

Minutes of Old Marston Parish Council Meeting 6th September 2011

Present:-

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

Kate Stratford, Clerk (KS)
Cllr Mary Clarkson
Cllr Beverley Hazell

1	Requests from Members of the Public to Speak Councillor Judith Heathcoat, Simon Kearey (Head of Strategy and Transformation) and Karen Warren (Acting County Librarian) – 16 – Proposed Closure of Old Marston Library. Mr and Mrs Haines	ACTION
2	Apologies for Absence None. The Chairman requested that Councillors declare any personal or prejudicial interests at any point on the agenda.	
3	Minutes of Last Meeting The minutes of the last meeting were accepted as a true and correct record with no additions but one correction – no 11, Highways “and” should read “land” with this correction; the minutes were signed by the Chairman.	
4	Matters Arising from Minutes Omitting Those For Which an Agenda Heading Follows: It was proposed by CH that Mr Michael O’Keefe be co-opted onto the Parish Council to replace PCllr Gill Cox. Unanimously agreed. PCllr O’Keefe to sign the Declaration of Acceptance of Office.	MO’K
5	Correspondence (Letters/Emails) <ul style="list-style-type: none">Meeting held between OCC and parishes – PCllrs CH and RC attended. Notes received. Next meeting will be held 5th December. An email from signup@saelpr.com . Not to be progressed for now. The Oxford Mail has requested and received a list of our forthcoming meetings. Invitation to Civic Service on 18 th October NALC – communities in action conference. Cllr Keith Mitchell is requesting support for Armed Forces Community Event – will only support local charities at this time. Local Government Boundary Commission have sent draft recommendations for the boundary review. Oxfordshire Carers Forum have requested a donation – will only support local charities at this time. Berks, Bucks and Oxon FWAG have requested a donation – will only support local charities at this time. County have sent a PTR agenda for meeting on 9 th September [NB clashes with Standards Committee Meeting].	

ORCC event on 3rd October in Chalgrove Village Hall (7:00pm).
Helping Hands want to advertise on our website (dependent on the new procedure for charging being adopted by PC).
OCC – next NAG meeting on 5th October and Have Your Say meetings on 7th September (at the British Legion), 6th October (at Oxsrade), 12th October (British Legion) and 10th November (Oxsrade).
County – reviewing Dial-a-Ride service.
Invitation to a Social Media Conference – 22nd September at 10:00am.
County have invited the PC to consult on Oxfordshire Minerals and Waste.
OCC – Standards Committee Agenda [NB – clashes with PTR meeting].

ACTION

6 Planning

Applications to be decided:-

9 Haynes Road – proposed two storey pitched roof side extension – no comment.
32 Ashlong Road – demolition of garage. Erection of single and two storey rear extension incorporating integral garage. Erection of porch. No comment.
1 and 1C Salford Road – application to certify that the existing two houses are lawful.
Via County (no plans sent although requested) – erection of two single storey extensions to provide enlarged staffroom and a new classroom; reworking of internal spaces at St Nicholas School.
5 Boults Lane – application for two storey side extension following demolition of existing side extension – no comment.
Notice to display – proposal to amend the policy for HMOs. Displayed on noticeboard.

Applications considered between meetings:-

69 Cherwell Drive – application for erection of first floor and two storey side extension to form 1 bed house, 3 off street parking spaces. Objected on grounds of over development of site, changing the view of the area, not enough parking.
20 Ashlong Road – front extension. Objected on grounds of over-extension of property and throws out the building line.

Decisions

17 Beechey Avenue – approved.
Mallards, 4 Mill Lane – withdrawn.
33C Oxford Road – approved in part.
49 Rippington Drive – approved.
20 Haynes Road – approved.

Awaiting Decisions

- 2 Mortimer Drive
- Colthorn Farm, Oxford Road
- 19 Lewell Avenue
- Bricklayers Arms, 39 Church Lane

1A Mortimer Drive – MRC reported she had raised this with Planning. Clerk to write to Mark Spragg re the precedent.

KS

PCllr DH reported the disc on consultation on Sites and Housing Planning Policy was corrupted.

