



MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

Parish Clerk: Debra Rouget

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Tel: 07712 705865

Minutes of Minster Lovell Parish Council meeting held on Monday 22 May 2023

1. Welcome/Members present and apologies for absence

All Council members were present. 10 residents, 2 WODC councillors, one outgoing WODC council member and one OCC Councillor.

2. To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.

Cllr David Haley was elected unanimously after being proposed by Cllr Stowell and seconded by Cllr King. Cllr Haley signed the Declaration of Acceptance of Office.

3. To elect the Vice Chairman of the Council and to receive the Vice Chairman's Declaration of Acceptance of Office

Cllr Jonathan Stowell was elected unanimously after being proposed by Cllr Bicker and seconded by Cllr Williams. Cllr Stowell signed the Declaration of Acceptance of Office.

4. A note of thanks to Cllr Hill and Cllr Dingwall.

A presentation and thanks were made to Cllr Hill for representing Minster Lovell on WODC over the last eight years and for her contribution and continuity. Cllr Hill outlined some of the highlights and challenges faced in West Oxfordshire and the fact that she will miss attending Parish Council meetings in the future.

5. Declaration of interest in agenda items

Cllr Haley	18.1 Minster Lovell Playing Field Trust and Community Counts
Cllrs Williams and Layt	18.1 Coffee and chat group
Cllr Stowell.	18.1 The Trustees of Wash Common

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

Those present were given the opportunity to speak later on in the meeting. One had a comment as to whether the tendering process was needed for the playpark. Please see item 17.2.

7. To receive the Minutes of the Annual Parish meeting dated 11 April 2022

The minutes were approved unanimously after being proposed by Cllr Williams and seconded by Cllr Stowell. Signed by Cllr Stowell as a true record of the meeting.

8. To receive the minutes of the Annual Parish meeting dated 21 April 2023

After abstentions from Cllrs Haley and King who were not present, the minutes were approved as a true record of the meeting. Proposed by Cllr Layt and seconded by Cllr Stowell. The minutes were signed by Cllr Stowell.

9. To receive the minutes of the Parish Council Meeting dated 21 April 2023

After abstentions from Cllrs Haley and King who were not present, the minutes were approved as a true record of the meeting. Proposed by Cllr Williams and seconded by Cllr Layt. The minutes were signed by Cllr Stowell.

10. To receive an update from District and County Councillors

Cllr Dingwall (WODC) was invited to address the meeting first and reported that enforcement action was now in place with regard to the issue at agenda item 11.1. The enforcement commences 5 June 2023 with a timeline of 6 weeks to reinstate the area. In response to a question regarding the cost of appeals Cllr Dingwall confirmed that he was not aware of any planning application that had not been refused and gone to appeal because of cost restrictions. Cllr Dingwall also reported that there were more speculative development applications, due to the current lack of a five year land supply. Therefore more appeals were being heard which may have implications for West Oxfordshire District Council if several are lost. He also reported the loss of the WODC Community Facilities Grant of £350k with crowd funding being encouraged instead.

Cllr Walker was welcomed as a District Councillor following the recent elections. He reported that roadworks from 26 June to 4th July on the Brize Norton Road may cause disruption as drains and pot holes are repaired. Cllr. Haley



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asked if the road drainage from the Charterville Close turn to St. Kenelm's Hall was going to be repaired as part of this work to prevent flooding and allow pedestrians to walk along the pavement without being sprayed with water in wet weather. It was noted that this has been reported numerous times in recent years and not repaired. Cllr. Walker agreed to follow this up with OCC Highways. He also outlined delays in the removal of Thames Water traffic measures on the Burford Road and is encouraging removal as soon as possible.

Cllr Walker suggested starting the process of consultation over reduction of speed limits over the summer as funding for schemes would close next year. **Actions:** Cllr Walker to send clerk the consultation results from North Leigh for circulation to Councillors. Cllr Walker to co-ordinate the consultation. Clerk to add as an agenda item in June 2023.

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

11.1 **17/03978/HHD** Receive an update regarding enforcement action: Lavender Cottage, Minster Lovell - Non-compliance with conditions. Update
Please see item 10.

11.2 **23/00837/FUL** Conversion of residential storage/detached garage to dwelling (Class C3) with associated works. Crosswind, 128 Brize Norton Road, Minster Lovell, Witney, Oxfordshire, OX29 0SQ Expiry 11 May

An extension to the deadline had been granted to 23 May 2023. The Council had concerns over the size and scale of the application and that it is back land development which would have an impact on the historic linear nature of the Chartist Settlement. It was agreed that a strong objection will be submitted. **ACTION:** Clerk to draft a response with help on policy references from Cllr Haley.

11.3 **23/01023/SCREEN** Screening opinion (EIA) proposed landscape led development of up to 600 dwellings and associated works Land South and East Peashell Farm Downs Road Curbridge Witney Oxfordshire. Expiry 4th May.

Cllr Stowell had already submitted a response which doesn't yet appear on WODC website. Curbridge and Lew Parish Council had also been in touch with the Council and had also responded.

