



MINSTER LOVELL PARISH COUNCIL

www.minsterlovello-pc.gov.uk

Parish Clerk: Katherine Doughty

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MINUTES OF PARISH COUNCIL MEETING HELD ON MONDAY 24TH AUGUST 2009 IN ST KENELM'S HALL AT 7.00PM

- 1. Present:** Cllr David Haley (Chairman), Cllr Colin Alderman (Vice Chairman), Cllr Sue Bicker, Cllr Stephen Hodge, Cllr Chris Jones, Cllr Tom Smith, Cllr Jonathan Stowell and Mrs Katherine Doughty (Clerk).

Parishioners and visitors present: 2.

Apologies for absence: Mrs Bridget Muller, Ripley Avenue Playground Committee and County Cllr Rodney Rose.

The Chairman opened the meeting at 7.00pm.

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

Item 8. Finance (b) – Cllr Jonathan Stowell & Cllr Colin Alderman – Trustees of Wash Meadow.

- 3. Ripley Avenue Management Committee**

- (a) Maintenance work

Mrs Muller previously reported a problem with the climbing net of the multiplay unit. Mike Ford has now tightened all bolts in the play area using the special anti-vandal tool.

Bridget sent her apologies for absence having spent most of the day at the fun day. The Chairman advised that the Fun Day was well attended and a great success – a climbing wall was provided by the Parish Council. Minster Lovell Youth Club organised a barbecue and football and rounders games were played.

The following items were raised at the Fun Day:-

- (i) Provision of a litter bin towards the bottom end of the field (beyond footpath on left by cycle track). A discussion ensued as to whether WODC would empty the bin. Cllr Stowell proposed that if WODC agree to empty the bin, the Clerk is to purchase a metal 'Copperfield' bin at a cost of no more than £342, seconded by Cllr Alderman, carried unanimously.
- (ii) Provision of seat by cycle track – this received a mixed opinion. Teenagers may congregate and cause problems in the area, which is also less visible. It was resolved that Cllr Smith investigate the price of a bench-type seat and report back to the Council. Seconded by Cllr Hodge, 3 in favour, 3 abstentions, Chairman's casting vote in favour. Carried.

The Parish Council thanked all those involved for their efforts – Clerk to formally write to Cllr Sue Bicker, Mrs Tonia Balmer and Mrs Bridget Muller. It was felt that another Fun Day be held due to its success, perhaps at Christmas 2009 or Easter 2010. Youth Club's re-launch evening is scheduled for 22 September – to be discussed at the September Parish Council meeting

Cllr Bicker joined the meeting at this point and reported that one of the football nets was badly torn and in need of replacement. The football nets have been in situ for a year and a half. Cllr Bicker proposed that new nets are purchased, seconded by Cllr Stowell, carried unanimously.

- 4. Minutes of the previous meetings:** The minutes of the meeting held on 20th July 2009 were accepted as a true and accurate record of proceedings. Proposed by Cllr Bicker, seconded by Cllr Jones, carried with two abstentions (due to absences from the July meeting).

5. Warwick Robinson, District Councillor's Report

Cllr Robinson reported that travellers had recently visited amenity land at Valence Crescent, Witney which is owned by WODC. The travellers were evicted within 2 days with the help of the Police and WODC. The problems currently being experienced at the Old A40 layby, owned by OCC were discussed. It was noted that the travellers site at Crawley has been refused planning permission.

It was resolved that the PC formally write to OCC about health & safety issues and liabilities of OCC with other relevant parties copied in to the correspondence, including the local press. Subject to be included in the next issue of the Village News including contact details of the Traveller and Gypsy Liaison Officer at OCC.

Cllr Robinson reported that WODC anticipates receiving 85-90% of it's invested money back from Icelandic Banks, following their collapse earlier this year.

Cllr Robinson will be away for next meeting – apologies sent.

6. Rodney Rose, County Councillor's Report

Cllr Rose sent his apologies for absence. No report received.

7. Matters arising from previous meeting

(a) Oxfordshire County Council matters

- Experimental one-way system, Old Minster Lovell

Remedial works should have been undertaken by now, but have not. Mr Wilson, Highways Dept, OCC is on annual leave until the beginning of September so the project cannot be pursued until his return. Clerk to chase for action as soon as possible.

