



MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

Parish Clerk: Katherine Doughty

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MINUTES OF PARISH COUNCIL MEETING HELD ON MONDAY 21ST APRIL 2008 IN ST KENELM'S HALL AT 7.00PM

- 1. Present:** Cllr David Haley (Chairman), Cllr Colin Alderman, Cllr Sue Bicker, Cllr Ted Cambray, Cllr Stephen Hodge, Cllr Tom Smith, Cllr Jonathan Stowell, District Councillor Warwick Robinson and Mrs Katherine Doughty (Clerk).

Parishioners present: 25.

Apologies for absence: County Councillor Rodney Rose.

The Chairman opened the meeting at 7.00pm and welcomed Janice Bamsey, Planning Policy, West Oxfordshire District Council (Local Development Framework).

- 2. Declaration of interest in agenda items if considered necessary:**

Election of Minster Lovell Playing Field Trustee – Cllr Haley.
Bin hardstanding area, Ripley Avenue – Cllr Bicker.

- 3. Ripley Avenue Management Committee**

- (a) Maintenance work

Mrs Muller submitted an inspection sheet and advised that some of the fencing panels require repairing. The Clerk reported that children have been climbing the laurel bushes and that they will be damaged if they continue to do so. A parishioner had also reported to Mrs Muller that children have been making small fires in the laurel bushes.

Mr Ford (present at the meeting) was requested to repair the area under the junior swing as soon as at all possible as this was raised in the recent RoSPA reports. Cllr Bicker agreed to remove the surplus fencing panels and store as necessary. Cllr Stowell agreed to inspect the fencing and repair if possible.

- (b) Bike ramps

The Clerk reported that she had contacted Long Hanborough Parish Council regarding insurance requirements and they in turn, had forwarded a photo of the signage for their bike track which is a requirement for their insurance purposes. Long Hanborough PC have a 'standard' £10m Public Liability insurance policy which includes their bike track.

Cllr Bicker circulated a proposed design of the bike track. Cllr Smith raised concerns regarding suitable insurance and the requirement for transparent signage.

It was agreed that the proposed plans be implemented pending notification from our insurance company. Proposed Cllr Haley, seconded Cllr Bicker, 1 abstention. Carried.

- (c) Bin hardstanding area

Quote received from Andy Taylor, Cotswold Tree Surgery for £680 to concrete the area. Gordon Hill's quote was £960 to tarmac. Difference £280. Cllr Bicker declared an interest. It was agreed that the area be tarmaced. Proposed by Cllr Alderman, seconded by Cllr Stowell, 1 abstention. Carried.

(d) Other

Letter received from Mr Neil Crozier of 67 Werrisc Drive who wishes to set up an independent football training club for children and requests the permission of the Parish Council to use Ripley Avenue Amenity Area for this use.

Issues discussed and considered:-

- 1) He must have own public liability insurance.
- 2) Setting a precedent of further football games.
- 3) Trial period.

It was agreed that permission be given to Mr Crozier, subject to:-

- 1) Provision of written confirmation of his own public liability insurance cover.
- 2) He liaises with Minster Lovell Football Club.
- 3) Trial period for 1 year and then assessed.

Proposed by Cllr Stowell, seconded by Cllr Bicker. Unanimously agreed.

4. **Minutes of the previous meeting:** The minutes of the meeting held on 17th March 2008 were accepted as a true and accurate record of proceedings. Proposed by Cllr Alderman, seconded by Cllr Stowell, carried unanimously.

5. **Janice Bamsey, Planning Policy, West Oxfordshire District Council – Local Development Framework (LDF).**

The planning system has changed very little, with natural growth over the past 30 years being in towns including Witney, Carterton and Chipping Norton. This has minimised the amount of growth in the countryside and Areas of Outstanding Natural Beauty (AONB).

Central Government has changed the policies that effect West Oxfordshire's development issues and therefore public consultation is being undertaken to determine how West Oxfordshire should develop over the next 15-20 years.

Additional housing will have to be provided and landowners were advised of impending consultations early in the process so that they could be included within the consultation for consideration.

The message is to get involved and provide views now and in the future.

Cllr Bicker – How will negativity be overcome in order to promote development?

Janice Bamsey – There is a need for new development and the public has an input as to how that can be implemented and how benefits can be maximised.

Cllr Haley – What are the timescales for implementation of the Local Development Framework's revised policies?

Janice Bamsey – Current planning applications are based on current policies for next 3-4 years. The preferred approach will be discussed in the forthcoming weeks. Ultimate decisions will be concluded in 2010.

Cllr Bicker – How much influence does the public have?

Janice Bamsey – Some. The public are likely to have their strongest views upheld.

