



MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

Parish Clerk: Debra Rouget

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Tel: 07712 705865

Minutes of the Parish Council Meeting held on Monday 18 November 2024 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 Layt, Cllr Eaglestone, Cllr Usherwood, Cllr Green, Cllr Walker (WODC and OCC) the Clerk and 7 members of the public. The Council resolved to accept apologies from Cllr Marsh (WODC) and Cllr King. Cllr King was wished a speedy recovery.

2. Declaration of interest in agenda items

None

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

The Chair confirmed his approval to take questions at item 14 and a question relating to the Local Plan as it appeared on the agenda.

4. To receive the minutes of the Parish Council Meeting dated 21st October 2024

A recommendation that the minutes were signed as a true and accurate record was proposed by Cllr Usherwood and seconded by Cllr Eaglestone. All were in favour.

5. Update on progress from the Minutes – the Clerk to report on progress of outstanding items which do not require further decision

Clerk's actions at 5 (19.1),6,8,13,and 20 are all completed. All other actions either completed or on this agenda.

6. Parish Councillor Vacancy - for decision. Deadline 25th October 2024

As no nominations had come forward, it was proposed by Cllr Haley to re-advertise the vacancy for co-option in late January. This would be through the Village News and on the noticeboards. Seconded by Cllr Green. All were in favour. **ACTION:** Clerk

7. Parish Clerk vacancy – update recruitment closing date 8th November 2024

The staffing sub committee had been through the shortlisting process and the candidates that had been invited to interview on Friday 22 November had all confirmed their attendance. Cllrs Green and Layt had been invited to attend to meet the candidates. All those that had helped with the sifting of candidates from INDEED were thanked for their hard work.

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

Cllr Walker reported that he had chased OCC colleagues on the proposed speed limit changes as his matched funding available was time limited to the end of November. The decision on turning off street lighting across the Council had been deferred. It would be considered by OCC Scrutiny Committee in February 2025 before being considered by Cabinet. The possible saving would amount to £400k. The new bus stop had been installed. There was no update on a possible pavement under the A 40 flyover for safe access to the bus stop.

9. To receive an update from District Councillor Paul Marsh

Cllr Marsh had sent an update noting that the Local Plan timetable has now been amended following the Government's consultation on the NPPF and their decision to change the deadline for Local Plan Submission in light of this.

Reg 18 - Consultation on objectives and spatial strategy options and a 'Call for Sites' exercise has been completed.

Reg 18 - Consultation on Preferred Policy Options - **will now be by May 2025**

Reg 19 - Publication of pre-submission draft Local Plan - **October 2025**

Reg 22 - Submission of pre-submission draft Local Plan - **March 2026**

Examination and adoption - **2026.**

The Parish Council noted their disappointment at this revised timetable. **ACTION:** Clerk to write to the Head of Planning at WODC and the Cabinet Member challenging the timetable, since there was no Local Plan to work to and



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no 5 year land supply, leading developers to submit speculative applications. It was felt that the work proposed by the Parish Council on creating a Neighbourhood Plan may be a positive way to influence the local plan proposals.

10. To approve the Terms of Reference and to constitute a Neighbourhood Plan Steering Group (NPSG) and to confirm the date and invites to the first NPSG meeting.

A proposal to accept the Terms of Reference for the Neighbourhood Planning Steering Group was proposed by Cllr Eaglestone and seconded by Cllr Layt. All were in favour.

It was resolved that 6 members were a suitable number to start. It was proposed by Cllr Haley that two be invited from the Society for the Protection of Minster Lovell, since their help and support would be valuable. Seconded by Cllr Layt. All were in favour. Two members would be from the Parish Council and the last two would be Villagers. Members of the Steering Group may expand as the work progresses.

