

## Minutes of Old Marston Parish Council Meeting 3<sup>rd</sup> July 2007

**Present:-**

Charlie Haynes, Chairman (CH)  
 Wally Cox, Vice Chairman (WC)  
 Gill Cox (GC)  
 Angie Tiwari (AT)  
 Michael Cadd (MC)  
 Peter Cox (PC)  
 Duncan Hatfield (DH)  
 John McGinn (JMcG)  
 Roy Jones (RJ)  
 Graham Swift (GS)  
 Nils Bartleet (NB)

Cllr Mary Clarkson  
 Cllr Caroline van-Zyl  
 Mr LeRoy Garner, Clerk (LG)  
 Mrs K Stratford, Minutes Secretary (KS)

<b>1</b>	<b>Apologies for Absence</b>	<b>ACTION</b>
	<p>None received</p> <p>The Chairman requested that Councillors declare any personal interests at any point on the agenda.</p>	
<b>2</b>	<b>Minutes of Last Meeting</b>	
	<p>The minutes of the Meeting held on 12th June 2007 were confirmed with one amendment and signed.</p> <p>The Chairman is authorised to sign off minutes</p>	
<b>3</b>	<b>Matters Arising from Minutes</b>	
	None	
<b>4</b>	<b>Correspondence</b>	
	None that does not appear elsewhere.	
<b>5</b>	<b>Planning</b>	
	<p>The following applications were considered:</p> <p>11 Fane Road – retrospective re. work specified on the original planning approval but not carried out– recommended refusal. The developer must conform to the original approval.</p> <p>13 Lewell Avenue – yet a further application to convert a house into two flats. The report of the City Council’s review of the loss of family houses by flat conversions is welcomed. Old Marston having lost two or three family homes each year often changing the character of the vicinity. There are two this month alone. This is such an application that should be refused.</p>	

	<p>53 Rippington Drive – the same comment and recommendation as the above.</p> <p>Mary Clarkson reported  1-3 Nicholas Avenue – MC has called in.  34 Mill Lane – Refused. MC to find out where legal action has got to.  7 St Nicholas Park – new garage approved.  Oxford City Council has recently undertaken a study of the balance of housing. Noted that too many flats have been built, and lost too many family homes. Marston is designated as “amber” status.</p>	<p><b>ACTION</b></p>
<p><b>6</b></p>	<p><b>Boults Lane Development Project</b></p> <p>RG noted he felt uneasy regarding the detail that the water collection point was at a lower level than the point from which it flows out. 6 foot deep with gravel is supposed to supply a soakaway. This is an addition to the original plan. The contractor and consultant have both stated they are content it will work as long as we clear out the silt trap. LG proposed employing an outside consultant to advise. CH stated he was satisfied with the explanation given. Need to receive the final drawing with the proper levels parked exactly before we decide how to proceed. WC queried what the legal redress would be if there are problems. CH stated the work is guaranteed. Any action regarding payment is on hold pending the revised plan.</p> <p>RG noted a replacement for John Batey was needed to liaise with the football foundation regarding finances. CH stated he was unhappy that anyone else other than the Clerk would be involved because it involves such a large sum of money (in excess of £50,000.00) GC suggested relieving the Clerk of some of his duties in order to support him. LG stated this was not really practical. WC and CH to look at the delegation of responsibilities over the summer.</p> <p>It was agreed to keep a note of the rainfall in order to understand the amount of water being considered. DH will record on the website. CH will speak to Barry Parsons regarding the plans.</p>	<p><b>WC/CH</b></p> <p><b>DH</b> <b>CH</b></p>
<p><b>7</b></p>	<p><b>Recreation Grounds</b></p> <p>Nothing to add.</p> <p>GC queried what was the status of the sub-committee. CH stated once we have the plans it will be in a position to move forward. Suggest it convenes in September 2007. Noted the school has stated it is interested in becoming involved.</p>	
<p><b>8</b></p>	<p><b>Burial Ground</b></p> <p>LG has a proposal regarding uneven settlements – that it becomes a requirement for these to be leveled off and turfed. Suggest undertaker is required to put money onto burial fees for re-instatement of ground 6 – 9 months after internment. LG has written to the grave digger to ask him how much it would cost to come back, level off the ground</p>	

	<p>and turf it. If agreed by the Council, once the grave digger has given a quotation this could be included.  CH stated the undertaker should be told that this requirement is part of his responsibility.  WC stated we need a procedure in place in order to clarify. Agreed to put into the rules and regulations with immediate effect.</p> <p>RG noted Mr Tickner had written saying he had moved away but wanted a burial in the village. The Clerk needs to reply to find out more details – who is to be buried, why had they moved away from the village.</p> <p>It was agreed NOT to restrict the age of a person who wanted to buy a plot for their future use.</p> <p>Thanks were given to Peter Cox for the work he has carried out.</p> <p>PC reported he had spoken to Trevor Jackson regarding safety of gravestones. PC and CH were to visit him in Wolvercote Cemetery to discuss further.</p> <p>LG confirmed he had sent out for a quote for the seat. It was noted under DDA the seat height must be 17¾ inches.</p> <p><b>9 Highways</b></p> <p>CH had brought along the St Nicholas school travel plan, the head teacher had done a lot of work with the issue of parents parking on Raymund Road. CV-Z suggested Street Wardens may be able to do cycling proficiency within the school.</p> <p>RJ noted the verge on the flyover – a growing tree restricts the vision when turning onto Elsfield Road. LG to write to the Highways Department.</p> <p>Manhole cover outside 24 Oxford Road has been fixed today.</p> <p>Noted around the Co-op shops there are empty parking spaces during the day which could be utilised.</p> <p>Noted bike stands are on order.</p> <p><b>10 North East Area Committee</b></p> <p>NB reported that he was not allowed to comment on an application in Cherwell Drive (to demolish garages and build flats) even though the impact of the development would be felt within the Parish. Agreed to invite David Rundle, Chair of NEAC to a Parish Council meeting.</p>	<p><b>ACTION</b></p> <p><b>LG</b></p> <p><b>PC/CH</b></p> <p><b>LG</b></p> <p><b>LG</b></p> <p><b>LG</b></p> <p><b>CH</b></p>
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**Parish Council Bulletin**

