



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 15TH OCTOBER 2007 IN ST KENELM'S HALL AT 7.00PM

- 1. Present:** Cllr David Haley (Chairman), Cllr Colin Alderman, Cllr Sue Bicker, Cllr Ted Cambray, Cllr Stephen Hodge, Cllr Tom Smith, Cllr Jonathan Stowell, District Councillor Warwick Robinson and Mrs Katherine Doughty (Clerk).

Parishioners present: 5.

Apologies for absence: Cllr Rodney Rose.

The Chairman opened the meeting at 7.00pm.

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

Item 6 – Finance - Cllrs Hodge and Alderman declared an interest being Trustees of Wash Meadow.

Item 13 – Correspondence re. Minster Lovell Playing Field Trust – trustee appointment – Cllr Haley is a Trustee.

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

Mrs Muller submitted a play area inspection sheet and advised that the areas under the swings need filling/mending. Cllr Haley proposed that this work should be undertaken as a matter of urgency, seconded by Cllr Cambray. Carried unanimously.

It was also felt that dog fouling was becoming prevalent again and that some dog fouling signs should be put up in the area. The Clerk is to forward these as required.

- (a) New Signage

Falcon Signs have produced artwork for the replacement sign and quoted £76 + VAT & £20 + VAT for carriage. The sign will be delivered in approx. 3 weeks time.

- (b) Maintenance Work

Cllr Smith reported that residents of 47 and 49 Ripley Avenue have requested some hardstanding at the end of the close where a number of households leave their bins for emptying. At the moment, the area is very muddy and needs attention. Cllr Smith proposed that the Clerk ask Mr Hill to make a suitable surface, seconded by Cllr Hodge. Carried unanimously.

- (c) Arboricultural Work

Residents of 39 Ripley Avenue have requested that brambles are cleared away from the recently trimmed laurels. Also the resident of 2 Ripley Avenue has requested that the laurels adjacent to her property be trimmed. It was agreed that the Council should meet at Ripley Avenue to assess whether arboricultural work should be undertaken now or in the Spring. Councillors are to meet on Saturday 20th October at 10.00am by the play park.

Cllr Bicker advised that the new goal posts are to be erected shortly with the help of local young people and parents. Cllr Bicker also reported that she had met with a company representative who is to forward a quotation for bike ramps to be installed at the end of Ripley Avenue Amenity Area.

Village filming – Cllr Haley reported that 10 young people are involved in a filming project working alongside 3 other groups in West Oxfordshire, filming about what it is like to be a young person in the village.

A litterpick is to be organised by Cllr Bicker and Bridget Muller (Ripley Avenue Management Committee).

4. **Minutes of the previous meeting:** The minutes of the 17th September 2007 meeting were accepted as a true and accurate record of proceedings. Proposed by Cllr Alderman and seconded by Cllr Cambray. Carried unanimously.

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

(a) Oxfordshire County Council Matters

- One-Way system, Old Minster Lovell.

Due to staff shortages, the draft one-way orders are to be sent out within the next 2 weeks. The current state of the roads within the proposed one-way system was raised. The Clerk is to contact OCC to request their repair/potholes filled before the experimental one-way system commences.

- Section 106 Agreements

No update.

- New bus shelter at Bushey Ground

The Clerk reported that OCC has visited the proposed site and believe that it is not wide enough for a bus shelter to be erected. It was felt that a site plan needs to be drawn up and forwarded to OCC for their full consideration of the matter. Once agreement in principle is received by OCC for re-siting the bus stop and erection of the shelter, the Parish Council will notify the neighbouring property of the proposal.

- Change of Speed Limit

Advice received from OCC to change the speed limit on the B4477 Minster Lovell to Brize Norton Road to 50mph. The Parish Council had previously supported Brize Norton Parish Council's in this request.

