

## MARCHAM PARISH COUNCIL

Minutes of a virtual meeting of Marcham Parish Council held on Wednesday 13th May, 2020 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, Kieran O’Leary, Ruth Mander, James Plumb, Tanya Rosenfeld, Peter Steere, David Walton (Chairman)  
Clerk: Mrs. L. Martin  
Joined by Councillors Richard Webber (County Councillor), and Catherine Webber ( District Councillor) at 7.44 p.m.

- 2020/86      Apologies for Absence  
There were no apologies for absence
- 2020.87      Resignation of Malcolm Denton  
The Chairman announced that he had received a letter of resignation from Malcolm Denton. Council asked the clerk to write a letter of thanks for his long service to the Council and community.
- 2020/88      Declarations of Interest  
Peter Steere declared an interest in the agenda item relating to Harding way the private acquisition of public open space in that he was a resident of Harding way and knew the applicant.  
  
David Walton declared an interest in the agenda item relating to allotments in that his wife was an allotment holder.
- 2020/89      Minutes of the meetings held on 8th April, 2020  
The draft minutes were approved as a correct record of the meeting, subject to amending a typographical error.  
The Minutes to be signed as soon as practicable.
- 2020/90      Matters Arising from the minutes  
  
Annual Parish Meeting – 21st May 2020  
This meeting had been cancelled. The guest speaker on neighbourhood planning would be able to attend as a future date, by arrangement, should the meeting be rearranged.  
  
Covid – 19 – Parish Support – Virtual Meeting  
David Walton, Ruth Mander, and the clerk attended these meetings. There was a large group of volunteers within the village, supporting every street. A small grant fund was being managed by the Church and was available in cases of financial hardship.  
The community larder scheme and prescription delivery service operated by Abimed's was successful. As the support scheme was operating well the next meeting of the Covid 19 parish support group would take place on 26th May.

Salvation Army Textile Bank – Howard Cornish ~Road

Arrangements had been made with Biffa to collect the items which were overflowing, however the arrangement was cancelled at the last minute, as the Primary School nursery came forward offering to take the sacks. It was reported that notices had appeared on the textile bank. The clerk advised that Mr. Denton had undertaken to place a notice on the textile bank advising that sacks of clothes should not be left.

2020/91 Cllrs. Richard Webber (Oxfordshire County Council) and Catherine Webber (Vale of White Horse District Council) joined the meeting.

2020/92 Annual Meeting of the Council

Council discussed the postponement of the annual meeting of the Council to May 2021. The Chairman called for a show of hands for those in favour of postponing the annual meeting to May 2021 at the latest, 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.

In favour  
9

Against  
0

Abstention  
0

Council noted that Mr. Denton served on the personnel committee and as the Council's representative of the churchyard working group.

RESOLVED:

- (i) that the Annual Meeting of the Council be postponed until May 2021 at the latest. The annual meeting to be held earlier if practically possible.
- (ii) that Michael Hoath replace Malcolm Denton on the Personnel Committee
- (iii) that Caroline Garvey replace Malcolm Denton on the Churchyard Working Group.

2020/93 Public Participation

No members of the public had logged into the meeting.

2020/94 Planning Matters

a) Decisions on previous applications

P20/V0769/FUL Demolition of existing garage, replacement new parking, amenity space and associated dwelling  
Land off The Farthings (adjacent no. 13)  
Refused 7th May, 2020

P20/V0210/DIS Discharge of conditions 5 (parking), 7 (footpath link north), 10 (travel information pack) and 20 (charging points)

for electric vehicles) on application ref. P18/V2470/FUL  
Variation of condition 2 - approved plans on application ref.  
P16/V3224/FUL Erection of 47 dwellings with associated  
means of access, car parking, footpath links, amenity space and  
landscaping.  
Land off Sheepstead Road

Permitted 21st April 2020

b) Applications dealt with prior to the meeting

None received

c) Planning Applications for consideration at the meeting

None received

d) Vale of White Horse District Council – Call for sites for the next  
Local Plan

Council noted that local authorities were required to review the local  
plan every five years and the District Council was beginning to work  
on its next local plan 2041. An invitation had gone to landowners,  
agents, developers and others, who were interested in having  
land with different uses, considered for inclusion.

