

**Minutes of Old Marston Parish Council Meeting 7<sup>th</sup> November 2016 at 7:30pm.**

**Present:**

**Parish Council**

**John Batey (JB) – Chairman**

**Patricia Hall (PH)**

**Peter Cox (PC)**

**Angie Tiwari (AT)**

**Tony Greenfield (TG)**

**City Council**

**Cllr Mick Haines (MH)**

**Duncan Hatfield (DH) – Vice-Chairman**

**Michael Cadd (MC)**

**Barrie Lewis (BL)**

**Peter Williams (PW)**

**Tim Cann (Clerk)**

**Members of the Public : 9**

**16/11/01** No Councillors declared any prejudicial interests and no one intended to record the proceedings of the meeting.

**16/11/02 Apologies for Absence:**

**Charlie Haynes**

**City Councillor Mary Clarkson**

**Michael O’Keefe**

**County Councillor Mark Lygo**

**ACTION**

**Nils Bartleet**

**16/11/03 Public Participation:**

**Ruthie Bowers** spoke about the Victoria Arms and the Parish Council working closer together, such as with fundraising events like their Family Fun Day. With so much being said in the media about the number of pubs being lost within the Parish we need to make sure the surviving two remain.

**Malcolm Everton** spoke about the lack of public transport at Bradlands in Mill Lane. The Aspire Oxford service would be a very welcome support for the less able parishioners in Bradlands. There are 18 residents interested in using the service on a regular basis which would be going to and from Headington once a week.

**16/11/04 Minutes of the meeting held on 3<sup>rd</sup> October 2016.** It was RESOLVED these are a true record.

**16/11/05 Matters Arising (omitting those for which an agenda heading follows):** AT asked about installing security cameras along the cycle track of the Marston Ferry Link Road. JB advised that we had made this proposal to the City Council but had not received any response. AT also asked about the domestic rubbish which had appeared behind the Salford Road shops. JB confirmed that this had been reported to the City Council.

**16/11/06 Planning Applications to be decided:**

16/02712/FUL – 7 Gordon Close – Erection of a single storey rear flat roof extension – NO OBJECTION.

**Applications considered between meetings: NONE**

**Decisions:**

16/01782/FUL – Pavilion in Recreation Ground at Boults Lane – APPROVED

16/02428/FUL – 12 Elsfield Road – APPROVED

Signed by the Chairman.

16/01831/FUL – 7 Elsfield Road – APPROVED  
 16/02119/FUL – 120 Oxford Road – APPROVED  
 16/02155/FUL – 48 Oxford Road – APPROVED  
 16/02268/FUL – 5 Beechey Avenue - APPROVED

**Awaiting Decisions:**

16/01905/FUL – Land adjacent 56 Marsh Lane  
 16/02048/FUL – 5 Boults Lane  
 16/02074/FUL – 19A Oxford Road  
 16/02301/FUL – Colthorn Farm, Oxford Road  
 16/01934/RES – The former Jack Russell Public House, 21 Salford Road  
 16/02221/FUL – 1 Oxford Road  
 16/02359/FUL – 3 Rippington Drive  
 16/02350/FUL – 8 Oxford Road  
 16/02380/FUL – 139 Oxford Road

**16/11/07 Recreation Grounds & Cemetery**

- a. TG confirmed that the weekly safety checks had been done and that no problems had been found, and provided the Clerk with a list of dates when checked.
- b. TG is still concerned about the length of the grass and number of cuts. JB thought the length was about right for activities such as rugby and football and some increase in length of grass would lessen injury. TG felt it was too long. PH thought some form of weed control was needed at the recreation ground and the Cemetery. TG pointed out that the seats and basketball frame still needed painting.
- c. TG proposed getting the Topsy 2000 waste bin in green from Glasdons. All agreed.

**16/11/08 Boults Lane Development**

- a. JB went through the latest situation regarding the new pavilion; the wooden fence and play equipment had been removed. The architect had been on holiday but now working on revised plans showing drainage pipework etc. It was RESOLVED to extend the storage for a further month.

**16/11/09 Finance**

- a. Bank balance as at 24/10/2016 –  
 Current Account £45,897.25 (including £6,057.73 CIL money) Petty Cash £130.01  
 Business Reserve Account £3,745.25 Newbury Building Society Account £224,045.21

<b>The following accounts to be paid:</b>	<b>£ Incl. VAT</b>
ICCM (Pro-rata membership until March 2017)	45.00
Xpress Relocations Ltd ( Storage of Pavilion for October)	1,560.00
Fantastic Fireworks Ltd (Fireworks for display)	1,750.00
Clerk's Pay Including Expenses, Pension, etc. – October 2016	

Signed by the Chairman.

