



## 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 18<sup>th</sup> FEBRUARY 2008 IN ST KENELM'S HALL AT 7.00PM

The Public and Press are also invited to attend

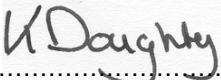
#### The agenda is as follows:

1. Welcome/Members present and apologies for absence.
2. Declaration of interest in agenda items if considered necessary.
3. Ripley Avenue Management Committee/Ripley Avenue update.
  - Maintenance work.
  - Bike ramps.
4. Minutes of the last meeting (21<sup>st</sup> January 2008).
5. Ralph Grant, Highways, Oxfordshire County Council – Highway Issues/Working Relationship/Traffic Calming, Brize Norton Road/Old A40-Village Car Park.
6. Richard Wheeler and/or Rob Parkinson, West Oxfordshire District Council – Presentation on Conservation Area Documents.
7. Matters and actions arising from previous meeting.
  - Oxfordshire County Council matters.
  - Location of recycling bins.
8. Finance.
  - Payments due.
  - Funding requests.
  - Any other financial matters.
9. Warwick Robinson, District Councillor's report.
10. Rodney Rose, County Councillor's report.
11. Refurbishment of grass verge by Spar Shop.
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 in the agenda providing notification is made to the Parish Clerk by at least 9 (nine) days prior to the schedule date of meeting (which normally takes place on the third Monday in each month).

Signed  .....  
Clerk to the Council

**Meeting opened at .....7.00.....(time)**

**...11.... attendees**

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

Welcome:

Roger Davis, Oxfordshire Playing Fields Association.  
Liam Walker, Youth Forum  
PCSO Hilary Rabson

Apologies:

Jonathan Stowell – Holiday  
Ted Cambray – Holiday

**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.

I've asked Mike Ford to take a look at the issues for the multiplay area in Ripley Avenue.

((Multiplay area – (1) Monitor frayed rope on climbing wall. (2) Wire exposed – to be taped over and replace if wire breaks.))

Fencing!

Before Jonathan went on holiday, he looked at the fencing and said it would only cost £20 or so to repair. Rather than replace all of the fencing, do you agree that Jonathan should undertake the repairs?

To later agree a date to inspect fence after immediate work undertaken.

Proposed.....DH.....2<sup>nd</sup> .....CA.....Unan?.....Y.....

Gate on far side – Mike Ford to look at – won't close.

Mud!

Just before Xmas, local builder, George Billington took a look at the area in Ripley Avenue that needs to be resurfaced for bin hardstanding. He felt that it wasn't a small job and to pave the area would be a messy-looking job. He suggested that for a good job to be made of the area, it really needed to be tarmaced. He has therefore liaised with Gordon Hill and we have received a quote of £1535 + VAT to undertake the work.

I would like to emphasise the headache that this area is causing to local residents as children are cycling through from the field, across the mud patch concerned and are covering the whole area in mud. I have requested that a road cleaner visit the area to try and help with the problem.

I would like to recommend two things:-

1) That we request OCC install pedestrian barriers at the point where the footpath from the field meets the road so that children are unable to go straight onto the road.

Proposed.....DH.....2<sup>nd</sup> .....CA.....Unan?.....Y.....  
.....

And

2) That although Mr Hill's quotation seems somewhat steep, that we undertake tarmacing of the area.

Proposed.....2<sup>nd</sup> .....Unan?.....

CA proposed to re-evaluate area, 2<sup>nd</sup> SH, to readvise clerk – act speedily. Unan.

(b) Bike ramps

DH outlined youth forum work. Goalposts and facilities as a result of youth forum work.

## **Item 4 – Roger Davies, OPFA**

### **BMX tracks**

1 day to 1 week to make track depending on digger to scoop soil out.

No trees.

Does not foresee problems with different aged children using track. Novice and challenging trails included.

No vandalism.

Message is to keep it simple.

Liability query – as long as negligence is minimal/not existing, then no liability.

House proximity concern with noise? No legislation. 25m buffer zone.

Chairman opened the floor to public.

