



## MINSTER LOVELL PARISH COUNCIL

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### MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY 16<sup>TH</sup> NOVEMBER 2020 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:** No apologies were received

**Parishioners present:** Three: Mr and Mrs Ford and Mr Cridland

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

The meeting started at 7pm.

Cllr. Haley welcomed Councillors and parishioners to the November Parish Council meeting.

**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 19<sup>th</sup> October 2020.**

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

**5. To receive the Minutes of the Extra Parish Council Meeting dated 4<sup>th</sup> November 2020.**

Councillors had not had the opportunity to review the draft minutes before the meeting. The approval of the minutes was deferred to the December meeting.

**ACTION: Clerk to add this to the December meeting for approval.**

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

Not in attendance.

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

**a) Planning enforcement progress update.**

Dealt with below under item 9b).

Cllr. Mullins thanked the Council for an invitation to the Remembrance Service and gave the following update from West Oxfordshire District Council (WODC):

- A consultation on a Community Infrastructure Levy (CIL) has been launched, to be reviewed alongside the current Local Plan 2031. The Council are trying to create more transparency and clarity about this element of planning policy and so have created a document to bring these together. The consultation closes on 21<sup>st</sup> December 2020.
- The Covid-19 Business Support Grant can be claimed by local businesses every 4 weeks; details of the grant are on the WODC website under coronavirus/business. A discretionary grant for those organisations which don't come under this grant is also being considered.

- With the Government announcing the cessation of the manufacturing of diesel and petrol cars by 2030, more electric vehicle charging points will be added into the District by Spring 2021 to allow those with electric vehicles to charge up more easily.

Cllr. Jones asked about the current financial situation at WODC, in light of Covid-19. Cllr. Mullins confirmed that WODC have acted prudently over the last two years as it was already expecting a reduction in revenue. The Council has a good level of reserves in place.

Cllr. Haley asked if there were any elements of the CIL consultation that Cllr. Mullins thought that the Parish Council should consider in particular. Cllr. Mullins did not have any suggestions of any specific areas to focus on.

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

Cllr. Walker joined the meeting at 8pm and reported the following update from Oxfordshire County Council (OCC):

- The section 278 agreement between OCC and Bloor homes has now been signed which means that the speed signs and white gates on Burford Road should be moved soon.
- Members of the Highways resurfacing teams will be driving the gritter lorries over the winter months. Oxfordshire County Council (OCC) has trained 15 new members of staff for this role. Cllr. Walker asked the Parish Council to contact him to report any roads that are missed.
- A road safety task force has been established to address the issue of road safety as road deaths in Oxfordshire are now far above 2019 levels. The group will focus on speeding particularly, together with the Police and Crime Commissioner and the Fire and Rescue Team for Oxfordshire.
- Highways have had a team in Minster Lovell this week resurfacing footpaths. There have been some issues with the Electricity Board also carrying out work in the village but these have now been resolved.
- There will be an overnight road closure from 30/11/20 to 3/12/20 in Witney.

Cllr. Walker also said well done and thank you to the Parish Council for the Remembrance Service.

Cllr. Alderman thanked Cllr. Walker for arranging for the leaves on School Hill to be cleared following his email.

Cllr. Bicker asked why the resurfacing team has not attended to all of the pavements in Wenrisc Drive. Cllr. Bicker confirmed that she had emailed photos of the areas needing attention to Cllr. Walker and logged the pavements on Fix My Street. Cllr. Walker confirmed that the work is probably based on how many people are using the footpath. He confirmed that the worn area needs to be as deep as a 20 pence piece in order to be addressed and advised that the pavement would be completed without delay.

Cllr. Bicker asked why there are now blue squares drawn on the road in Wenrisc Drive. Mr Ford confirmed that OCC are not finished in Wenrisc Drive and the blue squares are drawn to protect the drains from the tarmac being laid.

