

MARCHAM PARISH COUNCIL

Minutes of the annual meeting of Marcham Parish Council held on Wednesday 8th May, 2019 in the residents' lounge at Duffield Place, Marcham at 7.30 p.m.

Present:

Mr. M. Denton, Mrs. S. Hill, Mr. M. Hoath, Miss R. Mander, Mr. J. Plumb,
Mr. D. Walton

Clerk: Mrs. L. Martin

Joined by Cllr. Richard Webber (County Councillor) at 7.45 p.m.

All members attending the meeting had signed their declarations of acceptance of office.

The Chairman, Miss Mander, took the chair for the start of the meeting and welcomed all to the first meeting of the new Council.

2019/82

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. Denton, seconded by Miss Mander, and

RESOLVED: nem.con
that Mr. Walton be elected Chairman of the
Council to hold office until the next annual
meeting of the Council

2019/83

Declaration of Acceptance of Chairman

Mr. Walton made and signed the declaration of acceptance of office as Chairman, and then took the Chair.

2019/84

Apologies for Absence

Apologies for absence had been received from Mr. Peter Steere.

2019/85

Deferral of Declarations of Interest

RESOLVED:
that any member who had not signed a
declaration of acceptance of office be required
to do so before the meeting of the Council to be
held on 12th June.

2019/86

Declarations of Interest

Mrs. S Hill declared an interest in the agenda item relating to the report from the Field Management Committee in that both she and her husband were members of that committee.

2019/8

Applications for Co-option

Council noted one application for co-option to the Parish Council. The applicant was not at the meeting, and members, whilst keen to

welcome new members, stated a preference for meeting the applicant prior to considering the application for co-option.

RESOLVED:

that the application for co-option be deferred to a future meeting.

2019/88

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 Miss Mander be elected Vice-Chairman of the Council to hold office until the next annual meeting of the Council

2019/89

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.

2019/90

Appointment of Representative for the Oxfordshire Association of Local Councils

RESOLVED:

that Mrs. Hill represent the Council.

2019/91

Cllr. R. Webber joined the meeting.

2019/92

Appointment of Members to the Churchyard Working Party

RESOLVED:

- (i) that Mr. Denton represent the Council at meetings with representatives nominated by the Parochial Church Council to discuss the maintenance of the closed Churchyard
- (ii) that, as Mr. Denton was connected with the Church, should there be any conflict of interest, Miss Mander be appointed as substitute.

2019/93

Appointment of MAD News Correspondent

RESOLVED:

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

2019/94 Review of Effectiveness of Internal Audit Working Party

RESOLVED:

that Mr. Denton 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.

2019/95 Parishioner of the Year Award working party

RESOLVED:

that Mrs. Hill 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.

2019/96 Appointment of members to. S 106 working party

RESOLVED:

that Mrs Hill, Miss Mander, Mr. Steere and Mr. Walton together with the clerk form a working party to consider planning obligation, funding available for village projects, and related matters, reporting back to the Council.

2019/97 Appointment of Parish Council representative as MCG Trustee

RESOLVED:

that Miss Mander be appointed MCG Trustee to represent the Council at meetings of the Trust

2019/98 Appointment of MCG Hall Committee member

RESOLVED:

that Mr. Plumb, be appointed the Council's representative on the MCG Hall Committee.

2019/99 Appointment of MCG Field Committee member

RESOLVED:

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

2019/100 Appointment of MCG Finance Committee member

RESOLVED:

that Mr. Hoath be appointed the Council's representative on the MCG Finance Committee

2019/101 Appointment of representatives to the Parishes Alliance Group (Oxford Cambridge Expressway)

RESOLVED:

that Mr. Denton and Mr. Hoath represent the Council at meetings of the Parishes Alliance Group

2019/102 Appointment of member as point of contact for allotment issues

RESOLVED:

that Mr. Walton be appointed as the point of contact for issues arising relating to allotments

2019/103 Appointment of members to Play Area working party

RESOLVED:

- a) that a new play area working party consisting of no more than 6 people, comprising at least 2 but not more than 4 parish councillors be established
- b) that the working party will not have a budget
- c) that it determine the requirements for play provision within the parish
- e) that it consider possible areas within the parish where play equipment could be installed, and to examine all options
- d) that it consider the provision of a youth shelter for the benefit of teenagers within the parish
- e) that it undertake the design of the play area and youth shelter and obtain costings for the preferred layout and items
- f) that written reports on progress, with adequate information to enable the council to make decisions be produced by the working party.

2019/104 Staff Matters

Council considered a working party or committee structure for dealing with staff matters

RESOLVED:

- (i) that a personnel committee be set comprising the Chairman, Vice-Chairman and 2 councillors
- (ii) that Mr. Denton and Mrs. Hill be appointed as the 2 councillors.

