



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 20TH JULY 2009 IN ST KENELM'S HALL AT 7.00PM

1. **Present:** Cllr David Haley (Chairman), Cllr Sue Bicker, Cllr Chris Jones, Cllr Tom Smith and Mrs Katherine Doughty (Clerk).

Parishioners and visitors present: 10.

Apologies for absence: Cllr Stephen Hodge and Cllr Jonathan Stowell.

The Chairman opened the meeting at 7.00pm and welcomed representatives from Thames Water and Dean Dyball.

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

3. **Ripley Avenue Management Committee**

- (a) Maintenance work

Mrs Muller reported a problem with the climbing net of the multiplay unit. The lefthand bottom floor bracket is loose. Cllr Stowell has inspected and although he was unable to tighten the bolt due to not having the right tool, he advised that in his opinion it does not pose a safety hazard.

It was noted that Cllr Stowell has repaired the fencing surrounding the play area, however the bench remains broken and in need of repair once again. Cllr Smith advised that he will repair the bench to the best of his abilities.

Youth liaison day – The climbing wall has been provisionally booked for Monday 24 August for a 4 hour session at a cost £500. This date allows enough time to plan and advertise the event. Cllr Smith queried the insurance of AdventurePlus who run the activity. It was resolved that the climbing wall be booked, adequate insurance confirmed and a working budget of £100 was agreed. Proposed by Cllr Haley, seconded by Cllr Bicker, carried unanimously.

Mrs Muller advised that the Youth Club would like to be involved in the day to organise some activities. Cllr Bicker felt that a barbecue could be organised with help from Ted Cambray. It was agreed that a working party be formed consisting of Cllr Bicker, Cllr Jones, Cllr Haley, the Parish Clerk, Mrs Muller and Mrs Balmer. Clerk to check the public liability insurance held by AdventurePlus, confirm the climbing wall booking for the afternoon, create some posters, liase with Mr Cambray and organise a working party meeting in plenty of time for the event.

- Underage drinking in Ripley Avenue

Proposal received from Base 33 for the Parish Council to hire 2 youth workers, 1 evening per week for a 2 hour period with the view to a positive relationship being built and reducing anti-social behaviour in Minster Lovell. The proposal from Base 33 Witney was £4925 plus expenses. It was unanimously agreed that this was too expensive and that costs for provision of a Youth Worker from OCC should be explored for comparison. Proposed by Cllr Smith, seconded by Cllr Bicker, carried unanimously.

4. **Minutes of the previous meetings:** The minutes of the meeting held on 15th June 2009 were accepted as a true and accurate record of proceedings. Proposed by Cllr Smith, seconded by Cllr Jones, carried with one abstention (due to absence from the June meeting).

5. Thames Water – Worsham Reservoir/Burford Road verge update

The Parish Council welcomed representatives from Thames Water and Dean Dyball:-

Sonia Rana, Project Communications Adviser, Thames Water.
Vince Lavina, Design Engineer, Thames Water.
James Storey, Project Manager, Dean Dyball.

Ms Rana discussed community liaison work and outlined the project. It was noted that if parishioners have any concerns that they would like to discuss, they are to contact Thames Water and quote their unique reference number detailed at the top of the letters from Thames Water sent to all residents. Mr Lavina discussed the need to quadruple the size of the existing reservoir; how the completed reservoir will look including its perimeters and the routing of the construction traffic via the Asthall roundabout to the reservoir. Mr Storey discussed how the reservoir will be constructed and the work of contractors on site.

With regards to the poor state of the B4047 grass verge, investigation works are now complete and a highway drain had been cleared in order to assist with the damp spot of mud. A site meeting is to be arranged to discuss the work needs to be undertaken to the verge.

6. Warwick Robinson, District Councillor's Report

Cllr Robinson reported that the creation of a junction at Downs Road onto the A40 is scheduled to be opened in August 2011. This will have a positive impact on reducing traffic through Minster Lovell.

