



## MINSTER LOVELL PARISH COUNCIL

[www.minsterlovell-pc.gov.uk](http://www.minsterlovell-pc.gov.uk)

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### MINUTES OF THE AUGUST PARISH COUNCIL MEETING HELD ON MONDAY 16<sup>TH</sup> AUGUST 2021 AT 7.00PM AT ST KENELM'S HALL

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

**Apologies:** Cllr. Dingwall.

**Parishioners present:** 5

The meeting started at 7.05pm.

#### 1. Welcome / Members present and apologies for absence.

Cllr. Haley welcomed Councillors, members of the public and the two candidates for the Clerk role to the meeting.

Apologies were sent and received from Cllr. Dingwall.

#### 2. Declarations of interest in agenda items.

None were made at this point in the meeting.

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

None were raised at this point in the meeting.

#### 4. To receive the Minutes of the Parish Council Meeting dated 19<sup>th</sup> July 2021.

Cllr. King proposed accepting the minute as a true and accurate record of the meeting; seconded by Cllr. Williams and agreed by all, with an abstention from Cllr. Layt as he was not a confirmed Councillor at the July meeting. The Council RESOLVED to accept the minutes.

#### 5. To sign Acceptance of Office forms (new Councillors).

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

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

Cllr. Gill provided the following update from West Oxfordshire District Council (WODC):

- Free meals are being provided for children in need from the leisure centre in Witney.
- The Council has announced financial assistance which those on low incomes can apply for to help them to keep warm in winter.

**ACTION:** Clerk to add the link for this onto the Council website.

#### 7. To receive an update from District Councillor Colin Dingwall.

Cllr. Dingwall sent apologies to the meeting.

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

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

- Bovis has confirmed that they will be starting work to add in a new footpath and entrance to Dovecote Park on 6<sup>th</sup> September.
- Cllr. Walker has visited Cotswold Close to check the problems reported by the Clerk and Cllr. Williams regarding an uneven pavement surface and flooding in to a resident's garage after heavy rain. Cllr. Walker asked for photos of the flooding outside of 39 Ripley Avenue and Cllr. Williams offered to liaise with the resident for these. Cllr. Williams confirmed that there are yellow lines on the path where the lip on the pavement by the safety barrier sits so there may be some action being taken on this already.

Cllr. Haley raised the issue of the footpath to Worsham which residents are regularly complaining about as it is now almost impassable. Cllr. Walker agreed to take this forward with OCC on behalf of the Parish Council.

Cllr. Bicker asked about how to report hedges which need trimming in the village and Cllr. Walker confirmed that these should be added to Fix My Street.

Cllr. Bicker raised the issue of parking on grass verges opposite the Horse and Radish pub on Burford Road. The Clerk confirmed that following the July meeting she wrote to the pub to ask for assistance in preventing future parking but there has been no response from the pub so far. The Clerk also reported that she has received an email from another resident concerned about the issue. The Council discussed the possibility of installing wooden posts along the grass verge, as has been done at the entrance to Wychwood Close but Cllr. Walker confirmed that OCC would be unlikely to install posts here. Cllr. Walker suggested that any images showing the extent of the parking from a drivers' point of view would help to support a case for action by OCC.

**ACTION: Clerk to report overhanging bushes on the downward one way system into the lower village via Fix My Street.**

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

- To receive and review planning application 21/02580/FUL: 5 Upper Crescent Minster Lovell Witney; Construction of detached dwelling with associated works and formation of additional access.**

**ACTION: Clerk to check if this is a listed building.**

Cllr. Haley explained the proposed works to the meeting. The Council recognised that neighbours may wish to object to the plans but agreed not to object to the plans at this time. This may be reviewed if it transpires that the building is listed.

Cllr. Haley reiterated that the plans include another entrance to the area as well as an additional boundary.

The Council resolved not to comment on the planning application.

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

The Clerk has reported a new potential planning breach to WODC; the building of a new wooden chalet behind Lavender Cottage.

The Clerk has contacted Mr Nelson at WODC for an update on the planning enforcement case at Lavender Cottage but yet received an update.

The Clerk advised the Council that the retrospective planning application for a wall outside of Charterville House has been approved and the work proposed at Bennett's Yard has been refused.

#### **c) Ripley Avenue Amenity Area:**

- To receive and approve a final specification for a path through Ripley Avenue Amenity Area.**

Cllr. Stowell and Cllr. Williams have confirmed the specification for the path lighting and the Clerk has sent this information to Bovis and asked if these lights can be installed as described by the Council and asked for confirmation of the cost of installing these.

