



MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

Parish Clerk: Katherine Doughty

91 Brize Norton Road, Minster Lovell,
Witney, Oxon. OX29 0SG

Email mlparishclerk@btopenworld.com
Tel/Fax (01993) 709189

MINUTES OF PARISH COUNCIL MEETING HELD ON MONDAY 19TH JANUARY 2009 IN ST KENELM'S HALL AT 7.00PM

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

Parishioners present: 4.

Apologies for absence: None.

Due to the late arrival of the Chairman, 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.

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

Item 3 - Fir trees and fencing by Cotswold Close/Ripley Avenue footpath – Cllr Bicker declared an interest as contractor is a family member.

- 3. Ripley Avenue Management Committee**

- (a) Maintenance work

Mrs Muller raised the problem of the roadside gate sticking and needs adjusting. It was resolved that Mike Ford be asked to repair as necessary.

It was noted that dog fouling has become a problem again. A discussion ensued as to how to tackle the problem. It was agreed that if the problem persists, dogs will be banned from Ripley Avenue Amenity Area.

Clerk to produce some dog fouling signs for Cllr Jones to erect in Ripley Avenue Amenity Area.

- RoSPA Report

The Inspector has raised a problem of exposed wire on the Multiplay unit that requires attention. This was referred to Mike Ford for taping over or replacement of wire (as specified in the report). However, Mr Ford feels that this would create a safety hazard rather than prevent one and on consultation with Playdale, feels that the wire should be left as is or replaced. Playdale feel that the twist net and scramble net have done well to last 8 years and now would be an opportune time to replace them.

To replace just the twist net = £594.90.

To replace the scramble net = £229.10.

Plus delivery at £20 per item + VAT.

For Mike to install = £50 max.

For Playdale to deliver and install = £295 + VAT.

The best course of action was discussed and it was resolved that the nets be left as is; for Councillors to inspect the play area and report their findings at the next Parish Council meeting.

- Safety play surface

The Clerk reported that she had met with three contractors and the following quotations had been received:

Abacus Playgrounds - £6289 + VAT.
Spongy Surfaces - £8000 + VAT.
Star Rubber - £13,516 + VAT.

It was agreed that as the safety surfacing (in general) is not being raised as a hazard in RoSPA inspections, that it be left and continue with patching work until it is raised as a medium/high risk. The Clerk is to ask Mike Ford to weedkill the surface in the Spring.

- Pedestrian safety barriers

Awaiting delivery of the safety barriers pending payment of pro forma invoice.

- Fir trees and fencing by Cotswold Close/Ripley Avenue footpath

The Cotswold Tree Surgeon has forwarded a quote of £350 for the fir trees to be cut back to street light level and trimmed both sides. Also, for fence on the Cotswold Close side to be repaired and 2 new posts installed. Cllr Alderman proposed that the Parish Council accept the quote, seconded by Cllr Stowell, 1 abstention. Carried.

- (b) Bike ramps

The RoSPA Inspection report also covers the BMX track and was noted that no work is required. However, seating and litter bins are recommended.

Clerk to contact WODC to obtain used bins (as discussed at December's Meeting).

4. **Minutes of the previous meeting:** The minutes of the meeting held on 15th December 2008 were accepted as a true and accurate record of proceedings. Proposed by Cllr Stowell, seconded by Cllr Smith, 2 abstentions, carried.

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

No report available due to absence.

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

Oxfordshire County Council's budget will be decided on 10 February. Nothing further to report.

7. **Matters and actions arising from previous meeting.**

- (a) Oxfordshire County Council matters

- A Temporary Traffic Regulation Notice has been received advising that the B4477 Minster Road will be closed on Sunday 1 February due to carriageway resurfacing works.
- Formal Planning Permission Notification from OCC re B&E Transport – Extension of existing waste recycling facility to accommodate new plant, building, vehicle parking/skip storage area and weighbridge.

- (b) Refurbishment of grass verge by Spar Shop

The Clerk received Tim Shickle's (Arboricultural Manager, OCC) approval to use the grass protection matting with the advice that some additional de-compaction works to the ground be undertaken prior to the Parish Council laying the matting. The PC is to advise Mr Shickle when the matting is due to be laid so that OCC's work can be carried out first.

