



## MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

**Parish Clerk: Sharon Palmer**

2 Charterville Close, Minster Lovell, Witney, Oxon OX29 0SL

Email: [info@minsterlovell-pc.gov.uk](mailto:info@minsterlovell-pc.gov.uk)

Tel: 07712 705865

### MINUTES OF THE AUGUST PARISH COUNCIL MEETING HELD ON MONDAY 17<sup>TH</sup> JANUARY AT 7.00PM AT ST KENELM'S HALL

Present: Cllr David Haley (Chair), Cllr Sue Bicker, Cllr Jean King, Cllr Brian Layt, Cllr Jonathan Stowell, Cllr Ann Williams, Sharon Palmer (Clerk).

Apologies: Cllr Hill.

Parishioners present: 7

The meeting started at 7.00pm.

#### 1. Welcome and Members Present

Cllr Haley welcomed Councillors and the members of the public to the meeting.

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

There were no declarations of interest.

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

Mrs Ford recorded her thanks to McCracken for doing a good job in cutting the laurel hedging in the Ripley Avenue Amenity Area.

Mr Steve Cridland noted it had been over a year since the pathway from Dovecote Park over Ripley Avenue Amenity Area had been agreed. Cllr Haley thanked Mr Cridland for raising this and confirmed progress would be reported later in the meeting.

#### 4. To receive the Minutes of the Parish Council Meetings

##### a) 1<sup>st</sup> September 2021

The Minutes were submitted for signing following the addition of consecutive page numbering

##### b) 22<sup>nd</sup> September 2021 (Village Hall meeting)

Cllr Stowell proposed accepting the minutes as a true and accurate record of the meeting; seconded by Cllr Haley and agreed by Cllr. King as members of the Village Hall Working Group. The remaining Councillors abstained from voting as they were not present at the meeting. The Council RESOLVED to accept the minutes and they were signed by Cllr. King as chair of the meeting.

##### c) 12<sup>th</sup> October 2021 (extra meeting)

The Minutes were submitted for re-signing because the paper copy of the minutes approved at the Parish Council meeting dated 20<sup>th</sup> December 2021 had been submitted in draft format.



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d) 18<sup>th</sup> October 2021

The Minutes were submitted for re-signing following the addition of consecutive page numbering and had previously been approved at the Parish Council meeting dated 20<sup>th</sup> December 2021.

e) 15<sup>th</sup> November 2021

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

f) 7<sup>th</sup> December 2021 (budget setting)

The minutes submitted for signature were amended by hand to reflect that Cllr Bicker did not attend the meeting. The Clerk will amend the electronic copy of the minutes prior to publishing.

Cllr King proposed accepting the minutes as a true and accurate record of the meeting; seconded by Cllr Stowell and carried unanimously. Cllr Bicker abstained from the vote as she was not present at the meeting. The Council RESOLVED to accept the minutes.

Cllr Haley then signed the minutes.

g) 20<sup>th</sup> December 2021

Cllr King requested an amendment to the minute for agenda item 16 on page 119 to clarify the position of the permitted path and bridge.

The minute was amended by hand on the paper copy minutes and will be amended on the electronic copy which will now read:

Cllr Stowell referred to the permitted path and a bridge immediately beyond the Ruins in Old Minster Lovell which had previously been noted was in a state of disrepair.

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

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

Cllr Hill did not attend the meeting.

### **6. To receive an update from District Councillor Colin Dingwall**

Cllr Dingwall noted that 69% of the population in West Oxfordshire have had a 3<sup>rd</sup> Covid vaccination. He commented that many people who were hospitalised as a result of Covid were unvaccinated.



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Cllr King asked if it is the WODC or NHS who are responsible for the PCR testing clinics which had been set up in Witney. She commended those who ran the testing centre for their caring attitude. Mrs Ford wished to add her thanks, saying that she had had a good experience when receiving her test at the centre.

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

Cllr Walker told the meeting he was conducting a survey to gauge interest for 20mph speed limits. The survey can be found on his website and he will publicise it in his News leaflet to be distributed in the Village this week. Cllr. Walker will report the results at the Parish Council meeting in February.

The Clerk was asked add 20 mph speed limits to the agenda for the February meeting.

