



MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

Parish Clerk: Sharon Palmer

2 Charterville Close, Minster Lovell, Witney, Oxon OX29 0SL

Email: info@minsterlovell-pc.gov.uk

Tel: 07712 705865

Minutes of the Parish Council Meeting held on Monday 17th October 2022 at 7.00pm in The Methodist Chapel, Brize Norton Road, Minster Lovell

Present: Cllr Sue Bicker, Cllr David Haley (Chairman), Cllr Jean King, Cllr Hannah Leach, Cllr Brian Layt, Cllr Ann Williams and Sharon Palmer (Clerk)

Cllr Gill Hill, (WODC), Cllr Colin Dingwall, (WODC)

Apologies: Cllr Jonathan Stowell, Cllr Liam Walker (OCC)

Parishioners present: 5

The meeting started at 7.00pm.

1. Welcome / Members present and apologies for absence

Cllr Haley welcomed everyone to the meeting and noted that apologies had been received from Cllr Stowell and Cllr Walker.

2. Declaration of interest in agenda items

There were no declarations of interest.

3. Parishioner's Public Participation (for questions and comments on agenda items)

There were no questions or comments from the public.

4. To receive the Minutes of the Parish Council Meeting held on 3rd October 2022

A copy of the minutes was not available for the Chair to sign and Cllr Williams noted the draft minutes had been posted to the Council website. The Clerk confirmed no amendments had been received and the Council agreed for Cllr Haley to sign the minutes outside of the meeting. Cllr Williams proposed accepting the minutes as a true and accurate record of the meeting; seconded by Cllr King and agreed unanimously with two abstentions from Cllr Layt and Cllr Leach because they had not attended the meeting.

5. To receive an update from District Councillor Gill Hill - Cllr Hill was unable to attend the meeting.

6. To receive an update from District Councillor Colin Dingwall

Cllr Dingwall reported that SP Broadway had contacted Carterton Town Council regarding their proposed development of Brize Norton Aviation Park. Cllr Haley noted the development would be on land extending from the A40 flyover to Brize Norton, and plans indicate it would include residential development.

Cllr Dingwall reported that while WODC cannot demonstrate a robust 5 year plan it would be more difficult to refuse this type of development. Cllr Dingwall confirmed that the WODC had written to all developers with planning permission to encourage them to begin their development which would support the current 5 year land supply.

Cllr Dingwall noted that the enforcement notice at Lavender cottage was moving ahead. He also noted that Catesby Homes were marketing land next to Dovecote Park. Cllr Haley noted that the Council needed to decide how to respond to large scale developments.



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Cllr Haley noted that with regard to land supply in the area there was an outstanding action for the Council to write to WODC outlining the risk to Villages such as Minster Lovell due to the 5 year plan being open to speculative planning applications

Cllr Dingwall noted that the Salt Cross development was still with the planning inspector and behind schedule. If planned developments like Salt Cross had started then that would support the 5 year land supply.

Cllr Bicker asked for clarification regarding roads for the proposed Aviation Park and residential development and Cllr Dingwall agreed there would be a need for a new road – but that would form part of the planning process.

Cllr Bicker said that the stinging nettles at the sides of the road on the one-way system had not been cut back and Cllr Dingwall agreed to contact Mr Bill Oddy to have them removed.

7. To receive an update from County Councillor Liam Walker

Cllr Walker was unable to attend the meeting due to another engagement and Cllr Haley confirmed that the managers of the Horse & Radish had offered £1,000 towards the cost of a low fence to stop patrons parking on the grass verge opposite the pub

8. To review planning applications, decisions, appeals

- a) 22/01434/FUL - The Horse And Radish Burford Road Minster Lovell Witney Oxfordshire OX29 0RZ - The siting of 8 no. shepherds huts together with hard and soft landscaping

Cllr Haley thanked Cllr King for representing the Council at the Lowlands Planning Committee meeting on the 10th October. Cllr King felt that there had been some points disregarded by the planners eg the recommendation that there should not be so many units along one side. She also felt that the parking issues had not been addressed.

Cllr Dingwall noted that the planners had taken the letters of support and objection into consideration and the approval was subject to a number of conditions including submission of lighting and ecological plans before work can start, and that if the shepherds huts were no longer used then they would be removed and the land would be reinstated. This was to protect the AONB and Conservation Area in the future.

- b) Lavender Cottage, Minster Lovell - Non-compliance with conditions attached to 17/03978/HHD

Receive an update regarding enforcement action:

The Clerk read an email from Kelly Murray, the WODC enforcement officer, which had been circulated to Councillors. Cllr Dingwall reminded the Council that matters of non-compliance could take years to conclude, a situation not helped by the national shortage of planners.

