

Minutes of Old Marston Parish Council Meeting 7th October 2014 at 7:30pm.

Present:

Parish Council

Charlie Haynes (CH) - Chairman
Patricia Hall (PH)
Angie Tiwari (AT)
Nils Bartleet (NB)
Barrie Lewis (BL)
Peter Williams (PW)
Tim Cann (Clerk)

Duncan Hatfield (DH) – Vice-Chairman
Michael Cadd (MC)
Michael O’Keefe (MO)
John Batey (JB)
Tony Greenfield (TG)
Peter Cox (PC)

City Council

Cllr Mick Haines (MH)

Cllr Mary Clarkson (M)

County Council

Cllr Mark Lygo (ML)

Members of the Public : 7

CH asked if anyone intended to record the proceedings of the meeting. None.

14/10/01 Apologies for Absence:

ACTIONS

NONE

14/10/02 Minutes of the last meeting held on 2nd September were approved. All agreed.

14/10/03 Requests from members of the public to speak :

Neil Carr spoke on the planning application for 39 Salford Road. He pointed out four points; 1) it was a small affordable house with a rear garden. 2) had parking provision 3) was not overlooking any property 4) It was similar to those already approved in the Link and Raymund Road.

14/10/04 Matters Arising (omitting those for which an agenda heading follows)

JB asked for clarification regarding the internal auditor and the BDO.
CH confirmed that Richard James was the internal auditor and the BDO is the external auditor.

14/10/05 Correspondence

Members to note: Every item on this list will be brought to the meeting.
Oxfordshire County Council notice of road closures in Headington for improvements on

Signed by the Chairman.

London Road
Rural Services Network Newsletter – 8 September
Email from Mary Clarkson regarding tree planting along Marston Road
Email from Janet Duhan on progress of the Friends of Old Marston Library volunteer scheme
Email regarding OMMLAA container delivery
Email from Tony Greenfield (as parishioner) to David Tole re parking
Rural Services Network – Newsletter 15 September
Rural Services Network – Newsletter - Rural Transport
Oxfordshire County Council notice of various road closures for Oxford Half Marathon
Oxfordshire County Council notice of road closures for Abingdon Michaelmas Fair and Abingdon Runaway Fair
Email from Tony Greenfield (as parishioner) asking David Tole for response to previous email
Thames Valley Alert - Theft from Vehicles in Boults Lane & Horseman Close
Email from Stephen Beever regarding dog fouling on grass verge of Butts Lane
Email from Stephen Beever regarding the graffiti at Mortimer Hall recreation ground
Rural Services Network Newsletter 22 September
Email from John Woodley regarding getting a survey done using survey monkey
Email from Nicola Woodley regarding parking issues in Nicholas Avenue
Email from Mary Clarkson response regarding dog fouling in Butts Lane
Email from Mary Clarkson regarding overgrown hedge in the Back Lane

14/10/06 Planning

Applications to be decided

14/02448/FUL – 19 Cavendish Drive – Change of use dwelling house (use Class C3) to house of multiple occupation (use class Sui Generis) (Retrospective)

14/02593/FUL – 19 Salford Road – Demolition of rear extension. Erection of single storey rear extension.

14/02457/FUL – 39 Salford Road – Erection of 2 x bedroom dwelling (use Class C3) at the end of 39 Salford Road. Provision of new vehicle access from Arlington Drive, car parking space, private amenity space and bin store.

14/02722/FUL – 9 Oxford Road – Increase height of boundary wall and insertion of new vehicular and pedestrian access gates. Erection of bin and cycle store and pergola.

14/02750/FUL – 13 Elms Drive – Erection of single storey side extension.

Applications considered between meetings:-

14/02354/FUL – Colthorn Farm – Erection of 1 x 4 bed dwelling house (Use class C3) - **No Objection.**

Decisions:

14/0213/FUL – 45 Cherwell Drive - APPROVED

14/02147/LBC – 412 Oxford Road - APPROVED

14/01882/FUL – 125 Oxford Road – APPROVED

14/01775/VAR – The Victoria Arms – REFUSED

14/00213/FUL – 45 Cherwell Drive – APPROVED

14/02147/LBC – 41 Oxford Road – APPROVED

14/01484/FUL – Land adjacent to 19 Park Way – APPROVED

Signed by the Chairman.

