

Minutes of the Old Marston Parish Council Annual Meeting 8th May 2017 at 7:30pm.

Present:

Parish Council

John Batey (JB) – Chairman

Patricia Hall (PH)

Barrie Lewis (BL)

Nils Bartleet (NB)

Peter Williams (PW)

Anjana Tiwari (AT)

Duncan Hatfield (DH) – Vice-Chairman

Michael Cadd (MC)

Michael O’Keefe(MO)

Peter Cox (PC)

Tony Greenfield (TG)

Tim Cann (Clerk)

City Council

Cllr Mick Haines (MH)

Members of the Public: 4

17/05/01 No Councillors declared any prejudicial interests and no one intended to record the proceedings of the meeting.

17/05/02 Election of Chairman:

ACTION

NB proposed JB. DH seconded. With no further nominations it was RESOLVED JB became Chairman.

17/05/03 Election of Vice-Chairman:

PC proposed DH. MC seconded. With no further nominations it was RESOLVED DH became Vice-Chairman.

17/05/04 Apologies for Absence:

Charlie Haynes – Away on business City Councillor Mary Clarkson – Clash of meetings
County Councillor Mark Lygo – Clash of meetings.

17/05/05 Public, County & City Councillors & Thames Valley Police participation (if any requests received)

a. Public Participation:

Michael Clark spoke about the terrible state of the curbs and road surfacing in Haines Road. He had phoned the Council a few years ago and was told it would be done in 2014. We are now in 2017 and still nothing. MH confirmed that there were a number of roads in that area which were in need of attention and that he was meeting with an Oxford Mail reporter to highlight the situation. TG asked if Raymund Road could be included. The Chairman asked if the Clerk could also write to the County Council to try and get something done.

b. County & City Councillors’ Reports:

City Councillor Mick Haines: Informed the meeting that he believed those Councillors who had voted for a Unitary Council should stand down as there must be a conflict of interest.

c. There were no updates from Thames Valley Police.

17/05/06 Minutes of the meeting held on 3rd April 2017. It was RESOLVED these are a true record.

17/05/07 Matters Arising (omitting those for which an agenda heading follows): None.

Signed by the Chairman.

17/05/08 Planning Applications to be decided:

17/00861/FUL – 76 Cherwell Drive – Demolition of existing garage. Erection of garden room. – NO OBJECTION

17/00761/FUL – 72 Cherwell Drive – Erection of a two storey front and two storey side extension. – OVERDEVELOPMENT: REQUEST FOR IT TO BE CALLED IN

17/00896/FUL – 10 Elsfield Road – Replacement of 2No. windows to south elevation and 1No. window to north elevation & replacement of all windowsills with stone to match original. – NO OBJECTION

17/00987/FUL – 5 Beechey Avenue – Alterations to pitched roof at first floor level to form flat roof. – NO OBJECTION

Applications considered between meetings: None.

Decisions:

16/01905/FUL – Land adjacent 56 Marsh Lane - WITHDRAWN

16/03008/CT3 – Sports Hall Recreation Ground, Court Place Farm, Marsh Lane - APPROVED

16/03116/FUL – Victoria Arms, Mill Lane – APPROVED

16/03108/RES – Jack Russell, 21 Salford Road – APPROVED

17/00003/FUL – 46 Arlington Drive – APPROVED

16/03045/FUL – 20 Salford Road – APPROVED

16/03060/FUL – 62 Cherwell Drive – APPROVED

16/03074/FUL & 16/03075/LBD – 10 Elsfield Road – APPROVED

17/00080/FUL – 44 Mortimer Drive – REFUSED

16/03274/FUL – Colthorn Farm – APPROVED

17/00063/FUL – 1 Mortimer Drive – APPROVED

16/03267/FUL – 15 Arlington Drive – APPROVED

17/00095/FUL – 17 Raymund Road – APPROVED

17/00021/VAR – 38 Oxford Road – APPROVED

17/00125/FUL – 7 Elsfield Road – APPROVED

17/00165/FUL – 19 Arlington Drive – APPROVED

17/00355/FUL – 7 Cavendish Drive - APPROVED

Awaiting Decisions:

17/00679/FUL – Land to rear of 44 Mortimer Drive

17/00720/FUL – 99 Oxford Road

17/05/09 Highways

- a. David Tole has asked again if the Parish Council are willing to contribute any funds to the Oxford Road/Service Road parking scheme. He estimates this will cost approximately £10,000 but has found no funding within the Council to cover this. – NB questioned the Parish Council's legal ability to spend money on highways. The Clerk advised that a Parish Council can spend money on traffic calming. NB stated that this could in no way be classified as calming. JB proposed the Clerk wrote to David Tole and the Head of Highways at the County Council stating the Parish Council are not able to spend money on highway improvement. NB seconded. RESOLVED unanimously.
- b. There have been some complaints about vehicles parking around the Cherwell Drive/School Lane junction around school leaving times. David Tole has advised that bollards could restrict parking but if wanted this would have to be paid for by the Parish Council. I know that PCSO Kerry Yaxley's team and Mick Haines have been on site informing people not to park and advising cyclists about riding

Signed by the Chairman.

on the pavement. PC stated that if the Council agreed to spend money on this it would set a precedent and proposed not spending money on bollards.
RESOLVED unanimously.

