



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 Meeting held on Friday 23rd December 2022 at 7.00pm in St Kenelm's Hall, Brize Norton Road, Minster Lovell

Present: Cllr Sue Bicker, Cllr David Haley (Chairman), Cllr Brian Layt, Cllr Jonathan Stowell (Vice-Chairman), Cllr Ann Williams and Sharon Palmer (Clerk)

Cllr Colin Dingwall, (WODC), Cllr Liam Walker (OCC)

Apologies: Cllr Jean King, Cllr Hannah Leach, and Cllr Gill Hill (WODC)

Parishioners present: 20

The meeting started at 7.00pm.

1. Welcome / Members present and apologies for absence

Cllr Haley welcomed everyone to the meeting and noted the apologies that had been received

2. Declaration of interest in agenda items were noted as follows:

The following Councillors noted their interests in grant requests:

Cllr Bicker - WI

Cllr Haley – Minster Lovell Playing Field Trust and Community Counts

Cllr Stowell – Trustees of Wash Meadow

Cllrs Layt and Williams - Coffee & Chat and Community Counts

Cllr Williams - WI

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

There were no Parishioners questions or comments at this point in the meeting

4. To receive the Minutes of the Parish Council Meeting on Monday 21st November 2022

The Clerk had posted the draft minutes on the website and no amendments had been received.

Cllr Williams proposed accepting the minutes as a true and accurate record of the meeting; seconded by Cllr Stowell and agreed by all who had been present at the meeting.

For the minutes dated 3rd October 2022 Mrs Bentley reported that comments attributed to her had been recorded in error and has asked for the minutes on file to be amended, Cllr Haley annotated the minutes accordingly.

5. To receive an update from District Councillor Gill Hill – apologies had been received from Cllr Hill.

Cllr Williams thanked Cllr Hill who had assisted Cllr Williams when she had difficulties regarding her bins.

6. To receive an update from District Councillor Colin Dingwall

Cllr Haley asked Cllr Dingwall to include details regarding the proposed Park Gate Development in his update.



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Cllr Dingwall noted the deadline for responses to the outline planning application was 29th December but confirmed there was the opportunity to submit a response after the 29th if the Council wrote to WODC and noted their intention to put in an objection. That comment should then be followed up with the actual objection and that objection must be submitted before the matter was considered at the Lowlands Committee in February. The Council confirmed that a letter of strong objection had already been submitted to West Oxfordshire District Council.

When asked if he could support the Parish Council in their objection to the Park Gate application Cllr Dingwall confirmed he would hear t he application with an open mind and would weigh up the evidence available to the Committee on the day before placing his vote. He also noted that he would potentially be the first committee member to address the meeting.

Cllr Stowell gave Cllr Dingwall a copy of the Parish Council's letter of strong objection to the Park Gate application.

Cllr Dingwall noted that there had been examples recently where developments had not been approved, even where planners had recommended the application to be passed. He gave an example of an application for affordable homes in Cote Road in Aston where around 50 residents had attended the meeting in person which demonstrated to the Committee the lack of local support for the development. He noted another example where around 300 residents of Long Hanborough had attended a Lowlands Committee meeting to protest about a planning application. Cllr Dingwall noted that developers still had the opportunity to appeal any decisions of the Lowlands Committee, but this would be an expensive process.

Cllr Dingwall noted that other factors were considered by the Committee when looking at applications, for example issues around lack of capacity for local doctors and schools and the lack of employment in village locations resulting in residents of the proposed developments having to commute to work which would not support the WODC's aim to reduce commuting and traffic movements.

Cllr Layt commented that Minster Lovell had historically suffered power outages and noted the enormous strain the local supply would be under with the increase in electricity needed to charge electric vehicles. He felt that comments relating to local infrastructure had not been taken into consideration when the planners considered the Dovecote Park development.

