





## 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](mailto:clerk@oldmarston-pc.gov.uk)  
Website: [www.oldmarston-pc.gov.uk](http://www.oldmarston-pc.gov.uk)  [twitter.com/oldmarston](https://twitter.com/oldmarston)  
 [www.facebook.com/pages/Old-Marston-Parish-Council](https://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 7:00pm Monday 1<sup>st</sup> September 2025** in Mortimer Hall, Oxford Road, Old Marston, OX3 0PH when the following business will be transacted.

Yours faithfully

Tim Cann.  
Parish Clerk.

Tuesday 26<sup>th</sup> August 2025

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Councillors are requested to declare any prejudicial interest they have in any of the items.

**Requests from members of the public to speak:** Please note you are required to inform the clerk prior to speaking and no member of the public or press shall speak for more than 5 minutes unless the chairman so declares and the total time for public participation is 20 minutes.



## **Protocol for Parish Council & Committee meetings**

- Members of the public and press are welcome to attend meetings unless precluded by the parish council by resolution during the whole or part of the proceedings.
- They may address the parish council on any matter of council business during the time allotted at the beginning of the meeting for public participation.
- Anyone wishing to speak must give prior notice with name and address to the clerk before the meeting starts.
- No member of the public or press shall speak for more than 5 minutes unless the chairman so declares and the total time for public participation is 20 minutes.
- There is no entitlement for members of the public to speak at any other time during the meeting, unless invited to by the chairman.
- A record of public participation may be included in the minutes and, if any actions are required, they will be reported on at the next meeting.
- In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- A person, including councillors, shall raise their hand when requesting to speak.
- A person, including councillors, who speaks at a meeting shall direct his comments to the chairman of the meeting.
- Only one person, or councillor, is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- A person, or councillor, shall not interrupt or talk over a person speaking.

# AGENDA

(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. **Apologies for absence and approval by council**
3. **Co-option to fill casual vacancy**
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 7<sup>th</sup> July 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:**

Review draft Planning Committee meeting held on [21<sup>st</sup> August 2025](#).

**Decisions:** 25/00275/FUL – 4 Rylands – 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
- 25/01357/FUL – 81 Cherwell Drive
- 25/01253/FUL – 87 Oxford Road

**Applications to be decided:**

- **25/01847/FUL – 3 Arlington Drive** – Erection of a single storey front extension. Erection of a part single, part two storey rear extension. Subdivision of existing dwellinghouse (Use Class C3) to create 1 x 3 bed and 1 x 2 bed dwellinghouses (Use Class C3). Insertion of 1no. rooflight to front elevation. Insertion of 1no. rooflight to rear elevation. Alterations to 1no. window to rear elevation. Alterations to 1no. window to front elevation.
- [25/01847/FUL | Erection of a single storey front extension. Erection of a part single, part two storey rear extension. Subdivision of existing dwellinghouse \(Use Class C3\) to create 1 x 3 bed and 1 x 2 bed dwellinghouses \(Use Class C3\). Insertion of 1no. rooflight to front elevation. Insertion of 1no. rooflight to rear elevation. Alterations to 1no. window to rear elevation. Alterations to 1no. window to front elevation. | 3 Arlington Drive Oxford Oxfordshire OX3 0SH](#)
- **25/02125/FUL – 139 Oxford Road**- Change of use of dwellinghouse (Use Class C3) to a House in Multiple Occupation (Use Class C4)
- [25/02125/FUL | Change of use of dwellinghouse \(Use Class C3\) to a House in Multiple Occupation \(Use Class C4\) | 139 Oxford Road Old Marston Oxford Oxfordshire OX3 0RB](#)
- **Update on Hill View Farm**
- **Update on Transport**

## 9. Finance: Correct on 26<sup>th</sup> August 2025

Unity Trust Current Account:	£16,092.69
Newbury Building Society:	£42,738.90
Skipton Building Society:	£59,187.24
Petty Cash:	£1.89
<b>Total:</b>	<b>£118,020.72</b>

CiL Money (included in above figures):	£65,097.55
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### **The following accounts to be paid:**

Clerk's pay, expenses, pension July/August 2025:	£
Vodafone (clerk's mobile):	£15.00
Total Pest Control (Quarterly Charge):	£189.14
MP Ryder (Intruder Alarm Service):	£288.00
GDT Fire Alarm (Annual Service):	£432.00
Red Lion (Refreshments for A.P.M.):	£100.00
BT (Clerk's office Phone):	£172.26
Moore (External Auditors Report):	£504.00

<b>TOTAL:</b>	<b>£6,516.14</b>
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<b>Petty Cash Expenditure:</b>	<b>None</b>
<b>INCOME:</b>	<b>None</b>

