



## 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 16<sup>TH</sup> DECEMBER 2019 AT ST KENELM'S HALL AT 7.30PM**

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

**Apologies:** None

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

No apologies were received in advance of the meeting.

**2. Declaration 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).**

Mr Cridland confirmed that he had previously written to the Clerk regarding the path through Ripley Avenue and received an acknowledgement of his email but no further correspondence.

**4. To receive the Minutes of the Parish Council Meeting dated 18<sup>th</sup> November 2019.**

Cllr. Williams proposed accepting the minutes as a true and accurate record of the meeting; seconded by Cllr. Stowell and approved unanimously.

**5. To receive the Minutes of the Extra Parish Council Meeting dated 20<sup>th</sup> November 2019.**

Cllr. Jones proposed accepting the minutes as a true and accurate record of the meeting; seconded by Cllr. Alderman and agreed by those present. Cllr. Bicker and Cllr. Williams abstained because they were not present at the meeting.

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

Not present at the meeting.

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

Not present at the meeting; apology was later received by the Clerk.

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

Cllr. Walker confirmed that he had received an email from the Clerk regarding drains on School Hill which had been covered with tarmac when the road was resurfaced but have not yet been cleared. Cllr. Walker will report this to the Highways team and ask for them to attend to clear these as soon as possible.

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

The Clerk informed the Council about the approval of planning application 19/02331/HHD, which the Parish Council had strongly objected to. Cllr. King confirmed that the application was approved under delegated powers rather than by the Lowlands Planning Committee. The Council was of the understanding that each application to which they strongly objected would automatically be heard by the Committee. Cllr. King proposed that the Clerk contact Phil Shaw for confirmation of how the approval was granted and whether the application was put before the Lowlands Planning Committee. This was seconded by Cllr. Williams and agreed unanimously.



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**ACTION: Clerk to write to Phil Shaw for confirmation on how the decision was reached for planning application 19/02331/HHD and an explanation of planning permission being granted through delegated powers.**

**a) To discuss path through Ripley Avenue.**

The Clerk confirmed that she has contacted Bovis via Mike Robinson to reiterate that the Parish Council did not consider hoggin as a suitable material for the path and to confirm that at the meeting with the Council on 14<sup>th</sup> May 2019, Bovis had led the Council to believe that they would provide lighting for the path.

Councillors discussed the issue and possible next steps. Cllr. Alderman proposed writing to the CEO of Bovis to escalate the issue, copying in also the Chair of the Board; seconded by Cllr. Jones and agreed unanimously.

**ACTION: Clerk to write to the CEO and the Chair of the Board of Bovis to explain the situation and ask them to approve the Council's proposal.**

Mr Cridland suggested that the Council speak with Oxfordshire County Council (OCC) to check the specification necessary for public footpaths as this may help to bolster the case with Bovis. Councillors requested clarity on the specifics of the planning conditions regarding access from the development into Ripley Avenue.

**ACTION: Clerk to check the planning conditions to confirm exactly what is specified with regards to the access required from the new estate and confirm with Councillors.**

**a) Update on enforcement issues.**

The Clerk confirmed that the car sales garage on Brize Norton Road and 41 Wenrisc Drive which were previously reported to West Oxfordshire District Council (WODC) as potential planning breaches will be investigated by the Enforcement Team at WODC. The Council asked the Clerk to obtain updates on these cases in time for the next Council meeting.

**ACTION: Clerk to get an update from WODC on these enforcement cases for the January Parish Council meeting.**

**b) Provision of hard copy planning applications and supporting documents.**

The Clerk explained that she has received a letter from WODC confirming that it plans to cease sending out paper copies of all planning applications from April 2020. Printed copies will still be available and from this date WODC will charge for these. Copies can also be downloaded and printed from the WODC website. Councillors agreed that the Clerk will continue to circulate initial details by email and the Council would request paper copies of more detailed plans of applications as needed.

**10. Monthly dog fouling report.**

Mrs Holloway reports that the situation this month is better and she will continue to monitor dog fouling in the Village in her role.

**11. Allotments report.**

Cllr. Bicker reported that the allotments are tidy and well-tended at this time.

Cllr. Haley suggested that the Council set up a site meeting with the allotment holders in the spring to confirm expectations of allotment holders in the growing year ahead.

**ACTION: Clerk to confirm with tenants a date to meet with Councillors at the allotments in spring 2020 to discuss the year ahead.**

**12. High Sheriff's Award.**

Councillors agreed on a candidate for this. The closing date for applications is 13<sup>th</sup> January 2020.

