

**December
2025 PC
meeting**

5.3	Cllr Eaglestone and the Clerk to arrange to meet at the Scout Hut to assess the belongings of the Parish Council and to decide upon action required.	Meeting to be arranged at Scout Hut.	Awaiting a date.
January 2026 PC meeting			
6		Cllr Nick Field-Johnson had agreed to follow this up.	OCC had notified the PC that a notice had been presented to the travellers requesting them to move on within a time scale. Date to be moved on by is 23.2.2026.
11	OCC and the police had been notified of travellers in the Village. B4047 30 mph vehicle activated speed signs – can Minster Lovell have some redundant 30 mph vehicle activated speed signs.	James Wright, OCC had agreed to look into this and get back to the Clerk with an update.	The Clerk emailed James Wright on 10.2.2026 to ask if he had an update.
February 2026 PC meeting			
5	The football goal mouths were to be filled in with top soil at Ripley Avenue Play Park. A resident had submitted a complaint regarding excessive hedge cutting and cutting a tree back.	The Clerk to contact Sue Bicker to ask her husband to carry out this agreed work. The Parish Council agreed that the contractor had carried out the hedge cutting as per their contract. The contractor had responded that the tree had been cut back quite a lot but explained that this type of tree would grow back quite quickly.	Cllr. Eaglestone and Sue Bicker to meet to discuss options to fill in the goal mouths at Ripley Avenue Play Area. The Clerk to respond to the resident that the Parish Council agreed that the tree would grow back quite quickly and would not be taking any further action.
19.4	A late request for Section 137 grant funding had been requested.	The Parish Council agreed for the Clerk to contact the grant applicant and ask if there was a reason for late application and what would the grant application be for.	The Clerk emailed the applicant on 9/2/2026 to enquire into the request. 16.2.2026 – haven't had an email back to date. 20.2.2026 – received a letter requesting grant funding but not a completed application. The Clerk emailed a grant form.
3	Sue Bicker had asked if she could run a Fun Day at Ripley Avenue Play Area.	The Clerk to add this as an agenda item for the March Parish Council meeting.	Clerk added to the March PC agenda on 20.2.2026.
7	Cllr. Haley and the Clerk to put together a draft response to the public consultation on re-organisation of Council's. Dead-line to receive comments 17.3.2026.	Cllr. Haley and the Clerk to put together a draft response. The Clerk to add this as an item for the March PC agenda.	To do. Clerk added to the March PC agenda on 20.2.2026.
9.5	Clerk to finalise a meeting date and time with WODC planners to discuss the Spatial Area Consultation proposals.	The Clerk to follow up date and times available and notify the Parish Councillors.	Completed – Meeting arranged for Wednesday 25 th February at 2.00pm at Woodgreen Office, Witney. Cllrs. Eaglestone, Sednaoui and the Clerk will attend.

9.6	Meeting with Chairman and Clerks from the four surrounding parishes to be confirmed to discuss the Spatial Area Consultation and what impact this will have on the parishes.	Clerk to confirm date and time with Chairman and Clerk's and notify Parish Councillors.	Date arranged for Tuesday 10 th March 2026 at 5.00pm at the Methodist Church hall, Minster Lovell.
10.2	Clerk to circulate part completed Section 106 form for St. Kenelm's Hall to Parish Councillors to add additional information if required.	Clerk to circulate part completed Section 106 form to Parish Councillors.	
14.1	To carry out a recreation play area inspection at Ripley Avenue Play Area.	The Clerk to carry out a recreation inspection by the 27 th February 2026 and report to the March meeting.	Clerk carried out the recreation inspection on Friday 27 th February 2026. Report circulated to Parish Councillors on Saturday 28 th February 2026.
14.4	To obtain a quotation to fill in the dip in the surface to the entrance of Ripley Avenue Play Area.	The Clerk to contact HAGS for a quotation.	
16	To notify Minster Lovell Village Trust the re-appointment of Anne Ford as Trustee.	The Clerk to contact the Minster Lovell Village Trust to notify them of the Parish Council's decision to re-appoint Anne Ford as Trustee.	Emailed the ML Village Trust confirming the re-appointment of Anne Ford as Trustee.
17.1	To notify the resident that the Parish Council agreed that no action was to be taken on the path as the area will dry up and the water does soak away.	The Clerk to email the resident of the Parish Council's decision.	Emailed the resident on 8.3.2026.
17.3	OCC had sent an invitation to attend a Teams briefing on Thursday 6 th March 2026 - 2.00pm-3.00pm, where OCC will present the West Oxfordshire Lowlands Movement and Place (MAP) Plan.	Cllr. Sednaoui and the Clerk agreed to attend. The Clerk to notify OCC of the attendance for the briefing.	Clerk confirmed attendance for the briefing.
18.2	To circulate the grass cutting contract and maps to Parish Councillors.	Cllrs to go through the contract and confirm which areas are required on the contract and notify the Clerk in advance of the March PC meeting. Clerk to forward the grass cutting contract and maps to Councillors.	