

Minutes of Old Marston Parish Council Meeting 3rd January 2012

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 (PW)
Angie Tiwari (AT)

Kate Stratford, Clerk (KS)
Councillor Mary Clarkson (MRC)

1	Requests from Members of the Public to Speak Nicky Massey from Oxford City Council, Community Response Team to introduce himself to the PC, see AOB. Mr and Mrs Smith, 102 Oxford Road to speak on Parking, see Highways.	ACTION
2	Apologies for Absence None given.	
3	Minutes of Last Meeting The minutes of the last meeting were accepted as a true and correct record with no additions or corrections and the Chairman was authorised by the PC to sign the minutes.	
4	Matters Arising from Minutes Omitting Those For Which an Agenda Heading Follows: From the unratified Nominations to Other Bodies form, the Chairman advised the meeting that despite a representative of the Parish Council taking a role as Community Governor at St Nicholas School for over 40 years, this was not a Parish Council role. The PC discussed. PCllr NB stated that the Clerk was entitled to fulfil that role as an individual, if the school wanted to ask her, but that it had no connection to the Parish Council. The entire PC was in agreement, the Clerk may be a community governor, but duties to be carried out in the Clerk's own time with no reporting line to the Parish Council. The reference on the Nomination to Other Bodies form to be struck from the form. The Chairman read out all other appointments, and the form was ratified unanimously by the Parish Council.	
5	Correspondence (Letters/Emails) <ul style="list-style-type: none">Queen's Diamond Jubilee Beacon Lighting Event – The Clerk has not had a response to her letters to the Red Lion or Victoria Arms, but the Chairman had been passed a letter from the Red Lion. As the Victoria Arms had not responded, the Chairman proposed that the Red Lion be the nominated venue. He gave details of the Red Lion's proposals for the day – to put on things in the day time for children and adults, including bouncy castle, face painting, stalls, barbeque and entertainment outside, weather permitting. They plan to ask Marston Saints, the scouts and also FoOMPA and Mortimer Hall to work with them. They propose entertainment in the evening and to make a whole	

day for the community. They have the advantage of an outside bar and children's area. The Parish Council accepted this proposal unanimously. The clerk to advise the Red Lion and Victoria Arms. To be done. **ACTION**
KS

- The invitation to the Strategy and Partnerships Scrutiny Committee meeting was sent to the PC in error.
- The next meeting between OCC and Parishes to be held on 5th March 2012. Minutes of the last meeting in correspondence file.

Oxford Rural Community Council Transport Team are inviting the PC to take part in a review. This will impact on services in the future, which will affect parishioners who use the service.

Gordon Glass sent and energy saving article for the website – sent him procedure for advertising on our website.

PCllr PC is now contactable on email. Updated contact list supplied with agenda.

Fair Play for Children charitable trust has invited participate in a parish play survey.

Thames Valley and Chiltern Air Ambulance has asked to advertise on our website and has asked that the PC waiver their fee. Discussed by the PC. PCllr DH suggested that he could put a link to their website. This was unanimously agreed. **KS**
Clerk to advise.

OCC have invited the PC to participate in two consultations – Housing Strategy and Corporate Plan & Draft Budget. Clerk has forwarded to the Chairman for his response. **CH**

Twin Links – wanting to link with our website. Clerk forwarded to PCllr DH to take action as appropriate.

Came and Company have provided a warning regarding the necessity to lag pipes if ever want to claim on insurance. Forwarded to OMMLAA, who have confirmed that they have requested the water is switched off, but will check.

Email from OALC – see under finance.

OCC Planning – electronic Christmas card.

Relate – Christmas appeal for PC consideration – refused.

SOML Group – content for website.

Oxsrad have written thanking PC for support and providing interim report.

OCC – Development Management User Group meeting minutes – printed out and supplied to PCllr NB.

6 Planning

Applications to be decided:-

22 Ashlong Road – no plans supplied. The Clerk has chased.

Applications considered between meetings:-

None

Decisions

Land outside Pond House, 2 Mill Lane – approved.

