



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 19TH SEPTEMBER 2011 IN ST KENELM'S HALL AT 7.00PM

1. **Present:** Cllr David Haley (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: 7.

Apologies for absence: Cllr Colin Alderman, Cllr Warwick Robinson, West Oxfordshire District Council and Cllr Rodney Rose, Oxfordshire County Council.

Cllr Haley, Chairman opened the meeting at 6.50pm.

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

Item 8 – To receive an update report on flood prevention work for Brize Norton Road properties – Cllr Jones declared a personal interest as the work will be undertaken close to his property.

Item 10 – Correspondence from The Old Swan & Minster Mill and OCC regarding traffic concerns – Cllr Bicker declared an interest being an employee of The Old Swan & Minster Mill.

Item 12 - Planning applications and decisions – Land between Ripley Avenue and Brize Norton Road – Cllr Jones declared a personal interest as he is a neighbour.

Item 12 - Planning applications and decisions – 97 Brize Norton Road – Cllr Haley and Cllr Smith declared personal interests as they are neighbours.

3. **Ten minute parishioner's question time on agenda items.**

No questions were raised.

4. **To review matters arising at Ripley Avenue Amenity Area.**

- (a) To review maintenance work.

- Safety surface

Mike Ford has repaired the safety surface in two areas. Whilst undertaking the repairs it became clear that the surface had separated from the foundations due to its age and level of wear. Mike feels that these problems will continue requiring further repairs to be undertaken at £90 + VAT per kit.

The playground was purchased in January 2001 (£25,700) and quotes to replace the safety surface were obtained in 2009 ranging from £6,289 to £13,516. Mike recommends that the surface is replaced within the next year.

It was resolved that (1) the Clerk research grant aid availability for replacement of the surface in Summer 2012. (2) Seek independent advice and undertake research for alternative safety surfaces. Proposed by Cllr Hodge, seconded by Cllr Stowell, carried unanimously.

- Entrance gate

To solve the problem of the play area's entrance gate scraping the footpath and not closing properly, Mike Ford recommends that a new gate is sourced from the company who made the current gate, which will be shorter (the bottom bar will be level with the bottom hinge).

The gate, in a galvanised finish, is £180 + VAT + delivery £60. To reduce the delivery cost, Mike has offered to drive to Birmingham to collect it saving £35 (he will charge approx. £25). Cllr Stowell proposed that the new gate is sourced. Seconded by Cllr Bicker, carried unanimously.

5. To receive an update report from Warwick Robinson, District Councillor.

No report available due to absence

6. To receive an update report from Rodney Rose, County Councillor.

No report available due to absence

7. To receive the Minutes of the Parish Council Meeting dated 15th August 2011.

The minutes of the Parish Council Meeting held on 15th August 2011 were accepted as a true and accurate record of proceedings. Proposed by Cllr Jones, seconded by Cllr Smith, 2 abstentions due to non-attendance of the meeting, carried.

8. To receive an update report on flood prevention work for Brize Norton Road properties.

Laurence King, WODC reports that three quotations have now been obtained to clear and grade the ditch at the top of the field beyond properties on western side of Brize Norton Road, to a point just past the end of Ripley Avenue Amenity Area. The amount of scrub clearing is extensive and work to reinstate the ditch is not straightforward. Mr Kinch has given his consent to enter onto his land to carry out the work.

WODC has a small capital sum set aside as a flood defence assistance fund. The fund is to help individuals who would not attract national or regional funding for small scale schemes. The criteria WODC use is to require that the residents and/or the parish contribute at least 25% to the cost of the scheme.

The cheapest quote received is for £9,000. Therefore the next stage is for a commitment to contribute the sum of £2,250 towards the cost of the work. Mr Whitby has advised that should the Parish Council not contribute towards this cost, then he will find the funds required.

It was resolved that the Parish Council contribute the sum of £1000 to this project in addition to £75 p.a. towards the maintenance of the ditch. Proposed by Cllr Stowell, seconded by Cllr Bicker, carried with 1 abstention. Cllr Jones declared a personal interest as the work will be undertaken close to his property.

9. Matters and actions arising from the previous meeting which are not covered by other agenda items.

(a) Oxfordshire County Council matters.

- Correspondence from The Old Swan & Minster Mill and OCC regarding traffic concerns.

The Clerk completed an OCC traffic survey request form and was advised that there would be a charge of £100 + VAT for the service despite previous surveys being undertaken at no cost.

