



## MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

**Parish Clerk: Katherine Doughty**

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

Email [miparishclerk@bopenworld.com](mailto:miparishclerk@bopenworld.com)  
Tel/Fax (01993) 709189

### MINUTES OF PARISH COUNCIL MEETING HELD ON TUESDAY 20<sup>TH</sup> MAY 2008 IN MINSTER LOVELL METHODIST CHURCH AT 7.00PM

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

**Parishioners present:** 4.

**Apologies for absence:** Cllr Sue Bicker and District Councillor Warwick Robinson.

The Chairman opened the meeting at 7.00pm.

- Declaration of interest in agenda items if considered necessary:**

None.

- Ripley Avenue Management Committee**

- Maintenance work

Mr Ford is awaiting new resin to be delivered before he can repair the patch under the swings. Cllr Smith agreed to re-assess the tree work agreed earlier in the year, in Ripley Avenue Amenity Area before contacting Cotswold Tree Surgery for a quote.

- Bike ramps

The Clerk reported that she had spoken with Allianz Insurance regarding Public Liability insurance. They re-inforce the need for a professional contractor (who has their own public liability insurance) to design, manufacture and install the jumps. This is so that mud rutting can be avoided. Allianz also advise that during the summer holidays, it is likely that daily safety inspections will be needed and that ongoing maintenance will be required to avoid the potential for injury. In summary, they really are not keen whatsoever with insuring the mud jumps.

Cllr Stowell proposed that the Parish Council look to obtain quotes/guidance from other insurers for this purpose. Cllr Hodge agreed to undertake this research. Seconded by Cllr Smith. Carried unanimously.

- Bin hardstanding area

The Clerk advised that she had emailed and telephoned G Hill & Sons to confirm the quote for Ripley Avenue tarmacing work, but had received no response. Clerk to write and pursue.

- Other

- Pedestrian barrier

Paul Wilson has advised that there is potentially a problem with installing the pedestrian barrier between the Amenity Area and Ripley Avenue. The barrier needs to be installed to the left of the footpath therefore leading footpath users onto the front garden of number 18 Ripley Avenue. It was agreed that a second barrier or birds-mouth fencing be installed on the perimeter of the garden to avoid the problem.

- Children's football training

The question as to whether a public liability insurance certificate had been presented to the Parish Council arose. The Clerk advised that a certificate had not been received and it was reported that the training sessions were understood to be going ahead. Clerk to write to Mr Crozier to advise that insurance must be obtained before training be undertaken otherwise permission for use of the Amenity Area will be withdrawn.

4. **Minutes of the previous meeting:** The minutes of the meeting held on 21<sup>st</sup> April 2008 were accepted as a true and accurate record of proceedings. Proposed by Cllr Alderman, seconded by Cllr Hodge, carried unanimously.

The minutes of the extra-ordinary meeting held on 6<sup>th</sup> May 2008 were accepted as a true and accurate record of proceedings. Proposed by Cllr Alderman, seconded by Cllr Smith, carried unanimously.

5. **Matters and actions arising from previous meeting.**

- (a) Oxfordshire County Council matters

- Experimental One-Way system, Old Minster Lovell.

Problems have been experienced regarding bags being removed from the one-way signs. These have been put back on promptly. The Road Traffic Order will go live on Friday 30th May.

- New bus shelter at Bushey Ground

Installation is due on Friday 30 May.

- Old A40 Car Park

No update, Clerk to pursue.

- (b) Location of Recycling Bins

The Clerk requested and is awaiting proposals from Bob Lightfoot for the revised site details.

- (c) Refurbishment of grass verge by Spar Shop

*See Appendix A.* Paul Wilson advises that this scheme will cost an estimated £5050.

A parishioner has requested that within this refurbishment scheme, the fencing or bollards are extended along the grass verges in front of the properties up to St Kenelm's Hall as they have had terrible trouble with vehicles parking and turning on the verge in front of their property. They have also had their driveway blocked by a stream of the Thames Water/Roarty work vans wanting to visit the Spar Shop.