Would rain/waterlogging be a problem? Hogging would not facilitate a problem. How are they maintained/do they need to be maintained? Youngsters using ramps is sufficient. Agree course. Build it. Take photos. That is course. No extra digging!

Mud being traped into Ripley to be taken into consideration.

Prop - Seek further advice and with youth council, make some designs for council to further decide on. 2<sup>nd</sup> CA, unan.

### **Playground maintenance**

## **Item 5 – PCSO Hilary Rabson**

From BN Rd turning into Charterville, vehicles parked up to junction. Hilary to check.

Also, Charterville Close to Wenrisc Drive (by Cynthia's house). Hilary to tackle.

***Work pattern*** – Patrol 3 to 5 times a week including evenings. Half term hol, bus will be here for youngsters to interact with police. Teenagers difficult to find. Will be providing info on keeping bikes locked and safe. Wishes to talk to old youths.

***Problems in village*** – No problems encountered.

Isabel Webb new PCSO and local to area. Just finished training and has been to village and met some of teenage groups recently.

Opened to public – no questions.

Removal of car by Spar shop will be imminent.

## **Item 6 – Presentation by Youth Council**

I invited Mr Feilden (Trustee for OA4 Youth Clubs) to attend the presentation by the Youth Council, but unfortunately he is already busy tonight. He wishes to attend any future presentations by the Youth Council though.

Names:- Liam Walker

Content:-

3 days to make.

Well received.

Next meeting – Fri 8 Feb.  
Check with hall and Ted.

## **Item 7 – Minutes of the last meeting (17<sup>th</sup> December 07)**

Amendments:

Errors:

Omissions:

**Minutes accepted as true record of proceedings:-**

**PROPOSED BY: TS**

**SECONDED BY: CA**

Unanimous Y / N

**Item 8 – Matters arising from previous meeting.**

(a) Oxfordshire County Council matters

- Experimental One-Way system, Old Minster Lovell.

I recently met with Paul Wilson, OCC who advised that everything is now in place to commence the experimental one-way system. They are just waiting for the speed surveys to be undertaken which will be at the end of this month.

- New bus shelter at Bushey Ground [..\Bus Info\TobyTomsOCC\\_mtginfo.doc](#)

Sue and I met last Tuesday morning, in the torrential rain with:-

Toby Toms, Public Transport Development Team, OCC.  
Paul Wilson, Highways, OCC.  
Trevor Bayliss, Stagecoach.  
Tony Currell, Thames Valley Police.

(1) We first discussed the relocation of a Carterton-bound bus stop from by the school sign on the Brize Norton Road to outside number 27 Brize Norton Road. The purpose of this is to move the bus stop closer to the Charterville Close bus shelter. There appears to be enough room for tarmac hardstanding and a suitable sign. This was agreed by the other representatives at the meeting. How do Councillors feel about this proposal?

Proposed.....DH.....2<sup>nd</sup>.....SH.....Unan?.....Y.....

(2) Our next meeting location was at the parade of shops where Mr Toms requested a new bus stop adjacent to the Flightline turning for Carterton-bound buses. I advise that the Flightline junction was rather busy with large lorries and that the parade of shops area in general was very busy so the Council may not necessarily agree with the request. The Stagecoach representative advised that the grass verge was not wide enough for a bus stop and so the request was withdrawn by Mr Toms. However, as Mr Toms emphasised the need to spend his money before the end of the financial year, I suggested that perhaps OCC would like to install a new bus shelter at this location, obviously with the agreement of Mr Curtis as it would be on his land. The other representatives thought that this would be a good idea. How do the Councillors feel about this proposal?

Proposed.....SH.....2<sup>nd</sup>.....SB.....Unan?.....Y.....  
...

