

MARCHAM PARISH COUNCIL

To: All Members of the Council

You are hereby summoned to attend a meeting of the Parish Council to be held in the residents' lounge, Duffield Place, Marcham on Wednesday 10th January, 2018 at 7.30 p.m. for the transaction of the business stated below.

Mrs. L.A. Martin
Clerk of the Council
(Tel: 01865 391833)

Orchard House,
90 Howard Cornish Rd.,
Marcham,
Abingdon,
Oxon. OX13 6PU

A G E N D A

1. Apologies for Absence
2. (i) Declarations of Interest
 - a) To receive declarations of interest from councillors on items on the agenda under consideration at this meeting.
 - b) To receive written requests for dispensations for disclosable pecuniary interests (if any)
 - c) To grant any requests for dispensation as appropriate

(ii) Members are reminded to keep their Register of Interests held by the Vale of White Horse District Council up to date.
3. Minutes of the meeting held on 13th December, 2017
To agree the minutes of the meeting as a correct record
4. Matters arising from the meeting held on 13th December, 2017

Junction A415/Howard Cornish Road
Lux A Plant lorry has ceased to park right at the junction.

A415 – path on southern side
Response from the County Council is awaited.
5. Public Participation
An opportunity for the public to bring parish matters to the attention of the Council.
6. Planning Matters
 - a) Decisions on previous planning applications
To note decisions on previous application
 - b) Applications dealt with prior to the meeting

None received

c) Applications for consideration at the meeting

P17/V2932/HH Demolish side garage and build single storey extension to the front and rear, and a two storey side extension (parking proposals submitted)
21 Fettiplace Road
For: Mr. and Mrs. D. Merriman

7. District Councillor's Report
To receive a report on District Council matters from Cllr. Mrs. C. Webber
8. County Councillor's Report.
To receive a report on County Council matters from Cllr. R. Webber
9. Community Facilities
To receive an update report, and to consider the minutes of the Community Facilities Steering Group meeting.
10. Grant Application(s)
 - a) To note grant application form being trialled with the PCC is awaited.
 - b) To note and consider further grant application from a Tai Chi instructor who wishes to establish a Tai Chi class in Marcham. Request is for £10 per week to cover hall hire costs.
 - c) Information from South and Vale Citizens Advice Bureau as to how any grant funds are used is awaited.
 - d) To note initial comment from Oxfordshire Association of Local Councils in regards to the payment of salaries.
11. Local Council Review Magazine
The magazine currently costs £13.50 for 4 issues in the year per member, provided at least 5 copies are ordered. Orders for 1-4 copies are £17.00 for 4 issues. As a way of reducing costs, it has been suggested that fewer copies could be ordered.
To consider this suggestion.
12. Management Fees – Harding Way
To note and consider correspondence in regards to management fees on the shared common areas within Harding Way.
13. Budget 2018/19
 - (A) To consider the budget for 2018/2019
 - a) To resolve to take into reserves any unspent sums from the current year.
 - b) Council's obligatory expenditure
 - c) Chairman's Allowance
 - d) Council's expenditure on non Parish Council owned land
 - e) Capital Items
 - f) Working balance/contingencies
 - g) Earmark reserves for specific items

(B) To set the precept for 2018/2019

14. Annual meeting of electors
To consider the arrangements for the annual meeting of electors 2018.
15. Correspondence
 - a) Letters of thanks for grants awarded from Marcham Bellringers Society, Marcham Cricket Club, South and Vale Carers Centre/Be Free, and Marcham Rainbows.
 - b) Thames Valley Police – Survey on increase in council tax to help protect operational policing.
16. Accounts
To approve accounts for payment as per list circulated to members
17. Matters raised by members for information
18. Items for MAD News
19. Date of Next Meeting: The next meeting of the Council will be held on Wednesday 14th February, 2018 at 7.30 p.m. in the residents' lounge at Duffield Place.

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Thames Water activities

A question was raised at the last meeting regarding the various activities of Thames Water in Marcham. Leaks had appeared in Longfields and North Street, and relining works were taking place in Kings Avenue

Path A415 – South side

The developer has stated that the path narrowed to 117 cm as tree roots were encountered and the tree was subject to a preservation order. The remainder of the works have been completed to design except the edge of the entrance to Abbots Grange which will be completed shortly. A road safety audit did not pick up any problems with the path.

5. Public Participation
An opportunity for the public to bring parish matters to the attention of the Council.
6. Planning Matters
 - a) Decisions on previous planning applications
To note decisions on previous application

b) Applications dealt with prior to the meeting

None received

c) Applications for consideration at the meeting

P18/V0044/FUL To erect one double and one single new apex sectional garages to replace 2 old existing garages
The Anson Field, Morland Road
For: Marcham Community Group

7. District Councillor's Report

To receive a report on District Council matters from Cllr. Mrs. C. Webber

8. County Councillor's Report.

To receive a report on County Council matters from Cllr. R. Webber

9. Community Facilities

a) To receive an update report from the Council's s. 106 working party

b) To receive a report from the Council's observer to MCG meetings.

10. Grant Application(s)

a) To note and consider comments from Oxfordshire Association of Local Councils in regards to grant payments.

b) To note correspondence from South and Vale Citizens Advice Bureau and authorise the payment of the grant previously set aside.

11. RAF Brize Norton – Changes to air space consultation and London Oxford Airport consultation

To consider any Parish Council comments. Available for viewing at:

https://www.raf.mod.uk/rafbrizenorton/rafcms/mediafiles/8259A688_E36F_447D_7382737670965DA4.pdf

and

www.oxfordairport.co.uk/the-airport/public-consultation/

12. Parishioner of the year

To receive a report from the working party and consider the selection of a recipient for the parishioner of the year award 2017.

13. Play Area – inspection report

To receive the quarterly inspection report on the play equipment.

14. Dog Fouling

a) To consider problems with dog fouling in the parish

b) To consider a request for a dog waste bin / litter bin in Mill Road, on the west side, south of Beansheaf at the point where the jubilee path goes westwards.

c) To consider a replacement dog waste bin adjacent to the Cemetery.

15. Cow Lane Allotments – rats

To note and consider correspondence from an allotment holder that there is an increasing number of rats appearing at the allotments.

