

## MARCHAM PARISH COUNCIL

Minutes of the annual meeting of Marcham Parish Council held on Wednesday 9<sup>th</sup> May, 2018 in the residents' lounge at Duffield Place, Marcham at 7.30 p.m.

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Present:

Miss R. Atkins, Mr. I. Charles, Mr. M. Denton, Mrs. S. Hill, Mr. M. Hoath,  
Miss R. Mander, (Chairman), Mr. P. Steere, Mr. D. Walton  
Clerk: Mrs. L. Martin

Cllr. R. Webber (County Councillor) at 7.34 p.m.

- 2018/94      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.  
A query was raised as to the appointment for 2 years in view of the elections next year and the need for continuity of a Chairman. Miss Mander indicated she would be willing to continue to be elected Chairman, however this would be dependent on standing as a candidate and success in the election.
- 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
- 2018/95      Declaration of Acceptance of Chairman  
Miss Mander made and signed the declaration of acceptance of office as Chairman.
- 2018/96      Apologies for Absence  
Apologies for absence had been received from Mrs. Janes Fabes, Mr. Matthew Hillis and Cllr. Catherine Webber (District Councillor)
- 2018/97      Declarations of Interest  
There were no declarations of interest.
- 2018/98      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

2018/99 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.

2018/100 Appointment of Representative for the Oxfordshire Association of Local Councils

RESOLVED:

that Mrs. Hill represent the Council.

2018/101 Appointment of Representative to Hills Aggregates Liaison Committee  
The Clerk advised that no meetings of this committee seemed to have taken place recently, and she had contacted Hills Aggregates to enquire whether a decision had been made to disband it.

RESOLVED:

that Mr. Steere represent the Council should there be meetings of this Committee.

2018/102 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

2018/103 Appointment of MAD News Correspondent

RESOLVED:

that the Clerk write a monthly article on Parish Council business for the village newsletter

2018/104 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.

- 2018/105 Appointment of members to represent the Council at meetings of working groups to discuss new community facilities
- RESOLVED:  
that Miss Mander and Mr. Walton represent the Council
- 2018/106 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.
- 2018/107 Staff Working Party
- RESOLVED:  
that Mrs. Hill and Mr. Hoath form a working party to consider staff issues as per the adopted terms of reference
- 2018/108 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.
- 2018/109 Appointment of members to grants working party
- RESOLVED:  
that Mr. Charles, Mrs. Hill, Miss Mander and Mr. Walton together with the clerk form a working party to consider a grants policy, and application form for use by grant applicants.
- 2018/110 Appointment of observer to attend meetings of Marcham Community Group until such time as there are new Articles and Memorandum of Association for the company in place.
- RESOLVED:  
that Miss Mander attend meetings of Marcham Community Group as an observer and report back to Council.
- 2018/111 Appointment of Parish Council representative as MCG Trustee once new structure for the company is in place.  
As the Charity, in its new form, was not currently in place, the precise

role was uncertain. In addition, concerns were raised regarding conflict of interest possibilities, and the situation of a dual hatted person could be counter productive. Mr. Walton offered to be appointed on a temporary basis, and would report back to Council as to whether he found the role to be problematic in regards to conflict of interests. The Clerk reminded members that appointments by the Council were for one year only.

RESOLVED:

that Mr. Walton be appointed as the Council's representative on Marcham Community Group, once the new charity structure was in place.

2018/112 Appointment of MCG Hall Committee member

RESOLVED:

that Miss Atkins be appointed the Council's representative on the MCG Hall Committee once the new charity structure was in place.

2018/113 Appointment of MCG Field Committee member

RESOLVED:

that Mrs. Hill be appointed the Council's representative on the MCG Field Committee

2018/114 Appointment of MCG Finance Committee member

Council considered that Mrs. Fabes, who was absent from the meeting be given the opportunity to serve on this Committee.

