



MINSTER LOVELL PARISH COUNCIL

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MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 19TH OCTOBER 2020 AT 7.00PM VIA ZOOM

Present: Cllr. David Haley (Chair), Cllr. Chris Jones, Cllr. Jonathan Stowell, Cllr. Colin Alderman, Cllr. Jean King, Cllr. Ann Williams, Cllr. Sue Bicker, Alexandra Molton (Clerk).

Apologies: None

Parishioners present: 2; Mr and Mrs Ford

The meeting commenced at 7.03pm.

Cllr. Haley joined the meeting at 7.10pm.

Cllr. King joined the meeting at 7.25pm.

1. Welcome / Members present and apologies for absence.

Cllr. Jones welcomed Councillors and members of the public to the October Parish Council meeting as Cllr. Haley was experiencing some technical issues accessing the meeting.

2. Declaration of interest in agenda items.

None at this point in the meeting.

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

None at this point in the meeting.

4. To receive the Minutes of the Extra Parish Council Meeting dated 16th September 2020.

Cllr. Alderman proposed accepting the minutes as a true and accurate record of the meeting; seconded by Cllr. Stowell and all voted in favour, except Cllr. Bicker who was not in attendance at the meeting. The Council RESOLVED to accept the minutes.

5. To receive the Minutes of the Parish Council Meeting dated 21st September 2020.

Cllr. Bicker proposed accepting the minutes as a true and accurate record of the meeting; seconded by Cllr. Stowell and all voted in favour. The Council RESOLVED to accept the minutes.

6. To receive an update from District Councillor Gill Hill.

Cllr. Hill joined the meeting at 7.50pm and reported the following update from West Oxfordshire District Council (WODC):

- The Council is putting together a recovery programme to help mitigate the effects of Covid-19.
- WODC offices are still closed and all staff are still working from home.

Councillors and resident had no questions for Cllr. Hill but asked her to speak with Phil Shaw to request his attendance at the meeting to be held with James Nelson from WODC regarding Lavender Cottage.

The Clerk asked Cllr. Hill if she could speak to the team which deals with bins to request that the broken one on the corner of Charterville Close and Brize Norton Road is repaired or replaced. Cllr. King confirmed that there is also a dog litter bin in Ripley Avenue Amenity Area which has a broken lid. Cllr. Hill confirmed that she will speak to the relevant team at WODC regarding repairing or replacing these bins.

ACTION: Clerk to send Cllr. Hill details of the broken bin on the corner of Charterville Close and Brize Norton Road and the broken dog litter bin.

7. To receive an update from District Councillor Kieran Mullins.

Cllr. Mullins reported that as well as a recovery plan for West Oxfordshire, the Council will be considering a carbon action plan next week.

a) Planning enforcement progress update.

Cllr. Mullins confirmed that he has spoken with James Nelson about the planning breach at Lavender Cottage. James has also emailed the Clerk to request dates for a meeting. Cllr. Mullins offered to join the meeting; Cllr. Haley confirmed that the Parish Council would like Phil Shaw to attend the meeting also. Cllr. Bicker suggested that photos of the work be provided to the meeting to show how the area now looks.

ACTION: Clerk to arrange a Zoom meeting with James Nelson, Cllr. Haley and Cllr. Alderman to discuss the planning conditions breach at Lavender Cottage, sending photos to all of the area before the meeting takes place. Clerk to also arrange a meeting with the Chief Executive at Oxfordshire County Council.

8. To receive an update from County Councillor Liam Walker

Cllr. Walker gave the following update from Oxfordshire County Council (OCC):

- A Covid-19 support team has been set up across all of the District Councils in reaction to the recent Tier system which has been introduced by the Government. The Director of Public Health at OCC is now heading up this. Oxfordshire is currently on the verge of moving into Tier 2.
- New gates have been ordered for the Old A40 where the travellers camped during the summer and these will be installed shortly.

a) Planning breach progress update.

