



- b) Applications dealt with under delegated powers prior to the meeting

None received

- c) Applications considered at the meeting

P20/V3185/HH Single white UPVC conservatory to the rear of the property with an Anthracite Grey Edwardian roof

10 Plantation Avenue

Comments: Council had no objections

2021/7

County Councillor's Report – Cllr. Richard Webber

Covid 19 – The message from Oxfordshire Public Health was that those residents who had been vaccinated should be mindful of the fact that they were still able to infect others, and to continue to act with extreme caution.

Meeting with County Council officer regarding highway matters – Cllr. Webber passed on his thanks for the information regarding the meeting with the County's officer. He asked that if there were any issues with footways or similar that members were aware of in Marcham that they should let him know as he was going to arrange a meeting with the relevant officer to discuss issues in all parishes in the Division.

Fyfield Planning Application (700 dwellings) – Cllr. Webber advised that a proposal in this application to use the Faringdon Road through Gozzards Ford as a By Pass for Marcham, had been discounted by the County Council. In regards to a Marcham By Pass, the County Council was not collecting sufficient money from housing developments, and other investment, probably from central Government, would be required.

2021/8

District Councillor's Report – Cllr. Catherine Webber

Covid 19 – Staff at the District Council, particularly the planning department were away from their normal duties assisting with other matters. Business grants were available, and Cllr. Webber had discussed the availability of grant aid with local business such as The Crown public house. Grant information had been sent to the Clerk.

Vaccination Programme - Mark Stone, Chief Executive of the Vale of White Horse District Council / South Oxfordshire District Council had responsibility for organising the Oxfordshire Covid 19 vaccination programme.

Municipal Waste Collection – Adjustments to the collection service had been required owing to the fact that 16 drivers for Biffa were not available. Garden waste (brown bins) collection had been suspended, and the matter would be reviewed on Monday 18<sup>th</sup> January and Monday 25<sup>th</sup> January. Black waste bin, green recycling bin and waste food collection were the priorities.

Questions were put to Cllr. Catherine Webber

NHS Covid 19 Vaccine Team – A question was asked as to volunteers required to assist with the administration of the vaccine programme. It was known that some councillors had offered, but anyone interested was encouraged to put his/her name forward.

Delivery of Vaccine - This appeared unequal across the county. It was known that Abingdon had been selected as a trial area, and surgeries in the town had commenced vaccination before other local surgeries. This had resulted in the town centre surgeries currently vaccinating those in their late 70s, whilst others were still vaccinating the over 80s.

2021/9

Community Facilities

a) Hall Signage

Council noted a quotation from Oxfordshire County Council to provide 3 road signs indicating the direction to the hall at a cost of £1101.44 plus vat. One of the signs had also included reference to the school, as the existing school sign was bent and damaged. Members thought that the Parish Council should not be expected to effectively fund a replacement school sign as well. Cllr. Richard Webber offered £500 from next year's Member's priority fund towards the cost, and to take up the issue of the signage with the relevant officer.

The Chairman asked for a show of hands for those in favour of the Parish Council meeting the full cost if it had to.

In favour	Against	Abstention
10	0	0

RESOLVED:

- (i) that Richard Webber be asked to take up the query in regards to the joint sign indicating the way to the school with the County Council.
- (ii) that the Parish Council approves the cost of £1101.44 plus vat if it were required to pay this to the County Council

b) Snagging List

Council noted the updated snagging list as produced by Marcham Community Group as at 7<sup>th</sup> December, 2020. The Clerk was requested to obtain a firm update for the March meeting as to any items outstanding.

RESOLVED:

that an update on the items be obtained from Marcham Community Group in readiness for the March meeting of the Council

c) Access to hall site - Road Safety

Council noted that Marcham Community Group had installed “stop” signs for motorists leaving the hall site in order to assist with road safety in the vicinity of Morland Road. Members queried the height of the garden wall of 5 Morland Road, whether it had planning consent, and also the advertisement hoarding of Thomas Homes, both of which may have contributed to restricted vision. The Clerk would check the planning approval history for 5 Morland Road, and raise the issue of the advertisement hoarding with Thomas Homes and Marcham Community Group, as it would help if this were removed.

2021/10 Parishioner of the Year

Council received a report from the working party. New nominations had been received since advertising again in the Autumn, including a group nomination. Members considered that the award was for an individual rather than a group. Cllr. Webber reminded Members that the Vale of White Horse District Council too recognised volunteers in the District, and perhaps a group could be put forward to them at the appropriate time. Individuals not selected would be carried forward to another year.

RESOLVED:

that the working party consider a group nomination to the District Council when the Chairman’s award scheme was running.

2021/11 Marcham Churchyard Grass Cutting Schedule

At a previous meeting the question of the length of grass in the Churchyard had been raised, and the policy of conservation mentioned. There had been a 3 way group made up of the Parish Council, the Church and Marcham Society which monitored the Churchyard. Marcham Society and the Church had been approached for their views as to changing the cutting schedule. The Society had offered to meet with representatives of the Council to explain the current policy.

RESOLVED:

that the offer be accepted and that the Society’s representatives on the group be invited to attend the next Council meeting in February.

2021/12 Cllrs. Richard and Catherine Webber left the meeting at 8.10 p.m.

2021/13 Risk Assessment

It was proposed, that as the Council still had to deal with the budget and precept setting agenda item, that the risk assessment be postponed to a

future meeting, and that it be reviewed in the first instance by the audit working party. One member stated that there were 4 points that she wished to raise on the draft risk assessment. She was asked to notify the Clerk of these.

The Chairman called for a show of hands, that in view of the lateness of the hour, and the agenda items remaining, that the consideration of the draft risk assessment be postponed to a future meeting, and that it first be considered by the audit working party

In favour	Against	Abstention
10	0	0

RESOLVED:

- (i) that consideration of the risk assessment be deferred to a future meeting
- (ii) that the audit working party which considers the effectiveness of the internal audit review the draft risk assessment in the first instance

2021/14

Bus Shelter – Longfields Eastbound - Cleaning

Council considered two quotations for cleaning the bus shelter. One in the sum of £55 plus vat for a one off deep clean of the shelter or £29.50 plus vat, to be carried out when the company was next in the area.

RESOLVED:

that Externiture be asked to clean the bus shelter when next in the vicinity at a cost of £29.50 plus vat provided cleaning could be carried out within a reasonable time frame of 3 months.

2021/15

Harding Way – s.106 funding for public open space

Council considered the offer letter dated 14<sup>th</sup> December. There appeared to be an inconsistency in two of the clauses which required the repayment of some or all of the money. One referred to 35 years, another specified one year. The clerk would ensure that the reference to one year was changed to 35 years.

RESOLVED:

- (i) that the terms of the offer letter dated 14<sup>th</sup> December be accepted providing that the only reference to repaying some or all of the funding, if not used within one year, be changed to a period of 35 years.
- (ii) that the Clerk be authorised to sign the letter and enter into the contract on behalf of the Parish Council once the one year repayment clause had been amended.

2021/16 During discussion of the following item the duration of the meeting had been 2 hours, and Standing Order 2x was suspended to allow business to continue.

2021/17 Budget 2021/22  
Council carefully considered the current balances, the likely balances at the year end, and the budget for 2021/2022. The budget was analysed at line level which formed the basis for the whole budget and the calculation of the precept. Council was made aware of the need for new play equipment and a need for the provision for burial space. A query was raised regarding using one contractor for various tasks such as litter bin emptying, grass cutting, tree works, and weed spraying. This could be considered in the future, but the skills and licences required were different, and it may not be possible for one contractor to do all the work. A question was raised regarding the village hall and obligations to insure and the Anson Trust's contribution towards the cost of the surveyor during construction works. The Lease would be checked in regards to insurance, as would the contribution from the Anson Trust towards surveyor costs. An invoice would be sent to the Anson Trust.

Council discussed the sum to be set aside for grants to be awarded, and for a sum of £8000 to be available for local organisations where there was benefit for residents, in addition to a contribution towards recreation field maintenance.

The Chairman called for a show of hands for those who supported the total sum of £8000 for grants in the budget to cover grants for all applicants without itemising the figure to include specifically for anything required in the new village hall

In favour	Against	Abstention
9	1	0

The Chairman called for a show of hands for those who supported the sum of £3000 being included in the budget in order to purchase a speed detector gun.

In favour	Against	Abstention
6	3	1

RESOLVED:

- (i) any unspent sums from 2020/21 be taken into reserves
- (ii) that the budget for 2021/22 as set out in the appendices to these minutes be approved
- (ii) that the precept for 2021/22 from the Vale of White Horse District Council be set at £69500.
- (iii) that a sum of £1800 be set aside for recreation field maintenance as well as a sum of £8000 for all other grants

- (iv) that a sum of £3000 be set aside for the purchase of a speed detector gun.
- (v) that the sum of £180000 remaining from previous gifts continue to be set aside for the purpose of community facilities and benefit.
- (vi) that a sum of £70,000 from reserves be earmarked for new cemetery provision.
- (vii) that now the funds held by Marcham and Frilford Joint Burial Committee formed part of the Parish Council's accounts, that the sum of £18996.66 in the PC Cemetery account be set aside for Cemetery purposes.

2021/18

Correspondence

- a) Police Crime Commissioner Update
- b) Oxfordshire Association of Local Councils – December newsletter
- c) Vale of White Horse District Council – information for parishes: Electronic census to be used for the 2021 census, Covid grants, and vaccination information
- d) South Oxfordshire District Council – Adoption of Local Plan 10<sup>th</sup> December, 2020
- e) Oxfordshire County Council - Parish Transport Representative Meeting 23<sup>rd</sup> February, 2021 at 1.30 p.m. via Microsoft Teams.
- f) Vale of White Horse District Council – Suspension of garden waste collections
- g) Fettiplace Road – Entrance to The Gap  
A new metal grid at the edge of the carriageway has been installed.

2021/19

Accounts

Council noted the list of cheques numbered 3381 to 3385 and authorised payments in the sum of £1991.69 in respect of administration costs, play area inspections, litter pick, and grant awarded.

2021/20

Matters raised by members for information

Length of Meeting

It was suggested that owing to the length of the meeting, that in future, consideration be given to holding a separate meeting to discuss the budget.

A415 Western entrance to village – Village gateway

It was reported that the white painted wooden gateway feature on the northern side of the A415 approaching from Frilford on the Western

side of the village had either been hit by a lorry, or was rotten and was leaning. This required reporting to the County Council.

Over-occupancy of houses

Over occupancy of certain dwellings was raised. The Member would pass the details to the Clerk

2021/21

Items for Marcham and District News

The Clerk would prepare an article for MAD News.

2021/22

Date of Next Meeting

The next scheduled meeting of the Council would be held on Wednesday 10<sup>th</sup> February, 2021 at 7.30 p.m. via Zoom unless owing to the Covid-19 virus, arrangements changed.

The meeting closed at 10.05 p.m.

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

## MARCHAM PARISH COUNCIL

Minutes of a virtual meeting of Marcham Parish Council held on Wednesday 10<sup>th</sup> February, 2021, commencing at 7.30 p.m. held virtually via Zoom, under powers granted by the Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings)(England and Wales) Regulations 2020

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Present:

Sheena Bigden, Caroline Garvey, Sandra Hill, Michael Hoath, (Chairman),  
James Plumb, Tanya Rosenfeld

Clerk: Mrs. L. Martin

Public: Dr. James Asher, Dr. Eric Dunford and Mrs. Sheila Dunford

Joined by Ruth Mander at 7.34 p.m during the presentation.

Prior to the commencement of formal business, Dr. Asher gave a brief presentation on the Churchyard conservation project. This had been running for 20 years, and was a tripartite arrangement between the Parish Council, who had assumed the responsibility for the closed churchyard, the Parochial Church Council and Marcham Society. A survey of the whole Church site had been undertaken in 1992 together with a botanical survey in 2002 when 130 species were identified. A display panel had been erected with the support of a grant from the Trust for Oxfordshire's Environment. An Award from the Diocese and Bucks Berks and Oxon Wildlife Trust, as part of the Living Churchyard Projects had been received in 1999. Grass was cut only twice in a season with the aim of enhancing the biodiversity of the Churchyard. As the grass was not collected, a group of volunteers had raked the grass when required. A point was made that they required to know well in advance when the grass was due to be cut as they could then arrange raking. They were also considering further ideas such as mowers with grass collecting boxes. General comments and questions followed.

Dr. Asher was thanked for his presentation. He, Dr. Dunford and Mrs. Dunford then left the meeting.

2021/23

### Apologies for Absence

Apologies for absence had been received from Tony Mackelworth and Cllr. Catherine Webber (District Councillor), and Cllr. Richard Webber (County Councillor).

The Chairman announced that he had, that day, received a letter of resignation from Kieran O'Leary. The Clerk would take steps to declare a casual vacancy.

2021/24

### Declarations of Interest

Michael Hoath and Ruth Mander both declared an interest in the planning application regarding 9 Tower Close in that one of the applicants served on a village committee elsewhere, of which they too were both members.

Sandra Hill declared an interest in the planning application regarding 9 Tower Close in that the applicants were her daughter and son in law.

- 2021/25      Resignation of Peter Steere  
Council noted that Peter Steere had resigned from the Parish Council and that a casual vacancy had been declared.
- 2021/26      Minutes of the meeting held on 13<sup>th</sup> January, 2021  
The draft minutes, including the budget annexed, were approved as a correct record of the meeting.  
The Minutes to be signed as soon as practicable.
- 2021/27      Matters Arising from the minutes  
Harding Way – Public Open Space  
Council noted that the Agreement, between Vale of White Horse District Council and the Parish Council for the commuted sum, had been completed and the sum of £79710 was due to be transferred to the Council's current account.
- Access into Barrow Close – Wall at 5 Morland Road / Thomas Homes Sign  
Council noted that planning consent for a wall/fence in the current location had been given at the time the property was built. The height had not been specifically determined, but it had been in situ in its present form for many years. It was noted that the Thomas Homes advertisement board for the new houses had been removed.
- 2021/28      Public Participation  
There were no members of the public present.
- 2021/29      Marcham Churchyard – grass cutting schedule  
Council noted the presentation by Dr. Asher regarding the reasons for conservation in the Churchyard.

RESOLVED:

- (i) that the Council continues to work with the Parochial Church Council, Marcham Society, and the maintenance contractor, in regards to maintaining the conservation areas within the Churchyard, and the appropriate grass cutting schedule.
- (ii) that the contractor be asked to notify the Parish Council, as far as possible in advance, of the date of cutting the conservation areas so that arrangements can be made for volunteers to rake the grass.

- 2021/30      Planning Matters

a) Decisions on previous applications

P20/V3330/PDH Single storey rear extension  
4 Barrow Close

No planning application required

27<sup>th</sup> January 2021

b) Applications dealt with under delegated powers prior to the meeting

P20/V3330/PDH – Single storey rear extension  
4 Barrow Close

No formal consultation required, but notification of application to determine whether prior planning consent was required.  
Comments: Council did not comment

c) Applications considered at the meeting

P21/V0123/HH Part demolition of existing attached garage and replacement with new side and rear extension  
9 Tower Close

The Chairman called for a show of hands for those in favour of the proposal

In favour	Against	Abstention
4	2	1

Comments: Council had concerns regarding the covering over of the garden and creation of water run off areas.

P21/V0124/HH Demolition of single storey side extensions, removal of rear roof at first floor. Proposed single storey side extension and two storey side and rear extensions  
11 North Street

The Chairman called for a show of hands for those in favour of proposal

In favour	Against	Abstention
7	0	0

Comments: Council had no objections to the application, but required materials to be sympathetic with, and in keeping with the conservation area

P21/V0189/HH Porch to front  
Sheepstead Folly, Sheepstead Road

The Chairman called for a show of hands for those in favour of proposal

In favour	Against	Abstention
7	0	0

Comments: Council had no objections

MW.0005/21 Details pursuant to condition 19 – Water Monitoring data on application MW.0019/15 – Sand extraction off A338

Upwood Quarry

Comments: Council had no substantial comment to make.

Comments previously made regarding exceedances should be restated. Monitoring should continue and steps taken to mitigate the effect of increases if found necessary.

R3.003/21 Erection of 1.8m high and 2.7m high fencing to the front of the school. Installation of 2 new doors to replace existing windows to the north and south elevation, and the installation of approx. 27sq. m ground mounted kitchen air handling equipment.

Marcham Primary School, Morland Road

Comments: Council had no objections provided access to the public defibrillator on the front wall of the plant room was maintained.

d) Planning Issues – Willow Farm flooding

Council noted that over the weekend of 30<sup>th</sup> /31<sup>st</sup> January, following heavy rainfall, flooding took place in Willow Farm roadway. Council received a report from the Clerk and also the Chairman in regards to this. Both the sustainable urban drainage scheme and mains drainage were beyond capacity. The Clerk had reported this to the District Council, and taken up the matter of the 90 houses on the adjacent site with the planning officer and drainage officer, as well as alerting the County and District Councillors. A letter from Peerless Properties, the property management company acting for the Directors of Willows Farm Management Ltd, had been sent to residents and also, just prior to the meeting, to the Parish Council. This would be circulated to members and the District and County Councillors.

