



MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

Parish Clerk: Kelly Parker

Email: clerk@minsterlovell-pc.gov.uk

Tel: 07712 705865

Minutes of the Parish Council Meeting held on Monday 17th August 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. Paul Lees
Cllr. Suzanne Lees
Cllr. Andrew Cooper
Cllr. Wendy Usherwood
Kelly Parker, **Parish Clerk**
District Councillor Cllr. Liam Walker
County Councillor Nick Field-Johnson

2 members of the public

1. **Apologies for absence.** Cllr. L Sednaoui and District Cllr. P. Marsh
2. **Declaration of interest in agenda items** - None
3. **Parishioner's public participation (for questions and comments on agenda items)** - None
3.1 Permission to record meetings for administration purposes - Meetings will be recorded for the purpose of assisting the clerk with preparation of the minutes and will be deleted when the minutes have been prepared. The Councillors agreed that a 'Recording of Meetings Policy' should be brought to the next meeting for consideration and approval.
4. **To receive and approve the minutes of the Parish Council Meeting dated 20th July 2026 –**
A point of clarification was raised regarding the wording of the minutes concerning the proposed letter to Minster Lovell Playing Field Trust. Cllr S. Lees proposed as the signed copy was not available at the meeting, that the draft minutes could be published, subject to formal approval and signature at the September Parish Council meeting. Cllr. Usherwood seconded the proposal and unanimous vote was taken of all in favour.
5. **To receive action log and progress update** - Most actions had been completed. The letter to Minster Lovell Playing Field Trust remained outstanding and Cllr Haley offered to draft a letter for clerk to send. The Clerk was asked to ensure that the resident who had raised concerns regarding parking on the grass verge opposite the fire Sprite Pub was sent a response confirming the action taken. Cllr. Eaglestone advised to wait until September to apply for official blue plaque when nominations re-open. The previously reported inspection cover at Wenrisc Drive had been reported to fix my street and remained an OCC matter. The Wash Meadow/River Rock action was deferred to agenda item 15, all in agreement not to send owners of River rock a letter.
6. **To receive an update from County Councillor Nick Field-Johnson** - Cllr. Field-Johnson updated the Parish Council on Local Government Reorganisation and advised that further detail was expected in September. The Parish Council agreed to place this matter on the October agenda so that the implications for Parish Councils could be considered. Cllr. Field-Johnson also updated on discussions concerning improved access to the A40 by adding a spur taking traffic in a westerly direction (towards Burford) from the Minster Lovell inter-change.
7. **To receive an update from WODC Councillor Liam Walker.-**
 - Cllr. Walker reported on the Woodford Way car park campaign. He advised that the next stage would be to increase public awareness and support for retaining the car park. A public meeting is planned for Sunday 20th September 2026 at 6.00pm in Langdale Hall, Witney, ahead of the matter being considered by WODC in October.



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- Fly-tipping figures have increased following changes to household waste site arrangements and Cllr Walker has requested up to date information the forthcoming.
- The Local Plan consultation was expected to run from 29th August to 9th October 2026 and the Parish Council would ensure this is included on the September agenda. Cllr. Walker advised that infrastructure information remained outstanding.

8. To receive an update from the Police - No Police representative was able to attend. The Clerk had received a positive response confirming that attendance would be considered when shift patterns allowed. The Clerk will send the Police a list of future Parish Council meeting dates. Councillors agreed that the Police should be invited to the Annual Parish Meeting.

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

9.1 Planning Applications

Community Hub Design Proposal -Mr Peter Milsam attended and presented a proposal for a community hub and associated landscape/heritage facilities linked to possible future development east of Dry Lane. Councillors supported the principle of protecting and interpreting the landscape and heritage but raised concerns regarding the scale of the proposal, access, parking, infrastructure and Section 106 funding. The Parish Council confirmed that its current position remains to object to the proposed housing development North of B4047 in Curbridge and Witney and therefore it could not formally support a proposal predicated on that development proceeding. It was noted that, should outline permission ultimately be granted, a smaller and more modest educational/heritage proposal could be considered

9.2 26/00066/RES - Land South Of Burford Road 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) – **No comments**

Planning Enforcement:

- The Clerk confirmed that an enforcement report had been submitted regarding land adjacent to 6 Ripley Avenue – Awaiting case reference.
- WODC had confirmed that there were 2 planning breaches at the Fire Sprite site; signage and cladding - with the formal outcome awaited.
- No further update has been received regarding Davana Holdings – case has been allocated for investigation

10. Neighbourhood Plan (Cllr. Usherwood)

10.1 To receive an update on the Neighbourhood Plan - The Parish Council considered the proposal to strengthen the heritage evidence and policy wording within the Neighbourhood Plan. Cllr Cooper proposed to approve expenditure of £1,300 for the consultant and Community First Oxfordshire to undertake the heritage work to strengthen the policy wording relating to non-designated heritage assets and formalise this in WODC Policy. Cllr Usherwood seconded the proposal and unanimous vote was taken of all in favour.

