



## MINSTER LOVELL PARISH COUNCIL

www.minsterlovello-pc.gov.uk

**Parish Clerk: Katherine Doughty**

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### MINUTES OF PARISH COUNCIL MEETING HELD ON MONDAY 21<sup>ST</sup> SEPTEMBER 2009 IN ST KENELM'S HALL AT 7.00PM

1. **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 and Mrs Katherine Doughty (Clerk).

**Parishioners and visitors present:** 11.

**Apologies for absence:** District Cllr Warwick Robinson.

The Chairman opened the meeting at 7.00pm and welcomed the following attendees:-

- Tina Cockroft, Area Youth Worker, Oxfordshire County Council.
- PC Reg Nicolson, Neighbourhood Specialist Officer, Thames Valley Police, Witney.

Both to discuss Item 3 Ripley Avenue (b) Youth Liaison.

- John Parry, Director for Community Safety & Shared Services and Chief Fire Officer Oxfordshire County Council Fire & Rescue Service.
- Peter Gammond, Traveller Site Officer, Oxfordshire & Buckinghamshire Gypsy and Traveller Services, Oxfordshire County Council.

Both to discuss Item 7 (c) Travellers update.

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

Item 7 (e) – Flood Report Update – Cllr Alderman being a neighbour of Mr Abrahams.

Item 11 – Correspondence – Cllr Stowell is a volunteer for the Citizens Advice Bureau.

3. **Ripley Avenue Management Committee**

- (a) Maintenance work

Mrs Muller advised that the play area fencing was not stable in places and requested that a Councillor inspect and suggest necessary solutions/repairs.

The Clerk advised that she has liaised with WODC and they have agreed to empty a new litter bin in the area of the dirt track. WODC is able to provide a new metal bin for c. £200 plus installation costs. Clerk to obtain an exact quotation and confirm installation as necessary, as quickly as possible.

The Chairman advised that one of the metal poles for the dirt track signage has been snapped in two and needs to be re-installed. Cllr Haley will organise appropriate works.

- (b) Youth liaison

Cllr Haley outlined the recent anti-social behaviour problems experienced at Ripley Avenue and welcomed PC Reg Nicolson.

PC Nicolson advised that Police have patrolled the play park rather than simply driving through. Youths have previously congregated behind 4 Ripley Avenue although it was noted that there have been no recent incidents. Cllr Smith requested that police patrol behind St Kenelm's Hall also as empty alcohol bottles are regularly found. Cllr Hodge advised that the Ruins is also a 'hot spot.' Cllr Haley advised that the Scout Hut may also be a 'hot spot' in the future having witnessed a large group of youngsters heading in that direction.

Mr Parry advised that the purchase of alcohol is a Trading Standards issue and that the Parish Council make contact if knowledge of any underage alcohol purchases are being made in the village.

Ms Cockroft reported that there are vacancies for Youth Workers that cover Minster Lovell and that regrettably until the posts are filled, OCC is unable to help us. Ms Cockroft advised that as soon as the situation changes, she will contact us to arrange youth liaison work in the village.

Mr Parry offered a visit from the local Fire Service for Youth Club which will be followed up by Cllr Bicker.

Cllr Jones advised that the current age of young people congregating in the village is 16-19 year olds although there is a large group of 12-14 year olds who need to be worked with in order to prevent future anti-social behaviour.

The Chairman advised that the relaunch of the village Youth Club is being held within the next week and requested that Councillors drop by to support the organisation.

4. **Minutes of the previous meetings:** An amendment was made to the minutes of the meeting held on 24<sup>th</sup> August 2009. It was noted that in section 3 (a) Ripley Avenue Maintenance, Cllr Smith recommended that a new bench type seat be purchased and not for him to obtain the cost of a bench type seat. The remainder of the minutes and the amendment was 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 sent his apologies for absence. No report submitted.

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

On annual leave – no report submitted.

7. **Matters arising from previous meeting**

- (a) Oxfordshire County Council matters
- Experimental one-way system, Old Minster Lovell

As the outstanding improvements have still not been actioned by Highways, OCC, Clerk is to write to Cllr Rodney Rose, Cabinet Member for Highways, OCC, requesting that the matter be investigated and undertaken without further delay. A speed monitoring device has been installed on School Hill and we await the results in due course.

- (b) Refurbishment of grass verge by Spar Shop

Line painting has been requested outside 8 and 10 Brize Norton Road and is due to be undertaken shortly. The Clerk has written to Mr Lewis and awaits his response.

The Clerk discussed the possibility of installing a new noticeboard outside the Spar shop which would deter people from walking on the grass verge; provide more visibility for Parish Council notices; deter people from flyposting on the trees and assist in tidying up the notices by providing more space. After discussion it was resolved that the Chairman obtain the key from Mr Lewis and organise the notices in the existing cabinet on a regular basis for the forthcoming month and monitor useage. All Councillors are to monitor the trees to curb flyposting.

Thames Water advise that the Burford Road verge is to be rotavated by the end of the week. Clerk to check progress on Thursday and chase.

