



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 15TH JUNE 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, Cllr. Liam Walker and Cllr. Kieran Mullins.

Parishioners present: 3

The meeting commenced at 7.32pm.

1. Welcome / Members present and apologies for absence.

Cllr. Haley welcomed Councillors and Parishioners to the June Parish Council meeting. Apologies were received and accepted from Cllr. Williams, Cllr. Walker and Cllr. Mullins

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).

Ms Barlow joined the meeting to ask if the Council would support her running a competition for children in the village and a quiz for older residents. She would also like to get the children to draw posters and put these up around the village. Councillors thought it was a great idea and were fully supportive of Ms Barlow's suggestion.

Ms Barlow left the meeting.

Cllr. King joined the meeting at 7.37pm.

4. To receive the Minutes of the Parish Council Meeting dated 18th May 2020.

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

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

Cllr. Hill was not present at the meeting.

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

Cllr. Mullins did not attend the meeting but sent the Clerk an email to confirm the following:

- Overflowing bins which were reported in the Village have now been emptied.
- The broken gate is an issue to be fixed by OCC so Cllr. Mullins has reported this to them.
- The planning enforcement team has contacted the Horse & Radish regarding the building in their car park and opened an enquiry.

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

Cllr. Walker was not present at the meeting. Councillors asked the Clerk to contact Cllr. Walker directly for updates on the items below.

a) 20 mph speed zone.

b) Minster Lovell Bridge weight limit consultation



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c) Burford School Pedestrian Bridge.

Cllr. Jones confirmed that a 20mph zone in central Burford has been approved but the decision on the bridge had been deferred.

ACTION: Clerk to find out more about plans for the future of the pedestrian bridge and contact Cllr. Walker for updates.

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

a) To receive and consider planning applications.

The Council considered planning application **20/01305/HHD; Causeway Cottage: The erection of gates to access of property.**

Councillors had no comment on the application.

The Clerk confirmed that there were no other updates on planning applications. Cllr. Stowell confirmed that the proposed work at North Hill house has begun so this application must have been approved.

b) To receive progress up-date on planning enforcement.

The Clerk confirmed that she has been liaising with an Enforcement Officer at West Oxfordshire District Council (WODC) regarding the potential planning breach and he has confirmed that WODC have opened a case to investigate this building. There is no further progress update on this yet, but the Clerk will keep following this up with WODC.

9. Monthly dog fouling report.

Cllr. King confirmed that the full bins have now been emptied. Dog fouling is now bad on the footpath between Curbridge and Minster Lovell and Mrs Holloway has provided photographs of this. The Council were unsure if there is a broken dog litter bin in the Village and if so where this is located.

ACTION: Clerk to contact Mrs Holloway to confirm whether there is a broken dog litter bin in the Village.

10. Allotments report.

Tenants are happy with the new padlock recently fitted by the Clerk.

All plots are in good condition except plot 12. The Clerk confirmed that this has just been re-let and the new tenancy agreement to be signed is for this new tenant.

a) To approve new tenant and sign tenancy agreement.

Cllr. King proposed signing this agreement for a new tenant on plot 12; seconded by Cllr. Stowell and agreed unanimously.

11. Ripley Avenue Playground Inspection Report.

Mr King had already provided Councillors with a detailed report on the Play Park:

- There are a large number of weeds growing on the flooring and around the edge of the play park which will need to be dealt with before the park is reopened. The Clerk confirmed that the play park is not included in weed killing plans for the Village. Cllr. Stowell offered to treat these with weedkiller; Mr King will then attend to trim.
- Signs at the park with information and contact details are very weathered and contain out of date details for the Clerk.

ACTION: Clerk to confirm what information needs to be contained within signage at the park and obtain quotations for a replacement.

Several fence panels are worn and need sanding and re-varnishing. Mr King will attend to these.

The football goals are in bad condition and need to be repaired/replaced.



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Cllr. Jones confirmed that the BMX track is starting to get used with children at home due to Covid-19 and the recent good weather. The football goals are also getting a lot of use. Cllr. Jones proposed repairing the goals now so that they are ready for further use over the summer holidays.

With an appreciation of the current situation and the lack of recreational opportunity for children in the village at this time, Cllr. Jones proposed a limit of £1500.00 to replace both goal sets in Ripley Avenue; seconded by Cllr. Bicker and agreed unanimously.

