



MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

Parish Clerk: Debra Rouget

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Minutes of the Parish Council Meeting held on Monday 16 December 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 Jean King (Chair), Cllr Brian Layt, Cllr Wendy Usherwood, Cllr Christine Eaglestone, Cllr Liam Walker (WODC and OCC) Cllr Paul Marsh (WODC) the Clerk and 9 members of the public. Apologies were received from Cllr David Haley and Cllr Ally Green. Cllr King also welcomed Vanessa Oliveri, who would become the new Parish Clerk and Responsible Finance Officer from 1 January 2025.

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 18th November 2024 and an update on actions

A recommendation that the minutes were signed as a true and accurate record was proposed by Cllr Layt and seconded by Cllr Usherwood. The minutes were approved with two abstentions.

Clerks' actions at 16,17,19,21.3 had all been completed.

Items 6 and 21.1 were items for the new clerk in 2025.

At item 8 Cllr Walker has sent a copy of the application form for the speed limit changes confirming his matched funding of £2500. The new Clerk would be asked to take this forward and Cllr Walker agreed that it could be done as soon as possible, as time allows.

At item 9 the new Clerk will write to the District Council challenging the timetable for the Local Plan.

At 12.2 the Clerk has asked Cllrs Usherwood and Eaglestone to offer dates for the meeting with Catesby.

At 20.1 the Environment agency is unable to carry out works to the island at Wash Meadow but has offered to meet at the village to explain riparian responsibilities.

At 20.3 the new Clerk will be asked to invoice JS Motors.

At 21.2 remedial works to the path at Ripley Avenue have been completed.

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

The County Council were going through the process of budget setting, with a £11.2 funding gap.

It had been suggested that household recycling could be moved to a booking system.

The District Council budget would likely mean an increase in the Council Tax. There was a further halt on housing at Salt Cross with net zero targets not achievable.

The Travellers in the Lower Village had moved on and the mess left cleared up. A parishioner reported that there was still some mess at the site.

The speed limit application form would be completed by the new Clerk and Cllr Walker agreed that it could be done as soon as possible, as time allows. **ACTION:** Clerk

Parishioners reported outages of water and power during the previous weekend despite the planned upgrades promised by Thames Water. Cllr Walker asked that he is emailed as issues arise so that he could take it up as appropriate.

6. To receive an update from District Councillor Paul Marsh

There have been a few changes to the National Planning Policy Framework and the document would be effective from March 2025.

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

None



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8. S106 funding Minster Lovell Playing Field Trust – for update

The Parish Council had funded some urgent work carried out by Minster Lovell Playing Field Trust some years ago. An application from the Parish Council for the funds from the District Council has been unsuccessful. WODC is unable to release the funds as they stipulate that approval must be sought before any spend. Cllr King noted that this would likely be the case with funds released to the Trustees of Wash Meadow too, although attempts to secure the funding were ongoing. **ACTION:** Cllr King

9. Ripley Avenue play park report, project update and plans for opening – for decision

Cllr King reported that the Playpark had been completed. The opening event would now take place on 22nd December at noon and everyone would be welcome. Letters to promote the event had gone to local houses and would go in school book bags.

An inspection report on the play park in general was submitted showing no major issues. Securing the football posts was still an ongoing piece of work. The hoggin path had been repaired.

9. Allotments update - Cllr Usherwood

The water had been turned off and the skip was full. Cllr Haley will ask for it to be removed. **ACTION:** Cllr Haley

11. Village Hall Development Project - update

The Parish Council had been asked for funding so that Minster Lovell Playing Field Trust could engage a solicitor to look at the land issues. The Council resolved to defer the decision until the next full council meeting.

12. Dog warden report – To note

No report had been submitted but the dog warden had confirmed that the spray she used was washable. Issues with fouling had been found in Wenrisc Drive.

13. Village News item Jan, Feb, March 2025 – for approval

The copy had been circulated with a publication date confirmed for 10 January 2025. The Council resolved to add the purchase of the bench at Ripley Avenue Play Park and to highlight that signage could only be put up in the appropriate places. **ACTION:** Clerk. After the additions the Council resolved to approve the report for the next Village News.

14. Finance

14.1 To receive and approve quotes for:

Churchyard grass cutting 2025 – for decision

The quote for 2025 had gone up by £2000 with costs in 2024 £2500.00 and in 2025 £4500.

This was due to wet summer and therefore the grass growing quickly which meant a double cut each time with the same again anticipated in 2025. The Council resolved to secure two more quotes before making a decision. **ACTION:** Clerk

Consultant to support the creation of a Neighbourhood Plan – for decision

The quote for a consultant had been agreed upon at the budget setting meeting on 11 December with Community First Oxfordshire being awarded the work. Cllr Usherwood reported that they had been notified and that two Villagers had been secured for the steering group. So work on applying for funding was set to start in January 2025.

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

Balance on savings account as at 30 November 2024 £ 57,456.98

Balance on current account as at 30 November 2024 £118,080.18

The reconciliations were approved and signed by the Chair

14.3 Budget for 2025-26 and precept figure – for approval.

Since the budget setting meeting on 11 December some new information had come to light which would require a second meeting. The Chair highlighted two S137 grants as examples. The Council resolved to defer the approval of the budget and precept figure in the light of this. The deadline for sending the final precept figure to the District Council



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was 10th January 2025. The minutes of the meeting of 11 December did not appear on the agenda and were therefore not approved.

14.4 To consider and approve December receipts and payments due:

The Clerk had now received the figure for refreshments and would add this to the schedule for the minutes. After this change was made a proposal to approve the payments was made by Cllr Usherwood and seconded by Cllr Eaglestone. All were in favour.

Spending powers	Payee	Invoice No	Details	Payment method	Net amount £	Total amount £
103	Multi-hands	00978	Window cleaning November	Online	50.00	50.00
106	D Rouget	N/A	Clerk salary December 2024	Online	private	private
147	Parish Online	38UF056-0009	Website service	Online	440.00	528.00
	Castle Water		Water Allotment	D/D	6.67	6.67
115	Ubico	60070858	Ground Works Sept 2024	Online	360.29	432.35
136	Indeed	100331769	Job advert hosting	Card	1.10	1.10
112	TW Hardscaping	01145	Repairs to hoggin path Ripley Avenue	Online	435.00	522.00
142	ML Village Hall	MLVH-2024-16	Village Hall hire Nov Dec/24	Online	105.00	105.00
104	Sue Bicker		Xmas refreshments	Cheque	46.79	46.79
115	Ubico	60071087	Laurel maintenance	Online	2626.70	3152.04

Cllr King reported that this was the last meeting that the current Clerk would attend and she thanked Debbie on behalf of the council for all her hard work and dedication and presented her with a gift. Debbie responded saying that it had been a privilege to work in Minster Lovell and for all those who lived there.

Cllr King welcomed the new Clerk, Vanessa Oliveri, who was present in the audience.

The meeting closed at 7.55pm.