RESOLVED:

- (i) that Mrs. Fabes be asked if she could serve as the Council's representative on the MCG Finance Committee
- (ii) if she were unable to serve, then Mr. Hoath be appointed as the Council's representative on the MCG Finance Committee

2018/115 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

2018/116 Other Appointments

Council noted that appointments for Parish Transport representative representative, Anson Field management committee representative, and Police Neighbourhood Action Group representative had not been placed on the agenda, as these groups had ceased to function. Mr. Walton stated that he continued to receive information about the Parish Transport meetings, but had not been able to attend. The Clerk asked

if he were unable to attend, that information about the meeting should be circulated to members and/or the Clerk so that a substitute could be found.

RESOLVED:

that Mr. Walton be appointed as Parish Transport Representative.

- 2018/117 Minutes of the meeting held on 11<sup>th</sup> April, 2018  
The minutes were approved and signed as a true record of the meeting, subject:  
(i) in minute 2018/84 in the second sentence, the word “concerned” being changed to “concern” so that it read “The Council expressed concern”.  
(ii) in minute 2018/89 the word “not” being included so “the name Walnut Tree Mews, and expressed surprise that it had been consulted” being changed to “the name Walnut Tree Mews, and expressed surprise that it had not been consulted”
- 2018/118 Matters arising from the meeting held on 11<sup>th</sup> 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 the Parish Council. The transfer was progressing. A member raised a query that the grass in the first section of public open space had not been cut. It was unknown whether the section at the end of the cul de sac had been cut. Concerns were expressed that the areas being transferred to the Parish Council needed to be maintained and transferred in good state and condition. The Clerk would make enquiries of Vanderbilt as to the cutting until such time as the Parish Council became the owner of it. A comment was made regarding highway markers within the grass. These indicated the end of the open space and the start of the highway verge which was the responsibility of the County Council.
- Grass Verge – Junction of Howard Cornish Road/North Street - flats  
Mr. Denton gave a report on a site meeting that he and Mr. Hoath had had with Sovereign Housing Association. A old broken down jeep which had been left on the grass had been removed. Other vehicles were still causing a problem. Applications for dropped kerbs would enable vehicles belonging to occupiers of the ground floor flats to be taken into their front gardens, but this would not solve the problem of inappropriate parking for other vehicles. The representative from Sovereign Housing Association had agreed to check the areas of grass within the Association’s ownership. It was mentioned that the tactile paving at the dropped kerb point across Sheepstead Road to The Farthings had cracked. This was probably due to the vehicles driving over it. Miss Atkins offered to report this online via Fix My Street.
- Naming of Development rear of The Green – Walnut Mews  
Council noted that the Vale of White Horse District Council had

advised that the name was not a street name, but a building name. The postal address remained as Mill Road. Parish Councils are not consulted in regards to the naming of buildings. If the landowner(s) at a future date are unhappy with the naming, then the District Council would consider an application from them for renaming.

2018/119

Public Participation

There were no members of the public present

2018/120

Planning Applications

a) Decisions on previous applications

No planning decisions had been received.

b) Planning 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

The Chairman called for a show of hands for those in support of the application

In support	Against	Abstention
8	0	0

RESOLVED:

- (i) Council supports the application
- (ii) that materials compatible with the existing be used

P19/V0953/HH Replacement of north side extension. Single storey rear extension and first floor rear dormer window.

19 Mill Road (amended location plan)

For: Mr. O Barreto

The Chairman called for a show of hands for those in support of the application

In support	Against	Abstention
8	0	0

RESOLVED:

- (i) Council supports the application
- (ii) that as the property is visible from the conservation area materials used should be consistent with the existing.
- (iii) that in view of the air quality

management area on the A415 an electric charging point be required.

