



## 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 19<sup>th</sup> January 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. Christine Eaglestone, Deputy Chairman
- Cllr. Andrew Cooper
- Cllr. Laura Sednaoui
- Cllr. Wendy Usherwood
- Vanessa Oliveri, Parish Clerk
- County Cllr. Nick Field-Johnson
- District Cllr. Liam Walker
- District Cllr. Paul Marsh

1 member of the public

Apologies for absence had been received from Cllr. David Haley.

#### 2. **Declaration of interest in agenda items** – None.

#### 3. **Parishioner's public participation** – It was noted that the removal of vegetation on the eastern bank of the road to clear and reinstate the footpath leading to Old Minster Lovell. This was being undertaken by a group of volunteers. A tree had come down on the side of the road as you come from Old Minster half way up the hill, where the steps come down to the road. This has been moved out of the way to join the other 30 foot trunk already there. The Clerk was to notify OCC of this. Travellers had arrived at Minster Lovell. The Clerk had reported this to the Travellers Team at OCC who had issued a notice to move on, and had also notified the police.

#### 4. **Minutes of the Parish Council Meeting dated 15<sup>th</sup> December 2025**

Cllr. Cooper proposed to approve the minutes of the Parish Council meeting held on 15<sup>th</sup> December 2025. Cllr. Eaglestone seconded the proposal and it was unanimously approved.

#### 5. **Action Plan**

The Clerk updated the Parish Council on the actions taken since the last meeting which aren't on the agenda:

5.1 The Clerk has emailed the Environmental Agency on 9.1.2026 asking for a follow up on the issue with the fallen trees in the river from River Rock. The Chairman of the Parish Council has hand delivered a letter to the owners of River Rock on 10.1.2026.

5.7 The Clerk has obtained the contact details from Cllr. Liam Walker to discuss the redundant CCTV.

7 The Clerk has sent a letter to WODC on 7.1.2026 strongly objecting to the proposal of developing part of Marriotts car park at Witney.

7 The Clerk emailed OCC on 9.1.2026 strongly supporting the proposed Public Spaces Protection Order.

17.3 The Clerk had emailed the resident confirming that the Parish Council had agreed for him to get a group of volunteers to clear the footpath from the B4047 (Burford Road) to Old Minster. The Clerk had displayed notices in the Village noticeboards asking for volunteers. The Clerk contacted OCC to pass this request onto them, who had confirmed that they were very happy for volunteers to carry out such works like this but must wear hi-vis jackets and take safety precaution measures where required. Cllr. D. Haley had suggested the person contact Cllr. Usherwood to obtain the Parish Council's litter pickers and hi-vis jackets.

The Council agreed rather than having a monthly action plan arising from the last Parish Council meeting, it would be better to have a rolling action plan so actions not completed do not get forgotten.