This has been distributed – many thanks to all. If anyone has any spare inserts, please return them to GC.

Noted a positive email was received which requested wide kissing gates be used in order that people with pushchairs can access. Note any new kissing gate we install will comply with DDA and will be wide enough.

CH requested that all Councillors respond to any correspondence received via the website or as a result of the Parish Council Bulletin speedily.

Thanks were given to GC for all the work she has done on the Bulletin.

**ACTION  
GC**

**ALL**

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**Finance**

**Accounts**

The following accounts were passed for payment:

		£
A. Waterhouse	Mole catching	350.00
M P Security	Pavilion alarm service	66.98
Thames Water	Burial ground supply	12.95
C. Haynes reimbursement re.C&M on line	Mole traps	67.55
Kidlington Fencing	Stump grinding	80.00
L.M. Garner	Salary and expenses	1707.72
Mrs. G. Cox	Collecting Bulletin	23.39
R.H. Jones	Travel re, Code of Conduct meeting	4.80
D. Hatfield	Computer program	29.95
J. Haynes reimbursement re. Dell	Printer cartridge	58.00

LG to update the computerized system in time for next meeting.

CH advised that the Clerk’s invoices were to be itemised in future. GC proposed that the Clerk should receive an itemised phone bill. RJ seconded. Agreed.

**LG**

**LG  
LG**

	<p>It was agreed to pass the banking resolution attached to the agenda.</p> <p>CH stated he was considering purchasing a lap-top for the Clerk. He would also need broadband, which the Parish Council would pay to install.</p> <p>CH further would like the lap-top to be available at the Parish Council meeting in order that relevant information can be accessed and used during meetings (e.g. Planning Applications). DH to liaise with LG regarding purchase and any necessary training. CH proposed he hoped a wireless lap-top could have been purchased and installed by September 2007. MC seconded. Agreed.</p> <p>Agreed to postpone the purchase of a photocopier unless it was found to still be needed once the Clerk has a new printer.</p> <p>The Clerk left the room in order that the Council could review his salary. He has requested an increase to take on extra duties. Currently he is paid £500 per month plus expenses.</p> <p>Over the past few months LG has noted he has had an increase in workload. However, it was noted that the Clerk does do everything. For example, PC could take over the burial duties.</p> <p>A 3% increase was agreed, backdated to April. The question was whether to give more. It was agreed to ask RG for justification as to what work he's doing in addition. WC noted approx 10% - 15% of his work was taken away when KS took over the minute taking. JMcG noted no one else would do what LG does, and he's very knowledgeable.</p> <p>CH to investigate job description, pay scale and hours by September. He is minded to review the Clerk's salary. It was agreed the Clerk is worth the money, but the Parish Council felt to justify any potential raise, the Clerk must embrace the technology that is now available – to learn to use it and make use of it, One Councillor abstained.</p> <p><b>13 Allotments</b></p> <p>A lorry has pushed over part of the wall on the south side. The wall belongs to Bob Ward and is his responsibility but the wall acts to fence off parish council land..</p> <p>CH to review boundary.</p> <p>The right of way with Boulton's Lane was queried. LG to chase.</p> <p><b>14 Web Site</b></p> <p>DH doing a tremendous amount of work. Other parishes have commented that they are impressed with our website. DH to ensure he liaises with CH regarding content.</p> <p>DH reported there were 1,008 hits in June.</p>	<p><b>ACTION</b></p> <p><b>PC</b></p> <p><b>DH/LG</b></p> <p><b>CH</b></p> <p><b>LG</b></p>
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<p><b>15</b></p>	<p><b>Any Other Business</b></p> <p>RJ requested that planning applications are circulated with the agenda in order to allow Councillors to go and view prior to the meeting. Agreed..</p> <p>Confirmed that MC, GS, PC and DH did not attend the code-of-conduct training. A copy of the code is to be read by all Parish Councillors and the resolution (Note 2 of the agenda) to be adopted in September. 5 copies of the book are required.</p>	<p><b>ACTION</b></p> <p><b>LG</b></p> <p><b>ALL</b></p>
<p><b>16</b></p>	<p><b>Date of Next Meeting</b></p> <p>Tuesday, 4<sup>th</sup> September at 7:30pm. Agenda to be agreed. GC, WC and PC give their apologies in advance.</p>	