



MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

Parish Clerk: Vanessa Oliveri

Email: clerk@minsterlovell-pc.gov.uk

Tel: 07712 705865

Minutes of the Parish Council Meeting held on Monday 16th March 2026 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. David Haley, Chairman
- Cllr. Christine Eaglestone, Deputy Chairman
- Cllr. Andrew Cooper
- Cllr. Laura Sednaoui
- Cllr. Wendy Usherwood
- Vanessa Oliveri, Parish Clerk
- District Cllr. Liam Walker
- District Cllr. Paul Marsh

5 members of the public

No apologies for absence had been received.

2. Declaration of interest in agenda items – None.

3. Parishioner's public participation – None.

4. Minutes of the Parish Council Meeting dated 16th February 2026

Cllr. Usherwood proposed to approve the minutes of the Parish Council meeting held on 16th February 2026 and Cllr. Eaglestone seconded the proposal. All present at the March meeting were in favour and approved the minutes. Abstention from Cllr. Haley who was absent from the February meeting.

5. To receive a progress report on actions and review the action log. – The Council noted that the travellers had left and had left a lot of rubbish behind. A resident had cleared some of the rubbish. Cllr. Walker stated the rubbish should be left to the District Council to clear as this was classed as fly tipping. Items from the action list which had been included on the agenda were: Fun Day to be organised at Ripley Avenue Play Park, meeting with Phil Shaw (WODC) regarding Spatial Area Consultation, meeting with local Chairs and Clerk's to discuss the Spatial Area Consultation and an update on a Teams Briefing on 6.3.2026 where OCC presented the West Oxfordshire Lowlands Movement and Plan and the grass cutting contract. The clerk was asked to put the use of CCTV in Ripley Avenue back onto the action log.

6. To receive an update from County Councillor Nick Field-Johnson – not present.

7. To receive an update from District Councillor Liam Walker. West Oxfordshire District Council had set the budget for 2026/27 with an increase Council Tax of 4.99%. It had been reported that the green waste bin collection was getting too expensive for residents and therefore the cost has remained the same in 2026/27 as in 2025/26. Parking at local railway stations had been looked into and this hadn't been voted through at the last meeting. Fly tipping on the A40 was being investigated and Cllr. Walker confirmed that WODC will come out to remove the rubbish. New owners were taking on the Horse & Radish Public House in Minster Lovell and planned to refurbish it before opening for business. WODC have set up a meeting with Thames Water to discuss the impact on the loss of water recently which affected over 30,000 people for several days. The Parish Council agreed that this sort of issue needed to be included in the Parish Council's Emergency Plan and the Council will offer residents the opportunity to be included on register if they would like to be contacted for help and support in an emergency. (To be included in the next issue of the Village News and on the April Parish Council agenda).

8. To receive an update from District Councillor Paul Marsh. – A meeting had been set up with the Chief Executive of WODC to discuss development at Salt Cross. This had been reported to be the only development to be net zero. Net zero could not be used as a planning criteria.

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

Planning applications

9.1 26/00408/S73 Dellfield, 90 Brize Norton Road, Minster Lovell

Variation of condition 2 of planning permission 25/01777/HHD to allow external chimney to side elevation, changes to depth of link (increase of 4SQM) with provision of side access door and

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additional roof light together with the addition of rear roof light to bedroom above garage.

COMMENT: No comment.

9.2 25/02907/FUL 116, Brize Norton Road, Minster Lovell

Erection of a two storey extension to create additional living space, with provision of a commercial hair salon along with construction of a detached carport.

COMMENT: The Parish Council noted there is no change of use to part commercial use as part of this planning application. The Parish Council object to this planning application because the car port is large and will have a negative impact on the street scene. It will reduce the car parking space on the site. Having a business run from the dwelling will generate increased traffic movements and parking. It is on a dangerous bend in the Brize Norton Road prone to accidents and the increase in traffic and reduce space for parking will make the site difficult to access and a risk to other pavement and road users.