To consider any action to be taken by the Parish Council.

16. Bridleway 17 – The Mill, Marcham – closure
To note the continued closure of bridleway 17 and to consider any Parish Council involvement.
17. Annual meeting of electors
To consider the arrangements for the annual meeting of electors 2018. Marcham Primary school is available Wed 23rd May 2018.
18. Correspondence
 - a) Letter of thanks for grant from Wantage Independent Advice Centre.
 - b) South Central Ambulance – Working together newsletter
 - c) Oxford Clinical Commissioning Group – Locality Plan. Consultation on the future of GP and primary care services. Closing date 31st December, 2018.
<https://consult.oxfordshireccg.nhs.uk/consult.ti/LocalityPlansOxon/consultationHome>
A short summary of the plan to be published in February.
 - d) Deputy Police Crime Commissioner – newsletter
 - e) Leader funding – availability of grants to support the rural economy.
 - f) Oxfordshire Playing Fields Association – newsletter
 - g) Oxfordshire County Council – Waste Strategy consultation
 - h) Oxfordshire County Council – Oxfordshire Minerals and Waste Local Plan: Part 2 Site allocations: Information consultation and renewed call for site nominations
<https://www.oxfordshire.gov.uk/cms/content/minerals-sites>
<https://www.oxfordshire.gov.uk/cms/content/waste-sites>
 - i) Letter Marcham Charity Trustees – Notification that as of 24th January 2018, the Marcham Parochial Charities ceased to exist, and all the money held by the Charities was transferred to Oxfordshire Community Foundation.
 - j) Thames Water – “Shaping your water future” discussion 20th February at the community centre, Lindsay Drive, Abingdon. 7.00 p.m.
19. Accounts
 - a) To receive a report from the working party on the review of the effectiveness of internal audit.
 - b) To adopt audit plan and terms of reference for the auditor.
 - c) To approve accounts for payment as per list circulated to members
20. Matters raised by members for information
21. Items for MAD News
22. Date of Next Meeting: The next meeting of the Council will be held on Wednesday 14th March, 2018 at 7.30 p.m. in the residents’ lounge at Duffield Place.

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3. Minutes of the meeting held on 14th February, 2018
To agree the minutes of the meeting as a correct record
4. Matters arising from the meeting held on 14th February, 2018

Vanderbilt open space / Taylor Wimpey path
To receive update report.

Abingdon Road A415 – path Persimmon Homes
To receive update report from the County Council
5. Public Participation
An opportunity for the public to bring parish matters to the attention of the Council.
6. Planning Matters
 - a) Decisions on previous planning applications
To note decisions on previous application
 - b) Applications dealt with prior to the meeting

P18/V0361/FUL Erection of timber framed general purpose agriculture building
Marcham Mill, Mill Road
For: Mr. A. Bedford
Comments: Council had no objections

P18/V0371.LDP Lawful development certificate

Conversion of loft to additional bedroom

8 Abingdon Road

For: Mr. Walker

Comments: Council expressed concern regarding the velux windows facing the A415, and the lack of parking given the creation of a new bedroom

c) Applications for consideration at the meeting

None received

7. District Councillor's Report
To receive a report on District Council matters from Cllr. Mrs. C. Webber
8. County Councillor's Report.
To receive a report on County Council matters from Cllr. R. Webber
9. A415 – Speed Limit. Marcham to A34
To further discuss any Parish Council action to try and reduce the speed limit on the Marcham section of the A415.
10. Oxford Cambridge Expressway – Letter from CPRE
Call to support a request for a public inquiry into the Oxford Cambridge expressway route.
To consider the Parish Council's view.
11. Community Facilities
 - a) To receive an update report from the Council's s. 106 working party
 - b) To consider the latest plans for the hall
 - c) To consider the Heads of Terms for the Lease, and Services and Cooperation Agreement.
12. Data Protection – Training event
 - a) To receive a report on the data protection training event
 - b) To consider the setting up of a working party to consider the steps the Council is required to take.
13. Grant Application(s)
To consider a grant request from Richard Zair in regards to support for the running of the youth Club and Friday Club.
14. Cow Lane Allotments – charges for water
 - a) To consider payments out for water costs and to set the charge for water for 2018/19
 - b) To consider quotations for pest control.
 - c) To consider a request from an allotment holder to relocate a shed on a surrendered plot, currently with no tenant, to his own.
15. Dog Fouling
 - (i) To note the response from Vale of White Horse District Council regarding the provision of new waste bins.
 - (ii) To further consider the provision of a bin in Mill Road.

- (iii) To consider a suggestion from a parishioner to put up posters around the village containing the key facts about dog fouling and clearing up after your dog.
16. War Memorial
(i) To consider restoration to the war memorial in time for Remembrance Sunday 2018.
(ii) To consider a grant application to the War Memorial Trust.
17. Annual meeting of electors
To note the school hall has been booked for 23rd May. The Emergency Planning Officer at Vale of White Horse District Council has offered to be the guest speaker.
18. Adverse weather – gritting
a) To consider whether, during adverse weather and icy conditions, the Parish Council should grit footways, and the necessary equipment needed for this.
b) To note Scottish Southern has a grant fund for grants up to £20,000 to promote community resilience. The County Council too, has a small fund available for equipping reception centres to deal with emergencies e.g. first aid kits and training, tea urns, torches etc.
19. Thames Water Management Plan
To consider comments on the Thames Water's Management Plan.
Available for viewing at <https://corporate.thameswater.co.uk/about-us/our-strategies-and-plans/water-resources/developing-our-next-plan---wrmp19>
20. Correspondence
a) Letter of thanks for grant awarded from South and Vale Citizens Advice Bureau.
b) Letter from General Aviation Alliance re: Brize Norton and Oxford Airport consultations.
c) Thames Water – Water Resources Management Plan briefing - Reading
d) Deputy Police Crime Commissioner – Newsletter
e) OALC – February newsheet
f) Vale of White Horse District Council – Parish Forum Thursday 5th July, 6.00 p.m. at the Beacon, Wantage
21. Accounts
a) To approve accounts for payment as per list circulated to members
b) To consider signatories for the bank account
22. Matters raised by members for information
23. Items for MAD News
24. Date of Next Meeting: The next meeting of the Council will be held on Wednesday 11th April, 2018 at 7.30 p.m. in the residents' lounge at Duffield Place.

