

Minutes of Old Marston Parish Council Meeting 2nd November 2010

Present:-

Charlie Haynes, Chairman (CH)
 Duncan Hatfield, Vice-Chairman (DH)
 Peter Cox (PC)
 Michael Cadd (MC)
 Roy Jones (RJ)
 Wally Cox (WC)
 Gill Cox (GC)
 Barrie Lewis (BL)
 Angie Tiwari (AT)
 Patricia Hall (PH)
 Peter Sarac (PS)

Kate Stratford, Clerk (KS)
 Councillor Beverly Hazell (BH)
 Councillor Altaf-Khan

1	Requests from Members of the Public to Speak None.	ACTION
2	Apologies for Absence Cllr. Mary Clarkson.	
3	Minutes of Last Meeting The minutes in October should have contained a resolution that the Annual Return has been approved and accepted by Parish Council. This is required now, see finance. The agenda for October incorrectly stated that the Handley deposit cheque was paid into the PC account. This did not appear on the October minutes, as it was not paid in until after the meeting. See under finance. The minutes of the last meeting were accepted as a true and correct record with no additions or corrections.	
4	Matters Arising from Minutes Omitting Those For Which an Agenda Heading Follows: PCllrs Patricia Hall and Peter Sarac have returned the Declaration of Office forms.	
5	Correspondence (Letters/Emails) See Appendix A <ul style="list-style-type: none"> • Meeting between OCC and Parishes – Items for agenda sent to OCC. OCC has sent through the Agenda for this meeting, which will take place on 4th November at 6:00pm. CH and RJ will attend with the Clerk. NALC – free learning seminar. Gillian Reese – queries about plaque have been forwarded to WC for consideration by Mortimer Hall Management Committee. See under ‘planning’. Local Government Boundary Commission for England has invited PC to consultation on boundary review. CH will try to attend. Gordon Glass – energy saving article for website – forwarded to DH. Oxfordshire Playing Fields Association – invitation to AGM on 30 th November. Oxfordshire Social Care – invitation to public information day. OCVA – invitation to HR conference on 19 th November. OALC – Local Councils and Charitable Trusts training on 9 th November. OCC Planning – invitation to Introduction to Oxford Heritage Plan. OCSA – invitation to forum.	<p>CH/RJ/ KS</p> <p>CH</p>

OCC have requested putting information in our newsletter in November.
 Forwarded to Jan Sanders and Cllr Hatfield.
 OCC Leisure – invitation to official opening of the leisure facilities on 12th November at 10:00am at Barton Leisure Centre.
 OCC has asked us to promote their Planning Consultations. Forwarded to Jan Sanders and Cllr Hatfield.
 OCC – date of next NAG meeting. Forwarded to Cllr Jones.
 Invitation to Oxford Green Belt Network AGM on 12th November at 7:30pm.
 Invitation to OALC Winter General Meeting on 22nd November.
 OCC have invited the PC to participate in a consultation on Jericho Conservation Area, it is obviously outside our area, but may impact on our work.
 Invitation to consult on concessionary bus fares scheme.
 Oxford Mail reporter has written to introduce herself.
 County have written to advise of a review of subsidised bus services.
 OCVA – invitation to conference on 25th November 2010.
 OCC Planning invitation to Planning Policy Consultation.
 OCC – details on additional licensing of HMOs.
 OCC Planning – invitation to Development Management User Group on 9th November at 9:45 am.
 SLCC – invitation to meeting on 17th November 2010 at 10:00am.

6 Planning

- 5 Barns Hay – sent no comment.
- 18 Cavendish Drive – sent comment that the parking proposal was setting a bad precedent, but no objection to the proposal.
- 49 Elms Drive – sent no comment.
- Proposed clock – Mortimer Hall are arranging for the electrical work to be carried out in advance of the installation. Date of installation arranged for 27th October. The Clock has now been installed. PC to note email from G.Busfield regarding unveiling. PC considered the proposed plaque. Unanimously agreed looks good. RJ approved, PS seconded, all agreed. PC would like to be there for the unveiling, put a note in Marston Times.

KS

Applications considered between meetings:-

None.

Applications to be decided:-

17 Beechey Avenue – erection of front porch – no comment.

1 Broughton Close – demolition of existing garage and erection of two-storey side extension to create one bedroom house – objection on grounds of overdevelopment of site, loss of privacy for adjacent properties and inadequate parking.

10 White Hart, Oxford Road – erection of single storey rear extension – no comment.

Decisions

30 Arlington Drive – Approved.

The Friar – Refused. MRC reported that Tesco are appealing to the highest possible authority.

32 Ashlong Road – going to NEAC with a recommendation for approval. BH reported this has been refused.

5 Barns Hay – Approved.

18 Cavendish Drive – Approved.

Planning would like to meet PC on site following the meeting with OCC and Parishes – date arranged for 17th November at 11:00am.

