



MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

Parish Clerk: Sharon Palmer

2 Charterville Close, Minster Lovell, Witney, Oxon OX29 0SL

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Minutes of the Parish Council Meeting held on Monday 11th April 2022 from 8.00pm in The Methodist Church Minster Lovell

Present: Cllr Sue Bicker, Cllr David Haley, Cllr. Jean King, Cllr Brian Layt, Cllr Hannah Leach (from agenda item 5); Cllr Jonathan Stowell, Cllr Ann Williams, Sharon Palmer (Clerk)

Apologies: Cllr Gill Hill and Cllr Liam Walker

Parishioners present: 3

The meeting started at 8.00pm.

1. Welcome / Members present and apologies for absence

Cllr Haley welcomed Councillors and parishioners to the meeting. He noted that Councillors Hill and Walker had attended the Annual Parish Meeting and sent their apologies for this meeting.

Cllr Haley noted that we had already received Cllr Hill's report on behalf of WODC at the Annual Parish meeting, and invited Cllr Dingwall to present his report.

Cllr Dingwall presented his report on behalf of WODC and highlighted the following points:

- WODC is England's second lowest charging District Council and had no cuts in services over the previous year despite cuts in grants
- The Council has continued to provide free parking throughout the District which supports local shops
- The Council now has a dedicated team to welcome Ukrainian refugees providing homes with OCC providing customer service support
- WODC has new policies to provide support and accommodation to abused women and girls
- The WiVTAG group had success in overturning the HGV ban in Burford which had forced lorries to travel through local villages. Cllr Dingwall commented on what can be achieved when communities work together.
- The Council had maintained £350k in community benefits and Cllr Dingwall was instrumental in securing a £50k grant for Witney Rugby Football Club
- The Council has recruited a dedicated climate change officer and Cabinet Member to achieve their zero targets. EV charging points had started to be installed and Council vehicles were being replaced with electric vehicles.
- Cllr Dingwall was delighted to see the implementation of 20mph speed limits being offered to all villages and thanked Cllr Walker for his support on the initiative

Cllr Haley outlined the confusion locally regarding recycling glass and Cllr Dingwall confirmed that glass must continue to be kept separately from other recycling. He explained that if the refuse vehicle did not have a separate facility for the glass then it would be sorted at the depot and that some vehicles had a separate section for glass to enable sorting to take place at the kerbside.

Cllr Williams invited Cllr Dingwall to visit the Witney area 'Next Door' Facebook site where she had seen comments to the contrary so that he could confirm the correct process.

2. Declaration of interest in agenda items

There were no declarations of interest

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

Mrs Linda Bentley commented on the poor condition of the lay-bys near Spar shop. Cllr Haley noted as reported at the March Parish Council meeting that the Clerk had raised a complaint with the Highways Department



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because the response to her report on FixMyStreet had not been given a high enough priority. The Highways Department had acknowledged receipt of the complaint and would review this and respond to the Clerk.

4. Co-option of Councillor

Councillors had reviewed a statement from Mrs Hannah Leach prior to the meeting. Cllr Haley read from the statement and Cllr King proposed to approve the application from Mrs Leach; seconded by Cllr Williams and agreed by all. The Council RESOLVED unanimously to co-opt Mrs Leach onto the Parish Council.

Cllr Leach signed her Acceptance of Office form and the Clerk countersigned this as the Proper Officer for the Council.

5. To receive comments and questions to County and District Councillors

This was covered earlier in the meeting.

6. To receive the Minutes of the Parish Council Meeting – 21st March 2022

Cllr Layt noted an error in item 18c of the March minutes with the omission of the word 'not'. The minute was amended by hand on the signed paper copy and will be amended on the electronic copy which will now read:

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.

Cllr Layt then proposed accepting the minutes as a true and accurate record of the meeting; seconded by Cllr Williams and carried. Cllr Leach abstained from voting as she was not present at the meeting. The Council RESOLVED to accept the minutes.

