



MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

Parish Clerk: Katherine Doughty

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**ALL PARISH COUNCILLORS ARE SUMMONED TO A
PARISH COUNCIL MEETING WHICH WILL BE HELD
ON MONDAY 21ST DECEMBER 2009 AT
ST KENELM'S HALL AT 7.00PM**



The Public and Press are also invited to attend

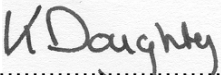
The agenda is as follows:

1. Welcome/Members present and apologies for absence.
2. Declaration of interest in agenda items if considered necessary.
3. Ripley Avenue Management Committee update.
 - (a) Maintenance work.
4. Minutes of the last meeting (16th November 2009).
5. Trevor Bayliss, Stagecoach Bus Company – new S2 bus service.
6. James Coney, Sports Solutions GB Ltd and Sharon Groth, Clerk, Witney Town Council – Redevelopment of West Witney Sports Ground.
7. Warwick Robinson, District Councillor's report.
8. Rodney Rose, County Councillor's report.
9. Matters and actions arising from previous meeting.
 - (a) Oxfordshire County Council matters.
 - (b) Village allotments.
 - (c) WODC Flood Report update.
 - (d) Village Lengthman.
 - (e) Other.
10. Experimental One-Way System, Old Minster.
11. Finance.
 - (a) Payments due.
 - (b) Funding requests.
 - (c) Any other financial matters.
12. Planning applications and decisions.
13. Correspondence received.

Ten minute parishioner's question time

PLEASE NOTE:

Any item wished to be discussed may be included on the agenda providing notification is made to the Parish Clerk by at least 3 (three) days prior to the schedule date of meeting (which normally takes place on the third Monday in each month).

Signed 
Clerk to the Council

FORTHCOMING PARISH COUNCIL MEETINGS:-

Monday 21st December

Monday 18th January

Monday 15th February

Meeting opened at7.00.....(time) ...5.... attendees

Item 1. - Welcome/Members present and apologies for absence.

Welcome:

Apologies:

Cllr Hodge.

Item 2. – Declaration of interest in agenda items if considered necessary.

Book no longer required.

Item 3. – Bridget Muller, Ripley Avenue Management Committee/Ripley Avenue

- (a) Maintenance work.

Fence wobbly places – inspected? No work required.

Goal areas – rutted – needs to be filled and returfed. 1st SB astro-turf/plastic turf equivalent costing required. 2nd JS, unan. Both goal mouths. SB to measure area and advise.

- Enquiry from Mr & Mrs Jones, 53 Wenrisc Drive
<..\RipleyAv\Private access to RipleyAvAmArea.doc>

Keith Butler advises:-

“Cutting a long and fairly complicated story short, my colleagues have had a look at the document and are of the opinion that several hours work is needed to do some re-drafting and to draft questions around issues arising. They have also checked the provisions of the solicitors' code of conduct which, unfortunately, prevents them from acting for the PC.

I am afraid that that means that the PC will need to obtain its own independent advice, and I guess that it is worth checking whether OALC/NALC can help. Sorry that I cannot be more helpful.”

Way to proceed?

1st JS Send full document to OALC for advice with response from WODC. 2nd CJ, all unan.

Item 4. – Minutes of the last meeting (19th October 09)

Errors:

Omissions:

Minutes accepted as true record of proceedings:-

PROPOSED BY: TS

SECONDED BY: JS

Unanimous **Y** / N

Item 5. – Warwick Robinson, District Councillor’s Report.

Item 6. – Rodney Rose, County Councillor’s Report.

Item 7. – Matters arising from previous meeting.

(a) Oxfordshire County Council matters

One-way system improvements – all now complete!

Add to agenda for next month for formal adoption. Village Poll – 75% were in favour of one-way system, concerns have been addressed.

Refer to Paul Wilson – next steps?

* Go back to minutes to find out what we originally said we were going to do.

1st DH confirm with PW position re improvements and OCC process re. legally adopting one-way system, do public notices need to be published, K ascertain * then report to at next meeting. Convene an extraordinary meeting if necessary, 2nd CA. 5 in favour, 1 abstention, carried.

Bill Pack address required. Shipton Olive?

(b) Village allotments [..\Allotments\WaitingList.xls](#)

[..\Allotments\NatAssAllot_guidance.pdf](#)

Letters have been sent to all parishioners on the waiting list asking for them to visit the site and if they are still interested, to advise what size allotment they would like.

To date we have had the following responses:-

6 people require full plots
5 people require half plots

8.5 plots confirmed.