17/05/10 Noticeboards: The Clerk advised the meeting that he had removed the noticeboard from outside the Jack Russell Public House in case the building is demolished and it was stored in his shed. He had contacted the Oxford City Council enquiring about the possibility of a freestanding noticeboard on the green oval of land outside the shops in Salford Road. The City Council advised that a freestanding noticeboard would require planning permission and, in their opinion, would probably be refused. JB felt that more noticeboards were needed, possibly on the corner of Elsfeld Road/Oxford Road and on the corner of the Mortimer Drive/Service Road. PW suggested applying to put a noticeboard in Salford Road. JB proposed creating a working party to look into location(s) and report back to Council. TG offered to help. It was RESOLVED to create a working party to look into location(s) of noticeboards.

17/05/11 Recreation Grounds & Cemetery

- a. As TG was still unwell the Clerk confirmed that the weekly safety checks had been done and that no problems had been found. TG advised that he was now able to recommence safety checks commencing 15th May.
- b. Copies of the Play equipment quote were circulated. After some discussion JB proposed the Recreation Committee relook at the quote so that the queries brought up could be answered. PH seconded. RESOLVED unanimously.

17/05/12 Boults Lane Development:

- a. The building is now up. Work on the interior and surrounding ground work is underway and as soon as the Contractor has said that the site is safe all Parish Councillors will be invited to view the building inside and out. JB advised that he had been in the building, mains water has now been connected and some of the security lights on the outside of the building are now working.
- b. Occupational Licence: JB asked for any comments. PW asked if it was a standard licence. JB advised that it was, they had met with MSFC committee and they all seemed happy. PH asked if the Council was responsible for any damage. JB advised that as the building belonged to the Council they were responsible for any damage to the building, however internally was MSFC responsibility. JB proposed using the licence for MSFC with the new pavilion. MC seconded. RESOLVED unanimously.

17/05/13 Finance

- a. Bank balance as at 25/04/2017 –
Current Account £112,063.68 (including £6,057.73 CIL money) Petty Cash £91.50
Business Reserve Account £3,745.54 Newbury Building Society Account £146,961.14

The following accounts to be paid:	£ Incl. VAT
Clerk's Pay Including Expenses, Pension, etc. – May 2017	

Signed by the Chairman.

Andrew Job Plumbing & Heating Ltd (Work on BL pump & pipe etc.)	737.55
ICCM Membership (Inst of Cemetery & Crematorium Management)	90.00
Diane Malley (Payroll Services 2017/18)	81.00
Total Pest Control (MH Quarterly Charge)	177.60
Ai Design Oxford (Additional Drawings for Building Control)	13.85
David Stanley Sales Ltd (Interim payment for new pavilion)	60,000.00
Oxford Spires Electrical (Security Light Boults Lane)	560.00
Aspire (s.137 grant for 5 x Bradlands Bus Service)	150.00
BGG (Litter Picking March 2017)	61.80
BGG (Tree work around the Parish 2016/17)	6,984.00
TOTAL	£70,087.05
Petty Cash Expenditure:-	
Keypit (Spare Cabinet Key)	8.00
TOTAL	£8.00
INCOME:-	
Ms Buckingham (Ashes Internment)	550.00
Oxford City Council (First Half Year Precept)	32,378.57
TOTAL	£32,928.57

It was RESOLVED unanimously to accept payment of accounts.

- b.** JB informed the Council that the Clerk will be giving monthly budget v expenditure reports in future as the timing for quarterly reports made it difficult. The first quarter, covering April, May & June, is not being presented to Council until the September meeting as the Clerk doesn't get the bank statement until mid-July, after the July meeting. The Council does not meet in August so September is the first realistic date.
- PH, Chairman of the Finance Committee, advised that it was agreed that the Clerk would try and get regular payments on Direct Debit as sometimes the Clerk has to personally pay for items, such as the telephone bill as BT only give a 14 day payment window, and then wait for reimbursement from the Council. PW suggested care as some companies, such as BT, are notorious for taking more than they are due.
- c.** Budget v Expenditure: The Clerk went through the overspends for the year:

Signed by the Chairman.

Recreation Ground Events:	£4,795.64 – new footpath in Mortimer Hall Recreation Ground
Admin: Clerk:	£1,247.81 – Additional courses
Misc.:	£15,031.74 – VAT Return error and calendar profits donation
Insurance:	£97.28 – Increasing the cover on the old pavilion as it is a new for old policy
Contracts: Total Pest Control:	£860.40 – Addition of Mortimer Hall Recreation Ground

The Clerk/RFO advised the meeting that, for the Council to be only £1,230.97 overspent after some large unbudgeted spending, was acceptable.

