



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 16TH NOVEMBER 2009 IN ST KENELM'S HALL AT 7.00PM

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

Parishioners and visitors present: 5.

Apologies for absence: Cllr Stephen Hodge.

The Chairman opened the meeting at 7.00pm.

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

Item 10 - Planning applications and decisions – Cllr Smith declared an interest being a neighbour to 120 Brize Norton Road.

3. **Ripley Avenue Management Committee**

- (a) Maintenance work

The Clerk questioned whether the fence surrounding the play park had been inspected following the report that it was unstable in places. Cllr Stowell advised that no work was needed and that the fence stability was acceptable.

- Cllr Bicker advised that the goal areas have become very rutted due to regular use. Following discussion, it was resolved that astro-turf/plastic equivalent areas are to be measured and costings obtained with a view to improving the play surfaces. Proposed by Cllr Bicker, seconded by Cllr Stowell. Carried unanimously. Cllr Bicker is to measure the areas and advise the Clerk for quotation purposes.
- Private Access Agreement

The Clerk reported that the Private Access Agreement had been forwarded to WODC Legal Services for their attention. Mr Butler advised that the document has been reviewed and it is felt that further time and effort is required to suitably re-draft the document. Unfortunately the Solicitor's Code of Conduct prevents the legal team from acting on the Parish Council's behalf. The Parish Council is therefore referred back to OALC/NALC for their comments on the document before it can be acted upon.

Cllr Stowell proposed that the document and accompanying response from WODC, is sent to OALC for advice. Seconded by Cllr Jones, carried unanimously.

4. **Minutes of the previous meetings:** The minutes of the meeting held on 19th October 2009 were accepted as a true and accurate record of proceedings. Proposed by Cllr Smith, seconded by Cllr Stowell, carried unanimously.

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

No report available due to absence from meeting.

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

No report available due to absence from meeting.

7. Matters arising from previous meeting

(a) Oxfordshire County Council matters

- Experimental one-way system, Old Minster Lovell

All improvements to the one-way system are now complete.

Cllr Haley proposed that the Clerk confirm with Paul Wilson, Highways OCC, the position regarding the improvements and OCC's legal process of adopting the one-way system including whether public notices are to be published. Clerk to also obtain the meeting minutes in which the project is outlined, to clarify the process agreed by the Parish Council. An extraordinary meeting was to be convened if necessary to discuss further before the next meeting. Seconded by Cllr Alderman, 5 in favour, 1 abstention, carried.

(b) Village allotments

Letters have been sent to all parishioners on the waiting list asking for them to visit the site and if they are still interested, to advise what size allotment they would like.

To date 6 parishioners have advised that they require full size plots and 5 parishioners require half size plots, totalling 8.5 full size plots.

An application has been made to Thames Water for a quotation to install a new water supply connection. A fee of £230 has been paid for provision of the quotation, which if accepted, will be deducted from the installation fee.

The National Society of Allotment and Leisure Gardeners advise that planning permission is not required for the creation of allotments or allotment buildings. The Clerk will formally write to WODC to clarify this issue.

The Clerk discussed guidance and information received from Carterton Town Council's Allotments Manager.

The Minutes of The Allotments Sub-Committee were accepted as true record of proceedings. Proposed by Cllr Smith, seconded by Cllr Alderman, carried unanimously. The following actions were agreed by the sub-committee:-

- i) Write to Planning Services, WODC, advising of allotment creation and querying whether planning permission is required.
- ii) Clerk to create and display posters on noticeboards, requesting parishioners advise what plot size they require and to include reduced plot fees (to be in the region of £25 for a full sized plot and £15 for a half sized plot).
- iii) Depending on the progression of matters in between the full Council meetings, a date for the next Sub-Committee meeting is to be arranged.

(c) WODC Flood Report update

Updated report received from Richard Bennett – Councillors referred to handout. Action awaited by OCC.

(d) Village Lengthman

Cllr Haley discussed the possibilities of employing a Village Lengthman. A number of general jobs are required to be undertaken during the year in order to keep the village in an acceptable condition. Cllr Alderman concurred that the weeds problem will not be resolved by OCC due to their budgets being tightened. Clerk to draft a list of jobs that could be done throughout the year by a Lengthman and investigate a job description and conditions of employment.

(e) Other

None.

8. Brize Norton Road – Lorry traffic survey

Cllr Jones proposed that Councillors undertake a lorry survey over a 2 hour slot to build a day's worth of data, but that the survey is deferred until the Spring 2010 due to existing commitments. Seconded by Cllr Bicker. 5 in favour, 1 against, carried.

Trevor Bayliss of Stagecoach Bus Company wishes to attend the next Parish Council meeting to discuss the roll out of the new S2 service and frequency of buses. Agreed.