It was proposed by Cllr Haley that Cllr Usherwood be appointed Chair of the Neighbourhood Plan Steering Group. Seconded by Cllr Eaglestone. All were in favour. It was proposed by Cllr Haley that Cllr Eaglestone be appointed as Secretary. This was seconded by Cllr Green. All were in favour.

It was resolved that inviting steering group members, engaging a consultant and creating policies could be done in the first instance within the steering group with Cllr Eaglestone as Secretary. However as work develops it may be appropriate to include the Clerk, which would need to be built in to expectations of the role and hours worked. Some aspects could be undertaken through business as usual such as posting to noticeboards and the website.

Cllr Usherwood briefed the meeting on steps taken so far and the assistance offered through the district council and other Parish Councils that had completed the process. It was resolved that grant funding would be applied for once a consultant had been engaged who could help with the application, ensuring a reasonable chance of spend before year end. **ACTIONS:**

Cllr Usherwood to finalise the quotes for a consultant for decision at the Parish Council meeting on 16th December.

Cllr Eaglestone to write to members of the Society for the Protection of Minster Lovell inviting them to nominate two members to sit on the steering group.

Cllr Usherwood to create an invitation to invite interested Villagers to join the Steering Group. Clerk to post to the noticeboards and on the website with a two week deadline. If more than two were interested then the steering group should decide how to select.

Cllr Usherwood and Eaglestone to organise a preliminary meeting with the steering group to outline plans ahead of a consultant being engaged and before the next Parish Council meeting in December.

Cllr Usherwood to develop a grant funding application with the consultant after the December Parish Council meeting, once the consultant was engaged and could assist. Possible grant funding could amount to £18k and any further funding from the Parish Council may affect the precept figure. **ACTION:** To be discussed further at the finance meeting in December.

Thanks were extended to Cllr Usherwood for all her work so far.

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

11.1 Appeal - Land to the Rear of 112 Brize Norton Road: Erection of four detached houses with associated works. Update
No decision yet made.

11.2 24/02788/S73 Variation of condition 2 of permission 18/00789/FUL to allow changes to the approved plans of the studio (cabin 5). Four Winds, Bushy Ground, Minster Lovell. Comments by 6th December. Councillors were requested to review this application and if there were any comments to email the Clerk by Friday 22 November.

11.3 24/027767/SCREEN. EIA for the development of 400 residential dwellings and infrastructure, open space and access. Expiry date 20th November 2024.

This relates to land off the Burford Road opposite Downs Road in Witney. The District Council has advised that comments from Parish Councils are not required. However, the Parish Council felt that an early strong objection letter was appropriate. **ACTION:** Clerk to draft a response and include issues of infrastructure, coalescence, boundary with the Village and lack of services. Proposed by Cllr Green and seconded by Cllr Layt. All were in favour.



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12. S106 and CIL funding

12.1 Spend on S106 funding 17/01859/OUT Dovecote Park. Public Art contribution £16,594.49 – for update and decision

Cllr Green had circulated an update noting the help that had been given by Martha Holland from WODC and the templates available. **ACTION:** Cllrs Eaglestone and Green to identify sites in the Village. Next steps would be to create a specification to be shared with Villagers at the Neighbourhood Planning public event.

It was agreed that the S106 funding for graveyard space be re-visited as an agenda item in the first quarter of 2025.

ACTION: Clerk

12.2 Arrangements to meet with housing developer, Catesby (item 5 16 September 2024)

Catesby has been asked to provide dates to meet with Councillors

13. Policy Review – for approval

13.1 Equal Opportunities Policy – for approval

The approval of the Policy was proposed by Cllr Usherwood and seconded by Cllr Green. All were in favour. The policy would be reviewed in line with NALC updates.

14. Ripley Avenue

14.1 Monthly Inspection Report

The Villager who creates the reports would be asked for an update. **ACTION:** Clerk

14.2 Ripley Avenue Playpark project update and plans for opening – for decision

In response to a question over the surface of the playpark the Council resolved to seek clarification from Cllr King.

