



MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

Parish Clerk: Alexandra Molton

111 Walker Drive, Faringdon SN7 7FY

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MINUTES OF THE PARISH COUNCIL MEETING ON MONDAY 17TH AUGUST 2020 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, Alexandra Molton (Clerk).

Apologies: Cllr. Ann Williams

Parishioners present: 2

The meeting commenced at 19.30 pm.

1. Welcome / Members present and apologies for absence.

Apologies were received and accepted from Cllr. Williams.

The Clerk contacted Cllr. Haley ahead of the meeting to confirm that due to a family situation she would need to join the meeting later. Cllr. Haley started the meeting via Zoom.

2. Declaration of interest in agenda items.

None were declared 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 20th July 2020.

Cllr. Bicker proposed accepting these as a true and accurate record of the meeting; seconded by Cllr. King and all voted in favour with one abstention from Cllr. Jones because he was not present at the July meeting. The Council RESOLVED to accept the minutes of the August meeting.

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

Since the July Council meeting, the Clerk has emailed Cllr. Hill and Cllr. Mullins regarding the situation with the litter and dog bins regularly overflowing in the village over the summer months, and particularly as the recent lockdown has eased. Cllr. Hill has since been visiting the village on a regular basis to check the bins and how well the collections are taking place. Cllr. Hill confirmed that the weekly scheduled collections by West Oxfordshire District Council (WODC) have been carried out. If the Parish Council requires further collections over the summer months due to an increase in visitors to the area, it will need to consider the cost of these through the annual Precept.

ACTION: Clerk to ensure that the agenda for the Precept meeting in November includes an analysis of litter bin collection needs in the village for 2021/22.

The Council thanked Cllr. Hill for her support in ensuring that litter in the Village is being collected according to agreed timetables.

Councillors confirmed that the travellers have now left the old A40 and John Lindquist has attended and bagged up all of the leftover rubbish to be collected by West Oxfordshire District Council (WODC).

ACTION: Clerk to report left over rubbish from the recent travellers on Fix My Street.

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

Not in attendance and no up-date received.



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

Following the recent traveller encampment in the Village, Cllr. Walker has proposed to Oxfordshire County Council (OCC) that the old A40 requires much more robust protection against future encampments. He has specifically suggested a more substantial gate or barrier across the access to the road. The main consideration here is that Mr Williams currently uses the old A40 to access his field. The Council and Cllr. Walker discussed the options and agreed that the next suitable action was to find out if Mr Williams might be amenable to move the entrance to his field to another location in order for a permanent barrier to be erected to the slip road to prevent future encampments. The Parish Council RESOLVED that it would offer to pay for a gate across a new access if Mr Williams agreed to move the entrance to the field.

ACTION: Clerk to write to Mr Williams to ask if he might move the entrance to his field to the corner, opposite the entrance to Windrush Farm.

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

Since the agenda was published the Clerk received details of a planning application for consideration:

- a) **20/01835/FUL; Ting Tang Lane Caravan Park Burford Road Minster Lovell: Change of use of agricultural land to enlarge existing traveller community site to accommodate an additional 4 residential caravan pitches together with the construction of associated sanitary block and erection of detached community building.**

The Council discussed the application and agreed not to comment on the application.

ACTION: Clerk to confirm this with WODC.

- b) **To receive progress update on planning enforcements.**

The Clerk has reported the potential planning breaches at Happy Days and 116 Brize Norton Road to WODC and the Enforcement Officer has asked for further information on the cases. The Clerk also wrote to James Hill, Enforcement Officer, regarding the structure which has been built at the Horse and Radish. The Clerk then received an email from the managers of the Horse and Radish showing that Mr Hill had subsequently written to the managers of the Horse and Radish to confirm that he would not be investigating the case further.

The Clerk has forwarded information to Councillors regarding a car parking space at Lavender Cottage which is currently being installed, together with information that suggests that planning conditions set out by WODC have not been met. Cllr. Stowell agreed to check the boundaries of the work currently taking place with the Ordnance Survey property boundaries. It was agreed that Cllr. Stowell and Cllr. Alderman discuss the issue with Paul Wilson, Group Manager; Area Operations (North) when they meet with him and Cllr. Walker to discuss parking issues in the lower Village on 26th August 2020.

ACTION: Clerk to pursue the car parking space at Lavender Cottage and the erection of a structure at the Horse and Radish with Phil Shaw at WODC.

