



MINSTER LOVELL PARISH COUNCIL

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Parish Clerk: Alexandra Molton

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MINUTES OF THE JULY PARISH COUNCIL MEETING HELD ON MONDAY 19TH JULY 2021 AT 7.00PM AT ST KENELM'S HALL

Present: Cllr. David Haley (Chair), Cllr. Jonathan Stowell, Cllr. Jean King, Cllr. Sue Bicker, Cllr. Ann Williams. Alexandra Molton (Clerk).

Apologies: Cllr. Walker.

Parishioners present: 10

The meeting started at 7.00pm.

1. Welcome / Members present and apologies for absence

Apologies were sent and received from Cllr. Walker.

2. Declarations of interest in agenda items.

Cllr. Williams declared an interest regarding item 5.

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

One resident raised issues with footpaths and cycle paths around the village which are overgrown and need attention.

ACTION: Clerk to report this to the footpath agency.

4. To receive the Minutes of the June Parish Council Meeting dated 21st June 2021.

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

5. To review applications for the Parish Council's co-opted vacancies and confirm.

The Clerk received three applications for the two vacant Councillor roles and uploaded statements from each candidate to the website for the Council to review before the meeting.

The Clerk confirmed that Mrs Barlow withdrew her application this afternoon, 19th July 2021. The Clerk confirmed that there are now two applicants for the two vacant Councillor roles.

Cllr Haley confirmed that the Clerk advertised the two Councillor vacancies on the noticeboards in the village for three weeks, with a closing date for application confirmed on the notices. Cllr. Haley asked Councillors to confirm that they were satisfied with the process which had been carried out to invite applicants for the vacant roles and all agreed that they were.

Cllr. Bicker proposed co-opting Mrs Leila Swinford and Mr Brian Layt onto the Council; seconded by Cllr. Stowell and agreed by all. Cllr. Williams had previously declared an interest and abstained from the vote. The Council RESOLVED to co-opt Mrs Swinford and Mr Layt onto the Parish Council.

ACTION: Clerk to confirm the details of the new Councillors with West Oxfordshire District Council (WODC) and thank Mrs Barlow for her initial interest in joining the Council.

ACTION: Clerk to find out the precise details of the process to increase the number of Councillors and when it might be possible to change this.

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

Not in attendance at the meeting.

7. To receive an update from District Councillor Colin Dingwall.

Not in attendance at the meeting.

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

Cllr. Walker sent apologies to the meeting.

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

- a) To receive and review planning application: 21/02097/HHD; 4 Whitehall Close Minster Lovell Witney: Proposed single storey shed / summer room / office.**

The Clerk confirmed that this is a retrospective application.

The Council agreed that the development is very large and goes right up to the boundary of neighbouring properties.

ACTION: Clerk to submit the Council's comments on the application: the size and scale of the building are a concern, as is the positioning with regard to neighbouring properties and the Amenity Area. The Clerk also to request that WODC take into account comments from neighbouring properties when reviewing the application.

- b) To receive and review planning application: 21/02460/HHD; 1 Holloway Lane, Minster Lovell OX29 0AU: Single storey ground floor extension.**

The Council noted that this extension would impact upon the 33m space between the backs of the new homes and existing properties in Whitehall Close, which the Parish Council had negotiated with the planning team at WODC and Bovis.

Cllr. Bicker declared an interest as a neighbour of the property.

Cllr. Stowell proposed that the Council strongly object to the application; seconded by Cllr. Williams and agreed by all with an abstention from Cllr. Bicker. The Council RESOLVED to strongly object to this application on the grounds that the 33m space between the rear of new and existing properties as agreed during the planning process would be eroded.

c) WiVTAG

Cllr Stowell informed the Council that the primary concern of the group is the current weight restriction order in place on the Burford bridge and the movement of HGV in the Windrush Valley. With the bridge in Burford currently closed to HGVs, these large vehicles now have to take a big detour around the town in order to find another route across the river and this is having a big impact upon other smaller roads and bridges in the area. Cllr. Stowell confirmed that a recent survey of road users has shown that 23% of hauliers now use the bridge in Old Minster Lovell as a means of crossing the river Windrush whilst the bridge in Burford is closed.

