

Minutes of Old Marston Parish Council Annual Meeting 8th July 2014 at 7:30pm.

Present:

Parish Council

Charlie Haynes (CH) - Chairman	Duncan Hatfield (DH) – Vice-Chairman
Patricia Hall (PH)	Michael Cadd (MC)
Angie Tiwari (AT)	Michael O’Keefe (MO)
Nils Bartleet (NB)	Peter Cox (PC)
Barrie Lewis (BL)	John Batey (JB)
Tim Cann (Clerk)	

City Council

Cllr Mick Haines (MH)

Members of the Public : 3

CH asked for nominations for chairman. NB proposed CH. DH seconded, all in favour.

CH asked for nominations for vice-chairman. CH proposed DH. NB seconded, all in favour.

The councillors then signed the declaration of acceptance of office which was witnessed by the clerk.

14/07/01 Apologies for Absence:

ACTIONS

**Peter Williams & Tony Greenfield (Parish Council)
Councillor Mary Clarkson (Oxford City Council)
Councillor Mark Lygo (Oxon County Council)**

14/07/02 Minutes of the last meeting held on 3rd June were approved. All agreed.

14/07/03 Requests from members of the public to speak :

Mike Clark mentioned about the stones on the roadway outside Colthorn Farm.

14/07/04 Matters Arising (omitting those for which an agenda heading follows)

No Items.

14/07/05 Correspondence

Members to note: Every item on this list will be brought to the meeting.

Email from Oxon County Council – Connecting Oxfordshire

Email ORCC – Methods of Consultation & involving people in community-led/neighbourhood planning Wednesday 16th July 6:45 – 9pm

Signed by the Chairman.

Email - Penny Nightingale TVP – Attending meeting

ORCC – News Bulletin

Rural Services Network – 9 June

Email from Oxon County Council – Temporary Traffic Notice

Rural Services Network – 11 June

Email Davinia Richardson, Victory Television – contestants for new game show

Email Ealish Swift – research project

Rural Services Network – Newsletter 16 June

Rural Services Network – Newsletter 18 June

Email regarding Boults Lane Recreation ground – Scout Fete 14 September

14/07/06 Planning

Applications to be decided

14/01543/FUL – 34 Mill Lane – Erection of two storey side and rear extension and formation of rear dormer window in association with loft conversion. - **The Council queries the purpose of the change, pointing out that there was an enforcement order served on this property. Councillor Mick Haines was asked to call in this application.**

14/01484/FUL – 19 Salford Road – Erection of two storey rear extension and retrospective roof alterations and loft conversion, including formation of rear and front dormer windows. – **No Objection.**

14/01555/FUL – 3 Cromwell Close – Erection of single storey front extension. – **No Objection.**

Applications considered between meetings:-

14/01400/FUL – 8 Oxford Road – Erection of rear single storey extension. – **No Objection.**

Decisions:

14/00034/FUL – Victoria Arms - APPROVED

14/01020/FUL – 125 Oxford Road - APPROVED

14/01053/FUL – 111 Oxford Road - APPROVED

Awaiting Decisions:

14/00322/FUL – Land adjacent to 19 Park Way

14/01065/CT4 – 4 Fairfax Avenue

14/07/07 Boulds Lane Development Project

CH reported that there had been a meeting earlier of the Pavilion sub-committee and Anna Weston, the fundraiser, with regard to the way forward for fundraising. CH stated he felt better with the situation now Anna had a clearer guideline of activities. PC asked what had she done with regard to fundraising. CH assured the Council she had now been briefed so things should move on now. MC proposed we give her until September and review at the October meeting. DH asked if Marston Saints had done any fundraising. PC stated that the building was still falling down. CH advised that Marston Saints do a certain amount of fundraising but are restricted and they do general maintenances but there is only so much that can be done with the building in the condition that it is in.

14/07/08 Recreation Ground

- a. The Clerk brought to the Council's attention that a part of the fence had been broken down at the end of School Lane, on the corner of the small "Dog Walkers" paddock. A quote had been obtained from David Hook for £280 to repair fence and concrete in post. JB asked if this could be claimed on the insurance. CH advised Yes but questioned whether it was worth it as it would probably just increase next year's premium. CH proposed MC Seconded all in favour.
- b. After some discussion as to location. MC Proposed. PH Seconded All in favour. PC suggested having it in memory of Roy Jones. All in favour. MH advised that he was interested in paying for a plant, something like a willow creeper, planted somewhere in memory of Roy Jones. It was agreed to be put on the Agenda for the next meeting .
- c. CH informed the Council that the Oxford City Council were adamant that they could not remove the graffiti without charging. MC Proposed that as there was nothing offensive it is not removed. CH agreed, stating that this could become an unnecessary drain on the Council's funds if removal of graffiti becomes a regular occurrence. BL seconded. All in favour.

TC

14/07/09 Finance

- a. Bank balance as at 01/07/2014 –

current account £32,937.31	business reserve account £18,726.85
Newbury Building Society Account £200,000.00	Petty Cash balance £53.06

 CH informed the Council that although interest for the Newbury Building Society account was added annually if the clerk phones them once a quarter they will give an approximate interest amount. The current approximate figure is £679.49

The following accounts to be paid:

	£ Incl. VAT
Charlie Haynes (Phone/broadband June 2014)	20.00
Clerks Pay Including Expenses – June 2014. Details in correspondence file and displayed in the minutes book.	

