

**Minutes of the Old Marston Parish Council Meeting held on the 3<sup>rd</sup> September 2018 in the Mortimer Hall at 7:30pm.**

**Present:**

**Parish Council:**

<b>Duncan Hatfield (DH) – Chairman</b>	<b>Nils Bartleet (NB)</b>
<b>Michael Bates (MB)</b>	<b>Patricia Hall (PH)</b>
<b>Mary James (MJ)</b>	<b>Peter Cox (PC)</b>
<b>Alistair Morris (AM)</b>	<b>Michael O’Keefe (MO)</b>
<b>Anjana Tiwari (AT)</b>	<b>Tim Cann (Clerk)</b>

**City Council: Cllr Mick Haines (MH)**

**Thames Valley Police: NONE.**

**Members of the Public: 16**

**18/09/01** No Councillors declared any prejudicial interests and no one intended to record the proceedings of the meeting.

**18/09/02 Apologies for Absence:** Parish Councillor Peter Williams – Away, Parish Councillor Tony Greenfield – Holiday, Parish Councillor Mick Cadd – Unwell, County Councillor Mark Lygo – Prior engagement, City Councillor Mary Clarkson - Holiday.

**18/09/03 Website, Facebook and other social media:** DH reminded those present that the Council have a website and various social media sites where information can be found.

**18/09/04 Public, County & City Councillors & Thames Valley Police participation (if any requests received)**

- a. **Public: Anthony Hughes** brought one of the trapper clamps, which the Bell Ringers bought with their s.137 grant. He explained how they work and thanked the Parish Council.

**Dennis Ward** spoke about his concern with the cemetery and the Community Garden Group using part of the cemetery. He feels the cemetery should be used just for burials and it is wrong to rent out the garage for a peppercorn rent. If the Parish Council do intend to rent out the garage then it should be advertised in the appropriate way.

**Rebecca Hazel** spoke about the Marston Community Garden Group; she had revised drawings of the cemetery and said how it was a new group designed for local people to grow their own food.

**Tony Baker** spoke about the Swan School, read out The Oxford Civic Society’s letter objecting to the school, and how the rugby site was in fact bigger than the chosen Harlow Centre site which the planners have stated is smaller.

- b. **County & City Councillors Report(s): City Councillor Mick Haines:** Stated that the street light in Church Lane should be installed as soon as all the money had gone through. He is still trying to organise a school patrol as cyclists in the area are cycling recklessly on the pavement, putting pedestrians in danger. He will also be attending the planning committee meeting on Wednesday to oppose the Swan School application.

Signed by the Chairman.

- c. **Thames Valley Police: Sargent Andy Poole:** No report received.
- d. **Protect Old Marston & Elsfield (POME):** The Clerk advised that no one was available for tonight but someone would like to talk at the October meeting.
- e. **Residents Association of Oxford Road & Elsfield Road:** Charlotte Vinnicombe introduced herself as the chair of the Residents Association and gave a brief resume of the association forming, their main objectives is to try and tackle the rat running, speeding and parking through Oxford Road and Elsfield Road. They are also speaking to people about the amount of time the roads through the village are closed for the Virgin Half Marathon.

**It was RESOLVED that both POME and the Residents Association should be on future agendas.**

**18/09/05 Minutes of the meeting held on 2<sup>nd</sup> July 2018.** It was **RESOLVED** these are a true record.

**18/09/06 Matters Arising (omitting those for which an agenda heading follows):** None.

**18/09/07 Confirmation that the weekly operational checks on the defibrillator have been carried out and any faults reported:** The Clerk confirmed that the checks had been done.

**18/09/08 Highways:**

- a. **Subway:** The North side wall, nearest the Mortimer Hall, has graffiti, peeling paint etc. After some discussion it was **RESOLVED** that the Clerk investigates further the possibility of making this a Street Art facility. This would be subject to any maintenance and running costs.
- b. **Noticeboards:** The Clerk reminded the Council that they had already asked for noticeboards in the bus shelter in Elsfield Road. It was **RESOLVED** to accept the tender for £631.04 plus VAT for two noticeboards to be installed in the Elsfield Road bus shelter. There was then discussion about additional locations and the Clerk would look into sites in Salford Road, by the boundary brook in the Oxford Road/Old Marston Road, other bus shelters along the Oxford Road and the triangle at the end of Raymund Road.

**18/09/09 Roy Garner Pavilion:** The Pavilion Committee met on the 23<sup>rd</sup> August and recommended that the revised Occupational License be accepted. It was **RESOLVED** to accept the revised license. The Clerk informed the Council that, since setting the agenda, there had been further tenders received for the air conditioning system and repair or replacement of the slabs around the building. It was therefore **RESOLVED** to defer any decision until the Pavilion Committee had reviewed the additional tenders.

