

MARCHAM PARISH COUNCIL

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

Present:

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

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

It was moved by Sheena Bigden, seconded by Michael Hoath, and

RESOLVED: nem.con

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

2021/77

Change to Agenda Order

Owing to the length of the agenda, it was

RESOLVED:

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

2021/78

Public Participation

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

2021/79

Appointments

(i) Appointment of Planning Working Group

RESOLVED:

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

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

RESOLVED:

that Sandra Hill represent the Council.

(iii) Appointment of Members to the Churchyard Working Party

RESOLVED:

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

maintenance of the closed Churchyard

(iv) Appointment of MAD News Correspondent

RESOLVED:

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

(v) Review of Effectiveness of Internal Audit Working Party

RESOLVED:

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

(vi) Parishioner of the Year Award working party

RESOLVED:

that Sandra Hill and Sheena Bigden form a working party to consider nominations for the Parishioner of the Year Award, produce a short list for Council, and to administer the arrangements for the Certificate.

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

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

RESOLVED:

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

(viii) Appointment of Parish Council representative as MCG Trustee

RESOLVED:

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

(ix) Appointment of members to Play Area working party

RESOLVED:

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

(x) Appointment of allotment working party

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

RESOLVED:

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

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

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

RESOLVED:

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

(xiii) Staff Committee

RESOLVED:

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

2021/80

Review of Policies, assets, insurances, and subscriptions

Council reviewed the following:

Data protection policy and privacy notice

Standing Orders and Financial Regulations

Complaints Procedure

Grants Policy

Land and assets Register

Insurances

Subscriptions to outside bodies

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

Email arrangements

RESOLVED:

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

2021/81

Planning Matters

a) Decisions on previous applications

There were no decisions to report

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

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

Manor Farm, Mill Road

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

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

Keranderry, Faringdon Road, Frilford Heath.

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

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

Land south of the A415

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

P21/V0530/HH Second storey side extension

10 Chancel Way

Comments: Council had no objection

c) Applications considered at the meeting

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

15 Abbots Grange

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

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

5 Barrow Close

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

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

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

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

2021/82

District Councillor's Report – Cllr. Catherine Webber

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

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

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

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

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

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

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

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

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

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

Cllr. Catherine Webber answered questions.

2021/83

Cllr. Richard Webber joined the meeting

2021/84

County Councillor's Report – Cllr. Richard Webber

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

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

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

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

50 mph limit on A415 operating well.

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

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

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

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

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

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

2021/85

Community Facilities

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

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

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

2021/86

Cow Lane Allotments

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

RESOLVED: that at the Cow Lane site

- (i) as there were insufficient allotment holders prepared to form an Allotment Association, that the working party membership be extended to include non councillors who are interested in serving on it, up to a maximum of 4.
- (ii) that on a vote of 5:1 there be no

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

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

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

2021/87

Remote Meetings

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

RESOLVED:

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

2021/88

Hitchcose Wood – Footpaths

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

RESOLVED:

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

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

RESOLVED:

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

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

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

RESOLVED:

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

2021/91

Correspondence

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

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

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

i) Land Registry – Title to village hall

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

2021/92

Accounts

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

2021/93

Matters Raised by Members

Marcham Society – Wild Flower Area

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

Frilford Road Recreation Ground – pothole

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

Bus Shelter - Longfields

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

2021/94

Items for Marcham and District News

The Clerk would prepare an article for MAD News.

2021/95

Date of Next Meeting

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

The meeting closed at 9.45 p.m.

Signed Date