



## 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> NOVEMBER 2008 IN ST KENELM'S HALL AT 7.00PM

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

**Parishioners present:** 5.

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

Due to the late arrival of the Chairman, Cllr Hodge proposed that Cllr Stowell chair the meeting. Seconded by Cllr Jones, carried unanimously. The meeting opened at 7.00pm.

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

Item 13 – Nomination of Parish Representatives – (b) Trustee of Wash Meadow – Cllr Hodge declared an interest.

- 3. Ripley Avenue Management Committee**

- (a) Maintenance work

Mrs Muller reported that the play surface still needs to be repaired, but otherwise the play area safety was acceptable. Mike Ford has been asked to repair the surface which he has agreed to do when the weather conditions are suitable for the wetpour kit to bond properly.

Fir trees between Cotswold Close and Ripley Avenue – Following a Parish Council site visit, it was agreed that the fir trees needed a trim and the fence behind the trees was found to be broken. It was agreed that the Clerk check ownership of the fir trees and fence. If owned by the Parish Council, Mike Ford is to be asked to mend the fencing and the Clerk will obtain quotes for trimming the trees as short as possible without detrimental effect.

Bench – Cllr Smith has repaired and painted the Jubilee bench. Further paint needs to be purchased at the Council's expense.

Anti-social behaviour – It has been reported that the occurrence of anti-social behaviour in Ripley Avenue has decreased. However, parents delivering their children to play on the dirt track, have been blocking residents' driveways. Clerk to raise problem in the next issue of the Village News.

The Clerk reported that she had contacted Roger Davis (Oxfordshire Playing Fields Association) regarding the 'crumbing' of the play surface. Mr Davis suggests that we ask the company who originally installed the safety surface why it has failed so early. He further advises that RoSPA usually regards crumbing in the early stages of a playground as a sign that the original surface may not have been laid correctly and that 8 years is not 'old' for wetpour surfacing according to most suppliers. Mr Davis recommends a second opinion by a company called Star Rubber.

Cllr Hodge proposed that we contact the original installers as above, seconded by Cllr Jones, carried unanimously.

Pedestrian safety barriers – The Parish Council recently met to discuss the options for the footpath in Ripley Avenue and it was felt that 2, 1 metre safety barriers, close together should be installed. The safety barriers are priced at £300 for a pair, plus installation costs. These should prevent youngsters from coming out of the amenity area at speed and encourage them away from the neighbouring property. Cllr Stowell proposed that barriers be purchased, seconded by Cllr Smith. 6 in favour, 1 abstention. Carried.

(b) Bike ramps

The Clerk advised that to supply and install a litter bin by WODC is quoted at £267 plus £4.43 to empty per occasion.

Purchase of alternative bins – Slingsby – Hooded litter bin £209. Seton - £341. Both plus installation costs. Cllr Stowell advised that WODC are going to replace all of their litter bins and that as there is not currently a litter problem in the area of the dirt track, that the Parish Council wait to obtain a used bin.

Dirt track usage signs were ordered on 28 October from Falcon Signs, Wantage.

4. **Minutes of the previous meeting:** The minutes of the meeting held on 20<sup>th</sup> October 2008 were accepted as a true and accurate record of proceedings. Proposed by Cllr Hodge, seconded by Cllr Stowell, carried unanimously.

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

No report available due to absence.

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

No report available due to absence.

7. **PCSO – Update and priorities**

Cllr Stowell advised that two cars had recently been broken into. One car in Cotswold Close was broken into and a satnav device stolen. A second car in Ripley Avenue had its stereo stolen. PCSOs are investigating both crimes and will also be investigating a parishioner driving the wrong way round Old Minster Lovell's one-way system.

The Clerk advised that a detailed letter was sent on 29 October to Chief Insp Malhi regarding the anti-social behaviour experienced in Ripley Avenue and Old Minster Lovell, and the underage drinking in Ripley Avenue. It was agreed that the Clerk pursue the lack of response and PCSOs attending meeting.

