



MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

Parish Clerk: Debra Rouget

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Tel: 07712 705865

Minutes of the Parish Council of Monday 27th February 2023 at 7:00pm at Minster Lovell Methodist Church.

Presentation of Royal British Legion long service awards for poppy appeal collectors by Chair
The council congratulated Keith Wright, Mandy Hill and Bridget Muller who gained their 20 year award. Keith Wright was present to collect his award. Wendy Atkinson was congratulated and given a five year long service award.

1. Welcome/Members present and apologies for absence
In attendance: Cllrs Jonathan Stowell (Chair), Sue Bicker, Brian Layt, Ann Williams, Jean King.
Apologies were received from Cllr David Haley and Cllr Hannah Leach. 10 members of the public present.

2. Declaration of interest in agenda items
Cllr Bicker item 19a

3. Parishioner's public participation (for questions and comments on agenda items)
None at this stage

4. To receive the Minutes of the Parish Council Meeting dated 16th January 2023
The minutes were a true record and proposed by Cllr Williams and seconded by Cllr King. Carried

5. To receive an update from District Councillor Gill Hill
Cllr Hill had sent her apologies

6. To receive an update from District Councillor Colin Dingwall

Cllr Dingwall reported on recent examples of planning applications heard by the Lowlands planning committee that had been turned down on sustainability grounds. A discussion took place about outline planning in Minster Lovell for 140 new dwellings. It was felt that the amendments recently submitted in the application did not negate any current objections made. The Council was made aware of flyers being created and distributed around the parish by the Society for the Protection of Minster Lovell. Cllr Dingwall felt that the application reaching the Lowlands Committee in April was unlikely and it would possibly be May.

Council tax is increasing West of Oxfordshire. 3 new Cabinet members had been appointed and staffing numbers are rising.

7. To receive an update from County Councillor Liam Walker
Cllr Walker reported a 4.9% increase in council tax, with 2% going to social care. Cllr Hill is retiring and Cllr Walker had put his name forward. Bus services were being reviewed with possible later buses. The pot holes in Minster Lovell had recently been attended to but not to standard. **Action:** Cllr Walker to follow up.

8. To review planning applications, decisions, and appeals*

8.1. **22/01902/CLE** 6 Ripley Avenue: Residential use of the adjacent land. **Refused**

8.2 **22/03449/HHD** Minor alterations and refurbishment including single storey rear extension linked by a glazed lobby element. The Croft 81 Brize Norton Road Minster Lovell **Approved**

22/03450/LBC Minor alterations and refurbishment including single storey rear extension linked by a glazed lobby element. The Croft 81 Brize Norton Road Minster Lovell. **Approved**



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8.3 **22/03428/CND** Discharge of conditions 4 (full surface water drainage scheme) 13 (Noise Management Plan) and 14 (external lighting) of planning permission 22/01434/FUL. The Horse and Radish Burford Road Minster Lovell. **Approved**

8.4 **22/03152/FUL** Erection of a detached dwelling and associated works. 112 Brize Norton Road Minster Lovell. **Approved**

Concerns were raised about the speed of the works and whether hazardous materials were being dealt with correctly. Action: Clerk to contact enforcement at WODC with copy to Cllr Dingwall.

8.5 **MW.0150/21**. Importation, levelling and compacting inert waste soils for the construction of 7 bunds for use by Brize Norton gun club. Old Worsham (Astall) Quarry. **Refused**.

8.6 **Receive** an update regarding enforcement action: Lavender Cottage, Minster Lovell - Non-compliance with conditions attached to 17/03978/HHD. Cllr Dingwall reported that there was no update on this. **Action:** An enforcement officer to be invited to the next meeting.

8.7 **22/03240/OUT and PP-11630793** Outline Planning proposal for 140 new houses; Park Gate development. **Deadline 6th March 2023**. Significant amendments submitted. **Action:** Cllr Stowell to re-iterate the Council's objections and to write to each member of the Lowlands Planning Committee once the item appears on the agenda.

