

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.
January 2026 PC meeting		
6		Cllr Nick Field-Johnson had agreed to follow this up.
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.
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.
19.4	A late request for Section 137 grant funding had been requested.	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. 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.
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.
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.
9.5	Clerk to finalise a meeting date and time with WODC planners to discuss the Spatial Area Consultation proposals.	The Clerk to add this as an item for the March PC agenda.
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.	The Clerk to follow up date and times available and notify the Parish Councillors.
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 confirm date and time with Chairman and Clerk's and notify Parish Councillors.
14.1	To carry out a recreation play area inspection at Ripley Avenue Play Area.	Clerk to circulate part completed Section 106 form to Parish Councillors.
16	To notify Minster Lovell Village Trust the re-appointment of Anne Ford as Trustee.	The Clerk to carry out a recreation inspection by the 27 th February 2026 and report to the March meeting.
		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.
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.
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.
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.
March 2026 PC meeting	Update Emergency Plan.	Clerk to add to April PC agenda to update the Emergency Plan. To include residents who would require help in the village in an emergency and can't get out.
9.3	Planning application 25/02876/RES Land South of Burford Road, Minster Lovell. To find out the changes to the planning application.	Clerk to contact the planning officer to find out the changes.
9.5	To agree on the alignment of where the green buffer space should go to protect Witney joining up with Minster Lovell in relation to the designated public footpaths. This information was being included in the Neighbourhood Plan policies and needs to be in line with WODC's Local Plan.	Councillors to define the green buffer space and agree at the April PC meeting. To include on the April PC agenda.
9.6	Cllr Haley to draw up a Terms of Reference for a Neighbouring Parishes Working Group re future development and arrange the next meeting date.	Cllr Haley to draw up a Terms of Reference.
9.8	To invite Gladman Developments Ltd to the next PC meeting regarding proposed residential development on Land north of Burford Road in Curbridge Parish.	The Clerk to invite Gladman Developments Ltd to the April PC meeting and add to the PC agenda.
10	30 mph vehicle activated speed signs on Burford Road.	The Clerk to contact James Wright, OCC for an update.
11	Neighbourhood Plan Consultation arranged for 30.5.2026 to be publicised in the Village News.	The Clerk to include in the Village News.
12	Request for a poly tunnel on the allotments 3 x 3 m.	The Clerk to contact the allotment holder to notify them that permission is granted, but poly tunnel to not exceed the size stated.
13.2	To follow up on provision for CCTV at Ripley Avenue Play Park.	The Clerk to investigate the provision of CCTV cameras and report at the April PC meeting.
13.3	To obtain a quote to fill in the goal mouths and the entrance to the enclosed play area with top soil and gravel and turf.	The Clerk to obtain a price to fill in dips in the goal mouths and the entrance to the enclosed play area at Ripley Avenue Play Area.
13.4	Liaise with Sue Bicker to arrange a date for a Fun Day in the summer holidays at Ripley Avenue Play Area. A risk assessment to be undertaken prior to the event.	The Clerk to contact Sue Bicker regarding the arrangements for the Fun Day.

13.4	To obtain a quote from Adventure Plus to hire a climbing wall for the Fun Day.	The Clerk to contact Adventure Plus for a quote to hire a climbing wall and report back to the PC.
15	To provide a poster for the Village litter pick arranged for Saturday 8 th May 2026 – 9.00am – 11.00am.	The Clerk to provide a poster and display in the Village notice boards.
17	To include the Art Project on the April PC meeting. Cllr Sednaoui to display the proposed plans at the April PC meeting and the Public Consultation day on 30.5.2026.	The Clerk to add the Art Project to the April PC agenda.
19.1	To list the Minster Lovell Flower & Produce Show on the PC website. To include the schedule and entry form on the PC website.	The Clerk to add items to the PC website when provided.
19.2	To add to the Village News PC article to remind dog walkers to keep their dogs on leads whilst in the Ripley Avenue Play Area/	The Clerk to add this piece into the Village News PC article.
20.2	Cllr Cooper to meet the grass cutting contractor to go through the areas on the contract.	Cllr Cooper met with the contractor and defined the areas. Cllr Cooper will report on the decision made at the April PC meeting.
April PC Meeting	Look into details of CCTV for Ripley Avenue Play Area	Cllr. Cooper agreed to look into details and costings for the provision of CCTV at Ripley Avenue Play Area. Clerk to forward details on CCTV already sought to Cllr. Cooper.
5	Gladman Developments request to meet the PC to discuss future development.	The Clerk to contact Gladman Developments inviting them to a Parish Council meeting. Dates to be provided.
10.5	WODC planning officer to provide an update on all of the conditions applied to the Redrow development.	Clerk to contact WODC planning officer.
10.5	Redrow to provide sample of materials being used at the new development site as previously agreed.	Clerk to contact Redrow to supply samples.
11	James Wright, OCC to provide an update on the provision of 30mph vehicle activated speed signs for the Burford Road.	Clerk to contact James Wright, OCC as a follow up.
11	Details to be sourced on how to set up a Community Speed Watch.	Clerk to find out how to set up a Community Speed Watch and provide the information to Councillors so that progress can be made in establishing a Community Speed Watch.
12.3	Green Buffer space and a GAP policy	Cllr. Usherwood to change the map providing the area agreed upon for the Green Buffer space and to consult with Community First Oxfordshire on having a GAP policy
15.1	John King to be asked to continue with the recreation inspections at Ripley Avenue Play Area.	Clerk to contact John King.
15.1	Contact Ubico to ask them to cut back the brambles to the rear of Ripley Avenue Play Area.	Clerk to email Ubico to cut back the brambles.

