# 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 18th May 2026 at 7.00pm at St Kenelm's Hall.**

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
County Cllr. Nick Field-Johnson
District Cllr. Liam Walker

3 members of public

1. **Election of Chairman of the Council**
Cllr. Usherwood proposed Cllr. Haley to be elected as Chairman of Minster Lovell Parish Council for 2026/27. Cllr. P. Lees seconded the proposal. A unanimous vote was taken of all in favour of the proposal. Cllr. Haley signed the Declaration of Acceptance of Office.

2. **Election of Vice-Chairman**
Cllr. Usherwood proposed Cllr. Eaglestone to be elected as Deputy Chairman of Minster Lovell Parish Council for 2026/27. Cllr. Cooper seconded the proposal. A unanimous vote was taken of all in favour of the proposal. Cllr. Eaglestone signed the Declaration of Acceptance of Office.

3. **Apologies for Absence –** None.

4. **Confirmation of Committee Memberships**
4.1 Staffing Sub-Committee – Cllr. Haley, Cllr. Eaglestone and Cllr. Usherwood.
4.2 Village Hall Working Group – Cllr. Eaglestone, Cllr. Usherwood, Cllr. Cooper and Cllr. S. Lees.
4.3 Ripley Avenue Playpark Working Group – A unanimous vote was taken to no longer have a Ripley Avenue Playpark Working Group as this was originally set up when creating the new play park and installing new recreation equipment.
4.4 Neighbourhood Plan Sub-Committee – Cllr. Usherwood, Cllr. Eaglestone and the members of the Steering Group.

5. **Declaration of interest in agenda items** – None.

6. **Parishioner's public participation** – None.

7. **Minutes of the Parish Council Meeting dated 20th April 2026**
Cllr. Usherwood proposed to approve the minutes of the Parish Council meeting held on 20th April 2026 and Cllr. Sednaoui seconded the proposal. All present at the April meeting were in favour and approved the minutes unanimously.

8. **Minutes of the Annual Parish Meeting dated 20th April 2026**
This was to be added to the June Parish Council agenda because a copy of the minutes were not available at the meeting to be signed.

9. **To receive a progress report on actions and review the action log**. – The Clerk reported that most items are on the agenda for an update apart from: - A) 30 mph flashing speed signs for the Burford Road – James Wright and Anthony Kirkwood were dealing with this. The Clerk has followed this up for an update and will progress urgently so that the opportunity of a redundant speed sign is not lost. B) The contractor has cut the brambles back at the far end of Ripley Avenue Play Area. C) Cllr. Cooper had requested to have the noticeboard moved at Wash Meadow to a more suitable location. D) Cllr. S. Lees had started updating the Emergency Plan and had circulated the document to the Parish Councillors.

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This will be brought to the June Parish Council meeting for approval. E) Cllr. Usherwood had made contact with the Scouts to confirm arrangements for the litter pick at Ripley Avenue Play Area which has taken place. F) A date was to be confirmed for the Fun Day at Ripley Avenue Play Area. Cllr. Sednaoui would confirm the date with Sue Bicker. Cllr. Haley proposed for the Clerk to approve a maximum spend of £1,000.00 to hire a climbing wall and a bouncy castle for the Fun Day and a £50.00 budget for refreshments for the event. Cllr. Cooper seconded the proposal. All present were in favour of the proposal and it was carried unanimously.

**10. County Councillor Nick Field-Johnson**

Unitary Authority Proposal – Waiting to hear the Governments decision which could be end of July 2026.
Resurfacing Roads in the County – It was reported that OCC had been re-surfacing a lot of roads in the County and were doing a very good job. Councillors raised that the resurfacing in Minster Lovell had been a good job but it was unfortunate that the road surface by the traffic lights leading into Witney had not been carried out and this was where there were quite a few pot holes. Cllr. Field-Johnson would take this matter up with officers at a meeting scheduled for the coming Wednesday.
Lighting at the Farmer's Dog – Asthall Parish Council had submitted a complaint regarding the bright lights installed at the Farmer's Dog. Cllr. Haley agreed to communicate with the Clerk at Asthall Parish Council regarding this problem.
Car Park at the Farmer's Dog – The matting in the field used for a car park to the Farmer's Dog had been removed. This was causing an issue with mud on the road and in the dry weather it is creating a lot of dust. Cllr. Field-Johnson agreed to take this issue up with the WODC Planning Officers at the upcoming meeting.

