



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 17TH SEPTEMBER 2007 IN ST KENELM'S HALL AT 7.00PM

- 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: 6.

Apologies for absence: Cllr Rodney Rose.

The Chairman opened the meeting at 7.00 and welcomed PCSO Hilary Rabson. PCSO Rabson outlined her background and her hours/duties of work. She is getting to know youngsters and has a no-nonsense approach to underage drinking and smoking. Her PCSO powers include issuing fixed penalty notices and those comparable to traffic wardens, however back-up is always available for powers of arrest. PCSO Rabson is contactable on 0845 8 505 505. The meeting was opened to parishioners to ask questions – none were raised.

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

Cllr Alderman – Item 12 (3) – Planning application re. Lilac Cottage, being a neighbour.

- Bridget Muller, Ripley Avenue Management Committee**

- New Signage

It was agreed that following circulation of the draft signage, that the Clerk may have a new sign produced at a cost of no more than £100. Proposed by the Chairman, seconded by Cllr Alderman. Carried unanimously.

- Maintenance Work

The Clerk outlined correspondence received from Mr Ford. The surface of the playground has been damaged by UV rays and after making enquiries, he has learned that it will need replacing every 8 to 9 years at a minimum cost of c. £8000. Clerk to obtain further quotes; arrange a site meeting with Mr Ford to discuss the work required; and investigate the availability of grants.

- Arboricultural Work

All work at Ripley Avenue now complete.

- Village Youth Council**

It was reported that the goal posts have arrived and need to be erected alongside the existing ones. It was agreed to ask Mike Ford to erect the new goal posts – Cllr Bicker to source additional help.

The Chairman advised that disappointingly, an article written by a young person was not published in the recent copy of the Village News. It is hoped that the article will be published in the next copy.

Also disappointing was the lack of interest in a filming project offered to local youths. This entailed producing a film on the subject of village life for 15 to 17 year olds. The Youth Club will be contacted to discuss how to progress the Youth Council.

Bike ramps for Ripley Avenue Amenity Area were raised and briefly discussed. It was agreed that Cllr Bicker contact a company to produce a number of circuits for the Council to consider. Proposed by Cllr Bicker, seconded by Cllr Stowell. Carried unanimously. Cllr Cambray agreed to join Cllr Bicker for any on-site meetings with the company concerned.

5. **Minutes of the previous meeting:** The minutes of the 20th August 2007 meeting were accepted as a true and accurate record of proceedings. Proposed by Cllr Hodge and seconded by Cllr Smith. Carried unanimously.

At this point of the meeting, agenda item 8 was brought forward to enable Cllr Robinson to leave early.

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

(a) Oxfordshire County Council Matters

- One-Way system, Old Minster Lovell.

Paul Wilson, OCC, commented that arrangements are in hand for the experimental one-way system and the draft paperwork should (all being well) be ready for sending to OCC's Legal Section by the end of w/c 24 September. The Clerk is to raise the fact that the traffic survey needs to be undertaken before any work can commence and query whether footway markings will be created on the road regardless of the roads' width.

- Section 106 Agreements

The Clerk advised that she had received a telephone call from Naomi Saunders, OCC, who advised that the PC has not been assigned any funding whatsoever via Section 106 funding arrangement. However, she went on to say that OCC will review funding possibilities and inform the Council. Funding may be made available for the possible installation of new Vehicle Activated Signs along the Burford Road.

When Paul Wilson was questioned about the lack of funding from his department, he responded as follows:-

"The news is not so positive about the funding, as you will be aware, a traffic calming scheme was implemented along the Brize Norton Road (albeit not physical measures) a few years ago which was funded from S106 monies.

As you will also hopefully be aware, the budget that the Area office had i.e the £5000 per scheme is no longer available to us. This is because the way in which funding for Local Governments for this type of measure has changed, to the extent that the only funding for schemes is available on a pre-bid basis, with the successful ones being included in the Local Transport Plan.

Any new requests received will be assessed in line with the criteria set in the current LTP with a view to forming the programme in the next LTP this being 2011-16, however the criteria is quite stringent with a high priority again towards casualty reduction, so unfortunately sites such as Brize Norton Road are unlikely to score highly – sorry."

The Clerk is to compile the evidence to date and write to Paul Wilson's Superior, the Head of OCC with a copy to Ian Hudspeth, Cabinet Member, requesting a meeting to resolve this matter as there was previously no mention of timescales for Section 106 funding, or it being time limited.

A discussion ensued about obtaining a grant from OCC to improve the Spar shop verge area. Councillors are to review the area and comment at the next meeting. Clerk to check with OCC whether they are in agreement to the possibility of changing the grass to a different type of surface.

