MINSTER LOVELL PARISH COUNCIL

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Parish Clerk: Kelly Parker | Email: Clerk@Minsterlovell-pc.gov.uk | Phone: 07712 705865

22nd September 2026

Minutes of the Parish Council Meeting held on Monday 21st September 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
Mrs Kelly Parker, **Parish Clerk**
County and District Councillor Cllr. Liam Walker
County Councillor Nick Field-Johnson
District Councillor Paul Marsh
2 members 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. –** Cllr. L Sednaoui

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

3. **Parishioner's public participation (for questions and comments on agenda items) –** None

4. **To receive and approve the minutes of the Parish Council Meeting dated 20th July 2026 & 17th August 2026 –** Cllr P Lees proposed to approve the Minutes of the Parish Council Meeting held on 20th July 2026**.** Cllr. Usherwood seconded the proposal. Cllr. Cooper abstained, as he had not been present at the July Parish Council Meeting. All other Parish Councillors voted in favour and approved the minutes unanimously. Cllr. Cooper Proposed to approve the Minutes of the Parish Council Meeting held on 17th August 2026. Cllr. Usherwood seconded the proposal and a unanimous vote was taken all in favour.

5. **To receive action log and progress update –** Most actions were completed or progressing.
   - The first play area insurance claim remained under investigation and the quotation for the second claim would be forwarded to the insurers.
   - The letter to Minster Lovell Playing Field Trust was agreed and Cllr Haley would hand deliver to Mr. King.
   - After confirmation of when the April Annual Meeting in 2027 would be held the Clerk would send an email to invite the Police.
   - The Clerk would seek a permanent solution for the incorrect telephone number on the Ripley Avenue Play Area sign.
   - Plot 14 would be cleared and handed back by 16th November 2026; the Clerk would contact the Plot 15 holder regarding maintenance.
   - Jubilee Walk would be followed up with OCC Highways.

6. **To receive an update from County Councillor Nick Field-Johnson –** Cllr. Field-Johnson referred Councillors to his circulated report and highlighted that the Government had announced that Local Government Reorganisation had been put on hold. He advised that considerable work and expenditure had already been undertaken by Oxfordshire County Council in preparation for the proposed reorganisation and that there was current uncertainty as to how the process would progress. He also raised the expenditure incurred by Oxfordshire County Council in relation to the removal of flags from lamp posts. He advised that £80,000 had been spent on removing the flags, with a further £40,000 incurred in legal costs relating to the

High Court application. Cllr Field-Johnson expressed his view that the £120,000 would have been better spent on road repairs.

7. **To receive an update from WODC Councillor Paul Marsh and County & District Councillor Liam Walker –** Cllr. Marsh updated the Parish Council on the West Oxfordshire Local Plan consultation and advised that the consultation was open until 9th October 2026. He encouraged the Parish Council and residents to consider the consultation and submit comments. Cllr Usherwood and Cllr Eaglestone brought up the change of name in regards to the strategic development that could affect Minster Lovell, previously referred to as MIN6 and now shown as WIT6. He advised that he did not know why the reference had changed. Cllr. Marsh referred to a separate review concerning the boundaries of Witney, Chipping Norton and Carterton, which would consider population. He advised that this was not necessarily connected to the MIN6/WIT6 change

   Cllr. Walker updated the Parish Council on the Woodford Way Car Park to explain the campaign, the next stages and how residents could become involved. He advised that there had been useful questions and feedback from residents at a recent public meeting that Cllr. Usherwood attended and that a further key meeting was expected. He also referred to forthcoming WODC's waterways work, which would include workshops looking at infrastructure issues. Cllr. Walker advised that he would forward the relevant information to the Parish Council. Local water supply issues were discussed, particularly problems with water pressure. Cllr. Walker advised that he was preparing a survey to circulate to residents so that individual incidents could be recorded and a clearer picture developed of where problems were occurring across the Village. This information could then be used as evidence when raising the issues with Thames Water.

