



MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

Parish Clerk: Alexandra Molton

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MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY 21ST OCTOBER 2019, 7.30PM AT ST KENELMS HALL

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

Apologies: None.

Parishioners: 6

1. Welcome / Members present and apologies for absence.

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

2. Declaration of interest in agenda items.

Cllr. Haley declared an interest in item 16 as Chair of the Minster Lovell Playing Field Trust.

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

None at this point in the meeting.

4. To receive the revised Minutes of the Parish Council Meeting dated 22nd August 2019.

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

5. To receive the Minutes of the Parish Council Meeting dated 16th September 2019.

Cllr. Bicker proposed accepting the minutes as a true and accurate record of the meeting; seconded by Cllr. Jones and approved unanimously.

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

Not present at the meeting.

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

Cllr. Mullins reported the following:

- A new cycling champion has been appointed at West Oxfordshire District Council (WODC): Cllr. Daniel Levy. Monthly reports will be provided by Cllr. Levy to update District Councillors on what he is working on.
- A new Enforcement Officer has been appointed at WODC to work solely on enforcement issues at new developments. This means that the existing Officers can focus on the backlog created by staff shortages.
- WODC Council is sitting this week after a summer break.

Cllr. Stowell asked if WODC are planning on subsidising charging points for electric cars across the District. Cllr. Mullins confirmed that this is currently being looked at following the Council's recent declaration of a Climate Emergency. There is a working group focused on this issue and Cllr. Alex Postun is leading on this.

- The Water Day is at WODC on 22nd October; Cllr. Stowell confirmed that he is attending on behalf of the Parish Council.

ACTION: Clerk to add the Water Day to the November meeting to allow Cllr. Stowell to provide feedback on this.



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A resident asked where the electric car charging points are in the area and Cllr. Jones confirmed that there is one in Burford and another on the way to Witney.

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

Cllr. Walker reported the following:

- The gulleys and drain covers on School Hill have now been cleared of tarmac.
- The bridge in the lower Village is closed from 21st to 29th October to allow Gigaclear to lay cabling.
- He has noted that lorries delivering to the new development have been leaving mud on the roads around the village. They should be using wheel-wash facilities to clean the road. Cllr. Walker plans to visit the site manager to question this.

Cllr. Walker asked if one of the Parish Councillors would like to visit the site with him and Cllr. King confirmed that she can attend on Wednesday. Cllr. King and Cllr. Walker to liaise regarding a suitable time.

Cllr. Bicker asked why there is not a sign by The White Hart to let residents know that the bridge is closed in the lower village this week. Cllr. Walker confirmed that there is a sign at the top of the turning from the Burford Road.

Cllr. Stowell reported that there are lots of temporary road signs left on School Hill. Cllr. Walker will arrange for these to be removed.

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

a) To discuss path through Ripley Avenue.

The Clerk had sent Councillors an update on this in advance of the meeting. Bovis has responded to the Council's previous correspondence to confirm that they still think hoggin is a suitable surface for the path and that due to financial considerations they will not provide lighting for the path. Councillors agreed that the minutes of the Extra Parish Council meeting of 14th May 2019 indicated that the developer had agreed to provide the path and lighting and this is the Council's understanding.

Cllr. Stowell proposed writing to the developer to confirm the Council's understanding of the situation and that it does not accept the proposal; seconded by Cllr. Jones and all Councillors voted in favour.

ACTION: Clerk to write to Bovis via Mike Robinson to confirm the Council's position and ask Bovis to reconsider the plan for the path.

b) Impact of new Housing Development Construction: to confirm distances between properties

The Clerk confirmed that following concerns expressed by several residents about issues at the new development she had written to Phil Shaw to ask him to investigate these with the developer. One of these concerns was regarding the distances between new and existing properties, which residents had understood to be 30m from wall to wall. Cllr. Stowell had studied a plan of the development and confirmed that the properties appeared to be set back the appropriate distance but some of the garages were located behind homes and the footings for these were likely to be what residents had identified. Phil Shaw confirmed in an email to the Clerk that the two storey properties are 30m from the current houses. He has visited the site to check the distances and asked the Clerk to contact him again should there be any others that need to be checked.

