

Minutes of Old Marston Parish Council Meeting 7th July 2009

Present:-

Charlie Haynes, Chairman (CH)
Wally Cox (WC)
Gill Cox (GC)
Roy Jones (RJ)
Peter Cox (PC)
Nils Bartleet (NB)
Michael Cadd (MC)
Duncan Hatfield (DH)
Barrie Lewis (BL)
Graham Swift (GS)
Councillor Mary Clarkson (MC)
Councillor Beverley Hazell (BH),
Mrs K Stratford, Clerk (KS)
Mr Aron Wisdom, Oxfordshire County Council (AW)

1. Requests from Members of the Public to Speak

Aron Wisdom the County Council Transport Planner in attendance to update us on the review of the village traffic scheme, see Highways.

Members of Marston Saints in attendance.

Any member of the public wishing to speak must fill in a form and pass to the Clerk.

2. Apologies for Absence

Cllr Roy Darke, Mrs Angie Tiwari, Mr Hugh Deam and Cllr Altaf-Khan.

The Chairman requested that Councillors declare any personal or prejudicial interests at any point on the agenda.

3. Minutes of Last Meeting

Altaf-Khan sent retrospective apology for last meeting.

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

May Meeting:

- Memorial to Mrs Bing – RJ to report back. RJ reported he had contacted Ms Heatley. Ms Heatley wanted a memorial in the memorial garden or outside the church hall, so RJ has passed on to the PCC. Completed
- Electronic minutes, agenda and summons sent out to all parish councillors except MC, BL, NB, PC, RJ – done. KS to confirm she has the personal email addresses of all parish councillors who receive emails electronically [this is to be exempt from public publication]. See contact details sheets, circulated to Councillors with agenda.
- KS will have to scan a signature into the lap top, and standing orders will have to be amended to accept an electronic signature - done.

Prior to Last Meeting:

- Procedures and changes to Standing Orders – made. To be finally ratified by Parish Council (sent out to Councillors with agenda). Proposed by NB, seconded by DH. The changes to standing orders were ratified by the parish council.

5. Correspondence (Letters/Emails)

See Appendix A

Members are invited to a Code of Conduct and Standards Training. Any Member who has not attended needs to attend. BL and DH. KS to investigate if they can attend. **BL/DH KS**

Is any Parish Councillor a Parish Transport Representative, and would anyone like to be? NB volunteered. Seconded by DH. Approved. **NB**

Invitation to Development Control User Group meeting in September.

Sustainable Communities consultation

ORCC Strategic Plan, dealing with a flu pandemic and spring/summer review.

NALC – membership expired in May. Do we want to renew? CH recommended we do. NB seconded. Resolved to renew. **KS**

6. Planning

- Oxford City Football Ground – Court Place Farm – amendment to previous application. To stand by previous comments. Done
- 3 Ashlong Road – erection to two storey side and single storey rear extensions. No objection. Done
- 2 Southcroft – Erection of porch on side elevation and single storey kitchen extension with pitched roof. No comment. Done

Applications Considered Between Meetings:-

35 Horseman Close – erection of single storey garage extension. No objection as long as neighbours consulted.

Applications To Be Decided:-

- 77 Cherwell Drive – Erection of first floor side extension. No objection.
- 19 Haynes Road – Erection of single storey side extension. No objection
- 14 Mortimer Drive – change of use from granny annex to separate one bedroom flat. Comment on the same objection as previously. GC noted that the residents are already parking on the verge, which causes problems for the school-related traffic. The parish council noted work has already been done and queried if this should have taken place.
- Land adjoining 96 Cherwell Drive – erection of 3 bed bungalow and provision of 2 car parking space. New access from Cherwell Drive. No objection.

Decisions

- 14 and 14a Mortimer Drive – withdrawn.
- Land adjacent to cemetery/Southcroft – approved.
- Letter from Mel Barrett regarding regeneration.
- Letter from South East England Partnership Board.
- Could councillors please be aware, St Nicholas School is currently consulting parents on expanding the school. GC noted that the pre-school has not been consulted, but is expecting to be. MC noted there are not enough school places in the whole of Headington and Marston

and it is better for the community if children are educated within it. Also hopes to see road improvements on Raymund Road tied in with that. NB noted it is important that the school receives in writing a guarantee that the County will fund it. Clerk to confirm with the Head.