Cllr. Stowell confirmed that the lights are only required down the side of the path alongside the laurels, not along both sides.

Cllr. King informed the meeting about a short path which has been installed in the area between Dovecote Park and Ripley Avenue.

Cllr. King asked the Council to confirm what the Council would decide to do regarding those properties on Wenrisc Drive which currently have agreed access to the Amenity Area, which may be affected by the new path.

**ACTION: Clerk to check to ensure that annual agreements are in place for relevant properties.**

**ii) To receive and consider quotations to trim laurels in Ripley Avenue Amenity Area.**

The Clerk has received two quotations to trim the laurel bushes in Ripley Avenue:

McCrackens: £575.00 + VAT.

Ubico: £1783.11 + VAT (but they cannot carry out the work until October due to grass cutting commitments).

Cllr. Williams asked for the trees between Cotswold Close and Ripley Avenue needs to be cleared also, as the elder here is an issue. Cllr. Haley confirmed that this has been largely removed by residents already.

Cllr. Stowell proposed awarding the contract to McCrackens; seconded by Cllr. Bicker and agreed by all. The Council RESOLVED to award the work to McCrackens.

**ACTION: Clerk to confirm the work with McCrackens and check that work to the laurels alongside Wenrisc Drive can be done shortly as this necessary for the path installation work.**

**iii) To receive monthly Ripley Avenue Play Park inspection report.**

Cllr. King reported that the play park is generally in good condition. Mr King has reported that some fence posts have come loose and need replacing and there are bird droppings the swing seats.

Cllr. Stowell proposed that the Council allow Mr King to spend up to £100 on remedial works to keep the park safe and discourage birds from landing above the swings; seconded by Cllr. Bicker and agreed by all. The Council RESOLVED to ask Mr King to carry out works to the value of £100 to improve the play park.

**10. To receive monthly dog fouling report.**

Mrs Holloway reported one deposit in Wenrisc Drive and four in Upper Crescent this month. Generally there has been an improvement and more dog walkers appear to be carrying dog poo bags.

**11. To receive monthly Allotments report.**

Castle Water has advised that a meter reading is now required in order for the Council to be billed for the water supply.

Cllr. Bicker confirmed that she has spoken with the resident who was struggling to carry heavy watering cans and asked the Council to reconsider how it might assist. It appears that another two tenants are fitting hosepipe attachments in order to water their plots.

Cllr. Stowell offered to provide the Clerk with a photo of the meter reading; the Council will then make a decision about what action to take with regards to hosepipes at the allotments.

**ACTION: Clerk to update the tenant and submit the water meter reading.**

**12. To receive an update from the Village Hall Working Group.**

The Clerk has been in contact with Brenda Bennett from the PCC regarding setting up a meeting about St Kenelm's Hall; Cllr. King has asked for the Clerk to wait to organise a meeting to ensure that Cllr. Haley can attend.

**ACTION: Clerk to ask Mrs Bennett for possible future meetings dates which are not on Tuesdays.**

**13. To confirm salt requirements for winter 2021/22.**

The Clerk confirmed that OCC have been in touch to ask the Council to confirm what the village's salt requirements are for winter 2021/22.

The Council agreed that the same order as in previous years is adequate and asked the Clerk to ensure that the bags are delivered over the allotments wall to keep the bags safely out of view of the road.

**ACTION: Clerk to submit the Council's order to OCC.**

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

**a) To review Action Log.**

The Clerk uploaded this to the Council website for Councillors to review before the meeting.

Cllr. Haley reported that the grass outside of 35 Upper Crescent and at the entrance to Wychwood Close has still not been cut. Cllr. Haley also asked the Clerk to contact Ubico to arrange for the grass around the bus shelters on Brize Norton Road to be cut; either as part of the current contract or as a separate piece of work.

**ACTION: Clerk to contact Ubico to chase up the missed cuts and ask for them to cut the grass around the bus shelters on Brize Norton Road.**

The Clerk confirmed that she sent the Council's letter to Cllr. Enstone in support of the WiVTAG campaign. Cllr. Stowell informed the Council that he has now left WiVTAG. The meeting to decide the future of the bridge in Burford has taken place but the decision was deferred to a future date. OCC will continue to monitor traffic in the area but are not likely to make a decision on the bridge imminently. Cllr. King suggested that Burford Town Council had paid for the order on Burford bridge to be enacted and Cllr. Stowell confirmed that this in the case. Burford Town Council are also paying for permits and monitoring.