ACTION: Cllr Eaglestone. An opening event lasting 30 minutes was planned, with children being invited through notes in school book bags and local neighbour invites posted through doors. **ACTION:** Cllr Green to work with Cllr King and Sue Bicker to organise. An upper limit for the event of £50 was proposed by Cllr Layt and seconded by Cllr Usherwood. All were in favour. The Council resolved to ensure that no one had access to the playpark before the final sign off and the official opening.

ACTION: Cllr King to meet with the supplier of the trees being used to screen the park and invite Villagers to the meeting to contribute their views. Proposed by Cllr Green and seconded by Cllr Usherwood. All were in favour.

14.3 Boundary hedge, raised footpath and cycle barriers between 18 and 20 Ripley Avenue

Cllrs King and Haley had visited the path leading from Ripley Avenue to the park. The Clerk had highlighted to OCC that they would need to liaise with the homeowner to establish whose responsibility it was to address the issues with the tree roots lifting paths and drives and to cut back overgrown shrubs. The issue of the raised and broken path and position of the positioning of a cycle barrier has been added to fix my street, also for attention by OCC Highways.

15. Allotments update - Cllr Usherwood

Cllr Usherwood had circulated her report and there were no issues. **ACTION:** Cllr Layt to show Cllr Usherwood how to turn the water off.

16. Remembrance Service feedback – to note

The new clerk would be asked to be clear and how to carry out the tasks and start preparations earlier next year. The Council resolved to ask OCC if Burford Road could be closed next year. Peter Kay would not be able to be standard bearer next year and another person from the British Legion would need to be asked. **ACTION:** Cllr Haley. Another bugle player would also need to be found. **ACTION:** Clerk to ask if a bugle player could be provided by the RAF and also to send thank you letters to those who helped.

17. Receive and discuss minutes of the meeting held on 11th November between the Parish Council, Parochial Church Council and Minster Lovell Playing Field Trust.

The draft notes had been circulated. After amending an error in the proposed offer figure from £82k to £87k the notes were agreed. **ACTION:** Clerk to circulate to members of the committee.



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18. Dog warden report – To note

In addition to deposits in Upper Crescent and Wenrisc Drive, it was also noted that foxes were present. Some paint highlighting the deposits was leaving permanent marks on the street. **ACTION:** Cllr Haley to mention to the dog warden.

19. Arrangements for Christmas meet and greet – for decision

The meet and greet was planned for immediately after the Parish Council meeting on 16th December starting at 8pm. Sue Bicker offered to help with supplying refreshments such as sausage rolls and mince pies including gluten free, and mulled wine. The Council resolved to allow Sue to establish the budget and spend accordingly. **ACTION:** Clerk to invite those who had helped during the year.

20. To discuss correspondence received that requires action

20.1 Quotes to tidy island at Wash Meadow – for decision.

A Villager has asked for the Island to be tidied. The Trustees of Wash Meadow had riparian responsibilities for the river bank but not the island. It is situated on the right of the bridge and was very overgrown and may be contributing to the flooding issue as the flow had been hampered. **ACTION:** Clerk to contact the Rivers Authority to ask them to carry out remedial works. If this was unsuccessful then quotes would be needed from local businesses.

20.2 E mail from Society for the Protection of Minster Lovell regarding collaborative working– for decision
Discussed at item 10. Members of the Society will be invited to join the Neighbourhood Planning Steering Group.

20.3 Request from J S Motors to continue with signage in the Village with a charge being made – for decision

The Council resolved to allow JS Motors signs to remain in the Village at a cost of £250 per year. Proposed by Cllr Eaglestone and seconded by Cllr Layt. All were in favour. **ACTION:** Clerk

21. Finance

21.1 To consider raising the spending limit on the Council's debit card – for approval

The current spending limit on the debit card is £50 which had recently caused issues with payments. Financial Regulations states that 'the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, is authorised for any items below £500'. This is at odds with the current limit. It was proposed by Cllr Eaglestone that the limit on the debit card be raised to £100 with a review every 6 months. Seconded by Cllr Usherwood. All were in favour. The current card is in the name of the current Clerk and will need to be cancelled and a new one set up. **ACTION:** Cllr King.