9. Finance

(a) Payments due:

Payee	Details	Amount £
D F Williams Cleaning Services	Bus shelters	12.65
W.O.D.C.	September grass cutting	691.36
Viking Direct	Printer ink and toner	143.22
Longford Retail Ltd	Ripley Av Fun Day food <i>*previous cheque issued, has been returned.</i>	50.77
K Doughty – November salary	Salary (LG2-27. 10 hours per week)	517.07
Postage		1.81
Expenses	RBL Wreath & Training Day Fee	<u>31.50</u>
Total		550.38

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

(b) Funding requests: None

(c) Any other financial matters: None

10. Planning applications and decisions

Applications submitted to the Parish Council

The Chairman permitted parishioners present to discuss items 1 and 2 below.

	Ref. No.	Address	Proposed	Response
1.	09/1376/P/CLP	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.	
	Minster Lovell Parish Council strongly objects to this application on the following basis:- 1. Property Care Ltd has not been owner or occupier of 120 Brize Norton Road for the previous 10 years – it has been occupied by Property Care Ltd since 2003. 2. Property Care Ltd has not been unlawfully using the site outside the agreed hours. 3. It is very unreasonable for Property Care to start working before 7.30am and extending working hours beyond 1pm on Saturdays given the close proximity to residential dwellings. This point has been consistently recognised in West Oxfordshire District Council's previous planning decisions for 120 Brize Norton Road.			
2.	09/1219/P/CLE	120 Brize Norton Road	Certificate of lawfulness (To allow business activity on the site at 7am).	Response as above.

The Clerk advised that having spoken to Planning Services, WODC regarding the above applications, a Certificate of Lawfulness is sought to prove that unauthorised activities have been carried out at the address for the past 10 years and granting of the Certificate would legally allow the activities to continue.

Decisions made by West Oxfordshire District Council Planning Authority

	Ref. No.	Address	Proposed	Decision
3.	09/1100/P/FP	The Anchorage, Burford Road	Erection of detached dwelling.	Refused.
4.	09/1104/P/FP	132 Brize Norton Road	Erection of single storey rear extension.	Grant, subject to conditions.

Decisions outstanding by West Oxfordshire District Council Planning Authority

	Ref. No.	Address	Proposed	Decision
5.	09/1208/P/FP	Land adj to 42 Upper Crescent	Erection of detached chalet bungalow and associated parking (to allow increase to height of roof and alteration to porch).	Minster Lovell Parish Council objects to this application as it is considered that the roof is over-dominant for the size of proposed property and size of plot. It is therefore against West Oxfordshire Local Plan 2011 policies BE2 (a and b).
<p>Minster Lovell Parish Council strongly objects to these applications as they are contrary to the following West Oxfordshire Local Plan 2011 policies:-</p> <ul style="list-style-type: none"> BE2 (a), (b), (c). H2 (a) and (b). NE4 i) and ii). BE5, BE7 and BE8. <p>The applications are out of character for a Minster Lovell listed building. It is Minster Lovell Parish Council's understanding that only two Charterville bungalows were built with a rare colonnade and therefore the Parish Council most strongly object to it's removal.</p> <ul style="list-style-type: none"> The extensions are sprawling and do not respect the existing scale, pattern and character of the surrounding area or other listed Charterville properties. 				

11. Correspondence

1. Email from resident of 10 Drylands Road re. travellers. *Matters are in hand.*
2. Letter from residents of 20 Ripley Avenue re. field boundary – READ. *Residents to refer to Mr Kinch, owner of the hedge.*
3. Parish Transport Representatives Meeting – Tues 24 Nov, 1.30pm at County Hall.

General:-

1. Local Transport Plan 3 – Nov 09 – OCC.
2. Biodiversity and Planning in Oxfordshire, OCC.
3. Oxfordshire Rural Children's Centre Project – Newsletter no.10.
4. OALC October Update.
5. Oxfordshire Playing Fields Association Annual Report.
6. CPRE Oxfordshire Autumn Briefing.
7. Oxfordshire Fire Authority's Integrated Risk Management Consultation Action Plan 2010-11. OCC.
8. CPRE Oxfordshire Campaign Briefing Oct 09.
9. "Minster Lovell footpath back in use" press release, OCC.

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| 10. Volunteer Centre Annual Report.
11. Countryside Voice.
12. Oxfordshire Road Casualty Report 08, OCC. |
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There followed a 10 minute parishioners' question time. A brief discussion took place regarding the planning applications for 120 Brize Norton Road and it was agreed that the Clerk refer to previous Parish Council Meeting Minutes to establish the planning history for Unit 2.

There being no further business the meeting closed at 9.10pm.

Meetings:-

• Parish Council Meeting	Monday 21 st December	St Kenelm's Hall	7.00pm
• Parish Council Meeting	Monday 18 th January	St Kenelm's Hall	7.00pm



Katherine Doughty
Parish Clerk

Signature of Chairman upon approval of Minutes21st December 2009

Copies of Minutes to:

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