



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 held on Monday 19 June 2023 at 7.00pm at St Kenelm's Hall.

1. Welcome/Members present and apologies for absence

Present: All Council members were present, ten residents and the Clerk
The Chair welcomed Councillors and Parishioners to the meeting.
Apologies: Cllr Walker (OCC and WODC)

2. Declaration of interest in agenda items

Cllr Haley item 12.1 as Chair of Minster Lovell Playing Field Trust
Cllr Haley item 20.1 as Chair of Minster Lovell Playing Field Trust
Cllr Haley item 20 line 6 on the payments schedule as payee
Cllr Stowell item 20 line 11 on the payments schedule as payee

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

A resident of the lower village outlined his concerns over the delay in implementing speed limits, as there were excess speeds in the village, issues with the layout of the roads and increasing footfall. The Chair clarified that a planned consultation on speed limits would be discussed at agenda item 9. Cllr Walker (OCC and WODC) had undertaken to assist but had given his apologies for this meeting. The speed for decision making by the Parish Council was influenced by OCC's phasing and the budget and the Council did not want the Village to miss out on the opportunity. The Parish Council had brought forward their plans for the consultation with the expectation that it could be concluded earlier and decisions made.

In response to another question on whether the one way system at the lower village could be reversed, the Chair explained that OCC had introduced the scheme to slow cars down and a reverse plan would not create the same desired outcome.

4. To receive the minutes of the Parish Council Meeting dated 22 May 2023

The minutes were unanimously agreed after being proposed by Cllr Williams and seconded by Cllr King.

5. To receive an update from District and County Councillor Liam Walker

Cllr Walker had sent his apologies.

6. To receive an update from District Councillor Colin Dingwall

Cllr Dingwall reported that the planned site visit regarding the planning application for 134 new dwellings (item 7.4) did go ahead. The delayed agenda item on the Lowlands Planning Committee was to allow more time for new information and comments to be considered. The latest comment had come for BBONT. The agenda item would now be taken on 17th July and Cllr Stowell had been booked to speak. Cllr Dingwall reported that he had not attended the last meeting as he was substituted by someone with more influence. Cllr Williams wanted the meeting to note her disappointment at this, as elected members were elected to serve their community. She commented that residents of the Village had expressed their disappointment that Cllr. Dingwall did not attend in support of the Village. It was felt that advance notice of Cllr Dingwall's absence would have been helpful since Parish Councillors had assured Parishioners that Councillors representing the Parish would attend.

Cllr Stowell undertook to strengthen the letter previously sent to Members of the Lowlands Planning Sub-Committee to reflect objections on utilities and to tailor the letter in response to the counter arguments put forward by the developer to the objections already submitted. Proposed by Cllr Williams and seconded by Cllr King. **ACTION** :Cllr Stowell. Other Parishioners and Societies were encouraged to submit comments up until the date of the meeting. Cllr Dingwall also reported that the names of new Members of the Committee should be on the website and that any further actions to suggest to the Parish Council would be forthcoming around two weeks before the meeting. **ACTION**: Cllr Dingwall. Cllr Dingwall would be attending the Lowlands Planning Sub-Committee Meeting on 17th July.

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



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7.1 **17/03978/HHD** Receive an update regarding enforcement action: Lavender Cottage, Minster Lovell - Non-compliance with conditions. Enforcement date 5 June with 6 weeks to comply. No further update.

7.2 **23/01283/FUL** Formation of a Flower Farm with associated buildings (Retrospective) Ivydene, Burford Road, Minster Lovell. Comments by 26 June 2023. The Council had no comment

7.3 **23/01276/HHD** Proposed alterations to loft conversion, including removal of side dormer, updating of facade of original dwelling and insertion of solar panels (amendments to previously approved 22/01441/HHD) 34 Upper Crescent, Minster Lovell, Witney. Comments by 29 June 2023. The Council had no comment

7.4 **22/03240/OUT** Outline planning permission for the development of up to 134 dwellings (Use Class C3) 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 (amended description) (amended plans) Update. Please see item 6

7.5 **23/01464/FUL** Temporary change of use of land to allow the siting of 2no. static caravans to be used during building works in relation to planning permission 19/02986/HHD. (Retrospective). Ivydene, Burford Road, Minster Lovell Comments by 7th July.