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 - c) To grant any requests for dispensation as appropriate
3. Minutes of the meeting held on 14th March, 2018

To agree the minutes of the meeting as a correct record
4. Matters arising from the meeting held on 14th March, 2018
5. Public Participation

An opportunity for the public to bring parish matters to the attention of the Council.
6. Planning Matters
 - a) Decisions on previous planning applications

To note decisions on previous application
 - b) Applications dealt with prior to the meeting

None received
 - c) Applications for consideration at the meeting

P18/V0624/HH Demolition of existing garage, construction of two storey extension to form grand parent annex. Construct new garage and extend dropped kerb to A415.

Stone Cottage

For: Mr and Mrs. A. McRae

P18/V0769/HH Alterations to wall to form new access, drive and erection of 2 bay open port garage
12 Frilford Road
For: Mr. A. Allan

P18/V0770/Listed Building Alterations to wall to form new access, drive and erection of 2 bay open port garage
12 Frilford Road
For: Mr. A. Allan

7. District Councillor's Report
To receive a report on District Council matters from Cllr. Mrs. C. Webber
8. County Councillor's Report.
To receive a report on County Council matters from Cllr. R. Webber including reference to A415 air quality and speed limit.
- 9 Oxford Cambridge Expressway
To consider presentation by the Highways Agency and any comments by the Parish Council.
10. Paths within new developments
 - a) To receive update report on paths linking Pye Homes estate with Matthew Homes estate. To consider any Parish Council action.
 - b) To receive update report on paths linking Vanderbilt estate with Taylor Wimpey Estate. To consider any Parish Council action.
11. Community Facilities
 - a) To receive an update report.
 - b) To resolve to instruct the Council's solicitor in regards to the Lease
12. War Memorial

Historic England is currently considering whether the war memorial has special architectural or historical interest.

 - a) To consider and comment on Historic England's report to Secretary of State.
 - b) To consider restoration to the war memorial in time for Remembrance Sunday 2 018
 - c) To consider a grant application to the War Memorial Trust
13. Data Protection – GDPR – 25th May, 2018
To receive a report from the working party
14. Grant Application
 - a) To receive update report on the current position regarding the grant application from Revd. R. Zair
 - b) To consider a draft grant policy
15. Dog Fouling
 - a) To note the location of litter bins/dog waste bins
 - b) To consider any further bins.
16. Thames Water Management Plan
To consider comments on the Thames Water's Management Plan.
Available for viewing at <https://corporate.thameswater.co.uk/about-us/our-strategies-and-plans/water-resources/developing-our-next-plan---wrmp19>

17. Street Lighting – North Street
To consider whether the street light outside of the Post Office in North Street, which currently, is turned off over night, should remain lit, to improve security around the shop.
18. Cothill – White gates traffic calming
To note that St. Helen Without Parish Council wishes to arrange for the painting of the white gates at Cothill. To consider any Parish Council comments (The gates were once in the parish of Marcham, but owing to parish boundary changes, are now within the parish of St. Helen Without.
19. Cow Lane Allotments
 - a) To receive a report on the increase in charges.
 - b) To consider instructing a pest control firm in regards to the rats.
20. North Street / Howard Cornish Road – verges
To consider the damage to the verges caused by the parking of vehicles.
To consider any action on the part of the Parish Council.
21. Correspondence
 - a) Vale of White Horse District Council – A Register of local charities, voluntary and community groups will be started and retained. Invitation to add names of local organisations.
 - b) Vale of White Horse District Council – grant of £174,000 to Wantage Independent Advice Centre
 - c) OALC newsletter
22. Accounts
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23. Matters raised by members for information
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A G E N D A

1. Election of Chairman
2. Declaration of Acceptance of Office of Chairman
3. Apologies for Absence
4. Declarations of Interest
 - a) To receive declarations of interest from councillors on items on the agenda under consideration at this meeting.
 - b) To receive written requests for dispensations for disclosable pecuniary interests (if any)
 - c) To grant any requests for dispensation as appropriate
5. Election of Vice-Chairman
6. Appointments
 - (i) Appointment of Planning Working Group (2)
 - (ii) Appointment of Representative to attend the meeting of the Oxfordshire Association of Local Councils (1)
 - (iii) Appointment of Representative to Hills Aggregates Liaison Committee (1)
 - (iv) Appointment of Representatives to the Churchyard Working Party (2)
 - (vii) Appointment of MAD News Correspondent (1)
 - (viii) Appointment of members to a working party to "review the effectiveness of internal audit". (2)
 - (ix) Appointment of members to represent the Council at meetings of working groups to discuss new community facilities (2)
 - (x) Appointment of members to parishioner of the year working party (2).
 - (xi) Appointment of members to staff working party (2)
 - (xii) Appointment of members to the s. 106 working party to consider planning obligation and funding available for village projects (3)
 - (xiii) Appointment of members to grant working party to consider grant policy and grant application form.
 - (xiv) Appointment of observer to attend meetings of Marcham Community Group until such time as there is a new Articles and Memorandum of Association for the company

- (xv) Appointment of Parish Council representative as MCG Trustee once new structure for the company is in place.
 - (xvi) Appointment of MCG Hall committee member
 - (xvii) Appointment of MCG Field committee member
 - (xviii) Appointment of MCG Finance committee member
 - (xv) Appointment of member as point of contact for allotment issues.
7. Minutes of the meetings held on 11th April, 2018
To agree the minutes of the meetings as a correct record
8. Matters arising from the meeting held on 11th April, 2018

Vanderbilt Open Spaces – Transfer to Parish Council

Correspondence has been received from the Council's solicitor, to confirm the extent of land to be taken over by the Parish Council and the transfer is progressing.

Grass Verge – Junction of Howard Cornish Road/North Street – flats

To receive a report from members who attended a meeting with Sovereign Housing Association.

Naming of Development rear of The Green – Walnut Mews

The Vale of White Horse District Council has stated that the name is not a street name, and the postal address remains as Mill Road. The name is a building name and as such the District Council does not consult Parish Councils. An application can be made, at any time, by the landowner, for a building name to be changed.

