



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 meeting held on Monday 21st August 2023 at 7.00pm at St Kenelm's Hall.

1. Welcome/Members present and apologies for absence

The Chair welcomed all those present to the meeting. In attendance were: Cllr Haley, Cllr Stowell, Cllr Usherwood, Cllr Bicker, Cllr King and the Clerk
Cllrs Dingwall (WODC) and Cllr Walker (WODC and OCC). Four members of the public.
Apologies were received from Cllrs Layt and Williams.

2. Declaration of interest in agenda items

Cllr Usherwood for item 12. Allotments.

Cllr Haley for item 5. Speed limit on Brize Norton Road

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

A parishioner was interested in the broken light at Ripley Avenue (please see item 11.6)

4. To receive the minutes of the Parish Council Meeting dated 24 July 2023

A recommendation that the minutes were a true and accurate record was proposed by Cllr King, seconded by Cllr Bicker and agreed unanimously. The Chair asked for clarification on the page numbering of the minutes. **ACTION:** Clerk to clarify.

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

Cllr Walker gave an update on the recent survey regarding speed limits in Minster Lovell. Higher numbers of residents were in favour of zoned areas, with all residential streets becoming 20mph and 30 mph on the Burford and Brize Norton Roads. Cllr Stowell proposed that following the outcome of the survey, OCC should be approached with a proposal to change the speed limits accordingly. The proposal was seconded by Cllr Bicker and agreed unanimously. **ACTION:** Cllr Walker

Cllr Walker outlined next steps as seeking formal consent through a legal order. It would go to OCC Cabinet, probably for delegated decision, to be implemented early in 2024. The Chair thanked Cllr Walker for his help with the process.

Cllr Bicker requested more rigorous cutting of grass verges as it was hard to see towards Burford when pulling out of the junction with Upper Crescent and Burford Road. Cllr Walker reported that the policy was 1 meter but that he would take the request back to OCC for review. **ACTION:** Cllr Walker.

6. To receive an update from District Councillor Colin Dingwall

Cllr Dingwall drew the Council's attention to a workshop taking place on the revision of the Local Plan which would cover the period until 2031. Cllr Dingwall reported that the recent planning proposal which had been refused was not in the plan and agreed to check that Dovecote Park had been removed. Cllr Dingwall hadn't seen a planning application for a proposal for housing from Curbridge towards Minster Lovell and confirmed that the Strategic Land Assessment should be ready by Spring 2024.

Cllr Stowell proposed that a letter go to WODC asking for their view and intentions with regard to the Strategic Plan and to reiterate that any sites being considered in and around the boundaries of Minster Lovell are unsustainable and should be avoided. Cllr King seconded the proposal and it was agreed unanimously. **ACTION:** Cllr Stowell.

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

7.1 **17/03978/HHD** Receive an update regarding enforcement action: Lavender Cottage, Minster Lovell - Non-compliance with conditions.

WODC had reported that a meeting with the owners to discuss the way forward had been arranged. An appeal was submitted but this was rejected by the Planning Inspectorate because it was out of time.

7.2 Receive an up-date on works on land to the rear of Bushwell, Bushy Ground.



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A large area of earth has been excavated with the intention of installing sustainable drainage system and laying a permeable surface to produce a dry area for the owner's horses to winter on. WODC has invited an application for both the operational development (earthworks and engineering works) and the change of use to equestrian. Deadline 10th August. There is currently no application appearing on WODC website.

7.3 23/01875/HHD Erection of single storey side extension, proposed porch and outbuilding.

166 Brize Norton Road Minster Lovell Witney. Deadline 16th August. Extended to 23rd August

Cllr Stowell proposed that the Council strongly object to the planning application as the size of the playroom/gym was out of proportion to the site, with a possible detrimental effect on the neighbouring property. If the application was approved, a condition should be added that the building could only be used as ancillary. The proposal was seconded by Cllr Bicker. The proposal was carried with four Councillors in favour and one against. **ACTION:** Clerk

7.4 Proposal for a glamping site.

The clerk reported that this had arrived since the agenda was published with a request that a proposal be brought to the next meeting. The Council clarified the position that no discussion took place until a formal planning application had been submitted to WODC. The requestors would be directed to the Parish Council's policy statement on back land development. Cllr Haley was given permission to speak with the proposers. **ACTION:** Cllr Haley

