



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 20th April 2026 at 8.45pm 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. Paul Lees
Cllr. Suzanne Lees
Cllr. Laura Sednaoui
Cllr. Wendy Usherwood
Vanessa Oliveri, Parish Clerk
District Cllr. Liam Walker

10 members of public

Apologies for absence had been received from County Cllr. Nick Field-Johnson and District Cllr Paul Marsh as they had provided a report at the Annual Parish Meeting prior to the Parish Council meeting.

2. Declaration of interest in agenda items – None.

3. **Parishioner's public participation** – Brain Layt agreed to ask at Coffee & Chat on Wednesday morning if they knew of anyone in the Village who would need assistance in an emergency in the Village. The Clerk was to email Wendy Atkinson to provide the information that they would require. The Council noted that any information provided would solely be used if an emergency happened in the Village and the information would not be passed onto anyone else.

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

Cllr. Cooper proposed to approve the minutes of the Parish Council meeting held on 16th March 2026 and Cllr. Usherwood seconded the proposal. All present at the April meeting were in favour and approved the minutes unanimously.

5. **To receive a progress report on actions and review the action log.** – The Council noted that a lot of the items on the action log were on the agenda for the April meeting. Cllr. Cooper agreed to look into details of solar powered CCTV and prices to use at Ripley Avenue Play Park and bring the information to the next Parish Council meeting.

Gladman Developments Ltd had responded to the Clerk that they would prefer to hold a separate meeting with the Parish Councillors to go through proposed plans for development North of the B4047 near Witney. Councillors unanimously agreed not to hold a separate meeting and would ask Gladman Developments to attend a Parish Council meeting.

6. Co-option

The Councillors had received a written resume from the two applicants that had applied to be Co-opted onto the Parish Council. Both applicants stood in front of the Parish Councillors and provided a summary of why they would like to become a Parish Councillor.

Cllr. Sednaoui proposed Paul Lees to become a Parish Councillor. Cllr Eaglestone seconded the proposal. All Councillors present were in favour of the proposal. Paul Lees signed his, 'Declaration of Acceptance of Office,' and joined the Parish Councillors at the table.

Cllr. Cooper proposed Suzanne Lees to become a Parish Councillor. Cllr. Usherwood seconded the proposal. All Councillors present were in favour of the proposal. Suzanne Lees signed her, 'Declaration of Acceptance of Office,' and joined the Parish Councillors at the table.

7. **To receive an update from County Councillor Nick Field-Johnson** – not present but had read out his report at the Annual Parish meeting and had provided an electronic copy.



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8. **To receive an update from District Councillor Liam Walker.** – had provided a report at the Annual Parish meeting but added at this meeting that he attended WODC's planning meeting, and noted that there are going to be a lot of changes to planning, following new Government legislation to reform the National Planning System. It was noted that more duties would be passed to Parish Council's when re-organisation of the County Council and the District Council take place.
9. **To receive an update from District Councillor Paul Marsh.** – not present but had read out his report at the Annual Parish meeting.
10. **To review planning applications, decisions, and appeals***
Planning applications
 - 10.1 Ref: 26/00677/FUL Land Northeast of 5, Upper Crescent, Minster Lovell
Erection of single storey dwelling and associated works.
COMMENT: No objection or comments on the planning application.
 - 10.2 Ref: 26/00615/HHD 16, Upper Crescent, Minster Lovell
Erection of single storey front, side and rear extensions.
COMMENT: No objection or comment but request that the front elevation of the building does not come forward of the building line in any future application. The clerk was asked to write to WODC Senior Planners to ask them to ensure that the check-list of planning requirements is always met prior to consultation and that architectural plans are of a good quality.
 - 10.3 Ref: 26/00720/ADV Land South of Burford Road, Minster Lovell
Erection of a non illuminated sign (retrospective).
COMMENT: No comment.
 - 10.4 Gladman Developments Ltd – To receive an update from Gladman Developments Ltd regarding proposed residential development on Land north of Burford Road in Curbridge Parish. – The Clerk received a response to the Parish Council's invitation to attend the April Parish Council Meeting. As the plans are in the very early stages Gladman Developments Ltd would prefer to have a separate meeting with the Parish Councillors. This was discussed under Item 5: Action Log – the Parish Council agreed to discuss future plans with the developer at a Parish Council meeting.
 - 10.5 Decisions on recent planning applications: None to report.
Redrow – The Clerk was asked to contact WODC's Planning Officer dealing with the Redrow Development in the Village to request an up-date on all of the conditions applied to the planning application. Redrow had promised to send samples of materials to the Parish Council – the Clerk was asked to follow this up with Redrow.
11. **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 continue to progress this for a decision. The Clerk was to find out how to set up a Community Speed Watch Group and provide the information to Councillors so that progress can be made in establishing a Community Speed Watch Group. Cllr. Walker offered his support and it was noted that the Police should be contacted.
12. **Neighbourhood Plan**
 - 12.1 A progress report on the Neighbourhood Plan had been circulated to Parish Councillors prior to the Meeting and progress on the development of the Neighbourhood Plan was noted. A presentation of the Neighbourhood Plan has been arranged for Saturday 30th May 2026 at St Kenelm's Hall, 2.00 pm to 5.30 pm. This will be the second public consultation event that all Parishioners have been invited to. Valuable feedback from residents will be gathered at the consultation event to inform the next draft of the Plan.
 - 12.2 To receive and approve three letters and agree to send to landowners – Parish Councillors unanimously approved the three letters that set out information about the allocation of Green Spaces in the Village as part of the Neighbourhood Plan and approved for them to be sent to the relevant landowners.
 - 12.3 Councillors to define and agree the Green Buffer space required to protect the Village – The Parish Councillors unanimously agreed to extend the proposed Green Buffer Zone on the Eastern side of the Village to the Parish boundary. Cllr. Usherwood agreed to change this on the map and agreed to consult with Community First Oxfordshire on having a GAP policy.



