



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 18TH SEPTEMBER 2006 IN ST KENELM'S HALL AT 7.00PM

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

Parishioners present: 2.

Apologies for absence: Cllr Ted Cambray.

The Chairman opened the meeting at 7.00pm.

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.

Cllr Smith re. items 6 and 12 (Mrs Smith is a Trustee of Minster Lovell Playing Field Trust).

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

As raised at the previous meeting, Mike Ford has taken a look at the netting bar and swing seats. The bar and one of the seats needs to be replaced due to wear and tear at a cost of £138.69. It was proposed by Cllr Alderman that the necessary parts be purchased. Seconded by Cllr Stowell. Unanimously agreed.

Action: Clerk to request that Mike Ford purchase materials from Playdale.

Whilst on the subject of Ripley Avenue, Cllr Smith advised that he had received a request for the laurel bushes to be trimmed. The Clerk advised that she had also received a letter regarding the bushes. It was resolved that all laurels in Ripley are trimmed to 5ft and for the Clerk to obtain a quote from the Cotswold Tree Surgeon accordingly. If the quote is for less than £300, then the work can proceed. Proposed by the Chairman, seconded Cllr Alderman. Carried unanimously.

Action: Clerk to liaise with the Cotswold Tree Surgeon as necessary.

4. **Minutes of the previous meeting:** The minutes of the 21st August 2006 meeting were accepted as a true and accurate record of proceedings. Proposed by Cllr Wall and seconded by Cllr Stowell. Carried unanimously.

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

- (a) Waste/Dog Bin Collections - WODC

David Jones, Environmental Services advised that it would be very difficult to change the bin refuse collection day due to the knock on effect to other local collections. It was agreed that when the collections are next rescheduled, that we change our collection day to Monday.

Action: Clerk to request a Monday collection in the future. Copy to Cllr Robinson.

(b) Agency Agreements/Vegetation Cutting - OCC

The Clerk reported that OCC were on target to introduce Agency Agreements next April/May as planned. It was hoped that the required insurance indemnity limit would be lowered to £5m as opposed to £10m for contractors.

Action: Clerk to contact the 3 landscaping organisations for fresh quotes in readiness for the Spring.

(c) Draft correspondence

As agreed at the previous meeting, the Clerk read two draft letters to the Council for their agreement/amendment before posting:-

- Letter to be sent to the Parochial Church Council regarding the lease of St Kenelm's Hall.

Action: Clerk to send the letter to the PCC only.

- Letter to be sent to both churches with a view to organising a meeting to discuss a rededication service for Remembrance Sunday.

Action: Clerk to (1) send the draft letter to both churches with the added point of organising a meeting to discuss with Cllrs Stowell and Alderman. (2) Clerk to contact RAF Brize Norton to see if a bugler/guard of honour would be available to attend the service.

6. Finance

(a) Payments due:

Payee	Amount £
Oxfordshire Rural Community Council – annual subscription	20.00
Bookmarque Publishing – Village News	47.00
D F Williams	11.75
K Doughty September salary and expenses	333.38

Funding requests: Minster Lovell Playing Field Trust – Financial assistance regarding the site preparation and installation of security fencing at St Kenelm's Hall.

It was proposed by Cllr Wall that the Parish Council pays the full sum of £4411 for all the works to be carried out. Seconded by Cllr Smith. 3 against, 2 in favour, 1 abstention (Chairman). Not carried.

A proposal was made by Cllr Stowell to pay £3000 towards the cost of the fencing only. Seconded by Cllr Alderman. 5 in favour, 1 abstention (Chairman). Carried unanimously.

(b) Remembrance wreaths

It was agreed to purchase a larger wreath than last year, costing no more than £25 for Remembrance Day Service. Proposed by the Chairman, seconded by Cllr Wall. Carried unanimously.

Action: Clerk to purchase.

(c) Noticeboard installation

The Clerk advised that Mr Billington would install the noticeboard at a cost of £200. Proposed by Cllr Stowell, seconded by Cllr Alderman. Carried unanimously.

Action: Clerk to convey agreement to Mr Billington.

There followed a 10 minute parishioner's question time.

Cllr Robinson queried whether:-

(1) The village sign on the B4047 had been cleaned.

Action: Cllr Stowell to clean and report on its' wear and also look at appearance of the Old Minster sign near to Windrush Farm.