Awaiting Decisions

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

	<p>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.</p> <p>Clayton Lavallin from OCC Planning is attending the February meeting to provide a Community Led Planning Workshop.</p> <p>Second draft of the Old Marston appraisal received from OCC Planning.</p> <p>Comments were provided by PCllrs PW, RJ, CH and the Clerk which have all been passed on to OCC. Thanks have been received from the officer, and he has raised a query on a comment made by PCllr RJ. Discussed with the Clerk outside the meeting – Clerk to advise Planning.</p> <p>Planning have advised they are due to consult again about proposals for Barton expansion.</p> <p>CPRE/NALC have provided a brochure to explain planning – in correspondence file.</p>	<p>ACTION</p> <p>KS</p> <p>KS</p>
7	<p>Boults Lane Development Project</p> <ul style="list-style-type: none"> Chairman reported that the meeting due to take place on 13th December had been postponed as plans had not been received. The Chairman will chase and then arrange for a meeting to be held. 	<p>CH</p>
8	<p>Recreation Grounds</p> <ul style="list-style-type: none"> “No dogs” signs have been delivered. PCllrs RJ and CH will arrange to install with David Hook. Clerk to ask Mr Hook to contact the Chairman. 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 – PCllr PS reported a fourth quote had been received, but this was for installation only (Mortimer Hall to purchase all the furniture, fixtures and fittings). PCllrs PS and CH due to meet with CC to discuss. FoOMPA AGM minutes circulated. PC to ratify at next meeting once they have had a chance to read these. Clerk to put on the agenda. PCllr DH had been in discussions with Oxford Mail regarding the proposed painting of the subway. The Chairman reminded the Parish Council that all contact with the media must be via the Chairman or Clerk. 	<p>RJ/CH</p> <p>KS</p> <p>CH/PS</p> <p>PS/CH</p> <p>ALL</p> <p>KS</p>
9	<p>Finance</p> <ul style="list-style-type: none"> Typographical errors in minutes – to be corrected and signed. Bank balance as at 28th December 2011 – current account £6,607.04, business reserve account £173,512.07. (£5,000.00 transferred to current account on 28th December). Issues from the half year audit. <ul style="list-style-type: none"> Issue that has emerged of the repayment for travelling expenses. Clerk recommends that PCllrs are paid the same as non-Parish Councillors. The Chairman reported he had spoken to the OALC, who had advised him that the PC could reimburse at any rate they chose to set, but that anything above 0.45p per mile had to be declared to the HMRC by the individual. The Chairman suggested that for simplicity, the future rate of payment for Parish Councillors should be 0.45p per mile. The Clerk recommended that any Parish Councillor who had been paid at the higher rate this financial year should re-imburse the PC with the difference. However the Chairman 	<p>KS</p>

stated that anyone who had received the higher rate should not reimburse the PC, but should ensure they contact the HMRC to advise. This was agreed by the Parish Council.

ACTION

- The other issue was raised as part of the audit. However, as the Clerk had not brought the report to the meeting, it was agreed to discuss and resolve this at the February meeting.
- The Clerk has sent an email query to Came and Company regarding insurance of subcontractors – response awaited. Clerk to chase.

KS

KS

The following accounts to be paid:

		£ incl VAT
Kate Stratford	Stamps	11.04
Kate Stratford	Reimbursement for phone for December 2011	27.75
HMRC	Tax and National Insurance for December 2011 (owed a refund)	0.00 7.33R
Kate Stratford	Heating and electric weeks Thur 1 st December – Weds 28 th December) @ £3 per week	12.00
Kate Stratford	Salary for December 2011	594.48
Oxfordshire County Council	Pension for December 2011	114.80

The following income has been received:

Voluntary		£ incl VAT
S&R Childs	Burial and Deposit for Richardson	1,050.00
Mortimer Hall	Peppercorn Rent	0.05

Thanks for grant received from: FOSNS, Bellringers, Over 50s Club, St John's Ambulance, Marston Wives, Marston Times and the Scout Group (in correspondence file)

Proposed Parish Council Office – Clerk has passed contact details of the link supplied by AOK as a possible grant for this to the Chairman.

