



MINSTER LOVELL PARISH COUNCIL

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Parish Clerk: Katherine Doughty

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MINUTES OF PARISH COUNCIL MEETING HELD ON MONDAY 19TH OCTOBER 2009 IN ST KENELM'S HALL AT 7.00PM

- Present:** Cllr David Haley (Chairman), Cllr Colin Alderman (Vice Chairman), Cllr Sue Bicker, Cllr Stephen Hodge, Cllr Chris Jones, Cllr Tom Smith, Cllr Jonathan Stowell, Mrs Katherine Doughty (Clerk), District Cllr Warwick Robinson and County Councillor Rodney Rose.

Parishioners and visitors present: 3.

Apologies for absence: None.

The Vice Chairman opened the meeting at 7.00pm (in the absence of Cllr Haley).

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

Item 7 (f) Matters arising – River Windrush Channels – Cllr Bicker declared an interest as contractor is a family member.

Item 8 (a) Finance – Cllr Smith declared an interest being a member of St Kenelm's Hall Management Committee.

Item 8 (a) Finance – Cllr Haley declared an interest being a Trustee of Minster Lovell Playing Fields Trust and a member of Minster Lovell Methodist Church.

- Ripley Avenue Management Committee**

(a) Maintenance work

- Mrs Muller advised that the level of dog fouling in the Amenity Area had increased. Children are 'marking' the area with sticks and stones so that they can avoid playing in the dog mess. The possibility of banning dogs from the area was discussed. It was resolved that further anti-dog fouling signs are erected in the field and if the problem does not improve dramatically, then all dogs will be banned with effect from 1 January 2010. Proposed by Cllr Stowell, seconded by Cllr Jones, carried unanimously.

Cllr Haley joined the meeting at 7.05pm and apologised for his late arrival.

Cllr Smith advised that he has replaced the previously vandalised dirt track signpost and noticed that stones and wood were littered over the area.

Further to Mr Parry's invitation for the Fire Service to visit Minster Lovell Youth Club, Mrs Muller considered that it would be better for them to attend an 'open day' event in the spring. Cllr Rose kindly offered to organise the visit nearer the time.

- A litter bin has been installed by WODC at a cost of £280.46 (including installation), in the dirt track area.
- Enquiry from Mr & Mrs Jones, 53 Wenrisc Drive

Councillors referred to a copy of the proposed access agreement which was approved in principle. Clerk is to check disability regulations regarding dimensions of a gate. It was noted that if parishioners wish to have access to the Amenity Area, then the fee must be payable by the end of January 2010.

Clerk is to doublecheck with WODC Legal Services to ensure that the document is acceptable and legally binding.

4. **Minutes of the previous meetings:** The minutes of the meeting held on 21st September 2009 were accepted as a true and accurate record of proceedings. Proposed by Cllr Alderman, seconded by Cllr Hodge, carried unanimously.

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

Travellers – District Cllr Robinson thanked County Cllr Rodney Rose, John Parry and Gary Brewer for their help in evicting the travellers. The Parish Council is to contact District Cllr Robinson if the site has not been cleared within the next 10 days.

Marriotts Walk – The new shopping development formally opens on Friday 30 October. Over 80% of the floor space is let. The development is a great boost to the local economy, creating hundreds of new jobs.

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

Both County Cllr Rose and District Cllr Robinson were thanked for their help in evicting the travellers.

A planning application for a waste incinerator for Oxfordshire has been refused by the County Council's planners.

7. **Matters arising from previous meeting**

- (a) Oxfordshire County Council matters

- Experimental one-way system, Old Minster Lovell

As little progress of highway improvements is evident, the Clerk is to continue to press OCC for action. Copy all correspondence to County Cllr Rose.

The speed surveys recorded in Old Minster Lovell were assessed and it was felt that there are no concerns and the daily average speed is generally within a reasonable range.

- (b) Refurbishment of grass verge by Spar Shop

Mr Lewis has advised that he will refurbish the seating area as and when his has time.

Clerk to trim the fir tree around the Parish Council's noticeboard (with Mr Chapman's permission) to make reading and access easier. Cllr Haley to continue to monitor usage and remove any publicity not relating to the Parish.

- (c) Old A40 Car Park and Travellers Update

The Chairman summarised the meeting held with Paul Wilson, Highways, OCC and Dan Weeks, Countryside Service, OCC. The Chairman proposed that this is not the right time to pursue opening the area up as a car park due to the recent traveller's encampment. If pursued at a later date, it was noted that at least 12 cars could use the site. The Parish Council is to re-assess in 6 months time. Seconded by Cllr Stowell, carried unanimously. Clerk to write to Mr Chris Williams to confirm this decision.