9.3 25/02876/RES Land South of Burford Road, Minster Lovell

Approval of reserved matters (appearance, landscaping, layout and scale) for the erection of 127 residential dwellings with associated landscaping, highways, drainage, public open space and ancillary infrastructure; discharge of conditions 5, 7 and 8; and discharge of planning obligation 2.1 of the Second Schedule of the Section 106 legal agreement dated 6th March 2024, all pursuant to outline planning permission reference 22/03240/OUT.

The Clerk was to contact the planning officer and ask what are the changes to the planning application as this is clear amongst the 233 documents on the Planning Portal. The Clerk will notify the Parish Councillors, then a decision can be formulated via email.

9.4 26/00410/FUL Pear Tree, Bushey Ground, Minster Lovell

Construction of detached building for use as a holiday let together with associated works. (Retrospective).

COMMENT: The Parish Council object to this planning application because this is backland development and the construction and design of the dwelling is not fit for purpose, including not having any windows.

9.5 Meeting with Senior WODC Planning Officers and Elected Members – Cllr. Cooper proposed to approve the minutes of a meeting held on Wednesday 25th February 2026 with Senior Planners, WODC, regarding WODC's Spatial Area Consultation and Cllr. Eagstone seconded the proposal. All present at meeting were in favour and approved the minutes. Cllr Haley and Cllr Usherwood abstained as they were not present at the meeting. The Senior Planners prompted the Parish Council to write to them requesting traffic measures to be implemented on the western entrance to the Village from Burford before the new Redrow development, such as chicanes in the road, and copy the County Council into this request. Between now and the next Parish Council meeting to agree on the alignment of where the green buffer space should go to protect Witney joining up with Minster Lovell in relation to the designated public footpaths. This information was being included in the Neighbourhood Plan policies and needs to be in line with WODC's Local Plan.

9.6 Chair and Clerk's Meeting with Neighbouring Parishes – The Parish Council unanimously approved to bring a Working Group of local Parish Councils together to work jointly and collectively on local development and infrastructure issues which effect all the Parishes. Curbridge and Lew Parish Council are similar to Minster Lovell with a request to put in place a green buffer zone to protect the Villages. Cllr Haley agreed to draw up a Terms of Reference for the Working Group and arrange the next meeting date. The Council agreed the next meeting should be held in line with WODC's next published consultation of the Spatial Area Strategy and Local Plan. The Parish Council received and approved the minutes of the meeting held on Tuesday 10th March 2026 with Chairs and Clerk's to discuss a joined up response to WODC's Spatial Area Consultation.

9.7 West Oxfordshire Lowlands Movement and Place (MAP) Plan – Cllr. Sednoui updated the Parish Council on the Teams briefing held on Thursday 6th March 2026. Suggestions were being proposed to encourage people to walk, cycle or use public transport to their destinations. WODC will be holding a public consultation on Movement and Place from 27.3.2026. The Clerk to email the details of the Teams briefing to the Parish Councillors.

9.8 Proposed residential development on Land north of Burford Road, Witney – The Parish Council considered a letter received from Gladman Developments Ltd regarding proposed residential development on Land north of Burford Road in Curbridge Parish. The Parish Council unanimously agreed to invite Gladman Developments Ltd to a Parish Council meeting where they can update the Parish Councillors on their proposals. The Clerk will contact Gladmans providing dates of the next Parish Council meeting and write to Gladmans setting out the Parish Council's objection to the outline proposals.