- c) 22/02761/HHD - Manor House Old Minster Lovell Minster Lovell Witney Oxfordshire OX29 0RN - Erection of two storey extension

This was a new application and the Clerk had circulated details to Councillors on the 14th October. Cllr Haley invited comments.

Cllr Williams commented that she felt any objections from the Council were a waste of time as they do not appear to make any difference to the planning decisions. Cllr Haley concurred that the Council had spent a lot of time putting forward valid objections to the application made by the Horse & Radish PH, and they did not make a difference.



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Cllr Williams noted the extension would not be visible to passers-by and Cllr Haley added that the elevations were the same as the existing building. In summary the Clerk was instructed to respond to the Planning Department and confirm the Council did not wish to raise any objection to the application.

ACTION: Clerk to write to the Planning Department to confirm the Council's comments

- d) The Clerk noted that Catesby Estates planned to send a mailing to every house in Minster Lovell outlining their proposals for a development to the West of the Village, to be called Park Gate, and inviting feedback from residents.

Cllr Haley asked how the Council wished to respond to the information being circulated. Cllr Leach commented on the content of the outline plans and her concerns regarding the pressure on local infrastructure such as the local school. Cllr Williams said that OCC had said that there were enough education places for youngsters within West Oxfordshire during the planning process for Dovecote Park.

During the ensuing discussion Cllr Williams noted the difficulty in securing a Doctor's appointment and it had already been established that there were no plans to expand services. Cllr King noted that the question of water supply would be dealt with at the time of any actual planning application.

Cllr Williams noted that there had been comments that the Parish Council had been inactive when Dovecote Park was proposed. Cllr Haley outlined the proactive action that had been taken, including a number of Parish meetings with the WODC planners and Developers.

Cllr Williams proposed placing a neutral notice on the village Facebook sites and the Council website to make Villagers aware of the deadline of 31st October for response to Catesby Estate; Cllr Bicker seconded and agreed unanimously.

Cllr Dingwall noted that without a robust five year plan the Planners were more likely to approve proposals unless there were more bad points than good in the planning application.

The Clerk was asked to review prior minutes to locate comments made by Phil Shaw to incorporate into the Council's response to a formal application for the Park Gate development.

Action: Clerk to review previous minutes

Cllr Haley proposed holding a public meeting to gauge the views of Villagers. To ensure maximum attendance the meetings would take place at 2pm and 7pm. The meeting would have one agenda item which would be to summarise Catesby Estates proposal and to invite comments/feedback from villagers – and to encourage villagers to respond in writing to WODC when a planning application was submitted; seconded by Cllr Layt and agreed unanimously.

It was noted there would not be enough time to organise the meeting before Catesby Estate's deadline of 31st October 2022 and Cllr Haley would circulate proposed dates.

In addition Cllr King proposed inviting Phil Shaw and other members of the Planning Department, and Cllrs Dingwall and Hill to discuss how to plan a defence against the planning application for Park Gate and other local developments when submitted.

Cllr King had located a document which offered the lower village protection against development.

Cllr Haley suggested employing a planning specialist to support the Council's position and response to forthcoming planning applications, and this would be included in the forthcoming budget discussions.

Cllr Haley raised the subject of adopting a Neighbourhood Plan. This had not been put in place previously mainly due to the cost and the amount of work involved. Cllr Williams noted that it had been suggested that



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having a Neighbourhood Plan may work against a planning objection. It was agreed to discuss this at the November Council meeting.

The Clerk noted the next meeting of the Lowlands Planning Committee would be held on Monday 7th November and encouraged the Council to review the agenda of these meetings for the views of the Planners on applications.

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

- a) Cllr Stowell would measure the length of low-level fencing required on the verges opposite the Horse & Radish when he returned from holiday.
- b) The Clerk had circulated a quotation for the supply of parking signs for the approach to the lower village. The specification and supplier details for the signs had been provided by a member of the Highways Department at OCC.

Cllr Leach proposed the purchase and siting of 3 parking signs on the old A40 approaching the lower village; seconded by Cllr Layt and agree unanimously.

Action: Clerk to order the supply and siting of three parking signs

- c) Cllr Williams asked for a progress report on the sale of land to Mr Collett. The Clerk noted the action was with her to ask the Council's solicitor to confirm the boundary of the Council's land and bring this to the Council before a decision regarding the sale could be made.
- d) Cllr Bicker noted that the hedge at number 44 Upper Crescent had been trimmed.

10. To review the action log

The Clerk had posted the action log to the Councillor page of the website for review and there were no further comments.

