



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 20TH OCTOBER 2008 IN ST KENELM'S HALL AT 7.00PM

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

Parishioners present: 20.

Apologies for absence: None.

The Chairman opened the meeting at 7.00pm.

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

Item 16 – Planning Applications – Cllr Bicker declared an interest being a neighbour to 95 Wenrisc Drive.

- 3. Ripley Avenue Management Committee**

- (a) Maintenance work

Mrs Muller reported that some goal net pegs need replacing as they have snapped. Cllr Hodge proposed that Cllr Bicker obtain and install an appropriate number of sturdy pegs. Seconded by Cllr Stowell. Carried unanimously. It was reminded that recently completed inspection sheets need to be forwarded to the Clerk for reference.

Play surface – Mike Ford provided a written report as follows:-

"I met with Jason Garland from Abacus to take advice on the Ripley play area surface. (Abacus laid the original surface).

Observations made by Jason:-

The surface is 'granulating' (breaking up) due to the breakdown of the bonding resin, caused by wear, tear and the action of UV light, and advised it to have an appropriate overlay. He commented that he thought it had done well to last the 8 years or so it's been down.

The operation should not be put off for too long as any further serious deterioration could prevent resurfacing. This would necessitate the removal of the total surface prior to a new one being relayed and very costly!

The areas that are covered with green moss/algae need to be pressure washed prior to the application of the overlay. Pressure washing has not been included in the quote as it was suggested it would be cheaper for the Council to do this. It will need to be done several days before the resurfacing as the surface needs to be as dry as possible before treatment.

The quote below includes larger wear pads in the appropriate areas. Also, it would be possible to include a 'hopscotch' area at extra cost if required.

To supply and overlay 299metres square x 20mm black EPDM wetpour safety surface, to include 72 linear meters of chase cut to existing rubber perimeter and to include full colour green EPDM wetpour wear pads. To include all labour and materials for the sum of £6289 + VAT.

(This price is based on works being carried out in one continuous visit, with access to within 30 linear metres of the site for a 7.5 tonne lorry)."

Cllr Smith commented that this was perhaps not the right surface to use in the first place owing to its' costly maintenance and rubberised surfaces now not being used at other playgrounds.

Cllr Haley proposed that Mr Ford patch the worst areas and the Clerk talk to RoSPA about options for this type of surface that is possibly coming towards the end of its' life with a view to repair or total change of the safety surface. Further quotations are to be obtained for the resurfacing work. Seconded by Cllr Hodge, carried unanimously.

Bench – Cllr Smith is to repair the Jubilee bench if at all possible.

Goal net – Cllr Bicker has now mended – will review periodically and mend as necessary.

Dog fouling stickers – A new batch has been received from WODC and passed to Mrs Muller for display as necessary.

Anti-social behaviour – There has been a report of anti-social behaviour in Ripley Avenue consisting of cars racing in and out of the close and loud music from cars until after 11pm. The police were called and attended within 40 mins, albeit after the cars had gone. The Clerk has requested that our PCSO's patrol early and late evenings. It was also reported that there is a lot of rubbish around (on roads, in bushes and on the grass). It was resolved that Cllr Bicker and Mrs Muller organise a litter pick in association with the removal of the neglected bushes at the entrance to Ripley Avenue. The shrubs are to be removed, the area levelled and grass seed sowed.

(b) Bike ramps

Falcon Signs has provided a quote of £84 for a 30cm x 42cm sign including posts and fixing clips. Cllr Stowell proposed that the Parish Council accept the quote and that 2 signs are produced. Seconded by Cllr Alderman. Carried unanimously.

The Clerk reported that she had contacted Roger Davis (Oxfordshire Playing Fields Association) to undertake an inspection of the track which has been completed. Mr Davis commented that the track is excellent and is delighted with what has been achieved. He raised 2 issues that need attention. (1) Vigilance is needed to remove all hard objects such as stones from and around the track. He suggests that the Council encourage the riders to carry out an inspection and removal of stones, on top of a weekly (minimum) inspection by an adult. (2) The raised edges of the track could lead to an accident so it would be better to slope these so a rider can leave the track at any point rather than risk being thrown off the bike by striking the solid raised edge.

Mr Davis commented that the riding surface is in good condition and all the jumps and the berm are appropriate to the situation - not too challenging but a good layout and safe to ride even for novices. It was hoped that someone involved in the project, could write a 700 word article about the provision of the BMX facility for publication in the January edition of The Playing Field magazine, particularly how the young people were engaged in designing and building the track. Cllrs Bicker and Jones agreed to draft an article for submission.