In favour
6

Against
0

Abstention
0

2019/105 Appointment of members to Footpaths working party

RESOLVED:

that Mr. Hoath, Miss Mander, Mr. Steere and Mr. Walton form a working party to consider footpath and footway issues.

- 2019/106 Re-ordering of business
The Chairman moved to bring agenda items relating to the reports from the District and County Councillors forward.
- 2019/107 District Councillor's Report – Cllr. Mrs. Catherine Webber
Cllr. Mrs. Webber was welcomed as the re-elected District Councillor for the Marcham Ward.
New District Council – She outlined the steps being taken in regards to the formation of the new Council, induction training, and security. The Cabinet was being voted in on 9th May, 2019
Meetings - She hoped to be able to attend more Parish Council meetings, as she had ceased to sit on the planning committee where there had been previous meeting clashes.
- 2019/108 County Councillor's report – Cllr. Richard Webber
Elections – Cllr. Webber referred to District Council elections and changes that had taken place not only with the Vale of White Horse District Council, but also South Oxfordshire District Council and further afield in Cotswold District Council. It was expected that key issues such as the Growth Deal, and Oxfordshire Cambridge Expressway were soon to be considered again.
- 2019/109 Cllrs R and Mrs. C. Webber left the meeting.
- 2019/110 Review of Data Protection Policy and privacy notice
Council reviewed the Data Protection Policy noted that it did not require a data protection officer.
- RESOLVED:
that the data protection policy with the deletion of the reference to data protection officer be adopted
- 2019/111 Review of Standing Orders based on the NALC 2018 version
Council reviewed Standing Orders
- RESOLVED:
that the Standing Orders be adopted subject to a 2 hour meeting limit, and 3 minutes for each member of the public to address Council.
- 2019/112 Review of Financial Regulations
Council reviewed the Financial Regulations
- RESOLVED:
that the internal audit review working party consider the Financial Regulations and report to Council
- 2019/113 Review of Complaints Procedure
Council reviewed its complaints procedure, and noted that it did not include an appeal process.

RESOLVED:

- (i) that the Complaints Procedure be adopted
- (ii) that the date of this meeting be added to the document.

2019/114 Grants Policy
Council reviewed its grants policy

RESOLVED:

- (i) that the grant policy be adopted
- (ii) that the grant application form be reviewed at the September meeting.

2019/115 Land and assets
Council noted its land and assets list as presented by the clerk

2019/116 Representation at outside meetings and arrangements for reporting back
Council considered methods of reporting back to Council after attending meetings of outside bodies.

RESOLVED:

- (i) that the preferred reporting method was a written report be submitted to the Clerk.
- (ii) that in exceptional circumstances if this were not possible, then a verbal report be given at the next meeting.

2019/117 Subscriptions to organisations
Council noted subscriptions to other organisations: Oxfordshire Association of Local Councils, Oxfordshire Playing Fields Association, Oxfordshire Community First, and National Association of Local Councils for the Local Council Review Magazine

RESOLVED:

- (i) that these subscriptions be paid during 2019/20
- (ii) that 5 copies of Local Council Review magazine be purchased at a cost of £67.50

2019/118 Insurance Cover
Council considered its insurance cover and noted all identifiable risks were covered.

RESOLVED:

that the insurance be reviewed when undertaking the risk assessment later in the year.

2019/119 Email arrangements
Council noted the Clerk's report regarding difficulties with email access, and secure email addresses for members in view of data protection requirements. Discussion took place on changing the website hosting company. Members generally supported a move to another company.

RESOLVED:

that investigations be made as to alternate website hosting companies and a costing obtained for hosting and providing email service.

2019/120 Minutes of the meeting held on 13th March and 10th April, 2019
Council noted that the Oxfordshire Association of Local Council had sought clarification from the National Association in regard to dealing with amendments to minutes, as there was conflict in advice given by the Oxfordshire Association and the National Association.
The minutes of the meeting held on 10th April, 2019 were approved other than minute number 2019/68 for which advice was sort.

2019/121 Matters Arising from the meetings held on 13th March and 10th April, 2019
North Street - footway
Council noted the topographical survey was complete, and the matter was at the design stage with the civil engineer. Council asked the Clerk to rapidly advance the footway project with McTaggart Mickel once the design drawings were available.

2019/122 Public Participation
There were no members of the public present.

2019/123 Planning Applications

a) Decisions on previous applications

P19/V0400/HH Construction of tennis court
Pinetops, Woodside, Frilford Heath
Permitted 10th April, 2019

P19/V0759/LB Minor modification to the design of new
internal door to study. To replace a three panel bi folding door
with a four panel bi folding door.
Morland, Sheepstead Road
Permitted 23rd April, 2019

P19/V0464/HH Demolish side garage and build a new single
storey extension to the front and rear with a double storey side
extension and single storey to rear
21 Fettiplace Road
Refused 18th April, 2019

b) Planning Applications dealt with prior to the meeting

No applications had been received

c) Applications for consideration at the meeting

P19/V0841/HH Single storey rear extension and reconfigure
ground floor of the property to increase the living area. new
external door on the side of the property.
7 Anson Close

In favour
6

Against
0

Abstention
0

2019/124

Community Facilities

Mr. Walton and Mr. Hoath gave a report on the budget planning for the community hall. There had been an indication that an approach may be made to the Parish Council to assist with some fit out costs.

