



MINSTER LOVELL PARISH COUNCIL

www.minsterlovello-pc.gov.uk

Parish Clerk: Sharon Palmer

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

Email: info@minsterlovello-pc.gov.uk

Tel: 07712 705865

Minutes of the Parish Council Meeting held on Monday 3rd October 2022 at 7.00pm in The Methodist Chapel, Brize Norton Road, Minster Lovell

Present: Cllr Sue Bicker, Cllr David Haley (Chairman), Cllr Jean King, Cllr Jonathan Stowell, Cllr Ann Williams and Sharon Palmer (Clerk)

Cllr Gill Hill, WODC (part time)

Apologies: Cllr Hannah Leach, Cllr Brian Layt, Cllr Colin Dingwall, (WODC), Cllr Liam Walker (OCC)

Visitors: Mr Ed Barrett representing Catesby Estates plc; Mr Steve Harris and Mr Colin Goodgame representing Jack James Homes Ltd

Parishioners present: 5

The meeting started at 7.00pm.

1. Welcome / Members present and apologies for absence

Cllr Haley welcomed everyone to the meeting and invited the Councillors to introduce themselves for the benefit of the visitors to the meeting. The Clerk noted apologies were received from Cllrs Layt, Leach, Dingwall and Walker.

2. This being the first Council meeting since the death of her late Majesty Queen Elizabeth II, Cllr Haley invited everyone to stand for a minutes silence in Remembrance of her late Majesty Queen Elizabeth II.

3. Declaration of interest in agenda items

Cllr Haley noted that for item 9b, (Planning application for 112 Brize Norton Road), he lives in the vicinity of the proposed development.

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

5. To receive the Minutes of the Parish Council Meeting held on 15th August 2022

Cllr King proposed accepting the minutes as a true and accurate record of the meeting; seconded by Cllr Williams and agreed unanimously with one abstention from Cllr Stowell because he had not attended the meeting.

6. To receive an update from District Councillor Gill Hill

Cllr Hill reported that the West Oxfordshire Local Plan is putting all local Parishes at risk of planning applications for areas not currently included in the Local Plan because developers are claiming that West Oxfordshire District Council (WODC), does not have a 5 year land supply. Cllr Hill will ask Cllr Dingwall to update the Parish Council at the next meeting. Cllr Hill assured the Council of her and Cllr Dingwall's support.

Cllr Haley asked if there is anything the Parish Council can do to protect the Village from applications not included in the Local Plan. Mrs Bentley was in the audience and suggested that the Council make specific representations to WODC to ask that the Village not be included the Local Plan and be protected from incremental development by writing to WODC Councillors, including the leader of the Council and the Chief Executive, expressing the Council's position and the need to hasten the agreement for the Local Plan.

Cllr Haley proposed writing to WODC's Chief Executive and Councillors to express the Council's position; seconded by Cllr Williams and agreed unanimously. Cllrs Haley and Stowell would work with the clerk to draft the letter.



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The Clerk was asked to send the Council's letter to Cllr Dingwall when available.

Cllr King noted the importance to have a written record of all conversations and meetings about planning matters so that the Council always has a record of comments, offers and agreements made for future reference.

7. To receive an update from District Councillor Colin Dingwall. Cllr Dingwall did not attend the meeting.
8. To receive an update from County Councillor Liam Walker. Cllr Walker had sent his apologies to the meeting.
 - a) Report on a meeting with the managers of the Horse & Radish Public House – see item 15
9. To review planning applications, decisions and appeals
 - a) Ed Barrett from Catesby Estates plc to outline their proposal for the development of up to c140 homes on land South of Burford Road, Minster Lovell

Cllr Haley confirmed that it was unusual to accept a request to address the Council, but the proposed development would result in a significant impact to the Village and it was felt appropriate to hear more details about the proposal.

Mr Ed Barrett from Catesby Estates introduced himself as the contact for the proposed development and outlined their process for the planning application for the development of c140 homes on land South of Burford Road, Minster Lovell.

Catesby Estates intend to submit an application for up to 140 1-5 bedroomed dwellings. The company would engage with Villagers prior to submitting the application and there would be a dedicated website launched in mid-October where Villagers can find out more information and give feedback. The Company will also write to all householders in the Village to invite feedback which would be collated ahead of their formal application.

Cllr Haley summarised the process and invited Councillors to comment.

