



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 SEPTEMBER 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: 2.

Apologies for absence: None.

The Chairman opened the meeting at 7.00pm and welcomed County Councillor Rodney Rose and District Councillor Warwick Robinson.

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

8 (b) – Finance – Funding requests – Cllr Stowell declared an interest being a member of the Citizens Advice Centre.

8 (c) – Finance - Any other financial matters – Cllr Smith declared an interest as Mrs Smith is a member of St Kenelm's Hall Management Committee.

3. **Ripley Avenue Management Committee**

- (a) Maintenance work

Cllr Hodge kindly assessed the following items for wear, tear and repair:-

Fencing – Had been adequately repaired and was in a reasonable state of repair. No work necessary at the current time.

Safety surface of play area – Various urgent repairs needed to limit extent of damaged areas. It was agreed that Mike Ford repair urgently. It was felt that the safety surface in general did not need re-sealing. Proposed by Cllr Haley, seconded by Cllr Jones, agreed unanimously.

The Clerk advised that Mike Ford had been asked to infill the worn area of the western gate exit and that a local carpenter had been asked to take a look at the bench to see if it could be repaired.

Cllr Hodge advised that the dog fouling signs need replacing – Clerk to organise with Mrs Muller.

A quote had been received from WODC to supply and install a new small litter bin inside the play area for £180. It was agreed not to proceed due to inhibitive cost.

SB action

It was reported that a hole had appeared in one of the goal nets. Cllr Haley proposed that Cllr Bicker assess and repair if possible. Seconded by Cllr Hodge, carried unanimously.

- (b) Bike ramps

Cllr Jones reported that he had met with youngsters and altered the bike track design to reflect a reduction in its' overall size and jump dimensions. Roger Davies (Oxfordshire Playing Fields Association (OPFA) and Royal Society of the Prevention of Accidents (RoSPA)) was consulted on the final track design and suggested that the minimum width of jumps be 1 metre. It was agreed that OPFA inspect the track once constructed. Cllr Bicker agreed to review and record the condition of the site on a weekly basis and undertake weekly health and safety inspections. It was noted that if abuse of the circuit is experienced, then the circuit will be simply flattened.

Appropriate health and safety equipment needs to be purchased before commencing construction of the site.

Cllr Jones proposed that having developed the plans; had them reviewed by the Parish Council's insurer and Roger Davies; that the project is now implemented. Seconded by Cllr Stowell. Carried unanimously.

B&E Transport has kindly agreed to provide soil for the track and a team of helpers are ready. Cllr Haley proposed that Cllr Jones and Cllr Bicker take responsibility to manage the health and safety risks. Seconded by Cllr Hodge, carried unanimously. It was agreed that the Clerk obtain metal stakes and safety tape.

4. **Minutes of the previous meeting:** Cllr Bicker advised that contrary to the minutes of the meeting held on 18th August 2008, she abstained in the vote of 7 (b) Location of Recycling Bins. Addendum to be filed accordingly.

The minutes of the meeting held on 18th August 2008 were otherwise accepted as a true and accurate record of proceedings. Proposed by Cllr Hodge, seconded by Cllr Stowell, 1 abstention (due to absence from the meeting), carried.

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

Finances – parameters are being put in place for next year's budget. A management restructure is being undertaken with a view to money being saved.

Environment – the tender process is nearly complete for a new waste contract.

Planning – 3500 new houses are to be built in West Oxfordshire from 2011 onwards. 8-900 houses could be built at North Curbridge. There is no further scope for development at Carterton with possible development being undertaken in North Witney.

Cllr Robinson was thanked for his attendance and hoped that his health recovery continue to be speedy.

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

Cllr Rose briefly summarised the determining process of B&E Transport's planning application.

Community Safety Committee – Thames Valley Police is to review how successful Neighbourhood Action Groups are.

Oxfordshire County Council will now have to pay a percentage of the overspend for Fareham's new Fire Service Control & Command Centre. Costs include £2m for building, £2.5m for staff, £3.6m for IT.

Highway weed control – Cllr Rose advised that there is no budget for weedkilling and that OCC is to re-assess this aspect for the next financial year.

Cllr Smith discussed problems being encountered by a local landowner who is unable to access his field due to access locks being changed by OCC and the difficulties experienced in trying to contact the Gypsy Liaison Officer. Cllr Rose kindly agreed to progress the issue.