2018/121

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, had requested further information as to the spending by the District Council of s. 106 T & CP Act 1990, funds raised from developments in Marcham. Council noted that The District Council had advised that there were a number of projects at the sports hall but not one specifically identified. Outdoor tennis funding was to go toward converting clay courts to increase the capacity of the outdoor courts in terms of when they could be used. This would mean an all year round court. In regards to the swimming pool funding, this would go towards upgrading and increasing the capacity of the wet side changing cubicles. Members were concerned that there was no specific plans for the sports hall. There was no explanation as to how it was going to be meaningful for Marcham.

RESOLVED:

- (i) that it be recognised that Marcham had its own priorities for a hall
- (ii) that Council was disappointed in the s. 106 system and was relieved that it had come to an end.

2018/122

Planning Enforcement

The Willows – paths to link to site under construction by Matthew Homes Ltd

Council noted that the issue of paths still to be constructed, to link from The Willows to the adjacent site under construction by Matthew Homes was now the subject of investigation by planning enforcement. The Clerk was asked to advise members of the planning enforcement case number.

Matthew Homes – site meeting

Miss Mander, Mr. Hoath and the Clerk had meet with Matthew Homes. Discussion had taken place on the paths within their own site, possible works to widen the A415 path, and easy access at the end of that path for residents with pushchairs, wheelchairs, and mobility scooters. Paths to link to the Pye site of The Willows were to be constructed, plus an access from the north east corner of the site onto the A415. No path would be located in the vicinity of the attenuation pond, and this itself would have picket fencing around. It was expected that a dropped kerb at the end of the A 415 path would be installed. There was a s. 106 agreement in place which referred to

a 1.5 m path alongside the A415. The Clerk would raise a query with the County Council, as it had been constructed by a previous developer of the site to the west (Abbots Grange), and was only 1.2m wide in places.

#### Taylor Wimpey development – tree planting rear of Longfields

A query had been raised by a resident of Longfields regarding the removal of two trees to the rear of the Longfields property which formed part of the Taylor Wimpey development. An approved landscaping scheme was in place. Initial investigations had revealed some queries as to the trees referred to in the approved landscaping scheme and the species removed. Mr. Hoath had arranged to visit the resident who had raised the issue.

#### RESOLVED:

- (i) that a report be awaited from Mr. Hoath
- (ii) that the matter be deferred to a future meeting

2018/123

#### District Councillor's Report – Cllr. Mrs. C. Webber and County Councillor's Report – Cllr. R. Webber

In the absence of Cllr. Mrs. C. Webber, Cllr. R. Webber gave a report.

#### Oxford Cambridge Expressway

A public meeting had been held in Bicester regarding the Oxford Cambridge Expressway proposals. Cllr. R. Webber had participated as well as Cllr. John Cotton, Leader of South Oxfordshire District Council. All those speaking had tried to protect their own areas, and encourage alternate routes to be considered.

#### Leader Vale of White Horse District Council

Cllr. Roger Cox was to become the new Leader of the Vale of White Horse District Council, with Cllr. Edward Blagrove as the deputy.

#### Anson Field

The fence on the southern side of new properties had encroached on the path linking the A415 and North Street. The owner had been persuaded to move this back. Trees on the south side of the path were overhanging the field. They would need lopping.

#### Thames Water - Reservoir

The Vale of White Horse District Council, as well as most organisations, disliked the proposal for a reservoir. The Council had recommended that a public inquiry be held.

#### Carillion – County Council contracts

The collapse of Carillion had meant knock on effects on County Council contracts. These were proving difficult to unravel as sub contractors were involved. Teaching and education were continuing yet unfinished classrooms remained. School Ofsted reports did not take into account the difficult times which were being experienced. A comment was made that in regards to Marcham Primary School

local development companies constructing close by could possibly assist. This was thought unlikely.

2018/124 Cllr. R. Webber left the meeting at 8.40 p.m.

