



MINSTER LOVELL PARISH COUNCIL

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Parish Clerk: Katherine Doughty

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MINUTES OF PARISH COUNCIL MEETING HELD ON MONDAY 18TH MAY 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 7.05pm.

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

Cllr Haley – Item 11 Planning applications and decisions – An application determined is a family member. Cllr Haley left the room for the application to be determined with Cllr Alderman, Vice Chairman chairing the item.

Cllr Bicker – Item 6 Finance (b) Funding requests – Participating in project.

Cllr Smith – Item 6 Finance (b) Funding requests – Participating in project.

3. **Ripley Avenue Management Committee**

- (a) Maintenance work

No problems or damage to play equipment was advised by Mrs Muller.

The Clerk advised that to replace the two worn cradle swings (£119.34 ea) and the Ledon cap on the springy see-saw (£1.50) is quoted at a total £260.18 including £20 delivery. Cllr Stowell advised that the Parish Council has no alternative but to go ahead and purchase the items. Seconded by Cllr Alderman, carried unanimously.

- Laurel trees, Amenity Area

Annual maintenance work is mainly complete. It was noted that instead of Mr McCracken digging out the shrubs at the entrance to Ripley Avenue, he has removed all growth above ground level which was not as requested. Clerk to contact Mr McCracken accordingly.

- Replacement laurel bushes

The residents of 1 Whitehall Close have responded to the PC's letter; apologising and advised that only 1 laurel bush and 2 blackthorn bushes were actually removed due to difficulty maintaining their fence. The laurel bush has now been replaced.

- Underage drinking in Ripley Avenue

Mark Bennett, Base 33 has contacted the PC to advise that there is currently no funding for more detached youth workers and that only 'hot spots' in Witney (Smiths Estate, Burwell Meadow and central Witney) are covered at the moment. A meeting is to be held in the coming weeks with Local Authorities and relevant organisations with the view to obtaining more funding. An invitation will be sent to the PC for attendance.

A letter was received and read regarding the failed underage sales test, from Mr Lewis. Clerk to reply, thanking Mr Lewis for his response and for the reassurance that measures are in place to prevent reoccurrence.

- Pedestrian Barriers

The dirt track signs and pedestrian barriers have now been installed. The signs need to be altered as they are too high up for youngsters to read – Clerk to contact Mr Ford accordingly.

4. **Minutes of the previous meetings:** The minutes of the meeting held on 20th April 2009 were accepted as a true and accurate record of proceedings. Proposed by Cllr Hodge, seconded by Cllr Alderman, carried unanimously.

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

- (a) Oxfordshire County Council matters

- Highways

One-way system improvements and Brize Norton Road patching work – OCC confirm that both jobs will be undertaken 'imminently.'

It was resolved that patching will be poor value for money as the road needs completely resurfacing. Clerk to clarify immediately with OCC and circulate the outcome before the next meeting.

- Weedkilling

A parishioner questioned whether OCC has a weedkilling budget for this year. Upon investigation OCC advise that there is no budget as in previous years. The Clerk proposed that as a number of areas are getting very overgrown in the village, the PC should look to undertake the work on this occasion.

It was resolved that it is an Oxfordshire County Council task that is paid for via the Council Tax - not a Parish Council job. Individual householders may wish to kill weeds that grow on the perimeter of their properties. Cllr Stowell proposed that the PC do not engage in weedkilling but instead, press OCC to reinstate it's weedkilling budget. Clerk to stress the long term impact of not addressing the problem regarding weeds pushing road-sets out of place and send photos of problem areas in the village. Seconded by Cllr Smith, carried unanimously.

- Highways correspondence

A letter has been received from Paul Wilson advising that a new 'traffic' team will be located at Kidlington and that Paul will be focusing on road safety and general highway maintenance aspects. Contact details for the traffic team have been provided.

- (b) Refurbishment of grass verge by Spar Shop

Mr McCracken has undertaken the verge work. However, OCC completely removed all the grass from the left-hand verge during the soil aeration work and therefore Mr McCracken needed to purchase more materials than originally identified. Invoice not yet received.

Cllr Stowell surveyed the grass verge area to the front of 8 Brize Norton Rd and also met the resident, Mr Seely. Mr Seely requested that:-

- (i) He could asphalt (at his expense) the muddy corner of grass that he currently has to drive over because the existing drive does not line up with his entrance. (Plan of area referred to).
- (ii) A 'No Parking/No turning ' notice could be put on one of the posts at the entrance to his drive. Apparently, when the Spar Shop is busy, and especially if they have delivery lorries in the lay-bys, people often block his drive by parking in it.

