



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 16TH MARCH 2009 IN ST KENELM'S HALL AT 7.00PM

1. **Present:** Cllr David Haley (Chairman), Cllr Colin Alderman, 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: None.

The Chairman opened the meeting at 7.00pm.

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

Item 3 - Ripley Avenue Management Committee - Cllr Jones declared an interest being a resident of Ripley Avenue.

3. **Ripley Avenue Management Committee**

(a) Maintenance work

- RoSPA Report – Climbing net on Multiplay unit

Mrs Muller advised that she had filed a small area of burnt wire on the multiplay unit so that 'spikes' were removed. No further action is required.

- Neglected shrubs – Amenity Area

Cllr Bicker and Mrs Muller reported that a mechanical digger is required to remove the overgrown shrubs from the entrance of the Amenity Area. It was resolved that the Clerk contact Mr McCracken for assistance. Proposed by Cllr Stowell, seconded by Cllr Alderman, carried unanimously.

- BMX Dirt Track

Some branches and a wheel had recently been removed from the dirt track.

- Roadside gate

Mike Ford reported that due to some wear on the hinges, the gate has tipped slightly so the bottom edge on the opening side comes into contact with the path. The only solution is to remove the hinge gate post and raise it about 1 inch or so and reset it.

Approximate costs:

Hire of equipment to dig up concrete	£30 (if a generator is involved).
Concrete (couple of bags max)	£12
Labour	£40
Total	£82

It was resolved that Mr Ford undertake the above work. Proposed by Cllr Stowell, seconded by Cllr Bicker. Carried unanimously.

- Laurel trees, Amenity Area

It was noted that the laurel bushes were last pruned in December 2007 (£790) and were due their annual maintenance – the Clerk provided current photos for reference purposes. Cllr Jones declared an interest being a resident.

Cllr Haley proposed that 3 quotes be obtained for the laurels to be trimmed to 6ft, the trees on 'The Mound' and other shrubs to be tidied up also. In view of bird's nesting period, it was agreed that the work be undertaken promptly. Seconded by Cllr Alderman, 1 abstention, carried.

- Underage drinking in Ripley Avenue

The following set of events has recently occurred:-

1. Telephone call received on the morning of Sunday 1 March advising that youths had been rowdy and drinking alcohol at the play park the previous evening. The police had been called and attended at 1.30am by which time the youths were eating pizza that had been delivered.
2. Chairman visited the play park. Cllr Jones had already photographed and cleared away the bottles.
3. Cllr Haley requested that the Clerk set up a strategy meeting with representatives from OCC's Youth Service, the Police and WODC's Crime Reduction Officer with a view to agreeing how this problem can be prevented and how the young people can be worked with re alcohol abuse and mis-use.
4. Email received from the Police advising that underage test purchasing operations had been carried out at the two village shops and alcohol was sold to the 15 year olds. This may account for where the alcohol is being sourced. The Police agreed to meet with the PC as necessary.
5. Email received from Ripley Avenue resident advising of the test purchasing operations; that PC Dave Bishop, Neighbourhood Police Officer, Witney is organising a street meeting for Ripley Avenue to get feedback from the residents, patrols are being stepped up in the village and that Bill Butcher, Crime Reduction Officer, WODC is to conduct an appraisal of the play area to see if any alterations can be made to make it less attractive to teenagers late at night.

Cllr Hodge proposed that the Parish Council write to the village shops advising of our deep concern and enlist their support to reduce underage drinking in the village. Seconded by Cllr Stowell, carried unanimously.

It was noted that alcohol has been delivered to the youngsters previously and that it is difficult to stamp out such behaviour. The Parish Council has moved swiftly to organise the aforementioned meeting with a view to achieving some key outcomes from the meeting. A step up of patrols has been made.

- Pedestrian Barriers

The Clerk has liaised with the residents concerned regarding the location of the barriers and received an email by return stating that the Parish Council's proposal will be ineffective, if not promote the use of cyclists in the area. A revised plan was submitted and discussed, however this was deemed un-workable due to the proposed angles of the barriers. It was resolved that the Clerk acknowledge the suggestion but advise that the Parish Council is unable to proceed due to the length of the barriers. Cllr Stowell proposed that the original plan be implemented forthwith. Seconded by Cllr Hodge, 1 abstention, 6 in favour, carried.

