



MINSTER LOVELL PARISH COUNCIL

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Parish Clerk: Katherine Doughty

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MINUTES OF PARISH COUNCIL MEETING HELD ON MONDAY 19TH NOVEMBER 2007 IN ST KENELM'S HALL AT 7.00PM

1. **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: 5.

Apologies for absence: Cllr Ted Cambray, County Councillor Rodney Rose and District Councillor Warwick Robinson.

The Chairman opened the meeting at 7.00pm.

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

Item 3 – Ripley Avenue (b) Maintenance Work – Cllr Bicker as Cotswold Tree Surgeon is a family member.

Item 6 – Finance (b) Funding Requests – Cllr Smith declared a non-pecuniary interest as his wife is a Trustee of Minster Lovell Playing Field Trust.

Item 6 – Finance (b) Funding Requests – Cllr Haley declared an interest being a Trustee of Minster Lovell Playing Field Trust.

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

Mrs Muller reported on the recent village litter-pick which resulted in 15 bags of rubbish being collected. It was noted however, that a lot of the litter collected was as a result of careless recycling collection by the District Council. Clerk to contact WODC to request that all recycling waste is picked up when being sorted into vehicles. (Copy to Cllr Robinson). Whilst undertaking the litter-pick, suspected flytipping was witnessed at the old A40 slip road. Clerk to contact OCC to ascertain whether any dumping of soil and tarmac has been agreed.

- (a) New Signage

The new sign for Ripley Avenue Amenity Area is ready for Mike Ford to put up. Clerk to speak with Mike on return from his holiday, to pursue outstanding work in Ripley Avenue.

- (b) Maintenance Work

Two quotations have been received for laurel and shrub trimming. WODC has quoted £864 + VAT, Cotswold Tree Surgeon has quoted £790. Quote awaited from M Everett, Ducklington. It was agreed that due to the need to undertake the work promptly, the quote from Cotswold Tree Surgeon be accepted and for work to be completed by the end of the year. Proposed by Cllr Haley, seconded by Cllr Alderman. Cllr Bicker abstained and declared an interest.

The Clerk reported that she had written to the residents of 47 Ripley Avenue regarding the removal of their goalpost. The resident concerned telephoned in response to the letter to say that his children play there because of all the dog mess in the field. He has however, agreed to remove the goal post. The resident would like to see some positive action against irresponsible dog owners who flout the Amenity Areas' rules, which would then set an example for other dog owners. It was agreed that the Clerk produce some formal letters to be handed out to irresponsible dog owners by the Playground Management Committee, when they witness that dog waste has not been correctly disposed of.

(c) Bike ramps

Cllr Bicker presented a quote for various bike ramp designs and a discussion ensued as to whether the Parish Council should make soil available for youngsters to create their own jumps or whether manufactured ramps be installed. Cllr Bicker, Cllr Stowell and Mrs Muller are to obtain further quotes for smaller designs and present at the next Council meeting. Clerk to contact WODC and ORCC for advice.

The new goal posts have been installed with the help of youngsters and parents. Thanks to be included in the next Village News.

4. **Minutes of the previous meeting:** The minutes of the 19th October 2007 meeting were accepted as a true and accurate record of proceedings. Proposed by Cllr Smith and seconded by Cllr Hodge. Carried unanimously.

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

(a) Oxfordshire County Council Matters

- One-Way system, Old Minster Lovell.

A letter has been sent to Richard Dudding, Director for Environment & Economy, OCC because up until the day of the meeting, there was no news from Paul Wilson on any of the subjects that the Clerk had written to him about (dated August 07). The letter was copied to Rodney Rose, County Councillor; Ian Hudspeth, County Council Cabinet Member, Transport Implementation; and Joanna Simons, Chief Executive of OCC.

- Section 106 Agreements

No funds are to be made available to the Parish Council.

- New bus shelter at Bushey Ground

New site plan has been drawn up and forwarded to OCC.

(b) Location of recycling bins

Bob Lightfoot, WODC was unable to attend the Parish Council meeting. A discussion ensued as to site possibilities, in particular the Scout Hut area. Cllr Smith advised that he had visited a part of the country where the recycling site was located in the school grounds and credits were awarded to the site owner. Cllr Stowell felt that all possibilities had been discussed and in the absence of a suitable site being found, parishioners should continue to use alternative recycling sites located outside the village. Cllr Stowell went on to propose that the Parish Council abandon attempts to relocate the site on the grounds that if you have to drive to it, the objective of a local amenity is not achieved and Parishioners could drive to alternative sites already in use. Seconded by Cllr Alderman. 2 against. Carried. Clerk to convey to WODC. Copy to Cllr Robinson.