The Chairman advised that the village Youth Club has organised a drug awareness event.

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

(a) Oxfordshire County Council matters

- Old A40 Car Park

No update – Clerk to pursue for December meeting.

(b) Refurbishment of grass verge by Spar Shop

Cllr Stowell summarised his research and findings of ground stabilisation and meshes. Two companies recommended heavy duty mesh to be installed in the Spring. A mesh layer is pinned to the ground and filled with topsoil and grass seed. Costs are £8.50 per square metre – 70 square metres of mesh is needed.

Cllr Hodge proposed that we proceed with Cllr Stowell's proposal, subject to OCC approval. Seconded by Cllr Smith, carried unanimously.

Cllr Haley proposed that new quotes are obtained for installation of posts in the area (to be installed before the mesh is laid). Seconded by Cllr Jones, carried unanimously.

Cllr Stowell agreed to check access requirements with the Spar shop re. installation of posts/measurements. Clerk to copy the site plan for this purpose. Cllr Stowell to discuss further the contribution that the Spar shop suggested as part of the scheme, to improve the area by the seat and noticeboard.

- (c) Experimental One-Way system, Old Minster Lovell – survey findings.

**82 Responses** equivalent to 1 in 7 households in the Village.

**The Walkers** (those who walk down to Wash Meadow)

**69%** said that the one way scheme 'made things better'

**13%** said that it 'made no difference'

**18%** said that it 'made things worse'

**Main Comments** (numbers of people making comment in brackets)

**Positive** Safer or much safer for pedestrians (26)  
Long time coming! (2)

**Negative** Cars are travelling too fast (23)  
Hedges forcing pedestrians into roadway (6)  
Cars still going wrong way down School Hill (4)  
Cyclists : Going wrong way or on pavement (2)  
No provision for cyclists (2)

**The Drivers**

**67%** said the one way scheme 'made things better'

**10%** said it made no difference or had no view

**23%** said that 'it made things worse'

**Main Comments**

**Positive** Safer for cars as well as people (23)  
General welcome for the scheme (2)  
Safer for cyclists (2)

**Negative** Poor visibility at bridge for downhill traffic (28)  
Suggestions : Reverse the traffic flow (13)  
Mirror (10)  
Traffic Lights (4)  
Cars are travelling too fast (9)  
Problems with School Hill-Little Minster junction (7)  
No provision for cyclists/cyclists ignore signs/risky for bikes on  
School Hill/not safe or too far for children to go down east arm (6)  
Cars still going wrong way down School Hill (5)  
Too much extra mileage/not green/inconvenient (5)  
Hedges forcing pedestrians into roadway (4)  
Problems with White Hart junction (4)

Cllr Stowell advised that there is clear support for the scheme. However, cars are travelling too fast; the bridge junction is a problem; Little Minster junction isn't clear; hedgerows encroaching into footpaths; and cyclist issues.

It was resolved that Cllr Stowell send the results to OCC raising the above issues and how they could resolve the problems. Clerk to invite Paul Wilson, OCC to attend an extraordinary meeting before the end of the year to discuss the experimental one-way system. Seconded by Cllr Hodge, carried unanimously.

Cllr Jones discussed the possibility of implementing a two-way cycletrack so that the road width is maintained.

(d) Other

(i) Email received from Gordon Kelman, OCC requesting permission to install an additional salt bin by the bridge on land owned by the Parish Council. In icy conditions it may not be possible for vehicles to safely drive up School Hill. To help resolve this, OCC has agreed in principal to install an additional salt bin. Cllr Smith suggested that a better site for the salt bin would be on some current hardstanding at the entrance/exit of the stile on the bend of School Hill or set as far back as possible on the Parish Council's grass as close to the Bridge Cottage perimeter as possible. Clerk to advise Gordon Kelman of the Council's suggestions.

