



MINSTER LOVELL PARISH COUNCIL

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Parish Clerk: Katherine Doughty

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MINUTES OF PARISH COUNCIL MEETING HELD ON MONDAY 16TH JUNE 2008 IN ST KENELM'S HALL AT 7.00PM

- 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 present: 10.

Apologies for absence: None.

The Chairman opened the meeting at 7.00pm.

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

Cllr Hodge – Item 15 - Flooding in Minster Lovell.

Cllr Smith – Item 16 - Planning re 120 Brize Norton Road, being a neighbour.

- Ripley Avenue Management Committee**

- Maintenance work

Mr Ford has now repaired the worn patch under the junior swings. Mrs Muller advised that the entrance from the playground to the field via the southern gate is worn and needs infilling with mud as it is a trip hazard. It was suggested this be repaired when the ramps are installed. Cllr Bicker advised that pins are needed for the football nets to save the footballs from going straight through them. It was agreed that Cllr Bicker source and install the pins and be reimbursed accordingly.

It was reported that some old garden furniture had been dumped in the Amenity Area. Clerk to liaise with parishioners/WODC as necessary.

- Bike ramps

The Parish Council insurance has now been taken with Norwich Union who were cheaper and more flexible regarding bike ramps. A discussion ensued as to whether it was now appropriate to proceed with creation of the jumps. It was resolved that upon receipt of the insurance policy, a meeting be arranged with a sub-committee (Cllrs Hodge, Bicker and Smith (insurance issue only), to review the policy and double-check the particulars of the site plan including dimensions of the ramps. Roger Davies, RoSPA is to be invited to meeting.

- Bin hardstanding area

The area is now complete and an email of thanks has been received from a local resident.

- Other

- Children's football training

Mr Crozier telephoned the Clerk in response to recent correspondence and the insurance condition of permission was discussed. He stated that he is unable to be insured for the activity that he was holding and that if people wanted to be insured, they usually take out personal insurance. With the help of Cllr Hodge, Mr Crozier was put in touch with an insurance broker who has offered a policy suitable to his needs. Sight of Mr Crozier's insurance certificate is awaited.

It was resolved that Mr Crozier has no authority to continue without insurance. Cllr Alderman proposed that the Parish Council pays for the insurance, but that the children are not charged. Seconded by Cllr Bicker, 1 abstention. Carried. Clerk to communicate this decision to Mr Crozier.

- **Grass Cutting**

The grass is supposed to be cut every 2 weeks at Ripley Avenue from mid-March to mid-October. The Clerk reported on the difficult management of the contract to ensure that the correct amount is paid. It was noted that the grass is only cut if WODC do not have any important Street Scene work.

It was resolved that an extraordinary meeting be arranged with WODC to discuss and improve the service with a minimum of 3 Councillors to attend. Cllr Robinson offered his support.

4. Minutes of the previous meeting: The minutes of the meeting held on 20th May 2008 were accepted as a true and accurate record of proceedings. Proposed by Cllr Hodge, seconded by Cllr Alderman, carried unanimously.

The minutes of the Annual Parish Meeting held on 20th May 2008 were accepted as a true and accurate record of proceedings. Proposed by Cllr Alderman, seconded by Cllr Smith, carried unanimously.

5. Warwick Robinson, District Councillor's Report

Cllr Robinson submitted his annual report on District Council activities as he was unable to attend the Annual Parish Meeting.

6. Rodney Rose, County Councillor's Report

Cllr Rose discussed the possibility of 20mph speed limits to be implemented in Oxford City and the suitability of lower speed limits for villages.

Thames Water has offered to attend a meeting to discuss a letter published in the Witney Gazette which they erroneously thought to have been sent by Cllr Rose. As the Clerk has already written to Thames Water, it was agreed to await the outcome and liaise with Cllr Rose as required.

7. Matters and actions arising from previous meeting.

(a) Oxfordshire County Council matters

- **New bus shelter at Bushey Ground**

Installation of the shelter is now complete. Hardstanding is required. Clerk to obtain a quote from G Hill & Sons and progress receipt of grant monies.

- **Old A40 Car Park**

A meeting has been arranged with Gordon Kelman (Highways, OCC) and David Godfrey (Footpath Secretary, Rambler's Association) for Wednesday 25 June, 4.30pm at the western Old A40 layby. Cllrs Alderman, Smith, Bicker and Stowell agreed to attend.

(b) **Location of Recycling Bins**

Bob Lightfoot has advised that things are taking a while to sort out as they have to re-establish the site particulars with the planning department. He advises that they are working on this and will come back to the Council asap.