Cllr Walker noted that the Burford bridge HGV ban would be lifted from February. He reported that the decision had been referred to an OCC Scrutiny Committee to either support the decision or take to a Cabinet or Full Council meeting for a decision on whether to reinstate the ban.

Cllr King asked for clarification on the scope of the 20mph in Corn Street in Witney because the position of the speed limit signs made it unclear what distance the speed limit was in force. Cllr Walker assured Cllr King that there would be a number of evenly spaced 20mph signs along the extent of the speed restriction.

Following a question from Cllr Bicker, Cllr Walker confirmed the white gates near Dovecote Park would not be moved until the imminent approval of the 40mph speed limit. It is likely that the white gates will be moved at the same time as the speed limit signs are installed.

Mr Jones asked when the paths in Minster Lovell would be resurfaced by GigaClear following their recent installations. Mr Jones also mentioned markings in white paint on the pavement outside numbers 45-69 Wenrisc Drive. Cllr Walker agreed to investigate the timescale for the pavement resurfacing work.

Cllr. Stowell requested clarification on the process to achieve a 20mph speed limit in the village. Cllr Walker explained that the County Council had to agree to the limit and Cllr. Walker would put applications on the Council website and seek approval at the relevant meeting. Cllr. Stowell suggested that were Minster Lovell Parish Council successful in obtaining approval for a 20mph speed limit, six speed limit signs would be required for specific access points to the village.

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

#### a) Receive and discuss planning applications

To receive and review planning application: 21/04041/HHD - Old Manor House School Lane Little Minster Minster Lovell Witney Oxfordshire OX29 0RS - Proposed demolition of existing conservatory and replacement garden room

To receive and review planning application: 21/04042/LBC - Old Manor House School Lane Little Minster Minster Lovell Witney Oxfordshire OX29 0RS - Proposed demolition of existing conservatory and replacement garden room



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Cllr Haley invited comments from the Councillors. The Council stated that the proposed replacement garden room was an improvement and there were no comments to return to WODC.

- b) To receive and review planning application: MW.0150/21 - Old Worsham (Asthall) Quarry, Near Worsham - Importation, levelling and compacting of 10,470m<sup>3</sup> of inert waste soils for the construction of 7 bunds (varying between 186m<sup>3</sup> and 7,797m<sup>3</sup>) for use by Brize Norton Gun Club

Cllr Haley explained that the application had been brought to us as an associated Parish. There were no comments or objections to the plans.

- c) Plans reference 21/04118/CLP - 22 Whitehall Close Minster Lovell Witney Oxfordshire OX29 0SB - Certificate of Lawfulness (erection of a single storey rear extension) had been added to WODC planning portal since the meeting agenda had been published. A copy of the plans were circulated to Councillors at the start of the meeting.

Cllr Haley noted the applicants are seeking a Certificate of Lawfulness which suggests that they believe the proposed works are within permitted development and therefore do not require planning permission.

Following a review of the plan and discussion it was agreed not to object to the proposal for a Certificate of Lawfulness.

- d) Receive an update regarding enforcement actions  
Lavender Cottage, Minster Lovell - Non-compliance with conditions attached to 17/03978/HHD.

It was noted that WODC would appoint an officer to review the enforcement action and there had been no further progress to report since the Parish Council meeting in December.

Cllr Haley requested Cllr Dingwall's support to arrange a meeting between himself and Cllr Stowell with Mr Phil Shaw, WODC's Head of Planning, WODC's Strategic Development Manager and the WODC Conservation Officer for a discussion relating to WODC's policy position on development in Minster Lovell.

Cllr Dingwall confirmed that he would be happy to be involved and agreed to organise the meeting. He commented that he felt not enough consideration is being given to Parish Council or resident comments and gave an example to support his comments.

A meeting with Cllr Haley, Cllr Stowell and WODC's Head of Planning, Mr Phil Shaw, WODC's Strategic Development Manager and the WODC Conservation Officer was proposed by Cllr. Williams and seconded by Cllr King and agreed unanimously.

### **Action**

Clerk to provide available dates to Cllr. Dingwell who offered to organise the meeting.