9. Policy review- for approval

9.1 Standing Orders

Deferred to next meeting

9.2 Financial regulations

Deferred to next meeting

10. To review the action log

Noticeboards: A preferred supplier had been agreed but not a company to install. The siting of a new board on the Dovecote development needs to be established. **Action:** Clerk to source a fitter and establish ownership of a grassed triangle of land which is the preferred siting at Dovecote.

11. Section 106 Monies – spend - for discussion and decision

From minutes of Extra Parish Council meeting of 4 May 2018:

Confirmed totals for S106 monies relating to the Burford Road development:

- £15,950 for public art – a creative programme to promote positive health and well-being to residents of the development.

The suggestion for this was exercise equipment installed at the Dovecote development.

- £69,530 for refurbishment/improvement of Ripley Avenue Play Area (subject to occupation of the 75th dwelling in the new housing estate).*

This funding, together with £45k which the council can contribute, to be used to refurbish the play area, with a committee being formed to take forward. This was proposed by Cllr Williams and seconded by Cllr King. Carried. Cllrs Bicker, Walker and Jane Johnson from the Society for the Protection of Minster Lovell (SPML) agreed to meet. Suggestions were a multi-use provision with differing age ranges and ensuring children were included in the consultation and planning processes. Terms of Reference to be drawn up and the possibility of the need for planning permission explored.

- £300,000 towards sports and leisure facilities.*

A committee had previously been formed headed by Cllr King but due to other commitments it was felt that someone else needed to lead. The next step was to include all parties involved in the



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discussion. It was noted that the current funding cannot be increased with further grants as public grants are ineligible to fund Church owned property. This could be only be resolved by sale or a long lease. Suggestions included turning, moving or closing the tennis court to allow for parking, building more toilets, storage and enhancing the kitchen and meeting room. The meeting noted Cllr Williams's objection to the lack of action on this so far. **Action:** Cllr King to convene a meeting

- £10,000 improvement of play/sports facilities behind St Kenelms Hall.

Not discussed

- £40,000 towards a burial ground project.*

No land identified

- £9,000 towards Wash Meadow sewerage system work.*

This had been completed so funding needed to be claimed. **Action:** Clerk

- New development - for decision

Suggestions were :

Completion of new village hall project	£300,000
New tennis court at Ripley Field	£ 75,000
Expansion of pre school facilities	£ 60,000
Repair/re-instate river bank at Wash Meadow	£ 80,000
Renovation and re-modelling Was Meadow pavilion	<u>£100,000</u>
Total	£615,000

It was felt that the costings may be too low. There was a local example of a claim for a village hall with changing facilities at a cost of £750k. Cllr Dingwall suggested a consultant may be able to help with costings. **Action:** Cllr Dingwall to supply the name of a consultant to Cllr Stowell who will take forward.

12. Village Hall capital grants - for discussion

It was reported that public grants are not available to fund church owned buildings.

13. Village notice Boards - for decision

Please see agenda item 10

14. Trustee nominations for Minster Lovell Village Trust – for decision

The Parish Council approved the appointment of Trustees Christine Donohue, and Lorraine Haire, for the next four years. Proposed Cllr King. Seconded Cllr Williams. Carried. **Action:** Clerk to inform Trustees

15. To receive an updated allotment report

There was one concern over lot 13 which would be monitored further during the growing season. There are 13 bags of salt and a further 9 from last year. Water is available from the end of March.

16. Dog warden report

Incidences of dog fouling:

26 Jan	Upper Crescent/Wenrisc Drive
2 Feb	2 at Wenrisc Drive
10 Feb	2 at Upper Crescent
	1 at Wenrisc Drive

17. Ripley Avenue Amenity Area:

- a) Monthly Inspection Report Not available
- b) ROSPA Inspection Report Completed
- c) Deed of Easement and Path Construction- Actioned with solicitor
- d) Land Evaluation 3 Ripley Avenue-



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Possible sale actioned with solicitor who would like some further decision on content of the transfer document. The Council had no objection to a wall or fence being erected or the land being used as a garden with a shed or greenhouse erected. **Action:** Clerk to contact solicitor.

e) To discuss correspondence received that requires action:

18.1 Letter re Coronation of King Charles III – Michael Gove – for discussion.

A letter had been received outlining events planned. It was planned for volunteers to take part in a village clean up on 8th May. Mr Lundquist had suggested this and had already discussed including Graham Kew's request (see item 18.3) to clean the embankments by the river. **Action:** Clerk to create a note for the website and establish if the timing is right to put something in the Village News. **Action:** Cllr King to ask Mr Lundquist if he was willing to coordinate the village clean up.

