



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 20TH MAY 2019 AT ST KENELMS HALL AT 7.45PM.

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

Parishioners: 7

1. Welcome / Members present and apologies for absence.

No apologies were received.

2. Declaration of interest in agenda items.

None declared at this point in the meeting.

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

Mr Lindquist asked for the Parish Council to consider the previous licence for the White Hart. The Council recently objected to a new licence application. Mr. Lindquist explained that the landlord maintains that this was under the same terms as the previous licence, under which no complaints were received. Cllr. Haley confirmed that this will be discussed under item 20, 'Correspondence' later in the meeting.

Mr Cridland confirmed that he has sent the Clerk details from Oxfordshire County Council on requirements for footpaths for the Council to consider when liaising with Bovis on a path through Ripley Avenue.

4. To receive the Minutes of the Annual Parish Council Meeting dated 15th April 2019.

Cllr. Alderman proposed accepting the minutes as a true and accurate record of the meeting; seconded by Cllr. Bicker and all in favour except Cllr. Jones, who abstained because he was not present at the meeting.

5. To receive the Minutes of the Extra Parish Council Meeting dated 15th April 2019.

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

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

Cllr. Hill was not present at the meeting.

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

Cllr. Mullins highlighted some important issues from the last year:

- The Local Plan 2031 was published this year but this does not necessarily protect West Oxfordshire from speculative development as the area is not yet fulfilling its affordable housing quota.
- Gigaclear has been the source of some complaints although access to their broadband is now up and running in some areas. He asked if Minster Lovell residents are yet able to join the system and Cllr. Stowell confirmed that this is now possible.
- Waste collections at the start of the year caused some issues with broken bins and food bins being left in the street after collection but this has now improved.
- The District recently had its local elections, which has resulted in the make-up of the Council changing considerably; full details are on the web-site.

This year Cllr. Mullins has been appointed to the Lowlands Planning Committee and also the Environment Committee, which he is looking forward to working on. He is hoping to support Council initiatives for the



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reduction of single use plastics and also more litter picking in the area, as well as another Water Day which he hopes to bring forward and expand to look at a range of rivers in the area in addition to the Windrush. The Clerk has been contacted by a resident in the Old Village who was concerned that a stopcock in the road was covered over in mud by Gigaclear so could not be accessed in an emergency. Cllr. Mullins asked the Clerk to send him through details of this for action.

ACTION: Clerk to forward these details to Cllr. Mullins.

Paul Woodley asked why Gigaclear has not covered the whole village and Cllr. Stowell confirmed that Gigaclear has so far only installed this in areas where the current internet download speeds are considered low enough for it to be needed.

Cllr. Jones asked about the roundabout by the new development in Witney and the grass verges either side of the road which are messy and unkempt. Cllr. Mullins confirmed that this needs to be reported to Oxfordshire County Council (OCC).

ACTION: Clerk to report these issues via Fix My Street.

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

Cllr. Walker was not present at the meeting and had not sent a report.

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

a) To receive and review planning application 19/00890/LBC; Corner House, 35 Upper Crescent, Minster Lovell: Replacement windows.

The Clerk confirmed that the design of replacement windows has not changed from the original application. The Parish Council had no comment on this application.

b) To receive and review planning application 19/01234/HHD; 28 Upper Crescent, Minster Lovell: Single storey front extension and widen access.

The Parish Council had no comment on this application.

c) To confirm recommendations and follow-up from Extra Parish Council meeting with developers regarding planning application 18/03473/RES.

Cllr. Stowell confirmed that the application was approved at the Lowlands Planning Committee today. Some Councillors on the Committee were saddened by the effect of the two-storey homes on the Eastern boundary; others felt that the developer had mitigated the concerns of existing residents on Whitehall Close. The main thrust from the Planning Officers was that they were concerned about potential legal action which could be taken by the developer if they can show that there are no legitimate planning reasons why the application cannot be approved.

The Parish Council agreed that important lessons have been learnt for the future about ensuring that key specific details are included in the outline planning permission stage.

