MINSTER LOVELL PARISH COUNCIL

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21st October 2026

Minutes of the Parish Council Meeting held on Monday 19th October 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. Suzanne Lees
Cllr. Laura Sednaoui
Cllr. Andrew Cooper
Cllr. Wendy Usherwood
Mrs Kelly Parker, **Parish Clerk**
District Councillor Paul Marsh
1 member of the public

The Chairman drew attention to the recording notice on the agenda and advised that the meeting was being audio-recorded solely to assist the Clerk with preparation of the official Minutes. The recording would be securely stored and deleted once the Minutes had been formally approved by the Parish Council.

1. **Apologies for absence. –** Apologies were received from Cllr Paul Lees, County and District Cllr Liam Walker and County Councillor Nick Field-Johnson.

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

3. **Parishioner's public participation (for questions and comments on agenda items) –** A resident raised concerns about repeated interruptions to water and electricity supplies and periods of very low water pressure. The resident had maintained a dated record of incidents between June and October and questioned how occupation of the proposed 134 new homes could be prevented until adequate infrastructure was available. The Council thanked the resident for recording the incidents and asked that the record be provided to Cllr Walker. It was agreed that the adequacy of utility infrastructure and the enforcement of conditions restricting occupation would be raised at the forthcoming meeting with WODC's senior planning officer.

4. **To receive and approve the minutes of the Parish Council Meeting dated 21st September 2026 –** Cllr Cooper proposed to approve the Minutes of the Parish Council Meeting held on 21st September 2026**.** Cllr. Usherwood seconded the proposal. Cllr. Sednaoui abstained, as she had not been present at the September Parish Council Meeting. All other Parish Councillors voted in favour and the proposal was carried with one abstention.

5. **To receive and approve the minutes of the Parish Council Extraordinary Meeting dated 5th October 2026 –** Cllr. Sednaoui proposed to approve the Minutes of the Parish Council Extraordinary Meeting held on 5th October 2026**.** Cllr. Cooper seconded the proposal. Cllr. Usherwood abstained, as she had not been present at the Parish Council Extraordinary Meeting. All other Parish Councillors voted in favour and the proposal was carried with one abstention.

6. **To receive action log and progress update –** Most actions were completed or progressing.
    - The Clerk confirmed paint had been obtained to update the Ripley Avenue play area sign, but awaited suitable dry weather.
    - The Clerk confirmed that she had written to Graham Kew following the Extraordinary Meeting to ask whether he wished to proceed on the basis discussed by the Council. A response was awaited. The Clerk would circulate a copy of the letter to Cllr. Sednaoui.

7. **To receive an update from County Councillor Nick Field-Johnson –** No report was received.

8. **To receive an update from WODC Councillor Paul Marsh and County & District Councillor Liam Walker –** Cllr Marsh reported on WODC's Waterways Day held on 9th October. Presentations and supporting

information were available online. The event included discussion of Grampian conditions and measures intended to strengthen the requirement for adequate infrastructure before development or occupation. Councillors discussed the importance of evidence of existing supply failures, the responsibility for assessing whether conditions had been met, and the arrangements for water and wastewater infrastructure serving the new development 'Dovecote Grove'. These matters would be included in the meeting with WODC. Cllr. Marsh asked to be kept informed and offered to be involved.
Cllr Marsh also drew attention to the Community Governance Review concerning parish boundaries around Witney, Carterton and Chipping Norton and associated Parishes. The Council would consider the consultation at its November meeting. The Chairman agreed to contact the Chairman of Curbridge Parish Council to discuss its position, particularly concerning the land between Minster Lovell and Witney.

9. **To nominate Councillor for Carterton Area Place Board - Pre meeting –** Cllr. Usherwood was nominated to represent the Parish Council at the Carterton Area Place Board pre-meeting.

10. **To review planning applications, decisions, and appeals***
10.1 To agree next steps in challenging name of new development 'Dovecote Grove' – The Parish Council maintained its objection to the name Dovecote Grove because of the potential for confusion with Dovecote Park. Councillors noted that WODC had accepted the proposed street names honouring those commemorated on the Minster Lovell War Memorial. It was agreed that the development name would be raised at the meeting with Chris Hargreaves. Councillors would seek alternative names reflecting local history.
10.2 Planning Applications
- 26/02309/CLP - Certificate of Lawfulness (Conversion of garage into habitable space and construction of a single storey extension) 26 Abraham Way Minster Lovell Witney – Councillors discussed the potential loss of garage parking and whether there was a covenant on the property thatrestricted conversion. The Clerk would ask WODC to check whether any original conditions affected the proposed works.
- 25/00144/OUT - Land at Peashell Farm Downs Road Curbridge – The Council noted an appeal relating to WODC's failure to determine an application within the required period. At this stage the Parish Council agreed that it was not appropriate to make comment.