**ACTION
CH/KS**

Both the visitors to last meeting have sent their handouts electronically to the Clerk. Robert Lloyd-Sweet, Conservation Officer will meet with CH/RJ and the Clerk on 9th November at 11:00am.

**CH/RJ/
KS**

Planning have supplied information on when it is necessary to apply for planning permission to construct a wall (Horseman Close).

7 Boults Lane Development Project

- The Public Works Loans Board form has been sent to OALC for their comment. Update on sports pavilion – Intending to hold a public meeting on 23rd November 2010 at 7:30pm. The meeting is to inform parish of our plans. Inform parishioners via leaflets and Oxford Mail – KS to produce flyers. Speak to Joshua Horgan, will need 15,000 and also display in shops, etc. Also suggested parentmail so parents of the school will be informed. DH to display on website. Agreed flyers will be on red paper with black writing. Proposed by MC and seconded by DH, all agreed. Send draft to all councillors on email for their approval. Deadline Friday. CH will speak to Marston Saints.

Agenda: Informing Parish what the PC's plans are for the new pavilion at Boults Lane. CH confirmed that the Parish Council has said that it would put £75,000.00 towards the project and will try and obtain a mortgage of £200,000.00. All dependent on Marston Saints achieving the remainder of the money via grants.

The following statement: "The Parish Council is in agreement that the current Pavilion requires replacement. The Parish council is minded to invest £75,000.00 and obtain a loan/mortgage for £200,000.00, subject to successful raising of grants funds for the remainder of the cost and following consultation at a public meeting of the parish" was agreed. Proposed by RJ, seconded by MC. All voted in favour except AT who voted against.

8 Recreation Grounds

- Tree Survey – on hold until Spring.
- Stephen Gainsford have quoted £200.00 to cut Mortimer Hall hedge. Have asked DW to quote. He has quoted £200.00 and was authorised to carry out the work, which has been completed.

CH reported there has been a problem with the lock on the gate which has been broken. Originally, CH was quoted £900.00 for the work, but with thanks to Ken Sheehan of Horseman Close, the final cost was £39.00. Clerk to write and thank him.

KS

CH reported on progress for the dog show. The church was reluctant to tie-in with a village event. They will arrange parking (will use the field adj Horseman Close) and have given assurances all will be left clean and tidy when they leave. They would like to hold the event on 2nd July. Agreed they can hold the event FoC – proposed by PC, seconded by PH, all agreed.

GC will step down from FoOMPA committee – another Councillor will need to take her place on the committee. The FoOMPA AGM is due imminently (thought to be 11th November) and the Open Day was held during half term. PCllr Jones was in attendance.

CH stated that all committee memberships will be reviewed at the December meeting.

- Clerk continuing to survey who uses Rec Grounds.
- Paperwork completed and with bank to allow DH to become signatory – this has finally been approved.
- VAT return has been sent off. HMRC are minded not to pay the VAT for the toilet refurbishment at Mortimer Hall - £1690.00, and have sent a payment for the reclaim less this sum. WC has produced the evidence, so Clerk to contact HMRC to see if they will reconsider.
- Typographical errors in minutes – to be corrected and signed.
- Bank balance as at 19th October 2010 – current account £24,704.38; deposit account £173,422.85.

KS**KS**

The following accounts to be paid:

		£ incl VAT
Mrs R Cox	Disposal of Handley flowers	25.00
Kate Stratford	Stamps	9.84
Playground Services	Replacement Bridge Slats	52.88
Mr Charlie Haynes	Computer lead	25.65
Kate Stratford	Reimbursement for phone October 2010	30.16
HMRC	Tax and National Insurance for October 2010	39.20
Oxfordshire County Council	Pension for Clerk October 2010	93.33
Kate Stratford	Salary for October 2010	555.29
Kate Stratford	Heating and electric weeks 29 - 31 (Thur 7 th Oct– Weds 27 th Oct) @ £3 per week	9.00
Mrs R Cox	Work in cemetery in October (24 hours at £8.00 per hour)	192.00
Mr D Ward	Work in Parish in 2010	£2,200.00
Mr Charlie Haynes	Petrol – 64 miles at 0.65pence per mile	41.60
Keypit Security	Keys	39.00

The following income has been received:

		£ incl VAT
Martin Handley	Deposit for burial	50.00 Returned by bank.
OMMLAA	Rental	5.00
HMRC	VAT reclaim	11,844.78
Reeves Memorials	Memorial for Nicholls	200.00

Greens	Burial for Gertrude Austin	550.00	ACTION
Highworth Memorials	Memorial for Handley – 2 nd inscription.	100.00	