(b) Location of recycling bins

The Clerk read an update provided by Bob Lightfoot, WODC. Mr Lightfoot advised that OCC's overall view of relocating the site to within their layby (and moving of their gates) was perceived as negative due to their lack of interest in the subject. The Clerk had suggested approaching two public houses in the village for use of their land, but these were considered unsuitable sites.

(c) Local response to expansion of RAF Brize Norton

Letter sent to MoD – response awaited.

6. Finance

(a) Payments due:

Payee	Amount £
Giles Sports, Toys & Cycles – Goal posts	698.00
Bookmarque Publishing – Village News	47.00
D F Williams	11.75
WODC – August grass cutting	549.90
Second Precept Cheques 2007/08:-	
Trustees of Wash Meadow	1250.00
John Hunt, Fishing Bailiff	75.00
St Kenelm's Parochial Church Council	900.00
Minster Lovell Playing Field Trust	1000.00
St Kenelm's Hall Management Committee	1000.00
Minster Lovell Youth Club	250.00
Minster Lovell Methodist Church	250.00
It was agreed that the above cheques are signed. Proposed by Cllr Alderman, seconded by Cllr Hodge. Carried unanimously.	
Other cheques to be signed and issued when a new cheque book is received:-	
St Kenelm's C of E School	100.00
K Doughty salary & expenses:- Salary – 332.42 Telephone – 40.00 Office rent - 500.00 Postage – 3.16	875.58
WODC – Exchequer Services Loan	10,000.00
Oxfordshire Playing Fields Association – Annual Membership	30.00
Royal British Legion - wreath	16.50
It was agreed that the above cheques are signed. Proposed by Cllr Alderman, seconded by Cllr Stowell. Carried unanimously.	

The Clerk reported that Precept income had been received from WODC totalling £12,917. Interest from Loans received totalling £692.13.

(b) Funding requests: None

(c) Any other financial matters:

- Cllr Cambray submitted an invoice for £159.99 + VAT for a handheld wireless microphone for use at Remembrance Services and outdoor events. It was proposed by Cllr Cambray, seconded by Cllr Stowell (carried unanimously) at the September meeting that a microphone be purchased.
- Cllr Stowell raised the subject of the precept letter wording and whether we dictate that funding is for general maintenance or a project. Also, that a rise of 5% in projected expenditure is questionable and whether it is justifiable. For further discussion at next months' meeting.

7. Warwick Robinson, District Councillor's Report

Cllr Robinson advised that services may be cut in order to meet the financial constraints of the District Council.

- Supplementary planning policies - Minster Lovell planning policy

It was stated in the previous Minster Lovell Policy Statement that properties along the Brize Norton Road should have no less than a 60ft wide frontage. In the Local Plan this Policy Statement was removed and replaced with planning guidance which provides less clarity on infill plot size. District Cllr Robinson proposed that the PC support the reinstatement of the Supplementary Planning Policy along Brize Norton Road. Proposed by Cllr Stowell, seconded by Cllr Hodge. One abstention. Carried. Clerk to inform WODC accordingly.

- Environment

A full meeting of all District Councillors is to be held regarding the new waste collection contract to be issued this financial year and it will be a presentation of proposals relating to the type of waste/frequency/container. All Councillors will have an opportunity to state their views. The Parish Council has previously informed WODC of its' concerns regarding bi-weekly general refuse collection.

Councillor comments/queries:-

Cllr Stowell queried the possibility of District Councils capping the Parish Council's expenditure, which in return would limit their expenditure. Cllr Robinson advised that it had simply been raised as a suggestion and that no further action had resulted.

Cllr Alderman advised that recycling boxes in the Lower Village had not been emptied on time for the fifth time this year. It was requested that Cllr Robinson ascertain what penalties are passed on to the contractor in such instances. Cllr Robinson agreed to find out the financial implications and stressed that he is always available to help in such cases.

Cllr Smith requested Cllr Robinson's help in trying to sort out the recycling site location. Cllr Robinson agreed and advised that he is already providing some support on this issue.

The Chairman proposed that the floor be opened to parishioners for questions to Cllr Robinson.

