

Minutes of Old Marston Parish Council Meeting 7th January 2014 at 7:30pm.

Present:

Parish Council

Charlie Haynes (CH)

Duncan Hatfield (DH)

Barrie Lewis (BL)

Roy Jones (RJ)

Peter Cox (PC)

Patricia Hall (PH)

Michael Cadd (MC)

Angie Tiwari (AT)

Michael O’Keefe (MO)

Peter Williams (PW)

Tim Cann (Clerk)

City Council

Mary Clarkson (M)

Mick Haines (MH)

Members of the Public : 2

14/01/01 Apologies for Absence

ACTIONS

Nils Barleet

Peter Sarac

County Councillor Mark Lygo

14/01/2 Minutes of the last meeting held on 3rd December were approved. All Agreed.

14/01/3 Requests from members of the public to speak

NONE

14/01/4 Matters Arising (omitting those for which an agenda heading follows)

CH reported that he had spoken to Janet Crane from the Mortimer Hall Management Committee with regards to future use of the Hall by the Parish Council. It appears that the request of “If there is a need for a public meeting, which we have not had for many years, we would like to be able to use the main hall. We would endeavour to organise these meetings outside of term times as we are under the impression this would be acceptable to the Hall Committee. However, if not possible outside of term time we would still like to use the main hall.” is acceptable.

14/01/5 Correspondence

NALC – Council Tax Benefit Support Grant

Elizabeth Stevens – Community-Led Neighbourhood Planning Conference

Signed by the Chairman.

Woodland Trust – program for January/February 2014

Alan Hughes, St Nicholas PCC – Thank you for grant

St Nicholas Society of Bell Ringers – Thank you for grant

OXS RAD – Thank you for grant

Clerks Salary

Steve Cowls email reply to suggestion to rename Headington RR Race

Greenbarnes – Notice Boards

14/01/6 Planning

Applications to be decided

13/03030/FUL – Plots 1 & 2 St Nicholas Place (formerly No.31) Church Lane -
Alterations to approved access and associated works. – **No Objection**

13/03214/FUL – 19 Park Way – Erection of 1 x 2 bed dwelling house (use Class C3)
Provision of vehicle parking, bin and cycle storage and amenity space. – **This was withdrawn after the agendas had been sent out.**

Applications considered between meetings

None

Decisions:

13/1796/FUL – 34 Mill Lane - REFUSED

Awaiting Decisions:

13/02988/FUL – 1 Nicholas Avenue –

13/03048/FUL – 42 Elms Drive -

14/01/7 Boults Lane Development Project

CH reported that he had spoken to Eddy Aldsworth from Marston Saint FC today and that a pack was being put together and sent to the prospective builders chosen by the Pavilion Sub-Committee.

14/01/8 Recreation Ground

- a. Play Equipment – ROSPA Report – All work highlighted by the report has now been completed.
- b. Steve Cowl – Headington RR 5 Run 2014. CH reported to the Council that a request had been received to use the Boults Lane recreation ground again as a starting point for the race, as like last year. All agreed this was acceptable.

14/01/9 Grants

- | | | |
|---|---------------|-------------|
| a. St Nicholas Church Marston Wives Group | Agreed - £300 | |
| MC – Proposed | DH Seconded | All agreed. |

Signed by the Chairman.

14/01/10 Finance

- a. Bank balance as at 23/12/2013 –
current account £25,022.10
business reserve account £218,682.46

The following accounts to be paid:

	£ Incl. VAT
Mrs R. Cox (Cemetery Maintenance December 2013)	240.00
The Red Lion (Christmas Reception)	262.10
Oxon County Council Clerks Pension (December 2013)	155.87
Andy Taylor (Service Honda Mower)	119.20
S R Barrett Horticultural Engineers Ltd (Ride-on Mower)	246.73
Dennis Ward	690.00
Charlie Haynes (Phone/Broadband December 2013)	20.00
Clerks Pay Including Expenses - December 2013. Details in correspondence file and displayed in the minutes book.	
Old Marston Over 50's Club (Christmas Grant)	300.00
OMMLAA (Christmas Grant)	300.00
Marston Times (Christmas Grant)	300.00
Old Marston Church Hall (Christmas Grant)	300.00
43 rd Oxford Scout Group (Christmas Grant)	300.00
St Nicholas School Garden Club (Christmas Grant)	300.00
St John Ambulance (Christmas Grant)	150.00
OXS RAD (Christmas Grant)	300.00
FOSNS (Christmas Grant)	300.00
Old Marston Bell Ringers (Christmas Grant)	300.00
Total Pest Control (Quarterly Charge)	390.00
Vector Design (New Pavilion Building Service Consultancy)	652.20

Signed by the Chairman.