- New bus shelter at Bushey Ground

The Clerk reported on a conversation with the owners of 144 Brize Norton Road. The current bus stop is directly outside their property and it was advised that there is no room for a bus shelter to be installed there. The bus stop is a little further up the road from Bushey Ground. It was agreed that the bus stop be moved to the Bushey Ground/Brize Norton Road junction and for a corresponding shelter to be erected.

- (b) Location of recycling bins

A meeting with Bob Lightfoot, Environmental Services (WODC), Parish Councillors and District Councillor Warwick Robinson was held. It was noted that Mr Lightfoot did not realise that the proposed site was in an Area of Outstanding Natural Beauty. The original area proposed by the Parish Council was actually within the layby, a few metres away from the current proposed site. Mr Lightfoot felt that this site would be cost prohibitive as gates to the area would need to be moved. Also, fragmentation of the site was discussed and felt to be unsuitable by OCC. It was therefore left for Mr Lightfoot to pursue other sites and liaise with the Parish Council accordingly. The Clerk is to contact Mr Lightfoot in due course for his further considerations.

- (c) Local response to expansion of RAF Brize Norton

Aston Parish Council has been consulted. Clerk to write to all local Parish Councils with a view to forming an action group. Clerk is to write to MOD to request that local infrastructure be in place before RAF Lyneham's personnel are relocated locally, particularly improvements to the A40 traffic junctions.

7. Finance

- (a) Payments due:

Payee	Amount £
Viking Direct – stationery	73.88
Mike Ford – repairs to fencing and gate at Ripley Avenue play area	50.00
K Doughty – September salary and postage	338.71
WODC re. July grass cut	549.90
Cotswold Tree Surgeon – Ripley Avenue tree work	165.00

It was agreed that the cheques are signed. Proposed by Cllr Smith, seconded by Cllr Alderman. Carried unanimously.

- (b) Funding requests:

Burford School Association – Request financial assistance in the form of a £500 grant towards the provision of a new school mini bus for the use of pupils at Burford School. The mini-buses are used for extra curricular activities and school trips. As Burford School Association is not a charity, and it was felt that the funds should be raised from other sources, it was agreed not to assist. Proposed by Cllr Smith, seconded by Cllr Stowell. Six in agreement, one against. Carried.

- (c) Any other financial matters:

- Copies of Accounts to 29th August were distributed to Councillors. The Clerk recommended investing £10,000 with WODC as a healthy bank balance is currently held. Proposed by Cllr Stowell, seconded by Cllr Alderman. Carried unanimously.
- The Council's Risk Assessment document was distributed to Councillors. The Clerk requested that Councillors review the document and advise of any amendments/inclusions.
- Precept Meeting date agreed for 6.00pm on Monday 15th October before the next full Parish Council meeting.

- 2007 Audit

The auditors have written requesting explanations on two issues (both regarding VAT). These have been discussed with Accountant, Bill Haire and responses drafted. A copy of the August minutes are to be sent. Lastly, it is required that box 5 of the annual return is changed to reflect the fact that we have not undertaken a risk assessment in the last financial year.

- It was noted that The Village Trust has generously donated £658.41 for work undertaken to the war memorial. Letter of appreciation to be sent accordingly – application to be copied to Cllr Smith for information.

8. Warwick Robinson, District Councillor's Report

Cllr Robinson advised that July and August were busy with flood support work. 40,000 sandbags were supplied and distributed by the District Council. Grants of £250 per household are available to all flood victims.

The budget process has started again. Only a 'good' status has been awarded to the Council (WODC) during a recent annual performance assessment, as no priorities of objectives were set. The District Council are heavily pressurised to balance books in the future, as opposed to using reserves to support expenditure.

Non-recycling kerbside collections are to be introduced on a fortnightly basis, with various implications.

Cllr Stowell queried commercial waste collections. Only commercial glass recycling is undertaken by WODC.

A parishioner raised the subject of Brize Norton Road flooding and queried when drains and gullies were last cleaned. As this is an OCC issue, it is to be taken up with Cllr Rodney Rose. It was noted that the drain outside 90 Brize Norton Road needs urgent attention – Clerk to organise immediately.

9. Rodney Rose, County Councillor's Report

Unable to attend meeting and therefore no report received.

10. War Memorial

The Chairman summarised the actions raised from the recent 2007 Remembrance Service meeting. A discussion ensued as whether to plant screening between the war memorial and the White Hart public house – it was decided to further defer this issue. The Clerk is to write to the owners of the White Hart to kindly request that they paint their chain-link fencing of the car park in preparation for the Service.