7. **Matters and actions arising from previous meeting.**

- (a) Oxfordshire County Council matters

- Old A40 Car Park

The Parish Council discussed whether a village car park would be used, particularly by visitors; whether the Old A40 is the most suitable site for such; and whether it would ease parking problems currently being experienced at Wash Meadow and St Kenelm's Church car park.

Cllr Smith proposed that the Parish Council do not proceed (as it is in the wrong position for anyone in the village to use and would only benefit some visitors). Seconded by Cllr Stowell, 3 in favour, 4 against. Not carried.

Cllr Hodge proposed that the Parish Council proceed with the car park. Seconded by Cllr Alderman. 4 in favour, 3 against. Carried. Cllr Smith wishes it to be recorded that he objected to this proposal.

Cllr Stowell proposed that in order to facilitate implementation of a car park, that work is delegated to a Councillor. Seconded by Cllr Bicker, 5 in favour, 1 against, 1 abstention. Although this proposal was carried, no Councillor volunteered to take on this work and therefore the Clerk will work on the project as required with Cllrs Haley, Alderman and Hodge to help where they possibly can.

(b) Refurbishment of grass verge by Spar Shop

Paul Wilson, OCC has quoted £17,800 for grasscrete blocks for use on the current grass areas.

Cllr Haley proposed that we discuss this issue after the forthcoming precept meeting on 6 October. Seconded by Cllr Jones, 6 in favour, 1 abstention. Carried

(c) Experimental one-way system, Old Minster Lovell

Cllr Stowell discussed the village questionnaire and proposed that it is published in the Village News. Clerk to organise boxes and seek permission from the village shops for placement of collection boxes. Seconded by Cllr Smith. Carried unanimously.

8. Finance

(a) Payments due:

| Payee | Amount £ |
|-------------------------------------------------------|----------|
| WODC – July grass cutting | 581.07 |
| Bookmarque Publishing – Village News | 47.00 |
| D F Williams Cleaning Services – bus shelter cleaning | 12.93 |
| K Doughty – September salary & postage | 346.53 |

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

(b) Funding requests:

Citizens Advice Bureau, Witney – Requesting financial support as “some Minster Lovell parishioners will have benefited from our services.” Cllr Stowell declared an interest. Cllr Hodge proposed that the Parish Council Funding Policy apply (as the organisation is not located in the village, that no funding shall be provided). Seconded by Cllr Smith, carried unanimously.

Thames Valley & Chiltern Air Ambulance Trust – Requesting financial support. Parish Council Funding Policy applies.

(c) Any other financial matters:

- Grant monies received from OCC for the Brize Norton Road bus stop - £2786.55.
- St Kenelm’s Hall Management Committee is having to bring the electricity supply and equipment up to date. To enable this work to proceed, requests that the Parish Council consider bringing forward the precept (of £1000) in order for this work to be carried out. Cllr Smith declared an interest. Cllr Hodge proposed that the precept is paid early as requested. Seconded by Cllr Stowell, carried unanimously.

9. Grass cutting

WODC has admitted liability for breaking Mrs Taylor's fence in Upper Crescent. They are liaising directly with her in this matter. The grass cutting frequency is currently acceptable.

10. Laying of new water mains B4047

The Clerk advised that a letter has been sent to OCC detailing our requests for full road width resurfacing and grass verges needing topsoil. Paul Wilson, OCC Highways, has advised that they can only enforce Thames Water to resurface the areas of the road that they excavate.

Notices regarding the forthcoming roadworks have been displayed and added to website.

11. Streetlighting, Lower Crescent

A map of streetlighting has been obtained from OCC. This shows 2 existing streetlights and electricity poles that might be of use for possible future lighting.

There is an electricity pole in the garden of Charterville House, but it is surrounded by vegetation and the pole number is not displayed. However, it would appear that this pole originally had a streetlight mounted on it.

A letter has been sent to the residents of Charterville House requesting permission to use this pole and we await a response from them.

It was resolved that if the residents agree to the use of the pole, the Parish Council proceed with reinstatement of the missing streetlight. Proposed by Cllr Stowell, seconded by Cllr Jones, carried unanimously.

12. War memorial/grass verge boundary

- War memorial – The Clerk advised that the White Hart Public House will not be repairing the drystone wall and that if appropriate permission is obtained, they wish to increase the length of the chainlink fencing instead. If the Parish Council would like a drystone wall on the perimeter, then it is requested that the Council pay for one.

