



## 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 23<sup>RD</sup> AUGUST 2010 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 and Mrs Katherine Doughty (Clerk).

**Parishioners and visitors present:** 4.

**Apologies for absence:** Cllr Jonathan Stowell and District Councillor Warwick Robinson.

The Chairman opened the meeting at 7.00pm and welcomed County Councillor Rodney Rose and Mr Ian Clarke, Highways, Oxfordshire County Council.

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

Item 3 – Ripley Avenue Management Committee - Cllr Jones declared a personal interest being a resident of the area concerned with Ripley Avenue.

3. **Ten minute parishioner's question time on agenda items.**

Mrs Holloway discussed the one-way system in Old Minster Lovell and considered it dangerous on the following basis:-

- The traffic flow direction should be the opposite way to the current system as it is dangerous.
- There is a lack of visibility on the approach to the bridge – you are unable to see oncoming traffic.

Mrs Holloway feels that the one-way system needs abolishing.

The Chairman advised that the system is not perfect and it was not easy to find the right solution to the previous two-way system which had many hazards. Throughout the 18 month trial period of the experimental one-way system, Oxfordshire County Council received minimal correspondence on the subject. The reasons for the current system were defined as:-

- Traffic flow is down Windrush Hill and up School Hill as traffic would potentially speed down School Hill if the traffic flow was reversed. Footpath users' safety and road safety at the bridge would then be compromised.
- OCC's modelling concluded that tractors with long trailers and long vehicles would be unable to turn left from the bridge up Windrush Hill.

It was resolved that:-

- (a) the Clerk contact Mr & Mrs Brewer to request that vegetation on the corner adjacent to the bridge is cut back.
- (b) Mr Clarke, Highways, OCC to explore whether the give way line can be moved forward with hatchings to the right-hand side at the junction to direct traffic towards the left-hand side of the road which will aid visibility over the bridge.

County Councillor Rodney Rose advised that the use of highway mirrors is against OCC's policy; that the County Council is unable to afford the cost of reversing the system and that it would be even more dangerous to reverse the system now.

Cllr Smith joined the meeting at 7.20pm.

#### **4. Ripley Avenue Management Committee.**

##### (a) Maintenance work

- Mrs Muller reported that one of the fencing batons was missing. Clerk to report to Mike Ford for repair.
- Ripley Avenue Fun Event – Another successful fun day was held in the school summer holidays. The Clerk referred to a letter of thanks from a parishioner. The Chairman thanked all those who helped organise the event.

The Clerk referred to quotes received for maintenance work to the landscaped strip to the rear of properties on the western boundary at Ripley Avenue as follows:-

McCracken & Son - £725.00  
Cotswold Tree Surgery - £700.00.

Cllr Jones declared an interest being a resident. Cllr Alderman proposed that Cotswold Tree Surgery is confirmed to undertake the work. Seconded by Cllr Smith, 4 in favour, carried.

##### (b) Review RoSPA Report.

The Clerk recommended that the play surface is patch repaired before the cold and damp weather starts. Proposed by Cllr Hodge, seconded by Cllr Jones, carried unanimously.

##### (c) Refurbishment of goalmouths

Recommendations are awaited from White Horse Contractors (contact on annual leave) and report to be circulated as soon as it is received. 2 extra pairs of football post sockets are to be purchased to allow future movement of the goalposts.

Cllr Bicker joined the meeting 7.35pm.

#### **5. Brize Norton Road flood prevention scheme and Flood Report Update - Richard Bennett, WODC.**

Laurence King provided a written update report. The original sump and pump solution has been abandoned. The preferred method of defence is the installation of a land drain which would discharge via a new ditch into the River Windrush. A quotation is being sourced accordingly and a discussion will then be required on sourcing funding for the scheme.

No feedback has been received from OCC regarding the culverts at Wash Meadow. There has also been no indication from the EA or DEFRA on further rounds of bidding for surface water schemes.

The WODC cabinet will be considering a report later in August, which invites WODC to create a WODC flood defence fund using capital money. That fund would be used to support local schemes, such as the Old Bakery, which have not or would not meet national criteria for funding. Mr King wishes to be invited to the September Parish Council Meeting to update the Council on how progress of the schemes can be made. The Council agreed Mr King's attendance at the September meeting.

It was requested that Cllr Rose and Mr Clarke are kept informed of these issues.

#### **6. To receive an update report from Warwick Robinson, District Councillor.**

No report available – apologies for absence received.

**7. To receive an update report from Rodney Rose, County Councillor.**

Cllr Rose advised that Oxfordshire County Council's spending review is scheduled for October.