BDO have completed the Audit, Parish Councillors to note report. PC proposed to accept the BDO Audit. Proposed by CH, seconded by WC, all agreed - ratified. Letters inviting grant applications for consideration by PC at November meeting have been sent to local groups who received a grant last year. GC declared an interest in Mortimer Hall, Mortimer Hall Pre School, and OXSRAD. WC declared an interest in Mortimer Hall. RJ declared an interest in Marston Times, St Nicholas Bellringers and FoOMPA and CH declared an interest in Mortimer Hall and OXSRAD. Grant forms have been received from Marston Times, OXSRAD, St Nicholas Gardening Club, Old Marston Over 50s Club, FoOMPA, St Nicholas Society of Bellringers, FOSNS, Mortimer Hall Pre-school, St John's Ambulance, Marston Wives, and Mr Wally Cox on behalf of Mortimer Hall. See attached sheet. All grant applications were considered, and ALL were accepted, although a number of applications did not include a copy of their accounts. Clerk to write to those who did not include and ask for these by next meeting as the grant will not be given without these being shown – proposed by MC, seconded by BL, all agreed. Cheques will be drawn at the December meeting.

KS

The Handley cheque was returned by the bank. Wrote to Mr Handley requesting a replacement. See under “burial ground”.

Richard James has asked whether the PC would like him to do an interim audit. The PC would like a half-year audit to take place. Clerk to organise.

KS

£500.00 is owed to DW once the seeding at the burial ground has been completed in the spring.

CH/KS will meet with OCC Finance to discuss precept. WC will also attend. Date being arranged for end of November.

**CH/WC/
KS**

10 Burial Ground

- Martin Handley cheque has been cashed in line with new terms and conditions, a letter was sent to Mr Handley to advise.
- Nicholls memorial installed 12th October 2010-11-04
- Wrote to LeRoy Garner returning £100.00.

PC confirmed no error was made by the Clerk regarding cost of Nicholls memorial. Alan Collins of Jessop's Close has written requesting a burial plot for his father – PC discussed and agreed he may be interred in plot F4. Proposed by WC and seconded by PH. All agreed. Clerk to write to family confirming.

KS

Gertrude Amelia Austin was interred on Monday 25th October in pre-booked plot F3 (in the old section of the burial ground).

Parish Council heard correspondence from Handley family and discussed. Agreed the deposit was required to be paid in line with the terms and conditions of the burial ground. Proposed by DH, seconded by PC and agreed unanimously. Clerk to advise Handley family and also contact bank and confirm whether a cost was incurred when the cheque was returned.

KS

A memorial inscription for Mrs Handley has been sent for PC approval. PC approved the inscription, subject to the deposit cheque's receipt and clearance.

Request received for a memorial to John Brown. Clerk to contact Reeves and ask for a better picture, which will show proposal more clearly than the provided sketch.

KS

11	Highways	ACTION
	<ul style="list-style-type: none"> • County have begun marking out the parking limitations, but work did not start until 1st November and is not yet completed. • “Welcome to Old Marston” signs have been erected. • Tour was held with OCC and PC. Cllrs Lewis and Jones in attendance. <p>Flyposting has been removed from Parish. Following meeting, county will consult residents on installing bus stop markings in Old Marston Village. Flytipping on Elsfield Road has been reported for removal. CW cleared same day and also cut back on a hedge that was reported to them by the PC after the homeowner did not respond to our letter. RJ reported street lights at the top of Elsfield Road by Cross Farm and Church Lane are not all working consistently and the area is very dark. Clerk to report. BL reported that gullies are blocked on the slip road and also that by the Jack Russell a new drain is required. Clerk to report. PH requested a litter bin be installed at the top of Horseman Close. Clerk to write to CW and request.</p>	<p>KS KS KS</p>
12	North East Area Committee	
	<ul style="list-style-type: none"> • Request for a dog bin – waiting to hear from NEAC. <p>No attendance by PC.</p>	
13	Parish Council Bulletin	
	Next issue planned for the Autumn, but may not be until late autumn/early winter.	
14	Allotments	
	£5.00 rent received. Receipt provided.	
15	Website	
	<p>Still very popular. CH complimented current colour scheme. DH reported there are items to be uploaded. DH requested two new councillors provide a biography for inclusion on the website.</p>	DH
16	Any Other Business	
	<ul style="list-style-type: none"> • Document storage – completed. • Risk Assessment of Clerk’s office – carried out but awaiting report. • Mr Jones offering map of parish – this is continuing. • DH continuing to organise fun day. This is reported under “Recreation Ground”. 	DH DH
17	Date of Next Meeting	
	Tuesday 7 th December 2010 at Mortimer Hall at 7:30pm, and afterwards at the Red Lion – all welcome.	