



MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

Parish Clerk: Alexandra Molton

111 Walker Drive, Faringdon SN7 7FY

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MINUTES OF THE AUGUST PARISH COUNCIL MEETING HELD ON MONDAY 19TH AUGUST 2019, 7.30PM AT ST KENELMS HALL

1. Welcome / Members present and apologies for absence.

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

Apologies: Cllr. Williams, Cllr. King and Cllr. Walker.

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).

A Parishioner informed that Council that the agenda had not been advertised on the Council website as usual this month. The Clerk confirmed that it was advertised on the noticeboards within the statutory timeframe. Clerk confirmed she would ensure that future agendas were on both the website and noticeboards.

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

Cllr. Bicker proposed accepting the minutes as a true and accurate record of the meeting; Cllr. Stowell seconded and all Councillors voted in favour.

5. To receive the Minutes of the Extra Parish Council Meeting dated 1st August 2019.

Cllr. Alderman proposed accepting the minutes as a true and accurate record of the meeting; Cllr. Haley seconded and two voted in favour, with abstentions from Cllr. Bicker, Cllr. Stowell and Cllr. Jones who were not in attendance at the meeting.

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

Cllr. Hill gave the Council an update on the following:

- West Oxfordshire District Council (WODC) have now set up a single-use plastics working group and an electronic vehicles working group to help the Council become carbon neutral by 2030. There are plans to introduce electric vehicles into the Ubico fleet and increase the number of charging points in the District. WODC proposes to move to Green energy suppliers where possible. Cllr. Hill also spoke about the food waste recycling plant in West Oxfordshire, which does generate electricity and compost.
- There is an open day planned to Deddington recycling plant and Cllr. Hill can forward the details to any Councillors who are interested in attending. Details will be forwarded to the Clerk.

Cllr. Jones asked whether there is a strategy for where new electricity charging plans in the area will be located. Cllr. Hill suggested that they may become available at public car parks in the future.

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

Not in attendance at the meeting.

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

Not in attendance at the meeting.



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

a) To receive and discuss planning application 19/02090/HHD; 22 Cotswold Close, Minster Lovell: Alterations and first floor extension above existing garage.

The Council had no comments.

b) To receive and discuss planning application 19/01892/FUL; The Old Chapel, 97A Brize Norton Road, Minster Lovell: Erection of a shepherds hut for ancillary home office/study.

The Council had no comments.

c) Update on path through Ripley Avenue.

The Clerk had circulated an email from Bovis to Councillors before the meeting with details of the proposed route and suggested materials to be used.

Councillors agreed that a path 1.5 metres wide would be sufficient. The Council confirmed that hoggins is not a suitable material for the path and agreed that a solid material, such as that used on the path adjacent to St Kenelm's Church is required. Councillors agreed that the path is flush with the grass, with curved edging and with lighting set into the path which illuminated the edge of the path, with no high level lighting. Cllr. Alderman confirmed that Gordon Hill & Son Ltd completed the work on the path next to St. Kenelm's Church.

ACTION: Clerk to contact Gordon Hill & Son Ltd to check the name of the material which was used for the path and confirm further requirements with Bovis.

A parishioner asked how Bovis are planning to bridge the ditch at the top of Ripley Avenue Amenity Area.

ACTION: Clerk to find out from Bovis how the path will bridge the ditch.

The Clerk had no update on the Enforcement case on the felled trees and erected building in the Lower Village. The Council agreed that there are several enforcement issues at this time in the Village which are not being progressed quickly enough. Cllr. Haley asked Cllr. Hill if she could raise with senior officers at WODC that these cases do not appear to be getting dealt with very swiftly or successfully.

10. Monthly dog fouling report.

Mrs Holloway reports incidents, mainly in in Upper Crescent, and confirms that the situation is better in most of the Village. There are still problems with dog fouling in Wash Meadow and she has asked Cllr. Alderman to monitor this. Cllr. Stowell also regularly monitors the situation and reported an improvement at this time.

11. Allotments report.

Cllr. Bicker reports that the fences on plots 12 and 15 are coming down and need attention and plot 4b needs urgent attention as other tenants are complaining about the weeds on the plot.

ACTION: Clerk to contact tenants as appropriate.

12. Update on Churchyard Extension.

The Clerk suggested setting up a working group to move the project ahead, which will then report back to the full Council when decisions need to be taken on key issues. Cllr. Stowell confirmed that he would be prepared to be Chair of this Working Group.

Cllr. Stowell proposed setting up a Working Group to progress the churchyard extension project; Cllr. Jones seconded and all Councillors agreed.

ACTION: Clerk to set out Terms of Reference for the Group and circulate these to Councillors.