14/01484/FUL – 19 Salford Road - REFUSED

Awaiting Decisions:

14/02188/FUL – 29 Marsh Lane

14/10/07 Boulds Lane Development Project

The report from Carolyn Place of Anthony Stiff Associates was sent with the agenda (copy attached). The Parish Council would like to thank Carolyn for the work so far.

14/10/08 Recreation Ground

- a. MH advised that the Oxford City Council have said that the tree has been ordered and will be planted in Boulds Lane recreation ground. CH advised that as Boulds Lane recreation ground was owned by the Parish Council the City Council had no authority to plant without the Parish Council's agreement. MH reminded people that the tree was in memory of Parish Councillor Roy Jones. AT stated that we the Parish Council should have arranged for this as Roy Jones was a Parish Councillor. MH, ML and TC to liaise to resolve for next meeting.
- b. CH informed the Council that the Roundabout on the Boulds Lane recreation ground had been damaged. The Clerk had cordoned the piece of equipment off so as to make people aware of its danger. Denis Ward was then asked to remove it so as to prevent any injury. The question was; should it be repaired with a view of reinstalling. JB stated that as all the equipment would be renewed after the new pavilion had been built was it worth it. MC proposed that the Roundabout be destroyed. Seconded NB All in favour.
- c. CH reminded the Council that they had agreed nothing was to be done in removing the graffiti as it was not offensive. TG pointed out that there was a gap in the hedge where there is the back of a building which had graffiti all over it, by planting a hedge would at least make the graffiti stand out less. TG proposed hedging planted. No seconder.

14/10/09 Finance

- | | |
|--|-------------------------------------|
| a. Bank balance as at 01/10/2014 – | |
| current account £15,714.12 | business reserve account £18,729.21 |
| Newbury Building Society Account £200,000.00 | Petty Cash balance £36.61 |

The following accounts to be paid:

	£ Incl. VAT
HMRC (Clerk's Tax/NI Quarter 1 – 2014/15)	308.92
Clerk's Pay Including Expenses – September 2014. Details in correspondence file and displayed in the minutes book.	

Signed by the Chairman.

BT (Clerk's Phone Quarterly Charge)	88.34
Wise Service (Computer Repair)	38.00
Lyreco (Stationery)	29.87
BGG (Ground Maintenance)	240.00
BGG (Hedge Cutting Mortimer Hall & Boults Lane)	732.00
Oxford City Council (Cemetery Refuse Sacks)	153.00
Total Pest Control (Quarterly Charge)	390.00
Charlie Haynes (Phone/Broadband September 2014)	20.00
Rita Cox (Cemetery Maintenance September 2014)	240.00
Petty Cash Expenditure :	
Tony Greenfield (Mileage for training)	16.81

b. New Financial Regulations. TC went through confirming the changes made from the financial regulations meeting. CH proposed that the Council adopt the new financial regulations. Seconded NB. All in favour. JB stated that he felt a Finance Committee was necessary; it would:

- . Always consider, when authorising or reviewing council's financial transactions:
 1. Whether they are an appropriate use of public funds
 2. Whether they can be afforded
 3. Whether they give value for money
- . Meet as often as required but not less than each financial quarter.
- . Draft the annual and/or 3 yearly budget for approval by council (sect. 1.13 Financial Regs)
- . Monitor budget headings throughout financial year (Sect. 4.2)
- . Take action on urgent cases
- . Be empowered to authorise financial transactions between £1K and £5K (sect. 4.1)
- . Consider proposed transactions over £5K before making recommendations to council for decision (sect. 4.1)
- . Monitor value-for-money on new/standing contracts and regular payments (sect. 10.3)
- . Support the Clerk in his role as Responsible Financial Officer.

Signed by the Chairman.

PW said he thought it necessary to have a Finance Committee, however there was a danger of being top heavy. We needed to be reactive.

JB proposed that this Council establish as a finance committee consisting of 3 members elected by council which will meet as and when is required but not less than quarterly, to draft and monitor council budgets, with powers to authorise payments between £1,000 and £5,000 and to supervise and review all financial transactions of the council. Seconded NB. All in favour.

