

## MARCHAM PARISH COUNCIL

Minutes of the annual meeting of Marcham Parish Council held on Wednesday 10<sup>th</sup> May, 2017 in the residents' lounge at Duffield Place, Marcham at 7.30 p.m.

---

Present:

Mr. I. Charles, Mr. M. Denton, Mrs. J. Fabes, Mrs. S. Hill, Mr. M. Hoath,  
Miss R. Mander, (Chairman), Mr. P. Steere, Mr. D. Walton  
Clerk: Mrs. L. Martin  
Joined by Mr. Chris Brotherton (Thomas Homes) at 7.35 p.m. and  
Cllr. R. Webber (County Councillor) at 8.08 p.m.

- 2017/109      Election of Chairman  
The Chairman called for nominations for the election of a Chairman of the Council to hold office until the next Annual Meeting of the Council
- It was moved by Mr. Walton, seconded by Mr. Hoath and
- RESOLVED: nem.con  
that Miss Mander be elected Chairman of the Council to hold office until the next annual meeting of the Council
- 2017/110      Declaration of Acceptance of Chairman  
Miss Mander made and signed the declaration of acceptance of office as Chairman.
- 2017/111      Apologies for Absence  
Apologies for absence had been received from Miss Ruth Atkins, Mr. Matthew Hillis and Cllr. Catherine Webber (District Councillor)
- 2017/112      Community Facilities  
Mr. Chris Brotherton from Thomas Homes joined the meeting. Council agreed that Mr. Brotherton could address the Council regarding the new community facilities.  
Mr. Brotherton spoke regarding the exhibition of the drawings of the hall which had taken place on 22<sup>nd</sup> April. One of the main queries raised by the public was regarding the facilities for disabled people. The architect had spoken with the member of the public and was producing a list of items from the conversation. It would be for the Parish Council and other relevant bodies to agree on the need depending on user groups. Mr. Brotherton was of the opinion that the drawings, as presented, complied with legislation and Part M of the Building Regulations.
- The Clerk referred to the requirement for the Parish Council to prove value for money in regards to the grant that it had resolved to award.

Mr. Brotherton confirmed that all tender and documents relating to the pricing would be provided to the Parish Council.

Mr. Brotherton indicated that a possible start date could be April 2018 This was owing to the bats that would be hibernating over the Winter in the Institute building.

Mr. Brotherton left the meeting.

2017/113

Declarations of Interest

There were no declarations of interest.

2017/114

Election of Vice-Chairman

The Chairman called for nominations for the election of Vice-Chairman of the Council to hold office until the next annual meeting of the Council

It was moved by Mr. Hoath, seconded by Mr. Denton, and

RESOLVED: nem.con  
that Mrs. Hill be elected Vice-Chairman of the Council to hold office until the next annual meeting of the Council

2017/115

Appointment of Planning Working Group

RESOLVED:  
that the Clerk be given delegated powers in consultation with Miss. Mander and Mr. Hoath to respond on behalf of the Council on planning applications requiring Council's comments before the next ordinary meeting of the Council.

2017/116

Appointment of Representative for the Oxfordshire Association of Local Councils

RESOLVED:  
that Mrs. Hill represent the Council.

2017/117

Appointment of Parish Transport Representative

RESOLVED:  
that Mr. Walton represent the Council

2017/118

Appointment of Representative to Hills Aggregates Liaison Committee

RESOLVED:  
that Mr. Steere represent the Council

- 2017/119      Appointment of Representatives to the Anson Field Management Committee
- RESOLVED:  
that Mrs. Atkins and Mr. Denton represent the Council
- 2017/120      Appointment of Members to the Churchyard Working Party
- RESOLVED:  
that Ms. Atkins and Mr. Denton represent the Council at meetings with representatives nominated by the Parochial Church Council to discuss the maintenance of the closed Churchyard
- 2017/121      Appointment of MAD News Correspondent
- RESOLVED:  
that the Clerk write a monthly article on Parish Council business for the village newsletter
- 2017/122      Review of Effectiveness of Internal Audit Working Party
- RESOLVED:  
that Mr. Hillis and Mr. Hoath serve on the review of effectiveness of internal audit working party, to review the effectiveness of the internal audit and to report back to Council.
- 2017/123      Appointment of members to represent the Council at meetings of the Community Facilities Steering Group
- RESOLVED:  
that Miss Mander and Mr. Walton represent the Council
- 2017/124      Parishioner of the Year Award working party
- RESOLVED:  
that Mr. Hillis and Mr. Steere form a working party to consider nominations for the Parishioner of the Year Award, produce a short list for Council, and to administer the arrangements for the Certificate.
- 2017/125      Staff Working Party
- RESOLVED:  
that Mrs. Mrs. Hill and Mr. Hoath form a working party to consider staff issues as per the adopted terms of reference

