



MINSTER LOVELL PARISH COUNCIL

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MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY 19TH APRIL 2021 AT 7.30PM 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: Cllr. Gill Hill.

Parishioners present: Mr and Mrs Ford. Linda Shelley was also in attendance as Cotswold Warden for Minster Lovell.

The meeting started at 7.30pm.

1. Welcome / Members present and apologies for absence.

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

A one minute silence was held in remembrance of HRH Prince Philip, The Duke of Edinburgh because the Council Meeting was held in the period of mourning following his death on 9th April 2021.

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).

None at this point in the meeting.

4. To receive the Minutes of the Parish Council Meeting dated 15th March 2021.

Cllr. Jones proposed accepting the minutes as a true and accurate record of the meeting; seconded by Cllr. Alderman and all voted in favour. The Council RESOLVED unanimously to accept the minutes.

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

Cllr. Hill had sent apologies to the meeting.

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

Cllr. Mullins confirmed that he had nothing further to add following his annual report to the Annual Parish Meeting.

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

Cllr. Walker confirmed that the s278 agreement relating to the Village signs on Burford Road being moved is now with the solicitors so the issue of changes to the junction into the new housing development should move forward in the next few weeks.

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

a) To receive and review planning application: 21/00540/HHD: 41 Brize Norton Road, Minster Lovell; Conversion of loft space with the insertion of front and rear dormers and Velux Windows

Cllr. King informed the meeting that there are two neighbours' objections on the WODC website as of today regarding privacy in relation to the dormer windows proposed at the back of the property. Cllr. Stowell suggested that it would be difficult to replace the back and front windows in the plans with an alternative option. Cllr. Bicker asked for clarification on which properties the windows will overlook and Cllr. King confirmed that those at the rear of the house would overlook the house and garden to the right hand side.

The Council discussed whether to comment or object to the application and concluded that a comment might be more appropriate as the plans in their entirety do not seem likely to cause an issue. Cllr. Stowell proposed that the Council should comment on the application to reiterate the privacy concerns already raised by the neighbouring property; seconded by Cllr. Alderman and all voted in favour. The Council RESOLVED unanimously to comment on the planning application.

b) To receive and review planning application: 21/00573/HHD: 117 Brize Norton Road Minster Lovell Witney; Erection of replacement single storey rear extension. (Retrospective).

Cllr. Haley confirmed this application is for a building which has already been constructed.

The Council discussed the plans and agreed that as long as the applicants adhere to the ground plan as submitted then no objections need to be raised.

Cllr. Stowell proposed that the Council comment on the application regarding the importance of the applicant completing the work as detailed in the plans; seconded by Cllr. Alderman and all voted in favour. The Council RESOLVED unanimously to comment on the planning application.

c) To receive and review planning application: 21/00856/HHD: 9 Holloway Lane Minster Lovell Witney; Erection of a garden office.

Cllr. Haley confirmed that the house is situated on the new development in the Village.

The Council discussed the application and agreed that the proposed plans show a very large building which would be very close to the boundary with Whitehall Close.

Cllr. Stowell reminded the meeting that the Council negotiated with West Oxfordshire District Council (WODC) to ensure that the buildings on the new development would be spaced further from the existing properties in Whitehall Close than was statutorily necessary and this would be negated by structures then being built in the gardens of these properties.

Cllr. Stowell proposed that the Council strongly objects to the plans; seconded by Cllr. King and all voted in favour. The Council RESOLVED unanimously to object to the planning application.

ACTION: Clerk to submit the Council's responses to WODC.

d) To receive a progress update on planning enforcements.

The Clerk has reported a potential planning breach at 4 Whitehall Close and contacted James Nelson at WODC for an update on planning enforcements here and at Lavender Cottage.

The Clerk confirmed that she has not yet received an update on Lavender Cottage, the wall being constructed on Burford Road and the structure in the garden of 4 Whitehall Close, although Mr Nelson had originally suggested that this building may be permitted depending on the size.

Cllr. Haley asked Cllr. Mullins if he might chase these outstanding enforcement cases with Officers at WODC. Cllr. Mullins agreed to help to pursue these.

ACTION: The Clerk to remind Mr Nelson that the Council meets on the 1st Monday of each month so it would appreciate an update in time for this meeting.

e) Ripley Avenue Amenity Area.

i) To review and discuss options for lighting.

