



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 17TH DECEMBER 2007 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 and Mrs Katherine Doughty (Clerk).

Parishioners present: 5.

Apologies for absence: County Councillor Rodney Rose.

The Chairman opened the meeting at 7.00pm.

2. **Declaration of interest in agenda items if considered necessary:** None

3. **Ripley Avenue Management Committee**

- (a) New signage

The Clerk reported that the new sign for Ripley Avenue Amenity Area has been erected by Mike Ford.

- (b) Maintenance work

The winter RoSPA Inspection Report had been received – a copy was passed to Minster Lovell Playing Field Trust and a copy will be circulated to Councillors.

Ripley Avenue play area recommended attention in the following areas:-

- Junior swings - Hole in wet pour underneath swings. (Mike Ford will repair when weather conditions are suitable).
- Multiplay area – (1) Monitor frayed rope on climbing wall. (2) Wire exposed – to be taped over and replaced if wire breaks. It was agreed that Mike Ford inspect the multiplay area and undertake the necessary work.

It was noted that the fencing around the play area had been vandalised. On the recommendation of Mike Ford, the Clerk agreed to obtain quotes for repair of the fencing or installation of new metal fencing.

- (c) Bike ramps

The Clerk reported that she had spoken with Roger Davies, Oxfordshire Playing Fields Association for advice on the subject of the creation of ramps. Mr Davies recommended that we do not install concrete jumps and that the Council create earth ones instead. Reasons: (1) excessive cost of concrete ramps (2) increased liability (3) unwanted concrete should the ramps no longer be used. Mr Davies also recommended that any jumps should be a minimum of 25 metres away from property boundaries. It was agreed that Mr Davies attend the January Parish Council meeting to discuss this subject in detail and also give a 10 minute presentation.

(d) Recycling collections/litter pick

In response to comments made at the previous meeting regarding spilt recycling material, Bob Lightfoot, Street Scene advises that if anyone sees a vehicle spilling material, they should immediately phone 861020 to report the incident. Once this is done, the contractor is contacted and they have to either go back to clear up or be found to have defaulted on their contract.

(e) Goal nets

Cllr Bicker advised that the youths of the village have requested goal nets for the new goal posts in the Amenity Area. It was agreed that the Clerk purchase nets at a cost of no more than £100. Proposed Cllr Stowell, seconded by Cllr Bicker. 1 abstention, carried.

4. PCSO Hilary Rabson

PCSO Rabson sent her apologies as she was unable to attend, but hopes to attend the January Council meeting. She advised that she is now in possession of a new bicycle so will be able to get around the village easier. PCSO Rabson's colleague is due to commence work with her very shortly – she is currently in training.

PCSO Rabson advised that she was pursuing the names of those who vandalised the fencing of Ripley Avenue play area.

The Chairman raised irresponsible vehicle parking in two areas of the village and for the Clerk to request that PCSO Rabson liaise with the owners concerned.

5. Presentation by Youth Council

The presentation was cancelled due to unavailability of the video recording. The next Youth Forum meeting is scheduled for Friday 1st February. Clerk to invite Mr Feilden to January or February Parish Council meeting on this issue and mention in the next Village News.

6. Minutes of the previous meeting: The minutes of the 19th November 2007 meeting were accepted as a true and accurate record of proceedings. Proposed by Cllr Alderman, seconded by Cllr Cambray, carried unanimously.

7. Matters arising from previous meeting:

(a) Oxfordshire County Council Matters

- One-Way system, Old Minster Lovell.

The Experimental Order has been drawn up and sent to OCC's legal department for proofing. The speed surveys have been requested and will be carried out before the order is introduced. OCC will let the Clerk know the dates for the surveys as soon as they are confirmed. The revised signage is also currently being designed.

- Section 106 Agreements

Letter received from Ralph Grant responding to the Council's letter of complaint:-

"With regard to your queries about Section 106 funding for traffic calming. Our records confirm that your Parish Council carried out the informal consultation for traffic calming and from the comments you received, my office prepared a scheme involving a build out at the southern end of Brize Norton Road and short sections of coloured surfacing. After discussing the proposed scheme with you, we arranged for the agreed traffic calming to be built. The total cost of this scheme was £12,000. To cover this cost we drew £5,000 from the N.E. Carterton pot, £5,000 from the Downs Road pot and £2,000 from our own budget for minor improvements. As you will be aware, the funding that was available for my office to introduce minor improvements is no longer available. Steve Howell wrote to you explaining this and I understand Paul confirmed this in his email dated 17 September."