The drystone wall was further discussed. Cllr Smith raised concern at the pub's decision to remove the wall and proposed that the Parish Council object to a WODC planning application should one be submitted. Seconded by Cllr Hodge, carried unanimously.

Cllr Haley proposed that the Parish Council enlist the support of a conservation team to repair the current wall. Seconded by Cllr Jones, carried unanimously.

Cllr Stowell further proposed that in an effort to enhance the war memorial setting, a rough estimate be obtained for extending the drystone wall to replace the existing chain linking. Seconded by Cllr Alderman, carried unanimously.

- War Memorials Trust has authorised grant monies of £1500 to be paid directly to the Parish Council's bank account. They recommend listing the war memorial and updating the UK National Inventory of War Memorials. Information in the circulating file.

13. Communication and community engagement

- (a) Website interactive forum

CJ action

Evergreen Computing (who register the PC's domain name annually), advise that this isn't something that can easily be put onto an existing website. They would have to host our website in order to put on a fully integrated web forum which would cost c. £100. Further clarification is required on actual costs payable. They have provided a couple of websites for us to look at:- www.charfield.org or www.wotton-under-edge.org. It was resolved that Cllr Jones investigate further and report back at the November Parish Council meeting.

(b) Welcome pack

Cllr Haley agreed to draft a contents list.

(c) Develop Village News

Await public response to questionnaire.

(d) Bus movements

Cllr Stowell will consolidate bus timetables as soon as the winter timetables are available.

14. Nomination of Parish Representatives

- Parish Transport Representative.

Cllr Jones proposed that the position is advertised on village noticeboards and local bus stops. Seconded by Cllr Stowell. Carried unanimously.

- Trustee of Wash Meadow.

One trustee position is currently available. Cllr Alderman summarised the role. The Trustees meet approximately 4 times a year and manage the interests of Wash Meadow. Cllr Bicker expressed an interest and will contact the Clerk as necessary.

15. Village allotments

A meeting has been arranged with Chris Strange, the owner of the field by the Burford Road quarry. He is open to the idea of allotments and is happy to discuss this and some other farming issues with us. Date of meeting - Monday 29th September, 8.30, Methodist Church – after the Remembrance Service meeting (7.30pm).

Cllr Bicker advised that 4 allotments are available at land to the rear of the Old Swan public house. It was agreed that the two subjects be kept separate. Clerk to speak with Gillian at the Old Swan and bring information to the meeting on 29 September.

16. Flooding in Old Minster Lovell

The Clerk continues to chase Kevin Jack, WODC, for a report on the meeting held with Mr Abraham.

17. Planning applications and decisions

Applications submitted to the Parish Council

| | | | |
|----|--------------|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | 08/1303/P/FP | The Bungalow, Lower Crescent | Alterations and erection of single and two storey extensions to link barn to existing dwelling. |
| 2. | 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. |

| | | | | |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <p>Minster Lovell Parish Council strongly objects to this application as it is contrary to the following West Oxfordshire Local Plan 2011 policies:-</p> <ul style="list-style-type: none"> • BE2 (a), (b), (d). The size, scale and massing of the proposed development is not conducive to a listed Charterville bungalow. The development effectively comprises two buildings on one plot and is therefore overdeveloped. The two storey extensions and the new wing are out of character for a Charterville bungalow. The new wing is of particular concern as it is unattached to the bungalow. All of these aspects would set an unwanted precedent to similar listed buildings in the area. • BE5 The character and appearance of this property would be eroded by this unsympathetic development. • BE7 The character of this listed building is not preserved or enhanced and the scale of the alterations and additions is unsympathetic to the building. • NE4 (i), (ii). • H2 (a), (b), (f). <p>(See comments for BE2 above)</p> | | | |
| 3. | 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. | Minster Lovell Parish Council strongly objects to this application. All of the previous conditions should remain as they protect against backland development for residential use. |

