MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

Parish Clerk: Debra Rouget
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Minutes of the Parish Council held on Monday 24 July 2023 at 7.00pm at St Kenelm's Hall.

1. Welcome/Members present and apologies for absence

Present: All Council members were present, four residents and the Clerk
The Chair welcomed Councillors and Parishioners to the meeting.
Not in attendance: Cllr Dingwall (WODC)

2. Declaration of interest in agenda items

Cllr D Haley at item 6 re hedge cutting in Wychwood View .

3. Co-option of new Councillor

The election process for the vacant position had been completed. Wendy Usherwood had come forward as the only candidate, so an election was not necessary. A short resume had been available on the Councillor's section of the website. Wendy was appointed after being proposed by Cllr Stowell and seconded by Cllr King. The decision was unanimous. Cllr Usherwood signed the Declaration of Acceptance of Office and completed the Register of Interests.

The Chair invited further nominations from those on the Electoral Register, for the elections in May 2024, when all Councillors would step down. If more candidates came forward than places available, an election would take place. The current number of 7 councillors was agreed as correct despite recent increases in population.

4. Parishioner's public participation (for questions and comments on agenda items)

None at this time

5. To receive the minutes of the Parish Council Meeting dated 19 June 2023

No corrections were made. The minutes were proposed by Cllr Williams and seconded by Cllr Bicker. Six Councillors approved the minutes and there was one abstention, since Cllr Usherwood was not a Councillor at the time.

6. To receive an update from District and County Councillor Liam Walker

Cllr Walker summarised the recent outcome of the outline housing planning proposal for 134 dwellings which was discussed at the Lowlands Planning Committee meeting on 17th June 2023. (Please also see 8.3). He thanked everyone who contributed and was heartened by the unanimous decision by District Councillors to refuse the request. The outcome sent a strong message around developers not taking advantage of the Local Plan, with more implications to consider other than housing growth. It was felt likely that an appeal would take place and there was no statutory time limit on this.

The consultation on possible changes to speed limits in the Village was going well. This would be further discussed at the Parish Council meeting in August.

Road surfacing works on Brize Norton Road had finished but some pot holes and uneven surfaces remained.
ACTION: Cllr Walker to ask OCC to complete the task.

Complaints had been received about overgrown hedging in Wychwood View, which individual owners had been cutting back. This issue was causing access problems and the hedge on the boundary which can be seen from the A40 was a highways issue. **ACTION**: Cllr Walker to ask OCC to deal with the hedging.

7. To receive an update from District Councillor Colin Dingwall

Cllr Dingwall was not in attendance.

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

8.1 **17/03978/HHD** Receive an update regarding enforcement action: Lavender Cottage, Minster Lovell - Non-compliance with conditions.

Deadline date for re-instatement 17 July 2023. **Action**: Clerk to ask WODC to take appropriate action

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8.2 Receive an up-date on works on land to the rear of Bushwell, Bushy Ground.

The Enforcement team at WODC had reported that an officer had visited the site and was in the process of contacting the landowner. **ACTION:** Clerk to ask for an update for the next meeting.

8.3 **22/03240/OUT** Outline planning permission for the development of up to 134 dwellings (Use Class C3) including means of access into the site (not internal roads) and associated highway works, with all other matters (relating to appearance, landscaping, scale and layout) reserved (amended description) (amended plans)

Update: WODC Lowlands Planning Sub-committee Agenda Item Monday 17th July at 2.00 pm.

Cllr Haley thanked Cllr Stowell for the way he had managed the process and presented at the Committee Meetings. He also thanked Cllr Walker for his supportive comments at the meeting and residents who had contributed. A discussion took place on the merits of including emerging Government policy in providing rebuttal during possible next steps. It was felt a good benchmark had been reached with cross party Members agreeing that there were other important implications to consider about the impact of development in Minster Lovell beyond housing growth.

8.4 **23/01836/S73** | Variation of condition 2 (approved plans) of planning permission 18/00831/HHD to reflect the as-built structure. 31 Whitehall Close Minster Lovell Witney Oxfordshire OX29 0SB.