Cllr Rose formally introduced Mr Ian Clarke, Area Steward for West Oxfordshire. Parishioners are asked to use the usual number to report highway problems (0845 310 1111). Problems associated with Minster Lovell will be dealt with by Katie Walther who is the village's Local Representative at OCC.

**8. To receive the Minutes of the last Parish Council Meeting (19th July 2010) and Extra Parish Council Meeting (2nd August 2010).**

The minutes of the Parish Council Meeting held on 19<sup>th</sup> July 2010 were accepted as a true and accurate record of proceedings. Proposed by Cllr Alderman, seconded by Cllr Jones. 1 abstention due to non-attendance, carried.

The minutes of the Parish Council Meeting held on 2<sup>nd</sup> August 2010 were accepted as a true and accurate record of proceedings. Proposed by Cllr Alderman, seconded by Cllr Bicker. 2 abstentions due to non-attendance, carried.

**9. Matters and actions arising from the previous meeting which are not covered by other agenda items.**

(a) Oxfordshire County Council matters.

- Maintenance work of the One-Way System, Old Minster Lovell.

2 large pot holes between car park and church have been repaired.

- Other highway matters.

Mr Clarke is to investigate sweeping the verge spread (Windrush Hill) and cycle track (old A40 slip road), and update the Clerk accordingly.

It was noted that maintenance of the white 5-bar gates at the entrances to the village, are the responsibility of the Parish Council.

(b) To review Village general maintenance work.

Quotes were reviewed for village work on a day contract basis:-

Cotswold Tree Surgery – has not advised a day contract rate.

McCracken & Son:-

- To hire a person and a vehicle with gardening tools to carry out minor gardening work = £160 per day.
- To hire a person and a vehicle with relevant tools and equipment for spraying and chainsaw work = £260 per day.

Cllr Jones proposed that the immediate tasks ((1) removal of Elder bush and ivy at the Burford Road stone bus shelter and (2) weedkilling along highways at Upper Crescent, Drylands Road and Charterville Close) are to be undertaken now. The Clerk is to obtain 3 quotes and accept the lowest quote if less than £250. Seconded by Cllr Bicker, carried unanimously.

(c) Summary report of Minster Lovell Allotments.

The car park has been levelled and hardcore deposited, however the surface is incredibly rough. It was resolved that the Clerk ask Mr Hill to roller the surface to help to level and break up the stones. Letter of thanks to be sent to Mr Strainge.

- (d) Review Action Log.

Outstanding actions reviewed.

## 10. Finance.

- (a) Payments due:

Payee	Details	Amount £
McCracken & Son Ltd	Grass cutting, Ripley Av annual maintenance & fencing and gates at allotments.	2386.75
O.P.F.A.	Annual subscription	34.00
D F Williams Cleaning Services	Bus shelter cleaning	19.39
Adventure Plus	Climbing wall for fun day	250.00
W.O.D.C.	RoSPA inspections	113.98
Bookmarque Publishing	Village News	55.00
Trustees of Wash Meadow	Grant for signage	400.00
K Doughty	August salary	533.96
	Postage	.64
K Doughty Total		534.60

It was agreed that the above cheques are signed. Proposed by Cllr Alderman, seconded by Cllr Jones, carried unanimously. Cllr Hodge queried McCracken & Son's invoice and whether the grass verges in Old Minster were cut in July – Clerk to investigate.

- (b) Funding requests

West Oxfordshire Citizens Advice Bureau – funding request was considered and it was felt that on this occasion, the Council's policy of funding only village organisations should be adhered to.

- (c) Any other financial matters

None

## 11. Planning applications and decisions.

### Applications submitted to the Parish Council

	Ref. No.	Address	Proposed	Decision
1.	10/1086/P/S73	Windrush Farm, Old Minster Lovell	Non compliance with condition 10 of planning permission W97/1696 to allow the use of the closed shared access.	No comment.

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

	Ref. No.	Address	Proposed	Decision
2.	10/0854/P/FP	Tamaris, Burford Road	Alterations to close part of shared access driveway and formation of new access from Burford Road. Erection of new stone piers and wooden gates.	Grant, subject to conditions.
3.	10/0836/P/LB	The Paddocks, Bushey Ground	Internal & external alterations.	Application withdrawn.

4.	10/0835/P/FP	The Paddocks, Bushey Ground	Erection of single storey rear extension and insertion of rooflights.	Application withdrawn.
5.	MW.0068/10	Fraser Evans & Sons Ltd	Tyre Recycling Facility, Worsham Quarry.	Grant, subject to conditions.

