

because the Scouts have never asked for a grant in the past, even though this is not at a time when the PC usually gives grants, the PC will send them £300.00. Proposed by RJ, seconded by PH and all agreed. Clerk to advise the Scouts.

ACTION

OCC – invitation to meeting between city council and parishes on 20th June at 6:00pm. Chairman mentioned a couple of items for the agenda. Clerk to send the list to OCC on 8th June. Any PCllr with agenda item(s) to forward to the Clerk for inclusion. PCllrs CH/RJ will attend.

KS

**KS
ALL
CH/RJ**

PCllr RJ has attended the latest NAG.

NALC has provided a revised first edition of standing orders (OALC clarified change regarding adding, varying or revoking standing orders).

St John's Ambulance has written requesting a grant – refused.

Clerk has written to David Cameron advising of lack of support from local councils regarding Big Society.

OCC sent a survey on noticeboards – completed and returned.

MALC – conference, exhibition and training opportunities.

Oxford Brookes (Lesley Downing) are looking for levels of interest on training on the Localism Bill and Neighbourhood Planning – responded.

County have sent a survey on rights of way – responded.

County have sent an invitation to a workshop on activities for young people on Thursday 9th June at 7:00pm.

County have sent a poster to help cut down on junk mail.

County are consulting on the method of application for concessionary travel.

ORCC Review.

OCC have sent agenda for Standards Committee.

Royal Mail have written to advise the redirection service comes at an end on the 1st July and can not be renewed.

6 Planning

Applications to be decided:-

Bricklayers Arms, 39 Church Lane – conversion and alteration to public house to form 1 x 4 bedroom dwelling. Erection of 5 dwellings (2 x 3 bedroom, 2 x 4 bedroom and 1 x 5 bedroom). Alterations to existing access. Erection of garages and provision of car parking and landscaping. No comment other than pleased to see the site being put to good use. Suggest name it “Bricklayers Close”.

Mallards, 4 Mill Lane – single storey side and rear extension, pitched roof to garage and entrance porch, new windows and rooflights. No comment.

Court Place Barn, 33C Oxford Road – erection of conservatory to front. Addition of 3 rooflights to rear elevation and 2 rooflights to front elevation and window to side elevation. Addition of 2 garage doors. No comment.

Applications considered between meetings:-

None.

Decisions

5 Cromwell Close - approved.

Awaiting Decisions

- 2 Costwold Crescent –
- Colthorn Farm, Oxford Road –
- 19 Lewell Avenue –
- 20 Ashlong Road
- 28 and 28A Oxford Road –

Nik Lyzba spoke to explain the proposed development of the Bricklayers site. Questions were asked about access, which the development hopes to improve slightly (there are limitations due to the geography of the site), and gave assurances as to the construction process making good or improving after any damage caused. The Chairman thanked Mr Lyzba and his colleagues for attending the meeting. It was proposed by the Parish Council and unanimously agreed, that the developers name the proposed new close “Bricklayers Close”.

MRC has chased planning re Mortimer Drive and the work is now taking place. Many thanks to MRC.

PClIr NB spoke regarding the last Development Control Meeting – he advised the PC that NEAC provided an opportunity for the public and PC to be heard and be seen. Under the new system, planning issues will no longer be made public. BH gave details of the next meeting under the new system. Clerk reported that the PC had not been advised.

Planning held another open day to discuss their Barton Area Action Plan on 7th June at Mortimer Hall. A letter of complaint has been sent to the head of planning following their preferred options document, which has made no mention of the issues the PC raised a year ago. No response received. An invitation has been received to a stakeholder meeting on 16th June 10 – 12 in the town hall. The Chairman will attend, other PClIrs may wish to attend with him. MRC/BH offered to convene a meeting between Planning and PC to discuss the issues that have been left out of the consultation. Offer gratefully received. MRC/BH to arrange.

BH/MRC

MRC has chased planning enforcement for 2 Mortimer Drive. 69 Cherwell Drive – currently being demolished.

PH reported that the new bungalow on Mortimer Drive has a step which encroaches onto the highway. Clerk to investigate and report to planning enforcement. There is a rumour through the village that a resident who fell foul of planning regulations has now installed a high fence and is re-building. Clerk to advise planning.

KS

KS

7 **Boults Lane Development Project**

- Chairman to convene special meeting of the Marston Saints and members of the PC. Clerk to ascertain suitable times and dates.
- Clerk has obtained plans for the Barton pavilion and forwarded to Marston Saints.

Email from John Batey regarding fund raising in correspondence file.

