



MINSTER LOVELL PARISH COUNCIL

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Parish Clerk: Katherine Doughty

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MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY 20TH MARCH 2006 IN THE ST KENELM'S HALL AT 7.00PM

1. **Present:** Cllr David Haley (Chairman), Cllr Stephen Hodge, Cllr Tom Smith, Cllr Jonathan Stowell, Cllr Bryan Wall and Mrs Katherine Doughty (Clerk).

Parishioners present: 2.

Apologies for absence: Cllr Alderman, Cllr Cambray, Cllr Rose and Bridget Muller. Cllr Stephen Hodge arrived late.

The Chairman opened the meeting at 7.00pm.

2. **Declaration of interest in agenda items if considered necessary:** None.

3. **Bridget Muller, Ripley Avenue Management Committee**

The Clerk reported that she had received information from the Parish Council's insurance company regarding public liability cover for a village litter pick. Provided that the Parish Council instruct volunteers to undertake a litter pick and that the Parish Council provide equipment (not WODC), then employees and volunteers are covered. OCC advise that the first cut of verges on the outskirts of the village is likely to be towards the end of May.

Action: Clerk to request that volunteers for a village litter pick contact Bridget and a date and time be agreed to coincide with the first grass cutting. Details to be advertised in the Village News.

Quote from WODC to purchase and install one dog waste bin for Ripley Avenue received - £163.08 + £1.76 to empty per occasion (based on once per week = £91.52 per year). It was agreed that this should be installed on the south-west side of the amenity area and for it to be emptied weekly. Proposed by Cllr Stowell, seconded by Cllr Wall. Agreed unanimously.

Action: Clerk to liaise with WODC accordingly.

4. **PC Tony Lowe**

PC Lowe was not present. It was commented that youths had been driving over Glebe land, Old Minster and anti-social behaviour/vandalism noted in that area. The Clerk had received a report of police incidents during the past month in which seven calls about anti-social behaviour in the village had been made and there had been one damaged house window in Old Minster Lovell.

5. **Minutes of the previous meeting:** The minutes of the 20th February 2006 meeting were accepted as a true and accurate record of proceedings. Proposed by Cllr Smith and seconded by Cllr Wall. Carried unanimously.

6. **Matters arising from previous meeting:**

- (a) Litter Bin – Church/Ruins Car Park

Cllr Alderman had reported that he had met with Father Adrian to discuss a suitable location for a new litter bin. It was decided that it should be installed directly underneath the streetlight outside the church boundary wall and emptied every Monday. Proposed by the Chairman, seconded by Cllr Stowell. Unanimously agreed.

Action: Clerk to place an order for a bin and arrange installation/emptying.

(b) Skate 'n' Climb 2006

Permission has been granted from Minster Lovell Playing Field Trust for this years' activities to go ahead. Permission still awaited from St Kenelm's Hall Management Committee. It was agreed that as the first activity day is not far away, the Parish Council confirm the bookings with WODC as the activities can still take place without the use of the hall if necessary.

Action: Clerk to confirm this years' bookings with WODC.

(c) B4047 Signage at Old Minster Junctions

The Clerk reported that whilst discussing Council matters with Roger Bott, OCC, the subject of road signage renewal by OCC was offered free of charge. Mr Bott advised that enquiries had been made by the Mill and Old Swan to change their signage, but due to costs, did not go ahead. The two original drafts were presented to the Parish Council for consideration and it was resolved that draft no.1 be requested of the County Council. Proposed by Cllr Stowell, seconded by Cllr Wall. Unanimously agreed.

Action: Clerk to liaise with Roger Bott, OCC to order signage no.1.

(d) Dog Signs

Mike Ford has been asked to erect anti-dog fouling signs in Ripley Avenue, Cotswold Close, Upper Crescent and Wenrisc Drive and for the unused signs to be forwarded to the Clerk.

(e) A40 Bus stops

No progress reported.

Action: Clerk to chase for the bus stops to be finalised.

(f) Annual Parish Meeting

The Chairman advised that the Annual General Meeting of the Parish Council must be held in May and requested the Councillors preferences as to when the Annual Parish Meeting should take place. It was resolved that the meeting should be held in May on the same date as the AGM. Proposed by Cllr Stowell, seconded by Cllr Wall. Unanimously agreed.

Action: Clerk to draft letters to organisations who received a 2005/06 precept payment and request an update report of how the funds have been used and their attendance at the Annual Parish Meeting.