Oxfordshire County Council Clerks Pension (January 2014)	155.87
Playground Services (Repairs as highlighted in ROSPA Report)	3223.20

Income –

Oxford City Council (Late Precept payment)	58.71
Mrs Mundy (Pre purchase of burial plot)	1200.00
Mr Brennan Funeral	1250.00
HMR&C (VAT Return 1 April – 30 Sept 2013)	2133.06
Mr Simmonds Pre purchase of burial plot)	1200.00

- b.** New Bank Account. TC reported that when he came to complete form online for the Nationwide account the interest rate had dropped from 1.60% to .80% However, he had searched further and found the Newbury Building Society which was offering 1.25% and you can complete opening the account in branch. After some discussion it was agreed to proceed with transferring £200,000 and signatory's would be CH, PC & TC. RJ proposed MC seconded all agreed .
- c.** Interim Audit Report. TC advised the Council of the following recommendations with the action plan:

The Councils Risk Management & Assessment document adopted by the Council on 3 July 2012 does not appear to have been reviewed at the Council's Annual Meeting. **ACTION : This was being reviewed later in the agenda.**

Regular monitoring of actual expenditure with budget projections and reasons for any significant variances should be reported at Council meetings and recorded in the Minutes. **ACTION : This is now reported at the end of each quarter.**

The annual accounts are drafted showing the Councils main income streams and expenditure headings together with previous year comparatives to assist with analytical review and budget projections. **ACTION : This appears each quarter with the budget v expenditure.**

The VAT claim for year ended 31 March 2013 is still outstanding to date. A VAT claim for refund of VAT applicable expenditure should be completed promptly at least on a quarterly basis in accordance with the Councils Financial Regulations. **ACTION : The 2011/12 and 2012/13 VAT returns had been received and reported in the November 2013 minutes.**

An ongoing petty cash account and reconciliation should be provided as part of the Councils accounts and reported at each Council meeting along with the

Signed by the Chairman.

bank balances. **ACTION : This is in hand and will appear from February 2014.**

All income and expenditure should be included in the Minutes in accordance with the Financial Regulations. **ACTION : This appears in each months Agenda and appears in the minutes.**

- d. **3rd Quarter budget v expenditure.** Each Councillor was sent a copy of the 3rd quarter budget v expenditure spreadsheet and the running totals spreadsheet with the agenda beforehand. The October, November & December spreadsheet was reviewed by the Council and after discussion was accepted. The running totals spreadsheet was then reviewed by the Council and after discussion was accepted.
- e. **Proposed Precept & meeting with Oxford City Council.** The proposed budget forecast was reviewed by the Council. PH asked why there was a considerable increase under “clerk”. CH decided it would be appropriate to discuss the proposed budget forecast and the clerks salary review as one item.

CH asked TC if he wished for this to be discussed in a closed or open meeting. TC confirmed he had no problem with this being discussed in open meeting and left the room.

CH reported that the clerks salary needed reviewing. He recommended the clerk salary be brought in line with the SLCC recommended pay scale, an increase was discussed and CH recommendation was agreed by all.

The precept was reviewed, CH explained that the Oxford City Council was looking at a 2% increase in their Council Tax charges, obviously it is not known as yet what the County Council or PCC for Thames Valley (Police) will increase their to.

CH recommended that the Parish Council put the precept in line with the City Council at 2%. All in agreement.

14/01/11 Burial Ground

CH informed the Council that a memorial request had been received for Mr Hancock and so that the family was not waiting over Christmas he and the clerk had reviewed this and agreed to accept. The request was shown to the Council and all agreed acceptable.

14/01/12 Highways

CH asked TC to contact David Tole, Oxfordshire County Council, with regards to the latest on the traffic survey.

14/01/13 Library

No items

14/01/14 Allotments

No items.

Signed by the Chairman.

14/01/15 Website

No items. DH reminded people if they had any photographs of around the Parish to send them to him to include on the website.

14/01/16 Risk Assessment & Management Document

This had already been sent out with the agendas. CH informed the Parish Council of the possible changes needed doing:

FINANCE – Precept changes from “The Parish Council to receive monthly budget update information and detailed budgets in the late Autumn.” to “The Parish Council to receive monthly budget update information detailed budgets each quarter.”

CLERK – Salary paid incorrectly changes from “Standing order set up. HMRC software used for calculations.” To “Diane Malley, payroll expert employed “

ASSETS – all categories changes from “Asset register is kept up to date and insurance is held at the appropriate level for all items. Regular checks are made on all assets by members of the Parish Council” to “Asset register is kept up to date and insurance is held at the appropriate level for all items. Regular checks are made on all assets by the Parish Clerk, Chairman & a Parish Councillor.”

ASSETS – Mortimer Hall – to be removed as the actual Hall is not a Parish Council asset.

14/01/17 Information Sharing

CH informed the Council that TC will be on holiday next week, from Monday 13th January through to Sunday 19th January.

RJ said that all the drains needed cleaning out.

RJ said the sign one side of Boult's Lane was still missing and at Cherwell Drive.

ACTION TC : put on next month agenda

PH thanks all involved with getting the removal of the old phone kiosk from the end of Cherwell Drive.

PH asked if the bin could be emptied more frequently in the corner field off Marsh Lane and Horseman Close.

AT said that a couple of concrete bollards were broken in Salford Road. **ACTION TC : contact Oxford City Council**

M reported that she had been in contact with various people with regards to the crossing by the mini round-ab-outs getting very flooded. **ACTION TC : contact Oxford City Council (cc M in)**

DH reminded all Oxclean was on Saturday 8th March. 10am outside Mortimer Hall.

BL reported flooding by boundary bridge, near Double Glazing.

Date of Next Meeting: Tuesday 4th February 2014, 7:30pm at Mortimer Hall.

Signed by the Chairman.