The Clerk has contacted the Chief Executive of OCC and Phil Shaw to request online meetings regarding the work taking place at Lavender Cottage.

Cllr. Walker confirmed that the work at Lavender Cottage has now been completed so it is unlikely that OCC will take any action on this now. The resident seems to have installed holes in the ground so OCC will be in touch with them to confirm that they are not able to block off the space and this will remain a public parking space. OCC will be in touch with WODC regarding the property boundary issues being raised.

Cllr. Haley commented that the Parish Council had raised a number of issues with Paul Wilson from the Highways team but had not yet received a written response and asked Cllr. Walker to remind Paul to respond to the Council's previous correspondence.

Cllr. Jones asked Cllr. Walker for more information on the process which has led to the removal of the foot bridge to Burford School, which will affect many children from Minster Lovell who attend school in Burford. It is unclear how the decision not to replace the bridge and instead to make the pedestrian crossing here permanent was made. Cllr. Walker responded by saying that it has been a complicated process, with emergency closure of the bridge in November 2019 after it had been hit and damaged. Cllr. Walker confirmed that a full review of the options to either repair/replace the bridge or remove and replace with a crossing has taken place. The crossing will also help to reduce the speed of cars travelling along the A40, especially as another crossing will be put in further down the road. The crossing also makes it more possible for those with limited mobility to cross the road safely. Cllr. Jones asked Cllr. Walker if he is able to share the full report on why the bridge was taken down and replaced with a crossing but Cllr. Walker did not feel that this was appropriate. Cllr. Jones asked for more information about why the bridge could not be replaced with a new bridge and Cllr. Walker confirmed the design of the previous bridge would not meet safety standards and a disability ramp would need to be installed in order to meet accessibility standards, which would not fit in the space available.

Cllr. Jones proposed that the technical document on the bridge is shared with the Parish Council; seconded by Cllr. Haley and agreed by six Councillors, with one abstention.

Cllr. Stowell asked if there is a management summary of the full report which could be shared and Cllr. Walker confirmed that one was circulated to him and he will find out if he is able to release the full report to the Parish Council.

Cllr. Bicker asked Cllr. Walker when the speed signs and white village gates on the Burford Road will be moved to the new boundary of the village. He confirmed that the developer should be moving the speed signs now. Cllr. Haley confirmed that the Parish Council had previously agreed to look again at moving the white gates once the speed signs had been moved.

ACTION: Clerk to chase this up again with the site manager.

ACTION: Clerk to add the speed signs/white gates to the November meeting agenda.

9. To review planning applications, decisions, appeals and enforcements*

- a) To receive and discuss planning application 20/02319/HHD; Four Winds, Bushey Ground, Minster Lovell: Removal of existing rear flat roof extension and erection of a rear extension with glazed link.**

The Council considered the planning application and agreed that no comment was necessary.

- b) To receive and discuss planning application 20/02452/FUL; Land At Downs Road Curbridge: Residential development of 54 dwellings together with associated works.**

The Council considered the planning application and agreed that no comment was necessary.

- c) To receive a progress update on planning enforcements.**

The Clerk had sent Cllr. Mullins details of the outstanding planning enforcement cases in the village after the September meeting but has not yet received any update on these.

- d) To receive and discuss consultation: Ting Tang Lane (Brize Norton) Prohibition of Motor Vehicles, Cyclists, Carriages & Equestrians:**

<https://consultations.oxfordshire.gov.uk/consult/ti/TingTangLaneProhibition/consultationHome>

Cllr. Bicker asked for clarification of the location referred to in the consultation and Cllr. Haley confirmed that the area is a small section of land at the rear of the land by Ting Tang Lane. The suggested changes do not appear to make any significant difference to access to the area, but adds on to the existing bridleway from Minster Lovell into Carterton.

The Council considered the planning application and agreed not to comment.