Concerns were raised by members in regards to the drainage from the Mactaggart Mickel site to the north of the village and how the sewer system was going to manage.

RESOLVED:

that the situation be kept under review

2021/31 County Councillor's Report – Cllr. Richard Webber  
No report from Cllr. Richard Webber was available.

2021/32 District Councillor's Report – Cllr. Catherine Webber  
No report from Cllr. Catherine Webber was available

2021/33 Community Facilities - Artwork  
Council noted that Marcham Community Group had advised that, in turn, they had been advised that planning consent was required for the artwork. As the Parish Council was the landowner where the artwork was to be sited, it had been suggested that the Parish Council be the applicant and MCG act as agent in regards to the application. MCG would consult separately with the Parish Council, as landowner and landlord, in regards to the fixing of the artwork.

RESOLVED:

that Marcham Parish Council be named as applicant in regards to any planning  
303

- 2021/34 Review of Council policies, standing orders and regulations  
Council reviewed the following policies, standing orders and regulations:  
Financial Regulations  
Standing Orders  
Data Protection Policy and Privacy Notice  
Complaints Procedure  
Grants Policy  
Asset Register  
Investment Policy

Council noted that the village hall, muga site acquired in June 2020 had been added to the asset register, as well as the Leases in connection with the adjacent playing fields.

RESOLVED:

that the above polices, standing orders and financial regulations be approved and adopted by Council.

- 2021/35 Review of the Effectiveness of the Internal Audit/Risk Assessment  
Council received a report from the working party that had undertaken a review of the effectiveness of the Internal Audit and had checked the draft Risk Assessment as instructed by Council at the last meeting. This had concluded that it believed that the Council's system for internal financial control was satisfactory, and that the internal audit met the standards for scope, independence, competence, relationships, planning and auditing as required by the Accounts and Audit Regulations 2015 as well as the Joint Panel on Accountability and Governance recommendations.  
The audit plan and terms of reference were reviewed, as well as the risk assessment. It was suggested that regulations relating to Covid be included in the risk assessment.  
Council considered the formal recording by electronic means, of gifts and noted the donation of a Christmas tree for the Council for the village green.  
Council received a report from the Personnel Committee. This recommended that until a full evaluation could take place, that the clerk's contract in its present form be resigned.

RESOLVED:

- (i) that the audit plan and terms of reference be accepted
- (ii) that the report and recommendations of the audit review working party be accepted
- (iii) that IAC Audit and Consultancy be appointed internal auditor for the account year ending 31<sup>st</sup> March 2021.

- (iv) that the risk assessment be adopted subject to adding an item regarding Covid regulations.
- (v) that a new electronic record (excel spreadsheet) be created to record any gifts to Councillors or the Council.
- (vi) that the Christmas tree donated to the Council in December 2020 be added to the register with an approximate value of £60.
- (vii) that the contract of employment with the clerk be re-signed in its present form.

2021/36

Correspondence

- a) Reminder – Oxfordshire County Council – Public Transport Representatives’ meeting 23<sup>rd</sup> February at 1.30 p.m.
- b) OALC- Notification of vacancy for Chair of Trust for Oxfordshire’s Environment.
- c) OALC – January newsletter
- d) Oxfordshire County Council – Military Covenant
- e) Abingdon Bridge – Newsletter
- f) Vale of White Horse District Council – Street Cleansing in Marcham. Request for information as to areas to be cleaned.

RESOLVED:

that paths and alleyways linking the main roads in the village be tidied, as well as the path 12-28a Packhorse Lane, and others where vegetation overgrows.

2021/37

Accounts

Council noted the list of cheques numbered 3386 to 3390 and authorised payments in the sum of £1975.39 in respect of administration costs, play area inspections, and litter pick.

Council considered locations for the deposit of the commuted sum of £79710 for the Harding Way public open space, and considered adding it to the account currently held in Newbury Building Society. In view of the balance in that account, and FSCS protection limit of £85,000, it was considered that investigation into different accounts would be preferable.

Council also received the bank reconciliation as at 31<sup>st</sup> December 2020. This had been checked alongside the bank statements and accounts by the Chairman. Council also received the budget monitoring report. There had been a slight overspend on water costs on the allotments, and also on consultant fees, however there had been an underspend on anticipated consultants’ costs in 2019/20 which had been taken back into general reserves.

RESOLVED:

- (i) that further research be undertaken for

other appropriate accounts for the Harding Way commuted sum, in order to spread the financial risk.

- (ii) that the bank reconciliation and budget monitoring report be noted.

2021/38 Matters raised by members for information

Vaccinations against Covid

It was thought that Wiltshire County Council was supporting the vaccination of volunteers such as foodbank staff. A question of whether volunteers such as those working in Marcham shop could be vaccinated was raised. The Chairman advised that the question be directed to the District and County Councillors.

Frilford Road Recreation Ground/Arboretum

A request was made for a dog waste/litter bin near the BT telephone exchange. This question had been considered previously. The Clerk would check when the matter was last debated.

2021/39 Items for Marcham and District News

The Clerk would prepare an article for MAD News.

2021/40 Date of Next Meeting

The next scheduled meeting of the Council would be held on Wednesday 10<sup>th</sup> March, 2021 at 7.30 p.m. via Zoom unless owing to the Covid-19 virus, arrangements changed.

The meeting closed at 9.15 p.m.

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

## MARCHAM PARISH COUNCIL

Minutes of a virtual meeting of Marcham Parish Council held on Wednesday 10<sup>th</sup> March, 2021, commencing at 7.33 p.m. held virtually via Zoom, under powers granted by the Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings)(England and Wales) Regulations 2020

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Present:

Sheena Bigden, Caroline Garvey, Sandra Hill, Michael Hoath, (Chairman),  
Tony Mackelworth, Ruth Mander, James Plumb, Tanya Rosenfeld  
Clerk: Mrs. L. Martin  
Cllr. Catherine Webber (District Councillor)  
Cllr. Richard Webber (County Councillor)  
One member of the public

- 2021/41      Apologies for Absence  
No apologies had been received.
- 2021/42      Declarations of Interest  
Michael Hoath and Ruth Mander both declared an interest in the agenda item relating to Community Facilities in that they were Trustees of Marcham Community Group, the tenant of the facilities.
- 2021/43      Resignation of Kieran O’Leary  
Following the resignation of Kieran O’Leary from the Parish Council, a casual vacancy had been declared.  
It was suggested that a poster regarding the vacancy be placed in the village shop, as well as a notice in Marcham and District News.
- 2021/44      Minutes of the meeting held on 10<sup>th</sup> February, 2021  
The draft minutes were approved as a correct record of the meeting.  
The Minutes to be signed as soon as practicable.
- 2021/45      Matters Arising from the minutes  
Re-debate of request of litter/dog waste bin for Arboretum  
The Clerk explained the position in regards to Standing Orders and rebating items within 6 months of a resolution. The Council had passed a valid resolution in October 2020 not to purchase a litter/dog waste bin and to review the situation in approximately 12 months time. General comments were made regarding litter problems in Cow Lane. It was suggested that the item be placed on the agenda again for the June meeting.
- 2021/46      Public Participation  
Cow Lane Allotments  
The member of the public made a statement requesting the Parish Council to consider the sharing of allotment plots, and stated that other

Parish Councils' tenancy agreements allowed visitors and helpers to their allotment sites, provided the visitor had the consent of the allotment holder.

2021/47

Planning Matters

a) Decisions on previous applications

P21/V3185/HH Conservatory  
10 Plantation Avenue  
Permitted 12<sup>th</sup> February 2021

P18/V2791/O 660 dwellings and 70 extra care units  
Land east of Kingston Bagpuize (parish of Fyfield and  
Tubney)  
Refused 11<sup>th</sup> February, 2021

b) Applications dealt with under delegated powers prior to the meeting

P21/V0271/FUL Variation of condition 6 of permission  
P19/V2137/FUL to vary the timing of submission of a  
European Protected Species Licence (conversion of existing  
listed barn to new 3 bed dwelling)  
12 Frilford Road

Comments: Council had no comment to make, as it was of the opinion that it did not have the relevant expertise in bat habits, to judge whether the proposed works would affect them.

c) Applications considered at the meeting

P20/V1388/) Erection of up to 90 dwellings including means of access into the site and associated highway works, with all other matters reserved (amendment highway access)  
Land south of the A415 for Catesby Land Promotions Ltd  
Council considered the highway amendments and the application in general.

The Chairman called for a show of hands for those in favour of repeating the Council's initial concerns regarding connectivity, air quality, access, flooding, drainage and sustainability.

In favour	Against	Abstention
8	0	0

RESOLVED:

that this Council continues to object to the whole scheme, on the grounds of air quality, flooding and drainage issues, sustainability, connectivity to other areas and access.

d) Planning Correspondence

Appleton with Eaton Neighbourhood Plan

The draft plan was out for consultation. The Clerk summarised the key items. There were no substantial comments.

RESOLVED:

- (i) that as the draft plan was out for consultation until 7<sup>th</sup> April, members submit any comments to the Clerk
- (ii) that the matter of determining Council's comments be delegated to the Clerk in consultation with the Chairman, should members have issues they wished to raise.

2021/48

County Councillor's Report – Cllr. Richard Webber  
Marcham By Pass

There was no real immediate prospect of the By Pass, as there were no funds to pay for it. Available s. 106 or CIL funding still left a considerable shortfall.

Covid - 19

The number of cases were declining, although the rate of decline was reducing. A poster had been produced outlining what residents could do when, and it was suggested that this be circulated to the public.

Bridleway 17 – Mill Road bridge

Cllr. Webber read out an email he had received from the County Council. Repair works to the bridge were expected later in the year, and pre-application work was continuing with a planning application expected shortly.

Cllr. Webber was asked to ensure that the County Council's footpaths officer visited the paths on the Drayton side.

Oxfordshire County Council - Local Transport and Connectivity Plan

This document was out for consultation until 29<sup>th</sup> March, 2021

Thames Water – flooding

The MP had been helpful in dealing with Thames Water regarding The Willows flooding.

Questions were put to Cllr. Webber including whether the County Council could undertake improvements to the roads in Marcham. There were significant needs throughout the county and more central government funding would be required. Cllr Webber had a large number of highway issues throughout his whole division.

2021/49

District Councillor's Report – Cllr. Catherine Webber  
Litter Picking

The Vale of White Horse District Council was not encouraging

collective litter picking groups, but if a resident was out and wished to pick up litter, then taking it back and putting it in the black wheelie waste bin would be permitted.

#### Water Resources South East

The regional water resources plan continued to be developed. The County Council and Vale of White Horse District Council did not think that the reservoir was a necessity. Concerns had been expressed regarding climate issues that the reservoir would bring.

#### National Planning Policy Framework

Changes were proposed to the Framework. These dealt with future housing.

#### Lodge Hill, Abingdon – A34 junction

An online exhibition of the new northbound exit, and southbound entry slip roads hosted by the County Council had commenced. Live sessions with officers were being held during March for those who wanted to ask questions.

2021/50

#### Community Facilities

##### Updated snagging list

Council noted the updated snagging list. The area immediately between the rear terrace of the hall and start of cricket area was to be cleared, levelled and re-seeded this week. Other more minor points were being discussed with the developer and monitored.

Council noted the proposal, to relocate the heras fencing around the seeded field areas during the first week of March, and to remove it completely by 12<sup>th</sup> April.

Council noted the position in regards to the financial grant awarded to the Anson Trust towards the cost of the community facilities.

Discussion took place as to the Parish Council having sight of confirmation from the developer that the Anson Trust has passed over the grant funding, and sight of the invoice from the sports pitch provider to the developer, as well as confirmation from the Anson Trust as to the receipt of s. 106 funding from the Vale of White Horse District Council. The Clerk stated that the Anson Trust had already been approached in regards to producing their documentation.

A sum of £20,000 had been retained from the grant to the Anson Trust which would be released in due course. The Clerk had approached STRI for a quotation to provide a final inspection of the playing field.

#### RESOLVED:

that the Clerk in consultation with the Chairman be authorised to spend up to £2000 to arrange a final inspection of the playing field before any balance of grant funds were released.

Council considered as landlord of the hall site, and as provided for in the terms of the lease to Marcham Community Group, the artwork

signage to be installed. It also considered any further information it may require.

The Chairman called for a show of hands for those in favour of the Council, as Landlord, agreeing to the installation of the artwork signage.

In favour	Against	Abstention
4	1	3

RESOLVED:

that as Landlord, this Council gives approval to the installation of the artwork/signage

Mr. Mackelworth stated that MCG had contacted the houses in the vicinity of the hall to arrange a meeting with them. Reference had been made to ball netting at the end of the football pitch to stop balls leaving the area and possibly impacting on the houses.

2021/51

Cow Lane Allotments

Ruth Mander gave a report on a meeting of the working party. The state and condition of the allotments had been inspected by Sandra Hill, and it was thought that there had been a concerted effort to keep them tidy but there were breaches of tenancies that had been noticed, and household items on the plots. It was recommended that a skip be provided by the Council so that allotment tenants could clear their plots. A letter was being planned to send to tenants to advise of the process for clearing that was being considered.

Some tenants had erected greenhouses or sheds, without the express consent of the Council. It was suggested that Council member Sheena Bigden join the working party as she was an allotment tenant.

Discussion took place on the unauthorised greenhouses, and it was thought preferable, in the first instance, to defer this to the working party. The agenda for the next meeting of the working party included consideration of the clauses in the tenancy agreement. The statement made during the public participation section of the meeting, would be considered.

The Chairman called for a show of hands of those in favour of allowing a sum of £1000 to be spent on tidying the Cow Lane allotment site.

In favour	Against	Abstention
8	0	0

RESOLVED:

- (i) that the working party report be noted
- (ii) that authority be delegated to the Clerk in consultation with the

- working party to spend up to £1000 to progress the tidying up of the Cow Lane allotment site
- (iii) that Sheena Bigden join the existing members on the allotment working party

2021/52 Oxfordshire County Council – Local Transport and Connectivity Plan  
Council noted the vision plan.

RESOLVED:

that no comment be made

2021/53

Climate Change

Council considered correspondence from a resident in regards to climate change seeking a view on the Parish Council's actions in relation to climate change. Members commented that initiatives such as energy saving, electric charging points had been recommended in new construction projects in the parish and for housing developments. Council considered setting up a working party to further consider climate change. James Plumb undertook to investigate this, and to come back to the Parish Council with suggested terms of reference and details of possible members.

RESOLVED:

that the setting up of a working party to consider climate change be explored

2021/54

Vale of White Horse District Council – Community Infrastructure Payments

Council noted that the Vale of White Horse District Council were due to collect the sum of £1232.86 in developer funding, and sought clarification as to whether it should be handed over to the Parish Council.

RESOLVED:

that any CIL funds for the parish remain with the District Council until further notice.

2021/55

Play Area – Inspection Report

Council received the quarterly inspection on the play area. There were some small gaps in the safety tiles, and small split in the swing seats, the swing seats were at their minimum recommended height. All these items were being monitored. All equipment was considered to be in a satisfactory condition.

RESOLVED:

- (i) that the play area report be noted
- (ii) that Council continues to monitor the site

2021/56

Code of Conduct

Council reviewed the Code of Conduct for members. The Code was the one used by most parish and town councils in Oxfordshire, and set initially following discussions between the 5 District Councils and the County Council's monitoring officers as well as the Oxfordshire Association of Local Councils. The Code of Conduct was under general review at national level, and it was therefore proposed that the Code as currently adopted by Marcham Parish Council remain the same.

RESOLVED:

that no changes be made to the Code of Conduct for members.

2021/57

Correspondence

- a) OALC – Census Poster and February newsletter
- b) Vale of White Horse District Council – Street Cleansing Team in Marcham in early March (priority areas for cleaning identified by members had been notified to the District Council)
- c) Highways England – Notification of commencement of a project on the A34 to understand how local roads and the A34 interact so that potential improvements could be explored.
- d) Police Crime Commissioner – Bulletin
- e) Thames Water and Affinity - Joint Water Resources Forum 25<sup>th</sup> March at 10.00 a.m.
- f) Vale of White Horse District Council – Proposal for Joint Local Plan being considered with South Oxfordshire District Council
- g) Oxfordshire County Council – Update on Bridleway 17 Mill Road Negotiations with the landowner's agent continued, and plans were in progress for a planning application to be lodged in the near future, with repair works scheduled for later in the year.
- h) Traffic Calming – Village entrance feature – Frilford Road Email from visitor to the parish advising that the village entrance gateway obstructed vision for those leaving the Frilford Road recreation car in a vehicle. Tony Mackelworth offered to visit it to check the situation.
- i) Oxfordshire County Council – A34/Lodge Hill junction, Abingdon slip roads Consultation

2021/58

The duration of the meeting had been 2 hours and it was

RESOLVED:

that standing order 3x be suspended to allow business to continue.