ACTION: Clerk to circulate to Councillors the letter she has sent to Phil Shaw regarding this and follow up with WODC.

c) Update on enforcement issues.

The Clerk had been unable to contact the Enforcement Officer in charge of the case at Hillside regarding the felled trees and the erected building. Cllr. Mullins confirmed that the Officer in charge is not in the office all of the time so this has caused some delays to the progression of the case. The Officer is meeting with the owner



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of the property on 5th November to discuss both the tree felling and the building erected in the garden of the property. An update on the case will be issued shortly.

Councillors asked Cllr. Mullins to feed back to WODC that the Enforcement Officers need to be more assertive in addressing the issues which they are investigating as it appears that they are not very determined in applying planning permission criteria in cases where development has already taken place.

Cllr. Bicker confirmed that the trees which were felled at Hillside are now growing back. Councillors confirmed that these were still felled illegally and WODC need to take action on this basis.

Cllr. Haley asked the Clerk to check the planning permission for the ditch replacement in the lower Village to confirm that the requirements were followed.

ACTION: Clerk to circulate update on the enforcement issues in the village.

Councillors discussed the ongoing issues with parking at the garage on Brize Norton road. Cars are being parked on the grass verges beside the forecourt causing damage to the grass and there are too many cars being parked on the forecourt, which are compromising the exit to the parking area and the entrance to Cotswold Close. It is believed that this constitutes a breach of the planning permission which was granted.

ACTION: Clerk to contact WODC Planning team about these issues.

Cllr. Williams spoke about the issues on the path leading from Cotswold Close to Ripley Avenue which she had previously contacted the Clerk about via email. There are several overgrown plants which are preventing residents from using the path. The Clerk had contacted WODC who had confirmed that the Parish Council, WODC and OCC do not own the land or have any formal responsibility for maintaining the area. Cllr. Walker offered to confirm if OCC own the land or have any responsibility for the path. Otherwise the only way to confirm ownership is via the Land Registry. Cllr. Haley proposed that the Clerk could spend up to £100 to confirm ownership with the Land Registry; seconded by Cllr. Stowell and approved unanimously.

ACTION: Clerk to establish who owns the land from the Land Registry and go ahead with this if under £100.

10. Monthly dog fouling report.

Mrs Holloway confirmed that this month there have been 11 deposits in the Village, in Charterville Close, Wenrisc Drive and Upper Crescent. More fouling is taking place, probably because of the darker evenings

ACTION: Clerk to add a reminder into the next Village News for owners to pick up after their dogs.

11. Allotments report.

Cllr. Bicker confirmed that the fence of plot 15 still needs attention; the Clerk confirmed that the tenant had suggested she was planning to insert a gate in the fencing. Cllr. Stowell agreed to attend to repair the leaking tap, read the meter and turn off the water for the winter.

ACTION: Clerk to report meter reading when this is confirmed.

12. Churchyard extension working group; to review and approve Terms of Reference.

Clerk provided a copy of the group's Terms of Reference to Councillors.

Cllr. King proposed accepting the Terms of Reference for the Churchyard extension working group; seconded by Cllr. Williams and approved unanimously.

The Clerk confirmed that she had contacted the Estates team at WODC. The team had suggested that they would only provide advice to the Council once the current churchyard had closed. Cllr. Stowell asked the Clerk if she had managed to meet with the Leafield Clerk to discuss their churchyard extension project. The Clerk confirmed that she had, and had been given a copy of their project plan but the work was started before the current Clerk began so her knowledge was limited. Cllr. Mullins confirmed that the current Chair of Leafield Council has further knowledge of the Council's work on this and suggested that she might meet with the churchyard extension working group to offer advice.