- e) Feedback from residents of the Lower Village on proposed parking restrictions.**

Cllr. Stowell and Cllr. Alderman were tasked with speaking with residents of the lower Village after the September meeting, in order to ascertain the degree of support for the suggested areas for additional parking for the Old Village and suggested areas to be painted with white lines to try and dissuade parking.

Cllr. Stowell had circulated a draft of suggested locations for white lines to be painted to the residents in The Street, with 15-1 supporting the proposal for white lines. All residents supported the creation of a layby by the Old A40 for visitors to the village to use for parking. Cllr. Stowell has forwarded his plans to Paul Wilson and Cllr. Walker.

Cllr. Bicker asked for confirmation of what the white lines mean and whether they mean that no-one can park where the lines are painted. Cllr. Stowell confirmed that white lines do not prohibit parking but act as a discouragement for parking. They do not result in any legal enforcement.

Cllr. Bicker asked if consideration has been given to the residents of The Street who park their cars during the day and Cllr. Stowell confirmed that this has been taken into account.

Cllr. Walker confirmed that next steps are to look again more closely at the plans to ensure that the best places are chosen to be painted. He suggested that a few tweaks need to be made to the plans to make sure it will work in the right areas. Cllr. Walker will speak with Paul Wilson and ask him to send back revised options to Cllr. Stowell for consideration. Cllr. Stowell confirmed that he is happy to be the contact for the project and he will report back on this to the Parish Council when he has more information.

Cllr. Walker asked if it would be worthwhile to speak to the landowner who owns the field opposite the Church car park to ask if he would consider offering that as an overflow car park for the summer months. Cllr. Stowell agreed that the Council could approach the owner to ask about this, as parking is offered for events that take place at the Church.

ACTION: Clerk to add this to a Council meeting agenda at the start of next year, ready for Summer 2021.

10. To receive monthly dog fouling report.

Mrs Holloway confirmed that she has spotted five deposits in Wenrisc Drive, two on Brize Norton Road and one in Upper Crescent. Two were sprayed and subsequently picked up.

11. To receive monthly Allotments report.

Cllr. Bicker confirmed that the allotments are looking really good and tenants have been tidying up the verges in between plots. Plot 1 is looking a bit unkempt at the moment but the Council agreed to monitor this and consider it again at the November meeting.

Cllr. Bicker confirmed that there are still quite a few bags of salt still at the allotments from the recent OCC delivery.

ACTION: Clerk to put up notices in the village to advertise the salt bags.

12. Clerk to report on progress in meeting the Website Accessibility Guidelines.

The Clerk has now completed this work, ensuring that all documents on the Council website are now compatible with the Website Accessibility Guidelines, as well as installing a widget on the website to improve access for disabled readers.

a) To consider and approve an Accessibility Statement.

The Clerk has drafted an Accessibility Statement which the Council considered.

Cllr. Stowell proposed that the Council adopt the Accessibility Statement; seconded by Cllr. Jones and agreed by all. The Council RESOLVED to adopt the Accessibility Statement as drafted by the Clerk.

ACTION: Clerk to publish the Statement on the Council website.

13. To approve plans for the 2020 Remembrance Service.

The Government has recently published guidelines which allow these events to take place. However, social distancing still needs to be followed by all attending, no singing can take place and parades must be kept to a minimum. Organisers of events are also obliged to retain contact details of all attending the service in order to comply with the track and trace requirements in connection with Covid-19. The Clerk has forwarded the Government guidelines to the team who usually assist in organising the annual Remembrance Service and asked them to feedback their thoughts about the feasibility of holding a service this year.

Rev. Hugh has confirmed that he is available on Sunday 8th November to attend an event to mark Remembrance Sunday. Fred Ireland is not available.

The Council discussed possible ways to mark the occasion and Cllr. Haley suggested inviting those organisations who have a wreath organised through Wendy Atkinson to attend on the day between 10.30am and 11.00am to lay their wreaths and join in with a two-minute silence, with the Last Post played to end the silence. Councillors agreed that this was a suitable way to mark the occasion.