Mr Shickle also queried the use of the driveway/footpath by delivery lorries and is exploring installation of a bollard to stop this occurring. Cllr Stowell and Cllr Smith recently met Mr & Mrs Lewis and improvements to the driveway/footpath to aid installation of the matting were discussed. It should be noted that the area is the original driveway to Mr & Mrs Lewis property and as such, they have a right of access. Clerk to convey this information to Mr Shickle.

Lastly, Mr Shickle discussed the illegal flyposting on OCC's trees and it was noted that all posters and drawing pins will be removed accordingly. Clerk to discuss in the next Village News.

It was proposed by Cllr Stowell that the refurbishment plan be amended by not installing bollards along the straight part of the lay-by (White Hart pub side). Also, that existing posts be straightened where possible and quotes be obtained for the installation of bollards in both hard wood and soft wood options. (Please see Appendix A for a revised site plan). Clerk to obtain quotes from 2 or 3 contractors for the mesh laying work.

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

The Clerk read Paul Wilson's letter of response regarding the various improvement issues of the Experimental One-Way system. There is still no fixed date as to when the Experimental Order expires. The Chairman proposed that the Parish Council invite Mr Wilson to the March meeting to raise suggestions on improvement/recommendations. Seconded by Cllr Smith. Carried unanimously.

- (d) Old A40 car park

Dan Weeks at the Countryside Service has advised that refurbishment of this footpath is now going to be undertaken during the first week of February with an assessment being undertaken imminently.

- (e) Other

A litterpick is required for the Windrush Farm area including the eastern layby. Clerk to contact WODC.

Cllr Smith raised the problem of flooding by the A40 bridge. Clerk to email Cllr Rose to investigate why clearance of the ditch by OCC, from the edge of the village to the A40 bridge, has exacerbated flooding in the area.

8. Finance

- (a) Payments due:

| Payee | Amount £ |
|--|----------|
| Varley & Gulliver – 2 x pedestrian barriers at Ripley Avenue – Pro Forma invoice (ie payment in advance of goods being received). | 345.00 |
| D F Williams – bus shelter cleaning. | 12.65 |
| Minster Lovell Methodist Church – 2008 Room Hire. | 200.00 |
| Evergreen Computing Ltd – Domain name annual registration and provision of webspace. | 132.25 |
| Minster Lovell Playgroup – Advance of 2009/10 precept payment £539 + VAT@ 15%) as detailed in Meeting Minutes dated 20 October 2008. | £619.85 |
| K Doughty – January salary | 436.37 |
| Quarterly telephone/fax | 40.00 |
| Postage | 2.97 |
| TOTAL | 479.34 |
| W.O.D.C. – Exchequer Services investment * | 4000.00 |
| W.O.D.C. – RoSPA Inspections | 105.80 |

* Invest funds of £4000 with WODC Exchequer Services. This will leave approximately £4172 in the Parish Council's Community Account.

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

- (b) Funding requests: None.

(c) Any other financial matters:

- A VAT Reclaim has been requested totalling £2107.34.
- An invoice has been received from WODC for grassing cutting in November. The Clerk contacted WODC to ascertain why the PC was still receiving invoices for grass cutting when the final 2008 cut should have been at the end of the summer. David Jones, WODC is investigating and will report back as soon as possible.

9. Street Lighting, Lower Crescent

The Clerk has been unable to meet with John Hamer, Street Light Inspector, OCC on two occasions. A third meeting will now be arranged and if the Clerk is not available, a Councillor will be contacted instead to meet Mr Hamer.

10. War memorial/grass verge boundary

A response has been received from the Wellington Pub Company as follows:-

“As yet I haven’t a final conclusion with the enquiry now centering on the creation of the amenity space and revised junction by the relevant authority and the land transaction that allowed that to happen.” Mr Featherstone also queried how the wall became damaged in the first instance.

The Clerk has queried the comments above and advised that it was unknown how the wall became damaged. A further response is awaited. Clerk to chase for a response by the February PC meeting.

11. Nomination of Parish Representatives

(a) Parish Transport Representative.

No applications received.

(b) Trustee of Wash Meadow.

The Chairman discussed a suitable approach on how best to resolve the issue of only 1 legal Trustee and how the current finances of the Trustees can be improved, for the benefit of all users of Wash Meadow.

