

Minutes of the Old Marston Parish Council Meeting held on the 4th September 2023 at the Mortimer Hall from 7:00pm.

CONFIRMED

Present:

Parish Council:

Duncan Hatfield (DH) – Chairman	Pat Hall (PH) (Vice-Chair)
Louise Upton (LU)	Mary James (MJ)
Peter Williams (PW)	Alistair Morris (AM)
Mick Bates (MB)	Louise Milford (LM)
Charlie Haynes (CH)	

In attendance:

Tim Cann (Clerk)	Members of the Public: 4
Oxford City Councillor Mary Clarkson	Oxfordshire County Councillor Mark Lygo

23/09/01 Intention to record the proceedings of the meeting: NONE.

23/09/02 Apologies for Absence: Parish Councillors Charlotte Vinnicombe & Peter Cox – Vacation, Parish Councillor Skye Denno – clash of meetings.

23/09/03 Website and social media: DH advised not much to report.

23/09/04 Public, County & City Councillors & Thames Valley Police participation (if any requests received)

a. Thames Valley Police: No Report received.

b. County & City Councillor Reports:

AM advised that the city council do not meet again until October. The cycle route running alongside the parks into Oxford has been closed due to repair work on the bridge. This has caused a great deal of problems with cyclists; the city council are negotiating with the University for an alternative route. AM has met with the county council tree officer who made Marston Ferry Road one of their priority tree schemes. This means they are funding more tree planting being planted over the next two years.

MC advised that there is an enforcement issue in Cherwell Drive.

c. Public:

No members of the public wished to speak.

23/09/05 Minutes of the Parish Council Meeting held on 3rd July 2023.

It was **RESOLVED** these are a true record.

23/09/06 Matters Arising (omitting those for which an Agenda heading follows):

- **Grass Verge Survey:** The Clerk informed the council the City Council's response:

Ecological surveys have not been undertaken of all roadside verges across all of Oxford. Some surveys are being carried out at the moment and we hope to carry out further surveys of road verges in future.

Scientific evidence generally shows that less mowing benefits biodiversity. PW advised that an insect survey was needed to see the benefit. Clerk to go back to city council.

- **Right of Way:** LM agreed to lead on this project and the Clerk will forward details to LM.

23/09/07 Operational Checks:

- The Clerk reported that the weekly checks on the defibrillator had been carried out. All working correctly.
- The Clerk reported that the weekly checks on the play equipment had been carried out.

23/09/08 Planning:

Applications considered between meetings: NONE.

Planning Committee Meeting

Decisions: (Click to see reasons for refusal)

- 22/00960/FUL – 21 Haynes Road – **REFUSED**
- 22/01801/FUL – 10 Nicholas Avenue – **APPROVED**
- 23/00549/FUL – 60 Cherwell Drive – **REFUSED**
- 23/00607/FUL – Court Place Farm Pavilion, Marsh Lane – **APPROVED**
- 23/00795/FUL – 31 Beechey Avenue – **APPROVED**
- 23/00956/FUL – 45 Arlington Drive – **APPROVED**
- 23/01179/FUL – 9 Gordon Close – **REFUSED**

Awaiting Decisions:

- 20/02457/DEL – Willow Barn, Oxford Road
- 21/03294/FUL – 56 Marsh Lane
- 22/02983/FUL – 4 Haynes Road
- 22/03049/FUL – Land North of Bayswater Brook
- 23/01076/FUL – 71 Cherwell Drive
- 23/01216/FUL – 1 Harlow Way
- 23/01218/FUL – 3 Rimmer Close

Applications to be decided:

- **23/01772/FUL – 4 Haynes Road** – Erection of a front porch. Formation of a rear dormer in association with loft conversion. Installation of an air-to-air heat pump to side elevation. Replacement of garage roof. Insertion of 2 roof lights to front elevation. Alterations to 1 window to side elevation. – **NO OBJECTIONS.**
- **P22/S4596/FUL - Land North of Bayswater Brook Near Barton** – Erection of new A40 cycle and pedestrian bridge and associated pedestrian/cycle route connection works. Formation of new vehicular access onto Elsfield Road and associated Elsfield Road/Woodeaton Road/Marston Interchange access and highway improvement works. Formation of two new vehicular accesses onto Bayswater Road and associated highway improvement works on Bayswater Road. Formation of two new Public Transport crossing bridges over the

