



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 18TH JANUARY 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: 6.

Apologies for absence: The Chairman accepted apologies from Cllr Jonathan Stowell and County Cllr 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) Maintenance work

Mrs Muller reported that the roadside gate to the play area is sticking – Mike Ford to attend to.

- Autumn RoSPA Report highlights a number of issues. These include:-

- Stones need to be removed from ramp/jump at the far end of the BMX Track.
- Non-compliance of safety standards on climbing net. Wires to be taped over.
- Monitoring of depression pads for further wear.

Report to be circulated to all Councillors, Mrs Muller and Minster Lovell Playing Field Trustees. It was agreed that Cllr Stowell and Cllr Jones attend to the exposed wire and Cllr Bicker remove the stones from the BMX Dirt Track (as highlighted in the report). Mrs Muller to monitor the safety surface.

- A quote has been received from Verde Sports for installation of Astroturf in the two goalmouths. Verde Sports has supplied two options, one totalling £11,590 and another for £13,398. Quotes are awaited from two other companies - Clerk to pursue as necessary. Clerk to also contact WODC, OCC (Property Section) and OPFA for the best resurfacing solutions, to obtain advice and use their suppliers for quotations.
- The Parish Council has been contacted regarding dog fouling in the village and that a local resident lets their dog run around the Amenity Area, lets it foul the area and then it is called back in. Also, that Upper Crescent, Wenrisc Drive and the verges from St Kenelm's Hall to the Spar shop have become widely used for dog fouling. Cllr Smith reported that Ripley Avenue was relatively clean of dog mess on a recent visit. Clerk is to reinforce communications with Ady Cole, Environmental Services, WODC and request in the Village News that parishioners provide evidence of offenders.

Cllr Bicker proposed that a letter is sent to all of Ripley Avenue residents advising that if the problem continues, the Parish Council will consider prohibiting dogs from using Ripley Avenue. Seconded by Cllr Hodge, 5 in favour, 1 abstention. Carried.

- Private Access Agreement.

The draft agreement is now being worked on by Lee Chadwick & Co, Solicitors who advise that they have worked with other Parish Councils on Private Access Agreements. (Fees £50 p/hr).

Cllr Jones proposed that no more than £150 be afforded for the work, seconded by Cllr Hodge, carried unanimously.

- West end boundary ownership of Ripley Avenue Amenity Area.

Having checked with the Land Registry, there is no clear evidence to show that the boundary is owned by either the PC or Mr Kinch. Richard Bennett, WODC (present at the meeting) kindly agreed to investigate the ownership of the ditch and trees on behalf of the PC. Depending on Mr Bennett's findings, legal assistance will be sought. Seconded by Cllr Bicker, carried unanimously.

4. **Minutes of the previous meetings:** The minutes of the meeting held on 21st December 2009 were accepted as a true and accurate record of proceedings. Proposed by Cllr Smith, seconded by Cllr Alderman, carried unanimously with one abstention due to absence from the meeting.

5. **Richard Bennett, Drainage Engineer, WODC – Brize Norton Road flood prevention scheme and Flood Report Update.**

The Chairman welcomed Richard Bennett, WODC and Gordon Hunt, OCC who wished to discuss flood issues in the Village.

- Brize Norton Road:-

Richard discussed the scheme that includes a holding pond and drainage ditch to the west of the Brize Norton Road (area of numbers 90 and 92 – see Appendix A attached).

Cllr Smith provided historical information relating to the ditch arrangements in the area. As an alternative option, it was agreed that Richard is to survey fields in the northern direction to create a ditch running down to the River Windrush.

It was generally accepted that £2-3000 could be included in the Parish Council's Precept for flood prevention measures.

A final decision on the scheme and funding is to be made at February's meeting.

- Old Minster Lovell:-

The Flood Actions List (see Appendix 2) was reviewed with items 1-3 falling in Gordon Hunt's jurisdiction. It was resolved that Richard is to liaise with Thames Water to pioneer a formal sewerage drainage system for Old Minster Lovell.

Mr Whitby, a parishioner who is regularly effected by flooding, was permitted to briefly speak on the subject.

It was resolved that:-

- 1) A ditch is to be explored running in a northern-bound direction.
- 2) Actions are to be followed up promptly.

Richard Bennett and Gordon Hunt were thanked for their time and efforts and agreed to attend the February meeting.

6. Warwick Robinson, District Councillor's Report.

Cllr Robinson reported that WODC is in the process of defining its' budget for the next financial year. £150,000 is to be funded for bus passes and reserves will have to be used to support the budget.

Tenders are awaited for waste collection services. A new regime is scheduled with effect from September 2010:-

Collection type	Receptacle	Frequency
General recycling	Boxes	Weekly
Food recycling	Caddies	Weekly
Residual waste	Wheelie bins	Fortnightly
Garden waste	Wheelie bins	Fortnightly

Requests for a recycling box trolley can be made at WODC's Town Centre shop.

