



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 JULY 2006 IN ST KENELM'S HALL AT 6.00PM

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

Parishioners present: 3.

Apologies for absence: District Cllr Simon Hoare, Cllr Stephen Hodge and Cllr Bryan Wall.

The planning application for Marriotts Close, Witney was on display to the public from 6.00pm. The Chairman opened the meeting at 6.55pm.

- Declaration of interest in agenda items if considered necessary:** The Chairman recorded an interest in item 6(b) and 16 as a Trustee for Minster Lovell Playing Field Trust. Cllr Smith recorded an interest in item 6(b) and 16, being a member of the Village Trust.

- Bridget Muller, Ripley Avenue Management Committee**

Mrs Muller commented that the park is being well used and that no issues have been raised.

Action: Clerk to ensure that Mike Ford has checked the fencing and loose wood on edges of climbing rope area.

- Minutes of the previous meeting:** The minutes of the 19th June 2006 meeting were accepted as a true and accurate record of proceedings. Proposed by Cllr Alderman and seconded by Cllr Stowell. Carried unanimously.

- Matters arising from previous meeting:**

- Noticeboard

Mr Billington has agreed in principle to help erect the new noticeboard. A date for the work to be carried out will be finalised shortly. The Council has received the sum of £219.33 from Zurich Insurance for the replacement noticeboard claim. (£344.13 less £125 excess).

- Junction of Upper Crescent & B4047 opposite New Inn

Mr Roberts has forwarded a photo of the junction which shows an oncoming vehicle, albeit somewhat obscured from view. Mr Roberts has requested that the Police consider putting a mobile speed camera at the junction to prove that vehicles entering the 40mph limit are not slowing down to the speed limit. Mr Roberts goes on to state that although the vegetation has been cutback, it has not been done sufficiently to improve the sight lines. He wishes to lodge his continuing concern regarding this junction.

The Parish Council agreed that the sight line would be improved by further vegetation cutting to be undertaken by OCC. It was also agreed that the Parish Council request the use of a mobile speed camera.

Action: Clerk to (1) request use of mobile speed camera, (2) request further vegetation is cut back by OCC and (3) keep Mr Roberts appraised of Parish Council actions.

(c) Meeting with Mr Curtis & Police

The Chairman reported on the meeting with Mr Curtis, PC Delahay and Councillors Alderman and Wall. Mr Curtis is to install bi-fold gates which will be closed each evening by the Post Office/shop owner after cars have been moved from the car park. Criticisms of policing of the area were raised, however it was noted that the police are in a difficult position to move youths unless under the civil trespass laws. It was agreed that the situation of young people mis-using the car park would be reviewed following the installation of the gates. The Council expressed concern for the shopkeeper's safety in taking responsibility for clearing the car park of youths and closing the gate. PC Delahay agreed to priority tasking immediately following gate installation, but reinforced that any incidents would need reporting to the Police for logging.

6. Finance

(a) Payments due:

Payee	Amount £
D F Williams	11.75
Viking Direct (Printer toner, paper and envelopes)	78.34
K Doughty salary + quarterly telephone + stationery	375.12

Funding requests: None.

- (b) The Chairman requested that the new village hall fencing be paid by the Parish Council, upon presentation of invoice, thereby saving VAT. This would then be deducted from Minster Lovell Playing Field Trust's grant by the Parish Council and any further outstanding sums taken from the second precept payment. Proposed by Cllr Alderman, seconded by Cllr Stowell. Agreed.
- (c) The Clerk reported that a bank balance of £19,026 was currently held and that an agreed sum should be invested in a District Council Loan. It was resolved that the sum of £10,000 be invested accordingly. Proposed by the Chairman, seconded by Cllr Stowell. Carried unanimously.

There followed a 10 minute parishioner's question time. The following items were raised:-

- (a) The historic Minster Lovell signs require cleaning. Cllr Stowell agreed to undertake the cleaning and report back on their condition.
- (b) A sign for the start of the cycletrack is required.
Action: Clerk to liaise with Sustrans.
- (c) The possibility of the Parish Council employing a 'Lengthman' to undertake various odd jobs was discussed. The costs would be calculated and considered at the time of setting the next precept.
Action: Clerk to speak with Mike Ford on his current workload and general feelings regarding this.
- (d) A parishioner questioned whether any drug paraphernalia had been collected during the recent litter pick, of which, none was collected at that time.
- (e) It was asked whether a new Police Officer had been appointed for the village, which one hadn't, although the position had been advertised.

7. Warwick Robinson, District Councillors Report

Cllr Robinson commented on a number of local issues:-

- (a) The Local Plan has now been adopted.