The caravans used for the works should be strictly temporary to be used on a time limited basis. Once the works are complete they should be removed. Proposed by Cllr Stowell, seconded by Cllr Williams and agreed unanimously. **ACTION:** clerk to respond to planning applications.

8. Review of the action log – for discussion and decision

After some time delays and confirmation that a Deed of Easement was not appropriate, a Licence for Works was being drawn up for signature. The Chair and Cllr. King confirmed their timely availability to sign the Licence on behalf of the Council as soon as it was finalised.

A broken fence at the Spar shop was noted with quotes being obtained for repair.

ACTION: Clerk to follow up with the company that damaged the fence to seek the cost of repair and obtain 3 quotes for its repair.

9. Consultation planning – reduction in speed limits

Cllr Stowell had created a draft six point questionnaire which would be circulated with the forthcoming issue of the Village News and placed in the Spar shop and post office for parishioners to respond to with a deadline of July or August. **ACTION:** Cllr Stowell to finalise the questionnaire and liaise with Mr. Kew accordingly

ACTION: Clerk to ask permission to place copies and a box for collection of questionnaires in the Spar shop and Post Office. **ACTION:** Clerk to include plans and questionnaire in copy for Village News. The actions were proposed by Cllr Stowell and seconded by Cllr Bicker and carried unanimously.

10. Ripley Avenue Amenity Area:

10.1 Monthly Inspection Report

Cllr King reported everything was well with the exception of patches of worn grass by the football goals. Residents had created another path across the area as the new path construction site had been fenced off. As a tree branch had come down it presented a hazard. **ACTION:** Cllr King to ask a relative to remove

10.2 Path Construction progress - update

Please see item 8

10.3 Annual Laurel Hedge Cutting – approval to seek quotes

The clerk was asked to obtain a quote to trim the laurel hedging on a three year contract. Proposed by Cllr Haley and seconded by Cllr Williams and carried unanimously. **ACTION:** Clerk.



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The Council's solicitor had advised that the solicitor of the resident buying a strip of land in Ripley Avenue had asked for measurements for the sale. There was also a discussion on whether there was a plan to keep the trees. **ACTION:** Cllr Haley and clerk to discuss what had been submitted and what further action was required to complete the sale.

After discussion about the buyer paying all the Council's fees for the sale it was noted that emails to this effect do exist. The previous clerk clarified that the buyer had paid for the valuation. It was agreed that the buyer should pay the Council's solicitors fees and conveyancing fees and any other costs incurred by the Council in relation to the sale. This was proposed by Cllr King and seconded by Cllr Bicker and carried unanimously. **ACTION:** Cllr Williams to follow up with resident.

11. Allotments:

11.1 Tenure of Plots

Nothing to report

A number of plots had become overgrown and the clerk was asked to contact the holders to remind them of expectations around achieving plots that were properly cultivated. **ACTION:** Clerk

11.2 Water Supply

All working well after recent repair

Cllr Dingwall reported that Hailey Parish had a surplus of plots. **ACTION:** Clerk to contact Hailey's clerk to discuss and if appropriate let those on the waiting list know that plots are available in Hailey.

12. Village Hall Project:

12.1 Project up-date (Cllr. Stowell)

Cllr Stowell reported that a valuation by the Council for the Village Hall had been received. The next steps were to establish costs of a structural survey and legal fees and then submit a S106 request. The matter would then come back to the Council to approve next steps, which is likely to be an initial approach to the PCC to discuss an offer. Negotiations would include the sale of the building quoted on the land registry document, the quality of the EPC, the position on adverse possession and the PCC's undertaking to discuss the rights and access to the site with Minster Lovell Playing Field Trust.

After a discussion on financial regulations around three quotes for each element of the project, Cllr Stowell undertook to take advice from OALC. **ACTION:** Cllr Stowell

It was noted that it would be helpful if the Council appointed a solicitor on a three year contract.

Cllr Stowell also suggested that the Hall Management Committee be up-dated on progress. **ACTIONS:** Cllr Stowell and Cllr King to attend the next meeting of the Hall Management Committee.

The above actions were agreed unanimously after being proposed by Cllr Stowell and seconded by Cllr Layt.

12.2 Terms of Reference – approve

It was agreed that the Terms of Reference should be amended to reflect that this was a sub-group of the Council with only Councillor members at this point and does not yet include representatives from other Village organisations.

ACTION: Chair and Clerk to meet to amend and re-present to the July Meeting for approval.

