



MINSTER LOVELL PARISH COUNCIL

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Parish Clerk: Katherine Doughty

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MINUTES OF PARISH COUNCIL MEETING HELD ON MONDAY 15TH DECEMBER 2008 IN ST KENELM'S HALL AT 7.00PM

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

Parishioners present: 0.

Apologies for absence: Cllr Sue Bicker and Cllr Stephen Hodge.

Due to the Chairman representing the Council at the beginning of the Christingle Service at St Kenelm's School, Cllr Colin Alderman, Vice Chairman, chaired the beginning of the meeting. The meeting opened at 7.00pm.

The Parish Council welcomed the attendance of County Cllr Rodney Rose, District Cllr Warwick Robinson, PCSO Rabson and PC Duncan Johnson.

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

Item 7 – PCSO – Update and Priorities – Cllr Jones declared an interest being a resident of Ripley Avenue.

- 3. Ripley Avenue Management Committee**

- (a) Maintenance work

Alternative play surfacing was discussed. It was agreed to defer further conclusions until the recently received RoSPA report is reviewed.

- (b) Bike ramps

It was reported that the pedestrian barriers have been ordered and delivery is expected in the New Year. As Mr Ford no longer undertakes any digging jobs, the Clerk approached Andy Taylor, Cotswold Tree Surgery and G Hill & Sons for installation quotes. Mr Hill has very kindly responded advising that he will install barriers and bmx dirt track signs free of charge, in the New Year.

Clerk to thank Mr Hill very much for his kind offer and accept it on behalf of the Parish Council and the children. Mrs Muller was thanked for all her work during the year on behalf of the Management Committee.

Cllr Stowell advised that the litter bin (opposite no.3 Ripley Avenue) has been refurbished. Cllr Stowell was thanked for his work.

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

- 5. Warwick Robinson, District Councillor's Report**

Cllr Robinson discussed flooding, the state of our local rivers and the appropriate landlord's responsibility to undertake much needed maintenance. It was advised that the responsibility to maintain rivers and control flooding no longer lies with the Environment Agency. West Oxfordshire District Council will be pressurising landowners to undertake work to prevent flooding, as recommended in the local flood reports.

Budgets – Various efficiency savings are being made, however the District Council will struggle to balance their accounts due to low interest rates on their investments and uncertainty about funding from Government.

The District Council has recommended to Oxfordshire Council Council that the Cogges Link Road, Witney be built.

Cllr Alderman queried whether the £9 million of investments in Icelandic Banks will be reimbursed. Cllr Robinson stated that he was unsure what monies are going to be received and that the District Council check regularly for an update in this situation.

Cllr Robinson was thanked for his contribution over the year.

6. **Rodney Rose, County Councillor's Report**

Cllr Rose was welcomed to the meeting. Next years' Council Tax increases are to be kept to a minimum and tight budgets were discussed. As Chairman of Safety & Scrutiny Committee, Cllr Rose reported that the Fire Services control room relocation to Hampshire has been deferred for another 9 months due to IT problems. Also, the 30% cost savings to be made in relocating the control room have now been reduced to 9%.

Cllr Rose was thanked for his services throughout the year.

7. **PCSO – Update and priorities**

• **Ripley Avenue**

PCSO Hilary Rabson reported that regular evening patrols are undertaken in Ripley Avenue when PCSO Rabson and Webb are on duty.

PC Duncan Johnson advised that 14 phone calls had been made since January 2008 regarding Ripley Avenue with the last call made on the 4 November. There were 2 recorded incidents of crime in the street, in the year. PCSO Rabson advised that when they have patrolled and encountered youngsters, they have always been courteous and appear not to be causing any problems.

Cllr Stowell discussed alcohol being consumed in the play park area. It was advised that there had only been one occurrence of confiscation of alcohol.

Cllr Haley, Chairman, joined the meeting and took over the chair.

• **Old Minster – Church Lane/Ruins**

One group of youngsters were encountered who were letting off fireworks. There had been 9 reports recently made to the Police.

PC Johnson reinforced the message that parishioners must report incidents if they wish to receive police attention. This may be done anonymously if required. Clerk to raise in the next issue of the Village News.

