



## MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

Parish Clerk: Debra Rouget

Email: [info@minsterlovell-pc.gov.uk](mailto:info@minsterlovell-pc.gov.uk)

Tel: 07712 705865

### Minutes of the Parish Council meeting dated 21 April 2023 held at St Kenelm's Hall, Minster Lovell.

#### 1. Welcome/Members present and apologies for absence

Present: Cllr Stowell (Chair) Cllr Bicker, Cllr Williams, Councillor Layt. 11 residents

Apologies: Cllr Dingwall (WODC), Cllr Jean King.

The Chair reported that Hannah Leach had resigned. The Council noted thanks to Hannah for all her contributions whilst serving on the parish council.

#### 2. Declaration of interest in agenda items

None

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

None

#### 4. To receive the Minutes of the Parish Council Meeting dated 20<sup>th</sup> March 2023

A technical correction was noted in that Cllr Williams would be checking the whereabouts of the equipment at item 21, not Cllr Bicker. This was carried out the following day and these would now be kept in the village hall. They had now been moved to John Lindquist's home who was coordinating the litter picking day.

The clerk noted that five were promised to the care home with a representative arriving on the evening of 21<sup>st</sup> to collect them. **Action:** Clerk to put the care home in touch with Mr Lindquist.

#### 5. To receive an update from District Councillor Colin Dingwall

Apologies sent

#### 6. To receive an update from County Councillor Liam Walker

Apologies were given by Cllr Walker for being late as he had come from another meeting. He had noticed a leak outside the White Hart which he would follow up on with Thames Water. The issues with parking at the Horse and Radish had been helped by additional parking spaces created, the fencing and policing of the area. There had been road works at Brize Norton Road but this was now fully open. The backlog of pot holes was being addressed and Cllr Walker reported that any noticed could be reported on Fixmystreet.

Cllr Walker was asked to request that Thames Water clear up outside the Horse and Radish as work had been completed.

#### 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.

No update. Action: Clerk to chase.

7.2 **23/00820/LBC** Internal and external alterations to create an improved utility room and shower room layout, replace failed roof tiles and add solar panels to West facing roof slopes. Rosery, Old Minster Lovell Minster Lovell. Deadline 4 May 2023.

The council felt that solar panels were out of keeping in an area of outstanding natural beauty and should have minimum visibility from the road. Aside from this there were no objections.

7.3 **23/00884/HHD** Erection of a detached 2 storey annex to provide self-contained accommodation and proposed lean to garage. Conifers, Lower Crescent, Minster Lovell. Deadline 3<sup>rd</sup> May 2023.

The Council objected as there is a policy of no new housing on the North side of the B4047.

#### 8. Review of the action log

Main points raised:



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Noticeboards: A quote had been obtained for the installation of the noticeboards from Day1 displays in Crawley at £384 inc vat. The Council agreed the quote after a proposal from Cllr Williams which was seconded by Cllr Layt. The Council agreed to Vistry's request to install the noticeboard at the Dovecote development.

Village Hall: A valuation was in the process of being obtained which would be reported on at the next meeting. The next step might be a full structural survey.

Coronation: Mugs were to be distributed to village children on the following Monday, with the surplus available on Saturday 29<sup>th</sup> April at St Kenelm's Hall from 9.00 until 10.30am.

It was agreed that plans for celebrations at the Dovecote development sounded very positive.

Parking at the Old ruins: The Chair had met with a local landowner regarding extra parking for visitors. Also present was at developer who wanted to build 6 bungalows at the eastern end of the field which would include the overflow car park. The Council agreed that an opinion either way would not be forthcoming until such times as a formal application is logged with the District Council.

Fence outside Horse and Radish: It was reported that an invoice had been sent. **Action:** clerk to chase.

### 9. Dog warden report

Nothing to report

### 10. Ripley Avenue Amenity Area:

10.1 Monthly Inspection Report No report this month

10.2 ROSPA Inspection Report No report this month

10.3 Deed of Easement and Path Construction

The clerk had requested that the path now be constructed by Vistry and has asked for quotes to install barriers.

### 11. To discuss correspondence received that requires action:

11.1 Grant application – Minster Lovell Flower show. For decision

The co-Chair of the committee of the Minster Lovell Flower Show requested a grant of £500 to help with the cost of running the Flower Show which is taking place on Saturday 19th August. As from this year the group was losing their sponsor and would appreciate financial support to keep the Flower Show going. **ACTION:** Clerk to send an application form.

11.2 Creation of a village museum. For decision.

The Council noted for the future, a request that when the plans for the new/improved hall are prepared, the feasibility of a space allocated to a Village Museum to house a collection of photographs and artefacts and a set of medieval armour which was loaned by a benefactor would be considered.

### 12. Around the village

12.1 Dog Fouling at Dovecote Development- Sign purchase for approval

A resident had reported issues with dog fouling on the green space by the entrance to the development and had suggested dog fouling signs which he was willing to install on lamp posts.