The original planning application was considered by the Parish Council at item 5b on 16 April 2018.The District Council had asked for a reduction in the size but it was built to the original, taller design and was the subject of enforcement. The Chair read the summary statement to outline the changes. Retrospective permission was being sought. It was proposed by Cllr Stowell that the Council submit a 'no comment' response. This was seconded by Cllr King and approved unanimously. **ACTION:** Clerk

9. Review of the action log – for discussion and decisions:

The action log had been updated for July. The Council agreed a number of actions which were now complete.

ACTION: Clerk to move them to the completed section of the action log and to re-number the action plan.

9.1 Repair to fence at Spar Shop

The clerk was continuing to obtain quotes for the work

9.2 OCC Highways Matters

The proposal to create a walkway on the road down to the Lower Village had been declined by OCC in a well-argued response. However there was an offer to erect a pedestrian warning sign which the Council agreed to unanimously after being proposed by Cllr Stowell and seconded by Cllr Williams. **ACTION:** Clerk

ACTION: All highways matters to be brought together on the action log.

9.3 Dog and Litter Bins

Ubico had given a quote that the replacement bins were free but the cost to empty is £8.37. **ACTION**: Clerk to arrange for a new bin on the old A40 at the bottom of Jubilee Walk.

10. Ripley Avenue

10.1 Monthly Inspection Report

There were many residents making good use of the play park and the Queen's Platinum Jubilee bench had been installed. It was agreed that the deep holes in the goal mouths would be addressed through levelling and re-turfing with quotes being sought after the September meeting. The situation may have been made worse through unofficial football training. **ACTION**: Cllr Usherwood to give Cllr Haley a contact number of the group, so that contact could be made to ensure appropriate insurances and health and safety policies were in place. **ACTION**: Clerk to add to August agenda.

10.2 Path Construction

The Engrossment was licence complete with an initial deadline of 30th June. More time was required to install the solar bollards and the cycle barrier at the end. It has therefore been agreed that the date in clause 6 a) should be 28 July 2023. **ACTION:** Clerk to remind Vistry that they have until 28th July to install the cycle barriers. Some complaints about the hoggin path had been made. Vistry reported that the path was made of natural cementitious properties which bind the material, which lightly scarify for a period of about two weeks after which the path materials should be bedded in.

ACTION: Cllrs to check for deterioration for discussion at the next meeting.

10.3 Annual Laurel Hedge Cutting – decision on quotes

It was confirmed that the hedge cutting was part of the Ubico three year contract. **ACTION**: Clerk to ask that the hedges be cut after contacting Cllr King who can explain about the correct hedges to cut.

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10.4 Tree survey report

The report needed several amendments and clarifications so had been sent back. **ACTION:** Clerk to add to August meeting agenda.

10.5 Removal of tree branch

ACTION: Cllr King to organise removal

10.6 Position of new bench

It was confirmed that the bench had been installed

10.7 Sale of land adjacent to 3 Ripley Avenue

The Transfer Agreement was now ready for signature. Approval of the Agreement was proposed by Cllr Layt and seconded by Cllr King. Six Councillors were in favour with one abstention. The Agreement was signed. **ACTION**: Clerk to ask Mr Twiddy to annotate the plan with the dimensions of the length of the path for completeness.

Once sold the vendor intended to take down the fir trees on his land leaving one remaining on Council land which he had offered to take down. The Council agreed to take up this offer after being proposed by Cllr Stowell and seconded by Cllr King. There was one abstention. **ACTION**: Clerk to confirm with Mr. Collet in writing that he can remove the fir tree on Council land.

11. Allotments update

11.1 Condition of plots

Plots 1, 7, 8, 9, 10 and 13 were contacted over the condition of allotments with a deadline of 21 July. Plot 1 no longer wanted to continue and a deadline of Friday 28th July had been agreed to clear belongings. It was agreed that Plot 1 would receive their deposit back. Plots 7, 8 and 13 would have their Agreements terminated due to not upholding the Terms. The deposit would be forfeited due to the state of the plots. The leaseholder of plot 14 would be asked to clear the path and repair the fence. **ACTION**: Clerk.

