carbon Marston, at the Church Hall and New Marston Scout building and tickets, which are free, are going quickly.
Cllr Vinnicombe proposed that in principle, the Parish Council fund an event in the Mortimer Hall. Subject to date and organiser. Seconded Cllr Constantinides . Unanimously.

26/10/14 Painting Railings around Mortimer Hall Recreation Ground & Orchard Triangle:

The Council reviewed the tenders of £7,660.95 plus VAT and £7,500.00 No VAT. Cllr Vinnicombe proposed accepting tender A for £7,660.95 plus VAT. Cllr Haynes seconded. Carried unanimously.

It was RESOLVED that Mr Ward will trim and weed kill 6" boundary along inside of fence of Orchard Triangle.

26/10/15 Planter Cycle Racks in Orchard Triangle

Cllr Hatfield proposed getting 6 planter cycle racks just inside the Orchard Triangle. Cllr Haynes Seconded. It was RESOLVED to get 6 planter cycle racks subject to cost.

20.58 it was RESOLVED to suspend Standing Orders for 20 minutes to finish business.

26/10/16 Elsfield Road Cemetery:

- Mr. & Mrs. Williams of Oxford Road request to prepurchase burial plots. AGREED
- Memorial Request for Mrs. Ponting The standard size only.

26/10/17 Clerk's Report.

- **Update on Bleed Kits** – If the Parish Council is able to transfer the funds to Oxford City Council, I can arrange the ordering, delivery, and installation of the bleed kit cabinets and kits. If you're happy with this approach, let me know and I'll obtain the Council's banking details for you.

The total cost is **£1,270**, comprising:

2 x public access bleed kit cabinets and bleed kits: £1,020.00

Installation of the cabinets onto brick walls: £250.00

Total: £1,270.00

It was RESOLVED both these locations and funding

The Clerk to investigate another location at the Church Hall.

- **Noticeboard** – Orchard Triangle –
 - **Noticeboard** – Salford Road –
- 2. Cllr Haynes proposed a noticeboard on the outside of the pavilion and Cllr Jones proposed a noticeboard by the five-bar gate at the end of Boults Lane. It was RESOLVED for both.**

26/10/18 Reports from Members: Update from councillors representing the council on external bodies should the respective organisation have meeting:

Cllr Hatfield informed the Council that the Mortimer Hall had met and was looking to install insulation on the ceiling which should help with better acoustics.

26/10/19 Information sharing (including correspondence)

Rural Services Network Digest etc,

- OALC Newsletter
- Oxford Half Marathon Sunday 11th October 2026.
- Marston Community Market Saturday 3rd October in the Mortimer Hall.

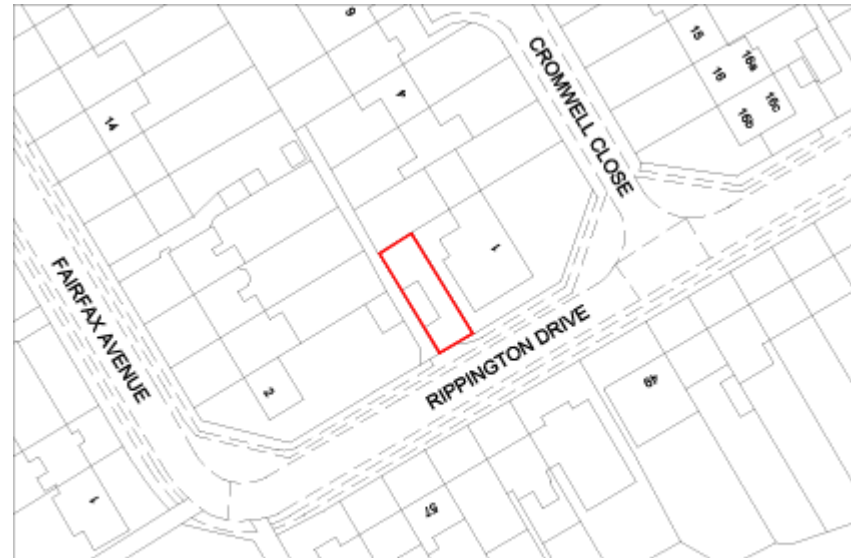
Meeting Closed: 21.18

26/10/20 Date of next meeting: - Monday 2nd November 2026 7pm in the Mortimer Hall.

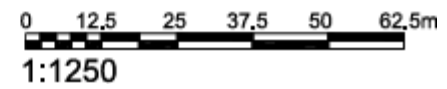
CLOSED 9.10

AGENDA ITEM 7 – PLANNING

26/02212/FUL – Land to the rear of 1 Cromwell Close – Demolition of existing garage. Erection of a 1 x 2 bed dwellinghouse (Use Class C3). Provision of private amenity space, cycle storage and bin storage.



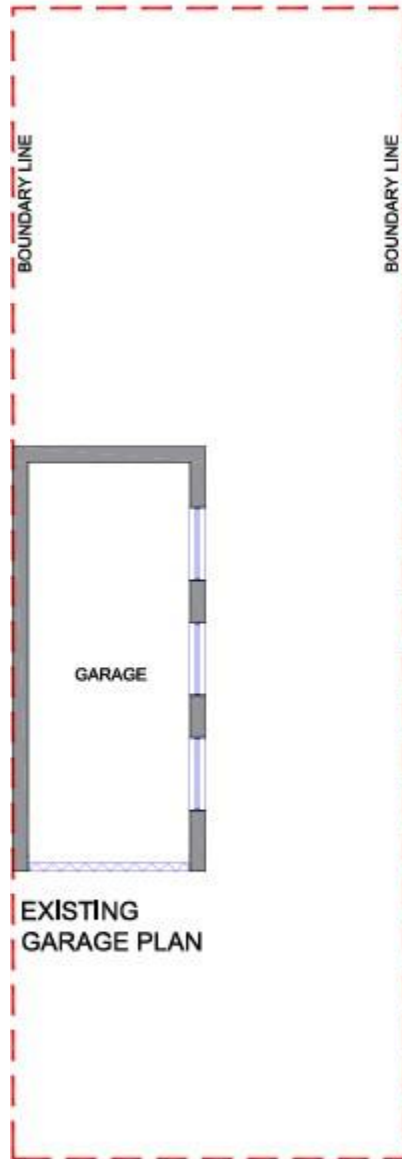
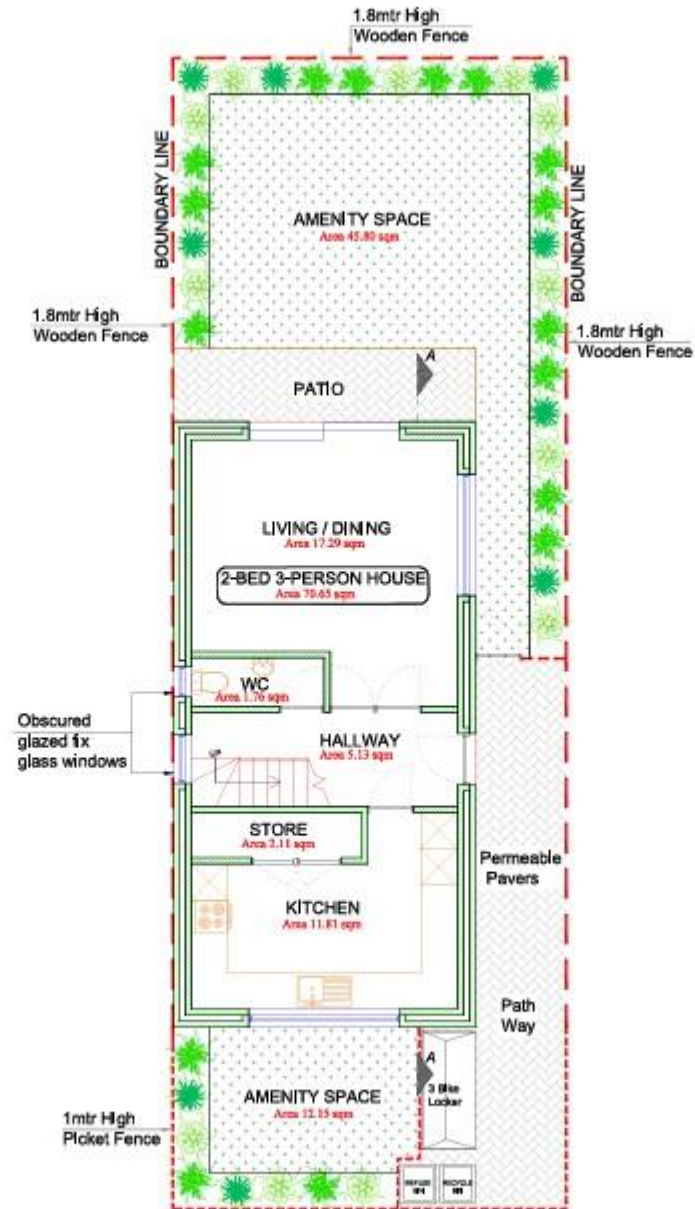
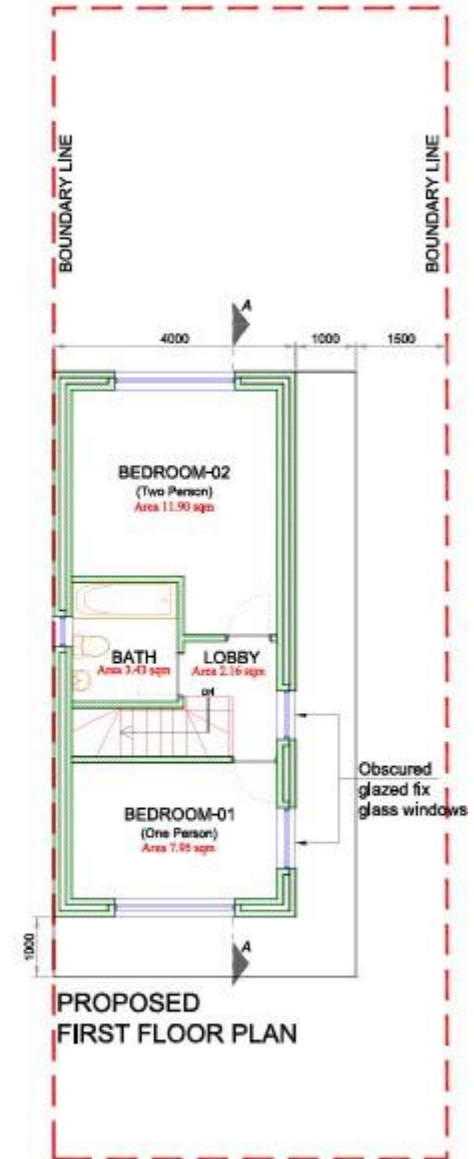
Location Plan