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### 9. Co-option of Councillor

The Clerk reported there had been no applications and no enquiries regarding the role.

Cllr Haley noted that having followed due process, the Council would now go through the co-option cycle again. He asked Councillors to encourage applications and Cllr Williams suggested asking local groups to publicise the vacancy and she herself would tell others.

The Clerk was asked to re-advertise the vacancy and place a poster on the Council and Village Hall noticeboards.

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

#### a) Queens Platinum Jubilee

Cllr Haley outlined the current position that several parishioners including himself had expressed an interest in being involved in a committee to organise an event on behalf of the Parish Council and the Village, but none wished to chair the committee.

Cllr Haley asked if a Councillor would step forward to chair a committee. Cllr King said she would consider the position, and a parishioner, Mrs Thomas, said that she would consider co-chairing the committee, and would liaise with Cllr King. Cllr Haley thanked both and said he was optimistic that there will be a Village Jubilee celebration.

Cllr Haley referred to the 'Green canopy' article in the recent Round & About magazine. He noted there had been a tree on the triangular ground opposite School House in Old Minster and recently noticed the tree was no longer there. He suggested this could be replaced under the scheme. This was considered a good idea and Cllrs Bicker and Haley would ensure that the committee received the information about the scheme. Cllr Haley also referenced the nationwide Beacon proposal and will forward the information to the committee.

### 11. To review Action Log

The Clerk agreed to add the December and January actions to the Action Log and uploaded the updated document onto the Parish website.

### 12. To discuss correspondence received that requires action

#### a) Cllr Haley referred to a letter from Mr & Mrs Collett of Ripley Avenue requesting to purchase a strip of land adjacent to their property at 3 Ripley Avenue.

Cllr Haley invited Mr Collett to outline the background to his request. Mr Collett said that the request was to increase the size of their garden and if successful in their request it would be their intention to enclose the land with a wall. The front of the land would be paved to match the existing frontage and the back would remain as a grassed area.



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Cllr Bicker noted that whilst Mr & Mrs Collett did not wish to build on the land, selling the land may result in future owners being able to build on the land.

Councillors discussed the request in more detail and there were no immediate objections.

The next steps would be for the Council to check if it is within their gift to sell the land as per the ownership deed and to check the position of a ransom strip which it is believed has been retained by the previous owner. Following that the Council would obtain a valuation for the land.

In summary there was a positive response to the request subject to the Council being permitted to sell the land, the cost and the situation regarding the ransom strip.

- b) The Clerk noted three parishioners had made complaints regarding the damage to the ground by the vehicles of the contractor cutting the laurel hedge in the Ripley Avenue Amenity area.

One of the parishioners had made a further complaint that the contractors had cut her hedge. Cllr Haley had spoken to the householder to offer apologies for the error made by the Council's contractors.

The other two complaints had also included complaints regarding the unevenness and slippery-ness of the cut-through from Dovecote Park into the Ripley Avenue Amenity Area.

Cllr Haley noted that the damage to the grass was due to the prevailing weather conditions both on the day the work was carried out and the previous few days. The wet weather had contributed to the conditions on the cut-through area too.

### **Action**

Clerk to contact Bovis Homes to request they repair of the damaged ground in Ripley Avenue created as a result of the access point they have created into Ripley Avenue.

- c) The Clerk reported that a parishioner had approached the Council regarding a tractor parked in Upper Crescent. The Clerk had contacted WODC and the local police. Cllr Bicker noted the result of the enquiries was to confirm that the vehicle was lawfully parked. Cllr Bicker had contacted the owner of the tractor, and had been assured the vehicle would be moved when space became available on his land.

### **13. To receive and discuss the Allotment report**

The Clerk reported that she had received a letter from the tenant of allotment number 14 to say he wishes to halve the plot. Cllr Layt noted that there was a walkway next to allotment 14 which would allow access to the new tenant of the released half of the allotment.

The Council agreed for the allotment holder of number 14 to reduce to a half plot and for the other half of the plot to be offered to the next person on the waiting list.



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The Clerk had also written to the tenant of allotment number 12 but had received no reply. The Clerk would follow this up with a further letter.

