



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 21TH MARCH 2011 IN ST KENELM'S HALL AT 7.00PM

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

Parishioners and visitors present: 1.

Apologies for absence: District Councillor Warwick Robinson and County Councillor Rodney Rose.

The Chairman opened the meeting at 7.00pm.

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

3. **Ten minute parishioner's question time on agenda items.**

No questions were raised.

4. **To review urgent matters arising at Ripley Avenue Amenity Area.**

- (a) To review maintenance work

- RoSPA Report and Quote

The Clerk referred to the recent RoSPA report undertaken at the play area and advised that Playdale Playgrounds do not have inspectors, but rely solely on receipt of RoSPA reports to determine action required. Playdale then provide a quote to supply and install the required materials. A comprehensive quote has been received from Playdale at £2224.50 + VAT.

Mike Ford has also spoken with Playdale regarding the two platforms and has been advised that these must be replaced without delay.

Cllr Stowell proposed that because minimum funds have been spent on the play area over the previous 10 years, that the quote is accepted. Seconded by Cllr Hodge, carried unanimously.

Cllr Smith advised that he was unable to repair the self closing gate without a possible negative impact on the Council's insurance. It was resolved that Mike Ford undertake work to raise the height of the gate to stop it catching on the ground.

Cllr Stowell recommended that depreciation of all Council-owned equipment should be included in the end of year Financial Statements so that the age and value of equipment may be considered when funds are required to be spent on them.

- Email from Mrs Anderson

The Council resolved that cleaning of a footpath leading from Ripley Avenue Amenity Area is not economical as it could be cleaned one day and then dirty again the next. Furthermore, it was considered that the problem has improved due to the installation of a ground reinforcing mat in the area concerned.

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

Cllr Bicker reported that the track needs to be dressed with a surface of earth and compacted. B & E Skips will be approached for a suitable quantity of earth to be provided. Mrs Muller offered her help if necessary. Cllr Bicker is to speak with Mr Johns (Witney Plant Hire) for hire of the appropriate equipment. Cllr Stowell proposed that a budget of £200 is made available to cover all expenses. Seconded by Cllr Hodge, carried unanimously.

- (c) To resolve whether tree surgery is required to trees adjacent to 25 Ripley Avenue.

Nick Dalby, Landscape & Forestry Officer for WODC advised that he cannot give general advice about trees unless they are the subject of planning control. However, he feels that from looking at the photographs, the trees still look quite young and so remedial surgery for safety reasons is unlikely to be required. The prospect of root damage is difficult to predict without undertaking work to establish the type of soil and the depth of foundations of the building.

He has forwarded a list of contractors the Council could use to obtain advice about the trees although potential subsidence issues would have to be undertaken by a building surveyor. The Clerk has contacted one of the contractors to obtain a quote to provide a health & safety assessment of the condition of the trees. The quote has been received at a cost of £225 + VAT.

It was resolved that the Clerk obtain quotes for up to 30% removal from the trees. Cllr Alderman proposed that a budget of £200 is agreed in order to have both trees lopped, seconded by Cllr Stowell, carried unanimously.

- (d) To resolve reported anti-social behaviour.

- A report of anti-social behaviour was received in which Police were called to Ripley Avenue play area on Wednesday 23 March. As the matter was resolved, a letter from the Council will not be sent to the parents of the young people involved, on this occasion.
- The Clerk read emails from a parishioner noting that 90% of dog walkers at Ripley Avenue Amenity Area do not keep their dogs on leads and that the football goalmouths are used as a dog toilet. The parishioner has offered to advise the Council of all offending dog walkers so that further action can be taken.

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

The Council referred to recent waste recycling and collection problems that Cllr Robinson has addressed with WODC. It was noted that improvements will be made and problems are now resolved.

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

No report available due to Cllr Rose's absence. The Clerk is to send a 'get well' card from the Parish Council.

7. To receive an update report from West Oxfordshire District Council on local flooding issues and to review the Environment Agency's Surface Water Flood Risk information

The Clerk referred to correspondence received from WODC and Mr Whitby of 92 Brize Norton Road.

WODC has reserved £43,000 to be spent as contributions to help solve local flooding issues that do not meet criteria for National Grant Aid. Applications to receive part of that money can be received after the 5th April. The applicant must contribute at least 25% of the cost of the scheme.

On investigation, it was found that a suitable flood barrier for properties on the Brize Norton Road of 50-60m in length at £300 per metre equates to approx. £18,000.