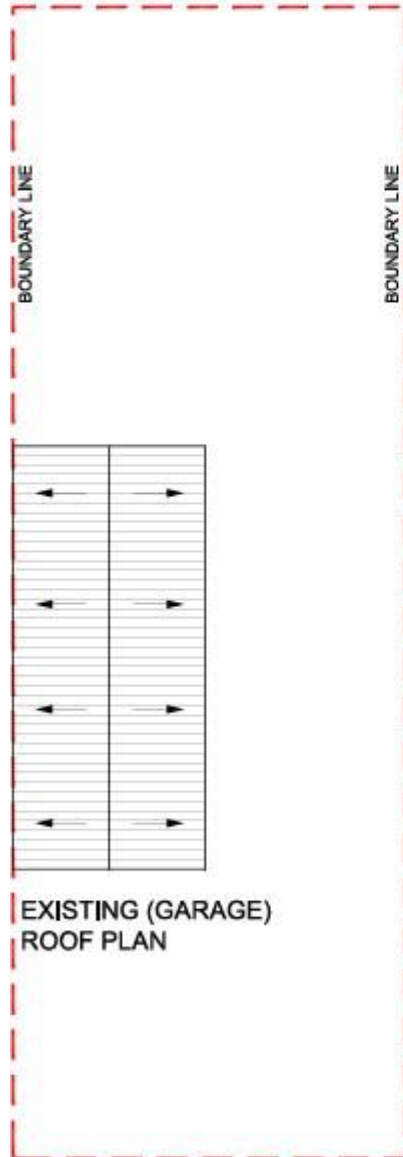
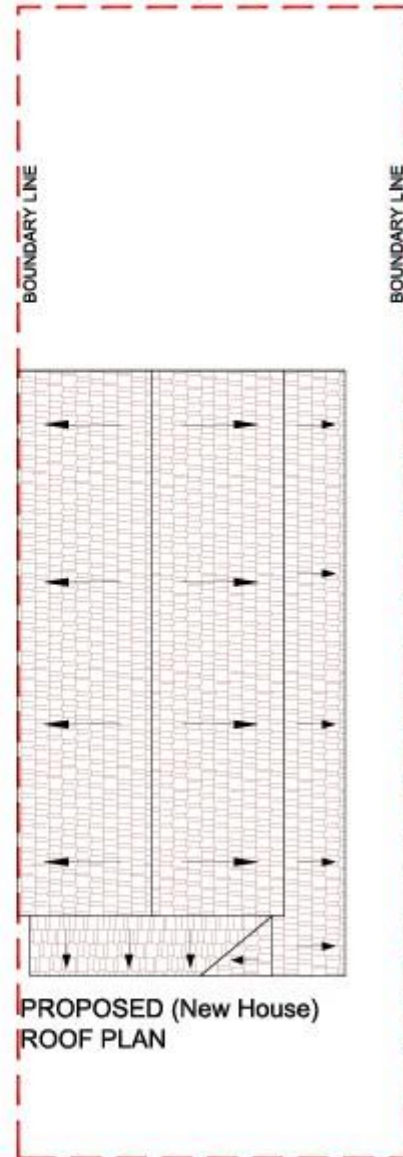
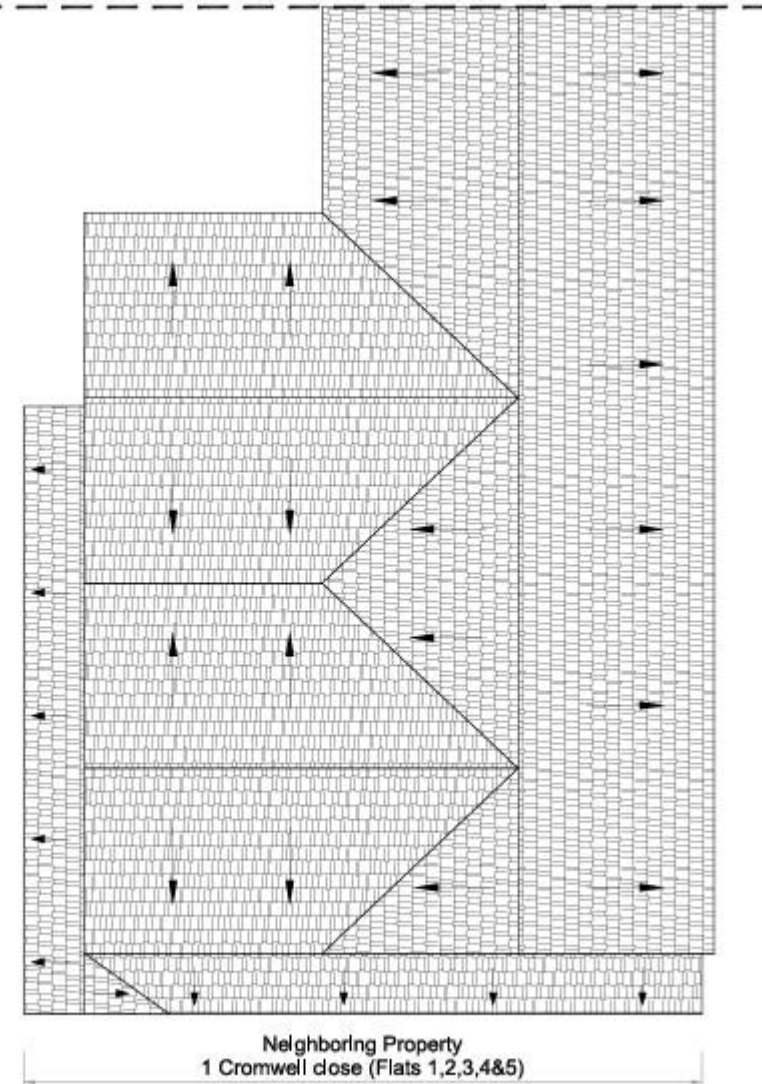