**11. To receive an update from WODC Councillor Liam Walker.**

It was reported that it was going to be the Annual District Council meeting this coming Wednesday, 20th May.
Consultation of parking in Witney – Cllr. Walker prompted the Council to submit comments on West Oxfordshire Lowlands Movement and Place Plan regarding parking in Oxfordshire. The Parish Councillors unanimously agreed to strongly object to the reduction in car parking spaces and to the implementation of car parking charges in Witney. This would have an impact on businesses and visitors to the town.
Speed Watch – Cllr. Walker agreed to forward the contact details to the Clerk regarding Speed Watch.

**12. To review planning applications, decisions, and appeals***

**Planning Applications**

12.1 There were no planning applications for consideration.

**Planning Decisions**

26/00615/HHD 16, Upper Crescent, Minster Lovell
Erection of single storey front, side and rear extensions.
APPROVED by WODC on 1/5/2026

25/02907/FUL 116, Brize Norton Road, Minster Lovell
Erection of a two-storey extension to create additional living space, with provision of a commercial hair salon along with construction of a detached carport.
APPROVED by WODC on 27/4/2026

26/00408/S73 Dellfield, 90, Brize Norton Road, Minster Lovell
Application under Section 73 of the Town & County Planning Act 1990 for the variation of condition 2 (plans) of planning permission 25/01777/HHD: Erection of a single storey rear extension, front porch and two storey front extension, including a loft conversion, façade upgrade and associated works including an extended dropped kerb and installation of solar panels.
APPROVED by WODC on 21/4/2026

**13. Neighbourhood Plan (Cllr. Usherwood)**

13.1 To receive an update on the Neighbourhood Plan – Cllr. Usherwood updated the Parish Council on the Neighbourhood Plan. The Parish Council noted an inconsistency on the Local Plan map as it showed Area D for development and in another document it states that Area D would be a buffer zone. The clerk advised that she would follow this up with the Senior Planning Officers at WODC to understand this contradiction.

13.2 To receive an up-date on actions from last meeting which had all been completed – circulated by Cllr Usherwood.

13.3 Preparation for Neighbourhood Plan Consultation Event Saturday May 30th 2.00 – 5.30 pm.
The Clerk agreed to produce five laminated notices for the Neighbourhood Plan Public Meeting for Cllr. Eaglestone and Cllr. Usherwood to display in the Village.

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Cllr. Sednaoui confirmed Graham Kew would be putting on a display of his art project. Graham Kew would be bringing some items from the Museum for display.

**14. Policy review - for decision**

14.1 To receive and adopt the Financial Risk Register. – Cllr. P. Lees agreed to review the Financial Risk Register and add a third column to show the Parish Council's risk for each item. The draft was to be circulated to Parish Councillors and the Clerk prior to the next Parish Council meeting for approval.

14.2 To receive Policies for Annual Review – The Councillors noted the policies to be updated in June 2026.

14.3 To receive and approve the Annual Policy Review Plan – The Council received and approved the Annual Policy Review plan 2026/27.

**15. Allotments report**

15.1 To receive an update on the allotments – Cllr Usherwood had circulated a report prior to the meeting. Allotment 13 is not being cultivated. The Clerk has emailed to find out the tenant's intentions. Invoices for the annual rent of the allotments and the annual water charges are due to be emailed out.

15.2 Skip provision. – The Clerk agreed to contact B&E skips to provide a skip for the allotments in October. The Council expressed their thanks to B&E skips for their annual donation of a skip for allotment holders.

**16. Ripley Avenue Amenity Area:**

16.1 To receive a monthly Inspection Report – The Council received and noted the Ripley Avenue Play Park Inspection Report. The Council agreed that as there is the full complement of Councillors, the recreation inspection should be carried out by a Parish Councillor. Cllr. P. Lees agreed to take on this role. The Clerk was to write to John King who had been carrying out the inspections and thank him for his dedicated service and to notify him that from now on the inspections will be undertaken by Cllr. P. Lees. John King was to be asked if he would walk around the play area with Cllr. P. Lees to show him what is required and 'hand over' the inspection regime.