**18/09/10 Recreation Grounds & Cemetery:**

- a. Confirmation that the weekly safety checks on play equipment have been carried out and any faults reported. As TG is away the Clerk confirmed that TG had done the checks.
- **Play Equipment Survey:** There have been 73 forms returned. Top 3 items people would most like to see in Boults Lane Recreation Ground are – 1. Swings 2. Slide 3. Roundabout. The Committee meet on the 20<sup>th</sup> September to review finds and recommend to Council.

Signed by the Chairman.

**18/09/11 Marston Remembers:** The Clerk informed the meeting that he had got 3 silhouettes (normal cost £45 each) free of charge to commemorate the ending of WW1. To get these, some sort of event needed to be arranged, so a brass band concert is being organised for Saturday 10<sup>th</sup> November in OXSRAD. The capacity is 120 people. A budget of £500 is asked for to cover the cost of the band, donation to OXSRAD for use of the venue, staffing and facilities. It was RESOLVED to set aside an allocation of £500 for the event.

**18/09/12 Community Garden Group:**

- Solar farm on Parish Council field at end of Mill Lane: After some discussion it was RESOLVED to defer any decision to the next meeting.
- Write to the Highways about putting veg boxes/flower tubs on pinch points on Elsfield Road through village in 4 places. It was RESOLVED that it was for the Marston Community Garden Group to write to Highways.
- Write to University Parks asking if they would be willing to donate any surplus/discarded plants and/or bulbs. It was RESOLVED that it was for the Marston Community Garden Group to write to the University Parks.
- Allow Marston Community Garden to plant 4 – 5 fruit trees in each of the small green council owned area on south side of the underpass near St Nicholas School. – It was RESOLVED to allow 4 -5 fruit trees to be planted in the triangle of land next to St Nicholas School.
- Plant bulbs around the village, e.g. Mortimer Hall playground. It was RESOLVED to allow the Marston Community Garden to plant bulbs around Mortimer Hall Recreation Ground but NOT near the play area.

**18/09/13 Finance:**

a. Bank balance as at 28/08/2018 –  
 Current Account £10,098.27 (including £16,941.89 CIL money) Petty Cash £74.85  
 Business Reserve Account £3,747.12 Newbury Building Society Account £138,536.24

The following accounts to be paid:	£ Incl. VAT
Clerk's Pay Including Expenses, Pension, etc. – July 2018	
Oxford Direct Services Ltd (Elsfield Road Footpath)	20,370.00
Oxford City Council (Garden Waste Service)	100.00
ROSPA (Annual Inspection)	126.00
BGG (Litter Picking & Grass Cutting July)	348.00
Came & Company (Annual Insurance Renewal)	2,883.74
Staples Ltd (Stationery)	42.74
BT (Clerk's Office phone)	96.09
<b>TOTAL</b>	<b>£25,379.45</b>

Signed by the Chairman.

<b>Petty Cash Expenditure:</b>	
Peter Cox (Chairman's Gavel)	16.00
Pen to Paper (Glue)	14.99
<b>TOTAL</b>	<b>£30.99</b>
<b>INCOME :-</b>	
HMRC (VAT Return Qtr 4)	640.77
<b>TOTAL</b>	<b>£640.77</b>

It was RESOLVED to accept these accounts.

- b. The Council reviewed the minutes of the Finance Committee meeting held on the 23<sup>rd</sup> August 2018 and it was RESOLVED to accept the Risk Assessment and it was RESOLVED to accept the Insurance premium

The following were agreed by the Finance Committee meeting: £ Incl. VAT	
Clerk's Pay Including Expenses, Pension, etc. – August 2018	
Staples Ltd (Stationery)	111.18
Total Pest Control (Quarterly Contract Charge)	177.60
BGG (Grass Cutting & Litter Picking June)	438.00
MP Security (Pavilion Annual Alarm)	125.00
S. Merrett Services (Verti-draining Boults Lane)	2,768.88
GDT Fire Alarms Ltd (Annual Fire Alarm Contract)	432.00
Oxfordshire County Council (Contribution to Street Light)	500.00
OMMLAA (s.137 repayment of cheque not cashed)	300.00
<b>TOTAL</b>	<b>£6,265.74</b>
<b>Petty Cash Expenditure:-</b>	
Oxford Bus Company (Clerk travel to Parish Forum meeting)	3.70
Tony Greenfield (Repair Bolt for Zip Wire)	0.50
Keypit (2xpadlocks for cemetery garage)	55.80
<b>TOTAL</b>	<b>£60.00</b>

Signed by the Chairman.