Additional Planning Application came through after the agenda was published.
- 26/02453/HHD - Replacement of existing single storey rear extension with two storey extension and open sided entrance porch. Associated landscaping works. – The Council considered the plans and agreed to make no comment.

10.3 Enforcement Issues Updates
- 26/00186/PENF – Davana Holdings, Brize Norton Road Minster Lovell - Alleged unauthorised access created onto the highway and removing trees to create the access – The Clerk advised that WODC had asked the Parish Council to wait to be contacted by them when there is an update.
- 26/00183/PENF – 6 Ripley Avenue - Alleged unauthorised use of land previously refused under 22/01902/CLE – The Clerk advised that WODC had asked the Parish Council to wait to be contacted by them when there is an update.

10.4 To discuss and consider the proposed residential development of Approximately 765 dwellings on Land north of Burford Road, Witney – The Parish Council considered a further approach from Gladman offering to attend a meeting. Councillors considered that their position had already been made clear and that a further meeting would not be beneficial at this stage. The Clerk would reiterate the Council's existing objection and advise that it did not wish to arrange a meeting.

11. **Neighbourhood Plan (Cllr. Usherwood)**
11.1 To receive an update on the Neighbourhood Plan – Cllr. Usherwood referred to her circulated report. The availability of design support meant that the six-week consultation was now expected to take place in January 2027. Responses would be considered before further amendments were made. Conservation Area status for Charterville is progressing. Cllr. Usherwood updated the Council on quotations for specialist assistance. A further quotation remained outstanding as they were awaiting clarification from WODC. Any additional information received in the meantime would be circulated to all Councillors. The quotations would be added to the November agenda for the Parish Council's consideration.

12. **Allotments report (Cllr Usherwood)**
12.1 To receive an update on the allotments – Cllr. Usherwood had circulated an allotment report prior to the Parish Council Meeting. Cllr. Usherwood noted the skip had not yet been provided and Cllr Haley offered to speak with the relevant people to see if it was possible to have a skip placed at the allotments this year.
12.2 To receive an update on allotment rents – Clerk confirmed the Parish Council was now up to date on outstanding payments.

13. **Ripley Avenue Amenity Area: (Cllr. P. Lees)**
13.1 To receive a monthly Inspection Report. – Cllr. P Lees had circulated the Play Park Inspection report prior to the Parish Council Meeting. It was noted the Hedge cutting around Ripley Avenue had commenced on

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Monday 19th October. Cllr. Cooper would check the site following completion to ensure no areas had been missed and all debris removed. He will meet the site manager at Ripley Avenue tomorrow, Tuesday 20th October.

13.2 To receive an update on Insurance claims – The Clerk confirmed the insurance claims remained in progress and further information from HAGS was required before both claims could move to the next stage.

13.3 To receive an update on damage and repairs – The Clerk continued to chase HAGS for updated repair quotation for replacement Mushroom tops. HAGS had confirmed they were awaiting a quotation from another supplier because the equipment was not its own manufacture. The bucket swing remained out of use. The matter had been referred to HAGS' warranty department. Councillors reiterated their concerns about the recent repair, together with deterioration of the surfacing, and agreed that the warranty position should continue to be pursued. The Council supported making contact with a local contractor who had offered playground design, installation and maintenance services. Cllr. P Lees would be asked to meet the contractor at the play area to discuss possible assistance with maintenance and repairs.

13.4 To consider and approve quote for Annual playground inspection – The Council considered the two quotations received. Cllr Haley proposed appointing The Play Inspection Company to inspect the two playgrounds at a cost of £192 + VAT. Cllr Cooper seconded the proposal. A unanimous vote was taken, with all Councillors voting in favour.

14. Highways and Traffic

14.1 To receive an update on Community Speed Watch (Cllr. S. Lees) – Cllr. S Lees reported that the equipment had been ordered. A possible monitoring location had been identified on Brize Norton Road and Cllr. S Lees had discussed using it with a nearby resident, who was supportive. Photographs would be taken to support site registration. Councillors discussed difficulties navigating the online training which was discouraging additional volunteers, it was noted where possible Cllr. S Lees could offer assistance.

