



## MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

Parish Clerk: Debra Rouget

Email: [info@minsterlovell-pc.gov.uk](mailto:info@minsterlovell-pc.gov.uk)

Tel: 07712705865

### Minutes of Minster Lovell Parish Council meeting dated 16 January 2023

#### 1. Welcome/Members present and apologies for absence

Cllr Jonathan Stowell (meeting Chair)    Cllr Brian Layt  
Cllr Jean King    Cllr Sue Bicker  
Cllr Ann Williams    Clerk: Debra Rouget

Apologies: Cllr David Haley

Absent: Cllr Hannah Leach

#### 2. Declaration of interest in agenda items

None

#### 3. Parishioner's public participation (for questions and comments on agenda items)

There were none

#### 4. To receive the Minutes of the Parish Council meeting on Friday 23<sup>rd</sup> December 2022

With no technical corrections to the minutes the final was proposed by Cllr Ann Williams and seconded by Cllr Sue Bicker. Carried

Item 6    An objection had been submitted  
Item 8 e)    An objection had been submitted  
Item 8 h)    On this agenda  
Item 14    On this agenda  
Item 16    The precept document has been submitted

#### 5. To receive an update from District Councillor Gill Hill

Cllr Hill was absent

#### 6. To receive an update from District Councillor Colin Dingwall

The next WODC meeting was on Wednesday 18<sup>th</sup> January 2023 so there was little to report. Cllr Dingwall outlined that funds were available for those suffering hardship with more information available from the office in Welch Way and on the website.

#### 7. To receive an update from County Councillor Liam Walker

Council Tax bills are set to rise by 4.9%.

A new PCSO has been appointed called Helen Murray and Cllrs Dingwall and Walker will soon meet her to outline challenges in the area.

Pot holes can be reported on Fixmystreet and any outstanding repairs after the 28 day deadline should be escalated to Cllr Walker.

There was the possibility in the future of a full consultation with Minster Lovell residents over a possible 20mph speed limit in the village, or part of the village.

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

- a) **22/03450/LBC** - Minor alterations and refurbishment including single storey rear extension linked by a glazed lobby element Planning (Listed Building and Conservation Areas) Act  
**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. Deadline 2 Feb 2023. The Council had no comments
- b) **23/00011/HHD** Removal of existing conservatory and erection of a single story rear extension. Demolition of existing and erection of new detached garage in revised position.  
The Chestnuts Burford Road



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**22/03168/LBC** Internal and external alterations to remove existing conservatory and erection of single storey rear extension The Chestnuts Burford Road Minster Lovell Witney. Deadline 30 Jan 2023. The Council had no comments

- c) UNDER CONSIDERATION** - 22/03240/OUT. Land south of Burford Road, Minster Lovell. (Expiry date 29<sup>th</sup> December 2022) - Outline planning permission for the development of up to 140 dwellings (Use Class 3C) including means of access into the site (not internal roads) and associated highway works, with all other matters (relating to appearance, landscaping, scale, and layout) reserved –Council Attendance at Planning Committee.

The Lowlands Planning Committee meeting to discuss the application was set for either 30 January or 27<sup>th</sup> February and it was likely only 7 days' notice would be forthcoming. It was felt important to have as much representation as possible at the meeting and the following **actions** were agreed:

**Cllr Stowell** to finalise leaflets to be distributed to houses by volunteers. Members of the Protection of Minster Lovell Society (PMLS) offered to assist with the leaflet drop.

**Cllr Stowell** to request a slot to present the Parishes' views at the planning meeting

**Cllr Stowell** to contact the Oxford Mail to outline the issues and suggest their attendance at the planning meeting.

**Cllr Stowell** to gauge interest in transport from the village being provided. PMLS volunteered to coordinate lifts.

**Clerk** to explore possible costs of transport with Oxford Private Hire and Angelas Taxis

**Cllr Stowell** to contact Democratic Services at WODC nearer the meeting date to advise of possible numbers attending to ensure the venue can accommodate everyone. Cllr Dingwall suggested that parking was available at Elmfield Road in Witney

Cllr Dingwall assured the meeting of his opposition to applications that were not supported by the Local Plan which in turn doesn't support large housing developments in small villages. He assured the meeting that he was available to give advice to support the process and the local plan. He advised that a S106 application now was appropriate and suggested a list of what would be required with costings if possible. **Action** Cllr Stowell to ascertain what had already been applied for. **Action** Clerk to refer back to the last application

**d) 22/03499/HHD** Single storey side and rear extension and conversion of garage to accommodation (Amendments to previously approved 22/03610/HHD). 59 Wenrisk Drive, Minster Lovell. Deadline 1 Feb 2023. The Council had no comments

- e) Receive** an update regarding enforcement action: Lavender Cottage, Minster Lovell - Non-compliance with conditions attached to 17/03978/HHD .No Update

**Action:** Clerk to respond to WODC on planning applications a)b)d)e).

### 9. To review the action log

The action log had been posted to Councillors website with an update for January. Further **actions** relating to items not on this agenda were agreed by Council as follows:

Parking signs. **Clerk** to ask the company when the work can be scheduled in. **Cllr Stowell** agreed to be present on the day.

### 10. Section 106 Monies

It was agreed that all parties involved with village/church hall should attend a meeting to take this forward. **Action:** Cllr King to convene a meeting. **Action:** Clerk to ascertain when the allocation will be received.

11. **To receive and discuss allotment report.** No report

### 12. Ripley Avenue Amenity Area:

- a) Monthly Inspection Report

It was reported that the path used by parishioners was waterlogged. The goal posts may need new pegs.

- b) ROSPA Inspection Report

A recent inspection had found no issues. The cycle track sign is no longer fit for purpose.



