

Minutes of Old Marston Parish Council Meeting 4th September 2012

Present:-

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

Caroline Duffy, Clerk (CD)
 City Councillor Mary Clarkson (MC)
 City Councillor Mick Haines (MH)
 County Councillor Altaf-Khan (A-K)
 5 members of the public

- 1 **Requests from Members of the Public to Speak** **ACTION**
 Two requests were received – Mr Barrett and Mr Langton

- 2 **Apologies for Absence**
 PCllr Michael O’Keefe; PCllr Peter Sarac

- 3 **Resolution to approve revised Standing Orders and Financial Regulations**
 The Chairman asked that this item be deferred until the October 2012 meeting in light of the information that needed to be absorbed. Agreed.

- 4 **Minutes of Last Meeting**
 Approved with the following correction: **CD**
3. Requests from members of the public to speak:
 Delete “** and **”
 Add “2 members of staff “

- 5 **Matters Arising from Minutes Omitting Those For Which an Agenda Heading Follows:** **CD**
 City C MC updated the meeting that the Bradlands development will go to committee on Thursday 6 September 2012. After discussion parish councillors instructed the Clerk to write to the Head of Planning to ask how the City Council can approve its own planning application when there is clearly a conflict of interest.

- 6 **Correspondence (Letters/Emails)**

	Sender	Agenda item	Subject
a.	Oxon Nature Conservation Forum	5	NERC Act 2006 Support for Parish Councils
b.	Environment Agency	5	Quality of rivers
c.	OCVA	5	Training for volunteer co-ordinators
d.	ORCC	5	News bulletin
e.	Macmillan Cancer	5	Fundraising
f.	Oxon County Council	5	Stop the spread of ragwort
g.	Oxford City Council	6	Barton AAP
h.	Oxford City Council	6	5 Boults Lane – planning appeal
i.	Oxford City Council	6	Community Infrastructure Levy

			consultation
j.	OPFA	8	Playground inspection training
k.	Came and Company	9	Renewal insurance Fidelity Guarantee increase quotation Claim file closure
l.	BDO	9	Audit points
n.	Commonwealth War Graves Commission	10	Erection of signs request
o.	Oxford City Council	11	Nicolson Avenue pavement resurfacing request
p.	M Brough	5 and 11	Planning in the area
q.	Sam Pope	13	Grant Old Marston Library 50 th birthday party
r.	SODC	5	Main modifications for SO submission core strategy
s.	Mrs K MacLarnon	10	Grave plot
t.	Oxford C C	11	Road closures 14 Oct
u.	ORCC		Membership
v.	Oxford CC		Members briefing Wed 12 Sept
w.		10 and 9	Footpath and development
x.	Oxon CC	11	Depot open days, salt bags and salt bins
y.	Oxford Radcliffe		Walk in the Park

7 Planning

Applications to be decided:-

- a. 12/01862/FUL 4 Boult's Lane. Erection of extension to front and side of existing annex – no objections
- b. R3.0133/12 New Marston Primary School, Copse Lane. The construction of single storey extensions to provide 4 new classrooms, storeroom, entrance lobby and cloakrooms. External works to include: construction of new pedestrian footpaths and 43 vehicle parking spaces (for use by shared site occupants and visitors), re-marking of existing parking facilities, alterations to existing vehicular access driveways and construction of 40 new secure pupil cycle/scooter parking facilities – no objections
- c. 12/02161/VAR 8 Broughton Close. Application to remove condition 4 (glazing details) from planning permission 12/01583/FUL – no objections
- d. 12/02159/FUL At Last 31 Church Lane. Demolition of existing dwelling and erection of 3 x detached dwellings (class C3). Provision of private amenity space and car parking. Formation of new vehicular access. - objections
- e. 12/02209/FUL 80 Cherwell Drive. Erection of part single storey, part two storey side extension - objections
- f. 12/02205/FUL Three Horseshoes, 9 Oxford Road. Conversion and extension of public house to form single family dwelling (class 3) and conversion of outbuilding to form ancillary annexe. Provision of bin and cycle store, car parking and private amenity space - objections
- g. 12/02094/FUL 43 Church Lane. Erection of an extension over the flat roof section of existing garage to create an annexe ancillary to