John Parry, Director for Community Safety & Shared Services and Chief Fire Officer, Oxfordshire County Council Fire & Rescue Service was welcomed to the meeting and thanked for all his efforts in removing the travellers and supporting the clean up operation.

The travellers have now been evicted from the Old A40 slip road and a clear up of the area is required. The Councillors referred to photographs of the refuse and dumped items at the site.

Mr Parry advised that although lessons are to be learned from this case, if the travellers had abided by OCC's Code of Conduct, they would have been unlawfully camped at the Old A40 slip road for a lot longer.

It was requested that in future, OCC take enforcement action on the first day that the travellers arrive at a site.

Mr Parry is to advise the Clerk as to whether the travellers will be permitted to stay at the site at any time in the future, when considering the executed eviction order.

A parishioner present at the meeting, requested assistance in re-planting the hedge that lies on the perimeter of her land with the old A40 slip road. The travellers have destroyed the hedge through leading their horses unlawfully on to the parishioner's land. Mr Parry agreed to help the parishioner and advised that he will make contact in the coming days.

It was noted that Paul Wilson, Highways is to organise a tidy-up of the western slip road where Bicester Sweepers had been temporarily permitted to dump highway waste.

It was considered that the earth mounds that form the new defense to the eastern slip road need to be replaced with a more suitable option for this Area of Outstanding Natural Beauty. Mr Parry initially advised that this will be given a medium priority, however when it was noted that the slip road is also used to gain access to a parishioner's field for farm machinery, a more immediate priority was expressed.

(d) Village allotments

A stone-crushing machine has been used on the site and it was felt that a working committee is formed. Cllr Stowell, Cllr Jones, the Parish Clerk (and Cllr Haley whenever possible) agreed to form the sub-committee. The Clerk is to arrange a site meeting.

Cllr Haley proposed that given the condition of the site and land, the Parish Council should now progress to the next stage and obtain soil samples. Seconded by Cllr Stowell, carried unanimously.

(e) WODC Flood Report update

The Councillors referred to a newly drafted Flood Report that combined WODC's Flood Report actions from July 2007 and actions that arose from a recent meeting held with WODC's Engineers and the Parish Council. It was noted that a meeting with Gordon Hunt, Drainage Engineer, OCC was due to be held shortly to review highway drainage. Clerk to forward immediately the action list to Gordon Hunt and pursue actions as necessary.

(f) Other (to include Burford Road verge update).

- River Windrush Channels

The Council reviewed quotations for vegetation to be cut to ground level on the island in between the two River Windrush channels. Cllr Hodge proposed that the waste should be burned on site and that the Cotswold Tree Surgery quote be accepted. Seconded by Cllr Stowell, carried unanimously. Clerk to convey to Mr Taylor the Council's decision and also that he remove the weeds on the bridge at the same time.

- Thames Water works

During the recent short spell of wet weather, Sonia Rana, Thames Water noted that the newly refurbished verge was very wet again in the area previously identified as a possible leak/damaged pipe area. As CCTV of the sewerage drains underneath the verge has not identified any problems, it is felt that the highway drains are not adequate in the area concerned. The matter has been referred to Highways, OCC for investigation.

Also, Ms Rana advised that the daffodil planting and refurbishment work is now complete. Additionally, due to a work transfer, our new point of contact for the project is Matthew Thompson (matthew.thompson@thameswater.co.uk). Feedback regarding the work undertaken was requested.

Clerk to respond positively, but request that the western-most grass verge (near to the Upper Crescent t-junction) also be refurbished.

Lastly, the Minster Lovell Women's Institute has realised that the Burford Road verge is too large an area for a shrub/bulb planting project and request the Parish Council consider a small area in the village instead. The grass island opposite the Methodist Church was felt appropriate. Clerk to advise accordingly.