6. **To receive an update from County Councillor Nick Field-Johnson** – Cllr. Nick Field-Johnson reported that OCC's Traveller Team had been out to site and had issued a notice to the travellers. The police had also been contacted and were working on getting the travellers moved on. OCC had been out marking pot holes prior to being filled on Downs Road, Minster Lovell. Cllr. Walker reported that this process was being undertaken prior to resurfacing this piece of road. OCC had been removing flags from roundabouts. Discussion followed on putting the thousands of pounds to better use. OCC were still going ahead with their elections in 2026. OCC's budget was about to be agreed.
7. **To receive an update from District Councillor Liam Walker** – Cllr. Liam Walker notified the Council that WODC's Executive last year had agreed to go ahead with developing car parks in the district because WODC own the car parks. Any changes to the car parks in the district would need to have planning applications submitted. County Cllr. Nick Field-Johnson noted that over the last four years there had been discussion about a slip road from the Carterton junction onto the Burford Road. OCC had reported that there were no funds for this project at present.
8. **To receive an update from District Councillor Paul Marsh** – Cllr. Paul Marsh notified the Parish Council that WODC were looking into changing the time limits at Marriotts car park if any developments took place on the car park. By changing the time limits this would be more accommodating to staff working in the hospital etc., WODC have been setting their budget and they now know how much they are going to get for the next three years. The consultation taking place on Oxfordshire's fire service had been extended.
9. **To review planning applications, decisions, and appeals\***
  - Planning applications
  - 9.1 25/03113/HHD 3, Ripley Avenue, Minster Lovell  
Erection of single storey front extension and conversion of garage to create additional living space.  
COMMENT: No objection.
  - 9.2 Meeting with Senior WODC Planning Officers and Elected Members – date to be confirmed – a draft agenda has been drawn up.
  - 9.3 Chair and Clerk's Meeting with Neighbouring Parishes  
The Clerk was contacting the neighbouring parishes to arrange a meeting with the Chair and Clerk's to discuss the spatial consultation and future development of the area. Date to be confirmed.
  - 9.4 Decisions on recent planning applications:  
**Ref. No: 25/02516/HHD – 14, Ripley Avenue, Minster Lovell**  
Erection of two storey side extension, erection of first floor extension over existing garage with conversion of garage to additional living space, with associated works. **APPROVED ON 18.12.2025.**
10. **To receive a progress report on Section 106 applications**
  - 10.1 **Wash Meadow** – WODC have confirmed that a full grant request has been successful and will be paid into the Parish Council's bank within the next few weeks
  - 10.2 **St. Kenelm's Hall** – A progress report had been obtained from John King who had indicated that the PCC would need to purchase the two small pieces of land which the kitchen and the toilets were situated on. This would enable the PCC to have a full title deed on St. Kenelm's Hall before the Parish Council could purchase it.  
Minster Lovell Playing Field Trust is arranging for a land valuation including the footprint pieces of land under the hall extensions to provide a market value. Minster Lovell Playing Field Trust have already canvassed for opinions from the residents as to the transfer of the 4 small pieces of land to the PCC and this resulted in 51 agreeing and 1 not. Parish Council to ask for valuation in parts, not as a whole to show the value of the areas under rooms requiring transfer of ownership.
  - 10.3 **Art Project** – Graham Kew had emailed the Parish Council stating that for unforeseen circumstances he had been unable to get any quotes prior to Christmas, and the Village News would be distributed two weeks later than normal. He was back on the project now and the company who do the manufacturing are eagerly awaiting the design in more detail. Cllr. Sednaoui reported that she had further ideas in addition to Graham Kew's design and would update the Parish Council at the March Parish Council meeting.
11. **B4047 30 mph Vehicle Activated Speed Signs** – The Clerk emailed James Wright, OCC and asked if he had got any further if the redundant 30mph signs they have, could be used at Minster Lovell, on the B4047. James Wright will notify the Clerk of any progress on this.
12. **Neighbourhood Plan**  
To receive an update on the Neighbourhood Plan -There is no update since the December report - awaiting Community First Oxfordshire to write up their pieces for the Parish Council as they have promised to do. Date of next meeting will be arranged as soon as community First Oxfordshire have completed their work.  
**02/2026**



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### 13. Allotments

13.1 To receive the monthly Allotments up-date report.

Water has been turned off at the mains. Meter reading is 00746. Allotment holders can still access water from the water troughs but the taps won't work until they are turned back on again.

Where the big pile of chippings have been dumped, it is on top of the water meter. The Clerk was to create a sign and email it to Cllr. Eaglestone, who will print, laminate it and put the sign next to the pile of chippings. The sign was to read, 'Please help yourself to these wood chippings'.

### 14. Ripley Avenue:

14.1 To receive a monthly health and safety report.

Recreation Inspection undertaken by the Clerk on 17.1.2026

Entrances to recreation area all good. Could do with rubber area leading into the entrance of the enclosed area.

No evidence of damage to the recreation equipment apart from vandalised pieces.

All chains and shackles were in good order No rubbish left on site. The play equipment was being well used whilst inspection undertaken. Football posts were in good order.

The Clerk was to email Sue Bicker and ask when her husband will fill the goal ends with top soil. Cllr. Usherwood reported that she had spoken to the Play Inspection Company who were undertaking their annual recreation inspection. A full report will be with the Parish Council shortly. It was noted that there was a small entrapment hole on the climbing frame. Cllr. Usherwood and Cllr. Sednaoui would have a look and fill the hole with silicone sealant.

14.2 To receive an up-date on repairs to the damaged playpark and action taken. – Date to be confirmed.

14.3 Trees/hedge adjacent to pedestrian footpath in Ripley Avenue. A request had been received from a resident to trim the hedge right back and remove one tree as the tree roots are causing the footpath to lift. Cllr. Cooper and the Clerk had met two residents on site before Christmas to assess the situation. The Clerk had obtained a quotation prior to the Parish Council meeting for the Councillors to assess what step to take. Quote received for the hedge cutting at a cost of £530 + VAT. Ubico are unable to remove the tree as this will require an arborist due to its size. They have requested a quote from an arborist company but they cannot make a site visit till later this week.

The Parish Councillors considered this request and unanimously agreed that due to the tree and the hedge not being on their land they could not pay for the removal of the tree and the hedge to be cut back. The resident at the site meeting in December had confirmed that the hedge and the tree had been planted by a previous resident.

### 15. Village Maintenance - It was agreed to have this as a constant agenda item.

15.1 Lots of ivy down from tree to left of bus shelter on Burford Road. A resident at the meeting agreed to remove the ivy from the tree.