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### c) Deed of Easement and Path Construction

The clerk reported that she had not found a minute noting that Bovis had agreed to pay maintenance on the path. If this became a 'sticking point' with Bovis, then the Parish Council will reluctantly take over maintenance. The Council had agreed to pay for lighting.

**Action:** Clerk to follow up with Samatha Carver (Bovis) who had given cost estimates

### d) Land Evaluation 3 Ripley Avenue

The land valuer had confirmed that the plan of the proposed land to be sold will not include any part of the strip that lies to the east of the land Mr Collett wishes to acquire and that the council's interest will be unaffected by the sale. The principles around the sale had been agreed and the Council had agreed the cost with the valuer. **Action:** Clerk to ask solicitor to formally offer the land at the price agreed by the Council and if agreed to finalise the transaction.

## 13. To receive the monthly dog fouling report. No report

### 14. To discuss correspondence received that requires action:

a) An Enstone resident and Parish Councillor had requested a petition to protect swifts be signed by councillors.

It was to require housing developers to add appropriate bricks to all new house builds.

Cllr Dingwall confirmed that WODC had agreed that bricks should be added to all new housing developments. MLPC agreed to support the district council on this.

b) Correspondence re trees in Ripley Avenue.

A Ripley Avenue resident had expressed concern that the tree closest to her house in the park is leaning and wants assurances that it does not pose a threat to her house.

The Ripley Avenue assessment had confirmed that there were no issues with the tree. **Action:** clerk to ascertain which company carried out the tree inspection last time and to go back to the resident to confirm that there were no concerns with the tree.

c) Request from Crawley Council to be involved in water testing along the Windrush river.

The Council has received an e mail asking whether there is interest in becoming involved. If Minster Lovell residents would like to take part, then the training day is likely to be arranged for a date in March/April 2023 and we could start regular testing in April/May. Expected to be an ongoing project. Paul Woodley is following up with Cllr Mark McCappin at Crawley. **Action:** Clerk to ask Paul Woodley if anything could be promoted to parishioners via the notice boards.

d) Signage in Minster Lovell.

Enquiry began in August and County Council has been involved in possible solutions. Council agreed that Mr Watterson's offer to attach a finger to the existing sign be accepted. Proposed Cllr Bicker. Seconded Cllr King.

**Action:** Clerk

e) OALC correspondence – Village Hall Grant Opportunity

In May 2022, Defra announced a £3 million Platinum Jubilee Village Halls Fund, to support the modernisation and improvement of village halls. Grants are for **capital improvements only**, where projects aim to either upgrade, extend or improve facilities, or where capital items need to be purchased. [Platinum Jubilee Village Halls Fund - ACRE](#). It was agreed by council to defer possible action on this unless/until St Kenelms Hall became a Village Hall as such grants cannot be applied to Church Property.

## 15. Around the village

Councillor King to report from village hall meeting.

An email was received asking for £1000 towards the cost of a defibrillator at the village hall, which was subsequently changed to £500. Council agreed to contribute £500 from General reserves. Proposed Cllr Williams. Seconded Cllr Layt **Action:** Clerk

## 16. Finance

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



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The current quote was expensive. It was agreed that the company should revise their quote after re looking at the spec. The fencing to stop where indicated on the plan and not to go to the driveway of the first house. Also remove the fencing on the Burford side exit. **Action:** Clerk.

b) Receive quote for bollards near layby opposite Spar shop – for decision  
**Action:** clerk to get another two quotes for a) and b)

c) Receive a quote for grass cutting around the village – for decision  
Quotes for grass cutting forwarded from Lawrence Sutton at UBICO. As follows:

2023	£3403.07
2024	£3470.91
2025	£3540.29

Council agreed to award the grass cutting contract on the quotes received for the next three years. Proposed Cllr King Seconded Cllr Williams. **Action:** Clerk.

d) Grass cutting at St. Kenelm's Church. For information and decision  
As the required public liability certificate had been received it was agreed that the contract be awarded to Mr Hubble.  
**Action:** Clerk.

e) Receive quotes regarding hardware and software required by the clerk- for decision

Recommended spec for computer i3. 6gb ram 250gb ssd

Quote for Asus vivobook	£479.00
Quote for Logitech keyboard	£ 45.00
Quote for phone Motorola G32	£150.00
Quote for Logitech Mouse	£ 10.00
Total	£684.00

Council agreed that flexibility of up to £900 including VAT was available for hardware and software for the clerk and that the Curry's five year insurance should also be taken. **Action:** clerk to purchase

f) To consider and approve payments due (Schedule of Payments & Receipts included)

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	12/2022	January Clerk salary, office allowance and expenses	Private
Ref 140 (Training)	OALC	W-2337	Course: Clerks The Knowledge For Debbie Rouget	£132.00
Ref 140 (Training)	OALC	W-2338	Course: Allotment tenancy agreements and policies. For Debbie Rouget	£36.00
Ref 140 (Training)	OALC	W-2339	Course: Year-end & Audit - Receipts & Payments accounts. For Debbie Rouget	£36.00

g) To report payments made with the Council Debit Card

Transaction No	Spending Power	Payee	Invoice No	Details	Expense
1	Ref 138 (Telephone)	Giffgaff	1667919125539	Clerk Mobile phone credit	£10.00



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- h) To report payments received
  - i) To receive bank reconciliation for 3rd quarter 2022/3 deferred
  - j) To receive monthly bank reconciliation for December 2022
- £4,000 transferred from Community Savings Bank Account to Savings Account on 31.12.2022 by S.Palmer

Council agreed finances as set out and the requisite signatures were made.  
Proposed Cllr Williams Seconded Cllr Bicker.

### Items for next agenda

1. Spending Section 106 monies:
  - Village Hall
  - Play facilities
2. Village Hall capital grants
3. Village Notice Boards

DRAFT