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ACTION: Clerk to speak to the Chair of the Leafield Council to arrange a meeting with Cllr. Stowell and Cllr. Alderman and also forward Cllr. Stowell contact details for Merial Gould at WODC.

13. To review and approve an Emergency Plan for the Village.

Councillors had been forwarded a final draft of this before the meeting. Cllr. Jones proposed adopting the Plan; seconded by Cllr. Williams and approved unanimously.

Clerk confirmed that OCC now need to check and agree the Plan.

ACTION: Clerk to advertise the Plan in the Village News and village noticeboards and print copies for village shops once it is finalised by OCC.

14. Remembrance Service Preparation.

The Clerk confirmed that she and Cllr. King have met with the Church representatives regarding this year's service. The group have agreed to replicate the service from 2017. She has confirmed the musicians, attendance of Peter Kay, the road closure and the marquee and electricity supply from The White Hart. The Clerk has been in touch with Dave Jackson regarding the Scouts processing from the Hall and moving chairs from the Scout Hut ahead of the service. He has suggested that this is still possible although he no longer has the same vehicle for transporting the chairs. Cllr. Haley suggested that the Clerk contact George Bennett if Dave is unable to arrange for the chairs to be moved. Clerk to confirm with the school if children are available to read the Roll of Honour.

Cllr. King confirmed that her friend is able to supply the requisite sound equipment for the service. He is unsure about whether the urn can be connected into the same extension lead as the sound equipment and therefore the Clerk to ask Steve Hodge to bring his own extension cable to use for the urn.

ACTION: Clerk to contact John Deans to ask whether it would be possible to borrow a lead or to confirm the length of the lead required. Also to contact Steve Hodge to ask if he is able to bring an extension lead for the urn.

Cllr. Jones agreed to lay the wreath on behalf of the Council.

Cllr. King to read a poem on behalf of the Council.

ACTION: Clerk to write to the leaders of WODC and OCC to ask for a representative to attend the service.

ACTION: Clerk to ensure that a big thank you goes into the Village News for all of those involved, particularly The White Hart for use of their car park, electricity and the marquee.

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

a) To review Action Log.

The Clerk has contacted PCSO Tracy Waller regarding cars parking around the school and asked her to attend to check this but has not yet had a response. Cllr. Walker suggested that PCSO Hilary Rabson is now the representative for the Village.

ACTION: Clerk to contact PCSO Rabson about parking at the school.

Cllr. King asked whether there has been any progress on finding out about funding for new football goals. The Clerk confirmed that she has not heard back on this and will chase it up. Cllr. Jones confirmed that he has carried out a temporary repair to the goalposts but the Council need to discuss this at their upcoming Precept meeting.

ACTION: Clerk to arrange the Precept meeting and add a discussion of football goals to the Precept agenda.



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b) To receive Ripley Avenue play park inspection.

The Clerk had circulated the annual play park inspection to Councillors before the meeting. The overall report was good, with a few items to check but no major repairs required. Cllr. King confirmed that some of the fixings underneath the junior swings were failing, which the park inspector had mentioned also. Mr King will forward the Clerk pictures of the swings concerned and she will contact the supplier about these.

ACTION: Clerk to contact the supplier regarding the swings.

Councillors considered the quotes provided to carry out clearance of the bushes and brambles in Ripley Avenue but the scope of the work had changed so the quotations were not comparable. The Council asked for this to be sent out again to McCrackens and Ubico and one other contractor for quotations.

ACTION: Clerk to obtain quotations for consideration at the November meeting.

16. Finance:

a) To consider and approve payments due

Cllr. Haley asked for additional cheques to be written for the Council Poppy Wreath (£17) and for the outstanding amount due to the Clerk for previous incremental salary increase in 2018/19 (£223.60). Approval for this was proposed by Cllr. Alderman; seconded by Cllr. Stowell and approved unanimously.

