



MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

Parish Clerk: Katherine Doughty

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MINUTES OF THE ANNUAL PARISH MEETING HELD ON MONDAY 19TH APRIL 2010 IN ST KENELM'S HALL AT 7.00PM

- 1. Present:** Cllr David Haley (Chairman), Cllr Colin Alderman, Cllr Sue Bicker, Cllr Chris Jones, Cllr Tom Smith, Cllr Jonathon Stowell, Rodney Rose County Councillor and Mrs Katherine Doughty (Clerk),

Apologies for absence: Cllr Stephen Hodge, County Cllr Rodney Rose, Richard Bennett (West Oxfordshire District Council), Mrs Mandy Hill (Minster Lovell School Association) and Mrs Bridget Muller (Ripley Avenue Play Area Committee).

The Chairman opened the meeting at 7.00pm and thanked Tina Rowley, Planning, West Oxfordshire District Council for her attendance.

- 2. Minutes of the last Annual Parish Meeting (20th April 2009)**

The minutes of the 20th April 2009 meeting were accepted as a true and accurate record of proceedings. Proposed by Cllr Alderman, seconded by Cllr Bicker, carried unanimously.

- 3. Tina Rowley, Planning, West Oxfordshire District Council (WODC) – Local Development Framework**

Ms Rowley advised that the 'Preferred Approach' consultation had just been completed with c.600 responses from a wide range of people and organisations. The comments will be added to the overall consultation on the strategy for West Oxfordshire.

The full draft plan will be published later this year which will then be examined by a Government appointed Inspector. The Inspector will make the final decision on the Core Strategy, not the District Council. The Government emphasise that delivery of development is undertaken by WODC.

The District Council has assessed development for housing in all towns and parishes with the main areas for potential growth agreed as Witney, Carterton and Chipping Norton. (Those areas have the most facilities and amenities to meet people's needs). There is currently no indication that the planning strategy for Minster Lovell will change in the future.

Land to north of Range Road and land to West of Downs Road – areas have been developed with the remainder of land to be used for new employment/leisure. Land to the east side of Downs Road has previously been reserved for future development for schools, leisure and sports. The key issue is a new junction at the A40/Downs Road, to be provided as soon as possible, albeit additional funds required to build the junction.

With regard to the development of Carterton, Carterton Town Council wishes to see the population grow as it wants to attract more services and facilities. WODC support this in principle. Carterton's east and west options are preferred, albeit all development options are problematical.

Two things are fairly certain:-

- WODC has to plan for further new housing, jobs and facilities.
- Public expenditure will be even more limited in years ahead, thereby creating more of a reliance on funding from developers for community amenities/facilities.

The Chairman invited Councillors to ask questions:-

Concern was raised at congestion and lack of improvement of the A40 to Oxford. Ms Rowley confirmed that it is a fundamental problem. OCC has plans to improve the Wolvercote roundabout and improve the link to the A34 to help relieve the bottleneck into Oxford. The congestion affects local business and creates rat-runs through local areas. Higher traffic levels are found in other areas of Oxfordshire, which mean that the A40 is not given a high priority for improvement. There are no short/medium proposals to improve the A40.

Ms Rowley confirmed that the Parish Council should continue to voice its concern about the future development close to boundaries of the village. It was advised that all responses are scrutinised for concerns and key issues, however WODC has to take a balanced view of all the concerns in the context of national policy guidance.

The Chairman summarised Minster Lovell's vulnerability when considering development proposals from both Witney and Carterton towards the parish boundaries.

Parishioners were invited to discuss the Local Development Framework with Ms Rowley.

It was advised that the Downs Road/A40 junction will not open until 2014 and currently only half of its funding has been found.

Ms Rowley was thanked for her time and attendance of the meeting.

4. Flood Prevention Update – Richard Bennett, WODC

The Council was disappointed that Mr Bennett could not attend the meeting (having not attended the previous meeting either) and reviewed the updated Flood Report Actions. Councillor Stowell proposed that the Clerk write a strongly worded letter to the District and County Councillors on the subject in an effort for some real action to be taken. Seconded by Cllr Alderman, carried unanimously.

In an effort to expedite matters, it was resolved that a subcommittee is formed consisting of Cllr Smith, Cllr Alderman, Cllr Jones and Cllr Stowell to meet WODC representatives with all recommendations to be made to the Parish Council for ratification (ie non-discharge of functions to a committee).

The Clerk is to request a copy of the submission and rejection response from Defra, from Mr Bennett.

5. Reports were then delivered as follows:

- (a) Chairman, Minster Lovell Parish Council.
- (b) Warwick Robinson, District Councillor.
- (c) Rodney Rose, County Councillor (Wychwood Division).
- (d) St Kenelm's Parochial Church Council.
- (e) Minster Lovell Playing Field Trust.
- (f) Trustees of Wash Meadow Recreation Ground.
- (g) St Kenelm's Hall Management Committee.
- (h) St Kenelm's (C of E) School Association.
- (i) Minster Lovell Youth Club. } Reports not available - to be forwarded
- (j) Minster Lovell Methodist Church. } to the Council before the next meeting.
- (k) Ripley Avenue Play Area Committee (including review of Easter Fun Day).

Note – All reports received are attached to these Minutes (master copy only).

Clerk to send a letter of thanks to Cllr Rose and Cllr Robinson for attending regular Parish Council meetings, processing our requests and generally representing the village. Also a letter of thanks and gratitude is to be sent to Mr J Hunt, Fishing Bailiff for his services.

