



## 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 15<sup>TH</sup> JUNE 2009 IN ST KENELM'S HALL AT 7.00PM

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

**Parishioners present:** 7.

**Apologies for absence:** Cllr Alderman not able to be present.

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

The new cradle swings had been successfully installed.

The Clerk advised that off-cuts of the ground reinforcing mesh (from the Spar shop grass verges work) were available for re-use, perhaps at the entrance to the Amenity Area from the furthestmost footpath in Ripley Avenue. Complaints of mud on the road in this area had previously been received. It was resolved that Cllr Stowell will lay an area of the mesh after more U-pins had been purchased. Proposed by Cllr Stowell, seconded by Cllr Hodge, carried unanimously.

- Underage drinking in Ripley Avenue

Mark Bennett, Base 33 Witney is to advise the Parish Council of costs for the utilisation of 2 detached youth workers for 1 evening a week.

4. **Minutes of the previous meetings:** The minutes of the meeting held on 18<sup>th</sup> May 2009 were accepted as a true and accurate record of proceedings. Proposed by Cllr Stowell, seconded by Cllr Hodge, carried unanimously.

5. **Matters and actions arising from previous meeting.**

- (a) Oxfordshire County Council matters

- Highways

The Brize Norton Road patching work is now complete. The road will be 'surface dressed' next financial year.

One-way system – Highway improvements should have been undertaken by now. Paul Wilson is investigating and meeting the contractor shortly to discuss the delay. The Road Order is scheduled to be processed in July.

A discussion ensued regarding outstanding works in Old Minster Lovell. It was resolved that the Clerk contact Paul Wilson as follows:-

- (i) The roadside vegetation on the Windrush Farm part of the one-way system needs to be trimmed back. Users of the footway are struggling to get past stinging nettles etc.
- (ii) The state of the roads (particularly on the one-way system) is poor. The roads need to be surveyed and repaired as necessary.

- (iii) A speed survey for the one-way system needs to be undertaken and analysed before the one-way system is adopted.
- (iv) The Parish Council feels that all of the highway improvements previously agreed and minuted, are to be implemented before the one-way system is adopted.
- (v) Vegetation is overhanging the footpath up School Hill, which is owned by a neighbouring property. Previously OCC has cut this back. OCC is to either undertake the work or write to the residents.

It was also noted that the island between the two river channels needs to be maintained. It was resolved that this will be discussed at the July meeting.

(b) Refurbishment of grass verge by Spar Shop

A letter was sent to the residents of 6 Brize Norton Road advising of Police action if they continue to park their vehicles on the grass verge thereby stopping our contractor from installing the bollards. It is reported that Mr McCracken has successfully installed the two bollards today.

Cllr Haley summarised a recent meeting with Cllr Jones and the residents of 8 Brize Norton Road, regarding installation of a bollard to prevent vehicles driving down the footpath.

It was resolved that as the two bollards had now been installed at 6 Brize Norton Road, this may be sufficient to stop the unwanted vehicles. Councillors are to review the area and decide whether a further bollard is required in between 6 and 8 Brize Norton Road, on the grass verge.

Clerk is to contact Paul Wilson to determine whether 'no turning' can be line-painted on the driveway of 8 Brize Norton Road.

Clerk to also contact WODC to reiterate request for Brize Norton Road nameplate to be moved 5 yards closer to the Burford Road.

Clerk to contact Mr Lewis regarding block paving improvements around the seating area.

(c) Old A40 Car Park

A small set of steps is to be installed at the bridge end of the footpath. The Countryside team is looking for a date to do this at present.

A discussion ensued regarding a large deposit of road chippings in the western layby which was causing problems. It has been reported that Bicester Sweepers empty their road waste at the entrance of the eastern layby. Clerk to pursue both issues.

The current unauthorised travellers encampment in the area was discussed. There are ongoing communications with OCC Gypsy and Traveller Service regarding the encampment.

(d) Other

- Cllr Jones asked for an update on the actions contained in WODC's Flood Report which was published following the July 2007 floods. Clerk to pursue and report back.
- Clerk to contact Gillian Roe, Mill & Old Swan to request that riverbank vegetation is trimmed on the mill side, behind metal railings.
- Charterville Close car park.

The car park has now been resurfaced, however flooding problems are being experienced in the centre of the car park and a neighbour's property in wet weather. Clerk to advise Cottsway accordingly.

- Thames Water meeting

Cllr Haley summarised a recent meeting with representatives from Thames Water and Dean Dyball contractors. Concerns of noise and extra traffic through the village were discussed and allayed. Further investigations and works to the B4047 grass verge opposite Wychwood View were outstanding, but understood to be undertaken in the forthcoming weeks. It was noted that letters from Thames Water regarding the works had not been sent to residents in Little Minster – Clerk to pursue with Thames Water.

## 6. Finance

- (a) Payments due:

Payee	Details	Amount £
Graham Kew	Minster Lovell Experience Film & Book project	1000.00
Cotswold Tree Surgery	Cotswold Close work	350.00
McCracken & Son Ltd	Spar shop grass verge work & Ripley Avenue maintenance	3248.75
W.O.D.C.	Grass cut - April	156.49
Bookmarque Publishing	Village News	77.05
K Doughty	June salary (LC2-27. 10 hours per week)	511.77
Postage		2.52
Stationery/Expenses		2.39
Total		516.68

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

- (b) Funding requests: None.
- (c) End of year financial accounts/Audit:

It was resolved that the Chairman approve Sections 1 and 2 of the 2008/9 Audit form. Proposed by Cllr Stowell, seconded by Cllr Bicker, carried unanimously.

