

## MARCHAM PARISH COUNCIL

To: All Members of the Council

You are hereby summoned to attend a meeting of the Parish Council to be held in the residents' lounge, Duffield Place, Marcham on Wednesday 9<sup>th</sup> January, 2008 at 7.30 p.m. for the transaction of the business stated below.

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

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

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### A G E N D A

1. Apologies for Absence

2. Declarations of Interest

To receive any declaration of Personal or Prejudicial Interests in respect of items on the Agenda for this meeting. (Please refer to the notes at the end of agenda).

Members are reminded that should they have a personal interest in an item they must disclose the existence and nature of that interest to the meeting prior to the matter being debated. Where that personal interest is also a prejudicial interest then the Member must withdraw from the room in which the meeting is being held and not seek improperly to influence any decision about the matter. Council has adopted clause 12(2) of the Model Code of Conduct for Parish Councils 2007 and anyone with a prejudicial interest will be permitted to address Council during the section set aside for public participation.

3. Minutes of the meeting held on 12<sup>th</sup> December, 2007

To agree the minutes as a correct record of the meeting.

4. Matters arising from the meeting held on 12<sup>th</sup> December, 2007

Junction of Howard Cornish Road / Hyde Copse – Trees

To note the Clerk is pursuing the matter of these trees with the County Council as both the Vale of White Horse District Council and the adjacent property owner have denied ownership.

Grants Awarded

Letters of thanks have been received from South and Vale Carers Centre, Abingdon Citizens Advice Bureau, Duffield Sunshine Club, Marcham Senior Citizens, plus a receipt from the Anson Trust Management Committee.

5. Public Participation

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

6. County Councillor's Report  
To receive a report on County Council matters from Cllr. I. Brown.
7. District Councillor's Report  
To receive a report on District Council matters from Cllr. J. Hanna.
8. Flood Working Party  
To receive a report from the flood working party.
9. Annual Meeting for Electors  
To consider initial plans for the annual meetings, its date and possible guest speaker.
10. The Arthur Anson Memorial Trust Ltd  
Under the terms of the Articles of Association of the Arthur Anson Memorial Trust Ltd, Marcham Parish Council can nominate two individuals to be Trustees of the charity for a maximum term of office of 3 years, eligible to be re-nominated for one further 3 year term.  
To consider nominations.
11. Parishioner of the year award  
To consider the format for the presentation of the award
12. Best Kept Garden Competition  
To consider whether to run a garden competition during 2008.
13. Clerk's Salary  
To review the Clerk's Salary in accordance with NALC recommendations and any amount to be set aside in the budget.
14. Budget 2008/2009
  - a) To consider the budget for 2008/2009
  - b) To set the precept for 2008/2009
15. Planning Applications
  - a) Decisions on previous applications
  - b) Applications dealt with prior to the meeting  
None received
  - c) Applications for consideration at the meeting  
None received
  - d) Planning Correspondence  
Vale of White Horse District Council – Validation check lists for planning  
To consider any comments on the check list.

16. Correspondence

- a) Oxfordshire Rural Community Council – Changes to Post Office Network  
To note that a meeting for representatives of parishes affected by Post Office closures will be held on 14<sup>th</sup> February at 2.00 p.m. at the Holt Hotel, Steeple Aston.
- b) NHS Primary Care Trust  
Annual Report 2006/2007. Hard Copy  
The annual report along with a Guide to Local Health Services, Patient Advice Liaison Service, public Involvement and Engagement, Board Meetings and other information can be found on [www.oxfordshirepct.nhs.uk](http://www.oxfordshirepct.nhs.uk)
- c) Oxfordshire Rural Community Council – Review of External Transport Posts  
Confirmation received from the County Council that it is funding 50% of the total costs of the following posts: Rural Community Transport Advisor, Oxfordshire Transport Co-ordinator and Rural Transport Partnership Officer subject to the remaining 50% being funded by the District Councils.

17. Accounts

To authorise payments

18. Matters raised by Members for information

19. Items for MAD News

20. Date of Next Meeting: The next meeting of the Council will take place on 13<sup>th</sup> February, 2008 in the residents' lounge at Duffield Place.

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Notes on Declaration of Interest

- (i) any Member arriving after the start of the meeting is asked to declare personal interests as necessary as soon as practicable after his/her arrival even if the item in question has been considered.
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3. Minutes of the meeting held on 9<sup>th</sup> January, 2008

To agree the minutes as a correct record of the meeting.

4. Matters arising from the meeting held on 9<sup>th</sup> January, 2008

Junction of Howard Cornish Road / Hyde Copse – Trees

To note the County Council has confirmed that it plans to fell the two trees at either end of the row as they project into the road. Should birds be nesting in them at the time of the felling, then they may just be lifted.

Annual Meeting for Electors in the Parish

To note that owing to bookings in the school hall, the date of this meeting will now be 28<sup>th</sup> May.

Potholes – Howard Cornish Road

The County Council has now marked these with white paint in readiness for work on them.

### Bottle Banks

The District Council has advised that there is no separate break down in collection figures for each of their sites. The figures for Marcham therefore cannot be provided. It is the responsibility of the District Council via its contractor Veolia to keep the area tidy.

5. Public Participation  
An opportunity for the public to bring parish matters to the attention of the Council.
6. County Councillor's Report  
To receive a report on County Council matters from Cllr. I. Brown.
7. District Councillor's Report  
To receive a report on District Council matters from Cllr. J. Hanna.
8. A415 – Traffic Trial  
To note that the County Council will not be proceeding with the signal priority scheme and footway. To note that the County Council has offered to attend a Parish Council meeting.
9. Flood Working Party  
To receive a report from the flood working party who met with the Environment Agency on 4<sup>th</sup> February.
10. The Arthur Anson Memorial Trust Ltd  
To consider a grant request from the Trust for £750 for maintenance expenses for cricket pitch and garage.
11. Best Kept Garden Competition  
To consider the arrangements for the competition.
12. Churchyard – footpaths  
To consider edging paths at a cost of £265
13. Under Age Drinking and antisocial Behaviour  
To note correspondence from the Anson Trust and to consider any Parish Council action.
14. Parishioner of the Year Award  
To consider the shortlist of nominees
15. Orders and Regulations relating to the Conduct of Local Authority members in England  
To consider any Parish Council comments on this consultation paper.
16. Planning Applications
  - a) Decisions on previous applications
  - b) Applications dealt with prior to the meeting

None received

c) Applications for consideration at the meeting

None received

17. Correspondence

a) Reservoir Affected Parishes Group

A meeting of this group will take place on Wednesday 27<sup>th</sup> February at Steventon Village Hall at 7.30 p.m.

b) Oxfordshire County Council – Public Transport Guide

c) Oxfordshire Rural Community Council – News Bulletin

d) Vale of White Horse District Council – Initial Budget Proposals

e) Oxfordshire County for Voluntary Action – Information re: Vale Community Grants

A funding advice surgery will operate in Abingdon Library on 29<sup>th</sup> February and 28<sup>th</sup> March between 10.00 a.m. – 1.00 p.m.

f) Vale of White Horse District Council – Standards Committee agenda 4<sup>th</sup> February

g) ORCC – Event 13<sup>th</sup> February, Didcot Civic Hall, Britwell Road 9.30 a.m. – 2.00 p.m. A networking event to explore the changes facing rural communities.

18. Accounts

To authorise payments

19. Matters raised by Members for information

20. Items for MAD News

21. Date of Next Meeting: The next meeting of the Council will take place on 12<sup>th</sup> March, 2008 in the residents' lounge at Duffield Place.

