



MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

Parish Clerk: Alexandra Molton

111 Walker Drive, Faringdon SN7 7FY

Email info@minsterlovell-pc.gov.uk

Tel: 07712 705865

MINUTES OF THE JULY PARISH COUNCIL MEETING HELD ON MONDAY 22ND JULY 2019 AT ST KENELM'S HALL AT 7.30PM.

Present: Cllr. Haley, Cllr. King, Cllr. Williams, Cllr. Alderman, Cllr. Bicker, Cllr. Stowell, Cllr. Jones and Alexandra Molton (Clerk).

Parishioners: 4

1. Welcome / Members present and apologies for absence.

Cllr. Haley welcomed Councillors and Parishioners to the July Parish Council meeting.

Apologies: Cllr. Gill Hill.

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).

Mr Ford asked if the Council are still planning to discuss street names for the new estate as he has already sent suggestions to the Clerk. Cllr. Haley confirmed that this is on the agenda.

4. To receive the Minutes of the Parish Council Meeting dated 17th June 2019.

Cllr. Bicker proposed accepting these as a true and accurate record of the meeting; seconded by Cllr. King and all Councillors voted in favour except Cllr. Stowell who abstained as he was not present at the meeting.

Cllr. Jones arrived at the meeting at 7.35pm.

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

Not present at the meeting.

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

Cllr. Mullins reported that he has been sent a detailed contact list of which Officers and Departments at West Oxfordshire District Council (WODC) to contact in relation to key activity. He will forward this to the Clerk for information and future use.

The Community and Leisure Grants Scheme is now open for applications. The deadline for applications is 9th September 2019. Grants from £200 up to £50,000 are available for community and leisure activities. Revenue grants for up to £500,000 are also available. Cllr. Williams asked where organisations could find out more about this and Cllr. Mullins confirmed that details are available on the WODC website.

A state of environmental emergency was declared by WODC last month. The Council will be working towards becoming a zero carbon emissions Council by 2030. Several new groups will be set up to research and make recommendations on ways to improve how environmentally friendly the Council is.

A new Liberal Democrat Leader was elected today and the Liberal Democrats met today to consider their manifesto for the next four years. Cllr. Mullins asked for Councillors and residents who had comments to make regarding this to email him.

Cllr. Stowell asked for more information about the zero carbon emissions plan and particularly whether WODC will be publishing details of their progress and achievements as they move through the process. Cllr. Mullins confirmed that the Council will be keeping residents informed about progress as they move towards this ambitious target.

A parishioner asked Cllr. Mullins why WODC are not exploring a train or tram system in connection with their plans to cut emissions. Cllr. Mullins confirmed that an alternative view of the A40 plan, which included these ideas, was suggested by some of his colleagues when this was being considered but unfortunately this was voted down at the time.

Cllr. Bicker asked about the broken gate on the old A40 which was smashed down and what is being done about this. The Clerk confirmed that she has reported this to OCC but they have confirmed that no one has yet attended to check the site.

7. To receive an update from County Councillor Liam Walker.

Cllr. Walker confirmed that School Hill is due to be closed from 11-14th August whilst the road is resurfaced with the diversion route running through Crawley.

Cllr. Walker plans to reinvigorate the Speedwatch Group in September and will be looking at this again towards the end of August. Cllr. Bicker asked if he can arrange for a group to monitor the Burford Road as traffic here can travel very fast through the Village. Cllr. Walker confirmed that he will arrange for this to be checked. Cllr. Walker asked for any residents interested in joining the group to contact him for more information.

ACTION: Clerk to add details of Speedwatch into the Village News before submission.

Cllr. Jones raised the continuing issue of school bus travel from Minster Lovell to Burford School. He confirmed that the cost this year has risen to £780 per child. This is causing lots of children to be taken to school by car. Cllr. Walker confirmed that the County Council no longer subsidise bus travel for school buses and therefore he is unable to take any direct action. The Parish Council acknowledged this as a serious issue for parents and have previously petitioned on behalf of the Village regarding this.

ACTION: Clerk to write to the Officer in charge at Oxfordshire County Council (OCC) and the Leader of the Council to confirm the strong feeling of Parishioners about the issue and the Parish Council's views.