7. Finance

(a) Payments due:

| Payee | Amount £ |
|---|----------|
| Andy Taylor re. Wash Meadow tree work | 30.00 |
| D F Williams | 11.75 |
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| Society of Local Council Clerks – membership | 69.00 |
| Clerk salary March £240 + Telephone £10 + postage 90p = | 250.60 |
| CPRE membership | 26.00 |
| WODC re. planning application fee for St Kenelm's Hall | 67.50 |

Funding requests: Letter received and read to the Council, from Mrs Marie Kingsbury who requested financial support for her daughter's ballet fees. It was felt that by agreeing to the request, would set a dangerous precedent although it was pleasing to learn of a village child reaching such achievements.

Action: Clerk to reply to letter, congratulating the success to date of Ms Kingsbury and suggesting alternative organisations to approach for support. Forward letter to St Kenelm's Trust via Mr George Bennett, which may be able to offer financial assistance.

- (b) Any other financial matters: None.

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

8. Warwick Robinson, District Councillor's Report

No report available.

9. Rodney Rose, County Councillor's Report

No report available.

10. English Heritage Meeting

The Clerk read out a response from Paul Seabrook apologising for the delay in responding to our letter. A discussion ensued where Councillors expressed their concerns about the way in which English Heritage are neglecting their responsibilities to the Ruins and are not communicating effectively with the Parish Council. It was noted that people are currently sleeping at the ruins.

Action: Clerk to 1) advise English Heritage of overnight camping. 2) Advise that Councillors are anxious to meet with senior representatives asap.

11. Grass cutting and vegetation

Quotations received from JV Strong, Jim Boyland Trading and WODC for grass cutting 2006/07. OCC advise that no Agency Agreements are able to be entered into with contractors whose public indemnity limit is less than £10 million. This discounts JV Strong and Jim Boyland automatically, however WODC's limit is £25 million. The Clerk awaited a response from OCC as to whether an Agency Agreement could still be entered into for the new financial year, in time for this season's cutting.

It was resolved that should an Agreement be acceptable to OCC, the Parish Council award the contract to WODC on the basis of a minimum of 6 cuts per year with arisings collected and removed with the option to request additional cuts if necessary. Proposed by Cllr Hodge, seconded by Cllr Stowell. Unanimously agreed.

Action: Clerk (1) Contact OCC to confirm whether or not an Agency Agreement can be accepted for this financial year. (2) Inform JV Strong and Jim Boyland Trading that the Council is unable to consider their quotation because they have insufficient public liability insurance.

12. Ripley Avenue

The Clerk advised that Ady Cole had visited some guardians of youths who ride their mopeds up and down Ripley Avenue and that the anti-social behaviour had suddenly ceased. We will be kept apprised of this situation.

The Chairman reported that the car park at the parade of shops is full of youths with cars in the evenings and there is a litter problem.

Action: Clerk to email PC Tony Lowe thanking him for his efforts in Ripley and also with thanks to Ady Cole the problems have eased. However, there are still concerns with youths in the village, particularly outside the parade of shops and the old village.

Cllr Wall advised that dog fouling in Ripley Avenue amenity area is still an issue and that this should be mentioned again in the Village News. He also advised that goal nets had been requested by youths using the field and felt that it was a fair request. Proposed by Cllr Stowell, seconded by Cllr Hodge. Unanimously agreed.

Action: Clerk to purchase 2 goal nets and for Mike Ford to put up if necessary.

13. Youth shelter

Cllr Wall recommended that a youth shelter installation should be explored again. It was felt that adjacent to The White Hart car park be suitable, given that it was a central location and well lit. The old war memorial site was dismissed as unsuitable.

Action: Cllr Wall to contact the new landlords and discuss the installation of a youth shelter on a trial basis.

14. Traffic Calming

(a) Traffic through Old Minster

Paul Wilson, OCC has apologised for overlooking our request and has installed the traffic equipment in Old Minster – albeit in the wrong place. The Clerk requested that this be repositioned on the road that leads up to the church. This has been confirmed by Mr Wilson and the results from both surveys will be forwarded shortly.

Action: Clerk to specify that the traffic equipment be installed at the narrow part of the road on the hill.

(b) Vehicle Activated Signs

Work for posts and power was ordered on 16th March. OCC advise that the signs will be drawn from their stock in Norfolk and erected as soon as the posts are functional. It is currently taking at least 9 weeks to install these units.