The clerk has contacted all the relevant groups regarding Emergency Operations Centre. No groups has finally confirmed they are happy to have their building used, other than Tony Prices; who has confirmed the church and church hall may be used. St Nicholas School, Mortimer Hall and Scouts have yet to confirm and no

	response was ever received from Marston Saints or Oxrad. To be chased.	ACTION KS/CH
	MRC has discovered that Planning are considering traffic light entrance to the proposed site at Barton, which will have a massive impact on traffic through the village. OCC have offered to meet with the PC – to invite them to the next meeting.	KS
7	Boults Lane Development Project	
	<ul style="list-style-type: none"> Chairman to convene special meeting of the Marston Saints and members of the PC. Clerk to ascertain suitable times and dates. Clerk to chase Anna Kockrane/Sports England. 	KS
	Moles – TPC contacted.	
	MS were contacted with the request that they ensure bin bags removed from site.	
8	Recreation Grounds	
	<ul style="list-style-type: none"> Tree felling work – the Chairman reported that DW has completed the work and done a superb job. PCllrs noted quotes for “no dogs” and “no cycling” signs. PCllr RJ proposed “no cycling” signs be installed at both recreation grounds. There was no seconder. Proposal dismissed. PCllr RJ proposed “no dogs” signs be installed at both recreation grounds. Seconded by PCllr NB. 2 against, the rest in favour. 3 to be purchased for each site. To request Mr Hook installs these for us. Work at Mortimer Hall – The work was authorised to be carried out in August after the clerk contacted Parish Councillors outside the meeting. 7 PCllrs authorised the work. PCllr BL objected and 3 PCllrs did not respond. The work was authorised on 17th July and ordered to commence on 8th August. PCllr WC reported that the work had been completed and was excellent, other than one small area that we were to request was varnished. PCllr WC thanked the Parish Council for their generous support which enabled the work to be completed. The Chairman commented the floor looked the best it ever had, and thanked PCllr WC for his efforts to get the floor work done. Once the kitchen plans were received, work to progress that and the floor can go ahead. Clerk could not ascertain the area at the back of Mortimer Hall which was growing in from a private garden. However the chairman advised that Dennis Ward had been requested to cut back all the hedges at Mortimer Hall and at the burial ground within the next few weeks. 	KS
	Moles at Boults Lane – TPC advised.	
	WREN have partially approved the grant for Mortimer Hall. The Climbing Wall is approved for supply and installation, surfacing and edging. WREN have not given a grant for the picnic tables, site safety and security or the post installation inspection. The developers at the Bricklayers have offered the PC the old benches, and WREN have verbally confirmed this will be acceptable. FoOMPA have written to ask if the PC would be willing to assist with the cost of transporting and installing the benches. FoOMPA is expecting to pay for the remainder of the shortfall (£550.00). The Parish Council needs to sign the letter and contract and provide the cheque for their match funding (previously agreed by PC). The Chairman stated that he did not consider it an appropriate use of FoOMPA’s funds to pay for the installation of equipment or inspections of it at Mortimer Hall Rec. As the PC owns the Rec Ground, they should be responsible for this, and leave FoOMPA to put on their events at the ground. He proposed, therefore, that the Parish Council should pay for this. Seconded by PCllr PS. All agreed.	KS

9 Finance

- Typographical errors in minutes – to be corrected and signed.
- Bank balance as at 1st September 2011 – current account £13,397.73; business reserve account £178,489.65. The Clerk has moved £10,000.00 from the reserve to the current as there are a lot of cheques to pay this month. The next instalment of the precept is due imminently.
- Came and Company have met with the Chairman and Clerk. They have offered a comparable quote, but providing considerably more cover. AON have advised that they will charge a pro-rata charge for the time on cover and a cancellation fee of £100.00, although the policy can be cancelled with immediate effect. The Chairman advised that the cover offered by Came and Company will prove considerably more useful than the cover provided by AON, and proposed we cancel the AON policy and sign up with Came and Company as soon as possible. Seconded by PCllr RJ. All in favour. Clerk to organise.
- Clerk has amended the coding system on the bank reconciliations in line with the Auditor's recommendations.
- BDO have raised some queries with the Audit. The Clerk and the Auditor have responded.

KS

KS

The following accounts to be paid:

		£ incl VAT
Kate Stratford	Reimbursing unarranged overdraft fee	6.00
Mrs R Cox	Work in the burial ground July 11	192.00
Eamon Kelly	Work in the burial ground	15,000.00
Mrs Willoughby	Return of flower Deposit	50.00
Oxfordshire County Council	June's Pension.	114.80
Keypit	Keys	23.76
Andy Job	Work to mend leak at allotments	123.55
Thames Water	Cemetery bill to 4 th August 11	10.01
WREN	Match funding for grant	1,412.29
ACH Flooring Services Ltd	Work carried out at Mortimer Hall	11,736.00
Oxfordshire County Council	Pension for August.	111.27
Kate Stratford	Reimbursement for phone for July 2011	48.45
Kate Stratford	Reimbursement for phone for August 2011	103.21
Mrs R Cox	Work in the burial ground August 11	192.00