(b) Refurbishment of grass verge by Spar Shop

Line painting has been requested outside 8 and 10 Brize Norton Road.

Clerk to write again to Mr Lewis regarding refurbishment of seating area.

(c) Old A40 Car Park

A meeting is arranged for Tuesday 22nd September, 9.00am, for Dan Weeks and Paul Wilson to review the possibilities of a car park at the old A40 layby and assess the footpath down the hillside to Old Minster.

Illegal encampment at Old A40 layby – OCC is now being taken to The High Court by the travellers, for unlawful eviction. Peter Gammond, OCC is now on holiday returning on Monday 7 September. *(Please refer to Parish Council actions at section 5 above).*

(d) Village allotments

Mr Strainge is now finishing off the harvest and reports that the area has been ploughed and will be de-stoned within a month.

It was resolved that a site meeting is required before the September meeting for a formal decision to be made at the October meeting.

(e) Other

- River Windrush channels

Letters have been sent to Mr Allsworth, Cotswold Tree Surgery and McCracken & Sons for the river island in Old Minster to be cut to ground level. Mr McCracken has submitted a quotation for £585.00. Mr Allsworth has advised that he is not interested in the work. Quotation awaited from Cotswold Tree Surgery.

- Service of Remembrance – Organisation Meeting

Meeting scheduled for Thursday 27th August, 7.30pm, Methodist Church.

- Enquiry from Mr & Mrs Jones, 53 Werrisc Drive

Mr & Mrs Jones have asked whether it is possible to install a garden gate on the boundary of their garden and Ripley Avenue Amenity Area, as 3 other properties in the area have done without recourse to the Parish Council. This is to allow their grandchildren easy access into the field when visiting.

The Clerk checked the deeds for Ripley Avenue and can find no information on the subject. Peter Pearson, Planning Services, WODC advises that “the insertion of a gate into the rear boundaries of the properties in Werrisc Drive will not require planning permission.”

David Thurlow, Estates Manager, Planning Services has advised that “if the Parish Council is the freehold owner then you have the option of allowing the residents use of the amenity land as access to the rear of their properties, or not. If you allow access then your permission is usually given by the granting of a licence to each individual resident for which the PC could, if it wished, charge an annual fee. The onus for obtaining any other permissions that are required like Planning could be the licensee's responsibility under the terms of the licence.”

The subject was discussed and it was resolved that a licence system should be operated for residents of Whitehall Close and Werrisc Drive who's properties back onto the Amenity Area. Clerk to obtain a draft licence from Burford Town Council/OALC, and amend to include details of gate specifications, appropriate treatment of laurels on the boundary and annual charge. Proposed by Cllr Stowell, seconded by Cllr Smith, carried unanimously. Clerk to advise Mr & Mrs Jones of this decision.

(f) WODC Flood Report update

Please see Appendix A.

It was noted that culverts are collapsing behind the pavilion, Wash Meadow which could result in the eventual failure of the footpath. Silt needs to be cleared and bricks to be removed and culvert repaired.

Also, no cleansing work has been undertaken by The Old House and outside Windrush Cottage which is contrary to the Report. Clerk to raise issues with OCC.

Clerk to pursue outstanding actions.

8. Finance

(a) Payments due:

Payee	Details	Amount £
Queensbury Shelters Ltd	Remaining components that have now been installed.	13.98
K Doughty	Money Manager & Final Accounts software purchased.	149.38
K Doughty – June salary (LC2-27. 10 hours per week)		511.77
Postage		3.30
Expenses		24.76
Total		539.83
O.P.F.A.	Membership renewal	32.00
Bookmarque Publishing	Village News	56.05
W.O.D.C.	June grass cutting	1016.47
W.O.D.C.	RoSPA Spring safety inspections	108.91
D F Williams Cleaning Services Ltd	3 x bus shelters	18.98
Topline	Ripley Avenue Fun Day - food	50.77
AdventurePlus	Ripley Avenue Fun Day - wall	500.00
Sue Bicker	Ripley Avenue Fun Day - refreshments	12.76
SUBTOTAL		2499.13
Funding request – Trustees of Wash Meadow	2 nd Precept payment	1250.00
TOTAL		3749.13
Projected bank balance as at end July		4871.02
Projected bank balance after August cheques have cleared		1121.89

It was agreed that the above cheques be signed. Proposed by Cllr Hodge, seconded by Cllr Alderman, carried unanimously.