15. Trustee – Minster Lovell Recreation Ground

Action: Clerk to 1) advertise vacancy in the Village News with ideal candidate possessing secretarial skills, an interest in the village and be a village resident . 2) Compose an advert for display on the noticeboards.

16. War Memorial

Cllr Stowell presented drawings to accompany a planning application, which were deemed acceptable to the Council. It was felt that an informal discussion with a Planning Officer be held before making a formal submission.

Action: Clerk to arrange a meeting and liaise with Cllr Stowell accordingly.

17. Village Noticeboards

The Clerk advised that an insurance claim had been made, but that a limit of claim was £344 less the £125 excess had been advised by Allianz Cornhill (not £1033 as detailed within the policy). This was discussed and was deemed to be incorrect advice from insurers.

Action: Clerk to 1) proceed with purchase of noticeboard. 2) Check with insurers that their advice is correct.

18. Planning applications and decisions

Applications submitted to the Parish Council

| | Ref. No. | Address | Details | Decision |
|----|---------------|------------------------------------|--|--|
| 1. | 06/0304/P/FP | End Bungalow, Bushey Ground | Demolition of existing dwelling and erection of new dwelling. | <p>The Parish Council objects to this application on the following points:-</p> <ol style="list-style-type: none"> 1. We view with concern the modern design which is adjacent to a listed building and surrounded by other more traditional buildings. 2. Overdevelopment of site / size and scale of proposed dwelling. 3. It is backland development. 4. It is against Minster Lovell Policy Statement. 5. The present dwelling was built under protest. 6. The plans don't show the existing dwelling. |
| 2. | 06/0283/P/FP | 146 Brize Norton Road | Conversion of loft to include raising of roof and installation of rooflights. | The Parish Council has no objection to this application although consideration should be given to the neighbouring property on the southern boundary. |
| 3. | 06/0315/P/S73 | Ash Autos, 58 Brize Norton Road | Variation of conditions 2 & 3 of planning permission W2002/0632 to allow the number of cars for sale on external display area within the red line not exceed 24 and the two spaces identified as customer parking will be retained solely for customer parking. | <p>The Parish Council strongly object to this application on the following points:-</p> <ol style="list-style-type: none"> 1. It is over-development of the site. 2. Removal of green space. 3. Changes the character to the entrance of Cotswold Close. 4. Devalues properties that overlook the business. 5. The original planning conditions should be adhered to. |

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|----|--------------|---|---|---|
| 4. | 06/0344/P/FP | Bushwell, Bushey Ground | Erection of single storey extension to provide small care home facility. | <p>It is noted that this application has changed from being residential to business (ie, that of a small care home facility).</p> <p>Accordingly, the Parish Council feel that an application should be submitted for change of use of the property from residential to business.</p> <p>However, the Parish Council wish to comment on the application that has been submitted and strongly object to this application on the following points:-</p> <ol style="list-style-type: none"> 1. Over-development of the site, in size and scale. 2. The development is against Minster Lovell Policy Statement for Bushey Ground and Minster Lovell in general. |
| 5. | 06/0455/P/FP | 71 Wenrisc Drive | Alterations to garage and boundary wall. | No comment. |
| 6. | PREM/18 | Crescent Stores Spar Ltd, Brize Norton Road | <p>Variation applications for premises licence:-</p> <p>To extend the current licensing hours to 06.00-23.00 Mon – Sat 07.00-22.30 Sun AND The premises has also had an extension to the front of the store.</p> | <p>No comment.</p> <p>(1 against application. 1 abstention. 3 for. Carried)</p> |
| 7. | PREM-255 | The New Inn, Burford Road | <p>Variation applications for premises licence:-</p> <p>Extended licensing hours for regulated entertainment, late night refreshment and sale of alcohol.</p> <p>Operating schedule details:-</p> <p>Provision of live music inside premises and in marquee attached to premises for occasional wedding receptions, parties and special occasions (ie valentines and New Years Eve etc). Live and amplified</p> | <p>It is proposed that the following be agreed:-</p> <ol style="list-style-type: none"> 1. A finish time of midnight for all activities (ie playing of music, sale of alcohol); 2. A closing time of 12.30am (although midnight would be preferable); 3. No live music is played outside the building; 4. Where live music is played inside the building, that all |

