

## Minutes of Old Marston Parish Council Meeting 6<sup>th</sup> December 2011

**Present:-**

Charlie Haynes, Chairman (CH)  
 Duncan Hatfield, Vice-Chairman (DH)  
 Peter Cox (PC)  
 Roy Jones (RJ)  
 Barrie Lewis (BL)  
 Patricia Hall (PH)  
 Michael Cadd (MC)  
 Peter Sarac (PS)  
 Nils Bartleet (NB)  
 Michael O'Keefe (MOK)  
 Peter Williams

Kate Stratford, Clerk (KS)  
 Councillor Altaf-Khan

<b>1</b>	<b>Requests from Members of the Public to Speak</b> None. Representative from Oxford Mail in attendance.	<b>ACTION</b>
<b>2</b>	<b>Apologies for Absence</b> Mrs Angie Tiwari. Mr Tony Greenfield would have liked to have attended the meeting, but is seriously ill. The Parish Council requested the clerk pass their sincere sympathies and hope for a swift recovery to Mr Greenfield. The Chairman requested that Councillors declare any personal or prejudicial interests at any point on the agenda.	<b>KS</b>
<b>3</b>	<b>Minutes of Last Meeting</b> The minutes of the last meeting were accepted as a true and correct record with no additions but one correction – item 7: PH incorrectly recorded. Should have been PCllr BL who was noted. With this correction, the Chairman was authorised by the PC to sign the minutes.	
<b>4</b>	<b>Matters Arising from Minutes Omitting Those For Which an Agenda Heading Follows:</b> The Parish Council's newly appointed solicitor would like to have attended to meet the Parish Councillors, but was not able to attend the December meeting. He hopes to attend in January 2012.	
<b>5</b>	<b>Correspondence (Letters/Emails)</b> <ul style="list-style-type: none"> <li>• Queen's Diamond Jubilee Beacon Lighting Event – clerk has written to all pubs in the Parish. Both the Red Lion and Victoria Arms have responded saying they would like to be involved. No response received from Jack Russell or Three Horseshoes. FoOMPA have been asked if they would be willing to put on one of their fun day events during the day. Individual members are discussing with their families whether they will be in Old Marston that day, and will advise the clerk. The clerk to write to the Red Lion and Victoria Arms and ask them to advise what they would like to do both during the day and in the evening. PCllr NB suggested the clerk write to the brewery to see if that elicits a different response from the Jack Russell. To be done.</li> </ul>	<b>FoOMPA</b>  <b>KS</b>  <b>KS</b>

- Meeting between OCC and Parishes was held on 5<sup>th</sup> December. PCllr RJ was in attendance. He reported that the OCC responded well to the issues raised by the PC. Mill Lane cemetery has been put aside following unfavourable tests. The council is focussing on Horsepath. The OCC will contact the clerk regarding the budget in due course. Localism Act – there may be changes as a result of this, which will be advised. Barton Plan – looking at options. Traffic issue now being taken into account. The Clerk will be advised about future Area Committee meetings. There is no land in Marston to recycle Christmas trees. Residents will have to go to South Park, Cutteslowe or Bury Knowle.
- List of Acronyms supplied. PCllr PH expressed thanks for this.
- Clerk has sent Register of Members Interests for PCllrs PW and MO’K to the city council.

**ACTION**

Oxford Inspires – monthly newsletter.

County have sent a list of recycling centre open hours over Christmas period.

The PC wrote to the Oxford Mail following a letter from a resident. The letter was printed.

Pam Anderson has written wanting to advertise within the Parish. Sent her the procedure.

OALC – winter general meeting on 21<sup>st</sup> November 2011.

Invitation to Community Led Planning Workshop on 23<sup>rd</sup> November. Clerk and PCllr PW in attendance. PCllr PW stated that in principal this seemed a sound vision, but did risk raising the expectation of residents. The clerk advised that an officer had offered to attend to discuss the issue further. Clerk to invite him to next meeting.

**KS**

Next NAG meeting will be held on 7<sup>th</sup> December. Paperwork has been passed to PCllr RJ.