The question was asked of Cllr Catherine Webber as to whether a list  
of sites submitted would be in the public domain. She would check  
this point. The knowledge would be helpful in case the Council  
undertook a Neighbourhood Plan.

2020/95 Councillor's Report – Cllr. Richard Webber and District Councillor's  
Report – Cllr. Catherine Webber

These items were deferred to a later point in the meeting.

2020/96 Community Facilities

Council received a report on the current position in regards to the  
construction of the hall, multi-use games area and works to the sports  
pitches. The hall and muga were essentially finished and the 10 year  
guarantee certificate needed to be issued, as did the gas certificate  
confirming correct installation of the boiler. Council noted the  
snagging list produced by the Council's surveyor following an  
inspection in April. The sports pitches were being levelled, but were  
not seeded.

The legal documents, Lease, Underlease, Management Agreement and  
contract for s. 106 funding were progressing. Cllr. Catherine Webber  
would approach Pat Connell, solicitor at the District Council in regards  
to the Agreement with the District.

Council noted comments from the Clerk in regards to the insurance  
quotations. Council's preference was to insure the building and muga  
with Zurich insurance from the day of the Transfer to the Parish  
Council. It was suggested that the policy for the building be sent to the

Marcham Community Group for checking in order to avoid duplication as MCG were taking out contents insurance. Council discussed the limit of hirer's cover. In view of the value of the buildings, it was thought appropriate to set the limit for this at £2million.

Council considered the draft application for some of the s. 106 art funding for the youth shelter. Slight amendments were suggested. Currently access to the site was prohibited, and it was therefore difficult to indicate the exact location for the shelter.

Council considered a request from Marcham Community Group to relocate the defibrillator at the primary school, to the hall site. After discussion as to the advantages and disadvantages, Council's preference was to leave it at the primary school.

**RESOLVED:**

- (i) that buildings insurance for the hall and muga be taken out with Zurich insurance from the date of the Transfer of the site to the Parish Council.
- (ii) that a copy of new policy with Zurich insurance be given to Marcham Community Group for checking to ensure that there was no duplication in regards to buildings and contents cover
- (iii) that the limit for hirer's liability be set at £2 million.
- (iv) that the draft s. 106 application for art funding be approved, subject to the amendments, and submitted to the Vale of White Horse District Council.
- (v) that the Council's defibrillator located on the external wall at the primary school remain at school and not be relocated to the new hall.

2020/97

County Councillor's Report- Cllr. R. Webber

Covid 19 – Funding was available from central government for approximately 30% of Oxfordshire's needs. The hospitals were doing extremely well, but there was some anxiety about death rates rising in non Covid cases, as people tended not to go to hospital when they needed to. Care home data was not easily available. Schools were open for children of key workers and it was felt that there was not sufficient discussion on the impact on teachers.

Mill Road – Bridleway bridge – Cllr. Webber advised that the County Council was hopeful of achieving a solution to the difficulties caused by the closure.

Cycle routes – A question was asked as to when the Government would start relaxing the rules and increase the space for cyclists at the expense of cars. This was commented on by Cllr. Catherine Webber.

- 2020/98      District Councillor's Report – Cllr Catherine Webber  
Local Walking and Cycling Infrastructure Plan – The Plan preparation in the county had started with marking routes within Oxford and the District Council was hoping to prepare a Plan for Abingdon. She asked for information to be provided to her as to good routes for cycling in the area which could be included.
- Covid 19 – Office staff at the Vale of White Horse District Council had been moved to assist in other areas such as providing community support.
- Grants  
Business grants to offset the impact of Covid 19 had been awarded. The District Council was working on discretionary business grants, and funds would soon be available for this.
- Planning Committee – Meetings of the planning committee were going to be held virtually. There was, however, going to be no opportunity for the public to participate and address committee, and therefore there was no opportunity for Members to question the speaker. Written statements on behalf of the Parish Council, supporters and objectors would be acceptable. The first online virtual Planning Committee would take place on 26th May at 10.30 a.m.
- 2020/99      Cllrs. Richard Webber and Catherine Webber left the meeting at 20.42 p.m.
- 2020/100     New Road – Grass Cutting  
Council considered correspondence from a resident regarding the grass cutting in New Road. This requested the Parish Council to take on the highway verge cutting, as residents who had done it themselves from time to time were no longer able to do so. It was thought that there may be some confusion between the Parish Council and County Council regarding responsibilities for highway verge cutting. Council had some sympathy with the resident regarding the infrequent cutting of the verge, and considered whether it would wish to take on highway verge cutting under an agency agreement from the County Council.
- RESOLVED:
- (i) that the resident be advised that it was the responsibility of the County Council to cut highway verges
  - (ii) that Council would consider the matter of an agency agreement for highway verges in the Autumn when setting the budget for 2021/2022
- 2020/101     Marcham Churchyard  
Council considered a request from the Church, for the Parish Council to fund the cost, or contribute along with the Church, towards the cost of a temporary repair with hoggin, to the driveway from Church Street

