

## Minutes of Old Marston Parish Council Meeting 6<sup>th</sup> July 2010

**Present:-**

Charlie Haynes, Chairman (CH)  
 Duncan Hatfield, Vice-Chairman (DH)  
 Peter Cox (PC)  
 Michael Cadd (MC)  
 Roy Jones (RJ)  
 Wally Cox (WC)  
 Gill Cox (GC)  
 Barrie Lewis (BL)  
 Angie Tiwari (AT)

Kate Stratford, Clerk (KS)  
 Councillor Beverly Hazell (BH)  
 Councillor Mary Clarkson (MRC)

<b>1</b>	<p><b>Requests from Members of the Public to Speak</b>                  Any member of the public wishing to speak must fill in a form and pass to the Clerk.                  Mrs Bennett and Mrs Hall would like to speak under Planning – 85 Oxford Road.</p>	<b>ACTION</b>
<b>2</b>	<p><b>Apologies for Absence</b>                  Mr Nils Bartleet.                  The Chairman requested that Councillors declare any personal or prejudicial interests at any point on the agenda.</p>	
<b>3</b>	<p><b>Minutes of Last Meeting</b>                  Altaf-Khan had sent apologies for the last meeting, but these were not seen in time.                  The minutes of the last meeting were accepted as a true and correct record with no additions or corrections.</p>	
<b>4</b>	<p><b>Matters Arising from Minutes Omitting Those For Which an Agenda Heading Follows:</b></p> <ul style="list-style-type: none"> <li>• Proposed clock – the planning application is pending, see Planning. Smiths have said they can be flexible with dates.</li> <li>• Co-option of two parish councillors to fill current vacancies. Clerk has contacted the Oxford Mail. Note correspondence from Mr John McGinn. Parish Councillors discussed the correspondence. PC proposed to invite him to September meeting, seconded by AT. CH proposed he not be considered at this time, DH seconded. The first proposal received 2 votes, the second received 7. Clerk to write to John McGinn declining his offer. Letter received from Peter Sarac of 3 Clays Close wishing to be considered for the role of Parish Councillor. CH proposed he be invited to September meeting. RJ seconded, all agreed. Clerk to write.</li> </ul>	<p><b>KS</b></p> <p><b>KS</b></p>
<b>5</b>	<p><b>Correspondence (Letters/Emails)</b>                  See Appendix A</p> <ul style="list-style-type: none"> <li>• NAG meetings – info passed to NB. Although as he is currently unwell, Clerk has sent apology for next meeting, 8<sup>th</sup> July. RJ requested sight of paperwork, and may attend in his place.</li> <li>• Confirmed the meeting between City Council and Parishes is on 29<sup>th</sup> July. CH and RJ will attend. Items for agenda are Barton Project – would like to receive some S106 money from this, the parking issues remain unresolved, traffic calming through the village, state of the pavements and potholes throughout parish, footpaths all the way down Elsfield Road, more attention given to the PC’s views on planning matters. Thanks to Parks for noticeably improving mowing over past year. Thanks to Finance for assistance with precept and the double-charging issue. Thanks to Street Cleansing for prompt responses to issues raised, thank you for the “Welcome to Old Marston” signs. Thank you to Mary, Beverly and Altaf for attending meetings and their support.</li> </ul>	<p><b>CH/RJ</b></p> <p><b>KS</b></p>
	<ul style="list-style-type: none"> <li>• OALC – website for loans to PC’s - Clerk has completed form – see under Boults</li> </ul>	