Mr Davis advised that he will add the BMX track to future RoSPA play area inspections at no extra charge.

A vote of thanks was given to Cllrs Bicker and Jones for leading the project, with special thanks to a group of parents who helped install the track, to be detailed in the next Village News.

Clerk to obtain a price for litter bin installation in the track vicinity.

4. **Minutes of the previous meeting:** The minutes of the meeting held on 15th September 2008 were accepted as a true and accurate record of proceedings. Proposed by Cllr Smith, seconded by Cllr Alderman, carried unanimously.

5. Warwick Robinson, District Councillor's Report

Cllr Robinson advised that WODC has £9m invested with Icelandic banks and that all money plus interest is likely to be returned (following the collapse of that country's banking system). The interest on investments is needed to sustain revenue budget of £650,000/£700,000 per annum. However, when the Bank of England base rate is reduced, so is the interest received on investments. £3/£3,500,000 interest is needed per year to support the budget.

WODC's Chief Executive is now shared with Cotswold District Council to save finances – his time and salary is shared 50/50. It was noted that local businesses are cutting their employment levels due to the current economic down turn.

A revised household refuse collection service will go live in September 2010. Recycling will be collected weekly in boxes. Food waste will be collected weekly in a separate container. Green waste and residual waste will be collected on alternate weeks.

Cllr Bicker queried the use of red roofing tiles being used on a new village property. Cllr Robinson offered to investigate and report back.

6. Rodney Rose, County Councillor's Report

No report available due to absence.

7. Matters and actions arising from previous meeting.

(a) Oxfordshire County Council matters

- Old A40 Car Park

The Clerk advised that she had spoken to Mr Weeks at the Countryside Service and refurbishment of this footpath (number 3026A) is still very much on the 'to do' list. Their action list is operated in the same way as OCC Highways' in that the work required is assessed and prioritised. Mr Weeks will contact the Clerk when the Countryside Service makes a site visit to look at exactly what work will be done, so that the Council may be represented. It was agreed that the Clerk obtain regular updates accordingly.

(b) Refurbishment of grass verge by Spar Shop

Extraordinary meeting to be arranged to discuss the various options.

(c) Other

Kevin Jack, Engineer, Environmental Services, WODC appraised the Parish Council on a meeting held with Mr Peter Abraham in May, as follows:-

"We discussed how he (Mr Abraham) had diverted the water onto the highway to prevent his immediate neighbours from being flooded again, but was putting other properties in the High Street at a risk as a result. I advised him that he will need to install a drainage system on his land to contain the surface water and this information has been included in the Parish Flood Report for Minster Lovell which is due to go out to consultation very shortly. I have suggested this is an action that will need to take place within the next year (classified as an "immediate" action).

The report also recommends improvements to the highway drainage and further ditch and culvert construction and maintenance in the High Street."

It was agreed that the Clerk obtain the Parish Flood Report and determine what the actions are.

The Chairman raised the Cotswold Close investigation being undertaken by OCC as requested by Mr Beechener. The Clerk advised that this matter had been pursued but that no response had been received. It was agreed that OCC's information be forwarded to Mr Beechener before the next meeting.

8. Finance

(a) Payments due:

Payee	Amount £
Viking Direct – paper/printer ink	78.99
S Bicker – Stationery expenses	4.47
D F Williams	12.93
Second Precept Payments 2008/09:-	
Trustees of Wash Meadow	1250.00
St Kenelm's PCC	1000.00
Minster Lovell Playing Fields Trust	1000.00
Minster Lovell School Association	100.00
Minster Lovell Youth Club	250.00
Minster Lovell Methodist Church	1000.00
J Hunt (Fishing Bailiff)	75.00
K Doughty:-	
October salary	425.84
Telephone	40.00
Office allowance	500.00
Postage	1.21
TOTAL	967.25

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

(b) Funding requests: None.

(c) Any other financial matters:

- Precept 2009/10

It was resolved that the Precept for 2009/10, as recommended by the Council following an extraordinary meeting be authorised as per the distributed figures (see attached). Proposed by Cllr Alderman, seconded by Cllr Hodge, carried unanimously.

- Precept credit totalling £12974.00 had been received.
- WODC Loan interested totalling £1164.56 had been received.

9. Street Lighting, Lower Crescent

The Clerk advised that she had telephoned Mrs Brassard of Charterville House regarding the reinstatement of the street light on the electricity pole located in the parishioner's garden. A number of negative issues were discussed in this respect, including better use of Parish Council funds, maintenance of the trees surrounding the pole and personal plans for the garden. It was agreed that following some further thought, Mrs Brassard would contact the Clerk again within the forthcoming weeks, with a firm decision.

