

MARCHAM PARISH COUNCIL

Minutes of the annual meeting of Marcham Parish Council held on Tuesday 16th May, 2023, commencing at 7.30 p.m. held in the village hall, Barrow Close Marcham

Present:

Chitvan Amin, Sheena Bigden, Warren Brooker, Michael Hoath, Ruth Mander, James Plumb
Clerk: Mrs. L. Martin

Cllr. Robert Clegg (District Councillor)
1 Member of the public

2023/87

Election of Chairman

The Chairman, Michael Hoath, 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 Warren Brooker, seconded by Ruth Mander, and

RESOLVED: nem.con
that Mark Harvie be elected Chairman of the Council to hold office until the next annual meeting of the Council

2023/88

Declaration of Acceptance of Office of Chairman

As Mark Harvie had offered apologies for the meeting, Council agreed to defer the signing of the Declaration of Acceptance of Office as Chairman.

2023/89

Election of Vice-Chairman

In the absence of the newly appointed Chairman, Michael Hoath, as existing 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 James Plumb that Warren Brooker be elected Vice-Chairman.

It was moved by Sheena Bigden that Ruth Mander be elected Vice-Chairman.

It was moved by Michael Hoath and seconded by Ruth Mander, that James Plumb, be elected Vice-Chairman.

RESOLVED: nem.con
that James Plumb be elected Vice-Chairman of the Council to hold office until the next annual meeting of the Council

- 2023/90 James Plumb then took the chair for the remainder of the meeting.
- 2023/91 Apologies for Absence
Apologies for absence had been received from Mark Harvie, (away) Suzanne Saunter (unwell), and Joe Withers (away). Apologies had also been received from Cllr. Richard Webber (County Councillor) as he was away.
- 2023/92 Declarations of Interest
There were no declarations of interest from Members.
- 2023/93 Casual Vacancy
9 members had stood for election for the 10 seats available on the Council, and had been elected uncontested. The remaining vacancy had been itemised in the Marcham and District News in May. One person had expressed an interest in joining the Council and was present at the meeting as a member of the public. Questions were asked of her.
- RESOLVED:
- that Sandra Hill be co-opted to the Council to fill the vacancy.
- 2023/94 Declaration of Acceptance of Office of Members
Council noted that all members present at the meeting, including the newly co-opted member, plus Joe Withers had made and signed their Declarations of Acceptance of Office.
- Owing to the absences of Mark Harvie and Suzanne Saunter it was
- RESOLVED:
- (i) that an extension of time be granted
(ii) that the Declarations of Acceptance of Office be made at or before the commencement of the next meeting of the Council.
- 2023/95 Appointments
- (i) Appointment of Planning Working Group
- RESOLVED:
- that the Clerk be given delegated powers in consultation with Sheena Bigden, Mark Harvie 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:

(i) that Warren Brooker represent the Council at meetings with representatives nominated by the Parochial Church Council and Marcham Society to discuss the maintenance of the closed Churchyard.

(ii) that Joe Withers be asked to join the Working Party

(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 Chitvan Amin 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 Warren Brooker, Sandra Hill, James Plumb 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.

(viii) Appointment of Parish Council representative as MCG Trustee

RESOLVED:

- (i) that Mark Harvie be nominated as a Trustee of MCG

(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:

that Sandra Hill, Suzanne Saunter and Chitvan Amin form a working party together with up to 4 members of the public

(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 Chitvan Amin, Ruth Mander, Sheena Bigden and Christopher Webb (allotment holder), be appointed to the allotment working party.

(xi) 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, Michael Hoath, Joe Withers, and Chitvan Amin, as Members of the Council, form a Green working party to investigate issues and report back to Council.

(iii) Staff Committee

RESOLVED:

- (i) that Mark Harvie, Michael Hoath, Sandra Hill and James Plumb be appointed to the Staff Committee
- (ii) that the Terms of Reference from 22/23 be carried forward

2023/96

Review of Policies, assets, insurances, and subscriptions

Council reviewed the following:

Data protection policy and privacy notice

Standing Orders, Financial Regulations and Investment Policy

Complaints Procedure

Grants Policy

Land and assets Register

Insurances

Subscriptions to outside bodies

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

A query was raised in regards to the Data Protection Policy as whether it was up to date with legislation. The Clerk would check. A revised date could be added annually to ensure that it was easier to identify that it was the current approved policy. A query was raised in regards to the Council receiving a full report back from local organisations who were grant recipients, with proof of how the funding had been spent. The Responsible Financial Officer did monitor grant funding, and request invoices where appropriate. A detailed report could be provided for Council.

RESOLVED:

- (i) that the Privacy 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 checks be made to ensure that the data protection policy refers to all recent applicable legislation.
- (iii) that dates of policies, and amendments to them, be included at the end of each document available to members.
- (iv) that members who attend outside meetings, report back to Council at the first opportunity
- (v) that the Council continue with its membership subscriptions to OALC, OPFA and Community First Oxfordshire.
- (vi) that the public liability and other insurances with Hiscox insurance, renewable annually in October, and the village hall buildings insurance with Zurich, renewable annually in June, be confirmed.

