



MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

Parish Clerk: Vanessa Oliveri

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Tel: 07712 705865

Minutes of the Parish Council Meeting held on Monday 20th July 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. Laura Sednaoui
- Cllr. Wendy Usherwood
- Vanessa Oliveri, Parish Clerk
- District Councillor Cllr. Liam Walker

5 members of the public

1. **Apologies for Absence** – Cllr. A. Cooper, County Cllr. N. Field-Johnson and District Cllr. P. Marsh.
2. **Declaration of interest in agenda items** – None.
3. **Parishioner's public participation** – A resident thanked the Parish Council for getting Ripley Avenue Play Park repaired.
4. **Minutes of the Parish Council Meeting dated 15th June 2026**
Cllr. P. Lees proposed to approve the minutes of the Parish Council meeting held on 15th June 2026 and Cllr. S. Lees seconded the proposal. All present at the June meeting were in favour and approved the minutes unanimously.

To receive a progress report on actions and review the action log. – Information on WODC's Hive funding had been included in the Village News, items had been added to the July Parish Council agenda following the June meeting such as the Art Project, St Kenelm's Hall and Community Speed Watch. Cllr Liam Walker would update the Council on discussion with the police on the crime being carried out in the Village.
5. **County Councillor Nick Field-Johnson**
Cllr. Field-Johnson was not present at the meeting but had circulated his report prior the meeting. Cllr. Haley read out the report so the public in attendance were updated with the following information: - repairs/re-surfacing work undertaken in Oxfordshire, the installation of Burford bridge pavement and the Local Government Reorganisation (LGR) and Devolution.
6. **To receive an update from WODC Councillor Liam Walker**
Cllr. Walker reported on the following: -
 - Woodford Way Car Park – Cllr Walker had tried his best to stop building on part of Woodford Way car park, Witney. He had put forward to WODC to implement a two-week closure of the car park to see what impact it would have on users and businesses. WODC had responded that this would cause too much disruption.
 - LGR – The Government had selected the third option on LGR for the area where West Oxfordshire and Cherwell District Council will be combined to one.
 - A40 Shore Green slip road – The new slip road on the A40 had just been opened for use.
 - Park and Ride (Eynsham) – Planning permission has been granted for access into the new Park and Ride.
7. **Police presence** – Cllr Walker will follow up with the police on the number of crimes undertaken last month. The police were to be asked to attend future Parish Council meetings and if they cannot attend could they submit a police report for the month. The Clerk will invite a local Police representative to attend or submit a report to a future meeting.



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

8.1 Planning Applications

Ref: 26/01309/CND Land North of 7 St Kenelms Close, Minster Lovell

Discharge of conditions 3 (materials) 4 (surface water drainage scheme) 5(noise impact assessment) 6 (window and door details) 7 (finish to garage doors) 9 (waste water), 11 (landscaping scheme) 12 (installation of swift bricks) of permission 25/02358/FUL.

COMMENT: No comment.

Ref: 26/01655/HHD 6 Ripley Avenue, Minster Lovell

Erection of a two storey side extension to include conversion of garage into living space, and erection of a single storey rear extension to include demolition of the conservatory, with associated works.

COMMENT: The Parish Council has no objection to the building apart from loss of a garage and parking space is an issue. The Council is concerned about the use of the piece of land immediately adjacent to the property. A Certificate of Lawful Use or Development for the Residential Use of the Land adjacent to 6 Ripley Avenue was refused by WODC on 25th November 2022. The land appears to be being used for parking and storage. The Clerk is to raise this with WODC in the Council's comments on the application.

Ref: 26/00140/FUL Pear Tree, Bushey Ground, Minster Lovell

Construction of detached building for use as a holiday let together with associated works. (Retrospective).

COMMENT: No comment. The Council has previously objected to this application.

8.2 Planning Decisions

Ref: 26/00024/HHD Cot Farm, Cottage School Lane, Little Minster, Minster Lovell

Erection of a replacement detached garage and associated works. – **APPROVED ON 26.6.26**

Ref: 26/01199/S73 the Horse and Radish, Burford Road, Minster Lovell

Application under Section 73 of the Town & Country Planning Act 1990 for the variation of condition 2 of planning permission 22/01434/FUL to allow a varied range of hut sizes and styles. – **APPROVED ON 9.7.26**

8.3 Breach of Planning

Horse & Radish Pub, Burford Road, Minster Lovell – To add wooden cladding to the exterior of the building, external lighting and installation of new signage – Received notification that the Enforcement Team are progressing this, currently at stage 5 of the process.. WODC will contact the Council with the outcome when the case is concluded.

Davina Holdings, Brize Norton Road, Minster Lovell – To install an exit onto the Brize Norton Road, create a hard standing for parking, create a path and remove trees to gain access to premises.

8.4 Witney Infrastructure Neighbourhood Plan

To receive feedback from Witney Infrastructure Neighbourhood Plan (WING) meeting held on 16th June 2026. The Parish Council agreed with the feedback from the WING meeting which had been circulated to Councillors. Cllr. Usherwood to take this information to the next WING meeting.