(ii) Flooding

WODC's Flood Report now received and circulated to all Councillors. Cllr Smith proposed that the Council delegates a response to a sub-committee (Cllrs Hodge, Smith and Alderman). Seconded by Cllr Stowell, all in favour. Clerk to organise a meeting and advise WODC that more time is needed to agree a response.

## 9. Finance

(a) Payments due:

Payee	Amount £
D F Williams Cleaning Services Ltd – bus shelter cleaning x 2	25.86
G Hill & Sons – tarmacing of Bushey Ground bus shelter	212.67
BDO Stoy Hayward LLP – 2008 Audit	364.25
Bookmarque Publishing – October Village News	139.47
Cllr Sue Bicker – refreshments	9.53
WODC – August & September grass cutting	1077.88
K Doughty – November salary	425.84
Postage	1.99
Expenses (Norton anti-virus software annual renewal £39.99 and Royal British Legion poppy wreath £16.50)	<u>56.49</u>
TOTAL	484.32

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

(b) Funding requests:

- The Oxfordshire Woodland Project – Policy applies.
- Oxfordshire Carers' Forum – We have previously said no to funding as policy applies.

(c) Any other financial matters:

- 2008 Audit – 2 Items have been raised by BDO Stoy Hayward LLP.

(1) The auditors comment that the 'level of reserves held by the council appear high. The Council has no power to hold excessive reserves unless they are saving for something in particular. They recommend that the Council continue to reduce our level of reserves to a more appropriate level. The generally accepted level of reserves is usually no more than twice the level of precept.

(2) Expenditure powers – S137 power incorrectly used. "Payments were made to local sports clubs and youth clubs which could have been authorised under S19 of the Local Government (Miscellaneous Provisions) Act 1976, power to provide recreation facilities within and outside of the area".

This means that when the Parish Council makes payments to village organisations in addition to their precept payments, the payments need to be recorded in a different category in our accounts.

The Chairman commented that in view of the Council's carry forward, next years' precept has been increased only marginally.

- Letter of thanks from St Kenelm's Hall Management Committee, for bringing forward their precept payment and continued financial support.

#### **10. Street Lighting, Lower Crescent**

The Clerk spoke with John Hamer, OCC Street Light Inspector who remembers removing the street light from Charterville House. According to Mr Hamer, the street light was removed as the owners refused to allow contractors onto their property to maintain the street light and it therefore had to be removed.

Even if a new pole was erected close by to this existing one, contractors would still need to access the property to connect the two poles, and as previously mentioned, this has been denied.

Cllr Bicker proposed that a new street light be created in the area of the previous street light. Seconded by Cllr Hodge, carried unanimously.

#### **11. War memorial/grass verge boundary**

Tom Hazzledine who is a member of the Dry Stone Walling Association, has forwarded a quote. To repair/rebuild the damaged wall is estimated at £2000. To build a new wall and repair/rebuild the existing one is £3750.

The Clerk spoke with the Cotswold Conservation Board, and was advised that they no longer provide grants for such work. They advised that the Council might want to consider contacting Witney & Abingdon College who offer dry stone walling courses to provide our wall as a kind of 'practice area' and therefore at reduced costs.

WODC has advised that their Landscape Conservation Grant Scheme has been withdrawn due to budget cuts. They recommend contacting TOE (Trust for Oxfordshire's Environment - [www.trustforoxfordshire.org.uk](http://www.trustforoxfordshire.org.uk)).

The Chairman proposed that we approach Witney & Abingdon College accordingly. Seconded by Cllr Stowell, carried unanimously.

Clerk to chase for a response to previous correspondence from the Wellington Pub Company.

Clerk to contact County Council to doublecheck ownership of wall.

It should be noted that the Parish Council needs to meet at the war memorial to determine the exact location where the street light is to be moved to.

#### **12. Neighbourhood Watch**

The Clerk reported that she had contacted WODC to advise that Cllr Colin Alderman is looking to set up a Neighbourhood Watch scheme for Old Minster Lovell. Danielle Hilton had not been able to contact Cllr Alderman.

