



MINSTER LOVELL PARISH COUNCIL

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MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY 16TH SEPTEMBER 2019, 7.30PM AT MINSTER LOVELL METHODIST CHURCH

1. Welcome / Members present and apologies for absence.

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

Apologies: None.

2. Declaration of interest in agenda items.

Cllr. Bicker declared an interest in item 8e as a resident of an adjacent property to the new development.

Cllr. King declared an interest in discussions on Ripley Avenue brambles and shrubs as a resident of the area.

3. Parishioner's Public Participation (for questions and comments on agenda items).

Several residents confirmed that they would like to make some comments about item 8b).

4. To receive the Minutes of the Parish Council Meeting dated 19th August 2019.

Cllr. King stated that a parishioner has been in touch to confirm that the correspondence from Mrs Donohue regarding the appointment to the Village Trust was not recorded in the minutes for the August Council meeting. With that amendment Cllr. Bicker proposed accepting the minutes as a true and accurate record of the meeting; Cllr. Stowell seconded and all Councillors voted in favour except for Cllr. Williams and Cllr. King who abstained because they were not in attendance at the meeting.

ACTION: Clerk to amend minutes and bring to the September meeting to be signed.

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

Cllr. Hill confirmed that she did investigate at WODC why it has been taking so long for enforcement issues to be investigated. She was informed that the Planning department has been short-staffed in this area. Cllr. Hill has received confirmation from Mr. Phil Shaw that he is currently recruiting more Officers for enforcement roles to alleviate the issue.

Cllr. Stowell suggested that the issue could be referred to the Local Government Ombudsman as ground for mismanagement in the Council. Cllr. King confirmed that the problems with these issues have been going on for over two years. Cllr. Haley asked Councillors whether they wanted to take this further at this stage. Cllr. Williams asked if it would be possible to make a formal comment on the situation. Cllr. Mullins confirmed that other Parish Councils have been raising this as an issue with WODC and suggested that the Council add their name to the list. He intends to raise this as a concern at the next full Council meeting.

Cllr. Williams proposed writing to the Head of Paid Services at WODC regarding the lack of enforcement in the Village over a number of years; seconded by Cllr. Bicker and all Councillors voted in favour.

ACTION: Clerk to write to Head of Paid Services at WODC.

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

Cllr. Mullins reported the following:

- Windrush (WASP) is hosting a talk at 7.30pm on Friday 20th September at the Blanket Hall in Witney on sewerage in the river Windrush.
- Following on from the successful day held last year, WODC are holding another Water Day at their Woodgreen Offices on Tuesday 22nd October. Representatives from Thames Water and the Environment Agency are expected to attend.
- The public consultation on Eynsham Garden Village is now out online and paper copies are available in Oxfordshire libraries. An Area Action Plan (AAP) will be published shortly and will be made available

on the WODC website. This will be followed by a 'Preferred Options' consultation which will run until 11th October. There is also an open evening on the Garden Village on Friday 20th September, 2-8pm in Long Hanborough.

Cllr. Haley suggested that WODC had given lots of opportunity to feed back on the plans for the Garden Village. The Parish Council agreed that residents completing feedback online could help to highlight potential issues that concern local residents, such as the impact on traffic and congestion.

Cllr. Bicker asked for confirmation from Cllr. Mullins that the prescribed distances between existing properties in Whitehall Close and the homes being built are being adhered to. Cllr. Mullins confirmed that this needs to be checked with Phil Shaw.

ACTION: Clerk to contact Phil Shaw (copying in Cllr. Mullins and Cllr. Hill) to confirm that an inspector will be sent to check the dimensions and distances between existing and new properties to ensure that the agreed distances are being kept between properties. Clerk also to confirm how the distances between properties are checked as existing bungalows are not set in a straight line.

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

Cllr. Walker reported the following: School Hill has now been resurfaced. Cllr. Stowell reported that Oxfordshire County Council (OCC) have covered the drain covers along the road with tarmac. Cllr. Walker will arrange for contractors to return and rectify the issue. Cllr. Alderman also reported that the granite sets which were reset have been knocked out again so they also need re-setting.

ACTION: Clerk to report this via Fix My Street.

Wenrisc Drive is due to be resurfaced soon; Cllr. Walker will check the dates for the work and report back to the Council.

A resident expressed issues with pavements in Whitehall Close which were resurfaced and now need further attention. Cllr. Walker confirmed he will look into this.

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

a) To receive and discuss planning application: 19/02331/HHD, 125B Brize Norton Road, Minster Lovell; Erection of two storey side extension and creation of basement

The Council considered the planning application and agreed to strongly object on the grounds that the plans represent back-land development, which is not permitted according to the Minster Lovell Planning Policy Statement. The Council also felt that the plans demonstrated over-development of the plot and that the size and scale of the development was not in keeping with the village. The Council also deemed the building unsuitable for multiple-occupation and were concerned that parking and access would present problems.

