

## Minutes of Old Marston Parish Council Meeting 6<sup>th</sup> April 2010

### Present:-

Charlie Haynes, Chairman (CH)  
Wally Cox (WC)  
Gill Cox (GC)  
Peter Cox (PC)  
Michael Cadd (MC)  
Roy Jones (RJ)  
Duncan Hatfield (DH)  
Barrie Lewis (BL)  
Angie Tiwari (AT)  
Hugh Deam (HD)

Kate Stratford, Clerk (KS)

|          |  |               |
|----------|--|---------------|
| <b>1</b> | <b>Requests from Members of the Public to Speak</b><br>Any member of the public wishing to speak must fill in a form and pass to the Clerk.<br>None.   | <b>ACTION</b> |
| <b>2</b> | <b>Apologies for Absence</b><br>Councillor Nils Bartleet, Councillor Altaf-Khan.<br>The Chairman requested that Councillors declare any personal or prejudicial interests at any point on the agenda.  |               |
| <b>3</b> | <b>Minutes of Last Meeting</b><br>The minutes of the last meeting were accepted as a true and correct record with no additions or corrections.   |               |
| <b>4</b> | <b>Matters Arising from Minutes Omitting Those For Which an Agenda Heading Follows:</b> <ul style="list-style-type: none"><li>Proposed clock – the Clerk has met Hawkins and received quote, which has been forwarded to the Busfield Family and Mortimer Hall. Busfield family has requested costs for electrics and scaffolding, which have been forwarded. Awaiting the Busfield family's decision.</li></ul> WC reported new consumable for electrics at Mortimer Hall was due to be completed.  |               |
| <b>5</b> | <b>Correspondence (Letters/Emails)</b><br>See Appendix A <ul style="list-style-type: none"><li>Oxford Green Belt Network – Clerk has sent cheque.</li><li>St John's Ambulance – Clerk has written saying we support locally.</li></ul> Meeting between Parishes and the city council – notes received including comments, for parish councillors to note.<br>Bryony Bethell from Mill Lane has asked permission to put up neighbourhood watch signage – responded no problem on principal, but needs to confirm with Planning Dept. PC invited to the NAG on 29 <sup>th</sup> March. We could not attend, but did advise them of the recent spate of burglaries within Old Marston Village.<br>TVP has supplied posters for noticeboard.<br>ORCC has invited membership (£30.00 per year). The PC resolved to re-subscribe.<br>TVP has invited the Parish Council to participate in Community Policing Awards 2010. Nomination forms attached.<br>Various paperwork relating to the impending elections, which has been distributed and/or displayed as required.<br>Bus service review results attached.<br>Oxford 50+ Network for noticeboards<br>NALC – conference and exhibition on July 2 <sup>nd</sup> . | <b>All</b>    |