- GC noted that an application is in for a conversion to flats at Cherwell Drive, BH noted it has already been called in.

7. Boult's Lane Development Project

- KS to check back through previous minutes to see if can find a record of what was agreed at the last public meeting. Done - for circulation at the meeting.

CH noted we need a further parish meeting to report to the parish that we are going ahead with replacing the pavilion. This will happen in conjunction with the steering group.

CH wanted to give thanks to Barry Parsons, as an issue had arisen with the football foundation, which Barry has sorted on behalf of the parish council. Agreed.

CH reported back from the steering group meeting. There has been planning permission to do the work. The main issues: Marston Saints have agreed to get building regulations. The Parish Council will need to carry out a survey on the trees in the parish. CH will progress.

We need a unit plan showing the layout for the children's play area, and the play area has to be erected prior to the erection of the pavilion. CH has passed a map to FoOMPA. Everything else is in the hands of the steering committee. Marston Saints taking on any work needed for buildings. GC noted the PC should be aware of the cost. GC queried who is responsible for grants. CH confirmed the parish council would be authorising any finances. GS noted that it would be very expensive to replace the pavilion, and it would be advantageous to have the blessing of the parishioners.

KS to confirm the terms of the lease. CH noted it will be necessary to have a new lease once the pavilion goes ahead. WC noted that the parish council will be responsible for the building as they will own it, this is somewhat different to Mortimer Hall.

Fundraising: The Steering Committee are considering hiring a consultant who will fundraise for grants on our behalf. It will be cost neutral for the parish council. MC proposed we find out after achieving building regs how much it will cost before we go to public meeting. Seconded by RJ. This was agreed.

GC noted there will be further expenses for architects and structural engineers. The estimated costs are less than £10,000. DH proposed we make £10k available. CH seconded. All agreed - carried.

Suggested holding the public meeting after the September meeting. Suggested Tuesday 15th September, 8:00pm. KS to advertise in Marston Times and to book the room. Next steering group meeting Tuesday 14th July at 7:30pm.

Football Foundation have provided the final payment.

8. Recreation Grounds

- Contact probation service and suggest they paint the play equipment at Boult's Lane – first spoke to John at Marston Saints, MS are in agreement with the probation service using the pavilion toilets, as long as the facility is opened and locked each day and the workers are

supervised to ensure they do not get into other areas. KS has contacted the probation service and is awaiting a response.

- Playday grant – awarded. Change the title of the poster to say Recreation Ground, if it fits in. KS to ask FoOMPA if they are happy for Steering Group to do the fundraising for Boults Lane. The poster was ratified.
- Youth shelters – GC to report. No news.
- Amend FoOMPA constitution – to be done at FoOMPA AGM

Letter received from Nicholsons re tree surveys. Discussed. CH recommended we use the people we have back in the past. KS to check when it was last done.

KS

Rang Total Pest Control re moles in the recreation grounds - done.

The Clerk has carried out a small survey on who uses the park. On 29th June, 8 people from within the parish responded, and 12 from outside the parish. Two people commented that there is anti-social behaviour in the park in the evenings, so the Clerk has advised the PCSOs (reference 561 30th June) in order that they can monitor.

Work has started on the Mortimer Hall Recreation Ground as the contract has been signed with Wren. Due to finish on 31st July, with a grand opening on August 5th, all councillors will receive an invitation to the event shortly.

RoSPA want to do a Post Installation Inspection at a cost of £395. The Play Inspection Company have quoted £365, and if we use them annually it's £150 for the annual inspection of both play areas. CH proposed giving the new people a chance by carrying out the post installation inspection. Agreed. KS to organise.

Playday have sent an agreement form to be signed and returned.

FoOMPA would like to request the parish council endorse and approve their plans for the grand opening and poster. Ratified

Denis Ward will cut back the hedges before the opening. (A light trim). Ask him to do both sides of Mortimer Hall hedge – done.