It was reported that there was a dangerous edge to the quarry next to the allotments. It was agreed unanimously that the landowner should be asked to erect a fence after being proposed by Cllr Layt and seconded by Cllr Williams..
ACTION: Clerk

11.2 Provision of skip

The provision of a skip was approved unanimously after being proposed by Cllr Williams and seconded by Cllr King. .
ACTION: Cllr Haley to arrange through B& E skips.

12. Village Hall Project (Cllr Stowell)

12.1 Receive working group minutes and project update

Cllr Stowell had reported that a S106 request had been submitted and was waiting to hear the outcome. It was agreed that Cllr King would update St. Kenelm's Hall Management Committee.

12.2 Terms of Reference –approve

The revised Terms of Reference were approved unanimously after being proposed by Cllr Stowell and seconded by Cllr Williams.

13. Ripley Avenue Playpark Project up-date (Cllr. Bicker)

Cllr Bicker had been working with the children at the school and had established preferences being a zip wire, ramps, a tower with a slide, swings and roundabouts. Thanks were extended to all the children and the school for contributing. Information was also being shared with Burford and Eynsham who have just been through the process of enhancing outdoor spaces. Cllr King had only found existence of one consultant which was agreed upon, evidencing that three quotes were not possible. The consultant had quoted £2500 for procurement and tendering and £3000 for project management. The VAT position was not yet clear. A proposal to engage a consultant with an upper limit of £6k was approved unanimously after being proposed by Cllr Williams and seconded by Cllr Stowell. **ACTIONS**: Cllr King to engage a consultant and with Cllr Bicker, apply for S106 funding from WODC.

ACTION: Cllr Haley to apply for S106 of £9k that had been paid to Minster Lovell Play Ground Trust.

14. Dog warden report – To note

Dog walker was unsuccessfully challenged due to not picking up. The situation is being monitored. Two incidents in Upper Crescent in June and one in July.

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15. To discuss correspondence received that requires action

15.1 A resident had reported a tall growth of weeds at the start of Ripley Avenue next to the amenity land and requested weed killing. **ACTION**: Cllr King to check the situation and suggest next steps to Cllr Haley.

15.2 Cllr Haley reported that St Kenelm's Primary school had agreed to ask their grounds maintenance team to cut back trees overhanging the pavement in Wenrisc Drive and to the rear of properties in Charterville Close. The school had also reported the steps being taken to mitigate high numbers of cars at school drop off and pick up times.

15.3 Welcome packs for new residents. It was noted that none were in print and information could be obtained through the noticeboards or website.

15.4 There had been concerns raised by a resident of the Lower Village about speeds down the Ridings and suggested speed humps or road narrows signage. This was felt to be an OCC matter and would be referred.

15.5 Concern was highlighted by a resident about overhanging ash trees at the Ridings with regard to ash dieback disease. **ACTION**: Clerk to contact the conference centre to ask them to investigate.

16. Finance

16.1 Update on HMRC overpayment - Cllr King

This item appears on the payments schedule as HMRC had requested the total overpayment be sent back before they issue the correct VAT refund.

16.2 Audit recommendations and action plan Cllr King

Cllr King and the clerk were working through the recommendations highlighted during audit.

16.3 Method of payment for clerk's salary – for decision

A suggestion was made during internal audit that the clerk is paid a salary into bank account by standing order to ensure consistency of payment date. Cllr King had concerns about a fixed standing order with regards to any additional payments. **ACTION**: Cllr King to consider.

16.4 Review of accounting package – for decision Cllr King

Cllr King and the clerk had been shown an effective accounting package designed for Parish Councils. **ACTION**: Cllr King to bring details of two packages to the next meeting, after review of a second option with the clerk.