8. Finance

(a) Payments due:

Payee	Details	Amount £
W.O.D.C	August grass cutting	625.61
D F Williams Cleaning Services Ltd	Bus shelter cleaning	12.65
Giles Sports	Goal nets	69.99
Bookmarque Publishing	Village News	77.05
K Doughty -	October salary (LC2-27. 10 hours per wk)	517.07
Postage		.60
Half yearly office allowance		600.00
Quarterly telephone		50.00
Total		1167.67
BDO Stoy Hayward LLP	2008/09 Audit	327.75
D F Williams Cleaning Services Ltd	Bus shelter cleaning	12.65

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

2009/10 Second Precept Payments	
Payee	Amount £
John Hunt, Fishing Bailiff	75.00
St Kenelm's Parochial Church Council	1050.00
St Kenelm's School Association	150.00
Minster Lovell Youth Club	250.00
Minster Lovell Playing Field Trust	1000.00
Minster Lovell Methodist Church	1000.00
St Kenelm's Hall Management Committee	1000.00

Cllr Smith declared an interest being a member of St Kenelm's Hall Management Committee. Cllr Haley declared an interest being a Trustee of Minster Lovell Playing Fields Trust and a member of Minster Lovell Methodist Church.

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

(b) Funding requests: None

(c) Any other financial matters:

- Precept Figures 2010/11 – Councillors referred to the draft figures which were revised and accepted. Proposed by Cllr Alderman, seconded by Cllr Hodge, carried unanimously.

Cllr Haley discussed the benefits of hiring a village Lengthman – subject to be explored at the next meeting.

- The Clerk advised that all Councillors had a copy of the 2009 Audit Report from BDO Stoy Hayward for their attention.

9. Brize Norton Road – highway concerns

The speed results were analysed by Councillors and it was considered that there was generally not a speeding problem along the Brize Norton Road (specifically in the parade of shops area). Traffic was travelling at speeds that are considered to be within a reasonable range.

It was agreed that Cllr Stowell produce a summary for the next issue of the Village News.

Clerk to draw up a vehicle survey grid detailing each hour from 7am to 7pm, Monday to Friday over a two week period, for Councillors to complete their availability to undertake a survey of heavy traffic using the road.

10. Planning applications and decisions

	Ref. No.	Address	Proposed	Deadline for response to WODC
1.	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).

Decisions made by West Oxfordshire District Council Planning Authority

	Ref. No.	Address	Proposed	Decision
2.	09/1106/P/FP & 09/1107/P/LB	The Laurels, Lower Crescent	Alterations and erection of single storey extension. Alterations to include removal of remains of colonnade to front of building and erection of single storey extension.	Applications withdrawn.

Decisions outstanding 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.	Minster Lovell Parish Council objects to this application as it is contrary to the following West Oxfordshire Local Plan 2011 policies:- <ul style="list-style-type: none"> B2 (a), (b) – The size and scale of the building does not respect the existing scale, massing, pattern and character of the surrounding area. The building is considered too large for the site. H2 – The application will create unacceptable living conditions for existing residents in the area who will be in close proximity to the dwelling. H6 – The application is considered to be 'backland development' which is contrary to the policy for medium sized villages. Unwanted increase in vehicular traffic via the Burford Road.
4.	09/1104/P/FP	132 Brize Norton Road	Erection of single storey rear extension.	No comment.

11. Correspondence

1. Sonia Rana, Thames Water.
2. Invitation to the opening of Marriotts Walk – Fri 30 Oct, 12.30pm. *Cllr Bicker to attend.*
3. ORCC Extraordinary General Meeting and adjourned Annual General Meeting – 9 Nov, 1.30pm, Jericho Farm, Worton, Witney.
4. Carers Centre 17th AGM – Tues 20th Oct, 1.00pm, Chipping Norton Town Hall.

General:-

1. ORCC notice of AGM – date passed.
2. Caring Matters newsletter.
3. NHS Oxfordshire Health News.
4. Thames Valley Police – Alcohol Awareness Week 19-23 October/Halloween.
5. Meeting of Standards Committee – date passed.
6. OCC Volunteer Link-Up Scheme Car Scheme.
7. The Playing Field, OPFA Newsletter.
8. CPRE Oxfordshire Campaign Briefing.
9. RAF Brize Norton – Notification of Night Flying.
10. Whosmybobby news.
11. Chris Pomfret – Parish oil buying idea.
12. New funding options – WODC.

There followed a 10 minute parishioners' question time. A parishioner thanked the Parish Council for it's help regarding the eviction of the travellers. A parishioner expressed that the allotment project be completed as a matter of urgency. The Council advised that now that a sub-committee has been formed, necessary work should be completed more quickly.

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

Meetings:-

• Remembrance Sunday	Sunday 8 th November	War Memorial	10.30pm
• Parish Council Meeting	Monday 16 th November	St Kenelm's Hall	7.00pm



Katherine Doughty
Parish Clerk

Signature of Chairman upon approval of Minutes 16th November 2009

Copies of Minutes to:

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