- (b) The Marriotts Close planning application will be considered by the District Council in September. It was noted that there is no provision for affordable homes which is contrary to the 30% planning rule.
- (c) Whilst discussing planning applications, Cllr Robinson commented on Cornbury Park Estate's application for 90 log cabins on the site of a former military base within the conservation area.
- (d) It was noted that Geoff Bonner, Chief Executive and Vic Allison, Financial Director, both of West Oxfordshire District Council have resigned for various reasons. New candidates are being sought for the posts.
- (e) Various recycling issues were discussed.

8. Rodney Rose, County Councillors Report

Councillor not present. No report received.

9. Responding to reported incidents

It was agreed that Appendix A is followed when an incident is reported to the Clerk and that where a Councillor is required to attend, that the Councillor who lives in the location of the incident (ie Old Minster/new part of village) attend where possible.

10. Ripley Avenue

Three issues were reported to the Clerk in the previous 4 weeks to the meeting. These consisted of someone urinating in public; young trees being vandalised and damaged; and vandalism of the fence surrounding the play park.

Action: Clerk to request police patrols of the area and respond to a parishioner's email accordingly.

11. English Heritage

Recent incidents at the ruins include c. 30 beer bottles stacked on a wall, a chimney fire and someone camping in a tent in the middle of the site. It was stressed that all incidents must be reported to the police so that they can keep apprised of the situation at the ruins as they have only had 3 reports of incidents in 18 months.

The lack of revised signage is still an issue.

Action: Clerk to prompt English Heritage for immediate if only temporary, signage.

Litter problems were discussed and the installation of a new larger bin was debated.

Action: Clerk to (1) obtain a refuse collection schedule for the village by the next meeting and (2) note and inform English Heritage of the extra refuse collections being made due to their visitors.

It was agreed that parishioners should report all incidents to the Clerk in the first instance, who will then forward these to the police and English Heritage. A parishioner questioned whether the western 5-bar gate should be locked and it was noted that this was locked due to cars entering the site late at night.

Action: Clerk to advise points in the Village News.

12. Traffic calming and bus stops

- (a) Traffic through Old Minster

No response received to our request for a 20mph speed limit on the eastern arm leading from Old Minster to Witney.

Action: Clerk to chase as necessary.

(b) Vehicle Activated Signs

OCC advise that the poles will be connected to power by the end of July and the signs will be installed by the end of August.

(c) Bus stop finalisation

No quote received by Lewis Ward, OCC as yet, for the hardstanding work.

Action: Clerk to chase as necessary.

Action: Clerk to also chase OCC regarding the lopping of trees at Wychwood View and Bridge Cottage so that the lamp light can be seen.

13. War Memorial

A War Memorial Trust grant application for £1500 has been submitted for consideration during August. Planning permission has been received from the District Council. Cllr Stowell reported that once the memorial has been moved, it will need to be restored as it has become quite neglected.

Action: Clerk to speak with Joslins advising of the Parish Council's progress and the possibility of them needing to requote.

14. Youth shelter

Nothing to report, although the current war memorial site may be considered for provision for young people at a later date.

15. Trustee – Minster Lovell Playing Field Trust

Due to a resignation, a trustee position has become available.

Action: Clerk to (1) advertise position in the Village News and (2) pursue Mr Moss who appears to be a potential applicant.

Proposed by the Chairman, seconded by Cllr Stowell. Carried unanimously.

16. Parish Council Risk Assessments

The Chairman discussed the risks facing the Parish Council and the Fishing Bailiff (re. public liability insurance). It was resolved that a sub-committee be set up to assess and determine the issues using documentation forwarded by Oxfordshire Association of Local Councils. It was agreed that the sub-committee consist of Cllrs Alderman, Stowell and Haley, and the Clerk.

Action: Clerk to (1) copy and distribute assessment information and (2) call a meeting of the sub-committee..

17. Planning applications and decisions

Applications submitted to the Parish Council

	Ref. No.	Address	Details	Decision
1.	06/1158/P/OP	Marriotts Close, Witney	Redevelopment to provide multiplex cinema, retail uses, residential, new urban square, town park, landscaping, multi storey car park, public toilets, access and servicing.	
	<p>Minster Lovell Parish Council has considered the application and wishes to make the following comments:-</p> <ul style="list-style-type: none"> • It is noted that there is no affordable housing detailed. Why is it that the 30% rule is not applicable for this site? • There is inadequate supporting infrastructure to accommodate this development and there will be an intensification of permanent traffic. • There is a lack of car parking for the residents of the new homes. • The development will worsen the already poor air quality in this area. • The multi storey car park is over-dominant of the street scene and skyline. It should be reduced by 1 level in height to blend with the surrounding buildings. • The cinema and shops are welcome. • With a planned 119, 2 bedroom and 48, 1 bedroom properties, is the mix of accommodation right for the development? Ie, where will children play in this immediate area? 			
2.	06/1246/P/FP	4B St Kenelm's Close	Erection of conservatory.	No comment.
3.	06/1153/P/FP	Field 43, Worsham Meadows, nr Minster Lovell	Erection of stables	The Parish Council has no objection in principle to this application. However, the impact on a rural location and position in relation to road and access requirements should be considered.

