



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 OCTOBER 2006 IN ST KENELM'S HALL AT 7.00PM

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

Parishioners present: 3.

Apologies for absence: Cllr Bryan Wall, County Cllr Rodney Rose.

The Chairman opened the meeting at 7.00pm.

Action: Clerk to write to Cllr Wall, formally thanking him for his contribution to the Council, both as Clerk and Parish 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 had no items to discuss. The Clerk read two emails that raised grass cutting problems in Ripley Avenue, vandalism being carried out to the play equipment and speeding vehicle issues. The Clerk had noted that the grass cutting was in need of some attention, particularly directly around some of the properties.

Action: Clerk to (1) review the grass cutting requirements with Mr Prentice and undertake further work as necessary. (2) Reinforce the comments to the Police regarding speeding vehicles and the need for regular patrols.

4. **Minutes of the previous meeting:** The minutes of the 18th September 2006 meeting were accepted as a true and accurate record of proceedings. Proposed by Cllr Alderman and seconded by Cllr Stowell. Carried unanimously.

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

- (a) Old A40/Village Car Park

The Clerk read out a letter received from Oxfordshire Highways Department (Oxfordshire County Council) regarding the use of the Old A40 as a village car park. OCC has no objection to this in principle although raises concern as to its availability for use by the travelling community. The Parish Council is due to receive further feedback in due course from the Highways Department, regarding the legal perspective.

A discussion ensued as to how the travelling community could be dissuaded from using the car park and it was suggested that an 8 hour parking limit and clamping could be in force. It was also noted that for the car park to be well used, the public footpath leading down the hill, would need to be properly created and maintained. Further communications to be received from OCC before responding to concern(s).

(b) Road from Minster Lovell to Brize Norton – 50mph speed limit request

A copy of the letter sent to Brize Norton Parish Council from OCC was read out regarding the requested reduction in speed limit along the Minster Lovell to Brize Norton road to 50mph. It was advised that due to OCC being restricted to 4 new 50mph limits each year, they have to prioritise those with the greatest potential to maximise casualty reductions based on the number and nature of accidents over the last 5 year. Unfortunately, it was felt that this road did not qualify accordingly. Also, that the road is too short to make a 50mph speed limit sufficiently effective.

It was proposed that double white lines should be marked on the road as an alternative speed restriction measure. Proposed by Cllr Smith, seconded by Cllr Stowell, 1 against, 4 in favour. Carried.

Action: Clerk to write to Brize Norton Parish Council with the Council's suggestion.

(c) Vegetation Cutting – OCC

It was noted that the tree area from the bridge to Windrush Farm is to be cut back on the 18 October and the road closed accordingly.

6. Finance

(a) Payments due:

Payee	Amount £
SECOND PRECEPT PAYMENTS:-	
St Kenelm's Parochial Church Council	900.00
Trustees of Wash Meadow (1250 less £30 paid for tree work)	1220.00
St Kenelm's Hall Management Committee	1000.00
St Kenelm's C of E School	100.00
Minster Lovell Youth Club	250.00
Minster Lovell Methodist Church	250.00
K Doughty salary, expenses and half yearly office rent	958.25
D F Williams – bus shelter cleaning	11.75
RBL Poppy Appeal	16.50

Funding requests: None.

(b) Any other financial matters:

Loan interest totalling £1116.30 and the second Precept payment from the District Council totalling £12598 has been received.

(c) 2007/08 Precept:

A meeting was agreed for Monday 6 November, 7.00pm in the Methodist Chapel to discuss the budgets for the next financial year.

There followed a 10 minute parishioner's question time in which a question was raised regarding the creation of a village youth shelter. It was agreed to add this to the agenda of the next Parish Council meeting for a full discussion at that time.

7. Warwick Robinson, District Councillors Report

No report received.

8. Rodney Rose, County Councillors Report

No report received.

