

Minutes of Old Marston Parish Council Meeting 4th December 2012

Present:-

Charlie Haynes, Chairman (CH)
Duncan Hatfield, Vice-Chairman (DH)
Peter Cox (PC)
Roy Jones (RJ)
Barrie Lewis (BL)
Nils Bartleet (NB)
Peter Sarac (PS)
Michael Cadd (MC)
Michael O'Keefe (MO'K)
Anjie Tiwari (AT)
Peter Williams (PW)

Caroline Duffy, Clerk (CD)
City Councillor Mick Haines (MH)
City Councillor Mary Clarkson (MC)

1. Requests from Members of the Public to Speak

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Two received from Mr M Clarke and Mr C Langton.

- a. Mr Clarke reported poor surfaces and lighting in School Lane, and Haynes Road. Also that the grid in the sub way is in pieces, with one piece sticking up. In addition, he reported pot holes. City Cllr MC stated that Oxfordshire County Council will need to put in more cables to improve the situation in School Lane, but the work is too expensive for them to carry out. The Chair reminded the meeting about the pot hole reporting forms.
- b. Mr Langton asked about progress with parking restriction work – see item 11a and b, and the traffic situation. He also expressed concern about the Barton development with the sewage system being adequate to cope. City Cllr MH has set up a petition regarding the infra-structure being adequate for the development. City Cllr MC reported that the Planning Inspector has given the go-ahead for the development to progress. She pointed out that the JR hospital is not able to expand further until conditions are agreed, so the situation will be the same. PCllr MC pointed out that the Barton sewage system goes through Headington and not Marston. PCllrNB asked whether environmental impact assessment questions are finance or central government driven.

2. Apologies for Absence

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P Cllr Pat Hall, County Councillors Altaf Khan and Roy Darke. Daniel Newton, Oxford City Council Community Response Team

3. Minutes of Last Meeting

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Approved with the following corrections:

11c – delete Cavendish Road, add Cavendish Drive

4. Matters Arising from Minutes Omitting Those For Which an Agenda Heading

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Follows:

None

5. Correspondence (Letters/Emails)

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	Sender	Action	Subject
a.	Oxon.CC	Noted	Emergency planning - floods
b.	Oxon. CC	Noted	Submission Oxon Minerals and waste plan
c.	Eddie Aldworth	CD/ CH	New plans
d.	James Lawrie	Noted	Stagecoach response
e.	Stephanie Bullock	Noted	Comments 31 Church Lane
f.	Risinghurst PC	OxfordC C	Standards committee representative
g.	OALC	Noted	Update
h.	Janet Duhan	Noted	Meeting with Oxon CC
i.	Oxford CC	Noted	Meeting with parishes minutes
j.	Trust for Oxon environment	Noted	Buying woodfuel
k.	OALC	Noted	Winter General meeting
l.	Gerald Day	Noted	Request for update on parking
m.	Oxon CC	Noted	Broadband champion nominations
n.	Macmillan Cancer Support	Noted	Celebration of Xmas programmes
o.	Jan Sanders	Noted	January Marston Times
p.	Banbury memorials	CD	Renovation of memorial to the late Thelma Heath
q.	Various	OxfordC C	Standards committee nominations

6. Planning

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Applications to be decided:-None

Applications considered between meetings:- None

Decisions

Land to rear of 14 Mortimer Drive – Approved

Colthorn Farm – Approved

At Last, 31 Church Lane - Approved

Awaiting Decision:

16 Jessops Close – CityCllr MC reported that she had called this item in, that the Planning Officer had recommended refusal, and that as a retrospective application it will be referred to the enforcement team.

19 Cavendish Drive – CityCllrMC reported this item was called in.

7. Boults Lane Development Project

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- a. The Chairman and the Clerk had attended a recent meeting. A strategy is being developed involving the football club and parish council, and that demographic information to support funding applications needs to be compiled.
- b. Quotes for Construction Design Statements have been received, so the Chairman, Eddie Aldworth and Ian Holmer will be looking into these. Agreed.
- c. Revised plans for the pavilion were circulated and approved.
- d. The Chairman stated that summer 2014 was the current target for completion of the project. Noted.