The Local Development Framework Core Strategy is open to public consultation. Specifically the Government's target of 7300 more homes are to be built by 2026 (half of this figure has already been built). The areas for development include:-

West Witney (below Range Road to the west of Deer Park/North Curbridge Road – a primary school and housing are to be considered on the same scale as Deer Park, Witney.

Carterton – an extra 1000 homes to be built.

Chipping Norton – to create a few hundred dwellings.

The remaining figure is to be found from villages and windfall sites.

WODC also continue to look at the flooding control arrangements across the District.

Cllr Alderman queried whether Old Minster Lovell's recycling collection is actually recycled – Cllr Robinson will investigate and report back at the next meeting.

7. Rodney Rose, County Councillor's Report.

Mr Gordon Hunt was present in Cllr Rose's absence. Flooding continues to be a key issue for the Village. Mr Hunt agreed to thank Cllr Rose on behalf of the Parish Council, for his support during the period of snow.

8. Matters arising from previous meeting.

(a) Oxfordshire County Council matters.

- The Experimental One-Way System public consultation period ended on 16 January. The PC has not received any recent correspondence on the subject from parishioners, however it is noted that OCC has received a letter from an Old Minster Lovell resident.

Mr Wilson advised that the roadside vegetation at Windrush Farm hill was due to be cut by OCC's Night Crew in November, but unfortunately they were changed to road salting/ gritting duties, therefore this task's priority was lowered. Mr Wilson has agreed to pursue.

- Burford Road grass verge.

Photos of the flooded grass verge have been sent to Paul Wilson again and he is to investigate.

(b) Village allotments.

A planning application for the car park has been submitted, however WODC Officers have requested that a block plan is forwarded showing the individual car parking spaces and that the Design & Access Statement is amended to specify that no ground levelling work is required.

Mr Johns is to carry out trench works on Saturday 13 February. After this is complete, Thames Water is to inspect the trench and pipe work and if all is acceptable, the water connection will be undertaken shortly afterwards.

Clerk to source a draft lease agreement for discussion and completion with Mr Strange.

- (c) Village Lengthman.

Vacancy notices have been displayed on our noticeboards and the Clerk is liaising with the Witney Gazette regarding an advert. The PC's insurance is still to be checked.

It was resolved that the title of Village Lengthman is replaced by Village General Maintenance Person for ease of reference and sexual equality reasons.

- (d) Other.

No other matters raised.

9. Redevelopment of West Witney Sports Ground/Sports Solutions GB Ltd.

The Clerk read an email from Sports Solutions GB Ltd:-

"We have decided that wider public consultation on the proposals would be better completed once we have some more definite scheme options. Therefore we felt it was not suitable for publishing our presentation on your website. Thank you for the kind offer though.

We have taken on board your feedback on behalf of the parish which is sufficient for our study at this point." No further action is therefore required at this point.

10. 2010 Grass Cutting Contract.

The Clerk detailed the two quotations received to date. Cllr Alderman proposed that a third quote is received and a final decision made at February's meeting. Seconded by Cllr Hodge, carried unanimously.

11. Finance.

- (a) Payments due:

Payee	Details	Amount £
Evergreen Computing Ltd	Annual domain name registration and web hosting Jan-Dec.	132.25
Thames Water	Water connection at allotments	1157.40
K Doughty – December salary	Salary (LC2-27. 10 hours per week)	517.07
Postage		2.73
Quarterly telephone Expenses		50.00
	HM Land Registry fee - £8.00	
	Planning application fee - £86.16	
	Planning application map - £14.95	109.11
Total		678.91

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

- (b) Funding requests: None
(c) Any other financial matters: Clerk training.

The Clerk advised that she had identified 3 courses that would be beneficial to attend.

Cllr Hodge proposed that the courses were acceptable for the Clerk to attend (fees total £255). Seconded by Cllr Alderman, all in favour.

The Clerk sought clarification regarding reimbursement of time to attend courses (ie course attendance to be deducted from weekly working hours or to be paid time to attend the courses). It was resolved that the Clerk be paid to attend courses in addition to the 10 working hours per week. Proposed by Cllr Alderman, seconded by Cllr Bicker, carried unanimously.

12. Planning applications and decisions.

Applications submitted to the Parish Council.

