



## MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

**Parish Clerk: Vanessa Oliveri**

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### Minutes of the Parish Council Meeting held on Monday 16<sup>th</sup> February 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

3 members of the public

Apologies for absence had been received from County Cllr. Nick Field-Johnson.

2. **Declaration of interest in agenda items** – Cllr. Eaglestone declared an interest in planning application 26/00112/HHD Lovell Croft, Burford Road, as the applicant was a neighbour on the opposite side of the road.
3. **Parishioner's public participation** – A resident was disappointed that the Ripley Avenue recreation equipment and surfacing hadn't been repaired yet. This was agenda item 14.2 for update. Mrs. Bicker asked if the Council would run a Fun Day event for children at Ripley Avenue Play Park like it had done in the past. The Parish Council agreed that this should be an agenda item for the March Parish Council meeting to discuss having the event in the school summer holiday period. Cllr. Haley suggested the Neighbourhood Plan Committee members could consult with families at the event about the Neighbourhood Plan for Minster Lovell. The Parish Councillors agreed for Cllr. Eaglestone and Mrs. Bicker to meet to discuss the options of repairing the goal mouths at Ripley Avenue Play Park.
4. **Minutes of the Parish Council Meeting dated 19<sup>th</sup> January 2026**  
Cllr. Sednaoui proposed to approve the minutes of the Parish Council meeting held on 19<sup>th</sup> January 2026 and Cllr. Usherwood seconded the proposal. All present at the January meeting were in favour and approved the minutes. Cllr. Haley abstained due to absence from the January meeting.
5. **Action Plan**  
The Clerk updated the Parish Council on the actions taken since the last meeting. An updated action plan had been circulated prior to the meeting and is on the Parish Council website. The Clerk was to circulate the email received from the owners of River Rock to the Parish Councillors. Cllr. Eaglestone updated the Councillors on the laurels at the corner of the bridge in Old Minster Lovell – OCC had written to the owners of River Rock and the seven days' notice was due to expire. OCC could then appoint a contractor to cut the laurels back and forward an invoice to the owners. At point 19.2 & 19.3 on the action log, The Parish Council agreed unanimously to take no further action regarding a tree cut back by the Parish Council's contractor because the tree will re-grow quite quickly.
6. **To receive an update from County Councillor Nick Field-Johnson** – Cllr. Nick Field-Johnson had sent apologies for not attending the Parish Council meeting but had submitted a report. Cllr. Haley read out the report at the meeting which included an update on installation of a footpath over Burford Bridge and that OCC have agreed and approved their budget for 2026/27. OCC have spent over £16,000 on employing teams to remove the flags being flown on our roundabouts and street lighting. A copy of Cllr. Nick Field-Johnson's report is on the Parish Council's website.

7. **To receive an update from District Councillor Liam Walker** – Cllr. Walker reported on plans to include development of 1500/2000 homes to the North of Carterton right up to the A40 close to Minster Lovell. The proposed development is called Foxbury Garden Community and would include putting in a new roundabout on the A40 between Minster Lovell and Asthall Barrow. A public consultation event has been held and the developers plan to submit a planning application towards the end of 2026. The consultation on the re-organisation of Oxfordshire's administrative boundaries under Local Government Re-organisation is available online, the deadline to receive comments had been set for 16.3.2026. This will be an agenda item for the March Parish Council meeting. Cllr. Haley and the Clerk were to draw up a draft response prior to the March PC meeting and circulate to all Parish Councillors for comments.
8. **To receive an update from District Councillor Paul Marsh** – Not present at the meeting.
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).  
**COMMENT:** The Parish Council strongly objected to this planning application for the same reasons as previously commented and submitted.
- 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.  
**COMMENT:** The Parish Council object to this planning application because of the size and scale and over development of the site. The dormer windows are large and will have an impact on the surrounding street scene and neighbouring properties.
- 9.3 26/00119/FUL 49, Brize Norton Road, Minster Lovell  
 Change of use of existing first floor office to general storage.  
**COMMENT:** No comment.
- 9.4 26/00024/HHD Cot Farm, School Lane, Little Minster, Minster Lovell  
 Erection of a replacement detached garage and associated works.  
**COMMENT:** No comment..
- 9.5 Meeting with Senior WODC Planning Officers and Elected Members – The date is being confirmed with Planning Officer's and will be circulated to Councillors on Tuesday 17<sup>th</sup> February.
- 9.6 Chair and Clerk's Meeting with Neighbouring Parishes – The date to be confirmed with surrounding Parish Chairman and Clerk's as soon as possible.
- 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 – The Clerk confirmed that the Section 106 money, £9,357.80 has been paid into the Parish Council's bank account.
- 10.2 St. Kenelm's Hall – The Clerk has started to complete the Section 106 form. The Clerk to circulate the part completed Section 106 form to Parish Councillors so that they can add additional information where required. Cllr. Cooper had contacted the company who had previously valued the Minster Lovell Playing Field Trust land to the rear of St Kenelm's Hall and had agreed that the value remained at £65,000 and the offer for St. Kenelm's Hall was 85,000. To purchase the whole site would therefore cost £150,000. The Clerk was to email Jack Straw to check progress on conversations with the Charity Commission about their approval of the sale of the land to the rear of St. Kenelm's Hall. .
11. **B4047 30 mph Vehicle Activated Speed Signs** – James Wright, OCC, has copied the Clerk into an email dated 11.2.2026 where he is following up some redundant vehicle activated speed signs with OCC officers.