The order regarding the bridge in Burford is only applicable until the end of the year and the decision on the future for this has been devolved to Cllr. Duncan Enright. Cllr. Stowell has put together a letter to send to Cllr. Enright and circulated this to the Council ahead of the meeting. Cllr. Stowell asked the Parish Council to send a letter to Cllr. Enright to support the campaign to remove the weight restriction on Burford bridge.

Cllr. Stowell has recently seen OCC surveyors surveying the bridge in the lower village which already has a large crack in it. Cllr. Stowell confirmed that the surveyors were completing a full survey of the bridge.

Cllr. King asked if Cllr. Stowell had included his discussion with the surveyors in his letter and he confirmed that he has.

Cllr. Williams proposed that the Parish Council support the campaign and send the letter drafted by Cllr. Stowell to Cllr. Enright; seconded by Cllr. Bicker and agreed by all. The Council RESOLVED unanimously to support the WiVTAG campaign.

ACTION: Clerk to send the letter on behalf of the Council to Cllr. Enright, and send a copy to Cllr. Walker.

Cllr. Stowell confirmed that the possible outcomes are that the weight limit on the Old Minster Lovell bridge might be reduced, or the area within which the hauliers can travel for free could be extended to prevent smaller bridges from being used by HGVs.

Cllr. King asked if Cllr. Enright is the only Councillor making the final decision about the future of the order on the Burford bridge. Cllr. Stowell confirmed that Cllr. Enright will be supported by officers and guided by their advice.

d) To receive a progress update on planning enforcements.

The Clerk confirmed that there is no update because Mr Nelson has been on leave.

e) Minster Lovell Parish Council Planning Policy Statement.

Cllr. Haley confirmed that Cllr. Dingwall, with advice from the Principal Planning Officer at WODC, had provided information that will help up-date the Minster Lovell Planning Policy Statement before presentation to the Council for review and approval.

f) Ripley Avenue Amenity Area:

i) To review and discuss options for lighting.

Cllr. Haley met with the site manager and technical manager two weeks ago and the notes of the meeting have been circulated to the Council ahead of the Council meeting.

Cllr. Stowell has been investigating lighting options and suggested that the Council may need to spend around £50-£60 on each light. There could be some issues with installing these directly into the hoggin path but there are options which anchor the lights into the ground for added stability.

Cllr. Haley proposed that Cllr. Williams and Cllr. Stowell be given delegated authority to agree the final specification for the path lights. The Council RESOLVED to delegate responsibility to Cllr. Stowell and Cllr. Williams to confirm a final specification for the lights for the path in Ripley Avenue.

ACTION: Clerk to work with Cllr. Williams and Cllr. Stowell to finalise the specification for the lights, and organise an extraordinary Council meeting for the Council to ratify this if necessary.

Cllr. Haley informed the Council that Bovis want a legal agreement to be set up to confirm that the Parish Council gives permission for Bovis to build a path across Ripley Avenue Amenity Area.

ACTION: Clerk to find out more about the legal process and costs for setting up this agreement for Bovis to build the path across Ripley Avenue Amenity Area.

ACTION: Clerk to get a quotation to cut the laurels in Ripley Avenue in order for the path to be placed as close as possible to the hedge along Ripley Avenue.

Cllr. Bicker asked the Clerk to chase up the cutting of the hedge by the narrow path as this has not yet been done.

ACTION: Clerk to progress this.

ii) To review and discuss options for safety barriers.

Cllr. Haley confirmed that this will need to be discussed at the August meeting, in connection with the path lighting.

iii) To receive monthly Ripley Avenue Play Park inspection report.

Cllr. King reported that the play park is currently in good condition. The equipment is looking tired but the Council are aware that this needs to be replaced.

Cllr. King reported that there is some possibility that a vehicle is parking on the grass at the Amenity Area as the grass is discoloured. Cllr. King will monitor this.

iv) To consider timeline and consultation for the renewal of play equipment.

Cllr. Stowell suggested waiting for there to be a full Council to make a decision on a timeframe for this.

