

RESOLVED:

that the post of Vice-Chairman not be filled for the time being.

- 2026/100 Minutes of the meeting held on 13th April, 2026
The minutes of the meeting held on 13th April, 2026 were approved and signed by the Chairman as a correct record of the meeting.
- 2026/101 Matters arising from the minutes of the meeting held on 13th April, 2026
- Cemetery/Churchyard Memorial Testing
Council noted that Oxford Direct Services had eventually submitted a quotation and had been instructed to continue with the memorial testing.
- Path - Trees to Harding Way
Council noted that partial work to the trees had been completed. Unfortunately a car belonging to a resident had obstructed access, and a date would be set for the work to be completed. A tree survey was expected, and some clearance work to the ivy had taken place. Keely Ewart-Brookes offered to speak to a neighbour who worked within landscaping, who may be able to assist in some way with further ivy clearance.
- 2026/102 Public Participation
There were no members of the public present
- 2026/103 Planning Applications
- a) Decisions on previous applications
No decisions had been received
- b) Applications dealt with prior to the meeting
None received
- c) Applications for consideration at the meeting
None received
- It was noted that one application had been received since the publication of the agenda, and this would appear on the agenda for the next meeting.
- 2026/104 Vale of White Horse District Council – s. 106 funding
Council received a report as to the s. 106 funding still available from developments in Marcham. Council noted that art funds received from Vale of White Horse District Council for bench seats and noticeboard amounted to £19889. Costs were likely to be £22903.69, owing to additional bases and resin costs previously agreed by Council. Discussion took place as to whether the balance of £3014.69 could be claimed from the District Council.

It was noted that the time limit for spending some of the indoor sport and art funds was close to expiring. It was suggested that the list of funding available be circulated to advise local organisations in case they wished to apply. It was also suggested that details should be advertised in Marcham and District Council in order to make residents more aware of s. 106 funding.

RESOLVED:

- (i) that Mike Hoath circulated the list of s. 106 funding to local organisations
- (ii) that the Clerk place an article in Marcham and District News to advise residents of s. 106 funding available.

2026/105

District Councillor's report – Cllr. Robert Clegg
Cllr. Clegg provided update reports on the following:

Pig Smells

The Environmental Health officer had not instigated further formal activity in the matter, but had carried out 17 visits to sensitive sites. Only 2 visits had produced detectable odour and this was considered in line with what could be reasonably be expected when living close to a livestock farm. Further visits were planned, residents were encouraged to report odours when they occurred direct to the District Council as visits could then be prioritised. Assessments would take place against statutory nuisance tests.

Davies Edge Biodiversity

It was reported that Pye Homes had employed a contractor to commence works, and timeframes for work were expected to be communicated to the planning enforcement team. Planning enforcement would contact Pye Homes for an update. The letter of completion regarding the Davies Edge estate issued by the District Council had been referred to Cabinet colleagues and offices for investigation.

Litter Bins by Bus Stops

Cllr. Clegg had enquired about the installation of litter bins. The District Council, as street cleansing authority, would undertake an assessment and install a bin if the quantities of litter indicated a need, and if the width of pavement was adequate. The comments regarding bins were discussed.

Dalton Barracks reservoir flood risk modelling

It was noted that owing to the current status of the SESRO reservoir project, only risks from existing reservoirs (Farmoor) had been taken into account. By the time any planning application for the Dalton Barracks site was lodged, the SESRO project would be further advanced and reservoir risk modelling from that site would have to be included. Thames Water and The Defence Infrastructure Organisation met regularly and discussed topics such as hydrological modelling.

Street Cleansing Guide

The District Council had issued a guide on Street Cleansing, publicly accessible but primarily aimed at councillors (including Town & Parish) and MPs.

Howard Cornish Road (HCR) – Grounds Maintenance

The District Council had removed wire by the footway into Kings Avenue. Laurel stumps had been left in the hope that it would regrow and prevent people cutting through a former tree/grass area. Other trees alongside Howard Cornish Road and Longfields would have a low level cut of branches owing to nesting season. Further work would follow at a later date.

Barrow Road visibility

Cllr. Clegg had made enquiries regarding the visibility issues for those leaving and entering Barrow Close owing to vehicle parking, and he was waiting to hear a response.

Planning and Land Charges System Downtime

The District Council's IT system for managing Planning and Land Charges was back online, and officers were working through a backlog of applications.

Questions were put to Cllr. Clegg regarding the use of up to date traffic modelling, and Dalton Barracks.