Cllr. Bicker asked Cllr. Walker why there are often speed cameras in Standlake but never any in operation in the Village. Cllr. Walker confirmed that each site has to be risk assessed before speed cameras are set up. It is Thames Valley Police (TVP) rather than OCC that carry out the speed checks and they tend to go to the same sites each time as the necessary criteria has already been fulfilled. Cllr. Walker will be working to reduce traffic speeds across the County as part of his road safety task force, and sharing details of those breaking speed limits with TVP. There are only 17 speed camera vans for the whole Thames Valley area. Cllr. Walker agreed to consider the village for any future projects or pilots as part of his task force.

### **a) Planning breach progress update.**

Dealt with under item 9b).

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

### **a) To receive and discuss planning application 20/02867/HHD; 145 Brize Norton Road, Minster Lovell: Erection of carport to side of property.**

The Council agreed that it had no comment to make on this application.

### **b) To receive a progress update on planning enforcements.**

Mr James Nelson from WODC met with Cllr. Haley, Cllr. Stowell and Cllr. Alderman on Friday 13<sup>th</sup> November to discuss outstanding planning enforcements in the village. He was very clear about the timeframes and processes which WODC will follow in pursuing two of the outstanding enforcement issues at Lavender Cottage and Happy Days.

Cllr. Stowell explained that WODC will be seeking a revised plan from the owners of Lavender Cottage which meets the planning conditions which were previously confirmed and the owners will have 28 days to produce a new plan.

Mr Nelson confirmed that the caravan at Happy Days appears to be a separate dwelling. The home owners have confirmed that it is occasionally used for visitors. West Oxfordshire District Council will look to take further action if this seems to be getting used as a permanent dwelling as it is in an AONB.

Regarding 116 Brize Norton Road, Mr Nelson confirmed that he has visited the property and ascertained that the owners appear to be reinforcing the outer walls of the current structure rather than expanding the footprint.

Mr Nelson had confirmed that he would be willing to have future conversations with the Council about any future enforcement cases.

Cllr. Haley noted that inevitably these enforcement cases take time to resolve, especially where action needs to be taken.

Cllr. Jones asked what happens if the owners of Lavender Cottage do the landscaping as previously agreed and then subsequently find out that they do not have to give back the land to OCC? Cllr. Haley recognised that OCC do not appear to be planning to take any action on this matter. The Council has sent Mr Nelson copies of all of the email correspondence which the Parish Council has had with OCC and he therefore has a good understanding of the background to the case. He is dealing with OCC about the land dispute separately.

**c) To receive and discuss Developer Contributions SPD consultation.**

The details of this consultation were emailed to Councillors ahead of the meeting. The closing date for responses is 21<sup>st</sup> December 2020.

Cllr. Stowell had read the consultation ahead of the meeting and noted the following:

- The Council is fortunate to have a s106 agreement with Bovis confirmed for the new development; if Bovis were developing now they would have had to pay a CIL instead. In an area of medium desirability such as Minster Lovell this results in £100 per house. However this funding is paid directly to the District Council and they are only obliged to give 15% of this back to Parish Councils.
- S106 agreements will continue but will reduce in size because if developers are paying CIL they will be less willing to pay out s106. CIL will be used to support lots of the community services which were previously funded by s106 monies.
- Developers will now have to plan for 5% of new developments to be self-build or custom-built properties.
- If a new development happens in the Village in the future, funding for infrastructure support will now come under CIL. The financial details of this are all laid out to the developers in advance.
- Although this consultation is regarding a CIL at a local level, the Government will be setting out a national CIL in a white paper at a later date.

Cllr. Haley asked if the Parish Council should comment on anything; but the Council RESOLVED not to comment on this consultation.

