



## MINSTER LOVELL PARISH COUNCIL

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

Parish Clerk: Alexandra Molton

111 Walker Drive, Faringdon SN7 7FY

Email [info@minsterlovell-pc.gov.uk](mailto:info@minsterlovell-pc.gov.uk)

Tel: 07712 705865

# MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY 15<sup>TH</sup> MARCH 2021 AT 7.00PM VIA ZOOM

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

**Apologies:** Apologies were received from Cllr. Mullins.

**Parishioners present:** Mr Cross.

The meeting started at 7.00pm.

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

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

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

Cllr. Haley declared an interest in 8d) as a neighbour of the property and Cllr. Stowell in 8b) as a Trustee of Wash Meadow.

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

Mr Ian Cross joined the meeting and confirmed that he would like to discuss the 'Nottingham Knockers' which have been in the area recently. He has seen another neighbourhood where signs have been erected to declare that neighbourhoods do not welcome them in the area.

Cllr. King suggested adding information into the Village News.

Cllr. Williams agreed that a notice around the village might help to deter people door stop selling.

Cllr. Haley proposed that the Clerk explore what options are available and speak with Trading Standards and local Police for guidance; seconded by Cllr. Jones and all voted in favour. The Council RESOLVED to investigate this.

**ACTION: Clerk to investigate what signs are available and bring options to the April meeting for the Council to consider.**

**ACTION: Clerk to add some brief details into the next Village News submission.**

### 4. To receive the Minutes of the Parish Council Meeting dated 15<sup>th</sup> February 2021.

Cllr. Bicker proposed accepting the minutes as a true and accurate record of the meeting; seconded by Cllr. Alderman and agreed by all, with an abstention from Cllr. Williams who was not in attendance at the meeting. The Council RESOLVED to accept the minutes.

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

Cllr. Hill was not in attendance at the meeting.

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

Cllr. Mullins sent apologies to the meeting.

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

Cllr. Walker was not in attendance at the meeting.

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

- a) To receive and review planning application: 21/00314/OUT: Charter Court, Brize Norton Road, Minster Lovell, Oxfordshire, OX29 0AB; Erection of a detached bungalow (Outline application with all matters reserved).**

Cllr. King pointed out that a comment has already been made onto the planning portal by the neighbouring property, confirming that the road to the property is un-adopted by Oxfordshire County Council (OCC) and it would be very troublesome to have traffic going back and forth.

Cllr. King proposed strongly objecting to the application: seconded by Cllr. Stowell and all voted in favour. The Council RESOLVED to object strongly to the application on the following grounds:

- Precedent of previous similar applications in the area being refused by WODC and dismissed on appeal;
- The road leading to the property is very narrow and un-adopted by OCC.
- Contravenes the Council's Planning Policy Statement, particularly in relation to back land development, rounding off and development in the open Countryside

- b) To receive and review planning application: 21/00477/FUL: Pavilion Recreation Ground Old Minster Lovell; Conversion of loft to provide meeting room including dormer and first floor balcony overlooking the sports field.**

Cllr. Alderman declared an interest in the item as a Trustee of Wash Meadow. The Council were supportive of the plans and wished the social club luck with the work.

- c) To receive and review planning application: 21/00615/HHD: 27 Ripley Avenue Minster Lovell Witney; Part conversion of garage to habitable space with erection of a first floor extension above.**

Cllr. King declared an interest as a neighbour of the property.

Cllr. King proposed that the Council provide a comment that the design and style of the plans do not match the other properties in this area of the village; seconded by Cllr. Jones and all voted in favour. The Council RESOLVED to comment on the application.

- d) To receive and review planning application: 21/00410/HHD: 108 Brize Norton Road Minster Lovell Witney Oxfordshire OX29 0SG; Erection of front, side and rear extensions.**

The Council agreed not to comment on this application.

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

The Clerk confirmed that since the February meeting she has received an update from James Nelson at WODC regarding Happy Days, which was forwarded to Councillors. The containers which had been raised as a concern were found to be used to store garden equipment and the caravan is not being occupied. Mr Nelson did not believe that any material harm was being caused by taxis from the company of the resident of Happy Days being parked at the property. The case has now been closed.

The Clerk has contacted James Nelson for an update on Lavender Cottage but has not yet received a response to confirm the progress and current position.