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### A G E N D A

Prior to the commencement of formal business Cllr. Ian Hudspeth, Cabinet Member for Transport and Mr. Steven Howell, Head of Transport for Oxfordshire County Council will give details on the A415 traffic trial, and the decision reached by the County Council. They are also interested in views on the Abingdon Integrated Transport Strategy and wish to take away with them thoughts and comments on the town centre scheme.

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To agree the minutes as a correct record of the meeting.
4. Matters arising from the meeting held on 13<sup>th</sup> February, 2008

#### Flooding

The Environment Agency has confirmed that they have met with Denman College. They are putting a flood arch into their wall when they reconstruct it. The Environment Agency are taking up the issue of blocks in the culvert and scrapping off material from the path to improve access to existing flood arches with the landowner. The College also mentioned it would be happy to meet with villages to discuss flooding as it too had been affected. Oxfordshire County Council has confirmed it will check the culvert under the A415.

5. Public Participation  
An opportunity for the public to bring parish matters to the attention of the Council.
6. County Councillor's Report  
To receive a report on County Council matters from Cllr. I. Brown.
7. District Councillor's Report  
To receive a report on District Council matters from Cllr. J. Hanna.
8. A415 – Traffic Trial
  - a) To discuss issues arising from the presentation.
  - b) To discuss a request from Mr. Edwards that the Parish Council takes on the responsibility of the mirror opposite Pear Tree Cottage.
9. Under Age Drinking and Antisocial Behaviour  
To note that further to the report last month, 2 additional incidents have occurred. One Saturday 23<sup>rd</sup> February where glass bottles were smashed in the play area, and another on Friday 29<sup>th</sup> February where bottles were smashed in a private garden and on a car in Fettiplace Road. The Clerk arranged for Mr. Clinkard to clear and make safe the play area.  
To resolve to provide funding to the Anson Trust Field Management Committee to cover the cost of Mr. Clinkard's efforts. (£16.87)
10. Oxfordshire Rural Community Council – Update on Review of Primary School Provision
  - a) Letter from Mr and Mrs. J. Asher, Mr. C. Hillier and Mr and Mrs C. Gaisford regarding the allocation of places at Marcham Primary School. To consider any Parish Council action.
  - b) The County Council has heard from Government that it needs to submit its strategic plan for primary school provision in June, in order to bid for funds for the improvement of school premises. Therefore the draft of the County's response will be prepared by the end of March. Any Parish Council contribution is required immediately.
11. Oxfordshire County Council – Draft Report of Childcare Market Assessment  
To consider any Parish Council comments on this document.
12. Concessionary Bus Passes  
To note that under the new free bus pass scheme, Central Government has provided that those eligible can use their pass between 9.30 a.m. – 11.00 p.m. 3 of the 5 District Councils in Oxfordshire have extended these hours, by allowing their schemes to start at 9.00 a.m. Complaints have been lodged with the Clerk that the Vale District Council is not one of these, and people needing to get to doctors and hospital appointments in the morning are now severely disadvantaged. To consider writing to the District Council to try and persuade it to review its policy.
13. Anson Field – Play Area  
To discuss arrangements for the formal opening and to set a date.
14. Marcham Society



To consider a request from the Society for permission to display notices regarding the photographic record of the village in the conservation noticeboard in the churchyard and on the Institute noticeboard behind the glass.

15. Bottle Banks

To consider a suggestion from a parishioner to install a litter bin at the bottle banks site to enable plastic carriers and other containers used to carry bottles to be disposed of rather than being discarded and left to blow around.

16. Parish Council Website

To receive a report from Mr. D. Walton on a possible Parish Council website .

17. Vale of White Horse District Council – Tree Policy

To consider any Parish Council comments on this policy (available for viewing on the District Council’s website under the landscape section).

18. Planning Applications

a) Decisions on previous applications

b) Applications dealt with prior to the meeting

None received

c) Applications for consideration at the meeting

MAR/19661/1 Erection of timber pergola in rear garden  
4 The Green  
For: Mr. D. Harding

MAR/18249 Remove Poly carbonate roof to conservatory. Erect new timber and tiled roof with projection to form loggia.  
6 The Gap  
For: Kingsbury and Son Builders

19. Correspondence

a) Oxfordshire Association of Local Councils - Training Day Wednesday 2<sup>nd</sup> July

A training day will be held at Didcot Civic Hall between 10.00 a.m. – 3.30 p.m. on “How to be a better Councillor” £40 per delegate

b) Vale of White Horse District Council – Information Sheet for Parishes

(i) Parish representatives wanted for the Standards Committee

(ii) Standards board publication on Predisposition, Predetermination, or Bias and the Code.

c) Information regarding the “White Horse gallop” 16<sup>th</sup> March 10.00 a.m. at Tilsley Park Abingdon. Information from Sports Development on 01235 547646

d) Vale of White Horse District Council – Summons and Agenda

e) Oxfordshire Rural Community Council - Bulletin

f) RWEnPower - £10,000 Community fund

Notification of a fund of £10,000 where small grants are awarded for education, environment and youth and community proposals.

20. Accounts

a) To receive a report from the “Review of the Effectiveness of Internal Audit” Working Party.

b) To authorise payments

21. Matters raised by Members for information

22. Items for MAD News

23. Date of Next Meeting: The next meeting of the Council will take place on 9<sup>th</sup> April, 2008 in the residents’ lounge at Duffield Place.

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Other Literature  
Celebrate St. George’s Day

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To agree the minutes as a correct record of the meeting.

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Concessionary Bus Fares

To note the response from the Vale of White Horse District Council

Website

To note that the website has proceeded to the next stage and an application for registration of the domain name has been lodged.

5. Public Participation

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

6. County Councillor's Report

To receive a report on County Council matters from Cllr. I. Brown.

7. District Councillor's Report  
To receive a report on District Council matters from Cllr. J. Hanna.
8. Oxfordshire Villages of the year competition
  - a) To receive a report from Mrs. Evans on ideas from last year's competition from the judges on good practice.
  - b) To consider whether to enter the competition this year.
9. Youth Shelter  
To consider relocating the youth shelter / purchasing a new shelter for siting elsewhere.
10. Planning Applications
  - a) Decisions on previous applications
  - b) Applications dealt with prior to the meeting

MAR/9137/1 Kitchen extension and pitched roof added over garage and porch  
25 King Avenue  
For: Mrs. J. Pym  
Comments: Council had no objections

MAR/19334/1 Demolition of existing garage. Erection of replacement garage  
Meadow Bank, Frilford Road  
For: J. Manders  
Comments: Council had no objections

MAR/ 3720/3 Raising of roof to add upstairs rooms. Removal of 3 walls  
Staddle stones, Faringdon Road  
For: Mr. B. Ballard  
Comments: Council had no objections provided the volume and size of the extension met with the requirements of the District Council's green belt policy.
  - c) Applications for consideration at the meeting

MAR/858/13 Erection of oak freestanding shelter and alterations to planting  
The Dog House Hotel, Faringdon Road  
For: Greene King Plc

MAR/7534/5-LB Replace internal / external doors, repaint front wall, internal improvements, new kitchen, bathroom and upgrade electrics  
15 North Street  
For: Mrs. K. Allen
11. Correspondence
  - a) Oxfordshire Partnership  
Briefing event Thursday 10<sup>th</sup> April 3.00 p.m. – 5.00 p.m. Four Pillars Hotel, Abingdon. Information on how the priorities of the Oxfordshire 2030 vision are being developed through partnership working.

