



## 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 17<sup>TH</sup> MAY 2010 IN ST KENELM'S HALL AT 7.00PM

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

**Parishioners and visitors present:** 5.

**Apologies for absence:** County Councillor Rodney Rose.

The Chairman opened the meeting at 7.00pm.

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

Item 13 Planning applications and decisions - Cllr Smith declared an interest being a neighbour to the property.

- 3. Ripley Avenue Management Committee.**

- (a) Maintenance work

Mrs Muller provided an update report on some worn items in the play area. It was noted that the safety surfacing underneath the junior swings is worn (to continue monitoring). The gate is currently catching on the worn mud footpath to the rear of the play area and the handrails on top of the slide are loose, although it was felt that this is due to the hot weather as opposed to needing urgent attention. The above items will be monitored for adverse wear and will be considered for repair/replacement when necessary.

The Clerk advised that the laurels in Ripley Avenue are in need of their annual trim. It was resolved that the Clerk request quotes from McCracken & Sons and Cotswold Tree Surgery for undertaking this work when the bird nesting season has passed. Proposed by Cllr Stowell, seconded by Cllr Alderman, carried unanimously.

Cllr Smith proposed that the Council does not replace the sign previously located on the mound, but consider replacing it in the future if/when adverse behaviour by children is experienced. Seconded by Cllr Hodge, carried unanimously.

The Clerk reported on anti-social behaviour by children, in the form of dog waste in bags being taken from the dog bins, being thrown into the road and onto resident's gardens. It was resolved that the subject is mentioned in the Village News and monitored. Further action will be considered if the problem persists and photographic evidence to be obtained if the behaviour continues.

The Chairman discussed underage drinking in the Amenity Area and beer cans littering the area. The Clerk is to request extra patrols by PCSOs and attendance at the June Parish Council meeting to review anti-social behaviour in the village and prioritise areas for patrol.

- (b) Refurbishment of Goalmouths

Two quotes have been received – a further quote is yet to be received from McCracken & Sons. It was considered that the work should be undertaken after the school summer holidays in the Autumn. Cllr Bicker discussed how well used the football area is and that a quote has been obtained for goalmouth sockets from Giles Sports which would allow the goalmouth positions to be moved. Cllr Stowell proposed that the sockets are purchased from Giles Sports and the lowest quotation for repair and turfing of the goalmouths is accepted. Seconded by Cllr Bicker, four in favour, 3 against, carried.

**4. Welcome Mr Nick Egan, Village General Maintenance Person.**

Mr Egan was welcomed to the meeting and the Chairman summarised the current position regarding outstanding work in the village. It was noted that Mr Egan has a petrol strimmer, mower and hand tools for general maintenance. Mr Egan was provided with a list of maintenance tasks in priority order.

**5. Minutes of the previous meetings:** The minutes of the Parish Council Meeting held on 15<sup>th</sup> March 2010 were accepted as a true and accurate record of proceedings. Proposed by Cllr Bicker, seconded by Cllr Alderman, carried unanimously with one abstention due to absence from the meeting.

**6. Minutes of the previous meetings:** The minutes of the Extraordinary Parish Council Meeting held on 6<sup>th</sup> April 2010 were accepted as a true and accurate record of proceedings. Proposed by Cllr Stowell, seconded by Cllr Alderman, carried unanimously with one abstention due to absence from the meeting.

**7. Minutes of the previous meetings:** The minutes of the Annual Parish Meeting held on 19<sup>th</sup> April 2010 were accepted as a true and accurate record of proceedings. Proposed by Cllr Hodge, seconded by Cllr Stowell, carried unanimously.

**8. Richard Bennett, Drainage Engineer, WODC – Brize Norton Road flood prevention scheme and Flood Report Update.**

The Clerk discussed the recent communications with WODC. Cllr Smith outlined the scale of the problem and advised that there is an acre of agricultural land left bare due to previous flooding. Laurence King, Principal Engineer is to be requested to attend the June Parish Council meeting to discuss immediate solutions, review plans and specific flood information. Clerk to obtain copies of flood scheme submissions sent to Defra with accompanying rejection responses.

**9. Warwick Robinson, District Councillor's Report.**

No report due to absence.

**10. Rodney Rose, County Councillor's Report.**

In Cllr Rose's absence, the Chairman read an update report regarding the proposed A40/Downs Road junction (*see Appendix A*).

**11. Matters arising from previous meeting.**

(a) Oxfordshire County Council matters.

OCC suggest that we include the Windrush Farm Hill in the Parish Council's maintenance schedule and the area to be included in OCC's grass cutting grant. Paul Wilson has contacted WODC to request a road sweeper with metal brushes, clear along the route.

Cllr Haley proposed that the route is included in grass cutting schedule. Seconded by Cllr Hodge, carried unanimously.

Clerk is to write to the owners of Windrush Farm House to request that they clear away the verge slippage from the construction of their wall on the grass verge.

(b) Village allotments.