13. Ripley Avenue Playpark Project

13.1 Project up-date (Cllr. Bicker)

Cllr King had joined the group and had taken advice from a previous clerk who had had experience of a similar project in Eynsham. Cllr Bicker proposed a risk reduction in appointing a consultant to complete the tendering exercise.

ACTION: Cllr King to seek quotes from a company to do the tendering whilst keeping in mind proportionality in relation to the size of the project. The upper limit would be £5k. Proposed by Cllr Williams and seconded by Cllr. Stowell and carried, five in favour and one against.

13.2. Terms of Reference – approve

Approved after being proposed by Cllr Stowell and Seconded by Cllr Williams and carried unanimously.



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14. Village News Article July to September – approval

The copy was approved for submission subject to amendments discussed at the meeting.

15 Dog warden report – To note

The report was positive with only two instances of fouling.

16. To discuss correspondence received that requires action:

16.1 E Mail from a resident requesting the hedge at Buzzers Piece on the Burford Road opposite the Horse and Radish be cut back, as its overgrown and unsightly. **ACTION:** Clerk to ask WODC to cut back

16.2 Letter from resident requesting grass to be cut on Burford Road between the Upper Crescent entrance and Dovecote Park entrance, the pothole in Upper Crescent to be repaired and the potholes at the Charterville Close/Brize Norton Road junction to be repaired.

ACTION: Clerk to ask OCC to cut the grass, register the pot hole in Upper Crescent on Fixmystreet and ask OCC to attend to the pot holes at the end of Charterville Close as part of the imminent Brize Norton Road roadworks.

17. Around the Village

In response to a question about the possibility of the white lines in the Lower Village being extended, it was agreed that this would be discussed in line with proposed speed limit changes.

Overhanging trees and vegetation overhanging the pavement on School Hill going down to the Lower Village need to be cut back **ACTION:** Clerk to ask OCC to cut back the overhanging trees and vegetation.

Weed killing: **ACTION:** Clerk to ask OCC to attend to it after checking that it was included in a three year contract with Ubico.

It was noted that the parking spaces recently created on the old A40 for visitors to the Lower Village were not being well used. It was suggested that a pedestrian walkway might be marked on the road in the one-way system going into the Lower Village and sign erected to indicate that this was a road for vehicles. **ACTION:** Clerk to contact OCC Highways.

The vacant Councillor position had been advertised with one interested applicant. **ACTION:** Clerk to check with WODC if the applicant could be appointed unopposed.

18. Year End

18.1 Internal Audit – to receive the report from the Internal Auditor

The Council noted the contents of the internal report and the areas where no further action was required. Where there was, it was agreed that these be worked through monthly and reviewed as a standing item on the agenda. In response to a question about points raised by the auditor, the clerk noted changes suggested regarding the payment schedule where VAT should be recorded. It was agreed that the clerk seek exemplar minutes from another Parish Council. **ACTION:** Clerk.

It was agreed that the possibility of generic email addresses for councillors be explored again with outlook being a free option **ACTION:** Clerk. The internal auditor also suggested an alternative accounting package which Cllr King undertook to look into. **ACTION:** Cllr King.

18.2 Annual Governance Statement – to consider the questions and respond accordingly

This is section 1 of the AGAR and was completed at the meeting. The responses were proposed by Cllr Stowell and seconded by Cllr Bicker and carried unanimously.

18.3 Audit Accounting Statements – to consider and agree the accounting statement figures

This is section 2 of the AGAR and had been completed by Cllr King and the Clerk. The accounting statement had been signed by the Clerk before the meeting as a true record. The responses were proposed by Cllr Bicker and seconded by Cllr Stowell and carried unanimously.

18.4 Electors' Rights – to note the dates of the Exercise of Public Rights 2023



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Dates of the notice were suggested as 3 July to 11 August 2023 with notices being published on 30 June 2023. The dates were agreed unanimously after being proposed by Cllr Williams and seconded by Cllr Stowell.

Cllr King explained the notice of variance and the reasons for them. The figures were not accurate and Cllr King undertook to finalise the figures and send to the clerk to publish so the Clerk could send to the external auditor.

ACTION: Cllr King.

Cllr King was thanked for all her work on the audit.

ACTION: Clerk to send paperwork to the external auditor after final figures received from Cllr. King and publish all paperwork by 30 June 2023.