9. Public Participation
An opportunity for the public to bring parish matters to the attention of the Council.
10. Planning Applications
- a) Decisions on previous applications
 - b) Applications dealt with prior to the meeting

None received
 - c) Applications for consideration at the meeting

P18/V0981/HH Single storey rear extension
13 Chancel Way
For: Mr. and Mrs. Davies

P19/V0953/HH Replacement of north side extension. Single storey rear extension and first floor rear dormer window.
19 Mill Road
For: Mr. O. Barreto

11. S.106 spending by Vale of White Horse District Council on district items from funds raised from Marcham development projects
Council at a previous meeting, requested further information as to the spending of s. 106 funding raised from developments within the parish, by the District Council on items in the wider Vale area.
To consider the information given by the District Council.
12. Planning Enforcement

The Willows – paths to link to site under construction by Matthew Homes Ltd
Confirmation received from planning enforcement at the Vale of White Horse District Council that this matter is under investigation, and a response should be received by the end of the month.

Matthew Homes – Site Meeting
To receive update report on the site meeting with Matthew Homes regarding paths.

Taylor Wimpey development – tree planting rear of Longfields
To note correspondence from a resident in Longfields regarding lack of tree planting / removed trees on the Taylor Wimpey site.
To consider referral to planning enforcement.
13. District Councillor’s Report
To receive a report on District Council matters from Cllr. Mrs. C. Webber.
14. County Councillor’s Report.
To receive a report on County Council matters from Cllr. R. Webber.
15. Community Facilities
To receive update report.
16. Data Protection – New Requirements from 25th May, 2018
To consider draft data protection policy and privacy notice
17. Dog Faeces - complaints
To note the map showing locations of litter bins, and dog waste bins, both private and on highways.
To further discuss dog fouling and whether additional bins are required.
18. Air Quality – Electric Charging Points
To consider:
 - a) An amendment to the Parish Council’s own design guide to include electric charging points to be required on developments
 - b) To determine, if agreed, the types of development and planning applications where these should be requested.
 - c) To consider any motion or request to the District Council to amend its design guide to refer to a requirement for electric charging points in areas designated air quality management areas.

19. Village Green – Tree Planting
To consider a request from a resident to plant an Amalanchier tree at the southern end of the village green.
20. Litter Pick
To consider whether the Parish Council should undertake a litter pick the weekend of 12th May, 2018. If agreed, to consider the risk assessment and requirements to ensure the safety of volunteers.
21. Adverse Weather Conditions – gritter
To consider whether, during adverse weather and icy conditions, the Parish Council should grit footways, and the necessary equipment needed for this.
22. Correspondence
 - a) Oxfordshire Association of Local Councils – social media training course a.m. Wed. 16th May, 2018
 - b) Vale of White Horse District Council – Cllr. M. Barber will step down as Leader from the Council’s annual meeting.
 - c) Vale of White Horse District Council – Confirmation that no elections are taking place in May 2018.
 - d) Sobell House – Moonlight Stroll 23rd June, 2018
23. Employee Salary Scales
The National Joint Council for Local Government Services has reached a 2 year agreement on salary scales. A 2% increase is to be implemented for 2018/19 and a further 2% increase for 2019/20. As the Clerk is employed under NJC terms, to resolve to agree the recommended increase as from 1st April 2018.
24. Accounts
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26. Items for MAD News
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3. Minutes of the meetings held on 9th May, 2018
To agree the minutes of the meetings as a correct record

4. Matters arising from the meeting held on 9th May, 2018

Hills Aggregates Liaison meeting

When advising Hills Aggregates that the Council had appointed Mr. Steere as its representative, it confirmed that not many meetings of the Liaison Committee had taken place, and any issues raised by local residents had been done so directly. It appears that this Committee is not currently holding meetings.

Litter Pick

A successful litter pick was held.

MCG Finance Committee

Mrs. J. Fabes may be willing to be the Council's representative on this committee depending on the time, commitment and work it involved.

5. Public Participation
An opportunity for the public to bring parish matters to the attention of the Council.
6. Planning Applications

a) Decisions on previous applications including comments on requests for conditions to include electric charging points

b) Applications dealt with prior to the meeting

None received

c) Applications for consideration at the meeting

R3.0043/18 Retention of temporary classroom for one year to July 2019
Marcham Primary School, Morland Road
For: Oxfordshire County Council

7. Planning Enforcement

The Willows – lack of paths to link to site under construction by Matthew Homes Ltd
To note this issue is under investigation.

Taylor Wimpey development – tree planting rear of Longfields

To receive a report from Mr. Hoath on his site visit, and to note further comments from Taylor Wimpey.

To consider referral to planning enforcement.

8. District Councillor's Report

To receive a report on District Council matters from Cllr. Mrs. C. Webber.

9. County Councillor's Report.

To receive a report on County Council matters from Cllr. R. Webber.

10. Community Facilities

a) To review final layout drawings for the hall.

b) To receive an update report on the s. 106 funding contributions.

c) To consider the funding arrangement of the hall

11. Highway Verge Cutting

To consider the state and condition of the highway verges, the obstruction to vision at some of the junctions, and whether the Parish Council would wish to enter into an agency agreement with the County Council to take on the highway verge grass cutting.

12. A420 Fyfield Land Action Group

To note and consider correspondence from the Fyfield Land Action Group, requesting support for opposition to development in Fyfield Parish. (Email previously circulated)
To confirm suggestions from members as to comments to FLAG regarding the Lioncourt planning proposals.

13. Village Green

a) To note that Open Reach has accepted that they should not have trenched through the village green without consent from the Parish Council.

To resolve that a wayleave agreement be prepared.
b) To consider protection for The Green from vehicular traffic.

14. Churchyard

- a) To note and consider quotation for cutting the yew tree adjacent to the Church door and for trimming path edges
- b) To note advice on responsibilities for maintenance of the Churchyard in regards to new proposed driveway.

15. Emergency Plan

To consider, following the presentation at the annual meeting for electors, whether to investigate the preparation of an Emergency Plan.