- f) Ripley Avenue Amenity Area.**

- i) To review and discuss options for lighting.**

The Clerk has been in contact with the Highways Team at OCC for advice regarding the best options for the path and any statutory duties which need to be met. The Highways Team have confirmed the safety standards which need to be met and suggested appropriate contractors to use for the work.

The Clerk has also been in touch with Kidlington Parish Council which recently installed solar lighting in the town. A local company to supply and fit lights was recommended.

The Clerk has sourced three different options for recessed solar lighting to be installed into the path as this avoids the need for a power supply.

The Clerk has also contacted the project manager of Dovecote Park to ask whether Bovis might be prepared to install the lighting when they lay the path, and to confirm whether there would be an additional cost. Bovis have confirmed that this may be possible. Bovis are hoping to start laying the path by mid-April, weather-permitting.

**ACTION: Clerk to get full costings for different lighting options and bring this back to the April meeting for a decision to be taken. Clerk to also obtain quotations for installation of lighting from local electrical firms for comparison.**

- ii) To review and discuss options for safety barriers.**

The Clerk provided two costings for purchasing safety barriers for use at each end of the path. Cllr. Stowell suggested that the Council could purchase a metal railing to make a barrier similar to that recently purchased for the new handrail in the lower village and then arrange for this to be installed. Cllr. Stowell to assist Clerk with sourcing potential parts from Key Clamp or similar and costing this.

The Council agreed to a chicane-style barrier at the Ripley Avenue end.

**ACTION: Clerk to liaise with Bovis and ask if they would also fit this when they install the path.**

**9. To review the Oxfordshire Draft Transport Blueprint consultation.**

The consultation runs from 15<sup>th</sup> February to 28<sup>th</sup> March 2021 and details of the consultation can be found online at [Consultation Homepage - Local Transport and Connectivity Plan - vision consultation - Oxfordshire County Council Consultation Portal](#)

The Council had no comments to make.

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

Cllr. Bicker presented the report: there have been 10 deposits found this month, mainly in the alleyway by Drylands Road and in Upper Crescent.

Mr Cross suggested that there are not as many dog litter bins in the village as there were; the one outside of the school has disappeared. Cllr. Stowell will check if there was a bin outside of the school when he carried out a review of the current bins in the village and let the Clerk know if any need to be chased up with OCC.

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

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

Cllr. Bicker confirmed that the allotments were in good condition when she visited two weeks ago.

Cllr. Stowell confirmed that he has turned the water at the allotments back on and has also checked the pipes and confirmed that these are working.

**a) To consider request for a shed on plot 4a.**

As detailed in her contract, the tenant of plot 4a has asked for permission to install a shed, up to 6'x4'. The Council approved this.

The Clerk has received notice on plot 5 and has already arranged a new tenant for the plot from 1<sup>st</sup> April 2021. She has issued a tenancy agreement and will arrange for this to be signed by the Council when she collects the finance paperwork from Cllr. Jones w/c 15<sup>th</sup> March 2021.

**12. To receive an update on the Churchyard Extension project.**

Cllr. Stowell confirmed that CMS are now carrying out some investigations and liaising with the Local Planning Authority about a potential churchyard extension. He expects to have an update for the May meeting.

Cllr. Stowell confirmed that when the reports from CMS are received the Council will have spent the £5000 allocated to the project so far.

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

Cllr. King confirmed that the working group has met and agreed to go ahead with a meeting with the Diocese. The Clerk has now arranged a meeting for the working group with the Diocese and Rev. Hugh White for 29<sup>th</sup> March via Zoom.

Cllr. Haley suggested a meeting of the working group before the meeting to discuss a final approach; the Council agreed that this was sensible.

**ACTION: Clerk to set this up before the meeting on 29<sup>th</sup> March.**

Cllr. Stowell confirmed that there are a number of options that could be explored in terms of how the Council could take on the hall.

**14. Windrush Valley Traffic Action Group (WiVTAG).**

Cllr. Stowell had provided the Council with information about this group in advance of the meeting.

Cllr. Stowell confirmed that the group are addressing the impact of HGVs on local bridges following the temporary ban on HGVs over 7.5 tonnes on the bridge in Burford. The group are also lobbying OCC for a

proper plan for HGVs travelling in the area, particularly in terms of which bridges in the Windrush Valley they should use.