2026/106

County Councillor's Report – Cllr. James Plumb

Cllr. Plumb gave a report on the following items:

Marcham Primary School - Keep Clear Lines

These markings had been re-painted outside the school.

Howard Cornish Road / North Street junction repairs

Resurfacing work was due to take place on 15th May.

Abingdon Road Traffic Lights

Rewiring of the Lights was due to take place on 20th May. A temporary crossing would be used for a short period.

County Councillor Priority Fund

Cllr. Plumb reminded members that the Priority Fund was available for applications until 30th November, 2026. There was £5000 in this fund available for the parishes within his division. A suggestion was made to use the fund to clear the footpath beyond the Mill at the end of Mill Road, and also the clear the cycle track/footway along the A415 towards Abingdon.

- 2026/107 Oxfordshire County Council - Grants
Council noted that expressions of interest for funding had been lodged with the County Council in regards to Smoke Free Oxfordshire, and Flood Prevention. A response to the flood request was expected at the end of May, the County Council, however had responded positively to the funding request to support Smoke Free Oxfordshire and was happy to support this. Mark Harvie offered to design signage in the first instance to affix to the outside of gates.
- 2026/108 Cllr. Clegg and Cllr Plumb left the meeting.
- 2026/109 Footpaths - resurfacing
Council received an update report on footpath resurfacing. The top layer was awaiting rolling, and it needed some rain to help it compact. It was understood that works to the wall on the northern side of the cemetery path were due to start soon, with Herras fencing being erected next week. As more path works were planned for the Church path, the Clerk was asked to advise Joe Withers about the length of time needed to repair the northern wall, when the timeframe became known.
- 2026/110 Litter Bin / Grass Cutting monitoring
Council noted a report on litter bin emptying schedules. There had been 3 incidents in regards to bin emptying, owing to a misunderstanding by contractor's staff in regards to the location of the bins. The person who managed the maintenance section of the firm had left during 2025, so the firm had had to be chased on one occasion last year. A new electronic reporting system had been introduced for 2026 onwards, so that operatives immediately reported whether the task had been completed or if there were any difficulties. This would provide a better record going forwards and would enable queries to be dealt with immediately.
- Council considered the need for further litter bins and suggested a dog waste bin on the south east corner of the Anson field, and one near the pathway from the field through to Tower Close.
- In regards to grass, it was noted that the grass was due to be cut on Friday 8th May, and it appeared that a start had been made. It was suggested that an extra cut of highway verges take place in July. A meeting with the operations manager was required to ensure that difficulties with the cutting schedule could be sorted.

RESOLVED:

- (i) That the clerk progress the matter of a meeting with the operations manager of Tactical Facilities Management and arrange for the purchase of 2 dog waste bins, provided MCG as the tenant of the field agree to their siting.

- (ii) that other local Councils areas where Tactical Facilities Management were a contractor, be asked about their reliability and performance

2026/111

Community Facilities

Council noted that the 2 new bench seats had been installed and resin base added.

Council noted the valuation report from Carter Jonas. This placed the current reconstruction costs of the hall and muga at £2.1 million plus vat, and the insurance cover for next year was £2.7 million. It was deemed adequate.

Council discussed the formal opening of the artwork i.e. benches. It noted that the fence around the play area should have been jet washed.

RESOLVED:

- (i) that insurance cover for the hall, car park, muga, and drainage be renewed with Zurich Municipal.

2026/112

Annual Parish Meeting 14th May, 2026

Council considered the final arrangements for the annual parish meeting. Discussion took place regarding speakers, refreshments and items to be raised.

2026/113

Accounts

Council noted the accounts and other information were with the internal auditor, and the internal audit report would be available for the June meeting.

Council considered signatories to the accounts and determined that Ruth Mander and Sheena Bigden act as signatories, with the addition of Joe Withers to the accounts, if necessary.

Council noted that the highway verge cutting agency agreement had been amended to include additional land in Sheepstead Road and eastwards along the A415 owing to the relocation of the 30 mph area.

The list of payments had been circulated to members, and Council noted the cheques numbered 3993 to 4002 and PC cemetery account 443 and 444 and authorised payments in the sum of £50094.15 in respect of administration costs, play area checks, litter picking, litter bin emptying, grass cutting, path resurfacing works, grant, and bench art works and installation. Owing to issues with Tactical Facilities Management Ltd, the payments for grass cutting would be held back until issues were resolved.

It was RESOLVED that

Mark Harvie and Ruth Mander
execute the highway agency
agreement

Appointments

Council considered appointments to working groups and committees.