- c) **To welcome Crawley Councillors to discuss their plans for HGV weight restrictions in the village.**

Crawley Parish Councillors have contacted the Clerk to confirm that the Council are concerned that the limits being imposed on other nearby bridges will encourage heavier HGVs through their village. Crawley Parish Council is therefore planning to propose to OCC a 7.5 tonne weight limit on the bridge in the village to protect Crawley from these large vehicles. Crawley Parish Council sent a draft leaflet which they intend to use for their leaflet drop. The Clerk added this to the Councillors page on the website ahead of the meeting. Cllr. Stowell proposed supporting Crawley's attempt to get a 7.5 tonne limit in the village; seconded by Cllr. Alderman and all voted in favour. The Council RESOLVED to support the plans of Crawley Parish Council.

ACTION: Clerk to contact Crawley Parish Council to confirm the support of the Parish Council.

The Clerk joined the meeting at 20.38pm.



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d) To receive an update on Minster Lovell Parish Council submission to Oxfordshire County Council September committee meeting re: consultation B4437 Forest Road, Windrush River & Ninety Cut Hill Bridges (Charlbury, Minster Lovell & Astall) Proposed Weight Restrictions

Cllr. Stowell gave Councillors a summary of his proposed submission to OCC regarding the weight limit. The summary had been circulated to Councillors prior to the meeting. Cllr. Alderman proposed that Cllr. Stowell submit the proposed document on behalf of the Council; seconded by Cllr. Jones and all voted in favour. The Council RESOLVED to support the submission of the document written by Cllr. Stowell.

The Parish Council thanked Cllr. Stowell for his work on the consultation and attendance at the September committee meeting.

The Clerk reminded the Council about the OCC consultation about changes to the s106 monies procedure, to a new Community Infrastructure Levy system. The consultation closes on 21st August. Cllr. King offered to look into the consultation and its implications for the Parish Council and report back to the September Council meeting.

The Clerk also reminded the Council about recent documents sent out from Oxfordshire Association of Local Councils (OALC) regarding proposed changes to the planning process. Cllr. Stowell offered to investigate these further and summarise the changes to the Council at the September Council meeting.

9. To receive monthly dog fouling report.

Mrs Holloway reported 2 deposits not picked up this month, both in Upper Crescent. It was noted that deposits that had been sprayed are being returned to and removed.

ACTION: Clerk to write to thank Mrs Holloway for her on-going work as dog warden in the village.

10. To receive monthly Allotments report.

Cllr. Bicker reported that plot numbers 14 and 12 look overgrown and need a tidy up.

ACTION: Clerk to write to the tenants of these plots to ask them to tidy up their plots.

11. To receive update on Churchyard Extension Project working group.

Cllr. Stowell provided the Council with a written update on the project before the meeting. He has been liaising with David Mason at Oxford Diocese who in turn has been liaising with the current tenant of the land next to St Kenelm's Church to explain that the Council will need access to the land to carry out some investigative work ahead of a possible Churchyard extension.

Cllr. Stowell explained that some funds are needed in order to begin the initial works to investigate the land and the possibility of using it for burials. The Council may need to use up to £20,000 to complete the first stages. Cllr. Haley reminded the Council that the s106 monies may not be received for another year or more and therefore the Council would need to fund the work with monies from the savings account, to be repaid when the s106 money is received.

Cllr. Stowell reiterated that it would be vital to keep the spending for the churchyard extension project separate from the Council's day-to-day accounts and Cllr. King confirmed that this is possible using the current cashbook by setting up specific codes for spend relating to the project.

Cllr. Stowell proposed that £5,000 is allocated for the first stages of the project; seconded by Cllr. Alderman and all voted in favour. The Council RESOLVED to allocate £5,000 to begin investigative work on the land next to the current burial ground at St Kenelm's Church.

ACTION: Clerk to set up new codes on the cashbook for the project and allocated the funding.

12. Travellers Counter Measures.

The Clerk sent the Council costings for bollards at Ripley Avenue Amenity Area in advance of the meeting should the Council decided that this land needed protecting against possible encampment. The Council discussed this and agreed that Ripley Avenue is not at immediate risk of encampment due to its proximity to



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residents and its open nature. It was suggested that a ditch would be less obtrusive and would prevent access. The rest of this item was taken in conjunction with item 7.

ACTION: Clerk to obtain quotes to dig a ditch on the access points to Ripley Avenue Amenity Area

13. Clerk to report on progress in meeting the website Accessibility Guidelines.

The Clerk confirmed that she has not made any further progress on this due to the recent work taking place on other priorities, including the traveller encampment, bin issues and preparing for internal audit. The deadline for the website to be fully accessible is 30th September 2020. The Clerk has added document to the website which were recommended by Jane Olds as part of her internal pre-audit, ready for the imminent internal audit.