After discussions with County Councillor Rodney Rose it was suggested that as a traffic survey is unlikely to highlight concerns, that a movable battery powered Vehicle Activated Sign (VAS) possibly shared with Leafield Parish Council, could be installed. An Area Steward Fund that parishes can request their local County Councillor to apply to for small highway improvements outside normal parameters is available and Cllr Rose considered that the VAS could be substantially funded in this way.

Cllr Smith proposed that Minster Mill is advised of the traffic survey cost which is payable by them if they wish to proceed with it. Seconded by Cllr Stowell, carried with 1 abstention. Cllr Bicker declared an interest.

- Road salt from Oxfordshire County Council

It was resolved that no road salt will be kept for the highway bins as there is no means of distributing it. Cllr Stowell proposed that once the road salt delivery date is known, on the closest Saturday to that date residents will be invited to collect a bag. (Brize Norton Road and Burford Road residents will be excluded as these roads are treated by OCC). Seconded by Cllr Jones, carried unanimously.

Cllr Smith queried motor insurance cover regarding the 4x4 service for parishioners in need of transport during bad weather. Cllr Stowell advised that any drivers must have their own insurance and as no money is payable, then normal motor insurance would be valid.

Cllr Bicker (on behalf of The Old Swan and Minster Mill) discussed the need for the railings by the bridge in Old Minster to be repainted and offered that if The Swan were to provide labour to repaint the railings, whether the Council could purchase the paint at £35 per tin. Cllr Bicker proposed that this was acceptable, seconded by Cllr Hodge, carried unanimously.

- (b) To review general village maintenance

Bernard Johnson has added the 2 names to the war memorial and has done a good job.

- (c) Review Action Log.

The Action Log was reviewed and the Service of Remembrance actions noted.

10. Finance.

- (a) Payments due:

Payee	Details	Amount £
McCracken & Son	August grass cutting	498.00
	Ripley Avenue annual maintenance	575.00
	Removal of Robinia tree	<u>25.00</u>
	Subtotal	1098.00
	VAT	<u>219.60</u>
	TOTAL	1317.60
Oxfordshire County Council	2 x Salt/grit bins	600.00
Bernard Johnson Stone Carving	Addition of 2 names on war memorial	205.00
Office Depot (UK) Ltd	Stationery	60.30
BDO LLP	2010-11 Audit	342.00
D F Williams Cleaning Services Ltd	Bus shelter cleaning	19.80
Mike Ford	Various repairs	160.00
D F Williams Cleaning Services Ltd	Bus shelter cleaning	13.20
K Doughty	August salary	533.96
	Allowances	116.67
	Postage	<u>6.12</u>
	TOTAL	656.75

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

- (b) Funding requests: None.

- (c) Any other financial matters:

- The Audit for the last financial year has been completed and there were no matters arising. The annual return was formally approved and accepted. Proposed by Cllr Jones, seconded by Cllr Hodge, carried unanimously.

11. To receive a summary on the LDF Core Strategy Public Meeting held on 14th September 2011.

Cllr Smith attended the meeting and waited for 2.5 hours to speak, but as there were 164 people also wishing to speak for 4 minutes, had to leave without speaking. Cllr Smith submitted a paper copy of the Council's representation which included the request for direct access from Shilton Park to Asthall Barrow. It was noted that the lack of infrastructure is a key problem to further development of Carterton.

12. Planning applications and decisions.

New applications

1.	11/1400/P/OP	Land between Ripley Avenue and Brize Norton Road	Erection of three dwellings.	Minster Lovell Parish Council wish to comment only as follows:-
				<ul style="list-style-type: none"> Concern is raised as to whether the main drain for the Ripley Avenue/Brize Norton Road area can take further waste as problems have been experienced in neighbouring homes. No affordable housing has been detailed (as per Policy H11 (b)). Please take neighbouring properties' views into consideration when determining this application.
2.	11/1333/P/FP	Happy Days, Burford Road	Erection of single storey rear extension.	Minster Lovell Parish Council wish to comment only that the size and scale of the proposed development to this listed building, should be fully considered.
3.	11/1334/P/LB	Happy Days, Burford Road	Internal and external alterations to include erection of single storey rear extension.	
4.	11/1293/P/FP	97 Brize Norton Road	Conversion of existing Chapel and erection of single storey extension to form one dwelling.	No comment

Decisions made by West Oxfordshire District Council Planning Authority

	Ref. No.	Address	Proposed	Decision
5.	11/1203/P/FP	Greenacres, Lower Crescent	Erection of an agricultural building to form sheep shelter and tractor shed.	Grant, subject to conditions.
6.	11/1191/P/FP	33 Ripley Avenue	Erection of single storey front extension.	Grant, subject to conditions.
7.	11/1179/P/FP	4A St Kenelm's Close	Insertion of velux to rear roof slope.	Grant, subject to conditions

Decisions outstanding by West Oxfordshire District Council Planning Authority

	Ref. No.	Address	Proposed	Decision
8.	11/1161/P/OP	138 Brize Norton Road.	Outline planning permission for the construction of a detached dwelling. Close existing and formation of new vehicular access in revised position.	

