



MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

Parish Clerk: Alexandra Molton

111 Walker Drive, Faringdon SN7 7FY

Email info@minsterlovell-pc.gov.uk

Tel: 07712 705865

MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY 20TH JANUARY 2020 AT ST KENELM'S HALL AT 7.30PM

Present: Cllr. Jones (Chair in absence of Cllr. Haley), Cllr. Stowell, Cllr. Bicker, Cllr. King, Cllr. Alderman, Cllr. Williams, Alexandra Molton (Clerk).

Apologies: Cllr. Haley (Chair)

1. Welcome / Members present and apologies for absence.

Apologies were received from Cllr. Haley.

2. Mark of respect for Mr Tom Smith.

Cllr. Jones informed the Council of the passing of Mr Smith just before Christmas. Mr Smith made a huge contribution to this Parish Council. He sat on the Parish Council for around 20 years and was a District Councillor for 15 years. He was nominated and received the High Sheriff Award for services to the Council and the Village. Mr Smith was a huge source of knowledge on boundaries, recent and distant history, property owners, horticulture and drainage, as well as having a great understanding of the workings of local government.

The Village will miss Mr Smith.

3. Declaration of interest in agenda items.

None were made at this point in the meeting.

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

None at this point in the meeting.

5. To receive the Minutes of the Parish Council Meeting dated 16th December 2019.

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

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

Cllr. Hill arrived at the meeting at 7.45pm.

Cllr. Hill reported the following:

- Grants for community projects are now open for applications. Cllr. Jones asked whether this grant can be used to bridge budget gaps caused by cuts in local government spending. Cllr. Hill confirmed that the fund is not for this purpose. She will send details of how to apply to the Clerk.
- There are local elections this year in the Village. Keith Butler at West Oxfordshire District Council (WODC) is holding an information evening on this at the end of January. The Clerk confirmed that she is unable to attend this information evening but will liaise with Keith to ensure that she gets the correct information.
- Those on lower incomes can now claim Council Tax relief from WODC.

Cllr. Bicker asked about ground level on the new housing development as it seems that garages are not being built on the same level. Mr Cridland confirmed that there are differing levels within the site and the site plans show these in full. Cllr. Bicker will check through these and liaise with the Clerk if any further investigation needs to take place. Clerk to contact Phil Shaw if an inspection is needed to clarify.



MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

Parish Clerk: Alexandra Molton

111 Walker Drive, Faringdon SN7 7FY

Email info@minsterlovell-pc.gov.uk

Tel: 07712 705865

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

Cllr. Mullins arrived at the meeting at 8.30pm.

Cllr. Mullins reported the following:

- Cabinet have voted on the first draft of the budget and Council Plan for 2020-24, which focuses on climate action, healthy towns and villages, meeting the modern need, vibrant town centres. He will keep the Parish Council updated on the progress of the Plan.
- A warning has been issued from WODC about using reputable disposal companies to remove large household items. Instances of fly tipping have been on the rise and there is a £400 fine if dumped rubbish is reported and traced back to homeowners, even if another organisation has fly tipped.

Cllr. Mullins brought in free food bin liners for residents from WODC which were issued to encourage residents to recycle food waste over the festive period.

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

Cllr. Walker reported the following:

OCC are investing money into adult social care and children's care in the new budget. The largest share of the budget is now spent on this. Council Tax will be going up by 2% to cover the extra funding into social care and 1.9% in addition – therefore increasing overall by 3.9%. The results of the recent consultation on which areas the budget should focus on will come to Oxfordshire County Council (OCC) in mid-February.

OCC has been rated the best local authority in the Country for recycling. A site at Ardley burns waste rather than sending it to landfill and this makes enough energy for around 50,000 homes.

Cllr. Walker is attending a meeting in Oxford on Monday 27th January regarding future plans for the A40; Cllr. Stowell and Cllr. King have already expressed an interest in attending and Cllr. Walker invited other interested Councillors to come.

The Leader of the Council has asked Cllr. Walker to join his cabinet and he will be starting this at the beginning of February. His area of focus will be Operations and Highways. Cllr. Walker asked for the Clerk to confirm dates for all of the Parish Council meetings for the year so he can ensure they are in his diary. The Parish Council congratulated Cllr. Walker on his appointment

ACTION: Clerk to send Cllr. Walker dates of all Council meetings through the year.

Cllr. Williams was pleased to hear of more money being spent on adult social care and asked if there are any other areas losing out on money to fund this? Cllr. Walker confirmed that the Government has provided another £2.5m which will go towards funding this.

