

# Minutes of Old Marston Parish Council Meeting 1<sup>st</sup> November 2011

## Present:-

Charlie Haynes, Chairman (CH)  
Duncan Hatfield, Vice-Chairman (DH)  
Peter Cox (PC)  
Roy Jones (RJ)  
Barrie Lewis (BL)  
Patricia Hall (PH)  
Angie Tiwari (AT)  
Michael Cadd (MC)  
Peter Sarac (PS)  
Nils Bartleet (NB)  
Michael O'Keefe (MOK)

Kate Stratford, Clerk (KS)  
Councillor Altaf-Khan

<b>1</b>	<b>Requests from Members of the Public to Speak</b> Alison Bailey, Mark Jaggard, Craig Rossington to speak on the proposed extension at Barton.	<b>ACTION</b>
<b>2</b>	<b>Apologies for Absence</b> Councillor Mary Clarkson, PCllr Peter Williams. The Chairman requested that Councillors declare any personal or prejudicial interests at any point on the agenda.	
<b>3</b>	<b>Minutes of Last Meeting</b> The minutes of the last meeting were accepted as a true and correct record with no additions but one correction – item 10: The volunteer prevented the lady from flytipping in the burial ground on this occasion, although she did witness her flytipping on Elsfield Road and did find her address from a previous flytip with her address. With this correction, the Chairman was authorised by the PC to sign the minutes.	
<b>4</b>	<b>Matters Arising from Minutes Omitting Those For Which an Agenda Heading Follows:</b> The Clerk has written to the new solicitor inviting him to a meeting in order for him to meet the Parish Councillors.	
<b>5</b>	<b>Correspondence (Letters/Emails)</b> <ul style="list-style-type: none"><li>• PCllrs PS, PH and BL attended New Councillor course – feedback was that the course was useful, but not very much that the Chairman or the Clerk could not have explained. The speaker was eloquent. The Clerk to prepare a list of acronyms, which would be helpful.</li><li>• OGBN had provided a useful breakdown of the changes to planning laws – the clerk has responded to the government's consultation on behalf of the PC.</li><li>• Clerk has forwarded 'Playout Out In Oxford' to FoOMPA.</li><li>• Clerk sent Cllr BH congratulations on the birth of her baby on behalf of the PC.</li></ul> ORCC have requested Chairman's contact details – provided. The Pagentmaster is offering the PC the opportunity to participate in a national beacon lighting celebration of the Queen's Diamond Jubilee next year. Discussed. The meeting generally agreed that they would like the PC to take part. It will need to be agreed who will organise this, where it will be held, etc. The Chairman	<b>KS</b>

requested this is put on the agenda for the next meeting and Parish Councillors attend with thoughts of how to progress this.	<b>ACTION</b>
Helen and Douglas house invitation to Light Up A Life concert on 19 <sup>th</sup> November.	<b>ALL</b>
Letter sent to the resident who complained about a newly installed fence at 5 Boults Lane	
PCllr PW has returned his Register of Members Interests form to the Clerk. PCllr MOK returned his form at the meeting – clerk to send to OCC.	<b>KS</b>
ORCC has sent annual review.	
Oxfordshire Repatriation Memorial Bell Appeal has written asking for a grant – not approved.	
The next meeting between OCC and Parishes to be held on 5 <sup>th</sup> December. PCllr RJ will attend. Anyone wishing to have an item on the agenda to contact the Clerk.	<b>RJ</b>
OALC – update for members – PCllrs to note.	<b>ALL</b>
OGBN – notice of AGM on 4 <sup>th</sup> November.	
Ox Playing Fields Association – newsletter.	
Altaf has applied for funds to benefit the parish and will arrive before the close of the meeting to report back on how successful the parish has been.	

## 6 Planning

### Applications to be decided:-

Land Outside Pond House, 2 Mill Lane – application to determine whether prior approval is needed for the siting and appearance of replacement telecommunications cabinet. Comment would prefer this is not moved.