11. Village Bins – Update

The Clerk reported on her conversation with Bill Oddy regarding a bin for Bushey Ground. Cllr Bicker proposed instructing WODC to provide a bin to be sited close to where the previous dog waste bin had been positioned in Bushey Ground, The bin to be provided by WODC and the Council to pay £8.17 per week for emptying the bin; seconded by Cllr Williams and agreed unanimously.

Action: Clerk to instruct WODC to site a bin in Bushey Ground

Cllr King noted there were four bins in Ripley Avenue park and requested that one of the bins be moved closer to the entrance to Dovecote Park.

Action: Clerk to instruct WODC to site a bin near the entrance to Dovecote Park

The Clerk noted that Louise Oddy of WODC had carried out a survey and concluded that a bin was not required on the old A40 approaching the lower village.

12. To receive and discuss the allotment report

Cllr Layt noted that allotment holders had begun to prepare for winter. Plot 14 had been rotovated and the tenant would employ a contractor to mend the boundary fence.

Cllr Layt confirmed the hose connections were in good order and asked when the water should be tuned off. It was confirmed the water should be turned off now and a meter reading given to the Clerk.



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There were still some bags of salt. The Clerk confirmed an order had been placed for this year's salt.

13. Ripley Avenue Amenity Area

a) Amenity Area Inspection Report

The Clerk was asked to check the dates for the hedges to be trimmed and the final cut of grass.

Mr King had submitted a report and the highlights were read by Cllr King. The report noted that there had been no dog waste found and there was not much litter. Mr King made a suggestion for a better location for one of the bins, which had been included in agenda item 11. It was reported that the bins had been emptied regularly, but they smelled due to their open design. It was noted the design had been the WODC's decision.

The goalpost netting was secured and taut to catch footballs. The Clerk confirmed Ubico had been contacted to avoid the netting when they carried out the last cut of the year.

The play area was checked and previous comments regarding the condition of the play equipment were noted.

A bench had appeared inside the play area. Mr King was concerned that the bench was not secured, and wherever it ends up it should be secured in place. The Clerk was asked to liaise with Cllr Stowell how to correctly anchor the bench. Cllr Haley asked Mr King to remove the bench and store it until Cllr Stowell had advised the situation.

It was noted that the hedge beside number 2 Ripley Avenue was overgrown and encroaching on the pavement. The Clerk replied that the hedge appeared to be part of the laurel hedging and she had instructed McCracken's to severely cut this back.

b) Waste bins – this had been discussed in item 11.

c) Deed of Easement

The Clerk reported the Council's solicitor was still waiting for a response from Bovis.

14. Traffic – Parking and Speed

OCC will contact the Council at the beginning of next year to progress speed reductions.

15. To receive the monthly dog fouling report

Mrs Holloway reported a better month generally and she thanked the dog walkers who pick up their own dog's waste and other dog's waste.

16. Jubilee Committee benches

Cllr Haley summarised the current situation: The Council agreed to use some of the £2,179.30 returned to the Council by the Jubilee Committee to site a bench in Wash Meadow and the Jubilee Committee had been asked to confirm details including the design and engraving to enable the Clerk to place an order for the bench.

Mrs Jeffery addressed the Committee and confirmed that at the Jubilee Committee's final meeting it had been felt the remaining funds had to be returned to the Council and the Council would choose a bench to celebrate the Jubilee. The Jubilee Committee then wondered if they could have an additional bench in memory of the late Queen. Mrs Jeffery had identified a suitable bench design and obtained a price of £609.90 each (including inscription, the Queen's cipher and delivery charges). The remaining funds would be used to pay for the siting of the benches.



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Mrs Jeffery circulated a picture of the bench on her phone and Cllr Halley described the details for the benefit of other Council members and audience.

Cllr Haley asked for clarification on installation details and where the benches were to be delivered before installation. Mrs Jeffery noted that Mr Cooper had offered a verbal estimate of £700 to site both benches at Wash Meadow.

There was a discussion regarding where the benches were to be located and Mrs Jeffery felt that both benches should be sited at Wash Meadow. The discussion ended with the siting of the Jubilee bench to be sited at Wash Meadow as already agreed with the Trustees of Wash Meadow and the siting of the second bench to be in the Upper Village with the exact location to be decided at a later date.

Cllr Haley asked if the Council were happy for the purchase of the benches and information provided with regard to installation costs.

In conclusion Cllr King proposed the purchase of two benches at £609.90 each and installation costs of £350.00 per bench; Cllr Leach seconded and all agreed with one abstention if the second bench were to be sited in Wash Meadow.

Cllr King noted the Council should make an allowance in the budget for the upkeep of the benches.

Mrs Jeffery will provide details of the benches to enable the Clerk to place an order.

17. To discuss correspondence received that requires action

There were no items raised.