**Reserves**

Total Balances:	£118,092.69
General Reserve:	£31,216.00
Fixed Asset Reserve:	£10,000.00
Emergency Reserve:	£10,000.00
Unallocated Reserve:	£66,876.69

**9b. Accounts Authorisations:**

- i. Unity Trust Bank
- ii. Newbury Building Society
- iii. Skipton Building Society

**9c. External Auditors Report**

**9d. Marston Saints FC:** To review request for financial assistance.

**10 Future Management of Parish land:**

- a. Orchard Triangle
- b. Boults Lane Recreation Ground
- c. Mortimer Hall Recreation Ground
- d. Cemetery & Paddock.
- e. Victoria Arms/Mill Lane field

**11. Review of chicanes along Oxford Road through the village.****12. Mortimer Hall Charity Trustee:**

Here is the letter, which they've said I can share with you. It's about the land, not the hall, so yours might be a different issue (and I've asked Tessa if she can advise on this point).

The proposal we have is for the land to be vested in the Official Custodian for Charities, which apparently was meant to have been done anyway. So it seems to me that it should simply be done now, unless your issue affects it in some way.

Incidentally, can we (MHMC) ask the PC to cover the legal costs?

Thanks,

Charlotte

**13. Possible new footpath from Cemetery extension to Court Place Farm Allotments****14. Clerk's Report**

- Update on Bleed Kits
- Mortimer Hall Clock Update
- Update on bikes left long-term in cycle racks outside Mortimer Hall/Library

15. **Reports from Members:** Update from councillors representing the council on external bodies should the respective organisation have meeting.
16. **Plus anything of an urgent nature which has come to the clerk's attention since the agenda was set.**
17. **Information sharing (including correspondence)**
  - Rural Services Network Digest etc,
  - OALC Newsletter
  - Feedback on OxFest

**Date of next meeting:** Monday 6<sup>th</sup> October 2025 19:00 in Mortimer Hall.

### **Old Marston Parish Council – Calendar of Meetings 2025/26**

Date	Meeting	Time	Venue
1 <sup>st</sup> September	Full Council	7pm	Mortimer Hall
29 <sup>th</sup> September	Environment Committee	6pm	Mortimer Hall
6 <sup>th</sup> October	Full Council	7pm	Mortimer Hall
27 <sup>th</sup> October	P, RG, A & C Committee*	6pm	Mortimer Hall
3 <sup>rd</sup> November	Full Council	7pm	Mortimer Hall
24 <sup>th</sup> November	Finance Committee	6pm	Mortimer Hall
1 <sup>st</sup> December	Full Council	7pm	Mortimer Hall
29 <sup>th</sup> December	<b>No Committee Meeting</b>		
5 <sup>th</sup> January 2026	Full Council	7pm	Mortimer Hall
26 <sup>th</sup> January	S&S	6pm	Mortimer Hall
2 <sup>nd</sup> February	Full Council	7pm	Mortimer Hall
21 <sup>st</sup> February	Environment Committee	6pm	Mortimer Hall
2 <sup>nd</sup> March	Full Council	7pm	Mortimer Hall
30 <sup>th</sup> March	P, RG, A, C Committee*	6pm	Mortimer Hall
6 <sup>th</sup> April	Full Council	7pm	Mortimer Hall
27 <sup>th</sup> 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.

**Minutes of the Old Marston Parish Council Meeting held on Monday 7<sup>th</sup> July 2025 at the Mortimer Hall from 7:00pm.**

**UNCONFIRMED**

Present: **Parish Council:**

Duncan Hatfield – Chairman

Martin Smith

Mary James

In attendance: Tim Cann

Members of Public: 5

25/07/01 Intention to record the proceedings of the meeting: None.

25/07/02 Apologies for Absence:

Parish Councillor Mick Bates – Working, Louise Upton – prior engagement, Oxford City Councillor Mary Clarkson – away.

The Chair informed the council that Skye Denno had stood down from the council due to work commitments.

25/07/03 Website and social media:

- Duncan Hatfield informed the meeting that there had been some issues with council email addresses due to the change of service provider. This should now have been resolved.
- Duncan also reminded councillors of the issues of using personal email addresses for council work.

25/07/04 Public, County & City Councillors & Thames Valley Police participation (if any requests received)

a. Thames Valley Police: No Report received.