16.2 To receive an update on damage and repairs – The fire damaged play equipment at Ripley Avenue Play Area will be completed by 30th May 2026. The Clerk has asked for a date of commencement of work. Crime reference number obtained for the damaged mushroom tops and a quote to be obtained for replacement. Arising from the last play area inspection it had been noted that there had been chunks taken out of the see-saw seats. The Clerk was to report this damage to the police to obtain a crime reference number and then obtain a quote to repair the item.

16.3 To receive a report on the provision of CCTV at Ripley Avenue Play Area – Cllr. Cooper updated the Councillors on the cost of providing CCTV at Ripley Avenue Play Area. It was understood that the use of solar CCTV would not be suitable. The cost of supplying and installing one CCTV camera would be in the region of £10,000.00. The recording device would need to be housed in a shed and with a power supply going to it. The Council agreed for Cllr. Cooper to look into a simpler, less costly solution and report back to the June Parish Council meeting.

**17. Current position Purchase of St. Kenelm's Hall**

It is understood that Minster Lovell Playing Field Trust has asked Rt. Hon. Jack Straw to work with solicitors to move forward the proposed purchase of St. Kenelm's Hall for a Trust perspective.
Mr. King (Trust chairperson) and the other Trustees will continue to strive to resolve the land situation so that the sale can be achieved with the very welcome assistance of Mr. Straw.
The Parish Council has set aside £2,000.00 for legal costs incurred by Minster Lovell Playing Field Trust. They have received an invoice of £814.00 from Lee Chadwick, solicitors. The Council agreed to pay Minster Lovell Playing Field Trust £814.00 on receipt of a copy of the solicitor's invoice. The Clerk will ask for a copy of the invoice for the accounts and to remind the Trust that there was £1,186.00 left in the budget for legal costs.
Cllr. Cooper agreed to talk to Mr. Straw to keep up to date.

18. **To receive and approve the Clerk's resignation and delegate recruitment of a new Clerk to the Staffing Sub-committee.** The Council received and approved the Clerk's resignation and delegated recruitment of a new Clerk to Cllr. Haley, Cllr. Eaglestone and Cllr. Usherwood. A Staffing Sub-Committee had been arranged for 24th May 2026 to discuss further. It was suggested that an advert was to be published with OALC and the Witney Gazette.

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**19. To discuss correspondence received that requires action:**

19.1 Trustees of Wash Meadow Meeting Request – The Council agreed to ask for a full set of audited accounts and the current year accounts before arranging a meeting.
19.2 The War Memorial grant was to be moved forward by consulting with the listed planning officer at WODC.
19.3 The laurels on the corner of the river bridge are due to be cut back by the end of the week.
19.4 The Clerk was to ask Ubico to quote to remove the graffiti from the river bridge.
19.5 Ask OCC to clear the pavements leading down Jubilee Walk.
19.6 The Clerk to raise with Cllr. Walker the issue with no pavement and no lighting at the bus stop by the fly over on the Brize Norton Road so that he can help progress this issue.

**20. Finance**

20.1 The Parish Council received updates on the monthly bank reconciliation for April 2026 and note balances on bank accounts: -

Current Account: as at 30.4.2026 £ 42,723.78
Instant Access Account: as at 30.4.2026 £33,838.76

20.2 The Parish Council received and approved the annual accounts for 2025-26.
20.3 Internal and External Audit Timelines – The Internal Auditor and the Clerk are completing the required Information. The Internal Auditors report and AGAR form will be added to the June Parish Council meeting to receive, approve and sign. The External Audit deadline to receive all information required is 30th June 2026.
20.4 The Council unanimously approved the payments due in May 2026

| Spending powers | Payee | Invoice No | Details | Payment method | Net amount £ | Total amount £ |
|---|---|---|---|---|---|---|
| 115 | R Hubber | PC02 | Grass cutting at St Kenelms churchyard | Online | 300.00 | 300.00 |
| 125 | Print Ready | 15039 | Plain white stickers applied to NP banner | Online | 20.00 | 24.00 |
| 106 | V Oliveri | N/A | Clerk's salary May 2026 | Online | Private | private |
| 137 | ICO | N/A | Annual subscription | Online | 52.00 | 52.00 |
| 137 | OALC | 6221 | Annual subscription | Online | 329.85 | 395.82 |
| 102 | Scribe | 18634 | Annual health check | Online | 79.00 | 94.80 |

The meeting closed at 9.46pm.