NB stated that the chairman was ex officio on any committee or sub-committee.

Finance Committee:

JB nominated PH seconded TG. All in favour.

PC nominated MC seconded CH. All in favour.

PH nominated JB seconded MC. All in favour.

c. Budget v expenditure

The Clerk went through the overspend items:

Burial Ground: over £261.00 -

Refuse sacks £153.00, Refuse Collection Annual Charge £176.00

Play Areas Maintenance over £5944.65 -

Pitch Drainage £4488.65 Picnic Table & installation £1489.00 Hedge Cutting £732

Admin - Clerk over £1273.37

Due to increased pension, tax & NI contributions.

Admin - Others over £289.90

Councillor training £78.00, Good Councillor Guides £38.40

CH expenses over £18.97 -

Ink cartridges £29.87

We were £2,376.44 under budget for the second quarter and £7,148.21 under budget for the six months from April 2014.

d. Request from Oxfordshire Association for the Blind for grant. CH advised that it had always in the past been local charities and organisations that had been given grants. CH proposed that we say sorry but no. NB seconded. All in favour.

14/10/10 Burial Ground.

A memorial for Mrs Emsden was reviewed and all in favour subject to appropriate fee being paid.

Signed by the Chairman.

14/10/11 Highways

a. Confirmation of Parish Council's decision on parking.

CH stated that the Council was 100% behind getting a resolution to the parking issues throughout the parish. NB said that David Tole was asked to put proposals of resolution to the Parish Council, not a survey.

b. Traffic/parking problems and Questionnaire

TG informed the Council that he had sent three emails to David Tole with no reply, he knows that the Clerk had also emailed David Tole with no reply and that MH had tried on numerous occasions. M said that she had met with David Tole on the 12 September with regard to funding for a scheme. David Tole informed her that there was no money. M had contacted the City planners asking for some funding to be found. NB stated that at the public meeting David Tole said that there could be money found.

c. Condition of paths: TG said that this was an ongoing problem but MH was helping. TC to write to City Council re dog fouling notices.

d. Missing section of hedge opposite junction of Oxford Road & Marston Ferry Road. Hedge was damaged by a fire. Agreed TC to write to County Council with regard to getting gap replanted.

14/10/12 Raising Parish Council Profile

a. CH proposed that the Council should hold a "surgery" once a month before the monthly Council meetings, where two Parish Councillors are present to listen to Parishioners concerns, queries, questions etc. Seconded NB. All in favour.

b. TG and DH still working on proposals. MC asked about photographs of councillors for the website. DH stated that the website is being revamped and pictures of Councillors still on going.

14/10/13 Information Distribution.

TG advised the council that he had contacted Jan Sanders and was awaiting a reply. CH said that all communications should come through the clerk. TG agreed this would happen in future.

14/10/14 Parish Council Bulletin.

DH advised that he had started working on it.

14/10/15 Library

CH reported that approximately 25 volunteers were now working in the library.

14/10/16 Allotments

TC stated that the container for OMMLAA had been purchased and now installed. There now needs to be a decision whether the Parish Council remain the owner or to donate it to the allotment association. CH proposed that the container is donated to the OMMLAA. JB seconded. All in favour.

Signed by the Chairman.

14/10/17 Web site, Twitter & Streetlife.

- a. CH stated that DH was the webmaster and therefore ultimately in control of what was posted onto the website.
- b. Profiles. TG advised that he had sent a profile in and it had been altered. DH stated that the profiles have limited in space but was just for history on each councillor. DH apologised saying that he should of contacted TG beforehand.

As it was 22:00 CH suspended standing orders. AT and BL left the meeting.

14/10/18 Clerk's Appraisal

CH stated that he and DH were still completing the form but this would be actioned ASAP.

14/10/19 Information Sharing

CH stated that he had met with the new owners of Hill View Farm and would keep the Council informed as and when he had more information.

CH felt that the Openness training that he, PC and TC attended should be seen by the whole council, he had spoken to the woman who ran it and she would charge £300. NB agreed it could be beneficial.

PH asked about the cutting back of vegetation down the Back Lane. CH advised that M was dealing with this.

Date of Next Meeting: Tuesday 4th November 2014, 7:30pm at Mortimer Hall.