- County & City Councillor Reports:

- Oxford City Councillor Kate Robinson reported that the public traffic meeting was well attended. Several residents are being trained up by the police for Speedwatch duty. Kate had made contact links with St Nicholas Primary School, who have a very good travel plan, but has been unable to contact anyone at the Swan School. The PCSO has made progress with the antisocial behaviour at Court Place Farm Allotments in that one young person has apologised and agreed to contribute to the cost of damages. Kate has also been working with Youth Ambition and there are several activities in Northway Community Centre, Littlemore and Blackbird Leys.

b. Public:

A member of the public asked the council about the state of the grass in Boults Lane Recreation Ground. Her pets had to go to a vet for grass seed issues. The Clerk advised that a new contactor had been assigned and is awaiting an onsite meeting to confirm further work needed.

25/07/05 Approval of the Minutes of the meeting held on the 2<sup>nd</sup> June 2025.

It was RESOLVED these are a true record.

25/07/06 Operational Checks:

- Weekly operational checks on the defibrillator have been carried out.
- Weekly operational checks on the play equipment have been carried out.

25/07/07 Planning:

Applications considered between meetings: NONE.

Decisions:

25/00710/FUL – 19 Raymund Road – APPROVED

25/00699/FUL – 64 Oxford Road – APPROVED

Awaiting Decisions:

20/02457/DEL – Willow Barn, Oxford Road  
 25/00275/FUL – 4 Rylands  
 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

**Applications to be decided:**

- **25/01244/FUL – 66 Arlington Drive** - Demolition of existing garage and single storey rear extension. Erection of a part single, part two storey side and rear extension including an integral garage. Removal of existing front gate. – **NO OBJECTIONS.**
- **25/01487/CEU – 44 Arlington Drive** – Application to certify that the demolition of existing garage and rear extension, formation of 1no. rear dormer in association with a loft conversion. Erection of a single storey rear extension is lawful development. – **NO OBJECTION**
- **25/01436/FUL – 32 Oxford Road** – Demolition of existing dwelling house, erection of a 1 X 5 bed dwellinghouse (Use Class C3). – **NO OBJECTIONS.**
- **25/01358/FUL – 83 Cherwell Drive** – Change of use from dwellinghouse (Use Class C3) to a large House in Multiple Occupation (Sui Generis), Erection of a single storey front, two storey side and a part single, part two storey rear extension. Insertion of 2no. rooflights to the side roof slope in association with a loft conversion, provision of bin and cycle storage. – **ASKED TO BE CALLED IN. CONCERNS WITH NUMBER OF HMO'S ALREADY IN THE AREA.**
- **25/01357/FUL – 81 Cherwell Drive** – Change of use from dwellinghouse (Use Class C3) to a large House in Multiple Occupation (Sui Generis), Erection of a single storey front, two storey side and a part single, part two storey rear extension. Insertion of 2no. rooflights to the side roof slope in association with a loft conversion, provision of bin and cycle storage. – **ASKED TO BE CALLED IN. CONCERNED WITH NUMBER OF HMO'S ALREADY IN THE AREA.**
- **25/01253/FUL – 87 Oxford Road** – Erection of a first-floor side extension. Conversion of garage to habitable space including replacement of garage door with 1no. window to front elevation. Alterations to roof. – **ASKED TO BE CALLED IN. CONCERN ABOUT WORK ALREADY BEING DONE.**
- **Update on Transport:** The Clerk forwarded the minutes of the public meeting, attached. Clerk still waiting for meeting with County Councillor Mark Lygo.
- **Oxford City Council New Local Plan:** It was resolved that individual councillors would respond.

**25/07/08 Finance**

**2. As at the 27<sup>th</sup> June 2025**

Unity Trust Current Account	26,453.87
Newbury Building Society	42,738.90
Skipton Building Society	59,187.24



Petty Cash	1.89
<b>TOTAL</b>	<b>£128,381.90</b>
CiL Money (included in the above figures)	£65.097.55
<b>The following accounts to be paid:</b>	<b>£ Incl. VAT</b>
Clerk's Pay Including Expenses, Pension, etc. – June 2025	
Richard James (EOY Internal Audit)	320.00
David Hook (Surround to Table Tennis Table)	1,900.00
Vodafone Ltd (Clerk's Office Mobile) – DD	15.00
Mr. D. Ward (Cutting Back Lane)	1,200.00
Parish Online (Annual Renewal)	240.00
Total Pest Control (Quarterly Charge)	189.14
<b>TOTAL</b>	<b>£6,446.41</b>
<b>Petty Cash Expenditure: NONE</b>	
<b>INCOME: NONE</b>	
<b>RESERVES</b>	
Total Balances	£128,381.90
General Reserve	£31,216.00
Fixed Asset Reserve	£10,000.00
Emergency Reserve	£10,000.00
Unallocated Reserve	£77,165.90