Cllr Cambray advised that he had researched the cost of a radio microphone and proposed that a suitable one be purchased at a cost of £186.95. Seconded by Cllr Stowell. Carried unanimously.

Clerk is to liaise with Paul Wilson, OCC regarding the re-siting of the carriageway light and road sign.

11. Grass Cutting

No update; Cllr Hodge to prepare plan of areas to be including in cutting schedule and forward to the Clerk.

12. Planning applications and decisions

Applications submitted to the Parish Council

	Ref. No.	Address	Proposed
1.	07/1484/P/FP	5 Ripley Avenue	Construction of chimney to side elevation.
2.	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).
3.	07/1630/P/FP	Lilac Cottage, Old Minster	Alterations and erection of single and two storey extensions, new vehicular access.

Decisions made by West Oxfordshire District Council Planning Authority

	Ref. No.	Address	Proposed	Decision
4.	07/0868P/FP	5 Upper Crescent	Conversion of part of existing accommodation to provide self contained flat (retrospective).	Refuse.
5.	07/1225/P/LB	5 Upper Crescent	Alterations to convert existing play/store room to self contained living accommodation (retrospective).	Grant subject to conditions.
6.	07/1313/P/FP	33 Whitehall Close	Erection of two storey rear and single storey side extensions.	Grant subject to conditions.
7.	07/1121/P/FP	Old A40 next to slip road & service lay-by OX28	Change of use of waste ground to a community recycling centre.	Refuse.
8.	07/1324/P/FP	66 Brize Norton Road	Conversion of existing first floor apartment into two flats.	Grant subject to conditions.

Decisions outstanding by West Oxfordshire District Council Planning Authority

	Ref. No.	Address	Details	Decision
9.	07/1268/P/AC	Land adjacent Windrush DAF, Burford Road, Witney	Erection of a pole mounted double sided illuminated sign (retrospective).	
10.	07/1293/P/FP	Wycombe, Burford Road	Erection of replacement dwelling and detached garage.	
11.	07/1400/P/FP	Land to the rear of 125 Brize Norton Road	Conversion of existing swimming pool and fitness building into dwelling.	
12.	07/1382/P/FP	12 Brize Norton Road	Erection of single storey and two storey rear extensions.	

13. Correspondence

1. Letter received from Cottsway Housing re. Mr Hoverd offering a possible solution to parking problems in Charterville Close. *Discussions are to be held between Cottsway, The Hoverds, PCSO Rabson and possibly OCC. Parish Council is unable to assist further.*
2. Letters received from residents in Old Minster who advise that they were all affected by the recent floods and request that the drainage channels/ditches in Wash Meadow are reinstated. *Forward letters to Secretary of Trustees of Wash Meadow.*
3. West Oxfordshire Strategic Partnership – Vision and Priorities Survey – could a Councillor please complete and forward by 26 Sept. *Survey to Cllr Smith for completion.*
4. Email received from Gillian Roe, General Manager, The Mill & Old Swan – advising that refurbishment work is about to commence (finishing at the end of November) and wishes to make us aware that there will be some temporary directional signage at the front of the Mill and outside their hilltop car park, for their contractors.
5. ORCC – Annual General Meeting being held on Wed 3 Oct, 7.30pm, The Pine Lodge, Little Milton.
6. Oxfordshire Playing Fields Association – Annual General Meeting, Mon 1 Oct, 7.30pm, Chalgrove Village Hall.

Circulars:-

1. ORCC – new representative.
2. OCC news.
3. Home2School newsletter.
4. Cotswolds Conservation Board – general information.
5. Community Safety Partnership – Looking Out newsletter.
6. WODC Parish Link newsletter.
7. CPRE newsletter.
8. Government Office for the South East – Panel Report.

There followed a 10 minute parishioner's question time. A parishioner queried whether the screening behind the war memorial is still to be planted, as was originally agreed.

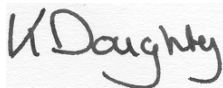
It was reported that the public footpath bridge in between Wash Meadow and the Church, needs to be repaired.

It was reported that trees have fallen into the river at White Bridge and require removal. Clerk to contact the Countryside Service, OCC for both tasks

There being no further business the meeting closed at 9.25pm.

Meetings:-

- Review planning applications – Monday 8th October – Methodist Church – 7.30pm.
- Precept Meeting – Monday 15th October – St Kenelm's Hall – 6.00pm.
- Parish Council Meeting – Monday 15th October – St Kenelm's Hall – 7.00pm.
- Parish Council Meeting – Monday 19th November – St Kenelm's Hall – 7.00pm.



Katherine Doughty
Clerk

Signature of Chairman upon approval of Minutes15th October 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.