



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 20TH NOVEMBER 2006 IN ST KENELM'S HALL AT 7.00PM

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

Parishioners present: 6.

Apologies for absence: Cllr Colin Alderman and Cllr Rodney Rose (County Councillor).

The Chairman opened the meeting at 7.00pm.

The Council formally welcomed Mrs Bicker as a new Councillor.

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

Chairman re. items 6 and 12 (Trustee – Minster Lovell Playing Field Trust) as Treasurer of the Trust.

3. **Bridget Muller, Ripley Avenue Management Committee**

Mrs Muller discussed the graffiti in the play area which she had removed and detailed the action taken towards the offender. The Clerk outlined anti-social behaviour which had been targeted at two households in Ripley Avenue. This was discussed further in the parishioner's question time.

4. **Minutes of the previous meeting:** The minutes of the 16th October 2006 meeting were accepted as a true and accurate record of proceedings. Proposed by Cllr Stowell and seconded by Cllr Cambray. Carried unanimously.

5. **Matters arising from previous meeting:**

- (a) Trustees of Wash Meadow – bank safety

The Clerk outlined concerns regarding safety of the riverbank in Wash Meadow, namely an area just outside the roped off area. The area in question appears to be breaking away and a large crack has appeared that is only just visible under the grass.

Martyn Cross, Chairman of Trustees of Wash Meadow has advised that the riverbank has been repaired using weaved willow and that he will ensure this new problem area next to it, will also be roped off. Martyn advises that, as requested, he will forward the Trustee's 'Health & Safety Inspection Routine' shortly.

Action: Clerk to monitor this situation to ensure that the Council receives the inspection routine and that the roped off area encompasses all possible dangers.

- (b) Old A40/Village Car Park

Awaiting response from Highways Department regarding the legal perspective.

Action: Clerk to chase for December meeting.

- (c) Website statistics

246 website visits were noted for October and 204 so far for November.

6. Finance

(a) Payments due:

Payee	Amount £
Bookmarque Publishing	47.00
D F Williams (Bus shelter cleaning)	11.75
Mike Ford (repairs to Ripley play area)	35.00
Viking Direct – printer drum unit & paper	119.21
Playdale Playgrounds	162.96
Joslins – war memorial *	10907.52
K Doughty salary & expenses (includes Newsquest advert £185.25)	545.56
TOTAL	11829.00
PROJECTED BANK BALANCE AFTER <u>ALL</u> CHEQUES HAVE CLEARED	4842.09

* Not signed due to final works not yet completed. Present for signing at December meeting.

(b) 2007/08 Precept:

Further to the recent Extraordinary Meeting, at which, the 2007/08 Precept was discussed, it was agreed that the figures presented to the Parish Council by the Clerk, be formally adopted. Proposed by Cllr Smith, seconded by Cllr Hodge. Please see adopted Precept for 2007/08 attached – Appendix A. Carried unanimously.

(c) Funding requests:

- On behalf of the St Kenelm's Hall Management Committee, Cllr Cambray outlined that the Committee has placed an order for 60 new soft chairs to be purchased at a total cost of £2795 (£2379 + VAT). It was requested that the Council with-hold next years' precept payment(s) and pay the invoice directly, in order that the VAT element may be saved. Cllr Cambray advised that the Committee is awaiting notification of a grant for £379 which will be paid towards the chairs. Cllr Smith registered a non-pecuniary interest being a Committee member, but fully supported the request.

The Chairman proposed that the Council pay the invoice in full from 2006/07 balances upon presentation of the invoice, pending the grant and recoup from next years' precept . Cllr Stowell seconded the proposal. Carried unanimously.

Action: Clerk to check the VAT legalities before paying the invoice.

- West Oxon Citizens Advice Bureau

Cllr Stowell declared an interest being a volunteer with CAB. After discussion, it was decided that funding will not be supported as the organisation does not comply with the Parish Council's policy on funding charitable donations.

(d) Any other financial matters:

- WODC advise that our estimated tax base for 2007/08 is £604.51.
- Three quotes have been obtained for the laurel tree work in Ripley Avenue:-

Andy Taylor, Cotswold Tree Surgeon is £570 – as previously advised.
Andrew Fisher Commercial & Landscape Gardening (Ducklington) £850.
Deeply Rooted Tree Care £1330.

Request that work is undertaken by Andy Taylor. Proposed by Cllr Stowell. Seconded by Cllr Smith. 1 abstention (declaration of interest by Cllr Bicker – Mr Taylor being a family member). Carried.

- The Clerk advised that she had received a request from Mr & Mrs Jones (53 Wenrisc Drive) for the Council to re-plant some laurel bushes on the other side of their garden boundary - the original ones had died when first planted.