16. Correspondence

- a) OALC – Annual Meeting 2nd July at Didcot Civic Hall. Speaker: Toni Vitale, author of the NALC guide to data protection.
- b) Historic England – Confirmation that the war memorial has now been given listed status. It is a grade II listing.
- c) Letter of thanks for the Parishioner of the Year Certificate from Mr. Peter and Mrs. Judith Fontaine.
- d) Oxfordshire Playing Fields Association newsletter.
- e) Programme Officer – Local Plan part 2 examination at Abingdon and Witney College commencing Tuesday 23rd July, 2018.
- f) Oxfordshire County Council – Joint working arrangement between the County Council and Cherwell District Council, as Cherwell District Council is minded to terminate its joint working relationship with South Northamptonshire Council, when the unitary authorities in Northamptonshire are formed.
- g) Alzheimers Association – Support needed for singing group at Grove.

17. Accounts

- a) To approve receipts and payments account for the year ended 31st March 2018
- b) To approve annual return and governance statement for the year ended 31st March 2018
- c) To receive report from internal auditor.
- d) To approve accounts for payment as per list circulated to members

18. Matters raised by members for information

19. Items for MAD News

20. Date of Next Meeting: The next meeting of the Council will be held on Wednesday 11th July, 2018 at 7.30 p.m. in the residents' lounge at Duffield Place.

MARCHAM PARISH COUNCIL

To: All Members of the Council

You are hereby summoned to attend a meeting of the Parish Council to be held in the residents' lounge, Duffield Place, Marcham on Wednesday 11th July, 2018 at 7.30 p.m. for the transaction of the business stated below.

Mrs. L.A. Martin
Clerk of the Council
(Tel: 01865 391833)

Orchard House,
90 Howard Cornish Rd.,
Marcham,
Abingdon,
Oxon. OX13 6PU

A G E N D A

1. Apologies for Absence
2. Declarations of Interest
 - a) To receive declarations of interest from councillors on items on the agenda under consideration at this meeting.
 - b) To receive written requests for dispensations for disclosable pecuniary interests (if any)
 - c) To grant any requests for dispensation as appropriate
 - d) Members are reminded to keep their Register of Interests held by the Vale of White Horse District Council, updated.
3. Minutes of the meetings held on 13th June, 2018
To agree the minutes of the meetings as a correct record
4. Matters arising from the meeting held on 13th June, 2018

Highway Verge Cutting
To note information from the County Council on agency arrangements.

Village Green – Open Reach
To note actions of Open Reach in regards to the claim for a wayleave agreement.

Electric Charging Points – requirement for condition in planning approvals
To note that Cllr. Mrs. Webber concurs with the view of the planning officers. Chargers are added at the expense of a developer on new building developments, but not for individual houses. Individuals can obtain their own charger with the aid of a grant up to £500.
5. Public Participation
An opportunity for the public to bring parish matters to the attention of the Council.
6. Planning Applications
 - a) Decisions on previous applications
 - b) Applications dealt with prior to the meeting

None received

c) Applications for consideration at the meeting

P18/V1472 Installation of vehicular gates and single pedestrian gate, 2 m high
at entrance to property
Pendlewood, Cothill Road
For: Mr. and Mrs. J. Haworth

7. District Councillor's Report
To receive a report on District Council matters from Cllr. Mrs. C. Webber.
8. County Councillor's Report.
To receive a report on County Council matters from Cllr. R. Webber.
9. Community Facilities
To receive an update report.
10. Churchyard - maintenance
To receive a report from members who attended a meeting with representatives from the PCC and Marcham Society on 6th July.
11. Vanderbilt estate – open spaces
To note and consider a map from the Council's solicitors indicating that the areas to be transferred to the Parish Council, but also indicating the areas for maintenance.
To resolve whether or not to maintain the path to Howard Cornish Road, or whether the management company should maintain this.
12. Grant Policy / Application Form
To receive a report from the grant working party and to consider the revised grant policy and application form.
13. Litter Bins – Youth Shelter and Play Area
To consider issues raised by the contractor, regarding the emptying of these bins.
14. Oxfordshire Association of Local Councils – Annual Meeting
To receive a report from Mrs. Hill who attended this meeting.
15. Hitchcopse Wood - signage
To consider signage to encourage walkers to keep to the footpaths within Hitchcopse Wood.
16. Village Green – Signage
To consider quotation for village green sign.
17. Emergency Plan
To consider, following the presentation at the annual meeting for electors, whether to investigate the preparation of an Emergency Plan.
17. North Street / A415 junction – wall – vision difficulties
To consider writing to the owners of the properties where the new wall has been built to request that it be reduced in height to improve vision looking westwards for motorists joining the A415 from North Street.

19. Frilford Road Recreation Ground – repairs to wall
To consider quotations for repairs to the wall, and to agree funding.
20. Correspondence
 - a) Oxfordshire Leader funding (grants to support the rural economy) – update newsletter.
 - b) Oxfordshire Playing Fields Association – Annual General Meeting Notice 11th July, 2018 at 7.30 p.m. at Exeter Hall, Oxford Road, Kidlington
 - c) Healthwatch Oxfordshire – June briefing
 - d) OALC – newsletter June
21. Accounts
To approve accounts for payment as per list circulated to members
22. Matters raised by members for information
23. Items for MAD News
24. Date of Next Meeting: The next meeting of the Council will be held on Wednesday 12th September, 2018 at 7.30 p.m. in the residents’ lounge at Duffield Place.

MARCHAM PARISH COUNCIL

To: All Members of the Council

You are hereby summoned to attend a meeting of the Parish Council to be held in the residents' lounge, Duffield Place, Marcham on Wednesday 12th September, 2018 at **7.45 p.m.** for the transaction of the business stated below.

Mrs. L.A. Martin
Clerk of the Council
(Tel: 01865 391833)

Orchard House,
90 Howard Cornish Rd.,
Marcham,
Abingdon,
Oxon. OX13 6PU

A G E N D A

1. Apologies for Absence
2. Declarations of Interest
 - a) To receive declarations of interest from councillors on items on the agenda under consideration at this meeting.
 - b) To receive written requests for dispensations for disclosable pecuniary interests (if any)
 - c) To grant any requests for dispensation as appropriate
3. Minutes of the meetings held on 11th July, 2018
To agree the minutes of the meetings as a correct record
4. Matters arising from the meeting held on 11th July, 2018

Litter Bins – inappropriate use

Following notices being put on the litter bins by the play area and youth shelter, the depositing of household waste appears to have ceased, and no further complaints have been recorded. The nursery has confirmed it disposes of its waste in bulk bins relocated at the Baptist Church.