Cllr. Stowell proposed that the Parish Council formally supports WiVTAG in asking for the 7.5 tonne limit on Burford bridge to be lifted and support the group in asking OCC for a Windrush Valley traffic management campaign; seconded by Cllr. Williams and agreed by all. The Council RESOLVED to formally support WiVTAG.

Cllr. Stowell will represent the Council and will keep the Council informed of the changing situation.

**15. To confirm plans for storing Council filing.**

The Clerk has sourced an alternative and less expensive filing system which should be suitable for storing Council files and has confirmed with the Scouts that they are able to store this. The Clerk is just waiting for confirmation that the filing cabinet is fireproof in order to meet the Council's insurance guidelines.

The Clerk will then confirm plans for arranging for the new filing cabinet to be installed.

**16. To confirm plans for Elections in 2021.**

The Clerk has delivered nomination packs to all Councillors who have indicated that they are not planning to step down from the Parish Council and will collect these and deliver them all to the WODC offices by 8<sup>th</sup> April 2021, as required.

The Council asked the Clerk if she is able to collect the papers slightly later than the w/c 15<sup>th</sup> March which originally suggested.

**ACTION: Clerk to confirm a date for collecting the papers w/c 22/3/21. She will then drop these off at the WODC offices.**

**ACTION: Clerk to add details of a vacant Councillor post to the village noticeboards.**

**17. To review and approve Village News.**

The Clerk uploaded a draft version of this to the Council website in advance of the meeting for the Council to review.

Cllr. King suggested being more positive that Ripley Avenue Play Park will be open soon.

**ACTION: Clerk to confirm with McCrackens when the moss will be cleared.**

**ACTION: Clerk to update Village News and submit.**

**18. 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 in advance of the meeting for the Council to review.

The Clerk informed the Council that she has been liaising with a supplier via Amazon regarding an alternative, less expensive filing cabinet to the one previously suggested and is waiting for confirmation that they are able to supply one which is fire-proof.

The Clerk has been in contact with Mr Barker regarding £100 compensation from the Council for the tree which was trimmed in the White Hart car park. Mr Barker has suggested using this money to purchase a bench to be installed in the bus shelter by the pub, which the manager has kindly been keeping clean and tidy.

**b) Village maintenance:**

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

Cllr. King confirmed that the Amenity Area is in good condition, and the new football goals are being well used. There is some loose wood from the trees in the area but Cllr. and Mr King will clear these to make the area safe.

**(ii) To discuss the opening of Ripley Avenue Play Park.**

There have been no changes to the Government guidance on play parks since the February meeting. The Clerk has contacted McCrackens to confirm the moss removal and ask them to confirm when the work will take place.

Councillors were all in favour of opening the park and RESOLVED to do this as soon as possible, once the moss is cleared, the equipment is washed, Covid-19 signs are erected and the Clerk has carried out the relevant risk assessment. Cllr. and Mr. King will organise for the equipment to be cleaned; Cllr. Williams and

Cllr. Bicker offered to help with this. Cllr. King will also put up bunting around the edge of the park once it is ready to be opened.

**ACTION: Clerk to carry out a Covid-19 risk assessment and arrange for Covid-19 signs to be erected before the park is opened.**

**(iii) To receive an update on the broken bus shelter on Brize Norton Road.**

The Clerk confirmed that the pavement will be repaired by OCC and it will take 4 weeks for a new shelter to be supplied and installed once this is ordered.

Cllr. Bicker has spoken with Mr Smith to ask for a quotation to remove the damaged shelter and he has quoted £500.00 to carry out this work. Cllr. Haley has spoken with another local company to find out if they are able to take the damaged shelter away.

The Council to agree to next steps outside of the next meeting in order to ensure that there are no further delays in getting the shelter replaced.

**ACTION: Clerk to order the replacement shelter.**

**(iv) To receive an up-date on broken speed sign on Brize Norton Road.**

Following the February meeting, Mr King visited the sign but could not ascertain a safe way to check whether the sign was receiving a power supply from the mains.

Cllr. Stowell offered to try and find out how to get into the sign to see whether there is a power supply.

Cllr. Haley proposed a limit of £200 to get a local electrician to check if the sign has power; seconded by Cllr. Alderman and agreed by all. The Council RESOLVED to arrange for a local electrician to check the power supply to the sign.