N



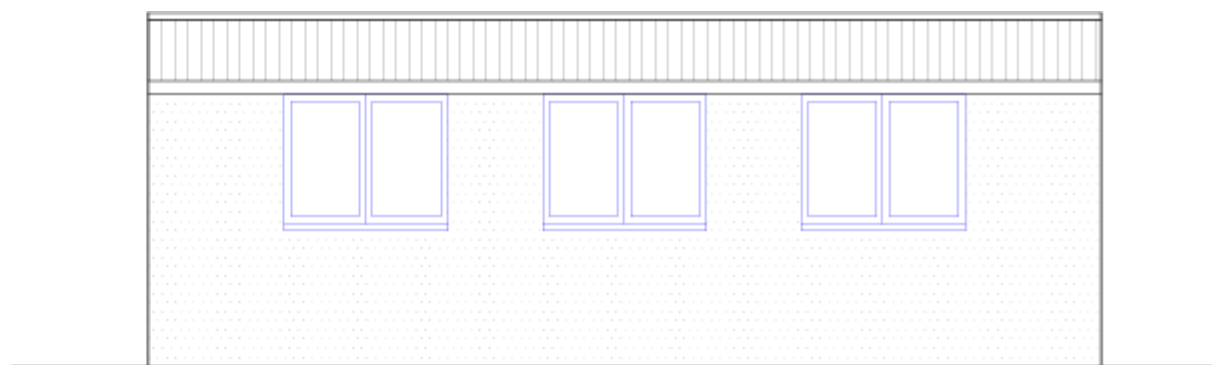
67



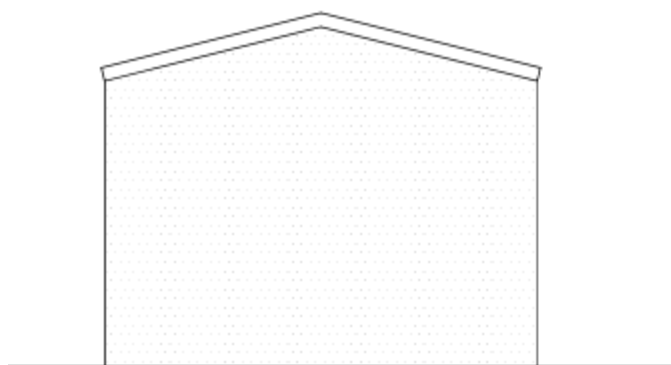




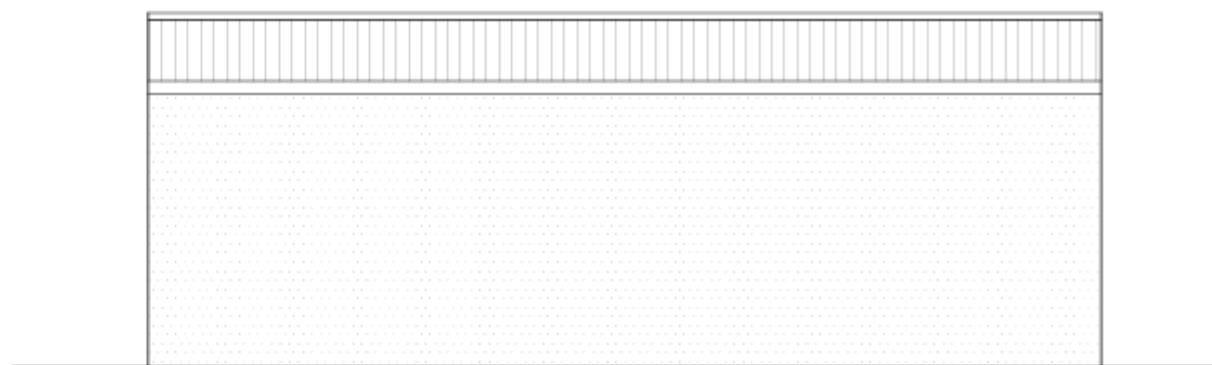
**EXISTING (GARAGE)
FRONT ELEVATION**



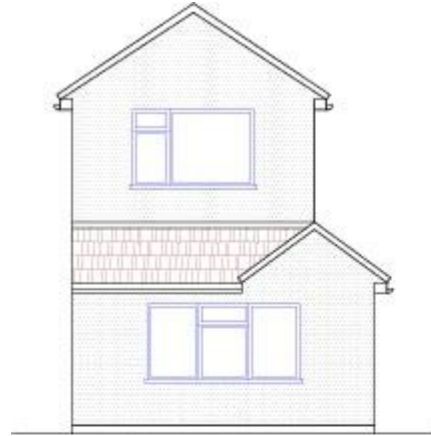
**EXISTING (GARAGE)
SIDE ELEVATION-01**



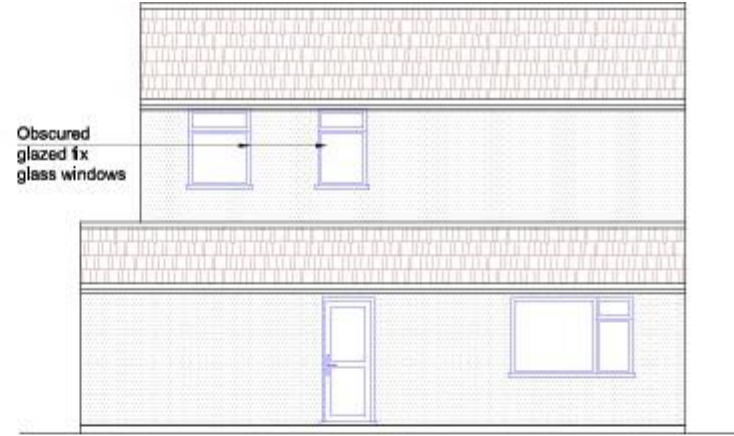
**EXISTING (GARAGE)
REAR ELEVATION**



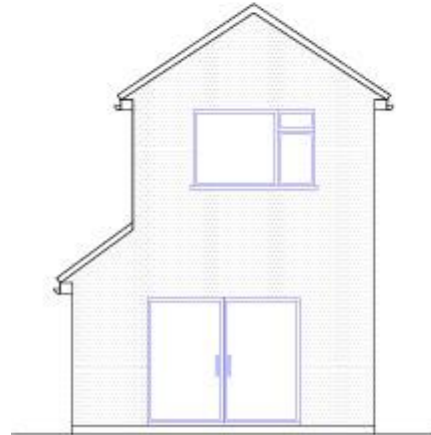
**EXISTING (GARAGE)
SIDE ELEVATION-02**



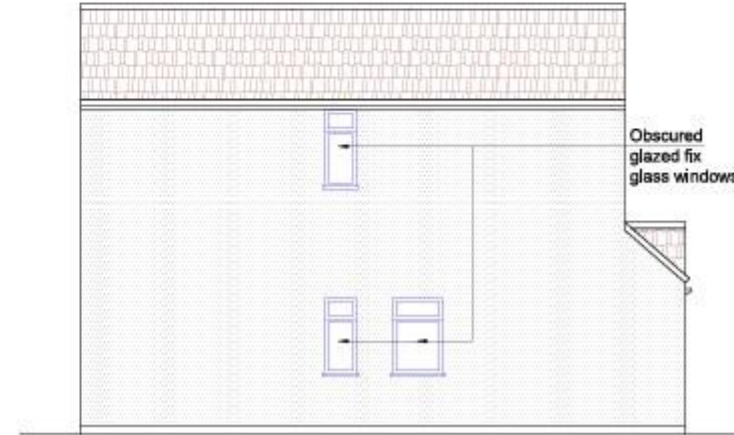
**PROPOSED (New House)
FRONT ELEVATION**



