



## MINSTER LOVELL PARISH COUNCIL

Parish Clerk: Katherine Doughty

91 Brize Norton Road, Minster Lovell,  
Witney, Oxon. OX29 0SG

Email mlparishclerk@btopenworld.com  
Tel/Fax (01993) 709189

**ALL PARISH COUNCILLORS ARE SUMMONED TO A PARISH COUNCIL  
MEETING WHICH WILL BE HELD ON  
MONDAY 16<sup>TH</sup> JANUARY 2005 IN ST.KENELMS 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. Bridget Muller, Ripley Avenue Management Committee.
4. PC Tony Lowe.
5. Minutes of the last meeting (19<sup>th</sup> December 2005).
6. Matters arising from previous meeting.
7. Finance:  
Payments due.  
Funding requests.  
Any other financial matters.

*Ten minute parishioner's question time*

8. Warwick Robinson, District Councillor's report.
9. Rodney Rose, County Councillor's report (if available).
10. English Heritage/Ruins.
11. Grass cutting and vegetation.
12. Litter bin waste collection.
13. St Kenelm's Hall.
14. Rural Community Housing.
15. Traffic calming.
16. War memorial.
17. Village noticeboards.
18. Planning applications and decisions.
19. 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 .....(time)**

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

Warwick Robinson.

**Item 2 – Ripley Avenue Management Committee.**

Letter received from WODC asking if we would like to programme playground inspections for Spring & Autumn this year. Cost £43.25 per site.

Proposed.....Seconded.....Carried?

**Item 3 – PC Tony Lowe.**

On rest day/off duty. Breakdown of incidents provided by his office.

Any reports from Ripley/Whitehall?

Public meetings/presentations being held. First one on 30 Jan @ 5pm, Woodgreen Offices, WODC.

**Item 4 – Declaration of interest in agenda items if considered necessary.**

(Put book out on table)

**Item 5 - Minutes of the last meeting (19<sup>th</sup> December 05)**

Amendments:

Errors:

Omissions:

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

**PROPOSED BY: .....**

**SECONDED BY: .....**

## **Item 6 – Matters arising from previous meeting.**

### **Cherry Trees, Old Swan**

Letter now received from Judy Osborn as follows:-

READ.

### **A40 bus stops**

No update

[[A meeting has been arranged with OCC and Stagecoach for Tuesday 17<sup>th</sup> January 06, 10.00am at the Brize Norton Road & A40 slip road junction (roughly where the temporary bus stop is). Could you please check your diaries and let me know if you are able to attend. I have confirmed our attendance.]]

### **Dog Fouling**

John Hunt has forwarded “Terms of Reference for the Minster Lovell Fishing Bailiff” which have been provided to him by the Council. In the first instance, we could forward this to the insurance company and ask them to provide Public Liability Cover for Mr Hunt, however they may request a more detailed job specification.

With regard to the adhesive dog fouling signs, Mike Ford has suggested that we have these laminated and use cable ties to fix them to lamp-posts etc. Is this acceptable?

### **Mr & Mrs Beechener**

As requested at the last meeting, I wrote to the occupants of 43 and 45 Ripley Avenue asking them to cease their inconsiderate activities. We have received a copy of the response from Mr & Mrs Coulling of no. 45 which was sent to Mr & Mrs Beechener stating that they are concerned and shocked at the accusation; that their land is not joined to the Beecheners’ and that they do not appreciate the involvement of a third party. On speaking with Mrs Beechener, it would seem that they have miscounted the house numbers in that area, not realising the layout of properties in the close and confirm that they have advised the Council of incorrect numbers. A formal letter of apology has been received and they have made a personal apology to the occupants of numbers 43 and 45.

## Item 7 - Finance

### Payments due:

<b>Cheque No.</b>	<b>Payee</b>	<b>Amount £</b>
100993	Abbitnet – website hosting	64.63
100994	K Doughty – month salary including half year office rent.	467.24
100995	D F Williams – bus sheltering cleaning	11.75

### Funding requests:

None.

### Any other financial matters:

Barclays Bank has confirmed that our new bank mandate is now in operation. This means that all Councillors except Stephen are able to sign on the account.

I will be focusing on the VAT return over the next few months.

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**Q & A Session 1**

**Item 8 – Warwick Robinson, District Councillor’s Report**

**Item 9 – Rodney Rose, County Councillors Report (if available)**

## **Item 10 – English Heritage/Ruins**

I received a telephone call from Bridget Postlethwaite who referred to our recent letter. She advised that they have put up notices in the ruins regarding climbing and that they have appointed a key keeper/warden. The warden's name is Kate Linnell and she apparently lives in the village. I requested that Bridget formally put this information in a letter to us, which she has agreed to do.

## **Item 11 – Grass cutting and vegetation**

[[I have written to Mr Allsworth, Ian Prentice and Mr Everett (Ducklington) asking them to quote for the work. No responses yet received.

OCC has quoted 16.4p per metre per 5 cuts.

This equates to £387.53 for Old Minster and Little Minster and £2176.28 for the upper village. Total £2563.81 for the year.]]

## **Item 12 – Litter bin waste collection**

### **Church/Ruins Car Park**

I have now received WODC's costings as follows:-

- 1) The bin outside Windrush Farm to be relocated to outside St Kenelm's Church and emptied in accordance with current instructions at no extra cost - £106.78
- 2) For the installation of a new regular-sized bin to be installed by St Kenelm's Church - £290.45.