Mr Whitby advised that he and his neighbours feel very disappointed with the lack of action by WODC and that as they are retired, funds are not available for this purpose.

It was resolved that the Clerk obtain publicity information from WODC and send it to residents who have previously been effected by flooding and include details in the next edition of the Village News.

8. To receive the Minutes of the last Parish Council Meeting (21st February 2011).

The minutes of the Parish Council Meeting held on 21st February 2011 were accepted as a true and accurate record of proceedings. Proposed by Cllr Alderman, seconded by Cllr Bicker. Cllr Stowell abstained from voting due to non-attendance at the February meeting. Carried.

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

(a) Oxfordshire County Council matters.

- Salt bins - Clerk is to discuss location of the proposed bin for Old Minster (by church car park) and draft payment accordingly for this and the new Wenrisc Drive bin.
- Windrush Farm highway concerns – Clerk is to contact Enforcement Team, Planning, WODC regarding cars parking on both sides of the highway thereby causing a hazard and register that the property may be being used as a business.
- Road sweeping for Old Minster – Clerk to contact OCC and report that the road sweeping for Old Minster was poorly undertaken.

(b) To resolve whether the village boundary is to be changed so that it follows the line of the A40.

It was noted that the recent request for the change of village boundary has been made by Brize Norton Parish Council. Information has been requested from the Clerk of Brize Norton Parish Council to enable the Council to make a considered response (by 28 April).

(c) To discuss and resolve village grass cutting contractor issues.

The Clerk advised that McCracken & Son's quote of £3491 + VAT has been confirmed due to the provision of 2 unfavourable references for Continental Landscapes who provided the cheapest quote of £2480 + VAT. Information was circulated to all Councillors via email prior to the meeting and it was noted that 6 Councillors were in favour of accepting McCracken & Son's quote, 1 against, carried.

It has been made clear to McCracken & Son that we expect a first class service. McCracken & Son has responded thanking the Council for accepting their quote, advising that they train their employees to a high standard and that they are happy to undertake hedge cutting by the bridge in Old Minster free of charge.

Clerk is to contact OCC to request that the white pole fence is repainted after the hedge cutting has been undertaken.

(d) To discuss and resolve restoration of Village Welcome Signs.

Councillors referred to photographs taken by Cllr Stowell depicting the poor state of 5 of the Village Signs and 1 Village Sign where the border and lettering had been repainted with black Hammerite paint. It was resolved that the Clerk ask Mike Ford to quote for repainting the borders and lettering of the remaining signs. It was felt that the pictures and background of the signs only need to be cleaned. Cllr Stowell proposed that a budget of £200 is available for this work, seconded by Cllr Alderman, carried unanimously.

(d) Village Welcome Pack.

It was resolved that the Village Welcome Pack is now ready for distribution. The Clerk was thanked for her work in this respect.

(e) Review Action Log.

- Old Swan & Minster Mill Easter Activities 15-26 April - The Clerk advised that she had liaised with Clive Salisbury, Area Pollution Officer, WODC regarding whether clay pigeon shooting required a license or permission from Local Authorities, which in this case, it does not. He has advised that he will discuss noise reduction possibilities with the proprietors nearer the time and that should local residents feel that the disruption is unacceptable, that they contact him (office 861378/out of hours 705056).

It was resolved that 1) the Clerk contact WODC to request that no lead shots are used as there is a high chance they will contaminate the river; 2) that the Clerk write to the proprietors expressing deep concern in relation to the impact of the activity and noise over the Easter weekend and questioning whether the shooting will be available to non-residents; and 3) copies of the proprietor's email will be displayed on the Council noticeboards and website with Mr Salisbury's contact details to ensure parishioners are aware of the possible disruption. Proposed by Cllr Hodge, seconded by Cllr Alderman, 1 abstention due to interest as an employee, carried.

- Snow clearance – Clerk to pursue for resolution at the April meeting.
- Oil bulk buying scheme – Cllr Stowell updated the meeting on cost savings and confirmed his co-ordination role.
- Methodist Church 150th celebration – Cllr Jones and Cllr Bicker agreed to work on a rota for the bouncy castle (sponsored by the Parish Council) and the Clerk will create and attend a stand promoting the activities of the Parish Council.

10. Finance.

(a) Payments due:

Payee	Details	Amount £
Funtime Inflatables Ltd	Bouncy castle for Methodist Church 150 th Celebrations	95.00
	Bouncy castle for Ripley Avenue Fun Day	120.00
	Total	215.00
S.L.C.C.	Annual membership	106.00
O.A.L.C.	Annual membership	254.03
D F Williams Cleaning Services	Bus shelter cleaning	19.80
K Doughty	March salary	533.96
	Expenses	58.73
	Postage	<u>3.52</u>
	Total	596.21

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

(b) Funding requests.