It was noted that over 100 young people and their families recently attended the Ripley Avenue Easter fun day which was a successful event.

Clerk to prompt Oxfordshire County Council for repair of the footpath leading from St Kenelm's Hall to Crescent Stores Spar Shop.

6. Presentation and thanks to Daniel Hubber.

The Chairman thanked Daniel for his maintenance efforts over the last 3-4 years. His attention to detail and pride in the job was highly commended. Daniel was presented with a National Garden Centre voucher and a card as a thank you.

7. Appointment of Village General Maintenance Person.

It was proposed by the Chairman that Nick Egan is appointed as Village General Maintenance Person, subject to a 1 year fixed contract and review of the post, hours and role. A positive reference from Mr Egan's previous employers had been received. Seconded by Cllr Stowell, carried unanimously. Clerk to liaise with Mr Egan as appropriate.

8. Finance

(a) Payments due.

Payee	Details	Amount £
Minster Lovell Methodist Church	2009 Room hire	216.00
First Annual Precept Payments:-		
Minster Lovell Playing Field Trust		1000.00
St Kenelm's PCC		1120.00
Trustees of Wash Meadow		1250.00
Minster Lovell Methodist Church		1000.00
St Kenelm's Hall Management Committee		1000.00

Cllr Bicker proposed that the above cheques are signed, seconded by Cllr Jones carried unanimously. Cllr Stowell, Cllr Alderman and Cllr Haley declared an interest.

April Payments:-		
Adventure Plus	Climbing wall for Ripley Av. Fun day	500.00
Society of Local Council Clerks	Local Council Administration book	55.60
Society of Local Council Clerks	WWYC course	188.00
Queensbury Shelters	Brize Norton Road bus stop repair	208.92
D F Williams Cleaning	Bus shelter cleaning	32.32
W.O.D.C.	RoSPA Inspection	108.91
Viking Direct	Stationery	34.36
O.A.L.C.	Annual subscription	253.05
O.R.C.C.	Annual subscription	30.00
C.P.R.E.	Annual subscription	29.00
Jonathan Stowell	Allotment expenses	93.60
David Johns	Equipment hire - allotments	135.00
Viking Direct	Stationery	100.87
K Doughty	April salary	533.96
	Postage	1.68
	Mileage allowance for course	31.72
	Overtime for course attendance	95.44
	Books for allotment holders	44.85
	Ribbon for allotment ceremony	8.50
	Thank you card and voucher for D.Hubber	52.80
	Office allowance	600.00
	Quarterly telephone	50.00
	TOTAL	1418.95

S Bicker	Ripley Avenue Easter Fun Day refreshments	32.20
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(b) Financial review

- The Clerk presented a review of the accounts for the financial year ended 31 March 2010 (copy attached to these minutes).
- Ripley Avenue Amenity Area Private Access Agreement – 1 Whitehall Close. The document was signed by the Chairman and Vice Chairman.
- The Council's first precept payment has been received totalling £13346.
- Insurance is due for renewal on 1 June 2010 and is quoted at £1153.63. It was resolved that NFU Mutual is asked to quote.

9. Planning applications and decisions.

	Ref. No.	Address	Proposed	WODC / PC Decision
1.	10/0500/P/FP	Hillside, Burford Road	Erection of detached garage with home office above.	No comment.

Decisions made by West Oxfordshire District Council Planning Authority

	Ref. No.	Address	Proposed	Decision
2.	10/0212/P/FP	Land adj to 1 & 2 Waterworks Cottage, Worsham	Erection of replacement building to provide workshops, storage and garage area (to allow changes to fenestration, eaves & ridge height and internal layout). Part retrospective.	Refuse.

Decisions outstanding by West Oxfordshire District Council Planning Authority

	Ref. No.	Address	Proposed	P.C. Decision
1.	10/0295/P/FP	Happy Days, Burford Road	Remove rear outbuilding and erect single storey rear extension.	Minster Lovell Parish Council strongly object to these applications as they are contrary to the following West Oxfordshire Local Plan 2011 policies:-
2.	10/0296/P/LB	Happy Days, Burford Road	Internal and external alterations to include single storey rear extension.	
<ul style="list-style-type: none"> • BE2 (a), (b). H2 (a), (f). NE4 i) and ii). BE5 and BE7. • The residential extension is considered excessive in relation to the existing property size. It does not respect the existing scale or character of the surrounding area or other listed Charterville properties. • The applications are considered incongruous with the Area of Outstanding Natural Beauty and Conservation Area. <p>Enforcement officer to be contacted regarding the removal of the Cotswold stone wall.</p>				

Appeals

	Ref. No.	Address	Proposed	P.C. Decision
7.	08/0038/P/CLE	Property at rear of 35 Brize Norton Road	Certificate of lawfulness (continued use of property as dwelling).	Strongly objects, contrary to all planning laws, out of character. Development would not normally be permitted. (Use policy information).
8.	APP/D3125A 10/2122746/WF	Windrush Motors (Holdings) Ltd The Anchorage, Burford Road	Erection of detached dwelling.	Reiterate our original comments in same format.

10. To discuss matters raised by the general public (parish electors only) at the meeting.

No matters were raised.

There being no further business the meeting closed at 9.15pm. Refreshments were made available.

The next Annual Parish Meeting is scheduled for Monday 18th April 2011 - St Kenelm's Hall - 7.00pm.



Katherine Doughty
Clerk

Signature of Chairman upon approval of Minutes17th May 2010