11.4 **23/00620/HHD** Alterations to fenestration and doors to include provision of corner windows, bi-fold doors and roof lights. 70 Brize Norton Road Minster Lovell Witney Oxfordshire OX29 0SG. Validated: Thu 27 Apr 2023. Expiry date 1 June 2023.

After discussion it was agreed that the Council had no comment. **ACTION:** Clerk to respond.

11.5 Possible enforcement action - for decision.

The Council had been alerted by a resident to excavation work ongoing in a field to the rear of Bushwell, Bushy Ground. It appears that drainage work is being undertaken and hard-core laid. It was agreed unanimously that the Council should contact the enforcement department at WODC after being proposed by Cllr Bicker and seconded by Cllr Stowell. **Action:** Clerk

11.6 **22/03240/OUT** Land South Of Burford Road Minster Lovell Oxfordshire. To be discussed at Lowlands Planning Committee meeting dated 30 May 2023.

Cllr Stowell reported that every member of the Lowlands Planning Committee had been sent a letter with a copy of the Council's original objection. **Further actions:**

- Clerk to ascertain which new Chair and Councillors would sit on the Committee and then let Cllr Stowell know for further letter distribution. Clerk to inform Democratic Services of likely high numbers of residents attending the meeting to allow adequate accommodation for them.
- The Society for the Protection of Minster Lovell to hire a coach with the Council covering the cost and distribute flyers.
- Cllr Stowell to alert the press.



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- Cllr Dingwall is on the Lowlands Planning Committee and would represent Minster Lovell and if possible Cllr Walker to sub for another member.
- Cllr Stowell to check the website for late objections to add in to his three minute presentation at the meeting as appropriate.

12. Review asset register – for decision

The asset register was reviewed and noted as accepted unanimously after being proposed by Cllr Stowell and seconded by Cllr Bicker.

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

The only item to highlight was a request for the Horse and Radish to contribute £1k towards fencing which had previously been agreed. After highlighting issues with other matters relating to the Council, the Horse and Radish declined and instead noted their intention to contribute £1k to St Kenelm's CE school. **ACTION:** Cllr Stowell to make the school aware of the contribution being made and that this would offset the Council grant applied for by the school.

14. Dog warden report – to note

The meeting noted that there was one incident next to the bus shelter, one in Wenrisc Drive and six in Upper Crescent. The bins were all well used. Mrs Holloway and Mr Woodley will share the monitoring role in future.

15. Ripley Avenue Amenity Area:

15.1 Monthly Inspection Report

Cllr King reported that there were no issues with the exception of some rubbish which had now been cleared and pegs missing from the goal nets. The Council agreed to give Cllr King an upper limit of £100 to replace the goal net pegs. . Proposed by Cllr Stowell and seconded by Cllr Williams. **ACTION:** Cllr King and Cllr. Biker to obtain and install the pegs.

The trees and shrubs were generally in good order and some overgrown near the entrance to the path would be addressed when the path is constructed.

15.2 ROSPA Inspection Report

There is no requirement to have this as a standing item. **ACTION:** Clerk to remove.

15.3 Path Construction – for decision

The clerk had met with Vistry to discuss plans for the path. Councillors agreed with actions planned. The 5th June was agreed as a start date pending the Deed of Covenant being in place which is currently with solicitors.

16. To discuss correspondence received that requires action:

16.1 An email had been received from a resident requesting the hedge at Buzzers Piece on the Burford Road opposite the Horse and Radish be cut back, as it was overgrown and unsightly.

After discussion in was agreed that Councillors would check the area for discussion at the next meeting. **ACTION:** Clerk to add to June agenda.

17. Around the village

17.1 Allotments

It was proposed by Cllr Stowell that as there were ongoing issues with plot 13 not being tended that the occupier would be given notice, asked to clear the site in 7 days, refunded their fee minus the deposit and the plot given to the next on the waiting list. The deposit would be given to the new occupier as there was so much to be cleared before use. Seconded by Cllr Layt and carried unanimously. **ACTION:** Clerk

17.2 S106 projects:

Village Hall – Update

The committee had not met since the Council's valuation was carried out.

Next steps



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1. **ACTION:** Clerk to give WODC contact details to Cllr Stowell who will approach them about reclaiming S106 funding for the project.
2. **ACTION:** Cllr Stowell to ascertain whether the church can receive funds from the Council
3. A structural survey would be carried out subject to 1 and 2 above.
4. A solicitor would then advise on which party owns which part of the asset.
5. **ACTION:** Cllr Stowell, Cllr King and the clerk to meet and bring some clearer view and the reviewed Terms of Reference to the next meeting.

Children's Playpark development – update

Cllr Bicker reported that several pictures would be given to children at the school to vote on. There was discussion about the need and cost of tendering processes. At this stage it was felt that local expertise was on hand to advise as the process for a project such as this may need simplified stages.

