



## MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

Parish Clerk: Alexandra Molton

111 Walker Drive, Faringdon SN7 7FY

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Tel: 07712 705865

### MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY 17<sup>TH</sup> JUNE 2019 AT ST KENELM'S HALL AT 7.30PM.

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

**Parishioners:** 2

**1. Welcome / Members present and apologies for absence.**

Cllr. Haley welcomed Councillors and parishioners to the June Parish Council meeting.

**Apologies:** Cllr. Stowell.

Cllr. Haley confirmed that the July Parish Council meeting will be held on Monday 22<sup>nd</sup> July.

**2. Declaration of interest in agenda items.**

None at this point in the meeting.

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

None at this point in the meeting.

**4. To receive the Minutes of the Extra Parish Council Meeting dated 14<sup>th</sup> May 2019.**

Cllr. Williams proposed accepting the minutes as a true and accurate record of the meeting; seconded by Cllr. Bicker and all Councillors voted in favour except Cllr. Alderman, who abstained because he was not present at the meeting.

**5. To receive the Minutes of the Annual Meeting of the Parish Council dated 20<sup>th</sup> May 2019.**

Cllr. Alderman proposed accepting the minutes as a true and accurate record of the meeting; seconded by Cllr. King and all Councillors voted in favour.

**6. To receive the Minutes of the Parish Council Meeting dated 20<sup>th</sup> May 2019**

Cllr. King proposed accepting these as a true and accurate record of the meeting, seconded by Cllr. Alderman and all Councillors voted in favour.

**7. To receive an update from District Councillor Gill Hill.**

Not present at the meeting.

**8. To receive an update from District Councillor Kieran Mullins.**

Not present at the meeting.

**9. To receive an update from County Councillor Liam Walker.**

Not present at the meeting.



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### 10. To review planning applications, decisions, appeals and enforcements\*

#### a) Review of Polling Districts and Places.

The Clerk explained that following the recent local elections and a review of the existing facilities for voting in the District, the Acting Returning Officer has published his recommendations and these can be viewed on the West Oxfordshire District Council (WODC) website. Councillors felt that the current situation was adequate for the needs of the Village so did not feel that a Council response was required. Councillors wanted more information about the review to enable them to decide if a personal response as a resident of the Village was required.

**ACTION: Clerk to circulate link for this to Councillors with information about the recommendations of the Acting Returning Officer to enable them to comment.**

#### b) Progress update on footpath in Ripley Avenue.

The Clerk has contacted Mike Robinson from Strutt and Parker for an update. He has confirmed that Bovis will have a design for the Council to consider at the July Parish Council meeting.

**ACTION: Clerk to add to the agenda for the July Parish Council meeting.**

#### c) Tree felling and construction in the conservation area.

Clerk confirmed that the Enforcement Officer and Forestry Officer attended to assess the site in early June but she has been unable to get an update on this from WODC since then.

Cllr. Bicker pointed out that branches from the tree felling were left leaning against the fence and this is now caving in. The Clerk confirmed that the main contention from the neighbouring property is that their property is now overlooked as result of the tree felling. A development has also been exposed in the garden of the property. It is not clear whether planning permission has been obtained for this structure or the tree felling.

**ACTION: Clerk to contact the Enforcement Officer and ask for an update on this to circulate to Councillors as soon as possible.**

#### d) Letter regarding licensing of The White Hart

On 16<sup>th</sup> June Cllr. Haley received a letter from Mr Brian Barker regarding the recent licence application for The White Hart. Cllr. Haley forwarded a copy of this to Councillors and the Clerk in advance of the meeting. Councillors agreed for the Clerk to conduct a full review of the situation before responding to Mr Barker, with a detailed chronology of the actions which took place.