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- 9.9 Decisions on recent planning applications:
- 25/03113/HHD 3, Ripley Avenue, Minster Lovell
Erection of single storey front extension and conversion of garage to create additional living space. – APPROVED ON 23.02.2026.
- 26/00112/HHD Lovell Croft, Burford Road, Minster Lovell
Conversion of existing garage and alterations to garage roof from pitched to flat along with the installation of solar panels. Erection of side extension to provide additional living space over two floors and new open front entrance porch, façade upgrades and installation of an air source heat pump. APPROVED ON 06.03.2026.
10. B4047 30 mph Vehicle Activated Speed Signs – The Clerk has emailed James Wright, OCC, for an update on the provision of 30mph vehicle activated speed signs for the Burford Road. The Clerk will follow this up.
11. Neighbourhood Plan
- 11.1 The Parish Council received a progress report on the Neighbourhood Plan prior to the meeting. A public meeting had been arranged for 30.5.2025 2.00pm – 5.30pm at St Kenelm's Hall to consult with the residents of the Village on the proposals and policies of the Neighbourhood Plan. Displays will be set up showing maps and explanations on the work being undertaken. Cllr Sednaoui will have a display on the Art Project proposals for the Village. A map will be provided asking residents/land owners if anyone has about half an acre for a graveyard to be located as there is a requirement for additional burial space in the Village. The public consultation will be advertised in the next edition of the Village News along with the request for a site for an additional burial ground in the Village.
12. Allotments
- 12.1 The Parish Council received the monthly Allotments report prior to the meeting. An allotment holder had asked permission to have a poly tunnel (3 x 3 m and approx. 2 m high) on their allotment. The Parish Council agreed to this request but stipulated that the poly tunnel must be no bigger than the size agreed.
13. Ripley Avenue:
- 13.1 The Parish Council received a monthly health and safety report undertaken by the Clerk which confirmed that the Play Park was in good condition and no work was required in addition that planned.
- 13.2 To receive an up-date on repairs to the damaged playpark – date to be confirmed due to waiting for parts to arrive. The Parish Council agreed to pursue getting quotations on the provision of CCTV at Ripley Avenue Play Area. This will be an agenda item for the next Parish Council meeting.
- 13.3 Cllr. Eaglestone updated the Parish Councillors on the options to fill in the goal mouths at Ripley Avenue Play Area after meeting with Mrs. Bicker. The Clerk had contacted a local person for a quote to install topsoil mixed with gravel to fill the dips in the goal mouth and lay turf on the top. The Council agreed to obtain a quote to fill in the dip to the enclosed play area at Ripley Avenue Play Area.
- 13.4 Fun Day held at Ripley Avenue Play Area in the school summer holiday. The Clerk was to liaise with Mrs. Bicker to check that she is still willing to organise a Fun Day at Ripley Avenue Play Area and to arrange a date and time. A risk assessment was to be carried out for the event. The Parish Council agreed to supply sweets and drinks for the day. The Clerk was to contact Adventure Plus to obtain a quotation for the provision of a climbing wall for the day.
14. Village Maintenance
- 14.1 To receive an update on laurels on the corner of the bridge in Old Minster Lovell. – Cllr Eaglestone notified the Parish Council that the County Council continue to pursue the issue of the laurels on the corner of the bridge in Old Minster Lovell.
15. Village News – The Parish Council approved the draft piece for the Village News with three additional insertions to include: - a) suggestions of a site in the Village for a graveyard, b) to include the next litter pick to be held on Saturday 9th May 2026 9.00am – 11.00am. To meet at the Methodist Church, Minster Lovell, with Coffee and cake at the Methodist Church after the litter pick. c) All dogs must be kept on leads whilst using Ripley Avenue Play Area. The Clerk was to provide a poster for the litter pick in the Village and display the posters in the Village noticeboards and on the Parish Council website.



