

MARCHAM PARISH COUNCIL

Minutes of the meeting of Marcham Parish Council held on Monday 13th June, 2022, commencing at 7.30 p.m. held in the village hall, Barrow Close Marcham

Present:

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

Joined by Suzanne Saunter at 7.35 p.m.

and one member of the public at 7.40 p.m.

Clerk: Mrs. L. Martin

- 2022/90 Apologies for Absence
Apologies for absence had been received from Tony Mackelworth. Apologies had also been received from Cllrs. Catherine Webber (District Councillor) and Richard Webber (County Councillor).
- 2022/91 Declarations of Interest
There were no declarations of interest from Members.
- 2022/92 Casual Vacancy
Council agreed to defer this item until the applicant arrived.
- 2022/93 Minutes of the meeting held on 9th May, 2022
The minutes of the meeting held on 9th May, 2022 were approved and signed by the Chairman as a correct record of the meeting.
- 2022/94 Suzanne Saunter joined the meeting at 7.35 p.m. and confirmed that she had no declarations of interest in any of the agenda items.
- 2022/95 Matters arising from the meeting held on 9th May, 2022

Oxfordshire County Council – EV Charging Points
Council noted the comments from Marcham Community Group on the possibility of EV charging points on the village hall car park.
- 2022/96 One member of the public joined the meeting at 7.40 p.m.
- 2022/97 Matters arising continued

Staff Committee and nomination as MCG Trustee
Council noted that Mark Harvie had agreed to join the staff committee, and also serve as the Council's nominated Trustee for MCG as resolved at the last meeting
- 2022/98 Casual Vacancy
This item was taken next on the agenda, as Warren Brooker, applicant for the vacancy had arrived. The Chairman outlined the way the Council operated. Questions were put to Mr. Brooker which were duly

answered. Mr. Brooker left the room during the discussion about his application.

RESOLVED

that Warren Brooker be co-opted to the Council to serve until the next election.

Mr. Brooker rejoined the meeting and was advised of Council's decision. The Declaration of Acceptance of Office would be signed at a later date, once he had had the opportunity to receive and consider the documents in the welcome pack. Mr. Brooker then left the meeting.

2022/99

Public Participation

There were no other members of the public in attendance

2022/100

Planning Matters

a) Decisions on previous applications

P22/V0770/HH Single storey infill extension linking house to garage
7 Anson Close
Permitted 19th May, 2022

MW.0014/22 S. 73 Continuation of development approved under MW.0119/15 to extract and process soft building sand without complying with condition 1 to enable amendments to the sequencing of working in field 2
Upwood Quarry - Hills Quarry Products Ltd
Permitted 1st June, 2022

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

22/V1179/N4D Change of user from class R status to flexible use to microbrewery for making craft beer and storing it.
Bothy Vineyard, Faringdon Road
Comments: the Council had no objections to the current proposal for the use of the building as a small micro brewery, as there would be little change from its current use for wine bottling. It would have concerns if this lead to subsequent changes to other use classes whereby there could be different impacts on the area, e.g. traffic, HGV movements or inappropriate development in the Green Belt.

P22/V1057/LB Discharge of condition 3 (materials) on application P22/V0159/LB (repair and restoration works to the rear lean-to roof, including replacement of rainwater goods)
Old Rose Cottage, 44 North Street
Comments: Council had no comment to make

Council noted that an appeal has been lodged by the applicant against the refusal by the District Council for the retrospective application for damp roofing works. No additional comments were made by the Council.

P22/1125/DIS Discharge of conditions 8 (surface water) and 9 (foul water drainage) on application P21/V0700/FUL (Demolition of existing house and garage. Replacement detached property and detached garage)
Kerranderry, Faringdon Road
Comments: Council wished that Thames Water confirm its approval to the drainage solutions before the conditions were discharged.

c) Applications considered at the meeting

P22/1283/HH First floor extension
27 Anson Close
Comments: Council had no objections

P22/V1269/FUL Erection of new dwelling
Land rear of 21 Mill Road
Comments: Council RESOLVED to object on grounds of lack of flood risk assessment, inadequate onsite parking for visitors, traffic swinging and turning, at a point opposite the main entrance into the Manor Farm with agricultural vehicles manoeuvring, vehicle tracking and traffic review to be undertaken. Council requested a full flood risk assessment and that if the application were approved, the access was to be used for one dwelling only.

d) Planning Correspondence
Vale of White Horse District Council / South Oxfordshire District Council – Joint Local Plan Issues Consultation
Council noted and considered the Consultation

RESOLVED:

that no comments be made

2022/101 District Councillor's Report – Cllr. Catherine Webber
Oxfordshire County Councillor's Report – Cllr. Richard Webber
In the absence of Cllrs. C and R Webber no report was available.