9. English Heritage/Minster Lovell Ruins

No update other than no new signage has yet been displayed.

Action: Clerk to write to Tracey Wahdan (Visitor Operations Director for the South East) raising outstanding issues including the lack of new signage. Copy of letter to be sent to the Chief Executive.

10. War Memorial

It was noted that Cllr Stowell and the Clerk met with the Contracts Manager of Joslins to mark out the centrepiece for the new site. Work is to commence imminently and access to the lay-by via the gate has been arranged.

A landscaping plan needs to be submitted to the Planning Service promptly (in accordance with conditions of the grant notice). Cllr Stowell agreed to draft a plan and forward to the Clerk for submission.

It was agreed that wording taken from a poem which was read at the dedication ceremony of 1921, should be displayed on a plaque to mark the rededication of the war memorial in its new site.

Action: Clerk (1) to source a plaque accordingly. (2) Speak with RAF Brize Norton's Press Office with a view to organising a bugler to sound the Last Post at the service. (3) Contact Mr Billington to organise a quote for laying of new paving around the war memorial.

Cllr Hodge and Cllr Alderman agreed to liaise with the representatives of the village churches with a view to the Parish Council being involved in the organisation of the re-dedication service. Proposed by Cllr Haley, seconded by Cllr Hodge. Carried.

11. Traffic issues in Old Minster Lovell

Cllr Alderman requested an update on the implementation of a 30mph speed limit on the eastern road from Old Minster. It was also noted that Wytham has a 20mph speed limit and questioned why Old Minster was not able to have such a limit.

Action: Clerk to liaise with Paul Wilson, OCC accordingly.

12. Location of village re-cycling bins

Action: Clerk to (1) chase Bob Lightfoot, Environmental Services for an update.

Cllr Alderman commented that a transit van containing 10 bins is used in parts of Old Minster, to collect recycling materials from household boxes. When the bins are full, the vehicle drives to Enstone to empty them and comes back, therefore environmental efficiencies are debatable. It was proposed that the Clerk writes to Katherine Gower, Environmental Services, District Council raising the Parish Council's concerns at this and proposed fortnightly wheelie bin collections. Proposed by Cllr Hodge, seconded by Cllr Alderman, 4 in favour, 1 against.

Action: Clerk to write to the District Council as above. Copy to Cllr Warwick Robinson.

13. Parish Councillor & Fishing Bailiff Vacancy

The Parish Council received two applications for the post of Councillor (Mrs Sue Bicker and Mr Paul Brady). It was proposed that as one of the applicants was present at the meeting, a decision be made in Committee at the end of the meeting. Proposed by Cllr Smith, seconded by Cllr Stowell. All in favour. *

A letter of resignation has been received from the Fishing Bailiff. However, Mr Hunt has found a replacement who lives in the village and who is a keen fisherman. It was agreed that the Council should 'take stock' of the relevant documents for this role and assess the position. The Chairman and the Clerk are to assess the paperwork and report to the Council at the next meeting.

* The Councillors reconvened after the meeting to discuss the Councillor vacancy. It was noted that both applicants had strong qualities for the role, but in order that a balanced representation of the whole village continue on the Council, that Mrs Bicker was a better suited. Cllr Stowell proposed that Mrs Bicker take up the position, seconded by Cllr Cambray, 4 in favour, 2 abstentions. Carried.

Action: Clerk to telephone Mrs Bicker directly after the meeting, advising of her success and formally write to both applicants as appropriate.

14. Parish Council communication with the media

The Chairman summarised a recent incident in which the local media had contacted various members of the Parish Council for comment, unbeknowing to each other. It was discussed and agreed that should Councillors be approached for comment, that the media be directed to the Clerk who would liaise with the Chairman for a suitable statement to be provided.

Regarding the accident at Wash Meadow, it was agreed that the Parish Council write to the Trustees, raising health and safety concerns and the lack of suitable inspections of their property. Proposed by Cllr Stowell, seconded by Cllr Cambray, 5 in favour, 1 abstention. Carried.

