



MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

Parish Clerk: Katherine Doughty

91 Brize Norton Road, Minster Lovell,
Witney, Oxon. OX29 0SG

Email info@minsterlovell-pc.gov.uk
Tel/Fax (01993) 709189

MINUTES OF PARISH COUNCIL MEETING HELD ON MONDAY 20TH JUNE 2011 IN ST KENELM'S HALL AT 7.00PM

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

Parishioners and visitors present: 2.

Apologies for absence: Cllr Sue Bicker.

Cllr Colin Alderman, Vice Chairman, opened the meeting at 7.00pm and welcomed Cllr Warwick Robinson, West Oxfordshire District Council and Cllr Rodney Rose, Oxfordshire County Council. It was noted that the Chairman would be a little late.

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

Item 4(a) – Ripley Avenue Amenity Area – Cllr Jones declared an interest being a resident of Ripley Avenue.

Item 12(b) – Finance – Cllr Stowell declared an interest in the Citizens Advice Bureau request for grant aid.

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.
- Football goalposts additional position – Mr Godfrey will install the new sockets when he is available to do so.
- RoSPA Reports – The Clerk advised that WODC no longer organise the bi-annual inspections and that we are to liaise directly with RoSPA for future inspections. It was resolved that as Ripley Avenue Play Area has recently been refurbished, there is no requirement for an immediate inspection. A response to the Parish Council's letter regarding the broken junior swing is still awaited from RoSPA.
- Correspondence was read by the Clerk as follows:-
 - Jean King, 39 Ripley Avenue – Requests equipment for young children at the play area. Cllr Jones declared an interest being a resident of Ripley Avenue. It was resolved that there are sufficient items to play on with supervision.
 - Mrs Sedgman, Whitehall Close – Requests that the laurels are trimmed back to 2m when the maintenance work is next undertaken. The request was agreed and the Clerk is to obtain quotations for completion of the work in August. The contractors are also to clear clippings from her garden.

- (b) To discuss refurbishment of the BMX dirt track

Cllr Bicker has spread a new layer of soil over the track. Cllr Jones agreed to check that the new level is acceptable and the track safe to use.

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

The Clerk received a report from Cllr Hodge (Chartered Surveyor) that recommended the Robinia tree is removed to avoid any possible future damage to the foundations of 25 Ripley Avenue. Proposed by Cllr Stowell, seconded by Cllr Alderman, carried unanimously. Clerk is to obtain quotes accordingly.

- (d) Resolve attendance of Parish Council representative(s) for First Aid training.

It was resolved that Cllr Bicker and Mrs Muller attend first aid refresher training courses at £55 each to provide first aid at Council organised events, as required. Proposed by Cllr Hodge, seconded by Cllr Alderman, carried unanimously.

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

Cllr Haley joined the meeting at 7.20pm.

Cllr Robinson reported that further cost efficiency savings have been made by the District Council. 63% of all waste is now recycled since the new waste recycling contract commenced.

The Local Development Framework (LDF) was discussed and Cllr Robinson advised that WODC has received a large number of objections for the various Carterton proposals. Site visits will be organised for WODC Planning Committee. A full Council meeting with verbal representations from the public will be held. The LDF consultation period has been extended to the end of July to allow further comments to be received. The Clerk is to raise this issue in the next Village News.

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

Cllr Rose sent his apologies for past 6 months due to illness.

Local rail issues and winter highway maintenance was discussed. It was noted that Oxfordshire County Council's night crews are no longer available due to financial cutbacks. On behalf of OCC, Cllr Rose offered the delivery of 1 tonne of road salt in September for the community's use with distribution to be organised by the Parish Council (to include replenishment of salt bins). Cllr Jones discussed the possible distribution problems and lack of a suitable storage location of the salt. The Council felt that it was a good idea in principle, but logistics may be a problem. The Clerk clarified whether OCC would still operate their gritter lorries on the village highways regardless of this possible arrangement. Cllr Rose advised that the lorries would still operate on the existing basis.

Clerk is to add the subject to the agenda of the July meeting for further discussion and resolution.

7. To receive the Minutes of the Parish Council Meeting dated 16th May 2011.

The minutes of the Parish Council Meeting held on 16th May were accepted as a true and accurate record of proceedings. Proposed by Cllr Hodge, seconded by Cllr Stowell. Carried, one abstention due to absence.