In addition to the Downs Road/A40 junction, Cllr Robinson canvassed the Parish Council's support for a 4-way junction at the Minster Lovell A40 junction. The Brize Norton Road already supports traffic to/from RAF Brize Norton and with the expansion of the base (due to the closure of RAF Lyneham), further homes to be built at the Shilton Park development and a further 1000 homes being built in Carterton, the increased traffic through the village will be unacceptable. Cllr Robinson felt that a 4-way junction at Minster Lovell onto and off of the A40 will prevent the extra vehicles using the Brize Norton Road. It was resolved that the Parish Council sought further information before making a decision.

7. Rodney Rose, County Councillor's Report

Cllr Rose advised that he has been appointed as the Cabinet Member for Transport Implementation, Oxfordshire County Council. His jurisdiction includes the following:-

- Implementation of schemes for transport
- Highways
- Traffic and parking
- Road safety
- Public transport
- Access to the countryside

Relocation of the Fire & Rescue Centre for the South East to Fareham has been deferred for another 10 months following software problems.

Cllr Rose advised that there is no budget for roadside weedkilling. He suggested that if the Parish Council want weedkilling to be undertaken, then the Parish Council must precept and pay for it (bearing in mind that Parish Councils have no cap on their budgets, unlike District and County Councils). Minster Lovell Parish Council has never been in favour of this.

Cllr Jones raised the A40 traffic problems and questioned whether there are any plans to create a dual carriage from Witney right through to Oxford. Cllr Rose reported that the Highways Agency is working on a project to make the road dual carriage all the way from Witney to London. No timescales or budgets were discussed.

8. Matters arising from previous meeting

(a) Oxfordshire County Council matters

- Experimental one-way system, Old Minster Lovell

The Clerk reported that the improvements to the one-way system were due to be completed by Friday 17 July and still have not been done. A speed survey will be planned shortly. The legal adoption of the one-way system will be completed when everything is in place. The Clerk is to email Paul Wilson advising that the improvement work is outstanding and request accurate timescales for its completion, copy to Cllr Rose. OCC to repair potholes by manhole covers along the Brize Norton Road.

(b) Refurbishment of grass verge by Spar Shop

Paul Wilson, OCC has advised that 'no turning' line-painting is permitted on the access road/driveway of Mr & Mrs Seely. Cllr Bicker proposed that this be undertaken, seconded by Cllr Jones, carried unanimously.

Mr Lewis has responded negatively to the Parish Council's request for block paving improvements to be undertaken around the seating area of the Spar shop. It was felt that there must be a misunderstanding as it was understood by the Parish Council that Mr Lewis kindly offered to undertake the refurbishment work to the paving if the PC undertook the grass verge refurbishment work. Clerk to liaise with Mr Lewis accordingly.

Tree flyposting by Fr Adrian Gabb-Jones was discussed and it was agreed that the PC write to Fr Adrian and the PCC about the issue. Clerk to copy relevant section of email from OCC's Arboriculturalist.

Relocation of Brize Norton Road street nameplate by war memorial – it was resolved that the nameplate remain at its current location.

(c) Old A40 Car Park

The Clerk had spoken to Dan Weeks, Countryside Service, OCC and a date is still to be arranged to finish the footpath steps. It is now the Countryside Service's busiest time of year with cutting back of footpath vegetation.

It was resolved that a usable and accessible footpath be completed asap and that a meeting be held with Dan Weeks and Paul Wilson to discuss the feasibility of using the layby as a car park. Meeting to be arranged for the end of August. Cllrs Haley and Alderman agreed to attend the meeting.

The Clerk had liaised with Peter Gammond, Gypsy & Travellers Service, OCC who is looking to evict the travellers within the forthcoming days. It was resolved that if the travellers have not vacated the area by Friday 24 July, that the MP for West Oxfordshire, David Cameron should be written to on the subject.