It was also agreed to explore an event at the White Hart on 6th May. Cllr King reported that some funding would be available. **Action:** Cllr Bicker to follow up with the pub and offer funding.

18.2. Email from local landowner regarding parking for the ruins.

Owner of Ringwood farm has followed up since Council's approach to him Jan- April 2021 asking if a new discussion should take place over renting some land for parking. **Action:** Cllr Stowell to follow up.

18.3 Letter regarding condition of embankments along the River Windrush outside Bridge Cottage.

A letter from Graham Kew requesting volunteers to help clean and improve the embankment outside Bridge Cottage. Please see item 18.1 above. Linda Shelley is a Cotswolds Voluntary Warden who also deals with this area. **Action:** Clerk to give Graham Kew Linda's contact details.

18. Around the village

19.1 Cllr Bicker to report on the mini bungalow, Bushey ground – for discussion

Cllr Bicker reported that she is looking into saving a Charterville property from demolition by having it moved. She is currently receiving quotes from builders.

19.2 Cllr Bicker to report on damage to grass verge opposite lower Crescent turning- for discussion.

The meeting acknowledged the issue but felt the grass would grow back in time.

19.3 Speed limits in the Village.

The County Council has started a three year programme to roll out 20mph speed limits. More information at www.oxfordshire.gov.uk/20mph. This item was deferred

19.4 Positioning of Jubilee bench at Ripley Avenue Amenity area – for decision

The village Jubilee Committee used surplus funds to purchase a bench, and the Council agreed it could be placed in the Ripley Avenue amenity area. Coopers are ready to site the bench and need to know where to put it. **Action:** Cllr King to establish best siting.

19.5. Coffee and chat group.

This item was added to the agenda at the meeting with Cllr Williams reporting how successful the group had been. The decision on whether to further fund was deferred.

9.6 Request to buy land at Ripley Avenue. (see 8.1 above)

This item was added to the agenda at the meeting with it being reported that a local resident who had tended a vacant patch of land had had permission to buy it refused by WODC. It is not marked on the original plan as being owned by the parish council so no further action can be taken at this stage.



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19. Finance

- a) Receive quote for low level fence opposite the Horse & Radish Public House – for decision

Cotswold Tree Surgery - 28 metres) £1,700 inc VAT.
McCracken and son 1st quote £5,558 in VAT
Another quote requested on Jan 20th for smaller fence No response

Agreed to give the work to Cotswold tree surgery. Proposed Cllr Layt. Seconded Cllr Stowell. Carried
Action: Clerk

Action: Cllr Walker to raise the issue with parking on the grass verge and obstructing the highway with the PSCO.

- b) Receive quote for bollards near layby opposite Spar shop – for decision
Still awaiting quotes. **Action:** Clerk to follow up

c) To consider and approve payments due (Schedule of Payments & Receipts included).
Approval of cheques were proposed by Cllr Williams and seconded by Cllr Layt.
Approval of salaries were proposed by Cllr Layt and seconded by Cllr Williams.
Carried

Spending powers	Payee	Invoice No	Details	Expense
Ref 143 (Parish properties: maintenance of)	Multi Hands	INV00640	January bus shelter cleaning	£50.00
Ref 106 (Salaries and Allowance)	Debra Rouget	02/2023	January Clerk salary, office allowance and expenses	Private
	Sharon Palmer		Backdated salary	Private
	AED donate	Grant app	Grant application ML Village Hall	500

- d) To report payments made with the Council Debit Card
e) To report payments received. None
f) To receive monthly bank reconciliation for January 2023. Deferred
g) Internal control reports. Cllr King reported no overspends with the budget on target for year end.
Signed by the Chair

Items for the next agenda

1. Policy review
2. Litter bins in the village
3. Funding – coffee and chat group
4. Speed limits in the village