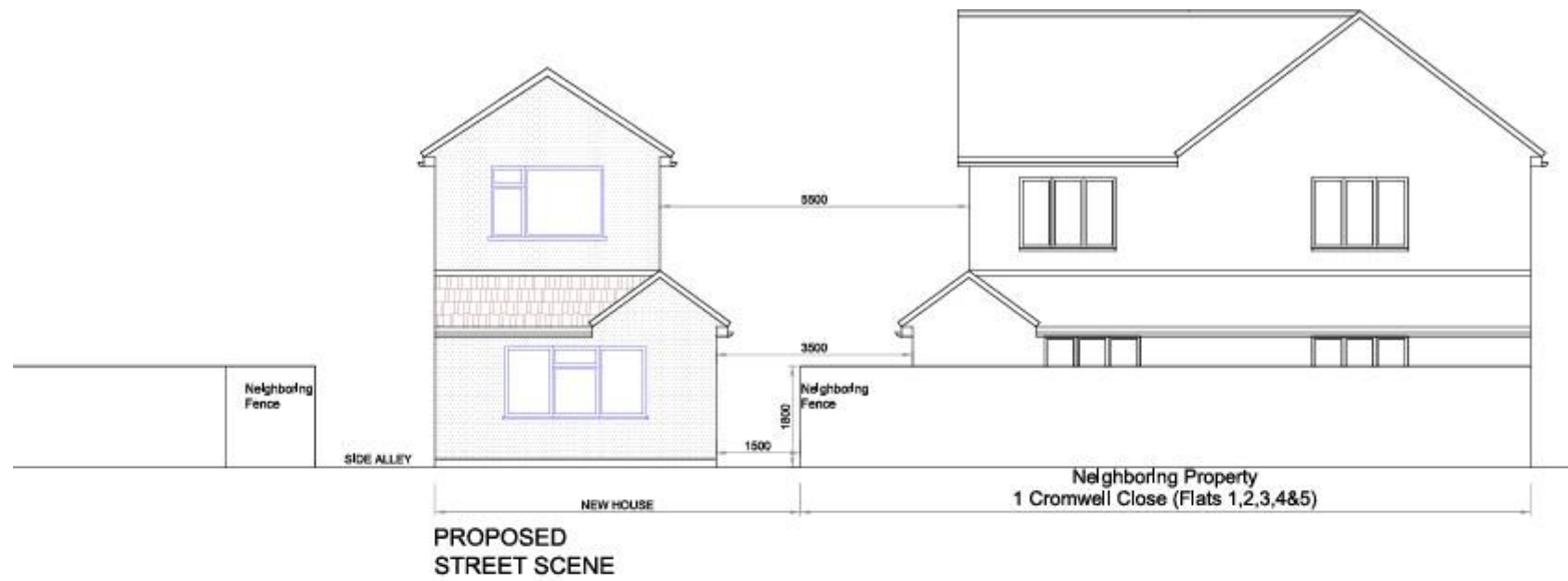
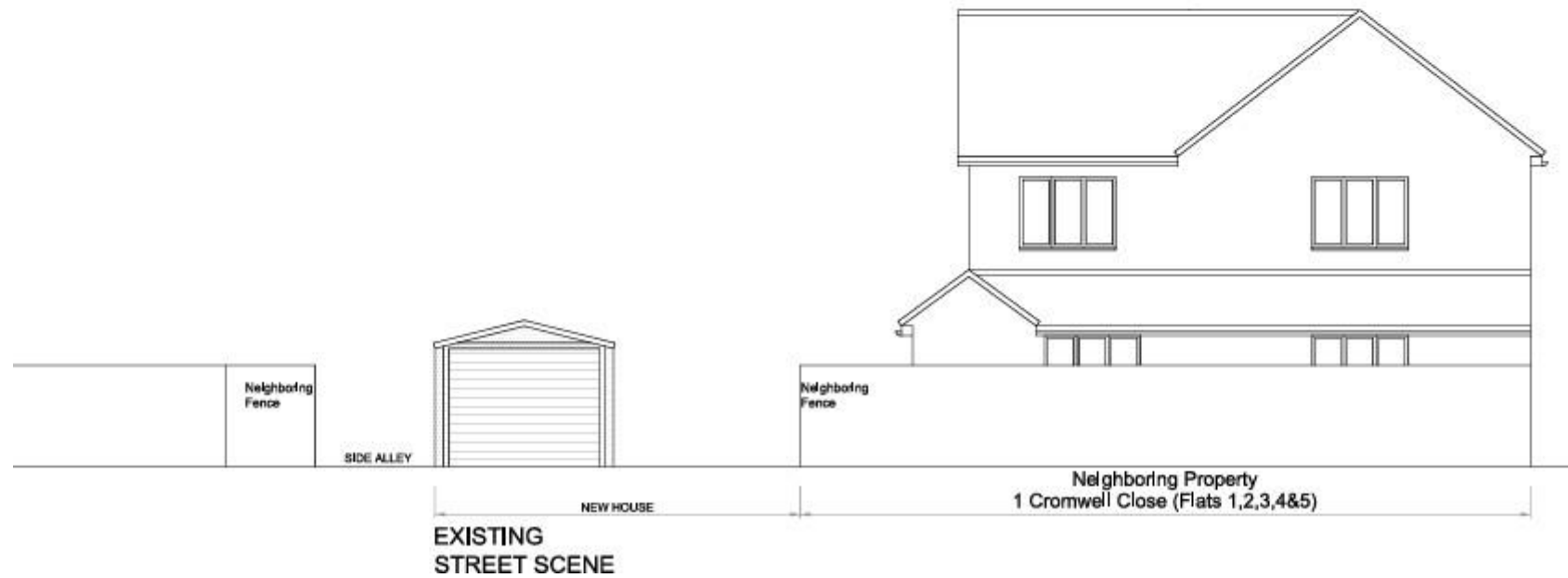
**PROPOSED (New House)
SIDE ELEVATION-01**



**PROPOSED (New House)
REAR ELEVATION**



**PROPOSED (New House)
SIDE ELEVATION-02**



Mr David Butler
Head of Planning
Oxford City Council
Town Hall
St Aldate's Oxford, OX1 1BX

19 October 2026

Dear Sir

***26/02212/FUL Demolition of existing garage. Erection of a 1 x 2 bed dwellinghouse (Use Class C3).
Provision of private amenity space, cycle storage and bin storage. Land To The Rear Of 1 Cromwell
Close Oxford Oxfordshire OX3 0FB***

Given the close proximity of the site to public transport connections, we would recommend the dwelling should not be part of the CPZ.

Yours faithfully
G Coates
Planning Group Co-ordinator

AGENDA ITEM 8 – COMPLAINT

FAO: Tim Cann, Clerk to Old Marston Parish Council

Thank you for your reply on 30th September regarding my formal complaint. Please take this letter as my request to move to Stage 2 of the council's complaints process (Section 5.5 / 5.6).

Under Section 5.6 of the complaints procedure, panel members must not have had prior involvement in the complaint. I am asking that Councillor Charlie Haynes does not sit on the panel for this review. Because he was present at the informal meetings and involved in earlier discussions, having him on the panel would not be fair or impartial. The three councillors chosen should be completely independent of this issue.

Please see my points and questions below:

1. The Club Licence and Meeting Notes

In your reply, you said an informal meeting took place with Marston Saints Football Club (MSFC) and noted:

"Although it was an informal meeting, so no actual parish council decisions could be made, several recommendations made. The 'Occupational License' will be enforced."

However, enforcing the licence is not mentioned in the published meeting notes (*Agenda page 12, meeting on Monday 28th September 2026*).

- **Question 1:** Was enforcing the licence actually agreed at that meeting?
- **Question 2:** Has MSFC actually read the licence they signed? Do they know what they agreed to?

The licence clearly says MSFC is responsible for **turning off heating and lights (Point 3.7.2)** and **setting the security alarm (Point 3.7.3)**. These rules are still being broken. If the council simply enforced the existing licence, most of these issues would go away.

2. External Lights Left On Overnight

You mentioned that the outside lights share a circuit with the fridges, so turning off the circuit would ruin stock.

However, the outside lights are clearly already on a timer because they turn off during the day and come on at night. The timer simply needs to be reprogrammed for specific operational hours:

- **Lights ON: 17:30** (before evening practice starts).
- **Lights OFF: 22:10** (allowing 10 minutes after the 22:00 finish for the person locking up to safely leave the premises).

They should not remain lit past 22:10 or overnight.

To be clear, there are two sets of lights causing light pollution:

1. **Large round lights** on the front and sides of the building (these are left on most often).
2. **Soffit lights** under the roof edge, which are also left on intermittently.

Also, notes from the February 2025 meeting (*Present: Charlie Haynes, Martin Smith, Duncan Hatfield, and the Clerk*) stated that **security film was to be fitted to the outside lights**. This has either not been done or has made no difference.

Simple ways to fix this:

- **Reset or replace the timer:** Set it to switch lights off at 10:10 PM and on at 17:30
- **Motion sensors (PIR):** Have security lights turn on only when someone walks past.
- **Dimmable LEDs:** Use modern bulbs that automatically dim right down late at night.

3. Handover and Key-Holders

You mentioned that an annual handover process and an up-to-date key-holder list should be introduced. Neither of these recommendations was included in the official meeting notes. They need to be officially minuted and added to the council's yearly schedule.