8. Review of the action log – for discussion and decisions:

8.1 Repair to fence at Spar Shop

Quotes are being requested. Cllr Haley proposed that the clerk be given an upper limit of £800 to agree a reasonable quote and go ahead with the work. The proposal was seconded by Cllr Stowell and agreed unanimously. **ACTION:** Clerk

8.2 Noticeboard outside post office

The company were being asked to install the noticeboard free of charge as the Council had paid them for installation of the board at Dovecote Park but they were not required to do so. Since the installation invoice was paid, the company had suggested this will not be a free installation outside the post office, as there was a need for barriers erected, larger power tools/breaker and tarmac to make good. It was agreed that Cllr Stowell would meet the company on site to discuss further. **ACTION:** Cllr Stowell.

8.3 Bin at the end of Jubilee walk.

This had been requested but not yet installed. **ACTION:** Clerk to follow up.

After a thorough review of the action log all agreed that a lot had been completed and the clerk was thanked for her efforts.

9. Policy review Cllr Usherwood and Clerk

9.1 Emergency planning

Cllr Usherwood had reviewed other emergency plans from other parishes and would update a plan for the Parish Council in conjunction with the clerk. **ACTION:** Cllr Usherwood and clerk.

9.2 Risk assessment

The Clerk and Cllr Usherwood undertook to review the current risk assessment and would bring it to a future Council meeting for approval. **ACTION:** Cllr Usherwood and Clerk

10. Speed Limits consultation results – for decision

Please see item 5

11. Ripley Avenue

11.1 Monthly Inspection Report

The park was tidy and well used, with the pegs in place for the netting. The new path was being used but there had been some dog fouling and the path was damaged. **ACTION:** Clerk to follow up with Vistry. The cycle barrier had been installed. It was agreed that cars driving on Ripley Avenue Play Park should be reported to the Police.

Weed killing had taken place in May in all areas noted on the map of Minster Lovell, which would be repeated in September.



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11.2 Tree survey report – for decision

It was decided that final recommendations contained in the report would be carried out. Cllr Stowell proposed that quotes be obtained to carry out the work which was seconded by Cllr Bicker and carried unanimously. The clerk agreed to follow up with suggested possible companies. **ACTION:** Clerk

11.3 Removal of tree branch

Cllr King reported that this had been completed

11.4 Football club use – Cllr Haley

Cllr Haley reported that the football club no longer used Ripley Avenue Park for training but would contact the clerk if they proposed to do so in future, so that it could be checked that all necessary insurance and risk assessment had been carried out.

11.5 Sale of land - update

Completion of the sale took place on Friday 4 August with money transferred to the Council's bank account on Monday 7 August. It had been confirmed that the landowner will remove the final tree on land which was not part of the sale.

11.6 Lighting on the path at Ripley Avenue – for decision

A damaged light on the path at Ripley Avenue was reported to the Police by the clerk. A possible quote for the repair is at item 17.7 and Cllr Stowell reported that a resident is able to help install the new light to save costs. A local resident whose son had a party that night, but wasn't sure there was a connection, had offered to pay for repairs. It was proposed by Cllr King that the resident be asked to pay a contribution of £200. This was seconded by Cllr Stowell and agreed unanimously. **ACTION:** Clerk. It was agreed that the issue of claiming on the Council's insurance would be re-visited depending on the final cost to the Council.

12. Allotments update - Cllr Williams and Layt

12.1 Termination of Agreements – for decision

Councillors Williams and Layt had submitted written updates:

Plot 1 was now vacant and awaiting a new tenant. Cllr Haley undertook to speak with the previous tenant about a deposit. **ACTION:** Cllr Haley. It was agreed that this plot could now be released to the next person on the waiting list.

Plot 7 had been worked on and brought back up to a good cultivated condition. Councillors agreed a recommendation therefore that the notice to terminate the Agreement be withdrawn.

Plot 8 was still untouched and no effort had been made to tidy up the plot. The Council agreed to go ahead with termination of the Agreement.

Plot 13. The Chair proposed that in recognition of the improvements made, the Agreement should be extended until March 2024. The plot holders would be asked to destroy or send back the cheque that had previously been sent by way of refund for the year.

Plot 14 was in a very poor, virtually uncultivated state. The boundary fences were very overgrown and the right hand fence needed repair. The tenant had not yet been written to. It was agreed that the tenant would be sent a letter setting out that unless it was cleared up and totally cultivated by next Spring then Condition 1 of the agreement would be acted upon and the Agreement would be terminated.

