



## 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 21<sup>ST</sup> AUGUST 2006 IN ST KENELM'S HALL AT 7.00PM

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

**Parishioners present:** 5.

**Apologies for absence:** Cllr David Haley (Chairman)

The Vice 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 the park continues to be well used. A standard weekly inspection has highlighted some minor safety issues.

Action: Clerk to forward the inspection sheet to Mike Ford for his immediate attention and reporting back.

4. **Police Matters**

The Vice Chairman welcomed the new village Police Officer, PC Chris Skae who introduced himself. PC Skae is the Youth & Schools Officer for the Witney Neighbourhood policing area and now has Minster Lovell and surrounding villages as his neighbourhood area. PC Skae commented on the Speed Indication Device that had been used during the morning and that 10 speeders (top speed of 47mph) had been issued with warning letters. As a speed awareness measure, PC Skae advised that he will leave the speed signs in situ for a week. The Vice Chairman then discussed an incident in Old Minster where a police visit was required. PC Skae was thanked for attending the meeting – he advised that he would happily attend future meetings where a specific issue was to be discussed or if it was an Annual General Meeting.

5. **Minutes of the previous meeting:** The minutes of the 17<sup>th</sup> July 2006 meeting were accepted as a true and accurate record of proceedings. Proposed by Cllr Stowell and seconded by Cllr Cambray. Carried unanimously.

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

- (a) Waste/Dog Bin Collections - WODC

David Jones, Environmental Services has forwarded a schedule of bins that are emptied by the District Council and he has advised that they are all emptied at least every Tuesday. It was resolved that all of the bins in Old Minster be emptied on a Monday if at all possible.

Action: Clerk to request Monday waste and dog bin collections for Old Minster.

- (b) Recycling Centre, White Hart car park.

The Clerk summarised concerns raised by the new owners of the White Hart pub to the District Council, regarding the recycling centre which is located in their car park. It would seem that the owners don't want it in their car park whatsoever and the district council are working with the owners to try to persuade them otherwise. The Clerk advised Mr Lightfoot of the Parish Council's option of re-siting the bins to the very corner of the land, but it is unlikely to make a difference to the owner's decision.

It was suggested that the Freeboard, by the Scout Hut, could be a suitable alternative location for the recycling centre.

Action: Clerk to advise of the freeboard as an alternative site.

We await the outcome from the District Council.

## 7. Finance

### (a) Payments due:

Payee	Amount £
Oxfordshire County Council for 3 Vehicles Activated Signs @ £2870 ea + VAT	10,116.75
LexisNexis Butterworths	53.45
DF Williams for bus shelter cleaning	11.75
K Doughty – salary	337.46
Bill Haire re. accounts & audit	180.00

Funding requests: None.

### (b) Investment:

The Clerk advised that due to the invoice for the Vehicle Activated Signs being immediately due for payment, we will have a bank balance of £8,870 and are no longer in a position to invest in a loan of £10,000 with WODC. The cheque has been destroyed.

### (c) Audit 06

Financial statements for the year ended 31 March 06 were distributed and this matter was then deferred to the end of the meeting.

The Clerk took queries on the accounts that had been distributed earlier. The accounts were approved by the Council. Proposed by Cllr Stowell, seconded by Cllr Hodge. Carried unanimously. The Clerk read through Section 2 - Statement of Assurance of the Audit Commission's papers which was agreed by the Council.

There followed a 10 minute parishioner's question time. The request for the return of a free village skip was raised to avoid irresponsible dumping of domestic waste. Cllr Smith advised that these skips were withdrawn as European laws were introduced to regulate the disposal of refuse. Therefore communal skips were no longer provided as it wasn't possible to control what rubbish was put into the skips.

## 8. Warwick Robinson, District Councillors Report

Not present

## 9. Rodney Rose, County Councillors Report

Cllr Rose reported on community safety and the fact that Oxfordshire County Council (OCC) will in future, be able to scrutinise Thames Valley Police, Oxfordshire. Also, that the business case for the Portsmouth 999 Fire Service control room, which would process calls from our area, has not yet been received even though progress on it's establishment is fully underway.

Cllr Hodge raised the issue of lack of vegetation cutting in the village, which is undertaken by contractors of OCC. A general discussion ensued and it was agreed that the Clerk should raise any problem requests with Cllr Rose.

Action: Clerk to request that (1) overhanging trees on the road from the bridge to Windrush Farm, Old Minster, be cut back as originally planned by OCC. (2) The nettles down School Hill to be cut back again.

## **10. English Heritage**

It was noted that the Parish Council and Police had written to English Heritage advising of their lack of ownership of the site and also that the Police had with immediate effect, withdrawn priority tasking. No response had been received.

Whilst discussing the problems at the ruins, the subject of Wash Meadow car parking arose. The Clerk read out a letter received from a walker who wished to park at Wash Meadow, but discovered that he was not permitted to. Cllr Alderman advised that a village car park was needed and that the old A40 redundant road was a suitable space. Access to Old Minster could be made via the footpath through Mr William's field (if it could be reinstated) and this would lead visitors down to the bridge area. Proposed by Cllr Stowell, seconded by Cllr Hodge. Carried unanimously.