In response to a question from Cllr Bicker, Mr Barrett clarified that Catesby Estates position was to establish the planning in principle, including the access, location, specification and numbers of dwellings on behalf of landowners and help to arrange a sale following a successful application. They would not be involved in the building of the dwellings.

Mr Barrett noted that WODC would insist on a mix of different housing- there would be a range of housing for first time buyers, buying with discount, shared ownership, social housing and affordable housing as well as houses to be sold at market value..

Cllr Stowell asked if there would be provision for other facilities apart from a play area, for example Dentist or Doctor surgeries. Mr Barrett confirmed there would be insufficient numbers of dwellings to provide any other facilities.

Mrs Bentley in the audience asked if this development had been identified under the Local Plan. Mr Barrett confirmed this was not the case, and this would be a speculative proposal outside of the Local Plan.

Mr Swinford in the audience asked whether this would lead to future possible developments by the landowner. Mr Barrett confirmed there are no plans currently for the wider area in the immediate future.

Cllr Haley concluded that the Council has a Planning Policy and Planning Statement and the Council is clear on not supporting development of back land and this plan would constitute such a development.

Mr Barrett noted his willingness to attend future Council meetings to report on progress and left the meeting.



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- b) 22/02408/FUL - 112 Brize Norton Road, Minster Lovell, Witney, Oxfordshire OX29 0SQ - Erection of a detached dwelling and associated works

Cllr Haley invited Councillors to comment on the planning application.

Cllr Stowell noted a red line around the proposed development and also a blue line covering a more significant area. Mr Goodgame confirmed the blue line showed the extent of the company's ownership of land, and that the application involved the area outlined in red only.

Cllr Williams suggested the positioning of the proposed property could allow for further development and noted the proximity to the neighbouring properties. Mr Harris commented that the positioning of the new building was in response to comments from the WODC Planning Department.

Cllr Williams had a concern about the height of the building. Cllr Haley agreed that the plans look like a taller building than neighbouring properties. In response to Cllr Haley's comment, Mr Harris confirmed there was no garage in the application because of linear line.

Cllr Haley noted the parking area was shaped like a 'hammerhead' and felt the Council would comment on this as it may provide an opportunity to access further development to the South of the site. Mr Goodgame said it would probably be a condition of planning from WODC to only allow parking for one dwelling.

Cllr Williams noted Councillors should check for updates on the planning portal.

Cllr Haley noted the planning application stated that there is a dropped kerb at the access point and confirmed that there is not a dropped curb at this location. He also noted the lack of a Biodiversity Report and noted the previous application made comments which were not included on this application, for example in relation to a bat survey and trees and hedges located on the site.

Cllr Haley commented about protecting the street scene and the Council would want the Blackthorn hedgerow to be retained. Mr Goodgame responded that the planners would probably say hedging to be no more than 900mm high.

Cllr Haley recapped that the Council would respond to this planning application and the Council confirmed that it wished to submit comment on the application to WODC.

Mr Harris noted that the existing property at 112 Brize Norton Road would remain and confirmed that the materials for the new building would be in keeping with other buildings in the area and. It was intended to apply for planning permission for an additional, identical house, to the left of the site when planning approval had been granted.

- c) Receive an update regarding enforcement action:

Lavender Cottage, Minster Lovell - Non-compliance with conditions attached to 17/03978/HHD

There had been no further information from WODC regarding this.

- d) With regard to the application for 8 shepherds huts at the Horse & Radish public house, Cllr Haley noted the application would come before the Lowlands Planning Committee on Monday 10th October and that the agenda pack suggested the plans would receive approval. Cllr King agreed to attend the meeting and read a statement on behalf of the Council.

Cllr Haley asked for Cllr Hill to support the Council's strong objection to the application for the shepherds huts which, in the Council's view, is not the right place for 8 permanently sited units.



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Cllr Haley would liaise with Cllr King ahead of the meeting.

Action: Clerk to register Cllr King's attendance to represent the Parish Council at the meeting on 10th October 2022.

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

a) Report on Council Fun Day held on 16th August 2022

The event was a great success and Cllr King wished to commend the supplier of the climbing wall. Cllr King noted the need to plan future events further in advance, to include more activities and to allocate a budget accordingly.

Cllr Haley thanked Cllrs King, Bicker and Leach and asked the Clerk to make a note on the forward plan to bring forward a budget request to the 22/23 precept planning meeting and start planning the next event in April 2023.