**ACTION: Clerk to liaise with Cllr. Stowell and find an electrician to check the sign.**

**(v) To receive an update on speed signs and white gates on Burford Road.**

The Clerk has emailed the project manager at Dovecote Park to ask him to confirm when these changes will be carried out and he has responded to confirm he will find out.

**(vi) To receive an update on parking at the Ruins.**

No further progress has been made on this since the last meeting; the Clerk has emailed Cllr. Stowell and Cllr. Alderman to confirm how they would like to proceed.

Cllr. Stowell and Cllr. Alderman will meet to agree next steps and confirm this with the Clerk.

**(vii) To discuss request to install memorial bench in the village.**

The Clerk has received a request from a family in Minster Lovell to install a memorial bench in honour of a recently deceased relative who lived in the village. The family are willing to purchase and install the bench and understand that they would then be liable for maintenance of the bench. The Council agreed for the bench to be installed. Cllr. Haley suggested asking if the family would be willing to install the bench in the bus shelter by the White Hart, as Mr Barker has requested that a bench should be installed here.

**ACTION: Clerk to suggest to the family that the bench they want to install be put into the bus shelter where the White Hart have requested.**

Cllr. Stowell confirmed that the Jubilee bench has now been fully restored and this will be reinstated by Bridge Cottage. The Council agreed for the bench which has been by Bridge Cottage be moved by the play park in Ripley Avenue Amenity Area.

**19. Finance: To Receive and Review February Finance Report.**

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

Invoice number/Reference	Cheque number	Payee	Details	Amount
DW-25726	101337	Jean King	Expenses for replacement defibrillator parts	£311.53
W-1569	101338	OALC	Clerks: the knowledge training for Alexandra Molton	£120.00
M00201/2021/1	101339	OALC	Annual membership 2021-2022	£301.59
00380	101340	Multi-Hands	February bus shelter window cleaning	£50.00
03/21	101381	Alexandra Molton	March salary and office allowance	£692.30
211391	101382	Jonathan Stowell	Parts to build and install a handrail on School Hill	£70.89
INV2021/22-32	101383	Sarah Ryan	Return of deposit for plot 15, with water rates subtracted (£50.00 - £10.20)	£39.80

Cllr. Haley confirmed that he has all of the relevant paperwork for these payments and proposed agreeing the payment as set out; seconded by Cllr. Alderman and agreed by all. The Council RESOLVED to agree these payments.

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

Payee	Details	Amount
Giff Gaff	Credit for Clerk mobile phone	£6.00
Zoom	Monthly charge for Zoom Pro	£14.39
Wix.com	Annual gmail inbox domain fee	£66.62
Wix.com	Annual website hosting fee	£111.75

Cllr. Haley confirmed that he has the relevant paperwork to confirm these payments.

**c) To review and confirm payments received.**

Invoice number/Reference	Payer	Details	Amount
INV2021/22-1	Sian Whitlock	Annual rent for allotment plot 15	£25.00
INV2021/22-2	Sian Whitlock	Deposit for allotment plot 15	£50.00

The RFO provided Cllr. Haley with the finance paperwork for the invoices, together with receipts for the card payments made and a copy of the invoice spreadsheet for 2021/22 to allow Cllr. Haley and Cllr. Jones to confirm all payments scheduled, made and received this month.

Cllr. Haley confirmed that this was all in order.

**d) To receive bank reconciliation for February 2021.**

The RFO provided Cllr. Haley with the bank statement and the bank reconciliation from the electronic cashbook in order for these to be confirmed.

Cllr. Haley confirmed that the statement from the electronic cashbook and the bank statement match and signed them both to confirm this.

Cllr. Haley confirmed that the cheque stubs for July: cheque numbers 101313-101318 and 101320-101325 and the corresponding paperwork for these have been confirmed and signed.

Cllr. Haley confirmed that the cheque stubs for August: cheque numbers 101326-101332 and the corresponding paperwork for these have been confirmed and signed.

**ACTION: Clerk to dispose of duplicate invoices.**

**e) To receive update on actions from internal controls checks.**

The Clerk confirmed that she has taken steps as suggested on the previous control check by Cllr. King and uploaded this to the Councillors page on the website in advance of the meeting.