HMRC	Tax and National Insurance for August 2011 (owed a refund)	0.00 5.70R	ACTION
Kate Stratford	Heating and electric weeks Thur 30 th June – Weds 31 st August) @ £3 per week	27.00	
Kate Stratford	Salary for August 2011	594.48	
Kate Stratford	Postage to BDO	5.90	
BDO	Fine	25.00	
Kate Stratford	Book token	10.00	
Total Pest Control	Quarterly Bill	522.00	
Red Lion	For Gill Cox	171.50	
Kate Stratford	Diary for Charlie Haynes for 2012	22.54	
Dennis Ward	Tree felling and pruning	3,300.00	
Duncan Hatfield	Computer Software	34.95	
Came & Company	Insurance for Parish Council	2,017.91	
Dennis Ward	Outstanding payment for works at burial ground	500.00	

The following income has been received:

		£ incl VAT
HMRC	VAT reclaim received	2,728.97
Willoughby	Burial cost and deposit	550.00
BT Openreach	Wayleave	26.46
Mortimer Hall Pre-School	3 rd of 4 th loan instalment	500.00

VAT reclaim received in full- £2,728.97.

Richard James recommends the PC monitors the actual expenditure of the PC against the budget projects with reasons for any significant variances recorded in the minutes. Clerk to produce first draft for Chairman and then PC to scrutinise. The government have said that cheques will not now be phased out. This is significant for the Parish Council, as they are forbidden to use standing orders or direct debits.

KS

10 Burial Ground

- The Clerk has sent the revised terms and conditions to the funeral homes and displayed at the burial ground.
- Memorial for Humphreys installed on 25th August.
- Confirmed that the Willoughby plots are E3 and E4 in the new section. Clerk to write to the family confirming.
- Chairman reported the railings will be installed in the next 2 – 3 weeks.
- The Rogers memorial was approved by the PC and installed without the

KS

	<p>clerk being advised. The Clerk has written and they have apologised.</p> <ul style="list-style-type: none"> • PC to consider moving the tree – PCllrs PC and CH to investigate on site. • TPC sent a copy of the burial ground plans. <p>Moles at burial ground almost weekly – TPC contacted.</p>	CH/PC
	<p>The burial ground and the land beyond it look fantastic. Congratulations and thanks to those who work so hard to make it so.</p>	ACTION
11	Highways	
	<ul style="list-style-type: none"> • 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
	<ul style="list-style-type: none"> • Clerk has met officer at Horseman/Jessops/Clays. Works have been ordered but as a low priority. 	
	<ul style="list-style-type: none"> • Clerk to write requesting the unadopted and by the side of the Bricklayers is adopted. 	KS
	<ul style="list-style-type: none"> • Menu of parking choices to be discussed and ratified, as per memo sent to Parish Councillors. Clerk to adapt this to the form of a survey, and request it is sent out in the Marston Times – Jan Sanders has agreed and the clerk has quotations from Royal Mail. Once the memo looks more like a survey, PCllr DH to upload to the website. The clerk requested this was examined in more detail at next meeting. 	KS DH
	<ul style="list-style-type: none"> • Chairman and Clerk to discuss the potential barrier at the bottom of Back Lane – Chairman provided quotes for the work and proposed this was installed. Seconded by PCllr RJ and all agreed. Chairman to order the works. 	CH
	<ul style="list-style-type: none"> • PC to note quotation for proposed heritage signs for advertising the 3 local pubs - £95 per sign (the Jack Russell did not wish to be involved). It is proposed that one will be installed at each end of the village and the landlords will pay for these. 	
	<ul style="list-style-type: none"> • Clerk provided information regarding overhanging hedges to all PCllrs. 	
	<ul style="list-style-type: none"> • Clerk contacted OCC regarding subway repainting. The council are suggesting it is done as part of the Community Payback scheme, but they will need access to a toilet. Chairman to speak to the Red Lion as they may be allowed access to their facilities after 12 o'clock. 	CH
	<ul style="list-style-type: none"> • Unemptied bin at the corner of Horseman Close – this was paid for by NEAC, and there may be an issue regarding the emptying of it. 	
	<p>Flyposting removed from Parish.</p> <p>Mr Hook contacted the PC on behalf of a resident who is requesting that Mr Hook installs a bollard outside his property. Mr Hook says that OCC have authorised this. I have asked Mr Hook to ask the resident to contact the PC in writing.</p> <p>Nothing received.</p> <p>Damaged street name plates in Cherwell Drive and Cavendish Drive have been reported – OCC state tickets have been raised for the works.</p> <p>Offensive graffiti reported and removed.</p> <p>Note correspondence between James Lawrie and OCC regarding traffic surveys – Clerk to send to each PCllr.</p> <p>Clerk has met with an officer of the Highways to discuss and prioritise the Parish Council's wish list. There is a small amount of money which the Parishes are bidding for in order to get work done this year. The locations and works are:</p> <p>Arlington Drive and Raymund Road – to be totally resurfaced.</p> <p>Butt's Lane – to adopt the small patch of land leading to St Nicholas Park.</p> <p>Elsfield Road – to install a footpath to the burial ground.</p> <p>Outside 31 Oxford Road and by Church Hall on Elsfield Road – to remove some of</p>	
		KS