Cllr Alderman proposed that a post is installed north of the driveway adjacent to the footpath (but not impeding access to the driveway) so that vehicles cannot drive down the footpath. Seconded by Cllr Stowell, carried unanimously.

Regarding (i) above, it was resolved to leave the issue in abeyance until a planning application for similar work in the same location, is determined. To be discussed again at the June meeting.

Regarding item (ii), cross hatching on the road was discussed. Clerk to investigate whether line painting could be undertaken on the road outside properties.

Mr McCracken tried to install the two bollards at 6 Brize Norton Road and was informed by the resident that the people carrier was not going to be moved. The Clerk reported that she has recently spoken to the resident and was advised that the people carrier is parked there to stop the Spar shop customers using the driveway to park on and that if bollards were installed, he would not be able to manoeuvre his caravan into and out of his driveway. The resident thought that it would be a good idea to install the matting there to enable the grass to grow.

Cllr Stowell advised that on inspection, the vehicle is not parked in line with the access to their property; that nothing will grow there in the short term; and that the vehicle will be forcibly removed in order that the bollards can be installed.

(c) Old A40 Car Park

The Countryside Service, OCC advised that the work is now complete. This appears not to be the case and the PC is to request that it is finished immediately. Clerk to liaise with the Countryside Service as necessary.

The recent illegal encampment by travellers on the old A40 was discussed. It was noted that they had accessed the layby via the cycle path which should have two iron posts installed which have been removed and that the adjacent woods need to be thoroughly cleaned and the area made secure when they vacate the area. Clerk to monitor and action.

(d) Other

- Charterville Close car park.

The car park will be resurfaced w/c 25 May.

- Thames Water meeting

Thames Water representatives would like to meet the PC to discuss the extension of the reservoir project and its impact on the community. It was resolved that all Councillors attend the meeting on Monday 1 June, 7.30pm at the Methodist Church. Cllrs Haley, Bicker, Smith and Jones confirmed their attendance.

6. Finance

(a) Payments due:

Payee	Details	Amount £
Broker Network Ltd	PC Insurance	1118.40
D F Williams Cleaning Services Ltd	Bus shelter cleaning	12.65
Bookmarque Publishing	Village News	54.05
W.O.D.C.	March grass cutting	547.34
W.O.D.C.	1 May 08 election costs	73.65
Mr T Smith	Wood preserver	6.29
K Doughty – April salary (LC2-27. 10 hours per week)		511.77
Postage		3.90
Expenses		<u>8.39</u>
Total		524.06

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

(b) Funding requests:

Letter received from Graham Kew requesting funding towards Minster Lovell Experience film and book project. Cllr Smith and Cllr Bicker declared an interest as they are involved in the project. Cllr Hodge proposed that a donation of £1000 be made, seconded by Cllr Jones, 4 in favour, 3 abstentions. Carried.

(c) End of year financial accounts:

Accounts produced by the Clerk - the accounts have been amended to show investment money separate from expenditure as discussed at the last meeting.

Accounts produced by ABS Accounting – these have been amended to include details of a cheque that remains uncleared and the asset register total has been corrected.

Otherwise all financial information previously distributed remains unchanged. As the two sets of information do not align with each other, it was felt appropriate for the Clerk to use the same software as Mr Haire in order to avoid the problem in the future.

It was resolved that the accounts be approved and the Accounts for 2008/09 be approved accordingly. Proposed by Cllr Alderman, seconded by Cllr Hodge, carried unanimously.

(d) Any other financial matters:

Daniel Hubber has requested that the Parish Council reimburse his fuel costs for cutting the grass around the war memorial. Cllr Smith proposed that all future costs be reimbursed, seconded by Cllr Stowell, carried unanimously. Clerk to inform Daniel Hubber.

OCC grass cutting grant for this year has been advised at £2827.31 – our projected costs are £2991.97 leaving a balance of £164.

7. Trustees of Wash Meadow

Councillor Jones presented a paper that had previously been discussed with the Parish Council (see Appendix A). Following debate on the ideas contained in this document at a meeting with the Trustees, the Trustees:-

- Agreed with the principle that the Sports and Recreation Club should be required to pay an economic rent for use of the pavilion in return for the Trustees taking over responsibility for major repairs and major items of upkeep.
- Did not agree that a paid Secretary should be appointed at this time.
- Were concerned that the current state of the pavilion might present an expensive backlog of repairs to bring it back up to an acceptable standard. This could cost a large amount of money that the Trustees do not possess.

Another meeting is planned for June and thereafter, a meeting will be held with the Sports and Recreation Club.