Cllr. Haley proposed proceeding with this plan; seconded by Cllr. Alderman and all voted in favour. The Council RESOLVED to proceed with marking Remembrance Day as set out above.

ACTION: Clerk to email Wendy Atkinson and contact the organisers of the Service and village organisations to confirm the plans for the day.

14. To discuss storage of Council files and agree a course of action.

The Clerk has obtained some information about filing documents with Oxfordshire History Centre; this is possible but all filing must be organised and clearly marked in order to be accepted.

The Clerk has also contacted several local storage and document scanning companies but has not yet received quotations from any of them about storing or scanning Council filing.

The Clerk has contacted local Parish Clerks to find out where they store their documents and so far only one has replied and confirmed that they store theirs in the local Memorial hall in their village.

Cllr. Haley proposed that the Clerk proceed with organising and labelling the files which can be stored at Oxfordshire History Centre; seconded by Cllr. Williams and all voted in favour. The Council RESOLVED that the Clerk begin preparing the Council files for submission to the Oxfordshire History Centre.

ACTION: Clerk to begin the process for getting files stored with Oxfordshire History Centre and obtain costs for further storage of the remaining items.

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

a) To review Action Log.

Councillors discussed whether the willow trees were cut adequately in the old Village and agreed that there were some places where the trees hung down a bit too low over the road.

ACTION: Clerk to ask the tree contractor to trim these back further to provide more clearance.

Councillors confirmed that a tree is now overhanging the footpath on School Hill and there are wooden planks left there from the repairs which were carried out by the residents of Dundon House, following the Council's letter.

ACTION: Clerk to write to the owners of Hillside to ask them to cut the tree hanging over the stile which still needs attention and write to the residents of Dundon House to ask them to remove the planks left by the side of the stile.

16. Village maintenance:

(i) To receive and review Ripley Avenue Play Park inspection report.

Cllr. King confirmed that the play park is in good condition. Mr King spoke to children playing on the BMX track, who confirmed that the reason that the track is not being used is because it is too slippery and not challenging enough.

(ii) To discuss the possibility of opening Ripley Avenue Play Park.

Government guidance on this has not changed since the September meeting but most local parks are now open. The insurance company has confirmed that the Council's insurance provides cover for the Council to open the play park as long as it carries out a risk assessment in conjunction with the Government guidelines and puts up signage to advise users of the park to be aware of the virus when using the play equipment.

Cllr. King confirmed that the Council would need to carry out an inspection of the equipment itself before opening the park. The annual inspection by RoSPA is taking place during October which would highlight any areas of concern.

The Council agreed to take the following steps to try and open the play park:

- Receive and consider the RoSPA report;
- Carry out a dedicated risk assessment of the play park in light of Government guidance;
- To erect signs in the park to advise users how to play safely within the current restrictions.

(iii) To receive and review the bi-annual tree inspection.

The Clerk had circulated this to the Council ahead of the meeting. Several works are recommended in order to make safe Council trees in the Village.

The Council were unsure whether the dead tree on the Mound in Ripley Avenue was included in the report.

ACTION: Clerk to check this with Boward as she did ask for this to be looked at specifically.

(iv) To review tree work quotations and select a contractor.

As well as the prices quoted by Boward Tree Surgeons to carry out the work required, the Clerk has received a quotation from one other company to carry out the work:

New Leaf Trees: £1,760.00 + VAT

Boward Tree Surgery quoted £2,190 + VAT

Cllr. King proposed awarding the contract to New Leaf, subject to receiving satisfactory references; seconded by Cllr. Bicker and all voted in favour. The Council RESOLVED to award the tree tree works contract to New Leaf Trees (subject to references).