16.5 Review of bank account and payment methods for decision

A suggestion made during internal audit that online banking and payments speed up the process, rather than posting cheques. Some Parish Council's use Unity Trust Bank but they don't accept cash and charge £6 per month. **ACTION**: Cllr King to bring proposals to the next meeting. A decision on whether to adopt online banking and payments would be decided after the decision on appropriate banking options.

16.6 To receive updates on monthly bank reconciliation for June 2023

The reconciliation was approved and signed by the Chair.

16.7 To receive the final budget report from 2022-23 Cllr King

The reports were received and confirmed as accurate before being signed by the Chair. **ACTION**: Clerk to upload to the Councillors page of the website.

16.8 To receive an update on invoice for noticeboards – for decision (line 5 on the payments schedule)

The invoice presented had included the installation of three noticeboards but Vistry installed the board at Dovecote Park. The company installing the noticeboards replaced the one outside the Spar shop instead of the post office. The company has offered to install either a new one or the old Spar Shop board outside the post office at no extra cost. The Council decided that the invoice in the payments schedule be paid in full on the understanding that a new board be installed outside the post office in due course at no further charge. **ACTION**: Clerk

16.9 To approve quotes for:

Hedge cutting at Buzzers Piece Ubico £470 + VAT

This was the responsibility of OCC and therefore the quote was not approved.

Weed killing pavement and roads down to the lower village and up school hill Ubico £125 +VAT

It was noted that in previous years weed killing had taken place in the whole of the village. However a map showed this excluded the hill coming down into the Lower Village and up School Hill. The quote was approved unanimously after being proposed by Cllr King and seconded by Cllr Bicker. **ACTION**: Clerk

Donation for bedding plants for war memorial

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It was proposed that a £50 donation be sent to the resident looking after the plants with a note of thanks from the Council. This was approved after being proposed by Cllr Haley and seconded by Cllr King. A decision to provide an annual donation will be discussed at precept planning for 2023/24. . **ACTION**: Clerk.

Double sided notice board outside post office — Timbertyte £1370 + VAT

It was proposed by Cllr Williams that a new quote be obtained for a single sided board. Seconded by Cllr Bicker and agreed unanimously. **ACTION**: Clerk

Solicitors fee for completing Licence for Ripley path — J Briars £1200 + VAT and disbursements £6

The quote was approved after being proposed by Cllr Stowell and seconded by Cllr King. **ACTION**: Clerk to obtain an invoice.

16.10 To approve membership of the Society for Local Council Clerks (SLCC)

Fees based on Clerk's annual gross salary, so joining fee £27 and annual membership £177. Benefits include advice, professional forums, updates on legislation, discounts and access to a suppliers directory which would help with searches such as solicitors. It was agreed unanimously that the Council should join after being proposed by Cllr King and seconded by Cllr Williams. **ACTION**: Clerk.

16.11 Consider and approve receipts and payments due

Payments were proposed by Cllr King and seconded by Cllr Layt. Approved unanimously.

Receipts	**Reason**	**£**
Cash to bank	Council reimbursement for oronation events	400.00

Spending powers	**Payee**	**Invoice No**	**Details**	**Net amount**	**Total amount**
103	Multi-hands	INV00715	Window cleaning July	50.00	50.00
115	Ubico	06601616	Grass cutting	584.15	700.98
115	R Hubber	PC21	Grass cutting	250.00	250.00
106	D Rouget	July	Clerk salary	private	private
126	Day1displays	INV0390	Installation of noticeboards	320.00	384.00
N/A	HMRC	On line	Re-imbursement for VAT error	38,035.00	38,035.00
N/A	HMRC	On line	PAYE adjustment	671.74	671.74
144	Graham Kew Prints	139	Village News	90.00	90.00
144	Graham Kew Prints	155	Village news questionnaire	116.59	116.59

16.12 To report payments to be made with the Council Debit Card

Spending power	**Payee**	**Reason**	**£**
128	Post Office	Stamps	119.00
138	Giff Gaff	Mobile	10.00
101	Castle Water	Water Bill	26.27

The meeting closed at 9.28pm

The next Parish Council meeting will be held on Monday 21 August at 7pm in St Kenelm's Hall.