



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

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

Apologies: Cllr. Ann Williams, Cllr, Colin Dingwall and Cllr Liam Walker

Parishioners present: 5

The meeting started at 7.00pm.

1. Welcome / Members present and apologies for absence

Cllr Haley welcomed everyone to the meeting and noted the Clerk had received apologies from Cllrs Dingwall, Walker and Williams.

Cllr Haley spoke on behalf of the Councillors when he said that the thoughts of the Council are with those involved in the war between Russia and Ukraine. The Council would like to pay tribute to those trying to stop the war and give thanks to those who have offered accommodation to those affected or have offered to help in other ways. In Minster Lovell over £1,245 had been raised so far to send to the appeal and the Council thanked everyone who has contributed to the fund raising events.

Cllr Stowell believed that 2 families in Minster Lovell had offered accommodation. The Council would like to hear from anyone who has offered accommodation or knows of Ukrainian families who have settled in the Village to offer support and signposting to services. The Clerk was asked to add this to the Council's website.

Clerk to add a note to the website asking for information of any Ukrainian families who come to live in the Village.

2. Declaration of interest in agenda items - none

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

No questions or comments were raised.

4. To receive the Minutes of the Parish Council Meeting held on 21st February 2022

Cllr Layt proposed accepting the minutes as a true and accurate record of the meeting; seconded by Cllr Bicker and agreed by all who had been present at the meeting. Cllrs Haley and Stowell abstained as they were not present at the meeting. The Council RESOLVED to accept the minutes and Cllr King signed the minutes because she had been Chair of that meeting.

5. To receive an update from District Councillor Gill Hill
Cllr Hill had been unable to attend the meeting.

6. To receive an update from District Councillor Colin Dingwall
Cllr Dingwall had sent his apologies after the agenda had been published.

7. To receive an update from County Councillor Liam Walker
Cllr Walker had sent his apologies after the agenda had been published.



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8. To review planning applications, decisions and appeals

a) Receive and discuss planning applications

There were no planning applications to discuss at the meeting or decisions to be reviewed.

b) Receive an update regarding enforcement action

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

Cllr Dingwall had offered to try and obtain a progress up-date from WODC Planning Department. Unfortunately there was no further update available at the time of the meeting. The clerk was asked to progress this again with WODC enforcement officers.

Clerk to obtain a progress up-date from WODC enforcement officers

c) Follow up from meeting with Chris Hargraves, Strategic Planning Manager at West Oxfordshire District Council

This agenda item relates to an action in January's minutes related to the Minster Lovell Planning Policy Statement. Cllr. Haley, Cllr. Stowell and the clerk met with Mr. Hargreaves to discuss the Council's current Policy Statement and how best the Parish Council can put forward their views on planning applications.

Mr Hargraves had nominated a senior planning officer to comment on the Council's current Policy Statement and this was currently being reviewed. Cllr Haley agreed to request a progress report by email and ask for the comments of the senior planner to be available in time for the Council's meeting in April.

Mr Hargraves had also had a discussion with Mr Phil Shaw to discuss how the Policy Statement could be used within the planning process to maximum effect. The options will be further considered during the review of the Policy Statement. Cllr King suggested that it would be helpful to have the revised Policy Statement for adoption at the May AGM.

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

a) Following the question regarding resurfacing footpaths by Gigaclear. The Clerk read out an extract from the January Parish Council Meeting:

Mr Jones asked when the paths in Minster Lovell would be resurfaced by GigaClear following their recent installations. Mr Jones also mentioned markings in white paint on the pavement outside numbers 45-69 Wenrisc Drive. Cllr Walker agreed to investigate the timescale for the pavement resurfacing work.

Action: Clerk to write to Cllr Walker and ask him to include an up-date in his report to the April Parish Council Meeting.

b) The Clerk had previously circulated an email regarding bunting for the play area at Ripley Avenue and asked the Councillors to approve the purchase of new bunting up to a value of £50.00.