2022/102 Development Site – North of Harding Way – Pye
The Chairman and Clerk had met with representatives from Pye (Head of Technical, Architect and Land Buyer). The Chairman summarised the points discussed in regards to its new development. The Council was likely to be required to be a party to legal Agreements and Pye had verbally undertaken to fund the Council's legal costs. The Clerk stated that she had been in contact with the Council's Solicitor who had confirmed that she could act for the Council.

RESOLVED:

that Wellers Law Group be instructed to act for the Council in regards to any necessary Agreements required in connection with the Pye Homes development site off Sheepstead Road

2022/103

Neighbourhood Plan

Mark Harvie gave an update report. Stakeholders were being identified in order for discussions to take place. Progress was slow, and the matter was at a fact finding stage. It was noted that unfortunately no one who attended the annual parish meeting, where there was a presentation on Neighbourhood Planning, had come forward to volunteer to assist.

2022/104

Community Facilities

Formal Opening

It was reported that Marcham Community Group had arranged the formal opening of the hall 6.00 p.m for 6.30 p.m.on Tuesday 5th July.

Nominated Trustee

RESOLVED:

that Mark Harvie be the Council's nominated Trustee for the Marcham Community Group for the next financial year.

Insurance

The insurance premium for the hall building, car park and muga for June 2022 – June 2023 was £1101.31.

RESOLVED:

- (i) that as owner and landlord the sum of £1101.31 be paid to Zurich Municipal by the Council
- (ii) that this sum be re-claimed from the tenant, Marcham Community Group

A meeting with Marcham Community Group to review the Management Agreement was referred to. As the hall's accounts for the year ending 31st March 2022 had not been adopted by the Trustees, the preference was to hold a review meeting later in the year, when all aspects could be considered.

2022/105

Code of Conduct

Council noted that the Oxfordshire Secretaries and Monitoring Officers Group had agreed a model Code of Conduct to be applied on a countywide basis, and which was intended to provide consistency

across all tiers of local government. Formal training would be delivered by Microsoft Teams by the Vale of White Horse District Council on Thursday 15th September and Wednesday 28th September.

The Chairman called for a show of hands for adopting the Code of Conduct as presented

| In favour | Against | Absentions |
|-----------|---------|------------|
| 7 | 0 | 0 |

RESOLVED:

To approve and adopt the Code of Conduct appended to these minutes with effect from 1st July, 2022

2022/106

Longfields – Bus Shelter

Council noted a comment from a member of the public that the bus shelter at Longfields was in need of cleaning. The GRP window panels had been damaged by cigarette butts, and cleaning would not solve this issue. Algae was on the roof. A quotation had been obtained from Externiture in the sum of £38.60 plus vat, if it were done when an operative was next in the area.

RESOLVED:

that Longfields bus shelter be cleaned in the sum of £38.60 plus vat, when an operative was next in the area.

2022/107

Correspondence

- a) Nature Recovery and Biodiversity Forum meeting via Teams. 13th June, 2022 at 6.30 p.m.
- b) Thames Water Utilities Ltd – Offer to host a meeting to provide an update following the Water Resources South East consultation, and to hear the views of members. Council requested that the Clerk arrange an evening meeting.
- c) Oxfordshire Water Summit 11th June Oxfordshire County Council and Gard (Previously notified to members).
- d) Vale of White Horse District Council – Deep Cleansing (litter picking, sweeping and weed removal) in Marcham between 30th August, 2022 and 5th September, 2022). Priority areas initially were identified as clearing alleyways around Haines Court, and Sheepstead Road / Faringdon Road to the Black Horse public house. The Clerk was asked to place an article in Marcham and District News inviting suggestions from members of the public.
- e) Oxfordshire County Council – Transport Planning – Transport for Oxford – Public Consultation in the Summer. Prior briefing for Parish Councils held on 7th and 8th June, 2022. (Members previously notified).
- f) Vale of White Horse District Council – Numbering of new house adjacent to 8A the Gap. This had been allocated the number 8B.