Following an email exchange with Cllr. Stowell and Cllr. Haley the Clerk has contacted the technical team at Bovis to ask for advice on the most appropriate lighting to install on the path. The project manager on site has confirmed that once the lighting choice is confirmed Bovis will be able to confirm a start date for the path, which should take a week or so to install.

Following his research, Cllr. Stowell confirmed that recessed lighting is not the best idea for the path because it is easier to remove and sends the light upwards rather than shining it directly onto the path. Solar lighting is also problematic as it does not always provide lighting long enough in the winter months. The Council agreed

that it would be better to have lights on short posts as these will shine the light onto the path rather than up into the air.

Cllr. Bicker asked if the Council should consider installing lights which are vandal-proof and able to withstand being hit by footballs. Cllr. Stowell suggested that those proposed by Bovis would be sturdy enough to tolerate being hit by footballs or other outdoor games.

Cllr. Stowell explained that more lights are likely to be needed for solar lighting to provide a bright enough light and therefore suggested that powered lighting would be more reliable. The Council agreed that electric rather than solar lights would be better for the path. The Council discussed the options and agreed that lights which are on posts rather than recessed into the ground would better illuminate the path. The Council agreed that lights would not need to be very high and those closer to the ground would be preferred.

Cllr. Williams proposed that in order to progress the matter the Council delegates the final decision on lighting to Cllr. Haley, Cllr. Stowell and Cllr. Williams, seconded by Cllr. King and all voted in favour. The Council RESOLVED unanimously that the final decision be made via a short meeting with the Councillors concerned.

ACTION: Clerk to confirm the final criteria for the path with Bovis and liaise with Councillors to arrange a meeting for final approval of the lighting.

ii) To review and discuss options for safety barriers.

The Clerk confirmed that the Project Manager has confirmed that Bovis will install the safety barriers on the estate side.

ACTION: Clerk to check if Bovis will also provide and install the barriers on the Ripley Avenue side of the path and whether the Council will need to provide the parts.

Cllr. Stowell confirmed that he is able to order the necessary parts for a safety barrier if this is needed.

9. To receive monthly dog fouling report.

Cllr. Stowell confirmed that all dog bins seem to be in place according to the previous plans.

Mrs Holloway reported that there have been five deposits in the village this month: three in Upper Crescent and two in Wenrisc Drive. The Council noted the findings of the dog warden report.

Cllr. Mullins left the meeting at this point.

10. To receive monthly Allotments report.

Cllr. Bicker confirmed that the allotments are looking really tidy and being well used.

11. To receive an update on the Churchyard Extension project.

Cllr. Stowell confirmed that Cemetery Management Systems (CMS) are currently engaging with the Environment Agency to seek an informal view on the possibility of the new cemetery being agreed. CMS are struggling to move this forward as most Environment Agency staff are currently working at home so they are working at less capacity than usual and responses are taking longer.

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

Cllr. King has confirmed the meeting minutes from the last meeting with Mr Mason and Rev. White and asked the Clerk to put together a report for Rev. White to discuss with the Parochial Church Council (PCC).

Cllr. King confirmed that the meeting held with Mr Mason and Rev. White was successful and they were certainly willing to discuss the possibility of leasing the Hall to the Council. Rev White also commented that the Church is seeking to be more active in the community and may want to use the Hall more regularly on a Sunday.

Cllr. Williams made some comments about the Church wanting to be more present in the community and Cllr. King noted that Rev. White had asked the Council to consider allocating certain times for the Church to be able to use the Hall for church purposes. The committee confirmed that this would be something, in principle, that they would be prepared to consider.

Cllr. King confirmed that Mr Mason knows of another Parish near Bicester who are currently going through the process of establishing an Albermarle lease. The committee asked the Clerk to find out from Mr Mason if we could obtain more details about this from the Parish concerned. The Clerk confirmed that she has not yet heard back on this and she will chase this up when the report is sent to Rev. White.

ACTION: Clerk and Cllr. King to draft a report, send around the Council for feedback and forward to Rev. White to discuss with the PCC.

Cllr. Haley confirmed that the working group offered for a Councillor to attend the meeting with the PCC to represent the Council but Rev. White confirmed that he would rather hold the meeting with them before any Council representatives attend.