10.2 To discuss Conservation Area Status

The Parish Council agreed that work on Conservation Area status should continue concurrently with the Neighbourhood Plan heritage consultant work. It was proposed by Cllr P. Lees to invite the heritage consultant to visit Minster Lovell to walk around the relevant parts of the Village to become familiar with the Village before the Parish Council decides on any further commissioned work. Cllr. Usherwood will make contact and arrange the visit. Cllr Eaglestone seconded the proposal and unanimous vote was taken of all in favour.

Witney infrastructure / West End Link: Cllr. Usherwood to support the challenge being made regarding the proposed removal of the West End Link requirement and to reiterate concerns that development should not proceed without the necessary infrastructure. Cllr S. Lees seconded the proposed and unanimous vote was taken of all in favour.

Local Green Spaces:

- A meeting with the land agent appointed by Mr Strainge will take place on the 9th September, attended by Cllr Usherwood and Cllr Eaglestone. The Clerk will send a Local Green Space letter to the new owner of the relevant land drafted by Cllr. Usherwood



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- The Clerk will send a follow-up letter to Oxfordshire County Council regarding Jubilee Walk, copying in Cllr. Walker.

11. Art Project (Cllr Sednaoui)

11.1 To agree to arrange an Extra-ordinary Parish Council meeting to purely discuss the Art Project in more depth. Cllr Sednaoui was absent. The Parish councillors agreed Wednesday 2nd September 2026 at 7.00pm was a provisional date, subject to the availability of the Clerk, Cllr. Sednaoui and a suitable venue. The Clerk will contact OACL to ensure the correct wording is used should confidential commercial or financial information require exclusion of the press and public.

Correspondence relating to the Art Project: The Parish Council noted correspondence from Graham Kew which stated that the project had been awarded. Cllr. Haley confirmed that no award had been made. It was agreed the Clerk would write to the correspondent acknowledging the letter, confirming that the project had not been awarded and advising that the correspondence would be considered as part of the Extra-ordinary meeting.

12. Allotments report (Cllr Ushwerwood)

12.1 To receive an update on the allotments

- Plot 14 - The Parish Council agreed that the tenant giving up a plot should be asked to clear it within three months, with the allotment policy to be checked regarding any deposit/refund. The Tenant will be added to the half plot waitlist
- Plot 15 - Remained uncultivated, Clerk to write a second letter giving three months to bring the plot into cultivation, failing which the tenancy would be reviewed.
- There were three people on the waiting list. The clerk will contact to ask if they would like the full plot available subject to previous tenant vacating the plot.

13. Ripley Avenue Amenity Area:

13.1 To receive a monthly Inspection Report (Cllr. P. Lees) - Cllr. P. Lees provided a verbal report at the meeting.

- A D-shackle was missing from recently repaired swing equipment; Cllr P. Lees and Cllr Cooper have removed the bucket swing for health and safety purposes. The Parish Council considered that this may indicate that the repair had not been completed correctly and agreed that the clerk will contact the contractor.
- The contact details displayed at the play area require updating. The Clerk to look at covering up incorrect details and adding correct ones.
- The football goal-mouth areas are badly worn and would require attention when weather conditions were suitable.
- A resident's expressed concerns regarding branches from trees on the mound in Ripley Avenue. The Parish Council confirmed responsibility for the trees, will continue to monitor them and will arrange the periodic tree survey when due. Cllr S. Lees will report back to the resident.

13.2 To receive an update on damage and repairs

- Clerk to chase quote for repairs to mushroom tops and see-saw
- Clerk to look into Insurance claim for recent repairs. Police report has been made.
- The Parish Council agreed that a reminder about damage to the play area should be included in the next issue of the Village News
- Cllr Cooper has put up CCTV signs. The Parish Council will monitor the impact of the newly installed CCTV signage before further CCTV expenditure is considered.

14. Highways and Traffic

14.1 To receive an update on Community Speed Watch (Cllr. S. Lees) - Cllr. S. Lees reported that she was completing the set-up process of a community speed watch and would invite team members to undertake the required online training. Monitoring equipment would be supplied on loan, subject to it being used at least once in each six-month period. The Parish Council supported aiming for regular sessions, ideally weekly when



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sufficient trained volunteers are available. Additional volunteers will be sought through Village News, noticeboards and other local channels. Suitable monitoring locations on Brize Norton Road and Burford Road will be considered subject to Police approval and safety requirements.

