



MINSTER LOVELL PARISH COUNCIL

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Parish Clerk: Katherine Doughty

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MINUTES OF PARISH COUNCIL MEETING HELD ON MONDAY 21ST JUNE 2010 IN ST KENELM'S HALL AT 7.00PM

1. **Present:** Cllr David Haley (Chairman), Cllr Colin Alderman (Vice Chairman), Cllr Sue Bicker, Cllr Stephen Hodge, Cllr Chris Jones, Cllr Tom Smith, Cllr Jonathan Stowell, Mrs Katherine Doughty (Clerk), District Cllr Warwick Robinson and County Councillor Rodney Rose.

Parishioners and visitors present: 7.

Apologies for absence: None.

The Chairman opened the meeting at 7.00pm and welcomed the following attendees to the meeting:-

PCSO Rabson & PC Reg Nicholson, Witney Police Station.

Richard Bennett, Environmental Services, WODC.

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

Item 3 - Ripley Avenue Management Committee - Cllr Jones declared a personal interest being a neighbour and living adjacent to the property requesting arboriculture works.

Item 3 - Ripley Avenue Management Committee – Cllr Bicker declared a personal interest as a family member operates the Cotswold Tree Surgery business.

Item 4 - Welcome PCSO Hilary Rabson, Thames Valley Police – to review anti-social behaviour and prioritise areas for patrol in the village – Cllr Alderman and Cllr Stowell declared personal interests being Trustees of Wash Meadow.

Item 12 (c) - To discuss work at Minster Lovell Allotments - Cllr Bicker declared a personal interest as a family member operates the Cotswold Tree Surgery business.

3. **Ripley Avenue Management Committee.**

(a) Maintenance work

- Mrs Muller reported that the safety surface under junior swings is eroding and needs to be monitored for replacement.
- On the southern perimeter of the field it was noted that a litterbin and bench have been vandalised. It was resolved that Cllr Jones inspect the area and report back findings/solutions.
- An Elderflower bush at Cotswolds Close/Ripley Avenue pedestrian barrier needs to be removed because it is growing into the footpath. It was agreed to request Mr McCracken remove it.
- Mrs Muller reported that one of the handrails had fallen off the top of the slide. Notices were immediately displayed advising that the area was dangerous and that the equipment was not to be used. Mike Ford managed to repair the handle the following day and no further action is required.
- The Clerk referred to correspondence and photographic evidence received from a resident regarding inappropriate behaviour with dog waste. Cllr Bicker proposed that the dog waste bin is moved further into the field, rotated and located by laurel bushes. Seconded by Cllr Jones, carried unanimously. Clerk to liaise with WODC accordingly.

- Residents of 22 Ripley Avenue have contacted the Council advising that the trees on the other side of their boundary wall (part of landscape planting on the western edge) desperately needs trimming. (Cllrs referred to photos taken by the Clerk). Cllr Jones declared a personal interest being a neighbour. Cllr Hodge proposed that a quotation is obtained for the trees to be trimmed back. Seconded by Cllr Alderman, carried unanimously.
- Maintenance quotes have been received for the annual maintenance work in Ripley Avenue to be undertaken on the same basis as previously:-

McCracken & Son Ltd	£397
Cotswold Tree Surgery	£450

Cllr Stowell proposed that the lower quote is accepted. Seconded by Cllr Jones, carried with one abstention. Cllr Bicker declared a personal interest and did not take part in the debate or vote.

(b) Refurbishment of goalmouths

Three quotes have now been received for refurbishment work to be undertaken to the goalmouths at Ripley Avenue Amenity Area:-

McCracken & Son Ltd	45m turf + 6m ³ top soil	£325
Cotswold Turf Supplies	61m ² turf 2.5m ³ top soil	£564
Landtech	70m ² turf + top soil	£775

Cllr Stowell proposed that McCracken & Son Ltd is accepted, seconded by Cllr Alderman, carried unanimously. Clerk is to discuss the sustainability of the work and possible future work that may be required. Clerk to contact White Horse Contractors to discuss the best way to solve this issue.