(d) Village allotments

Mr Strainge is still to plough and de-stone the area which he hopes to undertaken shortly. As soon as this is completed, the Parish Council will meet at the site, assess the land for its suitability for allotments and make a final decision whether to proceed.

(e) Other

- River Windrush channels

Contact Paul Wilson to request that OCC liaise with Mr & Mrs Brewer regarding cutting their vegetation at the corner by the bridge to aide driver's visibility over the bridge.

Clerk to obtain quotes from John Aldsworth, Cotswold Tree Surgery and McCracken & Sons to cut down the river island vegetation to ground level in late September/October.

- Service of Remembrance – Organisation Meeting

Meeting scheduled for Thursday 27th August, 7.30pm, Methodist Church. Wing Commander Sam Sansome has confirmed his attendance. Clerk to email Graham Kew to advise that filming of the Remembrance Service is permitted for the Minster Lovell Experience Film & Book Project.

- The Mill & Old Swan has trimmed the waterside vegetation as requested.
- Charterville Close car park.

The Clerk has contacted Cottsway Housing regarding flooding of a property adjacent to the newly resurfaced car park during heavy rainfall. Cottsway is to investigate.

- (f) WODC Flood Report update

The Clerk has liaised with Kevin Jack, Flood Engineer at WODC who was due to go on leave the following day until the end of July. He is to contact all authorities detailed in the report and ask for an update.

9. Finance

- (a) Payments due:

Payee	Details	Amount £
M Ford	New lock for noticeboard as vandalised.	23.00
Playdale Playgrounds Ltd	2x Cradle swings & cap	299.21
Queensbury Shelters Ltd	Repair of Burford Rd bus shelter	309.93
D F Williams Cleaning Services	Bus shelter cleaning	12.65
W.O.D.C.	May grass cutting	156.50
McCracken & Son Ltd	Install and erect 2 extra bollards	184.00
K Doughty – July salary (LC2-27. 10 hours per week)		511.77
Postage		3.99
Expenses		30.85
Quarterly telephone		50.00
Total		596.61
Jonathan Stowell	40 U-pins A K Timms	40.00

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

- (b) Funding requests: None. Letter of thanks received from Graham Kew for the £1000 donation towards the village film and book project.
- (c) End of year financial accounts/Audit:

A financial update will be circulated as soon as possible. The update was delayed due to non-receipt of a bank statement.

- (d) Any other financial matters:

A review of the Parish Council's Risk Assessment document was undertaken. Cllr Alderman proposed that the document be approved and adopted. Seconded by Cllr Smith, carried unanimously.

10. Brize Norton Road – highway concerns

The Clerk summarised a positive meeting with Tony Currell, Highways, OCC and it was agreed that he will arrange for a speed survey of the Brize Norton Road to be undertaken either before or after the school holidays. He will try to use a speed survey device that also identifies the weight of the vehicle thereby identifying the quantity of large vehicles using the road. Mr Currell is also to obtain some more 'Speed Watch' stickers for household bins/lamp posts.

Also for consideration and investigation is to ascertain the routing orders for Worsham Quarry and JSP Worsham vehicles as per their planning permissions.

It was agreed to postpone a Parish Council vehicle survey until Mr Currell had undertaken his actions.

11. Planning applications and decisions

	Ref. No.	Address	Proposed	Deadline for response to WODC
1.	09/0819/P/FP	29 Upper Crescent	Erection of single storey rear extension.	No objection. Representations from neighbouring properties to be taken into consideration.

Decisions made by West Oxfordshire District Council Planning Authority

	Ref. No.	Address	Proposed	Decision
2.	09/0618/P/FP	3 Ripley Avenue	Erection of replacement conservatory.	Granted, subject to conditions.