2021/59

Accounts

Council noted the list of cheques numbered 3391 to 3398 and an invoice funded from the cemetery account and authorised payments in the sum of £4567.89 in respect of administration costs, play area inspections, and litter pick, subscriptions, reimbursement of Christmas tree expenses, and tree works in cemetery.

Council considered accounts for the commuted sum received from the Vale of White Horse District Council in respect of maintenance for the public open spaces on Harding Way.

RESOLVED:

- (i) that a commercial account currently offered at a fixed interest rate of .3% be opened with Nationwide Building Society.
- (ii) that a sum of £50,000 be deposited the remaining balance from the commuted sum to remain in the current account.
- (iii) that Sheena Bigden and Tanya Rosenfeld act as signatories to the Nationwide Building Society account and also be added to the Nat West Bank accounts.

2021/60

Matters Raised by Members

Litter Pick

The Chairman advised that he had been contacted by a resident who had suggested that a village litter pick be organised. Owing to the rules relating to Covid litter picks were not permitted, but consideration would be given to organising one at a future date.

Path linking Monks Walk to The Willows

An update was requested on the linking path between these two developments. The Clerk reported that there had been no further information received from the Vale of White Horse District Council since the report at the December 2020 meeting.

Contractors costs

The updated position in regards to seeking estimates or quotations for a contractor to undertake most or all tasks in the parish had been included in the Clerk's notes. Figures had been requested, and were awaited.

2021/61

Items for Marcham and District News

The Clerk would prepare an article for MAD News.

2021/62

Date of Next Meeting

The next scheduled meeting of the Council would be held on Wednesday 14<sup>th</sup> April, 2021 at 7.30 p.m. via Zoom unless owing to the Covid-19 virus, arrangements changed.

The meeting closed at 9.42 p.m.

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

## MARCHAM PARISH COUNCIL

Minutes of a virtual meeting of Marcham Parish Council held on Wednesday 26<sup>th</sup> April, 2021, commencing at 7.30 p.m. held virtually via Zoom, under powers granted by the Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings)(England and Wales) Regulations 2020

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Present:

Caroline Garvey, Sandra Hill, Michael Hoath, (Chairman), Tony Mackelworth, Ruth Mander, James Plumb, Tanya Rosenfeld  
Clerk: Mrs. L. Martin  
Cllr. Richard Webber (County Councillor)

- 2021/63      Apologies for Absence  
Apologies for absence had been received from Sheena Bigden.
- 2021/64      Declarations of Interest  
Michael Hoath and Ruth Mander both declared an interest in the agenda item relating to Community Facilities in that they were Trustees of Marcham Community Group, the tenant of the facilities.
- 2021/65      Minutes of the meeting held on 10<sup>th</sup> March, 2021  
The draft minutes were approved as a correct record of the meeting.  
The Minutes to be signed as soon as practicable.
- 2021/66      Matters Arising from the minutes
- Casual Vacancy  
The Vale of White Horse District Council had confirmed that no election had been demanded following the resignation of Kieran O’Leary, and that the Parish Council may proceed to co-opt to fill the vacancy.
- Lodge Hill – A34 Junction  
Council noted that the Clerk, under delegated powers had submitted comments on the Lodge Hill/A34 junction proposals to the County Council. Concerns had been expressed that the plan only covered the interchange itself, and there was no indication as to how the road system would link into that required for the Dalton Barracks development. Owing to the lack of a wider road strategy, the eventual impact on Abingdon, and Marcham could not be assessed.
- 2021/68      Community Facilities  
Council noted the updated snagging list as at 31<sup>st</sup> March. Marcham Community Group, as the tenant, too was monitoring the minor outstanding points and discussing them with Thomas Homes, the developer. Council noted the report on the pitches from the Council’s

appointed agronomist. Council considered whether it thought there were any outstanding requirements in regards to the completion of the project, sufficient to prevent the release the balance of the grant sum, £20,000, to the Anson Trust. Items mentioned were mostly identified in the snagging list and Thomas Homes had undertaken to rectify these, and in addition, had agreed to add one further item to the list. The Council was also in possession of a commitment from Marcham Community Group that if, for any reason, the actions due from Thomas Homes were not able to be completed in a timely manner, or to a sufficient standard, then Marcham Community Group would provide a back-stop position, and would use their best endeavours to complete any unfinished actions. They had agreed not to allow any unresolved issues to remain in the medium term.

As the Council's agreement was with the Anson Trust, the Council considered whether including further obligations on the Trust, such as ensuring that snagging items were resolved, in order to release the balance of the grant, were possible. The Chairman clarified the content of the contract with the Anson Trust. To introduce further obligations was thought not possible.

Discussion followed on handing over the balance of the grant, but with a separate email expecting the items on the snagging list to be fully fixed. Council was made aware it needed to satisfy the conditions in the contract between the Parish Council and the Vale of White Horse District Council, for access to the s. 106 funding. It was suggested that in the separate email, a note be made of the Council looking forward to the co-operation of the Anson Trust and Thomas Homes in providing outstanding information (if any) which had to be submitted to the District Council. Thomas Homes needed a viability statement for the social housing element of their housing project in the parish. This issue would be discussion at a future meeting.

The Chairman called for a show of hands of those in support of releasing the sum of £20,000 to the Anson Trust without further encumbrances

In favour	Against	Abstention
7	0	0

RESOLVED:

- (i) that the undertakings by Thomas Homes and Marcham Community Group to sort any items referred to in the Agronomist's report and on the snagging list be noted and accepted

- (ii) that the balance of the grant to the Anson Trust in the sum of £20,000 be released to the Anson Trust
- (iii) that a separate email/letter be sent to the Anson Trust, Thomas Homes and Marcham Community Group in the near future requesting that the items on the snagging list be fixed and requesting their co-operation in supplying any information needed by the Parish Council, in order to meet its obligations to the Vale of White Horse District Council.

Council considered correspondence from Marcham Community Group in regards to items fixed within the hall which required Landlord's consent, and how to determine which items or works would need the Landlord's consent in the future. MCG had suggested a joint working Party with representatives from MCG and the Parish Council to discuss hall matters in the future.

RESOLVED:

- (i) that as Landlord, Council gives permission for items already affixed within the hall
- (ii) that the details of what would expressly require the Landlord's consent be discussed by a future working party and recommendations put to Council.
- (iii) that the setting up of the working party and terms of reference be discussed at the annual meeting of the Council.
- (iv) that the village hall nameplate proposed for outside of the hall be discussed, in the first instance, by that working party.

2021/69

Future Meetings

Council noted that the period permitted by the Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings)(England and Wales) Regulations 2020, which allowed remote Council meetings, would come to an end on 6<sup>th</sup> May. A court case decision, from the High Court, as to the interpretation of whether the Local Government Act 1972 could be interpreted as referring to remote meetings was awaited. It was noted that the Council may have to meet face to face after 6<sup>th</sup> May.

Council discussed delegation to the Clerk to limit any time spent at face to face meetings, in order to protect those attending.

The Chairman called for a show of hands of those in favour of delegating all actions necessary to the Clerk, in the event of being unable to meet remotely.

In favour	Against	Abstention
7	0	0

Council considered the 2021 annual meeting for electors, and owing to difficulties meeting face to face and Covid 19, agreed that the annual parish meeting not be held in 2021.

RESOLVED:

(i)

That Council agrees to allow the Clerk delegated authority to make decisions on behalf of the Council where such decision cannot reasonably be deferred, and must be made in order to comply with deadlines. The delegation does not extend to matters expressly reserved to the council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations.

(ii) that the 2021 annual meeting for electors not be held, and that this meeting be reviewed in 2022.

2021/70

Accounts

Council noted the list of cheques numbered 3399 to 3410 and an invoice to be paid from the cemetery account, and authorised payments in the sum of £9623.00 in respect of administration costs, play area checks, litter pick, subscriptions, allotment water rates, bus shelter cleaning, village hall insurance, agronomist report on playing fields, and grass cutting works in cemetery.

2021/71

Matters Raised by Members

Frilford Road Recreation Ground

A member referred to the village gateway feature – white painted gate- which was in a poor state and condition.

Merging outdoor tasks and possible new contractors

Checks into this were ongoing.

2021/72

Date of Next Meeting

The next meeting of the Council would be held on Wednesday 5<sup>th</sup> May 2021 via Zoom if Councils were required to meet face to face after 6<sup>th</sup> May, otherwise it would be on Wednesday 12<sup>th</sup> May via Zoom.

The meeting closed at 9.00 p.m.

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

MARCHAM PARISH COUNCIL

Minutes of the annual meeting of Marcham Parish Council held on Wednesday 5<sup>th</sup> May, 2021, commencing at 7.30 p.m. held virtually via Zoom, under powers granted by the Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings)(England and Wales) Regulations 2020

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Present:

Sheena Bigden, Caroline Garvey, Michael Hoath, (Chairman), Ruth Mander,  
James Plumb, Tanya Rosenfeld  
Clerk: Mrs. L. Martin  
Cllr. Catherine Webber  
2 members of the public  
Joined by Cllr. Richard Webber (County Councillor)

- 
- 2021/73      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 Ruth Mander, seconded by James Plumb, and
- RESOLVED: nem.con
- (i) that Michael Hoath be elected Chairman of the Council to hold office until the next annual meeting of the Council
  - (ii) that the declaration of acceptance of office of Chairman be signed as soon as practicable
- 2021/74      Apologies for Absence  
Apologies for absence had been received from Sandra Hill and Tony Mackelworth.  
Cllr. Catherine Webber, during her report, offered apologies for late arrival from Cllr. Richard Webber, as he was attending another meeting, but would join when he was able.
- 2021/75      Declarations of Interest  
There were no declarations of interest from Members. The Clerk, however, placed on record that she was related to the agent for the applicant in the planning application relating to 4 Hyde Copse.
- 2021/76      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 Sheena Bigden, seconded by Michael Hoath, and

RESOLVED: nem.con

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

2021/77

Change to Agenda Order

Owing to the length of the agenda, it was

RESOLVED:

to allow public participation to be moved to the next item to allow the public to address Council.

2021/78

Public Participation

Rosemary Harwood, on behalf of Marcham Society referred to an idea from the Society to designate an area within the village of Marcham which could be sown with wild flowers. A plaque would be erected to inform of what was there. Locations considered by the Society were Village Green, Howard Cornish Road, Harding Way, or rear of the Wayside Cross. The opinion of the Parish Council was sought.

2021/79

Appointments

(i) Appointment of Planning Working Group

RESOLVED:

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

(ii) Appointment of Representative for the Oxfordshire Association of Local Councils

RESOLVED:

that Sandra Hill represent the Council.

(iii) Appointment of Members to the Churchyard Working Party

RESOLVED:

that Caroline Garvey and James Plumb represent the Council at meetings with representatives nominated by the Parochial Church Council and Marcham Society to discuss the

maintenance of the closed Churchyard

(iv) Appointment of MAD News Correspondent

RESOLVED:

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

(v) Review of Effectiveness of Internal Audit Working Party

RESOLVED:

that Michael Hoath and Tony Mackelworth serve on the review of effectiveness of internal audit working party, to review the effectiveness of the internal audit, contracts and risk assessment as required, and to report back to Council.

(vi) Parishioner of the Year Award working party

RESOLVED:

that Sandra Hill and Sheena Bigden 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.

(vii) Appointment of members to. S 106/hall working party

Terms of Reference: To consider planning obligation and funding available for parish projects, to include a review of community facilities, the management of the hall and field leases, and the management of changes and alterations to the facilities.

RESOLVED:

that Sandra Hill, Ruth Mander and Sheena Bigden form a working party to consider planning obligation, review of community facilities leases and changes and alterations to the facilities, and other related matters, reporting back to the Council.

(viii) Appointment of Parish Council representative as MCG Trustee

RESOLVED:

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

(ix) Appointment of members to Play Area working party

RESOLVED:

- a) that the play area working party consisting of no more than 6 people, comprising at least 2 but not more than 4 parish councillors continue as previously
- 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.
- (g) that Sandra Hill and Tanya Rosenfeld represent the Council along with Gina Cram and Brandy Coote as parents.

(x) Appointment of allotment working party

Terms of Reference: to consider the maintenance requirements, and the management of the allotment sites, and to report back to Council.

RESOLVED:

that Ruth Mander, Sheena Bigden, Caroline Garvey be appointed to the allotment working party.

(xii) Appointment of members to a “Green” working party

Terms of Reference: To consider parish footpaths, environmental issues and climate change, and to make recommendations back to Council.

RESOLVED:

that Ruth Mander, James Plumb as Members of the Council form a Green working party along with member of the public Eric Dunford and one other member of the public with appropriate skills, if needed.

(xiii) Staff Committee

RESOLVED:

- (i) that Michael Hoath, Ruth Mander, Sandra Hill and James Plumb be appointed to the Staff Committee
- (ii) that the Terms of Reference from 20/21 be carried forward

2021/80

Review of Policies, assets, insurances, and subscriptions

Council reviewed the following:

Data protection policy and privacy notice

Standing Orders and Financial Regulations

Complaints Procedure

Grants Policy

Land and assets Register

Insurances

Subscriptions to outside bodies

Representation of Council at outside meetings, and arrangements for reporting back.

Email arrangements

RESOLVED:

- (i) that the Data Protection Policy and Private Notice, Standing Orders and Financial Regulations, Complaints Procedure, Grants Policy and the Land and assets Register remain as at present.
- (ii) that members who attend outside meetings, report back to Council preferably by written report, but otherwise by verbal report at the next meeting.
- (iii) that the Council continue with its membership subscriptions to OALC, OPFA and Community First Oxfordshire
- (iv) that the public liability insurance with Ecclesiastical renewable annually in October and the village hall buildings insurance with Zurich renewable annually in June be confirmed
- (v) that a new technology working party to review the website, and email provision be established
- (vi) that Tony Mackelworth, and Tanya Rosenfeld serve on the technology working party.

2021/81

Planning Matters

a) Decisions on previous applications

There were no decisions to report

b) Applications dealt with under delegated powers prior to the meeting

P21/V0564/FUL Improvements to existing access and creation of an agricultural track off the A415 adjacent to the war memorial to serve the farm

Manor Farm, Mill Road

Comments: Condition requested that should the application be approved, that it be used solely for agricultural purposes

P21/V0700/FUL Demolition of existing house and garage. Replacement detached property and replacement detached garage

Keranderry, Faringdon Road, Frilford Heath.

Comments: Concerns regarding visibility for the exit onto a busy road, the impact on parking and traffic. Screening was required.

P20/V1388/O Outline application for residential development of up to 90 dwellings. Amendments– drainage technical note and Frilford Lights technical note.

Land south of the A415

Comments: Concerns were maintained in regards to the impact of additional dwellings on drainage and traffic in the area.

P21/V0530/HH Second storey side extension

10 Chancel Way

Comments: Council had no objection

c) Applications considered at the meeting

P21/V0903/HH Single storey extension to form compensatory living room space, following conversion of existing living space for disabled family member.

15 Abbots Grange

Comments: Concerns expressed regarding the loss of area for surface water drainage.

P21/V0967/LDP Erection of rear conservatory (Certificate of Lawful Development)

5 Barrow Close

Comments: Council had no objection to the proposal should it be determined by the District Council that a formal planning application were required.

P21/V0983/HH Demolition of conservatory and erection of 2 storey rear extension to form new bedroom and ensuite.

Extend existing bed 3 over garage and form ensuite.  
4 Hyde Copse

Comments: The extension reduced the area of land available for drainage. An assessment for drainage implications was requested.

2021/82

District Councillor's Report – Cllr. Catherine Webber

Cllr. Catherine Webber provided a report on District Council matters including:

Climate Emergency – Action information was going live on the District Council's website.

Playing Field – Residents had raised concerns regarding cricket balls in gardens.

Covid Emergency – This had been costly for the budget. Car parking charges had risen to assist with income. The first 2 hours of parking remained free of charge.

Funding was available to assist those with income under £360 per week who had to self isolate following Test and Trace. Telephone helplines had been set up to assist those in need. Action had helped prevent homelessness during Covid, and grants had been awarded. Recycling services had been adjusted owing to staff available.

Test centres had been set up. Leisure Centres were about to open with pre-bookings, and face to face Council meetings were to start.

She placed on record her thanks to the parish Covid team and The Church who had helped local people during Covid and the lockdowns.

Joint Local Plan - In order to overcome issues with housing numbers, the writing of a joint Local Plan with South Oxfordshire District Council was being considered.

Planning Reform – Government withdrew its proposal in view of objections from many District Councils. The making of a local Neighbourhood Plan was recommended.

Sewers – Drainage issues on Willow Farm had been reported to the MP. Thames Water were looking at the whole network as the system was overloaded.

Cllr. Catherine Webber answered questions.

2021/83

Cllr. Richard Webber joined the meeting

2021/84

County Councillor's Report – Cllr. Richard Webber

Rushed meetings – Now that the High Court had determined that legislation did not provide for remote meetings to continue, and that effectively face to face meetings had to resume, there had been a rush to hold meetings remotely before the deadline expired.

HIF Funding – Link Road over River Thames. Concerned that not sufficient funds to achieve everything and make the impact for local villages less severe.

