



## MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

**Parish Clerk: Katherine Doughty**

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### MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY 20<sup>TH</sup> FEBRUARY 2006 IN THE ST KENELM'S HALL AT 7.00PM

1. **Present:** Cllr David Haley (Chairman), Cllr Colin Alderman, Cllr Ted Cambray, Cllr Stephen Hodge, Cllr Tom Smith, Cllr Jonathan Stowell, Cllr Bryan Wall and Mrs Katherine Doughty (Clerk).

**Parishioners present:** 8.

**Apologies for absence:**

The Chairman opened the meeting at 7.00pm.

2. **Declaration of interest in agenda items if considered necessary:** None.

3. **Bridget Muller, Ripley Avenue Management Committee:**

Mrs Muller advised that there were no reports of vandalism and that the Committee had gained a new member. The Clerk stated that litter collection equipment is available from the District Council and that they only need to know when the litter pick is planned. It was felt that this should be undertaken after the first cut of verges surrounding the village so that litter collection was made easier. The question of suitable insurance for litter picking was raised and it may be necessary for disclaimer forms to be signed accordingly.

Action: Clerk to (1) enquire with OCC when the first cut is due. (2) Check insurance policy to see what is stated in relation to litter picking.

Mrs Muller offered to organise the village litter pick and liase with WODC. This was accepted and agreed by the Council. Proposed by the Chairman, seconded by Cllr Alderman, all agreed.

On the subject of Ripley Avenue, a parishioner was permitted to speak and commented on the amount of dog waste in the play field. The clerk advised that anti-dog fouling signs are being created by Mike Ford. It was suggested that a second dog bin be installed towards the southern perimeter, which will be considered by the Parish Council.

Action: Clerk to (1) Follow-up with Mr Ford, installation of dog fouling signs as soon as possible. (2) To discuss costs and installation of a second dog bin with WODC. (3) Include subject in the next issue of Village News.

4. **PC Tony Lowe**

PC Lowe was welcomed to the meeting.

The Clerk summarised correspondence that had been received from some residents in Ripley Avenue, and which Councillors had received prior to the meeting. The Chairman discussed the lack of support claimed by the parishioners concerned and a discussion ensued on the problems with youths being encountered in the village as a whole (namely church car park, parade of shops, Ash Autos garage, Wash Meadow) as well as Ripley Avenue.

PC Lowe commented on the possible use of zig-zag road markings outside the play area to stop youths from parking there, but it was felt that they would not take any notice of them. PC Lowe suggested the possibility of up to 8 officers on foot patrol on a regular basis, to stop and search youths and focus on the antisocial behaviour. This was met positively by the Council. PC Lowe is to continue to liase with the residents to address the problems being experienced.

The Chairman stated that an awareness of the problems and concerns, be detailed in the next edition of the Village News and that Councillors approach youths as necessary. The subject of a youth shelter being located in the corner of the car park of the White Hart pub, is to be discussed at the next meeting.

PC Lowe advised that there are no reportable incidents to advise for the previous month and that he will try to attend future meetings.

5. **Minutes of the previous meeting:** The minutes of the 16<sup>th</sup> January 2006 meeting were accepted as a true and accurate record of proceedings. Proposed by Cllr Hodge and seconded by Cllr Cambray. Carried unanimously.

6. **Matters arising from previous meeting:**

- (a) Litter Bin – Church/Ruins Car Park

The clerk reported that she had spoken with Father Adrian who suggested a bin be installed next to Orchard House garden gate as opposed to the low dry stone wall as work was to be carried out on the wall. Cllr Hodge proposed that a meeting with Father Adrian take place so that a full inspection of the area can be undertaken. Cllr Alderman and Cllr Wall agreed to attend the meeting with Cllr Hodge and Father Adrian.

Action: Clerk to obtain an agreeable date from Father Adrian and convene meeting.

- (b) Skate 'n' Climb 2006

Wed 31<sup>st</sup> May, Sat 29<sup>th</sup> July and Wed 30<sup>th</sup> August have been reserved with WODC on a 'buy two, get one free' basis. WODC wish to make the climbing wall available at a cost of £1 per climb on Mon 3 April at St Kenelm's Hall. The Clerk advised that permission has been sought from Minster Lovell Playing Field Trust and St Kenelm's Hall Management Committee.