- 2023/97 Minutes of the meeting held on 11th April, 2023
The minutes of the meeting held on 11th April, 2023 were approved and signed by the Chairman as a correct record of the meeting.
- 2023/98 Matters arising from the meeting held on 11th April, 2023
- Cemetery Tree Work
The work in the cemetery had been carried out.
- Designation of The Crown as Asset of Community Value
The group dealing with this application had reported that the Vale of White Horse District Council had declined to list The Crown as they were unable to assess the current benefit as the building had closed. The application therefore did not pass the test under s. 88(1) Localism Act 2011.
- 2023/99 Public Participation
There were no members of the public in attendance, however Warren Brooker raised the following item.
- The Willows – The installation of the path at the southern end to link the Pye site to Monks Walk had commenced. The path appeared to be hoggin. Warren Brooker had raised with the Vale of White Horse District Council the fact that it had to be tarmac. He also raised the fact that the drawing used, appeared not to be the most recently District Council's approved planning drawing. The question remained as to future responsibility for the path.
- 2023/100 Planning Matters
- a) Decisions on previous applications
There had been no decisions issued since the last meeting.
- b) Applications dealt with under delegated powers prior to the meeting
None Received
- c) Applications considered at the meeting
- P23/V0820/LB Replacement windows and front door
Hyde Farm House, Abingdon Road
Comments: Council had no objections, but requested that as all windows were not being replaced, that the new ones match the existing ones, and that the colour remain consistent throughout.
- P23/V0883/HH Installation of 16 ground mounted solar PV panels
1 Gozzards Ford
Comments: Council had no objections

- 2023/101 District Councillor's Report – Cllr. Robert Clegg
The Chairman welcomed Robert Clegg as the newly elected District Councillor. He mentioned that he was just settling in. The full Council had yet to meet, the Cabinet was being decided, and he had submitted his preferences in regards to membership of committees. He advised that Bloor Homes had just submitted their reserved matters application for their site south of the A415. The Clerk was aware, and was hoping to arrange an extension of time for the Parish Council in which to submit its comments, so that the application could be debated at the next meeting.
In regards to the Local Plan it was at its next iteration stage, and would be out for consultation later in the year. The Neighbourhood Plan group would probably benefit from being aware of the content of the new Local Plan as their Plan would need to sit under the District Council's Plan.
He suggested that a board could be erected to explain which Council undertook which public service. This could be a matter for consideration at a future date. The explanation did appear from time to time in Marcham and District News, and could go on the Council's website.
- 2023/102 County Councillor's Report – Cllr. R. Webber
In the absence of Cllr. Webber, no report was available for this meeting. He had, however, drafted a report for the annual meeting of electors on 24th May, 2023.
- 2023/103 Oxfordshire County Council – 20 mph limits
Council considered a plan of suggested 20 mph area limits within Marcham. This appeared to exclude the area north of junction of Howard Cornish Road with Sheepstead Road, (Pye Homes were due to extend the former 30 mph area when completing their development), the A415 eastwards to take account of the proposed development by Bloor Homes, and the A415 westwards from Church Street to the 30 mph limit. Discussion took place on extending the 20 mph limit along Mill Road to the Mill, and reducing the speed limit in Sheepstead Road from the 30 mph to St. Peter's Cross Roads to 50 mph. A query was raised as to whether Plantation Avenue, Greenwood Grove, and The Leas had been adopted, as Taylor Wimpey had developed this estate from 2017. These roads were not shown as benefitting from the 20 mph scheme.

RESOLVED:

that the following comments be submitted to the County Council:

(i) The Council welcomes the 20 mph limit proposal.

(ii) that in addition to the streets shown on the map consideration be given to:

- a) extending the limit westwards on the A415 to the existing 30 mph entry point
- b) extending the limit eastwards on the A415 to take into account the new Bloor development on the south side
- c) re-drafting the area at the junction of Howard Cornish Road and Sheepstead Road to include Kings Avenue, and The Farthings.
- d) extending the limit in Sheepstead Road to the new village limit which would exist when Pye Homes had finished their development off Harding Way
- (iii) that Mill Road from the 30 mph sign be included as far as The Mill.
- (iv) that a speed reduction be requested for Sheepstead Road from 60 mph to 50 mph

Council also considered the 20 mph proposal within Cothill and St. Helen Without Parish Council.

RESOLVED:

that the Council had no objections to the suggested reduction in speed limit in the areas identified.

2023/104 Oxfordshire County Council – Bridleway 3 – Notice of Modification order under s, 53 Wildlife and Countryside Act 1981
Council noted the Order for a width of 20 feet (6.1m) for Bridleway 3 between Marcham/Cothill Road and the junction with Footpath no. 8. The Order was regularising a situation which had existed for many years.