Cllr Alderman proposed that as the Council has assessed and opposed this site previously, it further opposes any firm details/plans that are received as no change has been made to the site location. Seconded by Cllr Hodge. 4 in favour, 1 against, 1 abstained. Carried.

Cllr Haley outlined the history of this project to parishioners. Cllr Smith clarified the previous meeting details.

(c) Refurbishment of grass verge by Spar Shop

The Clerk reported that an amended site plan had been submitted to OCC on 26 May, but it was noted that Paul Wilson was on holiday. Gordon Kelman has responded on behalf of Paul Wilson advising that if the scheme is approved, it would cost in the region of £6000.

It was resolved that subject to OCC's agreement, we obtain quotes for all elements of the work (3 quotes). Spar UK Ltd to be asked for contributions towards the scheme. Cllr Bicker objected to the proposed plans stating that people will still go over the fencing. Clerk to contact OCC to ask how high the proposed birdsmouth fencing is to be and how effective the scheme is perceived to be to stop people walking on grass. It was resolved that the proposed posts are to be implemented, however the scheme directly outside the Spar shop is to be re-assessed following further advice from OCC.

(d) Other

- Experimental One-Way system, Old Minster Lovell.

The Clerk reviewed the 3 complaints received. It was agreed to raise the following issues with the Highways Department, OCC:-

- Footway is less than 1.2m.
- Carriageway has not been repaired.
- No pedestrian signs on the ground.
- Giveaway road markings are too far back to visibly see oncoming traffic at the bridge.
- Grass verge to be cut on eastern arm.
- Request traffic surveys.
- The sight-line at the give-way point on the bridge is very poor – very difficult to see oncoming traffic. Could a mirror be installed to see oncoming traffic?
- Lots of one-way signs.
- Awful road marks.
- Long vehicles are touching the Bridge.

A response is to be sent to those who corresponded confirming how the Council is responding to their concerns and the consultation process.

- Black & white signpost, Old Minster Lovell

The signpost has now been replaced albeit not like-for-like. This matter was deferred to the next meeting in order that Councillors may assess the new signpost.

- Chicane at bottom of Brize Norton Road

Cllr Smith raised the subject of the chicane at the southern end of the Brize Norton Road as being hazardous for larger vehicles. Cllr Smith suggested that the chicane should be removed and a hump installed OR better signage to be installed on both approaches to the chicane. Clerk to raise with Paul Wilson, Highways, OCC.

- Car park Charterville Close

Cllr Bicker raised the poor state of the car park and that it is now over a year that the issue has been ongoing. Clerk to write to Cottsway Housing again to chase and confirm the resurfacing.

- Posts opposite Bridge Cottage

Clerk to obtain a date for MDP Fencing to install the posts opposite Bridge Cottage.

8. War memorial update

The Clerk is to meet Witney Town Council's Clerk to review their Remembrance Service procedures, particularly in relation to traffic management. Cllr Stowell has contacted Joslins who advise that they are to complete the letter work shortly. Thereafter the grant monies are to be claimed from the War Memorials Trust. Clerk to write to the landlords of The White Hart again regarding the broken stone wall.

9. Finance

(a) Payments due:

Payee	Amount £
Queensbury Shelters Ltd	4104.79
Broker Network Ltd re. Norwich Union PC insurance 2008/09 *	1088.54
D F Williams – bus shelter cleaning	12.93
Mike Ford – repairs to playground surface, scrape away and clean unidentified materials on slide and rocking horse seat.	
Materials	84.25
Labour	30.00
Total	114.25
K Doughty – June salary	340.77
Postage	1.44
Total	342.21
Bookmarque Publishing – Village News	47.00

* Allianz insurance quote = £1465.46.

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

(b) Funding requests: None.

(c) Any other financial matters:

- The financial accounts prepared by ABS Accounting were recently circulated. It was resolved that the Parish Council approve the accounts and accordingly were signed by the Chairman. Proposed by Cllr Stowell, seconded by Cllr Hodge. Carried unanimously.
- OCC has advised that the PC's grass cutting grant has increased from 18p per square metre to 18.75p per square metre giving a total grant of £2718.56.
- St Kenelm's PCC – Fr Adrian Gabb-Jones provided an annual financial report in light of his non-attendance at the Annual Parish Meeting. Fr Adrian discussed how the precept monies are spent (ie grass cutting/churchyard maintenance) and advised that the churchyard footpath to the Ruins needs to be resurfaced to comply with health and safety requirements. Fr Adrian ended by asking for support with churchyard work-ins as notified in the Village News.

10. Laying of new water mains B4047

A letter has been sent – response awaited.