- (c) A40 Bus Stops

The bus stops have been approved by OCC and hardstanding/kerb improvements are to be made.

Action: Clerk to add details to PC website.

- (d) Fishing Bailiff

Allianz Cornhill are unable to provide public liability insurance cover for Mr Hunt until details of his qualifications and experience have been received along with a risk assessment for areas surrounding the river which the Parish Council are responsible for. It was felt that WODC/OALC would be able to undertake a risk assessment.

Action: Clerk to discuss requirements with Mr Hunt as necessary and liaise with WODC/OALC re. a risk assessment if necessary.

7. **Finance**

- (a) Payments due:

<b>Payee</b>	<b>Amount £</b>
Ian Prentice * 7th cut Ripley Avenue, 5th strim & litter pick and 5th strim of riverside.	90.00
Clerk's monthly salary including stationery and telephone.	284.06

Funding requests: Oxfordshire Association for the Blind advised that they have 8 clients in the Minster Lovell area and requested a donation towards their Phone Friends scheme which aims to combat social isolation. The PC's policy is to donate only to village organisations and this is to be communicated to Oxfordshire Association for the Blind. Proposed by Cllr Wall, seconded by Cllr Stowell, all agreed.

(b) Any other financial matters:

VAT Repayment has been paid totalling £2100.48.

Letter received from WODC Accountancy Services who advised that with effect from 1 April 2006, there is to be an administration fee for all temporary loan investments of a quarter of one percent per annum of the principal sum invested. This is in recognition of administration costs associated with the service and will be deducted from each half year's interest payment. Based on current investments, this totals £129.75. The Council agreed to continue investing with WODC.

There followed a 10 minute parishioner's question time. It was commented that the new Parish Council website is liked and contains useful information.

#### **8. Warwick Robinson, District Councillor's Report**

Finance – The District Council is about to finalise the budget for the forthcoming year in which £1.25m is to be used from reserves. WODC Council Tax is expected to be the second lowest in the country.

The Local Plan is to be adopted within the next 4-5 weeks.

Environment – the new Green Waste Scheme is being offered, which was originally piloted in Witney. It offers households the option to have green waste collected via wheelie bin, every other week at a cost of £30 per year.

Marriots Close – The District Council will receive a full planning application within the next few weeks for the redevelopment of the Close. The public will have the usual opportunity to respond formally to the application once it has been submitted. It was noted that a local campaign is running to preserve green space within the development.

#### **9. Rodney Rose, County Councillor's Report**

No report available.

#### **10. English Heritage Meeting**

The Clerk had received a response from Dawn Postlethwaite who advised that Paul Seabrook is to formally respond to the PC's letter. Kate Linnell is in the process of being contracted to act as the key keeper. A job description is not available, however duties will include litter picking, reporting of dangers, hazards and needs for repairs. Dawn adds that Kate Linnell is not to be contacted directly - the key keeper is to ensure the presentation and safety standards of the site.

Action: Clerk to chase for a response from Paul Seabrook, who's Manager is required to attend the proposed meeting.

#### **11. Grass cutting and vegetation**

JV Strong has quoted for the vegetation cutting work at a cost of £3450 + VAT. At this price, if the Parish Council accepted the quotation, £887 would need to be financed by the PC to balance costs with the OCC delegated resource. Mr Prentice has advised that he doesn't wish to undertake the work. Further information has been sent to WODC and Jim Boyland Trading (Kidlington) for quotes.

Action: Clerk to advise WODC and Jim Boyland Trading of deadline (15 March) for receiving quotes.

## **12. St Kenelm's Hall**

The Clerk reported on the conversation held with Mr Howells regarding the recent planning meeting in which Mr Howells stated that it would be acceptable to the owners if the District Council would allow double the suggested quantity of affordable houses to be built (12 in total). Only community based development would be permitted on the land in conjunction with the owners obtaining planning permission from the District Council.