Cllr. King suggested that the Council could wait until the potential for a new village hall has been confirmed before making a decision on the new play park as this may affect what the Council decide to install.

Cllr. Haley suggested it might be useful to gain some knowledge on the costs and timeframes as a guide to future decision making.

ACTION: Clerk to add this to the agenda for the September meeting.

10. To receive monthly dog fouling report.

Mrs Holloway has confirmed that there has been one deposit in Upper Crescent, otherwise there has been little dog fouling this month.

11. To receive monthly Allotments report.

i) To consider alternative attachments for the water supply containers.

The Clerk confirmed that she had received an email from a tenant with a physical impairment who struggles to carry heavy watering cans at the allotments to water her plot. The tenant has purchased a hosepipe attachment and suggested that she use this when she is watering her plot and remove it after each use. The Clerk visited the allotments and could not see the attachment in place.

The Clerk advised that she received an email from the tenant today to confirm that the attachment she had fitted has been removed by another tenant.

Cllr Bicker offered to meet with the tenant at the allotments to discuss the issue.

ACTION: Clerk to give the tenant contact details for Cllr. Bicker.

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

Cllr. Stowell advised that Historic England has confirmed that there is a previously unknown Christian burial site in the ground which the Council has been considering for a churchyard extension. This makes the area no longer feasible for this project.

The Council will now need to look again at areas within the village which might be used for this purpose.

Cllr. Stowell confirmed that a geological survey will need to be taken on any site which is identified.

ACTION: Councillors to consider any potential locations within the village which might be appropriate for a new burial site.

Cllr. Stowell confirmed that there are about another 5 years' supply of burial plots in the current churchyard.

Cllr. Williams asked whether the Parish Council is obliged to provide a burial ground. Cllr. Stowell confirmed that when a churchyard is closed the Parish Council is initially offered the facility to take on responsibility for this in its parish. However the legal responsibility for providing a burial ground lies with the District Council.

Cllr. Stowell has confirmed with the contractor that the Council will be back in touch with them when it has a new potential site in mind.

Cllr. Stowell will confirm the situation with Mr David Mason at the Oxford Diocese.

13. To receive an update from the Village Hall Working Group.

The Clerk has been in contact with Mrs Bennett from the PCC, and has forwarded the briefing paper on the discussions held so far to all members of the PCC. The PCC are keen to meet with the Council's working group before Rev. White returns from his secondment in September to discuss the Village Hall project.

ACTION: Clerk to set this meeting up as per advised dates of availability from Cllr. Haley and Cllr. King.

The Council agreed to take the 'Around the Village' item after item 14 to enable parishioners to leave the meeting before the finance section of the meeting if they wish.

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

a) To review Action Log.

This was uploaded to the website for the Council to review before the meeting.

Cllr. Stowell asked if the Clerk has managed to resolve the weed killing which has still not taken place in the village. The Clerk confirmed that McCrackens have not responded regarding the work.

The Clerk suggested asking Ubico if they are able to complete the work as they quoted for this and have previously carried out the work. Cllr. Haley suggested that as long as Ubico can carry out the work within the next two weeks and their quotation is not more expensive than that provided by McCrackens, the Council could ask if they could complete the weed killing.

ACTION: Clerk to contact Ubico to confirm if they can carry out the weed killing in the village within the next two weeks; if so, they can be awarded the contract for 3 years as they have previously offered.

b) Village maintenance:

(i) To receive an update on the broken bus shelters on Brize Norton Road.

The insurance company has now confirmed that this work can go ahead and the Clerk has confirmed the order for a new bus shelter with Shelter Solutions. The Clerk is liaising between Shelter Solutions and Oxfordshire County Council to arrange for the bus shelter work and pavement repairs to take place simultaneously as OCC will already put in place a traffic light system to manage the traffic in the area safely.

Cllr. Haley will liaise with B&E regarding the previously offered skip if this is required for the broken parts of the shelter.

The Clerk has only received one quotation to replace the bus shelter windows which have been broken:

IF Glass: To supply and fit 8mm Clear Toughened 2no @ 1200 x 1145 £294 + VAT.

Cllr. King proposed accepting this quotation; seconded by Cllr. Stowell and all agreed. The Council RESOLVED to accept the quotation from IF Glass.