- 2017/126      Appointment of members to. S 106 working party
- RESOLVED:  
that Mrs Hill, Miss Mander and Mr. Walton together with the clerk form a working party to consider planning obligation and funding available for village projects.
- 2017/127      Appointment of Representative to Police Neighbourhood Action Group  
Council noted that this group for the Marcham area was no longer in operation.
- RESOLVED:  
that this appointment remain unfilled as the group no long existed.
- 2017/128      Appointment of observer to attend meetings of Marcham Community Group
- RESOLVED:  
that Miss Mander attend meetings of Marcham Community Group as an observer and report back to Council.
- 2017/129      Appointment of member as point of contact for allotment issues
- RESOLVED:  
that Mr. Hillis be appointed as the point of contact for issues arising relating to allotments
- 2017/130      Minutes of the meeting held on 12<sup>th</sup> April, 2017  
The minutes were approved and signed as a true record of the meeting, subject in minute 2017/93 Addressing the Council, to deleting the words “preferable to speak at the end of the meeting, and also contribute to each” from the last sentence of the paragraph, as it had been duplicated from the bottom of one page and the top of the next. In addition the word “ are” to be added to minute 2017/93 Council Tax Increase, so that the sentence read “Queries were raised regarding the increase in council tax, the number of extra houses that are now in the village”
- 2017/131      Matters arising from the meeting held on 12<sup>th</sup> April, 2017
- Dwellings junction of North Street / A415  
The height of the wall which affected motorists’ vision had been referred to the Vale of White Horse District Council. That Council was investigating a possible breach of planning condition.
- Vale of White Horse District Council – Local Plan Part 2  
The response forms containing the Council’s comments had been submitted to the Vale of White Horse District Council.

### Weed Spraying

Council noted that weed spraying was undertaken on Saturday 29<sup>th</sup> April.

### Road Sweeping Schedule

A request has been lodged with the Vale of White Horse District Council as to its road sweeping schedule.

### Training in CPR/Defibrillator

Council noted that South Central Ambulance Service had offered to community awareness training session in CPR/defibrillator use on Saturday 17<sup>th</sup> June at 10.30 a.m. The Parent Teacher Association at the school had agreed to provide refreshments as a way of fund raising and were considering other side stalls.

2017/132

### Public Participation

There were no members of the public present

2017/133

### Planning Applications

#### a) Decisions on previous applications

P17/V0621/HH Alteration and change of use of barn to residential annexe  
12 Frilford Road  
Permitted 3<sup>rd</sup> May, 2017

RW.08/17 Alterations to hard play and removal of fencing and installation of new fencing.  
Marcham Primary School  
Permitted 27<sup>th</sup> April, 2017

#### b) Planning Applications dealt with prior to the meeting

P17/V0939/HH Single storey rear extension  
30 Kings Avenue  
For: Mr. M. Walton  
Comments: Council had no objection, but expressed a preference for windows to match existing.

P17V0987/LB Installation of kitchen extract unit (retrospective)  
The Crown Public House, 1 Packhorse Lane  
For: Wadworth & Co Brewery  
Comments: Council had no objection

#### c) Applications for consideration at the meeting

P17V1068/MPO Modification to planning obligation as varied by a Deed of Variation dated 19<sup>th</sup> May 2016

37 dwellings, Land off Packhorse Lane

For: Matthew Homes Ltd

Comments: Council was of the opinion that it did not have the technical expertise to comment knowledgeably on the changes to the clauses in the modification of the planning obligation

d) Planning Correspondence

Kings Field Phase II

Council noted receipt of a revised site plan, submitted to the Parish Council by the agent for the applicant, which showed a footway alongside Sheepstead Road to Cow Lane, and direct access into the allotments had been removed. A query was raised that a path similar to the one installed by Vanderbilt Homes along the Eastern side of the site, should be provided by the developer.

In so far as s. 106 contributions were concerned, the order of priority would be : footway along Sheepstead Road to Cow Lane, village hall, multi use games area, sport pitches, play area, allotments, mini bus and outdoor gym.