9. Neighbourhood Plan (Cllr. Usherwood)

9.1 To receive an update on the Neighbourhood Plan – Cllr. Usherwood and Cllr. Eaglestone had attended a meeting with a Heritage Consultant and Stephen Mckenna Community First Oxfordshire (CFO) on Monday 13th July 2026. This was to discuss the possibility and costings to carry out a Heritage review of the Charterville Allotments and Chartist Estate with a view to identifying the most appropriate form of protection for its historic character, setting and landscape features.

Information requested was sent to the Consultant after the meeting to enable the preparation of a proposal for Parish Council consideration.

Applying for a Blue Plaque for Charterville – The Parish Council unanimously approved that Mr. Eaglestone apply for a Blue Plaque for Charterville on behalf of the Parish Council.. Cllr. Sednaoui proposed for Mr. Eaglestone to apply for the Blue Plaque on behalf of the Parish Council. Cllr. Eaglestone seconded the proposal. All present unanimously approved the proposal.

10. Art Project (Cllr Sednaoui)

10.1 To decide on the Art Project for the Village using Section 106 funds – Much discussion took place and the Parish Council decided that more information, detail and costings were required before any decision could be made. It was agreed that Cllr. Sednaoui, Cllr. S. Lees and Mr. Kew would meet to go through the art project in much more detail. This was to be brought back for discussion at the September Parish Council meeting.



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11. Allotments report (Cllr Ushwerwood)

11.1 To receive an update on the allotments

- Plot 13 - the holder has notified the clerk she wishes to continue and has started to cultivate the plot. The clerk is to advise the tenant that the Council agrees to the tenant continuing to lease the plot providing that it is cultivated.
- Plot 15 – some cultivating has begun. Clerk to ask the allotment tenant if a full allotment was too big and would they consider a half plot if one became available.
- Plot 14 -no change still uncultivated and overgrown.
All plots are currently let to tenants - there are no vacant plots.
There is no-one on the waiting list for either a full plot or a half plot.

11.2 To discuss arrangements for the use of Plot 14 - The holder of Plot 14 has notified the Clerk he cannot manage a full plot and wants the Council to consider splitting it into 2 half plots with him keeping the better half.

The Parish Council agreed not to split allotment plot 14 in half. The allotment tenant was to be asked if he would like to join the allotment waiting list for a half plot and the full plot would become available for another tenant.

12. Ripley Avenue Amenity Area:

12.1 To receive a monthly Inspection Report (Cllr. P. Lees) – Cllr. P. Lees provided a verbal report at the meeting as his recent report had been overtaken by the repairs at Ripley Avenue play area being undertaken today. Some litter, surface area in goal mouths need to be filled in, swing rope present around a tree at far end of play area (Clerk to ask Ubico to remove the swing rope), Clerk to ask Ubico to cut the brambles back at the far end of the play area, two Rowan trees need watering (Clerk to email the residents to water the newly planted trees as per agreement). Cllr. P. Lees will finalise the monthly report and circulate to Councillors and the Clerk.

12.2 To receive an update on damage and repairs – completed today! Now progressing the insurance claim and repairs to the damaged mushroom top and see-saw seat.

12.3 To receive an update on CCTV for Ripley Avenue play area (Cllr. Cooper) – Cllr Cooper has got the sign and will install free of charge.

13. Highways and Traffic

13.1 To agree a response to OCC's General Review of speed limits on Oxfordshire's rural A & B class road network – Stakeholder Consultation. Councillors noted that there was no change in speed limits on the Burford Road and it was noted that OCC were looking to reduce the 50mph speed limit down. The Parish Council agreed with the information in OCC's consultation, therefore a response was not required.

13.2 To receive an update on Community Speed Watch (Cllr. S. Lees) – Cllr. S. Lees reported that she had tried to apply online as directed but once she was on the site it directed Cllr. S. Lees to email her request. This is being progressed by Cllr. S. Lees.

13.3 To discuss residents paying for the installation of bollards opposite the Fire Sprite pub, Burford Road, Minster Lovell. OCC has confirmed that the residents can purchase and install wooden bollards on the grass verge opposite the Fire Sprite pub. The Parish Council unanimously agreed to wait and assess if the wooden bollards were required to prevent parking as it was noted that additional car parking arrangements had been made at the pub.

14. Wash Meadow

14.1 To appoint a Trustee for Wash Meadow Recreation Ground – Cllr. Haley proposed Cllr. Cooper to be appointed as a Trustee for Wash Meadow Recreation Ground. Cllr. Sednaoui seconded the proposal. All were in favour of the proposal and it was carried unanimously

14.2 To receive an update on trees in the River Windrush at Wash Meadow – The Parish Council agreed for the Clerk to write to the owner of River Rock notifying them that a quotation was being sought to cut and remove the tree fallen into the river from their property and the wood would be placed on their grounds. The Clerk to contact the company who had previously removed trees and vegetation from the river to obtain a quote.