The current progress and future work was noted and commended.

8. Street Lighting, Lower Crescent

A letter has been sent to all residents of Lower Crescent requesting a contribution of £100 per household towards the installation of a new street light. One positive response has been received to date.

Regarding the street light relocation at the War Memorial, this work was due to be undertaken last week but was not – the work will be completed imminently.

9. Nomination of Parish Transport Representative

No applications received and nothing to report.

10. Village allotments

A positive meeting was held with Mr Strainge at the proposed allotment site. Mr Strainge requested that the position of the allotments be changed to an area that runs from the edge of where the old quarry exists, along to the entrance of the field. The measurements were double checked and it was found to be plenty of space to accommodate his request.

Mr Strainge offered to undertake the following:-

- A machine is to be used to 'de-stone' the soil.
- Weedkill the area.
- Plant a hedge along the boundary of the area.

Also that:-

- Manure will be available to allotment holders.
- An area will be available for green waste to be disposed of.

It was felt that after the weedkilling and de-stoning had taken place, the land would be in a more presentable and workable state for the PC (and possible allotment holders) to consider leasing. Chris requested £500 per annum for this larger area of land.

Cllr Smith proposed that the PC review the area after Mr Strainge has undertaken the work and thereafter, a subcommittee to be formed if appropriate. Seconded by Cllr Alderman, carried unanimously.

Meeting adjourned at 8.03pm for commencement of the Annual Parish Council Meeting and recommenced at 9.22pm.

11. Planning applications and decisions

	Ref. No.	Address	Proposed	Deadline for response to WODC
1.	09/0534/P/FP	85 Brize Norton Road	Siting of mobile home as additional living accommodation.	27 May 2009 <i>DH declared an interest and left the meeting. Vice Chairman took over the chair of the meeting.</i> As this a temporary application, Minster Lovell Parish Council is not objecting. However, a time limit should be imposed for the duration of this temporary accommodation and would suggest a period of no more than 2 years. If this application is for a permanent siting of a mobile home, then the Parish Council would object due to setting an unwanted precedent (against Policy H2 (f)).
2.	09/0477/P/FP	Land at Riding Lane, Crawley	Change of use from disused quarry/scrap yard to a 12 pitch travellers site with shower rooms and a community building. Alterations to existing vehicular access.	

<p>Minster Lovell Parish Council strongly objects to this application as it is contrary to the following West Oxfordshire Local Plan 2011 policies:-</p> <ul style="list-style-type: none"> • H2 (a), NE1 & NE4 (i), (ii) – If the proposal were granted, it would erode the character and appearance of the open countryside and negatively impact the environment which is in an Area of Outstanding Natural Beauty. West Oxfordshire already has sufficient travellers sites. There is one located less than 3 miles away with pitches available. • BE2 (a), (f) – The size and scale of the building does not respect the existing scale, pattern and character of the surrounding area. The building is considered too large. • BE2 (c) & H2 (d) – The proposal creates an unsatisfactory environment for people living in the area. There are no basic amenities available including schools or shops. • BE3 (b), (c) & H2 (e) – Access to/from the site is via a bend of an unclassified road thereby prohibiting safe movement of all traffic in the vicinity. There is no provision for the use of public transport in this location. Traffic in this area has increased due to the one-way system in Old Minster Lovell. • H13 (a), (b), (d), (e), (f) – as per details above.

Decisions made by West Oxfordshire District Council Planning Authority

	Ref. No.	Address	Proposed	Decision
3.	09/0340/P/FP	Bushwell, Bushey Ground	Change of use from dwelling to care home. Erection of single storey extension to garage to form boiler room.	Grant, subject to conditions.
4.	09/0344/P/FP	Stone Gables House, 121 Brize Norton Road	Erection of greenhouse in rear garden.	Grant, subject to conditions.

Decisions outstanding by West Oxfordshire District Council Planning Authority

	Ref. No.	Address	Proposed	Decision
5.	09/0419/P/FP	Land to the rear of 36 Upper Crescent	Erection of detached dwelling (to allow erection of car port/garden store).	
6.	09/0407/P/S73	Property Care, 120 Brize Norton Road	Non-compliance with condition 4 of planning permission W97/1471 to allow business activity to take place from 7.30am to 6.00pm on weekdays.	
7.	09/0395/P/FP	Windrush Drive Cottage, Burford Road	Erection of double garage and workshop with home office above (to allow revised position).	
8.	09/0379/P/FP	12 Brize Norton Road	Increase in vehicular access.	
9.	09/0305/P/FP	Kingsacre, 101 Brize Norton Road	Change of use of part of garage to stables (retrospective).	