The Parish Council noted the work the city council has done around the parish cutting and pollarding trees. KS to attain confirmation that those removed trees will be replaced.

9. Finance

- Request quarterly bills for the hall hire for this meeting – done.
- Chairman, Vice Chairman and Clerk to meet City Council re double charging in future - ongoing – to meet in June. Met. Quite promising. To get any money back, we need to prove usage from outside the parish – already in hand. **CH/WC/KS**

The following accounts to be paid incl VAT:

Total Pest Control - Quarterly charge - £500.25

Thames Water - Water at Burial Ground - £61.95

Kate Stratford - For Royal Mail – Cost of extending post redirection for 12 months. - £78.10

Kate Stratford - For Dell – 3 new printer cartridges - £188.59

HMRC - Tax and National Insurance June 2009 - £20.35

Oxfordshire County Council - Pension for Clerk June 2009 - £86.19
Kate Stratford- -Salary for June 2009 - £562.48
HMRC - Tax and National Insurance July 2009 - £20.35
Oxfordshire County Council - Pension for Clerk July 2009 - £6.19
Kate Stratford - Salary for July 2009 - £562.48
K.Howard - For audit - £243.00

The following cheques have been received incl VAT:

Football Foundation - Remittance advice for pitch drainage - £1,087.00
Scottish and Southern Energy - Wayleave registry - £4.60

We have received a reminder from OCC for an unpaid bill of £375.48. This is for the dog bin we didn't want to install at Boults Lane. Rang the Council to advise.

The Council received and approved a summary of the accounts for 2008/09 showing a balance in hand at 31/3/2009 of £172,789, subject to audit. The minute book will then need endorsing to say this is a true copy of the accounts section of the minutes of the council meeting held on the 7th July and approved. This is to be signed by the Clerk and Chair and a copy given to Mr Garner. CH proposed to pay the bill submitted by Mr Howard for £243.00. MC proposed approving and RJ seconded – resolved. Letter of thanks to Roy and Mr Howard. **KS/CH**

10. Burial Ground

- KS to send out revised charges and conditions to Parish Councillors and the undertakers - done.
- Confirm memorial for Michael Howkins can go ahead – done.
- Memorial Recordings – happening.
- Broken strimmer – PC to report. It was necessary to replace it for £400.
- Costings for new storage facility to be proposed and accepted (confirmation from last meeting). MC proposed. BL seconded. Also agreed two is sufficient if we can't get three. CH has progressed this issue. Circulated plan. Do not want a window in the design. No other questions on design. Confirmed CH will continue to progress. **PC**

Email from Catrina Norris (nee Posey), requesting a plot for herself and her husband. KS to confirm that she wants to be cremated. In which case yes, if not, no. The council approves. The Chairman will discuss with her. **CH**

PC reported that as his brother-in-law is ill, all the work at the burial ground is currently down to him and that this is too much. A local person (Steve Wooster) has been sourced who it is proposed takes on approx 6 hours per week ad hoc at a cost of £8 per hour to assist Peter from March to October. CH proposed we make this an official arrangement. No more than 6 hours per week. March to Oct inclusive at £8 per hour. DH seconded. Agreed. KS to confirm the employment formalities.

Questionnaire for small sample survey of burial ground operators. CH and KS completed and returned.

PC has made a rough estimate of what has been spent over last 5 years - £1,200.

11. Highways

- Monitoring parking on junctions – councillors to report. BL reported yellow lines will be put down and MC has asked the PCSOs to monitor.

- Review of traffic calming – see later.
- Tree outside Wulnut Tree House – KS spoke to council, it is in hand.
- Contact Denis Ward re the elder growing out of the rec ground to organise removal – done.
- Kerb stones coming away at bus stop – reported and is to be actioned.
- Butt’s Lane – who owns it and sign for no through road – See AB’s email. RJ reported that the owners of the caravan site have agreed on the boundary, and white lines have been put on the pot holes.
- Broken manhole cover on Fairfax Ave by garages – MC to report progress. BL reported this had been done.
- KS to ask the council for clarification of which sections of Butt’s Lane are privately owned – see email from Andrew Burchett.
- Parking in Mortimer Drive – GC to report.
- Bollard on Oxford Road – reported and chased – on order for replacement, and now done.
- AT to advise KS on any specific litter issues for action – waiting.
- Graffiti in bus shelter – reported and chased.