8 **Recreation Grounds**

- Kamalara have completed the works at Boults Lane – invoice received.
- Annual invoice has been sent to Marston Saints – payment received.
- OCC have confirmed receipt of our request to cut some trees. As we did not hear from them by 30th May, we can go ahead with the work. PClIr CH reported he has been round with DW – 4 trees at Boults Lane and cutting back the hedge; 1 at Mortimer Hall and trimming back hedge and overhanging branches; 1 on School Lane and one other dead tree. DW has quoted £3,300.00 for the work. Awaiting one other quote. CH advised he is having a difficulty in obtaining another quote, despite contacting several contractors. RJ proposed that if after 14 days of request no quote is received, then DW should be given the work. Furthermore, once the quote is received, the Chairman is authorised to authorise the work with the most competitive quote. Seconded by MC. All agreed.
- PClIr RJ raised the issue of cyclists riding at Mortimer Hall Rec Ground at

CH/KS

the NAG. There is a bye-law forbidding this. PCSOs have attended and do speak to anyone they find cycling there, and RJ reported he has noticed an improvement. However an issue has been raised at the NAG which is regarding signage. There should be a “no cycling” and a “no dogs except guide dogs” sign at each entrance. Clerk to get quotes for 3 of each at Mortimer Hall Rec Ground and 2 at Boults Lane. Proposed by RJ and seconded by CH and agreed unanimously. PCllr RJ also raised the issue of traffic at Rylands.

ACTION

KS

Moles at Boults Lane – TPC advised.

There has been some vandalism at the Mortimer Hall Recreation Ground – a stepping post has been removed. Mr Hook has been contacted to request he installs replacement (Clerk has spares).

KS

RoSPA will be carrying out annual inspection in July.

PCllr CH reported that at the back of Jessop’s/Clay’s Close there is a walkway. This is deteriorating badly, and is becoming a H&S issue. He has quotes to replace – one from Eamon Kelly - £5,800.95 + VAT and one from HP Smyth Construction - £6,180.00 + VAT. CH proposed the PC moves ahead with the work using the most competitive quote. Seconded by PS and all agreed. Work to be ordered.

CH

9 Finance

- Typographical errors in minutes – to be corrected and signed.
- Bank balance as at 24th May 2011 – current account £19,514.57; deposit account £198,465.80.
- Came and Company have written offering to insure us – quote received on 27th May (£1,740.45, so cheaper than AON, but not by an enormous amount), however the cheque to AON had already been sent. Have asked them to quote us for next year.
- Richard James ahs completed his audit and found everything to be satisfactory (see below).
- Clerk’s salary. The Clerk left the room while this item was discussed. The Parish Council unanimously agreed that in these straightened economic times, the Clerk’s salary should be held at the current rate for the next year, although the PC thanked her for her work.

KS

The following accounts to be paid:

		£ incl VAT
Kate Stratford	Memory sticks x 2	43.98
AON Ltd	Insurance for 2011/12	2,052.59
Kate Stratford	Underpayment in April	39.19
Thames Water	Cemetery 7 th Feb – 15 th May	25.23
Kate Stratford	Garden Centre vouchers for GC	50.00
LCR	Subscription renewal	15.50
OALC	New Councillor Course x 3	180.00
Charlie Haynes	Webroot security software	49.95
Kate Stratford	Reimbursement for phone May 2011	41.54
Mrs R Cox	Work in the burial ground May 11	192.00
HMRC	Tax and National Insurance for	0.76

	May 2011		ACTION
Kate Stratford	Heating and electric weeks (Thur 28 th Apr – Weds 1 st June) @ £3 per week	15.00	
Kate Stratford	Salary for May 2011	594.48	
Kamalara Ltd	Work at Boulton's Lane	2,591.40	
Total Pest Control	Quarterly Bill	522.00	
MP Security Installations	Alarm maintenance	78.68	
Richard James	Audit	250.00	
43 rd Marston Scouts	Grant for tents	300.00	

The following income has been received:

		£ incl VAT
Marston Saints	Rent and part payment of alarm	187.39
Reeves	Collins Memorial	200.00
43 rd Scout Group	Rent and backdated rent	15.00
Abingdon Stone and Marble	Humphreys Memorial	200.00

An issue has been highlighted of rental income not being asked for or collected. Clerk has now made requests. 43rd Scouts have paid. The Clerk offers an unreserved apology to the PC for the loss of income.

BDO have sent notification of Audit and paperwork for completion. Clerk going through the process.

Insurance renewal cheque has been sent to AON Ltd.

An issue has arisen with the Clerk's pension. Clerk has an appointment with the County Council to discuss and clarify. The County have requested that the Clerk withholds further payments until that time, although the funds will have to be paid. Mr Richard James was in attendance and explained the audit process and the work he has carried out on behalf of the Parish Council. He distributed notes showing the figures he had audited and his findings. The bank balances look healthy, and the finances are being dealt with responsibly. Richard James was prepared to sign off the audit in order to send to BDO. He offered to be available for questions, but there were none. PCllr CH stated that he was more than happy with the accounts and the audit process – a great improvement on last year, and thanked Richard James very sincerely for his work. He proposed the accounting statements be approved by the Parish Council. Seconded by PCllr MC. All agreed and the accounting statements were unanimously approved.

G&K Ceilings Ltd have written quoting for suspended ceiling at Mortimer Hall - £1,915.75 + VAT. More quotes awaited.