The Clerk commented that St Kenelm's Church had arranged a fun day for the 9th October 2022. The organisers had asked Cllr Haley if they could borrow the Council's set of skittles. The Council agreed to loan them for the event.

11. To review the action logo

Councillors asked the Clerk to progress the provision of a parking sign on the old A40 Road. Cllr Stowell confirmed the sign should have a large 'P' and the wording 'Parking for Old Minster'. The Clerk should contact McCracken & Sons for the associated groundworks.

Action: Clerk to progress the provision of a parking sign on the old A40 approach to Old Minster.

With regard to action number 52 the Clerk had included a request to residents to cut back any hedging and trees which encroach on pavements in the current and previous editions of the Village News. Cllr Bicker asked the Clerk to write to the residents of 44 Upper Crescent and 2 Ripley Avenue to ask them to trim their hedging away from the pavement.

Action: The Clerk to write to the residents of 44 Upper Crescent and 2 Ripley Avenue

12. Village Bins – Up-date from meeting with Mr Oddy and Miss Oddy

Cllr Haley noted that the Spar shop had reinstated bins outside of the shop and WODC had also relocated a bin to a position not far from the entrance to the store. It was felt this would provide sufficient waste disposal for this area.

The Clerk noted that Miss Oddy was conducting a litter survey to assess the requirement for a bin along old A40.

Action: Clerk to check results of the litter survey

Cllr King noted there were no bins near the site of the new path in Ripley Avenue. Cllr Haley asked Cllr King to give her recommendation on the position of a bin to the Clerk, who would then request the relocation of one of the existing bins in Ripley Avenue.

The Clerk noted that one of the bins in Ripley Avenue would be used if the Council's request for a bin for Bushey Ground was accepted by Mr Oddy.

13. To receive and discuss the allotment report



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Cllr Layt had submitted a report which confirmed the new hose connections are working correctly and that the stop tap to the first trough was set correctly to remedy the problem.

Cllr Layt noted that there had been no activity on allotment Number 13. Cllr Haley confirmed the Council are leaving this until next season as the tenant had not been able to tend the plot this season.

There were still 12 bags of salt on the pallet.

14. Ripley Avenue Amenity Area

a) Amenity Area inspection report

Mr King noted that the hedges are in need of cutting and the Clerk would request McCracken & Sons to carry out the annual cut as soon as possible.

Following a question the Clerk clarified the last grass cut of the year would take place in October.

Mr King had collected litter which had been deposited near the entrance to Dovecote Park. Cllr King had addressed the lack of bins at this part of the park in item 12. There was a comment that the open nature of the bins created an unpleasant smell. Cllr Haley noted that the style of the bins had been decided by WODC.

The play equipment had been inspected satisfactorily, but it was noted that it will need repair or replacement in the medium term.

Ms Hutton in the audience mentioned a number of youngsters were riding scooters in the middle of the road and in a dangerous way on the play park and on the pavements on their way to the park.

Action: The Clerk will include a note about riding scooters in the next edition of the Village News.

b) Valuation of land

The Clerk had circulated an email from the Surveyor appointed to value the land that Mr Collett was interested in buying.

Cllr Haley said that if the Council are minded to offer the land for sale it should consider what precedent this may set. For example someone backing on to the park may ask to buy land to extend their gardens and the need to be clear on why the Council might agree to the sale of a piece of land to Mr Collett and not agree to other requests. Cllr Stowell noted that the land under consideration has no recreational value, unlike the park, which does have recreational use and should be protect for the enjoyment of all Villagers.

Cllr Haley noted the Council needed to agree a statement of its rationale for future reference.

Cllr Bicker asked for clarification on whether the Council needed to obtain three quotes due to the value of the land and Cllr Stowell explained the policy of obtaining three quotes related to purchases not sales.

Cllr Haley outlined the differences in the three values quoted by the surveyor and suggested there should be a restricted covenant on what could be done on the land.

Cllr Williams confirmed that Mr Collett wanted to enclose the area within his garden and stated that a boundary fence or wall would need to be erected. Cllr Haley noted that the Council's solicitor would incorporate this into the contract if the sale progressed.

In response to a question from Cllr Bicker about whether the restrictions would always apply or if Mr Collett or future owners would be able to apply to build on the land, Cllr Haley confirmed that restrictions and covenants with the sale would remain irrespective of the owner.



