



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 20th December at 7.00pm in St Kenelm's Hall, Brize Norton Road, Minster Lovell

Electronic copy of the minutes amended at item 16, page 2021/119. Minutes were amended by hand and signed at the Parish Council Meeting held on 17 January 2022

Present: Cllr David Haley (Chair), Cllr Sue Bicker, Cllr Jean King, Cllr Brian Layt, Cllr Jonathan Stowell, Cllr Ann Williams, Sharon Palmer (Clerk)

Part time: Cllr Colin Dingwall and Cllr Gill Hill

Apologies: Cllr Liam Walker

Parishioners present: 5

The meeting started at 7.00pm.

1. Welcome / Members present and apologies for absence

Cllr. Haley welcomed Councillors and members of the public to the meeting and invited Councillors and the Clerk to introduce themselves.

2. Declaration of interest in agenda items

Cllr. Williams and Cllr. Layt declared their interest in agenda item 18 (f) the grant applications from Community Counts and the Coffee and Chat Group.

Cllr Haley declared his interest in agenda item 18 (f) grant applications from Community Counts and Minster Lovell Playing Field Trust.

Cllr Stowell declared his interest in agenda item 18 (f) grant application from Trustees of Wash Meadow

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

- a) Mrs Anne Ford requested that in the next issue of the Village News the Council thank parishioners for the wonderful Christmas light displays around the Village.
- b) Mr Steve Harris addressed the meeting and introduced himself as a locally based property developer. Mr Harris' company, Jack James Homes, had recently purchased the property at number 112 Brize Norton Road, Minster Lovell, and he told the meeting that his company would be submitting a planning application for the site in January 2022.

The proposed planning application would seek permission for either 5 or 6 bungalows. Mr Harris distributed a draft outline of the plans for the site and stated his willingness to attend a future Council meeting to discuss the plans with the Council.

Mr Harris also confirmed his intention to develop the site further in the future and mentioned the option of applying for a rural exception site with social housing to be built on the 5 acres behind the proposed site of the 5 or 6 bungalows. Mr. Harris stated that he had received positive pre-application advice from WODC and had spoken to Cottsway Housing



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

Association. He had been informed that there are 152 people with nominations for houses in Minster Lovell.

In response to a question from Cllr Williams on how many social housing units would be built on the 5 acres, Mr Harris confirmed that they would propose between 48-50 units on the 5 acres, that being in addition to the bungalows.

Cllr Bicker asked for further clarification on the number of social housing units and Mr Harris replied that the actual number contained some flexibility, subject to the development being financially viable to his company.

Mr Harris referred to another recent planning application from a neighbouring property and how his proposals may impact that applicant's decision whether or not to appeal the refusal of that application.

Cllr Stowell thanked Mr Harris and he and Cllr Haley confirmed that the Council could not comment further at this stage because the Council had not had previous sight of the plans.

Mr Harris offered to give the Council a preview of the plans. Cllr King confirmed the Council would not be in a position to have an in depth discussion until the plans are available for consultation and public viewing on WODC website. Cllr Haley referred to the Council's Planning Policy Statement on the Council's website which sets out the Council's policy and position regarding planning and development within the Village.

Cllr Haley thanked Mr Harris for attending and informing the Council of his forthcoming applications.

4. To receive the Minutes of the Parish Council Meetings

a) 1st September 2021

The minutes were not presented and approval will take place at the January Parish Council meeting.

b) 22nd September 2021

The minutes were not presented and approval will take place at the January Parish Council meeting.

c) 12th October 2021

Cllr Williams proposed accepting the minute as a true and accurate record of the meeting; seconded by Cllr Bicker and agreed unanimously. The Council RESOLVED to accept the minutes.

d) 18th October 2021

Cllr Bicker proposed accepting the minute as a true and accurate record of the meeting; seconded by Cllr Williams and agreed unanimously with one abstention from Cllr King as she did not attend the meeting. The Council RESOLVED to accept the minutes.

e) 15th November 2021

The minutes were not presented and approval will take place at the January Parish Council meeting.

f) 7th December 2021 (budget setting)

The minutes were not presented and approval will take place at the January Parish Council meeting.



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

5. To receive an update from District Councillor Gill Hill

Cllr Hill encouraged parishioners to contribute to the WODC's budget consultation. Full details of this are available on the WODC website.

6. To receive an update from District Councillor Colin Dingwall

Cllr Dingwall wished everyone Happy Christmas and noted that bin collections would be on usual days over the Christmas period, with the exception of green waste collections which have been suspended until 21st January 2022.

Cllr Stowell asked if the District Council has influence in the decision whether or not to keep the current temporary closure of Witney High Street on a permanent basis. Cllr Dingwall noted the result of the WODC consultation that suggested people wanted to make the closure permanent.

Cllr Haley asked for an update on the ban of HGV's on Burford Bridge. Cllr Dingwall noted that a decision on whether to make the ban permanent was imminent. He commented that the objective of the temporary closure was to reduce traffic by 50% but actually resulted in a reduction of 15% and had therefore failed in its goal.