Cllr. Williams commented that that despite being the best local authority for overall recycling in the Country it is disappointing that OCC are still unable to provide better plastics recycling as other Councils do successfully. Other Councillors reiterated this.

Cllr. Bicker asked why potholes keep returning in the same places after being filled. Cllr. Walker confirmed that this is due to budgets; it is still cheaper to refill potholes than resurface larger sections of road. Cllr. Williams asked how much is paid out for damages caused to cars by potholes. Cllr. Walker suggested that this was around £40,000 in 2018. Potholes should be filled within 28 days of being reported but if they are not reported and damage is caused to a car there is no liability from OCC.

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

a) To receive and discuss planning applications

The Council considered planning application 19/03377/HHD; Dove House, Burford Road, Minster Lovell: Erection of garage. Councillors had no comments to make on the application.

b) To discuss path through Ripley Avenue.

The Clerk brought to the meeting a letter received from Bovis today in response to her letter to the CEO requesting their assistance in promoting the requested surface and lighting for the path. Cllr. Jones read aloud



MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

Parish Clerk: Alexandra Molton

111 Walker Drive, Faringdon SN7 7FY

Email info@minsterlovell-pc.gov.uk

Tel: 07712 705865

the letter which confirmed that there would be no further movement from the previous position stated by Bovis; that they proposed hoggins as the surface for the path and would not install lighting. Councillors were disappointed to hear of the result. Cllr. Jones asked Councillors to confirm a future course of action. Cllr. Stowell proposed reluctant acceptance of the situation as is; seconded by Cllr. Williams and agreed unanimously. Cllr. King suggested that we should share the processes and pitfalls of our experience with other Councils to enable them to be better aware.

ACTION: Clerk to contact Bovis to confirm that the Council agree to them proceeding with the path through Ripley Avenue as previously agreed. Clerk to obtain confirmation from Bovis of when the path will be installed.

c) Update on enforcement issues.

The Clerk confirmed that the potential planning breach at 41 Wenrisc Drive is not being pursued as the scale of the development is considered satisfactory under permitted development rights.

The breach reported that the planning breach at the garage at 58 Brize Norton Road is not being pursued at this time as when the enforcement officer visited the garage did not appear to be parking cars on the grass verge next to the forecourt. The Council believe that the garage is parking cars on areas that it does not own and which are not covered by the planning application. Councillors confirmed that a pebbled area has been established next to the forecourt where the grass has been turned up by cars being driven over the area. Councillors agreed to take photographs of cars being parked on pebbled area and send to the Clerk. Cllr. Walker to find out who owns the grass land next to the garage and confirm to the Clerk.

d) Delegated Authority Regulations – feedback from WODC.

Following the Council meeting last month, the Clerk contacted Phil Shaw for confirmation of whether an application which the Parish Council had strongly objected to was considered by the Lowlands Planning Committee. Phil Shaw confirmed that this rule only applies to larger scale developments, and not to individual planning applications.

Councillors were recently emailed by Cllr. Haley to confirm that a new resident to the Village had asked if the Council would consider their planning application before it was submitted to WODC. Most Councillors had responded to the email to confirm that they felt it would be setting a precedent for all future applications which may cause difficulties if applicants do not then alter applications to reflect the feedback from the Parish Council. Cllr. Williams felt it was unfortunate that a majority of the Council were not in favour of considering planning applications in the Village before they were submitted to WODC as when she and Cllr. King attended Planning training in November, WODC promoted this early involvement with local planning applications.

10. Monthly dog fouling report.

Mrs Holloway reports 3 instances of fouling not being collected over the month. The Council were pleased with this given the dark evenings and early mornings which make fouling more likely.

11. Allotments report.

Cllr. Bicker reported that the allotments are tidy and well-tended at this time.

Cllr. Jones asked if the allotments are fully tenanted; the Clerk confirmed that two tenants want to leave but she has replacements ready to take up these plots.

12. Section 106 monies.

In the absence of Cllr. Haley, Cllr. Jones read an email from him with some points of consideration including whether the Council elect to pursue the idea of a new Village hall, where this might be situated and what the alternative options were for utilising the money allocated for this if the Council did not choose this option.

Cllr. Stowell explained the benefits and implications of trying to obtain use of the land where the current church hall stands and using an Albemarle lease to rent this long-term from the Diocese, then using the S106 monies to finance either refurbishment of the current hall or replacement. Cllr. Williams asked what happens when the lease runs out and Cllr. Stowell confirmed that there needs to be a mechanism for renewal within the lease.



MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

Parish Clerk: Alexandra Molton

111 Walker Drive, Faringdon SN7 7FY

Email info@minsterlovell-pc.gov.uk

Tel: 07712 705865

Cllr. King suggested that the Council should wait until there is a full Council present to make any official decisions. Cllr. Stowell agreed that the subject warranted a full discussion with all Councillors present.