None.

(c) To resolve whether the Clerk's Contract of Employment requires updating and discuss implementation of NI & PAYE schemes.

It was noted that HMRC now require all Councils to operate a PAYE scheme for the Clerk and Responsible Financial Officer, where a flexible approach by HMRC was previously undertaken in this respect. The Clerk previously circulated details by email. It was resolved that this was acceptable and the Clerk and Chairman are to meet with the Internal Auditor to make appropriate arrangements. The Clerk's salary and expenses are to be paid in equal monthly payments direct to the Clerk's bank account.

11. Planning applications and decisions.

Applications submitted to the Parish Council

	Ref. No.	Address	Proposed	Parish Council Decision
1.	11/0367/P/FP	Box Tree Villa, Burford Road	Erection of single storey extension to dwelling and new detached three bay garage with games room over.	Minster Lovell Parish Council strongly object to this application as it is contrary to the following West Oxfordshire Local Plan 2011 policies:-
<p>BE2 – General Development Standards – a), b), e).</p> <p>The garage does not respect the existing scale and character of the surrounding area and is incongruous for the Windrush Valley.</p> <p>H2 – General residential development standards – a), f).</p> <p>If granted, the application would set an undesirable precedent for other sites in the area, 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>BE8 – Development affecting the setting of a Listed Building</p> <p>It is considered that the proposed garage was unacceptably effect the setting of the neighbouring listed buildings.</p> <p>BE5 – Conservation Area</p> <p>No development is permitted north of the B4047 as it is a Conservation Area. The proposed development will erode and detract from the character of this area.</p>				
2.	11/0348/P/FP	The Hollies, 35 Brize Norton Road	Erection of replacement bungalow (retrospective).	Minster Lovell Parish Council strongly object to this application as it is contrary to the following West Oxfordshire Local Plan 2011 policies:-
<p>BE2 – General Development Standards – a), b).</p> <p>The bungalow absolutely contravenes local policy statements regarding backland development. If the illegally built bungalow was <u>not</u> retrospective, no similar application would be granted.</p> <p>The property does not respect the existing scale and character of the surrounding area. The replacement bungalow is the same size as the original property.</p> <p>H2 – General residential development standards – a), d) f).</p> <p>If granted, the application would set an undesirable precedent for other sites in the area, 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>				

Decisions made by West Oxfordshire District Council Planning Authority

	Ref. No.	Address	Proposed	Decision
3.	11/0193/P/FP	162 Brize Norton Road	Creation of first floor and erection of porch and conservatory.	Grant subject to conditions.

4.	MW.0125/10	Supergas Industrial Estate, Minster Lovell, Witney	Change of use of parking/industrial area to a recycling/distribution area for paper, kitchen waste, glass, plastics, cans and cardboard including the sorting and baling of plastics, cans and cardboard. The construction of open bays for recyclables, three sided, open fronted structure to house baler and roof structure for kitchen waste. Erection of light columns. The erection of two portable buildings and one modular building to be used as offices, toilets and welfare facilities. Provision of parking for staff and visitors' vehicles and refuse recycling vehicles at Supergas Ind. Est., Minster Lovell, Witney.	Grant subject to conditions.
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Decisions outstanding by West Oxfordshire District Council Planning Authority

	Ref. No.	Address	Proposed	Decision
5.	11/0219/P/FP	10 Brize Norton Road	First floor side and rear extensions. Conversion of garage to provide additional living accommodation.	Minster Lovell Parish Council wish to comment only that representations from neighbours are to be considered.
6.	11/0193/P/FP	162 Brize Norton Road	Creation of first floor and erection of porch and conservatory.	No comment.
7.	11/0057/P/FP	57 Brize Norton Road	Erection of detached dwelling.	Minster Lovell Parish Council wish to comment only on the following basis:- <ul style="list-style-type: none"> • The proposed building is in very close proximity to 55 Brize Norton Road. • The size of the proposed dwelling is overbearing in relation to neighbouring properties. • Minster Lovell's Policy Statement is to be upheld in relation to the size of the plot for a new building.

