



MINSTER LOVELL PARISH COUNCIL

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MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY 21ST DECEMBER 2020 AT 7.00PM VIA ZOOM

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

Apologies: Apologies were received from Cllr. Walker.

Parishioners present: Mr and Mrs Ford.

1. Welcome / Members present and apologies for absence.

Apologies were received from Cllr. Walker.

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 4th October 2020.

Cllr. Alderman proposed accepting the minutes as a true and accurate record of the meeting; seconded by Cllr. King and all voted in favour. The Council RESOLVED to accept the minutes.

5. To receive the Minutes of the Parish Council Meeting dated 16th November 2020.

Cllr. Alderman proposed accepting the minutes as a true and accurate record of the meeting; seconded by Cllr. Jones and all voted in favour. The Council RESOLVED to accept the minutes.

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

Cllr. Hill joined the meeting at 7.15pm and gave the following update from West Oxfordshire District Council (WODC):

- 'Bring Recycling Sites' are being closed down in the District due to excessive problems with fly tipping.
- All vulnerable people in the District were contacted by WODC staff during the most recent lockdown.

Councillors and parishioners did not have any questions. Cllr. Hill left the meeting at 7.20pm.

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

Not in attendance at the meeting and no up-date received.

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

Not in attendance at the meeting and no up-date received.

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

- a) To receive and discuss planning application 18/00789/FUL; Four Winds Bushey Ground Minster Lovell: Demolition of existing extension and out-buildings. Refurbishment and extension of the listed cottage, erection of ancillary accommodation in detached timber cabins, basement and sunken garage (to allow redesign of proposed garaging, changes to materials and layout of studio cabin and amendments to landscaping, including widening of driveway and provision of ramp to rear garden).**

The Clerk confirmed that the application which had been submitted to the Council related to changes to the materials which were proposed on the original planning application (18/00789/FUL) which had been approved in 2018. Also the application includes a proposition for the driveway to be widened and the landscaping around the area adjusted to accommodate this. In addition a new small garden has been proposed at the back of the studio cabin. There are no objections from the Highways Department at Oxfordshire County Council (OCC) but concerns have been raised from a neighbouring property about flooding as the owners are already pumping water out of their garden and the area is already prone to flooding.

The Council discussed the application and agreed not to put forward any formal comments but asked the Clerk to reiterate the points raised by neighbouring properties.

ACTION: Clerk to write to WODC about the planning application, reiterating the concerns made by residents in a neighbouring property.

- b) To receive a progress update on planning enforcements.**

The Clerk confirmed that since the November Council meeting an email had been received from OCC with an update on the issues caused by the parking space which has been installed at Lavender Cottage. The Clerk explained that the email confirmed that OCC would not seek to take any action to reclaim the land which has been annexed but would work with WODC to address breaches to the planning conditions. Cllr. Haley reiterated that OCC had confirmed that it would not be possible for the owners of Lavender Cottage to fence off the parking space which has been created and have suggested that this is now a public parking space.

The Clerk had not received any more information from James Nelson at WODC about the progress of their investigations.

ACTION: Clerk to contact James Nelson WODC for an update on enforcement at Lavender Cottage.

The Council also discussed bins which are being left in the layby by Lavender Cottage.

Cllr. Bicker proposed writing to Mr Hodge to ask him to move these bins; seconded by Cllr. Stowell and agreed by all.

ACTION: Clerk to write to Mr Hodge about bins in the parking space by Lavender Cottage.

- c) To review and discuss Oxfordshire Strategic Vision consultation.**

The Clerk had emailed details of this to the Council before the meeting and the Council agreed it had no comments to make on the consultation.

10. To receive monthly dog fouling report.

Cllr. Haley confirmed that Mrs Holloway has found 5 deposits left over the weekend; these have been sprayed and retrieved. Otherwise there were no other deposits this month.

11. To receive monthly allotments report.

Cllr. Bicker confirmed that the allotments are in good condition at this time. The Clerk informed the Council that the waiting list for a plot is now large with about 25 people on the waiting list. Cllr. Haley asked the Council if it would be a good idea to ask Mr Strainge if he would allow the Council to rent more space for further plots to be inserted. The Council agreed it was better to wait until 2022 when life might be getting back to normal with the roll out of the Covid-19 vaccine and demands for plots may start to reduce.

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

Cllr. Stowell confirmed that he has been chasing Church Yard Management Services (CMS) but has no update from them as yet. He will continue to contact them for more information. If information is not forthcoming contractors will have to be re-considered.

Cllr. Alderman informed the Council that the wall between the existing graveyard and potential future churchyard has now fallen down. Cllr. Stowell will visit the site to investigate further.

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

Cllr. King confirmed that Cllr. King and Cllr. Jones had met with the Minster Lovell Playing Field Trust (MLPFT) to discuss the possibility of moving forward with the project. Following information from the Council, the Trust agreed to meet early in the New Year to confirm its position and report back to the Council in advance of the January Parish Council Meeting. The Council will then hold a meeting with David Mason and the Parochial Church Council (PCC) to discuss the sale or lease of St Kenelm's Hall in more detail.