Claiming funding from WODC. - For decision

It was reported that advice from WODC had been that claims for S106 funding normally need to be made before the project is commenced. There are some mitigating circumstances that could allow WODC to accept a claim for a project that has already begun or completed, but this is decided on a case by case basis. **ACTION:** Clerk to send contact details to Cllr Stowell so he can follow up about projects already completed.

Padlocks at the tennis courts

It was agreed that anyone requesting access to the tennis courts should liaise with David Haley as Chair of the Minster Lovell Playing Field Trust.

17.3 Coronation – feedback on events

The neighbourhood party at the Dovecote development was successful and another event is being planned for the summer. The party run by Linda Jeffries had been a success and had made a surplus of £50. It was agreed unanimously that the surplus to be given back to the Council after being proposed by Cllr Stowell and seconded by Cllr King. The bunting would be removed on 23 May. It was agreed that surplus mugs be offered to children up to the age of 12 through social media promotion. Proposed by Cllr Williams and seconded by Cllr King. **ACTION:** Cllr Williams to ask Wendy Atkinson to take forward.

The Council discussed wider use of social media. **ACTION:** Clerk to obtain OALC advice.

17.4 Purchase and siting of dog bins - for decision

It was decided to buy a bin from WODC to be placed at the bottom of Jubilee Walk and for the Council to pay for emptying. Proposed by Cllr Stowell, Seconded by Cllr Williams and agreed unanimously. **ACTION:** Clerk.

17.5 Wreaths on war memorial – for decision

ACTION: Cllr Stowell to remove and dispose of the wreaths.

18. Finance

18.1 Consider and approve receipts and payments due

The payments of four grants were discussed:

£1000 to St. Kenelm's CE school. It was agreed that as the Horse and Radish would be making a donation a grant would not now be forthcoming from the Council.

£500 Minster Lovell Flower show. Approval was proposed by Cllr King, seconded by Cllr Stowell and carried unanimously.

£300 to History Club for River Bank Project. It was agreed that this not be funded since there were health and safety concerns and swimming should not be encouraged. The application had not included aspects such as a risk assessment, plans for regular water testing or insurance. Proposed by Cllr Williams, seconded by Cllr Stowell and carried unanimously.

£500 to Village news. **ACTION:** Clerk to request costs and accounts for the previous year for a decision at the next meeting.

A review of the grant application forms would be carried out for circulation and decision and applications for grants would be requested in September ahead of the budget planning process later in the year. **ACTION:** Clerk.



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Renewal of insurance policy from 1 June 2023 – for decision

Last year; £725.62. This year with tailored valuations on all risks and municipal infrastructure according to the risk register, amending income and salary costs, the premium is £ 810.10. The price was agreed by the Council and the clerk was asked to explore the possibility of a three year quote which may be cheaper. **ACTION:** Clerk

Items 1 and 2 on the payments schedule. The invoices quoted April 2022 to March 2023, which did not provide clarity on periods charged for, as dog bins had been missing for some time. **ACTION:** Clerk to clarify.

All other transactions as set out on the payments schedule were approved.

Payment from	Reason	Ref number	Amount
WODC	Precept 2023-24	103736	21,504.50
OCC	WODC grass cutting allowance	3111405109	1,549.70

Spending powers	Payee	Invoice No	Details	£
143	WODC	3351743X	Emptying dog bins 1 April 22-31 March 23	201.84
143	WODC	33517420	Emptying dog bins 1 April 22-31 March 23	457.25
144	Graham Kew Prints	130	Village news Apr/May/June	90.00
144	Graham Kew Prints	146	Half page play project	35.00`
139	Signway Supplies	56298	Parking signs	1461.00
143	Andrew J Taylor	100	Fence Horse and Radish	1700.00
118	Carter Jonas	FO227782	Valuation fees St Kenelm's Village Hall	2400.00
106	D Rouget	May 2023	Clerks Salary	private
114	ML flower and produce show	Grant	Supporting the running of the show	500.00
114	ML History Club	Grant	Windrush river bank project	300.00
114	Graham Kew Prints	Grant	Supporting village news	500.00
143	Multi Hands	INV00693	Window clean	50.00
114	OCC	Grant	Forest school for St Kenelm's CE primary school	1000.00
115	Richard Hubber	PC19	Third grass cut	250.00
143	David Griffin	80515571	Installation of bollards Outside Spar shop	396.11
111	D Rouget	May 2023	Expenses	Private

S137 grants 1st payment (Approved at item 16 a) to e) 23rd December 2022)

Spending power	Payee	£
134	Trustees of Wash Meadow	1375.00
134	Minster Lovell Playing Field Trust	925.00
134	Community Counts	850.00
134	St Kenelm's Village Hall (coffee and chat group)	100.00
134	Minster Lovell WI	200.00

18.2 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	199.69

ACTION: Cllr King to pay the water bill with her debit card

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

There were no reconciliations available this month.



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Items referred to which will appear as agenda items in June 2023:

Consultation planning for reductions in speed limits
Hedge cutting at Buzzers Piece
Terms of Reference for the village hall project committee.

The meeting closed at 9.15pm

DRAFT