Action: Clerk to (1) write to OCC requesting that the old road be tidied up and used as a car park for the village and for reinstatement of the footpath. (2) Respond to correspondence as outlined above.

## **11. Traffic calming and bus stops**

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

In response to the Parish Council's support for a 20mph speed limit on the road that leads east from the bridge in Old Minster, Paul Wilson, OCC advised that there are currently budgetary problems with this category of speed limit and therefore recommended that a 30mph limit be set which then matches the road that runs parallel, from the B4047 to the bridge. He suggested that a speed survey is carried out by Ms Winterson's property to identify exactly what speeds are being experienced along this stretch of road, which the Clerk agreed to on the Council's behalf. It was noted that another accident had recently occurred on this road.

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

Now installed. It was agreed that their installation was moderately successful and that a further speed survey should be carried out in approximately 6 months time, in the same position as previously undertaken, to assess their full effectiveness.

### **(c) Bus stop finalisation**

OCC has advised that they are upgrading all bus stops on the Carterton to Oxford bus route and as such, they will fund the hardstanding of the two A40 bus stops in due course.

## **12. War Memorial**

A grant application for £1500 has been awarded by The War Memorials Trust.

Joslins has provided an up to date quote of £9433 which reflects an increase for inflation and labour costs. The previous quote was for £8984.

Also, a site meeting with two of Joslins representatives has taken place. Work could start at the end of September/beginning of October. It was formally resolved that commencement of this work take place on behalf of the Parish Council. Proposed by Cllr Alderman, seconded by Cllr Stowell. Carried unanimously.

It was hoped that re-siting of the war memorial would take place in time for Remembrance Day and at which time, a joint rededication service undertaken by the two village churches, be performed. After the war memorial has been moved, it was felt that it should be cleaned and the names re-cut.

Action: Clerk (1) Accept Joslins estimate. (2) Request a quote from Joslins for cleaning and recutting work. (3) Draft a letter to the village churches regarding a joint rededication service. (4) Mention in next issue of Village News.

**13. Trustee – Minster Lovell Playing Field Trust**

No application received from Mr Moss. Await the Chairman's return.

**14. Parish Council Risk Assessments**

The Clerk distributed copies of a risk assessment that had been undertaken for the riverbank/car park area of Wash Meadow. The Fishing Bailiff's terms of reference had been amended accordingly, with the view to the Fishing Bailiff obtaining public liability insurance. It was felt that a 'Fishing Bailiff operates here' sign be erected within the car park area.

An informal meeting is to be arranged with the Bailiff, the Chairman and Clerk to talk through the assessment and revised terms before any further action is taken.

Action: Clerk to arrange meeting.

**15. Clerking arrangements 2007**

As the Clerk will be on maternity leave for a 6 month period commencing in February 07, a suitably experienced replacement is sought. Although the Clerk has found a Locum based in Wheatley, it was agreed to approach local Clerks first.

Action: Clerk to write to Parish Clerks of surrounding villages to see if they are able to assist.

**16. St Kenelm's Hall (Additional Agenda Item)**

(a) Mr Howells

The Clerk reported that she had spoken to Mr Howells for an update on the current situation regarding the land opposite St Kenelm's Hall.

He advised that the meeting went extremely unwell for them in that WODC advised that 100% of the build for that site would have to be affordable housing whereas the current planning guidelines are that 50% should be allotted for affordable housing. In summary, the planners said it was 100% or nothing.

Therefore, Mr Howells has decided to wait a further 10 years by which time guidelines for planning may have changed.

(b) Letter of complaint

Whilst on the subject of the hall, the Parish Council had received a letter of complaint regarding youths causing a nuisance in the car park (such as throwing stones at the roof of the hall, youths climbing trees and fences to look into gardens, noise from scooters).

The authors of the letter requested that the Parish Council take decisive action in liaison with the police, to eradicate the various problems being experienced.

Lastly, the authors questioned whether the fence and gate for St Kenelm's Hall, are still to be erected.

As the authors of the letter were in attendance at the meeting, it was agreed to open the meeting to them so that the problems were fully discussed. It was felt that the absence of the proposed fencing was causing problems.

Action: Clerk to write to Father Adrian, copying the letter to him, requesting that prompt attention now be paid to the installation of the gates and fencing.

- (c) Improving the hall

It was recently discussed that although the Parochial Church Council agreed in principle to letting out St Kenelm's Hall to the Parish Council, no progress appears to have been made. It was therefore agreed that the Clerk draft a letter to Father Adrian, requesting that the matter be progressed.

Action: Clerk to draft letter.

- (d) Fencing progress

Action as per 16 (b).