Payee	Details	Amount
Alexandra Molton	Wages and office allowance	£637.95
DF Williams	Bus shelter window cleaning	£24.23
Castle Water	Allotment water supply	£172.99
ICCM	Cemetery Management training course	£204.00
Bookmarque Publishing	Village News October/November 2019	£60.00
The Play Inspection Company Ltd	Play park annual inspections (Ripley Avenue and St Kenelm's Hall)	£150.00
Fishing Bailiff	Precept 2019-2020 second payment	£75.00
M Nwanze (Defibrillator)	Precept 2019-2020 second payment	£15.00
St Kenelm's Parochial Church Council	Precept 2019-2020 second payment	£987.50
Trustees of Wash Meadow	Precept 2019-2020 second payment	£1,000.00
Minster Lovell Playing Field Trust	Precept 2019-2020 second payment	£950.00
Minster Lovell Methodist Church	Precept 2019-2020 second payment	£712.50

b) To report payments made with the Council debit card

Payee	Details	Amount
Tesco	Stamps	£7.32
Amazon	Ink cartridges	£22.49

c) Bank reconciliation report for September 2019.

This was reviewed and confirmed by Cllr. Haley.

d) Quarterly budget report 2019-20.

Councillors considered the report which the Clerk had provided ahead of the meeting. Councillors were pleased to note that at the end of the six month spend was in line with budget.



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e) Internal control checks: Council to consider and approve.

The Clerk had discussed internal controls with the Clerk to Leafield when she met with her recently and had been shown a copy of the internal control checks which are carried out by a non-signatory Leafield Councillor in conjunction with the Clerk at each quarter. Cllr. Williams proposed Cllr. King carry out this activity on behalf of the Council; seconded by Cllr. Jones and agreed unanimously.

ACTION: Clerk to ask Clerk at Leafield if their Councillor would attend to go through the process with the Clerk and Cllr. King for the first time.

17. To discuss correspondence received.

The Clerk reported the following correspondence:

- Press release regarding the Youth Opportunity Fund which provides grants for community projects for young people. The Clerk will add this to the noticeboards in the Village.
- Press release from WODC regarding a consultation on Council Tax support changes. The consultation runs until 15th November and is open to all residents in the District.
- Notice of Determination regarding adding a restrictive byway in the Parish of Brize Norton.
- Press release from WODC regarding a voucher scheme whereby residents with low connection speeds can apply for a connection at a reduced cost in collaboration with a local business.

Cllr. Haley had received information from Mr Holloway regarding an error on the road closure notice for Brize Norton Road in January 2020; the notice quotes January 2019. The alternative route was also discussed.

ACTION: Clerk to contact OCC regarding the error on the road closure notice.

Mrs Holloway has written to ask the Council if they would like her to take photographs of the Remembrance Service again this year. Councillors agreed that this would be welcome.

ACTION: Clerk to contact Mrs Holloway to confirm this.

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

Cllr. Bicker reported that 41 Wenrisc Drive appear to have a large structure in their garden.

ACTION: Clerk to check planning permission for this and if not to refer to Enforcement Officers.

Cllr. Alderman asked the Clerk to write to the Countryside Agency regarding footpaths across The Glebe as these are now very muddy.

ACTION: Clerk to contact the Countryside Agency.

Farming machinery is still being parked on the entrance to Wychwood Close.

ACTION: Clerk to add to the agenda for the November meeting.

Cllr. Stowell suggested reminding local residents that they need to be on the Housing Register with WODC if they want to apply for housing in the new development.

ACTION: Clerk to add to the next Village News.

Cllr. Haley asked when the results of the external audit report are expected. The Clerk confirmed that this will be in November when the public rights to view the accounts period has ended.

Meeting closed at 21.19pm.

Signed.....

Cllr. David Haley, Chairman