Cllr. Williams asked about whether any further training on planning as proposed by Phil Shaw previously has been followed up by the Council yet. The Clerk confirmed that she has not heard anything more about this.

The Parish Council thanked Cllr. Stowell, for his work on this and thanked Cllr. Mullins and Cllr. Hill for representing the Council at West Oxfordshire District Council (WODC) meetings.

A resident of Whitehall Close thanked the Council for their work in relation to the planning application.

Cllr. Bicker suggested that the developers are not likely to start building until September due to nesting in the fields over the summer. Cllr. Stowell confirmed that he had previously been able to speak with a representative from Bovis and he asked if they could build along the boundary with Whitehall Close first, to minimise the impact of the building work on existing residents.

10. Monthly dog fouling report.

Mrs Holloway reported 8 deposits between 19th April and 22nd April in Wenrisc Drive and Upper Crescent. These are the main problem areas. Happily one previous offender now collects bags from Mrs Holloway and disposes of the waste appropriately.



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11. Allotments report.

Cllr. Bicker reports that the second water trough is leaking. Cllr. Stowell agreed to have a look at this and report back to the Clerk. Cllr. Bicker asked the Clerk if tenants are aware that they need to cut the grass at the front of their plots. The Clerk confirmed that this is in their contracts.

ACTION: Clerk to send letters to the tenants of plots 2, 3, 7, 9, 12 to remind them that the grass verges at the front of their plots need to be cut.

Cllr. Bicker also reported that the fence needs to be repaired as there is a hole where it is believed that the perpetrators of the recent burglaries recently broke through to access the back of properties on Brize Norton Road. The Clerk confirmed that she had received a report from an allotment holder about this and was going to write to Chris Strainge to ask him to repair the fence.

ACTION: Clerk to report to Chris Strainge and ask him to repair the fence at the side of the allotment.

Cllr. Bicker asked if the grass in the general areas of the allotments is the responsibility of the Council because this is now long and needs attention. Cllr. Bicker also asked if Plot 1 is currently tenanted as this does not appear to be being worked.

ACTION: Clerk to ask Ubico for a quote to strim the grass near the water butts.

ACTION: Clerk to check with allotment holder of plot 1 to see if they are working the plot.

12. Ripley Avenue Amenity Area maintenance contract.

Councillors confirmed that weedkilling has started in the Village and is good so far. Cllr. Alderman reported that part of School Hill has been missed and asked the Clerk to confirm exactly where Ubico have sprayed so far.

ACTION: Clerk to contact Ubico to confirm where has currently been sprayed.

The Clerk confirmed that Ubico would attend to strim the area under the pine tree which had previously not been mown.

13. Annual Council insurance; decision to be taken on provider.

The Clerk provided details of quotations received before the meeting and a comparison spreadsheet for Councillors to consider at the meeting indicating different levels of cover offered by each provider. After consideration of the quotations provided, Cllr. Jones proposed that the Clerk contact Parish Protect to confirm what the annual premium would be if the personal accident cover element of the policy was increased from £50k to £100k; seconded by Cllr. Williams and all Councillors voted in favour.

ACTION: Clerk to contact Parish Protect for updated information.

Cllr. Stowell proposed that if the policy is not cheaper than the next closest quote with this amendment, the Clerk should apply for the AXA policy instead, through BHIB; seconded by Cllr. King and all Councillors voted in favour.

ACTION: Clerk to select the appropriate policy based on the proposals agreed by the Council.

The Clerk asked if the Council agree that the insurance is paid for with the Council debit card as the Council will not meet again before the current policy runs out. Councillors confirmed that the Clerk is able to pay this by card with no further confirmation needed from the Council.

14. Burial Ground.

Cllr. Alderman provided an update on this; David Mason has confirmed that St Kenelm's Church will sell the Parish Council a strip of land next to the Church Yard according to the current market value of the land.

Planning permission and a seismic survey are needed to create a burial ground. There may also be restrictions on burials so close to the river; advice will be sought.