The Clerk reported that she has written to County Councillor Rodney Rose regarding the implementation of a highway weedkilling budget for the next financial year (copy of letters in the correspondence file) who responded that our request 'will be considered.'

(c) Old A40 Car Park and Travellers Update

Councillors were reminded that a meeting was arranged for Tuesday 22<sup>nd</sup> September, 9.00am, for Dan Weeks and Paul Wilson to review the possibilities of a car park at the old A40 layby and assess the footpath down the hillside to Old Minster.

The Chairman welcomed John Parry and Peter Gammond to the meeting and the Clerk drew the Councillors attention to an email from Peter Gammond which provided an up to date report on the legal aspects of OCC's eviction of the travellers

John Parry advised that there are now no traveller health issues, only welfare issues including education of the children. A date for The High Court to hear OCC's case is due to be set within the forthcoming days. John Parry reported that the travellers have contravened the Code of Conduct and these matters are being pursued. Families have changed in that period of time which has delayed eviction as the traveller's needs have to be reassessed. The Chairman suggested that the lack of robust action in April leads to the current situation. This was generally accepted by the OCC representatives.

The Chairman invited the Councillors to debate the matter with Mr Parry and Mr Gammond. A number of issues were discussed including:-

- Dangerous vehicle access via the Witney end of the site.
- Parishioners rights are being over-riden by travellers rights.
- It was queried that should the travelling families change again, then will matters be delayed again. This was advised not to be the case.
- Correction regarding the exact location of the site.
- Health and welfare issues of traveller's children.
- Caravans are parked on both the cycle track and the old roadway – Mr Gammond asked the travellers present to park on one side of the layby.

It was resolved that three main problem areas are a cause for concern:-

1. Caravans are parked on both the cycle track and footpath.
2. Human waste has been deposited on the site.
3. Dangerous vehicle access to the encampment from the Witney end.

The Chairman allowed members of the public to speak. The travellers advised that:-

- They did not dump the fridges and freezers in the slip road. At the request of District Councillor Warwick Robinson, these have since been removed by WODC.
- The travellers advised that their illegal encampment has less effect on residents of Minster Lovell in it's current location, as opposed to setting up a camp in the middle of the village.
- A pregnant traveller has welfare concerns.

Peter Gammond and John Parry were thanked for their time. John Parry remained present throughout the meeting.

(d) Village allotments

Chris Strainge has advised that a stone crushing machine will be used on the site within the next two days. Councillors were invited to assess the condition of the site and report their findings at the Extraordinary Precept meeting in October.

(e) WODC Flood Report update

A meeting with WODC Engineers and Councillors was recently held in Old Minster – Councillors referred to Cllr Hodge's report of the meeting.

Those present reviewed the land and road drainage – most of which was blocked with silt and identified as OCC liabilities. The WODC Engineers advised that they will pursue the outstanding actions from the Flood Report.

Cllr Alderman declared an interest as Mr Abrahams (who is identified in WODC's report) is his neighbour.

Mr Parry kindly offered to convey our comments to his fellow Director and OCC Highways regarding the Experimental One-Way System improvement delays that are being experienced. Mr Parry also promoted the implementation of community action plans in case of a generic emergency.

Clerk to request a briefing from WODC Engineers on the meeting and flood report.

Cllr Haley proposed that Cllr Hodge's meeting report is re-worked into action points and forwarded to WODC for their attention. Seconded by Cllr Jones, all in favour.

**8. Finance**

(a) Payments due:

<b>Payee</b>	<b>Details</b>	<b>Amount £</b>
W.O.D.C	July grass cutting	181.47
Viking Direct	Stationery	105.32
K Doughty – September salary NALC & SLCC Revised salary scales with effect from 1 April 09 Salary (LC2-27. 10 hours per week) Increase of £5.20 p/m. 5 months back pay April - August		516.97
Postage		6.27
Total		549.24

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: None

**9. Brize Norton Road – highway concerns**

Tony Currell advised that a traffic survey should be forwarded to us within the next 2-3 weeks.

Tony will also forward some 'watch your speed' stickers asap. Routing orders for JSP and Worsham Quarry have been investigated with Paul Wilson and it is believed that both companies are not permitted to use the Brize Norton Road.

Cllr Stowell proposed that the Parish Council await the results of the speed survey before deciding on whether a lorry survey is required. Seconded by Cllr Hodge, carried unanimously.