#### **13. Nomination of Parish Representatives**

- (a) Parish Transport Representative.

No applications received.

- (b) Trustee of Wash Meadow.

No applications received.

The Chairman referred to the Charity Commissioners Scheme document, specifically page 3 entitled 'Trustees', that each appointment is made for a period of 4 years and that the PC must appoint trustees.

It was resolved that the Clerk ascertain how long all current trustees have served. The Parish Council will then meet to agree an agenda before arranging a meeting with the Trustees and the 3 main organisations that use the area, to discuss the future funding of the Trust. Clerk to organise meetings as required.

Cllr Hodge advised that he has resigned from the Trust.

#### **14. Communication and community engagement**

##### **(a) Website – interactive forum**

Cllr Jones reported that there exists a good level of easily accessible information available to parishioners via the website and Village News. Those who have a desire to find out what is going on in the village will find it.

Cllr Jones recommended that the website meets the parishioner's needs at the moment and the addition of a forum would not add any constructive value.

Also, that a FAQ's section be added to the website with questions such as:

- What is the Parish Council directly responsible for?
- What can the Parish Council influence?
- What is the Parish Council not responsible for?
- How is it funded?

It was resolved not to proceed with an interactive website but proceed with FAQs. Proposed by Cllr Jones, seconded by Cllr Stowell, carried unanimously.

##### **(b) Welcome pack**

Cllr Haley discussed the work and recommended that it would be an ideal project for village youngster as part of a school project. Cllr Haley agreed to pursue as necessary.

Cllr Stowell agreed to obtain the winter bus timetables.

#### **15. Village allotments**

The Parish Council recently met at the prospective sites. The conclusion was that the Council pursue the B4047 area and seek agreement to purchase a strip of land alongside the bridleway into the field. Full plot sizes are to be 25metres x 5metres – a manageable size – 10 plots to be created.

Cllr Jones proposed that the Parish Council contact Chris Strainge with measurements of land required and whether he is prepared to sell and at what cost. If Chris Strainge is happy to lease/sell 1250 squared metres of his land, then the Parish Council will consult the District Auditor to ascertain a guide price. Seconded by Cllr Bicker, carried unanimously.

The District Auditor is able to provide the Parish Council with a valuation at a cost of no more than £400.

The Mill and Old Swan are waiting for confirmation from their Legal Department that they are able to provide the land as allotments for parishioners (as an alternative to the Parish Council sourcing land from Mr Strainge).

Gillian Roe, Manager, has recently advised that in order to proceed further, the Parish Council forward a draft formal allotment tenancy agreement which they may consider. It was agreed that the Clerk obtain a draft contract and adapt accordingly. Clerk to ascertain the plot sizes at the Mill & Old Swan.

## 16. Planning applications and decisions

### Applications submitted to the Parish Council

	Ref. No.	Address	Proposed	Decision
1.	08/1650/P/FP	Kempsfield, Bushey Ground	Construction of manege.	Minster Lovell Parish Council wishes to comment only that this proposal borders closely to neighbouring property and that the impact should be seriously considered.

### Decisions made by West Oxfordshire District Council

2.	08/1601/P/FP	95 Wenrisc Drive	Erection of first floor rear extension.	No comment.
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### Decisions outstanding