ACTION: Clerk to contact Cllr. Walker to ask whether he might fund part of the work through his Covid-19 funding, considering that the increase in usage is due directly to the Covid-19 pandemic.

ACTION: Clerk to contact the gentleman in the Village who replaced the flooring at the play park last year to seek a quotation for replacement of the football goals and re-positioning of these as the ground has been significantly eroded in their current position.

The Clerk has reported the broken dog litter bin to WODC.

12. Litter and Dog Bin Survey and Collection regime.

Since the May Parish Council meeting, Cllr. Stowell has created a map of the dog and litter bins in the village and sent this to the Clerk and all Councillors.

The Clerk has sent these maps to Ubico and asked for confirmation that all of the bins on the maps are included on their schedule and is awaiting confirmation. The Clerk has also contacted English Heritage about the bins at the Ruins which need to be emptied more often over the summer months when there are more visitors. English Heritage is looking into the possibility of getting the bins emptied more regularly. The Clerk also asked English Heritage for more frequent patrols of the Ruins to discourage anti-social behaviour which has been taking place recently. English Heritage confirmed that they are unable to patrol the site themselves on a regular basis, but will contact the PCSO for the Village to request more regular patrols of the Ruins.

ACTION: Clerk to ask WODC how often the bins are collected in the Village to ensure they are collected often enough to prevent them from overflowing.

ACTION: Clerk to contact Ubico about replacing litter and dog bins in the Village, including the broken bin on the one way system going down into the village.

Clerk to gather all of this information ready for Precept planning in October.

Cllr. Jones asked how many salt bins there are in the village and Councillors confirmed that there is one by Jubilee Walk, one by the Bridge in the Old Village, one by the old school and one by St. Kenelm's school.

13. To approve new telephone for the Clerk.

The Clerk informed the Council that the Clerk's phone is broken and that she can transfer the SIM card from the current phone to a spare that she has recently bought which is no longer needed. The Clerk is able to provide a receipt for this to enable the Council to repay the cost of the handset, which was £45. The Clerk confirmed that this phone also enables her to use the internet and take photographs which is useful when reporting incidents to OCC or WODC.

Cllr. Alderman proposed that the Council agree to the purchase of the new phone and charging the cost of this handset back to the Council as expenses; seconded by Cllr. Bicker and agreed unanimously.

Cllr. King left the meeting briefly at 8.20pm.

14. To consider and approve the amended Asset Register and Depreciation Register.

Following advice from Jane Olds (pre-internal auditor) the Clerk confirmed that she has updated the Asset Register to remove the depreciation section as this does not apply to Parish Councils. This version was the the copy which was uploaded to the website for Councillors. Nothing else has changed on the Register.

Cllr. Stowell proposed approving the Asset Register; seconded by Cllr. Alderman and agreed unanimously.



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15. To consider and approve Standing Orders.

The Clerk confirmed that these may be updated at a later date following the pre-audit review which has recently been undertaken by Jane Olds.

Cllr. Jones proposed approving the current version, with amendments to be approved at a later date; seconded by Cllr. Alderman and agreed unanimously.

16. To consider and approve the Freedom of Information Act Schedule.

The Clerk confirmed that there have been no changes to the Schedule this year.

Cllr. Jones proposed approving the Schedule; seconded by Cllr. Alderman and agreed unanimously.

17. To consider and approve all Parish Council policies:-

(a) Community Grants Policy.

The Clerk confirmed that this will be slightly altered this year to include an addendum of a grant application form.

(b) Public Speaking Policy.

The Clerk confirmed that no changes have been made to this Policy this year.

(c) Publicity Policy.

The Clerk confirmed that no changes have been made to this Policy this year.

(d) Allotments Policy.

The Clerk has altered this Policy to reflect that the deposit can be paid by cheque or BACS as several tenants no longer have a chequebook.

(e) Privacy Notice (public).

The Clerk confirmed that no changes have been made to the Notice this year.

(f) Privacy Notice (staff and Councillors).

The Clerk confirmed that no changes have been made to the Notice this year.

(g) Subject Access Request (SAR) Policy.

The Clerk confirmed that no changes have been made to this Policy this year.