Cllr Dingwall noted that discretionary funding could be requested from WODC for those in financial difficulty. Details of the funding were available on the WODC website and on the Parish Council website. Cllr Dingwall offered to personally help if anyone had difficulty in accessing that help.

7. To receive an update from County Councillor Liam Walker

Cllr Walker thanked Wendy Atkinson and Cllrs Layt and Williams for inviting him to the recent Community Lunch which had been part funded by a grant from Cllr Walker.

Cllr Walker referred to a past request for a bus stop near the entrance to Dovecote Park and had spoken to his colleagues in the transport team at WODC to ask for a bus stop to be provided.

Cllr Walker had carried out a leaflet drop in Minster Lovell to encourage residents to respond and comment on the outline planning application for the Park Gate development to West Oxfordshire District Council.

Cllr Walker said that whilst he was pro-housing he would support Minster Lovell in objecting to the proposed Park Gate development as he felt developers ought to build communities, not simply add houses. He noted the position of Dovecote Park resulted in residents driving to the village shops and school and this would be the same for residents of the proposed development.

He also noted two classes at the local school were over-subscribed and he would include that information in his objection.



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Cllr Walker noted that an application for housing in Old Woodstock had been rejected recently as it was not included in the local plan.

Cllr Dingwall noted the developers are saying they are providing 'affordable homes but the locations could still result in commuting for work.

Cllr Bicker suggested that the so-called affordable houses were not affordable to people of the Village. Mrs McAleer in the audience noted that village people had to go to other local areas for lower prices because affordable housing was not affordable. There followed a discussion regarding what does the phrase affordable homes mean. Cllr Walker noted that there were several schemes available to help those who wished to own their own homes, whilst recognising this is an expensive part of the Country.

8. To review planning applications, decisions, and appeals

WODC PLANNING COMMITTEE DECISIONS

- a) **APPROVED** - 22/02856/FUL 117 Brize Norton Road. Conversion of attached garage and store into self-contained annex (PC had no objection)
- b) **REFUSED** - 22/02860/HHD 43 Ripley Avenue. Erection of two storey rear and side extensions (PC had no objection)
- c) **APPROVED** - 22/02761/HHD. Manor House, old Minster. Erection of two storey extension (PC had no objection)
- d) **REFUSED** - 22/01902/CLE 6 Ripley Avenue. Residential use of adjacent land

CURRENT APPLICATIONS

- e) **22/03152/FUL** - 112 Brize Norton Road, Minster Lovell, Witney, Oxfordshire OX29 0SQ - Erection of a detached dwelling and associated works

Cllr Haley outlined the proposed position of the new building on the plot and noted the application was for the same design of house as the recent application for the new property on the other side of the existing house at 112 Brize Norton Road that had been approved. The new property appeared to sit forward of the line of the neighbouring properties and would significantly impact on neighbouring properties to include the old chapel opposite, and the street scene, due to the position and angle of the proposed new building.

A resident commented that the lights from the proposed new building would have an impact on her property and comments were made about access to the site at this point on the Brize Norton Road.

Cllr Stowell suggested the Council recommend refusal based on the position of the proposed building and suggest the building be positioned further back from the road.

The Council unanimously agreed for Cllr Haley to draft and submit a letter of strong objection.

- f) **22/03240/OUT**. Land south of Burford Road, Minster Lovell. (Expiry date 29th 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
This item had already been discussed earlier in the meeting and Cllr. Stowell confirmed that he had submitted the Council's strong objection to the planning application
Mr & Mrs Clayton asked if similar objections to the proposed Park Gate development had been used when the Plans for Dovecote Park had been submitted.
Cllr Stowell said that the plans for Dovecote Park were accepted by the planners as 126 houses was not considered to be a large development, and the Parish Council were verbally assured that if that development



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was accepted the Village would not be expected to have a further housing development. Cllr Stowell referred to a blue line outlining land on the plans for the Park Gate development which may be subject to further planning applications for an even larger development.