	<p>Lane.</p> <p>OCVA – June 10 funding newsletter.</p> <p>Large quantity of leaflets received for concessionary bus passes, not sure how best to distribute these. Clerk to contact Over 50s club.</p> <p>Rospa have advised they will inspect play areas during July.</p> <p>Next NAG will be 8<sup>th</sup> July, passed information to NB.</p> <p>LCR magazine – Summer 2010</p> <p>NALC – events bulletin.</p> <p>OCC Democratic Services have sent Register of Interests for members to complete and return.</p> <p>NHS Oxfordshire – invitation to Come and Talk Health.</p> <p>County have produced a Countryside Access Guide – ordered and received, with thanks to WC.</p> <p>NALC events bulletin.</p> <p>ORCC – News Bulletin July 10.</p>	<p><b>ACTION</b></p> <p><b>KS</b></p> <p><b>ALL</b></p>
<b>6</b>	<p><b>Planning</b></p> <ul style="list-style-type: none"> <li>• Tesco application for the Friar – objection sent.</li> <li>• Planning Aid course – Many thanks to those who attended, a very useful session.</li> <li>• Barton Project – Planning will display boards at Mortimer Hall on Tuesday, 6<sup>th</sup> July, 3:30pm – 7:00pm. Officers from OCC will be in attendance.</li> <li>• 27 Rippington Drive – sent “no comment”</li> <li>• 3 Horseshoes – sent “no objection” to both applications.</li> <li>• Clerk has written to Ben East at the County re his change of principal. Note response from officer.</li> </ul>	<p><b>ALL</b></p>
	<p><u>Applications considered between meetings:-</u></p> <p>Apple Tree House, 4 Ponds Lane – application to insert 3 x dormer windows with balcony on east facing roof slope and 3 x dormer windows on west facing roof slope. Erection of detached garage to front – sent no objection.</p> <p>17 Park Way – application for a two-storey side extension – sent no objection.</p>	
	<p><u>Applications to be decided:-</u></p> <p>85 Oxford Road – erection of two-storey dwelling within side garden with assoc off-street parking. Mrs Bennett stated her objection to the application. She considered the application to be overdevelopment of site; the whole property will overlook her house and garden. She will have no privacy. There will be a loss of trees and the proposed new building will be very close (1m away) from no 97 Oxford Road.</p> <p>Mrs Wells stated her objection to the application. That it is 1m away from her boundary, that it severely limits her plans as she received permission 15 years ago and was now thinking of proceeding with this, plus the neighbours on her other side achieved permission right up to her other boundary. Access to road to and from new property very difficult and dangerous, especially for school children. Overdevelopment of site and overbearing. Just a gate distance apart and an inadequate garden.</p> <p>MRC reported she had called this application in</p> <p>Parish Council agreed to object to the application on grounds of overdevelopment of site, dangerous access, too near neighbouring property and the loss of their light and privacy and smallness of garden.</p> <p>Mortimer Hall – proposed clock. GC, WC and CH declared an interest. Send no objection.</p> <p>45 Cherwell Drive – single storey rear extension. Send no objection.</p> <p>49 Elms Drive – demolition of ground floor conservatory. Erection of two storey side and rear extensions. Send no objection</p>	
	<p><u>Decisions</u></p>	<p><b>ACTION</b></p>

.3 Horseshoes – approved.  
27 Rippington Drive – approved.  
Land adj 96 Cherwell Drive – approved.  
17 Park Way – refused.

Clerk to write to the Planning Enforcement Officer at OCC to confirm it is compliant with all planning conditions, as these are no longer on website. **KS**

Clerk to include in MT report that the 3 Horseshoes has received permission for change of use, and urge people to ‘use or lose’ facilities within the parish. **KS**

WC raised 34 Mill Lane, which was discussed at NEAC on 15<sup>th</sup> June. WC read the following statement to NEAC: *“The view of Old Marston Parish Council is that we argue on a regular basis that the Planning Regulations as laid down should be upheld. The fact that regulations have not been followed in this case has been clearly made and you have no choice other than to support the officer’s delegated decision.”* Many thanks to WC for attending and issuing the above.