2018/125 Community Facilities  
Miss Mander provided an update report. Archaeological dig was taking place on the field. The steering group working parties continued to meet, some were looking at items for the hall. There had been no decision on the s. 106 funding from the Vale of White Horse District Council. The Clerk was chasing the District Council. The funding had been agreed in principle at a meeting of the Senior Management Team, and it was difficult for members to understand why the matter was now being unravelled, and queries raised. The vehicular access gate to the field had been shut, but once development started, the field would be sealed off. The Council's working party had met to consider the first draft of the Lease, and had suggested amendments which had essentially been accepted. The draft was currently being considered by the tenant, Marcham Community Group.

2018/126 Data Protection  
Council considered a draft data protection policy and privacy notice. This could be reviewed and amended as the provisions of the General Data Protection Requirements evolved. The Clerk reported that there was an amendment to the Data Protection Bill which, if agreed, would exempt Parish Councils from the requirement for a Data Protection officer.

RESOLVED:

- (i) that the Data Protection Policy as drafted be adopted
- (ii) that a review of the policy take place in one year's time.
- (iii) that the privacy notice as drafted be adopted and placed on the Council's website.
- (iv) that the privacy notice be amended as to the Data Protection Officer once clarification had been provided as to the amendment to the Bill going through Parliament.

2018/127 Dog Faeces - complaints  
Council noted a map indicating the locations of litter bins, dog waste bins, both private and on highways. Council discussed the frequency of residents clearing up after their dog and then leaving plastic bags, some in trees for others to deal with. Discussion was had on placing of stickers on bins to clarify that dog waste could go into litter bins, as well as locations for new bins. From the list provided, it was suggested that the bin at the end of the path going from Tower Close to the Anson Field be added to the list for reinstatement. It was suggested that perhaps the Council could consider funding 2 bins per annum to increase the number of overall bins. The provision of and the

emptying of them would need to be considered. The Clerk had previously advised that the Vale of White Horse District Council would not provide and empty dog waste/litter bins unless they considered there to be a litter/dog faeces problem. Members generally thought that as there was an increased in houses in the parish, and an increase in council tax collected, then the District Council should fund the additional bins. The District Councillor should review this matter.

RESOLVED:

- (i) that Cllr. Mrs. C. Webber be asked to review the litter bin emptying policy of the District Council to enable Parish Councils to add bins to the list of those emptied at the District Council's expense, particularly as the District Council was collecting Council tax from new properties in the parish.
- (ii) that the Council plan to provide and fund 2 dog waste bins per annum provided the District Council would fund the emptying of them
- (iii) that the matter be brought back to Council should the District Council not be willing to undertake the emptying of new bins.
- (iv) that an article be placed in Marcham and District News regarding the leaving of dog waste in bags around the village, as the Council was trying to understand why this happened, and encouraging residents to dispose of it properly.

2018/128

Air Quality – Electric Charging Points

Council considered an amendment to its own design guide to include electric charging points to be required on developments, the types of applications as well as a request to the District Council to amend its own design guide to require electric charging points in areas designated air quality management areas.

RESOLVED:

- (i) that the Parish Council's own design guide, be amended to include a new clause, requiring that all housing proposals involving a substantial increase in occupancy, have an electric charging point fitted
- (ii) that this policy be applied, as far as possible, to planning applications for extensions to properties as well as new dwellings.
- (iii) that a separate clause be drafted for large estate developments, which may take place in the parish.
- (iv) that Cllr. Mrs. C. Webber be approached for advice on how to amend the District

Council's policies to include the provision of electric charging points.

2018/129 Village Green – Tree Planting  
Council considered a request from a resident to plant an Amalanchier tree at the southern end of the village green. Details of the height and spread had been provided (5m high x 4m spread).

RESOLVED:

that permission be given for an Amalanchier tree to be planted at the southern end of the village green.

2018/130 Litter Pick  
Council discussed undertaking a litter pick on Saturday 12<sup>th</sup> May, 2018.