Mill Road Bridge – Hopeful for access to the bridge later this year.

Marcham Hall – Not been open because of Covid. Encouraged everyone to stay positive. No problem with bookings and people interested in using it. Now Anson Trust can give grants, where it was unable to in the past.

50 mph limit on A415 operating well.

New building at school – will improve the education that the school will offer.

School Street initiative – Involves sealing off the road outside of the school at dropping off and collection times. This would improve safety for the children.

State of roads in the County – Pothole problem exists. County Council was to borrow against future growth, but owing to Covid had nothing to borrow against.

Cop 26 ambitions – set targets and see how we can achieve them.

With road building there was a major impact on carbon output.

Cllr. Richard Webber answered questions in regards to Mill Road bridge, Oxford Cambridge arc and expressway, and state of A415 cycle path. Any cutting back of overgrowth may be able to be funded from the Members' Local Priority Fund.

2021/85

#### Community Facilities

The newly established working party would meet as soon as possible to assess the issues in relation to the community facilities. The Leases would be reviewed as the first anniversary was approaching.

The Clerk reported that she has met with an infrastructure implementation officer from the Vale of White Horse District Council. The officer had visited the hall and pitch area and had taken photographs for the District Council's records, and was positive about the project. The Clerk would be submitting to the District Council the final surveyor and agronomist reports.

A question was raised regarding public access. It was confirmed that the pitch areas were open to the general public when there were no sports matches. The cricket square, however, was roped off.

2021/86

#### Cow Lane Allotments

Ruth Mander gave a report from the allotment working party which had considered possible amendments to the tenancy agreement.

Council considered the suggested changes and

RESOLVED: that at the Cow Lane site

- (i) as there were insufficient allotment holders prepared to form an Allotment Association, that the working party membership be extended to include non councillors who are interested in serving on it, up to a maximum of 4.

- (ii) that on a vote of 5:1 there be no

distinction between hosepipe users and watering can users for rent calculation purposes, and that the rent be increased at the earliest opportunity to £26 per half plot per annum at the Cow Lane site and £13 per plot per annum at the Parkside site.

- (iii) that new tenants be permitted to rent only a half plot and that a key deposit at Cow Lane, of £50 be collected from new tenants when signing their Agreement. The deposit to be refunded at the end of the tenancy when the allotment is handed back in a good clean state, and the gate key is returned
- (iv) the working party review again its recommendation to permit access to the site by non tenants, as the Council would not wish to permit unauthorised visitors over whom it had no control. Council wishes to re-consider permitting close relatives or those house sharing access to the site.
- (v) that the working party produce revised suggested wording for the relevant clause with the tenancy agreement.
- (vi) that tenancies continue in a single name only, but that the working party considered appropriate suggested wording for the tenancy agreement to permit alterations in extenuating circumstances.
- (vii) that guidance notes be prepared for approval by Council, and implementation by officers as to those extenuating circumstances
- (viii) that the Agreement be amended to include automatic permission for a greenhouse without glass, or shed without glass, up to the size of 6 feet x 4 feet. Express consent from the Council being required for larger structures .
- (ix) No glass be permitted on the site
- (x) Notices be erected adjacent to the water taps advising that the water in the troughs was not drinking water
- (xi) the Agreement be amended to specifically mention no fly tipping, no

- car tyres, asbestos, old cupboards or household goods onto the allotment sites. Carpet, however, used for smothering weeds would be permitted provided it was removed at the end of the tenancy
- (xii) tenants be permitted to take their dog onto the site, provided it was within the confines of the tenant's plot and on a lead.
  - (xiii) in view of increasing numbers of unauthorised people accessing and cutting through the Cow Lane site, that a padlock now be fitted to the pedestrian gate off Sheepstead Road.
  - (xiv) that a pothole noted in Cow Lane, be reported to the County Council via Fix my street

2021/87

Remote Meetings

Council noted that central Government was undertaking consultation and was seeking views on the use of the provision for local authorities to hold meetings remotely. Council had experienced no problem with the current practice of holding remote meetings, and the public had had no difficulties in attending. Members stated a preference for the need for a choice of face to face meetings or remote meetings, and the need for the ability to continue meeting remotely.

RESOLVED:

- (i) that this Council supports the continuation of the ability to hold meetings remotely
- (ii) that this Council supports that legislation be amended to give Councils the choice of how and where they hold their meetings
- (iii) that Council's response to the Government's questionnaire, taking the above points into account, be delegated to the Clerk in consultation with the Chairman.

2021/88

Hitchcose Wood – Footpaths

Council noted correspondence from the owner of Hitchcose Wood expressing concern that pedestrians and even cyclists using the rights of way footpaths in the wood were deviating from the route and creating unauthorised routes. He asked for assistance in ensuring pedestrians remained on the correct paths.

RESOLVED:

that the matter be referred to the newly formed green working party to consider, following a site visit

2021/89 The duration of the meeting had been 2 hours and it was

RESOLVED:

that standing order 3x be suspended to allow business to continue.

2021/90 North Street – junction with Howard Cornish Road – overhanging shrubs from property in The Farthings

Council noted correspondence regarding shrubs which were overhanging a rear garden wall of a property in The Farthings, and impacting on North Street. Vehicles were having to go into the middle of the road to avoid them, or risk having paintwork scratched.

RESOLVED:

that a letter be written to the property occupier requesting that the shrubs be cut back.

2021/91

Correspondence

- a) JISC – Notification that the Council’s provider of its domain name registration suffered a data breach on 22<sup>nd</sup> March in that its database was accessible to the internet.
- b) Churchyard conservation area – grass cutting  
Notification received from Jim Asher that a group of volunteers undertook a voluntary cut of the grass in the conservation area of the churchyard in order to give the wild flowers a better chance to thrive.
- c) Oxfordshire County Council - Highways department officer structure chart.
- d) Vale of White Horse District Council – Notification of Tree Preservation Order placed on trees within Denman College grounds.
- e) Oxfordshire County Council – Revised Strategic Vision adopted by the Oxfordshire Growth Board 22<sup>nd</sup> March 2021.
- f) Oxfordshire County Council – Notification that the junction area in Drayton of the B4016 High Street, Abingdon Road and Steventon Road will be closed overnight between 20.00 - 6.00 from 22<sup>nd</sup> July for up to 5 nights for resurfacing.
- g) Vale of White Horse District Council – Community Litter pick services.

Plans were being made for these services to re-commence once the country meets the required steps of the Government's roadmap.

h) Website Host Company - Cessation of .gov domain name hosting from May 2022

i) Land Registry – Title to village hall

Council's solicitor has confirmed registrations were taking well over 1 year, and the Council would be kept updated when there was progress as to the village hall title.

2021/92

Accounts

Council noted the list of cheques numbered 3411 to 3415 totalling £2669.33 in respect of administration costs, play area checks, litter pick, and grass cutting.

2021/93

Matters Raised by Members

Marcham Society – Wild Flower Area

A suggestion was made that a wild flower area as presented by Rosemary Harwood representing Marcham Society, could be sited on the wide verge in front of Hyde Copse. The green working party would consider the suggestion of a wild flower area in the first instance.

Frilford Road Recreation Ground – pothole

The access into the tarmac area of the recreation ground had a possible pothole, and would be checked.

Bus Shelter - Longfields

The shelter had suffered vandalism, and graffiti had been written on the windows and bench seat. The clerk was arranging for the handyman to clean it.

2021/94

Items for Marcham and District News

The Clerk would prepare an article for MAD News.

2021/95

Date of Next Meeting

The High Court had determined that the Local Government Act 1972 could not relate to meetings held remotely, and therefore future meetings, until new legislation was passed, had to be held face to face. At the next meeting, the Council would also have to consider the end of year accounts and internal audit report for 31<sup>st</sup> March 2021. Likely dates for the meeting were Monday 7<sup>th</sup> June, or Wednesday 9<sup>th</sup> June, or possibly later depending on the availability of the internal audit report.

The meeting closed at 9.45 p.m.

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

## MARCHAM PARISH COUNCIL

Minutes of a meeting of Marcham Parish Council held on Wednesday 16<sup>th</sup> June, 2021, commencing at 7.30 p.m., held in the village hall, Barrow Close, Marcham.

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Present:

Sheena Bigden, Sandra Hill, Michael Hoath, (Chairman), Tony Mackelworth, Ruth Mander, Tanya Rosenfeld  
Clerk: Mrs. L. Martin  
Cllrs. Catherine Webber (District Councillor), Richard Webber (County Councillor)  
1 member of the public – Mark Harvie

- 
- 2021/96      Apologies for Absence  
Apologies for absence had been received from James Plumb.
- 2021/97      Declarations of Interest  
There were no declarations of interest from Members.
- 2021/98      Minutes of the Meetings held on 26<sup>th</sup> April, 2021 and 5<sup>th</sup> May, 2021  
The draft minutes of the meetings held on 26<sup>th</sup> April and 5<sup>th</sup> May 2021 were approved and signed by the Chairman as correct records of the meetings.
- 2021/99      Matters Arising from the meetings held on 26<sup>th</sup> April, 2021 and 5<sup>th</sup> May 2021  
  
Highway Direction signs to village hall  
The Clerk explained the current position. The signage, included reference to the school, and was being funded by the County Council. 50% was from the County Council's own budget, and the remaining 50% from the County Councillor's priority fund allocation. Cllr. R. Webber confirmed this was the case, and that the County Council was progressing with the matter.
- 2021/100      Public Participation  
There were no members of the public present.
- 2021/101      Casual Vacancy  
Council considered an application from Mark Harvie to fill one of the vacant seats on the Council.

It was proposed by Michael Hoath, seconded by Sandra Hill and

RESOLVED nem con:

that Mark Harvie be co-opted to the Council

Mark Harvie, after the end of the meeting, signed the Declaration of Acceptance of Office in the presence of the Clerk.

a) Decisions on previous applications

P21/V0271/FUL Variation of condition to change the timing of the European Protected Species Licence

12 Frilford Road

Permitted 21<sup>st</sup> April, 2021

P21/V0523/HH Single storey outbuilding

Oak House, Woodside

Permitted 20<sup>th</sup> April, 2021

P21/V0530/HH Second storey side extension, increase size of bedroom and addition of ensuite

10 Chancel Way

Permitted 18<sup>th</sup> May, 2021

P21/V0903/HH Single storey extension to form compensatory living space following conversion of existing living space for disabled person

15 Abbots Grange

19<sup>th</sup> May, 2021

P21/V0967/LDP Conservatory

5 Barrow Close

Lawful certificate issued 10<sup>th</sup> May 2021

b) Applications dealt with under delegated powers prior to the meeting

P21/V1190/HH Single storey extension to the kitchen at rear with parapet wall to match style of property

Sheepstead Folly, Sheepstead Road

Comments: Council had no objections

P21/V1238/FUL Single storey rear extension to Children's Nursery Building, Barrow Close

Comments: Council lodged a holding objection as the application also included absorbing the open landscaped area into the rear enclosed boundary of the nursery, and erecting new fencing. It was unclear how the conditions in the previous planning consent, which required landscaping, were affected. The fence, would require foliage screening. The existing landscaping should be maintained. Concerns were raised regarding increased numbers of children / staff and the greater need for parking. Council requested an assessment of the access off Morland Road as there were known safety issues and poor visibility. A traffic management scheme would need to be created for the construction period owing to the numbers of children in the area. A drainage assessment would be required owing to the proposed covering over of permeable land.

P21/V0837/A Erection of free standing sign and sign on hall building

Marcham Centre, Barrow Close

Comments: Marcham Parish Council was the applicant. It supported the application.

P21/V1351/HH Erection of oak framed garage replacing existing garage

Redlands, Rowleigh Lane

Comments: The Council asked that materials used were compatible with existing buildings, and that an appropriate condition be included if necessary. It requested a condition to ensure that the garage could not become a separate dwelling. Checks should be made to see whether specific policies such as green belt applied.

c) Applications considered at the meeting

There were no applications considered at the meeting.

2021/103

District Councillor's Report – Cllr. Catherine Webber

Cllr. Catherine Webber provided a report on District Council matters including:

Covid Rates – These were rising in the Vale of White Horse area to 49.3 per 100,000 of population. The last working day for Covid support grant applications was 18<sup>th</sup> June.

Webinar 6<sup>th</sup> July – Move Together had, in association with Active Oxfordshire, information and activities for those affected by Covid.

European citizens – Deadline for applying for settled status was 30<sup>th</sup> June 2021.

Abbey Meadow Open Air Swimming Pool – Discussions were ongoing as to how the swimming pool could be open this Summer. GLL Leisure which ran leisure centres in the Vale of White Horse area, had lost money during the pandemic, and with limited numbers admitted owing to Covid Regulations, the site was again having to be subsidised.

County Councillor's Report – Cllr. Richard Webber

School Places – Figures in calculations for the 90 houses south of the A415 had been included, as the site was in the Local Plan for the area. The likely school place numbers needed as a result of the application for 114 dwellings on land north of Longfields, however, had not been included in calculations, as that land was speculative development, and the County Council had objected.

Highway Consultants – The County Council had employed highway consultants to consider Frilford Cross Road, and traffic movements in Marcham. The company was open to all ideas and those could include a By Pass, one way systems, or putting money into public transport, as well as new suggestions. The Parish Council was to be contacted about this soon.

Neighbourhood Plan

The Council was encouraged to have a Neighbourhood Plan, as it could guide decisions on planning and other matters in the future, and

could be influential particularly when there were likely to be proposals coming forward following the report from the highway consultants. Tony Mackelworth expressed an interest in Neighbourhood Planning, and he offered to investigate this further.

2021/104

Call for Evidence – Transport Connectivity

England’s Economic Heartland had notified the Council about studies aimed at improving transport connectivity in Oxfordshire, Buckinghamshire, and Northamptonshire. There was a call for evidence and the Council had been invited to submit its views.

RESOLVED:

that the matter be delegated to the clerk in consultation with the Chairman to submit a response

2021/105

Community Facilities

Council received a report from the s. 106/Community Facilities working party which had reviewed the Lease, Underlease and Management Agreement. The Management Agreement provided for a joint review of that Agreement with Marcham Community Group. A joint meeting would be arranged to discuss the points identified, when relevant parties were available.

The key items to be provided to the Parish Council were copies of the schedule of conditions, core policies, and booking conditions, regular reviews of any items on the snagging list and sight of the plaque proposed for the small hall. Discussion took place on the collection of rent, which had been set at £1 per annum for the hall and £1 per annum for the playing field, if demanded, and also on the shared estate road contributions and pumping station contributions.

It was noted that Marcham Community Trading Ltd had been established to run the bar facilities, and Marcham Community Group had collected contributions towards shared services, from residents and the Nursery. It was also reported that the hall boiler had been turned off following an annual service owing to a narrow gas pipe feed. This had been identified previously and was a point being handled by the developer. Sewer flows and odour issues had been raised by nearby residents, and these were being investigated.

It was proposed by Sheena Bigden, seconded by Sandra Hill that the £2 nominal rent referred to in the Lease and Underlease, not be demanded from MCG.

In favour  
4

Against  
0

Abstention  
2

RESOLVED:

- a) that the s.106 /Community Facilities working party report be accepted, and that the working party meets with MCG to review the documentation.

- b) that the rent of £1 referred to in the Lease of the village hall, and the rent of £1 referred to in the Underlease of the playing field not be demanded from Marcham Community Group.

2021/106

### Footpaths

#### Hitchcopse - Update

The Clerk gave an update report. A walk, around the paths where the landowner had concerns regarding trespass, had taken place. Consultation had taken place with St. Helen Without Parish Council, who had suggested signage, and a letter written by the landowner in their parish magazine. Contact had been made with the Natural England who managed Ruskin Reserve on behalf of the National Trust, as one of the areas in question related to a path to their land. Communications were continuing.

More signage was considered the first step as a means to encouraging walkers to remain on the public footpaths.

#### The Willows – Path linking the site to Monks Walk

The Chairman provided an update on a site meeting which had taken place with one of the Directors of Willows Farm Management Company Ltd, and another resident. A trench had been dug by the residents to take water from the roadway to a ditch at the southern end. The location of the trench would mean another crossing to access the public roadway from the Monks Walk path. The Director had undertaken to provide information as to the key points and his proposals to the Clerk. This was awaited. The lack of planning enforcement and continued efforts to resolve the matter of paths linking housing developments, was having a knock on effect on the resurfacing of the paths in Monks Walk, as that developer was waiting for the path issue to be resolved so that all tarmac could be installed at the same time. Cllr. Mrs. Webber was asked to provide an update as to the enforcement position as far as the planning authority was concerned.

#### Lion Close

It was reported that a hole had been created in the stone wall alongside the development at the site of the Institute in North Street. Investigations had revealed that this was a link to the public footpath which ran alongside the Anson field, and was likely to be for the use of the residents of Lion Close only, and not a public right of way. An earlier s. 106 Agreement had included the path for general public use. Council discussed the benefits for elderly and those with pushchairs not having to use the steps at the end of North Street. A response from the planning officer at the Vale of White Horse District Council, as to access, was awaited.