Cllr Stowell proposed the purchase of bunting up to a value of £50; seconded by Cllr King and agreed unanimously.

c) The residents of Dovecote Park had requested two dog waste/litter bins and the Clerk had received a map from Mrs Thorpe-Morris showing where the residents would like the bins to be situated. Following a discussion regarding the siting of the bins, Cllr Layt proposed the Parish Council ask WODC to provide two combined dog waste and litter bins and for the Parish Council to pay the weekly charge of £7.50 per bin, per week to empty the bins; seconded by Cllr Stowell and agreed unanimously.



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This matter led to a general discussion regarding the project to replace the dog waste bins with dual purpose bins for both dog waste and general litter.

The Clerk had been contacted regarding the siting of the new bin near the junction of Upper Crescent and the B4047 Burford Road. The bin was situated half on the path and did not leave enough room for a pushchair or wheelchair to pass safely. The Clerk had reported this to Mr Bill Oddy of WODC and he has agreed to review the position and consider moving the bin.

Cllr Haley commented that the new bin at the entrance to Cotswold Close was also situated on the footpath and explained that the bin could not be sited on the grassed area because the land next to the path was privately owned.

The Clerk noted that some dog waste bins had been removed from the Village, including the one in Drylands Road. Mr Oddy had confirmed that WODC's policy is not to site bins in residential areas and so there were no plans to reinstate a bin Drylands Road. The Clerk had confirmed that this bin is very well used and requested a bin be provided. Mr Oddy agreed to review the situation and consider the request.

It was also noted that a dog waste bin had been removed from Jubilee Walk near the former site of the war memorial and the Clerk was asked to request a new, replacement bin be provided.

Action: Clerk to request a replacement bin be provided at Jubilee Walk

During her discussion with Mr Oddy the Clerk had requested a map showing where the new bins were to be situated. Mr Oddy had reported that a map would be provided in June and would not be available any sooner.

Cllr Haley noted that certain dog waste and litter bins were full and overflowing last Summer and asked if Councillors wished to instruct WODC to empty specific bins twice weekly instead of once a week during the months of June to September. This will be discussed further at the April Parish Council meeting.

- d) A parishioner had written to the Council noting the deterioration of the white lining along the Brize Norton Road and asked the Council to support their request to OCC to have the lines re-painted. A discussion followed during which reference was made to Cllr Walker's comments at the February Parish Council meeting. It was noted that Cllr Walker had responded to the parishioner and had agreed to support the re-painting of the white lines on the bends in the road. In conclusion the Clerk was asked to contact OCC to request reinstatement of the white lining along the Brize Norton Road on the bends in the road.

Action: Clerk to ask OCC to reinstate the white lining along the Brize Norton Road on the bends in the road.

10. To review the action log

The Clerk reviewed the actions on the action log. Cllr Layt asked that the request for the purchase of land at Ripley Avenue be added to the list. The Clerk agreed to add this and also the purchase of noticeboards.

Cllr Bicker raised the subject of the tree near the bridge in Old Minster. The tree had been damaged in the recent storms and was leaning towards the bridge. This had been brought to the Clerk's attention by Linda Shelley the Cotswold Voluntary Warden, and both Linda and the Clerk had reported this to WODC.

It was also noted that the stump of another tree which had fallen in the storms had not been removed from the road leading from the B4047 Burford Road into the Lower Village, almost opposite the property known as River Rock.

Action: Clerk to follow up on the reports to WODC



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11. Planning the Queen's Platinum Jubilee Celebration

- a) To approve Jubilee funds to be transferred to St Kenelm's Hall Management Committee

Cllr Bicker reported that Sally Cooper had been arranging the Jubilee Committee's weekly meetings which had been well organised and good progress had been made. Mr Ed Dunn of the Sports & Social Club had been contacted with regard to the bar of the Club being open for the event at Wash Meadow on Sunday 5th June.

There had been a query with regard to insurance cover. Cllr Haley outlined how liability would be decided in the unfortunate instance of an accident and he asked the Clerk to clarify this with the Council's insurers and report back at the April meeting.

Clerk to contact the Council's insurers for clarification.

The Jubilee Committee has asked the Council to transfer the budgeted Jubilee fund of £3,000.00 to St. Kenelm's Village Hall bank account. Cllr. Haley confirmed that the Village Hall's Treasurer will keep and submit to the Council separate accounts for the Jubilee fund and any remaining balance will be returned to the Council after the Jubilee events have been held.