Also, an application has been made to Thames Water for a quotation to install a new water supply connection. A fee of £230 has been paid for provision of the quotation which if accepted, will be deducted from the installation fee.

Lastly, the National Society of Allotment and Leisure Gardeners advise that planning permission is not required for the creation of allotments or allotment buildings. I will formally write to WODC to clarify this issue.

Sharon Groth, Clerk, Witney Town Council – 704379

Mike Alcock, Allotments Manager, Carterton Town Council – 841704:-

Full size allotment = 30yds x 10 yds = £20 per year rent. (27.43m x 9.14m)
Half size = 15 x 10 yds = £10 per year rent. (13.72m x 9.14m).

- Third party insurance will be required.
- No planning permission required.
- Health and safety to be considered.
- Toilet facilities to be considered.

Plot sizes =

Full Plot - 5m x 14m = 70m sq - £50-£60

Half plot - 5m x 7m = 35m sq - £25-£30

Minutes of Allotments Sub-Committee accepted as true record of proceedings.

1st TS, 2nd CA , carried unan.

1) Write to WODC re. allotment planning permission.

2) How many plots will fit on the site, what is a reasonable charge – cost is to be deferred. 1st JS, 2nd TS, carried unan.

3) Do a poster for noticeboards.

4) Dates for next subcom meeting.

Full plot £25

Half plot £15

Stone crushing now complete. Comments and way forward?

Working committee to be formed. JS, CJ, DH & KD. K to arrange a meeting.

1st DH given the state of the site and land we should no progress to the next stage and obtaining soil samples, 2nd JS. Carried unan.

I have spoken to Mr Strainge who has advised that the weedkilling has been undertaken. He hopes to plough and de-stone the area shortly and will contact me just as soon as the area is ready for inspection and final decision by the PC.

Meet asap and arrange sub-committee.

A meeting was held with Mr Strainge at the proposed allotment site. Chris requested that the position of the allotments be changed to the area that runs from the edge of where the old quarry exists, along to the entrance of the field. The measurements were double checked and it was found to be plenty of space to accommodate his request.

Mr Strainge offered to undertaken the following:-

- A machine is to be used to 'de-stone' the soil.
- Weedkill the area.

Also that:-

- Manure will be available to allotment holders.
- Area will be available for green waste to be disposed of.
- Plant a hedge along the boundary of the area.

It was felt that after the weedkilling and de-stoning had taken place, the land would be in a more presentable and workable state for the PC (and possible allotment holders) to consider leasing. Chris requested £500 per annum for this larger area of land.

I recommend that a Subcommittee be formed to look at the requirements and costs for the successful creation of the allotments.

1^s TS wait until Mr Strainge has undertaken work, 2nd CA, Carried unan.

Meeting adjourned at 8.03.

Meeting to be arranged – Tuesday 5th May – CA to confirm. 7.30pm. Site meeting + Methodist Church.

I have spoken with Mr Strainge who is very positive about the Parish Council leasing land from him on the basis of the valuation report. However, he would like to change the position of the allotments to a more easterly position so that they are away from the entrance to allow ease of farming the rest of the field.

I suggest that we meet with Mr Strainge again to discuss the exact position and finer details of the allotments.

A valuation report from DVS Property Specialists (District Valuers) has now been received. The current rental value of the land based on a lease of 10 years is £375pa or for a 15 year term £400pa.

1st CA write to Mr Strainge with proposed rate and seek his acceptance. Copy document also with letter. 2nd JS. Carried unan.

Dear Mrs Doughty, with reference to the planned Minster Lovell allotments; My name may already be on the list, but if it isn't please can it be added.

My concerns are that there may be some people who have the gardening knowledge needed, but are not able to manage even half a plot. Conversely, there may be some that although hale and hearty have little knowledge of how to make a start.

One possibility might be that an experienced gardener could be "buddied" up with several newcomers on perhaps half a plot. They could learn the skills needed and the time it would take for them to manage a larger plot, and could move on.

The ones that hadn't the time or confidence to move on, could stay small.

I would happily take some newcomers under my wing.

yours sincerely
Rosemary Duffield. 4 O'Connors Road

Thank for email and will consider when allotments implemented.

I telephoned Mr Strainge as no response had been received. He advises that he is still dealing with his planning problem, but has given the allotment project some thought. He proposes that the Parish Council lease the land on a 10 or 15 year contract. At the end of the period, the success of the allotments will be assessed and a further lease agreed as appropriate.