2021/107

#### Parking on Grass

Council considered correspondence from a resident regarding parking on the public amenity area near Parkside and New Road junction. Council was also aware of parking on a similar open space opposite the Longfields bus shelter in Howard Cornish Road. Concerns were raised

as to how this affected residents' use and enjoyment of those areas. Suggestions were put forward as to the District Council erecting parking enforcement notices, or putting bollards around the areas.

RESOLVED:

that the matter be referred to the Vale of White Horse District Council.

2021/108

Correspondence

- a) Police Crime Commissioner – Bulletin
- b) OALC – Circular
- c) Abingdon Bridge AGM – 8<sup>th</sup> June – Details previously circulated
- d) Oxfordshire County Council – Trails to improve air quality and safety near schools.
- e) South and Vale Citizens Advice Bureau – Newsletter
- f) RoSPA Notification of play area inspection July 2021

2021/109

Accounts

Council received the financial statement for the year end 31<sup>st</sup> March 2021 showing balances of £395919.77.

The Internal Auditor's report with observations and letter had been circulated to members, and these were considered.

The Governance and Accountability Statement for the year ended 31<sup>st</sup> March 2021 was considered. The internal auditor required the Council to show a negative response to point 4 in the Governance Statement, as it had allowed 31 days rather than 30 days for public inspection of the accounts.

On a show of hands

In favour	Against	Abstention
6	0	0

It was

RESOLVED:

- (i) that Section 1 the Governance Statement, of the AGAR for the year ending 31<sup>st</sup> March 2021 be approved with positive responses other than point 4 where a negative response be given.
- (ii) that this Council is of the opinion that public rights to inspect the accounts for 2019/20 have not been affected in any way by permitting 31 consecutive days rather than 30 days as per clause 14 of the Accounts and Audit Regulations 2015

Council considered the accounting statement which formed part 2 of the Annual Governance and Accountability Statement

On a show of hands

In favour	Against	Abstention
6	0	0

It was

RESOLVED:

that Section 2 the Accounting Statement, of the AGAR for the year ending 31<sup>st</sup> March 2021 be approved.

Council considered the dates for public access to the accounts

It was

RESOLVED:

that public access to the accounts be advertised as 30<sup>th</sup> June 2021 to 10<sup>th</sup> August 2021 (30 days)

The list of payments had been circulated to members, and Council noted the cheques numbered 3416 to 3421 and authorised payments in the sum of £3002.39 in respect of administration costs, play area inspections, grass cutting and cemetery maintenance.

2021/110

Matters Raised by Members

Highway Grass Cutting

It was reported that visibility from certain highway junctions was restricted owing to the length of grass. There was no common contractor as some areas were maintained by the District Council and others by the County Council. Areas that were perceived as a problem could be reported via Fix My Street.

Howard Cornish Road – Textile Bin – Flytipping

It was reported that there was brick rubble at the back of the textile bin. As the land was owned by the Vale of White Horse District Council, this would be reported to that Council.

New Road – Steps into Churchyard by entrance to Denman College

It was reported that these steps were slippery.

2021/111

Items for Marcham and District News

The Clerk would prepare an article for MAD News.

2021/112

Date of Next Meeting

This would be mid July, dependent on the evening availability of the village hall.

The meeting closed at 9.25 p.m.

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

## MARCHAM PARISH COUNCIL

Minutes of a meeting of Marcham Parish Council held on Thursday 15<sup>th</sup> July, 2021, commencing at 7.30 p.m., held in the village hall, Barrow Close, Marcham.

Present:

Sheena Bigden, Mark Harvie, Michael Hoath, (Chairman), Ruth Mander, James Plumb.

Clerk: Mrs. L. Martin

1 member of the public

The Chairman welcomed councillors and the member of the public to the meeting.

- 2021/113      Apologies for Absence  
Apologies for absence had been received from Sandra Hill and Tanya Rosenfeld.  
Apologies had also been received from Cllrs. Richard and Catherine Webber.
- 2021/114      Declarations of Interest  
The Chairman explained the declarations of interest requirement and the process for declaring.  
Michael Hoath declared an interest in the agenda item relating to the Community Facilities in that he was a Trustee of Marcham Community Group.
- 2021/115      Minutes of the Meeting held on 16<sup>th</sup> June, 2021  
The minutes of the meeting held on 16<sup>th</sup> June, 2021 were approved and signed by the Chairman as a correct record of the meeting.
- 2021/116      Matters Arising from the meeting held on 16<sup>th</sup> June, 2021  
There were no matters arising from those minutes.
- 2021/117      Casual Vacancies  
The Chairman referred to the casual vacancies on the Council and stated that, the interest expressed by the member of the public attending, would be considered at the September meeting.
- 2021/118      Public Participation  
There were no issues raised.
- 2021/119      Planning Matters
- a)      Decisions on previous applications
- P21/V0837/A Erection of free standing sign and sign on hall building  
The Village Hall, Barrow Close  
Permitted                      23<sup>rd</sup> June, 2021

b) Applications dealt with under delegated powers prior to the meeting

P21/V1303/LB Structural repair and conservation of Grade 2 listed two arch masonry bridge including provision of a structural capping to spread load and reduce risk of future failure

Marcham Mill bridge – Bridleway 17. 50m south of Marcham Mill, Mill Road

Comments: Council had no objections and supported the work to conserve the bridge.

c) Applications considered at the meeting

P21/V1806/HH Front and side extension. Garage conversion. associated external and internal alterations inclusive of replacing an existing flat roof along the southern elevation  
5 Hyde Copse

Comments: the proposal appeared to be overdevelopment of the plot. It resulted in loss of on site parking. Concerns were expressed regarding vehicles being left on the street.

P21/V0564/FUL widening existing access and creation of track to Manor Farm off A415 (additional information)

Manor Farm, Mill Road

Comments: Council supported the conservation officer with the suggestion that the access if permitted, be more rural in appearance such as bound gravel. Council had concerns regarding vehicles turning straight into the A415 and requested a condition to restrict the access to agricultural machinery only.

P21/V1238/FUL Proposed single storey rear extension.

Increase in the number of children from 46 to 50. Enlargement of outdoor space to include erecting a low timber fence around an area of land located to the front of the site (Amended plans)

The Nursery, 1 Barrow Close

Comments: Council reiterated its earlier responses already submitted to the District Council, and expressed concern regarding parking and access to the site, given the proximity of the primary school and pedestrian movements.

P21/V1708/LDP Single storey extension across the rear to form swimming pool room

3 Barrow Close

Comments: Council noted that it was a certificate of lawful development application. However, should a formal planning application result, it had no objections

- 2021/120 District Councillor’s Report – Cllr. Catherine Webber  
Cllr. Catherine Webber had provided a written report on District Council matters which the Chairman summarised. The Clerk would circulate this.
- 2021/121 County Councillor’s Report – Cllr. Richard Webber  
Cllr. Richard Webber had provided a written report on County Council matters, which the Chairman summarised. The Clerk would circulate this.
- The Chairman invited members to submit comments or questions on the reports, to the Clerk.
- 2021/122 Neighbourhood Plan  
As Tony Mackelworth who had prepared a report was not in attendance at the meeting, it was suggested that the item be deferred to a future meeting. The Chairman invited members to consider if they personally would like to be involved in a steering group should the Council resolve to undertake a plan.

RESOLVED:

that the agenda item relating to Neighbourhood planning be deferred to the next meeting.

- 2021/123 Community Facilities  
Council received the snagging list on outstanding items. The Chairman highlighted the key issues. Local residents had raised issues concerning odours from drainage. Marcham Community Group was assisting with this. The Council would offer support if appropriate. The Council’s working party was arranging a meeting with MCG to discuss issues raised at the last meeting, when all parties were available.

Council had previously resolved to purchase 2 litter bins for the Anson field, and to fund the emptying for one year. Marcham Community Group had advised its preferences as to litter bins.

Council considered correspondence from a resident regarding safety for pedestrians when in the vicinity of the access to the Anson field owing to the speed at which vehicles exited and joined Morland Road. Members put forward suggestions as to drop down bollards, barriers and road humps.

The Chairman called for a show of hands for those in favour of spending up to £2000 on 2 permanent litter bins, and emptying for one year.

In favour	Against	Abstention
4	0	1

RESOLVED:

- (i) that the Clerk be authorised to spend up to £2000 to purchase 2 litter bins, and for emptying costs
- (ii) that Mark Francis, Senior Traffic Technician, Oxfordshire County Council be asked for further advice.
- (iii) that Mike Hoath and Ruth Mander as Trustees of MCG raise this again at a meeting of the Trust.

2021/124

Footpaths

Council received an update report on the footpaths in Hitchcopse. St. Helen Without Parish Council had suggested an approach to Cothill School who accessed the woods regularly, and jointly funding additional signage. Natural England, which managed the adjacent Ruskin Reserve, had referred the matter to their local representative to investigate the trespass to and from their land.

Subject to the landowner permitting additional signage, and St. Helen Without Council making a contribution

RESOLVED:

that up to £500 be spent on signage to indicate the rights of way.

Lion Close Development

The Chairman summarised the current situation. The first planning application for the Institute site, had had a s.106 Agreement for a new public footpath through the site to join the public footpath that runs alongside the Anson field. This had not been brought forward in the latest s. 106 Agreement. The steps from the end of the public footpath into North Street were difficult for elderly, disabled and pushchairs to negotiate. Thomas Homes, the developer of the Institute site, had agreed to consider individual applications for use of the new path.

RESOLVED:

that the Clerk, in consultation with the Chairman, continue negotiations for access with Thomas Homes,

2021/125

Allotments

Sheena Bigden gave a report from the allotment working party meeting. A new draft form of tenancy agreement had been prepared, as well as guidance notes to support the Agreement. Notice would be given to tenants as to the proposed alterations for new Agreements, and rent alterations before the quarter day in September. Reference was made to signage which was needed for the gates, and parking.

The Chairman called for a show of hands of those in favour of the new Agreement and for spending of up to £1000 on signage. The Parkside allotment site would need to be considered separately.

In favour  
5

Against  
0

Abstention  
0

RESOLVED:

- (i) that the draft allotment agreement be accepted
- (ii) that the new terms come into force as soon as practicably possible
- (iii) that a sum of up to £1000 be set aside for the cost of signage
- (iv) that the clerk be authorised to progress the required signage

2021/126

Pony Paddocks – Cow Lane

Council noted that the current holder of the grazing licence wished to renew it for a further period of 364 days.

RESOLVED:

that the grazing licence for the pony paddocks be renewed for a further period of 364 days in the sum of £750.

2021/127

War Memorial

Council noted receipt of a grant in the sum of £1080 from the War Memorial Trust towards the cost of stone conservation work. Council discussed weed growth in the garden area around the war memorial and considered general maintenance, in view of the fact that previous volunteers had retired. One volunteer had prepared the war memorial in readiness for Remembrance Sunday, and it was suggested that he be approached again to enquire whether he would undertake the task once more in November. For general tidying in the interim a local gardener was suggested

it was

RESOLVED:

- a) that the handyman be asked whether he could undertake the task
- b) that a local gardener be approached if the handyman was unavailable
- c) that the sum of £250 be set aside for the costs involved
- d) that painted stones placed at the War Memorial by Marcham Guides, be located to the rear of the site.
- e) that if options a/b did not produce anyone who was able to assist, then an advertisement be placed in the September issue of Marcham and District News.

2021/128 Howard Cornish Road/ North Street junction – Bench seat  
Council noted that the wooden bench seat at the junction of Howard Cornish Road and North Street was in need of replacement. Discussion took place as to it being a memorial bench, and etiquette if a bench had been sited for some considerable time, whether the location should be offered to another family.

RESOLVED:

- (i) that the bench be removed
- (ii) an article be placed in the parish newsletter, and on the village facebook page advising of its removal.
- (iii) that public reaction to its removal be gauged, and the bench not currently be replaced.

2021/129 Grant to Marcham Pre-School  
Council noted that a grant to Marcham Pre-School in the sum of £765 had been awarded in November 2020. The Pre-School, had originally planned for a chicken hatching experience, but had now requested to divert those funds, of £230, to purchase outdoor equipment. The Chairman called for a show of hands for those in favour of permitting a diversion of up to £230 of grant funding to be spent on outdoor equipment.

In favour	Against	Abstention
5	0	0

RESOLVED:

- (i) that this Council approves the diversion of up to £230 the grant funding to be spent on outdoor equipment: polydron sphere, car roadways, drag race track and mixed surface guttering channels
- (ii) that receipts to the full value of the sum originally stated was going to be spent, continue to be provided to the Council.

2021/130 Correspondence

- a) Oxfordshire County Council – Notice of Road Closure Order for North Street  
A road closure Order, to permit water connection works to the new houses on the Institute site, would come into effect from 9<sup>th</sup> August. The works were expected to last 8 days. James Plumb offered to add this information to the village facebook book. The Clerk would include it on the Council’s website, and Marcham and District News’ website.
- b) War Memorial Trust  
Notification from the Trust that a grant of £1080 had been paid to the Council towards conservation works.
- c) OALC – Newsletter June
- d) Police & Crime Bulletin – June

2021/131

Accounts

Council received a report on budget monitoring and the accounts as at 30<sup>th</sup> June 2021.

The list of payments had been circulated to members, and Council noted the cheques numbered 3422 to 3432 and authorised payments in the sum of £6275.27 in respect of administration costs, play area inspections, grass cutting and cemetery maintenance.

RESOLVED:

that the budget monitoring report and balances in the Council's accounts as at 30<sup>th</sup> June 2021 be noted.

2021/132

Matters Raised by Members

Harding Way

The Chairman commented on Harding Way paths, possible parking on the public open space and the ringing of ivy around trees.

Frilford Road Recreation Ground-trees

The tree area needed surveying. A quotation in the sum of £998 had been received for clearing ivy in the first instance. A survey could then take place. It was suggested that Council would need up to £2000 for the works.

A415 – gateway entrance feature on western side of the village

A question was asked regarding the white painted gateway. This had been removed, but not replaced. Enquiries would be made of the County Council.

2021/133

Items for Marcham and District News

The Clerk would prepare an article for MAD News.

2021/134

Date of Next Meeting

The next meeting would be on Monday 13<sup>th</sup> September, 2021 at 7.30 p.m. in the village hall, Barrow Close.

The meeting closed at 9.00 p.m.

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

## MARCHAM PARISH COUNCIL

Minutes of a meeting of Marcham Parish Council held on Monday 13<sup>th</sup> September, 2021, commencing at 7.30 p.m., held in the village hall, Barrow Close, Marcham.

Present:

Sheena Bigden, Mark Harvie, Sandra Hill Michael Hoath, (Chairman), Ruth Mander, James Plumb.

Clerk: Mrs. L. Martin

1 member of the public

Joined by Cllr. Catherine Webber at 7.40 p.m.

- 
- 2021/135     Apologies for Absence  
Apologies for absence had been received from Tanya Rosenfeld.  
Apologies from Cllr. Richard Webber were given later in the meeting, by Cllr. Catherine Webber.
- 2021/136     Declarations of Interest  
Michael Hoath declared an interest in the agenda item relating to the Community Facilities in that he was a Trustee of Marcham Community Group.
- 2021/137     Minutes of the Meeting held on 15<sup>th</sup> July, 2021  
The minutes of the meeting held on 15<sup>th</sup> July, 2021 were approved and signed by the Chairman as a correct record of the meeting.
- 2021/138     Matters Arising from the meeting held on 15<sup>th</sup> July, 2021  
  
Hitchcops – Footpaths  
Council noted that St. Helen Without Parish Council had agreed to attend any site meeting with the landowner to discuss the deviations from the rights of way. The Landowner had been approached in regards to a meeting.
- War Memorial  
The war memorial area had been weeded. A local resident had offered to tidy it in readiness for Remembrance Sunday service on 14<sup>th</sup> November 2021.
- 2021/139     Casual Vacancies (2)  
The Chairman referred to 2 applications from candidates expressing an interest in joining the Council. One applicant was not attending the meeting owing to illness within the family, and would attend the next meeting. Council considered the application from Keely Ewart-Brookes and it was

RESOLVED:

that Keely Ewart-Brookes be co-opted to the Council

The Chairman referred to working parties which were used to progress items outside of formal Council meetings, and invited Keely and other members to consider on which they could offer assistance.

Keely Ewart-Brookes signed her Declaration of Acceptance of Office.

2021/140      Public Participation  
There were no issues raised.