	Ref. No.	Address	Proposed	Deadline for response to WODC
1.	10/0029/P/FP	The Laurels, Lower Crescent	Alterations to renovate existing property including single storey extensions.	Minster Lovell Parish Council strongly objects to these applications as they are contrary to the following West Oxfordshire Local Plan 2011 policies:- <ul style="list-style-type: none"> • BE2 (a), (b), (c). H2 (a) and (b). NE4 i) and ii). BE5, BE7 and BE8. ▪ The residential extensions are considered excessive and the site over-developed – they do not respect the existing scale or character of the surrounding area or other listed Charterville properties. ▪ It is Minster Lovell Parish Council's understanding that only two Charterville bungalows were built with a rare colonnade and therefore the Parish Council most strongly object to its' removal. ▪ The applications are considered incongruous with the Area of Outstanding Natural Beauty and Conservation Area. ▪ The proposed materials do not respect the existing listed building.
2.	10/0030/P/LB	The Laurels, Lower Crescent	Internal & external alterations to renovate existing property including removal of double garage, outbuildings & remains of front colonnade and erection of single storey extensions.	

Decisions made by West Oxfordshire District Council Planning Authority.

	Ref. No.	Address	Proposed	Decision
3.	<u>09/1540/P/FP</u>	Woodlands, Old Minster Lovell	Alterations to rear dormer window and insertion of new high level gable window.	Grant subject to conditions.

4.	09/1219/P/CLE	120 Brize Norton Road	Certificate of lawfulness (To allow business activity on the site at 7am).	Application withdrawn
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Decisions outstanding by West Oxfordshire District Council Planning Authority.

	Ref. No.	Address	Proposed	Decision
5.	09/1466/P/FP	Sunnycroft, Burford Road	Change of use from domestic to staff parking.	
6.	09/1376/P/CLP	120 Brize Norton Road	Certificate of lawfulness (to allow unrestricted use for B1 purposes and/or B2 use limited to use between 7.00am - 6.00pm Monday to Friday and 7.00am - 1pm Saturday).	

13. Correspondence.

1. Grants for Village Halls – from December’s circulating file. *Chase our previous letter sent to St Kenelm’s PCC.*
2. RAF Brize Norton letter and calendar.

General:-

1. 30mph Wheelie Bin Stickers and price comparison information.
2. Home2School Newsletter.
3. Forest Update, Wychwood Project.
4. Thames Water Xmas card.
5. Tom Hazzledine Xmas card.
6. ORCC Review.
7. Sustainable Communities Act.
8. Oxfordshire Rural Children’s Centre Project – Late Winter 09 Newsletter.
9. NHS Health News.
10. Website statistics.

There followed a 10 minute parishioners’ question time. Mr Whitby discussed his flooding history and current problems being experienced. The Chairman assured Mr Whitby that the PC is following up the issue.

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

Meetings:-

• Parish Council Meeting	Monday 15 th February	St Kenelm’s Hall	7.00pm
• Parish Council Meeting	Monday 15 th March	St Kenelm’s Hall	7.00pm



Katherine Doughty
Parish Clerk

Signature of Chairman upon approval of Minutes 15th February 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

**Actions identified at the meeting held on 17 September 09 with
Richard Bennett, Drainage Engineer and Stephen Murphy, Principal Engineer, WODC (items 1-6)
and Minster Lovell Parish Council and Brize Norton Road flood improvement work (item 7).**

Map Ref	Actions agreed	Comments/Progress made
1	Blocked culverts beneath the raised causeway to Wash Meadow, currently filled with silt.	Gordon Hunt, OCC to pursue.
2	Road gullies and road drainage improvements required at The Swan so that water drains below ground level across the road towards the culverts.	Gordon Hunt, OCC:- To be undertaken.
3	Open and blocked road gully to be cleared (next to The Old Bakehouse).	Gordon Hunt, OCC:- To be undertaken.
4	Water is discharged onto the highway from adjacent fields. Although Mr Jack has met Mr Abraham the problem is yet to be resolved. The amount of water discharged at this point greatly increases the problems further down the street.	WODC to oversee flooding improvements to ensure work is undertaken. New ditch and controlling device to be included in DEFRA Scheme. Richard working on scheme.
5	Drainage could be placed beneath the lane (next to Windrush Cottage) to discharge into the ditch running perpendicular to the river, depending on funding. This would be dependant on the ditches in Wash Meadow being cleaned out first by the private owners to facilitate dispersal of water, otherwise we are just transferring flooding gardens in one part of the village to another. Please note that under this lane there are various sewer pipes, water pipes and other services, so the work involved would be considerable.	Richard Bennett to apply for funding from DEFRA for scheme – Nov09. Better route identified through field next to The Old Bakehouse into ditch flowing to The Windrush further downstream. Money if approved will be available April 2010. Application form sent 30/11/09. Decision will be made in February.
6	River Windrush to be dredged to prevent further bank erosion and flooding.	Richard to check with Environment Agency.
7	Drainage proposal to create ditch and pond on farmer's land.	To be created in January or April 2010. Annual maintenance to be discussed with Parish Council.