It was agreed that the Clerk amend the scheme to include bollards further along the Brize Norton Road (*see Appendix B*). Upon approval of the revised scheme by OCC, quotations to be received from local contractors

- (d) Other

- Posts for opposite Bridge Cottage

MDP Fencing has offered to install the posts free of charge.

- Addition to grass cutting schedule / WODC contractors

The Clerk requested by email that David Jones, WODC, progress the matter promptly and received no reply. It was agreed that the PC withhold payment of future invoices until the matter is resolved.

## 6. War memorial update

The Clerk advised that she had written to The White Hart regarding the repair and extension of the dry stone wall and awaits a response. Cllr Stowell is to contact Joslins regarding the completion of the stone-cutting work.

## 7. Finance

(a) Payments due:

Payee	Amount £
ORCC (annual subscription)	20.00
OALC (annual subscription)	247.28
H.C.Slingsby (wooden posts Old Minster)	67.85
D.F. Williams (bus shelter cleaning)	12.93
K Doughty (May salary and expenses)	344.80
ABS Accounting (financial accounts and audit work)	180.00
Cllr Sue Bicker (fuel expenses for course attendance)	10.00

It was agreed that the above cheques are signed. Proposed by Cllr Smith, seconded by Cllr Hodge, carried unanimously. The Clerk was requested to draft a formal expenses form for future claims by Councillors.

(b) Funding requests: None.

(c) Any other financial matters: None.

## 8. Laying of new water mains B4047

Paul Wilson, OCC, has advised that the water mainswork is almost complete and there is now a long list of remedial works to be completed. The contractors are allowed up to 1 year to complete the works. Clerk to write to Thames Water to discuss:-

- concerns at the state of the roads.
- traffic hazards with sight lines out of junction.
- accurate timescales for completion of works.

## 9. Village barbecue

Cllr Bicker has advised that this idea has been withdrawn due to the difficulties in organising. It has been left that Amanda Henshall, Burford School Association will organise as necessary.

## 10. Warwick Robinson, District Councillor's Report

No report due to absence.

## 11. Rodney Rose, County Councillor's Report

Full report to be received at the Annual Parish Meeting.

## 12. Parish Council Elections

The Declarations of Acceptance of Office forms were duly signed and completed by all Councillors. Code of Conduct forms were completed by all Councillors and passed to the Clerk. Clerk is to advertise the Councillor vacancy for co-option by 20 June.

## 13. Planning applications and decisions

	Ref. No.	Address	Proposed	Deadline for response to WODC
1.	08/0717/P/FP	138 Brize Norton Road	Erection of four dwellings with work at home facilities. New vehicular access.	<p>Minster Lovell Parish Council strongly object to this application on the following basis:-</p> <ul style="list-style-type: none"> <li>• Policy BE3 – (a) and (b)</li> </ul> <p>The location of the development is set at a dangerous point in the Brize Norton Road and particularly that it is opposite a commercial recycling site where hundreds of traffic movements occur on a daily basis.</p> <p>It 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> <ul style="list-style-type: none"> <li>• Policy H2 – (a), (e) and (f)</li> </ul> <p>This is backland development.</p> <p>The development would set an undesirable precedent for other similar unique Chartist plots.</p>

2.	08/0704/P/FP	J S Motor Services Ltd, Bushey Ground	Erection of two storey front and single storey side extensions.	Minster Lovell Parish Council comment only as follows:-  1) Planning Officers are to take into consideration the visual impact of the proposal. 2) The plans do show that it is larger in scale than the existing. 3) There will be an increased traffic load on an unadopted road, to and from the Brize Norton Road with expansion of the business.
3.	08/0560/P/FP	Greenacres, Lower Crescent	Removal of existing conservatory and shed. Erection of single storey side and rear extension.	No comment.
4.	08/0598/P/S73	12 Brize Norton Road	Non compliance with condition 3 of planning permission 07/1382/P/FP to allow all external extension walls to be rendered.	No comment.

