

MARCHAM PARISH COUNCIL

Minutes of the annual meeting of Marcham Parish Council held on Monday 9th May, 2022, commencing at 7.30 p.m. held in the village hall, Barrow Close Marcham

Present:

Sheena Bigden, Sandra Hill, Michael Hoath, (Chairman), Ruth Mander, James Plumb, Suzanne Saunter
Clerk: Mrs. L. Martin

2022/68 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

2022/69 Declaration of Acceptance of Office
Michael Hoath made and signed the Declaration of Acceptance of Office of Chairman.

2022/70 Apologies for Absence
Apologies for absence had been received from Mark Harvie (work commitments) and Tony Mackelworth (work commitments)
Apologies had also been received from Cllrs. Catherine Webber (District Councillor) and Richard Webber (County Councillor) as they were abroad.

2022/71 Declarations of Interest
There were no declarations of interest from Members.

2022/72 Casual Vacancy
One candidate who had applied to fill the vacancy was not in attendance at the meeting. Reference was made to Council procedures where possible conflicts of interest arise.

RESOLVED:

- (i) that consideration of the co-option be postponed to the next meeting.
- (ii) that the candidate be requested to attend the next meeting so that any questions from members could be put directly to him.

2022/73

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 Ruth Mander that Mark Harvie be appointed Vice-Chairman. As he was not in attendance at the meeting to comment on the nomination, it was then moved by Michael Hoath, and seconded by Sandra Hill, that Ruth Mander be appointed Vice Chairman.

RESOLVED: nem.con

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

2022/74

Appointments

(i) Appointment of Planning Working Group

RESOLVED:

that the Clerk be given delegated powers in consultation with Michael Hoath and James Plumb 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 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:

- (i) that Sandra Hill, Ruth Mander and Sheena Bigden form a working party to consider planning obligations, review of community facilities leases and changes and alterations to the facilities, and other related matters, reporting back to the Council.
- (ii) that the Clerk attend these meetings if possible

(viii) Appointment of Parish Council representative as MCG Trustee

RESOLVED:

- (i) that Mark Harvie be asked if he would accept the appointment of nominated MCG Trustee.
- (ii) that nominations to MCG be deferred for the time being.

(ix) Appointment of members to Play Area working party

Terms of Reference: To determine play equipment and youth shelter provision within the parish. No budgetary control, will be allocated. To produce designs and obtain costings for projects, and to report back to Council.

RESOLVED:

- a) that Sandra Hill, Suzanne Saunter form a working party together with up to 4 members of the public
- b) that the working party also consider the provision of a youth and community shelter

(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 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, Sandra Hill and James Plumb be appointed to the Staff Committee
- (ii) that Mark Harvie be asked to become a member.
- (ii) that the Terms of Reference from 20/21 be carried forward

(xiv) Technology Working Party

RESOLVED:

that Michael Hoath and Tony Mackelworth form a working party to progress a new website and any other technical matters.

2022/75

Review of Policies, assets, insurances, and subscriptions

Council reviewed the following:

Data protection policy and privacy notice
Standing Orders and Financial Regulations
Complaints Procedure

Code of Conduct
Grants Policy
Land and assets Register
Insurances
Subscriptions to outside bodies
Representation of Council at outside meetings, and arrangements for reporting back.

It was noted that the Standing Orders provided for meetings not to take place in premises, which at the time of the meeting were used for the supply of alcohol. A query was raised in regards to the Premises Licence for the bar and village hall. Council meetings were held in the separate main hall, away from the bar area. The bar area was not open on nights when Council meetings took place, and there were no other locations in the parish suitable for meetings which were cheaper to hire.

A query was raised in regards to the grant policy which permitted non profit making organisations of direct benefit to inhabitants of Marcham to apply for grants. It was suggested that Local Authorities should be ineligible to apply as their funding came via central government and local council tax, and should be specifically excluded in the policy.

RESOLVED:

- (i) that the Data Protection Policy and Private Notice, Standing Orders and Financial Regulations, Complaints Procedure, Code of Conduct, Grants Policy and the Land and assets Register remain as at present.
- (ii) that the provision of Local Government Act 1972 and Licensing Act 2003 in regards to locations for the holding of Council meetings be noted, and that the Council continue to hold its meetings in the village hall.
- (iii) that the policy for grant applications be considered again in July, in advance of any article in September's village news letter regarding this year's grant applications.
- (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, as there were 3 year agreements in place.

- (v) that in view of the current increasing costs of building materials that a revaluation of the costs of construction of the hall takes place.
- (vi) that the clerk in consultation with the Chairman progress the matter of the revaluation to guide insurance cover.

2022/76 Minutes of the meeting held on 11th April, 2022
The minutes of the meeting held on 11th April, 2022 were approved and signed by the Chairman as a correct record of the meeting.

2022/77 Matters arising from the meeting held on 11th April, 2022
Willow Farm
Notes received from Warren Brooker, Chairman of Willows Farm Management Company had been circulated to members.