(c) Local response to expansion of RAF Brize Norton

Responses received from:-

Alisdair MacDonald – Langford PC.

Alex Postan – Shilton PC.

It was agreed to wait for the December meeting for all responses to be received. The next RAF Brize Norton Briefing Day is scheduled for 28 November. Cllr Alderman will attend on behalf of the Council.

(d) Other

War Memorial

Cllr Stowell reported that he had obtained three quotations for recutting and cleaning of the war memorial stone. Joslins were the most competitive quote at £3250 nett. A grant of £1500 may be made available from the War Memorials Trust towards this work. It was agreed that Cllr Stowell complete the grant application before confirming Joslins' quote. Proposed by Cllr Stowell, seconded by Cllr Smith, carried unanimously.

Traffic Calming

Cllr Stowell advised that he was able to obtain stickers for wheelie bins that remind drivers to check their speed. A sample was showed to the Council. It was agreed that Councillors hand deliver stickers to the Brize Norton Road (40), Burford Road (20) and Lower Village (20). Cllr Stowell also discussed the possibility of the Police undertaking a speed reduction campaign in the village and also training people to undertake speed checks. A discussion ensued and it was agreed to nominate the Main Street, Lower Village (after the narrow area towards The Old Swan and the road from Leafield to Old Minster); Brize Norton Road (by parade of shops) and Burford Road (Burford end).

6. Finance

(a) Payments due:

Payee	Amount £
WODC – grass cutting – Ripley Avenue only (the agreed 5 cuts for all other areas have been undertaken)	138.42
2 x D F Williams – bus shelter cleaning @ £11.75 ea.	23.50
Viking Direct – laminating pouches for remembrance service notices	21.47
Falcon Signs	112.80
Abbinet – website hosting for 1 year	64.63
BDO Stoy Hayward LLP – audit	364.25
K Doughty – Symantec – Norton Antivirus software for 1 year	39.99
K Doughty – A K Timms – 4x high visibility vests	13.68
K Doughty – Salary & expenses November	402.27

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

(b) Funding requests:

Minster Lovell Playing Field Trust

The Clerk read a letter requesting funding towards the cost of repairing the tennis court fencing. The invoice submitted was £720.00, plus VAT £126.00, total £846.00. It was noted that the Trustees have funds available to pay the invoice. It was agreed that a donation for the sum of £126.00 be made. Proposed by Cllr Stowell, seconded by Cllr Alderman, 2 abstentions. Carried. Cllr Haley and Cllr Smith declared interests (refer to item 2).

(c) Any other financial matters:

- The Clerk provided copies of the latest Audit Report and outlined areas in need of attention. Copy also in the circulating file.
- The Parish Tax Base for 2008/09 was advised at £608.06. 2007/08 was £604.51.
- The Clerk presented a bank mandate to the Chairman for signature in order that she may have access to the Community Bank account. Cllr Alderman proposed that the form be signed, seconded by Cllr Stowell, carried unanimously. The form was duly signed by Cllr Haley and Cllr

Alderman. The Clerk confirmed that this was for access only and not for authorisation of any payments.

- Precept – Precept figures for the forthcoming financial year were agreed. (Please see Appendix A). Proposed by Cllr Stowell, seconded by Cllr Alderman. 1 against. Carried.

7. Warwick Robinson, District Councillor's Report

Cllr Robinson submitted the following report in his absence:-

“The draft budget for 2007-8 has been prepared and circulated for debate at Scrutiny meetings and Cabinet – to be reported on at the December meeting.

The new Waste Management Contract will be debated by the Conservative Group on Tuesday 11th December and by the Environment Overview and Scrutiny Committee at a special meeting on Friday 14th December. This is prior to debate by Cabinet and Council in the New Year.

The current thinking is that:

- Dry Re-cyclates (paper, card, glass, etc) will continue to be collected weekly in boxes for re-cycling.
- Waste foodstuff will be collected weekly in a new specific box, and will be composted (which qualifies as recycling).
- Green waste will be collected weekly from those who sign up for the service (@ £30 /annum).
- Residual waste (ie everything that does not fit into above categories) will, in future, be collected once a fortnight only (in wheelie bins) and will go to landfill.

The PC may wish to advise me of their comments which I will take due note of when WODC consider this extremely important matter.

If anyone has any questions please address them to me by either phone, e-mail or letter and I will endeavour to reply quickly.”

A discussion ensued and it was agreed that the Clerk forward the previous comments and objections made by the Parish Council concerning fortnightly collections, to Cllr Robinson for onward communication to the District Council.

8. Rodney Rose, County Councillor's Report

Cllr Rose submitted the following report in his absence:-

“I visited Charterville Close on Saturday afternoon and spoke to Mr Hoverd. He is now checking ownership, etc. In Mr Hoverd's view, things are now quiet in terms of neighbours and advised to 'let sleeping dogs lie.' Rodney will check anyway and get back to us.