A parishioner queried the lack of drain clearance along the Brize Norton Road. Cllr Robinson advised that he had contacted Ian Hudspeth, Cabinet Member at OCC, to request that drains and ditches are regularly cleared to prevent future flooding.

8. Rodney Rose, County Councillor's Report

Unable to attend meeting and therefore no report received.

9. Remembrance Service 2007

The Chairman advised that the next planning meeting was to be held on Wednesday 17th October, 8.00pm in the Methodist Church. Cllr Robinson advised that he will be laying a wreath on behalf of the District Council. Cllr Cambay offered to mow the grass surrounding the war memorial, before the service. Cllr Stowell advised that he has requested quotations for re-cutting of the stone.

10. Refurbishment of grass verge by Spar shop

A discussion ensued on how to improve the grass verges by the Spar shop so that they are not muddy and unsightly in wet weather. It was agreed to meet at the area concerned, with Mr & Mrs Lewis, after the meeting at Ripley Avenue on Saturday 20th October at approximately 11.00 to discuss further.

11. Grass cutting

Cllr Hodge has updated the contractor's map. Clerk to contact WODC contractors to ascertain additional costs, if any, for cutting new areas.

12. Planning applications and decisions

Applications submitted to the Parish Council

	Ref. No.	Address	Proposed	MLPC Response
1.	07/1661/P/FP	Dundon House	Erection of first floor garage extension to form staff accommodation	Minster Lovell Parish Council wish to comment only that the materials to be used, must be sympathetic to the conservation area designation.
2.	07/1701/P/OP	Lovell Croft, Burford Road	Erection of detached chalet bungalow	<p>Minster Lovell Parish Council wish to object to this application on the following points:-</p> <ul style="list-style-type: none"> • Policy H2 (f) – It would set an undesirable precedent for other sites where in equity development would be difficult to resist and where cumulatively the resultant scale of development would erode the character and environment of the area. (It would open up development opportunities of similar plots along Upper Crescent/ Burford Road). • Policy H2 (e) – It would create unsafe conditions for the movement of people and vehicles. (Burford Road is very busy). • Policy H8 (iii) – The proposal would result in over-development. (Including site/scale). • Policy BE2 – The proposal does not create or retain a satisfactory environment for people living in or visiting the area, including people with disabilities. (An unneighbourly influence over 14 Burford Road would be exerted).

3.	07/1630/P/FP	Lilac Cottage, Old Minster	Alterations and erection of single and two storey extensions, new vehicular access.	<p>Minster Lovell Parish Council wish to strongly object to the proposed new vehicular access linking the road to the property as vehicles would effectively be sitting on the grass verge.</p> <p>We wish to comment that the proposed west elevation would erode the open space and seriously also affect the street scene.</p>
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Decisions made by West Oxfordshire District Council Planning Authority

	Ref. No.	Address	Proposed	Decision
4.	07/1293/P/FP	Wycombe, Burford Road	Erection of replacement dwelling and detached garage.	Application withdrawn.
5.	07/1484/P/FP	5 Ripley Avenue	Construction of chimney to side elevation.	Grant subject to conditions.
6.	07/1382/P/FP	12 Brize Norton Road	Erection of single storey and two storey rear extensions.	Grant subject to conditions.
7.	07/1400/P/FP	Land to the rear of 125 Brize Norton Road	Conversion of existing swimming pool and fitness building into dwelling.	Refuse

Decisions outstanding by West Oxfordshire District Council Planning Authority

	Ref. No.	Address	Details	Decision
8.	07/1268/P/AC	Land adjacent Windrush DAF, Burford Road, Witney	Erection of a pole mounted double sided illuminated sign (retrospective).	
9.	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).	