Action: Clerk to produce a map of the area, detailing the Council owned laurels and forward to Cllr Cambray to investigate and report back.

- Audit for year ended 31 March 2006

The audit for the last financial year has been passed – written confirmation awaited.

There followed a 10 minute parishioner's question time in which the anti-social behaviour in Ripley Avenue was discussed.

It was noted that the behaviour was targeted at two households, particularly during Halloween and it was felt that the Police patrols were not frequent enough to prevent the attacks. A discussion ensued as to how this can be tackled. Cllr Robinson (District Councillor) advised that he felt it was not an issue that the District or Parish Councils were able to address and resolve and that it was a matter for the Police. Cllr Stowell discussed the Witney Neighbourhood Action Group that is organised by the Police as a forum for positive problem solving, but it was felt that this issue would not be taken up by them.

It was resolved that a group discussion is to be held with the parishioners, PC Chris Skae, PC Simon Towers (Anti-social Behaviour Officer) and the Parish Council to decide how this matter can be tackled.

Action: Clerk to invite the two Police representatives to the December Council meeting accordingly.

7. Warwick Robinson, District Councillors Report

Cllr Robinson commended the Chairman of the Parish Council for his work towards the Remembrance Sunday services.

The District Council's budget performance was outlined – it was noted that concessionary travel fares were over budget by £100,000.

Environment – An increase in the amount households recycle must be made to meet local targets. WODC continue plans to reduce collections of general household waste and provide green waste bins.

White Hart/Recycling Site – Cllr Robinson has launched a formal investigation into the closure of this site due to it's reported bad management by the District Council.

As Cllr Robinson is a member of the Lowlands Planning Sub-Committee of the District Council, a summary of village planning decisions was discussed.

8. Rodney Rose, County Councillors Report

No report received.

9. English Heritage/Minster Lovell Ruins

It was noted that two new signs have been erected on the perimeter of the Ruins (1xkissing gate and 1x5-bar gate). However, a new welcome board has not been erected which is of particular importance, being the main entrance to the Ruins.

Cllr Hodge advised that the litter bin in the church car park has been vandalised and needs replacing.

Action: (1) Clerk to chase the replacement of the welcome board with English Heritage and (2) request that the church car park bin is replaced by the District Council.

10. War Memorial

As the war memorial was in the final stages of completion, landscaping of the area was discussed. It was agreed that the area should be paved with the chain-link fencing at 1.5m intervals around the memorial.

Further landscaping decisions will be made and wreaths re-laid once it is fully completed. Proposed by the Chairman, seconded by Cllr Smith. Carried unanimously.

Action: Cllr Stowell to obtain quotes for paving in line with prepared design.

Photos were given to the Clerk for historical value and safe keeping.

11. Traffic issues in Old Minster Lovell

Paul Wilson, Highways OCC, advised that the 30mph speed limit will be implemented as soon as can be organised. Staff shortages have delayed this action.

It was noted that 20mph speed limits are only implemented in places where they can be self enforcing, ie where the road layout or physical road measures ensure a speed of around 20mph. The implementation of a 20 limit has to really be justified and OCC generally do not grant them any more.

The requested 50mph speed limit on the Brize Norton to Minster Lovell road was discussed with OCC. Double white lines were suggested, but it would seem that the criteria for such would not be met due to some poor visibility aspects of the road.

Re. local housing development grants for traffic calming, Paul advised that he has forwarded our request to OCC's Development Control Dept and a response from them is due imminently. He thought it would be a positive response.

Cllr Hodge discussed the road layout at the top of the street near the church car park, which promoted cars speeding down the hill in Old Minster (as highlighted in the recent speed survey).

Action: Clerk to contact Paul Wilson to see if he could suggest any suitable traffic calming measures for this stretch of road.

Re. the proposed car park on the old A40 site. It was noted that the suggested footpath was nearly impassable and that the site was only suitable for passengers to be dropped off first and for vehicles to then park. Action – as per 5 (b).

12. Location of village re-cycling bins

The Clerk distributed copies of a letter of complaint from the White Hart public house to Councillors. The complaint relates to the wording in a recent article of the Village News and the letter provides background information to the closing of the 'Bring Site.'

It was felt that no apology from the Parish Council was necessary as the article stated facts only.

Action: Clerk to (1) chase Bob Lightfoot, Environmental Services for an update and (2) respond to the White Hart accordingly.

13. Parish Councillor & Fishing Bailiff Vacancy

Cllr Sue Bicker had completed the necessary WODC required forms.

