



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 25TH JULY 2011 IN ST KENELM'S HALL AT 7.00PM

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

Parishioners and visitors present: 0.

Apologies for absence: Cllr Chris Jones, Cllr Warwick Robinson, West Oxfordshire District Council.

The Chairman opened the meeting at 7.00pm. It was noted that the Cllr Bicker would be a little late.

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

No declarations made.

3. **Ten minute parishioner's question time on agenda items.**

No questions were raised.

4. **To review matters arising at Ripley Avenue Amenity Area**

- (a) To review maintenance work

- It was noted that Mike Ford will repair the gate, fencing and anchor the seat as soon as possible after his holiday.
- RoSPA Reports – A response to the Parish Council's letter regarding the broken junior swing is still awaited from RoSPA.
- The Clerk summarised specifications and quotes for the annual maintenance work at Ripley Avenue:-

Cotswold Tree Surgery	£1000.00
McCracken & Son Ltd	£ 575.00
Gavin Jones Ltd	£3752.00

It was noted in the Cotswold Tree Surgery's quotation that he feels there has previously been a difference between quotation specification and the work undertaken by contractors. It was resolved that the Clerk and other Councillors will inspect the work when complete to ensure that the specifications are met.

It was proposed by Cllr Stowell that McCracken & Son's quotation is accepted, seconded by Cllr Alderman, carried unanimously.

- (b) To discuss work to trees adjacent to 25 Ripley Avenue.

Quotes were discussed for the Robinia tree (adjacent to 25 Ripley Avenue) to be removed:-

Cotswold Tree Surgery	£80.00
McCracken & Son Ltd	£25.00

Cllr Hodge proposed that McCracken & Son's quotation is accepted, seconded by Cllr Stowell, carried unanimously.

5. To receive an update report from Warwick Robinson, District Councillor.

No report was received due to Cllr Robinson's absence.

6. To receive an update report from Rodney Rose, County Councillor.

No report was received due to Cllr Rose's absence.

7. To receive the Minutes of the Parish Council Meeting dated 20th June 2011.

The minutes of the Parish Council Meeting held on 20th June were accepted as a true and accurate record of proceedings. Proposed by Cllr Alderman, seconded by Cllr Smith, carried unanimously.

8. To receive the Minutes of the Extra Parish Council Meeting dated 4th July 2011.

The minutes of the Extra Parish Council Meeting held on 4th July were accepted as a true and accurate record of proceedings. Proposed by Cllr Alderman, seconded by Cllr Smith, carried unanimously.

9. To discuss organisation of a Village Day 2012 to celebrate the Diamond Jubilee.

The Chairman advised that the field opposite St Kenelm's Hall was not available for future events and that Mrs Haley is happy to take a lead in the organisation of a Village Day for 2012. It was resolved that the Clerk organise a meeting to discuss a possible future celebration to be held at Ripley Avenue Amenity Area and invite village organisations and helpers who contributed to this year's event to ascertain the level of support. The meeting is scheduled for Monday 19th September, 6.00pm at St Kenelm's Hall.

10. To debate and resolve whether the Parish Council receives road salt from Oxfordshire County Council for storage and distribution for use on footpaths and for replenishing salt bins as necessary.

Problems of storing salt and how distribution might be organised, was discussed. The allotments car park was considered a suitable place for storing the salt.

The Clerk is to clarify the proposed use of the salt that will be provided by Oxfordshire County Council (OCC), ie whether it is for use on footpaths and replenishing salt bins or footpaths only.

Cllr Smith proposed that the Parish Council accept OCC's proposal and for the salt to be supplied in bags/sacks if possible. Seconded by Cllr Stowell, carried unanimously.

11. Resolve and finalise snow clearing arrangements.

It was resolved that Mr Abraham is the only resident to assist with highway snow clearing (for Old Minster Lovell). The Clerk is to liaise with OCC as necessary regarding these arrangements.