With this in mind, the Parish Council agreed to write to the Chief Planning Officer, WODC advising that the PC is interested in affordable housing on this site (which is the conclusion of a survey of suitable development land in the village by themselves). Proposed by Cllr Stowell, seconded by Cllr Wall, carried unanimously.

It was felt that the PC also write to Mr Howells stating that he should let the District Council know of his required quantity of affordable properties and to liaise with them accordingly. Perhaps some negotiating is possible on the quantity.

Action: Clerk to compose letters accordingly.

Cllr Hodge produced amended plans of the perimeter boundary of St Kenelm's Hall which the PC are to pursue planning approval for, on behalf of Minster Lovell Playing Fields Trust. All Councillors viewed the plans.

Cllr Cambray proposed that the plans be submitted for approval by the Parish Council, seconded by Cllr Stowell. One against, one abstention. Carried.

Action: Clerk to prepare planning application accordingly.

## **13. Traffic Calming**

### **(a) Traffic through Old Minster**

No survey results from OCC received.

Action: Clerk to confirm that a survey has been undertaken and reinforce request for results.

### **(b) Vehicle Activated Signs**

Councillors confirmed that they had all received maps detailing the proposed Vehicle Activated Sign positions (quantity 3) and it was proposed that an order be placed with OCC accordingly. Proposed by Cllr Stowell, seconded by Cllr Wall. One objection. Carried. Cllr Smith requested that it be noted on record that he is not in favour of installation of the signs.

Action: Clerk to place an order with OCC for 3 Vehicle Activated Signs at a cost of £2870 + VAT each.

## **14. War Memorial**

Creation of a suitable site plan to accompany a planning application remained outstanding. It was not clear whether an elevation drawing of the war memorial is required.

Action: Clerk to confirm if an elevation drawing is required (given that there are no changes to the war memorial structure) and advise Cllr Hodge accordingly.

An extraordinary meeting was planned for Monday 20<sup>th</sup> March, 18.30 to 19.00 to review drawings and the application. It was noted that Cllr Alderman and Cllr Cambray will be absent.

## **15. Village Noticeboards**

The PC decided to make an insurance claim for a new noticeboard to replace the vandalised one, at a cost of c. £749. Proposed by Cllr Hodge, seconded by Cllr Alderman. Carried unanimously.

Action: Clerk to complete insurance paperwork and order new noticeboard accordingly.

## 16. Planning applications and decisions

### Applications submitted to the Parish Council

	Ref. No.	Address	Details	PC Decision
1.	06/0096/P/FP	The Annexe, 7 Bushey Ground	Continued use as separate dwelling (retrospective).	<p>Minster Lovell Parish Council strongly object to this application on the following points:-</p> <p>1) It is essentially a new dwelling that has been created without a proper planning application and correct procedure.</p> <p>2) Gross overdevelopment of the plot.</p> <p>3) The development is against Minster Lovell Policy Statement for Bushey Ground and Minster Lovell in general.</p> <p>4) Detrimental impact on neighbouring properties.</p> <p>5) It has been illegally used as a separate dwelling for the past 2-3 years and it should be stopped.</p>
2.	06/0088/P/FP	Long Acres, 4 Bushey Ground	Erection of conservatory.	The Parish Council comments that the proposed conservatory is out of character with a non-listed Charterville bungalow.
3.	06/0110/P/FP	3 Charterville Close	Erection of single storey rear extension.	No comment.

4.	06/0176/P/FP	103 Brize Norton Road	Erection of single storey front extension	Minster Lovell Parish Council wish to comment on the possible impact on the neighbouring property of this extension and also question whether it will extend beyond the building line.
5.	06/0193/P/FP	Bushwell, Bushey Ground	Erection of single storey extension	<p>The Parish Council strongly object to this application on the following points:-</p> <ol style="list-style-type: none"> <li>1. Over-development of the site, in size and scale.</li> <li>2. 'Domestic' use of this property is questionable given that it is changing from a 4 bedroom property to a 9 bedroom property.</li> <li>3. The development is against Minster Lovell Policy Statement for Bushey Ground and Minster Lovell in general.</li> </ol>

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

	Ref. No.	Address	Details	Decision
6.	05/2319/P/S73	Ash Autos, 58 Brize Norton Road	Variation of conditions of 2 & 3 of planning permission W2002/0632 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.	<i>Not yet received</i>
7.	05/2274/P/FP	Windrush, Old Minster	Alterations and erection of two storey extension	Grant subject to detailed drawings of external joinery to be submitted plus usual conditions.