69 Cherwell Drive – proposed conversion of existing garage into 1 bedroom two storey pitched roof dwelling – no comment.

Land outside 46 Oxford Road – application to determine whether prior approval is required for siting and appearance of BT telecommunications equipment cabinet – no comment.

### Applications considered between meetings:-

None

### Decisions

32 Ashlong Road – granted

9 Haynes Road – granted

85 Oxford Road – granted

### Awaiting Decisions

- 2 Mortimer Drive
- Colthorn Farm, Oxford Road
- 19 Lewell Avenue
- Bricklayers Arms, 39 Church Lane
- St Nicholas school
- 5 Boults Lane
- Mallards, 4 Mill Lane
- 49 Church Lane
- 65 Oxford Road
- Bricklayers -

1A Mortimer Drive – Clerk has written to Planning Enforcement regarding the precedent. No response yet received. Clerk is chasing.

**KS**

<p>The clerk has contacted all the relevant groups regarding Emergency Operations Centre. Oxsrad and the Scouts have responded confirming their buildings can be used. Waiting for confirmation from St Nicholas School and Mortimer Hall. Have had no response at all from Marston Saints. Continue to chase.</p> <p>Representatives from Planning in attendance to discuss the proposed extension to the land at Barton and the impact of this on the parish. Alison Bailey, Mark Jaggard (from the City Council) and Craig Rossington (from the County Council). The Chairman thanked them for coming to the meeting.</p> <p>AB explained that back in the summer a consultation was carried out on the Barton Area Action Plan preferred options. The consultation got a good response, which is shortly to be published (will ensure PC is advised so they can access the information). There is some technical work to do, including testing of transport in wider area. The timetable is the report will go to OCC Full Council on 19<sup>th</sup> December 11. This will not be a final document, but will be a firmer set of proposals. Final plan will hopefully be adopted at the end of 2012. Further consultation will take place after the report has been to Council, probably in January/February 2012.</p> <p>PCllr NB expressed concern that there has been no environmental impact assessment prior to the plans – it should have taken place before proposals were made.</p> <p>MJ replied that environmental impacts were taken into account at all stages. Consultants are currently carrying out technical work on the impacts in surrounding areas, and this will be passed on. Lots of studies are being carried out, including flooding, transport, etc. These will inform the next stage.</p> <p>PCllr NB spoke technically regarding the issue of the link between M40 and A40. PCllr AT asked why the council was continuing when people had fed back to the consultation that they were unhappy with the proposals. MJ acknowledged that some concerns were raised about exactly how the development should be delivered, but overall support for delivery of housing was strong. KS noted that Old Marston did not appear in the recent consultation document, despite legitimate concerns on the impact of the development within the parish. AB acknowledged that Old Marston wasn't mentioned in the last consultation document, but was included in the impact assessment, along with other surrounding areas, such as Northway and Old Headington.</p> <p>CR spoke regarding the County's role. Confirmed county is not promoting the site, but is more of a critical friend. County is aware of the highways issue, and aware it is already strained. Consultants firm WSP is building a transport model and Marsh Lane and the village are included within that model.</p> <p>PCllr PH commented that the area, including Cherwell Drive and Headly Way are already gridlocked.</p> <p>CR acknowledged and said the model puts in different scenarios and also take the future into account. Where the model shows a negative impact will make suggestions. MJ confirmed that the consultation would not go ahead until the technical work was satisfactorily completed. This may delay the consultation.</p> <p>PCllr PC asked what scenarios were being modelled/suggested. CR stated crossings, frequency of buses and routes, etc.</p> <p>PCllr PH commented that as the proposed development links up with Barton, it is potentially all of Barton that will be rat running through the parish. MJ stated that as the landowner OCC would not wash its hands of the development. Key is delivering an integrated part of Oxford. What is wanted is a successful development, where people want to buy and rent the properties. If the development</p>	<p><b>ACTION</b></p> <p><b>KS</b></p>
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	<p>does not work, houses will not sell.</p> <p>PCllr PH queried whether there could be a new entrance via the JR. CR responded it has been looked at, but is too expensive and there are some difficult issues, such as private land ownership. The Chairman queried whether it would ever be decided there was too much pressure on the village, and stated he would be very interested in seeing the result of the traffic modelling. CR agreed to let the PC see the result.</p> <p>There being no further questions the Chairman thanked the officers for attending and they left the meeting.</p>	<b>ACTION</b>
<b>7</b>	<p><b>Boults Lane Development Project</b></p> <ul style="list-style-type: none"> <li>Chairman to convene special meeting of the Marston Saints and members of the PC. PCllrs PS, BL and MC will be in attendance. The Chairman will arrange within next few weeks.</li> </ul>	<b>CH</b>
<b>8</b>	<p><b>Recreation Grounds</b></p> <ul style="list-style-type: none"> <li>“no dogs” signs have been ordered although OCC want final confirmation.</li> <li>Clerk has written to ACH flooring requesting they come back to varnish a section of unvarnished wood. Clerk to ask Mortimer Hall and Mark Longford how they wish to proceed.</li> <li>Dennis Ward to cut back all the PC-owned hedges –done.</li> <li>The new climbing wall has been installed at Mortimer Hall and is already proving to be very popular.</li> <li>FoOMPA have wondered whether the PC would allow them to fundraise to make money to purchase picnic benches. The Chairman suggested they go ahead with raising funds. PCllr BL has obtained quote for benches.</li> <li>Mr Hook has carried out remedial work raised by RoSPA in their report.</li> </ul> <p>Moles at Boults Lane – TPC contacted.</p> <p>PCllr RJ asked whether it was possible to install a footpath/bridleway sign at the new barrier at Back Lane. The Clerk to ask the county.</p>	<p><b>KS</b></p> <p><b>KS</b></p> <p><b>KS</b></p>
<b>9</b>	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>Typographical errors in minutes – to be corrected and signed.</li> <li>Bank balance as at 24<sup>th</sup> October 2011 – current account £9,572.90 business reserve account £188,512.07.</li> <li>Richard James recommended the PC monitors the actual expenditure of the PC against the budget projections with reasons for any significant variances recorded in the minutes – Clerk has provided information. The PC considered and found the spend to be within tolerable variances. PCllr NB proposed that the spend was acceptable. Seconded by PCllr RJ. All agreed.</li> <li>Paperwork received from Came and Company.</li> <li>Richard James is carrying out the half year audit. PCllrs noted his letter and ratified the fees. The Chairman proposed the fees be accepted. Seconded by PCllr PS, all agreed</li> <li>Grant for £1,000.00 given to Oxsrads.</li> </ul>	<b>KS</b>

