

Minutes of the Old Marston Parish Council Annual Meeting held on the 15th May 2023 at the Mortimer Hall from 7:00pm.

CONFIRMED

Present:

Parish Council:

Duncan Hatfield (DH) – Chairman	Pat Hall (Vice-Chair)
Charlotte Vinnicombe (CV)	Mary James (MJ)
Peter Williams (PW)	Louise Milford (LM)
Skye Denno (SD)	Alistair Morris (AM)
Louise Upton (LU)	Charlie Haynes (CH)
Tim Cann (Clerk)	

Members of Public: 4

23/05/01 Election of Chairman & Declaration of Office:

LU Nominated DH AM Seconded: **RESOLVED** DH elected as Chairman.

23/05/02 Election of Vice-Chair & Declaration of Office:

MJ nominated PH LM Seconded: **RESOLVED** PH elected as Vice-Chair.

23/05/03 Acceptance of Office from Councillors by signing Declaration:

This was signed by all councillors and witnessed by the Clerk.

23/05/04 Intention to record the proceedings of the meeting: NONE.

23/05/05 Apologies for Absence: Parish Councillors Peter Cox – Vacation, Mick Bates – Domestic Duties, City Councillor Mary Clarkson – Vacation.

23/05/06 Website and social media: DH advised that the council were using Facebook and Twitter and asked if anyone had any updates to let him know.

23/05/07 Public, County & City Councillors & Thames Valley Police participation (if any requests received)

a. **Thames Valley Police:** No Report received.

b. County & City Councillor Reports:

AM reported that the city council had not had any meetings since the last parish council met. He informed the council that travellers had got onto the Oxford City Council-owned Croft Road Recreation Ground and the issue is being dealt with. He had received multiple complaints about parking along the Marston Road.

c. **Public:** NONE.

23/05/08 Minutes of the Parish Council Meeting held on 3rd April 2023.

It was **RESOLVED** these are a true record.

23/05/09 Matters Arising (omitting those for which an Agenda heading follows):

- Love Marston, Love Life: CV, DH, MJ, PH, LM & SD will be around at various times of the day to manage the stall. It was **RESOLVED** that CV and SD will organise promotional material.

23/05/10 Operational Checks:

- The Clerk reported that the weekly checks on the defibrillator had been carried out. All working correctly.
- The Clerk reported that the weekly checks on the play equipment had been carried out. The new 'NO DOGS' sign for both Boult's Lane and Mortimer Hall Recreation Grounds, had been installed. The Clerk also reported that the new part for the Boult's Lane play equipment had arrived so will also be installed as soon possible.

23/05/11 Planning:

Applications considered between meetings: NONE.

Decisions:

23/00092/FUL – 20 Raymond Road – REFUSED

Awaiting Decisions:

20/02457/DEL – Willow Barn, Oxford Road

21/03294/FUL – 56 Marsh Lane

22/00960/FUL – 21 Haynes Road

22/01801/FUL – 10 Nicholas Avenue

22/02983/FUL – 4 Haynes Road

22/02984/FUL – 142 Oxford Road

22/03014/FUL – 3 Ewin Close

23/00087/FUL – 86 Arlington Drive

23/00144/FUL – 73 Cherwell Drive

22/03049/FUL – Land North of Bayswater Brook

23/00549/FUL – 60 Cherwell Drive

23/00607/FUL – Court Place Farm Pavilion, Marsh Lane.