Refusal by WODC Planning Authority

	None
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Grant decisions made by WODC Planning Authority

4.	06/0672/P/FP	St Kenelm's Hall, Brize Norton Road	Erection of 2.1m high gates & 1.8m high palisade fencing	Grant subject to conditions
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Decisions awaiting by West Oxfordshire District Council Planning Authority

	Ref. No.	Address	Details	PC Decision
5.	06/0764/P/CLE	Pell Motors Workshop, Bushey Ground	Repair and respray of all types of motor vehicles to include HGV vehicles.	No comment.

6.	06/0945/P/FP	The Old Bakehouse, Old Minster Lovell	Alterations and erection of garden room. Planning permission.	No comment.	
7.	06/0978/P/LB	The Old Bakehouse, Old Minster Lovell	Alterations and erection of garden room. Listed building consent for building regulations.		
8.	06/1013/P/FP	Caravan Site, Ting Tang Lane, Burford Road	Formation of 8 additional pitches and erection of maintenance building & site office.	<p>Minster Lovell Parish Council wish to object to this application on the following points:-</p> <ul style="list-style-type: none"> • We view with concern, the requested 8 plots and new buildings. These are unwelcome additions. • There will be additional traffic on what is already a dangerous and busy road. • The detrimental size and scale of building in a rural location (open countryside alien to Council Policy). • Lack of service provision (ie, sewage disposal, water). • Some users of the 'freeboard' feel intimidated by those using the caravan site. 	
9.	06/0994/P/FP	4C St Kenelm's Close	Erection of rear conservatory.		No comment
10.	06/1022/P/FP	36 Upper Crescent	Erection of one dwelling and construction of new access.		<p>Minster Lovell Parish Council wish to object to this application on the following points:-</p> <ul style="list-style-type: none"> • Access onto the B4047 – a dangerous and very busy road. If this application were granted, it would set a dangerous precedent. • It would open up development opportunities of similar plots along Upper Crescent. • Size of the proposed property and it being 2 storey which is not in keeping with neighbouring properties. • The proposed property is in front of and therefore destroys, the existing building line. • It is a large property for the size of the plot.

Refusal by WODC Planning Authority

None

Other Planning issues:-

The Mill and Old Swan – signage

WODC has already received a complaint about the signs and one of them has been taken down. The owners have a new planning agent who is to come back to Planning Services to seek authorisation for signage that will be more appropriate to the site. They will remove other signs once a formal signage agreement has been reached.

Re. fencing in Wenrisc Drive

There are no restrictions regarding fencing between properties in Wenrisc Drive, other than the fence must not be any higher than 2m high and not be placed on land that is part of the adjoining property.

18. Correspondence received	Notes/Actions
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Items with RSVP dates/details of meetings:-

1. Alan Cockbill, OCC – re. Old wooden electricity pole mounted street lighting bracket lamps in Minster Lovell.

Circulars:-

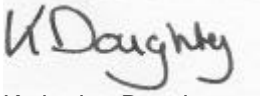
2. Letter from Thames Valley Police confirming the non-attendance of officers at meetings and non-production of police reports.
3. Meeting of the Standards Committee – Thursday 6 July 06.
4. Oxfordshire – news magazine from OCC.
5. Newsletter from OCC.
6. Newsletter from WODC.
7. Community Action Groups Oxfordshire newsletter.
8. CPRE – Countryside Voice.
9. Minerals & Waste Core Strategy – OCC.
10. Gambling Act 2005 – WODC.
11. West Oxfordshire Citizens Advice Bureau Annual Report.
12. CPRE Bulletin & Events.
13. Home2School newsletter – OCC.
14. Scrutiny Report – OCC.
15. Oxfordshire Local Transport Plan 2006-11 Information Strategy – OCC.
16. Notice of intention to adopt West Oxfordshire Local Plan 2011 – WODC.

There followed a 10 minute parishioner’s question time. No questions were raised.

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

Meetings:-

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



Katherine Doughty
Clerk

Signature of Chairman upon approval of Minutes 21st September 2006

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.

INCIDENT REPORT PROCESS