The following accounts to be paid:

**ACTION**

		£ incl VAT
BDO	Completion of audit	510.00
OALC	Finance course for clerk	66.00
Peter Sarac	Petrol for attending New Councillor course – 51 miles at 0.65 pence per mile.	33.15
David Hook	Work highlighted by RoSPA report	390.00
Playground Services	Shortfall from WREN grant	3,208.60
Kate Stratford	Reimbursement for phone for October 2011	37.76
Mrs R Cox	Work in the burial ground October 11	192.00
HMRC	Tax and National Insurance for October 2011 (owed a refund)	0.00 7.33R
Kate Stratford	Heating and electric weeks Thur 22 <sup>nd</sup> September – Weds 19 <sup>th</sup> October) @ £3 per week	15.00
Kate Stratford	Salary for October 2011	594.48
Oxfordshire County Council	Pension for October	114.80
Dennis Ward	Cutting hedges throughout parish	380.00
WiseServe Ltd	New laptop, printer and software	1,316.00

The following income has been received:

		£ incl VAT
OMMLAA	Rent	5.00

BDO have completed the audit and sent invoice. Report available for PClrs to note. Grant letter and application form sent to all local groups who received a grant last year. Applications received from: Marston Times for £250.00, St Nicholas Garden Club for £298.00, OMMLAA for £100.00, St Nicholas Wives for £150.00, 43<sup>rd</sup> Scout Group for £444.00, St Nicholas Society of Bellringers for £168.00, Mortimer Hall Pre-School for £300.00, FOSNS for £300.00, St John's Ambulance for £300.00 and Old Marston Over 50s Club for £300.00, see attached sheet. The forms were available for scrutiny, and the Chairman stated he had looked at each claim. Cheques will be signed at next meeting. The Chairman proposed an additional £50.00 each paid to Mrs Cox and Mr Harper in recognition of the additional excellent work done at the burial ground over the past year. Unanimously agreed. PClrs noted draft budget. PClr PS proposed this was ratified seconded by PClr MC. All agreed.

