



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
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Minutes of the Parish Council Meeting held on Monday 21st February from 7.00pm in St Kenelm's Hall, Brize Norton Road, Minster Lovell

Present: Cllr Sue Bicker, Cllr Jean King (Chair for this meeting), Cllr Brian Layt, Cllr Ann Williams, Sharon Palmer (Clerk)

Part time: Cllr Colin Dingwall, Cllr Liam Walker

Apologies: Cllr David Haley, Cllr Jonathan Stowell, Cllr Gill Hill

Parishioners present: 5

The meeting started at 7.00pm.

1. Welcome / Members present and apologies for absence

The Clerk welcomed everyone to the meeting and explained that both the Chairman of the Council and the Vice-Chairman had been unable to attend the meeting.

The Councillors were invited introduce themselves to those present. Cllr Bicker then nominated Cllr King for the role of Chairperson for the meeting and this was seconded by Cllr Williams and agreed unanimously.

2. Declaration of interest in agenda items

Cllr Bicker noted that she was was member of the Committee planning the village's Jubilee celebrations which would be discussed under item 12.

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

Mr Jones told the meeting he had contacted Gigaclear who had agreed to remove the white markings on the path in Wenrisc Drive. He had enquired when Gigaclear would resurface the paths and was informed the company had no knowledge of resurfacing the paths.

Action: Clerk to check previous Council minutes to check who had told the Council the paths would be resurfaced

4. To receive the Minutes of the Parish Council Meeting dated 17th January 2022

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

5. To receive an update from District Councillor Gill Hill

Cllr Hill did not attend the meeting.

6. To receive an update from District Councillor Colin Dingwall

Cllr Dingwall told the Council about the WODC campaign for hedgehog highways, which included encouraging everyone to make holes in the bottom of fences and gates to allow hedgehogs to move freely through gardens in their search for food.

The WODC had arranged a meeting with Thames Water to which local Councils would be invited to discuss subjects including flood prevention and drainage. Cllr Dingwall gave an example in Crawley where attempts to line old broken drains resulted in the drains being further damaged.



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Cllr King commented that some surface drains along the Brize Norton Road are holding water and Cllr Walker took a note to notify the appropriate department in OCC.

Cllr Dingwall noted that WODC had purchased the Old Court House in Witney and this would provide housing for homeless residents of Witney.

There is a new grant for Covid recovery for small businesses, particularly in the hospitality industry. Cllr King asked Cllr Dingwall to provide details of the grant to the Clerk.

Cllr Dingwall had scheduled a meeting the following week with Chris Hargraves and asked Councillors to let him know of any planning matters they would like followed up

Following a question from Cllr Bicker, Cllr Dingwall recommended she contact Thomas See at WODC for information on becoming involved in organisations supporting the homeless.

Cllr King raised a question regarding the distance between the existing houses in Minster Lovell and the new houses in Dovecote Park. Cllr Dingwall said there was no strict ruling in place, and 30 metres distance was a guideline and planning applications would be taken on a case by case basis. Cllr King noted that during the preplanning period the Parish Council were very much given the impression that this would be part of the planning process for this site.

7. To receive an update from County Councillor Liam Walker

Cllr Walker referred to his recent online speed survey. He read out some comments from the survey and gave an outline of the results which showed parishioners in favour of a 20mph limit. Cllr Williams expressed her disappointment at the level of response and concluded the result of the survey for Minster Lovell had been a majority of a minority of numbers.

Cllr Layt asked if there were statistics to support the 20mph he noted that people who ignore the current speed limit would ignore a reduced limit too.

Cllr Dingwall referenced the 'quiet lanes initiative' to reduce speed limits to 20mph. He commented that when speed checks were carried out it appeared that people who sped lived locally. Cllr Dingwall concluded it was important to get the message across. He suggested that those drivers who travelled at 40mph in a 30mph zone might still exceed a 20mph but their speed would likely be less than the 40mph they travelled in a 30mph area.

Cllr Williams referred to comments on Cllr Walker's survey, and felt strongly regarding the dangers of speeding near schools. There was a discussion on possible ways to encourage drivers to reduce their speed near schools. The Clerk had recently received an email from a concerned parishioner who had photographed cars parked illegally on the corner of Wenrisc Drive where it met Brize Norton Road. She had forwarded the details to the local PCSO's and had also asked the Headmistress of the school to remind parents to park considerately. Mrs Leach a parishioner attending the meeting is a police officer and she offered to visit the area at school closing time and would speak to drivers who parked illegally.