It was agreed that 5 150mm x200mm recycled self adhesive plastic signs £4.50 each be purchased from SIGNSHED. This was proposed by Cllr Williams and seconded by Cllr Bicker. **Action:** Clerk to purchase and liaise with resident

12.2 Tree issues – Tree survey for approval

A tree outside a resident's house situated in Ripley playing was leaning, causing the local resident some concern...

A fir tree adjacent to a resident's drive and also adjacent to a small alley way that leads on to Ripley field, had grown so large it was causing damage to the council path, and the residents drive.

A tree in Ripley Avenue was overhanging with branches broken and may be issue of safety for children.

The council agreed to a survey from Climbersway Treecare at £400.00 + VAT. As part of the survey they will suggest the recommended works for each tree. This was proposed by Cllr Bicker and seconded by Cllr Williams. **Action:** clerk to follow up.



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### 12.3 Noticeboard at Dovecote development- For discussion

A resident had concerns that a notice board would be situated close to his house which would affect privacy. He also might consider buying the land. The Council was confident that there were no intentions to site the noticeboard there.

**Action:** Clerk to follow up.

### 12.4 Allotments

All plot holders had paid. Cllr Layt reported ongoing issue with plot 13 which had not been addressed despite assurances received and that plot 10 was in a similar state. The Council agreed to discuss at the next meeting the process of rescinding agreements and refunding the rental, so that others on the waiting list could be allocated the spaces. **Action:** Clerk to add to next agenda

### 12.5 S106 projects:

Village Hall

Discussed at item 8.

Children's Playpark

Volunteers had come forward to support the projects and thanks were extended to Cllr Walker for his efforts too. The age range for the development would be 2-12 and pictures and ideas would come from the school. It was suggested a nature area be created alongside improvements to the park. An invoice of £35 would need to be approved at the Council meeting in May from S106 funding. The next meeting was set for 15<sup>th</sup> May. **Action:** Clerk to note the payment approval for the next meeting.

### 12.6 Coronation

Please see item 8

### 12.7 Issues at the Spar shop

A Halls Bakery Driver had damaged a fence outside the Spar shop at 1am on 5th April. The manager phoned them to advise that the council would be in touch for the cost of the repair to the fence. The clerk reported that she couldn't see the damage on a site inspection. Local residents agreed to have another look. **Action:** clerk to get a quote for repair.

### 12.8 Councillor vacancy.

The Chair had created flyers advertising a vacancy. **Action:** Clerk to post on website, on noticeboards and on Facebook after requesting contact details from the previous clerk.

The Council discussed better integration of the residents of the Dovecote development and following a suggestion from Cllr Walker, decided to develop and village day in St. Kenelms Hall in the summer. Proposed by Cllr Bicker. Seconded by Cllr Layt.

## 13. Finance

13.1 Consider and approve payments due (Schedule of Payments & Receipts included). The Council approved the payments and receipts after being proposed by Cllr Bicker and seconded by Cllr Layt.

Spending powers	Payee	Invoice No	Details	£
Ref 143	Multi Hands	INV00679	Window cleaning ( ref 2538)	50.00
Ref 10	Debra Rouget	03/2023	April Clerk salary, office allowance and expenses	Private
111	Cllr Jean King		Expenses	45.97
122	Timbertyne	7225	Notice Boards	2736.00
131	I.C.O	2023-24	Data protection fee	40.00
122	Prince William pottery	106122	Coronation mugs	677.04
120	Ubico	60059897	Wash Meadow bins	236.30
115	R Hubber	PC18	Grass Cutting	250.00

S137 grants 1<sup>st</sup> payment:



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Cheque number	Payee	£
201031	Trustees of Wash Meadow	1500.00
201037	Minster Lovell Playing Fields Trust	365.00
201032	Community Counts	750.00
201033	St Kenelms Hall (coffee and chat group)	50.00
201034	Mr P Woodley ( Fishing Bailiff)	75.00
201035	Mr S Liyanage ( defibrillator electricity)	15.00

13.2 To report payments made with the Council Debit Card - None

13.3 To report payments received Allotments 2023-24:

Plot no	Plot Size	Paid	method
1	Full	29.42	Cheque
2	Full	29.42	BACS
3	Full	29.42	BACS
4a	Half	17.21	BACS
4b	Half	17.21	Cheque
5	Half	17.21	BACS
6	Half	17.21	BACS
7	Half	Two half plots paid	BACS
8	Half	17.21	BACS
9	Half	17.21	Cheque
10	Half	29.42	BACS
11	Full	29.42	BACS
12	Full	29.42	Cheque
13	Full	29.42	BACS
14	Full	29.42	Cheque
15	Full	29.42	BACS

**TOTAL**

**368.04**

13.4 To receive update on monthly bank reconciliation for March 2023.  
The bank reconciliation would be considered at the May meeting 2023

**The next meeting will be held on Monday 22 May at 7pm in St Kenelms Hall, Minster Lovell**