Talking Health Evaluation – invitation to consultation. Declined

OCC Standards Committee meeting papers x 2 passed to PCllr NB.

Planning – invitation to Development Manager User group on 23<sup>rd</sup> November – PCllr NB passed paperwork.

OALC – PCllr MO’K to attend Roles and Responsibilities course on 27<sup>th</sup> February.

High Sheriff – would the PC like to nominate for awards ceremony? No

Oxford Preservation Trust have appointed Savilles to take over from Carter Jonas.

OALC – Members update. PCllrs invited to note information on Localism Bill.

Oxfordshire County Council – invitation to Strategy and Partnerships Scrutiny committee on 15<sup>th</sup> December at 4:45pm. PCllr NB stated this could be a very useful meeting to attend. PCllr RJ said he would be interested in attending on a one-off basis. Clerk to ascertain whether the invitation was designed to be regular.

**KS**

## **6 Planning**

### Applications to be decided:-

104 Oxford Road – demolition of rear single storey section and construction of part single storey and part two storey extension to rear – no objection.

34 Arlington Drive – two storey extension to side and extension to porch at front – no objection.

1 Elsfield Road – Removal of existing porch and provision and erection of single and two storey side extension – object on the grounds that the property has an extremely small garden and the proposed extension is very large – approx 50% size of the current building. Constitutes overdevelopment of site in a conservation area and is also very close to neighbour.

Applications considered between meetings:-

**ACTION**

None

Decisions

5 Boults Lane – Refused.

St Nicholas School – Approved.

Mallards, 4 Mill Lane – Approved.

49 Church Lane – Approved.

65 Oxford Road – Approved.

Land outside 46 Oxford Road – Acceptable.

Awaiting Decisions

- 2 Mortimer Drive
- Colthorn Farm, Oxford Road
- 19 Lewell Avenue
- Bricklayers

1A Mortimer Drive – An unsatisfactory response has been received. Forwarded to MRC.

The clerk has chased all the relevant groups regarding Emergency Operations Centre. Waiting for confirmation from St Nicholas School. Have had no response at all from Marston Saints. Continue to chase.

**KS**

Planning have offered to set up a Community Led Planning Workshop in Old Marston – as detailed under correspondence, invite the officer to attend a PC meeting.

**KS**

Second draft of the Old Marston conservation mapping received from OCC Planning. Comments invited with a deadline of the end of the month. PCllrs PW, DH, RJ and CH would like to examine the document and comment. Comments to be made to the Clerk for forwarding on to planning.

**PW/DH/  
RJ/CH  
KS**

**7 Boults Lane Development Project**

- Chairman convened special meeting of the Marston Saints and members of the PC - PCllrs PS, BL and MC were also attendance. The Chairman reported that the original “Plan A” was not going to happen, but that plans for a building with less features and facilities (whilst still be a vast improvement on the current building) were now moving ahead. The Chairman and Marston Saints had a meeting with Modular Unit UK and a quote is awaited. PCllr PS has visited the unit in Barton with the Chairman. Next meeting to be held on 13<sup>th</sup> December at 11:30. PCllr BL gave his apologies.

**8 Recreation Grounds**

- “no dogs” signs have been ordered.
- Clerk has asked Mortimer Hall and Mark Longford how they wish to proceed with the final work that ACH Flooring did not complete. Not sure where this is at. The Chairman and PCllr PS will take action on this.
- Plans for a new kitchen at Mortimer Hall have been provided to the Chairman and PCllr PS for consideration. The Chairman met with Chris Crane to discuss. Three quotes have been received for the kitchen, although the third is not comparable as it is for supply only (the others are supply and fit) and is using a higher specification of equipment. For some reason the hatch work is not included in the quotations, although must be done at the same time. Thames Ceilings have quoted £5,670.00 + VAT, Eamon Kelly