RESOLVED:

that this Council has no objections

2023/105 Neighbourhood Plan
James Plumb gave a report on the Neighbourhood Plan progress. Various forms for the questionnaire would be available over the Summer, and a further update would be provided at the annual meeting of electors.

2023/106 East Hanney Neighbourhood Plan
Council noted the East Hanney Neighbourhood Plan which was at its consultation stage by the Vale of White Horse District Council.

RESOLVED:

that this Council had no comment to make on the Plan.

2023/107

Community Facilities

Council noted the play area inspection report on the existing equipment. All items were in satisfactory condition and/or serviceable, with two items being monitored. As items were to be replaced in the next few months, items would continue to be monitored.

New Play Area

A report on the new play area was received. The working group had acquired a grant from the Anson Trust in the sum of £13500. The Trust had suggested that they fund a bench seat too with a plaque. The order for items inside the fence for which planning consent was not required had been placed. A planning application had been lodged for the items which required permission. RoSPA had checked the design and layout and had given a positive report. Bench seats and picnic tables were being finalised. The project was on target for installation around August.

Sandra Hill stated that she had received a request from a resident for the slide unit when it was removed. As the old play equipment was going to be disposed of, Council could see no objection to it being collected. Future use of it, would be at the risk of the collector.

Anson Field signage

Council noted comments from the Anson Trust on the signage wording drafted by Marcham Community Group. The Trust had raised some queries which the Clerk had referred onto MCG. It was suggested that MCG should first satisfy the Anson Trust in regards to wording they wished to see. Reference had been made by the Trust as to the Parish Council's liability within the field. It was noted that the Trust was the owner, with the Parish Council as tenant, and MCG as under tenant. Checks would be made against insurances.

RESOLVED:

- (i) that the reports be noted
- (ii) that the clerk not put back to Council, the question of signage for the field, until MCG had agreed their draft wording direct with the Anson Trust

2023/108

Annual Meeting of Electors – 24th May, 2023

Council discussed the arrangements for the annual meeting of electors. Ruth Mander agreed to arrange refreshments, the agenda had been drafted, and notice of the meeting given. It would appear on the village facebook nearer the date. Cllr. Richard Webber had written a report on County Council matters. Cllr. Robert Clegg offered to read this. He too would report on District Council matters.

2023/109

Parkside Allotments – Bee keeping

Council considered a request from a tenant to keep bee hive on an allotment plot at Parkside. Concerns were expressed regarding

neighbours who may suffer from allergies and anaphylaxis. A bee keeping policy would be required, if permitted.

REOLVED:

that the matter be deferred to a future meeting to allow for further research.

2023/110

Correspondence

- a) Tree work Harding Way path confirmed 16th – 18th May
- b) Thames Valley – Police & Crime Commissioner report
- c) Oxfordshire County Council – Road Closure A417 at East Hendred 2nd -3rd June overnight.
- d) Volunteer Link Up – Questionnaire about support for elderly in the parish – completed.
- e) NHS –School Immunisation information.
- f) Vale of White Horse District Council – Code of Conduct Briefing Session - Thurs 15th June, 7.00 p.m. via Teams
- g) Community First Oxfordshire – newsletter
- h) Parkside - Notification from resident regarding footway being block by parked vehicle. The Clerk has written to the property owner.
- i) OALC – Notification of training courses.

2023/111

Accounts

Council noted the account balances as at 31st March 2023. These amounted to £455943.31. The list of payments had been circulated to members, and Council noted the cheques numbered 3623 to 3638, and authorised payments in the sum of £7578.01 in respect of administration costs, play area checks, litter picking, cemetery tree work, and grass cutting. This sum included a transfer between accounts.

2023/112

Matters Raised by Members

Code of Conduct – training

The Clerk would remind members that the date was 15th June.

Vale of White Horse District Council – planning application delays

Reference was made to the letter sent by Michael Gove as Secretary of State for Levelling Up, Housing and Communities, to the Vale of White Horse District Council in regards to meeting planning targets. Members noted the comments.

Cow Lane allotments - refuse

Rubbish had been left on the side of the allotments by poplar trees. The Clerk was asked to arrange for the handyman to collect this.

North Street – state of footway between shop and A415

A woman who had fallen some weeks ago had become aware that central government had given Oxfordshire County Council funds to repair highways. She had asked if the uneven surfaces in North Street could be rectified. James Plumb as the highway super user would check the surfaces.

Retiring Chairman

Michael Hoath placed on record his thanks to members for their support over the past 3 years during the period of his Chairmanship.

2023/113

Items for Marcham and District News

The Clerk would prepare an article for MAD News.

2023/114

Date of Next Meeting

The next meeting would be held on Monday 12th June, 2023 at 7.30 p.m. in the village hall.

The meeting closed at 9.40 p.m.

Signed Date