**ACTION: Clerk to complete the nomination form and forward to Cllr. Haley for confirmation before submission.**



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### 13. Request to support Local Electricity Bill.

The Clerk had received an email from Power For People asking for the Parish Council to support a Bill calling for local green energy to be made directly available to local residents rather than sold back to the national supply. Cllr. Jones agreed to look at this over the Christmas holidays and report back to the Council at the January meeting.

### 14. Village salt distribution.

Councillors confirmed that following the delivery of salt bags outside of the allotments and adjacent to the Burford Road, these appear to have been stolen this year.

**ACTION: Clerk to ensure that the delivery vehicle is able to access the inside of the allotments site next year to prevent bags from disappearing so quickly in the future.**

### 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 the following progress on actions previously identified:

- Clerk has contacted Gigaclear to ask for confirmation of the date by which the remedial works in the Village will be completed. Gigaclear has confirmed that these should be completed by the end of January 2020. The Clerk will confirm this nearer the time and arrange for Councillors to meet to check these works. Cllr. Haley will meet representatives of Gigaclear in the upper village and Cllr. Alderman in the lower village.
- PCSO Luc Chappell has confirmed that he will visit the roads around St Kenelm's School to speak to those parents who are not parking carefully in the area when collecting and dropping off children.
- The Clerk and Cllr. King have met to look at the first Internal Checks into the Council's finances and Cllr. King will bring a report to the January 2020 Council meeting.
- The Clerk has contacted Danny Clifford, the Site Manager of the new development, regarding the 'No Construction Traffic' signs which have not yet been placed at each end of the Brize Norton Road, and to check when the 40 mph limit on Burford Road will be extended. Mr Clifford suggested that both of these will be carried out by OCC. Cllr. Walker confirmed that it is usually the contractor that erects 'No Construction Traffic' signs.

**ACTION: Clerk to contact OCC Highways regarding the No Construction Traffic signs to check if the contractor or OCC will be erecting these.**

Councillors confirmed that the bushes and trees leaning against the fence to the path to the lower Village are still an issue. Councillors also had concerns about the steps at the bottom of the path which are covered with leaves and mud, and the lack of a handrail alongside the steps.

**ACTION: Clerk to write to the owner of Hillside regarding the refuse/trees/debris leaning against the fence and ask for these to be cleared to prevent the fence from collapsing.**

**ACTION: Clerk to write to OCC to request that a handrail is installed to the steps and to report the steps which need clearing via Fix My Street.**

#### b) To receive Ripley Avenue play park inspection.

Mr King confirmed that the play park is in good condition at this time. The fencing will need to be painted with wood preservative in the Spring. The BMX dirt track remains and it was advised that the Council need to decide what to do with this in the future.

**ACTION: Clerk to add the BMX track to an agenda for discussion at a meeting in the Spring.**

Councillors considered the two quotes which had been received to trim the trees between Cotswold Close and Ripley Avenue. The quotations were as follows:

Ubico: £211.02 + VAT

McCrackens: £200.00 + VAT



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Cllr. Stowell proposed accepting the quotation from Ubico on the basis that they had carried out the work well last year; seconded by Cllr. Jones and agreed by all.

### c) Farming machinery at the entrance to Wychwood View.

Councillors confirmed that farm machinery is still being parked in the area. Cllr. Williams informed the meeting that the footpath in Upper Crescent opposite the entrance to Wychwood View is slippery and muddy due to the mud from wheels of vehicles. Pedestrians and those with wheelchairs or pushchairs need to enter the road to pass safely as the pavement is obstructed.

**ACTION: Clerk to write to Mr Williams again regarding the issue, asking him for an immediate response and add this to the January agenda.**

The Clerk confirmed that it would be possible for Ubico to cut the grass with hand mowers; she has contacted OCC to ask for permission to install bollards in the area and is waiting for confirmation.

Cllr. Jones proposed that the Council erect vertical posts and horizontal bars around both grass areas at the entrance to Wychwood View; seconded by Cllr. King and agreed unanimously.