ACTION: Clerk to ensure that the website is compliant with the new guidelines by the end of September.

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

a) To review Action Log.

The Clerk confirmed that she has asked contractors to check the broken speed sign on Brize Norton Road to confirm the reason that this is not working. Ubico would not provide a quotation as they are not able to carry out the work to repair the sign. Cllr. Alderman suggested that the Clerk could ask Brenda Bennett for details of the electrician for St Kenelm's church. Cllr. Stowell suggested asking the original contractor who erected the sign to either check the sign and confirm the problem or ask for details of who they would use locally to repair the sign.

ACTION: Clerk to contact the contractor who installed the signs to find out how they would go about repairing the sign.

Cllr. King asked for the results of the recent investigations into how the residents of Ripley Avenue and Wenrisc Drive feel about keeping the laurel bushes in the Amenity Area. Cllr. Haley confirmed that he and the Clerk had met on site to discuss the issues and met with the resident who was concerned about the bushes pushing against a boundary wall. The Clerk and Cllr. Haley did not consider it necessary to ask each of the residents their views on keeping the laurels or removing them but did agree that the laurels need to be cut back shortly, ahead of their scheduled cut in October. Cllr. Haley has offered to meet with the contractor when they attend to cut the laurels to confirm what work needs to take place. The Clerk confirmed that Ubico have confirmed that the trimming will take place during September.

ACTION: Clerk to check when the contractor will be on site and confirm with Cllr. Haley so that he can attend on site on the day.

b) To receive and review Ripley Avenue Play Park inspection report.

Cllr. King confirmed that everything at the park is in a good state and Mr King will complete the paperwork for this and send to the Clerk.

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

Updated guidance had been circulated by Cllr. King ahead of the meeting. The Council discussed the possibility of opening the play park but agreed that it was still not satisfied that it could meet Government guidelines to keep users safe. The Council therefore RESOLVED to keep the play park closed. The Council asked the Clerk to explain to residents exactly why the park has not been opened.

ACTION: Clerk to add into the next Village News specific details about why the Council has not decided to open the play park.

(ii) To approve a risk assessment and management plan for Ripley Avenue Play Park.

The Clerk has finalised this and added to the Councillors page on the website for the Council to read through before the meeting. The Clerk asked the Council if it wanted anything to be added to the risk assessment. The Council were satisfied with the content so far.



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Cllr. Haley suggested that Cllr. King and Mr King look through the risk assessment and management plan in more detail to ensure that the play park inspections tie into the management plan for the play park.

ACTION: Clerk to up-date the risk assessment and management plan with comments from Cllr. King and Mr King and bring this back to the September meeting for ratification.

c) To discuss graffiti and part removal of fence post at Wychwood View.

The Clerk was sent images of graffiti done to one of the fence posts at Wychwood View which she circulated to Councillors before the meeting. The Clerk has since been informed that another piece of fence has been removed to allow access to property. Councillors agreed that little could now be done about the graffiti because it is not possible to ascertain who might be responsible. The Council agreed not to take any action on the removed fence either.

A resident wrote to Cllr. Haley to demand that a post to be removed in order to access the dog litter bin behind the fencing; Cllr. Haley confirmed that he has written to the resident to confirm that this has now taken place.

d) To discuss Brize Norton Road bus shelter roof cleaning.

Residents have contacted the Council about the roof of the bus shelter outside 154 Brize Norton Road, which is very dirty and needs to be cleaned. The Clerk received a quotation in 2019 from DF Williams of £120.00 to power wash the roof. The Council had previously agreed that up to £50.00 could be spent on the task, so no further progress was made at this time. The Clerk has contacted Multi-Hands who currently carry out the bus shelter window cleaning, to ask them to quote for the job; and they have quoted £40 to jet wash the roof.

Cllr. Stowell proposed accepting the quote from Multi-Hands; seconded by Cllr. Jones and all voted in favour. The Council RESOLVED to accept the quotation of £40 from Multi-Hands for cleaning the bus shelter roof.

ACTION: Clerk to confirm the work with Multi-Hands and contact the residents concerned to confirm that the roof will be cleaned.

e) To consider salt bins and salt bags from OCC for 2020/21.

The Clerk has been contacted by OCC and needs to place an order for the village for this winter. Given the situation last year, whereby the pallet was left outside of the allotments and was swiftly removed, the Clerk asked if the Council would like to consider an alternative location for delivery this year. The Parish Council discussed this and agreed that the allotments are still the best location for the salt bag delivery.