15.3	Date to be arranged for Fun Day in the school summer holidays at Ripley Avenue Play Area.	Clerk to consult with Sue Bicker to confirm a date to hold the Fun Day.
16	Request to move the noticeboard at Wash Meadow.	Cllr Cooper agreed to communicate with a Trustee of Wash Meadow to pursue this request.
19	To update the Emergency Plan	Cllr. Suzanne Lees agreed to update the Emergency Plan and bring back to a Parish Council meeting. Clerk to forward the Emergency Plan to Cllr. Suzanne Lees.
20.1	Contact the leader of the Beavers to confirm litter picking at Ripley Avenue Play Area.	Clerk to forward contact details to Cllr. Usherwood to confirm arrangements.
May PC Meeting	9 - Emergency Plan to be updated.	Cllr Suzanne Lees was in the process of updating the Emergency Plan. To be included as an agenda item on the June PC agenda.
10	To communicate with Asthall PC Chairman regarding the bright lights installed at The Farmers Dog pub.	Cllr David Haley to contact the Chairman to discuss.
14.1	Update the Financial Risk Register.	Cllr Paul Lees agreed to update and the Financial Risk Register and circulate to Parish Councillors and the Clerk prior to the June PC meeting.
15.1	Allotment rent and annual water charge to be invoiced	The Clerk to email invoices for annual allotment rent and annual water charge.
15.2	B & E skips to be contacted to book the skip for the allotments in October 2026.	The Clerk to email B & E skips to book skip.
16.1	Clerk to write to John King to thank him for carrying out the recreation inspections and to let him know that Cllr Paul Lees will be carrying out the inspection.	Clerk to write to John King.
16.2	To obtain a quote to repair the mushroom stepping stones and the seesaw seat.	Clerk to contact the supplier for a quote.
16.3	To look into a simpler CCTV system for Ripley Avenue Play Area.	Cllr Andrew Cooper agreed to find information and costings and report back to the PC at the June PC meeting.
17	To obtain a copy of the solicitors invoice from the MLPFT.	Clerk to ask for a copy of the invoice.

18	Staffing Committee to meet to put together an advert for the Parish Clerk's role.	Staffing Committee met and forwarded a copy of the advert to the Parish Clerk to email to OALC to publish on their website and newsletters.
19.1	To obtain a full set of audited accounts and the current year accounts before arranging a meeting with the Trustees of Wash Meadow.	Clerk to contact the Trustees of Wash Meadow for the accounts.
19.2	To consult with the listed planning officer at WODC regarding work required on the War Memorial.	The Clerk to email the listed planning officer at WODC.
19.4	To obtain a quote to remove the graffiti on the bridge in Old Minster.	The Clerk to contact Ubico for a quote.
19.5	To clear the pavements leading down Jubilee Walk.	The clerk to email OCC to action this work.
19.6	Contact Cllr Walker to help progress the issue with no pavement and no lighting at the bus stop by the fly over on the Brize Norton Road.	The Clerk to email Cllr Walker.
June PC meeting 8	Hive funding information to be forwarded to the Clerk to include the information into the Village News.	Cllr Marsh to forward the details of WODC's Hive funding to the Clerk.
11.1	To include Art Project onto the July PC agenda so the Councillors could select an art project for the Village	Add item to the July PC agenda.
14.3	To purchase a sign re CCTV for Ripley Avenue Play Area.	Cllr Cooper to purchase the sign agreed up to the cost of £100.00.
15.3	To set up an online application for Community Speed Watch to enable the use of speed watch equipment from the police for up to 6 months on a free of charge basis.	Cllr S Lees to set up the online application.
16	To take up action with the police on the amount of crime being carried out in the Village.	Cllr Walker agreed to pursue this issue with the police.
19	To add to the July PC agenda – St Kenelm's Hall – the PC to agree in principle to request the purchase of the entire site.	Clerk to add item to the July PC agenda.