ACTION: Clerk to log the Council's response with WODC.

b) To receive and discuss planning application: 19/02471/LBC, Corner House, 35 Upper Crescent, Minster Lovell; Replacement of the back door

The application confirms that the doorframe would not be changed from the original shape and style but would be replaced like-for-like. Cllr. Williams proposed no objections to the application; seconded by Cllr. King and all voted in favour.

c) To discuss path through Ripley Avenue

The Clerk had reported to Bovis that the Council would like the width of the path to be reduced to 1.5m and confirmed that the proposed location for the path was satisfactory. She had also asked Bovis to provide information about using Natartex as the surface for the path instead of the proposed hoggins. Bovis have agreed to lessen the width of the path and investigate the possibility of using Natartex. They also confirmed that they would be using a bridge to navigate a path over the ditch at the top of the Amenity Area.

The Council asked the Clerk to contact Bovis to confirm that low-level lighting either side of the path was required as this had not been included on their original plans. The Council also asked the Clerk to provide a timescale confirming exactly what has been agreed between Bovis and the Council; the Council will then consider and approve the details. The Council requested further information about when Bovis are likely to lay the path because there are concerns that if this is left until the development is completed it is possible that residents would break through the hedge before that time to create their own entrance into Ripley Avenue. The Council also asked the Clerk to remind Bovis that it would be sensible to wait until spring to lay the path.

ACTION: Clerk to contact Bovis to report the required information and request more details as necessary.

d) Update on enforcement issue in the lower Village.

The Clerk confirmed that she had forwarded to Councillors a response received from WODC Enforcement Officers regarding the issues of the gates and hard standing at River Rock which had previously been investigated. Cllr. Mullins had no update on the tree felling and erection of a building in the lower village but he confirmed that he will escalate this by the end of the week if he has not received a further update.

e) Impact of new Housing Development Construction.

Cllr. Haley had circulated an email to Councillors before the meeting which he had received raising issues in relation to the construction of the new housing development. He proposed writing to WODC to raise these issues: traffic, noise, pollution, dust and the times that work was being carried out on site; seconded by Cllr. Stowell and all Councillors voted in favour.

Cllr. Stowell suggested asking Bovis for a road sign confirming that no construction traffic can enter the village from the A40, at the bottom of the slip road because there are some concerns that large vehicles are entering the village via the Brize Norton Road, despite the traffic management plan for the development.

Cllr. Bicker confirmed that a wooden fence will be erected along the boundary with Ripley Avenue at the end of September.

A resident confirmed that there are issues with drainage in this part of the village and as these are not mapped in the village the developers are speaking to local residents to try and identify where these are. A resident of Whitehall Close confirmed that the noise and inconvenience related to the construction has made their garden virtually unusable and asked if there are any schemes by which they would be recompensed for this. Cllr. Haley suggested that they should contact WODC to check if there was any compensation available. There were some concerns from residents about the legal situation regarding 'dead land' being left between the fence being erected for the new properties and the gardens of existing properties along the Western boundary. Cllr. Haley suggested that a group of concerned residents should work together to find out their legal position.

f) Electricity letter

The Clerk reported an email she had received from a contractor regarding work that needs to take place to trees along the Brize Norton Road in order to keep safe access to electricity lines. Upon closer inspection Councillors confirmed that the area in question is not owned by the Parish Council and in fact the County Council would need to sanction the works.

ACTION: Clerk to refer the contractor to Oxfordshire Council County.

9. Monthly dog fouling report.

Mrs Holloway reports incidents in the Village over the last month mainly in Upper Crescent, but the situation is better in most of the Village. There are still problems with dog fouling in Wash Meadow and Mrs Holloway has asked Cllr. Alderman to monitor this. Cllr. Stowell often walks through Wash Meadow and he reported an improvement.

10. Allotments report.

Cllr. Bicker has visited the allotments and reports that the fence of plot 15 is still down. The fence on number 12 is also down and the top of plot number 14 needs attention. Plot 5 is really overgrown and needs urgent attention. Plots 2 and 3 also need attention and one of the water butts is leaking. Cllr. Stowell agreed to attend to repair this.

Cllr. Haley suggested that Council should encourage tenants to create an Allotment Association and asked for this to be added to the meeting agenda for January or February for further discussion.

ACTION: Clerk to contact tenants as appropriate and let tenants of neighbouring plots know that the Council is dealing with these issues. Also Clerk to offer for tenants to meet members of the Council at the site if they would like to.

Cllr. Haley and Cllr. Jones signed a tenancy agreement for a new allotment tenant.