Hitchcose Wood – signage on footpaths

An approach has been made to the County Council to install the signage to encourage walkers to keep to the paths, as requested by the landowner.

Frilford Road Recreation Ground – lock and stonemason advertisement

This padlock was found to be “open”, rather than broken, so has been closed and the site made secure. The stonemason’s advertisement sign reported at the last meeting left in the recreation ground appears to have been removed.

5. Public Participation
An opportunity for the public to bring parish matters to the attention of the Council.
6. Planning Applications
 - a) Decisions on previous applications
 - b) Applications dealt with prior to the meeting

P18/V2004/HH Incorporation of rear parking area into private garden

73 Howard Cornish Road

For: R. Bolitho

Comments: Council had no objection provided policies as to the number of car parking spaces for the size of the property were adhered to, adequate width dropped kerbs were available, and there was no impact on the rear accesses (if any) to 4,5 Anson Close

P18/V2001/HH Incorporation of rear parking area into private garden

73 Howard Cornish Road

For: Mr and Mrs. R. Bayley

Comments: Council had no objection provided policies as to the number of car parking spaces for the size of the property were adhered to, adequate width dropped kerbs were available, and there was no impact on the rear accesses (if any) to 4,5 Anson Close

c) Applications for consideration at the meeting

P18/V1855/HH Dropped kerb at front of property

16 Fettiplace Road

For: Mr. D. Painter

7. District Councillor's Report
To receive a report on District Council matters from Cllr. Mrs. C. Webber.
8. County Councillor's Report.
To receive a report on County Council matters from Cllr. R. Webber.
9. Community Facilities
To receive an update report.
10. Proposed new Village Hall – website (marchamcentre.org)
Council in July 2017 resolved to fund the setting up of a new website for the Community Facilities Steering Group to host information about the proposed hall and new village facilities. The renewal notice for the domain name has been received. To consider a request from the steering group to fund the website for a further year to display material regarding the new village hall and other facilities. Estimated cost up to £55.
11. Street Names for the housing development at The Institute site, and in the Anson field
To suggest street names to be put forward to the Vale of White Horse District Council for these 2 housing developments.
12. A420 – Correspondence from Fyfield and Tubney Parish Council requesting support for improvements to this road.
To consider this request, and any Parish Council action
13. A415 - Correspondence received from resident regarding speeding traffic along the A415, lack of good footpaths, no cycle paths and bridle way 17 bridge closed
To consider any Parish Council action.
14. County Council /Woodland Trust- Sapling tree and commemorative plaque
To consider the offer by the County Council and Woodland Trust to provide a sapling tree and commemorative plaque to plant to commemorate the end of the first world war.

15. North Street / A415 junction
 - a) Wall on western side – vision difficulties at the junction
To receive an update report.
 - b) To consider correspondence regarding problems with the junction and access for buses, and any Parish Council action.
16. Village Green
 - a) To note advice from the Solicitor regarding easements for pipes, in a village green
 - b) To consider:
 - (i) Southern Gas Networks who have dug within the green without permission
 - (ii) Open Reach who have dug within the green without permission
 - c) To agree works required to restore the situation.
17. Marcham Mill – Bridleway 17

To consider correspondence from a resident in Drayton, and others, regarding the closure of the bridleway.
To consider any Parish Council action
18. Vanderbilt Open Space
 - a) To receive a report as to the current situation regarding the Transfer
 - b) To resolve that the Chairman and Vice-Chairman sign the Transfer document for the 2 open space pieces of land.
19. Play Area – inspection report

To receive the inspection report on the play area.
20. Correspondence
 - a) Letter received from resident regarding tree on the verge on northern side of Orchard Way near the junction with Fettiplace Road. Concerns have been raised that this is overhanging a property, and branches are creaking against each other. A request was made for the tree to be pruned. This has been reported to the County Council by the resident via Fix My Street.
 - b) Oxfordshire Playing Field Association – newsletter
 - c) Environment Agency – newsletter – work to reduce flooding in Abingdon
 - d) Oxfordshire County Council – Joint Spatial Strategy Planning meeting 24th September, 2018 at 7.00 p.m. at Stanton St. John village hall.
To appoint a representative from the Council to attend.
 - e) Vale of White Horse District Council – Parish Forum event 24th September, 2018 at 6.30 p.m. at The Beacon, Wantage
To appoint 2 representatives from the Council to attend.
 - f) Vale of White Horse District Council – Nomination of recipients of the Vale Community Award
21. Accounts

To approve accounts for payment as per list circulated to members
22. Matters raised by members for information
23. Items for MAD News
24. Date of Next Meeting: The next meeting of the Council will be held on Wednesday 10th October, 2018 at 7.30 p.m. in the residents' lounge at Duffield Place.

MARCHAM PARISH COUNCIL

To: All Members of the Council

You are hereby summoned to attend a meeting of the Parish Council to be held in the residents' lounge, Duffield Place, Marcham on Wednesday 10th October, 2018 at 7.30 p.m. for the transaction of the business stated below.

Mrs. L.A. Martin
Clerk of the Council
(Tel: 01865 391833)

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A G E N D A

1. Apologies for Absence
2. Declarations of Interest
 - a) To receive declarations of interest from councillors on items on the agenda under consideration at this meeting.
 - b) To receive written requests for dispensations for disclosable pecuniary interests (if any)
 - c) To grant any requests for dispensation as appropriate
3. Minutes of the meetings held on 12th September, 2018
To agree the minutes of the meetings as a correct record
4. Matters arising from the meeting held on 12th September, 2018

A34 closure statistics – Newbury to M40

To note receipt of the A34 closure statistics from Highways Agency

Street Names – new developments in North St and Anson Field

To note The Vale of White Horse District Council has allocated the names Lion Close and Barrow Close respectively to the houses at the rear of the Institute, and the Anson Field site. The properties within the conversion of the Institute will be known as North Street.