The terms of the Agreement between Vale of White Horse District Council and the Parish Council for access to the s. 106 money would be passed onto the Anson Trust, and a separate Agreement between the Parish Council and the Anson Trust had been drafted by the Council's Solicitor. The expected finish date for the hall building was February 2020.

Council noted that the Field Committee had held one further meeting, but the minutes had not been approved, and a report would follow in due course.

2019/125

Oxford Cambridge Expressway

Council discussed its position in regards to the Oxford Cambridge Expressway. There was no desire to see any new road near Marcham. There was recognition that a new road could generate infill housing between the built area and the road. Options could include upgrading main roads. Members had serious doubts, and lacked enthusiasm for the road, but did not oppose the proposal outright. More information was required.

RESOLVED:

- (i) that this Council required more information to determine its position in regards to the Oxford Cambridge Expressway.
- (ii) that it had serious doubts about the proposal, but that based on the information currently available, it was not currently opposed outright.

2019/126

Paths from Howard Cornish Road to Taylor Wimpey and Vanderbilt sites

The history of the paths off Howard Cornish Road, tarmac to Vanderbilt Site, and permissive unsurfaced path to the Taylor Wimpey site, which served the respective developments, was summarised.

Reference was made to a meeting some 3 years ago at the offices of the District Council when it had been agreed that a link would be provided from the Taylor Wimpey site, into the path to be constructed by Vanderbilt Homes. The link crossed land in the ownership of W. Cumber & Son (Theale) Ltd.

Council noted that Taylor Wimpey had offered to meet with the Parish Council to discuss the footpath link. This meeting would take place on Wed. 29th May, 2019.

Council noted comments from residents regarding the state of the grass within the Taylor Wimpey development. The company had agreed to cut it, but had commented that the land was being transferred to a management company which may change the cutting schedules, as the open space had been identified as a wild flower area in the planning application and decision process.

A comment was made that a lamppost in Longfields, knocked down by a lorry during the construction of the Taylor Wimpey site, had not been replaced.

RESOLVED:

that a letter be sent to W. Cumber & Son (Theale) Ltd requesting whether land to provide the missing link could be acquired

2019/127

Correspondence

- a) Oxfordshire Playing Fields Association - Spring newsletter
- b) Highways Agency A34/.M4 junction closed or undergoing works over various weekends in the Spring and Summer.
- c) Deputy Police Crime Commissioner – Bulletin
- d) Oxfordshire Association of Local Councils – newsletter
- e) Thames Water Utilities – Statement of responses on Water Resources Management Plan.
- f) Abingdon Community Events – Family Fun Day Dalton Barracks 27th July 10.00 a.m. – 4.00p.m.
- g) OALC- newsletter
- h) South Central Ambulance Service / NHS newsletter.

2019/128

Employee Salary Scales

Council noted that the National Joint Council for Local Government Services had reached a 2 year agreement on salary scales for 2018/20. The recommended increase had been approved by Council in May 2018, and revised figures for 2019/20 had just been issued.

RESOLVED:

that the revised NJC pay award figures for 2019/20 be accepted and implemented from 1st April 2019

2019/129

Accounts

Council noted the list of cheques numbered 3176 to 3188 and authorised payments in the sum of £10075.36 in respect of administration costs, play area checks, survey of North Street footway area, litter bin emptying, grass cutting. Council reviewed the signatories to the accounts.

RESOLVED:

that the signatories to the Council's cheque book account with Nat West bank be David Walton, Ruth Mander, Sandra Hill and Malcolm Denton.

2019/130

Matters raised by members for information

Inclusion in Marcham and District News of Parish Councillor information

It was suggested that a short article about each member and photograph be included in Marcham and District News.

Erection of 114 houses rear of Hyde Copse

A query was raised in regards to this outstanding planning application. The application had not been determined by the Vale of White Horse District Council, and a decision was awaited. Objections had been raised in regards to air quality, traffic, and drainage as well as other issues.

Village potholes

Comments were made that these had been repaired.

Steps adjacent to Baptist Church to A415 – handrail

It was reported that this handrail was too close to the wall and difficult to use. Mr. Denton offered to look at the problem.

2019/131 Items for Marcham and District News

The Clerk would prepare an article for MAD News.

2019/132 Date of Next Meeting

The next meeting of the Council would be held on Wednesday 10th July, 2019 in the residents' lounge at Duffield Place at 7.30 p.m.

The meeting closed at 9.30 p.m.

Signed Date