	Ref. No.	Address	Proposed	Decision
3.	08/1579/P/FP	Land to the rear of 137a Brize Norton Road	Conversion of existing building to form 6 storage units. Alterations to existing vehicular access.	Strongly objected as it is against policies BE2 (a, c), H2 (d, e),
4.	08/1512/P/FP	Land to the rear of 23 Cotswold Close	Erection of detached dwelling.	Strongly objected as it is against policies BE2 (A, c) and H2 (e).
5.	08/1467/P/FP	72 Brize Norton Road	Erection of single storey rear extension to form conservatory and additional accommodation, erection of detached double garage.	<p>Objected as contrary to:-</p> <ul style="list-style-type: none"> <li>• BE2 (a) The proposal does not respect the existing pattern and character of the surrounding area.</li> <li>• H2 (d) The application creates unacceptable living conditions for existing residents/ neighbours.</li> <li>• H2 (a) and (f) The application would create unacceptable living conditions for the occupants of neighbouring dwellings and would set an undesirable precedent accordingly.</li> </ul> <p>The above comments relate specifically to the proposed detached double garage in front of the property.</p> <p>We view with concern the size, scale and massing of the extension and</p>

				<p>additional accommodation. However, the plans do not show these aspects in relation to neighbouring properties.</p> <p>We have requested the help of Cllr Simon Hoare to bring this application to the attention of the Lowlands Sub-Committee for determination.</p>
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### New Appeal

Mr & Mrs Geoffrey Brown – 29 Upper Crescent – Erection of two storey rear extension.

The Chairman raised concerns about the recently built property at Upper Crescent/Burford Road. It was agreed to write to Chief Planning Officer, WODC accordingly.

### 17. Correspondence

#### Correspondence of interest:-

1. Minster Lovell WI – re. bursary funding. *The Chairman proposed that the Parish Council be prepared to fund the scheme when the verge is reinstated. 2<sup>nd</sup> Cllr Jones. Carried unan.*
2. Email – Mr & Mrs Anderson – Ripley Avenue/Amenity Area footpath use and dirt track. *The footpath will not be closed. Request Mike Ford to clean footpath.*
3. Email – Residents of 5 Ripley Avenue – Requesting that the PC replace and re-site the poop-scoop bin and replace litter bin by the play park in Ripley Avenue. *It was agreed at a site meeting that Cllr Stowell will re-paint damaged areas of the black bin and that we will re-site and replace the poop scoop bin after the shrubs have been removed by the Youth Club volunteers.*
4. OALC Winter AGM – Wed 24 Nov@ 7.00pm – Stratfield Brake Pavilion, Kidlington.
5. West Oxfordshire Strategic Partnership – Shaping Futures Launch Event – Fri 21 Nov – 9.30-12.00 – Witney Four Pillars Hotel.
6. OCC – Town & Parish Council Liaison Event @ Henry Box School. Postponed from 10 November – new date to be advised. Asks us to advise which issues we would like to discuss as either a workshop or Q&A session.

#### General:-

1. CPRE News bulletin.
2. NHS Oxfordshire Strategy 2008-2013.
3. Communities in control – Consultation.
4. Countryside Voice magazine.
5. Volunteer Centre West Oxfordshire
6. CPRE Oxfordshire Campaign Briefing – October.
7. The Playing Field newsletter.
8. West Oxfordshire District Council Climate Change Policy.
9. The Big Tidy Up – CPRE.
10. WODC Parish Link - November.
11. OALC Update – October.
12. OALC Update – November.
13. ORCC Newsletter – Early Winter 08.
14. NALC 08/09 National Interim Salary Award for Local Council Clerks.
15. Playbuilder Update.

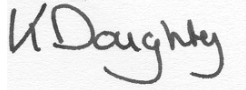
There followed a 10 minute parishioner's question time. The following item was raised:-

An additional bus stop was requested for Brize Norton bound buses, opposite the Brize Norton Road parade of shops area – to be added to next month's agenda.

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

**Meetings:-**

• Parish Council Meeting	Monday 15 <sup>th</sup> December	St Kenelm's Hall	7.00pm
• Parish Council Meeting	Monday 19 <sup>th</sup> January 09	St Kenelm's Hall	7.00pm



Katherine Doughty  
Parish Clerk

Signature of Chairman upon approval of Minutes ..... 15<sup>th</sup> December 2008

Copies of Minutes to:

Rodney Rose, County Councillor.  
Warwick Robinson, District Councillor.  
Simon Hoare, District Councillor.