- (b) Funding requests: Email received from the Trustees of Wash Meadow requesting early payment of their second precept payment totalling £1250. It was agreed that the early payment is made. Proposed by Cllr Smith, seconded by Cllr Hodge. Cllrs Alderman and Stowell declared interests being Trustees. 5 in favour, 2 abstentions, carried.
- (c) Any other financial matters:

The Clerk reported that financial information had been circulated to all Councillors and accordingly, recommended that a WODC Temporary Loan of £4000 be redeemed in order to fund the Community account until the second precept payment of £13,705 from WODC is received in October. Cllr Stowell proposed that a Loan of £4000 is redeemed, seconded by Cllr Hodge, carried unanimously.

Clerk to contact Mr Bill Pack to request that he trims the hedgerow and vegetation adjacent to the Burford Road stone bus shelter.

9. Brize Norton Road – highway concerns

Response received from Stagecoach advising that the departure times for Carterton, Witney and Oxford are timed so that they are at even times past the hour. Therefore they would not be changing the timetable at this point. Also, they would not release passenger figures for Minster Lovell, however they suggest that some parishioners have requested more service rather than less, especially at night.

No response received from Tony Currell, OCC. Clerk to telephone Mr Currell for an update. Traffic survey to be requested for the second or third week in September. It was agreed to postpone a Parish Council vehicle survey until Mr Currell had undertaken his actions.

10. Planning applications and decisions

	Ref. No.	Address	Proposed	Deadline for response to WODC
1.	09/0989/P/FP	4B St Kenelm's Close	Insertion of velux rooflight to rear roof slope.	No comment.
2.	09/0979/P/FP	Barn House, School Lane, Little Minster	Construction of log store.	Cllr Stowell left the meeting. No comment.

Decisions made by West Oxfordshire District Council Planning Authority

	Ref. No.	Address	Proposed	Decision
3.	09/0677/P/FP	Sumara, Bushey Ground	Erection of dwelling, garages and new vehicle access.	Application withdrawn
4.	09/0395/P/FP	Windrush Drive Cottage, Burford Road	Erection of double garage and workshop with home office above (to allow revised position).	Grant, subject to conditions.

Decisions outstanding by West Oxfordshire District Council Planning Authority

	Ref. No.	Address	Proposed	Decision
5.	09/0932/P/FP	Worsham Reservoir, Burford Road	Revision of previously approved scheme (to allow alterations to boundary and increase depth of sampling building).	No comment.
6.	09/0819/P/FP	29 Upper Crescent	Erection of single storey rear extension.	No objection. Representations from neighbouring properties to be taken into consideration.
5.	09/0477/P/FP	Land at Riding Lane, Crawley	Change of use from disused quarry/scrap yard to a 12 pitch travellers site with shower rooms and a community building. Alterations to existing vehicular access.	Cllr Robinson reported that this application has been refused.

Minster Lovell Parish Council strongly objects to this application as it is contrary to the following West Oxfordshire Local Plan 2011 policies:-

- H2 (a), NE1 & NE4 (i), (ii) – If the proposal were granted, it would erode the character and appearance of the open countryside and negatively impact the environment which is in an Area of Outstanding Natural Beauty. West Oxfordshire already has sufficient travellers sites. There is one located less than 3 miles away with pitches available.
- BE2 (a), (f) – The size and scale of the building does not respect the existing scale, pattern and character of the surrounding area. The building is considered too large.
- BE2 (c) & H2 (d) – The proposal creates an unsatisfactory environment for people living in the area. There are no basic amenities available including schools or shops.
- BE3 (b), (c) & H2 (e) – Access to/from the site is via a bend of an unclassified road thereby prohibiting safe movement of all traffic in the vicinity. There is no provision for the use of public transport in this location. Traffic in this area has increased due to the one-way system in Old Minster Lovell.
- H13 (a), (b), (d), (e), (f) – as per details above.