The Chairman proposed at the Extraordinary Meeting of Monday 12 January, that the Draft Principles for the Trustees for the Governance of Wash Meadow document (see Appendix B) be used as guidance at the Trustees meeting to be held on Monday 26 January. Seconded by Cllr Stowell, four in favour, 2 abstentions. Carried.

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

Matt Bromley, Public Transport Development Team, OCC is in support of creating the new bus stop and is to call a meeting with the relevant authorities for their opinions.

13. Welcome pack

The Chairman reported that he had contacted Burford School to ascertain whether this project can be included in some accredited work for pupils. A response is awaited.

14. Village allotments

Mr Strainge advised that his current work commitments need to be resolved before focusing on the Parish Council’s proposal. It was agreed that the Clerk contact him again before the next PC meeting for an update.

District Councillor Warwick Robinson has kindly checked whether planning permission is required for the creation of allotments. It was noted that no permission is required per se, however planning consent for access, car parking and buildings (sheds etc) would be required, so an application is recommended.

Mr Shaw, Planning, WODC, does not believe the location as described by Cllr Robinson would be a planning problem. However, he has questioned it from a horticultural standpoint as it is on a north facing slope, and queries adequacy of water supplies.

Cllr Robinson advises that these points should be addressed (as well as a soil survey to eliminate contamination possibility) and any agreement with the landowner should be subject to satisfactory reports and granting of planning permission.

15. Planning applications and decisions

New applications by West Oxfordshire District Council Planning Authority

| | Ref. No. | Address | Proposed | Deadline for response to WODC |
|----|--------------|---------------------------------------|---|-------------------------------|
| 1. | 08/1887/P/FP | Land to the rear of 36 Upper Crescent | Erection of detached dwelling (to allow erection of double car port). | 21 January 2009 |

Decisions made by West Oxfordshire District Council Planning Authority

| | Ref. No. | Address | Proposed | Decision |
|----|--------------|---------------------------|---|-------------------------------|
| 2. | 08/1650/P/FP | Kempsfield, Bushey Ground | Construction of manege. | Grant, subject to conditions. |
| 3. | 08/1741/P/FP | New Inn, Burford Road | Installation of extraction duct (retrospective) | Grant, subject to conditions. |
| 4. | 08/1764/P/FP | 30 Brize Norton Road | Erection of detached double garage. | Grant, subject to conditions. |

Decisions outstanding by West Oxfordshire District Council Planning Authority

| | Ref. No. | Address | Proposed | Decision |
|----|--------------|---|--|----------|
| 5. | 08/1749/P/FP | The Mill & Old Swan, Old Minster Lovell | Erection of two storey extension to provide restaurant, kitchen, training rooms and offices. | |

Planning Appeals

| | Ref. No. | Address | Proposed | Decision |
|----|--|-----------------------|--|--------------------------------|
| 6. | 08/0892/P/S73 APP/D3125/A 08/2091680/NWF | 120 Brize Norton Road | Non compliance with condition 4 of planning permission W97/1471 to allow operating hours Monday-Friday 7am-6pm and 8am-3pm on Saturdays. | Respond by 19 January 2009 |
| 7. | 08/0717P/FP / 08/2088889/NWF | 138 Brize Norton Road | Erection of four dwellings with work at home facilities. New vehicular access. | Respond by date not specified. |
| 8. | 08/0408/P/FP / DOERef2 | 29 Upper Crescent | Erection of two storey rear extension. | Respond by 28 November 2008 |

The Chairman summarised a response by Mr Metcalfe, Planning Services, WODC, regarding the concern of a new dwelling at land adjacent to 36 Upper Crescent. A copy was put in the Circulating Correspondence file. In light of Mr Shaw's letter, it is therefore assumed that the most recent planning application (double garage) will be objected to. Clerk to re-send a copy of our response with this comment.

