



## MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

**Parish Clerk: Debra Rouget**

24 Abbey Road, Witney, Oxon OX28 5LE

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### Minutes of the Parish Council Meeting held on Monday 18<sup>th</sup> December 2023 at 7.00pm at St Kenelm's Hall.

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

The Chair welcomed all those present to the meeting. In attendance were: Cllr Haley, Cllr Stowell, Cllr Layt, Cllr Bicker, Cllr King, Cllr Usherwood, Cllr Walker (WODC and OCC) Cllr Dingwall (WODC), the Clerk and 15 members of the public. There were no apologies.

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

None

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

None

#### 4. To receive the minutes of the Parish Council Meeting dated 20<sup>th</sup> November 2023

A recommendation that the minutes were signed as a true and accurate record was proposed by Cllr King, seconded by Cllr Stowell and agreed unanimously.

The meeting noted some issues with accessing the website and the Chairman explained that glitches brought about by a change in website provider should be resolved by early in the New Year.

Cllr Layt expanded on the item at 16.2 and outlined the issues for those in wheelchairs crossing the Brize Norton Road from The Limes. Cllr's Layt, Usherwood and Walker made a site visit at the close of the meeting to determine the safest place for a dropped curb. It was proposed that Oxfordshire County Council should be asked to assess the issue. Cllr Layt would meet the assessor on site. This was proposed by Cllr Layt and seconded by Cllr Stowell. Carried unanimously. **ACTION:** Cllr Walker was asked to take this forward.

#### 5. Councillor resignation and co-option of new Councillor – for decision

The Chairman extended thanks to Ann Williams who had resigned immediately after the last meeting, for her commitment and tireless efforts as a Councillor on behalf of the Parishioners in the Village.

The Council decided to go forward with the co-option of a new Councillor, on the understanding that this would be until April because in May all Councillors would stand down and go through a re-election process. This was proposed by Cllr King, seconded by Cllr Stowell and all were in favour. **ACTION:** Clerk to advertise the vacancy.

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

Cllr Walker had noted the 30mph speed signs facing the wrong way on the one way system in the Lower Village and was arranging to have them reversed. He had also arranged for an abandoned car to be removed. The other speed signs had been greyed over using removable paint by the County Council's contractors pending full implementation. 30 mph signs were only able to be located on lamp posts and not telegraph poles. Hence the siting outside some houses.

Some excess equipment used by previous contractors in the Village would be removed. **ACTION:** Cllr Bicker to provide Cllr Walker with pictures.

Cllr Stowell had sourced a suitable provider to install a speed sign, but the Parish Council would need further advice on installation on the Highway from OCC. Cllr Walker recommended Merlock Signs, who he thought were good suppliers and had the necessary insurance for Highway installation. **ACTION:** Cllr Walker to send details to Cllr Stowell.

In response to a question about the inability of two cars to pass on the street in the Lower Village near Rose Cottage, Councillor Walker felt that traffic lights or double yellow lines would not be appropriate, but that the situation would be kept under review.



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### 7. To receive an update from District Councillor Colin Dingwall

Cllr Dingwall reported that a proposal had been put forward to close down Publica; an organisation set up across a number of District Councils to share costs. It is likely that this would mean that the staff would be brought back into District Council employment. More details would follow in the New Year.

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

8.1 **22/03240/OUT** Notification of Planning Appeal to Outline planning permission for the development of up to 134 dwellings on land south of Burford Road, Minster Lovell. - Update Cllr Stowell

Cllr Stowell outlined that the date for the appeal to start is 13 February 2024 and may last up to eight days. Cllrs Usherwood and Layt agreed to hold the dates as Cllr Stowell was away from 15<sup>th</sup> February and Cllr Haley may not be available. The District Council was leading at the hearing. The Parish Council hadn't applied for S6 representation as there were no witnesses to be heard on their behalf and no cross examination was necessary from the Parish. Cllr Stowell confirmed that the action from the last minutes on a submission by the Parish Council by the closing date had been completed.

8.2 **23/02753/FUL** Change of use from domestic garden to equestrian use. Works to include construction of a menage and stable building (part retrospective). Bushwell Bushey Ground Minster Lovell. Comments by 1 January 2024.

The Council had no comment apart from ensuring that neighbours' views be taken into account. The response would also include a proviso that the surrounding area be restored, as currently banked soil was causing a fence to bend, with a danger of soil spill over onto a public footpath. **ACTION:** Clerk.

8.3 **23/03072/FUL** Erection of four detached houses with associated access and works. Land to the rear of 112 Brize Norton Road Minster Lovell. Comments by 28<sup>th</sup> December 2023.

The Agent was present at the meeting and outlined plans for the development. The Parish Council strongly objected to the proposal since the development was against the Minster Lovell planning policy statement and outlined the reasons to be included in a strong letter of objection from the Council.

Councillors agreed that the development would affect the Chartist Heritage of the Village, was back land development and was against the linear nature of this historic village. The proposed development was out of character with the existing bungalows and would likely affect neighbouring properties, being overlooked and with lost light.

This application would set an unwanted precedent, with a further 11 houses already showing on the plans submitted for this application. It was noted that West Oxfordshire District Council has fulfilled its five year housing land supply as set out in the current Local Plan to 2031. Cllr King proposed that the Parish Council submit a strong objection for the reasons outlined. This was seconded by Cllr Bicker and agreed unanimously. Cllr Stowell offered to support the Clerk with a response. **ACTION:** Cllr Stowell and Clerk.