2021/141      Planning Matters

a) (i) Decisions on previous applications

P21/V0983/HH Demolish existing conservatory and construct two storey rear extension, and extend bed 3 over existing garage. Form new en-suite shower room.  
4 Hyde Copse  
Permitted                      16<sup>th</sup> July, 2021

P21/C1351/HH Erection of oak framed garage to replace existing  
Redlands, Rowleigh Lane  
Permitted                      19<sup>th</sup> July 2021

P21/V1303/LB Repair of Bridge  
Marcham Mill. Mill Road  
Permitted                      27<sup>th</sup> July 2021

P21/V0564/FUL Creation of access off A415 and track to farm  
Manor Farm, Mill Road  
Permitted                      16<sup>th</sup> August 2021

P21/V1929/LB Conversion of garage to habitable accommodation and erection of conservatory  
Christmas Cottage, 22 Gozzards Ford  
Withdrawn                      16<sup>th</sup> August 2021

P21/V1708/LDP Single storey rear extension for pool room  
3 Barrow Close  
Withdrawn                      25<sup>th</sup> August 2021

P21/V1965/DIS Discharge of condition (Tree Protection)  
Oak House, Woodside  
Permitted                      19<sup>th</sup> August, 2021

P21/V1238/FUL Single storey rear extension. Increase in numbers of children from 46 to 50. Enlarge outdoor space enclosed by low picket fencing  
The Nursery, 1 Barrow Close  
Permitted                      11<sup>th</sup> August 2021

(ii) The Nursery, 1 Barrow Close

A member raised the fact that sadly no alteration to the entrance had been required as part of the application. There were a considerable number of occasions when vehicles travelled the access road to join Morland Road, at a speed beyond what was safe, given that young children and pedestrians crossed the entrance, particularly at peak times going to school. Council discussed the safety concerns again. Cllr. Catherine Webber offered to discuss the matter with the planning officer at the District Council, Stewart Walker, and also with the County Councillor, Cllr. Richard Webber.

RESOLVED:

that a letter be sent to the County Council to fully explain the Council's concerns regarding the entrance, lack of footway, speeding traffic, and dangers to pedestrians.

(iii) P19/V1388/O Erection of 90 houses on south side of A415

Michael Hoath advised that this planning application had been debated at planning committee on 8<sup>th</sup> September. The decision had been to defer the application to seek further information on Frilford traffic lights, traffic flows and road alterations, air quality, capacity of the primary school, health provision funding, provision for foul water, and connectivity such as footways, cycleways, and crossings.

b) Applications dealt with under delegated powers prior to the meeting

P21/V1928/HH and P21/V1929/LB Conversion of existing garage to habitable accommodation. Erection of conservatory Christmas Cottage, 22 Gozzards Ford

Comments: Council had no comments in principle, provided materials were fully compatible with the listed building. The loss of the garage would result in reduced on site parking. Council required a condition to ensure that the accommodation, if consent were granted, did not become an independent residential unit.

P21/V1846/O - Erection of semi-detached dwelling joined to 19 Mill Road

Comments: Council requested confirmation from the County Council that it was content for a 3<sup>rd</sup> property to use the shared driveway and access onto Mill Road. It request parking areas and amenity spaces to be identified on the drawings, and also referred to having sight of a flood risk assessment before finalising its comments, as there had been flooding in 2007 in Priory Lane, close to the site of the proposed new house.

P21/V0965/FUL Independent steel frame 20m x 15m storage unit  
North west corner of site at  
Oxford Instruments, Tubney Wood  
Comments: The site was not visible from the road. Provided the District Council's environment and tree officers were certain there was no impact on the surrounding area, as a result of its siting, construction or use, then the Parish Council had no objections.

P21/V2345/HH New garage with office above  
The School House, Oakley Park, Faringdon Road  
Comments: Council requested a condition that the accommodation created shall be occupied only as accommodation ancillary and incidental to the existing dwelling on the site, and should not be occupied or used separately, and no separate curtilage shall be created.

c) Applications considered at the meeting

No applications were considered.

- 2021/142 Oxford-Cambridge Arc - Consultation  
The Chairman deferred this item to later on the agenda as he wished to include Neighbourhood Planning in the topic.
- 2021/143 Vale of White Horse District Council – Joint Local Plan 2041 – Call for sites  
Council noted the call for sites.
- 2021/144 District Councillor's Report – Cllr. Catherine Webber
- Garden Waste Collection - Reference was made to the garden waste collection service and the postponement of collections. The matter was being considered by Scrutiny Committee and debated by the District Council the week commencing 20<sup>th</sup> September.
- Big Green Week – Events taking place during the week 18<sup>th</sup>-26<sup>th</sup> September to highlight climate change.
- Social Housing – A family from Afghanistan had been housed within the District. The Council did not require donations, but 2 charities: Care 4 Calais, and Asylum Welcome would co-ordinate any support required.
- Tree Planting Policy - The District Council had drafted a tree planting policy which was being considered by Senior Management Team, and going through its final stages as a draft document. A question was raised as to whether sites in Macham had been included. A land review of District Council owned land was also going through its final stages, and information as to what each plot was used for could not be accessed at the current moment in time. Cllr. Webber would obtain a map indicating the sites of Vale District Council land.

Covid Vaccinations – Incentives such as vouchers and gym leisure passes were being offered to those within the 16-30 age group to encourage them to be vaccinated. A mobile van was visiting business centres where employees not yet vaccinated, could received a vaccination.

Cllr. Catherine Webber answered questions.

2021/145 County Councillor's Report – Cllr. Richard Webber  
Cllr. Catherine Webber gave a brief report from Cllr. Richard Webber. He had been involved with the company looking at local highway issues, and ways to mitigate impact of traffic. Options were being narrowed down and would be put out to consultation in due course.

2021/146 Oxfordshire Plan 2050  
The chairman explained the hierarchy of local plans. The Oxfordshire plan would be a strategic plan which covered various topics including housing, employment and transport. As the deadline for commenting on the plan was not until 8<sup>th</sup> October it was

RESOLVED:

- (i) that any response from this Council be delegated to the clerk in consultation with the Chairman
- (ii) that members review the Plan and contact the clerk and Chairman with any comments they may have.

2021/147 Neighbourhood Plan  
Tony Mackelworth who had prepared a report was not in attendance at the meeting. The Chairman would contact him to discuss whether he was still keen to take the lead in the Plan process.

2021/148 Cllr. Catherine Webber left the meeting at 8.30 p.m.

2021/149 Community Facilities  
Council received a report from the working party on its meeting with Marcham Community Group when the Management Agreement and Lease terms were discussed. There was a Management Agreement requirement that the Terms and Conditions of hire were approved by the Council. Council considered the current terms and conditions, and noted that these would be reviewed in due course as they contained much information regarding remaining Covid safe.

Council considered when works undertaken by the tenant, needed to be referred back to the Council for consent. It was noted that the Anson Trust, as owners of the access road, were considering the maintenance of the access, and public liability cover needed.

Council noted that Marcham Community Group were planning to install a defibrillator cabinet on the northern side of the main entrance door, together with 2 external sockets for use during village events.

RESOLVED:

- (i) that the Terms and Conditions of hire (V17 August 2021) as presented be approved by Council.
- (ii) that in the following circumstances the tenant is required to consult with the Landlord:
  - a) that noticeably change the internal or external appearance of the building or site
  - b) that require planning permission, building regulation consent or other 3<sup>rd</sup> party consent
  - c) that would affect the structural integrity of the building
  - d) that are not readily reversible and cannot easily be made good
- (iii) that consent for the defibrillator cabinet be given to be sited to the northern side of the entrance door.

Council received a report from Sandra Hill in regards to the proposed new youth shelter. She sought consent to relocate this from the southern side of the field to a site north of the play area. Council discussed the proposal and new site, and

RESOLVED:

that detailed dimensions and a scale plan be provided.

Council noted that MCG intended to erect fencing rear of the football goal area on the east side of the field, and also on the southern side, to prevent footballs going into the gardens of nearby housing. They had lodged an enquiry with the District Council as to whether planning consent was needed.

2021/150

Litter Bin for Arboretum

Council considered whether to install a litter bin in the Arboretum. This item had been deferred from a previous meeting to allow time for an assessment of litter to be undertaken. No significant amounts of litter had been noted.

RESOLVED:

- (i) that no litter bin be purchased for the Arboretum
- (ii) that the matter be kept under review

2021/151

Plantation Avenue – Dog Fouling

Council noted comments from a resident regarding dog fouling, people not clearing up after their dog, and dogs running off the lead causing a nuisance. This was particularly from users of the permissive path from Howard Cornish Road, and from where there was easy access into Plantation Avenue.

Council noted that Cllr. Webber had raised the issue with the Vale of White Horse District Council. That Council is not currently installing new litter bins and unless there is a high priority need. Council considered the installation and emptying of a bin itself, and considered information notices and stickers.

RESOLVED:

- (i) that the district council be approached to see whether they could supply signage regarding dog fouling.
- (ii) that the question of the litter bin be kept under review.

2021/152

Vale of White Horse District Council – Community Infrastructure Levy

Council noted that the District Council was holding the parish element of CIL funds collected from housing developments. The sum was in the region of £6000. Council considered whether this should be passed to the parish. There were no immediate plans for this funding and to accept it now would mean the time in which it had to be spent would start diminishing. It was

RESOLVED:

that the CIL money allocated to Marcham Parish Council be retained by the Vale of White Horse District Council for the time being.

2021/153

Public Noticeboard

Council reconsidered the possibility of the erection of a noticeboard off Morland Road, close to the school, which had been deferred from a previous meeting owing to the construction of the new school classrooms. Questions were raised as to the current need of this noticeboard.

RESOLVED:

that public opinion first be sought as to whether a noticeboard in that location would be helpful for residents

2021/154

Play area- inspection report

Council received and noted a report following the annual and quarterly inspection of the play area. A quotation had been sought for the minor making good identified.

2021/155

Correspondence

- a) Request from GigaClear to meet with representatives of the Parish Council to discuss ultrafast broadband.

- b) Vale of White Horse District Council – New Monitoring Officer, Patrick Allan, had been appointed. He is working on reviewing the complaints process under the Code of Conduct, and the Code itself. Training on standards to be observed, would be provided in the Autumn.
- c) Oxfordshire County Council – Library opening times to return to pre-pandemic hours.
- d) Vale of White Horse District Council – Letter for use in circumstances where dog fouling occurs.
- e) Police Crime Commissioner – Newsletters July and August
- f) Oxfordshire County Council – Notification that civil enforcement for parking infringement commences on 1<sup>st</sup> November, 2021
- g) OALC – newsletters July and August
- h) Vale of White Horse District Council - ~Confirmation of Tree Preservation Order for certain trees within the grounds of Denman College.
- i) Oxfordshire County Council – Notes from Public Transport Representative Meeting 6<sup>th</sup> July 2021
- j) Oxfordshire County Council – Bridleway 17 – bridge repairs  
2 Emails received from the County Council, firstly advising that it was hoped that repair works to the bridge over the river Ock would commence in September, then a second email confirming works had been postponed to Spring 2022 owing to the risk of flooding as river waters rose. One archway of the bridge, having to be blocked whilst works continued on the another arch, could result in problems.

2021/156

Accounts

The list of payments had been circulated to members, and Council noted the cheques numbered 3433 to 3449 and authorised payments in the sum of £8125.42 in respect of administration costs, play area inspections, grass cutting. In addition Council noted the transfer of £50,000 to the new account with Nationwide Building Society.

2021/157

Matters Raised by Members

Speeding Traffic

It was raised that speeding traffic had been an item on the village facebook page. This would be an agenda item for the next meeting.

Village Green – Christmas Tree

A request was made for discussion of a Christmas Tree to be located on the village green, to be an agenda item for the next meeting. The Chairman asked Ruth Mander, who had been involved in 2020 to produce a report for the next meeting.

Hyde Copse – fallen tree

It was reported that there was a fallen tree from the Copse. This had been taped. It was assumed the landowner knew. The Clerk would make enquiries.

Broken street nameplates

It was reported that the street nameplate at the junction of Howard Cornish Road and North Street was damaged and had been taped. In addition the street nameplate on the south side of Abingdon Road was also damaged.

2021/158 Items for Marcham and District News  
The Clerk would prepare an article for MAD News.

2021/159 Date of Next Meeting  
The next meeting would be on Monday 11th October, 2021 at 7.30 p.m. in the village hall, Barrow Close.

The meeting closed at 9.30 p.m.

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

## MARCHAM PARISH COUNCIL

Minutes of a meeting of Marcham Parish Council held on Monday 11<sup>th</sup> October, 2021, commencing at 7.30 p.m., held in the village hall, Barrow Close, Marcham.

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Present:

Sheena Bigden, Keely Ewart-Brookes, Ruth Mander, James Plumb, Tony Mackelworth,  
Clerk: Linda Martin  
Cllr. Catherine Webber (District Councillor)  
Cllr. Richard Webber (County Councillor)  
1 member of the public

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- 2021/160      Chairman  
In the absence of the Chairman, the Vice-Chairman, Ruth Mander, took the chair for the duration of the meeting.
- 2021/161      Apologies for Absence  
Apologies for absence had been received from Mark Harvie, Sandra Hill and Michael Hoath (Chairman).
- 2021/162      Declarations of Interest  
James Plumb declared an interest in the agenda item relating GigaClear and provision of fibre to the premises, as he was employed by Ofcom, the communications regulator.
- 2021/163      Minutes of the Meeting held on 13<sup>th</sup> September 2021  
The minutes of the meeting held on 13<sup>th</sup> September, 2021 were approved and signed by the Chairman as a correct record of the meeting.
- 2021/164      Matters Arising from the meeting held on 13<sup>th</sup> September, 2021
- Dog Fouling – Plantation Avenue  
Adhesive penalty notices had been obtained by the Clerk. These could be affixed in appropriate locations around the village. The Chairman asked members to advise the clerk of areas that would benefit from a notice.
- Hyde Copse wood – fallen tree towards Howard Cornish Road  
The landowner was aware of the fallen tree and was dealing with it within the next few weeks.
- 2021/165      Casual Vacancy  
The Chairman referred to the application from Suzanne Saunter expressing an interest in joining the Council. She gave a precis of her background to support written information previously provided. Council considered the application and it was

RESOLVED:

that Suzanne Saunter be co-opted to the Council

Suzanne Saunter signed her Declaration of Acceptance of Office. Council noted that the new member Keely Ewart-Brookes had expressed an interest in joining the green working party and being involved in any neighbourhood plan group.

RESOLVED:

that Keely Ewart-Brookes join the “green” working party, and also join the initial neighbourhood plan group that was investigating the possibility of undertaking a neighbourhood plan

2021/166

Public Participation

There were no members of the public, other than Suzanne Saunter, present.

2021/167

Planning Matters

a) Decisions on previous applications

The Vale of White Horse District Council had not determined any planning applications in Marcham parish since the last meeting.

b) Applications dealt with under delegated powers prior to the meeting

P21/V2541/LDP Replace garage with a garden office /storage building

11 North St

Comments: Council wished to see where the replacement parking was proposed.

c) Applications considered at the meeting

P21/V2651/LB Retrospective application for damp proofing and new partition works. Repair and restoration works to the rear lean-to roof, including replacement rainwater goods

44 North Street

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

In favour  
5

Against  
0

Abstention  
0

RESOLVED:

that the Council supports the essential repair works to this listed building, and had no objections.

Tony Mackelworth placed on record that he lived in an adjacent house, and would therefore not comment on the application.

P21/V2597/PDH Single storey rear extension Depth 4.5m.,  
height 2.7m

3 Barrow Close

Members referenced recent drainage issues in regards to the drainage system from the new Barrow Close dwellings and nursery. Queries were raised as to an adverse effect on the drainage when emptying the swimming pool

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

In favour

0

RESOLVED:

that this council needs to have demonstrated to it, that the proposal would not have an adverse effect on drainage of nearby properties

P21/V23520/Demolition of existing buildings and erection of 6 bed dwelling for people with highly complex difficulties (planning use class C3b), revised access. Parking and ancillary works

Baptist Church, Packhorse Lane

There was much discussion about the proposal. Of particular concern was the relocation of the access, the lack of adequate onsite parking, the access to the footpath network, inadequate drainage, materials not inkeeping and proximity of the accommodation to the road and Air Quality Management Area. Discussion took place on relocating the access through The Croft.

The Chairman called for a show of hands of those objecting to the current proposal.

In favour

Against

Abstention

4

0

1

RESOLVED:

that the Council, whilst not objecting to the principle of the change of use of the site, requests that the access off the A415, the Air Quality Management Area and its effects, access to the footpath network, on site parking, materials and drainage be reconsidered.

2021/168

District Councillor's Report – Cllr. Catherine Webber

Particulate Monitor - the District Council was looking at the air quality management area and had particulate monitors for installation one of which might go in Marcham.

EV charging points – These were to be installed in 5 car parks within the Vale district between November 2021 – February 2022.

Neighbourhood Plans - Following the formation of the new department for Levelling up, Housing and Communities, more emphasis was being placed on neighbourhood planning. She encouraged the Parish Council to consider undertaking a neighbourhood plan.

Tree Planting Policy – this policy had now been adopted and the Carbon Cutters Group had trees available for planting on District Council land. She encouraged the Council to consider any land within the parish owned by the District Council and suitable for tree planting.

Donations – 3 further families from Afghanistan were being located within the Vale of White Horse District. The County Council had set up an Amazon wish list to allow people to donate specific items for items to support them.

Kit Out a Nation scheme was collecting sports clothing and equipment for youngsters in need of sports items. Collection points were local leisure centres.