- b) Standards Board – Town and Parish Standards newssheet
- c) Village Green - correspondence  
Letter / telephone calls received regarding cars parked on the green, junction of Mill Road and verge at Junction of Howard Cornish Road. Complaints that the cars at the junction of Mill Road were causing obstruction to vision for motorists leaving Mill Road.
- d) Thames Valley Police – Awards  
Information regarding Community Policing Awards 2008 and entry details for the 2008 competition.
- e) Oxfordshire Playing Fields Association - Seminar  
Seminar on planning play facilities 14<sup>th</sup> May 10.00 a.m. – 4.00 p.m. Steeple Aston.
- f) O.R.C.C. – “Communities Changing Places” Event at Masonic Hall, Witney  
This drop in event will take place between 10.00 a.m. – 2.00 p.m. and will include information stalls on Voluntary Action, ORCC, Playing Fields Association, Trust for Oxfordshire’s Environment, Primary Care Trust, Sustrans cycle routes and Planning Aid South.
- g) Oxfordshire County Council – Changes to Mobile Library times  
With effect from week commencing 2<sup>nd</sup> June, the mobile library will stop at Duffield Place at 10.05 instead of 9.25 and Sweetbriar at 10.20 instead of 9.40

12. Accounts

- a) To note BDO Stoy Hayward as been appointed external auditor until the 2011/2012 year.
- b) To authorise payments

13. Matters raised by Members for information

14. Items for MAD News

15. Date of Next Meeting: The next meeting of the Council will take place on 14<sup>th</sup> May, 2008. This will be the annual meeting of electors.

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### A G E N D A

1. Election of Chairman
2. Declaration of Acceptance of Office of Chairman
3. Election of Vice-Chairman
4. Appointment of Planning Working Group (2)
5. Appointment of Representative for the Oxfordshire Association of Local Councils (1)
6. Appointment of Public Transport Representative (1)
7. Appointment of Representative to Hills Aggregates Liaison Committee (1)
8. Appointment of Representatives to the Anson Field Management Committee (2)
9. Appointment of Representatives to the Churchyard Working Party (2)
10. Appointment of Representative for the Reservoir Affected Parishes Group (1)
11. Appointment of MAD News Correspondent (1)
12. Appointment of members to a working party to "review the effectiveness of internal audit".
13. Appointment of members to a working party established by Cllr. J. Hanna to discuss village consultation should a planning application by the Anson Trust for new community facilities be lodged.
14. Apologies for Absence
15. Declarations of Interest  
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To agree the minutes as a correct record of the meeting.
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### Longfields Play Area –Water Pipe

Thames Water have now identified the pipe to be disconnected and are currently tracking this back to the mains in order to carry out the disconnection at the correct place.

### Howard Cornish Road – Flats - Lighting

To note that the Housing Association will consider this now that the new financial year has started. It has stated, however, that no approach from any tenant to supply lighting has been received, and any tenants with concerns should approach the Landlord themselves.

### 18. Public Participation

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

### 19. Planning Applications

#### a) Decisions on previous applications

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

MAR/1841/37 Erection of temporary building to provide additional educational space for 1 term.

44 Cothill

For: Cothill House School

Comments: Council had no objections

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

none received

### 20. District Councillor's Report

To receive a report on District Council matters from Cllr. Ms. J. Hanna.

### 21. County Councillor's Report

To receive a report on County Council matters from Cllr. I. Brown.

### 22. Youth Shelter

To consider relocating / purchasing a new shelter for siting elsewhere

### 23. Play Area

To note the old play equipment has been painted.

To finalise the date and arrangements for the opening.

### 24. Environment Agency – Flooding

To receive a report from Mr. Cumber on a meeting with the Environment Agency and Oxfordshire County Council regarding the A415 culverts.

### 25. Neighbourhood Action Group – Environmental Audit

To receive a report from Mr. Denton.

### 26. Allotments

#### Parkside

Complaints received that part of the wall in Parkside on the Eastern side has collapsed, and also that the dumping of garden waste is taking place.

To discuss Council action.

Cow Lane

To note that all available allotment plots are let. An application for 3 adjacent plots has been received. This will mean digging up a grassed area. To consider the request.

27. Duffield Place – lack of parking  
To consider this issue raised at the last meeting by a member of the public.
28. Garden Competition  
To receive update report and arrange for zone judging.
29. Insurance  
To consider the renewal premium and alternative quotation obtained.
30. Correspondence
  - a) Oxfordshire Community and Voluntary Action – information on volunteering
  - b) Your Vale / Your Future  
Meetings to agree actions that the District Council will take to tackle the issues identified in earlier consultations.
  - c) Oxfordshire County Council – Temporary Road Closure  
To note that a road closure will be in place in Church Street for 4 days from 19<sup>th</sup> May (from old vicarage to main gate of Church)
  - d) Oxfordshire Playing Fields Association - The Playing Field Magazine
31. Accounts
  - (i) To agree Terms of Reference for the Internal Auditor
  - (ii) To authorise payments
32. Matters raised by Members for information
33. Items for MAD News
34. Date of Next Meeting: The next meeting of the Council will take place on 11th June, 2008 in the residents' lounge at Duffield Place.

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The Chairman to move that in accordance with section 1 of the Public Bodies (Admission to Meetings) Act 1960, as amended by section 100 of the Local Government Act 1972, the press and public be excluded from the meeting to permit the committee to consider the confidential items of the agenda.

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MARCHAM PARISH COUNCIL  
CONFIDENTIAL ITEM

Mr. Mark Ratcliffe of 4 Mill Road has not paid allotment rent, nor the water charge introduced last year. Nor has he worked the plot for some time. His debt amounts to £23.00 (£10 rent and £13 water charge). The Clerk has been approached by a parishioner who wishes to take on an allotment. (This is in addition to the main agenda item 26 and prior to that request) As all available plots are rented out, it would mean digging up grass in order to create a new plot.

The Clerk has approached Mr. Ratcliffe to make enquiries as to whether he wishes to work his plot this year and to chase outstanding money. Mr. Ratcliffe claims he does not have an allotment (although the Clerk holds his signed tenancy agreement).

To consider serving Notice to Quit on Mr. Ratcliffe for breach of tenancy conditions (not maintaining the plot / rent in arrear) and to relet to parishioner who has requested a plot.

To consider further action to recover the outstanding £23.00

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2. Declarations of Interest  
To receive any declaration of Personal or Prejudicial Interests in respect of items on the Agenda for this meeting. (Please refer to the notes at the end of agenda).

Members are reminded that should they have a personal interest in an item they must disclose the existence and nature of that interest to the meeting prior to the matter being debated. Where that personal interest is also a prejudicial interest then the Member must withdraw from the room in which the meeting is being held and not seek improperly to influence any decision about the matter. Council has adopted clause 12(2) of the Model Code of Conduct for Parish Councils 2007 and anyone with a prejudicial interest will be permitted to address Council during the section set aside for public participation.

3. Minutes of the annual meeting held on 14<sup>th</sup> May, 2008  
To agree the minutes as a correct record of the meeting.
4. Matters arising from the meeting held on 14<sup>th</sup> May, 2008

#### Youth Shelter

To note correspondence received from Mr. Bendall and his offer to provide costings for necessary repairs to the shelter.

#### Longfields Play Area –Water Pipe

Thames Water have now identified the pipe's connection with the mains and have marked this ready for disconnection.

#### Flooding – A415

To note that a resident near the junction of church Street and A415 has contacted the owner of the land on the South side who has agreed to improve the channel to increase water flow.

### Insurance

To note that under the delegated powers agreed at the last meeting, the Clerk in consultation with the Chairman has renewed the insurance with the Council's existing insurers Allianz, as they agreed a 20% discount from the quotation previously supplied thereby bringing the premium in line with the alternative figure from Norwich Union.