The Council agreed on a membership of three. Cllr. Bicker nominated Cllr. Jones and all Councillors voted in favour. Cllr. Stowell nominated himself and Cllr. Alderman for the Working Group and all Councillors voted in favour of both. The Working Group will consist of three members: Cllr. Stowell, Cllr. Jones and Cllr. Alderman, with the Clerk providing administrative support.

Cllr. Stowell proposed referring to the project as a Churchyard Extension from now on in all documents and conversations and all Councillors voted in favour of this.



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The Clerk has arranged a meeting with members of the Diocese and the Working Group on Tuesday 20th August to discuss the Churchyard extension project. Cllr. Haley asked if the Working Group will discuss both the Churchyard and the possibility of a new Community Hall. The Council agreed that this initial meeting would be focused on the churchyard extension only. Any subsequent meeting to discuss Community Hall facilities will be organised at a later date.

13. To discuss Oxfordshire Revised Draft Statement of Community Involvement Consultation.

The Council did not have any comments to make on this.

14. To discuss Oxfordshire Council Permit Scheme Consultation.

The Council agreed that this was a good idea and felt that it provided an ideal opportunity for work on highways to be coordinated better so that works from different agencies could be carried out simultaneously, reducing road closures, disruption and damage to roads. The Council asked the Clerk to suggest that the scheme could also enable Oxfordshire County Council (OCC) to promote a higher standard of road repairs and remedial works following highways work.

ACTION: Clerk to respond to the consultation on behalf of the Council

15. 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 has reported the entrance of Wychwood Close to Gigaclear and has asked them to attend to repair the damage caused to the grass verges. She has also asked for a confirmed date by which the remedial works in the Village will be completed so that a meeting can be arranged between the Council and the contractor to assess the works and confirm that they are of a satisfactory standard. Cllr. Haley confirmed that he had reinforced the need for the repairs and a final meeting in a recent telephone conversation with Gigaclear.

The Clerk has spoken with the manager of Minster Mill and arranged to meet with her to discuss whether they are able to provide a place for residents to gather in the event of an emergency in the lower part of the Village. The Clerk at Leafield has also confirmed that they would like to work together to share resources for an Emergency Plan.

The Clerk has written to Cllr. Ian Hudspeth, Leader of the Council at OCC, regarding school bus travel costs in the Village and has not yet received a response.

The Clerk has contacted WODC to confirm the names that the Council would like to put forward for consideration as road names for the new development. WODC has responded to confirm that it requires more information on the background of the names and the reasons why they have been selected. Cllr. Haley produced a book entitled '*Minster Lovell: Those Who Served 1914-1945*' by Sue Honoré. WODC has also confirmed that the Council may need to provide alternative suggestions for road names as several of those that were put forward are already names of roads in Witney and local Villages.

ACTION: Clerk to provide more information to WODC and confirm if the Council needs to provide alternative suggestions.

Dovecote Park has been confirmed as the marketing name for the new housing development in the Village but this will not form part of the address of the scheme.

All of the audit information has now been sent to the external auditor and the Clerk has not yet heard anything back.

Adventure Plus has confirmed that their climbing wall is available for hire in the Easter holidays; Cllr. Bicker to confirm when she and Bridget Muller are available and the Clerk will book this.



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b) To receive Ripley Avenue play park inspection.

Cllr. Jones confirmed that the right hand goal support has come away and has repaired this in the interim and has returned to repair these further. Both goal posts need replacing and he has been in touch with the manufacturers of the nets regarding a replacement. This would cost between £500 and £600 per goal plus the posts would need to be secured into the ground. The Council agreed that this should be budgetted for in the next Precept. Cllr. Stowell suggested that the Council might be able to apply to the WODC Community Grant to fund this.

ACTION: Clerk to check if it would be possible to apply for the Community Grant from WODC: to download the application form and check the deadline for applications.

16. Finance:

To consider and approve payments due

Payee	Details	Amount
Alexandra Molton	Wages, office allowance and expenses (photocopying)	£614.70
DF Williams Ltd	Bus shelter window cleaning	£16.16
Bookmarque Publishing	Village News (two editions)	£145.00
Oxfordshire Association for the Blind	Donation	£50.00
Jean King	Ink cartridge for Council business	£11.39
Castle Water	Water supply for allotments, 1/4/19 – 30/6/19	£50.61

Cllr. Haley asked for confirmation of the Clerk salary for this month: the Clerk confirmed that she had repaid £35 which she mistakenly paid for using the Council debit card but should have been part of the office allowance.

Cllr. Stowell proposed signing the cheques as laid out in the agenda; seconded by Cllr. Bicker and all agreed.

a) To report payments made with the Council debit card

Payee	Details	Amount
Amazon	Ink cartridges	£19.96

b) Bank reconciliation report for July 2019.