Decisions made by West Oxfordshire District Council Planning Authority

| | Ref. No. | Address | Proposed | Decision |
|----|--------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| 4. | 08/1181/P/FP | 105 Brize Norton Road | Erection of dwelling and creation of new vehicular access for existing dwelling. | Refuse. Close proximity to neighbouring dwellings. |
| 5. | 08/1039/P/FP | 42 Upper Crescent | Erection of detached chalet bungalow and associated parking. | Grant subject to conditions. |
| 6. | 08/1086/P/FP | 38 Upper Crescent | Erection of dwelling with integral garage and construction of new vehicular access. | Grant subject to conditions. |
| 7. | 08/1139/P/FP | 37 Brize Norton Road | Construction of new vehicular access. | Grant subject to conditions. |
| 8. | 08/1076/P/FP | Hillside, Burford Road | Erection of extensions to dwelling. Erection of detached garage with home office over and stable block. Construction of manege. | Grant subject to conditions. |

Decisions outstanding by West Oxfordshire District Council Planning Authority

| | Ref. No. | Address | Details | Decision |
|----|--------------|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|----------|
| 1. | 08/1287/P/FP | J S Motor Services Ltd, Bushey Ground | Erection of two storey front extension and single storey side and rear extensions. | |
| 2. | 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. | |
| 5. | 08/1096/P/FP | Land to the rear of 23 Cotswold Close | Erection of detached dwelling. | |

18. Correspondence

Correspondence of interest:-

- Mrs D Haley, 85 Brize Norton Road – Requests a formal and prompt response be sent regarding the use of the Old A40 layby as a highway as an alternative route into Old Minster Lovell. *The area is planned to be used as a car park – by detailing in the Village Questionnaire, may raise expectations that are unable to be fulfilled.*
- Email from Mrs Godfrey, 168 Brize Norton Road – requesting seat in bus shelter. (Queensbury quotation is c. £450 to provide and install). *Council refuse request because space is limited. Do not wish to encourage the area to be a hanging out point and substantial funds have already been spent.*
- Email from Julie Davis regarding excessive surface water on the Brize Norton Road – *OCC looking into.*
- Invitation to Soldiers of Oxfordshire Exhibition at Woodstock – Sat 25 October 08 until June 09.
- Invitation to West Oxfordshire's 4th Voluntary & Community Sector Forum – Tues 23 Sept – 9.30-12.30 – WODC Woogreen Offices.
- ORCC AGM – 8 Oct, 7.30pm – Steeple Aston Village Hall.
- OPFA AGM – 23 Oct, 7.30pm – Stanton Harcourt Memorial & Millennium Hall.
- Invitation to a Community Workshop on an Eco-Town for Weston Otmoor – Thurs 18 Sept, 5.30-8.30pm – Victoria Road, Bicester OR Thurs 25 Sept, 5.30-8.30pm – St Aldates, Oxford.

General:-

- Copy of letter from OCC to Mrs Cox, 2 Ripley Avenue re. weedkilling.
- Partial Review of the South East Plan – Gypsy & Traveller Accommodation Needs – please comment using the sheet provided.
- War Memorials Trust – Listing Advice Sheet & general info.
- WODC – Allowances for Town & Parish Councillors.
- WODC – Parish Link.
- Steelway Fensecure – general info.
- WODC – Music Diary.
- CPRE – Fieldwork magazine.
- WODC – Street Trading Policy Review.
- Cotswolds AONB - Newspaper.
- Oxfordshire Rural Children's Centre Project – Newsletter.
- Countryside Alliance Awards.
- OCC – Home 2 School Newsletter.
- OCC – Road Safety Guide.
- Jack Malhi, Thames Valley Police – Letter of introduction.

There followed a 10 minute parishioner's question time. The following items were raised.

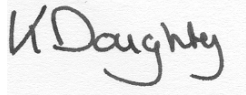
Query raised again regarding where Cotswold Close surface water runs off to. *Clerk to chase again.*

Code of Conduct for Trustees. *Clerk to obtain information from Government source.*

There being no further business the meeting closed at 9.38pm.

Meetings:-

| | | | |
|-----------------------------------------------------|-----------------------------------|------------------|--------|
| • Remembrance Sunday Meeting | Monday 29 th September | Methodist Church | 7.30pm |
| • Meeting with Chris Strainge re. allotments | Monday 29 th September | Methodist Church | 8.30pm |
| • Precept Meeting | Monday 6 th October | Methodist Church | 7.30pm |
| • Refurbishment of grass verge by Spar Shop Meeting | Monday 6 th October | Methodist Church | 8.30pm |
| • Parish Council Meeting | Monday 20 th October | St Kenelm's Hall | 7.00pm |



Katherine Doughty
Clerk

Signature of Chairman upon approval of Minutes20th October 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.