7:23pm County Councillor Nick Field-Johnson Left the meeting

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

8.1 Planning Applications

- 26/02025/FUL - Erection of timber cladding to parts of front elevation (retrospective) The Fire Sprite Pub and Grill Burford Road Minster Lovell – The Parish Council agreed to strongly object to the application. Concerns were raised regarding the appearance of the cladding, the prominent position of the premises at a gateway into the Village and the effect on the historic chartist building and setting. Cllr P Lees proposed that the Parish Council submit the proposed comments circulated to Councillors. Cllr Eaglestone seconded the proposal. The proposal was agreed by the Council with one abstention. The Clerk will submit the Council's comments to WODC.
- 26/02037/AD - Erection of new signage graphics to existing externally lit sign structure (retrospective) The Fire Sprite Pub And Grill Burford Road Minster Lovell – The Parish Council agreed to strongly object to the application as submitted whilst recognising the need for appropriate signage for the business. Cllr S Lees proposed that the Parish Council submit the agreed comments circulated to Councillors. Cllr Cooper seconded the proposal. The proposal was agreed by the Council with one abstention. The Clerk will submit the Council's comments to WODC.

8.2 Enforcement Issues Updates

- 26/00186/PENF – Davina Holdings, Brize Norton Road Minster Lovell - Alleged unauthorised access and trees to create the access. This is under investigation by WODC Enforcement. 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 – This is under investigation by WODC Enforcement. The Clerk advised that WODC had asked the Parish Council to wait to be contacted by them when there is an update.

8.3 Land South of Burford Road, Planning Application 25/02876/RES – The Parish Council considered WODC's street-naming consultation. Concerns were raised that "Dovecote Grove" could be confused with the existing Dovecote Park and the implications this could cause. It was also noted that the developer's use of a marketing name did not in itself mean that the name had been formally adopted. The Parish Council therefore wished to establish when and by whom the name Dovecote Grove had been formally approved. Councillors felt that the new street names should have a meaningful connection to Minster Lovell and its local history, rather than being restricted to the bird name theme proposed by the Developer. Councillors were supportive of the principle of recognising Leonard Curtis's contribution to Minster Lovell, although it was acknowledged that WODC's policy recommends a period of 20 years following a person's death before their name can be used for street naming. It was agreed that the Clerk

would respond to WODC requesting clarification as to when, how and by whom the name Dovecote Grove had been formally approved and confirm that the Council does not want the new development to be called Dovecote Grove or the streets named after birds. The Council proposes that the streets are named after people who have lived in and made a contribution to the Village.

Land South of Burford Road, Discharge of condition 3 (Construction Management Plan) of planning permission 25/02876/RES – Cllr Cooper raised concerns that the submitted Construction Management Plan appeared to indicate that construction traffic would initially access the site through Dovecote Park in order to reach the site compound. Councillors considered that, once the site compound and associated facilities had been established, construction traffic should use a dedicated construction access rather than continue travelling through the existing residential development. The Clerk was asked to raise the Parish Council's concerns regarding the proposed construction access arrangements with WODC.

Cllr S Lees proposed that the Parish Council proceed with responding to both planning matters as discussed Under Agenda Item 8.3. Cllr Cooper seconded the proposal and it was agreed unanimously. The Clerk confirmed that Chris Hargreaves at WODC had already been contacted requesting a meeting regarding the Redrow development. The Council asked that our response to the current WODC Local Plan consultation be discussed at the meeting.

9. Neighbourhood Plan (Cllr. Usherwood)

9.1 To receive an update on the Neighbourhood Plan – Cllr Usherwood had submitted a written report to the Council and gave a verbal up-date on the progress of the Neighbourhood Plan; She reported progress with the proposed Local Green Space designations and landowner discussions. One landowner confirmed there were no plans to build and was amenable to suggestions for community benefit. Another sought clarification; Cllr Usherwood had drafted a response explaining that the Council wished the land to remain as it was and that designation would not give the Parish Council control. The Clerk would review the draft before it was sent.

9.2 To consider next steps on Conservation area status – Two possible consultants have been identified to assist with Conservation Area Status proposals. The Parish Council agreed that quotations should be requested, including details of the proposed scope of work and timescales, before deciding how to proceed.

9.3 To consider the West Oxfordshire Local Plan consultation and agree the Parish Council's response – The Parish Council discussed the Local Plan proposals affecting Minster Lovell, including the change in reference from MIN6 to WIT6 and the Council's previous comments regarding the suitability of the land and required infrastructure. Cllr Usherwood proposed that the Parish Council submit a response, strongly objecting to the Local Plan consultation because of the significant impact on Minster Lovell. Cllr Eaglestone seconded the proposal and it was agreed unanimously. Cllr Haley and the Clerk would compile the points raised and include the information provided by Cllr. Usherwood and information submitted to previous consultation, and circulate a draft response to Councillors prior to submission.