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| | | | <p>music will only be played on such special occasions only. (20.00-01.00).</p> <p>Recorded music – Soft background music for bar and restaurant. (10.00-01.00 Mon-Sun).</p> <p>Provision of late night refreshment and sale by retail of alcohol for late night diners (10.00-01.00 Mon-Sun).</p> | <p>windows/doors are closed.</p> <p>It is the PC's understanding that points 3 and 4 are recommendations from the Environmental Health department.</p> <p>It is requested that the Clerk contact WODC to clarify whether the application can be copied and distributed. If it is permitted, then the application is to be distributed to the immediate neighbours of The New Inn for their information.</p> |
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Decisions made by West Oxfordshire District Council Planning Authority

| | Ref. No. | Address | Details | Decision |
|-----|--------------|-----------------------------|---|---|
| 8. | 06/0110/P/FP | 3 Charterville Close | Erection of single storey rear extension. | Grant. Subject to usual conditions. |
| 9. | 06/0096/P/FP | The Annexe, 7 Bushey Ground | Continued use as separate dwelling (retrospective). | Grant. Subject to conditions relating to the regard for:- the neighbouring property and safety of users of the public highway. Additionally, any further development is likely to be strongly resisted. |
| 10. | 06/0176/P/FP | 103 Brize Norton Road | Erection of single storey front extension. | Grant. Subject to usual conditions. |

Decisions awaiting by West Oxfordshire District Council Planning Authority

| | Ref. No. | Address | Details | PC Decision |
|-----|--------------|-----------------------------|---------------------------|---|
| 11. | 06/0088/P/FP | Long Acres, 4 Bushey Ground | Erection of conservatory. | The Parish Council comments that the proposed conservatory is out of character with a non-listed Charterville bungalow. |

| 19. Correspondence received | | Notes/Actions |
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| 1. | <p>Items with RSVP dates/details of meetings:-</p> <p>Sqn Ldr J P Brudenell, RAF Brize Norton – Invitation to RAF Brize Norton's Annual Formal Reception – Fri 2 June 06. Cocktail party followed by a parachute display, then sunset ceremony consisting of a flypast supported by the Central Band of the Royal Air Force which will finish at 8.15pm. RSVP 5th May.</p> | <p>Cllr Hodge/ Cllr Cambray</p> |

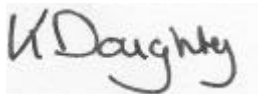
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| 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. | Planning Forum meeting – WODC are interested in finding out what users of Planning Services think about the service provided and are inviting a range of users of the service to attend a planning forum meeting, which will be one evening in May. Return form by 31 st March. Parish Transport Representatives Meeting – Mon 27 March. Any issues to be raised? Tree Condition Survey, WODC – RSVP 31 st March. Oxfordshire Highways – Change of telephone number for all area offices. 0845 310 1111. With effect from 3 rd April. Notice of Council Tax 2006/07 – Band D property is £1251.52. Witney Area Review of Subsidised Bus Services 2006 – ORCC – Offering support in advance of Witney area review of bus services - RSVP 24 th March. Circulars:- Changes to Swanbrook service 853 - OCC. Gratuities and the New Taxation Regime for Pension Schemes after 6 April 2006 – OALC. Changes to Police Station opening hours – Thames Valley Police. Home2School Newsletter – Spring 06 – OCC. Oxfordshire Minerals and Waste Development Framework. Statement of Community Involvement – OCC. Countryside Voice - CPRE magazine. Fieldwork – CPRE magazine. OCC News. | Cllr Stowell to attend Inability to purchase a through ticket for 102 & 103 services to Oxford. Unfinished cycle track. Not required. Not required. |
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There followed a 10 minute parishioner's question time. No questions were raised.

There being no further business the meeting closed at 8.45pm.

Meetings:-

- Parish Council Meeting – Monday 24th April – Methodist Church – 7.00pm.
- Parish Council Annual General Meeting – Monday 15th May – St Kenelm's Hall – 7.30pm.
- Parish Council Annual Parish Meeting – Monday 15th May – St Kenelm's Hall – 8.00pm.
- Parish Council Meeting – Monday 15th May – St Kenelm's Hall – 7.00pm.



Katherine Doughty
Clerk

Signature of Chairman upon approval of Minutes 24th April 2006

Copies of Minutes to:

- Rodney Rose, County Councillor.
- Warwick Robinson, District Councillor.
- Simon Hoare, District Councillor.