### 5. Public Participation

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

### 6. Planning Applications

#### a) Decisions on previous applications

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

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

#### d) Planning Correspondence

##### (i) Vale of White Horse District Council – Enforcement Policy

To consider the policy document and any Parish Council comments

##### (ii) Oxfordshire County Council – Planning Applications

To consider County Council's requirements on the new planning application procedure and its validation checklist guidance notes. To discuss any Parish Council comments.

### 7. District Councillor's Report

To receive a report on District Council matters from Cllr. Ms. J. Hanna.

### 8. County Councillor's Report

To receive a report on County Council matters from Cllr. I. Brown.

### 9. A34 Closure and diversion of night time traffic / Long Term Road Works Wolvercote

To receive a report from the Chairman

### 10. Hills Aggregates – Future planning application for sand extraction

To receive a report from the Chairman on the Hills Aggregates exhibition held on 26<sup>th</sup> May.

### 11. Allotments

Allotment agreements state that tenants should not part with possession of all or part of their Plots.

(i) To consider how the Parish Council wishes to define this and whether it would permit the sharing of plots.

(ii) To consider a request for the Church to use part of the end plot in Parkside next to the Church for the growing of flowers. (Tenants currently cannot manage the whole plot and is in agreement).

(iii) To consider setting up an allotment managers group for the Cow Lane allotment site.

12. Thames Water – Draft Water Resources Plan
  - (i) A meeting on Monday 21<sup>st</sup> July at 6.30 p.m. in the Guildhall is being hosted by the Vale of White Horse District Council to brief parishes on its position regarding the Plan and the reservoir. Up to 3 representatives may attend. To consider who would represent the parish.
  - (ii) To discuss any issues arising from the exhibition in Marcham on 31<sup>st</sup> May.
  - (iii) To note receipt of a letter from Thames Water on Stage 1 Needs and Alternatives Consultation.
13. Website

To receive an update report and to review the current position regarding the website.
14. Garden Competition

To receive an update report.
15. Oxfordshire County Council – Bus Strategy Consultation document

To receive a report from Mr. Walton who was considering this document and to consider any Parish Council comments.
16. Oxfordshire Villages of the Year Competition

To note that Marcham is through to the second round of the competition and has been invited to send 3 representatives to set up a display table and meet the judges at Yarnton village hall on Saturday 28<sup>th</sup> June 9.00 a.m. – 2.00 p.m.  
To further consider the competition and who would represent the village.
17. Village Green

To discuss vehicle damage to the edge of The Green and any possible Parish Council action
18. War Memorial

To consider the state and condition of the war memorial and possible action to tidy.  
Reports have been received that the wreaths laid on Remembrance Sunday need clearing, plus other maintenance works.
19. Untidy state of village
  - (i) To consider the general state and condition of the village, including Howard Cornish Road recycling bins, and to consider any possible Parish Council action.
  - (ii) To note the Chairman has drafted a letter to send to the County Council. To consider the content and to consider whether the Parish Council would support it.
20. Annual Meeting of Electors

To discuss issues arising from the annual meeting of electors
21. Oxfordshire Rural Housing Partnership – Community Funding

The recent Longfields housing was built via the Oxfordshire Rural Housing Partnership scheme. The scheme has set up a small community fund. The Partnership is carrying out a survey to see how funding could be best used to assist the communities in Oxfordshire.  
To consider any Parish Council suggestions.
22. Correspondence
  - a) Oxfordshire Rural Community Council – News Bulletin May 2008

b) Vale of White Horse District Council – Community Strategy Forum 17<sup>th</sup> June at Cumnor Village Hall

23. Accounts
- (i) To appoint RJS (IA)Ltd as the Internal Auditor for the 2007/08 accounts.
  - (ii) To approve the receipts and payment account figures for the year ending 31<sup>st</sup> March 2008
  - (iii) To authorise payments
24. Matters raised by Members for information
25. Items for MAD News
26. Date of Next Meeting: The next meeting of the Council will take place on 9th July, 2008 in the residents' lounge at Duffield Place.

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The Chairman to move that in accordance with section 1 of the Public Bodies (Admission to Meetings) Act 1960, as amended by section 100 of the local Government Act 1972, the press and public be excluded from the meeting to permit the committee to consider the confidential items of the agenda.

Notes on Declaration of Interest

- (i) any Member arriving after the start of the meeting is asked to declare personal interests as necessary as soon as practicable after his/her arrival even if the item in question has been considered.
- (ii) it is not practical to offer detailed advice during the meeting on whether or not a personal interest should be declared, or whether a personal interest should also be regarded as prejudicial.

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Other Literature

Hills Aggregates magazine  
Home 2 School newsletter

MARCHAM PARISH COUNCIL

To: All Members of the Council

You are hereby summoned to attend a meeting of the Parish Council to be held in the residents' lounge, Duffield Place, Marcham on Wednesday 9<sup>th</sup> July, 2008 at 7.30 p.m. for the transaction of the business stated below.

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

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

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A G E N D A

Prior to the commencement of formal business Mr. Alan MacKenzie from Hills Aggregates will give a presentation about the company's forthcoming planning application for sand extraction at Upwood Park.

1. Apologies for Absence

2. Declarations of Interest

To receive any declaration of Personal or Prejudicial Interests in respect of items on the Agenda for this meeting. (Please refer to the notes at the end of agenda).

Members are reminded that should they have a personal interest in an item they must disclose the existence and nature of that interest to the meeting prior to the matter being debated. Where that personal interest is also a prejudicial interest then the Member must withdraw from the room in which the meeting is being held and not seek improperly to influence any decision about the matter. Council has adopted clause 12(2) of the Model Code of Conduct for Parish Councils 2007 and anyone with a prejudicial interest will be permitted to address Council during the section set aside for public participation.

3. Minutes of the meeting held on 11<sup>th</sup> June, 2008

To agree the minutes as a correct record of the meeting.

4. Matters arising from the meeting held on 11<sup>th</sup> June, 2008

5. Public Participation

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

6. Hills Aggregates – Proposed Sand extraction

To consider the issues raised in the presentation.

7. Planning Applications

a) Decisions on previous applications

b) Applications dealt with prior to the meeting

MAR/20333/1 Erection of 1½ storey extension to The Cottage  
Clockhouse, Sheepstead Road  
For: Mr and Mrs. M. Dunning  
Comments: Council objected on grounds of inadequate parking and turning space. Potential for blocking access to another property. Application for extended guest accommodation appeared to create a separate dwelling. The development crowded the position of existing buildings within the curtilage.

c) Applications for consideration at the meeting

MAR/5733/3 Demolition of dwelling. Construction of new dwelling.  
The San, Blackhorse Lane  
For: Mr and Mrs. Rushby

8. District Councillor's Report  
To receive a report on District Council matters from Cllr. Ms. J. Hanna.
9. County Councillor's Report  
To receive a report on County Council matters from Cllr. I. Brown.
10. Highways Agency - A34  
To note correspondence from Ed. Vaizey MP and the Highways Agency.  
To discuss any comments.
11. Jane Hanna's Working Group – Village Consultation re: Anson Trust Proposals  
To note and consider a report from the group regarding funding for village consultation.
12. Youth Shelter  
To consider the suggested renovations for the shelter, and to consider seeking quotations for the work.
13. Vale of White Horse District Council – Preparing for the Future – Vale Sustainable Community Strategy  
To consider the draft strategy document
14. Environment Agency – Flood Alleviation Measures  
To consider and comment on the proposals.
15. Partial Review of RPG9 and the Draft South East Plan – Review of Sub-Regional allocation of land won aggregates.
  - (i) To note receipt of the consultation document.
  - (ii) To delegate to the Clerk in consultation with appointed members to resolve to respond on the Council's behalf in view of the fact that the deadline for comments is before the next Council meeting.
16. Allotments
  - (i) To consider the level of rent for an allotment and a possible increase with effect from September 2009.