Cllr Walker noted that the Council had ratified the idea for the speed limit and clarified that the Council wanted the reduced speed limit to be applied to the whole length of the Brize Norton Road. Cllr Walker confirmed he supported this and would progress the request. The initiative had a 3 year plan and he could not confirm when Minster Lovell would receive permission within the 3 year timescale.

Cllr Walker had been contacted about white lining on Brize Road and he had not approved the work as his previous experience in other villages showed removing the centre line on stretches of road encouraged drivers to drive more carefully and to more likely adhere to a speed limit and drive a little slower.

Cllr Walker noted that the OCC Scrutiny Committee mentioned at the previous Council meeting had revoked the Burford bridge HGV ban and the bridge was now open to HGV traffic.

Cllr Walker mentioned that he would attend a meeting with Cllr Haley and Bovis scheduled for 11th March 2022.



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Cllr Walker had been contacted by a parishioner to ask for a bus stop to be provided near Dovecote Park. Cllr Walker said he had put forward an application to the County Council's road safety and accessibility fund to request that the County Council fund the stops.

Parishioner Mr Thorpe Morris noted the B4047 is unlit and dangerous when crossing the road to reach the Horse & Radish PH. Following a discussion Cllr Walker would investigate the provision of an island on the B4047 to aid safe crossing. Cllr Walker and former Parish Councillor Jones had raised this as a concern early in the planning stages for this site but had been frustrated that planning officers did not agree it was needed. Cllr Walker agreed to raise this with OCC officers again.

With reference to Storm Eunice, Cllr Walker had posted the telephone numbers to report power cuts and fallen trees to the village Facebook site. He noted that the Clerk had also posted the information on the village noticeboards.

Cllr Bicker noted there was a branch from a fallen tree near the road on the old A40 to Lower Minster. Cllr Walker said that the priority to the teams removing fallen trees had been to clear roads for traffic, and they would collect the debris at a later date.

8. To review planning applications, decisions, appeals and enforcements
 - a) Receive and discuss planning applications
 - i) To receive and review planning application 22/00178/PN42 - 7 Bushey Ground Minster Lovell Witney Oxfordshire OX29 0SW - Erection of single storey rear extension (8m x 2.9m height to eaves/3.1m max height) (formerly 21/03420/HHD)
 - ii) To receive and review planning application 22/00164/CLP - 7 Bushey Ground Minster Lovell Witney Oxfordshire OX29 0SW - Certificate of Lawfulness (Erection of single storey side extension and construction of detached outbuilding in rear garden.

Cllr King noted there had previously been planning permissions for this address and the current applications appeared to include slight alterations from the permitted applications.

ACTION: Clerk to confirm to WODC Planning Department that the Council do not have any comments or objection to the plans as submitted

- iii) To receive and review planning application 22/00306/HHD - The Chestnuts Burford Road Minster Lovell Witney Oxfordshire OX29 0RA - Removal of existing conservatory and erection of single storey rear extension. Demolition of existing and erection of new detached garage in revised position
 - iv) To receive and review planning application 22/00307/HHD - The Chestnuts Burford Road Minster Lovell Witney Oxfordshire OX29 0RA - Internal and external alterations to remove existing conservatory and erection of single storey rear extension

The plans were for a large extension to the rear of the existing property. The existing building was rendered and the new extension would be timber clad.

Councillors noted that this is a listed building and asked the Clerk to check if the plans would be considered by WODC listed building officer.

It was agreed that the extension would not be visible from the front of the property and offered no objections to the plans.

ACTION: Clerk to check the plans would be reviewed by WODC's listed building officer and to confirm to WODC Planning Department that the Council do not have any comments or objection to the plans as submitted

9. To receive an update regarding enforcement action



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

Cllr Dingwall noted that the Council Officer originally dealing with the non-compliance had left and Cllr Dingwall had contacted Kim Smith, the Lead Officer for the Department, and she had confirmed a new officer had been appointed to the case. He agreed to follow up with the new officer.

10. Co-option of Councillor

The Clerk reported there had been no applications and no enquiries regarding the role prior to the expiry date of the recruitment notice. However a parishioner had recently expressed an interest in applying for the vacancy.