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Cllr Stowell proposed the Council accept in principal valuation two and instruct the Council's solicitor to draw up a contract with a restrictive covenant such that the land is to be part of the garden of number 3 Ripley Avenue and no buildings can be erected; seconded by Cllr King and agreed unanimously.

c) Path

The Clerk had circulated an email from Bovis with proposals for solar light options and pricing for the lighting for the pathway across the playing field.

Cllr Stowell had visited the website of the suppliers of the lighting bollards and also spoken with the company to find out pricing of the bollards if purchased direct from them.

Cllr Stowell noted that Bovis' pricing options includes the cost of the hogging path and asked that it be made clear that, as agreed previously by Bovis, the Council are paying for the lighting only.

Cllr Stowell proposed that the Council accept the quotation for seven ST bollards as per option 3 of Bovis' quotation at a cost of £6,930.00, with all other costs to be met by Bovis; seconded by Cllr King and agreed unanimously.

Action: Clerk to contact Bovis to confirm the Council's decision.

d) New sign – A new sign had been provided by Bovis at the entrance to the park from Dovecote Park and a photo had been circulated to Councillors for information. The Council thanked Bovis for the purchase and installation of the sign.

e) Deed of Easement

The Clerk noted that the Council's Solicitor was still awaiting a response from Bovis' solicitor.

f) The Clerk had obtained quotes for the reduction and for the removal of the conifers between Ripley Avenue and Cotswold Close of £350 and £800 respectively. The Council agreed to revisit the quotes following the conclusion of the potential sale of land to Mr Collett.

g) Cllr Haley asked the Clerk to confirm the location of the retaining strip of land between Ripley Avenue and Cotswold Close to ensure only land belonging to the Council is included in the potential sale to Mr Collett.

Action: Clerk to instruct solicitor to ensure only the area of land belonging to the Council is included in the potential sale to Mr Collett.

15. Traffic – Parking and Speed

Cllr Haley confirmed that Cllr Walker had met with the managers of the Horse & Radish regarding parking by their patrons and the outcome was that the managers had agreed to pay for or contribute payment towards some form of low fence to prevent parking on the grass verge opposite the pub.

The purpose of the fence was to prevent parking on the verge which reduced visibility to motorists exiting Upper Crescent. Cllr King asked for clarification on the position of the fence and it was noted that the patrons may park on the road outside the pub if they cannot park on the grass verge.

Cllr Stowell suggested the fence be low-railed in the same vein as other fences in the Village and offered to visit the site to measure how much fencing would be required.

Mrs Crowther in the audience suggested the fencing include the area to the left of the exit from Upper Crescent by the path to Dovecote Park.



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Cllr Stowell proposed measuring the amount of fencing required to allow the Clerk to obtain a quotation from McCracken & Sons; seconded by Cllr King and agreed by all unanimously.

16. To receive the monthly dog fouling report

Mrs Holloway reported a total of 6 deposits, in Upper Crescent, Cotswold Close and Wenrisc Drive.

Mrs Holloway also reported a number of issues around the Village, including issues with trees, E-Scooters being used at high speed in Upper Crescent recently; the road surface in the layby opposite the Spar shop; kerb stones in Upper Crescent and a broken Thames Water stopcock cover on Brize Norton Road.

Action: Clerk to remind Villagers how to report matters of this sort in the next edition of the Village News.

17. Jubilee Committee recommendations for bench

The Clerk was asked to write to the Committee to clarify the bench that the Jubilee Committee are recommending. To be brought forward to the next meeting.

Action: The Clerk was asked to write to the Chair of the Jubilee Committee to clarify the bench to be ordered

18. October Litter Pick

It was decided to hold the next Village litter pick on Saturday 22nd October with litter pickers to meet at 10am at the Methodist Chapel followed by Coffee and Cake at Saturday Café.

Action: The Clerk was asked to provide posters advertising the event

19. To discuss correspondence received that requires action

Nothing to report

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

- a) Villager contacted Clerk regarding tree on Ripley Avenue and the Clerk told the Villager that the tree will be assessed in the survey of all Village trees.
- b) Villager contacted Clerk regarding dogs on Ripley Avenue and the Clerk would write to the Villager to say the Council are not in favour of banning dogs from the park.
- c) Cllr Stowell noted that the finger post signpost in the Old Village had been knocked over.

The Clerk noted that a villager had requested an amendment to the directions listed and she was in touch with the Highways Department at Oxford County Council regarding the replacement of the signpost. Cllr Stowell would investigate if the signpost could be repaired and re-positioned by using a 'Metpost' metal post-holder and the Clerk would provide the contact details to enable Cllr Stowell to liaise directly with the Highways Department.