**d) To receive an update on proposed parking restrictions in the lower village.**

Cllr. Stowell confirmed that following the suggestion of white lining parts of the lower Village, almost all residents had replied and most were in favour. Following the last meeting, Cllr. Alderman and Cllr. Stowell have amended the plans and resent them to OCC, who have since confirmed that these have been added into their white lining schedule for next year. Cllr. Stowell confirmed that there is likely to be further discussion about the final areas to be painted as OCC have been a bit hesitant about some of the suggested routes.

**ACTION: Clerk to add an update on the parking restrictions to the April agenda.**

Cllr. Alderman joined the meeting at 7.30pm.

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

Mrs Holloway reported that there has generally been an improvement in the Village and spraying the deposits continues to encourage owners to return to collect them about 90% of the time. The Parish Council thanked Mrs Holloway for her continued work as dog warden for the Village.

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

The Clerk has been contacted by a local horse yard owner, offering to give old blankets to allotment holders for use on their plots over the winter months. The Clerk has contacted allotments holders to ask if they would be interested in these.

Cllr. Bicker has not been to visit the allotments this month and asked the Clerk if all of the plots are currently taken. The Clerk confirmed that all are rented out.

Cllr. Stowell agreed to turn off the water supply at the allotments.

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

The Clerk has now added codes into the cashbook to use for expenditure for this project.

Cllr. Stowell confirmed that he has contacted Cemetery Management Services but not yet heard back from them; he will chase them up and confirm with the Clerk if there is any update to be brought to the December meeting.

Mrs Ford asked if the people who were recently spotted in the churchyard with a drone were anything to do with the project. Mr Stowell confirmed that they were not.

**13. To approve the Council submission to Village News December/January 2021 edition.**

This was uploaded to the Council pages on the website in advance of the meeting.

Cllr. Williams confirmed that a word is missing in the 1<sup>st</sup> or 2<sup>nd</sup> paragraph; Clerk to check this again before submission.

Cllr. Haley asked for Councillors to send any other comments to the clerk by the end of tomorrow, before final submission to Mr Rose.

**14. Reinstatement of New Village Hall Working Group.**

Mr David Mason and Rev. White are willing to meet with the Council via Zoom to discuss this project further.

Cllr. King confirmed that she wants to clarify the Council's position more clearly before meeting with Mr Mason and Rev. White.

Cllr. King proposed reinstating the working group and meeting to discuss the current situation before arranging a meeting with Mr Mason and Rev. White; seconded by Cllr. Williams and all voted in favour.

**ACTION: Clerk to organise a meeting of the working group and contact Mr Mason and Rev. White to confirm next steps.**

Cllr. Haley asked if a solicitor should come to a meeting with the working group; Cllr. King asked for this to be the next step, after a meeting of the working group has taken place.

Cllr. Stowell asked if the Council are now focusing on the village hall as the best option for creating a new village hall using s106 monies. Cllr. Stowell confirmed that the Parish Council still need to find out from a solicitor more about the special terms of an Albemarle Lease, in particular what happens at the end of the lease.

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

**a) To review Action Log.**

The Clerk has not yet begun work on the Council filing but will focus on getting this organised during November and December, ready for submission in the New Year.

The new signs for Ripley Avenue have now been ordered; they will be delivered once payment is received.

The Clerk has contacted New Leaf Trees to confirm the tree contract with them for this year but they are not able to carry out this work before mid-January 2021. Cllr. Haley asked for the Clerk to contact the other contractors to see if they are able to carry this out before the end of the year. The Clerk has emailed Boward to check if they would be able to carry out the tree works sooner.

No contractors have responded regarding the work to the war memorial post and to help establish the new handrail at the steps on the School Hill path. Councillors will contact the Clerk with details of local contractors to get in touch with. Cllr. Mullins also agreed to find out details of contractors used by WODC and confirm these with the Clerk.

Cllr. Stowell asked for an update on the broken speed sign on Brize Norton Road; the Clerk confirmed that OCC had attended to check the sign but had checked the wrong one.