S. 106 funding for health and well being for Abingdon Doctors' Surgery Stert Street, Abingdon

Council agreed to take as an additional item on the agenda, correspondence received from the s. 106 monitoring officer at the Vale of White Horse District Council. The view of the Parish Council was sought on the allocation of s. 106 health and well being funding from the Persimmon development on land north of Priory Lane, and the Vanderbilt Development on Kings Field Phase I Sheepstead Road towards works to create additional consulting rooms.

Members appreciated that the NHS was underfunded but giving s. 106 money to private practices seemed a curious way of proceeding. Members queried the role of the Commissioning Group, why 3 out of 4 doctors' surgeries in Abingdon had each requested £20,000, what the situation would be if the Parish Council objected and why the funding could not go to other health and wellbeing for the parish such as health classes in the village hall, or to the County Council for day centres and care of the elderly. Cllr. R. Webber requested sight of the correspondence in order to undertake further research.

RESOLVED:

- (i) that further information be sought
- (ii) that the Clerk send the correspondence to Cllrs. C and R. Webber.

2017/134 District and County Councillor's Reports  
Cllr. R. Webber gave reports on both District and County matters.

Village traffic survey – The Marcham traffic survey was being undertaken over a 25 hour period starting at 6.00 a.m. this morning. The County Council, although only a consultee, could well turn down housing proposals in the immediate vicinity owing to traffic volumes. There had been no survey of traffic since 2008, and the County Council was very interested in the results. HGVs slowed the speed of cars, although when there was a blockage of traffic at the bends, queues soon formed.

Local Plan – The Vale of White Horse District Council was now dealing with the Local Plan Part 2 responses. Cllr. Webber requested that a copy of the Parish Council's response to the Plan be sent to both Cllrs. R and C Webber. Questions were asked as to the future of the Local Plan in regards to a new Unitary Authority. Any new authority would need to merge the 5 Local plans from the respective district areas.

2017/135 Cllr. Webber left the meeting at 8.48 p.m.

2017/136 Community Facilities  
The comments made earlier in the meeting by Mr. Brotherton from Thomas Homes were noted. The members were of the opinion that they did not have the specific expertise to comment on the specific legal requirements for provisions for disabled people. Council noted the final draft contract and the changes which had been agreed between the Council's working party and the Anson Trust. These were 2 amendments (i) not to create a charge on the Lease and not subject the facilities to encumbrances which would affect the Lease without the consent of the Council and (ii) not to subject the freehold of the site to a charge without the consent of the Council provided the Lease was still in force and 49 years had not elapsed since the commencement of the Lease.

The Chairman called for a show of hands for those in support of the amendments and for now resolving to sign the contract in its amended form.

In favour  
8

Against  
0

RESOLVED:

- (i) that the amendments be agreed
- (ii) that the contract now be engrossed for signature

- (iii) that the Chairman and Vice-Chairman be authorised to sign the grant contract on behalf of the Parish Council.

2017/137

Best Kept Garden Competition

Mrs. S. Hill gave a report on the arrangements for the competition that she had organised. Discussion took place on the selection of an external judge, and included reference to previous zone winners, the overall winner, or inviting local businesses such as the garden centre to agree to be the judge. Discussion took place on the difficulties in comparing gardens owing to their different sizes, and the possibility of Ceasing the competition for the foreseeable future.

RESOLVED:

that the best kept garden competition be reviewed at a future meeting

2017/138

Contribution to leaflet for community exhibition

Council considered a request from Marcham and District News to assist with the funding of the leaflet circulated to households advertising the exhibition of drawings for the new community facilities.

RESOLVED:

that a sum of £32 be paid to Marcham and District News to cover the costs of leaflet production advertising the exhibition displaying drawings of the new community facilities.

2017/139

Correspondence

- a) Vale of White Horse District Council – Waste and Recycling Leaflets.
- b) Thames Valley Police and Crime Plan 2017-2021
- c) Oxfordshire County Council – Calendar of events on the Ridgeway
- d) Community First Oxfordshire – Transport network meeting 22<sup>nd</sup> May at Yarnton village hall at 1.00 p.m. on the topic of filling the transport gap and community transport schemes. Mr. Walton asked for sight of the information for this meeting.
- e) Marcham Baby and Toddler Group – Letter of thanks for grant awarded November 2016
- f) Correspondence received from a resident regarding the parking of a caravan in a garage block, and a vehicle in a layby which had not been driven for months, and had a flat tyre. The



resident had been advised to contact Sovereign Housing Association and the Police respectively. The resident has subsequently confirmed that contact had been made with the Housing Association who was dealing with the issue of the parked caravan.