4. Recording Meetings and Inaccurate Minutes

You stated that *"A Parish Council's minutes are not a word for word dialogue."*

I am not asking for a full written transcript. My point was simply that making an audio recording while drafting minutes would help stop important details and recommendations from being left out.

Adding rules about meeting protocol to the agenda misses the point. I know the rules—I always ask to speak, address the Chair properly, and ask before recording. Pointing out standard rules avoids addressing the real issue: **important details are being left out of official council minutes.**

5. Club Management, Noise, and Alarms

The recent meeting notes show that MSFC is in serious financial trouble, including a £7,000 water debt, no set key-holders, and a missing treasurer. While I do not want the club to fail, local residents should not have to put up with late-night noise, slamming car doors, blaring horns, and lights left on all night.

Regarding the alarm:

- **What exact steps have been taken to stop the alarm ringing all weekend?**
- **Why was Cllr Vinnicombe's proposal (paying a security firm to respond) left out of the minutes?**
- **Has the external alarm sounder now been turned off and a silent call-out system put in place, as you suggested?**
- **If the alarm stops after 5 minutes, will it start going off again every 15–20 minutes as it did before?**

6. Omission from Local Youth Activities

I also checked the Parish Council's own webpage, *"Positive Activities for Young People in Marston and Northway"*. **Marston Saints Football Club is not even listed.**

I pointed this out at a parish council meeting in June, but no changes have been made to the listing.

I look forward to your written response and to hearing when the Stage 2 panel will meet to address these questions.

Relevant Documents:

Sent on 15/9/2026

Subject: Formal Stage 1 Complaint: Management and governance of the pavilion / Marston Saints FC

Dear Tim,

Please accept this email as a formal Stage 1 complaint under the Parish Council's complaints procedure.

Since my attendance at recent parish council meeting I have become very concerned about the ongoing lack of governance and management regarding the pavilion and Marston Saints Football Club (MSFC). Listening to the discussion at Monday's meeting made it very clear how disorganized and ineffective things have become. It seems to me that if the Parish Council simply enforced its existing lease agreement with the football club, most of these recurring problems for local residents would disappear.

I want to set out my main concerns, along with some practical, constructive suggestions for how the Council can sort this out.

In my opinion, these are the key issues:

1. Failure to enforce the lease agreement

MSFC appears to operate on council land with very little oversight:

- **Late-night noise and events:** The agreement requires MSFC to get written permission from the Parish Council for events going past 10:00 PM. Yet as discussed on Monday, the club regularly runs late events—including loud music past 11:00 PM—without asking for or receiving formal council approval.
- **Licensing clarity:** It is still completely unclear whether the club holds the proper licenses or Temporary Event Notices (TENs) from the City Council for these functions, leaving the Parish Council open to unnecessary risks.
- **Informal approvals:** Granting verbal permission over informal phone calls bypasses standard council procedures and leaves neighbours with no advance notice or recourse when disturbance occurs.

2. Over-night lights and persistent light pollution

For years, local residents have asked for the pavilion lights to be switched off at night.

- We were repeatedly told the lights had to stay on for insurance reasons. When I checked this directly with Craig Cantwell, the chairman at that time, it turned out not to be true—he told me that there was no requirement to leave interior or exterior

lights on overnight.

- Other excuses—like the lights being on the same circuit as the fridge—just sound like a club that refuses to be a thoughtful, considerate neighbour. The Council needs to ensure basic steps are taken to stop this unnecessary light pollution.

3. Lack of control over keys and club contacts

The Council seems to have lost track of who actually has access to its own building:

- At Monday's meeting, it sounded like numerous, unnamed club members have keys to the pavilion, but neither you nor the Chair actually knows who holds them. Does the club have a list? Do keys get returned when key-holders leave the club?
- In your email to me on 7th September, you mentioned you don't even have an up-to-date list of keyholder contact details for the club. This section of the email was also very confusing: "There was a Committee meeting, however, neither representatives for MSFC were able to attend. There has been an informal meeting with one of the representatives since then but as it was informal no decisions could be made".

4. Agendas and minuting

- Back in June, the Council agreed to put the pavilion alarm and keyholder issue on the July agenda, but it was left off. It was then left off the September agenda as well, despite ongoing disruption for residents.
- Furthermore, draft minutes for June and July left out the public discussions about the pavilion entirely, requiring other councillors to step in and request corrections. Public meetings should be accurately reflected in the record.

Constructive Steps to Resolve This

I want to see the pavilion managed properly so that it remains a good facility for the community without causing endless friction with neighbours. To resolve this, I would like the Parish Council to take the following actions:

- 1. Enforce the lease terms strictly:** Write, by recorded delivery or "signed for" to MSFC confirming that the lease rules will now be enforced. This must include switching off all pavilion lights overnight, strictly enforcing the 10:00 PM curfew unless formal written application is made to the Council in advance, and providing copies of required event licenses.
- 2. Set up an annual handover process:** Since, it seems that MSFC changes its officers at its AGM, establish a standard process where incoming club officers meet annually with the Clerk and designated councillors. This meeting should review lease responsibilities, update named contact details, and carry out a full audit of who holds physical keys and alarm codes.
- 3. Keep an active keyholder register:** Maintain a clear, up-to-date register of named keyholders and 24/7 emergency contacts for the pavilion.

4. Put this on the October agenda: Include a standing item on the next meeting agenda to review MSFC lease compliance, governance, and light pollution.

5. Ensure complete and accurate draft minutes: Make sure all times, including public participation items and agreed actions are routinely included in draft minutes moving forward.

As per the Council's policy, I look forward to receiving your acknowledgment of this complaint and hearing back on how it will be addressed within 14 days.

OCCUPATIONAL LICENCE

Agreement between

Old Marston Parish Council (hereinafter called “**the Licensor**”)

and

Marston Saints Football Club (hereinafter called “**the Licensee**”)

1. Definitions

The purpose of this agreement is not to create a lease and will not be subject to the provisions of the Landlord and Tenants Acts in force at the date of this agreement nor subsequently enacted.

In this licence and in the Schedule the following terms shall, except so far as the context otherwise requires, have the following meanings:

“Access ways” means such ramps, paths, entrance halls and corridors, and other means of access in or upon the Property the use of which is necessary for obtaining access to and egress from the Property as the Licensor may from time to time specify by seven days’ notice to the Licensee.

“Licence Fee” means the sum negotiated between the Licensor and the Licensee as an annual charge as noted in the Licensor’s Minute Book following negotiations at the relevant Council meeting.

“Licence Period” means the period from the date of this agreement for twenty five years or until the date on which the Licensee’s rights under clause are determined in accordance with clause 6.

“Permitted Hours” means the hours described in the Schedule.

“Permitted Use” means as a football pitch and the pavilion for matches, training, changing facilities and administrative and social activities of the Club and Community.

“Property” means the property described in the Schedule and the plan attached.

The Club’s licence for the sale of alcoholic liquor shall be exercised in accordance as a members club only and no later than 10pm each evening without prior written consent from the Parish Council in accordance with Para. 3 or subject to written consent from the Licensor issued at least ten days before the event.

2. Licence and Licence Fee

2.1 The Licensor hereby grants to the Licensee a licence to use the Property and the facilities or services described in the Schedule (or such other areas and facilities and services as the Licensor may from time to time designate) for the License Periods for the Licensee to use during the Permitted Hours for the Permitted Use in common with the Owner and all others authorised by the Owner so far as is not inconsistent with the rights given and also not to prevent the use of the football area by the public when not in use for football organised by the Club.

This licence may be varied at any time by agreement in writing between the parties.

2.2 The Licence Fee shall be payable on the first day of each year. The first payment shall be paid on signing the agreement. Subsequent payments on the anniversary thereafter. If this Licence is determined by notice in accordance with clause 9 and the notice does not expire on the last day of the year of this agreement the payment for that year shall be a proportion of the Licence Fee.

2.3 The Licence Fee shall be £1 for the first year and reviewed on each 5th anniversary of the Licence thereafter.

3. Licensee's covenants

The Licensee agrees with the Licensor as follows

3.1 To provide on request and update to the Licensor a schedule of matches and other events one month in advance

3.2 To permit the Licensor to use the Property on fourteen days' notice

3.3 Make available to the Licensees the use of the Property on up to ten specified days, consecutive or separate, in each calendar year

3.4 To erect no aerals or external devices and make no alterations to the Property without the Licensor's written consent

3.5 To pay the Licence Fee, taxes and suppliers of all services to the building including VAT without any withholdings or reductions whether the same be demanded or not

3.6 To provide and maintain its own equipment which may kept in the storage facilities in the Property between sessions or in such other areas as may be designated by

the Licensor for such purpose from time to time.