the main dwelling. - objections

Applications considered between meetings:-

- a. 12/01813/FUL Erection of a 2 storey side extension to form 1 x 2 bedroom dwelling at 19 Cavendish Drive – no objection, no comment
- b. 12/01900/FUL Erection of a single storey ground floor conservatory to the rear of the property at 63 Cherwell Drive, Marston – no objection, no comment
- c. 12/01973/FUL Erection of a single storey rear extension at 26 Ashlong Road – no objection,
- d. 12/01603/FUL Conversion of an existing extension at 9 Haynes Road into a 2 bedroom dwelling (re consultation as previous notification stated 1 bedroom) – no objection
- e. 12/01700/FUL Erection of telecommunication cabinet at land outside Pond House, 2 Mill Lane – no objection, no comment.
- f. 12/01702/VAR 39 Church Lane. Removal of condition 7 (requirement to relocate cider press) of planning permission 11/02477/FUL (conversion of public house to dwelling and erection of five dwellings – no objection, no comment
- g. 11/02477/FUL conversion and alteration to the existing public house to form a four bedroom dwelling, together with erection of five dwellings and garages parking , landscaping and alterations to existing access (amendment to permission 11/01331/FUL) (Amended plans) – no objection, no comment
- h. 12/01836/FUL erection of single storey conservatory extension (retrospective), 15 Gordon Close – no objection, no comment
- i. 12/01643/FUL Proposed removal of existing porch and erection of single storey extension with a dormer window, 1 Elsfield Road -

objections as follows:

- I. Too large for the plot
- II. Will spoil the view of the row of cottages
- III. Will spoil the street scene
- IV. Almost 30% increase in size of property – this is too much
- V. Too large an extension on a row of cottages considered positive buildings
- VI. Failure to preserve or enhance special features

Decisions

- a. Grange Court, 15 Oxford Road – approved
- b. 39 Beechey Avenue – approved
- c. 15 Gordon Close – approved
- d. 26 Ashlong Road – approved
- e. 39 Church Lane x 2 – approved

Awaiting Decisions

- a. 9 Haynes Road – pending consideration
- b. 1 Elsfield Road – pending decision

8 Boulds Lane Development Project

- a. The Chairman reported that new plans, drawn on the same footprint had been received. Marston Saints Football Club need to look through them, and then a meeting will be convened. **Marston Saints FC**

9 Recreation Grounds

- a. The annual inspection invoice has been received – inspection to take place in October **CD**
- b. Slope on Mortimer recreation ground. Builder has been to look at this. There is a need for 2 new gates. Request quote to move existing gate. **Dennis Ward**
- c. Quote to paint railings to be requested. **David Hook**
- d. Replacement handles for see saw have arrived. **Dennis**
- e. Zip wire needs checking **Ward**
- f. Boulds Lane hedge needs cutting. Dennis Ward to carry out this work. Chairman will discuss work with residents first **Dennis Ward**
- g. Hedge from School Lane needs cutting back, also Back Lane. The lane from School Lane to the Harlow Centre is the responsibility of Oxford City Council. Clerk to contact Geoff Corps. **Dennis Ward**
- h. Key still required for Back Lane for PCllr MC **CD**
- i. PCllr raised issues with wooden climbers **CD**
David Hook

10 Finance

- a. Bank balance at 30 August 2012 – current account £24,079.04; Business reserve account £168,576.67
- b. BDO financial accounts audit raised the following issues: fidelity insurance, asset register update, standing orders and financial regulations adoption. Results to be notified formally at a later date.
- c. Resolved to approve amendments to risk assessment – thanks to PCllr PW for time looking through this
- d. Resolved to approve Clerks telephone and office allowances from 1 March 2012 as follows: £20 per month towards landline telephone service, £15 per month towards heating and electricity use of room as an office.
- e. Resolved to approve payment to Chairman for mobile telephone calls and use of broadband service - £20 per month.

f. The following accounts to be paid:

		£	CD
		incl VAT	
Compuserve	PC repairs	460.00	
Compuserve	PC services	68.00	
Caroline Duffy	Salary July 2012	518.40	
Rita Cox	Cemetery maintenance	192.00	
Caroline Duffy	Salary August 2012	518.40	
Rita Cox	Cemetery maintenance	192.00	
Lyreco	Office equipment	217.36	
Oxford City Council	Refuse sacks – cemetery	68.64	
Duncan Hatfield	Computer software	39.95	
Lyreco	Office equipment	28.22	
Clyde & Co	Insurance fee	137.60	
Playground Services Ltd	Seesaw handles	49.44	
Came and Company	Insurance premium 2012 – 2013	2161.27	
Dennis Ward	Maintenance	260.00	
Charlie Haynes	Phone allowance	20.00	
Cash	Library 50 th anniversary grant	500.00	

The following income has been received:

Payment for burial	Mr L J MacFarlane	500.00
Payment for memorial	Mr EF Willoughby	200.00

11 Burial Ground

- a. Correspondence received from Mrs McLarnon will be addressed by the Chair.

PCllr CH

- b. Chair to meet PCllr PH to discuss proposed plot for local resident on site. **PCllr CH**

12 Highways

- a. PCllr RJ asked that a request stop be introduced near the cemetery on the 14A **CD**
service. Clerk to approach Stagecoach
- b. PCllr RJ reported continued issues with the 14 and 14A Stagecoach services
whilst St Giles Fair was operating. He reported that the bus company staff
were very helpful on site. Clerk to raise with bus company to prevent issues at **CD**
future events.
- c. Chair updated the meeting that he and the Clerk had met with David Toll
(Oxfordshire County Council) to look at measures to improve parking in the
Parish. Mr Toll will report back on a proposal for limited parking restrictions
between 11am and 3pm in the near future.
- d. Mr Barrett reported that problems were being created in Cherwell Drive with
motorists parking and then travelling to the hospital. He agreed that limited
parking proposals may help the situation.
- e. Mr Langton outlined parking issues in Cherwell Drive relating to Oxford
Brookes. He was also concerned that Cherwell Drive to Ousley Close was
often gridlocked.
- f. Mr Langton drew Council's attention to the upgrading of the cycleway due to
take place in September 2012.
- g. PCllrNB said that the limited parking needed to be monitored in order to be
effective. He stated that Oxford Road should be designated as a clearway.
- h. County CllrA-K updated the meeting that grass verge problems in Marsh Lane
and Horseman Close were being addressed through the Locality Fund by the **CCllrA-K**
installation of grass grids at 10 – 15 bad spots. With regard to Cherwell Drive
and Oxford Road, he offered to speak to David Toll and County Councillor
Rodney Rose
- i. The Chair thanked both residents for their time and input and assured them
that the issues were being taken on board on their behalf.

13 Area Forum

No report

14 Allotments

- a. Chair reported that water system has been installed.

15 Website

- a. PCllrDH reported that the company who host the web site have set up a new server, and that
the service is much improved.
- b. A facebook profile and page will be set up. A blog has been added, managed by a resident of
New Marston.
- c. Software has been added, and PCllrDH asked for to purchase a hand held scanner to use with
archived bound documents. Likely cost is £60. Agreed.
- d. The Chair extended the council's thanks to PCllrDH for his continued support.

16 Library

- a. Agreed to fund the grant request from the group arranging the 50th anniversary celebrations
of Old Marston Library on 22 September 2012, with the following conditions:
- I. Parish Councillors were unhappy about allocating the funding to the group directly as they
are only working towards this one event, hence have no bank account. Funding will be
paid to the librarian who, on a voluntary basis, will monitor the spend and ensure receipts
are retained.

- II. Evidence of Public Liability insurance cover will be provided to the Parish Council
- III. The grant is subject to a satisfactory risk assessment being carried out and submitted to the Clerk before the event.

17 Any Other Business

- a. PCllrNB drew attention to the developments within the Standards Committee. The new committee will follow the same Code of Conduct but the group will have only one Parish Council representative and in his view, the inter-relationship between district councils will be limited. Because of limited training he felt issues could arise and also be overlooked. The Chair and members thanks PCllr for his on-going monitoring and updating of the issues.

18 Date of Next Meeting

Tuesday, 2nd October 2012 at Mortimer Hall at 7:30pm