The Clerk provided a bank reconciliation report showing the balances of all of the Parish Council accounts. The Council would like a report showing the current balance for just the Community Account also to confirm that all figures add up correctly.

ACTION: Clerk to provide this for the September meeting.

c) Clerk incremental pay increase; 2018-19 and 2019-20.

The Internal Auditor highlighted that the Clerk's pay increase was incorrectly applied for 2018-19 (and therefore 2019-20). Cllr. Alderman proposed correcting the Clerk's salary and paying her the extra amount to bring this into line; Cllr. Jones seconded and all agreed. Cllr. Haley will work out the correct amount and report this to Councillors.

d) Accounting package

The Clerk confirmed that she contacted Oxfordshire Association of Local Council (OALC) who provided links to accounts packages that are currently used by other Councils to record their finances. She has also contacted some other local Clerks to ask for a recommendation for an alternative software system but these Clerks are using Money Manager also. The Clerk also confirmed that the licence for the current software expires at the end of August. Cllr. Stowell proposed continuing with the current software, seconded by Cllr. Jones and agreed by all Councillors.

ACTION: Clerk to renew software licence.



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17. To discuss correspondence received.

The Clerk reported the following correspondence:

- A parishioner contacted the Clerk to confirm that a tree had fallen into the ruins; Councillors confirmed that this has been removed.
- OCC have contacted the Council to ask for a salt bin order for this winter. The Council confirmed that they would like the same order as last year.

ACTION: Clerk to contact OCC with an order.

- OCC have contacted the Clerk regarding a Government scheme whereby buildings used for the public in rural areas may qualify for free installation of broadband. She has contacted Mrs Diver, Mrs Haley and Dave Jackson regarding St Kenelm's Hall, the Methodist Church and the Scout Hut to find out whether they might be interested in the scheme.
- The Council have been invited to input on a consultation on the proposals for the new Garden Village near Eynsham. The Council did not feel that this was for them to comment upon at this point.
- The Director of CPRE Oxfordshire has been in touch to confirm that they have recently published a document '*A Better Vision for Oxfordshire*'. The Clerk has details of this if anyone is interested in reading it.
- OCC have provided details of free electric blanket checks in the County. Clerk will add the details to the Village noticeboards.
- Mrs Donohue has written to the Council to confirm that two trustees on the Minster Lovell Village Trust need to be re-elected in January 2020. Mrs Donohue and Mrs Haire are willing to stand again. The Council agreed to elect the Trustees at the next Parish Council meeting in September.

ACTION: Clerk to add this to the September agenda.

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

Cllr. Haley asked for the Council to confirm that they will accept Mr King as a new Trustee on the Minster Lovell Playing Field Trust. Cllr. Bicker proposed accepting this; seconded by Cllr. Jones and agreed by all Councillors. He will begin a 4 year term starting 19th August 2019.

Cllr. Bicker asked when the lines are going to be repainted on the road in the Old Village where it has been resurfaced. She also pointed out that the trees overhanging the path down to School Hill are overgrown and hanging over the path.

ACTION: Clerk to chase up when the lines are going to be repainted and whether trees are going to be trimmed along School Hill.

Cllr Stowell informed the Council that the sign for School Hill on the Burford Road has disappeared completely.

ACTION: Clerk to report this to OCC.

Cllr. Bicker raised the issue of the roof of the bus shelter on Brize Norton road which was cleaned inside very well by John Linquist. The roof remains covered in moss which needs to be removed.

ACTION: Clerk to ask DF Williams for a quote to power wash the roof of the bus shelter.

Cllr. Stowell proposed that the Clerk could spend up to £50 on this, seconded by Cllr. Jones and all Councillors voted in favour.

Cllr. Jones provided an update on the school bus situation; a letter was given recently to the local MP who was at an event in the Village. Katherine Doughty has set up a Facebook page to find out how many children are likely to be travelling on the public bus when school resumes. The Clerk confirmed that she has written to Cllr. Ian Hudspeth, Leader of the Council at OCC, to ask him to acknowledge that this is an issue. Parents have expressed concerns that children will get into trouble for being late if they travel to school on the public bus whereas those travelling on the school bus do not receive the same punishment.



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Mr Jones reported the situation in the river and Mr Woodley (Fishing Bailiff) had sent a message asking for the Council to erect a sign to warn the public that it is dangerous to swim in the river by the ruins. Cllr. Stowell confirmed that the Trustees of Wash Meadow have been previously advised not to erect a sign to this effect.

Meeting closed at 8.57pm.

Signed:

Cllr. David Haley, Chairman