8. To receive the Minutes of the Annual Meeting of the Parish Council dated 16th May 2011.

The minutes of the Annual Meeting of the Parish Council held on 16th May were accepted as a true and accurate record of proceedings. Proposed by Cllr Stowell, seconded by Cllr Smith. Carried, one abstention due to absence.

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

The minutes of the Extra Parish Council Meeting held on 7th June were accepted as a true and accurate record of proceedings. Proposed by Cllr Smith, seconded by Cllr Alderman. Carried, two abstentions due to absence.

10. To discuss Parish Council representation at the Methodist Church 150th Anniversary Village Day.

The Clerk distributed rotas and bouncy castle guidance notes. Cllr Smith kindly offered provision of a table and the use of his parasol. Cllr Stowell confirmed his attendance.

11. Urgent 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 'unsuitable for HGVs' road sign will be installed by the end of July.
- Cllr Bicker requested that the Parish Council obtain quotes for painting of the white pole fence adjacent to the bridge. It was resolved that the County Council will undertake this work in due course.
- Clerk is to pursue refurbishment of the footpath from St Kenelm's Hall to the Methodist Church with Cllr Rose.

(b) Discuss and resolve whether new names are to be added to the war memorial.

The Clerk arranged a site meeting with J Joslin, but the representative failed to arrive. The Clerk will urgently pursue quotations from stonemasons to enable the work to be undertaken in time for the next Service of Remembrance.

(c) To review general village maintenance tasks (to include weed killing, grass cutting and village welcome signs).

- Cllr Smith presented the Queens Coronation plaque which was originally displayed on the western side of the Brize Norton Road in the area of the Spar Shop and which needs to be re-displayed in a suitable position. Cllr Smith had been storing the plaque following its repair. It was agreed that Councillors review the area and recommend a position for installation at the next Council meeting.
- Welcome signs – Two of the signs and gates have been refurbished. The remainder will be completed at the beginning of July.
- Tree Condition Survey, WODC – WODC offered to survey village trees as part of their scheme and quoted £176.00 for 18 trees (£9.70 per tree). It was resolved that the Council would not undertake the survey.
- Highway weedkilling – Quotes:-

WODC	£128.59
McCracken & Son	£130.00
Goodwood Tree Care	£770.00

It was agreed at the Extra Parish Council Meeting held earlier this month that School Hill is to be added to the weedkilling schedule. Clerk is to accept the quotation of either McCracken & Son or WODC depending on who can undertake the work the soonest and that confirming that agricultural strength 'Round-Up' is to be used. Proposed by Cllr Stowell, seconded by Cllr Jones, carried unanimously.

- (d) Review Action Log.

The Action Log was reviewed.

- Clerk is to add snow clearing arrangements to the July agenda for final resolution.
- A list of people with 4x4's who would be able to help elderly people travel around in adverse weather/snow is to be compiled.

12. Finance.

- (a) Payments due:

Payee	Details	Amount £
Cutting Edge Promotions	Rulers	285.00
Playdale Playgrounds Ltd	Ripley Avenue Play Area refurbishment	2669.40
ABS Accounting	Annual audit work	210.00
McCracken & Son Ltd	Grass cutting	597.60
D F Williams Cleaning Services	Bus shelter cleaning	13.20
K Doughty	June salary	533.96
	Allowances	116.67
	Vistaprint	9.39
	TOTAL	662.04
Bookmarque Publishing	Village News	86.00

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

- (b) Funding requests:

West Oxfordshire Citizens Advice Bureau.

Cllr Stowell declared an interest. The Citizens Advice Bureau advise that their services are used by Minster Lovell residents. In depth support has been provided to 112 new clients who live in the ward of Hailey, Minster Lovell and Leafield. A grant of £250 was proposed by Cllr Smith. This was amended by Cllr Jones who proposed a grant of £100, seconded by Cllr Alderman, carried with 3 in favour, 1 abstention and 1 against.

- (c) Any other financial matters

- The Clerk discussed National Insurance/PAYE and is to obtain in writing confirmation that Income Tax is not payable on allowances. Further discussions are to be held with Mr Haire regarding payment of National Insurance and setting up the payment system with HMRC.

13. Allotment inspection.

It was agreed that the Council will meet on Monday 4th July at 8.00pm, in The White Hart car park to discuss the new location of the Queens Coronation plaque and then inspect the allotments.