16. Correspondence

| | |
|-----|---|
| 1. | RoSPA – Do we wish RoSPA to continue with playground inspections for 2009? Yes. Details of Outdoor Recreation and Play Facilities Grant is also provided. |
| 2. | Minster Lovell WI – Re. appreciation of funding bulb planting. |
| 3. | WODC 2007 Summer Floods Final Report (copy in the circulating file). |
| 4. | Letter from Mrs Gammon, 36 Upper Crescent. Re. dog fouling in the village. <i>Reply sympathetically. Reliant on residents informing and providing evidence.</i> |
| | I have spoken with WODC's Environmental Enforcement Officer who advises that the Council currently operate a £50 Fixed Penalty Notice Scheme should anyone be caught not clearing up after their dog. |
| | He asks that we encourage dog walkers to report those letting the side down and for them to report the usual times, dates and description of the dog so that they can hopefully catch the offenders out. The subject will be raised in the next Village News. |
| 5. | Letter from Stagecoach Oxfordshire regarding re-numbering of the 100 and 200 service to S1 and S2. New timetable enclosed. Jonathan? |
| | General:- |
| 1. | MLPC Website statistics for period 4 January – 19 January. |
| 2. | WODC Music Diary. |
| 3. | OALC Update for Members. |
| 4. | WODC Shaping Futures. |
| 5. | Communities and Local Government – Code of recommended practice on local authority publicity – A consultation. |
| 6. | Email – John Hicks & Associates re. playground inspection services. |
| 7. | Oxfordshire Rural Children's Centre Project – Winter 09 newsletter. |
| 8. | OCC – Oxfordshire Campaign against Domestic Abuse 08/09. |
| 9. | R H Attwood Landscape & Grounds Maintenance Specialists – services available. |
| 10. | Cotswolds AONB Winter Update 2008/09. |
| 11. | Cotswolds Conservation Board – Affordable Housing Position Statement. |
| 12. | WhosmyBobby Newsletter. |
| 13. | Letter from Paul Wilson, OCC re. Experimental One-Way System. |
| 14. | Letter from Mr D Metcalfe, Planning Services, WODC. |
| 15. | Home2School Spring 09 Newsletter. |
| 16. | ORCC News Bulletin January 09. |
| 17. | Jenks Oxford Ltd – offer of services. |

The subject of a car for sale on OCC land (opposite St Kenelm's Hall) was discussed. It was agreed to refer the matter to Paul Wilson and the Police for its' removal.

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

There being no further business the meeting closed at 8.30pm.

Meetings:-

| | | | | |
|---|------------------------|----------------------------------|------------------|--------|
| • | Parish Council Meeting | Monday 16 th February | St Kenelm's Hall | 7.00pm |
| • | Parish Council Meeting | Monday 16 th March | St Kenelm's Hall | 7.00pm |

