

Minutes of the Old Marston Parish Council Meeting held on the 6th July 2020 virtually at 7:00pm.

Present:

Parish Council:

Duncan Hatfield (DH) – Chairman	Pat Hall (PH) – Vice-Chairman
Louise Milford (LM)	Mary James (MJ)
Charlotte Vinnicombe (CV)	Peter Cox (PC)
Alistair Morris (AM)	Peter Williams (PW)
Mick Bates (MB)	Alan Spence (AS)
Tim Cann (Clerk)	

Oxford County Council: Cllr Mark Lygo (ML)

Members of Public: 1

20/07/01 Intended to record the proceedings of the meeting: NONE.

20/07/02 Apologies for Absence: Parish Councillor Mick Cadd – Self Isolating, City Councillor Mick Haines – Self Isolating, City Councillor Mary Clarkson – Prior engagement.

20/07/03 Website and social media: DH informed the Council that the number of followers on FaceBook was increasing. He also confirmed that the website needed replacing as it does not conform to new accessibility regulations coming in in September. After some discussion it was **RESOLVED** that DH would look at designing a new compatible website with the help of CV.

20/07/04 Public, County & City Councillors & Thames Valley Police participation (if any requests received)

- a. **Thames Valley Police:** No report received.
- b. **County & City Councillor Reports:** ML informed the Council that both he and Mary had been busy with Active Travel. They had met with a governor of Swan School who is keen to be involved with things in the community, such as an open day and help in planting around the parish. ML has received a lot of enquiries about Access to Headington and has asked for another stakeholders meeting as the contractors are scheduled to leave at the end of August. There has been a great deal of talk about bus gates and their effects on the Marston Ferry Road, he feels that a permanently closed bus gate would not solve anything, in fact would make things worse. He also informed the Council that a new contractor had been appointed to manage the parking in Oxford.
- c. **Public:** As no members of the public were present there was no public participation.

Signed by the Chairman.

Swan School: The Clerk read out the report from Tony Harris of GalifordTry: The site has remained open throughout the current Covid-19 situation and now labour is back to the what we would expect at the stage of the works, there have been no issues with the virus and site rules changed to accommodate,

Meadowbrook: Works progressing internally with decorations, flooring, carpentry on-going, following completion of the external façade and roofing works the external groundworks have commenced, revised date for completion is end of August, date for the demolition of existing Meadowbrook College to be confirmed dependent on school going live. We will keep you informed.

Swan School and Sports Hall: South block completion remains 7th Sept and works are progressing well to achieve this date, with decorations and finishes in progress, the East and North blocks are also progressing well and these will be complete early December as per the original contract date,

The permanent section 278 works to the main entrance have commenced and are due to be complete end of August, traffic management all in place,

We have received no complaints in the period.

The Clerk added that he had received a complaint from a resident with concern about the entrance work. The Clerk passed this on to Tony who replied that the work being done was nothing which was not in the planning consent. This has been forwarded to the resident.

20/07/05 Minutes of the Parish Council Meeting held on 1st June 2020. It was **RESOLVED** these are a true record.

20/07/06 Matters Arising (omitting those for which an agenda heading follows):

- None.

20/07/07 Operational Checks:

- It was confirmed that the weekly operational checks on the defibrillator had been carried out.
- The Clerk confirmed that the play areas had been opened on Saturday 4th July, as recommended by Government. The Clerk had done a safety check and risk assessment beforehand. He was also getting quotes for information notices to be installed at both sites, making people aware of the risks and reminding them of social distancing and hygiene.

20/07/08 Governance & Administration:

Signed by the Chairman.

- The Council **RESOLVED** to adopt the Complaints Procedure and Habitual & Vexatious Complaint Policy.
- The Council reviewed Standing Orders and after discussion **RESOLVED** that no Councillor can be elected as Chairman until s/he had served two years continuous service on the Council. It was also **RESOLVED** that a Councillor must undertake the appropriate Chairmanship training before standing as Chairman.

20/07/09 Pavilion, Recreation Grounds & Cemetery:

The PRGC Committee minutes were reviewed and:

- It was **RESOLVED** to accept the tender for a steel enclosure including lock & painted at £1,264.00 (No VAT).
- That further tenders will be obtained to resurface the Car Park.
- It was **RESOLVED** to accept the tender for fencing and racks at £2,100.00 (No VAT).
- The fencing around play area should be started by mid-July.
- It was **RESOLVED** to allow the use of the Boult's Lane Recreation Ground, as in previous years, however the Pavilion would not be available due to H&S restrictions for the Headington 5 Road Race.
- It was **RESOLVED** to install 'NO DOG FOULING' signs in Boult's Lane Recreation Ground and Mortimer Hall Recreation Ground – 5 needed in total.
- Grass Cutting Contract – It was **RESOLVED** that tenders for a new contract starting in 2021 be advertised including:
 - i. Boult's Lane – No change to current cutting regime with the exception of flowering areas,
 - ii. Mortimer Hall – No change to current cutting regime with the exception of flowering areas,
 - iii. Victoria Arms Field: Field rarely used as it has no play equipment in, although belongs to the Oxford Preservation Trust who have always been against anything being installed. No change to current cutting regime.
 - iv. Cemetery & Paddock: After some discussion it was recommended to continue the current cutting regime.