(2) The Parish Council had obtained grants from the North East Carterton development and the West Witney development for village traffic calming measures, totalling £10,000.

Action: Clerk to obtain necessary paperwork to obtain grants in respect of both developments, to offset the Vehicle Activated Sign costs.

(3) The landowners of the site adjacent to St Kenelm's Hall were aware that a similar site at Eynsham was sold for £750,000 as an affordable housing site. It was resolved that due to the number of houses the landowners wished to build, that it was not viable for them to pursue the project at the current time.

7. Warwick Robinson, District Councillors Report

Cllr Robinson reported that a new Chief Executive of the District Council has been appointed. Mr David Neudegg will commence his role with effect from 2 January 07.

It was noted that fortnightly waste collections of wheelie bins and an introduction of weekly kitchen waste collection, will commence in 2009. The weekly recycling waste collection will remain.

The Development Control Committee will determine the Marriotts Close planning application. Key issues of affordable housing, free car parking, green/public open space and traffic implications are to be considered.

8. Rodney Rose, County Councillors Report

Not present

9. English Heritage/Minster Lovell Ruins

The Clerk distributed copies of correspondence received from Tracey Wahdan, Visitor Operations Director for the South East. The letter detailed the signage which will be erected shortly and that litterbin installation is being explored.

Action: Clerk to thank Ms Wahdan for her response.

10. War Memorial

Cllr Stowell reported on possible landscaping of the new site which included Hornbeam hedging. Approximately 25 bare root plants would be required at a cost of £130. It was agreed that a maximum of £150 be spent on the hedging. Proposed by Cllr Hodge, seconded by Cllr Smith. Carried unanimously.

Action: Cllr Stowell to purchase plants in due course.

Action: Clerk to mention in Village News.

11. Location of village re-cycling bins

Following the Parish Council's suggestion to relocate the recycling bins by the Freeboard bridleway/Scout Hut, Bob Lightfoot (WODC) will now pursue this course of action and keep the Parish Council apprised of developments. The landlords of the White Hart have now advised that they do not want the re-cycling bins on their land and the site has closed.

12. Trustee – Minster Lovell Playing Field Trust

A letter of application has been received from Mr Moss. It was proposed by Cllr Smith that Mr Moss take up the position, seconded by Cllr Stowell, 1 abstention. Carried.

13. Parish Council Risk Assessments

The Clerk arranged a meeting with the Fishing Bailiff, which unfortunately is to be re-arranged.

Action: Clerk to re-arrange meeting.

It was noted that the Environment Agency are carrying out a fish survey on 20th September and the results will be forwarded to the Council by December. (This is part of a 5 year annual survey).

Cllr Alderman advised that the riverbank at Wash Meadow is to be mended on the weekend of the 23rd/24th September.

14. Clerking arrangements 2007

The Clerk advised that letters have been sent to local Parish Council Clerks regarding maternity cover.

15. Planning applications and decisions

Applications submitted to the Parish Council

	Ref. No.	Address	Details	Deadline for response to WODC
	None			

Decisions made by West Oxfordshire District Council Planning Authority

	Ref. No.	Address	Details	Decision
1.	06/1419/P/FP	37 Charterville Close	Erection of two storey side extension.	(No comment). Grant subject to conditions.

2.	06/1354/P/LB & 06/1353/P/FP	5 Upper Crescent	Alterations to convert existing play/store room to self contained living accommodation (retrospective).	(Minster Lovell Parish Council comment that any car parking associated with the self contained living accommodation should be located off the street due to the limited on-street parking. Also, the self contained living accommodation should be for domestic purposes only.) Telephone call received from Planning Services regarding clarification of our comments. It is likely that this application will be refused due to the self contained living accommodation looking to be commercially rented which WODC and ourselves object to.
3.	06/1322/P/FP	49 Brize Norton Road	Erection of replacement building for Garage/workshop and office use.	(No comment). Grant subject to conditions including use of materials; no additional windows to be constructed in the north elevation to avoid future overlooking and parking and manoeuvring areas to be provided in accordance with the plan, in the interests of highway safety.
4.	06/1246/P/FP	4B St Kenelm's Close	Erection of conservatory.	(No comment). Grant subject to time limit condition.
5.	06/1153/P/FP	Field 43, Worsham Meadows nr Minster Lovell	Erection of stables.	(The Parish Council has no objection in principle to this application. However, the impact on a rural location and position in relation to road and access requirements should be considered.) Granted – awaiting written advice from WODC.