The Clerk had advised that should the litter pick be undertaken in the name of the Council, then a risk assessment would need to be carried out, guidance notes as to health and safety issued to participants, and an indemnity form signed by participants. Participants under the age of 16 would not be covered for personal injury, by the Parish Council's insurance. Some members thought the extent to which the Council had to go was farcical in regards to health and safety, as a volunteer group when previously undertaking a litter pick had not done that.

RESOLVED:

- (i) that the Council undertakes a litter pick on Saturday 12<sup>th</sup> May, 2018
- (ii) that a risk assessment be undertaken, and guidance notes prepared for participants.
- (iii) that the new estates be included in the areas litter picked.

2018/131 Adverse Weather Conditions - gritter  
Council considered this item postponed from an earlier meeting. Comments were made that the path from Howard Cornish Road to Harding Way also needed to be considered when discussing the matter, as leaves from trees fell onto the path and problems other than those caused by ice and snow arose.

RESOLVED:

that this matter be again deferred to a future meeting.

2018/132 Correspondence  
a) Oxfordshire Association of Local Councils – social media training course a.m. Wednesday 16<sup>th</sup> May 2018  
b) Vale of White Horse District Council – Notification that Cllr. M. Barber would step down as Leader from the Council's annual meeting.

- c) Vale of White Horse District Council – Confirmation that no elections were taking place in May 2018.  
d) Sobell House – Moonlight stroll 23<sup>rd</sup> June, 2018

2018/133

Employee Salary Scales

Council noted that the National Joint Council for Local Government Services had reached a 2 year agreement on salary scales. A 2% increase was to be implemented for 2018/19 and a 2% increase for 2019/2020. The Clerk was employed under the NJC terms. Council

RESOLVED:

that the salary of the Clerk be increase by 2% for 2018/19 and a further 2% for 2019/20 as per the agreement.

2018/134

Accounts

Council noted the list of cheques numbered 3071 to 3080 to be signed.

RESOLVED:

that payments totalling £4041.01 in respect of administration costs, grass cutting and play area maintenance be authorised.

2018/135

Matters raised by members for information

A Plant Lux Vehicles – Traffic Management and Highway works Lighting

A second vehicle belonging to this company was now being kept in Marcham. One had appeared again parked on the grass verge at the start of Howard Cornish Road. Mr. Denton offered to visit the company's local business premises and speak to the manager.

Path alongside Anson Field

Approximately opposite the play area, the planting in the recesses of the staggered fence, in the ownership of the occupiers of the new properties to the south, was protruding into the path. The Clerk was asked to contact the property owners and ask for it to be cut back.

Churchyard

Mr. Denton stated that he had asked the Clerk to arrange for the trimming of the yew tree next to the front door of the Church, and for the path edges to be trimmed back. The Clerk confirmed that a request for prices had been sent to the handyman, and these were awaited. The matter would be put to Council in due course.

A question was raised as to the responsibilities of the Parish Council in regards to paying for works within the Churchyard, and whether funding a new driveway would be included. The Clerk would check the provisions of the relevant legislation.

Parishioner of the Year Certificate

Mr. Steere stated the certificate for the parishioner of the year was being collected the day prior to the annual meeting of electors, in readiness for presentation at the meeting. A query was raised regarding certificates or letters for youngsters that had helped with parish events. This was separate from the annual meeting of electors, and could be arranged independently. A letter of thanks from the Council could be presented to any youngster at an event at which they helped.

A415 – Howard Cornish Road junction – grass cutting

It was reported that this grass was becoming very long as it had not been cut this season. There would soon be vision difficulties for motorists leaving Howard Cornish Road and joining the A415.

2018/136

Items for Marcham and District News

The Clerk would prepare an article for MAD News.

20189/137

Date of Next Meeting

The next meeting of the Council would be held on Wednesday 13<sup>th</sup> June, 2018 in the residents' lounge at Duffield Place at 7.30 p.m.

The meeting closed at 9.30 p.m.

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