17. Correspondence received	Notes/Actions
<p><b>Parishioners correspondence or correspondence of particular interest:-</b></p> <p><b>Items with RSVP dates/details of meetings:-</b></p> <ol style="list-style-type: none"> <li>1. Letter received from Rosemary Wastie, Secretary to Minster Lovell Recreation Ground Trustees, retiring from Minster Lovell Recreation Ground Trustees.</li> <li>2. OCC – Temporary Traffic Regulation Order – Temporary 40mph speed limit order and layby closures A40 Witney Bypass – From 13 March for approximately 2 weeks – from Asthall roundabout to end of dual carriageway.</li> <li>3. OCC – National Cycle Network Signage – Sustrans National Cycle Network, Witney to Burford cycletrack to receive new signs.</li> <li>4. Invitation for the Chairman plus one other Parish representative, to a reception at County Hall, Oxford on Tuesday 14<sup>th</sup> March at 6.30-8.30pm, hosted by the Chairman of OCC who wishes to thank Parish Councils for their efforts.</li> </ol> <p><b>Circulars:-</b></p> <ol style="list-style-type: none"> <li>5. OCC - Oxfordshire Structure Plan 2016.</li> <li>6. Oxfordshire Community Partnership – Affordable Housing.</li> <li>7. CAG Newsletter.</li> <li>8. WODC – Network News.</li> <li>9. Oxfordshire Villages of the Year Competition.</li> <li>10. OCC News magazine - 'Oxfordshire.'</li> <li>11. WODC – Green Waste Scheme.</li> <li>12. WODC – Parish Link newsletter.</li> <li>13. RAF Newsletter.</li> <li>14. Wychwood Project – Forest Update.</li> <li>15. OCC – Funding Youth Services.</li> <li>16. WODC – Design Awards.</li> <li>17. OCC – Committee on Inclusive Transport.</li> <li>18. OPFA – 'The Playing Field.'</li> <li>19. RAF Brize Norton – 'Extension to Bolthole.'</li> <li>20. WODC – Licensing Act 2003</li> </ol>	<p>Clerk to (1) respond thanking for her efforts over the past years. (2) Arrange a meeting with Martyn Cross and the PC to discuss the requirements for a new Secretary and for the newly appointed Secretary to attend the AGM in May.</p>

There followed a 10 minute parishioner's question time.

The Chairman discussed meeting procedures and some changes may be made regarding future PC meetings. It was noted that the AGM is to be held in May and not April as previously held. It was agreed that due to the Easter bank holiday, the April PC meeting will be held a week later, on the 24<sup>th</sup> April.

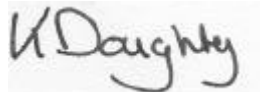
Action: Clerk to organise a venue.

A parishioner questioned whether the amenity area in Ripley Avenue was earmarked for low cost housing. The Chairman clarified that it was in fact land adjacent to the village hall that was being determined for affordable housing and most definitely not Ripley Avenue.

There being no further business the meeting closed at 9.10pm.

**Meetings:-**

- Extraordinary Parish Council Meeting – Monday 20<sup>th</sup> March – St Kenelm’s Hall – 6.30pm – to discuss the war memorial planning application.
- Parish Council Meeting – Monday 20<sup>th</sup> March – St Kenelm’s Hall – 7.00pm.
- Parish Council Meeting – Monday 24<sup>th</sup> April – Methodist Church – 7.00pm.



Katherine Doughty  
Clerk

Signature of Chairman upon approval of Minutes ..... 20<sup>th</sup> March 2006

Copies of Minutes to:

Rodney Rose, County Councillor.  
Warwick Robinson, District Councillor.  
Simon Hoare, District Councillor.