| 6 | Planning   | ACTION |
|---|--|--------|
|   | <ul style="list-style-type: none"> <li>14 Mortimer Drive has been reported to Planning Enforcement, who are investigating.</li> <li>Proposed school expansion – Clerk has sent no objection, other than the impact on the crossing on the Oxford Road.</li> </ul>  |        |
|   | <p><u>Applications considered between meetings:-</u><br/>3 Cotswold Crescent – erection of single storey rear extension – objection sent. This is going to NEAC recommended for approval.</p>  |        |
|   | <p><u>Applications to be decided:-</u><br/>Application for erection of 4 bedroom chalet/bungalow – land adjoining 96 Cherwell Drive – no objection</p>   | KS     |
|   | <p>Application for single storey front extension, two storey side and rear extension – 17 Park Way – no objection.</p>   | KS     |
|   | <p><u>Decisions</u><br/>None<br/>The council have now agreed to consult with the PC regarding the proposed works at Barton.<br/>The Clerk has contacted Planning with details of the proposed clock to ask if we need planning permission – confirmed planning is required.<br/>KS has met with Lesley Downing at Planning Aid, who will run a course for us on Planning applications. They would like 12 – 15 people in attendance. PC agreed date of Tuesday, 15<sup>th</sup> June. KS to invite other PCs and NEAC, and to book venue.<br/>OGBN has emailed with a question about an application in Mill Lane, but the PC has not been consulted. It is believed that the application falls outside the parish, but KS to chase together with two other applications that are on the website.</p> | KS     |
| 7 | <b>Boults Lane Development Project</b>   |        |
|   | <ul style="list-style-type: none"> <li>Awaiting Carter Jonas valuation report. KS to chase if not received by weekend.</li> </ul>  | KS     |
| 8 | <b>Recreation Grounds</b>  |        |
|   | <ul style="list-style-type: none"> <li>KS to confirm when last tree survey was carried out – CH confirmed 2006.</li> <li>Proposed open day – plans are progressing. Cllrs to arrange their rota for the day - done. AT to arrange refreshments.</li> <li>Chasing Parks regarding recently felled trees – Parks have confirmed this will be done by end of March and most have now been replaced.</li> </ul>  | KS     |
|   | <p>Parks has sent quote for emptying dog bin. Clerk has written to say not acceptable – see finance. KS to put in a FOI request for number of dog bins within the city and how many are paid for by bodies other than OCC.</p>   | KS     |
|   | <p>The Clerk has written to Greene King requesting they cut their hedge.<br/>KS to invite planning officer for the Barton expansion the next meeting.<br/>FoOMPA’s meeting minutes were noted and approved.</p>  | KS     |
| 9 | <b>Finance</b>   |        |
|   | <ul style="list-style-type: none"> <li>Dog bin – WC to approach NEAC to ask if they will fund it’s replacement. The City Council have quote £2400.00, see above.</li> <li>Valuing the council’s assets – Carter Jonas to provide report.</li> <li>Bank balance as at 29/03/2010 – current account £37,614.65 (includes precept); deposit account £140,866.19</li> </ul>  | WC     |

The following accounts to be paid:

**ACTION**

|                            |  | £<br>incl VAT |
|----------------------------|--|---------------|
| Kate Stratford             | Keys cut for shed x 4  | 32.80         |
| Kate Stratford             | For petty cash   | 10.00         |
| Oxford Green Belt Network  | Subscription – sent March 10                                       | 15.00         |
| Total Pest Control         | Quarterly charge – sent March 10                                   | 511.13        |
| Eamon Kelly                | Works at Mortimer Hall – sent March 10                             | 1,995.00      |
| Oxford City Council        | Annual Non-domestic rate bill 2010/11 for Cemetery – sent March 10 | 60.03         |
| Kate Stratford             | Webroot Software Inc   | 44.90         |
| OALC                       | Subscription invoice   | 616.75        |
| Kate Stratford             | Reimbursement for phone Mar 2010                                   | 28.11         |
| HMRC                       | Tax and National Insurance March 2010                              | 34.02         |
| Oxfordshire County Council | Pension for Clerk March 2010                                       | 86.19         |
| Kate Stratford             | Salary for March 2010  | 548.81        |
| Andrew Job                 | Work at OMMLA – sent March 2010                                    | 1,622.09      |
| Joshua Horgan              | Newsletters  | 226.00        |
| Joshua Horgan              | Letterheads  | 75.20         |
| ORCC                       |  | 30.00         |

The following income has been received:

|                     |                | £<br>incl VAT |
|---------------------|----------------|---------------|
| Oxford City Council | Parish Precept | 30,500.00     |

BDO has sent annual return for completion.

PC to discuss contribution to Clerk for working from home. HMRC advises up to £3 per week may be paid tax-free as contributions for heating, lighting etc. Agreed to pay £3 per week, starting 1<sup>st</sup> April 2010. Proposed CH, seconded MC, all agreed.

OCC has sent a quote for the dog bin clearance for this year, but we have written refusing to accept.

Allienz now transferred to AON, but still Allienz for claims. Also a renewal notice enclosed – appears much more expensive, KS to query.