**CH/PS**

has quoted £5,340.00 + VAT and Powells has quoted £2,856.00 + VAT (this is for supply only, the quote for fitting to follow). PCllr PS advised that he considered the quotes were liable to change, as they did not include work to hatch nor work around the radiator. PCllr PS noted that the Parish Council had approved a grant of £15,000.00 to pay for new floor and kitchen. The floor cost £11,000.00, leaving a total of £4,000.00. The Parish Council considered whether to just pay the remaining amount due, or to pay for the entire kitchen. The Chairman proposed the PC should support Mortimer Hall by paying for the entire kitchen. Seconded by PCllr DH. All agreed. The Chairman undertook to advise Mortimer Hall of this, with the recommendation that Mortimer Hall takes the cheapest quote. Mortimer Hall would like to have other works done, including works to ceiling, playgroup store, lobby and reception desk. Quote received from Thames Ceiling (£12,476.00 + VAT) and Eamon Kelly (£11,900.00 +VAT). No further action for the Parish Council at this time.

**ACTION**

- WREN have been sent the completion forms and have advised the money will be paid. £12,839.00 has been received and will be sent to Playground Services.

**CH**

Cllrs MRC and BH have asked the Clerk if there are any small projects needed funding at the Recreation Grounds. The clerk responded picnic benches. Lots of graffiti in Mortimer Hall Rec Ground and subway. The clerk has advised OCC.

Moles at Boulton's Lane – TPC contacted.

FoOMPA have held their AGM. A few copies handed out with a suggestion these are taken by those not on email. Clerk to send electronic version to all remaining PCllrs. These will be ratified at the next PC meeting. The PC were invited to note FoOMPA's very appreciative letter of thanks. FoOMPA have a fundraising suggestion – that the subway is painted and then decorated with something like balloons or bricks, and residents can then pay to sponsor one, and have their name written inside. The Parish Council considered the idea, and although concerned it would attract graffiti/vandalism, support the idea in principal. All agreed. However, the PC would like to know what costs there will be to the Parish Council.

**KS**

**9 Finance**

- Typographical errors in minutes – to be corrected and signed.
- Bank balance as at 28<sup>th</sup> November 2011 – current account £1,128.71, business reserve account £188,512.07. (£15,000.00 transferred to current account on 28<sup>th</sup> November).
- Richard James has sent his interim report. The clerk noticed that he has only claimed for 0.45p per mile and had contacted him to advise the claim should be 0.65p per mile. The Chairman said the correct rate for the auditor should be 0.45p per mile. The PC to consider the issues raised in the report, and the clerk to speak to OALC about the possibility of paying a monthly honorarium.

**KS**

**KS**

The following accounts to be paid:

		£ incl VAT
Eamon Kelly	Work to cemetery fence	4,800.00
SR Barrett	Repair and maintenance of mower	125.70
Richard James	Interim audit and expenses	209.00

Playground Services	Wren Grant for climbing wall	12,839.00	<b>ACTION</b>
OALC	New Councillor Course (MO'K)	48.00	
Thames Water	Bill for period 5/8 – 14/11	16.10	
Old Marston Over 50s Club	Grant	300.00	
Mortimer Hall Pre-School	Grant	300.00	
St Nicholas PCC (Marston Times)	Grant	250.00	
OMMLAA	Grant	100.00	
Marston Ringers	Grant	168.00	
FOSNS	Grant	300.00	
St Nicholas Wives	Grant	150.00	
St John Ambulance	Grant	300.00	
St Nicholas Primary School Gardening Club	Grant	298.00	
FoOMPA	Grant	300.00	
43 <sup>rd</sup> Scout Group	Grant	300.00	
Mrs R Cox	Honorarium	150.00	
Mr A.T. Harper	Honorarium	100.00	
Mr C.W. Haynes	Chairman's Allowance	50.00	
Kate Stratford	Reimbursement for phone for November 2011	28.99	
Mrs R Cox	Work in the burial ground November 11	192.00	
HMRC	Tax and National Insurance for November 2011 (owed a refund)	0.00 7.33R	
Kate Stratford	Heating and electric weeks Thur 20 <sup>th</sup> October – Weds 30 <sup>th</sup> November) @ £3 per week	18.00	
Kate Stratford	Salary for November 2011	594.48	
Oxfordshire County Council	Pension for November	114.80	
Total Pest Control	Quarterly Bill	522.00	
Eamon Kelly	Completion of works at cemetery	2,640.00	
The Red Lion	Drinks for Parish Councillors	186.00	