3.7 The Licensee shall in respect of each session be responsible for:

3.7.1 unlocking and locking the Property and the gate at the beginning and end of each session

3.7.2 the turning on and off of heating and lighting to the Property

3.7.3 the security of the Property and the re-setting of any alarm systems

3.7.4 the protection of the fabric and contents and safety from damage however slight and

3.7.5 the behaviour of all persons using the Property whatever their capacity and for ensuring the persons leaving the Property during or following each session do

so in an orderly manner and in such a way as not to cause nuisance to owners or occupiers of nearby premises.

3.7.6 keeping to a minimum the use of foul language by its members during any session so as not to cause offence to nearby residents

3.7.7 The person unlocking the building for use shall be responsible for ensuring that the fire exist are capable of being used and unobstructed for that event.

3.8 Not to make any alterations or additions to any part of the Property or to any fixtures and fittings without the written consent of the Licensor.

3.9 To ensure that the rights hereunder are exercised not to interfere with or adversely affect the enjoyment of the Property by the Licensor or by others authorised by the Licensor.

3.10 Not to assign the benefits of this Licence or sub-licence or share possession with anyone of any part of the Property without the Licensor's written consent.

3.11 To keep the Property and Access ways unobstructed, clean, tidy and clear of rubbish, including the field, arising from the Club's use of the field.

OMPC – MSFC Occupational Licence. 2018 Page 23.12 To take reasonable care of the Property and all fixtures and fittings and not remove

them or any part of them from the Property without prior written consent of the Licensor.

3.13 To make good and pay for or repair all damage (including accidental damage) caused to any part of the Property or to any of the fixtures and fittings by its members, clients, or persons in the Property with the Club's consent whether actual or implied.

3.14 Not to use or permit to be used the Property except for the Permitted Use.

3.15 Not to do or permit to be done anything which would or might constitute a breach of any statutory requirements, bye-law or regulation affecting the Property which would or might vitiate in whole or part any insurance effected on the Property by the Licensor from time to time or increase the rate of premium of such insurance.

3.16 Not to use or permit the Property to be used for any illegal purposes.

3.17 Not to store or bring or permit to be brought onto the Property any articles of an inflammable, dangerous or illegal nature.

3.18 Not to impede in any way the officers, servants or agents of the Licensor in the exercise of the Licensor's rights of possession and control of the Property.

3.19 To keep the Licensor and those on the Property when in use by the Club whether by invitation or not indemnified by insurance approved by the Licensor against all liability arising from or through the exercise of the Licence.

3.20 Not to exhibit any advertisement, signboard, nameplate, inscription, flag, banner, placard or poster on any part of the Property except with the prior written consent

of the Licensor.

3.21 On the termination of this Licence to vacate immediately the Property and to leave the Property in a clean and tidy condition and in a good state of repair.

4. Stored Equipment

The Licensor accepts no responsibility for any stored equipment or other property brought on to or left at the Property by the Club or its invites. All liability for loss or damage is hereby excluded. All outdoor equipment and property (other than stored equipment and goal posts) must be removed at the end of each session.

5. Licensor's covenants

The Licensor agrees with the Licensee as follows:

5.1 To repair, maintain and insure the structure of the Property

5.2 To mow the area as is suitable for use as a recreation ground and permits the Club to maintain the pitch to a higher standard at its own expense.

6. Determination

The rights granted in clause 2.1 are to determined:-

6.1 immediately on notice given by the Licensor at any time following any breach by the Licensee of any of his undertakings contained in clause 3,

6.2 immediately on notice given by the Licensor if the Licensee enters into any voluntary arrangement with its creditors or being an individual (and if more than one, any of them) the Licensee is adjudicated bankrupt or an interim receiver or receiver of his assets (or any part of them) is appointed or the Licensee being a company goes into liquidation or has an administrator, administrative receiver or receiver appointed or has an administration order made in respect of it and

6.3 on not less than 28 days' notice in writing given by the Licensee to the Licensor
OMPC – MSFC Occupational Licence. 2018 Page 3

7. No warranty or liability

7.1 The Licensor gives no warranty that the Property is legally or physically fit for the Permitted Use

7.2 The Licensor shall not be liable for the death or injury to any person or for damage to any property of or for any losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability incurred by the Licensee in the

exercise or purposed exercise of the rights granted by clause 2 except where caused by the fault of the Licensor, its servants or agents

8. Non-exclusive occupation

It is hereby agreed between the parties that:

8.1 This licence constitutes a licence and confers no tenancy or other in land upon the Licensee.

8.2 The licence hereby granted shall be exercised by the Licensee in common with the Licensor and all other persons now or hereafter authorised by the Licensor to use

any part of the Property and facilities and services affected by this Licence and the Licensor shall at all times have full and free rights of possession and management and control of the Property those taking such use shall make a reasonable contribution to the Club in respect of the building's running costs.

8.3 The Licensee shall not at any time or in any manner do any act, which may impede the Licensors, or any person authorised by the Licensors in the exercise of the Licensors' rights of possession and control of the Property.

8.4 The Licensors shall at all times hold access keys and entry codes.

9. Notices

Any notice to be given under this License shall either be delivered personally to the Clerk of the Council or the Chairman or Secretary of the Club or sent by first class recorded delivery post or fax. The address for service of each party shall be the address stated herein or any other address or service previously notified by one party to the other or (in the absence of such notification) their last known address. A notice shall be deemed to have been served as follows:

9.1 If personally delivered, at the time of delivery if sent by email at the time of transmission

9.2 In proving such service it shall be sufficient to prove that personal delivery was made, or that the envelope containing such notice was properly addressed and delivered into the custody office of the postal authority as a prepaid first class recorded delivery letter or that the fax was electronically acknowledged as received as the case may be.

10. Arbitration

If at any time hereafter any dispute, doubt or question shall arise between the Licensors and the Licensee touching the construction, meaning or effect of this License or any clause therein contained or their respective rights or liabilities under these presents or otherwise in relation to the Property, then every such dispute, doubt or question shall be referred to arbitration. The Arbitrator shall be nominated by the President for the time being of the Chartered Institute of Arbitrators, whose decision shall be final.

OMPC – MSFC Occupational Licence. 2018 Page 4 THE SCHEDULE

1. Property

1.1 The area of land known which is known as the football pitch as shown on the site plan of the Playing Field.

1.2 The building, which will be known as the Roy Garner Pavilion, is to be constructed adjacent to the football pitch.

2. Available facilities and services

2.1 The licensor further permits the use of other parts of Play Field as necessary providing that these needs are negotiated annually.

2.2 The Licensee may store ground or property maintenance equipment in the store provided that there is sufficient space and with the approval of the Ground Supervisor.

3. Permitted hours

The Licensors grants the use of the Property between the hours of 9am and 10pm daily any later needs prior written approval from the Parish Council.

4. Insured risks

4.1 The Licensors undertakes to insure the Property as referred to in Clause 5.

4.2 The Licensee will be responsible for insuring against personal injury, which may be caused to players or officials on the Field of Play.

WITNESS thereof this Licence has been executed and has been delivered upon its date SIGNED on behalf of The Old Marston Parish Council

..... Chairman. Being authorised by Council

In the presence of..... Clerk.

SIGNED on behalf of The Marston Saints Football Club

..... Chairman. Being authorised by the Club Committee

In the presence of..... Secretary

Date:

Present: Charlie Haynes, Martin Smith, Duncan Hatfield & the clerk.

- Events no later than 10pm without prior written consent – it was agreed Criag will email the clerk.
- Not to prevent the use of the football area by the public when not in use for football organized by the club – dog walkers and their dogs are allowed
- To provide on request a schedule of matches and other events – Criag will email the clerk
- Unlocking and locking of property and the gate – given up trying to enforce on barrier as very few do it. The wooden gate incident was one off.
- Turning on and off heating and lighting to the property – filming is to be installed on the outside lights.
- Security of the property and resetting of any alarm systems – the clerk to contact alarm company re getting notification system added.
- Keeping to a minimum the use of foul language by its members during sessions – members will be reminded, however, controlling every individual is impossible. Not to assign the benefits of this license or sub-license or share possession with anyone without prior consent – Criag to email clerk if any events.
- To keep property and access ways unobstructed... - Craig will make team managers aware. Although the club is not the only one using the area.
- Not to use or permit to be used the property except for permitted use. – noted.

