



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 June 2022 from 7.00pm in St Kenelm's Hall, Brize Norton Road, Minster Lovell

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

Cllr Colin Dingwall, WODC (part time) and Cllr Gill Hill, WODC (part time)

Apologies: Cllr David Haley, Cllr Hannah Leach, Cllr Liam Walker

Parishioners present: 8

The meeting started at 7.00pm.

1. Welcome / Members present and apologies for absence

Cllr Stowell welcomed everyone to the meeting and noted that apologies had been received from Cllr Haley, who would join the meeting later and Cllrs Leach and Walker.

2. Declaration of interest in agenda items:

Cllr Bicker noted her involvement with the Queen's Platinum Jubilee Committee (agenda item 16)

Cllr King noted that she had assisted the Clerk in producing the accounts (agenda item 19)

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

Mr Harris from John James Ltd addressed the meeting. His company had submitted a planning application 22/00885/FUL - 112 Brize Norton Road, Minster Lovell, Witney, Oxfordshire OX29 0SQ to demolish existing dwelling and outbuildings and build four new dwellings.

Mr Harris outlined the background to the planning application and commented that pre-applications to the WODC had been made by the previous owner and his company and the WODC feedback had been positive, and the planning application had taken into account comments made regarding the linear line of properties in close proximity.

Mr Harris noted that some of the letters of objection which had been sent to the WODC objected to the number of houses rather than the development itself.

Mr Harris confirmed he had continued discussions with the WODC and housing associations regarding further development of the backland of the property as a site of rural exceptional.

Ann Marie Pratley, a resident of Brize Norton Road addressed the meeting to make the Council aware that a Beech tree had been removed from the site in a way that was dangerous. She also recounted details of a road traffic accident which happened outside the site a few days previously.

Cllr Stowell noted that the felling of the Beech tree had been included in one of the objection letters sent in response to the planning application, and the WODC would contact the person who wrote the letter if it was felt further action would be necessary.

4. To receive the Minutes of the Parish Council Meeting – 16th May 2022

Cllr Williams proposed accepting the minutes as a true and accurate record of the meeting; seconded by Cllr King and agreed by all who had been present at the 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 Colin Dingwall

Cllr Dingwall noted that the first of the fuel poverty payments of £250 had been issued to householders in Council Tax bands A-D. Further payments would be available to those who need help – and those with carers/disabled or lower income can apply for the grant or a discretionary payment via the WODC website.

Cllr Williams had been approached by a resident and asked for clarification regarding Council Tax payable for second homes. Cllr Dingwall noted that the Council would discourage houses to be left empty and would wish for them to be put them back into use. The general advice for individuals was to contact Citizens Advice, however when the resident's situation was further explained Cllr D offered to make contact to ascertain if he could offer any assistance.

6. To receive an update from District Councillor Gill Hill

Cllr Hill had nothing to add to Cllr Dingwall's report.

7. To receive an update from County Councillor Liam Walker

Cllr Walker had been unable to attend the meeting.

8. To review planning applications, decisions, appeals

- a) Receive and discuss planning application: 22/00885/FUL - 112 Brize Norton Road, Minster Lovell, Witney, Oxfordshire OX29 0SQ - Demolition of existing dwelling and erection of four new dwellings together with associated works including closing of existing vehicular access and formation of new in revised position

Cllr Stowell confirmed that discussions regarding the application would be for the application as submitted and not any potential future development.

Cllr Bicker asked for clarification on what would happen to the existing building and where the new buildings would be sited. Mr Harris was invited to reply and he clarified the position of the buildings in relation to the linear lines. He also confirmed the buildings would be in the style of a dormer bungalow.

Cllr Williams thought the dormer style was not in keeping with the surrounding properties and should be of a different design.

Cllr King commented that the buildings were too close to the Brize Norton Road, and did not follow the linear line. The new buildings would be ahead of the linear line of protected buildings. Cllr King's thought that new buildings may improve the look of the site, but that 2 or 3 new buildings would be more in line with the area.

Cllr Stowell noted that the site is a non-designated heritage asset and had that status because of the lineality on the Brize Norton Road and recognisable backlands where original residents kept livestock. JS believed the proposed plans did not preserve the aforementioned lineality of the Road.

Cllr Stowell thought the current plans had created a spur effect from the existing buildings and that the fourth dwelling impinged on the backlands. It was noted that the planning inspector had objected to previous applications which had applied to build on the historical back land and the risk that if this application were to go ahead there may be further development.

Cllr Stowell considered that the plans were not in spirit of the village, showed disrespect for the lineality of the existing buildings and impinged on the backlands. In conclusion Cllr Stowell suggested the Parish Council should strongly object to the development in writing.