**ACTION: Clerk to write to Mr Barker within 10 working days to acknowledge his letter and to draft a full response to be reviewed by Councillors and sent within 20 working days. Final response to include full details of what information the Council received and when; how the Council responded and when and what responses were received from WODC.**

### 11. Monthly dog fouling report.

Mrs Holloways advised that this month there have been two deposits on her front lawn and seven found in Wenrisc Drive but overall the situation has not been too bad. Cllr. Alderman advised that it is a problem in the lower Village, especially Wash Meadow and the fields around St Kenelm's Church.

**ACTION: Clerk to add a reminder about dog fouling into the next Village News.**

### 12. Allotments report.

Clerk confirmed that the leaking taps have been tightened by Cllr. Stowell. Cllr. Bicker confirmed that the allotments overall are looking fine this month. Cllr. Haley confirmed that the gate on the side of the allotments has been closed by Mr Strainge. The Clerk has written to Mr Strainge to ask him to repair the damaged fence on the side of the allotments.

### 13. Burial Ground.

The Clerk has written to David Mason at the Church of England Diocese to ask for clarification of the current situation but has not yet received a response.



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**ACTION: Clerk to chase this up.**

### 14. Emergency Planning

The Clerk has stated work on a first draft Emergency Plan and started contacting local organisations, such as the local Scout Group, to check if they would be prepared to allow use of their buildings in the event of an emergency.

**ACTION: Clerk to meet with Cllr. King and Cllr. Williams to work on this further and bring a draft to the August meeting.**

### 15. Ripley Avenue

#### a) RoSPA inspections.

The Clerk confirmed that the park inspections are due to take place in early September this year, which fits within the annual timescale required. Councillors agreed that the play area behind St Kenelm's Hall also needs to be inspected.

**ACTION: Clerk to contact The Play Inspection Company to ensure this is included in the village inspection.**

#### b) Summer fun day.

Cllr. Bicker and Bridget Muller are happy to organise this. A date needs to be confirmed for mid/late August to try and get it advertised in the next Village News. Cllr. Williams suggested inserting details about it into the top of the Council report. The Clerk advised that the cost of hiring the climbing wall from Adventure Plus is £180.00 (for a minimum of two hours), plus £65.00 + VAT for an instructor. Bouncy castles from local organisations are around £85.00 to hire for a morning or afternoon session. Some Councillors were concerned about spending money on a fun day and Cllr. Haley pointed out that the Council have not budgeted for this in the Precept for this year.

Cllr. King proposed going ahead with the fun day; seconded by Cllr. Bicker. Four Councillors voted in favour, one Councillor voted against and one Councillor abstained.

**ACTION: Clerk and Cllr. Bicker to organise a date for this to be held. Clerk to contact Adventure Plus to find out when the climbing wall is free during the last two weeks of August.**

#### c) Children's signs.

Cllr. King confirmed that the school is waiting for the Headteacher to approve this before they can ask children for posters. Cllr. King suggested a gazebo could also be set up at the summer fun day for children to produce posters for this at this time.

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

#### a) To review Action Log.

The Clerk produced a quote from Ubico for £35.54 + VAT for strimming the grass around the water butts at the allotment. Cllr. King proposed accepting the quote; seconded by Cllr. Jones and all Councillors voted in favour.

Cllr. Jones asked whether the Clerk has written to Mr Williams regarding farm trailers which are being parked at the entrance to Wychwood Close. The Clerk confirmed that she has not done this yet but will write immediately. Cllr. Jones also asked the Clerk to chase up the faded white lines on Brize Norton Road with Oxfordshire County Council (OCC) as he still feels that these are an issue.

**ACTION: Clerk to contact OCC regarding Brize Norton Road and contact Mr Williams regarding the trailers to advise that the Council will put up bollards in the area if the parking continues.**

Cllr. Haley asked Councillors about previous discussions which had taken place on using part of the S106 monies towards a new village community facility. As the Church are unlikely to now sell the land where St Kenelm's Hall is currently located to the Parish Council, the Council need to discuss and decide how it will now allocate the money.