AON have not provided refund as promised within 90 days – Clerk has chased, and will continue to do so.

KS

Chairman and Vice Chairman have attended a meeting with OCC finance – letter in correspondence file. The Chairman reported the precept is normally set at this time of year. During their meeting they had discussed the additional £10,000 that has been provided by the OCC as a rebate to cover double charging. The officer was not able to confirm if this payment would be made this year. The Chairman proposed that the precept be left at the current rate - £51,000.00 and awaited the city council's decision for special allowances. Seconded by PCllr NB. Unanimously agreed.

Invoices sent to Marston Saints, Scouts, Mortimer Hall and Dennis Ward for rent. County have advised that the PC are required to draw up, publish and maintain a policy on their injury award scheme. (this has been a legal requirement since 1996). The clerk can not find any record of this, but has obtained a model, which will be personalized for the PC for ratification at February meeting. OALC have advised gratuities are no longer allowed to be paid (effective 16th January 2012).

ACTION

KS

10 Burial Ground

- Clerk has sent PCllr DH a copy of the updated fees and conditions for website.
- Alan Charles Richardson was interred on Friday 9th December in but in Grave K5 instead of Grave L5. This was discussed. The Chairman stated the grave digger had dug from the stake upwards instead of downwards. The Clerk reported that the grave digger said he had dug downwards from the stake. It was agreed in future to install two stakes, in order that the grave digger can dig between the two.

Tony Hayward requested to return to Old Marston to top up the Richardson grave.

11 Highways

- Clerk to write requesting the unadopted and by the side of the Bricklayers is adopted.
- The issue of Marston Times with the PC's insert is being delivered, and completed questionnaires are beginning to come in. The Clerk has received 11 responses so far. The Chairman has another 19, and some were received at the meeting – these have yet to be recorded. The Clerk provided a spreadsheet of those collated so far. Initial results show that responses are mixed; with a slight majority recording the “do nothing” option is favoured. Although “double yellow” and “limited waiting” options are not far behind, and “restrictions” and “residents parking” options not far behind that. However, analysis really needs to wait until more parishioners have had an opportunity to respond. The Clerk reminded the meeting that the purpose of the survey was to take a snapshot of what it was parishioners wanted, and the PC had no powers or resources to implement changes, but would lobby the council once the results were analysed. PCllr RJ advised that several people had told him they favoured the ‘do nothing’ option, and therefore did not consider it worthwhile completing and returning the form, although he was encouraging everyone to do so. PCllr MOK noted that on Elm's Drive, the ‘no access’ signs meant that most residents did not believe they needed to take any further action. PCllr PW wondered if the implications are fully understood by all, and suggested that the Clerk provided more detail in the Marston Times. PCllr MOK asked Mr Massey what powers he had to enforce. Mr Massey responded his team could only take action if, for example, criminal damage had occurred. MRC gave background to what had happened when a residents parking scheme was implemented in New Marston. Mrs Smith reported on the issue of Brookes cars parking inconsiderately for long periods during term time. PCllr BL noted some people leave their cars for days. It was agreed to review this further when more forms were able to be collated.
- “No dogs” signs have been delivered.
- Work has been carried out by OCC to resurface Raymund Road. All agreed much improved.
- Clerk has written to County to ask for a footpath/bridleway sign at Back Lane – response awaited.