**ACTION: Clerk to contact Cllr. Walker to request a further inspection of the broken sign.**

**b) Village maintenance:**

**(i) To receive and review Ripley Avenue Play Park annual inspection report.**

This was uploaded to the Council page on the website in advance of the meeting.

It appears as though the inspector had not been able to inspect some of the equipment close up due to the gates being locked. The Council insisted that the inspection needed to take place again at close range to ensure that this accurately reflected the state of the equipment. The Clerk confirmed that there were no urgent issues raised by the inspector; the main issue was the algae on the floor in the park, which the Council will need to clear this before the park is opened.

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

After the October meeting, Cllr. King emailed Councillors a copy of a poster which the Council could put up at the park if it is opened. The poster included all of the relevant information regarding using the park in accordance with the Government's Covid-19 guidance. The Clerk had emailed Councillors to ask for confirmation that they are happy to use something similar in Minster Lovell.

The area behind St Kenelm's Hall has now been opened; this is managed by the Minster Lovell Playing Field Trust.

Cllr. King proposed opening the Ripley Avenue play park as long as appropriate signage is erected; seconded by Cllr. Jones and agreed by all. The Council RESOLVED to open the park as soon as the floor is cleared and safety signs are erected.

**ACTION: Clerk to add this into the Village News to the December agenda for ratification.**

Cllr. Jones confirmed that he has the keys for the padlock to the play park.

**(iii) To receive quotations for work to install a handrail and replace a wooden post in the village and select a contractor.**

Ubico have confirmed that they do not have people available to carry out this work; G Hill has not responded to the Clerk's email requesting a quotation and McCrackens did contact the Clerk to advise that they would provide a quotation but this has not yet been received despite chasing. As agreed above, Councillors will contact the Clerk with details of local contractors that would be able to carry out the work.

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

This was discussed under agenda item 8.

**16. Finance: To Receive and Review October Finance Report.**

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

Invoice number/ Reference	Cheque number	Payee	Details	Amount
10/12	101358	Alexandra Molton	Clerk salary and office allowance	£692.30
02/20	101359	Paul Woodley	2 <sup>nd</sup> Precept payment 2020-21 (Fishing bailiff)	£75.00
02/20	101360	M Nwanze	2 <sup>nd</sup> Precept payment 2020-21 (electricity for defibrillator)	£15.00
02/20	101361	Trustees of Wash Meadow	2 <sup>nd</sup> Precept payment 2020-21 (Wash Meadow maintenance)	£1,000.00
02/20	101362	Minster Lovell Playing Field Trust	2 <sup>nd</sup> Precept payment 2020-21 (children's play park and tennis court management)	£950.00
00342	101363	Multi Hands	Bus shelter window cleaning November	£50.00
43931	101364	The Play Inspection Company	Outdoor Annual Inspections of Ripley Avenue play park and park behind St Kenelm's Hall	£180.00
SOR033867	101365	Online Playgrounds	New signs for Ripley Avenue Amenity Area	£186.00

Cllr. Haley proposed that the cheques be signed as set out in the agenda; seconded by Cllr. Jones and all voted in favour. The Play Inspection cheque to be retained until the extra checks are carried out.

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

Payee	Details	Amount
Giff Gaff	Credit for Clerk mobile phone	£6.00
Zoom	Monthly subscription payment	£14.39

Cllr. Haley confirmed that the paperwork had been provided to him and Cllr. Jones to confirm these payments.

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

Payer	Details	Amount

**d) To receive bank reconciliation for October 2020.**

The RFO uploaded this to the Council page of the website before the meeting and provided details of this and the original bank statements to Cllr. Haley and Cllr. Jones to be confirmed and signed at the meeting.

Cllr. Haley confirmed the bank reconciliation was in order and tallied to the latest bank statement.

**e) To receive internal control reports:**

**(i) July – September 2020.**

Cllr. King will carry this out as soon as lockdown has lifted. She had some issues in accessing the Money Manager system whilst the Clerk was on holiday as the files were corrupted. The Clerk has fixed these issues and Cllr. King will now report the internal control checks for the second and third quarter to the January meeting.