Cllr. Stowell proposed that the Council meet with a solicitor in the New Year to confirm the details of an Albemarle lease before meeting with the Diocese and PCC; seconded by Cllr. King and agreed by all.

ACTION: Clerk to find details of a local solicitor who is able to meet with the working group to advise on the Albemarle lease.

Cllr. Haley declared an interest in this item as Chair of MLPFT.

Cllr. Williams joined the meeting at 7.22pm.

14. To consider and approve OALC training for 2021.

The Clerk had forwarded details of the training schedule for 2021 to the Council before the meeting. No training was requested from Councillors or the Clerk at this time.

15. To consider Census 2021 questionnaire.

The Clerk had forwarded details of this to the Council ahead of the meeting.

Cllr. Stowell confirmed that there are several residents of the village who do not have IT facilities or access to the internet. Cllr. Williams informed the Council that WODC have a 75% target for the census to be completed online but the Office for National Statistics (ONS) have confirmed that postal or telephone options are still available for those who need or prefer these.

ACTION: Clerk to respond to the questionnaire to reiterate the message that several village residents would not be able to complete their details online and that WODC would need to manage this process to enable access for residents without use of a computer at a local level.

16. To receive a report on RAF Brize Norton Local Community Working Group meeting.

Cllr. Jones forwarded minutes from this meeting to the Council ahead of the Parish Council meeting. Cllr. Jones reiterated the following issues discussed at the meeting:

- Almost 6,000 people now have RAF Brize Norton as their home base.
- Much less training has taken place abroad this year due to Covid and there has been less flying outside of the UK. Smaller UK airports have been grateful for the business of the MoD as they get revenue from this.
- Issues raised previously about helicopters and noise during the daytime have been addressed.
- There has been positive feedback about actions taken to mitigate flooding caused by laying of more tarmac in the local area.
- Ten years ago there was lots of noise on the base but now with more modern planes there has been a massive change in the effects of this on the local area.
- Traffic has previously travelled to the base from RAF Lyneham through small villages but less staff are now travelling in this way.

Next meeting will be late Spring 2021.

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

a) To review Action Log.

The Clerk had uploaded the Action Log to the Councillors page of the website ahead of the meeting.

Cllr. Jones asked for an update about the issue with the broken speed sign on Brize Norton Road. The Clerk explained that a member of the OCC Highways team did visit the sign to investigate the problem but reported

back that as the Council had adopted the sign OCC were unable to repair it. The Clerk confirmed that this was the case but as the signs were purchased through OCC originally in 2006 the Parish Council does not have details of the original manufacturer.

ACTION: Clerk to continue to pursue this with OCC Highways Team.

The Council recognised that this issue was taking some time to resolve.

b) Village maintenance:

(i) To receive monthly Ripley Avenue Play Park inspection report.

Cllr. King confirmed that there are no particular issues to report but the park is rather untidy with weeds growing and leaves across the play park. Cllr. King suggested that the Council set up a working party to clear the park and the Council agreed to do this when the opening date for the park is confirmed.

Cllr. King will send a copy of the inspection report for this month to the Clerk.

(ii) To confirm the opening of Ripley Avenue Play Park

Given the current circumstance the Council agreed that it was not the right time to open the park.

a) To receive quotations to clear the moss from Ripley Avenue play park flooring and select a contractor.

The Clerk confirmed that she had received the following quotations for the moss to be cleared:

- Multi-Hands: £500 (to remove and dispose of the moss, clean the floor and lay a repellent to prevent future growth)
- Ubico: £127 inc. VAT (to remove and dispose of the moss)

Cllr. King confirmed that Mr King has laid some domestic moss clearer in the park and she will report back whether this has been successful. If it has not the Council will seek professional removal of the moss. Mr Ford reminded the Council that the flooring at the park is a rubber surface and therefore care must be taken when treating the moss to prevent damage to the flooring.

(iii) To receive a report from Peter Gammond regarding the possibility of encampments in Ripley Avenue Amenity Area.

The Clerk confirmed that Mr Gammond had agreed to visit the area and has asked questions about the use of the Amenity Area in advance of his visit. A report has not yet been received.

ACTION: Clerk to chase up the report with Mr Gammond.

(iv) To receive quotations for work to install a handrail and replace a wooden post in the village and select a contractor.

The Clerk confirmed that she had contacted all of the contractors which were suggested by the Council to ask for quotations for the work and has received the following:

Martyn Cross: £380 inc. VAT (to replace one broken post at the War Memorial and install a new handrail on the stile on School Hill)

McCrackens: £475 + VAT (to replace all four posts at the War Memorial and install the handrail)

The Clerk confirmed that she had contacted McCrackens to ask them to adjust their quotation to include the replacement of only one post but had not yet received a response.

The Council reviewed the quotations. Cllr. Haley proposed that the Clerk seek another quote from Mr Cross to replace all four posts at the War Memorial and install the hand rail, in order for the Council to compare quotations for the same work; seconded by Cllr. Stowell and agreed by all.