Cllr Alderman – Commented on the Downs Rd/A40, 4-way junction – discussed the worsening traffic problems of a proposed roundabout on the A40.

Cllr Smith – Commented that developments in Carterton require direct access to the A40 to minimise the impact of additional traffic in the village.

Opened to floor.

A parishioner raised LDF awareness and communications to villagers, and the effectiveness of consulting to all.

What level of bargaining power does the District Council have over wider scale infrastructure and facilities?

Janice Bamsey – A lot, but the District Council does not ultimately make decisions in these areas.

The reasons why planning permission was not previously granted for land to the rear of 78-88 Brize Norton Road, were discussed.

The Parish Councillors agreed to meet at an extraordinary meeting to complete the questionnaires. Proposed by Cllr Haley, seconded by Cllr Alderman, 1 abstention – Carried. Clerk to arrange a meeting.

6. Matters and actions arising from previous meeting.

(a) Oxfordshire County Council matters

- Experimental One-Way system, Old Minster Lovell.

OCC advised that The Order will be enforced on Wed 23 April.

It was noted that some of the road signs are incorrect.

- New bus shelter at Bushey Ground

The bus shelter order has been placed – installation advised for April/May. A letter of thanks and appreciation has been received from Mr and Mrs Godfrey who originally requested the bus shelter.

- Old A40 Car Park

The Clerk contacted Ralph Grant, OCC, to explore the possibilities of creating a car park. Mr Grant responded as follows:-

“As we discussed at your meeting, in principal I am happy for your council to have keys to this barrier so that you can use it for ‘control parking’ of vehicles. I suggest you arrange to meet Gordon Kelman who can let you have copies of the keys and agree with you how you will control parking.

If there are any potholes in the lay-by we can arrange for these to be filled and the area tidied up. If anything unusual comes up, Gordon will need to check with me or Paul first, but as I said, in principal I’m happy for you to go ahead.”

It was agreed that a site meeting be held and the Ramblers’ Association is to be involved at the outset.

(b) Location of Recycling Bins

Following a site meeting with Bob Lightfoot, District Councillor David Harvey, Parish Councillor Tom Smith and District Councillor Warwick Robinson, it was agreed that revised site plans be drawn up for the Old A40 layby site again and forwarded to the Parish Council for perusal.

(c) Recommendations for a revised Conservation Area

The Clerk advised that the Parish Council’s comments have been forwarded to Mr Parkinson who ‘will work on our suggestions.’

(d) Other

- Posts for opposite Bridge Cottage

Clerk to liaise with MDP Fencing and Gibbs Brothers to obtain quotations for installation of the new posts.

- Burford School Association letter

The Clerk advised Mrs Henshall of the Parish Council's decision to work with the young people to raise money for a new school minibus, matching any funds raised. She is very appreciative of this support and will contact Cllr Bicker to discuss the way forward.

7. War memorial update

Cllr Stowell met with Joslins regarding recutting work.

A problem has been experienced with the uneven stone. It was agreed that Joslins will recut only poor lettering. The stone does not re-cut very well.

The destruction of the White Hart Pub car park wall was raised.

It was proposed by Cllr Alderman that the wall is extended along the existing boundary line by obtaining a grant from the District Council. The Parish Council will consider making a contribution should there be a shortfall in funds.

The Clerk is to write to the pub landlords as above.

8. Finance

- (a) Payments due:

Payee	Amount £
Precept cheques:-	
St Kenelm's Parochial Church Council	1000.00
Minster Lovell Playing Field Trust	1000.00
Trustees of Wash Meadow	1250.00
St Kenelm's Hall Management Committee	1000.00
Minster Lovell School Association	100.00
Minster Lovell Youth Club	250.00
Minster Lovell Methodist Church	1000.00
Mr J Hunt, Fishing Bailiff	75.00
K Doughty Clerk – April Salary	340.77
Half Yearly Office Allowance	500.00
Quarterly Telephone Allowance	40.00
Stationery	0.00
Postage	1.00
<i>Total</i>	<i>881.77</i>
<i>It was agreed that the above cheques are signed. Proposed by Cllr Hodge, seconded by Cllr Smith, carried unanimously.</i>	
Other:-	
Viking Direct – A4 paper, CDs.	22.62
D F Williams Cleaning Services	12.93
Bookmarque Publishing – village news	47.00
WODC – 1 st grass cut	480.69
<i>It was agreed that the above cheques are signed. Proposed by Cllr Alderman, seconded by Cllr Hodge, carried unanimously.</i>	

- (b) Funding requests: None.

- (c) Any other financial matters:

- Precept received £12,975.00.