Commemorative Tree and plaque for the anniversary of the Armistice of WWI

This has been ordered.

Village Green – parking sign

This had been manufactured and is with the handyman for installation.

Howard Cornish Road – flats – deposited items

This issue was raised with Sovereign Housing Association. The Clerk has been notified that the mattress has been removed, and correspondence sent to the person responsible for the deposit of the other items.

Vale of White Horse District Council – Community Awards Lunch

Dr. Eric Dunford and Mr. Simon Blackmore have been nominated on behalf of the volunteer team for their work in regards to the Trendles archaeological dig. An acknowledgement from the District Council has been received.

5. Public Participation
An opportunity for the public to bring parish matters to the attention of the Council.

6. Planning Applications

a) Decisions on previous applications

b) Applications dealt with prior to the meeting

None received

c) Applications for consideration at the meeting

P18/V2375/HH First Floor extension to form new bedrooms
Hyde Farm Bungalow, Abingdon Road
For: Mr. P. Collett

P18/V2368/FUL Variation of condition 4 (approved plans) of planning permission P15/V3042/O to include plans 950.13 REVB & 950.03 REVB Full application for planning permission for conversion of the Anson Institute building to 3x apartments (2x 2 bed, 1x 1bed) and erection of 5x new dwelling houses (4x 3 bed, 1x 4 bed), and for the erection of 5x 4 bedroom dwellings along with new community building, MUGA and rearranged sports pitches on Anson Field. Outline application for the erection of nursery building on Anson Field with all matters reserved.

Marcham village institute and Anson Field site
For: Mr. C. Brotherton

MW.107/18 Details pursuant to condition 19 (water monitoring) of permission MW.119/15 - Annual environmental monitoring report
Upwood Quarry
Hills Quarry Products Ltd
Report available for viewing on County Council's website.

P18/V22470/FUL Variation of condition 2 - approved plans on application ref. P16/V3224/FUL Erection of 47 dwellings with associated means of access, car parking, footpath links, amenity space and landscaping.
Land off Sheepstead Road
For: MacTaggart and Mickel Homes England Ltd

P18/V2485/HH Construct single storey rear extension and two storey side extension. Demolition of side porch
12 Parkside
For: Mr and Mrs C. and S. Didcock

P18/V2324/T28 Notification that Harlequin Group Ltd on behalf of BT Open Reach are installing a green broadband cabinet at the junction of Frilford Road and Church Street.

7. District Councillor's Report
To receive a report on District Council matters from Cllr. Mrs. C. Webber.
8. County Councillor's Report.
To receive a report on County Council matters from Cllr. R. Webber.
9. Community Facilities
To receive an update report.
10. War Memorial – Preparation for Remembrance Sunday
 - (i) To note that an application for the road closure has been made.
 - (ii) To note that a decision on the grant application to the War Memorial Trust is awaited.
11. Marcham Guides
To consider a request from Marcham Guides for suggestions as to where they could display approximately 100 poppies approximately 650mm high, similar to those used at the Tower of London.
12. Overgrown vegetation
To note areas in the parish where there is overgrown vegetation and to consider any Parish Council action.
13. Dog Waste Bins
To consider a request from a resident for 2 dog waste bins in the Mill Road area.
14. Correspondence
 - a) Citizens Advice Bureau – Annual General Meeting
To note that the annual general meeting of the Citizens Advice Bureau will be held on Tuesday 16th October, 2018 7.00 p.m. for 7.30 p.m at Abbey House, Abingdon.
 - b) South Central Ambulance Service – Notification that a merger with London Ambulance Service for the procurement of supplies and support services is taking place
 - c) Oxfordshire County Council – Thursday 18th October, Parish and Town Council liaison meeting 6.00 p.m. at UTC Harwell
 - d) Environment Agency – Guidelines for Burial sites
 - e) OALC newsletter September
 - d) Police and Crime Commissioner – newsletter
 - e) Vale of White Horse District Council - Allocation of name to a Monks Walk property.
15. Accounts
 - (i) To confirm amount of grant to be awarded to the Royal British Legion Poppy Appeal.
 - (ii) To approve accounts for payment as per list circulated to members
 - (iii) To receive the report on the 2017/18 accounts from the external auditor Moore Stephens.
 - (iv) To receive budget monitoring report.
16. Matters raised by members for information
17. Items for MAD News

18. Date of Next Meeting: The next meeting of the Council will be held on Wednesday 14th November, 2018 at 7.30 p.m. in the residents' lounge at Duffield Place.

MARCHAM PARISH COUNCIL

To: All Members of the Council

You are hereby summoned to attend a meeting of the Parish Council to be held in the residents' lounge, Duffield Place, Marcham on Wednesday 14th November, 2018 at 7.15 p.m. for the transaction of the business stated below.

Mrs. L.A. Martin
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90 Howard Cornish Rd.,
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A G E N D A

Prior to the commencement of formal business, SGN networks will give a brief presentation about the plans for replacement gas pipes along the A415 from A34 Marcham interchange toward the village.

1. Apologies for Absence
2. Declarations of Interest
 - a) To receive declarations of interest from councillors on items on the agenda under consideration at this meeting.
 - b) To receive written requests for dispensations for disclosable pecuniary interests (if any)
 - c) To grant any requests for dispensation as appropriate

3. Minutes of the meetings held on 10th October, 2018
To agree the minutes of the meetings as a correct record

4. Matters arising from the meeting held on 10th October, 2018

Howard Cornish Road – flats – deposited items

Confirmation received that the car is being moved into a garage.

Litter Bins adjacent to pavilion – Anson Field

These bins have been checked by the handyman and have been found to be not in a good state of and are therefore not reusable elsewhere.

Overhanging Vegetation

To note responses from some residents that overhanging vegetation has now been cut back

5. Public Participation
An opportunity for the public to bring parish matters to the attention of the Council.
6. Planning Applications
 - a) Decisions on previous applications
 - b) Applications dealt with prior to the meeting

P18/V2523/ Incorporation of rear parking area into private garden and create parking to front of dwelling.