Parishioners have got stuck into rabbit fencing their plots and digging in manure. Outstanding actions include:-

- Erecting the fence and gates inbetween the agricultural land and allotments. One quote has been obtained so far for £1150 – further quotes will be obtained ready for the June Parish Council meeting.
- Half yearly rent of £300 is due to Mr Strange – a cheque has been drafted accordingly.

- The Council need to register the lease agreement with Land Registry and I have enquired with Mr Strainge's solicitors how this has to be undertaken and any costs involved.
  - The car park needs to be surfaced. It's measurements are 325 m<sup>2</sup>. The Clerk reported that she had spoken to Smiths of Bletchingdon regarding the supply of material for the car park. Mr Saunders, Manager, enforced the need to prepare the ground first and to contact him again when the work had been complete. It was resolved that the ground needs to be levelled and then crushed concrete is to be tipped and spread on top. Cllr Jones is to enquire into the hiring of equipment from Mr Johns.
  - It was discussed and resolved that the allotment holders of half plots 5 and 10 may share and install a shed for the use of storing equipment and potting up seedlings, no larger than 5ft x 7ft. Permission is also to be sought from Chris Strainge.
- (c) Receive update reports from Minster Lovell Youth Club and Minster Lovell Methodist Church (reports outstanding from the Annual Parish Meeting).

Cllr Haley read the update reports.

## 12. Finance.

- (a) Payments due:

Payee	Details	Amount £
Minster Lovell Mother & Toddler Group	One-off grant	400.00
D F Williams	Bus shelter cleaning	12.93
C Strainge	Half yearly lease payment	300.00
K Doughty	May salary	533.96
	Postage	2.17
	Council office furniture	94.97
	Mileage allowance for course	33.80
	Overtime for course attendance	<u>95.44</u>
	TOTAL	760.34
McCracken & Son Ltd	April grass cutting	484.28
Bookmarque Publishing	Village News	55.00

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

- (b) Funding requests: None.
- (c) Any other financial matters:
- NFU Mutual does not provide Parish Council insurance policies. It was resolved to renew the Aviva policy at a cost of £1153.63. Proposed by Cllr Stowell, seconded by Cllr Jones, carried unanimously.
  - OCC's grass cutting grant for 2010 has been received, totalling £2899.80.
  - The Clerk noted that all of the village bus shelter timetable displays have been vandalised – to be reported to Stagecoach.

### 13. Planning applications and decisions.

#### Applications submitted to the Parish Council

	Ref. No.	Address	Proposed	Deadline for response to WODC
1.	10/0661/P/FP	Unit 2, 120 Brize Norton Road	Change of use from storage (class B8 use) to motor repair, servicing and valeting (class B2 use).	<p>Cllr Smith declared an interest being a neighbour.</p> <p>Minster Lovell Parish Council wish to comment that should the application be granted, conditions should be made and enforced not permitting the site to be used by the general public and that the operating hours contained within the application are strictly adhered to. No retail activities are to be undertaken.</p> <p>The Council feels that by creating these restrictions, policy BE2 of W.Oxon Local Plan 2011 (specifically that a satisfactory environment for people living in the area) is not compromised.</p>

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

	Ref. No.	Address	Proposed	Decision
2.	<a href="#">10/0295/P/FP</a>	Happy Days, Burford Road	Remove rear outbuilding and erect single storey rear extension.	Refuse.
3.	<a href="#">10/0296/P/LB</a>	Happy Days, Burford Road	Internal and external alterations to include single storey rear extension.	Refuse.
4.	<a href="#">10/0212/P/FP</a>	Land adj to 1 & 2 Waterworks Cottage Worsham	Erection of replacement building to provide workshops, storage and garage area (to allow changes to fenestration, eaves height and internal layout). (Part retrospective).	Refuse.
5.	<a href="#">09/1376/P/CLP</a>	Units 3-6, 120 Brize Norton Road	Certificate of lawfulness (to allow unrestricted use for B1 purposes and/or B2 use limited to use between 7.00am - 6.00pm Monday to Friday and 7.00am - 1pm Saturday).	Refuse.

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

	Ref. No.	Address	Proposed	Decision
6.	<a href="#">10/0500/P/FP</a>	Hillside, Burford Road	Erection of detached garage with home office above.	
7.	<a href="#">09/1466/P/FP</a>	Sunnycroft, Burford Road	Change of use from domestic to staff parking.	

### Planning Appeals

	Ref. No.	Address	Proposed	Deadline for response to Planning Inspectorate
8.	<a href="#">08/0038/P/CLE</a>	Property at rear of 35 Brize Norton Road	Certificate of lawfulness (continued use of property as dwelling).	<b>Public Inquiry scheduled for Tues 27 July, 10.00 at Council Offices, Woodgreen.</b>
9.	<a href="#">APP/D31265/A</a> <a href="#">10/2122746/WF</a>	The Anchorage, Burford Road	Erection of detached dwelling.	1 April 2010