- Interest on District Council Loans received totalling £953.97.
- The Clerk previously circulated end of year financial accounts to all Councillors, which showed a credit bank account balance of approximately £22,000. It was agreed that the Parish Council invest £15,000 in District Council Loan Account. Proposed by Cllr Stowell, seconded by Cllr Alderman, carried unanimously.

9. Warwick Robinson, District Councillor's Report

Cllr Robinson discussed the ongoing business of local elections. The floor was opened for discussions.

Cllr Stowell raised the subject of lack of availability of recycling bin lids. Cllr Robinson advised of the way to obtain recycling boxes and will follow up for Mr Stowell.

10. Rodney Rose, County Councillor's Report

B&E Skip Hire planning application decision has been deferred until 19 May, during which time a site visit will be made by the planning team. A neighbour of 115 Brize Norton Road has enlisted Cllr Rose's help in opposing this application.

11. Parish Council Elections

Election paperwork will be completed at the May Parish Council meeting.

Cllr Cambray was thanked for his contribution over the years. Cllr Cambray offered his further assistance when possible.

12. Planning applications and decisions

	Ref. No.	Address	Proposed	Deadline for response to WODC
1.	08/0408/P/FP	27 Upper Crescent	Erection of two storey rear extension.	Minster Lovell Parish Council comment only that the two storey rear extension is out of character with a Charterville bungalow.
2.	08/0508/P/FP	Windrush House, Burford Road	Construction of new building within footprint of existing outbuilding and erection of extension to outbuilding to form self contained ancillary accommodation.	Development works must be sympathetic to a listed building.
3.	08/0509/P/LB	Windrush House, Burford Road	Internal and external alterations to outbuilding.	
4.	PREM/140	The Mill & Old Swan	Performance of live music in the Old Swan garden during the hours of 12.00 and 4.00 on Sundays, for the months of June, July, August and September.	Minster Lovell Parish Council wish to object to this application on the grounds of its' overall disruptive proposals. (4 for, 1 against, 1 abstention. Carried).
5.	08.0535/P/FP	42 Upper Crescent	Erection of detached chalet bungalow with integral garage and associated parking.	Minster Lovell Parish Council wish to comment only that specifically, Policy BE3 – Provision for Movement and Parking, is strictly complied with.

Decisions made by West Oxfordshire District Council Planning Authority

	Ref. No.	Address	Proposed	Decision
6.	08/0136/P/FP	2 Drylands Road	Conversion of existing garage to provide additional living accommodation and erection of single storey side extension.	Granted subject to conditions due to a householder application!
<p>Warwick comments:- Under the scheme of delegation of planning applications for Officers to determine, if an application is a householder application, it may be determined under delegated powers even if the PC objects.</p> <p>In future, if the PC feels strongly in such a case, then they should ask a District Councillor to request it be brought to the Sub Committee. Ideally for Minster Lovell, better to contact Simon Hoare rather than Warwick Robinson so that he is not compromised and can still participate in the Sub-Committee meeting.</p> <p>Clerk to email Planning Services regarding the process of delegation.</p>				
7.	08/0260/P/FP	The Mill & Old Swan	Erection of two storey extension to provide restaurant, kitchen, training rooms and offices.	Refused on concerns of flooding. Strongly object. Size, scale, characteristics, loss of view (refer to *), conservation area, increase in traffic in an already congested area, out of character
8.	08/0256/P/FP	65 Brize Norton Road	Erection of rear conservatory.	Granted.

Decisions Outstanding

	Ref. No.	Address	Details	Decision
9.	08/0347/P/FP	Happy Days, Burford Road	Erection of two storey rear extension.	Minster Lovell Parish Council strongly object to these applications on the following basis:- <ul style="list-style-type: none"> Contrary to Policy BE2 (a) – the applications are not well-designed and do not respect the existing scale, pattern and character of the surrounding area, being an Area of Outstanding Natural Beauty.
10.	08/0348/P/LB	Happy Days, Burford Road	Internal and external alterations.	