**ACTION: Clerk to add to the agenda for January.**

**f) To receive 2<sup>nd</sup> quarter budget update.**

This was uploaded to the website before the meeting and also provided to Councillors at the budget setting meeting on 4<sup>th</sup> November. Councillors had no queries on this.

**g) To approve final Budget 2021-2022.**

This was uploaded to the Council website ahead of the meeting. A couple of points of clarification were raised at the meeting. Cllr. Haley asked the RFO when the final figures need to be submitted to WODC; the RFO confirmed that these are due to be sent in by January 2021 but she has not yet received the details of this.

**ACTION: Clerk to add the final budget to the December agenda for final ratification.**

**h) To receive and discuss grant request from Volunteer Link-Up.**

An email was received from Volunteer Link-Up and forwarded to Councillors ahead of the meeting. The organisation requested another grant from the Parish Council. Last year the Council agreed to award a grant of £100.00 to the organisation as residents of the village had used the services provided by it.

Cllr. Stowell proposed awarding a grant of £100 to Volunteer Link-Up; seconded by Cllr. Alderman and agreed by all.

**ACTION: Clerk to schedule this payment at the December meeting.**

**i) To discuss s106 monies and purchase of trees.**

Following the October meeting, the Clerk emailed the Planning team at WODC to ask for confirmation that s106 money can be awarded to individuals but did not receive a response. The Clerk then emailed Phil Shaw to ask for confirmation of the restrictions on s106 monies. Phil Shaw has confirmed that it cannot be spent on projects for which it has not been earmarked already and would not usually be awarded to individuals.

**j) To receive External Audit report and discuss recommendations.**

This has not yet been received but the Clerk has emailed Moore to chase this up.

**17. To discuss correspondence received.**

The Clerk has received the following correspondence:

- Email from a resident regarding the dangerous compacted leaves on the footpath on School Hill which had caused a lady to slip over; the resident contacted OCC and then Cllr. Bicker later confirmed that these had been cleared.
- Details of a temporary road closure in the village on 2<sup>nd</sup> December, on the A4096 through Lew. The Clerk will print these and add to the noticeboards. Press release from WODC to confirm that vulnerable residents will be offered support during the current lockdown, with regular phone calls to check their wellbeing and ensure that they have access to food and medication.
- Press release from OCC to confirm that libraries will be offering a 'click and collect' service over lockdown.
- An email from a resident asking when the play park in Ripley Avenue would be opened. The Clerk responded to confirm the reasons why this has not been opened before and confirm that the Council will continue to monitor the situation and open the park as soon as possible, according to Government guidance.

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

Cllr. King confirmed that Mr King will carry out the monthly inspection of Ripley Avenue Play Park as soon as he can and she will email it out to Councillors.

Cllr. Alderman asked for something to be added into the Village News about planning enforcements in the village.

**ACTION: Clerk to add this in before submission.**

Cllr. Bicker confirmed that wooden blocks from the fencing repairs are still by the stile on the footpath on School Hill.

**ACTION: Clerk to write to Dundon House again about the blocks.**

Cllr. King informed the Council about a house which backs onto Ripley Avenue seems to be leaving their bins on Parish Council land behind their property. Cllr. King to confirm the details of the property so that the Clerk can write to them.

Mr Cridland asked the Council for clarification of its view on the prospect of the land behind 112 Brize Norton Road being sold as a development site. Cllr. Haley confirmed that the Council would not comment on any development in the village until it has received details of the planning application. Mr Cridland asked for confirmation of the Council's view on back land development of Chartist plots in general. Cllr. Stowell confirmed that this information is in the Council's Planning Policy document, which is available on the Council's website.

Meeting closed at 8.36pm.

**Signed:** .....

**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.