Mr Strainge provided land to Curbridge Parish Council for allotments, but they are no longer used. Clearly Mr Strainge is mindful of the possibility of such a problem reoccurring.

I asked whether he had any thoughts on the subject of money, which he did not. It has therefore been agreed that I will contact the District Auditors to ascertain an appropriate sum for the Parish Council to pay and will be in contact with him again when these details are available.

Curbridge PC allotment history – costs – why it failed.

A letter and site plan was sent to Mr Strainge on the 16 December 08. As no response has been received, I telephone Mr Strainge to ensure that he had received our letter.

He advised that he had received it, but due to a Xmas holiday and time commitments being spent with WODC Planning Services (regarding the reporting of a slurry pit being use as reported by a Minster Lovell parishioner), he has not had time to focus on our subject. He said that he hopes to consider the letter within the next 3 weeks and it was agreed that I will call him before our next PC meeting should I not hear from him beforehand.

Warwick has emailed regarding planning, as follows:-

“Already checked allotments with Phil Shaw. Allotments are effectively same use class as agricultural land and do not per se need planning permission. However planning consent for access, car parking and buildings (sheds etc) would be required, so it is best to make an application. I can help with this if you need.

Phil does not believe location as described by me would be a planning problem. However he has questioned it from a horticultural standpoint as it is on a north facing slope, and queries adequacy of water supplies.

To be cautious maybe these points should be addressed (as well as a soil survey to eliminate contamination possibility) and any agreement with the landowner should be subject to satisfactory reports and granting of planning permission.”

I site plan has been drafted and is now ready to be sent to Mr Strainge. We require half an acre of his land.

Email Warwick to ask him to investigate whether planning permission is required.

We met last Sunday and visited the prospective sites. Conclusion was that we pursue the B4047 area and that seek agreement to purchase a strip of land alongside the bridleway into the field. 25mx5m size plots 1250sqm). We make a proposal to Mr Strainge to buy/lease the land, consult with the district auditor.

1250sq m = 0.308 acre.

Seek info to lease and/or buy land

1st CJ – contact Chris Strange with measurements of land required and whether he is prepared to sell at a cost. If Chris Strainge is happy to lease/sell, then consult the District Auditor. 2nd SB, all in favour, carried unan.

The District Auditor is able to provide us with a valuation although there will be a charge on a time/costs basis, estimated at no more than £400.

The Mill and Old Swan are waiting for confirmation from their Legal Dept that they are able to provide the land as allotments for parishioners.

Gillian Roe, the Manager has recently advised that “she has had an ‘encouraging’ response back from the asset manager for the parent company of De Vere Venues. He has asked in turn whether we have access to a formal allotment tenancy agreement which they may consider, if we have received firm/formal interests from local parishioners who wish to take up an allotment and if so how many do they number. What would be the minimum size of plot people would consider?”

I now need to forward this information to Gillian. Investigate contract and adapt – forward with ‘draft.’ Sizes of land needed.

We recently met with Chris Strainge who is very open to leasing/selling part of his land for our purposes. We now need to draft a plan of where we want the allotments to be located, the allotment sizes, car park size and overall area required.

Site visit required –

Accessibility.
Quality of soil.

Contact the District auditor to advise what cost we are permitted to pay.

Mr Strainge called me recently to advise that he was hoping to eradicate the muck spreading smell shortly, in case any parishioners complained.

Nobody has complained, however this got me thinking about the lack of information conveyed to parishioners about how the practices of our local farmers. I wonder if you think it is worthwhile having an area on one of our three noticeboards and website space for a quarterly report/blog of farming information. This could be beneficial to both Mr Kinch and Mr Strainge to convey in their own words, any problems they might be experiencing, what farming they anticipate undertaking shortly (crop spraying/muck spreading etc) and any other useful information.

Agreed – 1st CA, 2nd JS, carried unan.

4 village allotments available at Old Swan.

Telephone - Gillian, Old Swan. Bring info to 29 Sept meeting.

(c) WODC Flood Report update [..\Flooding\WODC_FloodRepActions.doc](#)

Updated report received from Richard Bennett – refer to handout.

Await work by OCC.

Meeting tomorrow Richard Bennett & Gordon Hunt – time unknown.

Forward report to Richard Bennett & Gordon Hunt. CA to join meeting if possible.

"I have now arranged a meeting with Gordon Hunt of Oxfordshire County Council to discuss the Highway Drainage in Old Minster. This will take place on the 20th October.