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

a) To receive and discuss planning application 19/02061/HHD; 28 Upper Crescent, Minster Lovell: Erection of single storey front extension and widen access.

The Parish Council had already considered this application, which was withdrawn and then resubmitted, at a previous meeting and agreed then not to comment. The Council agreed on no comment again.

ACTION: Clerk to confirm this with WODC.

b) Update on tree felling and construction in the conservation area.

The Clerk has received confirmation that enforcement cases have been opened on both the tree felling and the erection of a building in the garden. She has no further update at this time and has asked Cllr. Mullins to support the Parish Council in seeking resolution to the issue. Cllr. Mullins confirmed that he has spoken with the Enforcement Officer, Claire Green, and asked for a timeline on

when the Council can expect to see progress on the case. He will keep in regular contact with Ms. Green and the Clerk to ensure that the Council are kept up to date on the issue.

Cllr. Alderman raised the issue of the building of gates at another property in the Lower Village even though planning permission was refused. He asked for Cllr. Mullins to request written confirmation on the rationale for why the gates were refused planning permission but this was not later enforced. Cllr. Mullins will progress this with the Enforcement Officer.

c) Progress update on footpath in Ripley Avenue.

The Clerk contacted Mike Robinson at Strutt and Parker to request this in advance of the meeting but was unable to get in touch with him.

ACTION: Clerk to chase this up again, and ensure that a draft drawing of a path is provided for the Council to consider at the August Council meeting.

d) To discuss street names for 126 new homes off of the Burford Road.

The Clerk has received a request from WODC for the Council to provide suggestions for names for the new roads which will be included in the forthcoming development off of the Burford Road. Mr Ford had previously contacted the Clerk with suggestions of names from the War Memorial and Cllr. Haley also had some suggestions of established local names from the early Chartist settlers. Councillors agreed that a combination of both proposals would provide a fitting tribute to the history of the Village.

ACTION: Clerk to provide a combined list of both sets of names and circulate to Councillors for comments as soon as possible.

Cllr. Bicker suggested that the new development is being called Dovecote Park. Councillors were not keen on the name, although Cllr. King suggested that this could be a working title whilst the development is built rather than the confirmed name of the estate.

ACTION: Clerk to find out if Dovecote Park is the confirmed title of the new development and let Councillors know as soon as possible.

9. Distribution of S106 monies.

Cllr. Haley suggested that the Parish Council's original plan to explore purchasing the land where St Kenelm's Hall now stands is unlikely to progress because the Church Diocese is unwilling to sell or rent the land to the Council. If this is the case, the Council now need to reconsider how they plan to allocate the S106 reserved monies.

Cllr. Stowell felt that providing a large, well-equipped community facility was still the best route for the Council to pursue.

Cllr. King proposed a meeting with the Diocese at the Hall to further discuss the possibility of a new Village hall; seconded by Cllr. Bicker and all Councillors voted in favour. Cllr. Alderman suggested inviting Rev. Toby Wright to attend the discussion; seconded by Cllr. Jones and all voted in favour. David Mason, as Director of Glebe and Buildings for the Diocese of Oxford, will also be invited, plus another representative from the Diocese. Cllr. Haley asked if the hall management committee should also attend. Cllr. King proposed that just the Diocese and Council meet initially; seconded by Cllr. Stowell, with 5 Councillors voting in favour and two voting against the proposal. Motion was carried.

Cllr. Stowell asked if there was any reason why the discussions with the Diocese could not be held in closed session as these are exploratory talks and no resolutions will be made at these meetings.

ACTION: Clerk to organise a meeting at St. Kenelm's Hall with Rev. Toby Wright and David Mason to discuss the issue further. Clerk to confirm whether the Council are able to hold this as a closed meeting without inviting the public.

10. Monthly dog fouling report.

Mrs Holloway confirmed that Upper Crescent and Wenrisc Drive are still the worse offending areas. People are returning to pick up after their dogs once she has sprayed their deposits.

11. Allotments report.

Cllr. Bicker confirmed that the allotments are being well-maintained. The Clerk suggested she had received some complaints about plot 5 not being worked and Cllr. Bicker agreed to investigate.

The Clerk confirmed that the grass around the water butts had been cut.