4. **Minutes of the previous meeting:** The minutes of the meeting held on 16th February 2009 were accepted as a true and accurate record of proceedings. Proposed by Cllr Smith, seconded by Cllr Stowell, 2 abstentions due to absence (Cllr Alderman and Cllr Hodge), carried.

5. Lin Kennedy, Community Development Officer, RAF Brize Norton

The Chairman welcomed Lin Kennedy to the meeting. It was noted that Ms Kennedy has been in her post for 7 months but has worked as a Community Development Officer for 6 years at other stations. Her role is to link the station with the community. The attendance of an RAF representative at the village's Service of Remembrance is much appreciated and Ms Kennedy advised that confirmation of the representation should always be undertaken early in the year to avoid disappointment. It was noted that community briefing days will continue as previously undertaken.

Cllr Jones raised the subject of RAF Lyneham's relocation to Brize Norton and the knock-on effect of increased traffic congestion on the A40. (600 prefabricated buildings are being knocked down and accommodation for 800 personnel is to be built). Ms Kennedy advised that to accommodate expansion, considerations are to be made to improve the A40 and the local infrastructure.

Ms Kennedy's attendance was thanked and she left the meeting.

6. Warwick Robinson, District Councillor's Report

No report available due to absence.

7. Rodney Rose, County Councillor's Report

No report available due to absence.

8. Matters and actions arising from previous meeting.

(a) Oxfordshire County Council matters

Paul Wilson, Deputy Area Engineer, Oxfordshire County Council was welcomed to the meeting. A discussion commenced on the poor state of the Brize Norton Road. Mr Wilson advised that extensive patching work is to take place towards the end of April. The Chairman referred to a recent letter from a parishioner on the subject.

The Clerk referred to the poor state of the footpath surface between St Kenelm's Hall and the Spar shop. Mr Wilson will review the County Council's task list and advise when this is likely to be undertaken. Mr Wilson sought to undertake a re-assessment of the state of this stretch of pavement in order to give it a higher priority.

(b) Refurbishment of grass verge by Spar Shop

Mr McCracken has commenced work on installing the wooden posts outside the Spar shop. A response is awaited from Tim Shickle, OCC, so that soil aeration work can be undertaken as soon as possible. A query was raised regarding a missing post to the left of the Spar shop. Clerk to investigate as necessary.

Cllr Haley proposed that a letter be sent to local residents asking them not to park on the verge. Seconded by Cllr Alderman, carried unanimously.

(c) Experimental One-Way System, Old Minster Lovell – Paul Wilson, Oxfordshire County Council

Mr Wilson discussed improvements that are due to be made to the Experimental One-Way System. The amendments and changes are to be in place before the 2 July which is when Mr Wilson would like to make a recommendation to OCC Cabinet regarding the future of the scheme. The following points were agreed:-

- Stop line and no entry signs to be brought forward c. 2m at the bridge.
- A line is to be painted all the way up School Hill on the pavement side.
- Adjusting no entry signs at the Little Minster turning so that they are more visible to traffic.
- 'Bubble' of hatching to be marked on the road outside the old school.

Cllr Hodge raised the issue of cycling around the one-way system the wrong way in order to use the cycle-track to Witney along the old A40. Cyclists are required to obey the highway code and this practice is against the law.

It was felt that there is a problem with cars speeding up the hill. Mr Wilson is to consider marking a 'bubble hatching' on the road, on the bend by the stile exit. Cllr Alderman raised whether one or two humps could be installed to slow the traffic down.

Mr Wilson advised that the improvements are to be implemented and then speed surveys are to be undertaken before July.

Mr Wilson felt that generally, the system was beneficial and that only 2 or 3 letters of concern had been received.

(d) Old A40 Car Park

According to Mr Williams who owns the field where the footpath refurbishment is being undertaken, refurbishment work has commenced. No update had been received from the Countryside Service.

Cllr Smith raised the litter problem along the slip roads of the Old A40. Clerk to request that Street Scene visit.

(e) Other

Mill & Old Swan traffic/Little Minster – Response received from the General Manager of The Mill & Old Swan

It was noted that one regular training user of the Mill and Old Swan had failed to update the directions they give to delegates despite being given a new set last year. The correct directions have been reissued and are now in use.