15. Wash Meadow

15.1 To receive an update on trees in the River Windrush at Wash Meadow

- Cllr Cooper reported arrangements have been made for work to remove two fallen trees and other obstructions from the River Windrush, including the tree originating from River Rock. The works expected to take place on the 2nd of September. The Parish Council noted that this work should improve the river flow and that further vegetation clearance, including on the island may be required in future. In light of the work being arranged, no further letter to River Rock was required at this stage.

Wash Meadow Trustees:

- Cllr Cooper reported on the Trust's accounts and grant position. The Parish Council agreed that the year-end position should be considered once the Trust's September accounts were available, with an update to the accounts provided by the October meeting.
- Cllr. Cooper reported on repairs and maintenance needed for the Trust - a large Willow tree that is the Trust's responsibility needs to be removed; Costing is being obtained as well as possible conservations on the tree. Septic Tank needs repairing again. The Clerk to look into previous grant amounts the Parish council has given to the Trust to help with clear records. The Clerk to look into what year the Parish Council awarded a grant to help with Septic tank repairs.

Cllr Eaglestone reported a local botanist wanting to explore Wash Meadow area for possible rare plants. The Parish Council supported this. Clerk to notify them the Parish Council has no objections and to contact the trustees of Wash Meadow through Cllr. Cooper,

16. Correspondence Received that requires action - Letter from Graham Kew concerning the Art Project was considered under agenda item 11.

17. Village Maintenance - To discuss any maintenance required in the village.

17.1 Posters on Lime Trees - The Parish Council agreed that posters and flyers should not be attached to the lime trees, particularly where staples or other fixings could damage the trees. Any such posters will be removed.

Winter salt: The Parish Council reviewed salt supplies and agreed to order one bulk bag of salt, to be delivered to the allotments, and to use the existing bagged salt already held. No additional salt bin was required at this stage.

Bus Shelter – Cllr Eaglestone raised the issue of a section of the bus shelter ceiling. Cllr Cooper has looked into this and will order repairs – cost of £30. Parish Council will look into replacing the whole ceiling.

18. Finance

18.1 To receive updates on the monthly bank reconciliation for July 2026 and note balances on bank account

Current Account: as at 31.7.2026 £25,698.79

Instant Access Account: as at 31.7.2026 £34,003.27

The July bank reconciliation was not available for approval. Bank statements were available and the balances as at 31st July 2026 were noted as: Current Account £25,698.79 and Instant Access Account £34,003.27. The July and August reconciliations will be brought to the September meeting for Approval.

18.2 To confirm cycle of internal financial audit by nominated Parish Councillor - Cllr. Cooper would undertake the quarterly internal financial checks with the Clerk. A checklist will be used and the outcome reported to the Parish Council.

18.3 Consider and approve receipts and payments due in August 2026

- The payment to V. Oliveri was held pending clarification of the final payroll/holiday pay calculation.
- The Clerk's August salary authorised once the calculation and relevant period had been checked.

Cllr. S Lees Proposal that all remaining listed payments be approved, Cllr Eaglestone seconded and a unanimous vote was taken of all in favour.



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18.4 Financial Regulations – To receive and approve the Financial Regulations - To be brought to the September meeting for Approval

18.5 Consider and approve buying updated Local council Administration book - Consider and approve buying updated Local Council Administration book – Cllr. S Lees proposed the purchase of the current edition of the Local Council Administration reference book. Cllr. P Lees seconded and unanimous vote was taken of all in favour.

Cllr Haley informed the Parish Council of an upcoming training opportunity for the new clerk. It was noted that this item was not included on the published agenda. However, due to time constraints for registration, Cllr Haley would like to have it included.

Cllr Cooper proposed to approve the 'New clerk training' on the 29th September for K. Parker, seconded by Cllr Usherwood and unanimous vote was taken of all in favour.

Spending powers	Payee	Invoice No	Details	Payment method	Net amount £	Total amount £
115	R Hubber	PC	Grass cutting at St Kenelm's churchyard	Online	300.00	300.00
143	UBICO	60080999	Grass cutting contract – May 2026	Online	625.55	750.66
103	Multi-hands	INV01280	Bus shelter cleaning – August 2026	Online	50.00	60.00
106	V Oliveri	N/A	Clerk's salary August 2026	Online	Private	private
106	K Parker	N/A	Clerk's salary August 2026	Online	Private	Private
137	SLCC	MEM26037 6-1	SLCC membership renewal	Online	200.00	200.00
107	Parish Online	38UF056- 0012	Parish online mapping software (per year)	Online	45.00	54.00
126	HAGS	109227	Play park Repairs	Online	5343.5	6412.2

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

Signature Clerk: *K. Parker*

Meeting closed at 9:55pm