and footpath from Denman steps to the main door of the Church. It was suggested that the Parochial Church Council supply quotations. A question was asked as to what was to be included in the quotations, as the driveway from the entrance gate part way along to a manhole cover could be improved, but the remainder of the driveway was satisfactory.

RESOLVED:

- (i) that this Council is minded to support the request for assistance with funding.
- (ii) that the Parochial Church Council be asked to provide quotations
- (iii) that the Clerk to the Council, too, seek quotations, once the exact area for the quotations had been established.

2020/102 Oxfordshire County Council – Proposed Diversion of Footpath 5 - part of Upwood Quarry

Council discussed the proposed temporary diversion of footpath 5 at hills aggregates of with quarry of the A 338 to 30th September, 2028 to enable sand extraction to continue.

RESOLVED:

- (i) that this council has no objection to the proposed temporary diversion of footpath 5 at Upwood Quarry.
- (ii) that the fact that the water levels in the adjacent Fen, a special area of conservation being monitored as the sand extraction works could have an adverse impact.

2020/103 Path Howard Cornish Road Harding Way

Council considered correspondence from a resident expressing concern that the trees along the path from Howard Cornish road to Harding way had not been trimmed in the last four years. The resident's view was that these had the potential to cause damage to nearby properties. The maple trees in question were subject to a tree preservation order, the Parish Council having taken responsibility for the area during the last few months. Members suggested that in correspondence from the resident be forwarded to the arboricultural officer at Vale of White Horse District Council asking for his advice in terms of what could be done in the context of the letter.

Council noted a quotation from Scottish Southern Electric for the power supply for lighting this path. In addition to this, there would be costs for lighting columns or bollards, and the erection of these plus connection to the supply when installed, for which approximate figures had been supplied. Total costs could be in the region of £9000. The next stage, if members were in general agreement to progress the matter, would be undertake consultation with nearby residents, and seek specific detailed quotations all aspects other than the work by Scottish Southern.

The s. 106 working party would review the terms of the s. 106 Agreement for the Vanderbilt development and the access to the commuted sum for maintenance of the public open space, being held by the District Council. An application for the funding would be drafted by the working party.

The Chairman called for a show of hands for those who supported the idea of lighting at this path

In favour  
7

Against  
1

Abstention  
1

RESOLVED:

- (i) that the correspondence from the resident regarding the maple trees along the path from Howard Cornish Road to Harding Way be forwarded to the District Council's arboricultural officer seeking advice as to what could be done in the light of the content of the correspondence.
- (ii) that lighting on the path be postponed until the commuted sum for maintenance of the public open space was handed over to the Parish Council.

2020/104

Path – Harding Way northwards through to Mactaggart Mickel site south of the allotments

Council discussed the future maintenance responsibility for the path to be constructed by Mactaggart Mickel in the public open space on the east side of Harding way. It had been anticipated that this would become the Parish Council's responsibility, but there was a proposal that it be included in the section 38 Highway Agreement for the development site.

The chairman called for a show of hands for those who supported the the County Council taking on the responsibility for future maintenance of the path.

In favour  
1

The chairman called for a show of hands for those who supported the the Parish Council taking on the responsibility for future maintenance of the path.