Signed by the Chairman.

BGG Garden & Tree Care (May 2014)	240.00
Total Pest Control (Quarterly Charge)	390.00
Richard James (End of Year Audit)	268.00
Oxfordshire County Council (Clerks Pension July 2014)	142.32
Mrs R. Cox (Cemetery Maintenance June 2014)	240.00
Container Direct (OMMLAA Container)	1770.00
HMRC (Clerks Tax & NI)	309.07

Income –

HMRC VAT Return (Jan – Mar 2014)	2094.70
Elizabeth Read Memorial	250.00
Pat Brennan Memorial	250.00

- b. The clerk went through the auditor's report with the council, how he found no concerns regarding irregularities in the finances and everything was being done in accordance with current regulations.
- c. The new financial regulations were looked at. It was agreed to increase the amount the Clerk could spend between meetings, in emergencies, to £1,000. Proposed JB seconded NB All in favour. NB stated that he thought it would be good practice for two or three Councillors to do an internal audit once a quarter, this in no way implies any concerns with the present clerk but in fact provides a support for him and ensures financial risks are of a minimum. CH proposed that NB came off as a signature so he could be involved with this. Agreed NB to be removed from bank signature and PC instated. All agreed.
NB proposed that "three Parish Councillors who are not signatories check all aspects of the Parish Council's accounts once a quarter". DH Seconded. All in favour.
NB, PH and JB elected onto the Internal Audit sub-committee.

14/07/10 Representation to Outside Bodies, Sub-Committees and areas of responsibility.

Nominations to other bodies:

Oxford City Council : Development Control Users Group. As no one seemed to know what this involved the Clerk was asked to find out.

Old Marston Charities Trust:

Two Trustees to serve 4 years:

Signed by the Chairman.

Mr C. Haynes Appointment due October 2016.

Mr D. Hatfield Appointment due July 2020.

Mortimer Hall Management Committee (Annual Appointment) :

Mr N. Bartleet

OXS RAD Committee: (Annual Appointment)

Mr M. Cadd.

Sub-Committees

Marston Saints Pavilion

Mr C. Haynes, Mr M. Cadd, Mr B. Lewis, Mr J. Batey

Planning Sub-Committee

Mrs A. Tiwari, Mr B. Lewis, Mr M. Cadd, Mrs P. Hall

NAG (Neighbourhood Action Group)

Mr M. O'Keefe

Parish Forum

Mr C. Haynes, Mr P. Cox

14/07/11 Burial Ground

- a. The charges were reviewed and brought in line with Oxford City Council charges. CH proposed. MC seconded. All in favour.
- b. The Council looked at Elizabeth Read's memorial. All agreed acceptable.
- c. CH informed the Council that there were a number of headstones and surrounds that were becoming a matter of safety. The official guidelines are that a Council must be able to show that they have tried contacting the owners before any can be removed. So if notices were put up nothing can happen for 6 months. CH proposed. MC seconded. All in favour.

14/07/12 Highways.

- a. CH reminded everyone of the Public meeting regarding parking on the 29th July 6:30pm in the Mortimer Hall.
- b. CH advised the Council that the overhanging vegetation letters seem to be very effective as a number of residents have acted upon receiving letter.

14/07/13 Library No items.

14/07/14 Allotments No items.

14/07/15 Website, Facebook & Twitter

DH stated that we need a policy on dealing with the media as it was no longer a matter of just newspapers, there is now the internet with our website, twitter, Facebook and now a discussion site called streetlife where people can ask

Signed by the Chairman.

questions, get information about a lot of things including Parish Councils. At the moment our standing orders states “in the Council’s Media policy” but as yet we do not actually have a written document. **TC to put on agenda.** DH informed the Council that the website was looking a little outdated and so he was looking at refreshing it. MC asked if pictures can be put next to each profile? DH replied that this was not a problem but current pictures need to be taken. DH suggested a one off bulletin as so many people seem to not know what Parish Council does. CH suggested the Marston Times Christmas edition as this goes to all households.

14/07/16 Clerk’s Appraisal & Training.

CH informed the Council that himself and DH will do the clerks appraisal.

14/07/17 Information Sharing

CH asked MH about culvert in Boults Lane. MH to look into.

MH informed the Council that he had done another survey between 7:15 and 9:15am. It showed 624 cars and vans, 8 lorries, 112 bikes and 5 motorbikes went through the village area.

NB stated that a caravan has been parked in Salford Road for several days.

MC asked about the phone kiosk in Oxford Road being covered in vegetation.

PH said that Roy Jones’s sister asked about the naming of School Lane.

BL said about the amount of parking by Mortimer Hall during school runs it had become a danger as the bus was unable to get through.

MH said he was meeting Geoff Corps tomorrow to look at parking on grass verges in and around Fairfax Avenue Rippington Drive area.

Date of Next Meeting: Tuesday 2nd September 2014, 7:30pm at Mortimer Hall.

Signed by the Chairman.