The following income has been received:

**ACTION**

Voluntary		£ incl VAT
WREN	Grant payment	12,839.00

Grant letter and application form sent to all local groups who received a grant last year. Applications received from: Marston Times for £250.00, St Nicholas Garden Club for £298.00, OMMLAA for £100.00, St Nicholas Wives for £150.00, 43<sup>rd</sup> Scout Group for £444.00, St Nicholas Society of Bellringers for £168.00, Mortimer Hall Pre-School for £300.00, FOSNS for £300.00, St John's Ambulance for £300.00 and Old Marston Over 50s Club for £300.00. New application received from FoOMPA for £300.00. See attached sheet.

Came and Co requested Clerk's PAYE reference number – provided after confirming the request was genuine.

Proposed Parish Council Office – The Chairman advised the PC that the Clerk has to store a lot of paperwork at her house. It would be more professional to have a purpose built-unit for the Parish Council. Mortimer Hall would like to utilize the room the PC currently use as their meeting room as part of their pre-school. The current library, if it closes would be too small to be an office, but an extension could be built onto it which would make an office and meeting room. Electricity, heating, broadband, phone etc would have to be installed, but Mortimer Hall have said they would not charge the PC rent. The Chairman had received verbal quotes for £17,000.00 - £18,000.00. The office would be multi-functional, and the PC could run surgeries there. The Clerk spoke and stated that she would be very unhappy to be out of her home for 15 hours per week, and that this was not the job that had been offered; but the Parish Council discussed the issue and the Chairman was asked to proceed with getting 3 quotes. Cllr A-K suggested the PC apply for Big Society funding to help with the project.

**CH**

AON have not provided refund as promised within 90 days – Clerk has chased. They say that the money is due to be paid on 9<sup>th</sup> December.

## **10 Burial Ground**

A family has queried work to fence – responded.

Fence has been installed – looks very good.

Land beyond the burial ground has been cleared. This opens the area up dramatically. One complaint received about it – responded.

Bin bags filled and their removal has been requested.

Alan Charles Richardson due to be interred on Friday 9<sup>th</sup> December in Grave L5.

PC reviewed terms and conditions following comment made regarding clarity of condition. All agreed the change. Clerk to email a copy to PCllr DH for website.

**KS**

The Chairman raised the issue of the gate at the back of the burial ground. Now that the land has been made so much more attractive and inviting, the existing gates are not secure enough. The Chairman had received two quotes to replace with heavy duty metal gate and posts. Quote from Eamon Kelly for £2,375.00 + VAT and from H.P. Smyth for £3,216.00 +VAT. The Chairman proposed the PC replaces the gate as per Eamon Kelly's quote. Seconded by PCllr PH. All agreed. The Chairman thanked Peter Cox and his team for the superb work at the cemetery. All agreed.