BGG (Grass Cutting & Litter Picking September 2016)	331.80
Total Pest Control (MH Recreation Ground)	177.60
SLCC (Clerk's Membership for 2017)	149.00
Oxford City Council (CiL Money for New Pavilion)	6,499.53
<b>TOTAL</b>	<b>£4,501.28</b>
<b>Petty Cash Expenditure:-</b>	
Post Office (Stationery)	49.50
<b>TOTAL</b>	<b>£49.50</b>
<b>INCOME :-</b>	
Oxford City Council (2 <sup>nd</sup> Half Year Precept)	31,926.00
Oxford City Council (CiL Money)	3,750.00
<b>TOTAL</b>	<b>£35,676.00</b>

PC proposed these accounts were paid. MC seconded. All agreed.

b. It was agreed to accept the spreadsheets as detailed attached.

c. As neither the Chairman or Vice-Chairman of the Finance Committee were present the Clerk went through the second quarterly figures pointing out the overspend and giving a brief explanation:

- Play area : Replacement – £3,083.80 which was the installation of the new footpath across Mortimer Hall Recreation Ground,
- Play area: Maintenance – £13.00 for new keys to the padlock on the gate leading to the play equipment
- Annual Inspection – £139.00 is just timing as this is a once a year expenditure. All charges will be in one quarter so will over the year be slightly under
- Clerk – £129.24 the Clerk signed up to the CiLCA course including monthly mentoring from the OALC
- Contracts: Pest Control – £117.60 is the addition of the Mortimer Hall Recreation Ground to the contract after the budget was set
- Contracts: Recreation Maintenance – £386.70 is just the timing of receipt of invoices
- Contracts: Cemetery – £320.00, as with the recreation maintenance this is just the timing of receipt of invoices
- Contracts: Vert-draining – £1,161.64 00 is just timing as this is a once a year expenditure. All charges will be in one quarter so will over the year be slightly under

d. DH proposed accepting the minutes of the Finance Committee meeting of the 28<sup>th</sup> October 2016. PC seconded. All agreed.

Signed by the Chairman.

- e. It was RESOLVED to close the Business Reserve Account with the NATWEST.

**16/11/10 Update of Standing Orders:** JB went through the amendment of standing order 25 from:

### **25. Standing orders generally**

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least 8 councillors to be given to the Proper Officer in accordance with standing order 9 above.
- c The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after he has delivered his acceptance of office form.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

To:

### **25. Standing orders generally**

- a. The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after he has delivered his acceptance of office form.
- b. All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- c. A motion to add to or vary or revoke one or more of council's standing orders, except one that incorporates mandatory statutory requirements, shall not be carried unless two thirds of the councillors at the meeting of the council where it is raised vote in its favour.
- d. Any change or any new standing orders will be presented to one meeting and a resolution to adopt will be considered at the next meeting.
- e. The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

**It was RESOLVED to accept these amendments.**

**16/11/11 Burial Ground:** PH proposed accepting Mr D. Sperry's request to pre-purchase two burial plots. PC seconded. All agreed.

**16/11/12 Review of Committees:** JB went through the report he had sent to Council.

### **Finance, Staffing and Standards Committee.**

You will remember that at the May meeting (first of council's new year) we discussed the structure and membership of committees, as the growth in number had added greatly to the Clerk's (and councillors'!) workload.

It was agreed to merge the Finance and the Staffing/Standards Committees. The members of the new committee are: - Mr Cadd, Mrs Hall, Mrs Tiwari, Mr Cox, Mr Haynes (Chair), Mr Williams and Mr Bartleet.

Signed by the Chairman.

Mr Hatfield and Mr Cox had to stand down from Standards and Staffing Committee as they are cheque signatories and Financial Regulations state they cannot be a part of the Finance Committee. Some members of the new committee have also indicated that they are not enthusiastic on finance or staffing/standards matters. You will remember that members were just moved 'en-bloc' from their existing committee to the merged one.

In fact that committee has 7 members instead of the usual 5 maximum.

It has become clear that merging these two committees has created, or will create, anomalies.

Either the Chairman or Vice-Chairman, both cheques signatories, is unable to serve on the committee as it covers finance.