8.

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Recreation Grounds

- a. Council resolved to approve the removal of two ash trees at Boults Lane Recreation Ground.
- b. Correspondence with FoOMPA regarding a grant application has led to questions regarding the group's continued commitment. Clerk to write to the group to clarify the position.

9. Finance

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- a. Bank balance at 27 November 2012 – current account £43,529.13, business reserve account £168,597.68
- b. Interim Audit update – This has been carried out and the Parish Council resolved to approve the following recommendations by Richard James:
 - I. The 2012/13 draft budget was not approved at a meeting or included in the minutes. This should be presented as an agenda item and approved accordingly.
 - II. Regular monitoring of actual spend with budget projections and reasons for any significant variances to be recorded in the minutes
 - III. The annual accounts are drafted showing the Council's main income streams

and expenditure headings together with previous year comparatives to assist with analytical review and budget projections

- IV. The regular monthly payment to Mrs Rita Cox should be reviewed. The Council risks being liable for any underpayments of PAYE/NI together with potential penalties and interest should she be categorised as an employee of the Council by H M revenue and Customs should they carry out a review
- V. All income and expenditure should be included in the minutes in accordance with Financial Regulations

c. Applications for grants. These were received as follows:

Organisation	Amount requested	What for?
Old Marston over 50's Club	£300	Subsidise programme
Mortimer Hall Pre-school	£300	Replace worn out equipment
St. Nicholas PCC. (Marston Times)	Not specified	Printing costs
Marston Ringers	£300	Labour costs to refurbish clapper bearings
FOSNS at St. Nicholas First School	£300	Picnic tables and chairs for reading area
St. Nicholas Wives	£150	Hiring church hall and an outing
St. John Ambulance	£300	Rent, Mortimer Hall
St Nicholas Primary Gardening Club	£300	Plants, compost and raised beds
43 rd Scout group	£337.50	5 double cast iron stoves

PCllr RJ declared a conflict of interest in the Marston Ringers application.

Resolved to grant £300 to all the above groups, on the basis that no amount had been detailed on application form to guide groups on what they could apply for. This omission would be amended for any future year's small grant round.

- d. Future Grant application process – the Clerk distributed a copy of a form developed for large grant applications. Resolved to approve the application form. As the application from OXSRAD had been received after the closing date, resolved that the group would be advised to re-apply on this form, so that the application could be considered by councillors under a new format for large grants.
- e. Financial Regulations Clause 11c – recommendation to waive financial regulations

and reasons. The Chairman reported that the following contractors had regularly shown that they are reasonably priced and had proved reliable and trustworthy – Dennis Ward, David Hook, Acacia Landscaping, Rita Cox, AC Hayward. Resolved to waive regulations for work up to and including £2000 for these preferred landscapers.

- f. Preferred contractors until next Annual Meeting of the Parish Council – Resolved that the following are approved until May 7 2013 – Dennis Ward, David Hook, Acacia Landscaping, Rita Cox, AC Hayward.
- g. Public Liability insurance for sub-contractors – resolved to confirm procedure for future work as follows: All subcontractors including Dennis Ward, David Hook, Acacia Landscaping, should have appropriate Public Liability Insurance (between £1m and £10m), and that Rita Cox would be covered by Came and Company under the Parish Council’s duty of care as a self-employed person for her work maintaining the cemetery. Action – all contractors to send copies of PL insurance to Clerk. Clerk to notify insurers about Rita Cox and PCllr DH to carry out a risk assessment of her duties.
- h. The following accounts to be paid:

Payee	Purpose	£ incl. VAT	Chg. no.
Green Barnes	Noticeboard supply	575.48	1233
Caroline Duffy	Salary Nov. 2012	518.40	1236
Rita Cox	Cemetery maintenance Nov. 2012	192.00	1237
Wise Serve	Balance of previous invoice – Chairman’s PC	10.00	1240
Caroline Duffy	Phone, heat, light, Nov. 2012	35.00	1238
Charlie Haynes	Phone, broadband Nov. 2012	20.00	1239
OM Village Hall	Grant from 2011/12	4207.23	1234
Lyreco	Stationery	54.66	1235
David Hook	Fixing up noticeboards	55.00	1241
Thames Water	Cemetery standpipe	9.85	1242
Richard James	Interim audit fee	209.00	1243
Land Registry	Back Lane search fee	4.00	1244
Lyreco	Stationery	129.66	1245
Old Marston Over 50s Club	Grant	300.00	1248
Old Marston Wives Club	Grant	300.00	1247
Mortimer Hall Pre-School	Grant	300.00	1249
St Nicholas Society of Bellringers	Grant	300.00	1250
43 rd Oxford St Nicholas Scout Group	Grant	300.00	1251

St John Ambulance	Grant	300.00	1252
St Nicholas PCC (Marston Times)	Grant	300.00	1258
FOSNS at St Nicholas First School	Grant	300.00	1256
St Nicholas School Gardening Club	Grant	300.00	1257
Oxford City Council	Refund of grant underspend for noticeboard	169.52	1259

- i. The following income has been received – none
- j. Resolved to return £169.52 underspend on noticeboard from CityCllrMC's allowance to Oxford City Council. Thanks to CityCllrMC for the donation.

10. Burial Ground

- 12 a. Proposed memorial renovation for the late Thelma Heath approved, although Council requested that the family consider not replacing the kerbstones to assist strimming and maintenance. Action CD

11.12 Highways

- a. The Chairman outlined progress with parking issues. A sub-committee of Parish Councillors (CH, RJ, PH and PS) had met with David Toll from Oxfordshire County Council. The sub-committee would identify a strategy and areas for hot spots with possible local parking zones to promote to the County Council. The County Council have made it clear that they have no funding for improvements, but would manage any scheme once implemented.
- b. A public meeting will be called with David Toll attending, on a Tuesday evening in January 2013 if possible.
- c. Back Lane – A revised fee of £4 to be sent as the application fee has been reduced. Original cheque for £5 (1225) returned and spoiled. There has been recent damage to the ground within the lane and also verge on Mill Lane by contractors cutting back a residential hedge. The damage was witnessed by the clerk and PCllr MC. Resolved that the Parish Council will not allow vehicular access to Back Lane. Action: Clerk to report damaged kerb to Shaun Hatton, Area Steward. PCllr MC to hold keys to Back Lane for emergencies.

12.12 Library

- a. Agreed request to spend remainder of grant funding on a plaque.

13.12 Allotments

No report

14.12 Web site

PCllr DH reported on progress with archived material.

15.12 Information sharing

- a. The Chairman reported that the cost of burials would be reviewed in the New Year
- b. the Marston Blog is progressing and that he had held an informal meeting with Clayton Lavine from Oxford City Council
- c. The clerk will be writing to FoOMPA to establish if the group still exists.
- d. PCllr MO’K raised concerns about children travelling fast on bikes where Elms Drive meets Cherwell Drive. PCllr RJ offered to raise the issue at the next NAG meeting
- e. PCllr NB reported that due to illness he had missed parish council as well as a recent public transport meeting. He has reservations about Oxon CC’s commitment to the service.
- f. In his years as a county councillor he had a personal responsibility for traffic problems and would be pleased to contribute at the next meeting.
- g. He currently chairs the Airport Consultative Committee and suggested that in future, the Parish Council could send a representative to the meetings. He can confirm that there is no intention to extend the runway.
- h. PCllr RJ reported that the bus service had experienced problems with recent flooding. There is currently flooding opposite the cemetery – the area is getting silted up and water is not getting into the ditch, This continues along towards the by pass onto the slip road.
- i. Bus stops in the City Centre for 14A service have been moved and problems resolved. Thanks to Stagecoach.
- j. Library times have changed. There is a small steering group chaired by James Lawrie.

16.12 Date of next meeting – Tuesday 8th January 2013 at Mortimer Hall at 7.30pm.