Bayswater Brook with associated bus route connection works, including Public Transport-only accesses onto the A40 and Barton Village Road. Formation of five pedestrian/cycle bridges over the Bayswater Brook and associated pedestrian/cycle route connection works. Associated flood alleviation measures along sections of the Bayswater Brook. Associated landscape and infrastructure work. (Hard copies on the Environmental Statement can be found at South Oxfordshire District Council.

23/09/09 Finance: Bank balance as at 25/08/2023 –

Unity Trust Account £16,229.30 (incl. CIL Money) £27,272.56
 Newbury Building Society A/c £82,636.07, Petty Cash £73.79
 Skipton Building Society A/c £10,585.37.

The following accounts to be paid:	£ Incl. VAT
Clerk's Pay Including Expenses, Pension, etc. – July & August 2023	
GDT Fire Alarm Ltd (Annual Service)	432.00
BGG (Grass Cutting for July)	300.00
MP Ryder (Intruder Alarm Service)	138.00
Value Products Ltd (4 x Metal NO DOG signs)	76.27
Harlequin Playground Ltd (Final payment Zip Wire Repair)	762.15
Moore (External Auditor's Fee)	504.00
BHIB Insurance (Renewal of Policy)	2,194.96
TOTAL	£5,955.05
Petty Cash Expenditure:	NONE
INCOME:	
HMRC (VAT Returns)	5,762.17

- a. It was **RESOLVED** to accept these accounts.
- b. **Finance Committee met on the 31st July 2023 where the following recommendations were made:**
 - **Insurance Review:** It was **RESOLVED** to add Bus Shelter in Elsfield Road for £4,000 and twenty cycle racks at a cost of £864.00.
- c. **Reserves Review:**
 - **General Reserves** – A parish council usually maintains a General Reserve of about six-month operating costs, or precept. The council is currently maintaining a General Reserve of £31,216 (six months precept).
 - **Fixed Asset Reserve** – In addition to the general reserve the committee may wish to consider recommending council maintains a reserve to cover the repairs or replacement of fixed assets should the need arise. It was **RESOLVED** to budget £10,000 towards this. Although this would nowhere near cover the replacement of even just one piece of play equipment, it does allow for repairs.
 - **Emergency Reserve** – Following the illegal encampment on the Oxford City Council-owned Croft Road Recreation Ground the committee may wish to consider a reserve so the council can act proactively should this occur on any parish council land. (Able

Investigations). It was **RESOLVED** to budget £10,000 of reserves to this.

In addition to these dedicated reserves, the parish council carries a working balance, made up of monies allocated to future projects.

- Notice of Conclusion of annual audit of accounts for the year ended 31st March 2023. The council noted.
- Review Annual Grants Policy. It was **RESOLVED** to adopt the Grants Policy.

23/09/10 Notes from the Mortimer Hall meeting regarding the hall/council meeting:

- It was noted the Hall Committee's response.

23/09/11 Cemetery:

- It was **RESOLVED** to accept Mr. & Mrs. Gailey's application to pre-purchase a burial plot.
- It was **RESOLVED** to accept Mr. Denny's application to pre-purchase a burial plot.

23/09/12 Waste Bins in Recreation Grounds:

- It was **RESOLVED** to accept the tender and have all bins emptied on Mondays and Thursdays.