14.2 OxBus2040 – Future Bus Services in Oxfordshire – To consider and approve Oxon4Buses questionnaire – The Council agreed the circulated draft response, with the amendments reflecting Councillors' feedback. The Clerk would submit the response.

15. Wash Meadow (Cllr A. Cooper)

15.1 To receive an update on tree removal from Wash Meadow River – Cllr. Cooper reported that removal of the fallen trees remained outstanding because suitable machinery was not yet available. Access constraints meant that the work would need to be undertaken from Wash Meadow. Clerk to add to the November agenda for an update.

15.2 To receive and consider the Wash Meadow Trustees accounts – The Council received Cllr. Cooper's report and forward financial information. Current reserves were approximately £14,000, but forecast maintenance expenditure and uncertainty over future fundraising would place pressure on the Trust's finances. Forecast maintenance included tree management around Wash Meadow, the large willow, septic tank repairs and boundary wall repairs. It was noted the ownership of trees near boundary line was being investigated; historic documents were being sought to clarify responsibilities and further quotations for the large Willow could change the forecast costs.

15.3 To receive and consider the Wash Meadow Trustees future plans – Councillors welcomed the report and discussed the need for regular financial information. It was agreed that updates should initially be provided at six-monthly intervals. Any future Parish Council financial contribution would be considered at the precept planning meeting.

16. Remembrance Day Service

16.1 To review arrangements for the Remembrance Day Service – The Clerk reported that preparations were progressing following the planning meeting with Church representatives on the 15th October 2026. A RAF representative had been identified and would be provided with the event details. The Clerk would contact the school for the names of the participating children. Musical arrangements were being followed up. Cllr. Usherwood requested clarification on who would be assisting her with traffic management for the procession. Cllr. Eaglestone and Cllr. Sednaoui confirmed they would be.

16.2 To consider and approve quote for printing Remembrance Service sheets £72.50 + VAT – The Parish Council agreed to reduce the number of printed Orders of Service to 150. Cllr. Sednaoui proposed approving the quote with the understanding the total cost would be less once numbers were reduced. Cllr. Cooper seconded the proposal. A unanimous vote was taken, with all Councillors voting in favour.

17. War Memorial

17.1 To approve the grant application request to help with repairs to the War Memorial – The Council reviewed the draft grant application and agreed the amendments required to complete for submission. The Clerk would complete the application and arrange submission with the supporting documentation and quotations.

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17.2 To approve 3 quotes to send with the grant application – Two quotations had been received and a third contractor was due to visit with Cllr Eaglestone on Wednesday. Once received it was agreed all 3 would be submitted with completed Grant application.

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

18.1 To receive update on Bus Shelter ceiling repairs – Cllr. Cooper confirmed the immediate repairs had been completed but noted a full replacement would be required. Clerk to obtain quotes for a full ceiling replacement.

18.2 To receive update on village sign – Cllr. Cooper would inspect it and consider how it could be secured.

18.3 To discuss the broken door on the Noticeboard at Dovecote Park and consider next steps – Cllr. Cooper agreed to inspect the door and arrange a local repair if possible.

Cllr. Usherwood brought up a resident's concerns regarding hedges encroaching onto public footpaths near O'Connors Road which were causing difficulties for pedestrians, particularly wheelchair users. Cllr. Usherwood had gone and looked at the area and confirmed it was causing a significant issue for residents. As the hedges were privately owned the Council agreed that the locations would be reported through 'Fix My Street' and a polite letter delivered to the relevant householders requesting that the hedges be cut back. Cllr. S Lees raised concerns regarding tree roots lifting the footpath outside the Spar shop and creating a trip hazard. The Clerk would report the matter through 'Fix My Street' on behalf of the Parish Council and would contact OCC Highways to follow up the safety concerns for the hedge and tree roots. The Clerk would follow up with the resident to inform them of the Parish Council's decision.

19. Finance

19.1 The Council received the monthly bank reconciliation for September 2026 and noted the balances on the bank accounts as at 30th September 2026.

Current Account: as at 30th £53,993.07

Instant Access Account: as at 30th £34,003.27

19.2 To receive and approve the six monthly accounts 2026/27 – The Council received and approved the six-monthly budget monitoring accounts. Cllr Cooper confirmed that he had reviewed the accounts with the Clerk and that all questions had been answered. Expenditure was reported to be below half the annual precept at the half-year point.

