





Old Marston Parish Council

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Minutes of the Old Marston Parish Council Meeting held on the 8th April 2024 at the Mortimer Hall from 7:00pm.

Present:

Parish Council:

Duncan Hatfield (DH) – Chairman	Charlotte Vinnicombe (CV)
Pat Hall (PH) (Vice-Chair)	Mary James (MJ)
Peter Williams (PW)	Martin Smith (MS)
Skye Denno (SD)	Charlie Haynes (CH)

In attendance:

Tim Cann (Clerk) Members of the Public: 6

24/04/01 Intention to record the proceedings of the meeting: NONE.

24/04/02 Apologies for absence: Parish Councillors Louise Milford – unwell, Alistair Morris – unwell, Louise Upton – Away, Oxford City Councillor Mary Clarkson – Away, Oxfordshire County Councillor Mark Lygo – Clash of meetings.

24/04/03 Website and social media: DH advised the council that information is regularly being added to the website.

24/04/04 Public, County & City Councillors & Thames Valley Police participation (if any requests received)

a. Thames Valley Police: No Report received.

b. County & City Councillor Reports:

- **Report from City Councillor Mary Clarkson:** as Mary was away, the clerk read out Mary's report:

Swan School Traffic: There seems to have been a bit of a breakdown in communication between the County Council and the school about carrying out annual traffic monitoring. The school is keen to do all it can to reduce traffic. I have been in touch with our planners as the annual traffic monitoring was supposed to be a condition of their planning permission and it looks like this will now take place.

Impact of Mill Lane Construction Traffic on Listed Buildings in Elsfield Road and Mill Lane: Now that the developments have finally been given the go-ahead, I have been in touch with Michael Kemp, the Case Officer and our Conservation Officer about carrying out a Vibration Impact Assessment on these Listed Buildings prior to the start of construction.

27 Marsh Lane planning application: I have called this application in for a large HMO to Planning Committee. However, from my discussions with the Case Officer, it looks likely to be refused anyway.

Grass Verges: Grass verges are to be cut more frequently, after numerous complaints last year. This will also apply to parks and green spaces. There are

to be some verges which are to be cut less frequently in order to promote biodiversity, including Marston Road. These verges will have signage now to explain the policy and how it works.

c. **Public:**

- NONE.

24/04/05 Minutes of the Parish Council Meeting held on 4th March 2024.

It was **RESOLVED** these are a true record.

24/04/06 Matters Arising (omitting those for which an Agenda heading follows):

- **Traffic Monitoring:** Provisionally booked to run the week commencing the 22nd April to avoid any holiday periods.
- **Naming of Marston Paddock Street:** Fishers Vale has been chosen.
- **Royal Photograph:** The clerk confirmed that the free photograph of King Charles III has been ordered.

24/04/07 Operational Checks:

- The clerk reported that the weekly checks on the defibrillator had been carried out. All working correctly.
- The clerk reported that the weekly checks on the play equipment had been carried out. All working correctly.

24/04/08 Planning:

Applications considered between meetings: NONE.

Decisions: NONE.

Awaiting Decisions:

20/02457/DEL – Willow Barn, Oxford Road

21/03294/FUL – 56 Marsh Lane

22/03049/FUL – Land North of Bayswater Brook

23/02294/DEL – 46 Oxford Road

24/00268/FUL – 82 Arlington Drive

24/00331/FUL – 1 Fairfax Avenue

24/00220/FUL – 27 Marsh Lane

24/00301/FUL – 1A Mill Lane

24/00332/FUL – 44 Arlington Drive

24/00376/FUL – 3 Little Acreage

24/00325/CEU – 14 Salford Road

Applications to be decided:

- **24/00542/FUL – 14 Beechey Avenue** - Erection of a single storey rear extension and a first-floor rear extension. Alterations to hip to gable. Formation of 1no. rear dormer in association with a loft conversion. Insertion of 2no. rooflights and alterations to 1no. rooflight to front elevation. Removal of 1no. window to side elevation. – **NO OBJECTIONS.**
- **24/00430/FUL – 95 Oxford Road** – Erection of a single storey side and rear extension incorporating front porch. – **NO OBJECTION SUBJECT TO NEIGHBOURS CONCERNS.**
- **24/00431/FUL – 52 Oxford Road** – Demolition of existing rear lean-to. Erection of a single storey rear extension. Alterations to 1no. window to side elevation. – **NO OBJECTIONS.**

24/04/09 Pavilion, Recreation Grounds, Allotments & Cemetery Committee:

The council reviewed the draft minutes of the committee meeting held on the 20th March 2024 and **RESOLVED** to accept the committee's recommendations as follows:

- a. **Entrance Barrier to side door of pavilion:** Accept the tender of £1,500.00 no VAT, to install a galvanised steel handrail. It was also **RESOLVED** to accept the tender of £1,100.00, no VAT, for brickwork and slabs for steps at the side door of the pavilion.
- b. **Water Tap:** Accept the tender of £500.00 plus VAT to have the old outside tap removed and a new lockable tap installed on the outside of the pavilion.
- c. **External Lighting:** Subject to MSFC insurance, to install tinted film over outside lights.
- d. **Roof:** The clerk made the council aware of the tender he had recently received of £13,950.00 to completely resurface the pavilion roof. It was agreed to accept the tender.
- e. **Car Park area:** To accept to defer until further tenders received.
- f. **Hedge Boundary – 15 Clays Close:** Subject to the clerk checking the legal situation regarding nesting season, to accept the tender of £350.00.
- g. **Mortimer Hall Recreation Ground:**
 - **Basketball Court Lighting:** To accept not to proceed with installing lights.
 - **Boundary Fencing with Red Lion:** To accept to defer until after a site visit and the clerk has installation costs.
- h. **Grass Cutting & Litter Picking Contract:**
 - **To accept tender one:** Ground maintenance at Old Marston Parish Council for the term 1st April 2024 to 31st March 2025 including Mill Lane playing field, Boults Lane recreation ground, Mortimer Hall recreation ground and play area which is to be done once a week at £185.00 plus VAT per cut at all three sites and to strim round all obstacles 13 times during the contract. To cut cemetery grass a maximum of 25 times during the contract at a cost of £80.00 + VAT per cut. To litter pick all areas at a cost of £75.00 plus VAT per visit.
- i. **Review of Burial Fees:** To accept to increase all fees by 5%.
- j. **Mill Lane Allotment Site Visit:** To accept to arrange a visit of the Mill Lane Allotment Site.

24/04/10 Investigate employing someone to pick up grass cuttings around the parish after the Oxford City Council have cut the verges: PW pointed out that, unless the grass cuttings are collected, it blocks drains and does not encourage biodiversity. It was **RESOLVED** that the clerk investigate options, such as employing someone directly or having a contractor.

24/04/11 Finance: BALANCES REPORT as at the 1st April 2024

Unity Trust Current Account	7,162.30	
Newbury Building Society	55,339.05	
Skipton Building Society	55,741.50	
Petty Cash	7.79	
TOTAL	£118,249.59	
CiL Money (included in above figures)		£27,272.56
PAYMENTS AWAITING APPROVAL (£ including VAT)		
Clerk's Pay Including Expenses, Pension, etc. – March 2024		
Total Pest Control (Quarterly Charge)	390.00	
OALC (Clerk Training)	60.00	
OALC (Webmaster Training)	72.00	
DM Payroll Services Ltd (Submission of Year End Pension)	40.00	

Oxford City Council (Cemetery Rates)	209.58
Ambassador (Pavilion Shutter Repair)	357.00
TOTAL	£3,565.95
Petty Cash Expenditure:	
Tinted Film for Outside lights	6.95
INCOME:	
Marston Saints FC (Annual Rent)	1.00
RESERVES	
Total Balances	£118,249.59
General Reserves	£31,216.00
Fixed Asset Reserves	£10,000.00
Emergency Reserve	£10,000.00
Total	£67,033.59

k. It was **RESOLVED** to accept these payments.

24/04/12 **Streetlight:**

- A request has been received from one of the residents in Gordon Close for an additional streetlight at the end of the Close. The clerk has obtained costings and, if solar light, it needs permission from Oxfordshire County Council to install. If mains power, it needs Oxfordshire County Council for a quote to install which would also include 30 years maintenance from Oxfordshire County Council. It was **RESOLVED** that the clerk contact highways at the county council regarding advice.

24/04/13 **Cycle Racks inside the Mortimer Hall Recreation Ground:**

- DH explained to the council how it may discourage people from taking their bikes across the recreation ground if racks were provided. After some discussion it was **RESOLVED** not to install any racks.

24/04/14 **Community Engagement:**

- Further to the Parish Council's enquiry about increasing the content of the Marston Times. Additional costs would be:

a print run of	8pp	12pp
1600 copies	£312.61	£448.66
1700 copies	£325.98	£467.59
1800 copies	£339.28	£486.24

Currently order 1800 for each quarterly run.

It was **RESOLVED** this needed further investigation as to the procedures of collating the information and the contents of the additional material. It was agreed to be on the May agenda.

24/04/15 **Clerk's Report:** The council noted the clerk's report.

24/04/16 **Report from members:**

- **Parish Councils' Forum:**
 - Grass Verges: The county council is only paying for one cut per year. The city council have budgeted for an additional cut. It was mentioned that, if a parish council wishes, it could contribute to the city council for additional cut(s).
 - Child Poverty in Oxford: The city council are working with other agencies to help relieve child poverty.
 - Future agenda items: Any suggestions for items to be included in future meetings.

- **Public Transport** MJ reported that the latest meeting mainly about rail rather than bus. Cowley line underway. East/West link prioritised as road link off. Phase one increasing two tracks from Oxford to Didcot. With view of linking to Cambridge. Bus news – county council have consultation on their website for people to complete. A lot of bus money from government mainly improving rural routes. Open top bus. Clerk to advise concerns about older houses not having foundations.

24/04/17 Hedgehog Highway Project:

- Council was made aware of project. It was **RESOLVED** that the clerk would share details with local organisations to see if any interest.

24/04/18 Plus anything of an urgent nature which has come to the clerk's attention since the agenda was set:

- NONE.

24/04/19 Information Sharing:

Rural Services Network Digest etc,

- OALC Newsletter
- Correspondence
- Peter Williams talk at Bradlands on the natural history of Old Marston Wednesday 10th April at 4pm.
- MSFC are looking to organise a darts team which will play on a Tuesday evening, while first team are training. They have asked if the parish council would have issues with this.
- CV said the cycle track and footpath cleared along the ring road.
- PH someone dragged a tree onto the grass verge in the Oxford Road clerk to report on fixmystreet.
- DH said the second community market was very successful and thanks all who helped organise.

24/04/20 Date of next meeting:

- Monday 13th May 2024 at 7pm in the Mortimer Hall.

MEETING CLOSED: 8:27pm