Planning Appeals

	Ref. No.	Address	Proposed	Decision
10.	08/0717P/FP / 08/2088889/NWF	138 Brize Norton Road	Erection of four dwellings with work at home facilities. New vehicular access.	Appeal dismissed.
11.	08/0408/P/FP / DOERef2	29 Upper Crescent	Erection of two storey rear extension.	Appeal dismissed.

12. Correspondence

1. Email from resident of Windrush, Old Minster regarding acceptable use of Wash Meadow. *Trustees will respond directly.*
2. Email from residents of 106 Brize Norton Road regarding volume of traffic, size of vehicles and speed of traffic along the Brize Norton Road – *Volume, timetabling of buses meeting along the Brize Norton Road and speed of vehicles discussed. To be added to the June Agenda. Request speed survey from OCC.*
3. Anonymous note re. one-way system – *No cycling signs are unable to be installed as they not permitted as part of the scheme.*
4. Minster Lovell WI re. bulb planting. *The PC does intend to follow up the state of the Burford Road grass verge.*
5. Locality primary school review – views of stakeholders meeting – Thurs 11 June, 3.00-5.00pm @ Carterton Community College. *Cllr Haley to complete form.*
6. OALC Annual General Meeting – 8 June, 7.30pm @ Exeter Hall, Kidlington.

General:-

1. Home2School Summer 09 newsletter.
2. CPRE Stop the Drop.
3. Position statement on telecommunications and the rural economy - Cotswolds Conservation Board.
4. ORCC News Bulletin May 09.
5. County Council Election information.
6. Whosmybobby newsletter.
7. Meeting Minutes of the Trustees of Wash Meadow.
8. Cotswolds AONB – Rural skills courses.
9. OALC Members update April 09.
10. The Playing Field, Oxfordshire Playing Fields Associations newsletter.

There followed a 10 minute parishioners' question time. The Historical Society's display will be made available over a weekend to be planned in the future.

Comments were raised regarding large vehicles using the Brize Norton Road and also cars parking on the footpaths.

There being no further business the meeting closed at 9.45pm.

Meetings:-

• Thames Water Meeting	Monday 1 st June	Methodist Church	7.30pm
• Parish Council Meeting	Monday 15 th June	St Kenelm's Hall	7.00pm

K Doughty

Katherine Doughty
Parish Clerk

Signature of Chairman upon approval of Minutes15th June 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



Proposal for the Management of Wash Meadow

Since its formation as a charitable trust in 1977 Wash Meadow has been largest leisure resource within the village providing a formal playing areas for Football & Cricket, an informal recreational area for walking, dog exercise, kite flying, wildlife watching etc for the Parishioners of Minster Lovell. The pavilion provides a social hub and sports changing facilities.

At this point in its history there is a view held by the Parish Council that the management & control of Wash Meadow needs to be reviewed to add clarity to the relationship between the Parish Council, Trustees of Wash Meadow and the users of Wash Meadow. The core purpose of the review is to insure that Wash Meadow remains a well used asset that is sustainable over the long term.

The following pages propose in simple terms a route to that aim. In no terms is it agreed, the figures validated, or checked for compliance against the original charitable document. But it will create the necessary discussion required to take it forward.

Key points of the proposal

- A Financial structure is outlined with areas of expenditure responsibility defined.
- The Trustees become budget holders with income from the Parish Council & Sports & Social Committee.
- A paid Clerk would be appointed to support the Trustees. Paid directly from the Trustees budget.