The Clerk brought accounting discrepancies to the Council's attention, including possible duplicate allotment invoices and receipt entries relating to the previous financial year. These required further investigation. The Council agreed that the position would be explained to the internal auditor and a Scribe health check arranged to identify and resolve the issues with appropriate advice. The Clerk reported that she had not yet located evidence of a VAT reclaim since September 2024 and was continuing to investigate. The Council agreed that the position should be verified and any outstanding recoverable VAT reclaimed. Regular VAT claims were discussed, with quarterly submissions supported to prevent substantial amounts accumulating.

The Council agreed to arrange a separate public meeting to consider the draft budget and precept requirements for 2027/28. The Clerk would circulate possible dates to Councillors and arrange the meeting. Wash Meadow's anticipated funding requirements would be considered as part of the budget discussions.

19.3 To approve an Internal Auditor for 2026/27 – The Council considered three quotations with references obtained from other Parish Councils. Cllr S Lees proposed appointing Theresa Goss as internal auditor for 2026/27 at a core fee of £325, with any additional services charged in accordance with the quotation. Cllr Sednaoui seconded the proposal. A unanimous vote was taken, with all Councillors voting in favour.

The appointment would initially be for one year, with a longer arrangement to be considered following review. Attendance by the auditor at a Council meeting would be included in the planning discussions.

19.4 To approve Clerk Training OALC Finance Day - £125 – The Council agreed for the Clerk to attend the OALC Finance Day.

19.5 The Council noted the income received during September 2026, as set out.

Date	Received from	Description	Amount £
01/09/26	Plot holder 13	Allotment Rent and Water charges	70.00
16/09/26	OCC	Grass cutting grant	1549.70
16/09/26	Plot holder 12	Water charges	20.00
17/09/26	WODC	2nd half Precept	40000.00
17/09/26	Plot holder 11	Allotment Rent and Water charges	70.00
21/09/26	Plot holder 1	Water charges	£15.58
30/09/26	Unity Bank	Credit Interest for Instant Access	167.13
		Total	41892.41

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19.6 The Council noted direct debits payments due in October 2026 as set out.

Spending powers	Payee	Details	Net amount £	Total amount £
146	Castle water	October Water charges	11.48	13.77
106	HMRC	NIC & NI Contributions 6th July – 5th October	Private	Private

19.7 To consider and approve receipts and payments due in October 2026 – The Clerk advised a correction to the circulated payment schedule was required. Line 10 - Peashell Farm invoice 28037 on the payment Schedule is a duplication and should be disregarded. Cllr Usherwood proposed that, subject to this amendment, all payments be approved. Cllr Eaglestone seconded the proposal. A unanimous vote was taken, with all Councillors voting in favour.

Spending powers	Payee	Invoice No	Details	Payment method	Net amount £	Total amount £
115	R Hubber	PC07	Grass cutting at St Kenelm's churchyard	BACS	300.00	300.00
106	K Parker	October 2026	Clerk's October salary	BACS	Private	Private
106	V Oliveri	October 2026	Clerk's back pay 4th April – 7th August 2026	BACS	Private	Private
140	SLCC	BK228566-1	Agenda & Minutes training	BACS	77.00	92.40
103	Multi-Hands	INV01314	Bus shelter clean	BACS	50.00	60.00
102	TP Jones	P2381	Payroll Prep July – Sept 2026	BACS	52.83	63.40
140	SLCC	QL209893-1	GDPR E-Course	BACS	38.50	46.20
N/A	Unity Bank		Bank Charges Automatically debited	BACS	7.00	7.00
142	Minster Methodist church	N/A	Hiring Fees 10/03/26 – 1.5Hrs 06/07/26 – 2.5hrs 08/08/26 – 1.5hrs	BACS	71.50	71.50
~~101~~	~~Peashell Farm~~	~~28037~~	~~Rent Oct 2024 – March 2025~~	~~BACS~~	~~300.00~~	~~300.00~~
101	Peashell Farm	28037	Half year Rent Oct 2024 – March 2025	BACS	300.00	300.00
101	Peashell Farm	28038	Half year Rent Apr 2025 – Sept 2025	BACS	300.00	300.00
101	Peashell Farm	28039	Half year Rent Oct 2025 – March 2026	BACS	300.00	300.00
101	Peashell Farm	28040	Half year Rent Apr 2026 – Sept 2026	BACS	300.00	300.00

Meeting Closed at 9:15pm

Signature Clerk: *K. Parker*

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