

Minutes of Old Marston Parish Council Meeting 2nd September 2014 at 7:30pm.

Present:

Parish Council

Charlie Haynes (CH) - Chairman	Duncan Hatfield (DH) – Vice-Chairman
Patricia Hall (PH)	Michael Cadd (MC)
Angie Tiwari (AT)	Michael O’Keefe (MO)
Nils Bartleet (NB)	John Batey (JB)
Barrie Lewis (BL)	Tony Greenfield (TG)
Tim Cann (Clerk)	

City Council

Cllr Mick Haines (MH)	Cllr Mary Clarkson (M)
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County Council

Cllr Mark Lygo (ML)

Members of the Public : 5

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

14/09/01 Apologies for Absence:

ACTIONS

Peter Williams & Peter Cox (Parish Council)

14/09/02 Minutes of the last meeting held on 8th July were approved. All agreed.

14/09/03 Requests from members of the public to speak : None.

14/09/04 Matters Arising (omitting those for which an agenda heading follows)

No Items.

14/09/05 Correspondence

Members to note: Every item on this list will be brought to the meeting.

Email Woman’s Sports Network

Email Mary Clarkson regarding underpaid mailings for noticeboards

Rural Services Network – 3 July

Email from Oxon County Council – Flood Management

Email from Suzette Starmer re vote registration changes

Email from Anna Weston – Fundraiser resignation

Email from Elizabeth Stevens ORCC AGM 18th September

Email Rural Services Network 14 July

Rural Services Network – 16 July

Signed by the Chairman.

Rural Services Network – 21 July
Email from Michael Morgan re Bridleway's possible adverse possession
Email from Oxfordshire County Council re Footpath from allotments to Marsh Lane
Email Michael Morgan re Bridleway at the Marston Ferry Road end
Rural Services Network 23 July
Email Peter Williams re Mortimer Hall Parking
Email from Heather Morris regarding parking survey & my response
Email Shaun Hatton in reply to request for footpath along Elsfield Road
Rural Services Network newsletter 4th August
Email from OMMLAA regarding boundary problem
Email from Shaun Hatton in reply to my request for any information on parking survey carried out in new Marston
Email DMUG (Development Management Users Group) meeting 25th November
Email from OMMLAA regarding container delivery
Rural Services News Digest 11 August
Email Oxford City Council re Boult's Lane verge problem
Rural Services Network Rural Transport August 2014
Email from Gill Shepherd regarding parking problems & my response
Email to David Tole asking for any news concerning parking issues
Email from OALC regarding openness of Local Government Bodies regulations 2014
Rural Services Network Digest 18 August
Email from Tony Greenfield re various points

14/09/06 Planning

Applications to be decided

14/02188/FUL – 29 Marsh Lane – Erection of single storey side and rear extension. - **No Objections except that there was concern whether sufficient off road parking provision provided.**

14/0213/FUL – 45 Cherwell Drive – First floor extension to side of existing dwelling above existing garage. - **No Objection although a Parish Councillor commented that a neighbour had raised concerns regarding boundary issues which Mary Clarkson is going to take up.**

14/02147/LBC – 41 Oxford Road – Insertion of 5 x conservation roof lights & new sliding doors to South elevation & addition of lean to at East end of existing outbuilding (retrospective) – **No Objections.**

Applications considered between meetings:-

14/01882/FUL – 125 Oxford Road – Demolition of single storey flat roof rear extension and construction of two storey rear extension - **No Objection.**

14/01775/VAR – The Victoria Arms – variation to temporary timing from 3 years from approval to 3 years from completion date of work. – **No objections. (MC to investigate)**

Decisions:

14/01065/CT4 – 4 Fairfax Avenue - APPROVED

14/01543/FUL – 34 Mill Lane - APPROVED

Signed by the Chairman.