Cllr Smith advised that St Kenelm's Hall heating system had recently been vandalised and that alcohol is being consumed directly behind the Hall. It was agreed that the PCSOs will patrol behind the Hall when in the vicinity and access is available.

Cllr Jones declared an interest being a resident of Ripley Avenue. It was his perception that young adults who used to congregate at Ripley Avenue, now meet at the parade of shops. Also, that they are of an age where they will shortly 'outgrow' the village and will want to spend their time in towns.

PC Johnson discussed joining with the WODC's Safety Partnership to write letters to the parents of a particular group of troublesome young people if problems are still being encountered.

Cllr Stowell requested that a list is drafted of those parents who should be written to.

8. Matters and actions arising from previous meeting.

(a) Oxfordshire County Council matters

A letter has been received from OCC regarding changes to planning conditions at Worsham Quarry. It was agreed to put in the circulation file for Councillor's information.

(b) Refurbishment of grass verge by Spar Shop

Paul Wilson, OCC Highways has responded regarding permission for use of the ground reinforcing mesh outside the Spar Shop. He advised that this would be an appropriate treatment but it would be dependant on the location of the tree roots. It was suggested that the Parish Council liaise with Tim Shickle, Arboricultural Officer, OCC accordingly. Mr Wilson is happy to re-cost the scheme once Mr Shickle has approved it (if costings are required).

The matter was discussed and felt that further costings are not required.

Where tree roots are above ground, the mesh will be fitted around the roots. The tree roots will not be touched.

Cllr Stowell reported that he had recently met with Mr & Mrs Lewis and they are happy with the mesh idea. They reported that there is a problem with the right-hand side of the drive/entrance path to the shop. A newspaper delivery van reverses on this area of the path/grass verge when making deliveries and it was felt that the footpath needs to be widened by a couple of feet to allow parking on a solid surface and that posts should be included down this side.

Cllr Jones suggested that we produce an overview of the plan. (*See Appendix A*). Cllr Smith was against Parish Council money being spent on the footpath being widened for the benefit of the Spar Shop.

A discussion ensued as to whether the path/driveway should be widened.

Cllr Haley proposed that the Parish Council installs wooden posts as described so that the van can reverse onto the path/driveway and enter into a discussion with Mr and Mrs Lewis regarding the Parish Council's view of the best option and ascertain whether they will contribute to the cost of the improvement scheme if it includes widening of the access path. Seconded by Cllr Stowell.

Cllr Smith made an amended proposal that the Parish Council contact Mr and Mrs Lewis to fully discuss the issue of the path/driveway, erection of posts and refurbishment of the grass and seating area.

Cllr Haley's proposal was seconded by Cllr Jones and carried unanimously.

The Clerk queried the extent of the bollards along the front of Spar shop. It was resolved that posts be installed along the full length of both lay-bys.

(c) Experimental One-Way system, Old Minster Lovell – survey findings.

The Clerk reported that all work on School Hill is finished, but that OCC is still to undertake work on the Windrush Farm road near to the bridge which currently being programmed. Date to be advised by OCC when known.

A letter was sent to Highways, OCC regarding the recently undertaken survey and its findings – letter to be included in the circulation file for information purposes. Acknowledgement has been received.

(d) Old A40 car park

Dan Weeks at the Countryside Service, OCC has advised that refurbishment of this footpath (number 3026A) is due to be undertaken by the end of January 2009 (as long as no urgent jobs arise).

(e) Flood Report

Cllr Alderman and Cllr Smith recently met and reviewed WODC's flood report. The Councillors agreed with the report's findings, however work needs to be undertaken promptly to avoid future flooding. Cllr Hodge is due to forward his findings to the Clerk by Tuesday 15th December so that a formal response can be sent to WODC.

It was resolved that the northern part of the river in Old Minster needs clearing of debris and that the Environment Agency should be contacted accordingly.