(3) Lastly, we reconvened the meeting at our proposed site near the Bushey Ground junction for the relocation of the bus stop/new bus shelter. Paul Wilson had concerns with sightlines and ownership of the grass verge and on assessing other verges, proposed that we install the bus shelter outside number 154 Brize Norton Road which is the Haines' property. There is a relatively high laurel hedge in situ which would screen the bus shelter from view of the property and there is sufficient space there for our requirements. Reluctantly Mr Toms agreed that the bus stop could be relocated there. Thames Valley Police and Stagecoach were in agreement with the revised relocation. If the Parish

Council agree to this site then the next step is to write to Mr & Mrs Haines for their agreement. How do we feel about this revised site?

Proposed.....SB.....2<sup>nd</sup>.....SH.....Unan?.....Y.....

Draft copy of grass verge cutting contract. Two items to be clarified – bring to next meeting.

(b) Recycling Site

I have received an email from Bob Lightfoot advising that the Chair of the Environment Committee (David Harvey) wishes to have a meeting with the Parish Council, at the Council offices, to discuss this issue.

Cllr Smith has requested that this subject be discussed at tonight's meeting.

Cllr Smith proposed that the village must have a recycling site.

DH outlined previous possible sites and agreed that we do require a recycling site.

CA advised problems with the Deer Park recycling site.

DH proposed that we agree to meet with Mr Harvey to discuss. Enlist Warwick's support. 2<sup>nd</sup> TS. Unan.

SH raised issue of those with using sites en route to other locations.

## Item 9 – Finance

### Payments due:

Payee	Amount £
D F Williams	11.75
Evergreen Computing – website name registration for 1 year	64.63
Viking Direct – paper and laser toner (ordered in October)	55.75
WODC – RoSPA playground inspections	103.40
K Doughty – salary, postage and telephone expenses	382.89
Giles Sports, Toys & Cycles – goal nets	67.99

Agreed that cheques are signed? Proposed ...Ca..... 2<sup>nd</sup> ...SH.....  
Unanimous? Y / N

Funding requests: -

### Any other financial matters:

- (a) We have filed and received our VAT Claim for £5042.81
- (b) Asset Register now completed as per our Audit Report. I was surprised to learn that we have a total of:-
  - 8 x benches
  - 19 x dog waste bins
  - 13 x litter bins

Our insurance policy will be amended as necessary when renewed.
- (c) Our Auditors have recommended that we increase our Fidelity Guarantee to cover all cash balances and easily obtainable funds (ie our investments). I therefore propose that when we renew our insurance policy, we increase our Fidelity Guarantee to £70,000 from £25,000.

DH 1<sup>st</sup>, 2<sup>nd</sup> TS unan.

Financial accounts circulated for all to read.

## **Item 9 – Warwick Robinson, District Councillors Report**

Sends his apologies for previous absences.

Little development taking place.

Moved a senior planning officer into enforcement.

### Environment:-

- 1) Produced report on July flooding. What happened and how to prevent in future. Major problem is clearing of ditches.
- 2) Leading towards next contract on way forward of collecting waste – must reduce residual (non-recycling). OCC now going to purchase an incinerator.

### Finances:-

Draft budgets in place for 2008/9 – cannot continue to support expenditure via reserves. Dependence on reserve £375k instead of £1.2m for next year. Increased income from investments and efficiency savings. All exec directors had targets to reduce budgets.

WODC have had an input into possibility of incinerator.

## **Item 10 – Rodney Rose, County Councillors Report**

Has spent a lot of time away due to work.

Keep Rodney apprised of recycling site – to attend meeting.

Oxford Waste Partnership worked with OCC to increase recycling and reduce landfill.

Community Safety – 999 calls will be going to Fareham, Dorset. Various problems experienced.

Council Tax increase 3.875%.

SH commented about full gullies – need to be cleared.

## Item 11 – Refurbishment of grass verge by Spar Shop.

- **Spar shop mud verge**

After the bus stop meeting, Cllr Bicker and I discussed the spar shop mud problem with Paul Wilson. He confessed that had completely misunderstood the problem and suggested the following:-

Firstly, that the wooden posts are moved backwards into the verge area and a wider path created to allow more space for people to get out of their cars.