Cllr. King asked if results of the survey on the bridge in the lower village have been published yet; Cllr. Stowell confirmed that they have not.

Cllr. Haley asked Cllr. Walker whether there is anything further that the Parish Council can do regarding the order still in place on Burford bridge and Cllr. Walker confirmed that there is not anything more which can be done at this time.

**b) Village maintenance:**

**(i) To receive an update on the broken bus shelters on Brize Norton Road.**

The Council confirmed that the smashed bus shelter windows on Brize Norton Road have not yet been replaced.

**ACTION: Clerk to chase this up with IF Glass.**

The Clerk confirmed that the repairs/replacement to the broken shelter opposite Bushey Ground has now been scheduled for 6<sup>th</sup> September. OCC and the contractor have been liaising via the Clerk to organise a schedule for the traffic management and the work which is required by both parties and shared contact information.

**15. To discuss correspondence received.**

The Clerk reported the following correspondence:

- Email from a resident regarding a recent application to the Caravan Club for a temporary caravan site behind Molygannon on Brize Norton Road, which has been granted.
- Email from Publica regarding the new 'Love West Oxfordshire' App, asking if it might be possible to arrange some advertising on village bus shelters. The Council agreed that it would be better to add posters to the noticeboards rather than the bus shelters in the village.

**ACTION: Clerk to obtain some posters to put in the village noticeboards.**

- Email from OALC regarding the Oxfordshire Plan 2050 consultation which runs until 8<sup>th</sup> October.
- Email from Graham Kew of the History Society offering the Council assistance in setting up and running something similar to the Village News.

**ACTION: Clerk to confirm with Mr Kew that the Council would like to organise a meeting to discuss this further. New Clerk to take this forward.**

- Email from the Lord Lieutenant of Oxfordshire regarding the Queen's Platinum Jubilee celebrations in 2022, including The Queen's Green Canopy.

Cllr. Haley asked if the Council would like to discuss a village event to commemorate this and the Council agreed to add this to the October meeting agenda.

**ACTION: Clerk to add this to the October meeting agenda for discussion.**

Cllr. Williams reminded the Council that before the first lockdown in 2020 the Council had been planning to arrange an event to celebrate Judy Balmer, who was nominated for the High Sheriff's Award in 2020 and did win but was unable to attend the prize giving ceremony as this was cancelled due to Covid-19. The Council agreed to plan an event for early Autumn.

Cllr. Haley asked the Clerk to invite Linda Shelley to a future meeting and add her to the agenda.

**ACTION: Clerk to contact Linda to invite her to the October meeting.**

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

Cllr. Stowell informed the Council about a swing sign at the top of School Hill advertising swimming lessons which has been there for some time and is attached to the nearest light post.

Cllr. Stowell proposed that the Clerk contact the number on the sign to ask for this to be removed within a week or the Council will remove it; seconded by Cllr. Williams and agreed by all.

**ACTION:** Clerk to phone the number on the sign to advise of this.

DRAFT

Cllr. Bicker confirmed that Mr Williams has cut the nettles out of his house but has advised that he will not be picking this up due to dog fouling in the cuttings.

Cllr. Bicker informed the Council that some residents have contacted her with some concerns about the previous site of Angie's Taxis being used as a scrap yard, as Smith's have now bought this land. The Council agreed that more evidence would be required in order for the Council to pursue this further.

Cllr. Williams has received an email from a resident regarding the pavements in the village being dug up by Gigaclear following the work completed by OCC. Cllr. Walker confirmed that an agreement has been made between OCC and Gigaclear which states that Gigaclear will fully resurface the pavements when their work is completed.

The Clerk confirmed that Mrs Swinford has not responded to any of her emails or letter regarding her co-option onto the Council.

**ACTION: Clerk to carry out a final check whether Mrs Swinford wants to be co-opted to the Council and if necessary arrange to re-advertise the co-option as required. Clerk to also check the timeframes and processes for a future co-option to fill the vacancy if Mrs Swinford does not want to take up the position.**

***Parishioners will be invited to leave the meeting at this point if they so wish.***

#### **17. Finance: To Receive and Review August Finance Report.**

##### **a) To consider and approve payments due:**

<b>Invoice number/ Reference</b>	<b>Cheque number/ Spending Power</b>	<b>Payee</b>	<b>Details</b>	<b>Amount</b>
00427	101424 (Parish properties: maintenance of)	Multi Hands	August bus shelter window cleaning	£50.00
PC06	101425 (Grass cutting)	Richard Hubber	St Kenelm's Churchyard grass cutting	£235.00
08/21	101426 (Salaries)	Alexandra Molton	August salary and office allowance	£692.16
60043968	101427 (Grass cutting)	Ubico	Grass cutting and litter picking June 2021	£737.92
IF 307830	101428 (Parish properties: maintenance of)	I.F. Glass	Replacement of smashed bus shelter window	£352.80

Cllr. Stowell proposed signing the cheques as set out in the agenda, with the exception of cheque number 101428, as this work has not yet been completed; seconded by Cllr. King and agreed by all. The Council RESOLVED to sign the cheques as set out, except for cheque number 101428.