Action: Clerk to provide contact details to Cllr Stowell

- d) Following a question from Cllr Bicker she was advised to contact WODC regarding the payment of Council Tax at a property at Dundon Cottage.

21. Organisation of Remembrance Service



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Cllr Haley noted this was imminent and he asked the Clerk to arrange a meeting to organise the event. Cllr Williams agreed to represent the Council at the meeting. Cllr Williams noted the need to increase the number of programmes this year.

22. To receive the resignation of the Parish Clerk and confirm recruitment arrangements

Cllr Haley noted the Clerk had resigned the effective date being 15th November 2022.

Cllr Haley thanked Cllr King for providing a draft advertisement, job profile and job specification. Cllr King noted there had been interest shown by two people who should be invited to apply once the advertisement had been posted. Cllr King suggested the role should be advertised locally with the OALC, on Village noticeboards, the Council website and also the Village Post Office and Spar shop and the Witney Gazette.

Cllrs Haley, King and Stowell would agree the content of the advertisement which would be posted for 2 weeks with applications by CV and supporting statement.

23. OALC Training Course – “Internal Controls”

Cllr King would attend this course and it was noted this may mean she could no longer be a cheque signatory.

24. Finance:

a) Section 106 Funds – new/refurbished Village Hall proposals

Cllr Haley said the Trustees of Minster Lovell Playing Field Trust are in possession of a valuation of the site and discussions should resume.

The Clerk was asked to set up meetings with Cllr King as the Chair and two representatives each from the Minster Lovell Playing Field Trust (MLPFT) and St Kenelm’s Church.

It was noted that Cllr Haley would represent the MLPFT and Cllr Stowell would represent the Council. Cllr King is the Chair of the sub-group.

b) To consider and approve payments due (schedule of payments & receipts included)

Cllr King noted that there had been a wage increase agreed after the previous Clerk had left and she asked for approval to raise a cheque in payment to the former Clerk. This was approved by the Council.

Spending powers	Payee	Invoice No	Details	Expense
Ref 101 (Allotments)	Mr Layt	Not applicable	Tap connectors to enable allotment holders to use hosepipes	£6.75
Ref 143 (Parish properties: maintenance of)	Multi Hands	00578	September bus shelter cleaning	£50.00
Ref115 (Grass cutting)	Mr R Hubbard	PC14	Grass cutting September	£250.00
Ref 106 (Salaries and Allowance)	Sharon Palmer	09 / 2022	June Clerk salary and office allowance	Private
Ref 137 (Subscriptions)	GeoXphere Ltd t/a Parish online	38UF056-0005	Parish online software	£48.00
Ref 136 (Stationery)	LexisNexis	10829072R	Arnold Baker Local Council Administration Book	£131.99
Ref 101 Allotments	B & E Transport (Witney) Ltd	249558	Hire of a 6yd Skip for allotment waste	£200.00



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Ref 115 (Grass cutting)	Ubico	60054700	Grass cutting and weed spraying in June	£975.37
Ref 143 (Village Maintenance)	Mr M Cox	020922/Minster Lovell	Affix no parking signs to bollards Outside 2 Brize Norton Road	£20.00
Ref 140 (Training)	OALC	W-2234	Internal Controls training for Cllr King	£55.00
Ref 110 (Remembrance Service)	Royal British Legion		Wreath	£20.00
Ref 110 (Remembrance Service)	Mr J Stowell	n/a	Book of condolence	£99.90

c) To report payments made with the Council Debit Card

Transaction No	Spending Power	Payee	Invoice No	Details	Expense £
1	138	Giffgaff	163283283	Clerk Mobile phone credit	£6.00

d) To sign a debit card application for Cllr King

This would be postponed to allow Cllr King to take advice when she attended the Internal Controls training course.

e) To report payments received –there were none to report

f) To receive monthly bank reconciliation for August 2022

The Clerk provided a statement which reconciled to the bank statement dated 31st August.

Current balances	£
Community Bank Account	38,707.63
WODC Deposit	29,959.20
Active Saver Account	21,540.48
Total	90,207.31

There being no further business the meeting ended at 9.15pm

The date of next Parish Council Meeting is Monday 17th October 2022 at 7:00pm in St. Kenelm's Hall.

Signed.....