Cllr Haley said it was a challenge getting villagers to put their objections in writing, reiterated the importance of villagers challenging the application and asked everyone to encourage villagers to object.

Following a question from the audience it was confirmed that people from outside the village can respond to the application on the WODC planning portal.

A member of the audience noted that their objection had not appeared very quickly on the website. However, that should not stop everyone posting comments as they would be up-loaded.

Cllr Dingwall noted that if there were villagers outside the Lowlands Committee meeting it would reflect the lack of support for the proposed development and that may be taken into consideration by the decision makers.

Cllr Layt noted that although the Council had previously gone to great pains to object to the Dovecote Park application, it was the development being objected to and not the new residents, and they were very welcome to the Village.

Mrs McAleer believed that the Society for the Protection of Minster Lovell was being re-formed and would meet on the 20th of January 2023.

g) 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- The Croft 81 Brize Norton Road Minster Lovell Oxfordshire OX29 0SG.

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 Oxfordshire OX29 0SG

The application had been notified on the day of the meeting and will be brought forward to the January meeting for consideration.

Action: Clerk to request an extension to the deadline until after the January Parish Council Meeting

h) Receive an update regarding enforcement action: Lavender Cottage, Minster Lovell - Non-compliance with conditions attached to 17/03978/HHD
There was no further updated on this matter.

9. Matters and actions arising from the previous meeting which are not covered

a) Memorial Benches

Mrs Jeffery was unable to attend and has written a letter to ask that the second bench purchased with funds from the Jubilee celebrations, be placed in Ripley Avenue Park.

Cllr Williams asked why Ripley Avenue was chosen for the siting of the second bench and not on Dovecote Park. Cllr Haley suggested the second bench be sited on Ripley Avenue as requested by Mrs Jeffery and another bench, the one being refurbished by Mr King, be sited on Dovecote Park. This was agreed by all Councillors.

10. To review the action log

The action log was available to Councillors on the website and would be handed over to the new clerk. No comments were made on the action log at this point in the meeting.

11. To receive and discuss allotment report



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- a) Cllr Layt reported that the allotments are in good order. There were 25 new bags of salt and 8 bags from the previous year available for collection by residents.
 - b) Cllr Williams raised a question regarding salt for the salt bins and the Clerk confirmed that a request to refill the bins had been made to WODC, and this would be carried out shortly.
12. To receive and discuss the Ripley Avenue Amenity Area inspection report and any other points that arise
- a) Mr King's report had been available to Councillors via the website and the Annual Playground Inspection Report had been circulated by email to Councillors.
13. To receive the monthly dog fouling report
- a) Mrs Holloway had reported December had been a better month and suggested this may be due to dogs being walked less due to the recent bad weather.
14. To discuss correspondence received that requires action
- a) Mr Lewis from the Spar shop wrote to say he had noticed damage being caused by drivers mounting the curb by the layby opposite the shop. He thought there used to be a post to stop drivers parking there. Cllr Haley asked the Clerk to ask McCracken & Son for a quote for wooden bollards to be placed on the corner and to reinstate the verge and re-seed.
- Action:** Clerk to request a quote from McCracken & Son for the bollards and restoration work.
15. Around the Village – matters not covered by other agenda items that require addressing or noting.
There were no further Around the Village Matters at this point in the meeting.
16. Finance
- a) To agree budget for precept claim to WODC for the financial year 2023/24
The budget had been discussed at the November meeting and Cllr King had presented the draft budget report and highlighted the changes from the previous year's budget.
 - b) To discuss grant payments
Several grant requests had been received as follows:
 - a) Grant request from Minster Lovell Playing Field Trust for £1,850.00 - Cllr Haley noted the Trust had reduced the amount being requested in recent years and he outlined the expenditure which would be covered if the request was approved.
The Council approved the grant
 - b) Grant request from the Trustees of Wash Meadow for £2,750.00 – Cllr Stowell noted the Trustees hoped to receive regular contribution from the Sports & Social Club in the coming year.
The Council approved the grant
 - c) Grant request from Community Counts Saturday Café for £1,700.00 - A discussion took place regarding this grant. Cllr Layt outlined the history of the group, and how there were 15-20 attendees at the café every week. The chapel cannot afford to heat the larger area of the chapel where the Café is held and there was a reluctance to move to the smaller room. He told the Council that the Coffee & Library groups were joining forces and would hold weekly sessions during the colder months.
Cllr Williams said that the electricity costs were shocking and noted that the Community Counts Saturday Café may not be able to continue in its current form due to the costs and may be suspended for a period, potentially until Easter when the weather would be warmer, and the café could function without heating. In response to a question from Cllr Walker, Cllr Williams confirmed the Chapel had been given a projected cost