14. Planning applications and decisions.

1.	11/0825/P/FP	Orchard House, Old Minster Lovell	Erection of single storey extension to existing dwelling, replacement garage and self contained annex.	Minster Lovell Parish Council wish to comment that policies that
	determine the Conservation Area must be upheld. In particular, concern is raised regarding the size, scale and massing of this proposed development and questions whether it is sympathetic to the setting.			
2.	11/0826/P/DCA	Orchard House, Old Minster Lovell	Demolition of garage/outbuilding.	No comment.

3.	11/0821/P/FP	21 Whitehall Close	Erection of single storey side and rear extensions.	No comment.
----	------------------------------	--------------------	---	-------------

Decisions made by West Oxfordshire District Council Planning Authority

	Ref. No.	Address	Proposed	Decision
4.	11/0590/P/FP	Minster Lovell Mill, Old Minster Lovell	Alterations and erection of single storey extension to create hydrotherapy pool for guests with adjacent treatment rooms.	Grant subject to conditions.
5.	11/0573/P/FP	Goodwood House, Burford Road	Erection of conservatory to rear elevation and alterations to access to provide new gate and stone pillars.	Grant subject to conditions.
6.	11/0474/P/FP	16 Wenrisc Drive	Erection of single storey front extension.	Grant subject to conditions.

Decisions outstanding by West Oxfordshire District Council Planning Authority

	Ref. No.	Address	Proposed	Decision
7.	11/0716/P/FP	57 Brize Norton Road	Erection of detached dwelling.	
8.	11/0620/P/FP	7 Bushey Ground, Minster Lovell	Change of use from residential to commercial (retrospective).	
9.	NPS/WR/005835	The Old Swan & Minster Mill	Licence to abstract water from the River Windrush at National Grid Ref. SP 31734 11311 for the purpose of generating hydro-electric power using an Archimedes screw turbine.	
10.	11/0288/P/FP	Dundon House, School Lane	Conversion of garage to annexe and erection of new garage/store.	

Planning Appeals - None.

Planning Enforcement

	WODC Ref. No.	Address	Details
1.	E11/0055	'Lovells' Windrush Farm, Old Minster Lovell	Possible planning breach regarding conducting a business from the address and causing a highway hazard.
2.	E11/0079	Dundon House, School Lane	Reported to WODC as building work has commenced by the property entrance (without known permission).
3.	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. Correspondence.

Letters of interest:-

- Alexandra Reeves, Orchard House – re. vandalism. *Clerk to respond that all incidents must continue to be informed to the Police in order to prompt tasking – Clerk is to request more regular patrols from PCSO Rabson.*
- Keith Butler, WODC – Council elections – *Noted.*
- Keith Butler, WODC – Code of Conduct Training – *Noted.*

4. Affordable Rural Housing Conference – Mon 11 July @ Stanton Harcourt – *Noted.*
5. West Oxfordshire Community Safety Partnership – ‘Your Community, Your Call’ event, Mon 11 July, 9.30-12.00 @ Witney Market Place – *Noted.*

- General correspondence:-**
1. OCC – Concessionary Travel Consultation information.
 2. OCC – Oxfordshire Local Transport Plan 2011-2030.
 3. OCC – Oxfordshire Library Service Consultation.
 4. OCC – Permanent closure of Dean Pit Household Waste Recycling Centre.
 5. Willow Tree Children’s Centre (OK to display?)
 6. West Oxfordshire Community Safety Partnership – Looking Out newsletter.
 7. Kompan Playgrounds.
 8. ORCC Review.
 9. OALC – May-June Update 2011.
 10. West Oxfordshire Community Safety Partnership – Safer West Oxon.
 11. OALC – July – October Training.
 12. Clerks & Councils Direct.
 13. Unlock Democracy email.
- All general correspondence was circulated after the meeting.

There being no further business the meeting closed at 8.47pm.

Forthcoming meetings:-

• Parish Council Meeting	Monday 25 th July 2011	St Kenelm’s Hall	7.00pm
• Parish Council Meeting	Monday 15 th August 2011	St Kenelm’s Hall	7.00pm

K Doughty
 Katherine Doughty
 Parish Clerk

Signature of Chairman upon approval of Minutes25th July 2011

Copies of Minutes to: Rodney Rose, County Councillor, Warwick Robinson, District Councillor and Simon Hoare, District Councillor.

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