Cllrs Williams and Layt reported that there allotments were in good order and that there were around 12 bags of salt still available for collection by Parishioners.

### 14. Ripley Avenue Amenity Area

#### a) Amenity Area inspection report

Cllr King noted that Mr King has been unwell and will file his report when he has recovered.

#### b) Change of address on Deed

Cllr Haley noted that the address on the Land Registry record for the Ripley Avenue Amenity Area belonged to a former Parish Clerk and requested the Council approve the address be changed to the current Clerk's address at a cost of c£80.00,

Cllr Stowell proposed that the address on the Land Registry record for the Ripley Avenue Amenity Area be changed to the current Clerk's address, seconded by Cllr Williams and carried unanimously. The Council RESOLVED to change the address on the Land Registry record for the Ripley Avenue Amenity Area

#### c) Deed of Easement and Path lay-out approval

Cllr Haley confirmed that the Clerk had written to Bovis Homes on a number of occasions but had not yet received a definitive date for the setting out of the path from Dovecote Park across the Ripley Avenue Amenity Area. Nor had she received contact details from Bovis Homes for their legal representative for organising the Deed of Easement.

Cllr Walker agreed to write to his contacts at Bovis to try and expedite these matters.

### 15. To receive the monthly dog fouling report

Mrs Holloway had submitted her report which confirmed that although the situation had been generally better over the past few months, there were more recent incidents of dog fouling. The Council urged people to pick up after their dogs.

### 16. Playground Amenities / Skateboard Park

Cllr Layt had recently visited the skateboard parks in Leafield and Carterton. He noted the skateboard parks are a permanent structure and asked for clarification whether a skateboard park would be permitted on the Ripley Avenue Amenity Area. Cllr King said that the deed supported the area for shared village amenity use and the reference to no permanent structure pointed towards there being no development for residential use. It was not thought that the restrictions on the deed would limit the village doing something on a modest scale.



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Cllr Layt, noted that the Leaffield play area had facilities to appeal to a wide age range and felt the Council should consider a development for a wide age range.

Cllr Stowell noted that Leaffield had funded their facility with a public works loan and their part of the Council Tax was raised significantly as a result, to pay the loan.

Cllr. King noted the BMX track which had been requested had over the course of time become redundant. Cllr. Walker mentioned that he was involved in the discussions some years ago regarding the existing BMX track and felt it had served the youngsters of the Village well.

Following discussion Cllr Haley asked how the Councillors would like to move this forward.

Cllr Bicker suggested holding an engagement event with the youngsters of the Village either at Easter or in the Summer. She suggested that young people be invited to come to the Village Hall to give their ideas on what facilities they would like to have.

Cllr Stowell said to exercise caution and not to raise an expectation that the Council would be able to provide everything that had been requested.

Cllr Layt would like to know provisional figures to see what could realistically be achieved. Cllr Haley suggested that a skateboard park may be beyond our budget.

Cllr Dingwall noted that a community grant could be requested and the deadline for applications would be August. Cllr Haley noted there would be S106 funds and potential grants such as the one Cllr Dingwall mentioned.

Cllr King suggested the request for a skateboard park should be considered in conjunction with the new play area and asked for clarification if some of the ear-marked funds may be used for a facility for a smaller group of users.

Cllr Dingwall commented that in Hailey a working party was formed to look at a whole range of activities, including building a new Village Hall. Hailey Council had invited young people to be involved and had invited the whole community to say what they would like. Cllr Stowell said we should keep the play areas separate from the Village Hall committee.

Cllr Bicker agreed to lead on an engagement event to discuss the development of the play area with support from other Councillors.

The Clerk was asked to write to Caleb Adams and say the discussions regarding a skateboard park are ongoing and ask if he would like to be involved in planning the engagement event at the Village Hall in the Summer.

### **17. Traffic - Parking and Speed**

Consultation regarding speed on B4047 - The Council's proposal for 30 mph has been logged by OCC and will be subsequently appraised and considered by those Officers/Engineers working on the technical details of the scheme. The recent petition signed by over 300 Parishioners had been presented to OCC to support the proposal.





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a) Progress with traffic management issues on B4047

Cllr Stowell had received a quote of £140.00 plus VAT to place speed measurement equipment on the B4047 100 yards east of the Horse & Radish Public House where there is a power source.