### 9. Review of the action log – To note or for further discussion and decisions

The action log was worked through line by line and several items closed as completed. Items in hand and requiring updates at the meeting in January 2024 were:

- Fence repair at Spar shop
- S106 applications: **ACTION:** Cllrs Stowell and Haley
- Noticeboard outside post office. Cllr Stowell reported that the installer was currently speaking with the supplier over sizing supporting posts for installation.
- Request for fence at allotments: **ACTION:** Clerk to chase
- Broken fencing around war memorial

Cllr Bicker reported that the dog bin at Jubilee Walk had been sited incorrectly. **ACTION:** Clerk to follow up.



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### 10. Ripley Avenue

10.1 Monthly Inspection Report

Nothing to report and a written report will be provided.

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

11.1 Tender document and process timelines – for approval

Cllr King reported that two options were available as set out in the tender Document previously circulated. One being a larger play park for which funding was available and was in the best position. Cllr Stowell proposed that the tender document as set out should be released with quotes requested for both options. After this the Council would consult with interested parties. This was seconded by Cllr King and agreed unanimously.

### 12. Allotments update - Cllr Layt

Cllr Layt reported that the water had been turned off, there were plenty of salt bags and all allotments were tidy.

### 13. Dog warden report – To note

Cllr Haley highlighted particular issues in Upper Crescent, Wash Meadow and Drylands Road. Another note would be added to the Village News if space allowed.

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

14.1 A letter had been received from a resident in the Village complaining about his neighbour parking multiple cars on grass that was being ruined and causing a nuisance in Charterville Close. The Council was unable to take the complaint forward as the letter wasn't signed and there was no address on the header. A note would be added to the Village News about polite parking and not parking on pavements.

14.2 Copy for the Village news was agreed after additions noted at this meeting and a change in the name of the beneficiary of the collection held at the Remembrance Service. It should read the Royal British Legion Poppy Appeal and not the Earl Haig Fund.

### 15. Finance

15.1 To receive updates on the monthly bank reconciliation for November 2023 and note balances on bank account.

Barclays Bank balances as at 29 November 2023:

Business Current account £49,963.05

Business Savings Account £56,055.49

The reconciliation to 29<sup>th</sup> November was agreed and signed as accurate. It was noted that the savings account balance should be moved to Unity Trust Bank as this was the decision of the Council at an earlier meeting. **ACTION:** Cllr King.

15.2 To agree the minutes of the Parish Council Finance Meeting of the 8 December 2023 and the precept for 2024-25 – for decision.

The minutes were proposed as a true and accurate record of the meeting by Cllr King. Seconded by Cllr Stowell. Two Councillors were in favour and two abstained, since they were not at the meeting.

Cllr King outlined that budget preparations for 2024-25 had been carefully constructed so as not to raise the Council tax for Minster Lovell residents. This was subject to a formula at District Council level but currently it was not expected that there be a council tax rise in the Minster Lovell share. The final precept figure being submitted to the District Council was £44,363. The proposed budget as set out was proposed by Cllr Stowell and seconded by Cllr King. Approved unanimously. A detailed summary of the budget would be prepared for the Village News in the spring 2024 edition.

15.3 To agree Terms of Engagement – Internal audit 2023-24- for decision

It was proposed by Cllr Haley and seconded by Cllr Bicker that the Terms set out by Jane Olds as internal auditor be accepted for 2024 and that she should be invited to attend a Council meeting in 2024 to present the audit and to take questions.



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### 15.4 To consider and approve receipts and payments due

All payments were approved. It was noted that the payments to Giff Gaff and Norton in December were paid through expenses (Cllr J King)

Spending power	Income	Reason	Net £	£
N/A	Halls Bakery	Fence post repairs Spar shop	240.00	240.00

Spending powers	Payee	Invoice No	Details	Payment method	Net amount £	Total amount £
103	Multi-hands	INV00785	Window cleaning December	Bank tnf	50.00	50.00
115	Ubico	60064770	Ground works October	Bank tnf	388.57	466.28
106	D Rouget	December	Clerk salary	Bank tnf	private	private
147	Parish Online	38UF056-0007	Website service	Bank tnf	440.00	528.00
130	Sports and Play consulting	063	Ripley play area – procurement and tendering	Bank tnf	2,500.00	2,500.00
122	Cotswold Tree surgery	11	Tree work following tree survey report	Bank tnf	490.00	490.00
138	Giff Gaff		Mobile	TBC	10.00	10.00
	British Polio Fellowship		Donation	Cheque	50.00	50.00
116	St Kenelm's Village Hall	10.12.23	Village Hall hire	Bank tnf	427.50	427.50
146	Castle Water	10000894873	Water – allotment	Bank tnf	21.89	29.29
137	Norton		Anti virus	TBC	49.99	49.99
111	Cllr King		Expenses ( giff gaff & Norton)	Bank tnf	59.99	59.99
111	Cllr Bicker		Expenses Xmas refreshments	Cheque	35.54	35.54

15.5 Councillor Stowell had circulated three quotes obtained for a new speed sign on Brize Norton Road. He noted that assistance from OCC would be needed for installation on the Highway.

The Council resolved that subject to Cllr Stowell's further research into a supplier suggested by Cllr Walker (please see item 6), he would go ahead with Messagemaker Displays at £2320 excl VAT but incl carriage. If Merlock displays was the preferred supplier, the quote would be brought to the meeting in January 2024. **ACTION:** Cllr Stowell.

Cllr Haley extended thanks to Ann Williams for her help, support and dedication on the Council and made a presentation to her on behalf of her chosen charity, British Polio Fellowship. Thanks were also extended to the Clerk for all her hard work over the year and a gift presented. Parishioners were also thanked for their attendance and for their support to Councillors as volunteers. The Chairman wished everyone a Happy Christmas.

The meeting closed at 8.26pm