<b>INCOME :-</b>	
SSE Wayleave	8.00
Reeves Memorial Ltd (Holroyd)	250.00
HMRC ( VAT Return 3 <sup>rd</sup> Quarter)	1102.58
Openreach (Wayleaves Payment)	26.46
<b>TOTAL</b>	<b>£1,387.04</b>

- c. It was RESOLVED to transfer £20,370 from the Newbury Building Society to NatWest Bank so as to pay for the Elsfield Road footpath.
- d. **Reserve:** DH reminded the Council that the Clerk was instructed to research additional interest accounts so as to reduce the amount of reserves in one account to below the amount protected of £85,000. The Clerk advised that there were three accounts open to the Council; Santander Treasurers A/c offering 0.50%, Chelsea Building Society offering 0.50% and Skipton Building Society Community Savers A/c offering 0.75%. It was RESOLVED that the Clerk should open an account with Skipton Building Society and transfer £63,536.
- e. **Quarterly Financial Review:** NB confirmed that he had met with the Clerk and gone through all aspects of the accounts, including Petty Cash, Newbury Building Society, and that all was correct and financial procedures being followed.
- f. **Cheque signatures:** It was RESOLVED that DH should replace JB as a cheque signature on the Newbury Building Society and that TG, as Vice-Chairman, should replace JB as a cheque signature on the NatWest Bank Account.
- g. **Budget v Expenditure & Income Analysis:** The Clerk went through the figures for the income and expenditure.

#### **18/09/13 Planning:**

##### **Applications considered between meetings:-**

DH made the Council aware of the minutes of the Planning Committee meeting held on the 16<sup>th</sup> August 2018.

##### **Decisions:**

18/00645/FUL – Victoria Arms - **APPROVED**

18/01019/FUL – 4 Cavendish Drive - **REFUSED**

18/01029/FUL – 10 Cromwell Close - **APPROVED**

18/01021/FUL – 17 Cavendish Drive - **APPROVED**

18/01080/FUL – 38 Mortimer Drive - **REFUSED**

18/01357/FUL – 40-42 Oxford Road - **APPROVED**

18/01491/FUL – 76 Arlington Drive - **REFUSED**

18/01586/FUL – 22 Elms Drive - **WITHDRAWN**

##### **Awaiting Decisions:**

18/00571/FUL – 11 Horseman Close

18/01010/FUL – 12 Oxford Road

18/01173/FUL – The Harlow Centre, Raymund Road

18/01549/FUL – 20 Raymund Road

Signed by the Chairman.

**Applications to be decided:-**

**18/02073/FUL – 21 Haynes Road –** Erection of a first floor rear extension – **NO OBJECTION**

**18/09/14 Planning Application Responses:** DH brought the Council's attention to the Clerk's report and stated that in future planning application responses need to be in relation to the Planning authority's planning policy. NB stated that it seems a complicated process if being looked at by the untrained and it was agreed that the Clerk would send each Councillor a copy of the 27 page document listing the planning policies.

**18/09/15 Marston Community Garden:**

- Solar farm on PC field at end of Mill Lane. To generate free electricity for the village and/or sell back to the grid, and use for all residents energy bills, and/or spending the money generated by helping those in our community needing more help/support.? Or paying for community projects. – **The Low Carbon Hub has advised that the field is too small, with too many trees to be used for a solar farm. They also pointed out that it was in the conservation area so would probably not be allowed anyway.**
- Lease part of field behind extension cemetery for 40 years, bottom SE corner to be marked out. There have been proposals for: No lease at all – refusal of project, 1 year with no trees, 2 years, 3 years, 5 years, 25 years, 30 years, 35 years.

Rebecca Hazel presented an alternative plan for the cemetery. There was concern over a pond and any possible liability should there be an accident.

DH advised that the Council can look at the plans, however it was unfair for the Council to make a decision tonight as they had only just seen the plans. Therefore it was RESOLVED deferring any decision to the next meeting to give Councillors time to review the new plans.

- Rent garage on site for storage of non-valuable items at a peppercorn rent eg £1 per month, with a month's notice from either party/side. After some discussion it was RESOLVED to defer any decision to the next meeting.

**Items of an urgent nature which have come to the Clerk's attention since the Agenda was set:** None.

**18/09/16 Information sharing (including correspondence)**

Rural Services Network Digest etc,

OALC Newsletter July 2018,

Virgin Half Marathon,

Name for triangle of land at the end of Raymund Road near School,

Community Forum Minutes,

Mortimer Hall Management Committee Update,

A tree survey will be carried out in the next month.

MEETING CLOSED: 9:10pm

Signed by the Chairman.