ACTION: Clerk to organise for this work to take place as soon as possible.

Cllr. Haley thanked John King, Ashley Moss, Elaine Walker and Dawn Haley for their help in clearing up the mess and erecting signs.

Cllr. Haley confirmed that he has the old rubber seals from the windows if they are needed.

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

Cllr. Haley addressed this issue when he met with Bovis on site and they confirmed that this is in hand.

Cllr. Stowell reminded the Council that it had agreed that it might decide to replace the white gates with a plastic version in the future which would weather better.

(iii) To receive an update on wooden bench in Burford Road bus shelter.

Mr Cross has confirmed that he cannot complete this work until October and the price for materials has risen from £410 to £490. The Council need to confirm if they would still like to pursue this course of action.

Cllr. King proposed that the Council confirm this work with Mr Cross; seconded by Cllr. Stowell and agreed by all. The Council RESOLVED to continue with the previously agreed plans for the bus shelter bench and agreed to the new cost of £490.00.

ACTION: Clerk to confirm this with Mr Cross and Mr Barker at the White Hart.

(iv) To discuss pavement issues in Cotswold Close.

The Clerk visited the residents of 39 Cotswold Close with Cllr. Williams on 13th July and took photographs of the issues. The Clerk has contacted Cllr. Walker to ask him to confirm who is responsible for the land.

ACTION: Clerk to continue to pursue this with Cllr. Walker and OCC.

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

This was uploaded to the Council website ahead of the meeting for the Council to review.

a) To consider and approve payments due:

Invoice number/ Reference	Cheque number/ Spending Power	Payee	Details	Amount
00417	101418 (Parish properties: maintenance of)	Multi Hands	July bus shelter window cleaning	£50.00
1336	101419 (Parish properties: maintenance of)	Summit Trees Ltd	Works to trees behind 55 Ripley Avenue	£360.00
PC04	101420 (Grass cutting)	Richard Hubber	St Kenelm's Churchyard grass cutting	£235.00
PC05	101421 (Grass cutting)	Richard Hubber	St Kenelm's Churchyard grass cutting	£235.00
12511	101422 (Traffic calming measures; provision of, maintenance of)	WestCoTec Ltd	Supply and installation of new speed sign	£3000.00
07/21	101423 (Salaries)	Alexandra Molton	July salary and office allowance Expenses (mileage to meet with internal auditor: 18.8 miles @ 45p per mile) Total:	£692.16 £8.46 £700.62

The Council discussed the spending power and Cllr. King confirmed that OALC have confirmed that the Council can use specific spending codes.

ACTION: Cllr. King and the RFO to confirm these for use on future agendas and minutes.

Cllr. King queried the expenses sheet which the RFO had provided, which seemed to have the incorrect dates.

ACTION: RFO to re-print this and bring to the August meeting to be agreed.

Cllr. Bicker proposed signing the cheques as set out in the agenda; seconded by Cllr. King and agreed by all. The Council RESOLVED unanimously to sign the cheques as set out.

b) To report payments made with the Council debit card

Payee	Details/Spending power	Amount
Amazon	Gift for Cllr. Alderman on retirement (Chairman's allowance)	£58.99
Amazon (MZ Global UK Limited)	New Clerk mobile phone (office equipment; purchase and maintenance of)	£20.01
Amazon (GHSL Limited)	100 2 nd class stamps (postage)	£79.99
GiffGaff	Clerk mobile phone credit	£6.00
Amazon (Auldors Sports Limited)	SIM card adapter for new Clerk mobile phone (office equipment; purchase and maintenance of)	£3.49
Waitrose	Flowers for Mrs Alderman and bottle bag (Chairman's allowance)	£21.50
Hpi Instant Ink	Printer ink (office equipment; purchase and maintenance of)	£7.49

Cllr. Haley confirmed that the paperwork provided by the RFO confirm these purchases.

ACTION: RFO to ensure the payees are correct in the cashbook in order for the VAT to be reclaimed.

c) To review and confirm payments received.

No payments have been received this month.

d) To receive bank reconciliation for June 2021.