15.2 Bus shelter graffiti and rubbish. The graffiti quote was to be discussed under 20.4 on the agenda. The Councillors noted that the White Hart remove the litter from the bus shelter and a letter of thanks is normally sent annually from the Parish Council.

15.3 It was noted that a letter had been sent to a resident asking for them to remove their ivy, and tree trunk from verge on corner of School Hill. Dundon House.

15.4 To receive an update on laurels on corner of bridge. Cllr. Eaglestone reported that the owners of River Rock were now on a seven day letter from OCC. If the laurels hadn't been cut back within this time period then OCC will appoint a contractor to cut the laurels back and send the invoice to the owners of River Rock.

16. **Staffing** – The Parish Council received and noted the Clerk's appraisal undertaken on 6<sup>th</sup> December 2025.

17. **Parish Council Annual Diary** – The Council received the Parish Council Annual Diary which included the Policy Schedule for Policy approval. The Clerk agreed to add the date of the grass cutting contract into the Parish Council Annual Diary.

## 18. Grass Cutting Contract

- 18.1 The Council noted the three-year grass cutting contract was due to expire on 31.03.2026.  
18.2 The Parish Council agreed to advertise the grass cutting contract. The Clerk was to check if it was all one contract prior to advertising.

## 19. Correspondence Received

- 19.1 An enquiry had been received if the Parish Council knew who owned the field just behind the Minster Lovell Hall & Dovecote, as they would like to see if they could have a wedding in the field and have a marquee. The Parish Council noted this request and thought that the piece of land belonged to somebody who doesn't live in the Village but do not have a contact for them.  
19.2 A complaint had been received from a resident stating that excessive hedge and tree cutting at Ripley Avenue playing field had taken place.  
19.3 The contractor had apologised for the tree being cut back severely but had stated that this type of tree thrives from being cut back so much and will grow back in a shorter bushier type which will provide good coverage in this area. The hedge has been cut back has requested and is part of the Parish Council's contract. The Clerk was to write to the resident with the Parish Council's response.  
19.4 A request for a Section 137 grant form has been received from St Kenelm's School. The Parish Council noted that this was a late request and asked the Clerk to contact the school and ask if there was a particular reason for the late request, and what would the request be for?

## 20. Finance

- 20.1 The Parish Council received updates on the monthly bank reconciliation for 31<sup>st</sup> December 2025 and note balances on bank account:  
Balance on savings account as at 31st December 2025 £10,195.85  
Balance on current account as at 31<sup>st</sup> December 2025 £33,665.13  
20.2 The Parish Council received three internal auditors quotations.  
Quote A £300.00      Quote B £325.00      Quote C £250.00  
Cllr. Sednaoui proposed to approve quotation C. Cllr. Usherwood seconded the proposal and it was unanimously approved.  
20.3 The Parish Council received a quotation from Bells Property Services to install new wooden posts on the grass verge by The Spar at a cost of £391.50. This was due to a car running into them over the Christmas period. Cllr. Cooper proposed to approve the quotation of £391.50. Cllr. Eaglestone seconded the proposal and it was unanimously approved. The Parish Council would pay for the cost of the repair and pass the quotation onto the police to forward onto the person concerned to pay the Parish Council back  
20.4 The Parish Council received a quotation from Ubico to remove the graffiti from the bus shelter opposite The White Hart at a cost of £160.00 plus VAT. Cllr. Usherwood proposed to approve the quotation received. Cllr. Eaglestone seconded the proposal and it was unanimously approved. Cllr. Cooper reported that he had taken a look at the internal roof of the bus shelter opposite The White Hart as requested at the last Parish Council meeting. Cllr. Cooper reported that a quotation was required to install some exterior ply over the existing boarding. The Clerk was to contact Bells Property Services to obtain a quotation. This work was to be carried out in the next financial year.  
20.5 The Parish Council considered and unanimously approved the January payments due apart from the Ubico invoice. The Clerk was to check the contracted amount before approving the payment. The invoice will be presented at the February Parish Council meeting:

Spending powers	Payee	Invoice No	Details	Payment method	Net amount £	Total amount £
115	R. Hubber	PC50	Grass cutting at the Cemetery	Online	300.00	300.00
106	V Oliveri	N/A	Clerk salary January 2026	Online	private	private
142	ML Methodist Church	-	Hire of Minster Methodist Church Hall for Budget Setting Meeting and Staff Appraisal	Online	42.25	42.25
102	TP Jones	TPJ/P2159	Payroll preparation Oct – Dec 2025	Online	52.83	63.40
103	Multi-hands	01162	Bus shelter cleaning – December 2025	Online	50.00	50.00
115	Ubico	60078032	Annual laurel hedge maintenance	Online	2679.23	3215.08

The meeting finished at 9.26pm.