(i) Appointment of Planning Working Group

RESOLVED:

that the Clerk be given delegated powers in consultation with Sheena Bigden, Mike Hoath and Andrew Mason, 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 notification of the meetings be given to members, and the representative be appointed on an ad hoc basis.

(iii) Appointment of Members to the Churchyard Working Party

RESOLVED:

(i) that members not be specifically appointed, but that members be selected on an ad hoc basis whenever there was a need to hold a meeting.

(ii) that Marcham Society be reminded about the Churchyard Noticeboard that they had undertaken to repair.

(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 Tanya Rosenfeld in consultation with the clerk, 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 members not be appointed specifically to this working party, but that the Parishioner of the Year award be advertised from time to time, and that councillors be selected as required on an ad hoc basis. A short list would be produced for the Council, and the group would 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 Keely Ewart-Brookes and Andrew Mason, be appointed to the working party to consider a review of community facilities leases and management of the hall and any changes to the facilities.
- (ii) that members be considered on an ad hoc basis to review s 106 funding

(viii) Appointment of Parish Council representative as MCG Trustee

RESOLVED:

that Keely Ewart-Brookes be nominated as a Trustee of MCG until the next annual meeting of the Council.

(ix) Appointment of members to Play Area working party

Council noted that the play area renovations were almost complete. It was thought that a new working party was not required.

RESOLVED:

That the play area working party not be formed.

(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 Sheena Bigden as councillor, Christopher Webb, Duncan Smith, and Richard Pain (allotment holders), 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 form a Green working party to investigate issues and report back to Council.

- (xii) Staff Committee

RESOLVED:

- (i) that Mark Harvie, Sheena Bigden, Andrew Mason, and Keely Ewart-Brookes be appointed to the Staff Committee
- (ii) that the Terms of Reference from last year be carried forward

- (xiii) Cemetery Working Party/Joint Burial Committee
Council considered setting up a cemetery working party to look at proposals for a future burial area. It was considered, owing to previous difficulties in arranging the working party meetings, that the matter be discussed at meeting of the Burial Committee, and that the members of the public who expressed an interest in joining be invited to join the Burial Committee.

RESOLVED:

- (i) that the clerk investigate the possibility of appointing non councillors to a committee.
- (ii) that if appropriate, Neil Rowe from Marcham Parochial Church Council, and Shaun Forrestal, Chairman of Frilford Parish Meeting, be invited to join the Joint Burial Committee.
Other members of the Joint Burial Committee would comprise the members of Marcham Parish Council, and the two appointees of Frilford Parish, Murray MacLean and Lynda King.
- (ii) that the matter of a new burial area be discussed just at the Burial Committee

(xiv) Grant Policy Working Party

Council had previously agreed to review the grant policy and grant application form.

RESOLVED:

- (i) that Mark Harvie and Joe Withers review the grant policy and grant application form, and make recommendations to Council

2026/115 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.

RESOLVED:

- (i) that the Privacy Notice, data protection, Standing Orders and Financial Regulations, Complaints Procedure, Code of Conduct, Grants Policy and the Land and assets Register as amended remain as presented to Council.
- (ii) that members who attend outside meetings, report back verbally to Council at the first opportunity
- (iii) that the Council continue with its membership subscriptions to OALC OPFA, Community First Oxfordshire and the Institute of Cemetery and Crematorium Management.
- (iv) 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.
- (v) that the insurances and assets list be confirmed with new noticeboard and bench seating being added, together with an increase in fidelity guarantee cover to £600,000.

2026/116 Matters Raised by Members

Allotments

A query was raised regarding the availability for another skip at the allotment, and about bonfires at the site. It was suggested that the

allotment working party consider any issues and prepare a report for the next meeting.

Litter Pick Stations

These were to be ordered.

Employment of handyman

It was suggested that the Council could employ someone as a handyman to assist with day to day issues. This was compared to using a contractor. Further thought could be given to the idea.

War Memorial

It was suggested that rather than continually weed the war memorial area, that the base be relayed.

New members

Council discussed the need for new members, and the fact that too many projects could not be taken on.

2026/117

Items for Marcham and District News

The Clerk would prepare an article for MAD news. This would include reference to cemetery memorial testing and s. 106 funding.

2026/118

Suspension of Standing Orders

The duration of the meeting had been 2 hours, and Council

RESOLVED:

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

2026/119

Keely Ewart-Brookes left the meeting

2026/120

There were no other items raised.

2026/121

Date of Next Meeting

The next meeting would be held on Monday 8th June, 2026 at 7.30 p.m. in the village hall.

The meeting closed at 9.40 p.m.

Signed Date