South East Strategic Reservoir Option (SESRO) - The Regulators Alliance for Progressing Infrastructure Development had extended its deadline for consultation on its “gate 1” draft decision for a further 3 weeks.

Vale of White Horse District Council – Planning Committee 20<sup>th</sup> October, 2021 - It was confirmed that the planning application for 90 houses south of the A415 and east of The Willows, would be considered at Planning Committee on Wed. 20<sup>th</sup> October, 2021.

2021/169

County Councillor's Report – Cllr. Richard Webber

Highway issues – Cllr. R. Webber had held a follow up briefing with the researchers undertaking possible highway improvements in the area. 3 options would be put out for consultation in due course.

Mill Road bridge – Bridleway 17 - The re-opening of this bridge had been delayed until Spring 2022.

A34 Marcham junction roundabout – Potholes had been filled.

2021/170

Neighbourhood Plan

A report was received from Tony Mackelworth, on the steps involved in preparing a neighbourhood plan. An initial meeting with the Neighbourhood Plan officer at the Vale of White Horse District Council was being held on Tues 12<sup>th</sup> October via Teams.

- 2021/171      Community Facilities  
 Council noted that Marcham Community Group had installed a defibrillator on the outside wall of the hall near the main entrance. Council noted the latest snagging list some items had been resolved and action was being taken on the remainder. Monitoring would follow. Council noted correspondence from the District Council's community safety officer Lewis Vaughan, who had offered assistance as he had heard about possible damage within the multi-use games area. The Clerk had contacted the Church's youth worker and the details of Lewis Vaughan had been given to MCG.
- 2021/172      Cllrs. Catherine and Richard Webber left the meeting at 9.10 p.m.
- 2021/173      Remembrance Sunday 14<sup>th</sup>, November 2021  
 Council noted that an application had been made to the Vale of White Horse District Council for a road closure order for New Road, Church Street and the section of the A 415 between Church Street and North Street to allow for a service at the war memorial if one were being arranged. A new Priest in Charge, Nick Weldon, for All Saints Church was being licensed on 20<sup>th</sup> October, 2021, and any arrangements for services would be handled after that date. The Church had offered assistance to put out the road closure signs if the service were at the War Memorial on the A415.
- Council discussed the amount of grant to be given to the Royal British Legion Poppy Appeal as they were supplying a wreath for Remembrance Sunday. It was proposed that a sum of £120 be donated. The chairman called for a show of hands for those in favour of donating £120.
- In favour - 5
- RESOLVED:  
 that the sum of £120 be donated  
 to the Royal British Legion  
 Poppy Appeal
- 2021/174      Village Green - Christmas Tree with solar lighting  
 Council noted that ADM Trees had offered to provide a Christmas tree free of charge. It was suggested that a tree could be planted on the Village Green rather than supplied each year. It was noted that the additional lighting would be required.
- RESOLVED: that
- (i) advice be sought from ADM trees as to whether rooted trees were available as one that could be planted in readiness for 2022.
  - (ii) in any event the offer of a cut tree for 2021 be accepted
  - (iii) additional battery powered lights be purchased.
- 2021/175      Speeding Traffic  
 Council discussed speeding traffic in general terms. In particular,

noted that the two Vehicle Activated Signs on the A415 did not function (one showed a part display, and the other did not work at all). Another area which caused concern was the entrance to the Barrow Close off Morland Road, and parts of Howard Cornish Road.

RESOLVED:

- (i) that costings for the repair of the vehicle activated signs be obtained
- (ii) that enquiries be made as to whether a “smiling face” sign could be included when drivers obey the speed limit.
- (iii) that enquiries be made of the Police Community Support Officer as to the latest position in regards to Community Speedwatch.

2021/176

Standing Orders

The duration of the meeting had been 2 hours and it was RESOLVED to suspend standing order 3x to allow business to continue.

2021/177

Mill Road bridleway 17 – bridge

Council considered a request from a resident that the County Council should be asked to

- a) undertake a further risk assessment to see whether the bridge could be opened to pedestrians pending its repair and
- b) investigate with the landowner, the possibility of extending the restricted byway that is to the west of the bridge, as a temporary measure pending bridge repairs.

It was noted that the County Council had closed the bridge as it was in a poor state and condition. Had it been safe to keep the bridge open and it would have been left available to pedestrians. It was understood that a temporary alternative route had already been investigated with adjacent landowners. As the repair works were scheduled for spring 2022, whilst unfortunate, it was considered better to wait a further five months.

RESOLVED: that

- a) the County Council not be asked to undertake a further risk assessment to see whether the bridge could be opened to pedestrians pending repairs next year
- b) the County Council not be asked to investigate with the landowner the possibility of extending the byway to the west of the bridge as a temporary measure pending bridge repairs

2021/178

GigaClear Networks

Council received a report on the GigaClear presentation on 28<sup>th</sup> September. The company would be starting trenching works later in the month in New Road, Parkside and Church Street, to install ultra fast fibre broadband to most parts of the village. An online meeting open to

the public, to explain the proposals, was being planned by GigaClear for later in October. The company had requested to trench through the village green. It had referred to the Electronic Communications Act 2003 which conferred rights to install communications apparatus. This appeared to conflict with legislation which sought to protect village greens from interference. A revised plan for the village green area, which showed trenching along the road, with minimal disruption (3m) to the green had been produced

RESOLVED: that as it was unclear whether village green legislation or the Code took priority, and as the trench line was in the road

- (i) that no express consent be granted to GigaClear to trench through the village green, and that no Agreement be signed.
- (ii) that no poles or chambers or other apparatus be sited on the Green.

2021/179

Oxfordshire County Council – Volunteers supporting highways  
Council noted that the County Council had been trialling a system in parts of the county whereby a “super user” could raise works orders for fixing potholes and kerbing issues, on unclassified roads within a 30 mph area. An appointed volunteer, after training, would assist highway officers by being the eyes and ears locally. This scheme had been extended to other parts of the county and was now available for Marcham. Council considered appointing a” super user”.

RESOLVED:

that James Plumb be nominated “super user” for Marcham parish.

2021/180

Correspondence

a) Vale of White Horse District Council – Garden Waste Collection  
Garden waste collection had recommenced on a 4 weekly cycle, within the Vale DC area from 27<sup>th</sup> September, with Marcham parish being divided into 2 and collected on different weeks.

b) South and Vale Citizens Advice Bureau – AGM Tuesday 19<sup>th</sup> October at 6.30 p.m. (Hybrid meeting whereby guests attending join via Zoom).

c) Oxfordshire County Council – Public Transport Representatives meeting 12<sup>th</sup> October, 2021 at 1.30 p.m. (held virtually).

d) Police Crime Commissioner – September update

e) Oxfordshire Playing Fields Association – AGM Tues 26<sup>th</sup> October, 2021 at Exeter Hall, Kidlington at 7.30 p.m.

f) Oxfordshire County Council – Civil Parking Enforcement will commence on 1<sup>st</sup> November 2021.

g) Oxfordshire County Council – A417 road closure at West Challow overnight 14<sup>th</sup>/15<sup>th</sup> October.

h) Oxfordshire County Council – Workshop sessions to explore the nine new priorities of the County Council. Mon 18<sup>th</sup> Oct 7.00 p.m. and Thurs. 21<sup>st</sup> Oc. 2.00 p.m.

i) Thames Water – Meeting via Teams on Thursday 11<sup>th</sup> November at

10.00 to provide update on the South East Regional Pan.

j) Oxfordshire Community First AGM – 1<sup>st</sup> November at 2.00 p.m. via Zoom.

k) Vale of White Horse District Council – Viability Assessment Thomas Homes.

2021/181

Accounts

The list of payments had been circulated to members, and Council noted the cheques numbered 3450 to 3456 and authorised payments in the sum of £3189.33 in respect of administration costs, play area checks, and grass cutting.

Council noted that the external audit for the 20/21 year had been completed and that the information contained within sections 1 and 2 of the annual governance and accountability return accounts was in accordance with proper practices and no matters came to their attention which gave cause for concern. The Notice of Completion of the Audit, and the report from the External Auditor had been placed on the website on 27<sup>th</sup> September 2021 to supplement parts 1 and 2 of the Annual Return already displayed

2021/182

Matters Raised by Members

Sheepstead Road – Footway

A query was raised in regards to the installation of a new footway between the pedestrian gate into the allotments and Cow Lane. It was confirmed that this was part of the planning approval for the new housing development between Harding Way and Cow Lane, and should be installed when that development was done.

A415 Frilford Road – gateway entry feature

A question was raised as to whether this was to be re-installed following removal of the old gate. Tony Mackelworth would make enquiries.

Allotment signage

A question was asked as to when signage was to be installed on the allotment site. The Clerk would make enquiries.

2021/183

Items for Marcham and District News

The Clerk would prepare an article for MAD News.

2021/184

Date of Next Meeting

The next meeting would be on Monday 8<sup>th</sup> November, 2021 at 7.30 p.m. in the village hall, Barrow Close.

The meeting closed at 9.45 p.m.

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

## MARCHAM PARISH COUNCIL

Minutes of a meeting of Marcham Parish Council held on Monday 8<sup>th</sup> November, 2021, commencing at 7.30 p.m., held in the village hall, Barrow Close, Marcham.

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Present:

Sheena Bigden, Keely Ewart-Brookes, Mark Harvie, Sandra Hill, Ruth Mander, James Plumb, Tanya Rosenfeld, and Suzanne Saunter.

Clerk: Linda Martin

Cllr. Catherine Webber (District Councillor)

Cllr. Richard Webber (County Councillor)

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- 2021/185     Chairman  
In the absence of the Chairman, the Vice-Chairman, Ruth Mander, took the chair for the duration of the meeting.
- 2021/186     Apologies for Absence  
Apologies for absence had been received from Michael Hoath (Chairman), and Tony Mackelworth
- 2021/187     Declarations of Interest  
Sandra Hill declared an interest in the agenda item relating to the grant application by Marcham Community Group in that her husband was a Trustee. Ruth Mander declared an interest in the agenda item relating to the grant application by Marcham Community Group in that she was a Trustee.
- 2021/188     Minutes of the Meeting held on 11<sup>th</sup> October, 2021  
Tanya Rosenfeld stated that she had offered apologies for the October meeting. The Clerk confirmed that these had been sent just prior to the meeting, but the email had not been seen until the following day. They were therefore not recorded.  
The minutes of the meeting held on 11<sup>th</sup> October, 2021 were approved and signed by the Chairman as a correct record of the meeting.
- 2021/189     Matters Arising from the meeting held on 11<sup>th</sup> October, 2021  
Hyde Copse Wood – fallen tree towards Howard Cornish Road  
The landowner had now removed this tree.
- Vale of White Horse District Council – garden waste collection  
The garden waste collection service had returned to being fortnightly.
- Speeding traffic  
The police had offered to attend the December meeting of the Council to discuss speeding traffic and control measures.

2021/190 Working Party Membership  
New member Suzanne Saunter had expressed an interest in joining the neighbourhood plan group and play area working party

RESOLVED:

that Suzanne Saunter be a member of the neighbourhood plan group and the play area working party

2021/191 Public Participation  
There were no members of the public in attendance.

2021/192 Planning Matters

a) Decisions on previous applications

P21/V2541 Replacement garage with garden office  
11 North Street  
Withdrawn 1<sup>st</sup> November, 2021

P21/V1846/O Erection of semi-detached house  
19 Mill Road  
Withdrawn 29<sup>TH</sup> October, 2021

P21/V0700/FUL Replacement dwelling (amended information)  
Kerranderry, Faringdon Road  
Permitted 2<sup>nd</sup> November, 2021

P21/V1806/HH Front and side extension  
5 Hyde Copse  
Permitted 1<sup>st</sup> November, 2021

P21/V2597/PDH Single storey rear extension  
3 Barrow Close

As the prior notification submission did not receive any objections from neighbouring properties, it was determined that the application fell within the limits of development permitted by Class A of Part 1 of Schedule 2 of the Town and Country Planning (General Permitted Development) (Amendment) (England) Order 2015.

b) Applications dealt with under delegated powers prior to the meeting

None received

c) Applications considered at the meeting

None received

- 2021/193 District Councillor's Report – Cllr. Catherine Webber  
Covid update – the highest rate was within 40-49 year olds as children brought the infection home from school. The number of new cases was generally falling.
- Recycling – the Vale of White Horse District Council was 9th out of 314 councils in the ranking tables for Local Authority recycling. The District Council, with new technologies, was aiming for carbon zero by 2050.
- Abingdon – Multi-storey car park  
Cllr. Catherine Webber had been contacted by a resident regarding the closure of part of the multi-storey car park in Abingdon. The top floors had been closed owing to structural issues. She was dealing with his enquiry. Members added comments regarding broken pay machines, and narrow parking bays.
- 2021/194 County Councillor's Report – Cllr. Richard Webber  
A415 – Marcham Interchange – The potholes in the vicinity of the roundabout had been repaired.
- HIF 1 – Road bridge over the River Thames Didcot/Appleford  
The cost of construction of this road was increasing owing to issues with the supply of building materials. The County Council had an obligation to construct the road by a fixed deadline. He raised concerns that any benefit from the new road would be lost should houses continue to be constructed in large numbers.
- Reservoir  
Cllr. Webber referred to the cost of the proposed new reservoir being in the region of £2-£4 billion. Thames Water had put forward its latest proposals for the provision of water supplies. The County Council and the Vale of White Horse District Council was opposed to a new reservoir, and both councils were engaging with the Group Against the Reservoir Development who were suggesting that there was no need for the massive infrastructure, and advocating water transfer from the river Severn. This proposal would take about 3 years, whereas a new reservoir would take about 10 years to build and 2 years to fill. He suggested that the Parish Council might like to consider whether it is fully convinced as to the need for a reservoir and offer its support to GARD.
- 2021/195 Vale of White Horse District Council – Dalton Barracks Supplementary Planning Document  
Council discussed the draft supplementary planning document for Dalton Barracks, and considered by notes proposed by Michael Hoath. Key issues raised were: increase in traffic during construction, loss of space for community events, a feasibility plan indicating proof of the need of these houses, the impact on protected areas, vehicle access and transport, secondary transport infrastructure, education, recreation, medical facilities, parking strategies and impact on the AQMA of vehicles in Marcham.

RESOLVED:

that the notes be sent to the Vale of White Horse District Council as the view of the Council.

- 2021/196      Neighbourhood Plan  
Council received an update report on a meeting with a neighbourhood plan officer from the District Council. General information had been provided as to process and funding. Tony Mackelworth was calling the first meeting of the identified steering group.
- 2021/197      Cllrs. Richard and Catherine Webber left the meeting at 8.20 p.m. during discussion of the following agenda item.
- 2021/198      Community Facilities  
Council noted that the community safety officer from the Vale of White Horse District Council, Lewis Vaughan, had supported Marcham community group with information on “no laughing matter” (a campaign for deterring youngsters from using nitrous oxide for fun), during half term week.  
The new artwork for the entrance area to the car park, had been completed and was to be fixed on Tuesday 9<sup>th</sup> November.  
Council received a report from Sandra Hill as to proposed new youth/community shelter. A site meeting had been held on Sunday 7<sup>th</sup> November, with some councillors, parish clerk, chairman of MCG’s field committee, representatives from the football club and cricket club, and a contractor. Locations had been considered. and the preferred location was west of the junior pitch area and north of the play area. Scale drawings were being prepared by the possible contractor, and he was seeking advice from a structural engineer as to the roof. It was thought that planning consent would be needed as the height could well exceed 4m. Further details were awaited.  
  
The Chairman called for a show of hands for those in favour of revising the location of the proposed shelter to north of the play area and west of the junior football pitch.

RESOLVED:

that the revised preferred location for a community shelter be north of the play area and west of the junior football pitch.

- 2021/199      Village Green – Christmas Tree with solar lighting  
Ruth Mander gave a report on the supply of Christmas trees. ADM Trees had offered to donate both a small rooted one to be planted in the village green, and a larger cut tree which could be used this year. Lights were available from last year. These would be checked to ensure they were still functioning.
- 2021/200      Grant Applications  
Council noted that one application from South and Vale Citizens Advice Bureau had been received by the deadline, one from Marcham

Community Group after the deadline. A third applicant, Be Free, had indicated that an application was to be sent following the half term week, but it had not been received.

Council considered the application from South and Vale Citizens Advice Bureau, and noted that 82 Marcham residents had been supported. It was proposed that a grant of £1000 be offered.

The Chairman called for a show of hands for those in favour of awarding £1000 to South and Vale Citizens Advice Bureau.

In favour	Against	Abstention
8	0	0

RESOLVED:

that under s. 142 Local Government Act 1972 a grant of £1000 be awarded to South and Vale Citizens Advice Bureau

Council considered the grant application from Marcham Community Group for grounds maintenance. Queries were raised as follows: the time period for which the application related and whether this was a retrospective application, the lack of written quotations for the work involved, and the lack of invoices for the current season which would indicate expenditures involved. Queries were also raised as to whether there were other ways of managing the contracts for maintenance on an area which was used for public recreation.