**ACTION: Clerk to seek out specifications for posts and bars for the area and provide quotations for Councillors to consider at the January meeting.**

## 16. Finance:

### a) To consider and approve payments due

Payee	Details	Amount
Alexandra Molton	Wages and office allowance	£692.80
	Salary increase 2018/19 (minus NI)	£157.24
	Expenses (training course mileage)	£4.41
	<b>Total</b>	<b>£854.45</b>
D F Williams	Bus shelter window cleaning	£24.23
Evergreen Computing	Website domain name annual renewal	£66.00
HMRC	National Insurance contributions	£103.97

The Clerk explained that the payments for her November salary and the HMRC payments are different from those advertised on the agenda. The November salary for the Clerk included an underpayment of £18.00 because the numbers written by the Clerk on the cheque had been transposed and therefore she was paid £957.74 rather than £975.74. With adjustments for NI, this makes the payment for the Clerk salary this month £888.29 rather than £854.45. Cllr. Haley checked the Clerk salary payment details provided and confirmed that this was correct. The additional payment of £18.00 to the Clerk resulted in higher National Insurance payments and therefore the HMRC payment for the Council was £178.65 rather than £103.97. Cllr. King asked for confirmation of why the amount had increased so much and the Clerk confirmed that this now includes all of the NI due up until 5<sup>th</sup> January 2020.

Cllr. Alderman proposed signing the cheques with these adjustments; seconded by Cllr. Jones and all agreed.

The Clerk confirmed that she had contacted Moore (external auditor) regarding the payment for late submission of the AGAR. The company stated that the agreement for this fee to be waived was not officially recorded and therefore the payment was still due. Cllr. Alderman proposed signing the cheque for Moore for the late submission of AGAR charge; seconded by Cllr. Stowell and agreed by all.

The Clerk confirmed that following the data breach last month, all details of the Council debit card have now been removed from the Clerk's husband's Amazon account.

The Clerk confirmed that a £10.00 top up fee for the Clerk phone was accidentally paid for using the Council debit card. Cllr. Haley confirmed that the Clerk had provided a cheque for £10.00 to repay this because these payments are included in the monthly office allowance payments.

Additionally the Clerk confirmed that she had added the incorrect figure to the agenda for the ink cartridges which were purchased through the Council's Amazon account. The correct figure for these was £26.91 and this was confirmed by Cllr. Haley when the invoice for these was signed.





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

Payee	Details	Amount
Amazon	Ink cartridges	£22.98
Norton	Internet virus protection	£59.99
Giffgaff	Mobile phone top-up ( <i>Clerk to repay this as paid in error</i> )	£10.00

### c) Precept 2020-21; to confirm and approve.

The Clerk confirmed that following the Precept meeting on 20<sup>th</sup> November, the final figure proposed by the Council for the Precept 2020/21 is £34,595.00; £38,054.50 plus a 10% Contingency. This represents an 8% increase on last year.

Councillors discussed the issue of whether the Council should be providing Precept grants to the two Churches in the Village. The Clerk had consulted with NALC to ask for advice on this issue and forwarded their response to Councillors ahead of the Council meeting. As it is unclear whether the Council can legally make these payments, Councillors decided not to include these as grant payments to Minster Lovell Methodist Church and St Kenelm's Hall in the Precept for 2020/21. Cllr. Stowell proposed keeping these in the budget to allow the Council more time to explore the legality of the situation and make an informed decision on the issue; seconded by Cllr. Jones and agreed unanimously.

Cllr. Jones proposed accepting the Precept for 2020/21 as set out; seconded by Cllr. Stowell and agreed unanimously.

**ACTION: Clerk to move the funds currently allocated to Minster Lovell Methodist Church and St. Kenelm's Church into another section of the budget and submit the Precept for 2020/21 to WODC by the deadline of 13<sup>th</sup> January 2020.**

### d) Bank reconciliation report for November 2019.

The Clerk confirmed that the bank statement and electronic cashbook show a difference of £18.00 due to the incorrect salary payment made to the Clerk in November. Cllr. Haley confirmed to Councillors that the records from the cashbook showed only this discrepancy and signed the bank reconciliation and bank statement.

### e) External audit observations and report 2018/19.

Clerk confirmed no update on this.

**ACTION: Clerk to chase this again with the external auditor.**

### f) Internal controls assessment results.

Clerk and Cllr. King have met regarding this. Cllr. King will provide a report for the January meeting, and for the end of each subsequent quarter thereafter.

### 17. To discuss correspondence received.

Clerk confirmed that there were none that had not already been covered during the meeting.

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

Councillors did not report any further issues this month.

Signed: \_\_\_\_\_  
Parish Clerk

\*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.