When listing correspondence which included date references on the agenda, the Chairman asked the Clerk to include the day of the week as well.

2017/140

Accounts

The Clerk presented the receipts and payments accounts for the year ending 31st March 2017 which were considered by Council. These showed balances of £464054.49 represented by £34054.49 in a general fund, and £430000 in a community fund. Questions were asked as to whether the accounts could be presented without reference to vat. Discussion took place as likely questions on the budget and precept levels which could be raised at the annual meeting of electors. Council noted the list of cheques numbered 2962 to 2972 to be signed and

RESOLVED:

- (i) that Council approves the account figures for the year ended 31st March 2017
- (ii) that payments totalling £4006.44 in respect of administration costs, grass cutting, allotment water costs, weed spraying and play equipment inspection.
- (iii) that checks be made of the internal auditor to see whether reference to all vat could be excluded from the accounts.

2017/141

Matters raised by members for information

Milletts indoor play centre at Frilford would be opening in the Autumn. This would bring additional traffic through the village, as did probably the crematorium at Garford. It was suggested that a brown tourist information sign could direct traffic around Marcham and through Gozzards Ford. It was suggested that further research as to who erects them and who controls where they go be undertaken, and discussion take place at a future meeting.

2017/142

Potholes filled

It was reported that some potholes had been filled, however the grade of tarmac seemed inappropriate and it had not been compacted. Mr. Charles would take photographs and send them to the Clerk for forwarding to the County Council.

Howard Cornish Road – northern side path installed by Taylor Wimpey between Longfields and permissive path northwards towards Cow Lane.

This path appeared to have a hole underneath to one side. It was suggested that the other side needed checking and matters reporting to Taylor Wimpey.

Matthew Homes Ltd – Development of 37 units South of A415 Packhorse Lane. It was reported that there had been Sunday working on this site. The Clerk was asked to contact Matthew Homes Ltd with a view to lodging a complaint.

A415 – Pye Homes The Willows- Red plastic barrier  
A query was raised regarding a red plastic barrier that was on the footway area outside of The Willows housing development. The Clerk would make enquiries of Pye Homes Ltd.

Persimmon Homes – Development of Abbots Grange  
A query was raised regarding the telegraph poles which were still located in the footway, and the final surface which needed installation. The Clerk had not received any further information from the developer, or the County Council, or Scottish Southern and would pursue the matter again.

Harding Way Management Company  
It was reported that residents in Harding Way were contributing to a management company for the maintenance costs of the common areas for which it was responsible, but it appeared no works had been done. Residents were unsure what they were paying for. It was thought that the last house on the development, however, had not been sold.  
The public open spaces were to be transferred to the Parish Council. The Clerk was asked to check the position with the Solicitor acting for the Council. The Clerk advised that there were outstanding planning issues such as a path that remained to be built, and the Parish Council should not take on the land without having these resolved.

2017/143 Mr. Denton left the meeting at 9.30 p.m.

2017/144 Photocopying  
Mr. Walton commented on the poor standards of photocopying on the agenda papers, and suggested that new copying facilities were required. Either shared with other organisations, or the Council to acquire its own.

2017/145 Winifred McKay  
The Chairman reported that Winifred McKay who lived in the northern part of the parish at Oakley Park had passed away at the age of 102.

- 2017/146     Howard Cornish Road / A415 grass verge  
 It was reported that the grass at the junction of the A415/Howard Cornish road was long again and was restricting visibility for motorists. The Clerk would contact the County Council.
- 2017/147     Howard Cornish Road/Sheepstead Road – junction – van  
 Reference was made tot the permanent parking of a van at the junction of Sheepstead Road/Howard Cornish Road which was preventing grass from being cut.
- 2017/148     Items for Marcham and District News  
 The Clerk would prepare an article for MAD News.
- 2017/149     Date of Next Meeting  
 The next meeting of the Council would be held on Wednesday 14<sup>th</sup> June, 2017 in the residents’ lounge at Duffield Place at 7.30 p.m.

The meeting closed at 9.40 p.m.

Signed ..... Date .....