Rodney further advised that until flood damage is under control, he is away a bit, but will get back to normal soon.”

9. Youth Forum

Next meeting scheduled for Friday 25th January 08. Clerk to advise Cllr Cambray of date regarding refreshments. It was hoped that the video recently made by the youngsters in the village, could be shown at the next Parish Council meeting.

10. Refurbishment of grass verge by Spar shop

Cllr Alderman suggested that the whole area would look better if it were paved. Cllr Stowell recommended the use of grass bricks at a cost of £22 p/sq m. Clerk to request that OCC offer advice and costings of a suitable surface.

11. Grass cutting

WODC has quoted an additional £2.97 per cut for the new areas specified by Cllr Hodge. This would bring the grass verges cost to £343.77 from £340.80 per cut. However, the Clerk advised that WODC has now completed their contract for cutting the grass verges so these would not be cut until a new contract is commenced.

Georgina Aldridge, WODC provided costs for 2008 at £2719.97 + VAT which reflects a 5% increase. (3% rise in salary costs and 2% rise in operational cost/fuel). This sum includes cutting of the new areas.

It was agreed that extra areas are to be included in future with no interim cuts, and that the Parish Council accepts the quote for 2008. Proposed by Cllr Stowell, seconded by Cllr Alderman. Carried unanimously.

Further to our request for help in the Village News, Daniel Hubber, a young person in the village, has offered to cut the grass around the war memorial. Mr Gerald Norridge also offered to help if no one else was available. It was agreed that the PC accepts Daniel's offer and for him to request Mr Norridge's assistance when necessary.

12. Planning applications and decisions

	Ref. No.	Address	Proposed	Deadline for response to WODC
1.	07/1852/P/FP	Flightline Support, 49A Brize Norton Road	Erection of three bay workshop	9 November
2.	07/1869/P/FP	85 Brize Norton Road	Erection of rear conservatory.	13 November
3.	07/1965/P/FP	Holt Farm, Bushey Ground	Alterations and extensions to include raising the height of the roof to create 1 st floor.	30 November

Decisions made by West Oxfordshire District Council Planning Authority

	Ref. No.	Address	Proposed	Decision
4.	07/1481/P/FP	101 Brize Norton Road	Erection of replacement garage, two temporary stables, wash room, storage for farm implements and first floor storage area (retrospective).	Grant, subject to conditions.
5.	07/1630/P/FP	Lilac Cottage, Old Minster	Alterations and erection of single and two storey extensions, new vehicular access.	Grant, subject to conditions.

Decisions outstanding by West Oxfordshire District Council Planning Authority

	Ref. No.	Address	Details	Decision
6.	07/1268/P/AC	Land adjacent Windrush DAF, Burford Road, Witney	Erection of a pole mounted double sided illuminated sign (retrospective).	
7	07/1661/P/FP	Dundon House	Erection of first floor garage extension to form staff accommodation	
8.	07/1701/P/OP	Lovell Croft, Burford Road	Erection of detached chalet bungalow	

WODC has written to advise that they are at the forefront of Planning Authorities across the country taking part in a national project to develop and implement a National Standard Planning Application Form, known as IAPP. The standard form will be put into practice from 1st November. Further information was put into the circulating file.

13. Correspondence

1. Paul Harris, Countryside Service, OCC. Re. Wash Meadow Car Park. – Clerk to copy for files and forward to Secretary of Trustees of Wash Meadow.
2. Email received from Trustees of Wash Meadow – Advising that Stephen Hodge has resigned, David Lewis has agreed to take on the role of Treasurer and that Stephen has agreed to remain a Trustee until a replacement can be found. – Clerk to advertise on noticeboards.
3. Letter from WODC Street Scene re. flooding – Copies to be forwarded to Cllr Smith (for circulating and Cllr Alderman).
4. Invitation from Oxfordshire Community & Voluntary Action to attend their Carterton Community Lunch on Friday 7th December, 12.30-14.00 at The Pavilion, Monahan Way, Carterton.
5. Oxfordshire Association of Local Councils – Winter General Meeting – Monday 26th November – Stratfield Brake Pavilion, Kidlington. 7.00pm.