Decisions awaiting by West Oxfordshire District Council Planning Authority

	Ref. No.	Address	Details	Decision
6.	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.
7.	06/1013/P/FP	Caravan Site, Ting Tang Lane, Burford Road	Formation of 8 additional pitches and erection of maintenance building & site office.	(Minster Lovell Parish Council wish to object to this application on the following points:- <ul style="list-style-type: none"> • We view with concern, the requested 8 plots and new buildings. These are unwelcome additions. • There will be additional traffic on what is already a dangerous and busy road. • The detrimental size and scale of building in a rural location (open countryside alien to Council Policy). • Lack of service provision (ie, sewage disposal, water). Some users of the 'freeboard' feel intimidated by those using the caravan site).
8.	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).

Other Planning issues:-

The Mill & Old Swan

The Clerk advised that no formal signage application by The Mill & Old Swan has been received as yet. The Enforcement Officer will prompt the owners again for an application, but it is likely to take some time to be produced due to the number of organisations involved with The Mill & Old Swan's decision making processes.

St Kenelm's Hall

Notification has been received from Planning Services advising that the proposed landscaping scheme for St Kenelm's Hall has been approved.

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

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| <ol style="list-style-type: none"> 1. Letter of resignation from Cllr Wall. | <p>The Council thanked Bryan for his efforts as Clerk & Councillor.
Action: Clerk to (1) obtain a vacancy notice from WODC. (2) Mention in the Village News.
As per Item 3.</p> |
| <ol style="list-style-type: none"> 2. Josephine Phelps, 27 Ripley Avenue – “Could arrangements be made for the laurel bushes adjacent to my garden wall to be pruned as soon as possible.” | |
| <ol style="list-style-type: none"> 3. Submission of the Statement of Community Involvement – WODC. | |
| <ol style="list-style-type: none"> 4. ‘How and when people can get involved in the preparation of development plans and in planning applications’. Comments to be received by 13 October. | |
| <ol style="list-style-type: none"> 5. Oxfordshire Playing Fields Association – AGM – Tues 31 Oct, 19.30 @ Standlake Village Hall. | |
| <ol style="list-style-type: none"> 6. Thames Valley Police – Trick or Treat campaign. | <p>Action: Clerk to order more posters for village shops.</p> |

Circulars:-

7. Play Equipment Safety Inspections – WODC.
8. West Oxfordshire Weekend
9. Brize Norton Parish Council re. speed limit.
10. Caring Matters.
11. Home2School Newsletter.
12. CPRE Magazine.
13. ORCC News.
14. Thames Valley Police – Witney Neighbourhood Update September.
15. Parish Link newsletter – WODC.
16. OCC News.
17. Crimestoppers information.

Previous Correspondence:-

Is anyone available to attend the following:-

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|--|-------------------------|
| <ol style="list-style-type: none"> 18. Risk Management Training for Local Councils – Wed 11 Oct, 14.00 – 16.00 – Didcot Civic Hall. | |
| <ol style="list-style-type: none"> 19. Effective Responses to Planning Applications – Wed 11 Oct, 9.30 – 13.00 – Didcot Civic Hall. | <p>Clerk to attend.</p> |
| <ol style="list-style-type: none"> 20. Thames Valley Police – Collaboration opportunities with Thames Valley Police in support of Neighbourhood Policing/Police Community Support Officers on 21 Sept, 18.45 @ Drayton Golf Club. | |

There followed a 10 minute parishioner’s question time.

- Cllr Smith advised that street lighting was on during the daytime, at the southern end of the Brize Norton Road.

Action: Clerk to contact OCC Street Lighting Helpline.

- It was noted that the ‘stile’ footpath has becoming overgrown with vegetation.

Action: Clerk to contact OCC to cut back the overhanging trees.

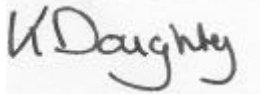
- It was agreed that a Precept Planning meeting will be held between the October and November meetings.

Action: Clerk to arrange meeting, mention in the Village News and send out the precept letters.

There being no further business the meeting closed at 8.40pm.

Meetings:-

- Parish Council Meeting – Monday 16th October – St Kenelm's Hall – 7.00pm.



Katherine Doughty
Clerk

Signature of Chairman upon approval of Minutes 16th October 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.