7. To review planning applications, decisions, appeals

a) Receive and discuss planning applications

To receive and review planning application: 22/00818/HHD - 33 Brize Norton Road Minster Lovell Witney Oxfordshire OX29 0SF - Extension to Front of Property

Cllr Haley invited comments regarding the application. The Councillors commented on how the building sat within the overall line of neighbouring properties and asked the Clerk to respond to the application to note that the proposal is set forward of the neighbouring Charterville bungalow and to take neighbours comments into consideration.

The Clerk was asked to add planning application details to the Councillor section of the website and send a link by email to Councillors for all future planning applications.

b) Receive an update regarding enforcement action

Lavender Cottage, Minster Lovell - Non-compliance with conditions attached to 17/03978/HHD.
No further information available at the time of the meeting.

c) Follow up from meeting with Chris Hargraves, Strategic Planning Manager

Cllr Haley commented that there was no further to report from his meeting with Chris Hargraves. Janice Bamsey had sent her comments on the Minster Lovell policy statement. It does need some working through and Cllr Haley asked Cllr Stowell for his support to review in readiness for the May meeting for the Council to approve a revised policy.

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



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Item 1 – The Clerk reported she had received an email from a parishioner who had applied to host a Ukrainian family

Item 9a – Gigaclear had sent letters to parishioners today to say that footpaths which had been dug up for the recent cabling work would be resurfaced starting on 11th April

Item 9c– The dog waste bins for Dovecote Park would be discussed later in agenda

Item 9d – Regarding the white lining on Brize Norton Road, Cllr Walker had confirmed some white lining would take place on the bends in the road

Item 10 – With regard to the tree stump on the one-way road into Old Minster, the Clerk had added this to the action log and followed up on FixMyStreet

Item 11a – Clerk has written to the insurer regarding the question of insurance and was awaiting response

Item 13 – Clerk had contacted new Councillor regarding her application to become a Parish Councillor

Item 14 – Allotment holder would be invited to meet on Saturday 23rd April with Cllr. Layt and Cllr. Williams

Item 17a – The speed survey on the B4047 would be discussed later on agenda

Item 18b – Clerk had acknowledged that parishioner comments would be considered regarding a skate park at the appropriate time

Item 18d – Clerk noted that OCC had confirmed via FixMyStreet that the potholes in Charterville Close were scheduled for repair

Item 19 – Clerk confirmed the OCC Cabinet Member for Highways is Mr Tim Bearder

Item 20a – Clerk had invited Mr Hubber to continue to cut the grass in St Kenelm's Churchyard

9. To review the action log

The action log was reviewed and Cllr Williams commented the change in layout made the report easier to read.

10. To receive and accept quotations for Noticeboards

The Clerk had received a quotation with a price illustration for two different designs of noticeboards: a recycled plastic frame and a traditional wooden frame. The quotation was discussed and the Council decided the preferred option would be a traditional wooden framed noticeboards. In order to obtain specific quotations from three suppliers for comparison the Clerk would work with Cllr Williams to agree the specification, following which quotations would be obtained for the Councils consideration.

11. Planning the Queen's Platinum Jubilee celebration

a) To receive a report on progress

Cllr Bicker reported that meetings had taken place and good progress continued to be made. Publicity of events has been circulated throughout the Village.

12. To receive and discuss the allotment report

Cllr Layt confirmed he had turned on the water and the meter reading was 0513. He noted that many of the allotment holders had started to prepare their plots for the year ahead and that there are 10 bags of salt available.



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13. Ripley Avenue Amenity Area

a) Amenity Area inspection report

Mr King reported there had been no change and nothing to add to his March report.

b) Deed of Easement and Path lay-out approval

There was no new information to report. The Clerk would send a letter to solicitor to request a progress report and would write to Bovis to ask when they would have the path laid out for review.

14. To receive the monthly dog fouling report

a) Frequency of dog and litter bin emptying during the Summer

It was noted that the project to replace all dog waste bins had been completed with all original dog waste bins removed and fewer new combined waste and litter bins installed. Following a general discussion regarding the new combined dog waste and general litter bins having greater capacity it was agreed to monitor the new bins for the next 3 months and any concerns would then be raised with WODC.