K Doughty

Katherine Doughty
Parish Clerk

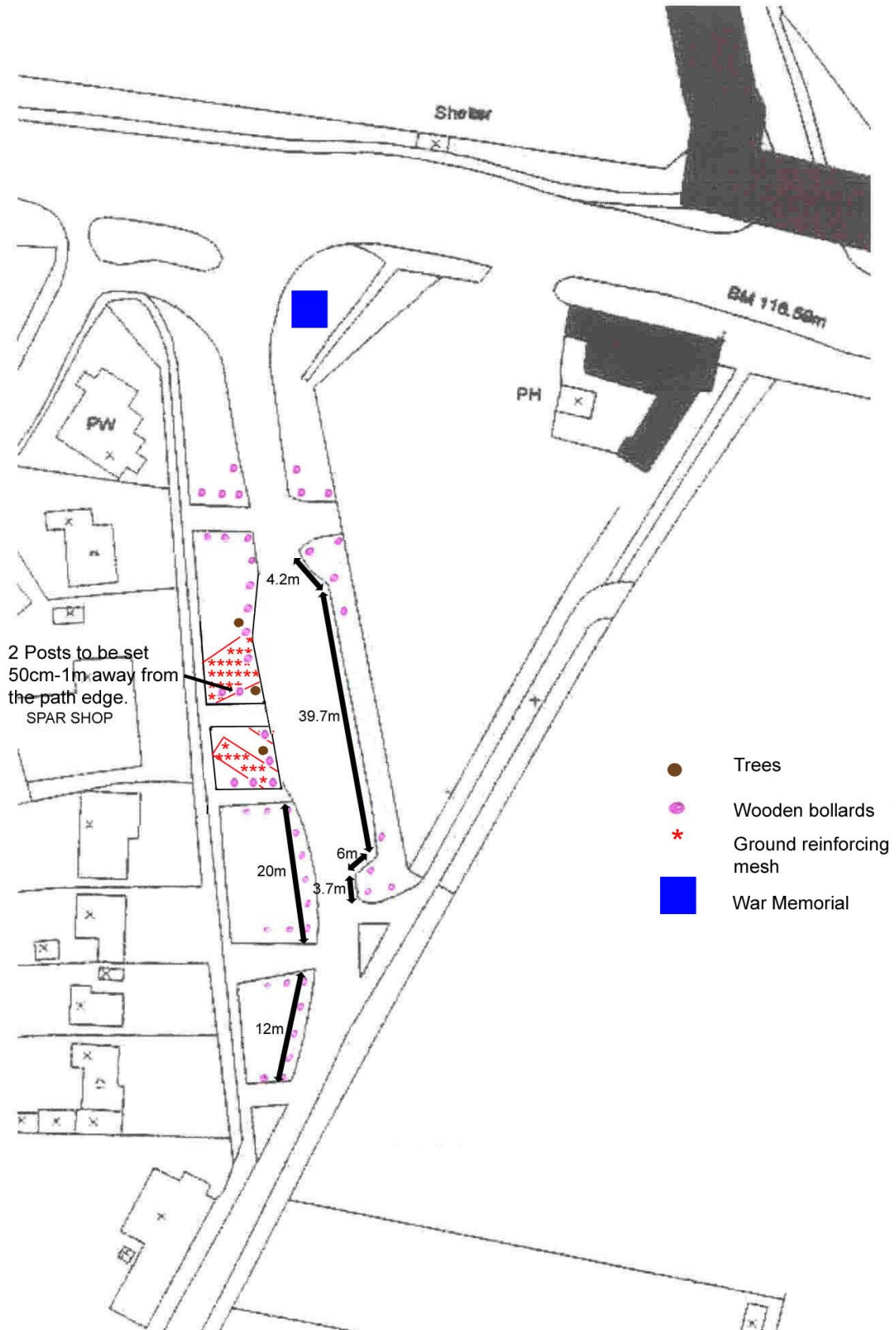
Signature of Chairman upon approval of Minutes 16th February 2009

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





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Appendix B

DRAFT

Principles for the Trustees for the Governance of Wash Meadow

These principles are designed to ensure that the management of Wash Meadow reflects the objectives set out in the Deed of Trust.

Whilst the Trustees have the first responsibility to manage Wash Meadow in line with these principles, **all** users of Wash Meadow share in this responsibility.

1. Wash Meadow (including the pavilion) is a uniquely valuable amenity for the whole of Minster Lovell. The Trustees must therefore ensure that the amenity value is available to **all** Minster Lovell users – families, picnickers, dog walkers, children and sportsmen and women.
2. Wash Meadow and its pavilion is an asset that must be safeguarded and maintained not just in the short term, but also for the long term. The Trustees are therefore charged **not only** with ensuring that short term remedial repair work is carried out promptly as necessary, **but also** that provision is made for the longer term maintenance of the asset. This could include river bank repair, ditching/drainage, tree control and refurbishment of the pavilion systems.
3. Users of Wash Meadow are required to show respect for the amenity and the neighbouring residents. The Trustees must endeavour to discourage excessive noise, abusive language, dog fouling and litter.
4. The Trustees have the lead responsibility for the safety of the amenity. Users of the facility share this responsibility and thus are collectively responsible for such things as safe storage of equipment, electrical and structural safety and the safe and legal exercise of alcohol sales.
5. The Trustees are financially responsible for maintaining the asset short and long term. They are entitled to raise funds from the users of the asset. On behalf of the residents of Minster Lovell, the Parish Council will make an annual grant towards this maintenance. Other users are also expected to make a direct financial contribution.
6. The Trustees have the sole power to grant usage of Wash Meadow (including the Pavilion) to other organisations. They are entitled, and expected, to charge an economic sum for the use of the amenity.
7. Whilst it is expected that the Trustees and all other users will share in the common objective of preserving this unique amenity for present and future generations, the Trustees have the absolute right to withdraw usage permission from any organisation that does not respect the principles set out in this document.

13/01/2009