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**ACTION: Clerk to add S106 monies to the July Parish Council meeting agenda.**

**b) To receive Ripley Avenue play park inspection.**

Cllr. King reported that there are currently no issues at the park in particular, although a large tyre was left near the BMX track recently, which Mr King has removed. Mr King will check the park before the inspection in September to make sure it is in the best possible condition before the inspection.

**17. Finance:**

**a) To consider and approve payments due**

| Payee            | Details                         | Amount  |
|------------------|---------------------------------|---------|
| Alexandra Molton | Wages and office allowance      | £647.95 |
| DF Williams Ltd  | Bus shelter window cleaning     | £16.16  |
| Parish Protect   | Annual Parish Council insurance | £434.56 |

Cllr. Haley asked whether the Council need to keep both a paper cashbook and an electronic version, as much of the information is replicated. Cllr. King confirmed that it is not necessary to keep both versions of the cashbook, but suggested it would be sensible to have a paper copy of the cashbook each month for the Council to sign off. The Council agreed to trial this for the July meeting.

**ACTION: Clerk to produce a printed statement of payments and income as well as the cashbook for the July meeting.**

**b) To report payments made with the Council debit card**

| Payee  | Details        | Amount |
|--------|----------------|--------|
| Amazon | Ink cartridges | £32.99 |

**c) Bank reconciliation report for April 2019.**

Cllr. Haley confirmed that the figures for this are correct and therefore signed this to confirm the reconciliation but asked for a different layout in future to include details of the uncashed cheques rather than just an overall amount.

**d) Bank reconciliation report for May 2019.**

The Clerk had included incorrect figures for the savings account so this was not signed at the meeting.

**ACTION: Clerk to correct these figures and bring back to the July meeting to be signed off.**

**e) To consider and approve the end of year budget report for 2018/19.**

The Council considered the figures, which show an overspend for the year of around £25,000. Cllr. Haley asked for the Clerk to present to the Council a budget report each quarter to monitor spending more closely throughout the year.

**ACTION: Clerk to present these each quarter in A3 format for ease of reading.**

**f) To consider and approve the internal audit report.**

The Clerk confirmed that she gave these details to the auditor in early May but has not yet received this back despite chasing the auditor several times.

**ACTION: Clerk to chase this up with the internal auditor again and set a date for this to be considered and approved by the Council.**

**g) To consider and approve the Annual Governance Statement.**

This needs to take place once the internal audit report is received.

**h) To consider and approve the Accounting Statements for 2018/19.**

This needs to take place once the internal audit report is received.

**18. To discuss correspondence received.**

Cllr. Haley has received a letter from Mrs Holloway asking for the Council to consider Lynda Jeffrey for the next High Sheriff's Award for the Strawberry Teas which she organises each year to raise money for Breast Cancer research. Cllr. Haley suggested that this may not fit with the categories that are ascribed to the Award, but asked that a congratulations to Mrs Jeffrey to be added to the Village News in the autumn edition.



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**ACTION: Clerk to add this in for the September/October edition.**

The Clerk has received a phone call and email from local residents regarding a black parked car in Ripley Avenue. She has contacted Cllr. Mullins who is looking into the matter with WODC Officers. Cllr. Haley suggested that the Clerk ask the residents to report to Police on 101.

**ACTION: Clerk to contact residents to ask them to report the car and chase this up with Cllr. Mullins.**

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

Cllr. Williams asked whether the Clerk has contacted the car sales garage regarding the messy grass around the forecourt. The Clerk confirmed that she has not yet written to the garage.

**ACTION: Clerk to write to the sales garage to ask them to keep this area tidy.**

Cllr. Alderman raised the issue of parking in the Old Village, which is a problem particularly when there are events on.

Cllr. Haley asked for Cllr. Williams and Cllr. King to look at Welcome Packs for the Village in conjunction with the Emergency Planning with the Clerk.

**ACTION: Clerk and Cllrs. Williams and King to consider the village Welcome Packs.**

**20. Parish Clerk: annual performance review.**

**Agenda item 20 took place in closed session due to the personal nature of the item.**

Signed.....  
Cllr. David Haley, Chairman