11. Street lighting, Lower Crescent

Item requested by Miss Pope, Lower Crescent and discussed by Cllr Bicker. A streetlight has been removed from its pole in Lower Crescent and it is requested that it be reinstated. Cllr Bicker is to advise the Clerk of the pole number who will then take the matter up with the Street Lighting Department.

12. Parish Council Elections

Two applications were received for the Councillor vacancy - Mr Brassard of Burford Road and Mr Jones of Ripley Avenue. Both letters of application were read out in full and discussed. It was felt that both candidates could bring a wealth of knowledge and experience to the Parish Council. Cllr Haley proposed that Chris Jones is accepted as a co-opted member. Seconded by Cllr Smith. 5 in favour, 1 abstention. Carried. Clerk to inform Mr Jones of the decision and invite him to the next meeting.

Acceptance of Office forms for Cllr Haley (Chairman) and Cllr Alderman (Vice Chairman) were signed.

13. Oxfordshire Village of the Year

Cllr Haley discussed the Oxfordshire Village of the Year application criteria and felt that there may be projects detailed that the Parish Council could pursue in the future for the benefit of the Village. Cllrs Haley, Bicker and Stowell to go through the application document and consider any implications for further developments in the Village. Clerk to circulate the agreed meeting date to all Councillors.

14. Village allotments

The Clerk reported that a number of enquiries for allotments had been received in the past 6 months and felt that the creation of village allotments should be fully explored. It was resolved that the PC proceed in principle and that proposals for land and interested parties be detailed in the next issue of the Village News.

15. Flooding in Old Minster Lovell

Nick Hands, WODC, is to meet Cllr Smith and Cllr Alderman on Wednesday 18 June to discuss flooding in the village.

Mr Straw asked for the item to be added to the agenda. Cllr Alderman advised that rainwater comes off Mr Abraham's field and floods the street – photos were circulated to the Councillors. It was agreed that the Parish Council support the parishioners in their efforts and write to WODC to reinforce their concerns.

16. Planning applications and decisions

New applications

	Ref. No.	Address	Proposed	PC response to WODC
1.	08/0892/P/S73	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.	Cllr Smith declared an interest being a close neighbour. Minster Lovell Parish Council <u>object</u> to this application for the reasons detailed in Condition 4 of WODC'S Notice of Decision (" <i>the close proximity of dwellings justifies a limitation restricting the activity generated from the site to normal working hours in the interests of the reasonable residential amenities of adjoining residents</i> ").

2.	08/0850/P/FP	Worsham Reservoir, Burford Road	Construction of covered water service reservoir with associated sampling house/control building and new vehicular access.	No comment.
3.	08/0841/P/FP	5 Ripley Avenue	Erection of conservatory.	No comment.
4.	08/0821/P/FP	30 Brize Norton Road	Erection of detached garage with store over.	Minster Lovell Parish Council wish to <u>comment only</u> that the Planning Officers take into consideration the visual impact of the height/scale of the double garage in relation to the neighbouring property.
5.	08/0717/P/FP	138 Brize Norton Road	Erection of four dwellings with work at home facilities. New vehicular access.	<p>Minster Lovell Parish Council strongly object to this application on the following basis:-</p> <ul style="list-style-type: none"> • Policy BE3 – (a) and (b) <p>The location of the development is set at a dangerous point in the Brize Norton Road and particularly that it is opposite a commercial recycling site where hundreds of traffic movements occur on a daily basis.</p> <p>It would set an undesirable precedent for other sites where in equity development would be difficult to resist and where cumulatively the resultant scale of development would erode the character and environment of the area.</p> <ul style="list-style-type: none"> • Policy H2 – (a), (e) and (f) <p>This is backland development.</p> <p>The development would set an undesirable precedent for other similar unique Chartist plots.</p>

Decisions made by West Oxfordshire District Council Planning Authority

	Ref. No.	Address	Proposed	Decision
6.	08/0408/P/FP	27 Upper Crescent	Erection of two storey rear extension.	Refuse.
7.	08/0260/P/FP	The Mill & Old Swan	Erection of two storey extension to provide restaurant, kitchen, training rooms and offices.	Refuse.
8.	08/0560/P/FP	Greenacres, Lower Crescent	Removal of existing conservatory and shed. Erection of single storey side and rear extension.	Grant subject to conditions.
9.	08/0535/P/FP	42 Upper Crescent	Erection of detached chalet bungalow with integral garage and associated parking.	Refuse.
10.	08/0598/P/S73	12 Brize Norton Road	Non compliance with condition 3 of planning permission 07/1382/P/FP to allow all external extension walls to be rendered.	Grant subject to conditions.
11.	PREM/140	The Mill & Old Swan	Performance of live music in the Old Swan garden during the hours of 12.00 and 4.00 on Sundays, for the months of June, July, August and September.	Approved subject to a condition.
12.	08/0508/P/FP	Windrush House, Burford Road	Construction of new building within footprint of existing outbuilding and erection of extension to outbuilding to form self contained ancillary accommodation.	Grant subject to conditions.
13.	08/0508/P/FP	Windrush House, Burford Road	Internal and external alterations to outbuilding.	Grant subject to conditions.