11. Correspondence

1. Janet Cox – Vandalism in Ripley Avenue – READ. *Cllr Smith to inspect.*
2. Sharon Groth, Town Clerk, Witney Town Council – Provision of allotments – *No response necessary.*
3. St Kenelm's PCC – flyposting. Advise TVP not to flypost on tree. *Thank for letter and taking problem seriously. We will contact organisations & Police not to flypost.*

General:-

4. Whosmybobby, TVP – August update.
5. Parish Transport Representatives Meeting – date passed.
6. Copy of letter sent to David Cameron MP re. travellers.
7. Copy of letter sent from Crawley Parish Council – re-enforced by ourselves.
8. Oxfordshire Highways Annual Report 08/09.
9. OALC – July update.
10. ORCC Rural Services Directory.
11. Standards Committee Meeting – date passed.
12. Cotswolds Conservation Board – Annual Review 2008/09.
13. Countryside Service Annual Report 08/09.
14. OALC – August update.

There followed a 10 minute parishioners' question time.

A parishioner raised a safety problem with a tyre in part of play equipment behind St Kenelm's Hall. Cllr Smith and Cllr Haley noted the problem on behalf of Minster Lovell Playing Field Trust.

There being no further business the meeting closed at 9.00pm.

Meetings:-

• Richard Bennett, Drainage Engineer & Stephen Murphy, Principal Engineer, WODC. WODC Flood Report Actions Meeting	Thursday 17 th September	Wash Meadow Car Park	10.00am
• Parish Council Meeting	Monday 21 st September	St Kenelm's Hall	7.00pm
• Dan Weeks, Countryside Service, OCC & Paul Wilson, Highways, OCC – Old A40 layby/car park and footpath.	Tuesday 22 nd September	Old war memorial site	9.00am
• Service of Remembrance organisation meeting	Thursday 24 th September	Methodist Church	7.30pm



Katherine Doughty
Parish Clerk

Signature of Chairman upon approval of Minutes21st September 2009

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

July 2007 Flood Report Actions – WODC

6.0 CONCLUSIONS AND RECOMMENDATIONS	<i>Recommendatons complete?</i>
6.1 Area 1 – The Olde Bakehouse	
<p>6.1.1 Maintenance The following on-going maintenance is recommended:</p> <p>Option 1 – Private owner to investigate run-off from Ringwood Farm and provide surface and land drainage cut-off as required.</p>	
<p>6.1.2 Flood Defence Improvement Schemes The following flood defence improvement schemes are recommended:</p> <p><u>Mid-Term (1 -2 years)</u> Option 2 – OCC to Provide 6 new gullies upstream of The Olde Bakehouse discharging into a new highway drain to be constructed under the unmade track adjacent to the “Olde House” garden. The new highway drain will connect to the existing land drain to the rear of Windrush Cottage.</p> <p>Option 3 – Private owner to re-lay stone floor using a hygroscopic membrane to prevent ground water upward ingress.</p>	
6.2 Area 2 – The High Street	
<p>6.2.1 Maintenance The following on-going maintenance is recommended:</p> <p>Option 1 – OCC and riparian owners to clean out ditch and culvert crossings between “The Cott” and “The Olde Swan Hotel”.</p>	
<p>6.2.2 Flood Defence Improvement Schemes The following flood defence improvement schemes are recommended:</p> <p><u>Immediate (under 1 year)</u> Option 3 – OCC to clean out highway drainage and a partnership formed to reinstate ditch in part from Causeway Cottage across the recreation ground car park into Mill Stream.</p> <p><u>Mid-Term (1-2 years)</u> Option 2 – Private owner to provide a new ditch and culvert south of the boundary of the Old Post Office and Windrush Cottage to link into the existing land drainage system to the east.</p> <p>Option 4 – Connect existing Mill Stream overflow culverts into a new ditch/ culvert system to be provided through Wash Meadow Recreation Ground.</p>	

Continued

6.3 Area 3 – Brize Norton Road	
<p>6.3.1 Maintenance The following on-going maintenance is recommended: Option 2 – OCC to undertake gully emptying programme twice per year at locations where properties are at risk.</p>	<p>OCC – “We have undertaken a full gully cleanse in both Old Minster and Minster Lovell. We have also de-silted one bridge in the village but not the one under the A40. We will not do this before works are done for Station Road Eynsham.”</p>
<p>6.3.2 Flood Defence Improvement Schemes The following flood defence improvement schemes are recommended.</p> <p><u>Mid term – (1-2 years)</u> Option 1 – Private owner to provide deeper and larger cut-off ditch to the rear of properties and connect to existing surface water drainage in Brize Norton Road via a new pumped main and silt trap.</p>	