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of £6,000 pa and stopping the Café would halve this expenditure. Cllr Haley confirmed that unless the tariff could be reduced potentially £3-4,000 would be needed to support the cost of heating the Chapel for the Café, and if the electricity costs could be reduced then the Café could remain open during the winter. The Methodist Church is exploring all options to reduce the electricity tariff with the support of the Methodist Circuit. Cllr Haley noted a decision regarding the grant had to be taken at this meeting. Cllr Williams expressed her wish to safeguard the spending of public money and Cllr Stowell suggested the grant be approved and funds be held until the Chapel had made a decision regarding the running of the café during the winter months

The Council approved the grant, to be held pending a decision by the organisers of the Community Counts Saturday café.

- d) Grant request for Coffee & Chat in Village Hall for £200.00 - The Council reviewed the grant request for funds to support the group for the coming year
The Council approved the grant
- e) Grant request for Minster Lovell WI for £400.00 - The Council reviewed the grant request for funds to cover the cost of a new printer
The Council approved the grant

Cllr Stowell added up the value of the grants and suggested the Precept be increased by £1,000 to £43,009.00

The Council unanimously approved the Precept amount as £43,009 and asked the Clerk to submit the official Precept form to the WODC by the deadline of 6th January 2023. A precept of £43,009 is a reduction on the previous year and is expected to see a reduction of £5.68 (- 8.55%) for a Band D property, subject to finalisation by West Oxfordshire District Council.

Action: Clerk to complete and submit the Precept form by 6th January 2023

- b) 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	629	December bus shelter cleaning	£50.00
Ref 106 (Salaries and Allowance)	Sharon Palmer	12/2022	December Clerk salary, office allowance and expenses	Private
Ref 140 (Training)	OALC	W-2320	Planning Course Cllrs Layt & King	£132.00
Ref 115 (Grass cutting)	Ubico	60056106	Ground works clearing ditch adjacent to the Mound	£87.02
Ref 116 (Hall hire)	St Kenelms Hall	Ref Mrs. Diver	Hire of St Kenelms Hall 2022	£450.00
Ref 130 (Recreational Facilities)	Play Inspection Company Ltd	58399	Inspection of play equipment	£180.00
Ref 111 (Expenses)	Sharon Palmer	n/a	Refreshments for meeting	£12.10

- c) 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
2	Ref 122 (Non-recurring)	Atex (UK) Ltd t/a Memorial Benches UK	000002084	2 memorial benches	£1,054.85
3	Ref 137	Norton LifeLock Ireland	AP1432112937	Annual subscription	£64.99



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	(Subscriptions)	Ltd			
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- a) To report payments received into Active Saver Account
Interest payment of £1.81
- b) *Transfer of WODC Deposit monies (including interest) into Active Saver Account - £30,172.94
- c) To receive monthly bank reconciliation for November 2022
The monthly bank reconciliation report was received and accepted as accurate by the Council.

There being no further business the meeting closed at 8.30pm when the remaining members of the audience joined Councillors for light refreshments.

Date of next Parish Council Meeting – Monday 16th January 2023

Signed.....
Chairman

DRAFT