WC raised proposed change of use for The Friar to Tesco; WC read the following statement to NEAC: *“Tesco’s re-application regarding The Friar on Marston Road. I pointed out that the Highways Department are now coming down on the side of Tesco’s in allowing this application to go ahead and that one of the main reasons for this is the size of the delivery vehicles reduced from 12.6 metres arctic’s to 10.35 metre rigids – I did point out that in the old measurements this is in excess of 34 feet long! I then asked why papers of the previous application are no longer on the website as these included highways reports and the numerous complaints. I also asked why Highways would not be at the meeting as their decision would play a very serious part in the discussion and decision and it seemed wrong that they could not be questioned on this.”* With thanks again to WC. MRC noted that there had been four reasons for the application to be rejected last time – Highways issues, loss of trees, loss of a pub and impact on properties in Ousley Close. Two of those issues are still live. This is going to the August meeting and MRC will keep the PC informed.

## **7 Boulds Lane Development Project**

- Damage caused by Southern Electric – they inspected and agreed. KS to provide quote for making good after liaison with Dennis Ward. Southern Electric have agreed to pay.
- Football Foundation monitoring and evaluation day – CH and KS were in attendance.
- Invoice sent to Marston Saints for their rent for the year - £259.32 including half alarm maintenance costs.

Moles discovered – Total Pest Control contacted.

The Public Works Loans Board has rejected our application for a loan because we don’t have Secretary of State approval. OALC would not (last year) send off form to Secretary of State as the loan wasn’t in place. Clerk has emailed OALC and is working on this.

Councillors to note fundraising by Marston Saints.

## **8 Recreation Grounds**

- Tree survey – has been carried out by Graham King. Report received by CH and forwarded to all councillors. CH obtaining two quotes. City Council have been advised in case they have a view, and sent a copy of the report. We have asked the Council to comment quickly as some of the work is urgent. They say they will take up to 6 weeks. Receipts received from the Council. Meeting OPT rep on 8<sup>th</sup> July. **CH**  
**CH/KS**
- Swing Seats – new chains delivered and installed, with many thanks to MC, who has saved the PC over £150.00.

CH reported that MS had had an attempted break in. Ply in doors is splitting. CH proposed the PC install metal sheets on outside. RJ seconded. All in favour. Two quotes received - £916.00 and £915.00 + VAT. CH proposed to go with cheaper quote. RJ seconded. All in favour. Agreed.

Letter sent to Marston Saints and 43<sup>rd</sup> Scouts regarding alarms which have been causing a disturbance. Several emails have passed from the Scouts, and we now have a contact phone number for the future.

**ACTION**

## **9 Finance**

- BDO – audit sent to BDO early and notice has been displayed as required.
- Internal Audit – note letter from Richard James.
- Clerk has written to HMRC. No response yet received, although has been chased.
- Clerk continuing to survey who uses Rec Grounds.
- Paperwork completed and with bank to allow DH to become signatory.
- VAT return has been sent off
- Typographical errors in minutes – to be corrected and signed.
- Bank balance as at 26/05/2010 – current account £2,317.29; deposit account £157,883.77.

KS

The following accounts to be paid:

		£ incl VAT
Total Pest Control	Quarterly invoice	511.13
Playground Services	Swing chains and fixings	78.73
Kate Stratford	Extending Royal Mail redirection for a further year.	77.99
Kate Stratford	Postage to BDO	5.05
Kate Stratford	Underpayment of salary (picked up during RJ's audit)	95.61
Richard James	Audit	332.40
Charlie Haynes	Petrol for new mower	23.92
Tree Kind Consulting	Tree Survey	352.50
Kate Stratford	Heating and electric weeks 10 – 14 (Thur 27 <sup>th</sup> May – Weds 30 <sup>th</sup> June) @ £3 per week	15.00
Kate Stratford	Reimbursement for phone June 2010	51.67
HMRC	Tax and National Insurance June 2010	39.20
Oxfordshire County Council	Pension for Clerk June 2010	87.21
Kate Stratford	Salary for June 2010	555.29
HMRC	Tax and National Insurance for July 2010	39.20
Oxfordshire County Council	Pension for Clerk July 2010	93.33
Kate Stratford	Salary for July 2010	555.29
Kate Stratford	Heating and electric weeks 15 – 23 (Thur 1 <sup>st</sup> July – Weds 1 <sup>st</sup> Sept) @ £3 per week	27.00
Charlie Haynes	Petrol for Mower	23.73