Cllr. Alderman proposed approving all of the above Policies and Notices as set out; seconded by Cllr. Stowell and agreed unanimously.

18. To review financial matters:-

(a) To consider and approve Financial Regulations.

The Clerk confirmed that these are the statutory regulations and therefore not subject to change, however the Standing Orders may be updated at a later date following the pre-audit review which has recently been undertaken by Jane Olds.

Cllr. Stowell proposed accepting the Financial Regulations; seconded by Cllr. Alderman and agreed unanimously.

(b) To consider and approve an up to date Risk Assessment.

The Clerk confirmed that the current Risk Assessment encompasses all of the necessary elements but Jane Olds has suggested expanding the Assessment to include other areas, therefore it may be changed at a later date and returned to the Council for ratification.

Cllr. Jones proposed approving the Risk Assessment as it currently stands; seconded by Cllr. Bicker and agreed unanimously.



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(c) To review the Council insurance policy and discuss/resolve alterations.

The Clerk confirmed that the Council considered new quotations for this and selected a provider as set out in the April Parish Council meeting minutes. Jane Olds has confirmed that the cover selected is appropriate for the needs of the Council and in line with statutory obligations.

Cllr. Bicker proposed accepting the current policy schedule; seconded by Cllr. Jones and agreed unanimously.

(d) To review the bank mandate.

The current signatories on the bank accounts are Cllr. Haley, Cllr. Alderman, Cllr. Jones and the Clerk (in order to access the account details rather than sign cheques). The Council agreed that there is currently no reason to change the mandate.

Cllr. Jones proposed continuing with the same bank mandate for 2020/21; seconded by Cllr. Stowell and agreed unanimously.

(e) To receive a summary of NI and Tax paid to HMRC during the last financial year.

The Clerk had provided Councillors with confirmation of the NI and Tax paid to HMRC during 2019/20, as calculated by the PAYE system.

NI - £178.62

No Tax had been paid.

The Council noted these figures.

19. 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 actions this month:

- The Clerk has contacted the Site Manager again at the new housing development to ask for confirmation of when the speed signs will be moved and has not yet had a response. The Council asked for the Clerk to keep pursuing this action.
- A meeting has been held with Jane Olds, Cllr. Haley, Cllr. King and the Clerk to discuss initial questions that have been raised by Jane following her pre-audit review questionnaire and investigations. A full report on this will be issued shortly and circulated to Councillors for review.
- The Clerk is still waiting for further information on setting up a pension with LGPS.
- The Clerk has reported rusted and broken bins in the Village to WODC and sent Ubico the Council's bin map for review.
- The Clerk has reported several maintenance jobs in the Village to WODC and OCC: the overgrown grass verge on the road towards Worsham has been reported to OCC and overgrown hedges at the junction of Upper Crescent and Burford Road, which will shortly be attended to. The Clerk has also contacted Ubico regarding the grass verge outside of the Methodist Church, which is included on the grass cutting maps sent to them previously. Ubico have confirmed that this verge will be cut shortly.

Cllr. Stowell asked if the Clerk has contacted the Environment Agency regarding effluent seeping from fields by the Ruins into the River Windrush and the Clerk confirmed that she has not. The Council agreed that the Clerk should contact Defra about this in the first instance.

ACTION: Clerk to contact Defra to report possible seepage of effluent into the river.

b) Wychwood View fencing.

McCrackens have confirmed that this work will start w/c 15th June and should take a few days to complete. The Clerk has written to Mr Williams to advise him of this and asking him to ensure that no vehicles are parked on the grass verge so that the work can take place.

c) War Memorial fence post replacement: to consider quotations and select a contractor.

The Clerk contacted several local firms for quotations for replacement of the broken wooden posts by the war memorial and only received one quotation back, from David Woodley of Oxfordshire Garden Contractors. Mr



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Woodley has checked the area and provided the Clerk with two quotations: to replace all of the posts or to remove all of the posts and cement over the area.

- I. Replacement of all wooden posts: £1997.00
- II. Removal of all wooden posts and replace with concrete: £837.00

The Council concluded that the quote to remove all of the posts exceeded the budget and was unnecessary because most of the posts are in good order. The Council asked the Clerk to obtain quotations for the replacement of the three unsteady posts later in the year.

d) Weed killing: to consider quotations and select a contractor.