##### **b) To report payments made with the Council debit card**

The RFO reported that three extra payments were made on the Council debit card this month which were not included in the agenda: payments to Giffgaff, Hpi Instant Ink and Indeed (shown in red below).

Cllr. Haley asked for confirmation of the payment to Indeed and the RFO confirmed that this was the initial fee for advertising the Parish Clerk/RFO role on the Indeed website.

The RFO reported that the bank statement for July arrived after the agenda had been published, so the RFO was unable to cross reference the bank statement with receipts to ensure that all card payments had been included on the agenda. Cllr. King reiterated that the card payments need to be added into the electronic cashbook when they are made rather than at the end of the month.

Payee	Details/Spending power	Amount
Amazon	File dividers (Office equipment: purchase and maintenance of)	£3.91
Giffgaff	Clerk mobile phone credit (Office equipment: purchase and maintenance of)	£6.00
Hpi Instant Ink	Printer ink (office equipment; purchase and maintenance of)	£8.49
Indeed	Advertising the Clerk/RFO role	£15.24

c) To review and confirm payments received.

None.

d) To receive bank reconciliation for July 2021.

The Bank Statements reconciliation documents, with details of total funds available to date (Appendix I)

Bank Accounts		Represented by	
Net Current Bank Balance	£30974.09	Current Account balance brought forward	£18606.72
Savings account	£17538.73	Savings Account	£17538.73
Lodged with WODC	£30000.00	WODC	£30000.00
total	£78512.82	Surplus to date 2021/22	£12367.37
<b>totals</b>	<b>£78512.82</b>		<b>£78512.82</b>

e) To receive the budget report April – June 2021.

#### Budget Report (net of VAT) (Appendix II)

The majority of the budgets headings are inline as expected. However the following are instances of variations from the budget as set:

- 2a Grass cutting budget overspent as no budget was set for the church yard grass cutting recently agreed (ref. minutes 2021/23).
- 2b Postage appears overspent, for convenience stamps bought in bulk to last through year.
- 2c Office Equipment not budgeted for - unexpected purchase of items for storing Parish Council paperwork safely (ref. minutes 2021/20).
- 2d. Telephone expenditure should be recoded to accurately reflect this budget heading.
- 2e Insurances over budgeted - to be more accurate in 2022/23 budget.
- 2f Chairman's allowances overspend as a result of leaving gifts for retiring councillors.
- 2g Allotments appear to have an underspend - however this is as a result of invoices sent out previous financial year and payment showing in this year.
- 2h Church Yard Extension cost were not budgeted for.

Cllr. King confirmed that there are spending codes for the Council to use to make it clear under which power the Council are spending public money and provided a copy of this to the Clerk/RFO.

**ACTION: RFO to write the spending power codes onto the invoices for this financial year.**

The meeting closed at 8.29pm.

Signed: \_\_\_\_\_

**Cllr. David Haley, Chairman**

\*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.

## Appendix I

MINSTER LOVELL PARISH COUNCIL		
Bank reconciliation for first quarter (April - June) 2021/22		