ACTION: Clerk to liaise with Cllr. Alderman and contact David Mason to confirm in writing the details of the discussions which have already taken place.



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Cllr. Stowell suggested that the Council can find out whether planning permission is likely to be granted on this by contacting Planning Officers at WODC. The Council can then decide whether to apply for planning permission or commission a seismic survey first.

Cllr. King asked if the burial ground will still operate if the Church closes at some point in the future. Cllr. Stowell confirmed that this is the case. The Clerk will also research the legal issues around the Council operating a burial ground.

ACTION: Clerk to contact OALC to find out more about the legal issues of burial grounds and to add the item to the agenda for the June meeting.

15. Nominations for OALC Executive Committee.

The Clerk reported that Oxfordshire Association of Local Councils (OALC) is asking for representatives from town and parish Councils to join their Executive Committee. Cllr. Haley asked if any Councillor would like to put themselves forward for this but no Councillors were able to step forward for this position at this time.

16. Wild Clary in the Village.

The Clerk reported that she had received an email from a resident confirming that Wild Clary, a rare plant, is growing in the grass verge by St Kenelm's Church. The Clerk had already asked Ubico not to mow the grass here to allow the plant to establish. The Council agreed to extend this for the summer period.

ACTION: Clerk to contact Ubico to confirm that this verge is to be left unmown for the summer.

17. To review and approve Village News.

Cllr. Haley asked the Clerk to add in details of a future community event at Ripley Avenue to the Council pages. Cllr. Jones asked the Clerk to amend the details of planning application 18/03473/RES following the Lowlands Planning Committee Meeting.

ACTION: Clerk to amend text and send for publication.

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

a) To review Action Log.

The Clerk reported that she had contacted Gigaclear to ask if the signs at the end of Cotswold Close belonged to them, but they had confirmed that they do not. She had then reported them to OCC Highways in case they had left them behind. Councillors confirmed that the signs had now been removed. Cllr. Haley offered to move them if this was not the case.

The Clerk had looked up the details of a potential footpath on Brize Norton Road to the bus stops near the A40 junction and found that the Council had previously received quotes for this from OCC. The Council agreed not to take any action on this at this time. Mr Cridland suggested that the cycle path in the new development plans may incorporate a path here.

ACTION: Clerk to check this with WODC.

b) To receive Ripley Avenue play park inspection.

Mr King had no particular items to report except dog fouling near to the bin. He has repaired the burnt strings on the football goals.

Cllr. Haley asked when the next park inspection is due to take place.

ACTION: Clerk to check when the next RoSPA inspection is due to take place.



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c) To consider meeting with local children to discuss Ripley Avenue play park facilities.

Cllr. Bicker proposed that the Council hold an activity day over the summer to ask local children about what they would like to see in the Amenity Area; seconded by Cllr. Williams and all Councillors voted in favour. Cllr. Bicker will contact Adventure Plus in the next few days to confirm when the climbing wall is available and potential dates for the event can then be circulated.

ACTION: Clerk to add to the June Parish Council meeting agenda for further discussion.

Cllr. King also asked about whether the Clerk has spoken with the school about organising posters made by local children to put up in the play park area asking them to take care of the area. The Clerk had not spoken to the school. The Parish Council felt this was still a worthwhile activity, which could be included in the activity day. Cllr. King will liaise with her neighbour and the Clerk on this.

19. Finance:

a) To consider and approve payments due

Payee	Details	Amount
Alexandra Molton	Wages and office allowance	£647.95
Chris Strainge	Allotments rent – first payment for 2019.	£300.00
Volunteer Link-Up	Donation	£100.00
St Kenelm's Hall Management Committee	Annual hire charge for St Kenelm's Hall	£480.00
DF Williams Ltd	Bus shelter window cleaning	£24.23
Jean King	Ready kit for defibrillator	£35.98
Ubico Ltd	Trimming of leylandii hedge	£157.20

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

b) To report payments made with the Council debit card

Payee	Details	Amount
Tesco	Stamps	£8.40
Tesco	Ink cartridges	£17.00
Tesco	Stamps	£8.40
McColls	Stamps and envelopes	£10.17

c) Bank reconciliation report for April 2019.