<b>11</b>	<p><b>Highways</b></p> <ul style="list-style-type: none"> <li>• Resident Hubert Allen is asking for information about flooding in the late 1960s/early 1970s. Clerk has looked in archived minutes as their offices are now open and has emailed Mr Allen with the results.</li> <li>• Clerk to write requesting the unadopted and by the side of the Bricklayers is adopted.</li> <li>• Survey of parking choices has been passed to Jan Sanders. Proof in correspondence file. Have made several small changes. Copy to be sent to PCllr DH for website.</li> <li>• No dogs signs have been ordered.</li> <li>• Clerk has contacted the council about who owns the shrubbery coming up from the Harlow Centre as it is overgrown – the county council responded they don't know, and suggested the clerk contacts the farmer. The clerk did, and the farmer doesn't know either. Note the Environment Agency are currently working in the area, although not down to the Harlow Centre as yet.</li> <li>• Clerk has contacted BT again re phone box on Oxford Road. BT have emailed to say they have logged the fault with an engineer to repair.</li> <li>• RE the 'bid' for money for works to be carried out within the parish, Cllr A-K spoke on the locality fund. He had proposed the new pavement on Elsfield Road and the removal of traffic calming along with some other works elsewhere in the ward. The installation of the pavement together with removal of traffic calming was delegated as Priority One, although nothing has yet been confirmed.</li> </ul> <p>Dennis Ward has removed a fence panel which had been vandalised at the recreation ground on the far side of Marston Ferry Road.</p> <p>Student Huma Ahmed from Cherwell wrote with queries about highways in the parish – responded.</p> <p>Oxrad and Scouts have confirmed they are willing to be used as an emergency building if required. Now only the school to confirm – has been chased.</p> <p>The new bin at the bus stop on Oxford Road replaces the one removed from outside the old Post Office.</p> <p>Potholes outside Mortimer Hall.</p> <p>County have asked if we have outstanding issues. As well as the list, also resurrected the parking outside Church.</p> <p>Flytipping on Mill Lane reported to OCC.</p> <p>Damaged man-hole cover outside Red Lion – contacted BT who took action within 1 day.</p> <p>Clerk has written to County to ask for a footpath/bridleway sign at Back Lane.</p> <p>County have advised of their intention to resurface Raymund Road.</p> <p>The County Council have an issue with the pub signs. Have asked the City Council to advise.</p>	<b>ACTION</b>
		<b>KS</b>
		<b>KS</b>
<b>12</b>	<p><b>Area Forum</b></p> <p>New Planning meeting replaces. Clerk is not advised of dates or times of this meeting.</p>	
<b>13</b>	<p><b>Allotments</b></p>	

<b>14</b>	<b>Website</b> <ul style="list-style-type: none"> <li>• PCllr MO'K provided a copy of his biography to PCllr DH.</li> </ul> <p>The clerk has taken a call from a member of the public wanting to contact Mortimer Hall. The website shows the contact as being Gill Cox, and this should be updated. PCllr DH requested the website is mentioned in the MT report.</p>	<b>ACTION</b> <b>DH</b> <b>DH</b> <b>KS</b>
<b>15</b>	<b>Proposed Closure of Old Marston Library</b> <p>The county have sent through details of their response to the recent consultation. Old Marston will have to find volunteers for 50% of the librarian's time. SOML group meeting on 6<sup>th</sup> December, and have sent this message: "The SOML group are meeting tonight to discuss their response to the County. We tried to find a night that didn't clash with the PC meeting, but it wasn't possible. SOML would like to ask – if the SOML group at their meeting tonight thinks that it is helpful to meet the county in December/January, would the Parish as a parish or individual councillor(s) wish to be and/or be willing to lead/be part of such a meeting?". PCllr commented that the survey was not like-for-like, and no financial responsibility should be undertaken by the PC. Cllr A-K said he would speak at the meeting. The Chairman suggested that the Parish Council does not get involved with running the library, although individual councillors could attend. The Chairman stated the Parish Council does not wish to see the library closed, but could not financially support.</p>	
<b>16</b>	<b>Any Other Business</b> <ul style="list-style-type: none"> <li>• Clerk's new laptop has been ordered. Due for installation on 13<sup>th</sup> December 2011, as long as PCllr PC is available that day. He will check and confirm with the Clerk.</li> <li>• The clerk has written to Mortimer Hall asking for permission to install another noticeboard – no response yet received.</li> </ul> <p>Members reviewed Nominations to Other Bodies. This was not ratified. To be ratified at January meeting, with the changes discussed implemented.</p> <p>Members are reminded the Clerk works 15 hours a week, typically Monday to Thursday 9:30am – 2:30pm. Contact to the Clerk during non working hours, such as weekends and evenings should only be in cases of emergency.</p> <p>PCllr MC proposed that two parish councillors – RJ and NB attend many meetings on behalf of the parish council, and should receive an honorarium. PCllr PC seconded. The Clerk advised that Parish Councillors could not receive a financial advantage for being a parish councillor, but she could work out how much driving expenses they could have claimed, had they claimed for the meetings they had attended (neither PCllr claimed) and reimburse those expenses. Bring to January meeting.</p>	<b>PC</b>   <b>ALL</b> <b>KS</b>         <b>KS</b>
<b>17</b>	<b>Date of Next Meeting</b> <p>Tuesday, 3<sup>rd</sup> January 2012 at Mortimer Hall at 7:30pm</p>	