Cllr Layt proposed the transfer of £3,000.00 to St Kenelm's Village Hall Management Committee; seconded by Cllr Stowell and unanimously agreed. Cllr Bicker, a member of the Jubilee Committee, abstained from the vote.

12. Celebration to mark the 175th Anniversary of Charterville

- a) To approve funds be transferred to Minster Lovell History Club

The Council had received a request from Mr Graham Kew of Minster Lovell History Club for £170.00 to pay for the hire of display boards to be used as part of the celebration to mark the 175th Anniversary of Charterville.

Cllr Haley noted that this had been agreed in the Council's budget. Cllr King proposed the transfer of £170.00 to the Minster Lovell History Group; Cllr Bicker seconded and it was unanimously agreed.

13. Co-option of Councillor

The Clerk noted that she had not received any applications for the role of Co-opted Councillor and would contact the person who had recently expressed an interest to clarify if that person was still interested. It was agreed that if no-one had come forward by the April meeting then the vacancy would be re-advertised.

Clerk to contact the potential Co-opted Councillor

14. To receive and discuss the allotment report

Cllr. Layt gave the Council a verbal report following a site visit. Allotment holders had been busy preparing their plots for the coming year. Cllr. Layt was asked to turn on the water at the allotments and agreed to take a water metre reading. He advised there were 12 bags of salt remaining and available for collection.

It was previously noted that plot 14 would be halved and Cllr. Layt pointed out that access would have to be provided onto the plot for the new holder. It was noted that fences are the responsibility of the allotment holders and therefore the allotment holder would need to provide their own access. The Clerk agreed to contact both holders of allotment 14 to discuss access. It was further suggested to invite all allotment holders to meet.

Clerk to contact holders of allotment 14 regarding access and to invite all allotment holders to a meeting



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15. Ripley Avenue Amenity Area

a) Amenity Area inspection report

Cllr King reported that the area was quite tidy and continued to be well used by youngsters. It was noted that the individual dog bins have been removed and four of the new dual purpose bins had been installed.

b) Deed of Easement and Path lay-out approval

The Clerk had made contact with a surveyor who specialised in the valuation of Parish land and would obtain a quotation for the valuation.

At a recent meeting Bovis had agreed to set out the path for Councillors to view. Cllr Haley had been quite clear with Bovis about their liability for users of the cut through from Dovecote Park into Ripley Avenue that they had created. Cllr Haley had also requested a hand rail/barrier be provided across the ditch closest to the pedestrian footpath access to Dovecote Park.

16. To receive the monthly dog fouling report

The dog warden noted there had been a big improvement in the past month with fewer instances of fouling not being picked up.

17. Traffic – Parking and Speed

a) Speed Survey on B4047 Burford Road

As part of the proposal to reduce the speed limit on the B4047 to 30 mph, a traffic speed and volume survey was commissioned in January. The survey provided data and evidence of the amount and speed of traffic on the B4047 Burford Road close to the Horse & Radish public house.

Cllr Stowell reported that the survey showed that an average of 3,300 vehicles a day travelled westbound towards Burford whilst 2,270 vehicles a day travelled eastbound towards Witney. The statistics showed that while one third of the vehicles travelling west and nearly one fifth of the vehicles travelling east exceeded the 40 mph speed limit, the majority were over the limit by a small margin (41-45 mph).

Cllr Stowell concluded that the survey would support a case for the speed limit to be reduced to 30 mph.

Cllr Layt commented that the average speed recorded by the survey would be unlikely to result in a prosecution and questioned whether it made sense to reduce the speed limit to 30 mph.

Following a discussion Cllr Stowell proposed making a request to OCC to reduce the speed limit on the B4047 Burford Road at Minster Lovell to 30 mph; Cllr King seconded. There were four votes in favour and one against and the vote was carried.

Following a question the Clerk was asked to clarify with Cllr Walker that the proposal to reduce the speed limit to 20mph in Minster Lovell included Old Minster Lovell.

Action: Clerk to contact OCC to request a consultation for a 30 mph limit on the B4047 Burford Road at Minster Lovell and to confirm with Cllr Walker that the proposal to reduce the speed limit to 20mph in Minster Lovell included Old Minster

b) Speed Limit on B4047 Burford Road

This item was included in the previous item.