**KS**

## 10 Burial Ground

- Keys to be cut for shed – done.
- The Clerk has written to Mr and Mrs Langton regarding the plot they wish to reserve. Mr Langton has since been in touch to say he now wants a cremation.
- The Clerk has written to Mrs Dibsdall to advise she may use Reeves.
- The Clerk has advised the Clerk family they may also use Reeves.
- The Clerk has emailed Mrs Brown advising her that the Parish Council does not give permission for her to carry out works at our burial ground.
- Ride-on mower. CH chasing.

|   | <b>ACTION</b> |
|---|---------------|
| Osbourne memorial has been erected.   |               |
| Mr Elms has queried size of plot dug – KS has queried, and Tony Hayward has confirmed that he only used one plot – Mr Elms to be re-imbursed for second plot. He may also have permission to use Reeves, as per his letter of request.  | <b>KS</b>     |
| Have requested Brown grave is topped up. This has been done, but the grave digger has advised that if he is requested to top up this grave again, there will be a cost of £40. Parish Council discussed generally, and will make a change to terms and conditions when these are amended.   |               |
| A Mr Watson wishes his interred wife’s ashes to be removed from current resting place in Lancashire and interred at our cemetery. He is formally requesting to the Home Office. See attached email  |               |
| KS to investigate quotes on headstones.   | <b>KS</b>     |
| Steve Wooster would like to continue to work at the cemetery. Agreed, as long as he carries out the work required by Peter Cox, such as strimming.  |               |
| KS to chase DW regarding the work at the cemetery.  | <b>KS</b>     |
| <b>11 Highways</b>  |               |
| <ul style="list-style-type: none"> <li>Proposed parking limitations – Clerk has responded to consultation. Consultation is ongoing.</li> <li>KS to provide BL with post-a-pothole cards – done, but noted that the council has been carrying out remedial works in the parish.</li> <li>Denis Ward to cut back the hedges - done</li> </ul>   |               |
| RJ has written to NB regarding the buses. NB requested KS contact RJ to advise timings of buses does not form part of the remit – done.   |               |
| Leak reported in Boulton’s Lane – reported to Thames Water, who investigated and said it was just standing water, not a leak.   |               |
| RJ reported work in Butts Lane has been done, and is very satisfactory, although a ‘give way’ sign was still required.  |               |
| RJ queried whether the PC has considered installing signs on the parish boundaries – Marston Ferry Road, Cherwell Drive, Marsh Lane. KS to ask the council.   | <b>KS</b>     |
| BL reported verges in very poor repair and a property in Rippington Drive has a number of vehicles parked on the grass verge. Suggested this may be cured by the proposed parking restrictions, but KS to advise the city council.  | <b>KS</b>     |
| <b>12 North East Area Committee</b>   |               |
| <ul style="list-style-type: none"> <li>Request for a dog bin – WC to report.</li> </ul>   | <b>WC</b>     |
| Did not attend.   |               |
| <b>13 Parish Council Bulletin</b>   |               |
| Bulletin report – DH to report. These have begun to be delivered – many thanks to those who have helped, especially to DH for his work. Reported that the printers were excellent.  |               |
| <b>14 Allotments</b>  |               |
| Leak at the allotment – work has been completed. Bill received and paid.  |               |
| <b>15 Website</b>   |               |
| Getting a lot of hits, and lots of people requesting their information or group is on our website.  |               |
| <b>16 Any Other Business</b>  |               |
| <ul style="list-style-type: none"> <li>Document storage – on hold until after Open Day on 18<sup>th</sup> April.</li> <li>Feedback from Oxclean event. DH reported very good turnout – best ever, and feedback is that there is less litter around generally now. Many thanks to DH, and to all the volunteers who took part. DH added he hoped more councillors would support next years.</li> <li>RJ to speak to NB regarding his concerns about bus companies – letter written.</li> </ul> | <b>KS</b>     |
|   | <b>RJ</b>     |

**ACTION**  
**KS**

Councillors to note attached attendance record for year 2009/10. Some amendment to the groups and sub-committees sit on.

Parish Councillor elections – forms were completed.

Clerk has now been in post for a year. Councillors to review performance, if required. The

Parish Council agreed to give KS a salary increase of 2% from 1<sup>st</sup> April 2010. Proposed CH, seconded MC, all agreed.

Mr Jones has offered a map of the parish – liaising with DH.

**17 Date of Next Meeting**

IF NO ELECTION REQUIRED, Tuesday 11<sup>th</sup> May 2010 at Mortimer Hall at 7:30pm.