The following implications arise:

- Standing Orders require that Chair of Council is obliged to conduct a review of the performance and annual appraisal of the work of the Clerk which requires serving on a staffing committee.
- The Chair will need to be involved in issues relating to Clerk's salary, usually dealt with by a staffing committee following or related to appraisal.
- The Chair is also required to serve on a staffing committee in the event of hiring/firing staff.
- Any matters of grievance or issues arising from the Code of Conduct (unless relating to the Chair) will necessarily involve the Chair and/or Vice-Chair in a standards committee.

For these reasons I think it is necessary -

1. To revert to our previous position of having separate Finance Committee and Staffing and Standards Committee.
2. That Chair of Council should serve on the Standards and Staffing Committee.

I will raise this in the November meeting and I hope you can support it.

A new Staffing and Standards Committee will have to be elected.

JB proposed acceptance of his above report and go back to separate committees. DH seconded. All agreed.

**Finance Committee:** JB proposed - PH, MC, AT, CH, NB. Seconded PC All agreed.

Chairman : DH proposed NB. MC seconded. All agreed.

Vice-chairman: PC proposed CH. AT seconded. All agreed.

**Staffing & Standards Committee:** DH, PC, PW, JB, CH.

Chairman : PC proposed PW. DH seconded. All agreed.

Vice-Chairman : DH proposed JB. Seconded PW. All agreed.

#### **16/11/13 Subsidies for Bus routes serving the Bradlands area:**

JB asked MH to update the Council. MH said he was glad to help the Council with this. There were 18 people interested in using the service on a regular basis and it would cost £5 per person making a total of £90 for the year. The residents have asked if possible could it start Friday 11<sup>th</sup> November. MC proposed the Council give a grant of £90 to Aspire Oxford to provide a bus service from Bradlands to Headington for up to 18 parishioners. PW seconded. All agreed.

Signed by the Chairman.

**16/11/14 Parish Council Calendar:** TG passed around a copy of a calendar he had put together asking for comments on the pictures used. He said that this would cost approximately £7 but this could come down to about £5. There was general agreement on the pictures and layout. It was RESOLVED for TG to get costings of producing 100 copies.

**16/11/15 Overgrown Vegetation:** TG talked about vegetation letters which he had sent to various residents in Salford Road and Fane Road. Some had actioned the request but others had not and asked what was the procedure on those not complying. The Clerk advised that the Oxford City Council streetscene officers had been advised of the letters but the Parish Council have no power to enforce any actions, this lies with the City Council.

**16/11/16 NAG Meeting Report:** TG went through the minutes of the meeting. The Clerk reminded the Council that a copy of the minutes was in the Correspondence File which had been passed round.

**16/11/17 Mortimer Hall Management Meeting Report:** TG updated the Council on matters discussed at their latest meeting.

**16/11/18 Website, Facebook, Twitter & Streetlife**

DH informed the meeting that there is an increasing number following the Council on Twitter. The Oxford Mail always interested in what the Council is discussing and posting. For any news, events, etc. please let DH know.

**16/11/19 Information Sharing (including correspondence)**

Rural Services Network Digest etc,  
OALC Newsletter September & October 2016,  
Letter to Leader of SODC regarding proposed Harlow site development & email reply,  
Letter to Leader of Oxford City Council regarding proposed Harlow site development,  
Confirmation from Came & Co of insurance renewal and Long Term agreement,  
Minutes of the NAG meeting on the 11<sup>th</sup> October,  
Councillor Hudspeth response to John Batey's email on Swan School,  
Email to Mr Dogar and his reply,  
Letter from Philippe Dorbais asking for information on the Parish Council.  
JB talked about the letters from the City Council and SODC. SODC seemed quite supportive while Bob Price the leader of the City Council stated that building on the greenbelt was not inviolate,  
JB said about an information bulletin sent out by the OALC, which the Clerk had circulated via email, where it says about having provision for an emergency should anything happen to the Clerk. He felt that this needed to be taken seriously and would be discussed further in Council.  
JB advised that the Christmas social after the December meeting would be in the Mortimer Hall and the meeting would start earlier at 7pm to finish earlier and give time.  
MC asked for an item on the agenda for next month to discuss further the support the Council give to the two remaining public houses in the Parish.

**Meeting ended: 21:06**

**Date of Next Meeting:** Parish Council meeting Monday 5<sup>th</sup> December 2016 in the main hall of the Mortimer Hall at 7:00pm.

Signed by the Chairman.