The following income has been received:

		£ incl VAT
Reeves Memorials	Payment for Brenda Clarke	100.00
Mr Watson	Payment for Mrs Watson	200.00
Mr Watson	Reservation for Mr Watson	100.00
Scottish and Southern Energy	Wayleave payment	125.00

	<p>It has been highlighted that Total Pest Control do not cover the entire burial ground or the small piece of land on the far side of Marston Ferry Road. Quote to include these areas - £110.00 + VAT per quarter – PC decided not to include these areas at this time.</p> <p>Royal Mail wrote inviting that we renew the post redirection. Renewed.</p> <p>Steve Wooster has submitted a bill for 8 hours work (£64.00). The PC considered and agreed that as his work was of poor quality it was proposed by PC that this invoice not be paid. Seconded by MC. All agreed. Clerk to advise Steve Wooster.</p>	<p><b>ACTION</b></p>
<p><b>10</b></p>	<p><b>Burial Ground</b></p>	
	<ul style="list-style-type: none"> <li>• Ride-on mower – in use.</li> </ul>	<p><b>KS</b></p>
	<ul style="list-style-type: none"> <li>• Elms and Clarke Memorials – installed 25<sup>th</sup> June.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Quotes on Headstones – to be found - KS</li> </ul>	<p><b>KS</b></p>
	<ul style="list-style-type: none"> <li>• Mr Watson has paid for his wife’s plot and has booked for himself to be in the same location. Internment of Mrs Watson’s ashes - 28<sup>th</sup> June.</li> </ul>	
	<p>Moles discovered – Total Pest Control contacted.</p>	
	<p>Brenda Clerke Memorial – installed 25<sup>th</sup> June.</p>	
	<p>Terms and Conditions being reviewed by CH, PC, KS for PC approval and ratification.</p>	
	<p>News fees and conditions were discussed. CH proposed these were ratified, DH seconded, all in favour. Clerk to send out to undertakers etc.</p>	<p><b>KS</b></p>
	<p>Suggested Mrs Cox is contracted to do gardening at the site, paid 6 hours per week at £8 per hour. Proposed by CH, seconded by RJ, all in agreement subject to Clerk’s confirmation.</p>	<p><b>KS</b></p>
	<p>PC declared an interest.</p>	
	<p>PC to consider increasing security for the shed, proposed by PC. Two quotes – one for £540.00 and one for £535.00 + VAT. PC proposed we go with cheapest quote. Seconded by MC. All agreed.</p>	
	<p>Written to Steve Wooster asking him to return keys. These were eventually returned.</p>	
	<p>PC would like to install a second gate nearer to the shed. Cost on two quotes obtained - £1,125.00 + VAT and other £1,116.00. DH proposed order the work on the cheaper quote. GC seconded. All agreed.</p>	
	<p>PC had been asked to allow a burial of Mrs Humphreys from Haynes Road on 8<sup>th</sup> July. Prior to meeting councillors had agreed this. Clerk has advised undertaker and arrangements made. Mrs Humphreys’ daughter, who lives at the same address had asked whether she could pre-book the grave next to her mother for the PC to consider at this meeting, however an email has now been received asking if she can sell it back at a later time if it is no longer wanted (i.e. if she moves away). The PC agreed to the advance purchase, but not to buy back later. Clerk to confirm wording of receipt book and ensure the terms and conditions give exclusivity. Clerk to advise Headington Co-op.</p>	<p><b>KS</b> <b>KS</b></p>
	<p>Note of thanks to be written to benefactor for the mower.</p>	<p><b>KS</b></p>
	<p>DW has agreed to cut the hedge before the end of July.</p>	<p><b>DW</b></p>
<p><b>11</b></p>	<p><b>Highways</b></p>	
	<ul style="list-style-type: none"> <li>• Proposed parking limitations – Clerk has responded to consultation. Consultation is ongoing. Clerk has chased this three times as signs looking very scrappy, but no response received.</li> </ul>	
	<ul style="list-style-type: none"> <li>• KS has agreed to proposed signage locations with the City Council and asked when these will be installed. Awaiting sign erection.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Damaged fence due to narrow barrier at Jessop’s Close – chased the council.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Clerk to investigate noticeboard at 154 Oxford Road – Clerk has completed form, waiting to hear from OCC.</li> </ul>	
	<ul style="list-style-type: none"> <li>• More ‘post a pothole’ cards requested, received and distributed.</li> </ul>	
	<p>Flyposting has been removed from the parish.</p>	
	<p>Via a parishioner – request to cut back footpath from Elsfield Road to allotments. Asked DW to cut back.</p>	