**10 Burial Ground**

PCllr PC reported the tractor was to be serviced on Thursday.

**11 Highways**

- Resident Hubert Allen is asking for information about flooding in the late 1960s/early 1970s. Clerk to look in archived minutes as their offices are now open. **KS**
- Clerk to write requesting the unadopted and by the side of the Bricklayers is adopted. **KS**
- Survey of parking choices was approved by all councillors. PCllr DH to upload to the website. The Clerk to get printed and discuss with JS about how to put into Marston Times. **DH  
KS**
- No dogs signs have been ordered.
- The clerk has advised OCC that Red Lion loos can be used when pub is open for use by those repainting the subway.
- Housing have confirmed that the lock at the back of Salford Road has been replaced.
- Chairman contacted the hedge owners on Oxford Road.
- Clerk has contacted the council about who owns the shrubbery coming up from the Harlow Centre – awaiting response.
- Clerk has contacted BT again re phone box on Oxford Road

Letter sent to owners of the Willow on Salford Road asking them to cut it back.

Resident has been written to regarding flytipping at burial ground.

Student Huma Ahmed from Cherwell school has written with queries about highways in the parish – responded.

Oxsrad and Scouts have confirmed they are willing to be used as an emergency building if required.

Clerk has produced a new receipt for borrowing a PC key (in response to a builder using to access Back Lane). It was proposed to ratify and accept this – PCllr MOK. Seconded by ~PCllr PC. All agreed.

Flyposting removed and the person contacted. She has apologised.

A new bin to be installed at the bus stop outside no 6 Oxford Road, replacing the missing bin outside the old Post Office.

An email has been received complaining about the garden at 73 Cherwell Drive – advised the complainant to contact the City Council.

An email has been received objecting to the barrier at Back Lane. Clerk to respond. **KS**  
PCllr AT queried the missing street name plate at Raymund Road. The clerk confirmed this had already been reported.

PCllr RJ queried whether yellow lines would be installed at the corner of Church Lane. Clerk will contact David Tole at the county. **KS**

PCllr BL commented bollards were needed on Mortimer Drive/Rippington Road and the roads in between.

**12 Area Forum**

New Planning meeting replaces. Clerk is not advised of dates or times of this meeting.

**13 Allotments**

PCllrs invited to their AGM on 26<sup>th</sup> October at 7:30pm. Chairman attended but there was only one other person there. **KS/CH**

<b>14</b>	<b>Website</b>	<b>ACTION</b>
	<ul style="list-style-type: none"> <li>New PCllrs to provide a biography for the website – PCllr MOK still to do.</li> </ul>	<b>MOK</b>
<b>15</b>	<b>Proposed Closure of Old Marston Library</b>	
<b>16</b>	<b>Any Other Business</b>	
	<ul style="list-style-type: none"> <li>PCllr DH to progress purchase of a new laptop for the Clerk. This has been ordered. The Chairman proposed the old laptop and printer be given to PCllr PC, seconded by NB. All agreed.</li> </ul> <p>The Chairman has carried out an appraisal on the performance of the clerk. PC to consider purchasing another noticeboard for Mortimer Hall – PCllr RJ proposed. PCllr AT seconded. All agreed.</p>	<b>ALL</b>
<b>17</b>	<b>Date of Next Meeting</b>	
	Tuesday, 6 <sup>th</sup> December 2011 at Mortimer Hall at 7:30pm and afterwards in the Red Lion.	