There also exists a problem with route finder websites such as Multimap - an error log has been submitted. The Mill & Old Swan's driving directions on their website are correct and reflect the one-way system. It was suggested that an amendment to the sign 'No access to Old Minster' at the top of the road to 'No access to the Mill and Old Swan' would have more effect than the current set of signs. No further action is to be undertaken in this respect.

9. Finance

(a) Payments due:

Payee	Amount £
D F Williams – bus shelter cleaning	12.65
Bookmarque Publishing – Village News	54.05
SLCC Membership renewal	187.00
Citizens Advice Bureau – donation	50.00
C.P.R.E. – Membership renewal	29.00
S.L.C.C. – Conference attendance fee	56.35
K Doughty – March salary (NALC & SLCC revised salary scales with effect from 1 Apr 08)	437.67
Back pay Apr08- Feb09	12.48
Postage	2.16
TOTAL	452.31

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

Funding requests: None.

(b) Any other financial matters:

- D F Williams Cleaning Services Ltd has enquired whether the Bushey Ground/Brize Norton Road bus shelter is to be included in their cleaning schedule. It was resolved that the shelter be cleaned once every two months as part of the schedule. Proposed by Cllr Jones, seconded by Cllr Hodge, carried unanimously.
- The Clerk advised that the westward bound bus shelter on the B4047 has two windows and part of a frame missing. Queensbury Shelters has provided a quotation for the repair of the windows and frame costing £269.50 including installation. Cllr Stowell proposed that the shelter be repaired. Seconded by Cllr Alderman, 2 abstentions, 4 in favour, carried.

10. Trustees of Wash Meadow

- Operating document

The Parish Council agreed to support the revised document presented by Cllr Jones. Cllr Smith raised a wording technicality in the document, with regard to the sports and recreation clubs which was duly noted by Cllr Jones. The Clerk is to arrange a meeting with the Trustees and representatives of the Parish Council. Cllr Jones and Cllr Smith agreed to act as representatives, unless either one are unable to attend a specific meeting due to prior commitments, in which case another Councillor will be substituted.

It was agreed that the Parish Council fund a Condition Survey to be undertaken in order that the pavilion and ground can be brought up to an acceptable condition. After a meeting with the Trustees has taken place, the Trustees of Wash Meadow are to meet with the sports and recreation clubs to discuss the Operating document.

- Trustee vacancies

Emails have been received from Cllr Hodge and Cllr Alderman confirming their wish to be a Trustee. When understanding that Cllr Stowell wished to be considered as a Trustee and feeling that his services could be more fully utilised if he were not a Trustee, Cllr Hodge retracted his letter.

It was therefore proposed by Cllr Hodge and seconded by Cllr Jones that Cllr Alderman be accepted as a Trustee. Carried unanimously.

It was proposed by Cllr Smith and seconded by Cllr Hodge that Cllr Stowell be accepted as a Trustee. Carried unanimously.

The following terms of office were proposed by Cllr Stowell. Seconded by Cllr Jones, carried unanimously:-

Name	Term of office	Expiry of office
Cllr Stowell	1 year	March 2010
Mr Martyn Cross	2 years	March 2011
Mr David Lewis	3 years	March 2012
Cllr Alderman	4 years	March 2013
Mrs Dawn Haley	4 years	March 2012 (Accepted as Trustee in March 2008)

11. Street Lighting, Lower Crescent

The Clerk met with John Hamer, Street Light Inspector, Oxfordshire County Council. The war memorial site was visited and it was agreed that the street light be relocated towards the 30 mph speed limit sign. The street light is unable to be moved closer to the B4047 due to the close proximity of another street light. A quote has been received for £537 + VAT. Cllr Alderman proposed that the quote be accepted, seconded by Cllr Stowell, carried unanimously. Clerk to pursue whether the 30mph speed sign can be relocated to another existing sign in the vicinity.

Lower Crescent was visited and the most suitable area for a new street light determined at the junction half way along the lane. The Clerk obtained local opinion that this site was acceptable. Quote is awaited.

12. War memorial/grass verge boundary

The Clerk had spoken with Mr Brown and concluded that he will be looking to repair the wall (as per the expectation of the Wellington Pub Company, property owners).