- (ii) To consider the amount of water charge this year. (Cow Lane)
- (iii) To consider a quotation for the repair costs to the allotment wall at Parkside.

17. Howard Cornish Road – Recycle Bins  
To receive an update report on the possibility of new bins for plastics and cardboard
18. Maintenance Contractor  
To consider a review of the contractor hours for maintenance in the light of work required.
19. Best Kept Garden Competition  
To receive an update report.
20. Oxfordshire Villages of the Year Competition  
To receive an update report.
21. Village Green  
To consider vehicle damage to the edge of the green and any Parish Council action.
22. Correspondence
  - a) Vale of White Horse District Council – Letter from Chairman  
To note that the Chairman of the Vale of White Horse District Council, Cllr. Alison Rooke has offered to attend village events in order to meet members of the community involved in village life, and possibly help promote and support parish activities.
  - b) Thames Valley Police
    - (i) Meeting for Parishes 21<sup>st</sup> July 6.00 p.m. Oxford Belfry Hotel, Milton Common, Thame  
An overview from Chief Constable Sara Thornton on challenges facing Thames Valley Police and an opportunity to share concerns about crime and community safety issues.
    - (ii) Special Constabulary and Volunteer Support Teams  
To note that the Police Volunteer Teams and Special Constabulary are recruiting new people.
    - (iii) Thames Valley Police Museum Open Day – Saturday 9<sup>th</sup> August 10.00 a.m. – 4.00 p.m.  
Held at Thames Valley Police Training Centre, Sulhamstead near Reading.
  - c) South East Regional Sustainability Framework  
To note receipt of the Framework documents which were launched in June.
  - d) Oxfordshire County Council – Countryside Service Annual Report 2007/2008
  - e) Oxfordshire County Council – Highways Annual Report
  - f) Oxfordshire Rural Community Council – Spring Summer Review
  - g) Oxfordshire County Council Liaison Event 2008  
Opportunity for discussion on topics of local interest with Oxfordshire County Council and Vale of White Horse District Council. Wednesday 5<sup>th</sup> November, Wantage Civic Hall 6.00 p.m. – 9.00 p.m. Invitation currently for chairman plus one other.



- h) Group Against the Reservoir Development – Thames Water’s Draft Water Resources Plan  
Summary of appraisal by GARD of Thames Water’s Resources Plan
- i) The Archway Foundation – new fortnightly social group in Abingdon to support the lonely following bereavement, divorce, ill health etc.
- j) Oxford Inspires – Event on Monday 14<sup>th</sup> July at 2.00 p.m. at Denman College to explore ideas for celebrating Christmas lights switch on in Oxfordshire.

23. Accounts

- (i) To receive the report from the Internal Auditor for 2007/2008 accounts.
- (ii) To approve the annual return account figures for the external auditor for the year ended 31st March 2008 and to provide the statement of assurance to the external auditor.
- (iii) To approve accounts for payment

24. Matters raised by Members for information

25. Items for MAD News

26. Date of Next Meeting: The next meeting of the Council will take place on 10<sup>th</sup> September, 2008 in the residents’ lounge at Duffield Place.

Notes on Declaration of Interest

- (i) any Member arriving after the start of the meeting is asked to declare personal interests as necessary as soon as practicable after his/her arrival even if the item in question has been considered.
- (ii) it is not practical to offer detailed advice during the meeting on whether or not a personal interest should be declared, or whether a personal interest should also be regarded as prejudicial.

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Other Literature

1. Oxfordshire Minerals and Waste Plan – newsletter
2. Vale of White Horse District Council – Standards Committee  
agenda 16<sup>th</sup> June
3. Abingdon Town Council – Town Crier Magazine
4. Oxfordshire County Council – Road Safety News

## MARCHAM PARISH COUNCIL

To: All Members of the Council

You are hereby summoned to attend a meeting of the Parish Council to be held in the residents' lounge, Duffield Place, Marcham on Wednesday 10<sup>th</sup> September, 2008 at 7.30 p.m. for the transaction of the business stated below.

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

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

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### A G E N D A

Prior to the commencement of formal business, the prizes for the Best Kept Garden Competition will be presented.

1. Apologies for Absence
2. Declarations of Interest  
To receive any declaration of Personal or Prejudicial Interests in respect of items on the Agenda for this meeting. (Please refer to the notes at the end of agenda).

Members are reminded that should they have a personal interest in an item they must disclose the existence and nature of that interest to the meeting prior to the matter being debated. Where that personal interest is also a prejudicial interest then the Member must withdraw from the room in which the meeting is being held and not seek improperly to influence any decision about the matter. Council has adopted clause 12(2) of the Model Code of Conduct for Parish Councils 2007 and anyone with a prejudicial interest will be permitted to address Council during the section set aside for public participation.

3. Minutes of the meeting held on 9<sup>th</sup> July, 2008  
To agree the minutes as a correct record of the meeting.
4. Matters arising from the meeting held on 9<sup>th</sup> July, 2008

#### Howard Cornish Road – Recycle Bins

To note comments from the Vale of White Horse District Council

#### The Play Area – Anson Field

To note that the Anson Trust have formally handed to the Parish Council the play equipment purchased with the Wren grant money.

#### Highway Matters

To note letter received from the County Council. It confirms that the County Council is investigating the drainage problems and progressing defects/repairs particularly at the Howard Cornish Road/North Street junction. It does, say that the County Council cannot assist with

weed removal as the weed spraying budget was removed this year. The Clerk too has received a telephone call from the highway technician who is checking the drains.

5. Public Participation

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

7. Planning Applications

a) Decisions on previous applications

b) Applications dealt with prior to the meeting

MAR/20631 Conversion of garage to provide additional living accommodation (retrospective)

77 Howard Cornish Road

For: Mrs. D. Maton

Comments: Council had no objections

MAR/19761/2 Construction of 4 additional visitor car parking spaces

Timber Yard, Packhorse Lane

For: Mr. C. Ward on behalf of Linden Homes

Comments: Council had no objections

MAR/20584 Erection of ground floor and first floor extensions creating an additional bedroom and bathroom, breakfast room, larger kitchen and lounge

15 Kings Avenue

For: Mrs. D. Skelcher

Comments: Council had no objections

MAR/33112/29 Alterations to facilitate conversion of garage to offices.

Insertion of new windows including clerestorey and new cladding

Denman College

For: Mrs. J. Booth

Comments: Council had concerns about the height of the clerestorey being above the level of the already heightened boundary wall and the impact it would have on the conservation area and listed wall.

V.08/08 Demolition of existing car port and erection of single storey classroom extension

Marcham Primary School

For: Oxfordshire County Council

Comments: Council had no objections

c) Applications for consideration at the meeting

Proposed sand extraction and ancillary works

Upwood Park

For: Hills Quarry Products Ltd

d) Planning Correspondence

(i) To note that the Vale of White Horse District Council has made 2 Tree Preservation Orders on an ash, beech and walnut tree on land adjacent to 30 Packhorse Lane

(ii) Oxfordshire County Council – Planning Consultation

To note that from September 2008 the County Council will be using an electronic consultation system for all new planning applications. All applications will be posted on the County Council's website and the system will provide for electronic responses and comments.