9. Finance

(a) Payments due:

Payee	Amount £
W.O.D.C. – October grass cut	497.58
St Kenelm's Hall Management Committee – 2008 hall hire	264.00
Falcon Signs – 2 Ripley Avenue dirt track signs	220.90
Viking Direct - stationery	32.22
Bookmarque Publishing	54.05
K Doughty – December salary	425.84
Salary arrears re. NALC/SLCC salary increase with effect from 1 April 08	66.56
Postage	5.67
TOTAL	498.07

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

(b) Funding requests:

- Victim Support, Bicester – request financial help and volunteers. Parish Council funding policy applies.

(c) Any other financial matters:

- Up to date financial information was been circulated to all Councillors, for the period 1 April to 28 November 2008. A VAT Reclaim is shortly to be undertaken for the year.

10. Street Lighting, Lower Crescent

The Clerk was in the process of arranging site visits for Lower Crescent and relocation of the street light by the war memorial with John Hamer, Street Light Inspector, OCC.

11. War memorial/grass verge boundary

The Clerk was awaiting a response from the Wellington Pub Company who was ascertaining ownership of the Cotswold stone wall.

Paul Wilson, OCC has advised that The White Hart pub is very likely to own the wall as generally speaking, OCC do not own any boundaries unless land has been bought for a specific purpose. Clerk to doublecheck ownership with OCC as the road and wall was constructed in 1930's, by OCC.

12. Neighbourhood Watch

Two parishioners have shown an interest in a Neighbourhood Watch Scheme for Old Minster.

It was agreed that Cllr Alderman contact one of the parishioners and ascertain whether he wishes to pursue the scheme with other Old Minster residents.

13. Nomination of Parish Representatives

- (a) Parish Transport Representative.

No applications received. All Parish Transport Meeting information to be received by the Clerk and representation made at meetings by Councillors when necessary.

- (b) Trustee of Wash Meadow.

The Clerk referred to previous Parish Council minutes dating back to November 2002 and reported as follows:-

Mr David Lewis – Appointed Trustee in Feb 2003 – to serve until December 2003. (*March 2003 Minutes*).

Mr Martyn Cross – Unknown when Mr Cross was appointed Trustee – resigned as Chairman in March 2007, but to remain as a Trustee.

Mr Colin Alderman – Appointed Trustee in November 2002.

Mrs Dawn Haley – Appointed as Trustee (Secretary) in March 2007 – relinquished Secretary duty in March 2008 and remained as a Trustee.

It was resolved that only Mrs Haley maintains a valid Trustee position, being nominated as a Trustee within the last 4 years.

Cllr Stowell and Cllr Jones presented individual guides of principles and objectives for the Trustees of Wash Meadow, for discussion at an extraordinary meeting.

Meeting now to be arranged with Trustees to discuss the aims and objectives for the Trustees in the management of Wash Meadow.

Clerk to arrange an extraordinary Council meeting in January, 2 weeks before a meeting with the Trustees is to be arranged. Proposed by Cllr Alderman, seconded by Cllr Stowell. Carried unanimously.

Clerk to copy the principles to all Councillors and post asap with a covering letter.

14. New bus stop, Brize Norton Road (southern bound buses)

Cllr Haley proposed that the Parish Council investigate with OCC, the creation of a southern bound bus stop opposite the parade of shops. Seconded by Cllr Alderman, carried unanimously.

15. Village allotments

A site plan has been drafted and is now ready to be sent to Mr Strange. It has been calculated that half an acre of land is required. Clerk to forward request to Mr Strange.

Clerk to email Cllr Robinson to ascertain whether planning permission is required for garden allotments.