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12.4 Councillors received and unanimously approved the draft version March 2026 of the Minster Lovell Neighbourhood Development Plan 2026 to 2043.

13. Litter Pick

13.1 The Parish Council confirmed the arrangements for the Village litter pick on Saturday 9th May 2026, 9am – 11am. Meeting point at the Methodist Church. Refreshments will be available at the Methodist Church Community Counts coffee and cake after the litter pick.

14. Allotments

14.1 The Councillors received the monthly Allotments up-date report and noted that the allotments were being well used and well maintained. The Council thanked Mrs. Ebsworth from B&E skips for providing the skip at the allotments.

15. Ripley Avenue:

15.1 To receive a monthly health and safety report. The Clerk was to ask John King if he could carry out the next recreation inspection. The Clerk was to ask Ubico to cut the brambles back at the far end of Ripley Avenue Play Area.

15.2 To receive an up-date on repairs to the damaged playpark and action taken. The necessary part is due to arrive at HAGS by the end of April and they will then schedule a couple of days in May to carry out the work. The clerk will progress to obtain a date as soon as possible.

15.3 To receive an update on the Fun Day to be held at Ripley Avenue Play Area in the school summer holiday. Mrs. Bicker and the Clerk agreed to confer to agree a date to hold the Fun Day on a Friday afternoon and confirm the requirements and arrangements. Once the date is agreed, the Clerk will book a climbing wall and bouncy castle from Adventure Plus.

16. Village Maintenance

Cllr. Eaglestone thanked Mr. Lindquist for cutting the overgrowth along the footpath on the Burford Road. This enables the contractors to cut further back which provides a wider strip along the footpath.

The area around the Village Notice Board in the Lower Village needs to be strimmed as it is surrounded by long grass and tall weeds. Cllr. Cooper agreed to enquire into moving the notice board to the entrance of Wash Meadow, rather than being located back from the wall where there is not good visibility from the road for Parishioners.

17. **Art Project** – Cllr Sednaoui had met with Mr. Kew to discuss his proposed design for the art project. One other person had approached Cllr. Sednaoui showing interest in providing a design. The designs will be displayed at the public meeting arranged for Saturday 30th May 2026 (agenda item 12.1). Graham Kew agreed to put his plans together for the public meeting.

18. **War Memorial** – To receive an update on the War Memorial grant application. The War Memorial Trust has agreed that our project meets the requirements for grant funding. The clerk now needs to consult with the planning department to check if any planning consent is required to undertake the repair work.

19. **Emergency Plan** – To agree to update the Emergency Plan with contact details of residents in the Parish who would require assistance in an Emergency. Cllr. S. Lees agreed to review the Emergency Plan and bring an updated version to the May Parish Council meeting for approval.

20. Correspondence Received

20.1 Email received – The leaders of the Beavers would like to get the Beavers out on a litter pick around Minster Lovell and wondered if the Parish Council had any litter picking equipment that they could borrow. They are looking to possibly do the litter pick in Ripley Avenue play area on 5th May 2026. The Clerk agreed to forward the email to Cllr. Usherwood to make arrangements to collect the Council's litter pick equipment.



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21. Finance

21.1 The Parish Council received updates on the monthly bank reconciliation for 31st March 2026 and noted balances on bank account:

Balance on savings account as at 31st March 2026 £ 4,671.26

Balance on current account as at 31st March 2026 £33,838.76

21.2 The Council received and approved to appoint Ubico as the grass cutting contractor for 2026 to 29 (3 year contract).

21.3 The Council noted receipt of the precept payment of £40,000.00 (first instalment) from WODC on 9th April 2026.

21.4 The Council considered and unanimously approved the April payments due:

Spending powers	Payee	Invoice No	Details	Payment method	Net amount £	Total amount £
115	R. Hubber	PC01	Churchyard at St Kenelm's grass cutting contract	Online	300.00	300.00
106	V Oliveri	N/A	Clerk salary April 2026	Online	private	private
102	TP Jones	TPJ/P2214	Payroll preparation Jan – March 2026	Online	52.83	63.40
134	Minster Lovell Flower & Produce	N/A	Section 137 payment	Online	250.00	250.00
134	Coffee & Chat	N/A	Section 137 payment	Online	500.00	500.00
134	Trustees of Wash Meadow	N/A	Section 137 payment	Online	1250.00	1250.00
134	Community Counts	N/A	Section 137 payment	Online	900.00	900.00
134	Minster Lovell Playing Field Trust	N/A	Section 137 payment	Online	500.00	500.00
134	Minster Lovell Museum	N/A	Section 137 payment	Online	250.00	250.00
134	Paul Woodley – Fishing Bailiff	N/A	Grant awarded	Online	75.00	75.00
110	Mr Warner	N/A	Plants for the War Memorial	Online	50.00	50.00
143	WODC	33671995	Emptying of litter/dog bins from 1/4/2026 to 30/9/2026	Online	2829.06	3394.87
143	Ubico	60078945	To remove graffiti from bus shelter	Online	160.00	192.00

The meeting closed at 10.20 pm.