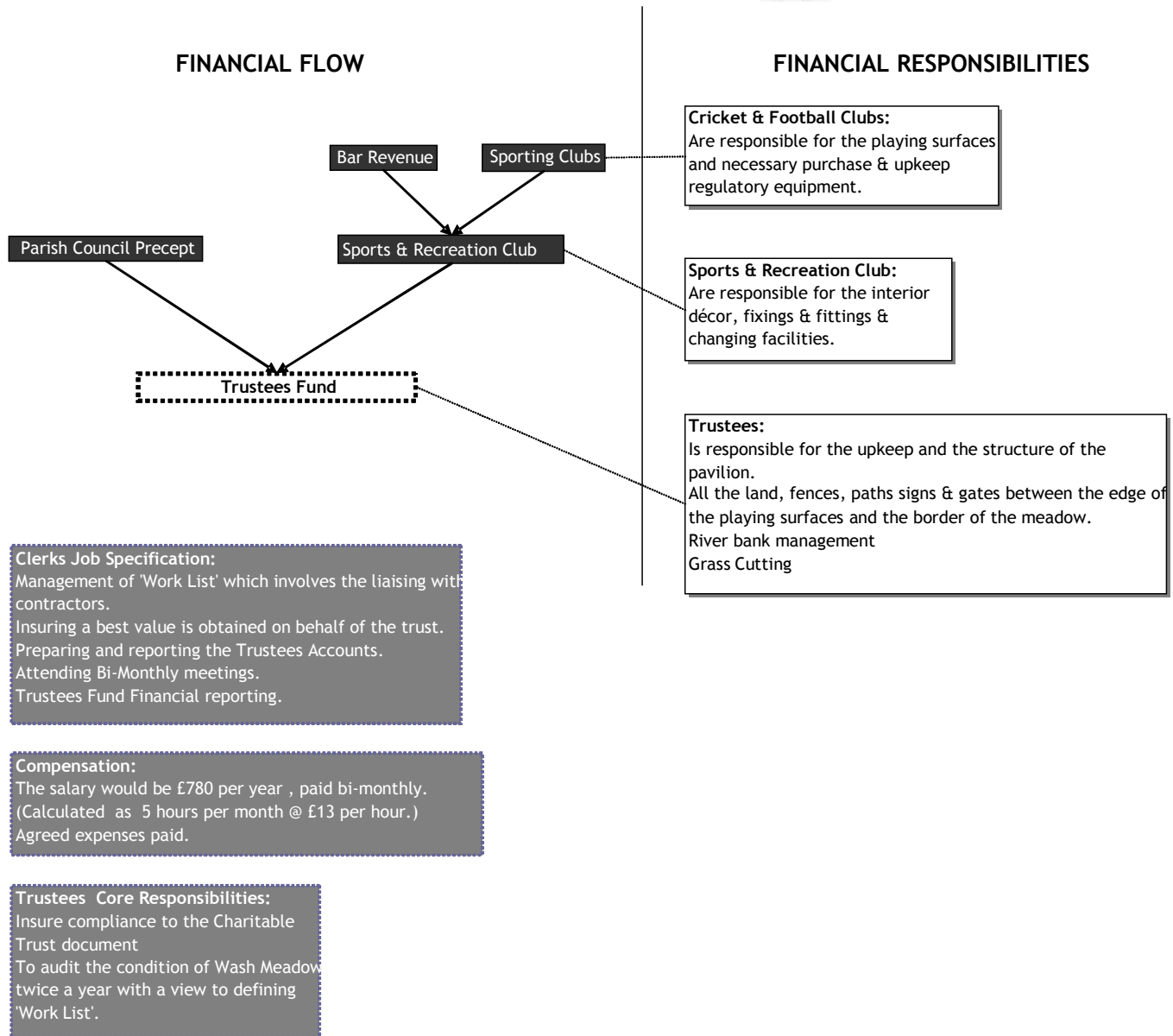
The single largest issue for the Meadow is the reduction in possible utilisation due to excess lying water. There are two sources:

- 1) The River Windrush bursting its banks and flooding the Meadow.
- 2) Poor Drainage following heavy or persistent rain.

It is the decision of the Trustees on how this can be addressed:

- 1) Do nothing. An and manage the subsequent effect (i.e. fixture disruption, loss of revenue)
- 2) Manage the volume of water from the Windrush as it passes Wash Meadow.(i.e. widen/deepen the river, a dyke).
- 3) Manage the water off the playing surface (i.e. top soil surface angles, drainage ditches).

With the exception of point (1) above, the other two would require considerable expense that would need funding over the long term.



Appendix A

Balance Sheet

PC Precept(Ref 2009-10)	£2,500
Revenue Form Sports & Social Club)	£3,800
Total Income	£6,300
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Clerks Salary - 5 hours per month @ £13 per hour	£780
Annual Maintenance Expenditure	£3,520
Long/Mid Term Projects (i.e. pavilion structure, river bank control)	£2,000
Total Expenditure	£6,300

£3800 is calculated using the assumption of £100 per week x 38 weeks per year. Approx 70% weekly utilisation i.e. 30% of weekends no match fee would be made due to no planned fixture, cancellations or postponements

Annual work list agreed by The Trustees - Example

Task	Cost
Clear gutters	£100
Replace Sign	£200
Repair Wall	£500
Insurance	£570
Tree Management	£300
Repair Gate	£300
Clerks Expenses	£50
Replace downpipe	£50
Replace wall vents	£150
Grass Cutting	£1,000
Clear drainage ditch	£300
Total Expenditure	£3,520

Expenditure against plan to be reviewed bi-monthly