17. Finance: To Receive and Review September Finance Report.

a) To consider and approve payments due:

Invoice number/ Reference	Cheque number	Payee	Details	Amount
10/12	101347	Alexandra Molton	Clerk salary and office allowance	£692.30
PGW061	101349	Playground Works	Replacement of both football goalposts and disposal of old goalposts	£1800.00
302338	101350	Moore	Reminder letter 2019/20 AGAR	£48.00
60036589	101351	Ubico Ltd	Grass cutting July	£600.30
60036678	101352	Ubico Ltd	Grass cutting August	£401.96
9521	101353	Bookmarque Publishing	Council pages in the Village News October/November 2020	£60.00
00335	101354	Multi Hands	Bus shelter window clean (September)	£50.00
RD2020	101355	Royal British Legion	Remembrance day poppy wreath	£19.00
000175090 2	101356	Castle Water	Allotments water supply 01 Aug 2020 - 31 Jan 2021	£132.61
00319	101357	Multi-Hands	Bus shelter window clean (August)	£50.00

Cllr. Haley informed the Council that the amount quoted for the poppy wreath was incorrect and should have been £17.00 rather than £19.00. The RFO has corrected the cheque which was written to this effect. Cllr. Haley confirmed that the invoices match all other scheduled payments on the agenda.

Cllr. Alderman proposed signing the other cheques as laid out in the agenda; seconded by Cllr. Williams and all voted in favour.

b) To report payments made with the Council debit card

Payee	Details	Amount
Amazon	Key for noticeboard (Spar Shop)	£1.57
Amazon	Key for noticeboard (Post Office)	£4.95
Zoom	Monthly subscription payment	£14.39

Cllr. Haley confirmed that the card payments quoted on the agenda matched the bank statement and invoices which were provided.

c) To review and confirm payments received.

Payer	Details	Amount
WODC	Precept	£18,719.50
WODC	Grant	£308.00

Cllr. King asked the RFO to confirm what the grant of £308.00 was for.

ACTION: Clerk to request more information about the grant received from WODC for £308.00.

d) To receive bank reconciliation for September 2020.

The RFO provided Cllr. Haley with details of this ahead of the meeting and Cllr. Haley confirmed that the bank reconciliation from the electronic cashbook matched the bank statements.

e) To receive internal control reports:

(i) April – June 2020

Cllr. King had sent this to Councillors ahead of the meeting.

The report has been gone through in advance of the meeting by Cllr. King and the RFO.

The VAT claim for April – June 2020 is yet to be confirmed; the RFO explained that some of these are due to the difficulties in obtaining VAT invoices due to the restrictions in connection with Covid-19. She will investigate how she can obtain copies of these VAT invoices.

(ii) July – September 2020

This report is to be confirmed by Cllr. King and will come to the next meeting.

f) To receive External Audit report and discuss recommendations.

The Council has not yet received a final External Audit report. The RFO has been contacted regarding queries about the boxes in the AGAR form which were ticked by the Internal Auditor and these issues have now been resolved.

Cllr. Haley informed the Council that the AGAR forms were submitted late to the External Auditor; the deadline for submission was 31st August but the RFO had got confused between this and other deadlines so they were not submitted until 24th September.

g) To discuss payments to the Methodist Church and St Kenelm's Church and agree a course of action.

The Clerk had uploaded to the Councillors page on the website details of all of the powers by which the Council is able to make payments.

Cllr. Haley declared an interest in this item as a member of the Minster Lovell Methodist Church.

Cllr. Alderman declared an interest as a member of St Kenelm's Church.

Councillors agreed that the Council cannot confirm a grant to both Churches in the village in their capacity as churches.

The Council discussed whether it could legally make payments to the Churches in the Village. Cllr. King suggested that the Parish Council would be able to make a grant payment to a community group running at Minster Lovell Methodist Church.

Cllr. Haley asked Cllr. Stowell whether there is a way that the grant previously paid to St Kenelm's Church could be paid instead in connection with the work currently taking place by the Churchyard Extension Project working group. Cllr. Stowell confirmed that this would only be possible if the Council take over management of the graveyard at the Church before it is full and closes, or by adding the grass area at the churchyard to the annual village maintenance contract. If the Parish Council took over management of the churchyard it would then be entitled to keep the profits obtained from all burials and interments. The Council asked Cllr. Alderman to confirm the gentleman who currently cuts the grass at the Church, and considered whether the Council could contract him to keep the graveyard tidy. Cllr. Alderman confirmed that the entirety of the grant from the Parish Council is spent on maintenance of the grass in the graveyard.