19. Review Code of Conduct – for decision

The WODC Code of Conduct dated 2022 was adopted unanimously after being proposed by Cllr Stowell and seconded by Cllr Layt.

20. Finance

20.1 Process and regulations for Claiming S106 monies

It was noted that Councillors were not aware of the need to claim funding in advance and have it agreed before it was spent. An explanation on this would be made when the funding was claimed. It was agreed that Cllr Stowell claim for the £9k already spent for Wash Meadow and Cllr Haley claim £10k for the Play Park. Proposed by Cllr Williams and seconded by Cllr King and carried unanimously. Cllr Haley declared an interest as Chair of the Minster Lovell Playing Field Trust and Cllr. Stowell as Chair of Wash Meadow Trustees. **ACTIONS:** Cllr Stowell and Cllr Haley.

20.2 Consider a grant application in support of the Village News – for decision

After consideration of the financials presented the grant application was approved. Proposed by Cllr King, Seconded by Cllr Stowell and carried unanimously. **ACTION:** Clerk to issue cheque to applicant.

It was decided to include such grant applications in the budget setting process for the S137 precept grants. It was agreed to include an item to this effect in the Village News. **ACTION:** Clerk.

A grant application made by St Kenelm's primary school was discussed as the funding from the Horse and Radish to the school of £1k had not yet been forthcoming. The grant from the Council was therefore approved on the basis that should the funding come through from the Horse and Radish, the Council would receive the grant funding back. Proposed by Cllr Stowell, seconded by Cllr King and carried unanimously. Any further grants from the school should come through the Parent Teachers Association as the fundraisers. **ACTION:** Clerk to respond to school.

The grant for the Windrush River bank project was discussed again and it was agreed that re-submission was possible if accompanied by the background information noted in the letter recently sent rejecting the application.

ACTION: Clerk

20.3 Revision of grant application forms – for decision

The revised draft was circulated to Councillors. It was agreed that question number 4 be split, since some projects might not have shortfalls in previous years as they may be applying for a community event. **ACTION:** Clerk. The grant application form was approved after this change.

20.4 Consider and approve receipts and payments due

Payment from	Reason	Ref number	Amount
HMRC	VAT refund	April 2022 to March 2023	38,035.08

HMRC had sent this payment in error and it should be £1771.42. A note has been sent to the internal auditor and will be provided to the external auditor in due course.



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Cllr King reported that £400 previously paid to deliver the events for the Coronation had been paid back to the Council. **ACTION:** Clerk to pay the money into the bank account. The surplus that had been made at the Village Coronation Afternoon Tea would be discussed at the July meeting.

The cheque sent to allotment holder 13 to terminate the Agreement would remain on hold, since termination may not now go forward.

The approval of payments on the schedule were proposed by Cllr King and seconded by Cllr Williams and carried unanimously, noting the declarations of interest (item 2)

Spending powers	Payee	Invoice No	Details	£
143	Ubico	60060996	Ground works April	617.60
101	J Morrison	Letter	Allotment	29.42
122	Worths coaches	27252	Standard coach 30 May 2023	330.00
103	Multi hands	INV00703	Window Clean	50.00
140	SLCC	BK210426-1	Clerk Training	36.00
111	David Haley	Expenses Claim Form	Travel to meetings with the clerk and solicitor Thank you cards as approved by the Council	14.94
143	Climbers Way Tree care	4915	Approved in May 2023 not yet paid	480.00
117	Business Services CAS	2023-24 ACY 011	Insurance renewal from 1 June 2023	810.56
139	Signway supplies	56298	Chq issued in May but not received. Stop placed on chq	1461.00
111	D Rouget	Expenses	June 2023	14.98
111	J Stowell	Expenses	June 2023	40.00
115	R Hubber	PC20	Grass Cutting	250.00
106	D Rouget	June	Clerk Salary	Private
101	Waterpark Heating	111	Tap repair for allotment	78.00
102	J Olds	JO245	Internal Audit	375.00

20.5 To report payments to be made with the Council Debit Card

Spending power	Payee	Reason	£
146	Castle Water	Water bill as of 4 May 2023	259.80
N/A	HMRC	6 Jan to 5 April 2023 fourth quarter	1739.20

20.6 To receive updates on monthly bank reconciliation for April and May 2023.

The bank reconciliations were approved by the Chair.

The meeting closed at 10.10

NOTE: The next Parish Council meeting will be held on 24 July 2023 at 7.00 pm in St Kenelm's Hall.