71 Howard Cornish Road

Mr Lepelletier

Comments: Council objected as the shared access had been incorporated into private garden and the turning area removed, thereby making it more difficult for other vehicles to manoeuvre. Windows had been changed at this property and a conservatory erected. The Council is unsure whether these are permitted development. If approved, there is a need for a drop kerb to be installed at the front of the dwelling.

c) Applications for consideration at the meeting

P18/V2546/LB and P18/V2545/FUL Conversion of existing listed barn to new 3 bed detached dwelling

The White House, 12 Frilford Road

For: Mr. J. Allan

P2473/O Erection of 114 dwellings with public open space, landscaping and sustainable drainage system. Vehicular access points from Leas Lane.

Land north of Longfields

For: Gladman Developments and W. Cumber & Son (Theale) Ltd

7. District Councillor's Report
To receive a report on District Council matters from Cllr. Mrs. C. Webber.
8. County Councillor's Report.
To receive a report on County Council matters from Cllr. R. Webber.
9. Community Facilities
To receive and consider an update report.
10. Nursery Building - Anson Field
The postal address of the new nursery building is 1 Barrow Close.
To consider whether the building should have a name allocated in addition to the postal address, and if so, what name(s) could be suggested to the Vale of White Horse District Council.
11. Grant Applications
To consider applications for grants from:
 - a) Marcham Parochial Church Council
 - b) South and Vale Be Free Young Carers
 - c) Marcham Football Club
 - d) Marcham Cricket Club
 - e) St. John's Ambulance Cadets – Marcham Unit
 - f) The Abingdon Bridge
 - g) Oxfordshire Association for the Blind
 - h) South and Vale Citizens Advice Bureau
 - i) Marcham Community Group
 - j) Marcham Society

12. Commemorative Tree – Armistice of World War I
To note that 2 trees have been allocated for Marcham (Oak and Rowan). To confirm location and arrangements for planting.
13. Correspondence
 - a) Road Closure for New Road, Church Street and part of the A 415 between 10.30 a.m. - 12.30 p.m. for Remembrance Sunday was granted by the Vale of White Horse District Council on 2nd November, 2018
 - b) OALC – October news
 - c) High Sheriff Awards – Nominations invited for those who have made outstanding contributions to community life. Deadline 10th January, 2019
14. Accounts
 - a) To note that the Internal Auditor had indicated that he is retiring. The Clerk is taking steps to find a replacement.
 - b) To approve accounts for payment as per list circulated to members
15. Matters raised by members for information
16. Items for MAD News
17. Date of Next Meeting: The next meeting of the Council will be held on Wednesday 12th December, 2018 at 7.30 p.m. in the residents' lounge at Duffield Place.

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3. Minutes of the meetings held on 14th November, 2018
To agree the minutes of the meetings as a correct record
4. Matters arising from the meeting held on 14th November, 2018

Unauthorised caravan – Frilford Road Recreation Ground
This has now been removed.
5. Public Participation
An opportunity for the public to bring parish matters to the attention of the Council.
6. Planning Applications
 - a) Decisions on previous applications
 - b) Applications dealt with prior to the meeting

None received
 - c) Applications for consideration at the meeting

Single storey rear infill extension
52 North Street
7. District Councillor's Report
To receive a report on District Council matters from Cllr. Mrs. C. Webber.
8. County Councillor's Report.
To receive a report on County Council matters from Cllr. R. Webber.

9. Oxford Cambridge Expressway
To receive a report from the Council's representatives who attended the presentation on 29th November, 2018
10. Priory Lane – Deliveries to and advertising of Matthew Homes' Monks Walk development
To note and consider correspondence from concerned resident in Priory Lane, that Matthew Homes are using the Priory Lane post code for deliveries and also for marketing the site. This has led to vehicles, some far too large, going into the private cul de sac, becoming stuck, trying to turn round, and causing problems for residents.
To consider any Parish Council action, and to consider a request for a new street nameplate with "private road" and the "T" no through road sign incorporated.
11. Community Facilities
- a) To receive a report from the Council's representatives on the Steering Group.
b) To consider the final version of the draft Lease, Agreement to Lease, Lease of Access Road and Service Agreement together with the comments from the Council's solicitor, and working party.
12. Grant Applications
To consider applications for grants from:
- a) Marcham Parochial Church Council
 - b) South and Vale Be Free Young Carers
 - c) Marcham Football Club
 - d) Marcham Cricket Club
 - e) St. John's Ambulance Cadets – Marcham Unit
 - f) The Abingdon Bridge
 - g) Oxfordshire Association for the Blind
 - h) South and Vale Citizens Advice Bureau
 - i) Marcham Community Group
 - j) Marcham Society
13. Risk Assessment
As part of the accounting and audit process the Council is required to carry out an assessment of the risk facing the Committee and its assets and take appropriate steps to manage those risks. The failure to manage risks effectively can be expensive in terms of litigation, reputation and council tax bills.
Members are required to:
- a) take steps to identify and update key risks facing the Council
 - b) evaluate the potential consequences to the Council if an event identified as a risk takes place.
 - c) decide upon appropriate measures to avoid, reduce or control the risk or its consequence.
14. Play Area Inspection Report
To consider the play area inspection report
15. Village Green – Request for street light
To consider a request from a Mill Road resident for a street light on the western side of The Green in the approximate vicinity of the entrance into Sharrards Farm / Walnut Mews.
16. Donation of Hawthorn Tree
To consider an offer of a gift of a Hawthorn Tree, and if accepted, to consider the location for planting.

17. Correspondence
- a) Vale of White Horse District Council
Free parking on Saturdays in the main towns in the run up to Christmas
 - b) Oxfordshire County Council – Admission to Schools
Applications to be lodged by 15th January 2019.
 - c) OALC – newsletter November
 - d) Age Concern – Keep well this Winter
 - e) Royal British Legion Poppy Appeal – Letter of thanks for donation. A total of £7214.55 was raised from Marcham, Garford, Frilford and Cothill.
18. Accounts
To approve accounts for payment as per list circulated to members
19. Matters raised by members for information
20. Items for MAD News
21. Date of Next Meeting: The next meeting of the Council will be held on Wednesday 9th January, 2019 at 7.30 p.m. in the residents' lounge at Duffield Place.