(c) Private Access Agreements

It was noted that to date one out of the three households with existing access into Ripley Avenue Amenity Area has entered into an agreement. It was resolved that the Clerk write again to the remaining two households, to advise that their access route into the field will be planted with laurels unless they enter into an agreement. Proposed by Cllr Jones, seconded by Cllr Alderman, carried unanimously.

4. Welcome PCSO Hilary Rabson and PC Reg Nicolson, Thames Valley Police – to review anti-social behaviour and prioritise areas for patrol in the village.

The Chairman welcomed PCSO Hilary Rabson and PC Reg Nicolson to the meeting.

It was noted that PCSO Rabson had not been on duty recently and therefore no regular patrols of the village had been made – only responses to calls from the public had triggered visits to the village. Once or twice weekly patrols will be made in the future.

PC Nicolson reported that they had received 5 calls in the past 6 months and went on to discuss some antisocial behaviour experienced at Wash Meadow. Patrols have been regularly made of empty properties in Old Minster. The Chairman requested that patrols include properties in Church Lane.

No youngsters have been witnessed at Ripley Avenue Amenity Area on routine patrols.

Cllr Stowell declared a personal interest being a Trustee of Wash Meadow and went on to discuss signage at Wash Meadow and whether this would help the Police to enforce laws (which it would not as it is private land). However, if signage was present at Wash Meadow, youngsters will have some clear guidelines as to what activities are not permitted or tolerated.

A recent incident was discussed that involved over 50 youngsters congregating in the area and causing problems. Cllr Alderman declared a personal interest being the Chairman of the Trustees of Wash Meadow and advised that underage drinking by youngsters from outside the village, was recently witnessed at the meadow.

The Chairman opened the item to the general public and a parishioner discussed at length the anti-social behaviour problems that he and his family have been experiencing on Wash Meadow.

The Chairman advised that both new signage and closing the car park gate at night will help to reduce the adverse behaviour. Cllr Haley proposed that the Council prepare a briefing note to the Trustees of Wash Meadow outlining the discussion of the meeting and the above actions, for their consideration and implementation. Seconded by Cllr Smith, 5 in favour, 2 abstentions due to personal declaration of interests.

The Clerk is to invite the Police back in 3 months to review the behaviour over the summer months.

5. Brize Norton Road flood prevention scheme and Flood Report Update - Richard Bennett, WODC.

Brize Norton Road – The current scheme for the Brize Norton Road includes a sump to the rear of 92 Brize Norton Road, which will pump excess water into the highway drainage. Three properties were flooded in July 2007 with more properties at risk of being flooded.

WODC is currently exploring a fund that Parish Councils can contribute into as part of flood prevention work. A discussion ensued about the previous location of field ditches and accordingly where those responsibilities lie.

Old Minster Lovell – It is expected that the flood prevention scheme application will be resubmitted to the Environment Agency hopefully around November. Mr Bennett answered questions regarding the scheme.

Richard was thanked for his time in attending the meeting - it is disappointing that no immediate solution is available.

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

Cllr Robinson advised that WODC is using its' reserves to support the revenue budget and that £500,000 is saved through contracting a new waste collector. Mr Robinson predicted difficult financial times ahead, pending the outcome of the June budget.

Local Development Framework – The District Council has completed its consultation on the Core Strategy with specific housing targets of 7400 for West Oxfordshire over the period 2006 – 2026. The new Government has abolished local spatial strategies thereby allowing the District Council to implement its own planning strategy – further information and clarification is sought in this respect.

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

It has been reported that wide loads for RAF Brize Norton have been travelling through the village. Cllr Rose advised that this unacceptable practice will be raised with the appropriate organisations for discussion next month.

Oxfordshire County Council continue to tightly manage budgets and projects due to funding constraints. Local people are asked to make a contribution towards deciding where cuts should be made.

8. To receive the Minutes of the last Parish Council Meeting: The minutes of the last Parish Council Meeting held on 17th May 2010 were accepted as a true and accurate record of proceedings. Proposed by Cllr Alderman, seconded by Cllr Smith, carried unanimously.