- (d) Any other financial matters:

- (i) Mrs Strainge, St Kenelm's Parochial Church Council attended the meeting and thanked the Parish Council for their precept funding and forwarded their apologies for non-attendance at the Annual Parish Council Meeting.
- (ii) Grass Cutting grant from Oxfordshire County Council received totalling £2827.31.
- (iii) Purchase of MoneyManager and Final Accounts software – Agreed that software be purchased at £129.90 + VAT. Proposed by Cllr Stowell, seconded by Cllr Bicker, carried unanimously.

## 7. Brize Norton Road – highway concerns

The Clerk reported that she is trying to arrange a meeting with Tony Currell, Highway Enquiry Team to discuss volume, speed and weight of traffic problems. A speed survey is to be requested. It was noted that doubledecker buses have to regularly pass each other via the footpaths. It was suggested that the schedule could be altered by 5 minutes to avoid this problem. A survey needs to be undertaken to review HGV companies.

It was resolved that the Clerk write to Stagecoach Oxford, asking them to re-timetable their bus schedules to prevent two buses having to pass in the village and to obtain passenger figures for day time bus use.

Cllr Bicker, Cllr Stowell and Cllr Smith agreed to undertake a traffic survey and monitor traffic between the hours of 7.30am and 5.00pm. Clerk to organise a suitable date.

## 8. Street Lighting, Lower Crescent

As only one letter of support was received regarding the installation of a street light in Lower Crescent, it was resolved that the item be removed from future agendas. Proposed by Cllr Stowell, seconded by Cllr Jones. Carried, 1 abstention.

## 9. Village Remembrance Service 2009

Clerk to arrange a meeting with the village churches, in August to discuss the 2009 service. Group Captain Ager to be invited in the meantime.

## 10. Village allotments

Mr Strange has advised that the weedkilling has now been undertaken and that he hopes to plough and de-stone the area shortly. He will contact the Clerk as soon as the area is ready for inspection and final decision by the Parish Council. The Clerk is to arrange a meeting as soon as possible.

## 11. Nomination of Parish Transport Representative

The next Parish Transport Representative meeting is scheduled for Wednesday 19 August, 1.30pm at County Hall, Oxford. In view of the lack of interest in the Representative vacancy, it was resolved to remove the item from future agendas. Proposed by Cllr Stowell, seconded by Cllr Hodge, carried unanimously.

## 12. Planning applications and decisions

	Ref. No.	Address	Proposed	Deadline for response to WODC
1.	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).
2.	09/0618/P/FP	3 Ripley Avenue	Erection of replacement conservatory.	Minster Lovell Parish Council does <u>not</u> object to this application.  However, it is noted that the boundary wall forms part of the proposed conservatory. Please ensure that proper checks are undertaken to determine whether this is permitted.

### Decisions made by West Oxfordshire District Council Planning Authority

	Ref. No.	Address	Proposed	Decision
3.	09/0407/P/S73	Property Care, 120 Brize Norton Road	Non-compliance with condition 4 of planning permission W97/1471 to allow business activity to take place from 7.30am to 6.00pm on weekdays.	Refuse.

4.	09/0419/P/FP	Land to the rear of 36 Upper Crescent	Erection of detached dwelling (to allow erection of car port/garden store.	Grant, subject to conditions.
5.	09/0305/P/FP	Kingsacre, 101 Brize Norton Road	Change of use of part of garage to stables (retrospective).	Grant, subject to conditions.
6.	09/0379/P/FP	12 Brize Norton Road	Increase in vehicular access.	Grant, subject to conditions.
7.	09/0534/P/FP	85 Brize Norton Road	Siting of mobile home as additional living accommodation.	Grant, subject to conditions.

#### Decisions outstanding by West Oxfordshire District Council Planning Authority

	Ref. No.	Address	Proposed	Decision
8.	09/0395/P/FP	Windrush Drive Cottage, Burford Road	Erection of double garage and workshop with home office above (to allow revised position).	
9.	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.	

#### 13. Correspondence

1. Mrs D Holloway – Writes regarding the poor state of the footpath from the top of School Hill to the Old School. *A photo has been forwarded to Paul Wilson, OCC for his attention.*
2. Email from Rodney Rose – meeting attendance.

#### General:-

1. Partial Review of the Regional Spatial Strategy for the South East – Provision for Gypsies, travellers and Travelling Showpeople.
2. Community Support Fund – OCC.
3. Worsham Service Reservoir – Thames Water.
4. CPRE – May 2009.
5. Health News – NHS Oxfordshire.
6. Fieldwork magazine – CPRE.
7. Police Training Centre open day – Thames Valley Police.
8. CPRE Oxfordshire Bulletin.

There followed a 10 minute parishioners' question time.

Clerk to ascertain the availability of WODC's climbing wall, at the beginning of the school holidays, for use at Ripley Avenue as part of an event for young people.

There being no further business the meeting closed at 8.50pm.

**Meetings:-**

• Parish Council Meeting	Monday 20 <sup>th</sup> July	St Kenelm's Hall	7.00pm
• Parish Council Meeting	August date to be confirmed.	St Kenelm's Hall	7.00pm
• Parish Council Meeting	Monday 21 <sup>st</sup> September	St Kenelm's Hall	7.00pm



Katherine Doughty  
Parish Clerk

Signature of Chairman upon approval of Minutes .....20<sup>th</sup> July 2009

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*