#### Decisions made by West Oxfordshire District Council Planning Authority

	Ref. No.	Address	Proposed	Decision
5.	08/0408/P/FP	27 Upper Crescent	Erection of two storey rear extension.	Refuse.

#### Decisions outstanding by West Oxfordshire District Council Planning Authority

	Ref. No.	Address	Details	Decision
6.	08/0347/P/FP	Happy Days, Burford Road	Erection of two storey rear extension.	
7.	08/0348/P/LB	Happy Days, Burford Road	Internal and external alterations.	
8.	08/0508/P/FP	Windrush House, Burford Road	Construction of new building within footprint of existing outbuilding and erection of extension to outbuilding to form self contained ancillary accommodation.	
9.	08/0508/P/FP	Windrush House, Burford Road	Internal and external alterations to outbuilding.	
10.	PREM/140	The Mill & Old Swan	Performance of live music in the Old Swan garden during the hours of 12.00 and 4.00 on Sundays, for the months of June, July, August and September.	The Licensing Panel will meet to determine application on 29 May at 10.00, Woodgreen. Clerk to check if we are to attend.

11.	08/0535/P/FP	42 Upper Crescent	Erection of detached chalet bungalow with integral garage and associated parking.	
12.	N/A	115 Brize Norton Road	Extension of existing waste recycling facility to accommodate new plant, building, vehicle parking/skip storage area and weighbridge.	

#### Decisions made by West Oxfordshire District Council Planning Authority

None.

#### Planning Appeals:-

Mr & Mrs I Cross – 5 Upper Crescent – Conversion of part of existing accommodation to provide self contained flat (retrospective). **Appeal has been dismissed.**

**New appeal** - Mr & Mrs S Middleton – Land to the rear of 125 Brize Norton Road – Conversion of existing swimming pool and fitness building into dwelling.

The Parish Council meeting was adjourned. The Annual Parish Meeting commenced at 8.12pm. The Parish Council Meeting resumed at 8.50pm.

#### 14. Correspondence

##### Correspondence of interest:-

1. Local Council Liaison Event 2008, OCC. Mon 10 Nov, Henry Box School, 6pm-9pm.
2. OALC AGM – 9 June 08, 7.30pm, Stratfield Brake Sports Pavilion, Kidlington.
3. Email from Cllr Stephen Hodge regarding unsatisfactory level of service regarding WODC's grass cutting. *Cllr Hodge is to contact the Clerk by Thursday 22 May if requested areas have not be cut.*

##### General:-

4. MLPC Audited Accounts, Bill Haire.
5. Consultation on Bus Strategy.
6. Who's my Bobby update.
7. Home 2 School Newsletter, Summer 08.
8. Cotswolds AONB Management Plan.
9. Ministry of Justice – British statement of values.
10. The Oxford Garden Company – information.
11. WODC Music Diary.

There followed a 10 minute parishioner's question time.

A parishioner questioned whether the Spar shop grass verge design could (1) be displayed on the village noticeboards. *Yes, once the scheme is approved by OCC.* (2) Be distributed to householders in the area. *Yes, once approved by OCC.*

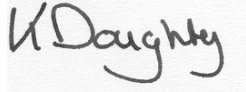
Query regarding the black & white fingerpost installation in Old Minster Lovell. *This is now overdue for installation by OCC.*

Bridge (western side) and Causeway damaged. *Clerk to take photos and report to OCC.*

There being no further business the meeting closed at 9.08pm.

**Meetings:-**

- Parish Council Meeting – Monday 16<sup>th</sup> June – St Kenelm's Hall – 7.00pm.
- Parish Council Meeting – Monday 21<sup>st</sup> July – St Kenelm's Hall – 7.00pm.