**Dave Jones ([david.jones@westoxon.gov.uk](mailto:david.jones@westoxon.gov.uk)) - 861738**

Action:-

### **Item 13 - Village Hall**

A meeting with the Planning Service, the trustees to the land opposite St Kenelm's Hall and the Parish Council was held today. Update required...

Way forward?

Father Adrian has telephoned to advise that the Parish Council need to formally withdraw it's application for the fencing before submitting a new one, otherwise the council will have to refuse planning permission on our current application.

K – Send email to Michelle Kidd asap.

## **Item 14 – Rural Community Housing**

(James Alcock, Rural Housing Enabler, Oxfordshire Rural Community Council)

### **Outcome of site meeting...**

[[Response received from James as follows:-

“It has been discussed at length by the planning officers and they believe there is only 1 site in Minster Lovell which would qualify as a Rural Exception Site:

It is land north of 15 Brize Norton Road (just south of its junction with the B4047). The owner tried unsuccessfully to get the site allocated for housing and we have recently been advised that its development for market housing would not accord with Local Plan policy. I’m not sure that he accepts this but it may be an opportune time to make an approach. The owner is Mr Howells 63 Manor Road, Rushden, Northants NN10 9EX”

The view from the district council is that if the PC is in support of this site in principle as a Rural Exception Site which would only be developed for affordable housing, then an approach should be made either by the PC, myself or Cottsway Housing Association to see whether the landowner would consider selling this site for affordable housing. This, I believe was the approach the PC initially wanted to take before carrying out the Housing Needs Survey to avoid raising expectations etc within the community.”]]

## **Item 15 – Traffic Calming**

### **1. Mini Roundabout**

No update

### **2. Traffic Through Old Minster**

OCC has confirmed that a traffic survey will be undertaken imminently for Old Minster and the results will be forwarded to me highlighting the main points of data.

### **3. Vehicle Activated Signs**

Quotation received for the three site options – the cost is £2870 + VAT each. Installation takes at least 3 months from the date of placing the order.

## **Item 16 – War Memorial**

WODC advise that planning permission is required for the relocation of the War Memorial and I have the appropriate forms for completion.

Jonathan – do you have any measurements of the war memorial so that I may accurately draw it on the plan?

Is it decided which side of the pathway the memorial will be located to?

**Item 17 – Village noticeboards**

Costings:-

£668.50 – similar to current board. Made from Iroko hardwood.

## Item 18 – Planning Applications and Decisions

	Ref. No.	Address	Details	P.C. Decision
1.	05/2274/P/FP	Windrush, Old Minster	Two storey rear extension.	The Parish Council strongly object to this application on the following points:-
		<ol style="list-style-type: none"> <li>1. The property is in a Conservation Area and the proposal is out of character.</li> <li>2. The extension is too large and out of proportion with the rest of the cottage – overbearing.</li> <li>3. Some parts are out of character, example, lower floor windows.</li> <li>4. If the application was granted, it would change the character of the cottage significantly and make it out of proportion with the rest of the cottage.</li> <li>5. The extension will mask the original cottage thereby eroding it's character.</li> </ol>		
2.	05/2319/P/S73	Ash Autos, 58 Brize Norton Road	Variation of conditions 2 & 3 of planning permission to allow the number of cars for sale on external display area within the red line not exceed 30 and the two spaces identified as customer parking will be retained solely for customer parking.	

### Refusal by WODC Planning Authority

	None
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### Grant decisions made by WODC Planning Authority

3.	05/2027/P/FP	80 Brize Norton Road	Alterations and erection of single storey extension.	No comment.
4.		Windrush Farm, Old Minster	<p>Erection of conservatory to side elevation. Insertion of roof light. Alterations to enclose car port with timber boarding (part retrospective).</p> <p>AND</p> <p>Alterations and erection of conservatory.</p>	After negotiations with officers the applicant has withdrawn the conservatory element of the proposal from the current application as officers had concerns with the design, size and impact of it to the existing listed building.
5.				
6.				

### Appeals

	None
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### Appeal Decision

	None
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**Item 19 – Correspondence**

**Parishioners correspondence or correspondence of particular interest:-**

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

1. Meeting of Standards Committee – Thurs 19 Jan – Committee Rm 1, WODC offices Woodgreen.
2. Neighbourhood Management Policing – Public consultations and engagement days – 9/11/14/15/16 March.
3. West Oxfordshire Strategic Partnership forum meeting – 25 Jan, 6.30pm, Witney Lakes Resort.
4. Invitation to Pilgrimage Exhibition – Ashmoleon Museum – Wed 18 Jan, 6.30-8pm.

**Circulars:-**

5. Consumer Direct information.
6. Courses for voluntary & community groups, Witney.
7. Thames Valley Police re. non-emergency contact number.
8. OCC – News.
9. OALC – 2006/7 salary award for Local Council Clerks.
10. OCC – Changes to Swanbrook service 53.
11. WODC – Music Diary.
12. Ashmoleon Museum – list of activities.
13. Trust for Oxfordshire’s Environment – Annual Review 04/05.
14. ORCC News.
15. WODC - Landscape Consultancy & Maintenance Services.
16. OCC – Your guide to road safety in Oxfordshire.

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

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**Q & A Session 2**

MEETING CLOSED AT ..... PM.