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18. To discuss correspondence received that requires action

- a) Email regarding white line marking on Brize Norton Road

This item had been covered previously in the meeting.

- b) Emails from residents of Ripley Avenue regarding a skate park on Ripley Avenue Amenity Area

The Clerk had received three emails opposing a skate park to be sited on the Ripley Avenue Amenity Area.

The comments of the parishioners would be taken into consideration if and when the Council decide to progress a skate park on Ripley Avenue.

Clerk to respond to the parishioners to confirm their comments were raised at the meeting and would be taken into consideration if this was progressed

- c) Cllr Haley mentioned the poor condition of the pavement and the laybys outside and opposite the Spar shop. Evidence had been captured of a member of the public who fell on the uneven pavement. The Clerk has raised a complaint with the Highways Department because the response to her report on FixMyStreet was not given a high enough priority.
- d) Cllr Haley and Cllr King had received comments from a parishioner regarding the potholes in Charterville Close. The Clerk had reported this to FixMyStreet. Cllr King subsequently informed the Clerk of a previous report reference number and asked the Clerk to request a response.

Action: Clerk to follow up previous report on potholes in Charterville Close

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

Cllr King had contacted Cllr Dingwall regarding the rubbish left on the Old A40 and Cllr Dingwall had requested the site be cleared without any further delay.

Cllr Layt noted the state of the cycle path from the village to Witney and he had reported this on FixMyStreet.

Cllr Haley asked the Clerk to find details of the OCC Cabinet Member who we can liaise with on Highway Matters.

Action: Clerk to find details of the OCC Cabinet Member who we can liaise with on Highway Matters

20. Finance:

- a) Receive quotations for grass cutting in St Kenelms Churchyard

The Clerk had contacted two local grounds maintenance contractors. The quotations from them had been for £314.00 per month and £220.00 per month. Mr Hubber had previously offered grass cutting services for £250.00 per month in 2022.

Cllr Bicker proposed that Mr Hubber remain in place this year; Cllr Stowell seconded and unanimously agreed.

DH requested the Clerk confirm this to Mr Hubber and to obtain quotations for the 2023 grass cutting in time for the Precept Planning Meeting in October.

Action: Clerk to confirm to Mr Hubber and to obtain quotations for 2023 in time for the Precept Planning Meeting in October

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



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Cllr King provided Cllr Haley with details of the Clerk's pay for March which included back pay as a result of the national annual pay award for the public sector.

Cheque Number	Spending powers	Payee	Invoice No	Details	Expense
101499	Ref 143 (Parish properties: maintenance of)	Multi Hands	502	March bus shelter cleaning	£50.00
101500	Ref 134 (S137 Grants)	St Kenelms Village Hall	PR1/2022	Funding for Jubilee celebrations	£3,000.00
101501	Ref 106 (Salaries and Allowance)	Sharon Palmer	03/22	March salary and office allowance	Private
101502	Ref 134 (S137 Grants)	Minster Lovell History Club	PR2/2022	Funding for Charterville anniversary celebration	£170.00
101503	Ref 144 (Village News)	Graham Kew Prints	34	Article in Jan/Feb/Mar issue of Village News	£45.00
101504	Ref 137 (Subscriptions)	OALC	M00201/ 2022/4	OALC Annual membership	£323.33
101505	Ref 139 (Traffic signs)	Oxfordshire County Council	3920529420	Payment for traffic survey on B4047, January 2022	£168.00

c) To report payments made with the Council Debit Card

Transaction No	Spending Power	Payee	Invoice No	Details	Expense £
1	138	Giffgaff	1646756798685	Clerk Mobile phone credit	£6.00
2	107	Wix.com Ltd	979088215	Wix Website	£66.62
3	107	Wix.com Ltd	980867889	Wix Website	£136.80

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

- d) To report payments received
No payments had been received.
- e) To receive monthly bank reconciliation for February
The Clerk had not provided the correct report and this would be held over until the April meeting.

There being no further business the meeting ended at 8.30pm.

Signed.....
Chairman

Dated.....