Decisions outstanding by West Oxfordshire District Council Planning Authority

	Ref. No.	Address	Details	Decision
14.	08/0704/P/FP	J S Motor Services Ltd, Bushey Ground	Erection of two storey front and single storey side extensions.	
15.	08/0347/P/FP	Happy Days, Burford Road	Erection of two storey rear extension.	
16.	08/0348/P/LB	Happy Days, Burford Road	Internal and external alterations.	
17.	N/A	115 Brize Norton Road	Extension of existing waste recycling facility to accommodate new plant, building, vehicle parking/skip storage area and weighbridge.	

Enforcement Officer

Planning permission was granted, subject to conditions, to Mr & Mrs Nobbs of 101 Brize Norton Road for a replacement garage, two temporary stables, wash room, storage for farm implements and first floor storage area (retrospective) in August last year. One of the conditions was that when the premises cease to be owned by Mr and Mrs Nobbs, the use of the garage as temporary stables should cease.

A parishioner has advised that Mr and Mrs Nobbs have moved out of the property and they request that the PC liaise with WODC to enforce this condition as the new occupants have already put horses in the temporary stables/garage. It was resolved that the Enforcement Officer be contacted in this respect.

17. Correspondence

Correspondence of interest:-

1. Email from Peter Thomas, Old Minster Lovell – One-way system problems and lack of a replacement black and white finger post. *Clerk has addressed both items.*
2. CPRE's Annual General Meeting – Sat 28 June @ 2.30pm, at the Methodist Church Hall, Woodstock. This will be followed by the West Oxfordshire District AGM at 4.30pm.
3. WODC's Delegation Scheme for Planning Applications/Householder Applications.
4. Paul Wilson, OCC – Speed Limits Order 2008 for the new 30mph limit in Old Minster Lovell and the Proposed Experimental Order from OCC for the One-Way System.
5. A Brize Norton Road resident has written requesting help regarding storm drainage (*a ditch has already been dug in a nearby field*) and repair of a pothole by a drain cover be more permanently repaired. *Pass to OCC.*
6. Witney Roadrunners – Witney 10 Road Race will be taking place on Sunday 14 September and is due to pass through the village. Race starts at 10.30am at Hailey Road, Witney and should finish no later than 1.00pm at Witney Community Primary School. *Are we happy for the race to pass through the village? Yes, but please be aware of new one-way system.*
7. Letter received from Minster Lovell W.I. regarding replanting the verge on the southern side of the Burford Road where Thames Water have recently dug and added topsoil subject to obtaining grant funding from Yorkshire Tea. *Yes, please obtain grant – PC to organise where necessary.*
8. West Oxfordshire Citizens Advice Bureau – AGM – Wed 16 July – 7.30pm for 8.00pm – The Corn Exchange, Witney.

General:-

9. South East England Regional Assembly – Review of sub-regional allocation of primary land-won aggregates in the South East. Consultation document for completion.
10. Thames Water – Consultation on its' draft Water Resources Management Plan.
11. County Playing Fields Associations questionnaire.
12. Looking Out newsletter – West Oxfordshire Safer Communities Partnership.
13. ORCC news bulletin.
14. OALC Annual Report 2007/08.
15. CPRE Fieldwork newsletter.
16. Oxfordshire Minerals and Waste Plan – please take one.
17. Meeting of the Standards Committee – Agenda and minutes.
18. OCC – Planning Application Consultation.
19. OALC – Oxfordshire ClimateXchange Update – June 08.

There followed a 10 minute parishioner's question time.

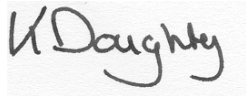
A Ripley Avenue parishioner queried the number of grass cuts in Ripley Avenue. (*Clerk had already discussed at the meeting*). Queries were raised on the one-way system and specifically cyclists. (*Ask Paul Wilson for clarification regarding cyclists on the footway on Windrush Hill and publicise findings in Village News*).

A Brize Norton Road resident requested that the Parish Council ascertain where the surface water from Cotswold Close runs off to.

There being no further business the meeting closed at 9.52pm.

Meetings:-

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



Katherine Doughty
Clerk

Signature of Chairman upon approval of Minutes21st July 2008

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.