10	Burial Ground	ACTION
	<ul style="list-style-type: none"> • Clerk contacted Tony Hayward and asked him to level off the 4 recently topped up graves. Done, but not levelled off satisfactory. Clerk has requested he comes back to do, but not yet done. Clerk has emailed him asking if there is a problem. • Advised Reeves that memorial for Collins is acceptable. 	
	<p>Request from Mrs S.A. Harper that her parents, Mr and Mrs Willoughby of Mortimer Drive pre-book a plot each. Discussed and agreed to grant this request as on one-off as two plots which had been pre-brought have recently become available again. Clerk to advise.</p>	KS
	<p>Following issue raised by Chairman at the Annual Meeting of the Parish, the chairman proposes that plots are no longer pre-sold at the burial ground. This was discussed and unanimously agreed and so ratified, with the proviso that all requests will be considered.</p>	
	<p>Moles at burial ground – TPC contacted.</p>	
	<p>Memorial request for Eileen Humphreys received from Abingdon Stone and Marble Ltd. Discussed and agreed. Clerk to advise.</p>	KS
	<p>Chairman is proposing to replace the old railings at the burial ground. Two quotes received. One from Eamon Kelly for £18,700.00 + VAT, and Smythe for £20,340.00 + VAT. Proposed request Eamon Kelly to undertake the work.</p>	
	<p>Seconded by NB. All agreed. PCllr CH to advise Eamon.</p>	CH
	<p>Before next meeting, PCllrs PC and CH together with the Clerk will review the current fees and conditions at the burial ground.</p>	PC/CH/ KS
11	Highways	
	<ul style="list-style-type: none"> • Resident Hubert Allen is asking for information about flooding in the late 1960s/early 1970s. Clerk will look in archived minutes when they reopen offices in July. • As per memo sent to PCllrs on 5th May, PCllrs considered the “shopping list” of desired works and urgent repairs. It was agreed that all the items on the list (7 in total) plus a request to improve the walkway at the bottom of Clay’s/Jessop’s Close where the roots are coming up are all sent to the Highways team with a request that all are done. • Clerk has chased Parking Enforcement about infringements at new parking locations, and they have attended. • PCllr RJ raised the issue of unadopted land. This was discussed by Clerk and Highways Team and the Clerk needs to write to an address now provided to make the request that the land is adopted. • Menu of parking choices to be discussed and ratified, as per memo sent to Parish Councillors on 5th May – to be discussed at next meeting, Clerk to resend with the next agenda. 	KS
	<p>Walkabout has taken place between Highways and Clerk.</p>	
	<p>Reported missing bin on Oxford Road to City Works – new one on order.</p>	
	<p>Bus stop markings have been made on Oxford Road.</p>	
	<p>The County Council had reported that they had no plans to trim the top of Back Lane, but then emailed on 24th May saying they will do the work.</p>	
	<p>A litter pick was requested for top of Oxford Road and completed within 12 hours. PC has requested a barrier at bottom of Back Lane. Chairman and Clerk to discuss on site.</p>	CH/KS
	<p>Flyposting has been removed from the parish.</p>	

	PCllr RJ reported that pavements around Cross Farm have been done for the disabled.	ACTION
	PCllrs AT asked if the tree at the end of Salford/Cavendish had been made safe. Clerk reported she had reported it to Shaun Gibson at Parks and sent photos but had not heard anything further. Assumed Parks have taken appropriate action.	
	PCllr AT requested an additional Raymund Road sign be installed by no 5. Clerk to make request.	KS
	PCllr AT reported a street sign had been defaced, but that she had painted out the vandalism. Many thanks to AT.	
	It was reported that pot holes at Mill Lane have been repaired and the sets put back. Many thanks to Highways.	KS
	PCllr PC reported 2 lamp posts in Oxford Road with broken glass. Clerk to report.	KS
	PCllr PC asked what progress had been made with the request to change the name of the bus stop outside the memorial garden to Three Horseshoes. Clerk to chase.	KS
12	North East Area Committee The last meeting has been held.	
13	Parish Council Bulletin Next issue is pending. Relaunch to be discussed at next meeting. Clerk to put on the agenda.	KS
14	Allotments Nothing to report.	
15	Website Many thanks to PCllr Hatfield for his work.	
16	Proposed Closure of Old Marston Library <ul style="list-style-type: none"> • CC has been asked to give a full breakdown of expenses. • A meeting was held on 11th May, but no notes have yet been circulated. The County have launched their consultation. Old Marston will be expected to run with volunteers for 2/3rds of the opening times. Clerk to respond on behalf of the PC objecting to the proposals. Clerk to contact the SOML Group to say they need to take ownership.	KS KS
17	Any Other Business <ul style="list-style-type: none"> • Risk Assessment of Clerk's office – Clerk and PCllr Hatfield to arrange a date for re-inspection and sign-off. The Chairman requested that the Clerk completes holiday forms in future. Two have been submitted for approval. Marston Times failed to print our report in the June edition. PCllrs Jones and Hatfield have appeared in the Oxford Mail. PCllr MC asked MRC if there might be any S106 money for the Bricklayers Development. No as the threshold is too low. PCllr RJ queried the request for the additional noticeboard. As NEAC has been disbanded their funds will have also gone – no further action.	KS/DH
18	Date of Next Meeting Tuesday, 5th July 2011 at Mortimer Hall at 7:30pm	