ACTION: Clerk to check with the WODC election officer the correct procedure for co-opting the interested parishioner

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

No matters were raised

12. Planning the Queens Platinum Jubilee celebration

On behalf of the Council Cllr King thanked the Jubilee Committee for their work so far.

Cllr Bicker addressed the PC meeting and gave an overview of the events being planned by the Committee. It was noted that the Village Hall and potentially both Churches would be venues for activities. On Sunday 5th June it was planned to have activities in Wash Meadow designed to bring parishioners together to celebrate. Activities included a picnic, face painting, bouncy castle and skittles. The Committee had also decided to give each child in the village and who attended the school a commemorative mug.

The council had been invited to give feedback on the style of mug to be provided and whilst the Councillors felt the final decision on what mugs to purchase lies with the Committee, they perused the options the Committee were considering and suggested that the option which states "Presented by Minster Lovell Village" would be most appropriate.

In response to Cllr Bicker's question regarding insurance for the event, the Clerk confirmed that as long as a Councillor represented the Council on the Committee then the Council Insurance would cover events. It was suggested that the Committee check the venues for the events also have their own public liability insurance. The Councillors asked the Committee to consider if there would be more than 750 people to be involved in any activity at the same time.

Cllr Bicker said that there will be a letter sent to all parishioners detailing the events for the weekend, and that volunteers would be asked to help support the event. Cllr Williams said it would be important to have enough volunteers to support the events, and it was suggested that members of the Committee will draw on their colleagues on other committees for support as well as parishioner volunteers.

Cllr King noted that a decision needed to be taken on whether the Committee would consult the Council on decisions or to delegate responsibility for decision making to the Committee. Cllr Williams proposed delegating all decisions regarding the Jubilee celebrations to the Jubilee Committee members; seconded by Cllr Layt and agreed unanimously. Cllr Bicker would represent the Council on the Committee and provide an update on the work of the Committee to the Councillors at Council meetings.

It was noted that Sue Thomas had offered to fund the Committee purchases and then be reimbursed by the Council. Unfortunately this isn't possible as the Council are unable to make payments to individuals.

Cllr King had taken advice from the Oxford Association of Local Councils (OALC) and reported that if the Committee do not wish to set up a bank account, due to timescales, OALC suggested asking another village organisation who already have a bank account if funds could be paid into their account – with a separate set of accounts kept for Committee expenditure.



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It was suggested that the Village Hall Committee be approached for this as Mrs Diver acts as treasurer for both the Village Hall Committee and the Jubilee Committee. Then, after the celebrations the Committee account and surplus funds would be returned to the Council. Cllr King asked that the Committee inform them of their decision.

Cllr Bicker noted that the White Hart PH also planned to stage an event open to all villagers on Saturday 4th June.

13. To review Action Log

The Clerk agreed to circulate the action log to the Councillors.

14. To discuss correspondence received that requires action

There were no items which required action.

15. To receive and discuss the Allotment report

The Clerk commented that the allotments had 2 new tenants and would be fully tenanted from March.

16. Ripley Avenue Amenity Area

a) Amenity Area inspection report

Mr King had submitted a report. Cllr King read out details from the report and following a question from Cllr King the clerk confirmed the telephone number displayed at the entrance to the park is correct.

Cllr King commented there were blue markers on the grass and it was suggested these may be to show where the lighting is to be situated for the new path.

Cllr King noted that there was a small amount of graffiti on the play equipment and parishioner, Mr Linguist, commented that there were 6 instances of graffiti elsewhere in the village. He would comment on the graffiti in the next edition of the Village News. The Clerk was asked to also include it in the Council's report in the publication.

It was reported that the bunting around the play area is now not fit for purpose: following a discussion the Clerk was asked to obtain prices for the replacement of the bunting in time for the Jubilee celebrations. Cllr King will confirm the length of bunting required.

ACTION: Clerk to provide details of bunting at the next meeting

The Council recorded it's thanks to Mr King for his report.

b) Deed of Easement and Path lay-out approval

The Clerk reported that Bovis had now confirmed the details of their legal representative. The solicitor handling the deed of easement required an up to date valuation of the Amenity Area and the Clerk asked for permission to engage a surveyor to carry out a valuation. Cllr Bicker proposed a surveyor be engaged to provide a valuation of the area; seconded by Cllr Williams and agreed unanimously.