ACTIONS: Clerk.

12.2 Allotment policy review – for decision

The adoption of the reviewed policy was proposed by Cllr King, seconded by Cllr Stowell and agreed unanimously. The clerk was asked to check that the specifics for termination referred to in the policy, were noted in Tenancy Agreements. **ACTION:** Clerk

12.3 Idea for a community garden – for decision

A current allotment holder had suggested a shared community shed with communal equipment, lawn mowers and strimmer's etc. to help develop an allotment association. Also some of the car park to house a small shed and a community garden with an allotment notice board and an honesty box which could be used to sell produce or exchange plants. The Council agreed to take up Cllr Layt's offer to meet with the allotment holder and bring a proposal to a Council meeting to consider if it was within the Allotment Association's national framework for support. **ACTION:** Cllr Layt



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It was noted that Cllrs Williams and Layt had spent some considerable time on allotments and thanks were extended to them for all their efforts.

13. Village Hall Project (Cllr. Stowell)

13.1 Receive working group minutes and project update

Cllr Stowell reported that a S106 request for funding had been agreed in principle subject to establishing ownership of each part of St Kenelm's Hall and agreeing a price. **ACTION:** Cllr Stowell to set up a meeting with the church to negotiate a price and to engage with other partners who may have title to the site. Cllr Stowell to appoint a solicitor through the SLCC framework and bring a recommendation to the Council.

Cllrs Williams, Stowell and King were thanked for their work on this project.

14. Ripley Avenue Playpark Project up-date (Cllr. Bicker)

A consultant had been identified and a meeting was set up for next week, including an informal site visit.

15. Dog warden report – To note

There had been 13 deposits reported. The situation would be reviewed in September with a view to submitting a piece in the next Village News.

16. To discuss correspondence received that requires action

16.1 Invite to consultation on Brize Norton's neighbourhood plan – for decision

As a close neighbour, Brize Norton Parish Council had invited Minster Lovell Parish Council to take part in their Neighbourhood Plan Regulation 14 Consultation which runs from 1st August 2023 until 12th September 2023. Cllr Dingwall advised collaboration with neighbouring parishes to strengthen cases on prospective developments.

ACTION: Cllrs Stowell and Usherwood to submit comments to the clerk by 3rd September. **ACTION:** Clerk to submit comments on behalf of the Council by 12th September and forward contact details of the Chairs of Curbridge and Lew and Brize Norton parishes to Cllr Haley.

16.2 WODC Executive on tour – 13 December 2023 – for decision

West Oxfordshire District Council are looking to hold an "Executive on Tour" (formerly known as Cabinet) public meeting at a venue in the Village, on Wednesday 13 December, with a 2pm meeting start time. As St Kenelm's Hall is not available it was suggested the clerk try the Methodist church and if available let WODC know that the room would need to be arranged and a small hire charge would be payable. **ACTION:** Clerk

16.3 Letter from Robert Courts- funding for defibrillators – to note

£1 million available to install more automated external defibrillators. Successful applicants will be asked to match fund or contribute. Contract for a supplier to oversee will be awarded this summer. Expressions of interest forms to be released after that. The Council noted the letter but there was no proposal to request another defibrillator in the Village. It was felt that it may be of interest to the school. **ACTION:** Clerk to forward.

It was agreed that CPR training may be appropriate and Cllr Usherwood agreed to speak with Cllr Williams about possible training on a Wednesday afternoon. **ACTION:** Cllr Usherwood. **ACTION:** Cllr King to source a trainer.

16.4 Signage on bus stops around the village – for decision

Spar shop had contacted the Council asking if the shop could replicate what JS Motors is doing, regarding signs on bus stops. The Council reversed its decision on allowing these signs on the bus shelters to avoid them becoming 'bill boards' and unsightly. **ACTION:** Clerk to ask JS Motors to remove their signs. The Council decided to place a notice in the next Village News requesting appropriate use of designated areas for posters etc. **ACTION:** Clerk.

16.5 Electric vehicle micro hubs – for decision

Expressions of interest were being sought by 15th September from Oxfordshire County Council (OCC), looking to use central government funding to deliver a strategic network of public Electric Vehicle (EV) charging across



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Oxfordshire. As the Parish Council had no sites under its management or ownership for public EV charging, the Council wasn't able to take this forward. **ACTION:** Clerk to respond.