13. Correspondence

1. Email received from a resident in Ripley Avenue complaining that after asking a group of youths at 10.15pm to move from outside their property as they were being noisy, one of them shouted abuse. The residents have named the youth and suggested that one of the Youth Council workers talk to this person. The Clerk has responded giving PCSO Rabson's details and advised that the matter would be raised today. *No further action required.*
2. Letter receiving from Minster Lovell Playing Field Trustees who are seeking the appointment of a replacement trustee for Mr Moss (who they advise, has failed to meet his obligations). A new PC appointed trustee needs to be agreed. *Cllr Alderman proposed that we write to Mr Moss thanking him for his efforts to date and advise that we wish to replace him. Advertisement to be placed in the Village News and noticeboards accordingly. Seconded by Cllr Stowell. Carried unanimously.*
3. Email received from a resident of Wychwood View. Advised that fly-tipping of tree branches has occurred yet again – could the Clerk please organise for their removal. The original branches that were requested be removed in January, are still there and this may have attracted the subsequent dumping of garden waste. It was also requested that we mention in the Village News that the entrance to Wychwood View is not a parking bay. *It was agreed to mention the fly-tipping in the Village News; organise for the waste to be removed and contact PCSO Rabson to visit the area re. irresponsible parking.*
4. Risk Assessment for Local Councils – Tuesday 13 November – Stratfield Brake Pavilion, Kidlington – 9.45-12.30pm. £20 per delegate. *Clerk to attend.*
5. Freedom of Information – How local councils can comply with the requirement of the Act – Tuesday 13 November – Stratfield Brake Pavilion, Kidlington – 1.30-4.00pm. £20 per delegate.

Circulars:-

1. Town & Parish Standard – new newsletter from the Standards Board for England.
2. ClimateXchange newsletters from OALC.
3. Agenda & papers for meeting of the Cotswolds Conservation Board – 4 October.
4. The Playing Field newsletter.
5. Meeting of the Standards Committee – 11 October.
6. Defra information on ways to tackle climate change.
7. ORCC papers.
8. WODC re. Foot & Mouth information.
9. Music Diary – WODC.
10. Oxfordshire NHS – Public Discussion Groups about their draft strategy.
11. OCC Casualty Report 06 and Road Safety Strategy and Plan 07/08.
12. Volunteer Link-Up Annual Report.
13. Community Safety Partnership – 'Not in my Neighbourhood Week' information.
14. Community Safety Partnership – Halloween advice.
15. WODC – Local Development Framework Update.

There followed a 10 minute parishioner's question time.

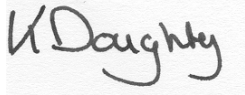
Mr Beechner requested that the PC write to OCC requesting that all drains along Brize Norton Road be cleared to avoid future flooding. This was agreed as a matter of priority.

A resident of Charterville Close reported continued disquiet in the Close. Cllr Rodney Rose is to organise a meeting with OCC Highways and Cottsway to meet to discuss parking problems.

There being no further business the meeting closed at 8.55pm.

Meetings:-

- Parish Council Meeting – Monday 19th November – St Kenelm's Hall – 7.00pm.
- Parish Council Meeting – Monday 17th December – St Kenelm's Hall – 7.00pm.



Katherine Doughty
Clerk

Signature of Chairman upon approval of Minutes19th November 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.

PRECEPT MEETING – 15 OCTOBER 2007

Expenditure	Precept 2007/08	Expenditure 2006/07	Precept 2008/09	Notes
	£	£	£	
MAINTENANCE:-				
Grass Cutting & Village Maintenance		512.00	4500.00	Projected costs £4399. Grant £2609.82. £1790 to find from funds.
TOTAL	1500.00	3887.04	4500.00	
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 (total of subscriptions below)	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		1500.00	
Bank charges		132.25	150.00	
TOTAL	2875.00	27103.06	2850.00	
RESERVES FOR PROJECTS:-				
Traffic calming				Spar shop work also.
War Memorial				
TOTAL	0.00	0.00	0.00	
GROSS TOTAL	22485.00	49178.18	27800.00	
PLUS 10%	2248.50		2780.00	
GRAND TOTAL (PENCE ROUNDED UP)	24734		30580	