Circulars:-

6. Village Mobile Cinema Scheme – Forwarded to the Youth Club.
7. Summary of responses regarding the South West Airspace Change.
8. OCC – Oxfordshire Fire Authority's Integrated Risk Management Plan 2008-13 and Action Plan 2008-09 Consultation Documents.
9. ORCC – Changes to Post Office Network.
10. ORCC – Review of the Provision of Primary Education in Oxfordshire.
11. OALC Minutes.
12. WODC – Review of Polling Districts & Polling Places.
13. Whos My Bobby Update.
14. ORCC News Bulletin.
15. Flood Protection Products Fair.
16. WODC – Flood Review Briefing.
17. Cotswolds Conservation Board – Bulletins.
18. WODC – Oxfordshire Cotswolds Tourism website.
19. CAG Oxfordshire newsletter.
20. Countryside Voice.
21. OCC - Oxfordshire news magazine.
22. WODC – Flood Protection Products Fair.
23. Cotswolds – general information.
24. CPRE – News.
25. ClimateX – News.
26. S&C Slatter information.
27. West Oxon. Citizens Advice Bureau – information.

The Chairman then discussed items for the next month's agenda.

The subject of rats was raised – 3 reports had been received. Clerk to contact Environmental Services urgently.

There followed a 10 minute parishioner's question time.

Mr Beechner queried Cllr Robinson's report regarding waste collections.

Cllr Alderman requested that some wooden posts are installed opposite Bridge Cottage to preserve the grass verge, as previously installed posts have disappeared. Clerk to obtain quotes from Gibbs Bros, Hickman Bros & MDP Fencing.

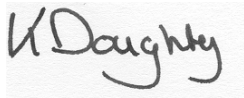
Cllr Alderman advised that the west wall of the bridge in the Old Village has cracks. Clerk to report to Bridges Dept, OCC.

Cllr Haley briefly reported on the successful Remembrance Sunday proceedings – thank you letters to be forwarded to helpers. Evaluation meeting to take place in the New Year.

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

Meetings:-

- Parish Council Meeting – Monday 17th December – St Kenelm’s Hall – 7.00pm.
- Xmas Drink – Tuesday 18th December – Old Swan – 8.00pm.
- Parish Council Meeting – Monday 21st January – St Kenelm’s Hall – 7.00pm.



Katherine Doughty
Clerk

Signature of Chairman upon approval of Minutes 17th December 2007

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.

AGREED PRECEPT – 2008/09

Expenditure	Precept 2007/08	Expenditure 2006/07	Precept 2008/09	Notes
	£	£	£	
MAINTENANCE:-				
Grass Cutting & Village Maintenance		512.00	1790.00	Projected costs £4399. Grant £2609.82. £1790 to find from funds.
TOTAL	1500.00	3887.04	1790.00	
PRECEPT FUNDING:-				
Fishing Bailiff	150.00	150.00	150.00	
St Kenelm's Parochial Church Council	1800.00	1800.00	2000.00	
St Kenelm's C of E School	200.00	200.00	200.00	
Trustees of Wash Meadow	2500.00	2500.00	2500.00	
Minster Lovell Youth Club	500.00	500.00	500.00	
Minster Lovell Playing Field Trust	2000.00	2000.00	2000.00	
Minster Lovell Methodist Church	500.00	500.00	2000.00	
St Kenelm's Hall Management Committee	2000.00	2000.00	2000.00	
Ripley Avenue General Maintenance	1000.00	1000.00	1000.00	
Other Minster Lovell Organisations		300.00		Minster Lovell Playgroup donation
TOTAL	10650.00	10950.00	12350.00	
CLERKS ACCOUNTS:-				
Computer/copier	400.00	315.31	400.00	
Stationery/postage	200.00	159.54	200.00	
Salary	4000.00	4065.75	4500.00	
Telephone	160.00	161.45	200.00	
Office allowance	1000.00	1000.00	1000.00	
TOTAL	5760.00	5702.05	6300.00	
REGULATORY:-				
Insurance	1200.00	1242.28	1300.00	
Audit Fees	500.00	293.75	500.00	
TOTAL	1700.00	1536.03	1800.00	
OTHER:-				
Training/Seminars	200.00	42.70	100.00	
Hall Hire	600.00	374.00	400.00	
Subscriptions	275.00	344.94	350.00	
OALC	230.00	229.94	229.94	
ORCC	20.00	20.00	20.00	
OPFA	25.00			
CPRE		26.00	26.00	
SLCC		69.00	69.00	
Village News	300.00	352.50	350.00	
Misc/Adverts		25856.67		Warefence £4068.20. Joslins £10907.50. VAS £10116.75
Contingencies	1500.00		0.00	
Bank charges		132.25	150.00	
TOTAL	2875.00	27103.06	1350.00	
RESERVES FOR PROJECTS:-				
Traffic calming				Spar shop work also.
War Memorial				
TOTAL	0.00	0.00	0.00	
GROSS TOTAL	22485.00	49178.18	23590.00	
PLUS 10%	2248.50		2359.00	
GRAND TOTAL (PENCE ROUNDED UP)	24734		25949	

1216 Difference