Cllr Haley told the meeting that he had sent a letter to Cllr Enright to set out Minster Lovell's objection to the continuation of the temporary closure.

Cllr Stowell asked who is responsible for monitoring the pollution on the bridge in Bridge Street, Witney. Cllr Dingwall said that pollution levels had been pictured in red on the map for that area for the past 35 years. He outlined the history around the provision of traffic measures around Witney, noting that a proposal for a link road at Cogges was turned down and that may have offered an alternative route to Bridge Street.

Cllr Dingwall confirmed that it is a duty of WODC to reduce pollution. He noted there were plans for a West End link road, funded by S106 monies and that OCC are responsible to deliver the road.

7. To receive an update from County Councillor Liam Walker

Mr Walker did not attend the meeting.

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

- a) Receive and discuss planning applications
 - i) To receive and review planning application: 21/03420/HHD – 7 Bushey Ground, Minster Lovell, Witney, Oxfordshire OX29 0SW – Erection of side and rear extensions. (Amended plans). Previous comments stand, minor amendments and Clerk to re-send the comments in response to the amended application.
- b) Receive an update regarding enforcement actions
 - i) Lavender Cottage, Minster Lovell - Non-compliance with conditions attached to 17/03978/HHD.



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

This matter has become protracted in light of staff changes that have taken place within the Planning Department at WODC. A new Planning Officer has been assigned to the case and the matter would be processed as expeditiously as possible.

Cllr Haley asked if Cllrs. Hill and Dingwall could offer any support in bringing the matter to conclusion. Cllr Dingwall confirmed he had contacted the Head of Planning regarding this matter and agreed to raise the matter again.

Cllr Bicker commented that there were signs within the old village in two places that stated private parking and resident parking only. Cllr Bicker agreed to provide photographs to the Clerk who would report the matter to the OCC Highways Department as this area does not have restricted parking.

Cllr Bicker also noted a car with winter wrapping which appeared to be parked for some time in the car park which serves visitors to St Kenelm's Church and the Ruins.

Action: Clerk to advise OCC Highways of the car that appears to be permanently parked in the car park

9. Co-option of Councillor

The Clerk was asked to advertise the co-option in early January, utilising Social media options and include in the Village News article.

Action: Clerk to advertise the notice of invitation for applications to fill the vacancy of Councillor by co-option

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

- a) To review the Action Log

The Action Log will be reviewed in full at the meeting in January.

11. To discuss correspondence received that requires action

It was noted that Mrs Holloway had written to the Council regarding signal interference and the Clerk would respond.

Action: Clerk to write to Mrs Holloway

12. To receive and discuss the Allotment report

Cllr Williams noted that there was still no sign of activity on plot 12 and that only half of plot 14 appeared to be tended. The Clerk is to write to the tenants of plots 12 and 14 to confirm whether or not they want to continue to have an allotment.

Action: Clerk to write to the tenants of allotment plots 12 and 14

It was noted that the water supply was to be switched on in late March and a meter reading to be given to the Clerk at that time



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

13. To receive and discuss Ripley Avenue Amenity Area inspection report

The Annual ROSPA play area inspection report had been received and reviewed by Cllr King and Mr King. They are satisfied that the report identified low risk items for action with nothing noted as high risk or requiring immediate action. Mr. King will continue to check the area monthly and report to the Council with particular attention to those things noted in the ROSPA report.

The Clerk had contacted Steve McCracken and confirmed the laurel hedging around the play park and the fir trees between Ripley Avenue and Cotswold Close would be trimmed on 10th January 2022.

14. To receive the monthly dog fouling report

Mrs Holloway reported that the instances of dog fouling had got worse recently and listed 12 incidents of fouling within her report. The dark mornings and evenings seem to make the situation worse. The Council asked that dog walkers pick up after their dogs and thanked Mrs. Holloway for spraying and encouraging people to pick up.

15. Village News Jan/Feb/Mar 2022 Edition

The Clerk had circulated a draft article and Councillors suggested additions and amendments, including a public thank you to former Postmaster Michael Nwanze and welcoming Sam Liyange.

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

It was noted that there continued to be sporadic instances of parking on the road and the footpath outside the Horse & Radish. The Clerk had recently had a telephone conversation with Chris Hulme, Traffic Management Officer, Hampshire Constabulary & Thames Valley Police Joint Operations Unit, and his advice was to call 101 and report any cars blocking the pavement.

With regard to parking on the grass verge, the Clerk had visited the area on several Sundays to take photos and there had not been any cars parked on the verge on those occasions.

With regard to the issue of speeding, Cllr Stowell had contacted Mr Bowman from OCC to request speed measurement equipment be put in place outside the Horse & Radish on the B4047 Burford Road.

Cllr Haley outlined the issues with parking on the pavement and the grass verge opposite the Horse & Radish and asked Cllrs. Hill and Dingwall to comment.

Cllr Dingwall suggested the Parish Council write to Crime Commissioner Matthew Barber and the local Police Superintendent and include reference to the Highway Code which states that vehicles must not park on the pavement, and outline our concerns of how dangerous the situation is.