Recommendations to Parish Council arising from the MSFC/Pavilion Stage 2 Review

Purpose

Following consideration of the Stage 2 complaint by the Staffing and Standards Committee, a number of matters require approval or further decision by Parish Council.

The Committee partially upheld the complaint in relation to the adequacy of the Council's previous administrative arrangements and, particularly, the recording, allocation and monitoring of agreed actions. It recognised that substantial progress has since been made in the Council's relationship with Marston Saints Football Club (MSFC) but concluded that the improved arrangements now need to be formalised and supported by clearer record-keeping and reporting.

The following recommendations are therefore made to Parish Council.

1. Recording and monitoring Council actions

The Staffing and Standards Committee recommends that Parish Council approves the introduction of a formal **Council action log**.

Where the Council formally agrees an action, the minutes should clearly identify the action and the person responsible for taking it forward. The action should then be entered on the action log and reported at subsequent Council meetings until completed.

This is intended to address one of the principal administrative weaknesses identified through the complaint: that actions could be discussed or agreed without there subsequently being a sufficiently clear record of responsibility, progress or completion.

Recommendation: Parish Council approves the recording of formally agreed actions and responsible persons in its minutes and the maintenance of an action log for review at subsequent meetings. This will essentially be an expansion of the Clerk's Report.

2. Formal Parish Council representation with MSFC

Cllr Martin Smith has joined the MSFC organising committee as its Events Officer. This provides additional support to MSFC and a useful liaison between the Club and Parish Council.

The Staffing and Standards Committee recommends that Cllr Smith asks MSFC whether it would be willing formally to recognise him as a Parish Council representative. If MSFC agrees, the Parish Council should formalise this arrangement and consider maintaining Parish Council representation in future, rather than the arrangement depending solely upon the current individuals involved.

Recommendation: Subject to MSFC's agreement, Parish Council approves formal representation on the MSFC organising committee and initially nominates Cllr Martin Smith as its representative.

3. Occupational Licence and management arrangements

The Committee agreed that the Occupational Licence should be reviewed with the current MSFC representatives so that both parties have a clear and shared understanding of their responsibilities.

The review should cover officers and contact details, keyholders, alarm and security contacts, relevant licence obligations, late-finishing events, lighting, outstanding maintenance, financial arrangements between MSFC and the Parish Council, and any outstanding actions.

The intention is not to undermine the Club, but to establish a sustainable working relationship in which responsibilities are understood and properly documented.

Recommendation: Parish Council endorses the review of the Occupational Licence and associated management arrangements with MSFC and agrees that the resulting arrangements should be formally documented and reported back to Council.

4. Ongoing handover arrangements

The difficulties experienced previously demonstrate the importance of ensuring that changes within MSFC do not result in the loss of essential information or contact arrangements.

The Stage 2 outcome therefore proposes that changes of officers, contact details, keyholders and security arrangements should be properly captured rather than relying on informal or historic knowledge.

Recommendation: Parish Council approves an ongoing handover/review arrangement with MSFC, particularly following changes to Club officers or key personnel, covering contact details, keyholders, alarm/security arrangements and relevant responsibilities under the Occupational Licence.

5. Late-finishing events

The Occupational Licence provides for use of the Pavilion between 9am and 10pm, with later use requiring prior written approval from the Parish Council.

The Staffing and Standards Committee agreed that this requirement should be applied consistently. MSFC should seek written permission for events continuing beyond 10pm, approved late events should finish by 11pm, and permissions should be formally recorded through the Council's processes and published in the minutes.

Recommendation: Parish Council approves the proposed arrangements for managing late-finishing MSFC events, including the requirement for prior written permission and formal recording of approvals.

6. Public notice of late events

The Committee also considered the impact of late-finishing events on neighbouring residents.

It recommends that the Council considers a practical method of giving advance public notice where permission has been granted for an event to continue beyond 10pm. A noticeboard near the Pavilion was suggested as one possible means of doing this.

Recommendation: Parish Council agrees that reasonable arrangements should be established for publicising approved late-finishing events, with the most appropriate communication method to be determined.

7. Independent investigation of the new Stage 1 complaint

The Committee separately considered the complainant's addendum concerning the alleged disclosure of her identity at the Parish Council meeting on 5 October.

As these events occurred after the original Stage 1 investigation, the Committee determined that they should be considered separately through the Stage 1 complaints process.

Because the Clerk may have been involved in the events complained of, the Committee agreed that it would not be appropriate for him to investigate the matter himself and recommended that Parish Council appoint a suitably independent person to undertake the investigation.

The complainant has been asked to provide further particulars and, if available, the relevant recording so that the circumstances can be established accurately.

Recommendation: If the complainant confirms that she wishes to proceed and provides sufficient information for the complaint to be investigated, Parish Council authorises the appointment of a suitably independent person to undertake the Stage 1 investigation.

8. Conflicts of Interest Policy

During the Staffing and Standards Committee meeting it was noted that the Council does not currently have a separate policy dealing with perceived or actual conflicts of interest, although requirements concerning declarations of interest are included within the Council's meeting protocol.

The Committee recommended that a separate policy should be prepared using an appropriate standard template.

Recommendation: Parish Council agrees that a draft Conflicts of Interest Policy should be prepared for consideration and formal adoption by the Council.

Matters not requiring approval as recommendations arising from the Stage 2 review

For clarity, a number of other matters discussed in the source documents are not included above as recommendations requiring Parish Council approval.

The alarm fault has already been repaired and the audible alarm reduced to two minutes. Cllr Smith has already agreed to seek inclusion on the alarm/keyholder call-out arrangements, and the Parish Council Chair has undertaken to add available MSFC information to the Council website. These should be monitored as actions rather than treated as new recommendations.

Similarly, the possible £5,000 loan and £5,000 grant to MSFC were **suggestions made during the informal meeting on 28 September**, rather than decisions or formal recommendations arising from the Staffing and Standards Committee. Any proposal to provide such financial assistance would therefore need to be brought separately to Parish Council with sufficient information to enable a proper decision to be made.

AGENDA ITEM 10/C.

Minutes of the Staffing & Standards Committee Meeting held on the 12th October 2026 in the Roy Garner Pavillion at 19:00.

Present:

Parish Council:

Cllr Hatfield Cllr Vinnicombe Cllr Haynes Cllr Smith

Also in attendance: Tim Cann (Clerk)

S&S 26/10/01 Request if anyone is intending to record the proceeds of the meeting, if so, has any member of the public any objections in being included:

Due to the confidentiality of the business to be discussed no members of the public are present.

S&S 26/10/02 Public participation: Not applicable.

S&S 26/10/03 Apologies for Absence:

All members present.

The Chair advised the meeting that item 10 on the agenda would be dealt with before items 8 and 9.

S&S 26/10/04 to note the policy governing perceived or actual conflicts of interest.

It was noted that there is no separate policy but the requirement to declare any interest is stated in the Protocol for Parish Council & Committee meetings provided at every meeting.

The committee recommended that a separate policy is prepared based on a standard template.

Action: Cllr Hatfield to research NALC template and draft policy for November full council meeting.

S&S 26/10/05 Minutes of the Committee Meeting held on 20th March 2026.

Deferred to next meeting as draft minutes unavailable.

Action: Clerk to present minutes at next meeting.

S&S 26/10/06 Closed Session – The committee resolved that, under section 1, paragraph 2 of the Public Bodies (Admissions to Meetings Act), the public and media be excluded from the meeting for the following items of business by reason of the confidential nature of the business to be transacted.

The Clerk left the room.

S&S 26/10/07 Due to the confidential nature of the business to be discussed in this meeting the public will not be permitted to attend.

S&S 26/10/10 Clerk/RFO's Salary Review:

The cost-of-living increase is automatically applied. In addition, the Committee **agreed** to move the Clerk's pay up one incremental point, to point 31, and to encourage the Clerk to proceed with a Gold Award for the council. It was noted that the creation of a unitary authority would not proceed this year, so would not create additional work for the Clerk this year.

Action: Full Council to approve

The Clerk returned to the room.