### 14. Correspondence.

1. Invitation to Minster Lovell Sports & Reaction Club AGM, Wed 19<sup>th</sup> May, 7.30pm at the Pavilion.
2. Email from Caroline Brooks, Sports GB – Invitation to West Witney Sports Ground public exhibition, Thursday 27<sup>th</sup> May, 4.00-8.00pm, Corn Exchange, Witney.
3. Letter from David Burton, St Kenelm's PCC – Note of thanks of financial support.
4. Geoff Mills re. Minster Lovell Scout Group – parishioner generosity. *The Council feel it is for the Scouts to forward their thanks.*
5. Dawn Postlethwaite, English Heritage – Update report. *Council's response:- 1) Encourage English Heritage/WODC to enter into an agreement to collect waste twice a week during the summer period. 2) Removal of the bins is a retrograde step. 3) Suggest a dog bin is installed at kissing gate – as property owners, English Heritage should contact WODC. Copy response to Tourism & Recreation, WODC.*
6. Andrew Kinch re. village bus service. *As it is not a subsidised service, no late service will be provided.*
7. Invitation to ORCC's 90<sup>th</sup> Birthday Celebration – 3<sup>rd</sup> July, 10am-2pm, Abingdon Four Pillars Hotel.
8. Thank you note from Daniel Hubber.

### General:-

1. Carterton Town Council – Annual Town Assembly – date passed.
2. Forest Update newsletter – Wychwood Project.
3. ORCC Review.
4. Countryside Voice – CPRE.
5. Soldiers of Oxfordshire Military Museum, Woodstock – Progress report.
6. West Waddy ADP Annual Seminar – date passed.
7. Biodiversity News - Oxfordshire Nature Conservation Forum
8. Oxfordshire Association of Local Councils – April Update.
9. The Playing Field – OPFA newsletter.
10. The Cotswold Lion – Cotswolds AONB.
11. NHS Health News.
12. Strategy for WODC owned Public Open Space in West Oxon – consultation document for comment.

There followed a 10 minute parishioners' question time.

English Heritage should use private refuse contractors instead of relying on WODC. It is unacceptable that they move their waste onto someone else's land. English Heritage is not taking responsibility for visitors to their site for the rubbish. *(Clerk is to include these comments in response to the above correspondence).*

Buses continue to mount the footpath and drive along the footpath until they reach a drop. This practice is unsafe and unacceptable – it is impacting on perimeter stone walls, grass verges and footpaths. *Clerk is to write to Stagecoach and copy to OCC, Thames Valley Police.* Photos are to be provided if possible.

St Kenelm's Hall was discussed and it was noted that it is not the Parish Council's remit to suggest projects for the hall or a replacement new hall to St Kenelem's Hall Management Committee. The Parish Council supports the hall financially, but has no jurisdiction over the hall. These issues should be referred to the Parochial Church Council.

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

**Meetings:-**

• Annual Parish Meeting	Monday 21 <sup>st</sup> June	St Kenelm's Hall	7.00pm
• Annual Meeting of the Parish Council	Monday 19 <sup>th</sup> July	St Kenelm's Hall	7.00pm



Katherine Doughty  
Parish Clerk

Signature of Chairman upon approval of Minutes .....21<sup>st</sup> June 2010

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*

*Appendix A*

**From:** Staniford, Yvonne - Environment and Economy - Transport Admin  
[mailto:Yvonne.Staniford@oxfordshire.gov.uk]  
**Sent:** 17 May 2010 16:13  
**To:** mlparishclerk@btopenworld.com  
**Subject:** FW: OCC/WODC Bilateral - Downs Road update

Dear Katherine

Here's an update regarding progress on the Downs Road/A40 junction:

As the junction is integral to the development at North Curbridge, the developers of the site have taken our Feasibility Study away (dated October 2009) to carry out further testing on a range of scenarios. Although the Feasibility Study makes a recommendation for an all movements grade separated junction on the A40 (i.e. a junction that would involve accessing a roundabout via slip roads above the A40, adjacent to Downs Road as opposed to roundabout on the A40 itself), this really now needs to be tested by the developer as they are required to submit evidence to us in our capacity as Highway Authority regarding the junction, how it influences/impacts on projected key movements into/out of the site and across it etc. We are working together with them to test different scenarios. This will be submitted to us in the usual way in the form of a Traffic Assessment (TA). This is now the next stage of work for the developer in terms of working these details up, in line with their emerging Masterplan for the site.

Under new EU Procurement rules, it is essentially up to the developer to tell us what is needed and for us to assess the details of the TA, after which it is currently understood that OCC would procure and deliver the junction. This seems to be an ever-changing area of law however, so although this is the understood methodology for delivery/decision making at present, it has constantly evolved over recent years, so I would caveat this - this is however our current understanding.

As far as the timetable for the Masterplanning goes, I know that the developers, Oxfordshire Land Limited (OLL), are intending to consult soon with an initial exhibition so everybody/the general public will have a chance to see the latest thinking for themselves and give feedback then. The Masterplan will then be finalised after this consultation and a planning application and timetable will be put together, possibly enabling a planning application to be submitted this autumn.

I hope this information is useful.

Kind regards

Yvonne Staniford  
PA to Cabinet Member for Transport  
and Assistant Heads of Transport

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