Action: Clerk to write to the Crime Commissioner and the local Police Superintendent

Cllr Stowell referred to the permitted path and a bridge **immediately beyond the Ruins in Old Minster Lovell** which had previously been noted was in a state of disrepair. He had been in contact with Cotswold Warden Linda Shelley and although the Cotswold Wardens were prepared to repair the path the landowner had agreed to make the repairs at his own cost.



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

With regard to requesting grants for the refurbishment of the existing Village Hall or building of a new Hall, Cllr Dingwall confirmed funding requests for 2022 had to be submitted by 31st January 2022. It was noted the Council would not be in a position to apply for funds in that timescale.

Cllr. Haley confirmed that both the Parochial Church Council and Minster Lovell Playing Field Trust are taking follow-up actions after their meetings with the Council. Discussions will continue to take place in the New Year.

17. Finance:

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

Cllr Haley confirmed he had verified the invoices with the schedule of payments and recommended the cheques be signed as set out. Cllr Bicker proposed the payment of the invoices and Cllr Stowell seconded and it was agreed unanimously.

An additional cheque for £80.00 to Kelu Catering was presented at the meeting to pay for the Christmas refreshments. Cllr Williams proposed the payment of the invoices and Cllr King seconded and it was agreed unanimously.

Cllr King noted her thanks to Cllr Stowell for writing to the bank to request they update their records. This letter had resulted in a new cheque book being received by the Clerk.

b) Cheq No	c) Spending powers	d) Payee	e) Invoice No	Details	Expense
101452	Ref 140 (Training)	OALC	W-1853 & 32	Clerk Training course: Minutes & Agendas & Planning	£120.00
101481	Ref 106 (Salaries and Allowance)	Sharon Palmer	12/21	December salary and office allowance	£566.83
101482	Ref 134 S137 Grants	M Nwanze	PR3	S137 2 nd payment 2021/22 payment Defibrillator electricity	£15.00
101483	Ref 134 S137 Grants	Trustees of Wash Meadow	PR4	S137 2 nd payment 2021/22	£1,250.0 0
101484	Ref 134 S137 Grants	Minster Lovell Playing Field Trust	PR5	S137 2 nd payment 2021/22	£475.00
101485	Ref 134 S137 Grants	Community Counts	PR6	S137 2 nd payment 2021/22	£750.00
101486	Ref 145 (War memorial)	M.A.C. Joinery	067	Repair to post at war memorial	£150.00
101487	Ref 115 (Grass cutting)	Ubico	60046119	November Grounds works	£534.72
101488	Ref 143 (Parish properties: maintenance of)	Multi Hands	00461 & 00467	November and December bus shelter window cleaning	£100.00
101489	Ref 126 (Parish property	The Playground Inspection	50871	Annual inspection of playground equipment	£180.00



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

	maintenance)	Company			
101490	Ref 116 (Hall hire)	St Kenelms Village Hall	n/a	Hire of hall for Parish Council meetings in 2021	£250.00
	Ripley Ave reserves	Savings account	n/a	Transfer to savings account	£4,000.0 0

a) To report payments made with the Council Debit Card

Transaction No	Spending Power	Payee	Invoice No	Details	Expense £
1	138	Giffgaff	1632832838140	Clerk Mobile phone credit	£6.00
2	107	Norton	AP1367758155	Norton Device Protection	£64.99

b) To report payments received

There were no payments received.

c) To receive bank reconciliation for September 2021

The September bank statement had not been received in time to provide a reconciliation and Cllr Haley requested a 3rd quarter report be produced for the January meeting.

d) To receive quarterly expenditure report

The September bank statement had not been received in time to provide a report and Cllr Haley requested a 3rd quarter report be produced for the January meeting.

e) Final approval of Precept

Cllr Haley confirmed the Parish Council had convened a public meeting to draft the Council's precept for 2022/23 and the outcome had been circulated. Cllr Haley asked if there any comments to be made regarding the proposed precept.

1. Cllr King noted that the grass cutting, including churchyard, will have a separate heading on the budget report in future.
2. In response to a question regarding the path from Dovecote Park into Ripley Avenue Amenity Area, Cllr King confirmed there is £3,000 in the current budget and confirmed the precept amount.

Cllr Haley asked for any further comments and noted that the precept will be almost the same as the current year to prevent a rise for Parishioners in the Parish Council element of the Council Tax.

Cllr Williams proposed the acceptance of the Precept and Cllr Stowell seconded and it was agreed unanimously.

18. Chairman's Actions



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

Cllr Haley noted that Michael Nwanze had not been able to attend the meeting and that the Council wished to record their thanks for his work and that of his family who have provided a great asset to the village. Cllr Haley noted that the new Postmaster, Sam and his family are settling in and providing a good service.

On behalf of the Council, Cllr Haley thanked those who regularly attended Council meetings and wished everyone a Happy Christmas and a good, and more settled New Year. He also presented the Clerk with a small gift in appreciation of her efforts since joining.

There being no further business the meeting closed and Cllr Haley invited everyone to stay and enjoy some light refreshments with the Councillors.

Signed.....
Chairman

Dated.....