14/01555/FUL – 3 Cromwell Close – APPROVED

14/01400/FUL – 8 Oxford Road – APPROVED

14/01259/FUL – Colthorn Farm – APPROVED

R3.0070/14 – St Nicholas School - APPROVED

Awaiting Decisions:

14/00322/FUL – Land adjacent to 19 Park Way

14/01484/FUL –19 Salford Road

14/09/07 Boults Lane Development Project

- a. CH proposed that the Parish Council replaces the pavilion. Seconded: MC. All in favour
- b. CH proposed that should the pavilion be replaced the Parish Council invest £75,000. MC asked if this was in addition to what has already been paid. CH stated that this was needed to move things forward. Seconded: MC. All in favour.
- c. CH proposed that should the pavilion go ahead the Parish Council would obtain a £200,000 loan from the Nation Loans Board. Seconded: MC. All in favour.
- d. Marston Saints FC accounts were viewed.
- e. Carolyn Place of Anthony Stiff Associates, potential new fundraiser, DH stated that her costs would be 10% of the Council's precept. TG proposed getting more quotes. Seconded: AT. Not carried. CH proposed taking on Carolyn Place of Stiff Associates as fundraiser for the pavilion. Seconded: MC. 11 for. 1 abstention.

14/09/08 Recreation Ground

- a. MH stated that he had arranged for a White Willow tree in memory of Parish Councillor Roy Jones to be purchased from his Oxford City Council allowance and suggested that it was planted in the Mortimer Hall recreation ground. CH questioned that a Willow tree was appropriate and who would be maintaining it. MH assured the Council if it had been arranged for the City Council Parks people to plant and maintain the tree until established. M suggested contacting Kevin Coldicott, Oxford City Council Parks & Conservation officer, for advice. TG agreed that it was a great idea but we did need advice. CH asked MH if the City Council could send a letter confirming they would maintain the tree. **MH**
- b. ROSPA report. A spreadsheet of findings was sent with the agenda. CH informed the Council that there was nothing of a high risk that needed urgent attention. ML asked for a copy of the report. MC took a copy of the report to see if anything minor he could repair. **TC**
- c. Condition of seat in Mortimer Hall recreation ground. TG proposed that quotes are obtained for painting of the seat. Seconded: DH. All in favour. **TC**
- d. Street Art Facility. TG stated that with the increasing amount of graffiti being done the Council should look to provide a designated facility for it. CH felt that the subway walls were already an ideal place for it. CH stated the Council had previously decided not to take any action on existing graffiti.

Signed by the Chairman.

14/09/09 Raising Parish Council profile

CH said that from comments made at the recent elections there was a need to increase the Parish Council's profile. TG stated that he was willing to be involved but discussion was needed to establish what was needed. DH agreed. TG/DH agreed to bring a proposal to the next meeting.

TG/DH

14/09/10 Information Distribution

CH stated that in the past there had been a Parish Council Bulletin which was well received, however the problem had always been distribution. He felt we needed a councillor to coordinate a distribution network so that any information from the Council reaches the whole parish. TG agreed to look into this and bring a proposal to the next meeting.

TG

14/09/11 Parish Council Bulletin

CH stated that, as previously mentioned, in the past we have had a Parish Council bulletin which was well received and felt that this should be reinstated. DH agreed to take this on but asked all to send him as much information as possible.

DH

14/09/12 Finance

- a. Bank balance as at 20/08/2014 –
current account £21,002.50
Newbury Building Society Account £200,000.00
- business reserve account £18,726.85
Petty Cash balance £53.06

The following accounts to be paid:

	£ Incl. VAT
BDO (Annual External Audit)	360.00
Lyreco (Stationery)	141.10
SLCC (Clerk's Manual)	47.50
David Hook (Repair fence at end of Marston Ferry Road)	280.00
Charlie Haynes (Phone/Broadband July & Aug 2014)	40.00
Clerk's Pay Including Expenses – July & August 2014. Details in correspondence file and displayed in the minutes book.	
Mrs R Cox (Cemetery Maintenance July 2014)	240.00
David Hook (Repair to Boults Lane Fence)	170.00
Diane Malley (4 th Quarter Payroll Services)	12.30
Gavin Jones (Renovation of Boults Lane Recreation Ground)	4488.65

Signed by the Chairman.