14.3 To note discharge into the river at Wash Meadow reported to the Environment Agency – A response had been received from the Environment Agency stating that the incident had been logged as a potential environmental incident and was being investigated. - Incident number:02532389.

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14.4 To note receipt of Wash Meadow Trustee accounts and agree arrangements for the Parish Council to meet the Trustees. The Parish Council agreed to have a meeting with the Trustees of Wash Meadow. The Clerk was to ask for a set of accounts showing current financial balances before the meeting. The Parish Councillors to attend the meeting with the Trustees are: - Cllr. S Lees, Cllr. P Lees, Cllr. Eaglestone and Cllr Cooper. The Clerk will inform Mr. Cross that Cllr. Cooper is the nominated Trustee and organise the meeting.

15. Parish Council Items Stored at Scout Hut – Cllr Eaglestone

15.1 To agree archive or disposal of the Parish Council records stored at the Scout Hut. The Clerk confirmed that all signed minutes were to be kept, accounts were to be kept for up to seven years and all planning applications were not required to be kept as WODC have all of these on record.

16. Correspondence Received that requires action:

16.1 A resident has spoken to John King regarding the tree roots lifting the tarmac path leading into Ripley Avenue play area. The Clerk has responded notifying him that the tree had been planted by the owner of the property and the tree is not on Parish Council or County Council land. The owner has been notified of this situation at the end of 2025.

16.2 An email has been received requesting allotment holders to use the allotment car park and not the grass verge as this is making it very difficult for access from neighbouring properties onto the Burford Road. – Cllr. Usherwood to put a notice in place for the allotment holders to use their designated car park and to not park on the grass verge.

16.3 An email had been received stating that a huge Alder weed was growing in the laurel bushes at the side of the resident's property. The Councillors unanimously agreed for the alder to be removed when the contractor was due to cut the hedges. The Clerk to notify Ubico of this decision and to add this to their programme of work.

17. Staffing – Parish Clerk/RFO

17.1 To approve appointment of Clerk & Responsible Financial Officer and to agree a start date and salary scale. Cllr. Eaglestone proposed the appointment of Kelly Parker, start date 8th August 2026 on Scale point noted in the contract of employment. Cllr. Sednaoui seconded the proposal and all present unanimously voted in favour.

17.2 To agree arrangements for the transition, handover and induction of the new Parish Clerk. The Clerk was to carry out a handover with Kelly over the next three weeks. A final handover date was to be agreed so that Cllr. Haley could attend with the Clerk and Kelly Parker. Vanessa's last day will be 8th August 2026. The Councillors unanimously agreed to authorise Vanessa's holiday pay entitlement from April 1st 2026 to be paid in August 2026.

18. St Kenelm's Hall

18.1 Cllr. S. Lees proposed to agree the Parish council will formally write to the Minster Lovell Playing Field Trust to request in principle for the Parish Council to purchase the entire site in the ownership of Minster Lovell Playing Field Trust at the same time as purchasing St. Kenelm's Hall Cllr. Usherwood seconded the proposal. A unanimous vote was taken of all in favour.

19. Village Maintenance – To discuss any maintenance required in the Village.

- A ground cover was missing off a service access point – John Linquist agreed to check which provider it was and notify the Council.
- Inspection cover sunk outside 2, Wenrisc Drive – Cllr. P. Lees agreed to report on Fix My Street.
- Ubico to be asked to remove the graffiti off the bridge in Old Minster.
- Half of the plaster board was missing in the bus shelter on the Burford Road – Cllr. Cooper to be asked to have a look at this.

20. Finance

20.1 The Council received the monthly bank reconciliation for June 2026 and noted balances on bank account
Current Account: as at 30.6.2026 £29,661.64

Instant Access Account: as at 30.6.2026 £34,003.27

20.2 The Council received and noted the first quarter accounts April to June 2026

20.3 The Council confirmed the internal financial audit to be carried out by Cllr. Cooper and report to the



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October Parish Council meeting.

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20.4 The Parish Council considered and unanimously approved the payments due in July 2026

Spending powers	Payee	Invoice No	Details	Payment method	Net amount £	Total amount £
115	R Hubber	PC02	Grass cutting at St Kenelm's churchyard	Online	300.00	300.00
106	V Oliveri	N/A	Clerk's salary July 2026	Online	Private	private
137	Scribe	19571	Annual cost for accounts package	Online	571.20	685.44
111	C Eaglestone	N/A	Expenses – PPE as agreed at June PC	Online	5.98	5.98
102	TP Jones		Payroll services – April-June	Online	52.83	63.40
134	Village News	188	V/News – July/Aug/Sept	Online	90.00	90.00
143	Ubico	60080540	Grass cutting contract – April 2026	Online	967.05	1160.46

The meeting closed at 9.20pm.