**f) To approve annual leave for the Clerk (12<sup>th</sup> – 16<sup>th</sup> April 2021)**

Cllr. Haley questioned whether taking this week as annual leave would give the Clerk enough time to prepare for the April Annual Parish Meeting and April Parish Council meeting. The Clerk agreed that this may not be the best dates to take.

**ACTION: Clerk to reconsider her annual leave and suggest alternative dates at her six-month appraisal meeting which is scheduled for 22<sup>nd</sup> March.**

**20. To discuss correspondence received.**

The Clerk reported the following correspondence:

- Phone call from a resident of the Old Village concerned about the activities of Manor House and work with diggers which appeared to be taking place in the field behind the property. The concerned resident has provided photographs and been in touch with WODC about the situation. He has since contacted the Clerk to confirm that the work appears to have stopped.  
The Council noted this.
- Invitation from WODC to a Climate Action Day for Parish and Town Councils on 23<sup>rd</sup> April 2021 via Hopin. The Clerk forwarded details of the event to the Council in advance of the meeting.  
The Council noted this.
- Email from Mrs Bennett asking for confirmation whether she should commission Mr Hubber to cut the grass at the Churchyard, and that the Council have agreed to pay for this service from April 2021. The Council's current grass cutting contract with Ubico runs until October 2021.

The Council agreed that Mr Hubber continue with the grass cutting this year, but he will need to supply a quotation for the work and send invoices to the Clerk for each cut in order for the Clerk to schedule

payment. The grass cutting of the churchyard will then be added into the Council's grass cutting contract from next year.

**ACTION: Clerk to ask Mr Hubber to provide a quote for the grass cutting at the Churchyard and confirm with Mrs Bennett that she can commission the first cut of the season.**

Cllr. Stowell asked for the Clerk to check whether any other local Councils have experience of Ubico cutting grass in churchyards.

**ACTION: Clerk to contact local Councils.**

- Email from Linda Shelley, who is the Parish Warden for the village under the Cotswold Voluntary Warden scheme, which organises guided walks. Ms Shelley would like to attend a future Council meeting to give more information about what she does and consult with the Council on the issues and challenges faced by the Parish and how the organisation might be able to help local people and landowners. The Clerk has asked Ms Shelley to attend the April Annual Parish Meeting and she has confirmed that she can attend this via Zoom.

The Council noted this.

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

- The Clerk asked the Council to note the the noticeboard outside of the Spar Shop is particularly grubby and needs cleaning and asked if she could invite the bus shelter window cleaning company to clean this on his next trip to the village in early April. The Council agreed to this.

**ACTION: Clerk to commission this.**

- Cllr. Bicker raised the issue of trees which have been cut and left on the grass by the New Inn. The Clerk will report this to OCC via Fix My Street.
- Cllr. King reported that the dog litter bin on Jubilee Walk is still not being emptied.

**ACTION: Clerk to report this to Ubico.**

- Cllr. King reported that 1 Drylands Road have created a car parking space but not lowered the pavement.

**ACTION: Clerk to report this to OCC.**

Meeting closed at 8.45pm.

**Signed:**

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**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.

### **Public Speaking Policy**

Minster Lovell Parish Council recognise that communication with parishioners is valuable when making informed decisions and a Parishioner's Public Participation section is made available at the beginning of Council meetings for this purpose.

#### **Please Note:**

- o Public speaking will be allowed on any agenda item by parishioners of Minster Lovell, at the Parishioner's Public Participation section only. Thereafter public speaking is not permitted.
- o Parishioners are permitted to speak for 3 minutes on Planning Applications and Decisions and a further 3 minutes on other agenda items. The time must be strictly adhered to and speakers are encouraged to practice their presentation in order to use the time constructively.
- o Speakers are required to introduce themselves and confirm their address to the Council.
- o Speakers should clearly outline their views concerning the agenda item.
- o Representations should be confined to spoken comments only. Any written material, photographs or drawings should be provided before the meeting.
- o Councillors, through the Chairman, can seek clarification only of points made by the speakers.
- o Please remember that Council meetings are held in public and therefore, no comments of a personal, slanderous, defamatory or otherwise offence or abusive nature should be made.
- o The Chairman of the Council has the right to stop anyone speaking if such comments are made and the speaker may then forfeit their opportunity to continue to speak.