21.2 To receive and approve quotes for remedial works to the path at Ripley Avenue Play Park
GW Hardscaping Ltd had submitted a quote to repair 3.5 meters of hoggin footpath at £435.00 + vat. It was proposed by Cllr Eaglestone that the quote be accepted. Seconded by Cllr Green. All were in favour. **ACTION:** Clerk.

21.3 Pay award for the Clerk and backdated payment – for approval

Approval of the pay award for the Clerk to be backdated to 1 April was proposed by Cllr Green and seconded by Cllr Usherwood. All were in favour. **ACTION:** Clerk to contact payroll service.

21.4 Additional hours for Clerk October 2024 – for approval

Payment for additional hours for the Clerk was proposed by Cllr Usherwood and seconded by Cllr Green. All were in favour.

21.5 Funding request from Minster Lovell Playing Field Trust – for decision

MLPFT is writing to the Council to request a grant towards the legal costs of transferring deeds from MLPFT to the PCC. This item was deferred, since the figure being requested was not yet known.

21.6 To receive updates on the monthly bank reconciliation for 31st October 2024 and note balances on bank account:

Balance on savings account as at 31 October 2024 £ 57,456.98

Balance on current account as at 31 October 2024 £121,703.07



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The reconciliation was approved and signed by the Chair.

21.7 To consider and approve September receipts and payments due:

The Council resolved that payment to Sports and Play Consulting would be held until all work was completed and an official hand over had been made to the Parish Council. After noting that the Giff Gaff direct debit payment for the telephone would need to be added to the schedule, all other payments were approved

| Income | | | |
|---------------|---------------------------------------|--------------------|----------|
| Name | Reason | Method | Amount £ |
| Barclays Bank | Amended closing balance payment owing | To savings account | 161.34 |

| Spending powers | Payee | Invoice No | Details | Payment method | Net amount £ | Total amount £ |
|-----------------|--------------------------|------------|-----------------------------|----------------|--------------|----------------|
| 103 | Multi-hands | 00963 | Window cleaning November | Online | 50.00 | 50.00 |
| 106 | D Rouget | N/A | Clerk salary October 2024 | Online | private | private |
| Admin | Newsquest | 23758036 | Recruitment advert | Online | 540.00 | 540.00 |
| N/A | HMRC | | August to October 2024 | DD | 688.94 | 688.94 |
| 116 | St Kenelm's Village Hall | 46 | Hall hire July to Oct 2024 | Online | 166.25 | 166.25 |
| 110 | Flying Press | 48986 | Orders of Service print 150 | Online | 65.40 | 65.40 |
| 130 | Sports & Play consulting | 091 | Play Park development | Online | 4,217.50 | 4,217.50 |
| Admin | RYAL Media group | 7053 | Recruitment Issue | Online | 98.20 | 117.84 |
| 134 | Fishing bailiff | Grant | S137 grant | Cheque | 75.00 | 75.00 |
| 111 | Cllr King | N/A | Expenses Nov 2024 | Online | 90.00 | 90.00 |
| 138 | Giff Gaff | | Mobile phone | DD | 10.00 | 10.00 |

The Council resolved to change the Public speaking requirements at the foot of each agenda. The sentence that currently read;

'Council meetings are held in public and therefore, no comments of a personal, slanderous, defamatory or otherwise offensive or abusive nature' should be amended to

'No comments of a personal, defamatory or otherwise offensive or abusive nature will be tolerated'. **ACTION:** Clerk

The meeting closed at 9.10.

Items for the Parish Council meeting on 16th December to be with the Clerk by 4 December 2024