JB went through the expenditure for the new pavilion. The Clerk advised that, although it is included in the figures, the CiL cheque to the Oxford City Council for £6,499.53 had yet to be presented so had not come out of the account. JB felt the VAT returns on pavilion spend should go back to the pavilion budget.

NB proposed accepting the budget v expenditure. PH seconded. RESOLVED unanimously.

17/05/14 Nominations on to Committees & Outside Bodies:

- a. **Planning Committee** – Anji Tiwari, Michael Cadd, John Batey, Barrie Lewis, Tony Greenfield. JB proposed electing these en bloc. RESOLVED unanimously.
- b. **Recreation Grounds & Cemetery Committee** – Tony Greenfield, Peter Cox, Pat Hall, Barrie Lewis, Michael Cadd. JB proposed electing these en bloc. RESOLVED unanimously.
- c. **Pavilion Committee** – Michael Cadd, John Batey, Barrie Lewis, Tony Greenfield, Michael O’Keefe. JB proposed electing these en bloc. RESOLVED unanimously.
- d. **Staffing & Standards Committee** – Peter Williams, Duncan Hatfield, John Batey, Peter Cox, Pat Hall. JB proposed electing these en bloc. RESOLVED unanimously.
- e. **Finance Committee** – Pat Hall, Angie Tiwari, Michael Cadd, Nils Bartleet. JB proposed electing these en bloc. RESOLVED unanimously.
- f. **Mortimer Hall Representative** – DH proposed TG. RESOLVED unanimously.
- g. **OXS RAD Representative** – JB proposed MC. RESOLVED unanimously.
- h. **Parish Forum Representatives (2)** – JB felt that one of these should be the Chairman. DH seconded. RESOLVED unanimously. JB proposed TG. RESOLVED unanimously.
- i. **Public Transport Representative** – NB pointed out that the County Council had pulled out of co-ordinating this but all the representatives had agreed to carry on. PW proposed NB. RESOLVED unanimously.
- j. **Green Belt Representative** – JB proposed PW. RESOLVED unanimously.

17/05/15 Publicity for Victoria Arms Family Day:

	100 copies	150 copies
Quote A	£125	£160
Quote B	£70	£90
Quote C	£82	£117
Quote D	£40	£55

Signed by the Chairman.

Although all had been asked to quote on exactly the same criteria, quote B was the only one to state “folded and stapled”

DH proposed quote B for 150 copies. NB seconded. RESOLVED unanimously.

17/05/16 Business Contingency Plan: JB reported that the document circulated was for general information. For confidentiality a further document which included passwords and safe details would be restricted to the Chairman, Vice-Chairman and the Chairman of the Staffing Committee.

17/05/17 Training for the Clerk: Presentation & Public Speaking Skills one day course. JB advised the meeting that at the Clerk’s appraisal it was suggested that he attend a public speaking skills course. The Clerk has recently received information about a one day course on presentation and public speaking training in London costing £139 + VAT. It was RESOLVED that the Council fund the course for the Clerk to attend.

17/05/18 Website, Facebook & Twitter

DH informed the Council that there are approximately 81 followers on Facebook and Twitter was also very popular. He is also now webmaster for the Bell Ringers site.

17/05/19 Information Sharing (including correspondence)

Rural Services Network Digest etc,

- Clerks & Councils Direct,
- Letter from Fairfax Avenue resident and Clerk’s reply,
- Email from Sarah Stokes informing about new police & crime commissioner’s new 5 year police & crime plan,
- Email between the Clerk & Oxford City Council concerning a parking sign dumped in Elsfield Road ditch,
- PH asked when we would be buying any defibrillators. The Clerk advised that the Council had decided to put on hold any buying until the vandalism situation had improved.

17/05/20 Items of an urgent nature which have come to the Clerk’s attention since the agenda was set:

- **Feedback from PW on Green Belt meeting:** PW advised that Wicks Farm was owned by a Mr Aubrey Fletcher and he was willing to sell the land with the provision that some homes would be for staff at the John Radcliffe Hospital. South Oxfordshire District Council had produced their Local Plan and the Lower Elsfield site had been removed as unsuitable, concentrating more on Culham and Berinsfield. However, caution was needed as it was believed that the Lower Elsfield site could be reconsidered and added in the future. The concerns are that the desire to use the green belt for development, although expressed for “affordable housing” would still be out of the price range for local people. There seems a desire for more housing but little thought of current infrastructure such as already congested roads etc. PH stated that North Oxford Golf Course is rumoured to be looked at for housing. NB stated that there is no consideration to the environmental impact or pollution and it all just seems for financial gain.

All members of public and media left the room. 21:25

17/05/21 Confidential Item(s) This is detailed in the attached document.

Date of Next Meeting: Monday 5th June 2017 in the Main Hall of the Mortimer Hall at 7:30pm
CLOSED: 21:35

Signed by the Chairman.