13. To confirm plans for storing Council filing.

The Clerk has purchased fireproof storage boxes and a secure lockable metal cabinet to store the Council's files at the Scout Hut. Cllr. Jones and the Clerk moved the filing and new storage into the Hut on Saturday 17th April.

Cllr. Jones confirmed that the front door of the cabinet was placed upside down so this will need to be corrected in order for the cabinet to be lockable.

Cllr. Jones suggested that the Council needs to consider archiving or shredding old documents which are no longer required to be stored.

Cllr. Haley asked for assurance that the Council's documents are being secured safely in a fire proof cabinet and in line with the requirements of the insurance company. The Clerk confirmed that this is the case.

ACTION: Clerk to draft a disposal and archive policy for the Council to consider and approve at the May meeting.

14. To confirm plans for Elections in 2021.

The Clerk confirmed that she handed in all of the nomination forms on time to WODC. No seats on the Council have been contested and Councillors have been sent the necessary paperwork to accept their posts by Keith Butler at WODC. The Council will be able to co-opt new Councillors onto the Council after the 6th May elections date. The Chairman and Vice Chairman of the Council must be elected and confirmed at the Annual Meeting of the Parish Council on 17th May.

Cllr. King offered to take all of the Councillors' acceptance forms to WODC on behalf of all of the Council.

15. To confirm a new contact for the Post Office defibrillator.

Following the departure of Cllr. Jones from the Village, the Clerk suggested that it would be sensible to confirm another contact for the Ambulance Service who lives in the village.

Cllr. Williams asked for confirmation of what the role entails; Cllr. King confirmed that she checks the condition of the defibrillator in the Upper Village. A further contact would only be contacted to inform them that the defibrillator needs to be used or has been used and needs a part replaced.

On this basis Cllr. Williams offered to take on the role. Cllr. King will confirm the process with Cllr. Williams for clarity.

ACTION: Clerk to confirm Cllr. Williams as a contact with the Ambulance Service.

16. To consider a Spring clean in the Village.

The Clerk has received an email regarding carrying out a Spring clean in the Village, which has previously been carried out by the Clerk, Councillors and volunteers. The Council own high-vis waistcoats and litter pickers have been loaned from OCC. The Clerk has also been offered the loan of a sign cleaning kit to use on the signs in the Village.

Cllr. Jones confirmed that some of the village signs are fragile so need to be cleaned with care.

Mr Ford offered to repaint the signs on behalf of the Council as he has carried this out previously. The Council gratefully accepted Mr Ford's offer.

ACTION: Clerk to organise a Village Spring Clean.

17. 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 Councillors' page of the website in advance of the meeting.

The Clerk confirmed that she has contacted OCC to ask for confirmation that the Parish Council could install a bench in the stone bus shelter on Brize Norton Road and she is awaiting a response.

Cllr. Stowell confirmed that the memorial bench which was requested at Wash Meadow has been agreed by the Trustees. The Jubilee bench will soon be replaced opposite Bridge Cottage in the lower village. Cllr. King proposed that the repaired bench from the lower village is replaced in Ripley Avenue by the play park as previously agreed by the Council and a simple wooden bench is installed into the stone bus shelter instead; seconded by Cllr. Williams and carried, with four Councillors voting in favour of the proposal, one voting against and one abstention. The Council RESOLVED to install the bench in Ripley Avenue Paly Park.

ACTION: Clerk to investigate the cost of a simple wooden bench for the bus shelter and confirm this with the Parish Council at the May meeting. The Clerk also to confirm with OCC that a bench can be installed in the stone bus shelter.

18. Village maintenance:

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

Cllr. King provided this to the Council ahead of the meeting. There are no issues which require immediate attention.

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

Cllr. King confirmed that the park is now open and the Amenity Area is being very well used.

The park was cleaned, signs were erected and a risk assessment was carried out as required.

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

The damaged shelter was not removed after the last meeting due to concerns with the safety of those carrying out the work on behalf of the Council.

The Clerk confirmed that she has contacted OCC to ask if it might be able to remove the shelter when attending to repair the pavement but the Highways team have confirmed that this is not possible.

Cllr. Haley confirmed that B&E Transport will provide a skip free of charge to remove the damaged bus shelter if required.

The Clerk informed the Council that the insurance company has confirmed that because parts of the shelter appear to be salvageable the Council should seek to replace the shelter using as many of these parts as possible, with new parts being installed as necessary. The insurance company has also confirmed that the shelter will need to be replaced on a like-for-like basis. The Council RESOLVED to follow the advice of the insurers.