9. To receive the Minutes of the Annual Parish Council Meeting: The minutes of the Annual Parish Council Meeting held on 18th May 2009 were accepted as a true and accurate record of proceedings. Proposed by Cllr Alderman, seconded by Cllr Smith, carried unanimously.

10. To receive the Minutes of the Annual Parish Meeting: The minutes of the Annual Parish Meeting held on 17th May 2010 were accepted as a true and accurate record of proceedings. Proposed by Cllr Alderman, seconded by Cllr Jones, carried unanimously.

11. **To receive the Minutes of the Extra Parish Council Meeting:** The minutes of the Extra Parish Council Meeting held on 27th May 2010 were accepted as a true and accurate record of proceedings. Proposed by Cllr Stowell, seconded by Cllr Jones, carried unanimously by those who attended the meeting.

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

(a) Oxfordshire County Council matters.

- Maintenance work of the One-Way System, Old Minster Lovell.

A quote has been received from McCracken & Son for regular maintenance of the eastern arm of the one-way system at £275 for the year which equates to £55 per cut. OCC's grass cutting grant for the area has been received totalling £124 which leaves a shortfall of £151. Cllr Hodge proposed that only two more cuts are required for the remainder of this season, one now and another towards the end of the summer and that the sum of £55 per cut is payable to McCracken & Son accordingly. Seconded by Cllr Stowell, carried unanimously.

A letter has been sent to the resident of Windrush Farm requesting that the unused Cotswold stone from the refurbished boundary wall is removed from the grass verge. Clerk is to monitor for progress.

Clerk to pursue OCC to have a road sweeper clean along Windrush Farm hill.

- Other highway matters.

The cyclepath through the eastern slip road of the old A40 requires sweeping where the travellers were previously camped. The ditch in the same area needs to be cleared of rubbish. Clerk to pursue actions.

Clerk is to liaise with Mrs Cooper regarding completion of the replacement hedgerow (where travellers had accessed her field from the slip road) and prompt OCC for action as necessary.

It was noted that a car for sale has been parked on OCC's grass verge near the Spar shop. Clerk is to raise with OCC.

Road chippings need to be dumped again in the western slip road of the old A40 as the previous stock has now been used. Clerk to liaise with OCC.

(b) To review work and the position of the Village General Maintenance Person.

Unfortunately Mr Egan is not able to work for us due to caring for his sick father. He advises that he has worked 2 days and a completed timesheet has been requested accordingly. Cllr Haley proposed that the Council pay Mr Egan for hours that he has worked. Seconded by Cllr Stowell, carried unanimously.

Alternative ways to complete village jobs was discussed and Cllr Hodge proposed that the Council explore the possibilities of hiring a contractor for a specific number of hours at a day rate. The Clerk is to make enquiries with McCracken & Son plus two other contractors and ascertain the costs involved. Seconded by Cllr Stowell, carried unanimously.

(c) Summary report of Minster Lovell Allotments.

- Quotes for installation of the gates and fencing has been received:-

McCracken & Son Ltd	£1150
Cotswold Tree Surgery	£1350
PAS Fencing & Landscaping	£1468

Cllr Stowell proposed that McCracken & Sons' quote is accepted. Seconded by Cllr Hodge, carried unanimously with 1 abstention and personal interest declared by Cllr Bicker.

Mr Strainge has been contacted to ascertain when he can help with levelling the car park and providing hardcore – response awaited.

13. Finance.

(a) Payments due:

Payee	Details	Amount £
Came & Company *	Insurance 2010/11	1070.04
Viking Direct **	Stationery	74.86
Bookmarque Publishing	Village News	55.00
Mr W J Haire ***	Accounts & audit work for 2009/10	160.00
D F Williams Cleaning Services	Bus shelter cleaning	19.39
McCracken & Son Ltd	April grass cutting	484.28
Mike Ford	Repairs to noticeboard and safety bar at the top of the slide at Ripley Avenue Play Park	35.00
Greenbarnes Ltd	Replacement glazing for noticeboard	84.45
K Doughty	June salary	533.96
	Postage	1.14
	TOTAL	535.10

* Cheque already signed by Cllr Smith and Cllr Haley due to timescales.