KS

KS

	<ul style="list-style-type: none"> The County Council have an issue with the pub signs. Have asked the City council to advise – response awaited. <p>County have asked if we have outstanding issues – forwarded previous emails as a reminder.</p> <p>Flyposting throughout parish.</p> <p>PCllr BL requested more post-a-pothole cards. He reported a poorly repaired man hole cover where a resident had tripped and broken her collar bone.</p> <p>PCllr RJ reported the phone box on Oxford Road was now working.</p> <p>PCllr RJ wondered if it was possible to take some remedial work at the unadopted section of Butt’s Lane, which he reported was now dangerous. Not possible to take action.</p>	ACTION
12	<p>Area Forum</p> <p>The Clerk has received posters advertising this meeting. Next meeting is 11th January 2012 at Brookes. The Chairman will attend.</p>	CH
13	<p>Allotments</p>	
14	<p>Website</p> <ul style="list-style-type: none"> Clerk mentioned the website in the last MT report. Contact for Mortimer Hall on website has been updated. <p>The PC would like to include some of the history from the Conservation Area Appraisal on the website. Clerk to seek permission from OCC.</p> <p>PCllr DH reported that the website was continuing to be popular, with many hits. He was keen to advertise local events on the website, and encouraged everyone to pass any information of events over to him.</p>	KS ALL
15	<p>Proposed Closure of Old Marston Library</p> <p>SOML group met on 6th December, and have sent through some text to update the website.</p> <p>SOML would like to invite the Parish or Councillors to meet the County together with SOML group to discuss their plans to introduce volunteers for half-time at the library. PCllr NB reported a meeting was proposed for January, but nothing concrete has been arranged yet.</p>	
16	<p>Any Other Business</p> <ul style="list-style-type: none"> Clerk’s new laptop has been ordered and installed. The Clerk reported it was lovely and offers sincere thanks to the Parish Council for providing this. The old laptop has been passed to PCllr PC. The clerk has written to Mortimer Hall asking for permission to install another noticeboard – PCllrs RJ and CH reported they had both received verbal permission. The Chairman proposed a new board was purchased. Seconded by PCllr RJ and all agreed. Clerk to purchase. <p>The Chairman has verbally instructed the clerk to work only 15 hours per week, and to work 15 each week or apply for annual leave. Phone and computer to be switched off outside those hours. Anyone wanting to contact the Parish Council outside those hours to contact the Chairman.</p> <p>The clerk was invited to give her view of the above. The clerk said that this verbal instruction, given the week before the schools broke up was not what was agreed when she was appointed. At that time, the figure of 15 hours per week was plucked from the air, as no one knew how long the role took to fulfil. The clerk said she had taken the job on the understanding that she would work flexibly, this had been repeated often and had been working practice until now, and this is a change to her</p>	KS

contract/terms and conditions. And was taking place after the clerk had been providing the Chairman with a record of her hours for several months. This is categorically not what the clerk wants nor had agreed to and in addition, offers a demonstrably poorer service both to the Parish Council and to residents.

ACTION

The clerk left the room while the Parish Council discussed the matter.

On her return, the clerk was informed by the Chairman that the decision of the Parish Council is to run the current plan for two months. Then a sub-committee consisting of PCllrs CH, DH and PC will review and discuss timesheets with the clerk. In the meantime, the clerk is to work 15 hours every week. The PC suggests this is in a working pattern of 5 hours a day. The clerk can choose which days she chooses to work, as long as she informs the Chairman in advance. When the clerk is not working, she is to leave a message on her phone directing people to contact the Chairman. A discussion of hours worked in school holidays will take place during the review. The Chairman advised the clerk that this was proposed by himself, seconded by PCllr DH and was agreed unanimously by the Parish Council. Proposed expenses reimbursement of PCllrs RJ and NB (see under finance). The clerk to contact OALC and take advisement from them regarding the reimbursement.

KS

Nick Massey introduced himself as the manager for Anti-Social Behaviour cases in Marston and Northway and provided his contact details. Clerk to provide him with PC contact details.

KS

PCllr NB requested the bus company were contacted to see if real-time information could be installed at bus stop on Oxford Road. The PC discussed and would like to see this at both the shelters on the Oxford Road heading in towards the city centre. Clerk to contact the county.

KS

PCllr DH advised Oxclean would be taking place on 3rd March, and all PCllrs were invited to participate.

ALL

17 Date of Next Meeting

Tuesday, 7th February 2012 at Mortimer Hall at 7:30pm