ACTION: Clerk to add this item to the agenda for the November Precept meeting.

h) To review a draft replacement contract for the Clerk.

The Clerk, Cllr. Haley, Cllr. King and Cllr. Jones confirmed details for the Clerk's new contract, with specific details about the office allowance payments to the Clerk, at the Clerk's recent appraisal meeting. The Clerk then sent a draft contract to the Council before the meeting.

Cllr. Haley proposed that the Council accept the new contract; seconded by Cllr. Alderman and all voted in favour.

ACTION: Clerk to print copies of the contract for herself and the Council and arrange for these to be signed and filed.

18. To discuss correspondence received.

The Clerk has received the following correspondence:

- Email from Rev. Hugh White to ask whether the Council would be prepared to meet virtually in order to continue discussions on the possible future of St Kenelm's Hall. The Clerk has since contacted David Mason at Oxford Diocese, who has confirmed that he would be prepared to meet in this way in order to discuss this issue.

ACTION: Clerk to organise this meeting with Cllr. Stowell, Cllr. King, Rev. Hugh and David Mason.

- Email from a resident of the village who has asked to have a discussion with the Council regarding her plans for development, in advance of submitting plans to WODC.

Previously the Council has agreed not to speak with residents about developments before plans are submitted to WODC. The Council discussed the possibility of holding discussions with the resident about her plans for development. Cllr. Williams confirmed that at a training session on planning attendees were advised to take up these requests and get involved with developments in their area at the planning stage.

Cllr. Williams proposed that the Council meets with the resident; seconded by Cllr. Jones and four voted in favour, with two abstentions.

ACTION: Clerk to organise this with the resident.

- Email from a resident of the village concerned about the speed of cars in Ripley Avenue, asking if the Council would consider erecting signs in order to remind drivers of the speed limit in the area.

The Council discussed the issue and what signs could be put up to help to alleviate the problem. Cllr. King suggested asking St Kenelm's School if the children would be able to design posters to be laminated and erected to remind drivers of the speed limit and the importance of driving carefully in the area.

ACTION: Clerk to contact the school to ask if the children could design signs for the area which could be erected.

- Email from Cllr. Tony Merry regarding funding which is currently available to community groups. Details can be found at <https://www.cotswoldsaonb.org.uk/looking-after/caring-for-the-cotswolds/apply-for-funding/>

The Council noted this.

- Email from a resident regarding issues with the homes in the new housing development, which overlook her property. The resident was asking if trees are planned along the boundary with Whitehall Close and the Clerk has confirmed that the plans for the development show no plans to plant any shrubbery along this boundary.

The Council discussed this and agreed that it would not be appropriate for the Council to request this on behalf of all residents in Whitehall Close.

- Another resident had emailed the Clerk regarding the noise and dust being generated by the building work taking place at the new housing development, and asking for the Council to try to get some compensation for the distress and inconvenience being caused by the work.

The Council discussed this and agreed that this issue is between the residents and the developers and therefore it is not appropriate for the Council to get involved.

- Email from Cllr. Jones about fallen fencing in the public footpath through School Hill.

Dealt with at an earlier point in the meeting.

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

Cllr. Stowell confirmed that Little Minster has not yet had the autumn grass verge cut. Cllr. Alderman confirmed that some areas of the Old Village have also been missed.

ACTION: Clerk to chase these up with Ubico.

Cllr. Bicker informed the Council of a car parking dangerously on Upper Crescent; she will send details of this to the Clerk in order for this to be reported to the Police.

Signed:

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Chairman of the Council

*Listed planning applications are those received by the Clerk in advance of drafting the meeting agenda. The Council will review all applications received up to the date of the meeting.