15. Traffic – Parking and Speed

a) Speed Limit on B4047 Burford Road

The Clerk had received an email from James Wright at OCC outlining the costs involved with applying for a 30mph speed limit on the B4047 and Cllr Stowell mentioned some of the results of the recent speed survey. Cllr Leach commented that the path along the B4047 from Dovecote Park is close to the road and felt that a 30mph speed limit is essential for people's safety.

It was mentioned that Councillors had asked for measures including an island in the road to be implemented before the development of Dovecote Park began but that was not taken up.

Cllr Stowell asked the Clerk to find out if the recent traffic survey could be used in an application to reduce the speed limit to 30mph and also to find out the steps to be taken to start the consultation process.

He would welcome the opportunity to meet an OCC Councillor next to the road to discuss potential road improvements such as an island or safe crossing.

Action: Clerk to arrange a site meeting with a senior officer from OCC Highways Department

Cllr Layt noted the survey results and suggested a safe crossing would be his preference rather than a lower speed limit.

16. To discuss correspondence received that requires action

No correspondence was discussed at this point in the meeting

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

a) The Clerk reported she had received an email regarding the tractor parked in Upper Crescent. She had replied to confirm that the local Police had confirmed the tractor was legally parked.

b) The Clerk had received an email regarding a person sleeping rough in the Ripley Avenue Park on Friday 1st April. The Clerk reported this to the local police and also to WODC via their website. If anyone sees someone sleeping rough they can report this on the WODC website and the homeless liaison team would make contact with the rough sleeper to offer support. The address is <https://www.streetlink.org.uk/StreetLinkLoginvf>



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- c) Dog waste bins: This was included in a previous agenda item.

18. Finance:

- a) Report and discuss reduction in capital lodged with WODC due to administrative charges being more than interest received

Cllr King reported that the deposit lodged with WODC has not attracted interest and has reduced in actual amount due to account management fees. The balance is currently £29,959.20. Cllr King would investigate what alternative options would be available to the Council and Cllr Stowell commented that the chosen option should allow for instant access to the money.

Cllr King would also check if the money could be placed in the Council's savings account without attracting fees.

Cllr King agreed to update the Council at the May meeting.

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

Cllr Williams asked for clarification on rent paid and rent received for the allotments. Following a discussion it was agreed that allotment fees would be discussed at the Precept planning for 23/24 later in the year.

Cllr Bicker 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
101506	Ref 137 (Subscriptions)	Information Commissioner's Office	ZA329531	Annual data protection fee	£40.00
101507	Ref 101 (Allotments)	C R Strange C R Strange (Peashell Farm)	23088	Rent for Allotments- April 2021, Nov 2021 and April 2022	£900.00
101508	Ref 115 (Grass cutting)	Mr R Hubber	PC09	Grass cutting March	£250.00

- c) To receive, review and sign bank documents to add the Clerk to the bank mandate list

The Clerk presented a bank mandate form to allow the Clerk to talk to Barclays on behalf of the Council. Cllr Haley and Cllr Stowell signed the forms on behalf of the Council.

Cllr King agreed to contact Barclays to request access to online banking which would enable the Clerk to access information for payments made and received without having to wait for the monthly bank statement.

- d) To approve Debit Card holders

It was noted that included in the bank mandate forms was a request for a debit card to allow the Clerk to make purchases on behalf of the Council. It was agreed that the Clerk would be the only person to have a debit card on the account.

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

There was no card currently linked to the Council's bank account and therefore no payments to report.

- f) To receive bank reconciliation for 4th quarter 2021/2

Cllr King would provide the report at the May meeting.



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- g) To receive quarterly expenditure report

Cllr King would provide the report at the May meeting.

- h) To report payments received

No payments had been received

- i) To approve Ubico grass cutting contract for 2022

It was agreed that Ubico should be asked to cut the grass in 2022 and the Council to invite tenders for a 3 year contract for grass cutting in the village for March 2023 to October 2025.

- j) To receive monthly bank reconciliation for February and March 2022.

The content of the February report was contained in the March reconciliation which was provided to the Cllr Haley and approved.

There being no further business the meeting finished at 9.15pm

Signed.....

Chairman

Dated.....