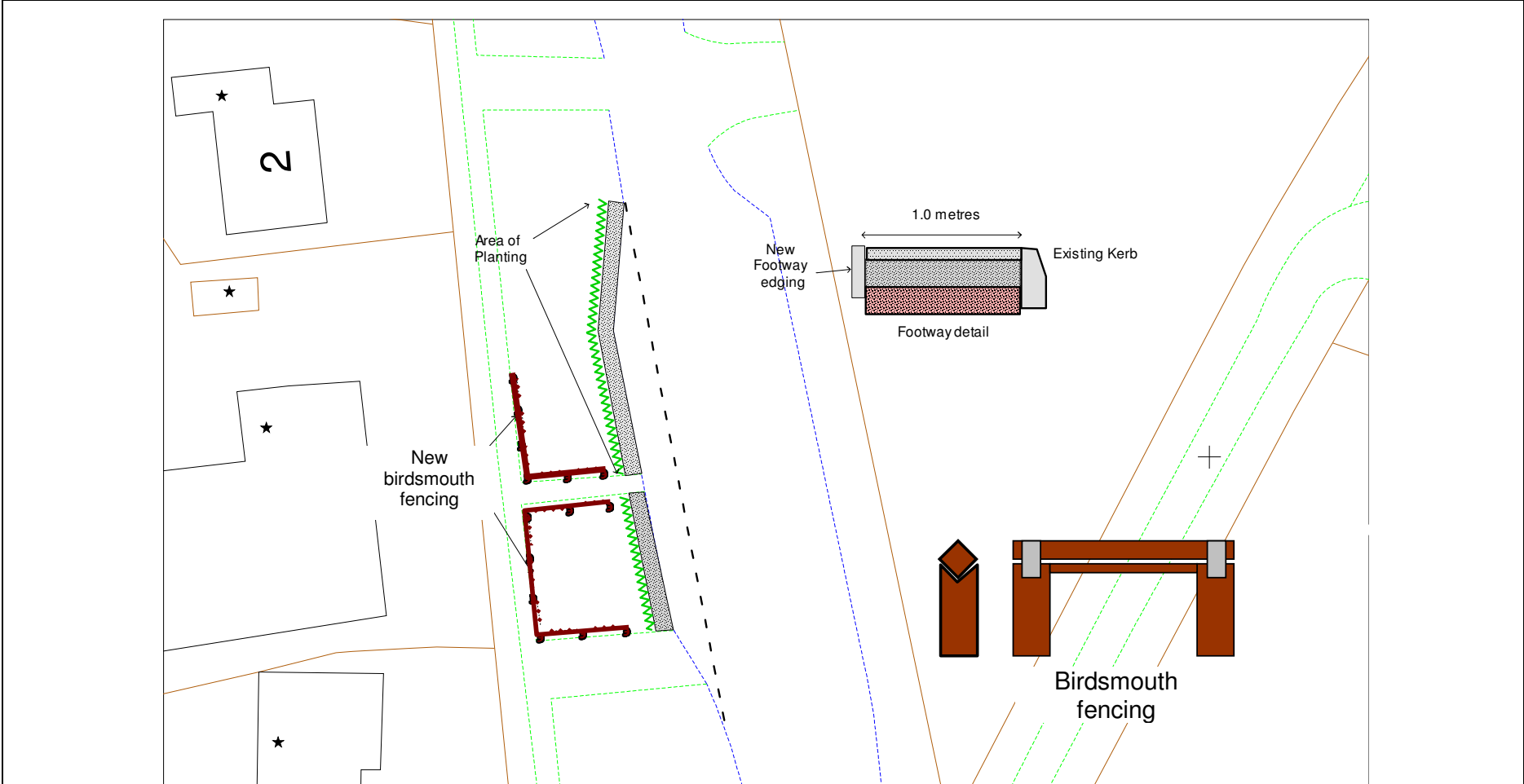
Katherine Doughty  
Clerk

Signature of Chairman upon approval of Minutes ..... 16<sup>th</sup> June 2008

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.*



**TITLE:**  
MINSTER LOVELL  
BRIZE NORTON ROAD (SPAR)  
PROPOSED FOOTWAY  
IMPROVEMENTS

**NOTES:**