## 10. Planning applications and decisions

	Ref. No.	Address	Proposed	Decision
1.	09/1100/P/FP	The Anchorage, Burford Road	Erection of detached dwelling.	
	<p>Minster Lovell Parish Council object to this application as it is contrary to the following West Oxfordshire Local Plan 2011 policies:-</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• H2 – The application will create unacceptable living conditions for existing residents in the area who will be in close proximity to the dwelling.</li> <li>• H6 – The application is considered to be 'backland development' which is contrary to the policy for medium sized villages.</li> <li>• Unwanted increase in vehicular traffic via the Burford Road.</li> </ul>			
2.	09/1104/P/FP	132 Brize Norton Road	Erection of single storey rear extension.	No comment.
3.	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.	
	<p>Minster Lovell Parish Council object to this application as it is contrary to the following West Oxfordshire Local Plan 2011 policies:-</p> <ul style="list-style-type: none"> <li>• BE2 (a), (b), (c). H2 (a) and (b). NE4 i) and ii). BE5, BE7 and BE8.</li> </ul> <p>The applications are out of character for a Minster Lovell listed building. It is Minster Lovell Parish Council's understanding that only two Charterville bungalows were built with a rare colonnade and therefore the Parish Council most strongly objects to it's removal.</p> <p>The extensions are sprawling and do not respect the existing scale, pattern and character of the surrounding area or other listed Charterville properties.</p>			

### Decisions made by West Oxfordshire District Council Planning Authority

	Ref. No.	Address	Proposed	Decision
4.	09/0989/P/FP	4B St Kenelm's Close	Insertion of velux rooflight to rear roof slope.	Grant, subject to conditions.
5.	09/0979/P/FP	Barn House, School Lane, Little Minster	Construction of log store.	Grant, subject to conditions.
6.	09/0932/P/FP	Worsham Reservoir, Burford Road	Revision of previously approved scheme (to allow alterations to boundary and increase depth of sampling building).	Grant, subject to conditions.

7.	09/0477/P/FP	Land at Riding Lane, Crawley	Change of use from disused quarry/scrap yard to a 12 pitch travellers site with shower rooms and a community building. Alterations to existing vehicular access.	Refuse
<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"> <li>• H2 (a), NE1 &amp; NE4 (i), (ii) – If the proposal were granted, it would erode the character and appearance of the open countryside and negatively impact the environment which is in an Area of Outstanding Natural Beauty. West Oxfordshire already has sufficient travellers sites. There is one located less than 3 miles away with pitches available.</li> <li>• BE2 (a), (f) – The size and scale of the building does not respect the existing scale, pattern and character of the surrounding area. The building is considered too large.</li> <li>• BE2 (c) &amp; H2 (d) – The proposal creates an unsatisfactory environment for people living in the area. There are no basic amenities available including schools or shops.</li> <li>• BE3 (b), (c) &amp; H2 (e) – Access to/from the site is via a bend of an unclassified road thereby prohibiting safe movement of all traffic in the vicinity. There is no provision for the use of public transport in this location. Traffic in this area has increased due to the one-way system in Old Minster Lovell.</li> <li>• H13 (a), (b), (d), (e), (f) – as per details above.</li> </ul>				

#### Decisions outstanding by West Oxfordshire District Council Planning Authority

	Ref. No.	Address	Proposed	Decision

#### 11. Correspondence

<ol style="list-style-type: none"> <li>1. Letter from a parishioner regarding litter at Ripley Avenue Amenity Area and dog walkers having to constantly clear it up. <i>Acknowledge letter – one off occurrence, Police liaison to reduce occurrences.</i></li> <li>2. Oxfordshire Playing Fields Association – AGM – Wed 21 Oct, 7.30pm, Islip Village Hall.</li> <li>3. Blenheim Palace – Bike Sportif – 4 October 09 – advising the cycle route will go through Old Minster Lovell on back road to Crawley.</li> <li>4. Official opening of Carterton’s Country Park – Tuesday 22 September, 3.15pm.</li> <li>5. West Oxfordshire Citizens Advice Bureau – Annual report and request for funding. <i>Cllr Stowell declared an interest being a CAB representative.</i></li> <li>6. Photos from RAF Brize Norton.</li> <li>7. Letters sent to Parish Council for the attention of The Trustees of Wash Meadow.</li> </ol> <p>General:-</p> <ol style="list-style-type: none"> <li>1. Highway weedkilling MLPC/OCC.</li> <li>2. CPRE Oxfordshire – July/August 09 briefing.</li> <li>3. ORCC – September News Bulletin.</li> <li>4. More powers for Parish and Town Councils – ‘Unlock Democracy.’</li> <li>5. Nominate a Neighbour Scheme – WODC.</li> <li>6. Oxfordshire Rural Children’s Centre Project – Autumn 09 Newsletter.</li> <li>7. AHS Energy.</li> <li>8. Society of Local Council Clerks – AGM 24 October, 2.30pm, Daventry.</li> <li>9. Flytipping Information Pack – Oxfordshire Waste Partnership.</li> <li>10. The Cotswold Lion, Cotswolds AONB.</li> <li>11. Parish Transport Representatives Meeting Minutes.</li> <li>12. Fieldwork, CPRE.</li> </ol>
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There followed a 10 minute parishioners' question time. No questions were raised.

There being no further business the meeting closed at 9.00pm.

**Meetings:-**

• Extraordinary/Precept Meeting	Tuesday 13 <sup>th</sup> October	Methodist Church	7.30pm
• Parish Council Meeting	Monday 19 <sup>th</sup> October	St Kenelm's Hall	7.00pm



Katherine Doughty  
Parish Clerk

Signature of Chairman upon approval of Minutes ..... 19<sup>th</sup> October 2009

Copies of Minutes to:

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