(iii) Cotsdale, Abingdon Road

To note that the Clerk had been contacted by Mrs. Bolton of Hyde Farm House who is concerned that part of the boundary enclosure along the Eastern boundary of Cotsdale is a new wooden fence and the approved planning drawing shows a stone wall. To consider any Parish Council action.

8. District Councillor's Report

To receive a report on District Council matters from Cllr. Ms. J. Hanna.

9. County Councillor's Report

To receive a report on County Council matters from Cllr. I. Brown.

10. Longfields – Play Area

To note and consider the terms of a draft Licence from W. Cumber & Son (Theale) Ltd for the right to use land off Longfields for public recreation purposes.

11. Youth Shelter

To consider the estimate for the renovations to the youth shelter as per letter from Gordon Bendall.

12. Partial Review of RPG9 and the Draft South East Plan – Review of Sub-Regional allocation of land won aggregates.

To note comments submitted.

13. Thames Water's Draft Water Management Resources Plan

To note comments submitted.

14. Maintenance Contractor

To review the hours the contractor does within the parish.

15. Oxfordshire Partnership – 2030 Consultation

Oxfordshire Partnership is developing a sustainable community strategy for Oxfordshire. This is available at [www.oxfordshirepartnership@oxfordshire.gov.uk](mailto:www.oxfordshirepartnership@oxfordshire.gov.uk)

To consider any Parish Council comments.

16. The Big Tidy Up – Oxfordshire Waste Partnership- Keep Britain Tidy Group  
The “big Tidy Up” is taking place in September in Oxfordshire and in Marcham on Saturday 20<sup>th</sup> September.  
To receive a report from the Chairman.
17. Oxfordshire County Council – Review of Octabus Dial a Ride Service  
The current Dial a Ride service provides door to door transport for disabled and mobility impaired people. The current contract comes to an end on 31<sup>st</sup> March 2009 and new arrangements come into effect from 1<sup>st</sup> April 2009. The arrangements will be based on costs, benefits and view of users and stakeholders.  
To consider Parish Council comments that would assist the County Council in finalising any new contract.
18. Arboretum  
To consider a request from Mrs. Munro to plant a tree and locate a bench seat in the Arboretum.  
To consider the installation of the seat if approved.
19. Shoe Recycling  
To consider a request from European Recycling to site a shoe recycling bank in the parish.
20. Remembrance Sunday  
To begin to consider the arrangements for Remembrance Sunday and to resolve to apply for the Road Closure Order.
21. Land in Haines Court – Use for parking  
The Clerk has received complaints from a resident in Haines Court that public amenity land, opposite the junction with Elwes Road, in the ownership of the Vale of White Horse District Council is being used for parking. Concerns have been raised regarding the damage to the grass, and potential for problems particularly over Winter.  
To consider any Parish Council action.
22. Duffield Place – Bench Seat  
To note that a resident of Duffield Place has offered to rub down and oil the bench seat which was originally purchased by the Parish Council, provided that the cost of the oil be refunded to him on presentation of a receipt.  
To consider the offer.
23. Correspondence  
a) Vale of White Horse District Council – Summons and Agenda 13<sup>th</sup> August, 2008  
and reports on shared management teams.  
b) Oxfordshire Playing Fields Association – magazine  
c) NHS Oxfordshire Primary Care Trust – “Health Views”  
d) Oxfordshire Rural Community Council – News Bulletin  
e) Oxfordshire Business Enterprises – Information on Free service for residents in Oxfordshire in the early stages of starting a business.
24. Accounts  
(i) To note the accounts position regarding the recreation ground and the Ham.  
(ii) To consider funding the hire of Duffield Place for Police Surgery

- (iii) To authorise the grant payment of £100 to Marcham Pre School as requested by Eric and Sheila Dunford recipients of the parishioner of the year award.
- (iv) To approve accounts for payment

25. Matters raised by Members for information

26. Items for MAD News

27. Date of Next Meeting: The next meeting of the Council will take place on 8<sup>th</sup> October, 2008 in the residents' lounge at Duffield Place.

Notes on Declaration of Interest

- (i) any Member arriving after the start of the meeting is asked to declare personal interests as necessary as soon as practicable after his/her arrival even if the item in question has been considered.
  - (ii) it is not practical to offer detailed advice during the meeting on whether or not a personal interest should be declared, or whether a personal interest should also be regarded as prejudicial.
- 

Other Literature

## MARCHAM PARISH COUNCIL

To: All Members of the Council

You are hereby summoned to attend a meeting of the Parish Council to be held in the residents' lounge, Duffield Place, Marcham on Wednesday 8<sup>th</sup> October, at 7.30 p.m. for the transaction of the business stated below.

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

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

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### A G E N D A

Prior to the commencement of formal business, Mr. Malcolm Peters from the Environment Agency will provide an update report on the Agency's position regarding Thames Water's reservoir development, its views submitted to DEFRA and will answer any questions.

1. Apologies for Absence

2. Declarations of Interest

To receive any declaration of Personal or Prejudicial Interests in respect of items on the Agenda for this meeting. (Please refer to the notes at the end of agenda).

Members are reminded that should they have a personal interest in an item they must disclose the existence and nature of that interest to the meeting prior to the matter being debated. Where that personal interest is also a prejudicial interest then the Member must withdraw from the room in which the meeting is being held and not seek improperly to influence any decision about the matter. Council has adopted clause 12(2) of the Model Code of Conduct for Parish Councils 2007 and anyone with a prejudicial interest will be permitted to address Council during the section set aside for public participation.

3. Minutes of the meeting held on 10<sup>th</sup> September, 2008

To agree the minutes as a correct record of the meeting.

4. Matters arising from the meeting held on 10<sup>th</sup> September, 2008

Parishioner of the Year – Grant awarded

A copy letter of thanks for the grant, sent by Marcham Pre-School Playgroup to Mr and Mrs. Dunford, has been received.

Cotsdale – Possible breach of planning condition

Acknowledgement received from the Vale of White Horse District Council that this is being investigated.

Longfields – litter bin

Acknowledgement from the Vale of White Horse District Council that they will inspect the Longfields area and see whether there is a possibility of locating a litter bin on the footway.

Remembrance Sunday

Acknowledgement received from the Vale of White Horse District Council that the Road Closure Order will be processed in due course.

5. Public Participation

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

6.. Planning Applications

a) Decisions on previous applications

b) Applications dealt with prior to the meeting

None received

c) Applications for consideration at the meeting

MAR/4881/10 Change of Use from storage room to office and staff room. Creation of new vehicular access

68 Cothill Road

For: Cothill Kindergarten

MAR/4881/11 Change of Use from storage room to babies activities and cot room.

Creation of new vehicular access

68 Cothill Road

For: Cothill Kindergarten

MAR/20687 Demolition of existing garage. Erection of new garage.

The Barn, Oakley Park

For: Mr. C. Agger

7. District Councillor's Report

To receive a report on District Council matters from Cllr. Ms. J. Hanna.

8. County Councillor's Report

To receive a report on County Council matters from Cllr. I. Brown.

9. Marcham School – Admissions

To consider a letter received from Ms. J. Brown

10. A415 – traffic

(i) To consider whether the Parish Council could influence the information given out by Satellite navigation systems to prevent the A415 through Marcham being identified as being a road suitable for HGVs.

(ii) Peartree Cottage has been damaged by vehicles hitting the projecting corner on several occasions. To consider whether the erection of signs, or other measures could be undertaken to prevent shunts into the building.