Boult's Lane Barrier:

- Procedure – It was **RESOLVED** to continue the procedure of keeping barrier shut at all times except when allotment shop open or there is a function on at the Scouts HQ or Pavilion.
- Replacement – It was **RESOLVED** to accept the tender to replace barrier with similar one for £1,500.00 (No VAT)

Signed by the Chairman.

Cemetery:

- It was **RESOLVED** to accept option one to investigate if double depth graves possible at £1,600.00 (plus VAT)
- It was **RESOLVED** to accept option two for a report on suitability of land for extension £4,200 (plus VAT).
- It was **RESOLVED** to decline the additional option to install monitoring wells for £750.00.

Boults Lane Hedge – It was **RESOLVED** that the Marston Community Garden Group be given £100.00 towards materials already spent on this project.

Orchard Triangle: It was **RESOLVED** that Julian Cooper of Oxford Direct Services be contacted to accept his offer of providing a couple of seating, constructed from tree stumps. It was also **RESOLVED** to accept his offer to mow the whole Orchard in August to stop any secondary growth from developing. It was **RESOLVED** to see if he could clear the Right of Way.

Street Art Project Update: DH gave an update, awaiting costs but probably wont happen until 2021.

Solar Streetlights: The County Council have only two installed in the County and are still assessing their reliability. It was **RESOLVED** to investigate alternative options of suppliers and model.

20/07/10 Finance: Bank balance as at 03/06/2020 –

Current Account £90,914.42	Business Reserve A/c £3,759.95
Newbury Building Society A/c £85,718.40	CiL Money: £38,234.56
Skipton Building Society A/c £5,000.00	Petty Cash £179.74

The following accounts to be paid:	£ Incl. VAT
Clerk's Pay Including Expenses, Pension, etc. – June 2020	
BGG (Grass Cutting & Litter Picking May 2020)	441.00
Zoom (July Virtual Meetings)	14.39
MPB (Making 5 signs & Graphics)	125.00
OALC (Chairmanship Training - AS)	36.00
Maylarch (Demolition of Old Building)	42,202.80
Cotswold Seeds (Wildflower Seed)	142.62
Marston Community Gardening (BL Work)	100.00

Signed by the Chairman.

Mrs C. Dibsall (Refund of burial plot fee)	300.00
Total Pest Control (Quarterly Charge)	390.00
TOTAL	£44,161.84
Petty Cash Expenditure:	No Expenditure
INCOME :-	
Highworth Memorials (Drinkwater Memorial)	200.00
SSE (Wayleave Payment)	8.00
TOTAL	£208.00

It was **RESOLVED** to accept these accounts.

- End of Year Accounts: It was **RESOLVED** that the Chairman, Clerk & Responsible Financial Officer sign the Annual Governance and Accountability Return form.

20/07/11 Planning:

Applications considered between meetings: - NONE

Decisions:

20/00386/VAR – 148 Oxford Road – **APPROVED.**

20/00919/FUL – Marston Vicarage, Elsfeld Road – **APPROVED.**

20/00875/FUL – 25 Salford Road – **APPROVED.**

20/01159/VAR – Pond House, 2 Mill Lane – **APPROVED.**

Awaiting Decisions:

18/01549/FUL – 20 Raymund Road

20/01111/FUL – 13 Lewell Avenue

20/01146/FUL – 8 Little Acreage

20/01183/FUL – 2 Horseman Close

20/01102/FUL – 10 Southcroft

Applications to be decided:

20/01295/FUL – 83 Cherwell Drive - Change of use of dwelling house (Use Class C3) to a House of Multiple Occupation (Use Class C4). – **OVERDEVELOPMENT, PARKING.**

20/01376/FUL – 3 Cavendish Drive – Demolition of existing rear extension.

Erection of a single storey rear extension. – **NO OBJECTION.**

Signed by the Chairman.

20/01308/FUL – 46 Mortimer Drive – Erection of single storey side extension to create 1 x 1bed dwelling (Use Class C3). Provision of car parking, bin and cycle storage. – **PARKING ON BEND. ASKED TO BE CALLED IN.**

Update on Previous Jack Russell site: No further movement to date.

CPZ: It was **RESOLVED** the whole of Old Marston Parish should be one CPZ named OLD MARSTON – OM.

If the Parish has to be split:

Old Marston South (Carters estate area) named MIDDLE MARSTON – MM

Old Marston North (the village area) should be called OLD MARSTON – OM

As item 20/07/12 has confidential content Council agreed to exclude the public and media.

20/07/13 Items of an urgent nature which have come to the Clerk's attention since the Agenda was set:

- Pavilion Shutter: The main shutter is beyond economical repair from a safety aspect. It was **RESOLVED** to accept the tender to replace for £1,482.00 plus VAT.
- Pavilion Flooring: there are patches in the kitchen and away changing room that need replacing. Kitchen £125.00. Away Changing Room £1,250. It was **RESOLVED** to accept these tenders.

20/07/14 Information sharing (including correspondence)

Rural Services Network Digest etc,

OALC Training – LM requested to go on Financial Management Course, CV – New Councillors.

LM asked if local residents could use the Boults Lane parking area if they have an event on at home. It was agreed if people contacted the Clerk. This was obviously subject to parking at vehicle owners risk and if any event on at Scout HQ or Pavilion.

MEETING CLOSED: 9:11pm

Signed by the Chairman.