Action: Clerk to write a letter strongly objecting to the plans



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

- b) To receive and review planning application: 22/01196/HHD - 36 Upper Crescent, Minster Lovell, Witney, Oxfordshire OX29 0RT- Erection of a detached garage

A discussion took place and the Council had no objections to the plans as submitted, but for neighbours' comments to be taken into consideration.

ACTION: Clerk to confirm to WODC Planning Department that the Council do not have any comments or objection to the plans as submitted but to take account of neighbours' comments

- c) To receive and review planning application: 22/01496/DEM – 7 Bushey Ground, Minster Lovell Witney Oxfordshire OX29 0SW - Demolition of residential dwelling house and outbuildings

The Clerk had contacted WODC and they had replied that this application is for prior approval under Schedule 2 of Part 11, Class B of the Town and Country Planning (General Permitted Development) (England) Order 2015. The assessment is to determine whether prior approval is required for the proposed demolition and any proposed restoration of the site or if the development is permitted development. The parish council therefore do not need to be consulted on this application.

Cllr Bicker noted there is a scale model of a Charter bungalow at the property. Following a discussion Cllr Stowell suggested that Cllrs Bicker and King visit the site to ascertain what the plans were for the model. Cllrs Bicker and King agreed to report back at the next Parish Council meeting.

- d) To receive and review planning application: 22/01441/HHD - 34 Upper Crescent Minster Lovell Witney Oxfordshire OX29 0RT - Proposed alterations to existing loft conversion to include removal of side dormer, raising of roof height, updating of facade of original dwelling, changes to fenestration and the addition of solar panels

Cllr Stowell summarised the planning application. A discussion took place and the Council had no objections to the plans as submitted, but for neighbours' comments to be taken into consideration.

ACTION: Clerk to confirm to WODC Planning Department that the Council do not have any comments or objection to the plans as submitted but to take account of any neighbours' comments

- e) Receive an update regarding enforcement action:
Lavender Cottage, Minster Lovell - Non-compliance with conditions attached to 17/03978/HHD

Cllr Dingwall had spoken with Phil Shaw regarding the outstanding enforcement. Mr Shaw has confirmed that the matter is included in a priority list and negotiations are underway to bring a conclusion to this long outstanding issue. Cllr Dingwall would send an update as soon as he heard more from the Planning Department.

Following a question from Cllr King, Cllr Stowell confirmed the Council had objected to the original application in 2017 due to the nature of the retaining wall and that the applicant did not own the land. While the application was being objected to, the planning lapsed, however the applicant built the parking space anyway. Cllr Williams had asked Cllr Dingwall why nothing had been done and he replied it was mainly due to lack of staff.

9. Matters and actions arising from the previous meeting which are not covered by other agenda items
There were no matters to consider.

10. To review the action log

The Clerk read out the outstanding 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

11. To receive and accept draft article for July-September issue of the Village News

The draft article was circulated after the meeting and reviewed by Cllrs Haley, King and Williams before submission.

12. To receive and discuss the allotment report

Cllr Haley joined the meeting and asked the Clerk to record the Council's thanks to Cllrs Williams and Layt for their work with the new tenant of plot 14, and thanked the Clerk who arranged an existing allotment holder's help for the new tenant of plot 14.

Action: Clerk to write to the holder of allotment 15 to thank them for helping the tenant of plot 14

Cllr Layt reported there were still 11 bags of salt available.

a) Hire of a skip

This item was held over from last meeting. Cllr Haley proposed the hire of a skip once a year at the beginning of the season, to dispose of rubbish; seconded by Cllr Stowell and agreed unanimously.

This year it would also be to dispose of rubbish as well as green waste at a cost of c£300.00. Cllr Bicker requested that the skip is hired from B&E Skips.

Clerk to write to allotment holders to confirm the hire of a skip for disposal of rubbish from the allotment only – not from elsewhere.

b) Signature on contracts for plot 14

This is to be brought forward for signature at the July meeting.

c) Hosepipe installation

This is to be brought forward to the July meeting.

13. Ripley Avenue Amenity Area

a) Amenity Area inspection report

Cllr King reported on behalf of Mr King. The park was quite tidy when inspected. It was noted the goal net at the East End goalpost needed to be rehung, and this would be done. There had been some branches which looked as if they had been pulled from the tree, and these had been disposed of.

Cllr King presented a bank note which had been partially burned and was thought to have been used for drug use. Cllr King would take the note to the bank. Subsequent to the meeting Cllr King obtained a new note which would be donated to the Earl Haig appeal.