				<ul style="list-style-type: none"> • Contrary to Policy BE2 (b) – the extension does not respect or enhance the form, siting, scale, massing and external materials and colours of adjoining buildings. The proposed materials are felt to be incompatible/ inappropriate with the existing property. The size and scale of the extension is out of proportion to the bungalow. • Contrary to Policy H2 (a) – the applications will erode the character and appearance of the surrounding area, including important buildings and public and private open space. • Contrary to Policy H2 (b) – the applications will adversely affect features of historical, architectural or ecological importance and their setting. The second storey aspect of the application is most concerning especially as the property is a Listed Charterville bungalow. • Contrary to Policy BE7 – the applications do not preserve or enhance the Listed Charterville bungalow and are not in scale or sympathy with the original character of the building. The use of the proposed materials are incompatible with the property. • Contrary to Policy NE4 – the applications do not conserve and enhance the Cotswolds AONB.
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11.	N/A	115 Brize Norton Road	Extension of existing waste recycling facility to accommodate new plant, building, vehicle parking/skip storage area and weighbridge.	Strongly object. 1) Noise nuisance. No evaluation of noise has been undertaken north of the site. Information provided suggests an increase in noise from the site. 2) Dust and possible pollution nuisance. 3) Type of industrial development that is out of character that is overwhelming a residential neighbourhood /locality. 4) Concern at the generation of extra traffic increase due to the amount of tonnage of waste/in the growth of the business.
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Decisions made by West Oxfordshire District Council Planning Authority

None.

Planning Appeals:-

Appeal Decision - Mr & Mrs I Cross – 5 Upper Crescent – Conversion of part of existing accommodation to provide self contained flat (retrospective). This Planning Appeal has been dismissed.

New Appeal - Mr & Mrs S Middleton – Land to the rear of 125 Brize Norton Road – Conversion of existing swimming pool and fitness building into dwelling.

13. Correspondence

Cllr Hodge left the meeting at 9.10pm.

Correspondence of interest:-

1. Letter from Mrs Toni Bishop of 22 Brize Norton Road – applying for the position of Trustee to Minster Lovell Playing Field Trust. *Cllr Haley and Cllr Smith declared an interest. It was agreed to appoint the position there being no other suitable candidates. Proposed by Cllr Bicker, seconded by Cllr Alderman, carried unanimously. 2 non-voting Councillors due to declared interests.*
2. Oxfordshire Playing Fields Association – Managing, Maintaining & Inspecting a Children’s Playground – Hailey Playing Field, by Village Hall – 6.30pm – Thursday 12 June. *CC to Bridget & Mrs Smith, correspondent to Minster Lovell Playing Field Trust.*
3. Oxfordshire Playing Fields Association – Seminar on the Planning, Provision and Management of Play and Sport Facilities for Town and Village Communities – Steeple Aston – 10.00am - 4.00pm – Wednesday 14 May.
4. OCC – Notice advising that a 50mph speed limit on the Minster Lovell to Carterton road will be implemented on 21 April.
5. Volunteering and Good Neighbourliness in a Flu Pandemic Workshop – OCC & Oxfordshire NHS Trust – Wed 30 April – 9.00am – 12.15pm – Stratfield Brake, Kidlington.

General:-

6. BDO Stoy Hayward – Spring Briefing.
7. Cotswolds Conservation Board – March Meeting Minutes.
8. Banbury Cross Players – general information.
9. Cotswolds Conservation Board – Dry stone walling course information.
10. Cllr Keith Mitchell, OCC – Letter.
11. Countryside Voice magazine.
12. Calor Gas Village of the Year Competition.
13. The Cotswold Lion newspaper.
14. Parish Link, WODC.
15. Caring Matters newsletter.
16. Friends of Wychwood Newsletter.
17. Regional Housing Strategy - SEERA.
18. Strategy for Change Consultation Document, OCC.
19. Property Marking – Thames Valley Police.
20. ClimateXchange newsletter, OALC.
21. West Oxfordshire Calendar of Large Events 2008 – WODC.
22. Recorded Crime Information – WODC.
23. Whos My Bobby Update – Thames Valley Police.
24. Keeping a watchful eye on the countryside – Thames Valley Police.
25. Communities to benefit from new three year crime plan – Thames Valley Police.
26. Volunteer Centre information.
27. The Playing Field – OPFA Newsletter.
28. NALC bulletins.
29. OALC – Planning Portal Consultation Questionnaire.

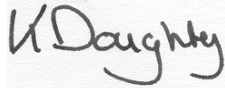
There followed a 10 minute parishioner's question time.

A parishioner queried whether the LDF Extraordinary meeting will be open to the general public. It was agreed that the meeting will be open. Clerk to publish on noticeboards and website. Tuesday 6 May, 7.30pm, venue to be confirmed.

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

Meetings:-

- Parish Council Meeting – Tuesday 20th May – Minster Lovell Methodist Church – 7.00pm.
- Annual Parish Meeting – Tuesday 20th May – Minster Lovell Methodist Church – 8.00pm.
- Parish Council Meeting – Monday 16th June – St Kenelm's Hall – 7.00pm.



Katherine Doughty
Clerk

Signature of Chairman upon approval of Minutes20th May 2008

Copies of Minutes to:

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

Abbreviations:- Parish Council – PC. West Oxfordshire District Council – WODC. Oxfordshire County Council – OCC.