16. Planning applications and decisions

Applications submitted to the Parish Council

	Ref. No.	Address	Proposed	Decision
1.	08/1741/P/FP	The New Inn, Burford Road	Installation of extraction duct (retrospective)	No comment.
2.	08/1764/P/FP	30 Brize Norton Road	Erection of detached double garage.	Minster Lovell Parish Council wish to comment only that consideration should be given to neighbouring properties and that the garage should be used strictly for such purposes only.
3.	08/1749/P/FP	The Mill & Old Swan	Erection of two storey extension to provide restaurant, kitchen, training rooms and offices.	
<p>Minster Lovell Parish Council wish to strongly object to this application on the following basis:-</p> <ul style="list-style-type: none"> • The proposal is not well designed and has adverse characteristics. It does not respect the existing size, scale, pattern of the surrounding area or current buildings and is therefore out of character and incongruous with the present scene. • The Mill & Old Swan is in a conservation area and the application does not preserve or enhance the character or appearance. • The amount of effluent that overflows from the inadequate sewage systems will be seriously overstretched by the new facilities. • When looking at the flood risk over the past 2 years, any impediment to the flow of the river will further increase flooding problems. • The proposal will increase traffic in an already busy area at a difficult junction. Car parking is very limited in Old Minster and increased traffic will result in congested car parking in this location and in the village. • A loss of view will be incurred which is contrary to the development advice of West Oxfordshire District Council's Preservation and Enhancement document for Minster Lovell, as follows:- <p>"Special care must be taken to ensure that views into and out of Minster Lovell, as well as views within Minster Lovell, are not harmed. New development must incorporate existing features of historic, visual or natural importance, such as trees, hedgerows, ponds, stone walls, paths and tracks."</p> <p>Accordingly, it is felt that the application is against policies NE4, NE8, BE5 and BE2 of the West Oxfordshire District Council Local Plan 2011.</p>				

Decisions made by West Oxfordshire District Council

4.	08/1512/P/FP	Land to the rear of 23 Cotswold Close	Erection of detached dwelling.	Grant subject to conditions.
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Decisions outstanding

	Ref. No.	Address	Proposed	Decision
5.	08/1650/P/FP	Kempsfield, Bushey Ground	Construction of manege.	Minster Lovell Parish Council wishes to comment only that this proposal borders closely to neighbouring property and that the impact should be seriously considered.

Current Appeal(s)

Mr & Mrs Geoffrey Brown – 29 Upper Crescent – Erection of two storey rear extension.

Mr & Mrs Hunt and AWD – 138 Brize Norton Road – Erection of four dwellings with work at home facilities. New vehicular access.

Clerk to circulate letter sent to Mr Tucker, WODC re. newly constructed property on Burford Road.

17. Correspondence

Correspondence of interest:-

1. Letter from OCC re. Worsham Quarry.
2. Letter from Robert Dick, Summer Meadows re overhanging vegetation letter. *Reply thanking for letter and that it's content has been noted. Refer to conversation with Vice Chairman.*
3. Letter from OCC re Temporary Traffic Regulation Notice – Closure of School Hill on 27 November.
4. Email from Lin Kennedy, Community Development Officer, RAF Brize Norton. "Wishes to attend local Parish Council meetings to help with the link between the Parish Councils and the Station." Would you like her to attend a meeting? *Yes, please – to be arranged for the March meeting.*
5. Letter from OCC re. Town & Parish Council Liaison Event rescheduled from 10 November to 3 December.

General:-

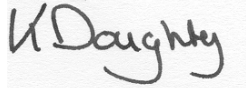
1. Xmas cards from RAF Brize Norton and WODC.
2. Health News, NHS Oxfordshire.
3. Trust for Oxfordshire's Environment.
4. ORCC Autumn Winter 08 Review.
5. CPRE Fieldwork magazine.
6. Caring Matters magazine.
7. NHS dentistry in England – Oxfordshire NHS Primary Care Trust.
8. Looking Out Newsletter – West Oxfordshire Safer Communities Partnership.
9. Meeting of the Standards Committee – date passed.
10. Russell Leisure Ltd – quarterly newsletter.
11. Oxfordshire Road Casualty Report 2007 – OCC.
12. ORCC News Bulletin – November 08.
13. Hedgelaying Training Course 2008/09 – Cotswolds Conservation Board.

There followed a 10 minute parishioners' question time. No questions were raised.

There being no further business the meeting closed at 8.50pm.

Meetings:-

• Parish Council Meeting	Monday 19 th January 2009	St Kenelm's Hall	7.00pm
• Parish Council Meeting	Monday 16 th February	St Kenelm's Hall	7.00pm



Katherine Doughty
Parish Clerk

Signature of Chairman upon approval of Minutes 19th January 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.

PLAN OF SPAR SHOP GRASS VERGES FOR REFURBISHMENT