** 10% discount payable through SLCC.

*** Fee is reduced by £30 on previous years as less work has to be undertaken by Mr Haire due to the Council's new financial software.

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

(b) To review and approve 2009/10 Accounts and complete the Annual Return.

The Council completed Sections 1 and 2 of the audit form and approved the financial accounts for the year ended 31 March 2010. *(Both documents were previously circulated to all Councillors).* Proposed by Cllr Hodge, seconded by Cllr Alderman, carried unanimously.

(c) Any other financial matters

- The Clerk recommended that the Council invest the sum of £7000 in a Temporary Loan with WODC. Cllr Alderman proposed that the investment is made after clarifying details of the scheme with WODC. Seconded by Cllr Bicker, carried unanimously.
- Minster Lovell Playgroup thanked the Council for their generous pledge and will endeavour to keep the Council informed on replacing their accommodation.

14. Planning applications and decisions.

Applications submitted to the Parish Council

	Ref. No.	Address	Proposed	Deadline for response to WODC / PC Decision
1.	10/0835/P/FP	The Paddocks, Bushey Ground	Erection of single storey rear extension and insertion of rooflights.	No comment.
2.	10/0836/P/LB	The Paddocks, Bushey Ground	Internal & external alterations.	

Decisions made by West Oxfordshire District Council Planning Authority

	Ref. No.	Address	Proposed	Decision
3.	10/0500/P/FP	Hillside, Burford Road	Erection of detached garage with home office above.	Grant, subject to conditions.

Decisions outstanding by West Oxfordshire District Council Planning Authority

	Ref. No.	Address	Proposed	PC Decision
4.	10/0687/P/FP	Happy Days, Burford Road	Rebuild boundary wall and erect new entrance gates to altered vehicle access. (Part retrospective).	Minster Lovell Parish Council strongly objects to these applications as they are contrary to the following West Oxfordshire Local Plan 2011 policies:-
5.	10/0688/P/LB	Happy Days, Burford Road	Rebuild boundary wall and erect new entrance gates to altered vehicle access. (Part retrospective).	BE2 a) – The proposals are not well-designed and do not respect the existing scale, pattern and character of the surrounding area.
		<p>BE8 – The overbearing nature of the proposed entrance will detract from the setting of the listed building.</p> <p>NE4 – The applications do not help to enhance or conserve this listed building in an AONB.</p> <p>H2 a), b) – The size and scale of the proposals in relation to the listed building, are considered incongruous and imposing. The area is characterised by simple gateways within character of a 19th Century environment.</p>		
6.	MW.0068/10	Fraser Evans & Sons Ltd	Tyre Recycling Facility, Worsham Quarry.	Minster Lovell Parish Council wish to comment on the above application as follows:-
		<ul style="list-style-type: none"> • Strictly no burning/fires should be permitted at the site. • Routing of HGVs via the Asthall Barrow roundabout, should be compulsory. • Care should be taken to minimise light pollution. 		
7.	10/0661/P/FP	Unit 2, 120 Brize Norton Road	Change of use from storage (class B8 use) to motor repair, servicing and valeting (class B2 use).	Minster Lovell Parish Council wish to comment that should the application be granted, conditions should be made and enforced not permitting the site to be used by the
		<p>general public and that the operating hours contained within the application are strictly adhered to.</p> <p>No retail activities are to be undertaken. The Council feels that by creating these restrictions, policy BE2 of W.Oxon Local Plan 2011 (specifically that a satisfactory environment for people living in the area) is not compromised.</p>		