Applications to be decided:

- **23/00701/FUL – 6 Harlow Way** – Replacement of Existing Front Porch. – **NO OBJECTION.**
- **LU declared an interest in the next application and left the room.**
- **23/00607/FUL – Court Place Farm Pavilion, Marsh Lane** – Change of use of former sports pavilion changing rooms (Use Class F2(c)) to a mixed-use place of worship (Use Class F1(f)) and a community centre (Use Class F2 (b)). Insertion of new windows and doors. Provision of car parking, electric vehicle charging point, bin and bicycle storage. Alterations to landscaping. (Amended description). – **NO OBJECTION.**
- **LU returned.**

- **23/00795/FUL – 31 Beechey Avenue** – Demolition of existing porch. Erection of a single storey rear extension and porch extension to front elevation. Installation of insulation to existing rear extension and alterations to roof height to account for insulation. Insertion of 1no. roof light to rear elevation. – **NO OBJECTIONS.**
- **23/00956/FUL – 45 Arlington Drive** – Demolition of existing single storey rear extension. Erection of a single storey rear extension. Formation of 1no. rear dormer in association with a loft conversion. Insertion of 2no. rooflights to front elevation. (Retrospective) – **NO OBJECTION.**
- **Update on Land West of Mill Lane and Hill View Farm:** No further information received.
- **Update on Land North of Bayswater Brook** – PW advised again he had received no response from County Councillor Mark Lygo.

23/05/12 Finance: Bank balance as at 01/05/2023 –

Unity Trust Bank Account £39,011.94 (including CiL Money £27,272.56)

Newbury Building Society A/c £82,636.07

Skipton Building Society A/c £10,036.09

Petty Cash £100.70

The following accounts to be paid:	£ (Incl. VAT)
Clerk's Pay Including Expenses, Pension, etc. – April 2023	
PCC of St Nicholas Church (Towards Cycle Racks)	500.00
PCC of St Nicholas Church (Towards Earth Day)	300.00
Red Lion (s.137 Coronation Grant)	435.50
Playdale (Boults Lane Play Equipment Part)	44.05
Staples (Stationery)	186.33
Oxford City Council (Half-Year Cemetery Business Rates)	104.58
Oxford Direct Services (Cemetery General Waste Bin)	28.98
Oxfordshire Play Association (s.137 Activity Day)	500.00
DM Payroll Services Ltd (Annual Payroll Contract)	120.00
GDT Fire Alarm Ltd (Annual Service)	75.60
TOTAL	£5,044.42
Petty Cash Expenditure:	(NO EXPENDITURE)
INCOME:	
Oxford City Council (First Half-Year Precept)	35,484.50
TOTAL	£35,484.50

- It was **RESOLVED** to accept these accounts.
- Transferring Money into Reserves:** It was **RESOLVED** not to transfer any funds into a reserve account until full implications on Boults Lane Project decided.

23/05/13 Appointment of members onto existing Committees:

- Planning Committee** - Cllr. P. Williams, Cllr. M. James, Cllr. P. Hall, Cllr. M. Bates, Cllr C. Vinnicombe.
- Finance Committee** - Cllr. P. Hall (Chairman), Cllr. M. James, Cllr. P. Cox, Cllr. L. Milford, Cllr. C. Haynes.

- c. **Staffing & Standards Committee** – Cllr. P. Williams (Chairman), Cllr. D. Hatfield, Cllr. P. Cox, Cllr. P. Hall.
- d. **Recreation Grounds, Cemetery, Allotments & Pavilion Committee** – Cllr. P. Cox (Chairman), Cllr. P. Hall, Cllr. A. Morris, Cllr. M. Bates, Cllr. C. Haynes.
- e. **Environment Committee**: Cllr. A. Morris, Cllr. M. James, Cllr. L. Milford, Cllr. C. Vinnicombe, Cllr. S. Denno, Cllr. L. Upton.

23/05/14 Appointment of Any New Committees:

It was **RESOLVED** no new committees necessary.

23/05/15 Review of representation on, or work with, external bodies:

- a. Mortimer Hall: Cllr. D. Hatfield
- b. OXS RAD: Cllr. L. Upton
- c. Public Transport: Cllr. M. James
- d. Green Belt: Cllr. P. Williams; Deputy: Cllr. M. James
- e. Parish Forum – Cllr. C. Vinnicombe.