## Appendix II

<u>first quarter report 25% through year</u>	BUDGET SET	balance and remaining	%	1st Quarter nett total	1st Quarter income	1st Quarter expenditure	% Used
<b>MAINTENANCE</b>							
Village maintenance	£3,500	£2,677	76%	£823		£823	24%
Grass cutting including Churchyard	£4,000	£2,176	54%	£1,824		£1,824	46%
Ripley Avenue general maintenance	£1,000	£1,000	100%	£0			0%
Ripley Avenue Path and Lighting	£3,000	£3,000	100%	£0			0%
Play park inspections	£300	£300	100%	£0			0%
Bin and dog litter bin collections	£1,200	£1,200	100%	£0			0%
<b>Maintenance:-</b>	<b>£13,000</b>	<b>£10,353</b>		<b>£2,647</b>	<b>£0</b>	<b>£2,647</b>	
<b>GRANTS - S137</b>							
Fishing Bailiff	£150	£75	50%	£75		£75	50%
M.Nwanze (defib electricity)	£30	£15	50%	£15		£15	50%
St Kenelm's Parochial Church Council	£0	£0		£0		£0	0%
Trustees of Wash Meadow	£2,500	£1,250	50%	£1,250		£1,250	50%
Minster Lovell Playing Field Trust	£950	£475	50%	£475		£475	50%
Community Project	£1,500	£750	50%	£750		£750	50%
St.Kenelms Hall Management	£300	£150	50%	£150		£150	50%
<b>GRANTS - REGULAR PRECEPT</b>	<b>£5,430</b>	<b>£2,715</b>		<b>£2,715</b>	<b>£0</b>	<b>£2,715</b>	
<b>CLERKS ACCOUNTS:-</b>							
Computer/software/website	£175	£163	93%	£12		£12	7%
Postage	£100	£20	20%	£80		£80	80%
Stationery	£200	£191	96%	£9		£9	4%
Salary	£7,500	£5,616	75%	£1,884		£1,884	25%
Office allowance	£1,000	£807	81%	£193		£193	19%
Office Equipment		-£404		£404		£404	100%
Telephone	£80	£80	100%	£0			0%
Mileage	£100	£92	92%	£8		£8	8%
HMRC	£125	£125	100%	£0			0%
<b>CLERKS ACCOUNTS</b>	<b>£9,280</b>	<b>£6,690</b>		<b>£2,590</b>	<b>£0</b>	<b>£2,590</b>	
<b>REGULATORY:-</b>							
Insurance	£500	£143	29%	£357		£357	71%
Audit Fees & Accountant	£600	£323	54%	£277		£277	46%
<b>REGULATORY</b>	<b>£1,100</b>	<b>£467</b>		<b>£633</b>	<b>£0</b>	<b>£633</b>	
<b>OTHER:-</b>							
Other Income	£0	£1,750		-£1,750	£1,750		100%
Chairman's Allowance	£100	-£63	-63%	£163		£163	37%
Training/Seminars	£500	£500	100%	£0			0%
Hall Hire	£500	£500	100%	£0			0%
Subscriptions:	£500	£460	92%	£40		£40	8%
Village News	£450	£450	100%	£0			0%
Non-Recurring		£0		£0			0%
Bank charges/interest	£30	£23	78%	£7		£7	22%
Ripley Avenue Reserves	£4,000	£4,000	100%	£0			0%
<b>OTHER</b>	<b>£6,080</b>	<b>£7,620</b>		<b>-£1,540</b>	<b>£1,750</b>	<b>£210</b>	
<b>PROJECTS AND GRANTS TAKEN FROM BALANCES:-</b>							
Allotments	£300	£604	201%	-£304	£367	£63	50%
Ripley Avenue Fun Days	£0	£0		£0			0%
Ripley Avenue Path and Lighting	£3,000	£3,000	100%	£0			0%
Service of Remembrance	£120	£120	100%	£0			0%
Grants - Various	£500	£500	100%	£0			0%
Burial Ground & NP		-£2,076		£2,076		£2,076	100%
<b>PROJECTS AND GRANTS</b>	<b>£3,920</b>	<b>£2,148</b>		<b>£1,772</b>	<b>£367</b>	<b>£2,139</b>	
<b>TOTALS</b>		<b>£29,993</b>		<b>£8,817</b>	<b>£2,117</b>		
<b>GROSS TOTAL</b>	<b>£38810</b>			<b>PRECEPT</b>	<b>£21,346</b>		
<b>CONTINGENCY</b>	<b>£3881</b>			<b>VAT</b>	<b>£692.39</b>		
<b>GRAND TOTAL (PENCE ROUNDED UP)</b>	<b>£42691</b>				<b>£24,155</b>	<b>£10,934</b>	
<b>AS PER NET OF VAT COMPUTER PRINT OUT</b>						<b>£13,221</b>	
Balance Nett of VAT	£13,221.00						
Outstanding VAT claim	-£853.00						
AS PER INCLUSIVE OF VAT PRINT OUT	£12,368.00						
CARRY FORWARD	£18,606.72						
2021/22 INCLUSIVE OF VAT BALANCE	£12,367.37						
BALANCES BACK TO THE BANK RECONCILIATION	£30,974.09						
Prepared by							
Jean King	06 August 2021						
Ratified by							
Minuted (month and page reference)							