Action: Clerk to forward a letter accordingly.

15. Skate 'n' Climb

WODC were unable to honour the Parish Council's remaining summer Skate 'n' Climb date of 23 September, giving only a day or so notice. This was due to 'Adventure Plus', who had been manning the events, not having enough staff to honour the bookings. The Council is still owed its' free event which perhaps could be held during another school holiday, weather depending.

The lack of honoured bookings has come about due to the previous WODC Officer being dismissed and his team being not sufficiently trained to set up the equipment in his absence.

Action: Clerk to write to the District Council complaining of the lack of service, honoured bookings, disappointment to children and waste of volunteer time. Copy to Cllr Robinson. Proposed by Cllr Stowell, seconded by Cllr Alderman. Carried unanimously.

16. Clerking arrangements 2007

The Clerk advised that letters have been sent to local Parish Council Clerks regarding maternity cover, but that no positive responses had been received.

Action: Clerk to (1) contact OALC to advertise vacancy. (2) Contact NALC for advice on how best to proceed. (3) Draft an advert for the Witney Gazette and village noticeboards. (4) obtain costs for Wheatley locum.

17. Planning applications and decisions

Applications submitted to the Parish Council

	Ref. No.	Address	Details	Response
1.	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.	Minster Lovell Parish Council object to this application on the following basis:- <ul style="list-style-type: none"> It is over-development of the plot. Development in

				front of the building line. <ul style="list-style-type: none"> The extension will alter the look of the street scene.
2.	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).	Due to length of response, please see appendix a.
3.	06/1782/P/AC	The Mill & Old Swan	Erection of three freestanding illuminated signs (part retrospective).	Due to length of response, please see appendix b.

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
4.	06/0764/P/CLE	Pell Motors Workshop, Bushey Ground	Repair and respray of all types of motor vehicles to include HGV vehicles.	(No comment). In process of being granted.
5.	06/1013/P/FP	Caravan Site, Ting Tang Lane, Burford Road	Formation of 8 additional pitches and erection of maintenance building & site office.	Application withdrawn.
6.	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).	(The storage bins should be strictly for the use of Dudleys Engineering Ltd and not used as a waste transfer site. Also, the storage bins should be used with consideration to neighbouring properties and with the control of any pollution).

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

1. Meeting of the Standards Committee – which unfortunately occurred last week.

Circulars:-

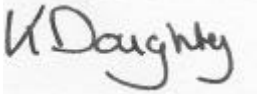
2. Sport & Leisure Development newsletter – WODC.
3. Information on the launch of 'whosmybobby.co.uk by Thames Valley Police.
4. ORCC Annual Report 2005/06.
5. Draft Affordable Housing – Supplementary Planning Document – WODC.
6. Police for the Enforcement of Planning Control – WODC.
7. The Wildlife Trusts – information.
8. Oxfordshire Carer's Forum – request for funding (not eligible).
9. West Oxfordshire Citizens Advice Bureau - request for funding (not eligible).
10. Centrepoint – Young People's Access to Affordable Housing in W.Oxon.
11. 2005 Casualty Report/2006/7 Road Safety Plan – OCC.
12. CPRE – Newsletter.
13. OCC Newsletter.
14. The Playing Field' – Oxfordshire Playing Fields Association newsletter.

There followed a 10 minute parishioner's question time. No questions were raised.

There being no further business the meeting closed at 8.35pm.

Meetings:-

- Precept Meeting – Monday 6th November – Methodist Church – 7.00pm.
- Parish Council Meeting – Monday 20th November – St Kenelm's Hall – 7.00pm.
- Parish Council Meeting – Monday 18th December – St Kenelm's Hall – 7.00pm.



Katherine Doughty
Clerk

Signature of Chairman upon approval of Minutes 20th November 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.