An update in this matter is to be provided to the interested residents of Lower Crescent. Clerk to telephone Mrs Brassard again if no response is received by 3 November.

10. War memorial/grass verge boundary

The wall/fencing on the perimeter of The White Hart car park has now been measured and photographed in readiness for discussing the work with conservation teams. Whilst at the site, the Clerk spoke with Mr Brown (landlord of the White Hart) who reiterated that in his opinion, the area should be left open and only chain-link fencing used as people straddle the chain-linking to access the pub car park.

Mr Brown also advised that the Parish Council should contact the public house owners to seek their permission should the Parish Council decide to repair and extend the current dry stone wall. Cllr Hodge proposed that the Parish Council contact the Wellington Pub Company and request to reinstate their dry stone wall. Seconded by Cllr Jones, 1 against, carried.

SB action

The forthcoming Service of Remembrance at the war memorial was briefly discussed. Cllr Bicker agreed to source a bugler from either Burford School or St Kenelm's School. Clerk to ask Mike Ford to co-ordinate the road diversion signs. Cllr Smith advised that he had found some suitable poetry for the service.

11. Vandalism in Old Minster Lovell

Cllr Alderman discussed parishioner's experiences of vandalism and anti-social behaviour in Old Minster Lovell. It was agreed that the Clerk request PCSOs patrol the eastern end of the village/church car park area, particularly around 10.00pm-11.00pm on Friday nights and also ascertain whether Jack Straw's Police Officers could assist in this respect due to their close proximity.

12. Neighbourhood Watch

Cllr Alderman agreed to act as 'point of contact' for Old Minster Lovell. Clerk to liaise with WODC as necessary in preparation for starting a scheme and publicise in the next Village News. It was noted that the scheme would rely on willing volunteers.

13. Overhanging vegetation to be cut back by landowners

Cllr Hodge advised that a number of areas need to be cut back by landowners. It was resolved that Councillors advise the Clerk of addresses and appropriate letters will be sent.

14. Nomination of Parish Representatives

- Parish Transport Representative.

Clerk to display notices at bus stops.

- Trustee of Wash Meadow.

Deferred for discussion at extra-ordinary meeting.

15. Village allotments

The Parish Council recently met with Chris Strange and had positive discussions about the possible purchase/lease of some land for allotments. The Council now need to have a site visit to ascertain which area is most suitable, how much land is required and discuss the quality of the land. Clerk to contact the District Auditor to find out what cost the Parish Council is permitted to pay for land.

Also, Mr Strange contacted the Clerk recently to discuss possible complaints about muck spreading. No such complaints were received, however it was felt that a suitable area on one of the village noticeboards and website space would be useful to update the village of current farming activities. Proposed by Cllr Alderman, seconded by Cllr Stowell, carried unanimously.

It was noted that 4 allotments are available behind the Old Swan public house. Clerk to make enquiries and report back.

16. Planning applications and decisions

Applications submitted to the Parish Council

	Ref. No.	Address	Proposed	Decision
1.	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.	Objected as contrary to:- <ul style="list-style-type: none"> • BE2 – (c) and H2 – (d) The proposal does not create a satisfactory environment for people living in the area. The business will be operated in a close proximity to other dwellings. Unacceptable living conditions for neighbours. • BE2 – (a) The proposal is not well-designed and does not respect the existing scale, pattern and character of the surrounding area. • H2 – (e) It will create unsafe conditions for the movement of people and vehicles onto the busy Brize Norton Road.
2.	08/1601/P/FP	95 Wenrisc Drive	Erection of first floor rear extension.	Cllr Bicker declared an interest being a neighbour. No comment.
3.	08/1512/P/FP	Land to the rear of 23 Cotswold Close	Erection of detached dwelling.	Objected as contrary to:- <ul style="list-style-type: none"> • BE2 - (a), (c) The proposal's size and scale is excessive and overbearing for the size of the plot and disrespects the existing scale, pattern and character of the surrounding area. <p>The proposal creates an unsatisfactory environment for people living in the area due to its' close proximity.</p>

				<ul style="list-style-type: none"> • H2 - (e) The proposal will create unacceptable living conditions for existing neighbours and residents due its' close proximity to neighbouring properties. <p>This is backland development.</p>
4.	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"> • BE2 (a) The proposal does not respect the existing pattern and character of the surrounding area. • H2 (d) The application creates unacceptable living conditions for existing residents/neighbours. • H2 (a) and (f) The application would create unacceptable living conditions for the occupants of neighbouring dwellings and would set an undesirable precedent accordingly. <p>The above comments relate <u>specifically</u> 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 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>