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### 12. Neighbourhood Plan

12.1 To receive a progress report on the Neighbourhood Plan (NP). The minutes of the NP meeting held on 13.2.2026 had been circulated prior to the meeting. The requirement for potential policies were discussed including having a settlement boundary around the existing built-up village and proposed green buffer zones – from the settlement boundary edge to the edge of the Parish Boundary. The policies to be included were anti-coalescence policy, no joining up with Witney, local green spaces and a Gap policy (Gap between the settlement boundary and the Parish Boundary). Councillors reviewed a map of the proposed settlement boundary and green buffer zone. Councillors agreed the green buffer zone and settlement boundaries except for the settlement boundary on the western side of the Charterville allotments where the boundary needs to be extended westwards to include all of the Chartist backlands. Cllr. Usherwood will confirm this back to Community First Oxfordshire for inclusion in the draft policies.

### 13. Allotments

13.1 To receive the monthly Allotments up-date report. The allotment report had been circulated prior to the meeting. The report included that all allotment plots are let and are all being cultivated and being cleared for the new season. The water had been turned off for the winter period. The Clerk had notified Castle Water of the water metre reading. A notice will be put on the wood chippings that have been dumped outside of the gate for anyone to take them.

### 14. Ripley Avenue:

- 14.1 To receive a monthly health and safety report. The Clerk agreed to carry out a recreation inspection by Friday 27<sup>th</sup> February in the absence of John King.
- 14.2 To receive an up-date on repairs to the damaged playpark and action taken. Repairs will be undertaken in approximately one week, weather permitting.
- 14.3 Response to Ripley Avenue Maintenance from UBICO – Ubico apologised for the tree being cut back at Ripley Avenue Play Park and has stated that this type of tree will benefit from being cut back and will grow back quite quick. The Parish Council will take no further action.
- 14.4 The Parish Council received and reviewed the annual recreation inspection reports for Ripley Avenue Play Area. The Clerk to obtain a quotation to fill the dip to the entrance of the enclosed play area with compressed rubber. The Minster Lovell Village Trust play area report was to be forwarded onto John King and Wendy Atkinson.

### 15. Village Maintenance

To receive an update on laurels on corner of bridge in Old Minster Lovell. Discussed under Action Log – Item 5.

16. **Re-appointment of Trustee to Minster Lovell Village Trust.** – The Parish Council unanimously agreed to re-appoint Anne Ford as Trustee to Minster Lovell Village Trust for a period of 4 years. Anne Ford was present at the meeting and explained what the Minster Lovell Village Trust do as a Trust. The Clerk to notify the Minster Lovell Village Trust Chairperson of the re-appointment of Anne Ford.

### 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. The Parish Council agreed that no action was to be taken as the path will dry up and the water does soak away. The Clerk to respond to the resident with the Parish Council's decision.
- 17.2 Email received in relation to the bus stop near the A40 flyover in the Village requesting better lighting, a shelter or a pathway to the bus stop and noting that it is 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. Cllr. Walker agreed to follow this situation up too.
- 17.3 An invitation has been received from OCC to attend a Teams briefing on Thursday 6<sup>th</sup> March between 1400-1500, where OCC will present the West Oxfordshire Lowlands Movement and Place (MAP) Plan. Cllr. Sednaoui and the Clerk agreed to attend.

This session will outline how the MAP Plan aligns with our healthy place shaping policies and approach, alongside the Local Transport Connectivity Plan. While no input is requested during the presentation itself, we will invite feedback via a short form that will be provided at the end of the briefing and will have time for a Q&A at the end of the presentation. This will be the second of three briefings to inform councillors from relevant districts, towns, and parishes, as well as key stakeholders, ahead of a public consultation, which is currently anticipated for May. If you are unable to attend, a recording will be made available.

Relevant material will be issued by the end of next week, namely:

- 1) West Oxfordshire Lowlands Movement and Place Plan - Engagement Pack
- 2) West Oxfordshire Lowlands Movement and Place Plan
- 3) West Oxfordshire Lowlands Movement and Place Plan - Policy Map
- 4) West Oxfordshire Lowlands Movement and Place Plan - Delivery Plan

17.4 A resident has offered her services to help with dog mess in the Village by spraying the dog mess with paint. The Clerk has responded and thanked her for her kind offer but the Parish Council have unanimously agreed to not use spray paint on dog mess in the Village.

## 18. Finance

18.1 The Parish Council received updates on the monthly bank reconciliation for 31<sup>st</sup> January 2026 and noted balances on the bank accounts:

Balance on savings account as at 31<sup>st</sup> 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. – Two grass cutting contract quotations had been received. The Parish Councillors agreed to take this as an agenda item for the March Parish Council meeting because more information was required on the grass cutting areas in the village before making a final decision.

18.3 The Parish Council considered and unanimously approved 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
142	St Kenelms Hall	MLVH-2026-12	Hire of hall for January Parish Council meeting.	Online	43.75	43.75

The meeting closed at 8.55pm.