ACTION: Clerk to ask OCC to either contact her before the delivery to confirm when they will be delivering the bags or ask them to use a suitable vehicle to drop off into the car park area behind the locked gate.

15. Finance: To Receive and Review August Finance Report.

a) To consider and approve payments due:

Invoice number/ Reference	Cheque number	Payee	Details	Amount
08/12	101326	Alexandra Molton	Wages and office allowance Additional salary April – August due to incremental increase Less National Insurance Total:	£708.97 £64.68 -£7.31 £766.34
9510	101327	Bookmarque Publishing	Village News August/September 2020	£60.00
60035456	101328	Ubico	Grass cutting April	£528.90
60035554	101329	Ubico	Grass cutting and litter pick May	£600.30
60035590	101330	Ubico	Grass cutting and litter pick June	£600.30
JO95	101331	Jane Olds	Pre-audit report	£135.00
08/20	101332	HMRC	National Insurance payments	£23.99

Cllr. Stowell proposed signing the cheques as laid out in the agenda; seconded by Cllr. Alderman and all voted in favour.



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b) To report payments made with the Council debit card

Payee	Details	Amount
Amazon	File dividers	£1.99
Zoom	Monthly subscription	£14.39

The Parish Council noted these payments.

c) To review and confirm payments received.

The Parish Council noted these and asked the Responsible Financial Officer (RFO) to add these into the agenda and monthly finance report in the same way that scheduled payments and card payments are reported.

ACTION: RFO to add in the details of the payments received into the finance report from September.

d) To receive an update on actions from pre-audit report.

The RFO confirmed that she has carried out the actions identified in the pre-audit report, including adding relevant documents to the Council website.

e) To receive an update on preparation for internal audit.

The RFO and Cllr. King have been liaising on issues which require resolving before the accounts are passed to the internal auditor.

The RFO asked if the Council would rather hold a separate meeting to approve the draft statement of accounts or deal with this at the September Council meeting. The Council agreed that it would be better to hold a specific meeting to sign off the accounts.

ACTION: Clerk to organise an Extra Parish Council meeting to sign off the statement of accounts when the internal audit report is received.

16. To discuss correspondence received.

The Clerk has received the following correspondence this month:

- Email from a resident about the reinstatement of paths in Upper Crescent; Cllr. Walker has since confirmed that he will chase this up with OCC.
- Documents from OALC regarding changes to planning laws, which was forwarded to Councillors.

ACTION: Clerk to add this to the September agenda under Planning, to enable Cllr. Stowell to report back.

- A press release from Brize Norton about proposed changes to their air space.

Cllr. Jones, as the Council representative for RAF Brize Norton, confirmed that these changes have been discussed over a number of months and the proposals were in line with those previously reported.

An email from a resident concerned about cars parking on the corner outside of the Methodist Church. Cllr. Haley has confirmed that the church will be placing bollards outside of the area each Sunday to prevent further parking from taking place during service times. The Parish Council discussed the issue and agreed to monitor this situation.

Cllr. Haley declared an interest in this item as a member of the Church.

ACTION: Clerk to add an item into the next edition of the Village News to ask residents not to park on this corner.

- Two emails from resident regarding overflowing litter and dog bins in the Village – particularly in Wash Meadow. These were immediately reported to WODC.
- Photographs of the Village from Mick Ford, for use on the website.

The Council thanked Mr Ford for providing these.



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

Cllr. Bicker raised the following issues:

- Trees have been cut at the school but not over the back of the fence and these are now overshadowing the lane behind the school. The Council agreed that any concerned residents should contact the school directly about this.
- Willow tree hanging over the bridge in the Old Village. The Old Swan owns the tree and part of the tree has now come off and is lying next to the bridge.

ACTION: Clerk to write to The Old Swan to ask them to trim the tree.

- John Linqvist wants to purchase a bike in order to carry his tools around the village when carrying out maintenance. The Parish Council agreed to look at this again at the Precept planning meeting later in the year.

ACTION: Clerk to add to the Precept planning agenda.

Cllr. Jones raised the issue of parking in the lower village at weekends which is now chronic. A meeting has been scheduled on 26th August between members of the Parish Council, Cllr. Walker and Paul Wilson, Group Manager; Operations (North) to discuss this in more detail.

Cllr. Alderman reported weeds on both sides of the bridge and pavement at either end of the bridge.

ACTION: Clerk to check if these are included in the maps sent to Ubico and if necessary chase this up with them.

A resident has reported that the gulleys on Burford Road and the drain cover by the Horse and Radish pub are full of silt and need to be cleaned again.

ACTION: Clerk to report this to OCC.

Meeting closed at 21.37pm.

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.