Cllr. Jones asked Councillors to initially consider whether they feel that the money would be best spent on the provision of a new or refurbished Village Hall. Councillors discussed the different areas which could feasibly be used within the Village for a new hall site, including the location of St Kenelm's Hall, land by The White Hart pub and land around the Scout Hut.

Cllr. Williams asked how much it would cost for a brand new Village Hall; Cllr. Stowell confirmed this would be around £600,000. If the Parish Council could provide £300,000 towards this from the S106 monies it should be possible to raise the rest of the money in grants. It might also be possible to get a public grants loan to finance the work, as other Councils have done.

Councillors agreed that it would be most productive to have a separate meeting dedicated to the issue.

ACTION: Clerk to liaise with Councillors to find a suitable date for a meeting about a new Village Hall.

13. Churchyard Extension Project progress report.

Cllr. Stowell gave the Council an update on the current situation; the churchyard at St Kenelm's has space for around 3 years' worth of burials but after this time it will close. The church is no longer accepting reservations for burial plots. Once the churchyard is closed the Parish Council will be given the option to take on management of it but if the Council chose not to accept this, responsibility for the site will pass automatically to WODC.

Cllr. Stowell, Cllr. Alderman and the Clerk met with the Chair of Leafield Parish Council, Gina, who offered a helpful insight into the potential issues which the Council might face in extending the current cemetery and the work which would be required to get to planning application stage. Leafield are trying to create a cemetery on a site very similar to the land next to the current graveyard which the Council has been considering. It is clear that due to the location next to the river lots of investigation will be needed into the land before anything more can take place.

Leafield Parish Council Chair and Clerk have recommended Cemetery Management Services to help the Council to carry out the necessary investigations into the land and advise on surveys and means of addressing issues like drainage. Based on her experience, Gina suggested that it could cost up to £20,000 to get the land investigated and potentially another £60,000 for the civil engineering work necessary to make the ground suitable for use long term as a burial site.

Cllr. Stowell confirmed that the next step is for the Council to find out how many graves could fit into the cemetery extension as this is the only way to be able to decide whether it is feasible to progress with the project. Cllr. Stowell will contact a local gravedigger to ascertain how many plots would fit into land next to the current burial ground and will report this back to the Council for consideration.

14. Local Electricity Bill; Cllr. Jones' review.

Cllr. Jones analysed this over the Christmas break and emailed Councillors to confirm that he felt that this was not something that the Parish Council should support as it was not viable in the Village at this time. Councillors concurred.

15. Village News.

The Clerk and Cllr. Haley had already confirmed the Council's submission for the next edition and this had been received by Mr Rose.

16. Consultation on unauthorised/trespass caravan sites.

The Clerk explained that the Government has opened a consultation regarding strengthening the laws around unauthorised encampments and trespassing. The Clerk had circulated the information to Councillors ahead of



MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

Parish Clerk: Alexandra Molton

111 Walker Drive, Faringdon SN7 7FY

Email info@minsterlovell-pc.gov.uk

Tel: 07712 705865

the meeting and Councillors agreed for the Clerk to complete this on the Council's behalf, in support of stronger Police powers to tackle these issues. The closing date for the consultation is 4th March 2020.

ACTION: Clerk to complete the consultation on behalf of the Council.

17. Events for 2020:

a) Big Lunch

The Clerk suggested it would be nice to organise a Village event similar to the Big Lunch to bring residents together. Councillors suggested that the event could be combined with the VE Day Anniversary celebrations and suggested that the Methodist Church and WI may be able to support this.

ACTION: Clerk to speak with the WI and Dawn Haley to see if these groups would be prepared to work together on the project.

b) Celebrations for VE Day 75th Anniversary weekend (8-10th May 2020)

See above.

c) Ripley Avenue Fun Day

The Clerk asked the Council for a confirmed date for this event so she can ensure the climbing wall is available. Cllr. Bicker to check with other volunteers about a date for this and liaise with the Clerk.

18. 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 actions that had taken place since last the last meeting.

Councillors confirmed that the pavement on School Hill needs clearing again as this was not completely cleared and will become dangerous in cold weather. Mrs Ford agreed to send a photo to the Clerk to forward on to OCC.

Cllr. King asked when the Council can expect the results of the External Audit; the Clerk has been assured that these will be sent by the end of January. Cllr. Jones asked if there are any implications to this report being received so late; the Clerk confirmed that she has advised the public rights period so residents have been able to access the financial records for 2018/19 if they wish to. These have also been placed on the Council website. The only issue with the delay is that there will be less time for the Council to take action on any observations and required actions from the External Auditor.

b) To receive Ripley Avenue play park inspection.