Cllr. Haley asked the Clerk to work on this further as the reconciliation provided did not tally with the electronic cashbook or contain details of uncashed cheques.

ACTION: Clerk to rework this and present to the June Parish Council meeting.

d) End of year budget report for 2018/19.

Councillors felt that the totals provided did not present a clear picture of the spend for the year 2018/19 compared to the Precept and asked Cllr. King to work with the Clerk to present this more clearly.

ACTION: Clerk to work with Cllr. King to provide a clearer spreadsheet, including details of the current Precept for this year and money received against spend to present to Councillors at the June Council meeting.

e) To consider request for funding from Minster Lovell Playgroup.

The Playgroup has written to the Council to ask them to consider providing funding towards a new secure fence around the Playgroup. The Playgroup provided one quotation for the work and details of their accounts. Councillors agreed that further quotations are required for the work needed; at least three was recommended. The Council also requested a copy of the annual accounts to get more information about the financial details of the Playgroup.



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ACTION: Clerk to contact the Playgroup asking for more account information and confirming that two further quotes for the work would be required before the Council would consider providing funding.

20. To discuss correspondence received.

The Clerk received a letter from a resident complaining that the bus shelter outside of their property was dirty. The contractor had confirmed that they alternate which bus shelters are cleaned on each visit. The Council did not request any further action but suggested that it would be sensible to tender for this contract again in the next Precept.

ACTION: Clerk to re-tender bus shelter cleaning in next Precept and check details of contract.

The Clerk also reported the following correspondence:

- A press release from WODC who have purchased a second property in Witney to be used for helping young people to afford to live in the local area.
- A press release from WODC regarding funding available for community groups wishing to develop projects in West Oxfordshire which contribute to the health and wellbeing and quality of life of residents.
- A press release from WODC with details of the new Cabinet following the local elections; Cllr. Michele Mead, Cllr. Toby Morris, Cllr. Jeff Haine, Cllr. Norman Macrae and Cllr. Steve Good, as well as the previous Leader Cllr. James Mills.
- Details of a scheme to give grants to village halls to improve their facilities.

ACTION: Clerk to send details of this to Judy Balmer as Chair of the St Kenelm's Hall Management Committee

- Details of an imminent road closure on the junction of Old Minster and Burford Road, from 24th June to 28th June. Clerk will add details of this and the diversion route to the noticeboards.
- An invitation to provide information on traffic sensitive streets to a consultation by OCC which closes on 14th June.
- An update from OCC on the OxTOG initiative.

Mr Barker spoke to the meeting regarding the recent licence application for the White Hart, which the Parish Council objected to until the closing times and serving times were altered.

Mr Barker confirmed that he had requested a liquor licence until 1.30am Friday and Saturday night and 12 midnight on Sunday-Thursday nights, with live music stopping at 11pm and recorded music stopping at 12 midnight. He asked why the Council had objected and the Council confirmed that the information which they received from WODC about the licence application was incorrect. Cllr. King confirmed a vote was taken by the Council on the application before the Council were informed that the information was not accurate.

Cllr. Haley asked for the Council to confirm if they would accept another application from the White Hart with the details as set out by Mr Barker at the meeting. Councillors confirmed that they would not object. Cllr. Williams suggested she would abstain.

Cllr. Bicker reported that the fence is being pushed by trees which have recently been cut in the Style on the footpath heading to the Old Village.

ACTION: Clerk to contact OCC to report this.

Cllr. Haley reported that the paving stones opposite the Post Office were not displaced by Gigaclear so they will not be repairing these.

ACTION: Clerk to contact OCC to request that these are repaired.

Cllr. Jones asked about the access for building the new estate and Cllr. King confirmed that this has already been confirmed and the traffic will not be using Wenrisc Drive to access the area.

Meeting closed at 9.35pm.



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Signed.....
Cllr. David Haley, Chairman