12. Update on burial ground.

Clerk read out the letter from David Mason, confirming that they would look to sell the land for burial to the Council for £15,000 per acre, with the Council paying the Diocesan Board's legal and surveyors' fees. Cllr. Stowell suggested measuring the ground to work out the cost to the Council.

Cllr. Stowell suggested contacting the District Council to confirm what the Parish Council need to do to get permission to extend the existing burial ground. Mrs Doughty (Parishioner) suggested that it may not be possible to bury people on the proposed site because it is on the site of a major aquifer, as she found out when investigating this previously as Clerk to the Council.

Cllr. Mullins confirmed that Leafield are undertaking a similar project and it would be worthwhile contacting the Clerk to find out more about what they have done and who they may have used on the project.

Mrs Doughty suggested contacting Cemetery Management Services (CMS) to find out more about the regulations involved as these have recently changed, and to get some more information on how to organise the project.

ACTION: Clerk to contact Leafield Clerk, WODC and CMS to look into planning permissions required, regulations involved and project planning to enable the Council to make a decision on this. Clerk also to check whether it is better for the Council to open a new burial ground or extend the existing one.

12. To approve the Village News.

The Council asked for the Clerk to include congratulations to Mrs Jeffrey for raising over £1000 for Breast Cancer Care at her recent Strawberry Tea event and thanks to Mr Warner and Mr Linquist for their help in maintaining the war memorial and keeping the Village tidy and well-maintained. With these amendments, Cllr. Bicker proposed approving the Village News pages; seconded by Cllr. Jones and all voted in favour.

13. Update on Emergency Planning and Welcome Pack.

The Clerk confirmed that she has updated the Welcome Pack and added this to the Council page on the website for Councillors to consider. Cllr. Williams had already contacted the Clerk to suggest some amendments and confirmed that the contact details for each of the listed Village groups need to be checked to ensure that they are correct. Cllr. Haley also asked the Clerk to produce an A5-sized leaflet which could be posted through the door of new residents with details of the Council website and asking them to contact the Clerk for a paper copy of the Welcome Pack if necessary.

ACTION: Clerk to contact the current contacts for each village group to check that details are correct. Also to create a one-page A5 leaflet for new residents.

The Clerk and Cllr. King met to discuss an Emergency Plan for the Village and agreed that the most important first step was to try to collate information about vulnerable residents in the Village to make sure that the Council could assist them in an emergency. The Council agreed that the best way to do this was through the Village News. The Clerk will also include details of the Priority Register for utility companies and a request for those with first aid experience, 4x4 vehicles or any similar items which may be used in an emergency to contact the Clerk. The Clerk has also contacted representatives from the Methodist Church and the Scouts to ask if they might be used as a Hub for the community in

the event of an emergency. She suggested asking The Swan if they would provide similar shelter for the lower Village.

ACTION: Clerk to contact The Swan to ask if they would be able to provide shelter and support to residents of the Lower Village in the event of an emergency. Clerk also to add details of a vulnerable residents' database to the Village News.

14. Appointment of Trustee to Minster Lovell Playing Field Trust.

Cllr. Haley confirmed that the Trust has four Trustees: two nominated by the Parish Council and two nominated by the Parochial Church Council. Two people have resigned from the Trust and a replacement for one of these has been nominated by the Parochial Church Council. There is now one vacancy to be nominated by the Parish Council. The role of a Trustee includes:

- Undertaking inspections
- Organising maintenance: tendering for contracts; commissioning work etc.
- Using funds: resurfacing the tennis court; replacing the tennis court nets; fundraising and overseeing the work for this.
- Meeting every other month or at least every quarterly for updates.

There were no nominations from Councillors. Cllr. King agreed to ask Mr King and her neighbour who has young children and uses the area whether they might be interested in taking on the role. Mr Ford had been put forward as a possible suggestion for the role but he was not sure he was able to commit long term. Cllr. Haley will liaise with Cllr. King regarding the other possible nominations.

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

a) To review Action Log.

The Clerk confirmed that she had written to Mr Williams confirming that the Council will be erecting bollards at the entrance to Wychwood Close if parking on the grass continues. Several Councillors confirmed that he has since spoken to them about this. Cllr. Haley confirmed that the grass here now needs to be cut as the vehicles have been removed.