12. Matters and actions arising from the previous meeting which are not covered by other agenda items.

Cllr Hodge left the meeting.

(a) Oxfordshire County Council matters.

- The footpath from St Kenelm's Hall to the Methodist Church is in OCC's budget for refurbishment this financial year. Clerk is to include this in the next Village News article.
- The footpath at the top of School Hill will be re-assessed by a Technician to consider if it is suitable for patching work and ensure that any potential safety defects are logged for repair.
- The Chairman advised that the footpath adjacent to 106 Brize Norton Road needs to be assessed for repair. Clerk is to raise with OCC accordingly.

- The Clerk is to request that the one-way system, Old Minster Lovell is strimmed when the village grass verges are next maintained by the Parish Council's contractors.
- (b) To review quotes for stonemasonry work to add new names to the war memorial.

J Joslin Ltd	£975.00
Bernard Johnson Stone Carving & Letter Cutting	£300.00

Cllr Bicker joined the meeting at 7.40pm

Cllr Bicker proposed that Bernard Johnson's quotation is accepted. Seconded by Cllr Alderman, carried unanimously. It was agreed that the Clerk and Cllr Alderman/Cllr Stowell meet Mr Johnson on site before work commences to finalise details.

- (c) To review general village maintenance
- Welcome signs – Refurbishment of the welcome signs and gates is now complete.
 - Highway weedkilling – Weedkilling was undertaken by McCracken & Son on 4 July 2011. The use of agricultural strength 'Round Up' was confirmed.

- (d) Review Action Log.

The Action Log was reviewed.

- 'Unsuitable for HGVs' signs have been installed on the Crawley Road.
- Clerk is to check whether the hedge at Upper Crescent/Burford Road junction has been trimmed.
- Contact Enforcement, OCC regarding The Old Swan's cherry trees and standard roses that are planted on the highway verges.
- Cllr Stowell was thanked for installing the Queens Coronation plaque in the area of the Spar Shop.

13. Finance.

- (a) Payments due:

Payee	Details	Amount £
Thames Water Utilities	Estimated water bill for allotments	7.61
Mike Ford	Gates and signs work	620.00
West Oxfordshire Citizens Advice Bureau	Grant aid	100.00
McCracken & Son	June grass cutting & one off strim	627.60

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

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

14. Planning applications and decisions.

New applications

1.	11/1023/P/FP	Sunnycroft, Burford Road	Erection of replacement dwelling.	No comment.
2.	11/0944/P/FP	The Old School House, School Hill	Erection of first floor, single and two storey extensions.	No comment.

Decisions made by West Oxfordshire District Council Planning Authority

	Ref. No.	Address	Proposed	Decision
3.	11/0716/P/FP	57 Brize Norton Road	Erection of detached dwelling.	Grant subject to conditions.
4.	11/0826/P/DCA	Orchard House, Old Minster Lovell	Demolition of garage/outbuilding.	Grant subject to conditions.
5.	11/0825/P/FP	Orchard House, Old Minster Lovell	Erection of single storey extension to existing dwelling, replacement garage and self contained annex.	Grant subject to conditions.
6.	11/0821/P/FP	21 Whitehall Close	Erection of single storey side and rear extensions.	Grant subject to conditions.

Decisions outstanding by West Oxfordshire District Council Planning Authority

	Ref. No.	Address	Proposed	Decision
7.	11/0288/P/FP	Dundon House, School Lane	Conversion of garage to annexe and erection of new garage/store.	

Planning Appeals

	WODC Ref.No	Address	Details
8.	11/0866/P/ENF	Land adjacent to 1 & 2 Waterworks Cottages, Worsham	Without planning permission the erection of a stone clad building with a plain tiled roof.