RESOLVED:

that the application be deferred to allow for further information to be sought from Marcham Community Group

As the expected application from Be Free had not been received it was

RESOLVED:

that this be deferred until the detailed application had been submitted.

2021/201

Vale of White Horse District Council – Arrangement for assessing allegations of breaches of the Code of Conduct

Council noted and considered the draft document for the arrangements for assessing allegations of breaches of the Code of Conduct.

RESOLVED:

that Council had no comment that it wished to submit to the Vale of White Horse District Council

2021/202

Climate Emergency

Council considered the request from Zero Hour Oxfordshire to support the Climate Emergency Bill. Central Government was handling the climate emergency strategy, and whilst recognising Zero Hour as a lobby group, members were of the opinion that individuals could support them if they wished. The National Association of Local Councils had published “What can Local Councils do on climate change”. James Plumb was considering this document, as he had previously offered to look at possible local action on climate change matters, and would report back.

Council noted that the Vale of White Horse District Council had available trees for planting on land in its ownership, in accordance with its tree policy. Any third party would need to maintain and water them.

RESOLVED:

- (i) that this Council not support the request from Zero Hour to support the Climate and Ecological Emergency Bill.
- (ii) that the Council’s green group consider whether trees would be required.

2021/203

Oxfordshire County Council – Parish Council workshops on priorities

In the absence of the Chairman, his report on this event which he attended was deferred.

2021/204

Website/Emails/Storage

Council considered the proposal for a new website, email addresses and the quotations received. It also considered possible options for future working for the clerk and cloud storage of Council documents.

The Chairman called for a show of hands of those in favour of Vision ICT and for setting an allowance of £2000 for the cost of a new website

In favour  
8

Against  
0

Abstention  
0

RESOLVED:

- (i) that the cost estimates from Vision ICT be accepted for the design of a new website.
- (ii) that a sum of up to £2000 be agreed for the creation of it
- (iii) that discussion as to storage be deferred until the next meeting

2021/205

Standing Orders

The duration of the meeting had been 2 hours and it was RESOLVED to suspend standing order 3x to allow business to continue.

2021/206

Correspondence

a) GigaClear

Community online event on 2<sup>nd</sup> November when information as to the programme of works was provided.

Letter from resident

Council considered a letter from a resident regarding the siting of a very large GigaClear cabinet which had been poorly sited in a conservation area near the Church.

RESOLVED:

- (i) that a site plan of the cabinet locations and details be obtained from GigaClear
- (ii) that the matter be referred to planning enforcement at the Vale of White Horse District Council

b) Oxfordshire County Council – Drayton Recycling Centre

Centre would be closed Wed 9<sup>th</sup> and Thursday 10<sup>th</sup> November.

c) Oxfordshire County Council – A415 Kingston Bagpuize - road

closure - The section of road between Co-operative store and A420 would be closed between 22<sup>nd</sup> November and 3<sup>rd</sup> December to allow for sewer connections.

d) Oxfordshire County Council – Road Closure North Street

The section of North Street A415 The Crown public house to the vehicle access into Sweetbriar would be closed between 10<sup>th</sup> January 2022 to 14<sup>th</sup> January 2022 to allow for replacement gas main. A bus diversion would be in operation.

e) Oxfordshire County Council – A338 – Temporary speed restriction

14<sup>th</sup> March 2022 – 29<sup>th</sup> April 2022, to 20 mph to allow for repairs to Noah’s Ark bridge.

2021/207

Accounts

Council received a report on budget monitoring and the accounts with bank reconciliation, as at 30<sup>th</sup> September, 2021.

The list of payments had been circulated to members, and Council noted the cheques numbered 3457 to 3464 and authorised payments in the sum of £3489.33 in respect of administration costs, play area checks, litter picking, and grass cutting.

RESOLVED:

that the budget monitoring report and balances in the Council’s accounts as at 30<sup>th</sup> September be noted.

2021/208

Matters Raised by Members

Oxfordshire County Council – “Super user”

James Plumb advised that he was attending on line training on 9<sup>th</sup> November, for being a “super user” and reporter for highway issues.

Sheepstead Road - mud

It was reported that there was mud on Sheepstad Road north of Cow Lane, at the point where vehicles came out of the field, on the eastern side. Pigs were being kept in the field. The Clerk would mention this to the farm.

Thames Water - Reservoir

The Council had previously expressed concerns regarding the reservoir, and the Clerk was asked to re-iterate these following the item put forward by Cllr. Richard Webber.

2021/209

Items for Marcham and District News

The Clerk would prepare an article for MAD News.

2021/210

Date of Next Meeting

The next meeting would be on Monday 13th December, 2021 at 7.30 p.m. in the village hall, Barrow Close.

Council discussed arrangements for considering the budget for 2022/23, and noted that the precept was required to be set by full Council at a meeting open to the public. This was usually held once the tax base information had been received from the District Council. In order to have input into the preparatory process, the Clerk was asked to set up a virtual session for members to raise issues.

The meeting closed at 9.50 p.m.

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



b) Applications dealt with under delegated powers prior to the meeting

P21/V3037/HH Demolition of current garage to the rear of the garden and erection of garden office

11 North Street

Comments: On site parking would be removed. There should be no reliance on on street parking.

P21/V3023/FUL Erection of new dwelling

Land rear of 21 Mill Road

Comments: Council objected on grounds of access, and materials not in keeping with the area.

c) Applications considered at the meeting

P21/V3081/N4B\_Prior approval for the change of use of an agricultural building to create a dwelling.

Hitchcose Farm, Cothill Road

Comments: Concerns were raised regarding drainage. A drainage assessment was requested, as any surcharge would flow into Parsonage Moor. A condition should be imposed to tie any new dwelling to the farm, and that it should not be able to be sold off as an independent unit.

2021/217 Cllrs. Richard and Catherine Webber joined the meeting

2021/218 Planning Matters Contd.

P21/V3185/HH Erection of log stores (retrospective)

17 Parkside

Comments: Council requested that, if approved, conditions be included to ensure colours and materials remained the same, as the property was in a conservation area, that no further land be removed from the permeable area, and the stores were not used for a business activity.

P21/V3297/FUL Erection of 2 storey 4 bed detached dwelling

Greystones, 8A The Gap

Comments: Council objected as it considered the proposal to be over development of the area. There were drainage issues with run off onto pitches and footpath, plus the impact of traffic in The Gap and access to the site.

P21/V3164/HH Erection of 2m high wooden fence along boundary

The Old Bakehouse, 4 North Street

Comments: Council had no comments

P21/V3227/FUL Erection of 4m ball stop netting on south of football pitch and 6m netting on east boundary of the football pitch  
Barrow Close

Comments: Clarification was required as to when the netting was to be removed, and how public access across the field to the footpath along the southern boundary was to be maintained.

The Clerk placed on record that she was related to the agent for the applicant in regards to the following application.

P21/V3312/HH Change of use of garage to form family/breakfast area incorporating existing utility store. Formation of new lean to roof

4 Hyde Copse

Comments: Council had no comments

P21/V3355/LDP Erection of single storey conservatory to the rear  
5 Abbots Grange

Comments: Council had no objections

2021/219

District Councillor's Report – Cllr. Catherine Webber

Neighbourhood Plan – Cllr. C. Webber placed on record her thanks to Tony Mackleworth for commencing the Neighbourhood Plan process.

Recycling / Waste – The District Council had issued advice to leave recycling/waste wheelie bins out for 2 days during periods of icy or snowy weather, as the collection service may be delayed.

Free Parking - Free Parking in the run up to Christmas was available on 18<sup>th</sup> December, in both Abingdon and Wantage, and on 20<sup>th</sup> December in Didcot.

Household Support Fund – The Government's support fund for vulnerable households, allocated to County Councils working in conjunction with District Councils, could be accessed via Vale Community Impact, by telephoning 01235 765348 or emailing [help@VCI.org.uk](mailto:help@VCI.org.uk)

Pye Homes – The Willows, missing link path to Monks Walk  
The District Council was still pursuing the matter and planning enforcement section was in continuing discussion with Pye Homes regarding lodging a planning application.

Covid update – As widely known, the infection rate was increasing rapidly, and regulations were changing as to greater mask wearing.

Local Plan – Calculation of housing numbers – The District Council had applied to central government to change the way housing number requirements were calculated. This had been agreed, and the numbers of houses being included in the next Local Plan were lower.

Civil Parking Enforcement – This was being managed by the District Council. Cllr. Webber asked to be advised of when and where anyone parked badly ie. where it was causing a danger.

Air Quality Management Area – A particulate monitor was being fitted in Packhorse Lane. A request was made to Cllr. Webber for the readings and results from the monitor on a regular basis, when collected by the District Council, to support appropriate wording in the Neighbourhood Plan.

2021/220

County Councillor's Report – Cllr. Richard Webber

Housing Infrastructure Fund – The sum allocated for the new river Thames crossing at Appleford would be insufficient to cover the costs of construction owing to a rise in material costs. There was a shortfall of around £75 million. Homes England had contingency funds and had allocated £25 million towards this. A planning application had been lodged for the road, and a decision was expected in April 2022. The scheme was unlikely to be delivered by the expected date, and a year or two delay was likely.

Reservoir - The County Council and Vale of White Horse District Council had both passed a motion opposing the reservoir as Thames Water had not justified its case for need. There were no plans for a public inquiry, and there were great concerns that the public voice would not be heard.

20 mph limit speed trial reductions – Marcham was not on the list of trial villages for speed reductions. Cllr. Richard Webber asked for an indication of where Marcham would like them. This was a matter that could be included in the Neighbourhood Plan too. It was suggested that a letter could be sent to Cllr. Webber asking why Marcham had not been included in the trial list.

County Council Meeting 14<sup>th</sup> December – Motion on Transgender, non binary people. A motion that the County Council supports measures to ensure that services are accessible by all people regardless of sexuality or gender identity was being debated.

2021/220

Cllrs. Richard and Catherine Webber left the meeting at 8.30 p.m.

2021/221

RAPID (Regulators' Alliance for Progressing Infrastructure Development) Thames Water – Reservoir

RESOLVED:

- (i) that this Council continues to be concerned about the reservoir proposal, and that it remains to be convinced as to the need for a reservoir
- (ii) that it supports the issues raised by the Group Against the Reservoir Development.

2021/221

GigaClear – Parkside cabinet junction of New Road

Council noted that the Vale of White Horse District Council had confirmed that the size of the cabinet fell within permitted development limits, and no planning consent was required. Council considered a request from a resident that the Council should approach Gigaclear asking for the cabinet to be moved as it was not in keeping with its location and that it obstructed visibility. Discussion also took place as to the state of verges and tarmac being left by GigaClear following trench work. It was noted that the plan showing the location of the cabinets was awaited.

RESOLVED:

- (i) that comments from the resident be noted
- (ii) no further action be taken at this stage.

2021/222

Neighbourhood Plan

Tony Mackleworth gave a report following the first meeting of the Neighbourhood Plan steering group. The Plan area had been considered, as had draft Terms of Reference, fund holding and web pages. Comments were made regarding the boundary area which would be looked at by the steering group

RESOLVED

- (i) that there be a regular agenda item on the Parish Council's agenda for the Neighbourhood Plan group to report.
- (ii) that the Council be the accounting body for Neighbourhood Plan finances.
- (iii) that pages be set up on the Council's website for Neighbourhood Plan matters.

2021/223

Community Facilities

Council noted that the artwork had been unveiled on 11<sup>th</sup> December. Detailed drawings and written quotations for the construction of the youth shelter were awaited. The Play Area working party intended to meet in the New Year to progress matters relating to an improved play area.

2021/224

Grant Applications

Council considered further information supplied by Marcham Community Group and an application lodged by Be Free Young Carers.

After some discussion the Chairman called for a show of hands for those in support of a grant of £4100 for Marcham Community Group

In favour  
6

Against  
0

Abstention  
2

RESOLVED:

- (i) that under s. 19 Local Government (Miscellaneous Provisions) Act 1976 a grant of £4100 be awarded to Marcham Community Group for the maintenance of the recreational field during the 2022 season.

Council discussed the application by Be Free Young Carers towards running costs. The Chairman called for a show of hands for those in support of a grant of the requested amount of £150 for Be Free Young Carers.

In favour	Against	Abstention
8	0	0

RESOLVED:

- (i) that under s.137 Local Government Act 1972 a grant of £150 be awarded to Be Free Young Carers towards running costs.
- (ii) that Be Free Young Carers be advised that should they find themselves in need of funding again, then they should let the Parish Council know.

2021/225 Oxfordshire County Council – Parish Council workshops on priorities  
Michael Hoath provided a report on this workshop held remotely, that he had attended. Priorities listed were: green spaces, well being including support for carers, integrated sustainable transport, creating opportunities for young people, working with businesses, and playing a role in a local democracy. There had been some dichotomy between opinions of rural parishes and those representing Oxford city area.

2021/226 Harding Way – Housing development to the north by Pye Homes  
Council noted that construction/ground works in the development had commenced, and the drainage connection into the public sewer in the public open space was taking place. A footpath through the public open space to the east of Harding Way, to link the new development to Howard Cornish Road path was to be constructed. Discussions with the developer could well be needed as these matters progressed. Council therefore

RESOLVED:

that the Clerk in consultation with the footpaths working party, be granted authority to progress any issues in regards to the public opens spaces, including instructing consultants if necessary.

2021/227 Website – Emails – Storage  
Council noted the report from the Clerk in regards to the costs for the website, emails, and cloud storage of records.

RESOLVED:

that the Clerk be authorised to progress the purchase of and setting up of Microsoft 365 for the cloud storage of records.

2021/228

Arboretum Trees – survey report

Council noted the survey report on the trees. Quotations were being sought for the works recommended.

2021/229

Correspondence

a) Oxfordshire County Council – Primary School Admissions

Notification of deadline for applications for September admissions for school places for children - 15<sup>th</sup> January 2022.

b) Vale of White Horse District Council – Christmas Tree Recycling

Real Christmas trees for recycling could be placed by the Salvation Army Textile bank in Howard Cornish Road for collection by Wednesday 19<sup>th</sup> January 2022, or taken to Millets Farm by Sat. 8<sup>th</sup> January 2022.

c) Oxfordshire County Council – Bus Changes

Notification that from 2<sup>nd</sup> January, 2022 the S8 bus Wantage/Oxford would cease to be operated by Stagecoach and will become the X1 service operated by Thames Travel. The S9 Wantage to Oxford bus via the A338 Frilford would continue to be operated by Stagecoach but would have timetable changes.

d) Vale of White Horse District Council – Code of Conduct/Ethical Standards report

A report as to the consideration of allegations of breaches of the Code of Conduct had been accepted by the Joint Audit and Governance Committee and recommended to both South Oxfordshire and Vale of White Horse District Councils for adoption.

e) South and Vale Citizens Advice Bureau – Director of the Bureau, Jon Bright was stepping down with effect from February 2022.

f) Dalton Barracks site – future development – Invitation from the Chairman of St. Helen Without Parish Council for the Chairman to attend a meeting in the new year, with representatives of other local parishes, to discuss shared themes on the proposal for re-development of the Dalton Barracks site and the Vale of White Horse District Council's strategy document.

g) Royal British Legion Poppy Appeal – Letter of thanks for donation had been received. A total of £4964 had been collected in Marcham, Frilford and Cothill.

2021/230

Accounts

The list of payments had been circulated to members, and Council noted the cheques numbered 3465 to 3473 and authorised payments in the sum of £3659.57 in respect of administration costs, play area checks, litter picking, grass cutting, tree survey and accessories for the defibrillator. In addition it was noted that the grant payment in the sum of £1000 to South and Vale Citizens Advice Bureau agreed at the last meeting, would need to be issued.

2021/231

Matters Raised by Members

Operation London Bridge – Future Plans preparing for the death of Queen Elizabeth II

Council noted that the Chairman and Clerk had met via Zoom with Revd. Nick Weldon and representatives from the Church to discuss village arrangements on death of a Senior Royal Figure. Further information would come from the High Sheriff/Lord Lieutenant and County Council in due course.

North Street – Parking

A query was raised that parking took place in North Street close to the junction with Lion Close. There were difficulties with vision for motorists leaving the close. The access to the Institute site had not changed, and it was a private road. It was thought that there was nothing that could be done to legally enforce changes. However requests for considerate parking to drivers might help.

Future Meetings of the Parish Council

Owing to a rapid rise in the new variant of Covid 19 (Omicron), a query was raised as to holding face to face meetings in 2022. It was noted that the Council would need to meet to set the precept and for other statutory requirements, until legislation permitting remote meetings, changed. The Chairman proposed delegation to the clerk in consultation with himself, working party members or other members as appropriate, to enable Council business to continue. Consultation could take place remotely via Zoom or other means. The wording of a resolution, to supplement that already passed in April 2021, to be considered at the January 2022 meeting.

2021/232

Items for Marcham and District News

The Clerk would prepare an article for MAD News.

2021/233

Date of Next Meeting

The next meeting would be on Monday 10<sup>th</sup> January, 2022 at 7.30 p.m. in the village hall, Barrow Close.

The meeting closed at 9.15 p.m.

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