Councillors considered the quotations for weed killing in the Village as provided by the Clerk before the meeting:

- McCrackens: £300.00 + VAT
- Ubico: £204.84 + VAT
- APC Garden Services: £495.00

Cllr. Stowell proposed awarding the contract to Ubico; seconded by Cllr. Bicker and agreed unanimously.

Cllr. Bicker also asked the Clerk to contact Ubico to ask them to cut the grass verge on the left hand side coming out of Upper Crescent into Burford Road.

ACTION: Clerk to contact Ubico to ask them to cut the grass verge by the Upper Crescent junction.

Cllr. King returned to the meeting at 8.34pm.

e) Welcome gates: to consider costings.

The Clerk confirmed that she has only been able to find one contractor for welcome gates, and these are over £200.00 per gate for a plastic gate. Councillors asked the Clerk to look at this again and bring to the July meeting for the Council to consider.

ACTION: Clerk to continue to look into a supplier for the gates and add to the agenda for the July Council meeting for a decision.

20. Finance:

a) To consider and approve payments due

Invoice number/Reference	Cheque number	Payee	Details	Amount
06/12	200941	Alexandra Molton	Wages and office allowance	£692.80
9476	200942	Bookmarque Publishing	Village News June/July 2020	£50.00
INV2019/20-24	200943	Martin Whiffin	Allotment deposit minus water rates 2019/20	£34.16
INV00293	200944	Multi Hands	Bus shelter window cleaning	£50.00

Cllr. Haley pointed out that the invoice from the Clerk contained the incorrect payment amount for July; it stated £666.80 instead of £692.80. This latter is the amount to be declared for NI purposes. The cheque was written for the correct amount.

Cllr. Jones proposed signing the cheques as laid out in the agenda; seconded by Cllr. Stowell and agreed unanimously.

The Council asked the Clerk to double check with the new tenant of plot 12 that they are happy to take on the plot in its current condition, given that this has been reported as being unkempt. The Council may consider retaining some of the original deposit if the plot needs to be cleared further before re-letting.

ACTION: Clerk to check this with the new tenant and only send out the cheque to Mr Whiffin when this is confirmed.



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b) To report payments made with the Council debit card

Payee	Details	Amount
Tesco	Stamps	£15.60
McColls	Envelopes	£4.95
Tesco	Stamps	£7.80

Cllr. Haley confirmed that he had a verified a copy of a receipt and front sheet for each payment.

c) To review and confirm payments received.

The Clerk had provided a copy of this spread sheet to Cllr. Haley and Cllr. Jones; Cllr. King asked that this be made available to all Councillors from now on. The Clerk confirmed three payments had been made and had noted on the spread sheet the details of these and the date the cheques were sent to the bank to be cashed.

d) Bank reconciliation report for May 2020.

Cllr. Haley confirmed that he had a copy of the bank statements for May and the bank reconciliation from the electronic cashbook and both amounts matched.

Cllr. Haley proposed accepting the bank reconciliation for May; seconded by Cllr. Jones and agreed unanimously.

21. To discuss correspondence received.

The Clerk had forwarded to Councillors all press releases received from OCC and WODC.

The Clerk reported the following correspondence:

- A letter from Rev White from St Kenelm's Parochial Church Council regarding the cessation of the Council's two annual grants to the Church, asking for this to be reconsidered. The email had been forwarded to Councillors ahead of the meeting and will need to be discussed at the July Council meeting.
- A resident has reported that a tree on the mound in Ripley Avenue appears to be dead. The Clerk confirmed that the bi-annual tree inspection is now due.

ACTION: Clerk to obtain quotations for the bi-annual tree survey for Councillors to consider at the July meeting.

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

Cllr. Alderman confirmed that work by Gigaclear to repair the grass verges in the lower Village has still not taken place. Cllr. King asked about a bin on the junction of Charterville Close and Brize Norton Road which was damaged by Gigaclear during installation of broadband cables and has still not been replaced.

ACTION: Clerk to chase up Gigaclear regarding the work to take place on the grass verges and a replacement bin.

Cllr. Haley confirmed that the Clerk will need to report the findings of the pre-audit review at the July Council meeting.

ACTION: Pre-audit review to be added to the July meeting agenda.

Signed: _____

Chairman of the Parish Council

*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.