Clerk to ascertain what minutes are missing from this period so that Councillors can review their own records for duplicates to be made. Clerk to then refer to the minutes to see what Section 106 monies was agreed at that time.

- New bus shelter at Bushey Ground

The Clerk reported on a site visit with Toby Toms, Public Transport Development Team, OCC at the proposed site. Mr Toms initially sounded positive about the proposed site, stating that it was an open area, however, he then voiced concern about sight lines from the driveway of 156 Brize Norton Road. Also of concern was that bus stops are usually opposite each other, therefore the Parish Council should look to move the bus stop on the opposite side of the road as well. Highways Department need to assess the site before OCC advise their final decision. Mr Toms also went on to expand on the upgrading of bus stops on the '200' route. OCC's proposals to upgrade single-poled bus stops to include a tarmaced standing area was discussed. Mr Toms will email OCC's findings in due course.

- Letter of complaint to Richard Dudding

The Clerk read the response received from Ralph Grant, Area Engineer, Oxfordshire Highways.

It was agreed to invite Mr Grant to the February Parish Council meeting to discuss OCC Highways works in the village, how we can work better together and to discuss traffic calming along the Brize Norton Road.

- Relocation of street light and road sign at War Memorial site

Clerk to request a site meeting with Paul Wilson and liaise with Councillors accordingly.

(b) Other matters

Cllr Smith discussed parishioners' concerns at the lack of a recycling site and requested that this be added to January's agenda for full discussion.

Cllr Stowell advised that he had had discussions with The War Memorials Trust regarding the Parish Council's grant. It was unlikely the PC would receive a full grant of £1500 because the Trust considered that some of the recutting is unnecessary. However, the PC should receive a smaller grant towards the cost of the stone recutting work.

Spar shop grass verge improvements – to be added to the January meeting agenda and to be discussed at an extraordinary meeting beforehand.

Cllr Cambray queried grass cutting around the war memorial. The Parish Council has agreed that Daniel Hubber, a young person in the village, will undertake the work on a regular basis. Clerk to advise Cllr Cambray of Daniel's telephone number so that assistance can be offered. Clerk to also check insurance policy to ensure that Daniel is appropriately covered.

(c) Local response to expansion of RAF Brize Norton

As only 3 Parish Councils had responded to the Council's flyer, it was agreed not to form an action group due to lack of support. Clerk to convey the Council's decision to the other Parish Councils accordingly.

8. Finance

(a) Payments due:

Payee	Amount £
Minster Lovell Playing Field Trust – donation	126.00
Bookmarque Publishing	47.00
WODC – Oct grass cutting	138.42
N A Godfrey (Builders) Ltd – supply 8 bags of post-crete for goalpost installations	47.00
K Doughty – December salary & expenses	369.00
D F Williams Cleaning Services Ltd	11.75
St Kenelm's Hall Management Committee – St Kenelm's Hall hire for 2007	336.00
Minster Lovell Methodist Church – 2007 room hire	140.00

It was agreed that the above cheques are signed. Proposed by Cllr Aldeman, seconded by Cllr Smith. Carried unanimously.

(b) Funding requests: Oxfordshire Carers' Forum, Witney – it was agreed that the organisation does not qualify for funding.

(c) Any other financial matters: None.

9. Warwick Robinson, District Councillor's Report

Councillor not present – no report received.

10. Rodney Rose, County Councillor's Report

Councillor not present – no report received.

