



## MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

Parish Clerk: Vanessa Oliveri

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10<sup>th</sup> February 2026

### To: All Members of Minster Lovell Parish Council

You are hereby summoned to a meeting of the Parish Council on **Monday 16<sup>th</sup> February 2026 at 7.00pm** at St Kenelm's Hall, Brize Norton Road, Minster Lovell, for the transaction of the business stated below.

The Public and Press are invited to attend.

### The Agenda is as follows:

1. Welcome/Members present and apologies for absence
2. Declaration of interest in agenda items
3. Parishioner's public participation (for questions and comments on agenda items)
4. To receive and approve the minutes of the Parish Council Meeting dated 19<sup>th</sup> January 2026
5. To receive a progress report on actions and review the action log.
6. To receive an update from County Councillor Nick Field-Johnson.
7. To receive an update from District Councillor Liam Walker.
8. To receive an update from District Councillor Paul Marsh.
9. To review planning applications, decisions, and appeals\*  
Planning applications
  - 9.1 26/00066/RES Land South of Burford Rad, Minster Lovell  
Approval of reserved matters (appearance, landscaping, layout and scale) for the erection of 7 Custom Build residential dwellings with associated landscaping, and ancillary infrastructure; all pursuant to outline planning permission reference APP/D3125/W/23/3331279 (22/03240/OUT).
  - 9.2 26/00112/HHD Lovell Croft, Burford Road, Minster Lovell  
Removal of existing conservatory and rear porch. 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.
  - 9.3 26/00119/FUL 49, Brize Norton Road, Minster Lovell  
Change of use of existing first floor office to general storage.
  - 9.4 26/00024/HHD Cot Farm, School Lane, Little Minster, Minster Lovell  
Erection of a replacement detached garage and associated works.
  - 9.5 Meeting with Senior WODC Planning Officers and Elected Members – date and agenda
  - 9.6 Chair and Clerk's Meeting with Neighbouring Parishes – date and agenda
  - 9.7 Decisions on recent planning applications:  
**Ref. No: 25/02823/HHD – Cherry Tree Cottage, 11, Upper Crescent, Minster Lovell**  
Reconstruction of existing outbuildings to create self-contained annexe, demolition of existing outbuildings, and associated works. **APPROVED ON 23.01.2026.**  
**Ref. No: 25/03114/CND – Land South of Burford Road, Minster Lovell**  
Discharge of conditions 9 (Construction Environment Management Plan), 10 (Ecological Design Strategy) and 11 (Biodiversity and Monitoring Plan) of planning permission 22/03240/OUT. **APPROVED ON 27.01.2026.**  
**Ref. No: 25/02604/HHD River Rock, Old Minster Lovell**  
Erection of a two storey outbuilding comprising garages and home office space, and demolition of existing two storey outbuilding. **APPROVED ON 06.02.2026.**

10. To receive a progress report on Section 106 applications
  - 10.1 Wash Meadow
  - 10.2 St. Kenelm's Hall
11. B4047 30 mph Vehicle Activated Speed Signs
12. Neighbourhood Plan
  - 12.1 To receive a progress report on the Neighbourhood Plan.
13. Allotments
  - 13.1 To receive the monthly Allotments up-date report.
14. Ripley Avenue:
  - 14.1 To receive a monthly health and safety report.
  - 14.2 To receive an up-date on repairs to the damaged playpark and action taken.
  - 14.3 Response to Ripley Avenue Maintenance from UBICO
  - 14.4 To receive the annual recreation inspection reports for Ripley Avenue play area and the St Kenelm Village Hall play area. To note points raised and agree actions required.
15. Village Maintenance
  - 15.1 To receive an update on laurels on corner of bridge in Old Minster Lovell.
16. Re-appointment of Trustee to Minster Lovell Village Trust.
17. Correspondence Received
  - 17.1 Email received noting concerns that the path at Ripley Avenue completed by Bovis/Vistry Homes is completely impassable and that the surface used is not satisfactory in the frost and rain.
  - 17.2 Email received in relation to the bus stop near the flyover in the village requesting better lighting, a shelter or a pathway to the bus stop and noting that it particularly dangerous for children who use the bus stop regularly. The Clerk has passed this email onto Oxfordshire County Council and County Cllr. Nick Field-Johnson to follow up.
18. Finance
  - 18.1 To receive updates on the monthly bank reconciliation for 31<sup>st</sup> January 2026 and note balances on bank account:
    - Balance on savings account as at 31st January 2026 £17,434.73
    - Balance on current account as at 31<sup>st</sup> January 2026 £33,665.13
  - 18.2 To receive and consider three grass cutting quotations.
  - 18.3 To consider and approve the February payments due:

Spending powers	Payee	Invoice No	Details	Payment method	Net amount £	Total amount £
115	R. Hubber	PC51	Churchyard at St Kenelm's grass cutting contract	Online	300.00	300.00
106	V Oliveri	N/A	Clerk salary February 2026	Online	private	private
126	The Play Inspection Company	83938	To carry out annual inspection for Ripley Avenue Play Area and St. Kenelm's play area.	Online	185.00	222.00
134	The Village News	375	Issue 186 Village News Jan/Feb/March	Online	90.00	90.00
115	Ubico	60078032	Annual laurel hedge maintenance	Online	2679.23	3215.08

\*Listed planning applications and financial entries are those received by the Clerk in advance of drafting the meeting agenda. The Council will review all applications received and financial transactions up to the date of the meeting.

Signature Clerk: *V. Oliveri*

**Public Speaking Policy.** Minster Lovell Parish Council recognise that communication with parishioners is valuable when making informed decisions and a Parishioner's Public Participation section is made available at the beginning of Council meetings for this purpose.

- Public speaking will be allowed on any agenda item by parishioners of Minster Lovell, at the Parishioner's Public Participation section only. Thereafter public speaking is not permitted.
- After introducing themselves, Parishioners are permitted to speak for 3 minutes on Planning Applications and decisions and a further 3 minutes on other agenda items. The time must be strictly adhered to and speakers are encouraged to practice their presentation in order to use the time constructively.
- Speakers should clearly outline their views concerning the agenda item and representations should be confined to spoken comments.
- Councillors, through the Chairman, can seek clarification only of points made by the speakers.
- Comments of a personal, slanderous, defamatory or otherwise offensive or abusive nature will not be tolerated
- continue to speak.