## 17. Planning applications and decisions

### Applications submitted to the Parish Council

	Ref. No.	Address	Details	Decision
1.	06/1419/P/FP	37 Charterville Close	Erection of two storey side extension.	No comment.
2.	06/1391/P/S73	120 Brize Norton Road	Non-compliance of condition 5 of Planning Permission W96/0115 to allow storage bins to be sited outside area specified (retrospective).	The storage bins should be strictly for the use of Dudleys Engineering Ltd and not used as a waste transfer site. Also, the storage bins should be used with consideration to neighbouring properties and with the control of any pollution.
3.	06/1354/P/LB & 06/1353/P/FP	5 Upper Crescent	Alterations to convert existing play/store room to self contained living accommodation (retrospective).	Minster Lovell Parish Council comment that any car parking associated with the self contained living accommodation should be located off the street due to the limited on-street parking. Also, the self contained living accommodation should be for domestic purposes only.
4.	06/1322/P/FP	49 Brize Norton Road	Erection of replacement building for Garage/workshop and office use.	No comment.

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

	Ref. No.	Address	Details	Decision
7.	06/0945/P/FP	The Old Bakehouse, Old Minster Lovell	Alterations and erection of garden room.	Grant subject to conditions
8.	06/0978/P/LB	The Old Bakehouse, Old Minster Lovell	Alterations and erection of garden room. Listed building consent for building regulations.	Grant subject to conditions
10.	06/0994/P/FP	4C St Kenelm's Close	Erection of rear conservatory.	Grant subject to conditions

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

	Ref. No.	Address	Details	Decision
11.	06/0764/P/CLE	Pell Motors Workshop, Bushey Ground	Repair and respray of all types of motor vehicles to include HGV vehicles.	In process of being granted.
12.	06/1022/P/FP	36 Upper Crescent	Erection of one dwelling and construction of new access.	Application withdrawn.
13.	06/1246/P/FP	4B St Kenelm's Close	Erection of conservatory.	
14.	06/1153/P/FP	Field 43, Worsham Meadows nr Minster Lovell	Erection of stables.	
15.	06/1013/P/FP	Caravan Site, Ting Tang Lane, Burford Road	Formation of 8 additional pitches and erection of maintenance building & site office.	

### Other Planning issues:-

Action: Clerk to contact WODC for an update on The Old Swan's signage plans.

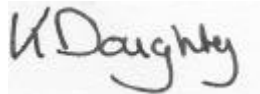
18. Correspondence received		Notes/Actions
	<p><b>Items with RSVP dates/details of meetings:-</b></p> <ol style="list-style-type: none"> <li>1. Dick Brown, Wantage – Wash Meadow parking.</li> <li>2. Email from Ellen Kennedy regarding Trees and dumped waste at Wychwood View. The trees have now be lopped but the dumped waste has not yet to be removed.</li> <li>3. Email from Roger Blake of 40 Charterville Close re. adjacent land. It appears that the District Council own this land. (This is the piece of land that OCC advise they don't own and will therefore not maintain).</li> <li>4. 'How Local Councils Fit Into The Planning System' – Training event on Wed 11 Oct 06 at Didcot Civic Hall, 9.30-1.00 – OALC.</li> <li>5. 'Risk Management Training for Local Councils' - course on Wed 11 Oct at Didcot Civic Hall, 2.00-4.00pm – OALC.</li> <li>6. Thames Valley Police re. Neighbourhood Policing and Police Community Support Officers – 21 Sept at Drayton Golf Club, 6.45pm.</li> <li>7. Definitive Map and Statement of Public Rights of Way for Oxfordshire – OCC.</li> </ol> <p><b>Circulars:-</b></p> <ol style="list-style-type: none"> <li>8. OCC News</li> <li>9. OALC – County Circular &amp; various other documents</li> <li>10. Memorial Safety in Cemeteries.</li> <li>11. Parish Plans – Your Village – ORCC.</li> <li>12. Village of the Year Competition results – ORCC.</li> <li>13. ENCAMS guides.</li> <li>14. Contacting your Councillor – WODC.</li> <li>15. The Playing Field – newsletter.</li> <li>16. Forest Update – Friends of Wychwood Newsletter.</li> <li>17. Windrush Health Centre, Welch Way, Witney – Outline Consent to Dispense.</li> <li>18. Oxfordshire Local Transport Plan – OCC.</li> </ol>	<p>Clerk to respond as discussed in point 10. Chase WODC.</p> <p>Clerk will approach WODC for maintenance information.</p>

There followed a 10 minute parishioner's question time. It was noted that the Freeboard bridleway was impassable due to vegetation growth. Action: Clerk to contact OCC accordingly.

There being no further business the meeting closed at 9.15pm.

**Meetings:-**

- Parish Council Meeting – Monday 18<sup>th</sup> September – St Kenelm's Hall – 7.00pm.
- Parish Council Meeting – Monday 16<sup>th</sup> October – St Kenelm's Hall – 7.00pm.



Katherine Doughty  
Clerk

Signature of Chairman upon approval of Minutes ..... 21<sup>st</sup> September 2006

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.*