11. The Big Tidy Up  
To receive a report from Mr. Denton
12. Proposed Diversion under Highways Act 1980 s. 119 Footpath 7  
To consider comments on a request by Millets Farm to divert the footpath to enable them to cultivate the field as one productive unit.
13. Marcham Players - Grant  
Council set aside £500 from this year's budget as a grant for Marcham players to enable them to continue with productions in the village. The players have requested that the Council release £104.30 to cover the cost of cable and connectors that were required for a production.
14. RoSPA Safety Report – Play Area  
To consider the RoSPA and any action necessary.
15. Binding of Minutes  
Minutes are loose sheets and have not been bound since 2004. To consider binding the minutes and to consider a quotation from the previous binder of £150 per volume. (probably 2 volumes)
16. Draft Regional Spatial strategy for the South East Region  
To consider any comments on this document. Information is available at [www.gose.gov.uk/gose.planning/regional/planning](http://www.gose.gov.uk/gose.planning/regional/planning)
17. Correspondence
  - a) Vale of White Horse District Council – Summons and Agenda 1<sup>st</sup> September, 2008
  - b) Vale of White Horse District Council – Information Sheet  
SODC/Vale DC have secured funding from South East England Development Agency to help support rural communities for South Oxfordshire. Project include training for farmers, foresters, growers, rural businesses. An action group led by a project manager will run the scheme. Expressions of interest and ideas will be accepted once a project manager is appointed.
  - c) Oxfordshire Local Policing Summary
  - d) Oxfordshire County Council – guide to Road Safety in Oxfordshire
  - e) Oxfordshire Rural Community Council – Annual General Meeting 8<sup>th</sup> October at Steeple Aston
  - f) Vale of White Horse District Council – Open Space, Sport and Recreation Future provision – supplementary planning document adopted 16<sup>th</sup> July 2008
  - g) Standards Board – Town and Parish Standard newsletter
  - h) Soldiers of Oxfordshire – Information regarding the project to find a permanent home for the county's military heritage
  - i) Oxfordshire Playing Fields Association – Annual General Meeting Thursday 23<sup>rd</sup> October 2008 at 7.30 p.m. at Stanton Harcourt village hall. Annual Report 2007-2008
  - j) SEERA – exhibition Wed.15<sup>th</sup> October, and Thurs 16<sup>th</sup> October at Oxford Town Hall on the proposals for gypsy/traveller sites in the South East including Oxfordshire.
18. Accounts  
To approve accounts for payment

19. Matters raised by Members for information
  20. Items for MAD News
  21. Date of Next Meeting: The next meeting of the Council will take place on 12<sup>th</sup> November, 2008 in the residents' lounge at Duffield Place.
    - (i) any Member arriving after the start of the meeting is asked to declare personal interests as necessary as soon as practicable after his/her arrival even if the item in question has been considered.
    - (ii) it is not practical to offer detailed advice during the meeting on whether or not a personal interest should be declared, or whether a personal interest should also be regarded as prejudicial.
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#### Other Literature

Hills Aggregates – “In touch” magazine

**CONSTABLES LAND CHARITY**  
**Registered Charity Number: 233609**

To: All Trustees

You are required to attend a meeting of the Charity to be held in the residents' lounge, Duffield Place, Marcham on Wednesday 8<sup>th</sup> October, to be held after the Parish Council meeting for the transaction of the business stated below.

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

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

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A G E N D A

1. To elect a Chairman of the charity
2. To elect a Vice-Chairman of the charity
3. Apologies for Absence
4. Charity Commission Scheme 1916  
To note the terms of the scheme which sets out the operation of the charity
5. Accounts  
To note the current balances in the account.  
To consider any possible expenditure/grants
6. Date of Next Meeting  
To arrange a date for the next meeting.

**CONSTABLES LAND CHARITY**  
**Registered Charity Number: 265942**

To: All Trustees

You are required to attend a meeting of the Charity to be held in the residents' lounge, Duffield Place, Marcham on Wednesday 8<sup>th</sup> October, to be held after the Parish Council meeting for the transaction of the business stated below.

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

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

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A G E N D A

1. To elect a Chairman of the charity
2. To elect a Vice-Chairman of the charity
3. Apologies for Absence
4. Conveyance 31<sup>st</sup> December 1953  
To note the terms of the Conveyance which sets out the operation of the charity.  
This was subsequently amended 27<sup>th</sup> March 1997 following the sale off of part of the recreation ground for the extension of the Cemetery.
5. Accounts  
To note the current balances in the account.  
To consider any possible required expenditure
6. Date of Next Meeting  
To arrange a date for the next meeting.



## MARCHAM PARISH COUNCIL

To: All Members of the Council

You are hereby summoned to attend a meeting of the Parish Council to be held in the residents' lounge, Duffield Place, Marcham on Wednesday 12<sup>th</sup> November, 2008, at 7.30 p.m. for the transaction of the business stated below.

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

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

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### A G E N D A

1. Apologies for Absence
2. Declarations of Interest  
To receive any declaration of Personal or Prejudicial Interests in respect of items on the Agenda for this meeting. (Please refer to the notes at the end of agenda).

Members are reminded that should they have a personal interest in an item they must disclose the existence and nature of that interest to the meeting prior to the matter being debated.

Where that personal interest is also a prejudicial interest then the Member must withdraw from the room in which the meeting is being held and not seek improperly to influence any decision about the matter. Council has adopted clause 12(2) of the Model Code of Conduct for Parish Councils 2007 and anyone with a prejudicial interest will be permitted to address Council during the section set aside for public participation.

3. Minutes of the meeting held on 8<sup>th</sup> October, 2008  
To agree the minutes as a correct record of the meeting.
4. Matters arising from the meeting held on 8<sup>th</sup> October, 2008

#### Letters of thanks for grants already awarded

Letters of thanks have been received from Mrs. S. Spurgeon on behalf of Royal British Legion Poppy appeal, and Dr. Dunford on behalf of the Marcham PCC in respect of the grant towards the cost of employing the youth worker.

#### Admissions to Marcham Primary School

Letter received from Oxfordshire County Council.

#### Marcham A415 – Satellite Navigation / Damage to Cottage

Acknowledgement received from the County Council. Detailed reply to follow.

#### Denman College – 60<sup>th</sup> Birthday Celebrations

Letter received thanking the Parish Council for its letter of thanks to the College for opening the college/grounds to the village.

5. Public Participation  
An opportunity for the public to bring parish matters to the attention of the Council.
- 6.. Planning Applications
  - a) Decisions on previous applications
  - b) Applications dealt with prior to the meeting  
  
None received
  - c) Applications for consideration at the meeting  
  
MAR/3036/10 Continued siting of portacabin and oil tank. To be used as a children's nursery.  
The Anson Field, off Morland Road  
For: The Anson Trust
7. District Councillor's Report  
To receive a report on District Council matters from Cllr. Ms. J. Hanna.
8. County Councillor's Report  
To receive a report on County Council matters from Cllr. I. Brown.
9. Air Quality Action Plan for Abingdon  
To receive a report from Mr. Hutchinson who represented the Council at the workshop meeting on 30<sup>th</sup> October.
10. Meeting for Parish Councils hosted by Vale of White Horse District Council/Oxfordshire County Council – 5<sup>th</sup> November  
To receive a report from Mr. Denton, Mr. Cumber and Mrs. Evans who represented the Council at this meeting.
11. Vale of White Horse Voluntary and Community Sector Forum  
To receive a report from Mr. Hutchinson who represented the Council at this meeting on 4<sup>th</sup> November.
12. Weed growth on highways  
To note the response from the County Council, its current position and requirements should the Parish Council take over weed spraying.  
To consider how the Parish Council should proceed.
13. Longfield Play Area Licence  
To resolve that the Chairman and Vice-Chairman sign the Licence document on behalf of the Parish Council.