Planning Enforcement

	WODC Ref. No.	Address	Details
9.	E11/0055	'Lovells', Windrush Farm, Old Minster Lovell	Possible planning breach regarding conducting a business from the address and causing a highway hazard.
10.	E11/0079	Dundon House, School Lane	Reported to WODC as building work has commenced by the property entrance (without known permission).
11.	95/479873	'Windrush', Old Minster Lovell	Reported to WODC as residents are operating a business from their home address. Impact Films Ltd with staff working on site.

15. Resolve whether any further comments are to be made on the Local Development Framework.

The Clerk is to stress the Parish Council's comments already made, in particular the need for the Downs Road/A40 junction and the concerning number of HGV's using the Brize Norton Road.

16. Correspondence.

Letters of interest:-

- Mrs Holloway – Continued parking problems at St Kenelm's School. *Clerk is to send the correspondence to the Chair of Governors advising that we would want them to be appraised of the concerns.*
- RAF Brize Norton emails – Hercules Night Visual Training. *Clerk is to write regarding anti-social late night/early morning training.*
- Witney Roadrunners – Witney 10 Road Race – 11 September.

4. Mrs Dawn Haley – Youth Club Equipment. *It was resolved that:-
a) The Parish Council accept that youth activities are able to be organised and covered under the Council's public indemnity insurance. Cllr Bicker proposed that the Council accept responsibility to organise youth activities, seconded by Cllr Stowell, carried with 1 absence..
b) Storage of equipment. Cllr Stowell proposed that the Council ask St Kenelm's Hall Management Committee to store 3 play items for future youth evenings, seconded by Cllr Alderman, carried unanimously.*
5. Laurence King – Reinstatement of a section of ditch from the rear of 92 Brize Norton Road to Ripley Avenue Amenity Area. *Cllr Hodge proposed that the Council contribute up to £75 p.a. towards ditch maintenance costs. Seconded by Cllr Stowell, carried unanimously. Cllr Smith raised concern about where the water will drain to.*
6. Ms S James – Anti-social behaviour. *Added to the general correspondence circulating file for further reading. Sympathy felt.*
7. WODC – Radon information. *Added to the general correspondence circulating file for further reading.*
8. Keith Butler, WODC – Training for PC elections 2012.

General correspondence:-

1. The Local Government Boundary Commission for England – Electoral Review of Oxfordshire.
2. WODC – Creating Fugures magazine.
3. Fields in Trust – news alert.
4. Neighbourhood Equipment – park benches.
5. OALC – May-June Update.
6. OALC – Annual Report 2010/11.
7. Welcome to Safer West Oxon newsletter.
8. CPRE Oxfordshire Briefing – June 2011.
9. Charles Stanley – general information.
10. W.Oxon CAB Annual General meeting (date passed).
11. Emergency Operations Centre, OCC – Community resilience.
12. Mrs A Reeves – Copy of email sent to English Heritage – for information only.
13. Keith Parker, Park Leisure – outdoor gyms.
14. Steve Shaw, Unlock Democracy – local councils empowerment.
15. Community Safety Partnership, WODC – Stamp out rural crime.
16. Cotswolds Conservation Board – June/July Update.
17. Wychwood Project – Dry stone walling.
18. ORCC – July 11 News.
19. Clerks & Councils Direct magazine.

All general correspondence was circulated after the meeting.

There being no further business the meeting closed at 8.27pm.

Forthcoming meetings:-

• Parish Council Meeting	Monday 15 th August 2011	St Kenelm's Hall	7.00pm
• Parish Council Meeting	Monday 19 th September 2011	St Kenelm's Hall	6.00pm

K Doughty

Katherine Doughty
Parish Clerk

Signature of Chairman upon approval of Minutes 15th August 2011

Copies of Minutes to:

Rodney Rose, County Councillor, Oxfordshire County Council.
Warwick Robinson, District Councillor, West Oxfordshire District Council.
Simon Hoare, District Councillor, West Oxfordshire District Council.

Abbreviations:- Parish Council – PC. West Oxfordshire District Council – WODC. Oxfordshire County Council – OCC.