Diane Malley (1 st Quarter Payroll Services)	29.00
OALC (Roles & Responsibilities Training – TG)	78.00
Playsafe Ltd (ROSPA Annual Inspection)	184.80
BGG (Litter Picking & Grass cutting July 2014)	420.00
Glasdon UK Ltd (Picnic Table)	534.00
OALC (12 x Good Councillors Guides)	38.40
Thames Water (Cemetery Water Supply)	12.00
David Hook (Install Picnic Table & Replace Post)	955.00
Oxford City Council (Cemetery Waste Collection Sept 14 – Aug 15)	176.00
Mrs R. Cox (Cemetery Maintenance August 2014)	240.00
OALC (3 x Openness & Media Training)	126.00
Came & Co (Annual Insurance)	1965.87

Income –

SSE Wayleave	8.00
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b. Appointment of new Internal Auditor. Richard James and Arrow Accounting contracts were reviewed. After some discussion it was agreed to carry on with Richard James. Proposed: DH Seconded: NB. All in favour.

c. New Financial Regulations. JB stated that, as a new Councillor, he has been looking at the finances as an outsider and had increasing concerns. Not that there was any wrong doing going on but with increasing large amounts and it being public money we need to ensure we have sound procedures in place. JB proposed that a separate meeting is arranged to look at the draft financial regulations. Seconded NB. All in favour.

d. Internal Audit Findings.

1. **Wiseserve Ltd. Are we getting value for money? (was this done for expedience of resolution?)** CH informed the Council that he had spoken to two other companies and from this he felt we were getting value for money.
2. **All items of a financial nature such as invoices etc. must be addressed to the clerk's address.** CH agreed all invoices should be addressed to the clerk and will be in future.
3. **All invoices must give a breakdown of what is covered.** CH agreed that all invoices should detail what it covers. The clerk will include a copy of the quotation with the invoice in future.

CH reminded Internal Audit Committee Petty Cash needs to be included in quarterly audit.

Signed by the Chairman.

NB stated that the whole process went smoothly, cheques, invoices etc. were available for inspection and the clerk fully cooperated. JB complimented the clerk on the accounting records.

14/09/10 Burial Ground.

The notice regarding the proposed grave stone and setts safety work had been sent to all councillors with the agenda for information only.

14/09/11 Highways

a. Public meeting/survey

The clerk informed the Council that despite sending a reminder to David Tole asking for information on the current situation and for details of the consultation survey carried out in New Marston, no reply had been received. JB proposed that the Parish Council does not get involved in the survey. Seconded: NB. All in favour. CH asked ML if he could chase David Tole with regard to speeding up proceedings. ML

b. Roads, Paths & verges on Carter Estate.

TG informed the Council that there seemed a very haphazard system of road repairs. He had counted 65 potholes in Arlington Drive alone and Haynes Road was in an even worse state. ML explained that pot holes were graded by depth, width etc. and acted upon according to severity; they can be reported online via the website if a picture can be included, this is better but not necessary. CH mentioned the Council's camera and explained that pictures need to be taken and sent with the report. TG agreed to take camera and report potholes. (Camera to TG)

14/09/12 Library

CH informed the Council that there are approximately 25 volunteers offering to run the library, working in pairs. CH suggested a note of thanks be mentioned in the Marston Times article for their commitment.

14/09/13 Website, Facebook, Twitter & Streetlife.

The clerk informed the Council that the media policy had to be delayed as there was training on this from the OALC at the beginning of October and this would help produce the policy. CH suggested that until the media policy has been completed everything go through the clerk, obviously individuals can express personal opinions.

14/09/14 Clerk's Appraisal.

DH needs a copy of the blank form. TC

14/09/15 Firework Display 2014 Venue

CH proposed The Red Lion host the firework display. Seconded: DH. All in favour.

Signed by the Chairman.

14/09/16 Information Sharing

CH said a lady wished to talk about 21 Church Lane, M advised that this was not an actual planning application the owner had only asked if he can use the premises as an office. Planning officer had asked if cars would be involved at the address and awaiting reply.

AT asked why the Parish Council could not get funding to do road and path repairs itself as the County Council take so long. NB asked ML if funding of some of the road works go to City Council and whether this was part of the delays. ML confirmed that this was the case.

PH asked about new litter bin along cycle track on Marston Ferry Road. M to investigate.

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

Signed by the Chairman.