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16. Web Accessibility Policy – The Parish Council received and unanimously approved a Web Accessibility Policy – Compliance needed for the AGAR form – Assertion 10.
17. Art Project – Cllr Sednaoui updated the Parish Council on the Art Project where she had approached one land owner asking if the Art Project could be installed on their land, but this hadn't been successful. The Art Project needed to be in a location to be visible for the community. The Parish Council agreed that the most sensible location would be outside The Spar Shop on the grass area. Mr. Kew's proposed plans were discussed at the meeting. Cllr Sednaoui will display Mr. Kew's proposed plans at the next Parish Council meeting and will meet with him before the next Parish Council Meeting to go through what is required. Cllr Sednaoui is in contact with a business to obtain a guidance price for the creation and installation of Mr. Kew's project. Cllr Sednaoui had been in contact with a company who made wooden seats which could be included in the Art Project. The Clerk had provided posters and had displayed them on the Village noticeboards and website. The same information on the poster was being inserted into the Parish Council's article for the next Village News. The proposed plans for the Art Project will also be on display at the Neighbourhood Plan consultation planned to be held on 30.5.2025. Following feedback from public consultation, the Council confirmed that the Art Project is a Council decision.
18. Re-organisation of Council's – To receive and approve consultation response on re-organisation of Council's. Dead-line to receive comments 17.3.2026.
'Minster Lovell Parish Council Supports the option for the 2 Council model because this give the population size to create a manageable administration area whilst being able to connect with and respond to the needs of local communities, which is important for residents and Parish Councils. It enables a size for effective two-way communication and a structure that has sufficient capacity to be responsive and build a relationship with Parish Councils to get things done at local level.' This statement was approved for submission.
19. Correspondence Received
- 19.1 Could the Parish Council list the Minster Lovell Flower & Produce Show on the list of Village services on the PC website. The Parish Council unanimously agreed to this request. The Clerk agreed to add this to the Parish Council website.
Minster Lovell Flower & Produce Show asked permission for the website to host a page for the Show Schedule and Entry Form which people could download and print themselves. The Parish Council unanimously approved this request. The Clerk agreed to add this to the home page of the website to make it easier for the public to find.
- 19.2 An email had been received from a resident notifying the Parish Council that dogs are being let off the leads at Ripley Avenue Play Park. This had been discussed under item 15 of these minutes and information added to the next issue of the Village News.
- 19.3 A resident has noted the three signs at the entrances to Minster Lovell have been repainted in recent years, and may need just a little touch up in places and had provided photos for the Councillors attention. The three signs leading to Old Minster Lovell are in a poor state. The resident stated that he would paint them free of charge but would need the paint to be paid for. The Sports and Social Committee had agreed to pay the cost of the paint which would be approximately £50.00. The Parish Council agreed for the refurbishment of the Village signs to be undertaken and thanked the resident for his kind gesture.
- 19.4 Mr. and Mrs. Ford have removed the poppy wreaths from the War Memorial and taken them to the recycling centre. They hoped the Parish Council would find out soon about funding for repairs to the War Memorial. The Clerk has received details that the War Memorial Trust are dealing with the Parish Council's grant application and should have an update within six weeks.

Minster Lovell experienced a three day water outage from Wednesday night. Thames Water, Cllr Liam Walker and our MP kept the Village updated, mostly through Social Media. The Parish Council have inserted a piece in the next Village News asking villagers to look out for neighbours and collect water for them in the event of similar occurrences. Thames Water Priority Register didn't operate during this incident.



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20. Finance

20.1 The Parish Council received updates on the monthly bank reconciliation for 28th February 2026 and noted balances on bank account:

Balance on savings account as at 28th February 2026 £12,357.09

Balance on current account as at 28th February 2026 £33,665.13

20.2 The Parish Council received the grass cutting quotations for 2026/27 prior to the Parish Council meeting. The Councillors went through the quotations and agreed to have the contract as a one year agreement this time. Cllr Cooper asked to meet the company who had provided the quotation to cover the entire contract to go through the areas and what the job entailed. The Parish Council agreed for Cllr Cooper to meet the contractor prior to making a final decision.

20.3 The Parish Council unanimously agreed to Scribe carrying out an annual health check on the accounts package at a cost of £79.00.

20.4 The Parish Council considered and unanimously approved the March payments due:

Spending powers	Payee	Invoice No	Details	Payment method	Net amount £	Total amount £
115	R. Hubber	PC52	Churchyard at St Kenelm's grass cutting contract	Online	200.00	200.00
106	V Oliveri	N/A	Clerk salary March 2026	Online	1172.17	1172.17
126	Bells Property Services	1343	Fit new wooden posts by the Spar shop.	Online	391.50	391.50
111	Cllr Usherwood	N/A	Reimburse cost of ink cartridges for Neighborhood Plan printing	Online	45.16	45.16
103	Multi-hands	1189	Cleaning bus shelters in February 2026	Online	50.00	50.00
125	Community First Oxfordshire	793	Neighbourhood Plan Support	Online	4850.00	5820.00

The meeting closed at 9.40 pm.