ACTION: Clerk to contact Ubico to ask them to cut the grass.

The Clerk confirmed that the car parked for some time in Ripley Avenue has been removed and she has added a calendar of events and deadlines for the Council to the website; Cllr. Haley asked for Councillors to check through this and the Welcome Pack and contact the Clerk with comments within the next two weeks. She also wrote to Mr Barker regarding the licence of The White Hart within the timescales agreed.

b) To receive Ripley Avenue play park inspection.

Mr King has confirmed that the play park is in good order and well maintained. The next inspection is due to take place in September. Cllr. King had received final copies of posters from local children asking others to respect the play park. She asked whether her and Mr King could go ahead and put these up. Cllr. Williams proposed putting up the posters straight away; Cllr Jones seconded and all voted in favour. Cllr. King asked if the Council will allow the purchase of bunting to tie the posters to. The Council did not feel this was necessary

c) Summer fun day

Cllr. Bicker confirmed that the climbing wall was not available on the one day that she and Bridget Muller could both make over the summer holidays. The Council agreed not to pursue this for the Summer but asked the Clerk to look into what is available for the Easter holidays next year as an event has been successfully run at this time previously.

ACTION: Clerk to check if the climbing wall is available in the Easter holidays 2020.

Cllr. Bicker left the meeting at 9.05pm

17. Finance:

a) To consider and approve payments due

Payee	Details	Amount
Alexandra Molton	Wages and office allowance	£647.95
DF Williams Ltd	Bus shelter window cleaning	£24.23
Ubico	Grass cutting	£1,424.16
Bookmarque Publishing	Village News	£75.00

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

b) To report payments made with the Council debit card

Payee	Details	Amount
Tesco	Stamps	£7.32

The Council noted this expenditure.

c) Bank reconciliation report for May 2019.

Cllr. Haley checked this and signed to confirm.

d) Bank reconciliation report for June 2019.

Cllr. Haley checked this and signed to confirm.

e) First quarter budget report for 2019/20.

The Council considered the first quarter budget report provided by the Clerk. Cllr. Stowell proposed that the Council accept the report; seconded by Cllr. Alderman and agreed by all Councillors.

f) To consider and approve the internal audit report.

The internal audit report was only received today and shows a number of key areas which the Council need to investigate before signing off the accounts for 2017/18. Cllr. Haley proposed that the Council need to meet in the next two weeks to further discuss the results of the internal audit report before signing off the accounts. The Clerk confirmed that the accounts were submitted to the internal auditor at the beginning of May and despite her chasing them many times through May and June, the report has only now been received. The deadline for sending the accounts to the external auditor is 30th June.

ACTION: Clerk to send Cllr. Haley details of the dates when audit information was submitted and when she has been in touch with the internal auditor to chase up the report. He will then contact the external auditor to explain the situation.

g) To consider and approve the Annual Governance Statement.

The Council will review and approve the Annual Governance Statement at the extra meeting.

h) To consider and approve the Accounting Statements for 2017-18.

The Council will consider and approve the Accounting Statement for 2017-18 at the extra meeting.

18. To discuss correspondence received.

The Clerk has received the following correspondence:

- An email from a resident of Ripley Avenue concerned about children playing cricket with a hard ball in Ripley Avenue Amenity Area. The Council noted the concern but did not feel that this was a year-round problem and decided no action was needed.
- An email from a resident of Ripley Avenue complaining about noise from children sitting on a bench outside of their garden wall and kicking balls against their wall. The Council agreed to ask for them to keep a log of when issues occur to enable them to look into this.

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

Cllr. King raised the issue of bushes outside the edge of her property which are growing rapidly and looking very messy.

ACTION: Clerk to ask Ubico to attend to remove the bushes/brambles in this area.

Cllr. Williams raised the issue of the grass around the Hall; Cllr. Haley is organising for this to be cut.

Cllr. Jones confirmed that the bins at Wash Meadow are full to overflowing on a regular basis. Cllr. Stowell confirmed that the Trustees will arrange for further collections if this is needed.

Meeting closed at 9.27pm.

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Cllr. David Haley, Chairman