We will be applying for DEFRA funding in November to carry out a scheme to divert the discharge from the farm land and highway drainage near The Old Bakehouse to the ditch in the playing field via the the track next to Windrush Cottage. This funding if successful will be available next year.

I have spoke to Phillip Whitby of 92 Brize Norton Road. I will look to identify the scope of works required to reinstate a ditch in the fields to the west of his property and then meet with the landowner of the fields to discuss by the end of November.

I hope this covers all the issues but please let me know if there is anything else I have missed."

Meeting with WODC Engineers and Councillors was recently held in Old Minster – please refer to handout 7(e) for Stephen's meeting report. [..\Flooding\Flood Meeting ReportSH.doc](#)

It appears that OCC has the majority of actions from the meeting. I will continue to chase up completion of the actions via WODC, in due course.

Looked at land and road drainage – most blocked with silt. Mainly OCC liability. WODC will chase up. Watercourse made of stone not a garden ditch.

Colin declared an interest as Mr Abrahams is his neighbour. WODC own the flood report and their recommendations. It is their accountability to chase OCC in order to pursue completion of actions.

John Parry – Will take back our comments to his fellow director + OCC Highways matters, but we are experiencing problems over recent months. Promote community action plans in case of a generic emergency.

K - Request briefing from WODC Engineers on meeting and flood report.

1st DH propose that Steve's meeting document is re-worked into action points, and forwarded to WODC and pursued.

2nd CJ, all in favour.

(d) Village Lengthman

DH outlined idea. Number of village jobs required to be undertaken during the year, general jobs. CA in favour, weeds problem will not be resolved by OCC. Ask other clerks at course. K draft a list of jobs that could be done throughout the year.

1st CA that we investigate and bring proposals back to meeting, 2nd TS, carried unan.

(e) Other

Item 8. – Brize Norton Road – highway concerns

Telephone call received from Trevor Bayliss of Stagecoach Bus Company who wishes to attend our next meeting to discuss the roll out of the new S2 service and frequency of buses. - OK

Vehicle survey grid drafted – refer to handout.

1st CJ everyone undertake a 2hr slot to build a '1 day data', to be deferred until the Spring. 2nd SB, carried, JS against. 5 in favour, 4 against.

Refer to speed survey handouts.

No speed problem.

JS summarise for Village News.

However, Tony advised that it may be possible to have signs put up saying 'not suitable for vehicles of 'X' weight'. It was agreed that he will investigate this aspect further and report back.

K – draw up a grid for 1 hr of vehicle surveying over a 2 wk period from 7am-7pm, Mon-Fri.

Spoke with Tony Currell who advised that OCC is now only implementing weight limit on roads where it has been shown that heavy vehicles are causing damage to local properties or where there is a safety problem. The budget is not available for any other concerns.

I've spoken to Tony Currell who advises that a traffic survey should be forwarded to us within the next 2-3 weeks.

He advised that he will forward some 'watch your speed' stickers asap. Tony had discussed routing orders for JSP and Worsham Quarry with Paul Wilson and he believes that both companies are not permitted to use the Brize Norton Road.

PC survey – sit for 2 hrs, photographing heavy lorries.

1st JS Await speed survey results before deciding on whether a lorry survey is required. 2nd SH, carried unan.

We met with Tony Currell, OCC and it was agreed that he will arrange for a speed survey of the BN Rd to be undertaken either before or after the school holidays. He is also to try to use a speed survey device that identifies the weight of the vehicle thereby identifying the quantity of large vehicles using the road. Mr Currell is also to obtain some more 'Speed Watch' stickers for household bins/lamp posts.

Also for consideration and investigation is to ascertain the routing orders for Worsham Quarry and JSP Worsham vehicles as per the planning permissions.

Volume, speed & weight of traffic problems discussed. Buses meeting regularly and using footpaths. Schedule could be altered by 5 mins to avoid this problem. Survey needs to be undertaken to review HGV companies.

Letter to bus company, ask to re-timetable their bus schedules to prevent two buses passing in the village. Ask for number of passengers throughout the day.

SB, TS & JS to review and monitor traffic. 7.30 – 5.00.K to organise a suitable date.