8.	11/0233/P/FP	Minster Lovell Mill, Old Minster Lovell	Erection of single storey extension to create hydrotherapy pool and treatments rooms.	Minster Lovell Parish Council strongly object to this application as it is contrary to the following West Oxfordshire Local Plan 2011 policies:-
<p>Policy NE4 i) and ii) – It is considered that further erosion into Minster Lovell's AONB is unacceptable. Alternative sites outside of the AONB could be found and it is not in the public or community interest for the above facilities to be located in Old Minster Lovell.</p> <p>Policy T1 – The pool and treatment rooms would attract significant increased traffic flow on Old Minster Lovell's roads. It is noted that "development in the rural areas, including new uses of existing buildings, will be strictly controlled." Public transport is not available to Old Minster Lovell.</p> <p>Policy E7 – The proposals for the expansion are not commensurate with the scale and character of the locality. It is considered that the proposals represent over-development of the site and the proposed style is inconsistent with an AONB.</p> <p>Policy BE2 – a) – The application is considered to be not well-designed and does not respect the existing scale, pattern and character of the surrounding area. The flat roof and proposed construction materials are incongruous with the current buildings on the site and of the local environment.</p> <p>b) – The extension does not respect or enhance the form, siting, scale, massing and external materials of adjoining buildings with local building traditions. It is understood that a new extension should not necessarily copy an existing building design, however the design and construction elements of this application (as listed above) are out of place for Old Minster Lovell.</p> <p>Policy TLC1 – The application is considered not to meet any aspects of this policy. The proposed extension does not respect or enhance the intrinsic qualities of the District. It is unknown whether such facilities will be made available to the local community. The extension's scale, design and siting is considered inappropriate.</p>				
9.	11/0077/P/FPEXT	Dundon House, School Hill	Erection of first floor garage extension to form staff accommodation. (To extend the time limit of planning permission 07/2211/P/FP).	No comment.

Planning Appeals

	Ref. No.	Address	Proposed	Deadline for response to Planning Inspectorate
	None			

Planning Enforcement

- **Happy Days, Burford Road**

A sample of the Cotswold stone wall has been assessed and accepted by WODC. The residents are now required to build the wall by the beginning of April.

12. Correspondence.

Letters of interest:-

1. Enquiry from Mr Empson, allotment holder – asks whether he can cultivate a footpath that due to the internal fencing arrangements of the allotments, is not used. *No footpaths are to be cultivated.*
2. Note from Carol Sails, 53 Charterville Close regarding gully emptying. *No action required.*
3. WODC Notice of Election and Notice of Referendum.
4. WODC Notice of Council Tax.
5. OCC – Parish Transport Representatives Meeting – Tuesday 29 March, 1.30pm.

General correspondence:-

1. May Guerny Planning Conditions.
2. ORCC News Bulletin – March 2011.
3. OCC Revised Household Waste Recycling Centre Strategy for Oxon.
4. TVP Witney Neighbourhood Management Update – March.
5. West Oxfordshire Community Safety – March newsletter.
6. OxOnline – Update.
7. Environment Agency – Publication of Flood Map Updates.
8. WODC Oxfordshire Cotswolds News – February 2011.
9. OALC Members Update – February 2011.
10. Clerks & Councils Direct – March 2011.
11. OALC – Implementation of PAYE for Council Staff.
12. NALC – Communities in Action Conference & Exhibition information.
13. OCC – Publicising the 2011 Census.
14. OCC – Oxfordshire Car Share.
15. TVP – ‘Nominate a Neighbour’ cards.
16. CPRE – February Briefing.
17. ORCC Oil Buying Scheme – Savings made so far.
18. The Queen Elizabeth II Fields Challenge.
19. Came & Company ‘Parish Matters.’
20. Cerda Planning Ltd – Company information.
21. Internal Audit & Compliance Ltd – Company information.

Further general correspondence was circulated after the meeting.

A meeting with English Heritage has been confirmed for Thursday 24 March at 10.00am. Councillors are to meet at the entrance to the ruins from the Churchyard.

There being no further business the meeting closed at 8.55pm.

Forthcoming meetings:-

• Annual Parish Meeting	Monday 18 th April 2011	St Kenelm's Hall	7.00pm
• Parish Council Meeting	Monday 16 th May 2011	St Kenelm's Hall	7.00pm
• Annual Meeting of the Parish Council	Monday 16 th May 2011	St Kenelm's Hall	8.00pm
• Parish Council Meeting	Monday 20 th June 2011	St Kenelm's Hall	7.00pm



Katherine Doughty
Parish Clerk

Signature of Chairman upon approval of Minutes 18th April 2011

Copies of Minutes to:

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