	<p>the traffic calming. Clays/Jessops/Horseman – resurfacing works. Rippington and Mortimer Drive, all roads between them and top of Horseman Close – install bollards on the corners. This list was discussed. Although Raymund Road is perhaps the highest priority, the cost of this is so great; it is unlikely to be granted under this scheme (trying to get it done via a different route). The Council has already raised a job ticket for resurfacing at Jessops/Clays/Horseman. Therefore, top priority is the bollards. Second is the new footpath at Elsfield Road, third is to remove traffic calming and fourth is to adopt the road by the Bricklayers. Clerk to advise Highways. This was agreed and ratified by all.</p>	ACTION
	<p>PCllr RJ reported that the hedge opposite the Bricklayers has been trimmed which has improved visibility at the location.</p>	KS
12	<p>North East Area Committee Nothing to report – no information received on the meeting that replaces this.</p>	
13	<p>Parish Council Bulletin Bulletin to be relaunched. PCllrs DH and CH will meet with the Clerk to progress.</p>	DH/CH/ KS
14	<p>Allotments Nothing to report.</p>	
15	<p>Website The scale of charges was discussed. The Chairman proposed we charge £75.00 per year for an advertisement. BL seconded. All agreed. Clerk to complete the procedure. PCllr DH reported that Mortimer Hall have requested that he sets up a website for them. The cost would be a little over £20 per year. PCllr DH to ask Mortimer Hall to put their request to the PC in writing. PCllr DH requires payment for software he needed to purchase. Clerk to organise.</p>	KS
16	<p>Proposed Closure of Old Marston Library</p> <ul style="list-style-type: none"> • Clerk has sent response to consultation on closure of the library on behalf of the PC, and then sent an addendum to clarify that any friends group would not be willing to co-ordinate the volunteers. • Information from SOML group has been uploaded onto the PC website. <p>County’s response to the Parish Council’s questions were circulated. Cllr Heathcoat stated no libraries would be closing under the proposals and said the consultation would continue until 30th September 2011, following that, it would go to cabinet, probably in December 2011, with the papers made public the week before. Simon Kearey noted that the libraries would run with volunteers and additional support from the County Council for the first three years. After which time it was hoped that the volunteers would be sufficiently embedded to run themselves. Queried what would happen if not enough volunteers came forward, but feel confident that there would be sufficient interest and numbers of volunteers for this to be viable. There would also be an additional officer appointed by the County who would act as a co-ordinator for the volunteers. PCllr NB queried what would happen if financial instructions from central government changed. JH responded this was a good question, and acknowledged the county council would have to re-assess the situation. KW reported there had been an analysis done and</p>	DH
		KS

	<p>looked at levels of need. A further meeting was suggested before the end of the consultation period. It was agreed that PCllrs RJ, NB, CH and AT would attend together with the Clerk. SOML group would also be invited to attend. Clerk to arrange details with the County.</p> <p>There being no further questions, the Chairman thanked them for coming.</p>	<p>ACTION KS</p>
	<p>County have advised there will be a cost saving of £10,932.00 by using volunteers. SOML group have provided copies of meeting minutes (in correspondence file). SOML group have arranged for an event at the library on 20th September. Parish Councillors invited.</p> <p>SOML Group would like to formally invite any Parish Councillor to join their group. The Chairman cautioned that any PCllr who wished to should join the group, but they must not make promises on behalf of the Parish Council without prior agreement of the Council.</p>	
<p>17</p>	<p>Any Other Business</p> <ul style="list-style-type: none"> • Risk Assessment of Clerk’s office – report in correspondence file. Many thanks to PCllr DH for completing this. • PCllr DH to progress purchase of a new laptop for the Clerk. Budget of £1,000.00 including colour printer. <p>Reported that outside 43/44 Oxford Road the hedge is overgrown with brambles. Chairman to suggest to residents that Dennis Ward cuts back when he does works in the parish.</p> <p>PCllr Wally Cox resigned from the Parish Council after 8 years of service. He cautioned that workloads were likely to increase, and urged the Parish Council to get involved. The Chairman acknowledged PCllr Cox’s contribution to the Parish Council and wished him luck for the future. The Clerk to declare a vacancy.</p>	<p>DH</p> <p>CH</p> <p>KS</p>
<p>18</p>	<p>Date of Next Meeting Tuesday, 4th October 2011 at Mortimer Hall at 7:30pm</p>	