2022/78 Public Participation
There were no members of the public in attendance

2022/79 Planning Matters

a) Decisions on previous applications

P22/V0352/HH Minor alterations to wall to form new access drive and erect 2 bay open port garage
12 Frilford Road
Permitted 11th April, 2022

P22/V0352/LB Minor alterations to wall to form new access
12 Frilford Road
Permitted 11th April, 2022

P21/V3297/FUL Erection of 2 storey 4 bed dwelling
8A The Gap
Permitted 21st April, 2022

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

None Received

c) Applications considered at the meeting

None received

2022/80 District Councillor's Report – Cllr. Catherine Webber
Oxfordshire County Councillor's Report – Cllr. Richard Webber
No report was available as both councillors were abroad, and people

had also been busy with elections in early May that had taken place in some parts of the county.

It was suggested that in future, it would be helpful to have a written report from the District and County members in advance of the meeting. The Clerk was asked to request that they produce a report for each meeting.

2022/81

Neighbourhood Plan

RESOLVED:

That this item be deferred to the next meeting.

2022/82

Community Facilities

Formal Opening - Marcham Community Group is arranging the formal opening of the facilities. Suggested dates were awaited from them.

Signage – The wording for entry points to the field was being considered by Marcham Community Group. Draft wording would be sent to the Parish Council and Anson Trust, as landowner, in due course.

Fat in drainage system - Marcham Community Group had spoken to Thirsty Café and other hall users and nearby residents regarding fat from cooking which had gone into the drainage system and affected the pump.

Drainage correspondence – Council noted a copy letter sent from the owners of 3 Morland Road to Thames Water regarding odours from the drainage pipes and manhole which were in their rear garden and which had only occurred since the hall, nursery and 5 new houses had connected into the system.

2022/83

Annual Meeting of Electors

The arrangements for the annual meeting of electors were finalised.

2022/84

Correspondence

a) Oxfordshire County Council – Road closure Packhorse Lane A415 26th July, 2022 to 8th August 2022, and A338 East Hanney 20th June to 13th July 8.00 p.m. to 6.00 a.m.

b) On Line Forum for Parish Councils in nature recovery and biodiversity. Tuesday 10th May, 2022 at 6.30 p.m.

c) Oxfordshire County Council – Bridleway 17 – Mill Road bridge
The Agreement between the landowner and the County Council as rights of way authority was being finalised.

d) Oxfordshire County Council – Survey on Electric Vehicle Charging Points

Council noted the questions posed by the County Council. It also noted that Marcham Community Group had been approached for its

view, as the hall car park was one location under its management. Members were asked to send any comments to the Clerk so that a response to the County Council could be formulated.

- e) Police and Crime Commissioner – April 2022 bulletin
- f) Oxfordshire Association of Local Councils – April circular newsletter
- g) Thames Water Resources Forum – 7th June 11.30 a.m. via Teams – Regional Plan update
- h) Abingdon Bridge – Annual General Meeting 6th June The Barns, Christ Church, Northcourt Road at 7.00 p.m.

2022/85

Oxfordshire County Council – Disabled Persons Parking Places

It was noted that the County Council proposed to remove the disabled persons parking place outside 32 Fettiplace Road and to install a new one alongside 29 Parkside.

RESOLVED:

That this Council had no comment to make

2022/86

Accounts

The list of payments had been circulated to members, and Council noted the cheques numbered 3506 to 3515, and authorised payments in the sum of £5275.71 in respect of administration costs, play area checks, litter picking, allotment water and grass cutting.

2022/87

Matters Raised by Members

Litter Pick

It was suggested that a litter pick could possibly be arranged. Ruth Mander offered to speak with Malcolm Denton, a previous litter pick organiser, in the first instance.

Access to Marcham Centre – traffic speeds

A question was asked about speed humps that had been proposed for the access road to the hall, off Morland Road. It was understood that Marcham Community Group was arranging to install humps, and that a mirror off the highway would assist pedestrians with sight into the access road. Michael Hoath would check with the Chairman of MCG Trustees.

Cow Lane Allotments

Water - It was noted that the allotment water bill was higher than usual, and it was suggested that the water for the paddock which formed part of the allotment site, be separately metered. The Clerk stated that the grazing Licence expired in July. This was a matter which could be considered.

Signage – It was noted that whilst it had been erected on poles, it needed transferring to the gates

Padlock for main gate – The lock was in need of replacement, and the Clerk had taken this to a distributor to see whether a new lock could be pinned to match existing keys. This was being checked and a report from the distributor was awaited.

2022/88

Items for Marcham and District News

The Clerk would prepare an article for MAD News.

2022/89

Date of Next Meeting

The next meeting would be held on Monday 13th June, 2022 at 7.30 p.m. in the village hall.

The meeting closed at 9.20 p.m.

Signed Date