9.4 To discuss the Carterton Area Regeneration Framework and the Parish Council's involvement – The Parish Council considered WODC's developing Carterton Area Regeneration Framework and agreed that it did not currently consider direct involvement necessary. The Clerk was asked to send a response thanking WODC for considering Minster Lovell and asking that the Parish Council continue to be kept informed of any developments relevant to the Village.

Open Space Study – The recently circulated Open Space Study was discussed. Councillors agreed that the areas identified within Minster Lovell should be reviewed to ensure that all relevant open spaces had been included and to consider the comments and priorities attributed to them. Concerns were raised regarding some of the assessment criteria, including sites being scored down for a lack of car parking where this would not necessarily be appropriate or desirable. It was agreed that the study would be reviewed and feedback provided to WODC by the stated deadline of 28th September 2026.

10. Policy and Scheme review - for decision

10.1 To review and approve Recording of Meetings Policy – Cllr Cooper proposed that the Recording of Meetings Policy be adopted. Cllr S Lees seconded the proposal and it was agreed unanimously.

10.2 To review and approve Disposal and Archive Policy – It was agreed that further work was required before the policy could be adopted. The Clerk would contact OALC for a current template and work with Cllr Eaglestone to prepare a revised draft for review.

10.3 To review and approve Financial Regulations Policy – Cllr Usherwood proposed that the revised Financial Regulations be adopted. Cllr P Lees seconded the proposal and it was agreed unanimously.
10.4 To review and approve Freedom of Information Publication Scheme – Cllr Haley raised the provisions relating to extensive Freedom of Information requests and possible charges. Cllr P Lees proposed that the Scheme be adopted subject to confirmation and inclusion of the appropriate statutory cost and time threshold provisions. Cllr Usherwood seconded the proposal and it was agreed unanimously. The Clerk would confirm and amend the Scheme accordingly.

8:20pm County and District Councillor Cllr. Liam Walker Left the Meeting

11. Art Project (Cllr Sednaoui)
11.1 To agree to the Extra-ordinary Parish Council meeting to discuss the Art Project in more depth – It was agreed that an Extraordinary Parish Council Meeting would be held on Monday 5th October 2026 at 7pm in St Kenelm's Hall. It was reiterated that no final decision had yet been made regarding the Art Project and that the Extraordinary Meeting would provide the opportunity for the Council to consider the matter further
11.2 To agree and approve Agenda for Art Project Extra-ordinary Meeting – The proposed agenda was considered and agreed, subject to amendments. It was clarified that the existing statement regarding the press and public related only to the public part of the meeting and not to the private session. The Clerk would amend the agenda to include the appropriate wording from OALC to formally move the second part of the meeting into a private session if required.

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. There are currently no vacant plots. Plots 13 and 15 remain overgrown and uncultivated. Plot 14 was also overgrown in parts but was in better condition than Plots 13 and 15. The Clerk confirmed that the holder of Plot 14 had accepted the notice period and would clear and hand back the plot by 16th November 2026. The Clerk had not yet been able to contact the holder of Plot 15 regarding the maintenance of the plot but had obtained a telephone number from Cllr Usherwood and would make contact.
12.2 To consider and approve the return of deposit for Ex allotment holder of plot 15 – The Clerk found no record of the deposit having been returned and it was confirmed the plot had been left in very good condition. The Council agreed that the outstanding deposit should be refunded.

13. Ripley Avenue Amenity Area:
13.1 To receive a monthly Inspection Report – Cllr P Lees' circulated monthly inspection report was received. The play area was reported to be in good overall condition, with most equipment in reasonable order. The bucket swing remained removed pending repair. Continuing concerns were noted regarding the surfacing beneath the seesaw and rotating swinger, together with outstanding repairs to the mushrooms and seesaw seat. The areas around the football goal posts would also require attention in due course. It was noted that the grass should receive a further cut before winter and that the bramble area required cutting back.
13.2 To receive an update on damage and repairs –

- A quotation had been received from HAGS for the damaged mushrooms and Seesaw seat; however, the original mushrooms were no longer available and an alternative repair had been proposed. Councillors agreed that clarification should first be obtained on the options available before proceeding.
- The Clerk confirmed that she had contacted HAGS regarding concerns over the condition and workmanship of the play area, including the sinking surfacing beneath the seesaw and rotating swinger and the failure of the bucket swing safety chain. HAGS had requested measurements and further information, which the Clerk would provide before awaiting their response.