17. Re-appointment of Council Trustees to Minster Lovell Village Trust

The existing Trustees, Sue Thomas and Anne Ford have agreed to be nominated. Cllr Williams proposed the Council approve the reappointment of the nominees; seconded by Cllr Layt and unanimously agreed.

18. To receive the monthly dog fouling report

The Clerk summarised the contents of Mrs Holloway's report which noted fouling being an issue in Upper Crescent. She thanked those parishioners who continued to not only pick up after their own dogs but pick up after other dogs too.



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A parishioner, Mrs Thorpe-Morris commented that dog fouling is a problem along Holloway Lane and had been commented upon on the Dovecote Park Community Facebook page. Mrs Thorpe-Morris agreed to send the Clerk details and place a post on the Community page to encourage this to be reported. The Clerk was asked to write to WODC to request a progress report on the provision of new waste bins.

ACTION: Clerk to write to WODC to request a progress report on the provision of new waste bins

19 Traffic - Parking and Speed

a) Progress with 40mph speed limit on B4047

The consultation to extend the 40mph speed limit (in place of the national 60mph limit) on the B4047 Burford Road to cover the development area at the western end of the village had been completed and that on 21 February 2022 Oxfordshire County Council made the order under the Road Traffic Regulation Act 1984 and all other enabling powers. The order would come into force on 28 February

b) 20mph speed limits

Before Cllr Walker attended the meeting Cllr King commented on the results of Cllr Walker's speed survey which had been circulated to the Councillors prior to the meeting.

It was noted that Cllr Haley had confirmed his support of Cllr Walker's proposal to reduce the speed limit along all of the Brize Norton Road.

Cllr King proposed the village adopt a 20mph speed limit; seconded by Cllr Bicker. Carried with the majority in favour and one objection.

On behalf of the Council, Cllr King thanked Cllr Walker for producing the survey.

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

- Cllr Bicker thanked parishioner Mr Lindquist for his continued efforts in litter picking around the village, It was noted that Mr Lindquist, along with others, had cleared the rubbish left behind by the travellers who recently set up camp on the road leading to Old Minster.

Cllr King had reported an instance of fly tipping on the pathway next to the A4047 and Cllr Dingwall has also reported the fly tipping to officers at WODC. The reference no is 00903016

- On behalf of the Council Cllr Williams thanked Sue & David Curtis who reported the noticeboard outside the parade of shops had been damaged by the winds from Storm Eunice. Cllr Williams also thanked Mr King who visited the noticeboard and secured the doors to make it safe. Cllr King noted that the Council had budgeted for replacement noticeboards and asked the Clerk to obtain quotations for the replacement noticeboards.

Mrs Thorpe-Morris was asked to poll parishioners on Dovecote Park community Facebook page to ask for suggestions on where to place Council noticeboard(s) on Dovecote Park.

ACTION: Clerk to obtain pricing for new noticeboards

- The Clerk reported she had received another letter regarding the muddy path at Ripley Avenue
- The Clerk had received an email with photos from parishioner regarding parking on the corner of Brize Norton Road and Wenrisc Drive, and this had been discussed earlier in the meeting.



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20. Finance:

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

Cheque Number	Spending powers	Payee	Invoice No	Details	Expense
101496	Ref 143 (Parish properties: maintenance of)	Multi Hands	00493	February bus shelter cleaning	£50.00
101497	Ref 132 (Ripley Avenue General Maintenance)	McCracken & Son Ltd	14029	Trim hedge and conifers at Ripley Avenue	£954.00
101498	Ref 106 (Salaries and Allowance)	Sharon Palmer	02/22	February salary and office allowance	Private

Cllr. Williams proposed signing the cheques as set out in the agenda; seconded by Cllr. Bicker and agreed by all. The Council RESOLVED unanimously to sign the cheques as set out.

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

Transaction No	Spending Power	Payee	Invoice No	Details	Expense £
1	138	Giffgaff		Clerk Mobile phone credit	£6.00

Cllr. King confirmed that the paperwork provided by the Clerk confirm these purchases.

- c) To report payments received
No payments had been received.
- d) To receive monthly bank reconciliation for January
The Clerk had provided the reconciliation for January.

Current balances	
Community Bank Account	£34,312.97
WODC Deposit	£30,000.00
Active Saver Account	£17,578.73
Total	£81,891.70

There being no further business the meeting finished at 8.45pm.