14. The Anson Trust – Nomination for post of Director  
Although the Council has advertised for interested persons to contact the Clerk to be considered as nominees for the Trust to replace Malcolm Denton as a Director, no one has come forward.  
To consider advising the Trust of the situation and to consider any other possible Parish Council action.
15. South East Plan – Spatial Strategy  
To note comments submitted to the South East England Regional Assembly under delegated powers.
16. South East Plan – Partial Review – Gypsy and Traveller accommodation needs  
To consider any Parish Council comments  
Document available at [www.southeast-ra.gov.uk](http://www.southeast-ra.gov.uk)
17. Communities and Local Government – The making and enforcement of byelaws – A consultation.  
To consider any Parish Council comments.  
Document available at [www.communities.gov.uk](http://www.communities.gov.uk)
18. NHS PCT Strategy 2008 – 2013  
To consider any Parish Council comments on the strategy. Full document at [www.oxfordshirepct.nhs.uk](http://www.oxfordshirepct.nhs.uk). To note a local meeting at 7.00 p.m. on 2<sup>nd</sup> December at Wantage Civic Centre to discuss the strategy.
19. Grants Applications  
To consider grant requests received.
20. Marcham Volunteer Group  
To note the advice from the Council's insurers and to further consider the matter.
21. Risk Assessment  
As part of the accounting and audit process the Council is required to carry out an assessment of the risk facing the Council and its assets and take appropriate steps to manage those risks. The failure to manage risks effectively can be expensive in terms of litigation, reputation and council tax bills.  
Members are required to:
  - a) take steps to identify and update key risks facing the Council
  - b) evaluate the potential consequences to the Council if an event identified as a risk takes place.
  - c) decide upon appropriate measures to avoid, reduce or control the risk or its consequence.A draft document is attached for consideration.
22. Correspondence
  - a) OALC – Winter General Meeting 24<sup>th</sup> November 7.00 p.m. for 7.30 p.m. Stratfield Brake Pavilion, and autumn update.
  - b) Vale of White Horse District Council – Vale Youth Magazine
  - c) Oxfordshire NHS – Primary Care Trust – Survey
  - d) Vale of White Horse District Council – Summons and Agenda



- e) Vale of White Horse District Council – Letter regarding formation/funding of flood groups
- f) Oxfordshire Playing Fields Association newsletter - The Playing Field
- g) Thames Water – Water Resources Management Plan – report on stage 2 involvement

23. Accounts

- a) To note that Mrs. Munro has given the Council the sum of £596 as a donation to provide a seat in memory of her husband.
- b) To note the report of the external auditor.
- c) To approve accounts for payment

24. Matters raised by Members for information

25. Items for MAD News

26. Date of Next Meeting: The next meeting of the Council will take place on 10<sup>th</sup> December, 2008 in the residents' lounge at Duffield Place.

- (i) any Member arriving after the start of the meeting is asked to declare personal interests as necessary as soon as practicable after his/her arrival even if the item in question has been considered.
- (ii) it is not practical to offer detailed advice during the meeting on whether or not a personal interest should be declared, or whether a personal interest should also be regarded as prejudicial.

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Other Literature



## MARCHAM PARISH COUNCIL

To: All Members of the Council

You are hereby summoned to attend a meeting of the Parish Council to be held in the residents' lounge, Duffield Place, Marcham on Wednesday 10<sup>th</sup> December, 2008, at 7.30 p.m. for the transaction of the business stated below.

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

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

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### A G E N D A

1. Apologies for Absence
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Members are reminded that should they have a personal interest in an item they must disclose the existence and nature of that interest to the meeting prior to the matter being debated. Where that personal interest is also a prejudicial interest then the Member must withdraw from the room in which the meeting is being held and not seek improperly to influence any decision about the matter. Council has adopted clause 12(2) of the Model Code of Conduct for Parish Councils 2007 and anyone with a prejudicial interest will be permitted to address Council during the section set aside for public participation.

3. Minutes of the meeting held on 12<sup>th</sup> November, 2008  
To agree the minutes as a correct record of the meeting.
4. Matters arising from the meeting held on 12<sup>th</sup> November, 2008

#### Letter Oxfordshire County Council – Highway Weed Spraying

To note that the County Council is unable to commit to funding routine highway weed spraying. It may be able to consider the request if the funding is reinstated, but this will not be known until budget was formally agreed in March 2009.

#### Howard Cornish Road – Overfull Paper Banks

To note that the Vale of White Horse district Council has advised that these banks are emptied weekly, or when they are 75% full. The situation will be monitored.

5. Public Participation

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

6. Planning Applications

a) Decisions on previous applications

b) Applications dealt with prior to the meeting

None received

c) Applications/Scoping Opinion for consideration at the meeting

Work to Trees  
24/26 North Street  
For: Ringrose Tree Surgery

MAR/20732 Proposed two storey rear extension and front dormer window  
4 Parkside  
For: Mr. M. Powell

MAR/1467/11 Proposed garden room extension  
Omega House, 29 North Street  
For: Mr. and Mrs. A. Campbell

Upper Thames Reservoir / Request for Scoping Opinion

To consider Parish Council comments and any additional environmental issues that the Parish Council considers will need to be addressed.

7. District Councillor's Report

To receive a report on District Council matters from Cllr. Ms. J. Hanna.

8. County Councillor's Report

To receive a report on County Council matters from Cllr. I. Brown.

9. The Anson Trust – Nomination for post of Director

To note the details of the applicant as the Council's nominee to the Anson Trust.  
To consider the application.

10. Communities and Government – The making and enforcement of byelaws

To note the comments submitted by the Clerk under delegated powers.

11. Marcham Volunteer Group/Contractor obligations

a) To note the details of work already undertaken by contractors.

b) To note the list of "jobs" that require doing as prepared by Mr. Denton/Mr. Charles.

c) To further consider how these can be achieved, given the implications of Council having a volunteer group as outlined at the last meeting.

12. Freedom of Information Act  
To resolve to adopt the new model publication scheme and the guidance list with charges.
  13. Risk Assessment  
Now that Council has completed the Licence agreement for the Longfields play area. It should carry out a risk assessment and add this land/fence to its risk assessment document.
    - a) To resolve to add the Longfields Play Area
    - b) To note the insurance cover for members/clerk under the Council's policy.
  14. Parishioner of the Year 2008  
To resolve that a working party comprising two members receive the initial nominations and prepare a short list for consideration by Council.  
To set up the working party.
  15. Correspondence
    - a) Oxfordshire County Council – Road Casualty Report 2007
    - b) Vale of White Horse District Council – Summons and Agenda 10<sup>th</sup> December
    - c) Farmoor Reservoir Pontoon Project – update newsletter
    - d) Oxfordshire NHS Primary Care Trust – Information on finding an NHS dentist
  16. Accounts
    - a) To consider and adopt financial regulations
    - b) To receive a report from the Audit working party
    - c) To approve the audit plan
    - d) To approve accounts for payment
  17. Clerk's Salary  
To review the Clerk's Salary in accordance with NALC's recommendations.
  18. Matters raised by Members for information
  19. Items for MAD News
  20. Date of Next Meeting: The next meeting of the Council will take place on 14<sup>th</sup> January, 2009 in the residents' lounge at Duffield Place.
    - (i) any Member arriving after the start of the meeting is asked to declare personal interests as necessary as soon as practicable after his/her arrival even if the item in question has been considered.
    - (ii) it is not practical to offer detailed advice during the meeting on whether or not a personal interest should be declared, or whether a personal interest should also be regarded as prejudicial.
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