This was provided to Cllr. Haley ahead of the meeting.

Cllr. King suggested that there is £100 difference between her figures and the cashbook.

ACTION: Clerk to bring this back to the August meeting for confirmation.

e) To receive internal controls report April – June 2021.

Cllr. King to present this to the August meeting.

f) To receive budget report April – June 2021.

This was uploaded to the Council website ahead of the meeting for the Council to review.

ACTION: Clerk and Cllr. King to bring more details on this to the August meeting.

16. To discuss correspondence received.

The Clerk has received the following correspondence this month:

- Email from Gigaclear to confirm the work due to take place to install fibre optic broadband in the village over the summer months.

ACTION: Clerk to confirm with OCC the remit of the works and what Gigaclear are obliged to do regarding reinstating roads and pavements and clearing.

- A resident had also emailed the Clerk and attended the meeting to inform the Council about issues following installation of the new broadband by Gigaclear. The Council agreed that it was a shame that the newly laid pavements had been dug up in order for the work to take place.

ACTION: Clerk to contact OCC to raise the question of whether all of the road works could have been aligned to minimise disruption.

- An email from WODC regarding the litter and dog bins in the village. The Clerk and Cllr. Stowell have confirmed the number and location of the current bins.
- An email from a resident regarding a drain on Burford Road which is not working properly. The drain was previously blocked with tarmac when the road was resurfaced. The Clerk has reported this to OCC via Fix My Street.
- Emails from several residents regarding noise apparently coming from Bennett's Yard.

Cllr. King and Cllr. Haley confirmed that this noise has now stopped.

- A resident has emailed the Clerk regarding patrons of the Horse and Radish parking on the grass verge on the opposite site of the Burford Road, disrupting visibility at the junction. Councillors agreed that this was an issue.

ACTION: Clerk to contact the pub to ask if they are able to help to address this issue.

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

Cllr. Stowell confirmed that the plans for white lining in the lower village have now been confirmed by OCC; he is not yet sure of the start date for this, but it will be during this financial year.

Cllr. Bicker informed the Council that the grass at the entrance to Wychwood View and the grass verge by 35 Upper Crescent has not been cut.

ACTION: Clerk to chase this up with Ubico.

A resident asked if the allotments should be organic; the Council confirmed that this is not specified in the tenancy agreements.

Cllr. Haley confirmed that following the Clerk's resignation, the Clerk job profile and details of the new contract have now been confirmed. Cllr. Stowell proposed spending up to £150 on advertising the job on Indeed; seconded by Cllr. Williams and agreed by all. The Council RESOLVED to spend up to £150 on advertising the role on Indeed. The role will also be advertised on the OALC website and via their monthly newsletter.

The Council agreed to shortlist candidates via a Zoom on Wednesday 4th August; interview w/c 9th August and invite the successful candidate to the Council meeting on 16th August for them to experience this before starting the role.

ACTION: Clerk to check w/c 16th August what dates are free to book the hall for interviews.

The meeting closed at 8.50pm.

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.

Public Speaking Policy

Minster Lovell Parish Council recognise that communication with parishioners is valuable when making informed decisions and a Parishioner's Public Participation section is made available at the beginning of Council meetings for this purpose.

Please Note:

- Public speaking will be allowed on any agenda item by parishioners of Minster Lovell, at the Parishioner's Public Participation section only. Thereafter public speaking is not permitted.
- Parishioners are permitted to speak for 3 minutes on Planning Applications and Decisions and a further 3 minutes on other agenda items. The time must be strictly adhered to and speakers are encouraged to practice their presentation in order to use the time constructively.
- Speakers are required to introduce themselves and confirm their address to the Council.
- Speakers should clearly outline their views concerning the agenda item.
- Representations should be confined to spoken comments only. Any written material, photographs or drawings should be provided before the meeting.
- Councillors, through the Chairman, can seek clarification only of points made by the speakers.
- Please remember that Council meetings are held in public and therefore, no comments of a personal, slanderous, defamatory or otherwise offence or abusive nature should be made.
- The Chairman of the Council has the right to stop anyone speaking if such comments are made and the speaker may then forfeit their opportunity to continue to speak.