S&S 26/10/08 Formal Complaint Stage 1 & Response:

The Clerk had led the investigation into the Stage 1 complaint, so, in accordance with the complaints policy, the Committee appointed Duncan Hatfield as the notetaker for this section of the meeting. It was noted, however, that all members present had been present at the meeting with the MSFC representatives on 28th September.

The Committee noted the Stage 1 complaint, the investigation undertaken, and the response provided by the Clerk.

S&S 26/10/09 Formal Complaint Stage 2

The Committee noted the additional complaint concerning the alleged disclosure of the complainant's identity on 5 October 2026, and in relation to their recording of the meeting. As this was a new matter arising after the original Stage 1 investigation, it has not been investigated at Stage 1. The Committee therefore **recommended** that the complainant should be advised of the need to submit a new complaint that would be dealt with through the appropriate first-stage process, rather than this being determined as part of the Stage 2 review of the MSFC/Pavillion complaint.

As the Clerk may have been involved in the matters complained of, the Committee **recommended** that the Clerk should not investigate this new complaint, should it be received, and therefore **recommends** to the Parish Council that a suitably independent person is appointed to undertake the new Stage 1 investigation.

The Committee also noted the request from the complainant that Cllr Haynes should not be involved in the consideration of the Stage 2 complaint due to his previous involvement and because he had asked about the complainant's identity at the Parish Council meeting. Cllr Haynes was invited to provide any relevant factual information about his previous involvement, and which point he stated that he had had no more involvement in this than any other councillor. He was then asked to leave the room so that the remaining Committee members could discuss whether he should participate in the Stage 2 review.

Cllr Haynes left the room.

The remaining Committee members considered the facts before them and unanimously **agreed** that Cllr Haynes should return to the meeting.

Cllr Haynes returned to the room.

The Chair reminded all members of the Committee of the need to remain impartial and professional for the remainder of the meeting.

On the areas of concern raised in the Stage 2 complaint:

(a) The Club Licence and Meeting Notes

The Committee noted that significant progress has been made by the Parish Council in relation to Marston Saints Football Club, both at the meeting with MSFC representatives on 28th September 2026, and at the Parish Council meeting on 5th October 2026, and a clear plan was in place for the next meeting with the MSFC, on a date to be set.

The Committee recognises MSFC as an important community organisation and welcomes the improved relationship with its current organisers. The purpose of the actions arising from this complaint is to establish a sustainable working relationship between the Parish Council and MSFC, proper management of Parish Council property, and reasonable protection for neighbouring residents.

However, it was recognised that a clear action plan was needed to ensure that all outstanding matters were clear, and that progress could be reported to the Parish Council.

Cllr Smith had kindly joined the MSFC organising committee as their Events Officer, which would provide a very valuable liaison between them and the Parish Council, as well as much-valued additional support to MSFC. It was **resolved** that he should ask if MSFC would recognise him as a formal representative of the Parish Council, and if so, the Parish Council would be asked to ensure it was always represented in this way (as was the case for the Mortimer Hall management committee).

At next meeting with MSFC, on a date to be agreed, Cllr Smith undertook to go through the terms of the Occupational Licence to ensure both sides were clear about their responsibilities (in relation to officers and contact details, keyholders, alarm/security contacts, relevant licence obligations, late event arrangements, lighting, outstanding maintenance, any Council/MSFC financial arrangements, and outstanding actions), before asking them to sign the licence.

Action: Cllr Smith to meet with MSFC, review licence and sign, request representation, join call-out list, and report back to Full Council.

(b) External lights

The external lights operate on a photocell, not a timer, and are designed to come on at dusk and turn off at dawn and were intended to remain on at night for security reasons. Filters had been applied to the lights facing towards Horseman Close, and an informal inspection at the end of the formal meeting confirmed that they were visibly less bright than other lights in the area.

The complainant could be advised that government guidance on light pollution could be obtained from <https://www.gov.uk/guidance/light-pollution>.

(c) Handover and keyholders

The Clerk confirmed that he holds a list of keyholders, but that this could not be shared with members of the public. The Committee confirmed that when the alarm is activated, a text is automatically sent to the two main MSFC contacts. However, one did not live locally and it was understood the other worked nightshifts. Cllr Smith undertook to ask to be added to the keyholder and call-out list so he could respond if the alarm sounded.

(d) Recording meetings and inaccurate minutes

The Committee did not wish to introduce a practice of recording meetings but accepts the importance of clearly recording Parish Council decisions and actions, and ensuring those actions are subsequently monitored. At present this was done only partially, through the Clerk's report. In future, the Committee **resolved** that all decisions, actions and responsibilities should be recorded in the minutes and fully tracked at future meetings through an action log. Suggestions made by councillors during meetings are not minuted unless they are formally proposed and agreed upon.

Action: with the agreement of Full Council, Clerk to specify action points and the responsible councillor in Full Council minutes and record all such actions in a log for report at each meeting.

(e) Club Management, Noise, and Alarms

The fault in the alarm has been fixed, the duration of the alarm has been reduced to 2 minutes, and the call-out list is being expanded. The Parish Council will strictly enforce the requirement for MSFC to seek permission in writing for events extending beyond 10pm, and for all events to finish by 11pm. Notice of late events will therefore appear in the Parish Council minutes and the committee also **recommended** that the Parish Council take steps to ensure that notices are posted in a public place (e.g. new notice board near the Pavillion). Three such permissions have been granted, for two fundraising events and a football social, one at the end of October and two in November.

(f) Omission from local youth activities

MSFC will be advertised online when they have published up to date information about the club.

Action: Cllr Hatfield to add as much information as possible about MSFC to the Parish Council website

Conclusion:

The complaint is partially upheld in relation to the adequacy of the Council's previous administrative arrangements and the recording, allocation and monitoring of agreed actions.

The Committee notes that the Stage 1 response identified several appropriate measures and that substantial progress has subsequently been made, including improved engagement with the current representatives of MSFC and greater clarity concerning the operational issues raised.

The remaining remedy is therefore to formalise the improved arrangements, complete outstanding actions, and establish effective record-keeping and reporting arrangements.

The Committee **agreed** that the Chair should draft a letter to the complainant providing a summary of the findings of the meeting and advising them that in relation to the disclosure matters they would need to submit a new complaint for a Stage 1 investigation. The draft would be circulated to the committee before being sent.

Action: Chair and Clerk to draft minutes, draft response to complainant, Chair to write to complainant asap.

26/10/11 Information sharing (including correspondence): NONE.

S&S 26/10/09 Date of Next Meeting: Monday 25th January 2027

MEETING CLOSED: 20:45

AGENDA ITEM 15

Dear Tim,

Please find details below of the Memorial which Kim Eadle, 14 Appletree Close, Greater Leys, Oxford, OX4 7GP would like us to place in Old Marston Cemetery, to her mother, the late Sandra Creed.

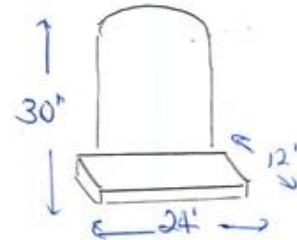
To supply and fix an oval topped headstone and base in polished mid-grey granite with a small white sandblasted dove centre top.

Size: Headstone 27" x 21" x 3" Base 3" x 24" x 12"

Two square vases to match Size 7" x 7" x 7" with MUM on one and NAN inscribed on other.

Inscription in silver lettering to read -

SO DEARLY LOVED, SO GREATLY MISSED
SANDRA TERRY CREED
3.10.1944 – 19.5.2023
BELOVED MUM, NAN & FRIEND
FOREVER IN OUR THOUGHTS



On reverse - **YOU WERE AN ANGEL IN THE SHAPE OF OUR MUM**

Would you please let us know if this can be approved and confirm the fee required by completing and returning the slip below.

Kind regards

Dawn Cooper

Dawn Cooper
Reeves Memorials Co Ltd
✓

2 Vases →

MUM

NAN



So Dearly Loved, So Greatly Missed

SANDRA CREED

3.10.1944 ~ 19.5.2023

Beloved Mum, Nan & Friend

Forever In Our Thoughts

on reverse
of stone →

You were an Angel in shape of
our Mum

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
28 th September	CAE	6pm	Mortimer Hall
5 th October	Full Council	7pm	Mortimer Hall
26 th October		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
22 nd February	Finance	6pm	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.

[RETURN TO AGENDA](#)

Parish Clerk Report November 2026

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	
13	Parking on Elsfield Road: could double yellow lines be extended the length of 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.	