23/09/13 Pavilion, Recreation Grounds & Cemetery:

- **Pavilion Lighting:** The CH and Clerk visited the pavilion area to see the affect the lights would have on the complainant. It was **RESOLVED** to note the complaint and monitor.
- **Fencing along Mortimer Hall Recreation Ground, boundary with the Red Lion:** It was **RESOLVED** that the Clerk get further tenders to include lap fencing with concrete posts and kick boards.
- **Grass Cutting Policy:**
 - **Boults Lane Recreation Ground:** It was **RESOLVED** to mow all areas except the wildflower strips on the righthand boundary. (See map).
 - **Mortimer Hall Recreation Ground:** It was **RESOLVED** to mow all areas except the wildflower strip along the boundary with the subway. (See map).
 - **Elsfield Road Cemetery:** It was **RESOLVED** to mow all areas and strim round all obstacles of the cemetery.
 - **Elsfield Road Paddock:** It was **RESOLVED** to cut once per year the lefthand side of the paddock and the cuttings be removed. Except the Right of Way which runs through the area which is to be kept regularly cut. The righthand side of the paddock is to be cut as usual.
 - **Wildflower strip in Boults Lane Recreation Ground:** AM informed the council that the wildflower strip in Boults Lane Recreation Ground had been mowed without authorisation. PW advised the council that all councillors should know that no councillor has the authorisation to act without firstly obtaining the council's approval. AM stated that the it would be difficult for the Marston Community Garden Group to manage the site without serious commitment from the parish council. After

some discussion it was **RESOLVED** that the revised 'Council Members & Officers Protocol' clearly states what it expected of councillors.

- **Cemetery Seat:** It was **RESOLVED** to purchase the 'Lowther Seat' at a cost of £631.77 plus VAT to replace the seat in the corner of the cemetery.
- **CCTV:** It was **RESOLVED** for the Clerk to investigate getting CCTV to be installed on the Roy Garner Pavilion.

23/09/14 Report from Members:

- MJ reported on the County Council's Public Transport meeting.

23/09/15 Governance & Accountability:

- It was **RESOLVED** to adopt the updated Terms of Reference.

23/09/16 Local Council Award Scheme

- It was **RESOLVED** to adopt the revised Health & Safety Policy.
- It was **RESOLVED** to adopt the 2022/2023 Annual Report.

23/09/17 World Menopause Day 18th October 2023:

- The Clerk informed the Council that, as part of the Health & Wellbeing initiative, it could hold a Menopause event. The Clerk had spoken to a doctor and a fitness trainer, both well versed in the subject, who were willing to hold a seminar. Hopefully it would be in partnership with Oxfordshire County Council and/or Oxford City Council. The budget would be approximately £1,500 which would be shared between the partners. It was **RESOLVED** to proceed with the event.

23/09/18 Market:

- At the Annual parishioners' meeting Duncan Hatfield offered to organise a market. He did this as an individual, not as chairman or parish councillor. It was **RESOLVED** to allocate £200 towards the cost of setting up and running the community event.

23/09/19 Clerk's Report:

- The Clerk asked if there were any questions on the report which was sent out with the agenda. Items in red are completed, in blue are updates, in green new items.

23/09/20 Council Members & Officers Protocol:

- It was **RESOLVED** to adopt the revised protocol.

23/09/21 Plus anything of an urgent nature which has come to the Clerk's attention since the agenda was set:

- Hedge Tender: It was **RESOLVED** to defer so the Clerk can get further tenders.
- EV Points Expression of Interest: The Clerk informed the council the county council were asking for expressions of interest on applying for funding to install electric vehicle points. It was **RESOLVED** for the Clerk to enter an expression of interest for the area on the lefthand side of Boult's Lane, near the bollards.

23/09/22 Information Sharing:

- OALC Newsletter: Already sent.

- Newbury Building Society has increased its interest rate by 0.25% to 4.15% effective from 17th August 2023.
- Rural Services Network Digest.
- Update on Hill View Farm & Almond Farm: Appealed, awaiting further judgement.
- Salford Road Store has closed.
- DH advised that the scouts had asked if they could design posters as part of their badge.

23/09/23 Date of next meeting:

- Monday 2nd October 2023 at 7pm in the Mortimer Hall.

MEETING CLOSED: 9:05pm

Signed: Chairman

Date:

Please note: Minutes become CONFIRMED following resolution at the following Full Council Meeting.