It was agreed that Cllr Smith would enquire about job specifications at fishing clubs in order that the Parish Council's specification is fully encompassing. Proposed by Cllr Haley, seconded by Cllr Stowell. Carried unanimously.

14. Village Youth Shelter

Cllr Bicker debated that a village youth shelter is required to give the young people a safe place to meet. It was agreed that the old war memorial site was not suitable for this purpose, being in a dark and isolated area. Proposed by Cllr Smith, seconded by Cllr Stowell. Carried unanimously.

As the Parish Council do not own land other than at Ripley Avenue, Cllr Bicker suggested that a suitable spot could be found at the amenity land. This option had been previously explored at a village parishioner's meeting and due to the idea being negatively received, was discarded. The question of possible sites was discussed and it was agreed to add the issue of a Youth Council to the agenda for the next meeting.

15. Clerking arrangements 2007

The Clerk advised that an advertisement will shortly be published in the Witney Gazette and that notices had been put up around the village.

16. Planning applications and decisions

Applications submitted to the Parish Council

	Ref. No.	Address	Details	Deadline for response to WODC
1.	06/1906/P/FP	Witney Lakes Resort, Downs Road, Witney	Erection of eighty-six bedroom hotel and associated parking. (Modification to planning permission 04/0728/P/FP)	Minster Lovell Parish Council wish to comment on the light pollution and visible impact that this application will make.

Decisions made by West Oxfordshire District Council Planning Authority

	Ref. No.	Address	Details	Decision
	None			

Decisions awaiting by West Oxfordshire District Council Planning Authority

	Ref. No.	Address	Details	Decision
2.	06/1812/P/FP	54 Brize Norton Road	Construction of new vehicular access and parking.	Application being determined at Lowlands Sub-planning Committee.
3.	06/1858/P/FP	101 Brize Norton Road	Erection of replacement garage and storage for farm implements.	MLPC response read out at meeting.
4.	06/1888/P/FP	Land adj to 1 & 2 Waterworks Cottages, Worsham	Erection of replacement garage and workshop to serve both cottages.	No comment.
5.	06/1391/P/S73	120 Brize Norton Road	Non-compliance of condition 5 of Planning Permission W96/0115 to allow storage bins to be sited outside area specified (retrospective).	Still to be determined
6.	06/1727/P/FP	11 St Kenelms Close	Erection of single storey side extension and boundary fence. Alterations to include removal of front store, creation of new parking area.	MLPC response read out at meeting.

7.	06/1690/P/FP	Caravan Site, Ting Tang Lane, Burford Road	Formation of 8 additional pitches (variation of planning permission 0627/92 formation of 15 pitch caravan site). Erection of building to provide playroom/meeting room and site office (part retrospective).	Application being determined at Lowlands Sub-planning Committee today.
8.	06/1782/P/AC	The Mill and Old Swan	Erection of three freestanding illuminated signs (part retrospective).	Application being determined at Lowlands Sub-planning Committee today.

18. Correspondence received	Notes/Actions
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Items with RSVP dates/details of meetings:-

1. OALC – Winter General Meeting 2006 being held tonight.

Circulars:-

2. OCC – Summary of changes to subsidised bus service from Dec 06.
3. WODC – Contact details.
4. Oxfordshire Playing Fields Association – Annual Report.
5. Venturplay Designs Ltd – information re. monthly safety inspections.
6. SMP Playgrounds – briefing information.
7. Playground services – general information.
8. Countryside Alliance re Post Offices.
9. Volunteer Centre W.Oxon.
10. CPRE shopping catalogue.
11. WODC – Entertainments leaflet.
12. CPRE – magazine.
13. CAG Oxon newsletter.
14. OCC – road safety news.

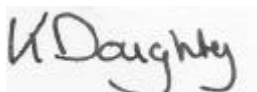
There followed a 10 minute parishioner's question time.

- Youth Shelter – It was requested that assurances be made that a youth shelter would not be installed in Ripley Avenue. Agreed and assured by the Council.
- War Memorial Service – A parishioner requested that a PA system be used in the future as it was hard to hear the service. Agreed. A query was raised as to whether the cross at the top of the memorial was facing in the correct direction. Cllr Stowell advised that research had been undertaken and it was found that there was no right or wrong way. It was also queried whether the war memorial was insured (which it is not). This aspect will be pursued with the insurance company.

There being no further business the meeting closed at 9.20pm.

Meetings:-

- Xmas drink – date to be advised.
- Parish Council Meeting – Monday 18th December – St Kenelm's Hall – 7.00pm.



Katherine Doughty
Clerk

Signature of Chairman upon approval of Minutes 18th December 2006

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.