Cllr. King confirmed that the goal posts still need to be repaired and Mr King will attend to temporarily fix these. The play park is in good condition. Trees and hedges around the Amenity Area are currently tidy but will need to be trimmed soon. The Clerk confirmed that this work was awarded as a one-year contract to Ubico last year.

ACTION: Clerk to seek quotations for trimming of the hedges and bushes around the outside of Ripley Amenity Area using previous specifications and add to the February agenda for Councillors to select a contractor.

c) Farming machinery at the entrance to Wychwood Close; to consider and select quotations for fencing.

Councillors considered the quotations provided by the Clerk:

McCrackens: £1175.00 + VAT

Pittaway Fencing: £1190/£1290 + VAT

Hickman Bros: £1640 + VAT

Trentwood Fencing: £1350.00 + VAT

Pepler Fine Fencing: £1900.00 + VAT



MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

Parish Clerk: Alexandra Molton

111 Walker Drive, Faringdon SN7 7FY

Email info@minsterlovell-pc.gov.uk

Tel: 07712 705865

Cllr.

Stowell proposed awarding the work to McCrackens, who had previously constructed the same fencing outside of the Spar Shop in the Village; seconded by Cllr. Alderman and unanimously agreed.

The Clerk confirmed that she has not yet been able to confirm with OCC that the Parish Council have permission to install fencing around the grass verges at the entrance to Wychwood View so she will contact OCC again to confirm this before contacting the contractor.

d) Churned up lane and footpath in Old Minster Lovell.

Cllr. Alderman has received complaints from residents who are unable to use the footpath next to his property. Cllr. Alderman confirmed that University College lease the land to those who use it but no action has been taken on this path when the College has previously been contacted. The Council agreed that there was no further action they could take at this time.

e) Controlling Litter throughout the Village.

Several Councillors have contacted the Clerk with photographs of litter around the Village.

ACTION: Clerk to add item into the next Village News asking everyone to do a bit more in their area to help to alleviate the problem locally.

Cllr. Jones confirmed that some litter has been removed on the old A40 but this still needs tidying up.

ACTION: Clerk to log the issue via Fix My Street.

19. Finance:

a) To consider and approve payments due

Payee	Details	Amount
Alexandra Molton	Wages and office allowance	£692.80
DF Williams Ltd	Bus shelter window cleaning	£16.16

Cllr. Alderman proposed signing the cheques as set out; seconded by Cllr. Jones and agreed unanimously.

b) To report payments made with the Council debit card

Payee	Details	Amount
Post Office	Stamps	£4.20
McColls	Envelopes	£2.00

Cllr. Williams asked for DF Williams to remove sticky tape from the bus shelter nearest St Kenelm's Hall when next window cleaning. Councillors asked when the current bus shelter window cleaning contract runs out; Clerk confirmed that she planned to seek quotations for this shortly.

ACTION: Clerk to obtain quotations for the bus shelter window cleaning contract and add to the February agenda for Councillors to consider.

c) Bank reconciliation report for December 2019.

Cllr. Jones checked the bank reconciliations provided by the Clerk and signed the bank statement and bank reconciliations to confirm that the figures matched.

d) External Audit report 2018/19.

ACTION: Clerk to add this to the February meeting.

20. To discuss correspondence received

The Clerk reported the following correspondence:

- Press release from WODC to confirm their pleasure at new Government plans to boost the energy performance of new homes as part of the Future Homes Standard.
- Community First Oxfordshire has emailed the Clerk with details of the Oxfordshire Rural Services Survey. The Clerk will add details of this to the Council website and Cllr. King agreed to complete the survey on behalf of the Council. The closing date for the survey is 29th February 2020.



MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

Parish Clerk: **Alexandra Molton**

111 Walker Drive, Faringdon SN7 7FY

Email info@minsterlovell-pc.gov.uk

Tel: 07712 705865

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

Cllr. Williams confirmed that Ubico have not attended to trim the trees between Ripley Avenue and Cotswold Close. The Clerk confirmed that she has already chased this up and they will attend next week to carry out this work.

Cllr. Bicker reported mud on Bushey Ground due to the building work taking place on a property there. The Council suggested that residents of the area contact the owner concerned to ask him to be more considerate.

Cllr. Stowell and Cllr. Jones confirmed that they are unable to attend the February Parish Council Meeting.

Cllr. King confirmed that she will provide the results of the Internal Controls check at the February meeting.

Meeting closed at 8.45pm.

Signed:

Vice 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.