When asked about extending the wall at the Parish Council's expense, Mr Brown has refused permission as he would be liable for it's future maintenance. However, Mr Brown advises that should the PC wish to build a wall on the grass verge, ie Oxfordshire County Council land, then that is a matter for the Parish Council to consider.

Cllr Stowell agreed to remove the remembrance wreaths that were presented at last years service.

13. Nomination of Parish Representatives

(a) Parish Transport Representative

No applications received.

14. New bus stop, Brize Norton Road (southern bound buses)

Cllr Haley investigated the area and the only possible site would be outside Angela's Taxis, but this is clearly far too close to the Wenrisc Drive junction. No further action can be taken in this matter.

15. Welcome pack

The Chairman reported that year 13 (sixth form) pupils at Burford School will be able to help with this project from September onwards.

16. Village allotments

A valuation report from DVS Property Specialists (District Valuers) has now been received. The current rental value of the land based on a lease of 10 years is £375pa or for a 15 year term £400pa.

Cllr Alderman proposed that we write to Mr Strange with the proposed rate and seek his acceptance. Copy of the report to be forwarded also. Seconded by Cllr Stowell, carried unanimously.

17. Planning applications and decisions

	Ref. No.	Address	Proposed	Decision
1.	09/02225/P/FP	19 Whitehall Close	Removal of existing conservatory and garage and erection of single storey side and rear extension to include replacement garage.	No objections.

Decisions made by West Oxfordshire District Council Planning Authority

	Ref. No.	Address	Proposed	Decision

Decisions outstanding by West Oxfordshire District Council Planning Authority

	Ref. No.	Address	Proposed	Decision
2.	09/0073/P/FP	53 Charterville Close	Erection of attached dwelling.	

Planning Appeals

	Ref. No.	Address	Proposed	Decision
3.	08/0892/P/S73 APP/D3125/A 08/2091680/NWF	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.	Respond by 19 January 2009
4.	08/0717P/FP / 08/2088889/NWF	138 Brize Norton Road	Erection of four dwellings with work at home facilities. New vehicular access.	Informal Hearing Date 18 March @ 10.00, Committee Room 2, Woodgreen.

The Clerk will be circulating the West Oxfordshire District Council's Local Development Framework Core Strategy - Interim Position Statement February 2009 public consultation document. An extraordinary meeting will be held on Monday 30 March, 7.30pm at the Methodist Church to co-ordinate the Parish Council's response.

18. Correspondence

1. Minster Lovell Playgroup – Thanking the Parish Council for the grant.
2. Local Development Framework Core Strategy consultation document.
3. Email, Christine Jones regarding overgrown trees on private land. *Refer to WODC Environmental Services & Citizens Advice Bureau.*

General:-

1. Notice of Council Tax 2009/10. *To be displayed on a noticeboard.*
2. CPRE Oxfordshire Campaign Briefing 9 Mar 09.
3. Health News NHS Oxfordshire.
4. Thames Valley Police – Community Policing Awards.
5. Oxfordshire PCT – Equality in healthcare.
6. Cotswold Lion newspaper.
7. OALC Update for Members – Feb 09.
8. Fieldwork magazine.

There followed a 10 minute parishioners' question time. No discussion arose.

There being no further business the meeting closed at 9.00pm.

Meetings:-

• Extraordinary Parish Council Meeting – Local Development Framework (open to parishioners)	Monday 30 th March	Methodist Church	7.30pm
• Meeting of the Standards Committee & Review of the Code of Conduct	Thursday 2 nd April	Committee Room 2, WODC Council Offices, Woodgreen	4.00pm

• Extraordinary Parish Council Meeting – Ripley Avenue Anti-social Behaviour/Underage Drinking Strategy Meeting	Monday 6 th April	Methodist Church	7.30pm
• Trustees of Wash Meadow meeting with PC representatives	Tuesday 7 th April – TO BE CONFIRMED	Methodist Church	7.30pm
• Parish Transport Representatives Meeting	Wednesday 15 th April	Meeting Rooms 1 & 2, County Hall, Oxford	1.30pm
• Parish Council Meeting	Monday 20 th April	St Kenelm's Hall	7.00pm

K Doughty

Katherine Doughty
Parish Clerk

Signature of Chairman upon approval of Minutes 20th April 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