11. Trustees of Minster Lovell Village Trust

The terms of office of two of the members of the Village Trust are coming to an end in December 2019 and their replacements need to be voted in by the Parish Council. Mrs Donohue has already written to the Council to confirm that she and Ms Haire are happy to be re-nominated as Parish Council Trustees. Cllr. Alderman proposed that the Parish Council accept Mrs Donohue and Ms Haire to remain as Trustee; seconded by Cllr. Jones and all voted in favour.

12. Emergency Plan

The Clerk has almost completed a first draft of an Emergency Plan and had provided the current draft to Councillors to consider before the meeting. The Council confirmed that the current draft is acceptable and contains most of the necessary information. Councillors asked the Clerk to complete the draft Plan, add to the Council website for residents to comment upon and circulate to Councillors in advance of the October meeting.

ACTION: Clerk to continue to work on this and add to the October agenda to be ratified by the Council.

13. Remembrance Service

The Clerk confirmed that she is beginning to organise the Remembrance Service for this year. She has contacted the Church representatives in the Village to organise a meeting to discuss the service and she will write to the White Hart to confirm if the marquee and electricity are available again for this year. Cllr. Haley asked if any Councillors would like to join the group this year as a Council representative and Cllr. King confirmed that she would be happy to join the group.

Cllr. Williams asked for the Clerk to print another 25 copies of the Orders of Service for this year. Cllr. Williams and Cllr. Jones confirmed that they would be willing to help handing these out again this year.

ACTION: Clerk to work on the service for this year and report back with an update at the October meeting.

14. Update on Churchyard Extension

The Churchyard extension working group has met with representatives from Oxford Diocese and Rev. Hugh White from St Kenelm's Church to discuss the project and Cllr. Stowell confirmed the agreed next steps:

- The Clerk will contact WODC to find out more about the specific requirements for a churchyard extension and seek to organise a meeting to discuss the project in more detail;
- The Diocese will contact the Clerk with confirmed measurements for the land;
- Once the purchase of the land is confirmed, the Diocese will seek to issue a Notice to Quit to the current tenant;
- In due course, the Clerk will contact OCC for more information about moving the storm drain which runs underneath the land.

The Clerk is meeting with the Clerk to Leafield to discuss finance, sharing resources for Village community plans and the churchyard extension project. The Clerk confirmed that Leafield have been going through the process of creating a new burial ground in their Village and so they are able to provide some guidance on this.

Cllr. Haley asked Cllr. Stowell for confirmation on whether the Parish Council is liable to take on the management of the cemetery once it is full. Cllr. Stowell confirmed that the graveyard will be closed by the Church once it is full, and it will be offered to the Parish Council to manage in the first instance. If the Council refuse to accept this, WODC will have to take on management as the Local Authority responsible for burials in the District.

The Clerk had circulated the Terms of Reference for the working group to Councillors before the meeting but these need to be ratified at the next Parish Council meeting.

At the recent meeting with the Diocese Cllr. Stowell had also spoken about the Council's plans to use S106 monies from the new housing development towards the creation of a new community hall facility for the Village. He asked the Diocese to consider whether they might be prepared to either sell the Council the land where St Kenelm's church hall is currently situated or lease it to them on a very long-term tenancy. The Diocese confirmed that it is possible to lease the land to the Council long-term on an Albermarle lease, which has been used for several other Church halls in the District. Mr Mason from the Diocese confirmed that it was the decision of the Parochial Church Council whether they would grant the Parish Council a lease on the land, rather than the decision of the Diocese.

ACTION: Clerk to add Terms of Reference to the October agenda to be approved by the Council.

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

a) Action log

The Clerk confirmed the following key actions:

- The Clerk has provided WODC with a confirmed list of suggestions for street names in the new development, based on those families from the Village who served in the First and Second World Wars.
- The Clerk has renewed the licence for Money Manager for another year, as the Council had previously agreed. She will be meeting with the Clerk to Leafield shortly to discuss use of the software in more detail.
- The order for salt bags and salt bins refills has been placed with OCC and she will inform the Council of the delivery date for these when this is confirmed.
- The Clerk has still not arranged for the bus shelter roof to be cleaned because she has been unable to find anyone in the Village who has the equipment to carry out the work. Councillors suggested asking a local resident if their son would like to provide a quotation for the work.

ACTION: Clerk to try to obtain another quotation for the bus shelter roof to be cleaned.

Cllr. Williams asked the Clerk if she had written to the car garage on Brize Norton Road to ask them not to park cars on the grass verges alongside the site and the Clerk confirmed that she had. Councillors requested another letter be sent as this is still taking place.

ACTION: Clerk to write to the garage again regarding parking on the side of the site.

b) To receive Ripley Avenue play park inspection.