ACTION: Clerk to obtain two further quotes to repair and complete the bus shelter and bring these to the May meeting for the Council to consider. Clerk to also liaise with the insurance company.

(iv) To review quotations for a new speed sign on Brize Norton Road.

The Clerk had uploaded these to the Councillors page of the website in advance of the meeting.

Cllr. Stowell confirmed that the electrics in the sign are hard to get to and an electrician is unlikely to be able to repair this. The ground which has been disturbed near to the sign, which was previously thought to be linked to the sign breaking, does not seem to be near to the power supply to the sign and is therefore unlikely to have caused the damage.

Cllr. Walker confirmed that he would provide funding of 50% for a new speed sign and suggested that the Council purchases an alternative sign which shows the actual speed that the vehicle is travelling at which has proven to be effective elsewhere.

Cllr. Stowell suggested that any new sign should not be solar powered because the sign is heavily covered by a bush and therefore the sign might not receive enough solar power to run all year round.

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

Cllr. Walker confirmed that the documents are currently with the legal team and this should now move forward.

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

Helen Allen at English Heritage is keen to apply for planning permission for additional parking at the Ruins in Mr. Abrahams' field but this has not yet been discussed with Mr Abrahams following correspondence with the clerk.

Cllr. Haley proposed that he contact Mr. Richard Abrahams in the first instance to propose setting up an informal agreement with the Council to use the field opposite the church car park for additional parking at weekends over the summer months. The Council agreed to this proposal and RESOLVED that the Council seek an informal agreement to help to alleviate the problems with parking in the summer months around the Ruins.

Cllr. Haley will also follow this up with Helen Allen at English Heritage.

(vii) To receive an update on installation of a memorial bench in the Village.

The Trustees of Wash Meadow have agreed to allow a memorial bench to be installed on Wash Meadow. The Clerk has contacted OCC to obtain permission to install the spare wooden bench into the stone bus shelter on Burford Road as agreed with Brian Barker at the White Hart.

(viii) To consider a request from a resident for the Council to trim a tree behind her property.

A resident has contacted the Clerk to request that the Council trims a tree which it owns which is located behind her property in Ripley Avenue. The leaves on the tree block out light in the summer months and the tree drops leaves all over the garden during the autumn. The Clerk sent photos of the tree to the Council in advance of the meeting.

Cllr. Jones confirmed that when he lived in the area the trees were a good sound barrier against the sound of traffic from the A40. Cllr. Jones proposed that the Council could remove the trees as long as the neighbouring properties agreed to this.

ACTION: Clerk to contact neighbouring properties to the resident to confirm that they would want the trees trimmed and obtain quotations to trim the trees and bring to the May meeting for the Council to consider.

19. Finance: To Receive and Review March Finance Report.

a) To consider and approve payments due:

Invoice number/Reference	Cheque number	Payee	Details	Amount
04/21	101384	Alexandra Molton	April salary and office allowance	£692.30
00388	101385	Multi Hands	April bus shelter window cleaning	£50.00
005073b50452	101386	ICO	Annual registration fee	£40.00
PC01	101387	Richard Hubber	Grass cutting at St Kenelm's churchyard	£235.00
33399363	101388	West Oxfordshire District Council	Empty dog litter bins 2020-21: Spar Shop	£452.27
33399372	101389	West Oxfordshire District Council	Empty dog litter bins 2020-21: Windrush Farm, Old Minster	£199.64
032	101390	Martyn Cross	Fit handrail on School Hill	£130.00

Cllr. Haley confirmed that he has verified the invoices with the schedule of payments and recommended that these cheques are signed as set out. The Council RESOLVED to make 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

Cllr. Haley confirmed that the paperwork for these payments has been provided to him and verified.

c) To review and confirm payments received.

Invoice number/Reference	Payer	Details	Amount
Kfv12600001454	HMRC	VAT refund September – December 2020	£439.59
INV2021/22-25	M Cox	Allotment water rates 2019-20 plot 5	£5.10
INV2021/22-26	A Fayers	Allotment water rates 2019-20 plot	£5.10
INV2021/22-9	A Fayers	Annual allotment rent plot	£15.00
INV2021/22-28	H Kane	Allotment water rates 2019-20	£5.10
INV2021/22-11	H Kane	Annual allotment rent plot	£15.00
INV2021/22-4	N Bryant	Annual allotment rent plot	£25.00

Cllr. Haley confirmed that the invoice numbers provided in the agenda do not all reconcile to the invoices spreadsheet which the RFO had provided.