Decisions made by West Oxfordshire District Council Planning Authority

	Ref. No.	Address	Proposed	Decision
5.	08/1303/P/FP	The Bungalow, Lower Crescent	Alterations and erection of single and two storey extensions to link barn to existing dwelling.	Grant, subject to conditions.
6.	08/1304/P/LB	The Bungalow, Lower Crescent	Internal and external alterations to include new roof to barn, replacement windows and doors, solar panels and rooflights. Erection of single and two storey extensions to incorporate barn with existing dwelling.	Grant, subject to conditions.
7.	08/1297/P/S73	Kingsacre, 101 Brize Norton Road	Non compliance with condition 3 of planning permission W2003/0502 to allow the use of office/store as residential short term let.	Grant, subject to conditions (Occupation of the accommodation provided shall be limited to holiday tenancies not to exceed 8 weeks in each case).
8.	08/1282/P/FP	Land to rear of 137a Brize Norton Road	Conversion of existing building to form 6 storage units and erection of 5 storage containers. Alterations to existing vehicular access.	Refused.
9.	08/1287/P/FP	J S Motor Services Ltd, Bushey Ground	Erection of two storey front extension and single storey side and rear extensions.	Grant, subject to conditions.

Appeal Decision

Mr and Mrs S Middleton – Land to rear of 125 Brize Norton Road – Conversion of existing swimming pool and fitness building into dwelling. The appeal was dismissed.

17. Correspondence

Correspondence of interest:-

1. Email – Anthea & Tony Evans. Re. trimming of trees on property boundary. *Referred to Minster Lovell Playing Field Trust for response.*
2. Email – Sonia Lees – Letter of thanks re. dirt track. *Thanks for positive email – pleased with use. No plans for expansion.*
3. Email – John Hunt, Four Seasons, Burford Road – re. poor state of Spar shop grass verges. *Thanked for information and follow up letter to be sent. We are taking action and the area will be improved.*
4. Oxfordshire ClimateXchange – ‘Joining the Dots’ networking event – Wed 29 Oct – 6.30-9.30pm – Witney Corn Exchange.
5. Oxfordshire Rural Children’s Centre Project – Local Steering Group Meeting – Tues 11 Nov – 4.00-5.00pm – Bampton Primary School.

General:-

1. Replacement Questionnaire – Gypsy & Traveller Accommodation Needs – to be returned by Fri 21 Nov. *Cllr Smith to complete on behalf of the Council.*
2. BTCV Chipping Norton Green Gym.
3. Oxfordshire NHS Primary Care Trust – Mental well-being.
4. “ “ – Strategy 2008-2013.
5. Community Resilience – Emergency plans.
6. Meeting of the Standards Committee - Meeting date passed..
7. WODC – West Oxon environmental events.
8. Shaws – general info.
9. CPRE – Light pollution.
10. CPRE – West Oxfordshire Newsletter Autumn 08.
11. CPRE – Oxfordshire Campaign Briefing – Sept 08.
12. Oxfordshire Playing Fields Association AGM – Thurs 23 Oct – 7.30pm – Stanton Harcourt Village Hall.
13. Cotswolds Conservation Board – 5th Board Meeting – Thurs 2 Oct – 10.00 – Meeting date passed.
14. Communities and Local Government – consultation on the making and enforcement of byelaws.
15. SEERA – Gypsy & Traveller Accommodation Needs – exhibition dates passed.
16. OALC – September Update.

There followed a 10 minute parishioner’s question time. The following items were raised:-

A query was raised about the necessity to remove a small quantity of shrubs at the entrance to Ripley Avenue when there are other more important matters, such as underage drinking. It was agreed that the Parish Council invite our local PCSOs to attend the next Council meeting to discuss fully. It was reported that 8 – 15 youths congregate and drink alcohol in the play area. Clerk to explore help groups/organisations available to discuss underage drinking with youngsters. Clerk to also write to Chief Inspector Malhi with concerns.

Also a query about the ownership of conifers inbetween Ripley/Cotswold was raised. The Council agreed to determine the custodian in relation to the conifers during a site visit.

It was reported that a business is running from a home address in Old Minster Lovell – Enforcement Officer to be advised.

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

Meetings:-

• Extraordinary meeting (Wash Meadow/Spar Shop/Arrange site meeting for allotments)	Tuesday 4 th November	Windrush Conference Room, The Mill and Old Swan <i>(Methodist Church unavailable)</i>	7.00pm
• Parish Council Meeting	Monday 17 th November	St Kenelm’s Hall	7.00pm

Katherine Doughty
Clerk

Signature of Chairman upon approval of Minutes 17th November 2008

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.