Then dense vegetation planted inbetween/behind the wooden posts so that when fully grown, people are unable to take a short cut across the area and have to walk on the path. Mr Wilson suggested prickly vegetation, but perhaps something like laurel would be more appropriate.

Mr Wilson initially suggested chainlinking the posts but Cllr Bicker and I said that these would be no deterrent. He went on to say that rubber matting or special concrete hexagons for grass to grow through would prove too expensive for this area.

Way forward:-

Posts to be replaced on either side of road. Re-seeding of grass required and tidied up.

SH Proposed that we go ahead along these lines, costs, 2<sup>nd</sup> CA. Unan.

## Item 12 – Planning Applications and Decisions

	Ref. No.	Address	Proposed	Deadline for response to WODC
1.	08/0020/P/FP	Land adjacent to 36 Upper Crescent	Erection of detached dwelling and formation of new vehicular access.	28 Jan

### Decisions made by West Oxfordshire District Council Planning Authority

	Ref. No.	Address	Proposed	Decision
2.	07/2046/P/LB	Rosery, Old Minster	Internal alterations.	Grant subject to conditions
3.	07/1869/P/FP	85 Brize Norton Road	Erection of rear conservatory.	Withdrawn

### Decisions outstanding by West Oxfordshire District Council Planning Authority

	Ref. No.	Address	Details	Decision
4.	07/2100/P/FP	Land to rear of 125 Brize Norton Road	Conversion of existing swimming pool and fitness building into dwelling.	19 December <u>Strongly object:-</u>  We fully agree with WODC's Planning Committee to refuse the previous application for this proposal.  Same comments as before.
5.	07/2170/P/FP	Lilac Cottage, Old Minster	Alterations and erection of single and two storey extensions, new vehicular access (to allow changes to fenestration and addition of open porch to side elevation.	1 January <u>Strongly object:-</u> 1) Overdevelopment of the site. Size scale policy. 2) Double car width concrete slab.
6.	07/2211/P/FP	Dundon House, School Hill	Erection of first floor garage extension to form staff accommodation.	Minster Lovell Parish Council wish to <u>comment only</u> regarding the visual impact of the Velux windows on the north elevation.

### Planning Appeal

Mr & Mrs I Cross – 5 Upper Crescent – Conversion of part of existing accommodation to provide self contained flat (retrospective).

## Item 13 – Correspondence

### Items with RSVP dates/details of meetings:-

#### Letters of interest – **READ ALL:**

1. Road Safety Remedial Works – OCC.
2. Letter of thanks - Minster Lovell Playing Field Trust.
3. Black Bourton Parish Council – wishing to join action group.
4. Minster Lovell Conservation Area documents - Richard Wheeler, Planning Service, WODC. Wishes to present document.
5. Burford School Association – Letter from Amanda Henshall. Thanks, but no, we understand – policy.
6. Meeting re Changes to the Post Office Network in Oxfordshire – ORCC – Thurs 14 Feb 08 – 2pm – The Holt Hotel, nr Staple Aston.
7. Rubbish problem - Email from Ann and Brian Mills. **Letter of thanks. Buy bags and grabbers.5.**

Has anyone attended the “Shaping of West Oxfordshire’s Future forums”.

#### General:-

8. Consultation on Orders and Regulations Relating to the Conduct of Local Authority Members in England.
9. Witney NAG news.
10. The Playing Field – OPFA Newsletter.
11. Standards Committee meeting information.
12. Top tips for keeping warm and well this winter & Annual Report – Oxfordshire NHS Primary Care Trust.
13. Meeting Minutes – Bus Stop Meeting – 15 Jan – OCC.
14. Cotswolds Conservation Board – Winter Update.
15. Whosmybobby Update.
16. Commission for Rural Communities Participation Inquiry Launch Event.
17. ORCC News Bulletin.
18. Flooding Bulletin – WODC.
19. Emergency Planning/Food – Park Farm Foods.

**Read** “All correspondence will be circulated following meeting.”

#### Q & A Session

**Stile needs attention.  
Countryside Service actions!**

MEETING CLOSED AT .....9.20..... PM.