#### **Decisions outstanding by West Oxfordshire District Council Planning Authority**

	<b>Ref. No.</b>	<b>Address</b>	<b>Proposed</b>	<b>Decisions – Refer to previous minutes for Council responses</b>
6.	10/1037/P/FP	34 Charterville Close.	Erection of rear conservatory.	
7.	10/0935/P/CLP	Property Care (Complete Maintenance) Ltd, 120 Brize Norton Road.	Claimed lawful development – to allow B1 use for Units 3, 4 & 6 and B8 use for Unit 5.	
8.	10/1058/P/FP	Old Swan & Minster Mill, Old Minster Lovell.	Erection of two storey building for restaurant and kitchens.	
9.	10/1053P/FP	Old Swan & Minster Mill, Old Minster Lovell.	Alterations and extensions to provide spa and leisure facility, update current accommodation.	
10.	10/1080/P/FP	The Croft, 81 Brize Norton Road	Erection of garden storage building.	
11.	10/1072/P/FP	Minster Lovell Playgroup	Replacement portakabin.	
12.	10/1016/P/FP	The Croft, 81 Brize Norton Road	Erection of 1.8m fence and gates.	
13.	10/0988/P/FP	Goodwood House, to the rear of 36 Upper Crescent	Erection of a single garage.	
14.	10/0960/P/FP	Happy Days, Burford Road	Rebuild Boundary wall (part retrospective).	
15.	10/0961/P/LB	Happy Days, Burford Road	Rebuild Boundary wall (part retrospective).	

#### **Planning Appeals**

	<b>Ref. No.</b>	<b>Address</b>	<b>Proposed</b>	<b>Deadline for response to Planning Inspectorate</b>
16.	<a href="#">08/0038/P/CLE</a>	Property at rear of 35 Brize Norton Road	Certificate of lawfulness (continued use of property as dwelling).	Appeal withdrawn. The residents are only entitled to use the building as ancillary accommodation and not as a separate dwelling.

17.	<a href="#">10/0212/P/FP</a>	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).	
18.	<a href="#">APP/D31265/A</a> <a href="#">10/2122746/WE</a>	The Anchorage, Burford Road	Erection of detached dwelling.	Appeal dismissed.

### Planning Enforcement

- **37 Brize Norton Road**

Clerk to ascertain from residents when stone cladding of boundary wall is to take place.

- **Windrush House, Burford Road**

Enforcement Officer has reported that the current construction has been found to fully comply with planning consent 08/0508/P/FP (Construction of new building within footprint of existing outbuilding and erection of extension to outbuilding to form self contained ancillary accommodation) – granted 5 June 2008.

- **The Old Swan and Minster Mill**

Regarding tree planting, the Enforcement Team at WODC advise that “this is not a matter of development as the trees have been planted on OCC’s grass verges and it would therefore be an issue for OCC to deal with.”

Email received from OCC advising that the land outside the Old Swan belongs to OCC. They are liaising with their Arboricultural team to discuss the issue and it is possible that the pub will be able to acquire a retrospective planting licence for them with specific conditions attached. This is yet to be officially confirmed.

Clerk to respond to email – (1) Unacceptable precedent setting and way that they have undertaken the work, (2) tree roots will interfere with the drainage system underneath verges, (3) aesthetics/how they look in an AONB.

Clerk to contact WODC’s Enforcement Officer – appears to be work to the car park (block paving) at the Swan which will exacerbate flooding of the highway.

### 12. Correspondence.

#### Letters of interest:-

1. A resident has complained about the safety of the Bushey Ground bus stop and an investigation into it’s safety has been undertaken by OCC and Thames Valley Police. *Clerk read finding, the bus stop is safe and no further action to be taken.*
2. Ms Newman – lack of dog signage at Ripley Avenue Amenity Area. *Clerk to produce some signs.*
3. Mrs Holloway – letter re. one-way system. *Clerk to reply to Mrs Holloway summarising points raised and that she has shared her concern with the appropriate Cabinet Member.*

#### General:-

1. The Clerk circulated ‘Local Referendums to Veto Excessive Council Tax Increases’ for urgent comment and forwarding back to the Clerk.
2. The Chairman discussed his attendance to the recent waste collection seminar and circulated handouts for retention by Councillors.

Further general correspondence was circulated after the meeting.

There being no further business the meeting closed at 9.20pm.

**Forthcoming meetings:-**

• Service of Remembrance Meeting	Thursday 16 <sup>th</sup> September	Methodist Church	7.30pm
• Parish Council Meeting	Monday 20 <sup>th</sup> September	St Kenelm's Hall	7.00pm



Katherine Doughty  
Parish Clerk

Signature of Chairman upon approval of Minutes ..... 20<sup>th</sup> September 2010

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.*