Cllr. King gave an oral report: the park is currently in good condition and the bunting and posters which were erected over the summer holidays have been taken down. These were very well-received by residents and seemed to help to encourage children to look after the park.

Cllr. Jones confirmed that he has provided a temporary fix to the broken football goals in the Amenity Area. He confirmed that the suppliers who provided the new goals nets earlier in the year has quoted around £500 to replace the two goals, which will need to be budgeted for in the Precept for next year. Cllr. Stowell asked if the goals at Ripley are the same as at Wash Meadow but Cllr. Jones confirmed they are not. The Clerk confirmed that she had found a possible source of funding towards new goals as the WODC Community Grant may not be suitable for this purpose. Cllr. Jones agreed to take photographs before he fixes the goals and forward these to the Clerk to show their current condition and prove that they need replacing.

The Clerk provided a quotation from Ubico of £655.57 to strip back the brambles, shrubs and laurel bushes in Ripley Avenue. The Council agreed that the quotation was high for the work required. The Council recognised that if the area was trimmed this would be required again in the future and would therefore become an on-going maintenance cost. They therefore agreed to seek quotations for the whole area to be completely cleared as a one-time charge.

ACTION: Clerk to obtain quotes to remove these shrubs and present these to the October meeting.

16. Finance:

a) To consider and approve payments due

Payee	Details	Amount
Alexandra Molton	Wages and office allowance	£647.95
IAC Audit and Consultancy Ltd	Internal audit 2018-19	£180.00
GeoXphere	Parish Online (mapping service)	£36.00
DF Williams Ltd	Bus shelter window cleaning	£40.39
OALC	Planning and Finance training	£162.00

Cllr. Alderman proposed signing the cheques as laid out in the agenda; seconded by Cllr. Bicker and all Councillors agreed.**b) To report payments made with the Council debit card**

Payee	Details	Amount
Moneysoft	Annual licence fee for Money Manager software	£132.00
McColls	Stamps and envelopes	£19.69

c) Bank reconciliation report for July 2019.

The Council had previously asked the Clerk to provide this to show totals for all accounts; Clerk provided this and Cllr. Haley confirmed to the Council that the bank reconciliation report matched the bank statements for July.

d) Bank reconciliation report for August 2019.

Cllr. Haley checked this and confirmed to the Council that the bank reconciliation report matched the bank statements for August.

e) Clerk incremental pay increase 2018-19 and 2019-20.

Cllr. Haley has now received the confirmed figures for this from Oxfordshire Association of Local Councils (OALC) and will calculate the correct figures for 2018-19 and 2019-20 and report back to the October meeting any amount due to be paid to the Clerk.

f) To discuss and approve Clerk second job.

The Clerk has been offered a role as Clerk to the Local Governing Body of two schools in her local Academy Trust. The roles would consist of 8 hours' work for a meeting each term for each school so would not interfere with her current role. Councillors agreed to the Clerk taking up this position.

17. To discuss correspondence received.

The Clerk reported the following correspondence:

- A press release from WODC requesting nominations for the Oxfordshire Sports Award 2019. The Council have previously nominated individuals from the Village for this award but felt that the closing date this year of 20th September was too short for them to confirm a nomination.
- A letter from Mrs Holloway reporting the issue of parking outside St Kenelm's School at drop off and pick up times. Cllr. Jones confirmed more children are now attending the school from outside of the Village and therefore more are being driven to school. Cllr. Jones had received confirmation from Mrs Jones (Chair of the school Governing Body) that the school are taking the issue seriously and doing all they can to discourage parents from driving to school. The Parish Council agreed to ask the PCSO to attend at the appropriate times to remind car drivers to park considerately and safely in the area.

ACTION: Clerk to contact PCSO for Minster Lovell and ask her to monitor the situation.

Mrs Holloway also raised the issue of several power cuts in the Village recently. Although the Council cannot do anything about this directly Councillors reiterated Mrs Holloway's suggestion that residents complain to their provider when the power is out.

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

Councillors reported a farm vehicle parked on the entrance to Wychwood View. Cllr. Haley will confirm to the Clerk if it is still there at the end of the week.

Cllr. Jones provided an update on the Burford school bus: only one child is actually using the school bus at this time. The public bus is now too small for the cohort travelling to Burford but the bus company have added another bus to the route to meet this extra demand. Children are crossing a busy high street in Burford to access the bus stop which is not very safe. The Chair of the Governing Body continues to liaise with the local MP and the relevant individual at the school regarding the issue to try and find a resolution. Cllr. Stowell suggested getting local press involved to highlight the issue.

Meeting closed at 9.22pm.

Signed: _____

Cllr. David Haley, Chairman