9.	NPS/WR/005835	The Old Swan & Minster Mill.	Licence to abstract water from the River Windrush at National Grid Ref. SP 31734 11311 for the purpose of generating hydro-electric power using an Archimedes screw turbine.	
10.	11/0288/P/FP	Dundon House, School Lane.	Conversion of garage to annexe and erection of new garage/store.	

Planning Appeals

	WODC Ref. No.	Address	Details
11.	11/0866/P/ENF	Land adjacent to 1 & 2 Waterworks Cottages, Worsham	Without planning permission the erection of a stone clad building with a plain tiled roof.

Planning Enforcement

	WODC Ref. No.	Address	Details
12.	E11/0079	Dundon House, School Lane	The current situation is that composting storage bins have been located on the property. The structure is considered to be development and planning permission is required due to the location forward of a wall forming the principle elevation of the dwelling. The occupant of the house has been advised that planning permission is required and WODC is awaiting the submission of an application.

13. Correspondence.

Letters of interest:-

- Local Government Boundary Commission for England – Further electoral review.
- Keith Butler, WODC – Review of Parliamentary Constituencies – Witney constituency will remain unchanged.
- Snow guide for Oxfordshire Communities.
- Emergency Operations Centre – Emergency Response and Winter Preparedness event – *Clerk is to attend.*
- OCC Highways Snow Day.
- Email re. anti-social behaviour – *Clerk has responded to the resident advising that the Police should be notified.*

Cllr Hodge left the meeting at 8.20pm.

- RAF BN – Local Consultation Working Group. *Cllr Jones offered to be the Council's representative.*
- Keep Britain Tidy – *Cllr Bicker is to organise a litter pick for Saturday 15 October.*
- Park Leisure information.
- WODC Legal & Democratic Services – Re-alignment of the boundary between the Parishes of Brize Norton and Minster Lovell to follow the line of the A.40. *No comment made by Council.*
- St Kenelm's Hall Management Committee – youth club equipment. *Clerk is to write to the Committee again advising that as the PC is intending to run youth events (as the Youth Club no longer exists) that 3 of the previous Youth Club items of equipment need to be retained and that these are stored at St Kenelm's Hall for a period of 6 months. The success of the youth events will be assessed and a final decision made regarding the storage of equipment.*
- OCC Minerals Core Strategy – Gravel Meeting 2030 – Wed 28 Sept, 7.30pm at Stanton Harcourt Village Hall.

General correspondence:-

1. OCC – Review of Octabus Dial-a-Ride service.
2. Blue Cedar Homes – Retirement housing.
3. WODC – Apprenticeship scheme.
4. Thames Valley Environment Records Centre – Newsletter.
5. Society of Local Council Clerks – Notice of AGM.
6. Playgrounds UK information.
7. Cotwolds AONB information.
8. SMP Playgrounds information.
9. Clerks & Councils Direct – September issue.
10. Cotswold Lion newspaper.
11. Minutes of September PTR Meeting.
12. RAF Brize Norton – changes to notifications.
13. Oxfordshire Cotswolds News..

All general correspondence was circulated after the meeting.

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

Forthcoming meetings:-

• Extra Parish Council Meeting to review planning applications and draft the 2012/13 Precept	Monday 10 th October 2011	Methodist Church	7.30pm
• Parish Council Meeting	Monday 17 th October 2011	St Kenelm's Hall	7.00pm
• Parish Council Meeting	Monday 21 st November 2011	St Kenelm's Hall	7.00pm



Katherine Doughty
Parish Clerk

Signature of Chairman upon approval of Minutes 17th October 2011

Copies of Minutes to:

Rodney Rose, County Councillor, Oxfordshire County Council.

Warwick Robinson, District Councillor, West Oxfordshire District Council.

Simon Hoare, District Councillor, West Oxfordshire District Council.

Abbreviations:- Parish Council – PC. West Oxfordshire District Council – WODC. Oxfordshire County Council – OCC