Cllr Stowell proposed acceptance of the quote and to organise the placing of the speed measurement equipment; seconded by Cllr Layt and carried unanimously.

b) Parking in lower village

Cllr Stowell reported that OCC were waiting for the start of the new financial year then, subject to budget, they would carry out white lining on the roads in Old Minster.

c) 20mph speed limits

The Clerk read out a letter from a resident of the lower village regarding speeding in the area and suggesting a 20mph with appropriate signage. The Clerk was asked to send the letter to Cllr Walker.

There was a good deal of discussion at the meeting in support of a reduction in the speed limit in the village.

In order to lower the speed limit the Parish Council has to have the support of our County Councillor, Liam Walker. Cllr. Walker confirmed that he would be delivering leaflets about the consultation he is running on speed limits.

If feedback from residents of Minster Lovell show support for a 20mph speed limit, Councillor Walker would be able to use the results of this survey to support a lower speed limit in the Village. The consultation can be found at [www.liam-walker.com/have-your-say](http://www.liam-walker.com/have-your-say)

Cllr Walker asked about the parking issues in the area around the Horse & Radish Public House. Cllr Haley said that it had not been an issue recently because the Pub had been closed and confirmed that the situation was being monitored.

The subject of 20mph speed limits will be on the agenda for the February Parish Council meeting when Cllr. Walker will share the results of the survey.

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

- a) The Clerk had reported the fallen tree on the grass verge opposite the Horse & Radish Public House via FixMyStreet and as a result the tree would be removed by the end of February.

### **19. Finance**

- a) To consider and approve payments due (Schedule of Payments & Receipts included)



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Cllr Haley confirmed he had verified the invoices with the schedule of payments and recommended the cheques be signed as set out. Cllr King proposed the payment of the invoices and Cllr Stowell seconded and it was agreed unanimously.

b) Cheq No	c) Spending powers	d) Payee	e) Invoice No	Details	Expense
101493	Ref 143 (Parish properties: maintenance of)	Multi Hands	00477	January bus shelter cleaning	£50.00
101494	Ref 106 (Salaries and Allowance)	Sharon Palmer	01/22	December salary and office allowance	Private
101495	Ref 145 (War memorial)	Mr M Cross	067	Replacement for cheque 101486 written in error	£150.00

a) To report payments made with the Council Debit Card

Transaction No	Spending Power	Payee	Invoice No	Details	Expense £
1	138	Giffgaff	1632832838140	Clerk Mobile phone credit	£6.00

Cllr. Haley confirmed and signed an invoice presented for the debit card payment.

b) To report payments received

No payments had been received

c) To receive bank reconciliation for 3<sup>rd</sup> quarter 2021

Cllr King presented the reconciliation for the 3<sup>rd</sup> quarter of 2021, ending 31<sup>st</sup> December 2021. Cllr Haley thanked Cllr King for doing this. In future the Clerk will report the monthly bank reconciliation and Cllr King will report quarterly. Cllr Haley recommended the report be accepted as presented.

d) To receive quarterly expenditure report

The report received was discussed at the precept budget setting meeting held on 7<sup>th</sup> December 2021.

Cllr King has outlined some rearrangement in the reporting of expenditures by moving items under different heading where they would fit better and she will bring that to the next meeting.



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No comment was made by Councillors and the report was received and accepted.

- e) To approve the use of online banking for administration purposes (not payments)

Cllr King asked the Council to agree for online banking to be used by Cllr King and the Clerk to access information only.

Cllr Williams proposed online banking be used for administration matters only by Cllr King and the Clerk; seconded by Cllr Bicker and carried unanimously.

There was a discussion regarding organising a litter pick in the Village. Following a discussion it was agreed to hold a litter pick on a Saturday morning towards the end of April and October, followed by refreshments for volunteers. Cllr Haley will ask the organisers of the Community Counts Saturday Café in the Methodist Church if the volunteers could have their refreshments at the Saturday Café.

It was noted that Cllrs Dingwall and Walker would be able to loan litter pickers and hi-vis jackets.

There being no further business the meeting closed a 9.02pm.