	<p>Letters written to residents of 20 and 40 Oxford Road and 1 and 28 Fane Road regarding overgrowing vegetation. 1 Fane has already cut back. Call taken from 20 Oxford Road – his hedge is box and he agreed it needed to be cut back, he said this is usually done at the end of July, so the hedge is at its most bushy, but he was worried that if he cuts back too harshly now it will kill the plant. Agreed to let him leave it until he is ready to trim as he is clearly aware of situation. Clerk to advise.</p> <p>AT: No 6 Cavendish Drive has a reported problem with drugs. BH to take to next NAG.</p> <p>AT: Parking an issue on corner of Beechey Avenue. Clerk advised once the proposed parking limitations are brought in, this will be resolved.</p> <p>RJ noted that a bend road sign had appeared by the allotments.</p> <p>Noted that the hedge by no 4 and 6 Oxford Road was so overgrown it was affecting phone box. Clerk to write.</p>	<p><b>ACTION</b></p> <p><b>KS</b></p> <p><b>BH</b></p> <p><b>KS</b></p>
<b>12</b>	<p><b>North East Area Committee</b></p> <ul style="list-style-type: none"> <li>Request for a dog bin – waiting to hear from NEAC.</li> </ul> <p>Planning issues were raised earlier under planning, but WC reported he had spoken in response to the Barton project. I informed Councillors that we have now made contact with the project and that we would be having an exhibition at Mortimer Hall on the 6<sup>th</sup> July. I went on to make comment of our very real concerns regarding the extra traffic that access to the new estate, left in, left out on the A40 would cause and that the majority of this would be via the Marston flyover and Marsh Lane. From comments made by Councillor it is evident that a number of them have the same concerns. This one has a long way to run and we need to keep alert as it progresses. Many thanks to WC for attending.</p>	
<b>13</b>	<p><b>Parish Council Bulletin</b></p> <p>Next issue planned for the Autumn.</p>	
<b>14</b>	<p><b>Allotments</b></p> <p>Email from Emma Burnett of Oxford University wanting to carry out a survey of allotment. Passed a copy to Mr Manson for his comment. No objection from PC. Mr Manson requested she carry a letter of introduction from the Clerk. Provided to Ms Burnett.</p>	
<b>15</b>	<p><b>Website</b></p> <p>Still very popular. Clerk to provide a copy of the Auditor’s report for the website.</p>	<p><b>KS</b></p>
<b>16</b>	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>Document storage – to be progressed.</li> <li>Risk Assessment of Clerk’s office – carried out but awaiting report.</li> <li>Mr Jones offering map of parish – this is continuing.</li> <li>Clerk contacted BT re phone box by traffic lights. RJ had seen workers at the location.</li> <li>34B Oxford Road – DW has cut back the hedge.</li> </ul> <p>It is hoped the Chairman will give a small report to Marston Times (via Clerk) after his visit to Buckingham Palace.</p> <p>CH will be attending the Blue Plaque unveiling at Norman Heatley’s house.</p> <p>DH was considering the fete next year should be on May Day.</p>	<p><b>KS</b></p> <p><b>DH</b></p> <p><b>DH</b></p>
<b>17</b>	<p><b>Date of Next Meeting</b></p> <p>Tuesday 7<sup>th</sup> September 2010 at Mortimer Hall at 7:30pm.</p>	