ACTION: Clerk to contact Mr Cross for a new quotation.

The Council agreed to take a final vote on this via email in order to get the work carried out as quickly as possible.

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

The Clerk has been in touch with Cllr. Walker for an update on this and he has confirmed that there has been a legal issue with the land registry to do with a strip of land which has prevented this from progressing.

ACTION: Clerk to find out more about this issue.

18. Finance: To Receive and Review December Finance Report.

a) To consider and approve payments due:

Invoice number/ Reference	Cheque number	Payee	Details	Amount
10/12	101366	Alexandra Molton	Clerk salary and office allowance	£692.30
3 0 3 5 4 9	101367	Moore	External audit report 2019-20	£240.00
2020/21	101368	Volunteer Link-Up	Grant	£100.00
RENT2020/21-2	101369	Chris Strainge	Allotments rent 2 nd payment	£300.00
9528	101371	Bookmarque Publishing	Village News December – January 2021 edition	£40.00
00355	101372	Multi Hands	Bus shelter window cleaning December	£50.00
14911	101373	Evergreen Computing	Domain name annual renewal (minsterlovell-pc.gov.uk)	£66.00
60038402/ 60038458/ 60038467	101374	Ubico	Grass cutting for September, October and final cut in Old Minster and Little Minster	£600.32

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

b) To report payments made with the Council debit card

Payee	Details	Amount
Giff Gaff	Credit for Clerk mobile phone	£6.00
Amazon	Stationary (printer paper, staples and envelopes)	£25.23
Norton	Virus software	£64.99
Zoom	Monthly subscription payment	£14.39

Cllr. Haley informed the Council that the receipt provided to confirm the payment of £64.99 to Norton showed a payment of £59.99 although £64.99 has been taken from the bank account.

ACTION: Clerk to confirm this with Norton and report back to the January meeting.

The Zoom subscription payment also did not have a receipt as one was not provided by Zoom via email as it is ordinarily.

ACTION: Clerk to chase this up with Zoom and provide this to the January meeting.

c) To review and confirm payments received.

Payer	Details	Amount
NIL	NIL	NIL

d) To receive bank reconciliation for November 2020.

Cllr. Haley confirmed that this tallies with the electronic cashbook.

e) To approve final Budget 2021-2022.

The Clerk had uploaded this to the website for the Council to review before the meeting and no queries or questions were raised.

Cllr. Jones proposed approving the final budget for 2021/22; seconded by Cllr. Alderman and all voted in favour. The Council RESOLVED to approve the final budget for 2021/22.

ACTION: Clerk to send the complete Precept form to WODC by the January deadline.

f) To receive External Audit report and discuss recommendations.

The Clerk had forwarded this to the Council to consider before the meeting.

The Clerk confirmed that the External Auditor had not raised any issues about the figures provided for the Year End or the internal processes being carried out by the RFO or the Council. However it raised some areas of the form which had been incorrectly ticked by both the Internal Auditor and the Parish Council. The Council discussed these and Cllr. Haley proposed that the Council should seek further clarification of these in order to avoid similar mistakes being made in the future; seconded by Cllr. Alderman and agreed by all. The Council RESOLVED to seek further confirmation of the issues raised by the External Auditor.

ACTION: Clerk to contact OALC in conjunction with Cllr. King to ask for further advice from the finance expert on the details of the External Auditor report. Clerk to provide Cllr. King with copies of all final paperwork which was sent to the External Auditor.

19. To discuss correspondence received:

The Clerk had received the following correspondence:

- An email from a resident about inappropriate vehicles on Bushey Ground. As the road is un-adopted and therefore not maintained by OCC the Parish Council are unable to do anything about this.

ACTION: Clerk to write to the resident to confirm that the Parish Council cannot help in this instance.

- An email from Helen Allen at English Heritage regarding the Ruins and trying to organise further parking in this area of the village for next summer.

Cllr. Alderman proposed writing to Mr Abrams and his son at Ringwood Farm to ask if they might be willing to rent out his field from May – September for additional parking for the Ruins; seconded by Cllr. Stowell and agreed by all.

ACTION: Clerk to write to both Mr Abrams' regarding renting a field in the Old Village for parking next summer. Clerk to ask Cllr. Stowell and Cllr. Alderman to review the final drafts before posting.

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

Mrs Ford asked the Clerk if she had been contacted by residents about spending of the s106 monies and the Clerk confirmed that she had not received any emails. The Council agreed that it would be useful to give an update on this in the next edition of the Village News.

ACTION: Clerk to add details about the s106 monies in the next Village News to give an update to parishioners on this.

Cllr. Stowell confirmed that he restored the Jubilee bench and he has asked Mr Cross to restore the feet of the bench and this should be completed in the New Year. A new site for the bench to be discussed at the January Parish Council meeting.

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

Meeting closed at 8.12pm.

Signed: _____

Cllr. David Haley, Chairman