Aron Wisdom the County Council Transport Planner in attendance to update us on the review of the village traffic scheme. He reported that a full review of the scheme was not carried out, however a review of the EFFECTIVENESS of the scheme has been completed by monitoring before and after speeds, and it has shown that speed through the village has reduced to 22-23mph, although traffic volume has not.

Cycling has been highlighted as an issue as there is not enough space, but although not ideal for cyclists, there is not enough width, but as traffic is going more slowly anyway, this is not considered a big risk. AW is happy to investigate again, but not sure how effective can be. A road safety engineer has said there is no budget as there have been no accidents reported.

As the aim of the scheme was to reduce speed, it has ultimately achieved its aim. Happy to hear any suggestions. Using Back Lane is a possibility, but would need work (not a viable option).

Elsfield Road used to have a different prioritisation, which Aron Wisdom is looking into and chasing the history. Could put in an advisory cycle lane, but this could only go on one side of the road, it may not be acceptable in an area of conservation, and may cause more conflict for residents.

The 20mph limit may have an impact. MC asked if some space could be taken out of the back of the build out, but AW said that the carriage way was not wide enough.

MC noted that two of the chicanes are badly placed, and puts the cars on the wrong side of the road. AW said that the audit had not picked this up. CH requested a copy of the audit. Agreed to send a copy to the Clerk.

NB stated that some of the signage and siting of the build-outs was incorrectly placed, and the bollards are not especially visible at night.

AW stated there is an option to rip it all out, but does not currently have the funds, and this would be an expensive solution, so is unlikely to happen, but could try to move some funds to Old Marston for improvements. The visibility of the bollards was influenced by the fact the village is a conservation area.

CH noted that he would appreciate a further review, in more detail, with a view of re-siting some, if funds were available. AW said he had looked at these, and would do if money became available, but there is none available at present.

RJ requested members of the parish council accompanied engineers. AW agreed he would if he could get an engineer to attend.

AW suggested that if anyone has any safety issues, they should contact the Road Safety Team. The chairman thanked Mr Wisdom for his attendance.

The Council has provided new Post a Pothole cards (the design has changed).

The Clerk has done a purge on flyposting around the parish.

Oxfordshire County Council Environment advised the report to Transport Decisions Committee has now been published.

Jenny's email re footpaths and money. Not our land, but we can give our approval. Try and get Back Lane in. Elsfeld Road down to burial ground - there's no footpath on either side (would like it on the nearside, carrying on from Little Acreage) Approval in principal WC, seconded by BL.

RJ reported the bin outside the telephone box has been replaced.

KS to get confirmation that the trees that have been cut back to be replaced. And query on what's happening at Salford Road and when.

KS to progress the boards at the Red Lion.

12. North East Area Committee

WC to report. WC did attend re sports development at OXSRAD. WC highlighted the issue of the proposed double yellows at Marsh Lane, which was taken on board. The development was approved. Thanks to Wally for going.

13. Parish Council Bulletin

Latest edition to be printed. DH hopes to put a map of the parish in. Alan Jones (former chair) has offered to draw one free of charge. Proposed GC, CH seconded all in favour. **DH**

14. Allotments

Nothing to report. No problems as far as we are aware.

WC queried usage of plots. GS reported almost full.

15. Website

United Sustainable Energy Agency have emailed offering pages for our website.

DH is going to give the website an overhaul. Also, anything general information can go on. Thanks to DH for his work.

16. Any Other Business

The Clerk has attended a course run by OALC regarding finance.

A new version of the parish council "bible" has been published. The Clerk recommends the parish council approves the purchase of two books: one for the councillors, held by the Chairman, and one for the Clerk. The parish council may want to consider putting these on the assets register. Proposed by WC and seconded by DH. Approved.

The ditch at the back of Arlington Drive – fly tipping. Blocked. KS to report.

16. Date of Next Meeting

Tuesday 1st September 2009 at Mortimer Hall at 7:30pm. Apologies from WC, GC.