3. Payments accepted for authorisation.
4. It was RESOLVED to award ARCHOxfordshire grant funding of £500.00.
5. It was RESOLVED to award St Nicholas Church Holiday Club grant funding of £200.00

### **25/07/09 Pavilion, Recreation Grounds, Mill Lane Allotments & Cemetery Committee:**

The Parish Council reviewed the draft minutes of the committee meeting held on Monday 30<sup>th</sup> June 2025 and RESOLVED the following recommendations:

- To investigate installing 3 new picnic benches in the Mortimer Hall Recreation Ground.
- To have the 'L' shaped paddock and the rear and side of the cemetery cut, collected and maintained on an ongoing basis.
- To accept the quote for quarterly safety checks on all play equipment at a cost of £750 plus VAT for three visits each year.

### **25/07/10 Review of chicanes along Oxford Road through the village:**

- There was a discussion about some chicanes being in the wrong place or not needed at all. Charlie Haynes pointed out that there have been for some time county council traffic monitors at the junction of Marsh Lane and Cherwell Drive and Oxford Road. It was agreed this would be on the agenda for September.

#### **25/07/11 Clerk's Report:**

- The Council reviewed the report.
- The Court Place Farm Allotments asked if they could put a small sharing point for surplus produce just outside the Boults Lane allotments gates, near the pedestrian gate. It was RESOLVED to allow.

#### **25/07/12 Report from members of outside bodies:**

- No meeting had taken place since the last parish council meeting.

#### **25/07/13 Plus, anything of an urgent nature which has come to the Clerk's attention since the agenda was set.**

- Marston Saints FC asked if the parish council would consider giving them a loan of £3,400 to purchase a part for their ride on mower. It was RESOLVED the council needed to see the actual invoice before agreeing to anything.
  - Flooding area in Elsfield Road Cemetery: It was RESOLVED to accept the quote of £540.00 plus VAT to have two memorials removed while the work is done, then replaced.
  - Boults Lane Recreation Ground boundary hedge: It was RESOLVED that Martin Smith, Charlie Haynes, Dennis Ward and the Clerk will meet onsite to set criteria for quote.
  - Mill Lane Allotments track work: It was RESOLVED that this will be put on hold while the Clerk clarifies the work with OMMLAA.
  - Tree stump by pedestrian gate leading into Court Place Farm allotments. The Clerk to liaise with City Council tree officer.

#### **25/07/14 Information sharing (including correspondence)**

- OALC Newsletter
- Correspondence
- Charlotte Vinnicombe informed the Council that the parish council stall at the Love Life, Love Marston and St Nicholas School fete was very well received, with a lot of positive interaction with children and parents.

#### **25/07/15 Date of next meeting:**

Monday 1<sup>st</sup> September 2025 7pm in the Mortimer Hall.

**[RETURN TO AGENDA](#)**

## **Minutes of the Panning Committee Meeting held on the 21st August 2025 in the Roy Garner Pavilion from 6:00pm.**

Present:

Parish Council:

Pat Hall (Chair)                      Charlie Haynes                      Mick Bates

In attendance: Tim Cann (Clerk)

PLAN 25/08/01 Request from members of the public to speak: NONE.

PLAN 25/08/02 Apologies of Absence: Parish Councillor Louise Upton – conflict of Interest, Parish Councillor Charlotte Vinnicombe – Prior engagement.

PLAN 25/08/03 Planning:

Applications considered between meetings: NONE.

Decisions:

25/00275/FUL – 4 Rylands – 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

Applications to be decided:

25/01792/CEU – 37 Beechey Avenue – Application to certify that the existing House in Multiple Occupation (Use Class C4) is lawful development. – NO OBJECTION.

25/01652/FUL – 50 Raymund Road – Erection of a part single, part two storey rear extension. Insertion of 1no. window to side elevation. Replacement of 1no. door with 1no.

window to rear elevation. Alterations to existing fenestration to front, rear and side elevations. Installation of external wall insulation. – NO OBJECTION.

25/01782/FUL – 2 Haynes Road – Erection of two storey side extension. Conversion of garage to form habitable space. Formation of front porch. – NO OBJECTION.

25/01580/FUL – 92 Oxford Road - Erection of a single storey rear extension. – NO OBJECTION.

- Update on Transport: No planning permission needed for speed Indicator Devices even in Conservation area.

PLAN 25/08/04 Information sharing (including correspondence):

- None.

PLAN 25/08/05 Items of an urgent nature brought to the Clerk's attention after the agenda had been sent:

NONE.

PLAN 25/08/06 Date of Next Meeting: Full Council meeting on Monday 1<sup>st</sup> September 2025

MEETING CLOSED: 6:22pm

[RETURN TO AGENDA](#)