Action: Clerk to inform PCSO's of the rumour that there is an increase in drug use within the village.

b) Quotation for heavy duty pins for the goal nets

To be discussed at the July meeting.

c) Fun Day for youngsters in the village



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 Bicker had received a letter received from some village youngsters and their parents which requested that a skateboard park facility be built at the Ripley Avenue play area.

Cllr Bicker agreed to lead on organising a half-day session on Ripley Avenue to engage with village youngsters at Ripley Avenue in August to canvas their ideas on what facilities they would like to see in the village.

Cllr Bicker asked the Clerk to organise a climbing wall for the event. Cllr King asked the Clerk to check the insurance for the risk associated with the climbing wall and confirmed the Council would have budget for the project

Cllr Bicker would email her proposal for the day to Councillors ahead of the July meeting.

Action: Clerk to arrange a climbing wall

d) Deed of easement

Cllr Haley explained that the Deed is to enable the path to be put in place from Dovecote Park across the Ripley Avenue playing field. The Council's solicitor had written to Bovis's solicitor and was waiting for a reply. A resident, Mr Cridland asked for clarification on the terms of the Deed and Cllr Haley confirmed it had been the Council's decision to fund the Deed.

Action: Clerk would request a status update from the Council's solicitor

e) Land valuation

The Clerk had written to the Council's solicitor to clarify if a boundary wall would be permitted on the land proposed for sale, as the original deed stated that no building should take place. Cllr Haley explained that the Council wanted to clarify what the new landowner could or could not do.

Action: Clerk would request a status update from the Council's solicitor

f) Additional signage

This would be brought forward to the July Parish Council meeting.

14. Traffic – Parking and Speed

a) Speed limit Burford Road

The Clerk had received an email from OCC which she read to the meeting. In summary the OCC had reviewed the speed survey data and felt that the data supported that 40mph is the appropriate speed limit for the area. However they went on to say that as and when the 20mph application process begins a reduced speed limit on the B4047 can be assessed in more detail.

Cllr Stowell suggested that the speed signs erected by Bovis had had a positive effect on the speed of traffic. Cllr Layt noted that speed signs which showed the actual speed of travel are very effective. Cllr Layt concluded that the speed survey conducted by the Council showed there would be no need to reduce the speed limit for that part of the road.

Cllr Stowell proposed revisiting the speed limit when the 20mph speed limit project starts; seconded by Cllr King and agreed unanimously.

b) 20 mph speed limit



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

The Clerk had contacted Cllr Walker who confirmed the village were in tranche 2 of the project, which would take place in early 2023.

c) White lining Lower Village

Cllr Stowell noted the lining hasn't been completed. It was noted that when complete the Council would install a sign advising that the area is now for parking for Old Minster residents.

Action: Clerk to ask OCC Highways for an update on when the work would be completed

15. To receive the monthly dog fouling report

Mrs Holloway reported a general improvement in the instances of fouling and suggested that having more bins would further improve the situation.

16. Queen's Platinum Jubilee Celebration

Mrs Sally Cooper had submitted a report of the Jubilee Committee's activities which had been circulated to the Councillors. The Council wished to thank Mrs Cooper and the Jubilee Committee for their hard work and the very good and memorable weekend which offered a wide range of activities.

Cllr King thought the event on Wash Meadow could have been better attended. Cllr Stowell said that despite the weather the activities at Wash Meadow on Sunday 5th June were very successful and a good time was had by all who had attended. He noted that the face painter was very popular. Cllr Stowell had attended other weekend events and congratulated the committee on the overall weekend.

The Committee submitted a cheque for £2,179.30 from funds raised during the weekend. Cllr Stowell noted that the recommendation of the Jubilee Committee was to use these funds to purchase a bench

Cllr King noted the Council had not budgeted for any return income. Cllr King proposed using the returned funds for a bench to commemorate the Queens Jubilee; seconded by Cllr Williams and approved by all. Cllr Bicker abstained and had declared an interest in this item at the start of the meeting.

The Clerk was asked to obtain accounts from the treasurer of the Jubilee Committee.

ACTION: Clerk to obtain Jubilee Committee Accounts

Cllr Haley noted Graham Kew had organised events to celebrate the 175 years of the settlement which would take place at the end of June. Cllr Dingwall congratulated Mr Kew on his efforts.

17. To discuss correspondence received that requires action

a) Email from D Ilbert regarding a number of matters around the village

A copy of the email had been circulated via the website. The Clerk read out the points made and noted the following:

- Reference was made to specific overgrown hedges.

Action: Cllr Bicker to visit the specific areas and confirm to the Clerk which properties should have a letter asking the householder to cut their hedges.

- Lack of dog waste bins

This had been discussed in previous meetings and the Council are monitoring whether more bins are needed.