17. Finance

17.1 Internal Audit recommendations and action plan Cllr King

After a thorough review of the action plan the Council noted the work of Cllr King and the Clerk.

The Clerk noted the following as completed: Page 4 item H, page 5 items L and M. Page 6 item N. Page 8 items 1 to 9 regarding Compliance with Transparency Code. Page 11 Review of the Code of Conduct. (Minute 19, 19th June 2023)The item on document management was in hand.

17.2 External audit update – To note –Clerk

The clerk had submitted a statement of significant variance to the external auditor which was missing from the original submission. Also a correction on section 2 of the AGAR. The AGAR had been published on the website.

17.3 Method of payment for clerk's salary – for decision

Cllr Haley proposed that the clerk's salary be paid by bank transfer on the same date every month. Seconded by Cllr Stowell and agreed unanimously. **ACTION:** Cllr King.

17.4 Review of accounting package – for decision Cllr King

Cllr King recommended a company called Scribe after due diligence around options. The costs were £249 set up and £408 per annum. Cllr Haley proposed that this package be adopted which was seconded by Cllr Bicker and agreed unanimously. **ACTION:** Cllr King to contact Scribe. **ACTION:** Clerk to liaise over the transfer within timescales that are achievable and with assistance from Cllrs King and Usherwood as necessary.

17.5 Review of bank account and payment methods - for decision Cllr King

Cllr King reported looking into Unity Trust and Lloyds. It was proposed by Cllr King that the Council transfers their bank accounts to Unity Trust bank. This was seconded by Cllr Usherwood and agreed unanimously. **ACTION:** Cllr King

17.6 To receive updates on monthly bank reconciliation for July 2023

The Chair approved and signed these as accurate.

17.7 To consider and approve quotes for:

Single sided noticeboard Timbertyte £927.50 + VAT £1113.00 completion in 13-14 weeks.

Outdoor Annual Inspection API £170 + VAT £204.

Acceptance of the quotes was proposed by Cllr Stowell, seconded by Cllr King and agreed unanimously

ST Solar light replacement head Prolectic £455 + VAT

Installation £150 + VAT Grand total £605

Acceptance of the quote for the light and carriage was proposed by Cllr Stowell, seconded by Cllr King and agreed unanimously. Installation was not needed. (please see item 11.6)

Repair to damaged fence outside SPAR TBC

Please see item 8.1

17.8 To consider and approve receipts and payments due

Approvals were proposed by Cllr Usherwood, seconded by Cllr King and agreed unanimously.

ACTION: Cllr King to transfer £10k from the business account to the savings account.

Receipts	Reason	£
Cash to bank	Sale of land Ripley Avenue	10,000.00
Credit	HMRC –VAT refund	1,771.42

Spending powers	Payee	Invoice No	Details	Net amount £	Total amount £
103	Multi-hands	INV00732	Window cleaning August	50.00	50.00
115	R Hubber	PC22	Grass cutting	250.00	250.00
106	D Rouget	August	Clerk salary	private	private
140	OALC	W-2754	OALC J King training	30.00	36.00
140	OALC	W-2754	OALC J King training	30.00	36.00
140	OALC	W-2753	OALC W Usherwood training	80.00	96.00
140	OALC	W-2741	OALC W Usherwood training	30.00	36.00



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140	OALC	W-2760	OALC W Usherwood training	30.00	36.00
140	OALC	W-2740	OALC D Rouget training	30.00	36.00
115	UBICO	60062408	Grass cutting June 2023	751.15	901.38
118	John Welch and Stammers	29005-1	Licence for works Ripley Avenue	1200.00	1446.00
145	Mr Warner	Donation	Flowers- war memorial	50.00	50.00
	J King		Expenses August 2023	tbc	
140	OALC		J King Training 23 May 2023	30.00	36.00
130	Cooper Construction	6186	Benches	600.00	120.00
137	Parish Online	38UF056-0006	Digital mapping Aug 23-24	45.00	54.00
101	C.R.Straing	25037	Allotment rental	300.00	300.00

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

Spending power	Payee	Reason	Net £	£
138	Giff Gaff	Mobile	10.00	10.00
137	SLCC	Membership 2/8/2023 for 1 year	189.00	189.00

The meeting closed at 9.12pm.

The next Parish Council meeting will take place on Monday 18th September at 7pm at St Kenelm's Hall.

Apologies received from:

Cllr Stowell

Cllr Usherwood

Cllr Dingwall (WODC)