23/05/16 Review of delegation arrangement to the Clerk:

- CV proposed. SD seconded. It was **RESOLVED** to accept the delegated arrangement.

23/05/17 Review of the terms of reference for committees:

- AM Proposed. PH Seconded. It was **RESOLVED** to accept the Terms of Reference with the change of committees meeting three times per year.

23/05/18 Review of the Council's and/or staff subscriptions to other bodies:

- Oxfordshire Association of Local Councils (OALC)
- Society of Local Council Clerks (SLCC)
- Oxfordshire Green Belt Network
- Institute of Cemetery & Crematorium Management (ICCM)
- CommunityFirst Oxfordshire
- ParishOnline
- It was **RESOLVED** to continue these and join Wild Oxfordshire at £35 per year.

23/05/19 Policies:

- It was **RESOLVED** to adopt all policies.

23/05/20 Calendar of Meetings for 2023/2024:

It was **RESOLVED** to accept the calendar of meetings.

23/05/21 General Powers of Competence:

The council **RESOLVED** that, as it meets the criteria for eligibility relating to the electoral mandate and relevant training of the Clerk, it adopts the General Powers of Competence.

23/05/22 Pavilion, Recreation Grounds, Allotments & Cemetery:

- a. Memorial request for Angela Smith: It was **RESOLVED** to accept this request.

- b. Memorial Request for Annie & Brian Haynes: It was **RESOLVED** to accept this request.
- c. Memorial Request for Julia Taylor: It was **RESOLVED** to accept this request.
- d. Mr Wiggins has asked for a refund on his pre-purchased burial plot: It was **RESOLVED** to accept this request.
- e. Mrs Savage has asked for a refund on her pre-purchased burial plot: It was **RESOLVED** to accept this request.
- f. Request for Marston Road resident to be buried in the Elsfield Road Cemetery: It was **RESOLVED** to accept this request with the double fee ruling applying.
- g. Tender for Double Yellow Lines to area top of Boult's Lane adjacent to entrance into car park. It was **RESOLVED** to accept the tender for £695.00 plus VAT.
- h. Tender to take up and renew flooring adjacent to officials' room, approximately £1,800.00. This is a provisional amount; the contractor will know more about what is needed to be done once the flooring has been lifted. Once this has been done a further quote will be given for the full work necessary. It was **RESOLVED** to accept the provisional £1,800 tender. It was also **RESOLVED** the Clerk to tender for a structural engineer to do a survey as to future long-term work needed.
- i. Tender to re-surface Boult's Lane car park: It was **RESOLVED** the Clerk send out further tender requests to get other quotes.

23/05/23 Local Council Award Scheme:

It was **RESOLVED** that all the documentation is in place and the application for Quality Level proceeds.

23/05/24 Clerk's Report:

The Clerk asked if there were any questions on the report which was sent out with the agenda. This will be a regular item on the agenda to update councillors on progress and/or positions.

23/05/25 Community Needs Survey:

It was **RESOLVED** to extend the closing date to the 31st July 2023 and to accept the tender for £320 for 1,500 A5 copies.

23/05/26 Plus anything of an urgent nature which has come to the Clerk's attention since the agenda was set:

- The Clerk advised that City Councillor Alex Hollingsworth has offered to come to either a separate meeting or part of a parish council meeting to discuss planning concerns raised by the parish council. It was **RESOLVED** to accept his offer and invite him to either the June or July meeting, whichever he can attend.

- The Clerk reminded the council that the city council had asked for a preferred date for planning training for parish councillors. The Clerk to resend email with dates.

23/05/27 Information Sharing:

- OALC Newsletter: Already sent.
- Correspondence.
- Rural Services Network Digest.

23/05/28 Date of next meeting:

- Monday 5th June 2023 at 7pm in the Mortimer Hall.

MEETING CLOSED: 8:47pm

Signed: Chairman

Date:

Please note: Minutes become CONFIRMED following resolution at the following Full Council Meeting.