11. Planning applications and decisions

	Ref. No.	Address	Proposed	Deadline for response to WODC
1.	07/2100/P/FP	Land to rear of 125 Brize Norton Road	Conversion of existing swimming pool and fitness building into dwelling.	19 December 07
2.	07/2046/P/LB	Rosery, Old Minster	Internal alterations.	12 December 07
3.	07/2170/P/FP	Lilac Cottage, Old Minster	Alterations and erection of single and two storey extensions, new vehicular access (to allow changes to fenestration and addition of open porch to side elevation).	1 January 08

Decisions made by West Oxfordshire District Council Planning Authority

	Ref. No.	Address	Proposed	Decision
4.	07/1965/P/FP	Holt Farm, Bushey Ground	Alterations and extensions to include raising the height of the roof to create 1 st floor.	Grant subject to conditions.
5.	07/1852/P/FP	Flightline Support, 49A Brize Norton Road	Erection of three bay workshop	Grant, subject to conditions.

6.	07/1831/P/FP	Land adjacent to 36 Upper Crescent,	Erection of detached dwelling and garage. Formation of new vehicular access.	Refuse.
7.	07/1661/P/FP	Dundon House	Erection of first floor garage extension to form staff accommodation	Application withdrawn
8.	07/1701/P/OP	Lovell Croft, Burford Road	Erection of detached chalet bungalow	Grant, subject to conditions.

Decisions outstanding by West Oxfordshire District Council Planning Authority

	Ref. No.	Address	Details	Decision
9.	07/1268/P/AC	Land adjacent Windrush DAF, Burford Road,	Erection of a pole mounted double sided illuminated sign (retrospective).	
10.	07/1869/P/FP	85 Brize Norton Road	Erection of rear conservatory.	

12. Correspondence

<p>1. MoD re. RAF Brize Norton – included in circulating file.</p> <p>2. Register of Electors – All Councillors to receive future copies.</p> <p>3. Letter from Bampton Parish Council – not interested in joining action group. Cllr Stowell proposed that the Parish Council do not proceed with an Action Group. Seconded by Cllr Hodge. Carried unanimously.</p> <p>4. Email received from a resident of 61 Brize Norton Road.</p> <p>(1) Thanks us for clearing over-hanging trees down School Hill.</p> <p>(2) Reports pot-hole outside no. 86 BN Rd – reported to OCC.</p> <p>(3) Advises that some residents have overhanging trees – Clerk to review and correspond with parishioners accordingly.</p> <p>(4) Problem with trees – Item discussed and Cllr Stowell agreed to provide some information from Citizen's Advice Bureau.</p> <p>Circulars:-</p> <p>5. Email – Street Scene, WODC – Sluice Operations.</p> <p>6. RoSPA report.</p> <p>7. Email – Bampton Parish Council – bike jumps.</p> <p>8. Cotswolds Conservation Board – Meeting information (date has passed).</p> <p>9. OCC – Review of external transport posts.</p> <p>10. Email – OCC – Lower speed limits in Oxfordshire.</p> <p>11. Email – WODC – People's Million's lottery funding.</p> <p>12. Email – WODC – Cemeteries.</p> <p>13. ORCC Review.</p> <p>14. OALC – County Circular.</p> <p>15. Oxfordshire Community Land Trusts – general information.</p> <p>16. Friends of Wychwood Newsletter.</p> <p>17. WODC – Newsletter.</p> <p>18. The Public Catalogue Foundation – re. oil paintings.</p> <p>19. WODC – Music Diary/Arts.</p> <p>20. Xmas card – WODC.</p> <p>21. MLPC website usage statistics.</p> <p>22. Oxfordshire Carer's Forum – letter requesting support. (Do not qualify).</p> <p>23. CPRE – Fieldwork magazine.</p> <p>24. West Oxfordshire Strategic Partnership – Shaping West Oxfordshire's Future.</p> <p>25. WODC – Car parking during Marriotts Development.</p>

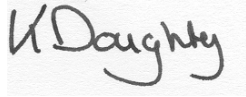
There followed a 10 minute parishioner's question time.

A parishioner raised concerns over the weight of traffic using the Brize Norton Road and that further traffic calming is required. Agreed for discussion at the February Parish Council meeting.

There being no further business the meeting closed at 8.40pm.

Meetings:-

- Parish Council Meeting – Monday 21st January – St Kenelm’s Hall – 7.00pm.
- Parish Council Meeting – Monday 18th February – St Kenelm’s Hall – 7.00pm.



Katherine Doughty
Clerk

Signature of Chairman upon approval of Minutes 21st January 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.