Planning Appeals

	Ref. No.	Address	Proposed	Deadline for response to Planning Inspectorate / PC Decision
8.	APP/D3125/X 09/211559 08/0038/P/CLE	Property at rear of 35 Brize Norton Road	Certificate of lawfulness (continued use of property as dwelling).	Public Inquiry scheduled for Tues 27 th July, 10.00 at Council Offices, Woodgreen.
<p>Minster Lovell Parish Council <u>strongly object</u> to this appeal as it is contrary to the following West Oxfordshire Local Plan 2011 policies:-</p> <p>Policy BE2 – General development standards:-</p> <p>a) The proposal is not well designed and does not respect the existing scale, pattern and character of the surrounding area.</p> <p>Policy H2 – General residential development standards:-</p> <p>d) The proposal would create unacceptable living conditions for existing and new residents.</p> <p>f) The proposal 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> <p>Policy H10 – Conversion of existing buildings to residential use in the countryside and small villages:-</p> <p>c) The building does not appear to be of a substantial construction or is capable of accommodating residents without major reconstruction or significant enlargement.</p> <p>d) The building does not make a positive contribution to the character and appearance of the area.</p> <p>The converted outbuildings do not improve the character or quality of its' surroundings. General development standards have not been met and occupation should therefore not be permitted.</p>				
10.	APP/D3125A 10/2128481/NWF 10/0212/P/FP	Land adj to 1 & 2 Waterworks Cottage, Worsham	Erection of replacement building to provide workshops, storage and garage area (to allow changes to fenestration, eaves & ridge height and internal layout). (Part retrospective).	Minster Lovell Parish Council wish to draw to your attention the excessive roof height of the building. (The Council does not object to the application).
11.	APP/D31265/A 10/2122746/WF 09/1100/P/FP	The Anchorage, Burford Road	Erection of detached dwelling.	Minster Lovell Parish Council objects to this application as it is contrary to the following West Oxfordshire Local Plan 2011 policies:-
<ul style="list-style-type: none"> • B2 (a), (b) – The size and scale of the building does not respect the existing scale, massing, pattern and character of the surrounding area. The building is considered too large for the site. • H2 – The application will create unacceptable living conditions for existing residents in the area who will be in close proximity to the dwelling. • H6 – The application is considered to be 'backland development' which is contrary to the policy for medium sized villages. • Unwanted increase in vehicular traffic via the Burford Road. 				

Planning Enforcement

- Ash Autos

It was noted that the grass area at Ash Autos which provides an open area/boundary between the garage and Cotswold Close, is being regularly used to store cars. Clerk is to check the planning conditions for the garage and write to Mr Ladwa asking for clarification on whether it is a temporary situation.

- Windrush House, Burford Road

Clerk is to contact the Enforcement Officer re. Windrush House, Burford Road as building works are being undertaken to the rear of the property and a planning application has not been received.

- Goodwood House, Burford Road

The car port under construction is not sited in the approved position and is being built of artificial stone rather than the timber cladding approved under the current planning permission. The site owner has been notified and the car port construction should cease and a retrospective application for planning permission submitted.

15. Correspondence.

Letters of interest:-

1. Mrs Crowther and Mr Cross – residents have reported inconsiderate lighting of bonfires by a local resident. **WODC's bonfire leaflet to be sent to those concerned.**
2. Emergency Planning invitation. **To be raised at the July Parish Council meeting.**
3. CAB AGM.
4. Witney Roadrunners.
5. Code of Conduct Training. **Clerk to email those who haven't previously attended with details.**

General:-

1. Introduction of public speaking at Planning Sub Committees – WODC.
2. Family Fun Play Event – Sat 26 June, 11-2pm @ The Pavilion, Bampton.
3. NALC Events Bulletin.
4. CPRE AGM – Sat 19 June, 2.30pm @ St Leonards Church, Watlington.
5. Thames Valley & Chiltern Air Ambulance – funding.
6. OALC May Update.
7. Barton Willmore – Public exhibition Witney – date passed.
8. Parish Transport Representatives Meeting – May minutes.
9. Sustainable Communities Act proposals – 'Unlock Democracy.'

There followed a 10 minute parishioners' question time. No questions were raised.

Cllr Hodge gave his apologies for absence at the July Parish Council Meeting

There being no further business the meeting closed at 9.37pm.

Meetings:-

• Parish Council Meeting	Monday 19 th July	St Kenelm's Hall	7.00pm
• Parish Council Meeting	Monday 16 th August	St Kenelm's Hall	7.00pm



Katherine Doughty
Parish Clerk

Signature of Chairman upon approval of Minutes 19th July 2010

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.