ACTION: Clerk to republish these receipts on the agenda for the May meeting and provide Cllr. Haley with the receipt book for cross reference.

d) To receive bank reconciliation for March 2021.

The RFO provided this to Cllr. Haley in advance of the meeting. Cllr. Haley confirmed that the bank reconciliation agreed to the bank statement for March 2021.

e) To confirm an internal auditor for 2019-20.

The Clerk has contacted Jane Olds, who has confirmed that she does not have capacity to carry out the Council's audit for 2020/21. The Clerk has also emailed Elizabeth Cooper, who carried out the audit last year, to check if she is available. Mrs. Cooper has confirmed that she is able to carry out the internal audit for the Council this year.

The RFO and Cllr. King have confirmed final figures for year end and the RFO, Cllr. King and Cllr. Haley have been liaising via email regarding timescales and meetings to sign off the accounts.

The RFO recommended appointing Liz Cooper to carry out the internal audit this year. Cllr. Stowell proposed that the Council appoint Liz Cooper; seconded by Cllr. Alderman and all voted in favour. The Council RESOLVED unanimously to appoint Liz Cooper to carry out the internal audit for 2020/21.

Cllr. King confirmed that she will bring her end of year report 20/21 to the May meeting.

Cllr. Haley confirmed that the year-end bank reconciliation for 2020/21 agrees with the bank statements and electronic accounts. Cllr. King will provide the Council with the final budget figures for ratification at the May Council meeting.

Cllr. Stowell asked if Cllr. King and the RFO have ascertained how the Council had approved a budget figure increase of 16% for 2021/22.

ACTION: RFO and Cllr. King to provide a paper and proposal to the May meeting under Finance.

20. To discuss correspondence received.

The Clerk confirmed that she has received the following correspondence:

- An email from RAF Brize Norton regarding a proposed new radar tower on the base. The Clerk had asked Cllr. Jones to survey the information and report back to the Council. Cllr. Jones confirmed that there were no significant issues with the plans which would not impact upon the Village.
- Details of two road closures which have been rescheduled from March: one on the A361 at Bradwell Grove and the other on the A4095 at Lew. Both notices have been added to the Council website and noticeboards. Another road closure is planned in June on the A40 at Burford which has been added to the website and will be added to the noticeboards.
- A letter from OCC confirming that the new footpath proposed on Ting Tang Lane has been agreed.

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

Cllr. Haley informed the Council that a resident has suggested improving a footpath off of Bushey Ground. Linda Shelley confirmed that part of her role involves walking the village footpaths and bridleways, producing a report and escalating issues to the appropriate bodies when work is required. Cllr. Haley confirmed that the Parish Council would like to work with residents and local authorities in order to address issues on footpaths around the village. Linda confirmed that the Cotswold Wardens usually provide the labour for these projects.

Cllr. King asked Linda if the Parish Council will get a copy of her report about the paths. Linda confirmed that she will be able to share this information with the Council when she attends the May meeting.

ACTION: Clerk to add this to the May Parish Council meeting agenda.

Cllr. King raised the issue of gaps left where the bushes were removed on the mound in Ripley Avenue and asked the Council to confirm that she and her neighbours can carry out work to improve the area. The Council agreed to this work.

Cllr. King informed the Council that new houses being built to the west of Downs Road are being listed as being part of Minster Lovell. Cllr. Stowell confirmed that there are several examples of this in the area. Cllr. Walker confirmed that according to the OCC Highways maps this area is part of Curbridge rather than Minster Lovell. The Council agreed to take no further action.

Cllr. Bicker asked for an update on the plans to create a car park next to the old A40. Cllr. Stowell confirmed that this was part of the proposal to paint white lines in the lower village which has not yet been moved forward by OCC.

ACTION: Clerk to add this to the June or July agenda for an update.

Cllr. Bicker confirmed that she spoke with the refuse collector regarding the dog litter bin on Jubilee Walk and he confirmed that this will now be carried out on a regular basis.

Meeting closed at 9.26pm.

Signed:

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Chairman, Cllr. David Haley

*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.