- Dogs not on leads in Ripley Avenue play area



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

The Council are not minded to adopt bylaws banning dogs from the park and it would be unenforceable. The Council would obtain a quote for an additional sign for residents entering the play area from Dovecote Park to raise awareness that dogs are to be kept on leads.

- Potholes on Brize Norton Road

The Council would encourage parishioners to report potholes to the OCC via the Fix My Street website.

- Gigaclear green box taking up space on the path in Wenrisc Drive and path resurfacing with hollows not levelled out

Gigaclear were granted permission by the OCC and unfortunately the Council are unable to take action to remedy this

- b) Letter from villager regarding potholes on corner of Brize Norton Road and Charterville Close
A villager expressed their concern that the uneven road surface was dangerous to rollator and wheelchair users. This had been reported via Fix My Street but the OCC had not repaired the area.
- c) Mr Cridland emailed requesting an update for Ripley Play area footpath and lighting – progress with Bovis & Progress & cost on the easement for the footpaths
This item was covered in agenda item 13d.
- d) Email from OCC regarding uneven path at Spar
The Highways Department at the OCC had responded to the Clerk's letter of escalation regarding the uneven path near the road in the layby outside the Spar shop:
Having checked the records for the last inspection, no defects were recorded and therefore no works are planned at this location. However, because of your concerns, the site will be monitored for signs of deterioration. In general, the area around the shop is in reasonable condition with an area under the trees suffering from slight damage from tree roots, but not beyond the defect intervention levels.

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

Cllr Bicker said a few residents had complained about a large waste bag on the roadside in Old Minster. Cllr Haley asked the Clerk to send a letter to the householder noting this had been raised with the Council, and could they confirm the bag would be removed.

Action: Clerk to write to the householder

Cllr Williams asked for clarification on the deadline for when Section 106 monies for the Village Hall had to be spent. Cllr King clarified that the money does not have to be spent straight away after receipt. Cllr Dingwall suggested the money did not need to be spent for some considerable time. Cllr Dingwall would look up the details and confirm at the next meeting.

19. Finance:

a) Internal Audit – to receive and review the report from the Internal Auditor

Cllr King and the Clerk had spoken to Jane Olds, the Council's internal audit regarding an error in last year's figures and Jane advised the Council to complete the AGAR form using a restated figure.

Jane had provided her report and Cllr Haley proposed holding a separate meeting to approve and sign the AGAR forms, to give Cllr King time to prepare a report on the variances which would be sent to the external auditor with the AGAR forms; seconded by Cllr King.

The date was agreed as Monday 27th June 2022 at 7.30pm in St Kenelm's Hall.



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

- b) External Audit – to consider the 2021/22 AGAR for submission to the External Auditor
- c) i. Annual Governance Statement - to consider the questions and respond accordingly
- ii. Accounting Statements - to consider and agree the accounting statement figures
- iii. Electors' Rights – to consider and approve the dates
- iv. Statement of Variance – to consider the draft Statement of Variance

This item would be brought forward to the extra meeting to be held on Monday 27th June.

- d) To receive and review the report from OALC – Fraud in Parish Council

The Clerk noted she had circulated an email from OALC regarding a Clerk from another Parish who had committed a fraud involving £160k. The email included a fraud awareness briefing and a suggested internal control policy. The Council agreed to adopt an internal control policy in the future.

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

Cllr Haley confirmed that the invoices provided by the Clerk reconciled with the cheques presented for these purchases. Cllr. King proposed signing the cheques as set out in the agenda; seconded by Cllr. Stowell and agreed by all. The Council RESOLVED unanimously to sign the cheques as set out.

Cheque Number	Spending powers	Payee	Invoice No	Details	Expense
101524	Ref 143 (Parish properties: maintenance of)	Multi Hands	549	June bus shelter cleaning	£50.00
101525	Ref115 (Grass cutting)	Mr R Hubbard	PC11	Grass cutting June	£250.00
101526	Ref 106 (Salaries and Allowance)	Sharon Palmer	06 / 2022	June Clerk salary and office allowance	Private
101527	Ref 134 (S137 Grants)	Minster Lovell History Group	Letter	Celebrations for 175 th Anniversary of Charterville	£500.00
101528	Ref 117 (Insurance)	CAS Ltd	2022-23ACY001	Council Insurance	£725.62

- f) To report payments made with the Council Debit Card – No card payments made

- g) To report payments received

Received from	Details	Amount
Mr P Rushby	Allotment rent 2022/3 & water rates 2021 (full plot)	£29.42

- h) To receive monthly bank reconciliation May 2022. The Clerk provided a statement which reconciled to the bank statement dated 30th May 2022.

The next meeting will be held on Monday 18th July 2022.

There being no further business the meeting finished at 9.05pm

Signed.....
Chairman

Dated.....