In favour  
8

There was no call for a vote for those against, or abstentions

RESOLVED:

that the Parish Council take on the responsibility of the path to be constructed by Mctaggart Mickel

through the public open space at the eastern end of Harding way, and that it not be part of the developer's s. 38 Highway Agreement.

Peter Steere, having declared an interest in the following item took no part in the debate or voting in the following item.

2020/105

Harding Way – Public Open Space

Council considered a request from a resident in Harding Way for the acquisition of some of the public open space land to enable a house extension to be built. The Clerk had advised on the legal issues in regards to disposing of such land. It was unclear how large an area was required. Members considered seeking further information.

The Chairman called for a show of hands for those in favour of seeking more information from the applicant

In favour

5

The Chairman called for a show of hands for those in favour of not considering any disposal of land at all

In favour

3

RESOLVED:

In the first instance, full information as to the extent of land involved and the location of the proposed extension be obtained.

2020/106

Weed Spraying

Council confirmed that weed spraying should be undertaken twice in the season.

2020/107

Standing Orders

The duration of the meeting had been 2 hours and Council resolved to suspend standing order no. 3x in order to allow business to be continued.

2020/108

Allotments

Council considered a request from an allotment holder for fresh horse manure to be left at the allotment site, to rot down and be available for allotment users, to be continued to be brought back to the site once the tenancy of the pony paddock adjacent to the allotments ceased. Council noted that the pedestrian gate off Sheepstead Road and the vehicle gate at the eastern side were in need of repair. The Clerk had

asked the handyman to inspect these. New posts were required at the vehicle gate, and a bolt and chain would fit the hasp on the pedestrian gate to enable it to be kept shut.

Council considered comments that the pillbox off Cow Lane was overgrown and considered a request for the Parish Council to clear it. Council noted that the clerk had written to certain allotment holders who had not worked their plots recently, to see whether they wished to continue this season, and also written to some who were in arrears with rent as at 31st March 2020

RESOLVED:

- (i) that permission be given for the manure from the horses in the paddock, where the tenancy was to come to an end in July, be sited on the end plot near the trees, which did not currently have a tenant.
- (ii) permission was only for this season
- (iii) Council would review the matter when a new tenant occupied the paddocks.
- (iv) that Council funds the cost of repairs to both gates
- (v) that Council not undertake works to clear the pillbox
- (vi) that Council agreed to Notices to Quit being served on tenants in arrears with rent or who had ceased working their plots.

2020/109 Correspondence

a) Thames Water – Water Resources Management Plan

b) Vale of White Horse District Council – Covid 19 Business Grants information.

Council noted the possibility of applying for a business grant in relation to the running of the cemetery. Members had confirmed via email that it was not their wish for the application to be lodged.

The Chairman called for a show of hands to confirm that the Council did not wish to apply for a Business grant

RESOLVED:

that this Council did not want to apply for a business grant being offered by the District Council in regards to its cemetery function, although it was liable to pay business rates.

- c) OALC – April newsletter
- d) Cow Lane Paddocks – Notification received from the tenant that the tenancy will be surrendered in July. Steps were being taken to advertise the paddocks.
- e) Oxford Preservation Trust Awards – Nominations for Awards are invited before 30th June, 2020
- f) Oxfordshire County Council – Road works and Road Closure A338 at Hanney to allow for the installation of a new drainage pipe, commencing 26th May for 3 weeks.
- g) Healthwatch – May briefing

2020/110

Accounts

Council noted list of cheques numbered 3309 to 3316 and authorised payments in the sum of £5499.51 in respect of administration costs, play area checks, grass cutting, and allotment water.

Council considered the budget monitoring report for the year ending 31st March 2020, and the receipts and payments accounts showing the year end balances.

RESOLVED:

that the budget monitoring report and year end balance reports be accepted.

2020/111

Matters raised by members for information

There were no matters raised.

2020/112

Items for Marcham and District News

The Clerk would prepare an article for MAD News.

2020/113

Date of Next Meeting

The next scheduled meeting of the Council would be the annual meeting to be held on Wednesday 10th June, 2020 at 7.30 p.m. via Zoom unless owing to the Covid-19 virus, arrangements changed.

The meeting closed at 9.45 p.m.

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