Item 9. Finance

(a) Payments due:

Payee	Details	Amount £
D F Williams Cleaning Services	Bus shelters	12.65
W.O.D.C.	September grass cutting	691.36
Viking Direct	Printer ink and toner	143.22
Longford Retail Ltd	Ripley Av Fun Day food <i>*previous cheque issued, returned.</i>	50.77
K Doughty – November salary	Salary (LC2-27. 10 hours per week)	517.07
Postage		1.81
Expenses		<u>31.50</u>
Total		550.38

Agreed that cheques are signed? Proposed ...CA..... 2nd ...JS.....
Unanimous? Y / N

(b) Funding requests:

(c) Any other financial matters

Item 10. – Planning Applications and Decisions

Applications submitted to the Parish Council

	Ref. No.	Address	Proposed	Deadline for response to WODC
1.	09/1376/P/CLP	120 Brize Norton Road	Certificate of lawfulness (to allow unrestricted use for B1 purposes and/or B2 use limited to use between 7.00am - 6.00pm Monday to Friday and 7.00am - 1pm Saturday.	TS – declared an interest being a neighbour. PC opened comments to public. Unit 2 new application made today. (1) Property Care has not been owners for 10 yrs, occupied since 2003. (2) Have not been unlawfully using the site outside hours. (3) V.unreasonable to start working before 7.30 and extending working hours beyond 1pm on Saturdays given the close proximity to residential dwellings. Consistently recognised in WODC's previous decisions for 120 BN Rd.
2.	09/1219/P/CLE	120 Brize Norton Road	Certificate of lawfulness (To allow business activity on the site at 7am).	

I have spoken to Rupert Lloyd at Planning Services regarding these two applications. A certificate of lawfulness (from what I understand) is sought after to prove that unauthorised activities have been carried out at the address for the past 10 years and granting of the certificate would legally allow the activities to continue.

For this kind of application, only close neighbours to the property are consulted, but as a parishioner has contacted us for support in respect of these applications, the District Council has agreed to forward the documents to us for our comments to be considered.

The PC has to consider whether activities have been carried out at the address for the past 10 years.

Decisions made by West Oxfordshire District Council Planning Authority

	Ref. No.	Address	Proposed	Decision
3.	09/1100/P/FP	The Anchorage, Burford Road	Erection of detached dwelling.	Refused.
4.	09/1104/P/FP	132 Brize Norton Road	Erection of single storey rear extension.	Grant, subject to conditions.

Decisions outstanding by West Oxfordshire District Council Planning Authority

	Ref. No.	Address	Proposed	Decision
5.	09/1208/P/FP	Land adj to 42 Upper Crescent	Erection of detached chalet bungalow and associated parking (to allow increase to height of roof and alteration to porch).	Minster Lovell Parish Council objects to this application as it is considered that the roof is over-dominant for the size of proposed property and size of plot. It is therefore against West Oxfordshire Local Plan 2011 policies BE2 (a and b).
<p>Minster Lovell Parish Council strongly objects to these applications as they are contrary to the following West Oxfordshire Local Plan 2011 policies:-</p> <ul style="list-style-type: none"> • BE2 (a), (b), (c). H2 (a) and (b). NE4 i) and ii). BE5, BE7 and BE8. <p>The applications are out of character for a Minster Lovell listed building. It is Minster Lovell Parish Council's understanding that only two Charterville bungalows were built with a rare colonnade and therefore the Parish Council most strongly object to it's removal.</p> <ul style="list-style-type: none"> • The extensions are sprawling and do not respect the existing scale, pattern and character of the surrounding area or other listed Charterville properties. 				

Item 11. – Correspondence

Items with RSVP dates/details of meetings:-

Letters of interest:-

1. Email from resident of 10 Drylands Road re. travellers. On the ball.
2. Letter from residents of 20 Ripley Avenue re. field boundary – READ. Refer to Mr Kinch.
3. Parish Transport Representatives Meeting – Tues 24 Nov, 1.30pm at County Hall.

General:-

1. Local Transport Plan 3 – Nov 09 – OCC.
2. Biodiversity and Planning in Oxfordshire, OCC.
3. Oxfordshire Rural Children’s Centre Project – Newsletter no.10.
4. OALC October Update.
5. Oxfordshire Playing Fields Association Annual Report.
6. CPRE Oxfordshire Autumn Briefing.
7. Oxfordshire Fire Authority’s Integrated Risk Management Consultation Action Plan 2010-11. OCC.
8. CPRE Oxfordshire Campaign Briefing Oct 09.
9. “Minster Lovell footpath back in use” press release, OCC.
10. Volunteer Centre Annual Report.
11. Countryside Voice.
12. Oxfordshire Road Casualty Report 08, OCC.

Read “All correspondence will be circulated following meeting.”

Q & A Session

Unit 2 - 120 Brize N Road – check minutes for previous applications.

MEETING CLOSED AT PM.