Decisions outstanding by West Oxfordshire District Council Planning Authority

	Ref. No.	Address	Proposed	Decision
3.	09/0677/P/FP	Sumara, Bushey Ground	Erection of dwelling, garages and new vehicle access.	Minster Lovell Parish Council objects to this application on the following basis:- The garages are sited in front of the building line and are obtrusive. These need to be re-sited. It is therefore considered contrary to policy BE2 (a) and (b).
4.	09/0395/P/FP	Windrush Drive Cottage, Burford Road	Erection of double garage and workshop with home office above (to allow revised position).	No comment.
5.	09/0477/P/FP	Land at Riding Lane, Crawley	Change of use from disused quarry/scrap yard to a 12 pitch travellers site with shower rooms and a community building. Alterations to existing vehicular access.	

Minster Lovell Parish Council strongly objects to this application as it is contrary to the following West Oxfordshire Local Plan 2011 policies:-

- H2 (a), NE1 & NE4 (i), (ii) – If the proposal were granted, it would erode the character and appearance of the open countryside and negatively impact the environment which is in an Area of Outstanding Natural Beauty. West Oxfordshire already has sufficient travellers sites. There is one located less than 3 miles away with pitches available.
- BE2 (a), (f) – The size and scale of the building does not respect the existing scale, pattern and character of the surrounding area. The building is considered too large.
- BE2 © & H2 (d) – The proposal creates an unsatisfactory environment for people living in the area. There are no basic amenities available including schools or shops.
- BE3 (b), (c) & H2 (e) – Access to/from the site is via a bend of an unclassified road thereby prohibiting safe movement of all traffic in the vicinity. There is no provision for the use of public transport in this location. Traffic in this area has increased due to the one-way system in Old Minster Lovell.
- H13 (a), (b), (d), (e), (f) – as per details above.

12. Correspondence

1. Witney Roadrunners – Witney 10 Road Race through Old Minster on Sunday 13 September.
2. Graham Kew – letter of introduction for Jozsef Szoke.
3. OCC re. Speed limits of A & B roads. *No speed limits to be changed.*

General:-

4. ORCC – Helping your village in a Flu Pandemic – 29 July 6.45pm/7pm @ Kennington Village Hall. Obtain copy of their plan.
5. Minster Lovell Experience Project – Newsletter June 09.
6. RoSPA Report.
7. Caring Matters newsletter.
8. OCC Revised Bus Strategy 2006-2011.
9. Government Office for the South East – Partial Review of South East Plan re. Gypsies, Travellers and Travelling Showpeople – Erratum.
10. Nicholsons – tree surveys.
11. WODC – Gambling Act 2005.
12. Oxfordshire Rural Children’s Centre Project – Summer 09 newsletter.
13. West Oxfordshire Safer Communities Partnership – Looking Out newsletter.
14. ORCC Spring/Summer Review.
15. OALC June Update.
16. Cogges Manor Farm Museum information.
17. NALC Local Council Awards 2009.
18. Forest Update – Wychwood Project Newsletter.
19. The Playing Field newsletter – Oxfordshire Playing Fields Association.

There followed a 10 minute parishioners’ question time.

The Clerk will be on annual leave from 15-22 August.

It was noted that a business is being run from a residential address. Clerk to contact Planning Enforcement, WODC.

There being no further business the meeting closed at 9.10pm.

Meetings:-

• Fun Day at Ripley Avenue	Monday 24 th August	Ripley Avenue Amenity Area	12.00 midday
• Parish Council Meeting	Monday 24 th August	St Kenelm’s Hall	7.00pm

• Service of Remembrance – Organisation Meeting	Thursday 27 th August	Methodist Church	7.30pm
• Parish Council Meeting	Monday 21 st September	St Kenelm's Hall	7.00pm
• Dan Weeks, Countryside Service, OCC & Paul Wilson, Highways, OCC – Old A40 layby/car park and footpath.	Tuesday 22 nd September	Old war memorial site	9.00am

KDoughty

Katherine Doughty
Parish Clerk

Signature of Chairman upon approval of Minutes 24th August 2009

Copies of Minutes to:

Rodney Rose, County Councillor.
Warwick Robinson, District Councillor.
Simon Hoare, District Councillor.