- g) Vale of White Horse District Council – EV Chargers unveiled in car parks across the district.
- h) Vale of White Horse District Council – Code of Conduct for Parish Councils
- i) Gig a Clear –Notification of works in Packhorse Lane – To tie in with previously advised road closure 26th July 2022 – 8th August, 2022. The plan of the area showing the closure and route for diversion would be sent again to members.
- j) Oxfordshire County Council – Notification of temporary road closure at Blackhorse Lane, Cothill on 27th July between 9.00 a.m. and 4.00 p.m. to allow for carriageway patching works.
- k) Oxfordshire County Council – Parish Transport Representatives meeting 5th July, 2022 via Teams. 13.30 to 15.00 main meeting, with presentations and updates from OCC staff and speakers, followed at 15.00 by a surgery session, to enable parish specific questions to be discussed.
- l) RoSPA – Notification of play area inspection to take place in July.
- m) Oxfordshire County Council – Notification of Street Lighting replacements in Marcham with effect from 30th May.
- n) Police / Crime Bulletin – May.
- o) Oxfordshire County Council – Street Lighting replacement. It was reported that these works had commenced. New columns on the wide Howard Cornish Road verge either side of Longfields were obscured by trees. The Clerk was asked to contact the District Council, as owners of that piece of land to enquire whether the trees could be cut back.

2022/108

Accounts

- (i) Council received the financial statement for the year end 31st March 2022 showing balances of £435788.76. The Internal Auditor’s report, explanations where items had not been covered by the auditor, detailed analysis, together with his letter confirming that there were no observations had been circulated to members, and these were considered.

The Governance and Accountability Statement for the year ended 31st March 2022 was considered. The Chairman put each point separately to the Council.

On a show of hands

| | | |
|-----------|---------|------------|
| In favour | Against | Abstention |
| 7 | 0 | 0 |

It was

RESOLVED:

a) that the Internal audit report, statement, and analysis be accepted by Council

b) that Section 1 the Governance Statement, of the AGAR for the year ending 31st March 2022 be approved with positive responses.

(ii) Council then considered the accounting statement which formed part 2 of the Annual Governance and Accountability Statement
On a show of hands

| In favour | Against | Abstention |
|-----------|---------|------------|
| 7 | 0 | 0 |

It was

RESOLVED:

that Section 2 the Accounting Statement, of the AGAR for the year ending 31st March 2022 be approved.

Council considered the dates for public access to the accounts

It was

RESOLVED:

that public access to the accounts be advertised as 20th June 2022 to 29th July, 2022 (30 days)

The list of payments had been circulated to members, and Council noted the cheques numbered 3516 to 3525 including cemetery a/c 415 and authorised payments in the sum of £7124.86 in respect of administration costs, insurances, play area inspections, grass cutting, tree and cemetery works.

Review of internal control mechanisms for financial control

Councils were being encouraged by Oxfordshire Association of Local Councils to review internal control mechanisms following a court appearance of a Council employee charged with fraud, in another District. Council considered its bank reconciliations, the cross checking and signing of statements, the audit process and work undertaken by the auditors (internal and external). Discussion took place on whether, as the Clerk worked more closely with the Chairman than other councillors, it would be preferable for a councillor, other than the chairman, to cross check bank reconciliations. Numbers of members available were limited, owing to vacant seats and others who were bank signatories.

RESOLVED:

- (i) that the internal control mechanisms appeared sufficient for the size of Council and transactions involved.
- (ii) that the mechanisms remain as at present
- (iii) that a further review take place at a future meeting following the filling of the vacant seats on the Council.

2022/109

Matters Raised by Members

Village Green – Christmas Tree

It was reported that the Tree donated last year had unfortunately died. Another one would be provided later in the year when it was time for planting.

Frilford Road Recreation Ground – Wall

It was suggested that the proposed road closure for Packhorse Lane would provide an opportunity for any work on the wall to be undertaken whilst there was less traffic. Ruth Mander would look at this.

Cow Lane – Fly Tipping

It was reported that there was a 3 piece suite in Cow Lane.

Paddock – allotment area

It was reported that the tenant was running a hosepipe trough the ground, and water was being left running. It was suggested that there be a separate water supply for the paddock.

Allotments – Cow Lane

It was reported that the pedestrian gate could now have its padlocked fitted. Quite a few of the plots were in a poor state of repair. The working party would consider this issue.

Zebra Crossing – A415

Reference was made to a traffic accident on Friday 10th June. Comments were made that the zebra crossing sign was overgrown and not easily visible. It was suggested that the occupiers of the property adjacent to the sign be approached, and asked to cut back the growth from their garden.

2022/110

Items for Marcham and District News

The Clerk would prepare an article for MAD News. Items to be included were: Packhorse Lane road closure, vacancy for parish councillor, and request for assistance with the proposed Neighbourhood Plan.

2022/111

Date of Next Meeting

The next meeting would be held on Monday 11th July, 2022 at 7.30 p.m. in the village hall.

The meeting closed at 9.20 p.m.

Signed Date