18. Around the Village' – Matters not covered by other agenda items that need addressing or noting

- a) Cllr Haley noted that the decoration of the Methodist Chapel would be completed by the following weekend and the scaffolding removed.
- b) Cllrs King and Bicker gave their apologies as they would not be available to join the litter pick on Saturday 22nd October 2022.

The Clerk had provided posters to advertise the litter pick and the new litter picking equipment had been delivered to the Clerk's house. Cllr Haley would arrange collection of the equipment from the Clerk ahead of the litter pick.

- c) Cllr Williams noted resident's concerns that the resurfacing of the road in Cotswold Close was not carried out to a good standard and she had brought this to the attention of Cllr Walker. Cllr Walker had replied but confirmed he could not do anything to improve the situation.

Action: The Clerk was asked to write to the Head of the Highways Department to complain about the state of the road resurfacing.

- d) Cllr King confirmed she would remove the black ribbons from the Queen's pictures in St Kenelms Hall.
- e) Cllr King suggested the Council take over payment for the internet in the Village Hall and this would be discussed at the budget setting meeting.
- f) Cllr King noted that the defibrillator located outside the Post Office was still out of action awaiting parts and she would chase up the repair.



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- g) Cllr Leach asked for clarification on responsibility for the cut through from Dovecote Park into Ripley Avenue. She had been contacted by a resident with an issue regarding the surfacing material placed at the cut through. The resident should be asked to contact Bovis directly as they laid the material.

19. Organisation of Remembrance Service

The Clerk had received the Council wreath and had begun the arrangements. The Clerk was asked to arrange a meeting with Council and Church representatives. Cllr Williams and Cllr Haley agreed to represent the Council at the meeting.

Action: Clerk to organise a meeting with Council and Church representatives

20. Finance:

- a) 2021/2 Audit

Cllr King confirmed the external auditors had issued their report. The Council had passed the audit and Cllr King briefly summarised the auditor's comments. The auditor's comments would be discussed at the budget meeting.

- b) To consider and approve payments due (Schedule of Payments & Receipts included)
Cllr King proposed the signing of cheques for the second 2022 S137 payments.

Cheque Number	Spending powers	Payee	Invoice No	Details	Expense
200982	Ref 143 (Parish properties: maintenance of)	Multi Hands	00609	September bus shelter cleaning	£50.00
200983	Cheque Cancelled				
200984	Ref 106 (Salaries and Allowance)	Sharon Palmer	09 / 2022	June Clerk salary and office allowance	Private
200985	Ref 106 (Salaries and Allowance)	Alexandra Molton	n/a	Backdated wage increase	Private
200986	Ref 134 (S137 Grants)	Trustees of Wash Meadow	PR7	S137 2 nd payment 2022/23	£1,500.00
200987	Ref 134 (S137 Grants)	Minster Lovell Playing Fields Trust	PR8	S137 2 nd payment 2022/23	£365.00
200988	Ref 134 (S137 Grants)	Community Counts	PR9	S137 2 nd payment 2022/23	£750.00
200989	Ref 134 (S137 Grants)	St Kenelms Hall (Coffee and Chat)	PR10	S137 2 nd payment 2022/23	£50.00
200990	Ref 134 (S137 Grants)	Mr P Woodley	PR11	S137 2 nd payment 2022/23 Fishing Bailiff	£75.00
200991	Ref 134 (S137 Grants)	Mr S Liyanage	PR12	S137 2 nd payment 2022/23 Defibrillator electricity	£15.00

- c) To report payments made with the Council Debit Card

Transaction No	Spending Power	Payee	Invoice No	Details	Expense £
1	101	Waterpark Heating	011	Taps at Allotment	£235.00
2	138	Giffgaff	163283283	Clerk Mobile phone credit	£6.00

- d) To report payments received



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No payment had been received.

- e) To receive bank reconciliation for 2nd quarter 2022/3

Cllr King had circulated copies of the bank reconciliation and budget summary for the 2nd Quarter 2022/3. Cllr Haley confirmed the bank monthly and quarterly reconciliations were accurate.

- f) To receive monthly bank reconciliation for September 2022.

Current balances	£
Community Bank Account	21,540.48
WODC Deposit	29,959.20
Active Saver Account	60,076.13
Total	£111,575.81

The Clerk had delivered register of interests letters to all Councillors and asked for the signed forms to be returned to her for noting and return to the WODC by 31st October 2022.

There being no further business the meeting closed at 8.50pm.

Date of next Parish Council Meeting - Monday 21st November 2022 at 7:00pm in St. Kenelm's Hall.

The budget setting meeting would also be held on Monday 21st November, immediately following the Parish Council Meeting.

Signed.....
Chairman