The Council also discussed the requirement for a formal independent annual play area inspection**.** The Clerk would follow up the previous arrangements to confirm when the next inspection could be undertaken and Cllr. P Lees would review the Council's routine inspection arrangements.

14. Highways and Traffic
14.1 To receive an update on Community Speed Watch – Cllr S Lees provided an update on the Community Speed Watch initiative. Currently there are four trained Councillors, with further residents having

expressed interest in joining. A suitable monitoring location had been identified on Burford Road and photographs would be taken to support its registration. Potential locations on Brize Norton Road were being considered due to the requirements for safely positioning of volunteers. Cllr, S Lees identified possible locations where permission from adjoining residents may be required. It was agreed that Cllr S Lees could prepare a short letter to the relevant residents. Once two suitable monitoring locations had been approved and registered**,** the Speed Watch could be progressed.

14.2 To consider the effectiveness of the 20mph speed limits within the Parish and agree a response to Oxfordshire County Council – It was agreed that this item would be deferred to the October Parish Council meeting for further consideration.

15. Wash Meadow (Cllr A. Cooper)

15.1 To receive an update on tree removal from wash Meadow River – Cllr Cooper advised that the planned works had been delayed as the machinery originally intended for the work had been unable to access Wash Meadow due to the ground conditions. Alternative machinery was expected to become available shortly. The proposed works would include removing the fallen tree, clearing accumulated silt and undertaking associated works to the island.

15.2 To consider the ongoing management and maintenance of growth on the Wash Meadow Island following recent works to bring it under control – Cllr Cooper advised that once suitable machinery was available, the Trustees intended to level areas of the island and clear accumulated silt as part of its ongoing management.

The Clerk confirmed she was preparing a summary of payments made over approximately the previous eight years, including payments relating to the septic tank, to help clarify the historic funding position. Cllr Cooper advised that he would bring further information to the October meeting, including the Trustees' accounts, details of expenditure and anticipated future costs, together with a proposed three-year plan for the maintenance of Wash Meadow.

16. Remembrance Day Service

16.1 To note arrangements for the Remembrance Day Service – The Clerk confirmed that preparations were already underway for the Remembrance Day Service and Parade on Sunday 8th November 2026. The local Community Police team had contacted the Council requesting details of the event and advised that they would try to arrange for a representative to attend. The local Scout Leader had made contact to ask for the Scouts to be involved in the Service, and the Flower and Produce Show had asked to be included on the list of organisations laying a wreath. Cllr Usherwood confirmed that she had already arranged for the chairs to be collected and delivered for the event. It was agreed that the Clerk would liaise with Dawn Haley and the volunteers involved in organising the event and arrange a meeting to finalise the remaining arrangements.

17. Village News

17.1 To receive and approve draft article for the Village News Oct-Dec 2026 – The draft Village News article was considered. It was agreed that the Wash Meadow update would be removed**,** as Cllr Cooper advised that the Wash Meadow Trustees would be submitting a separate article providing an update on their work. The Village News article was approved subject to amendments.

18. Charterville Day – Celebrating 180 years of Charterville in 2027

18.1 To discuss ideas and appoint who will take on responsibilities for celebrating Charterville in 2027 – It was agreed that Minster Lovell History Society would be well placed to lead on developing ideas and organising the celebrations. The Clerk agreed to contact Graham Kew ahead of the Society's next meeting to establish whether they would be interested in taking this forward. Councillors also suggested involving the Local School, particularly as the anniversary could provide an opportunity for the children to learn about the history of Charterville.

19. Correspondence Received that requires action:

19.1 Email from resident at 55 Ripley Avenue asking for permission to instruct tree surgeon to cut back trees behind their property – The Clerk was asked to respond confirming that the resident could arrange the necessary works at their own cost.

19.2 Email from residents 18 – 20 Ripley Avenue regarding unsafe footpath and hedge needing cutting back on side of property – Cllr Usherwood advised that OCC had confirmed the footpath was scheduled for

inspection and repair, although there may be a considerable wait. The footpath was not the Parish Council's responsibility. The Clerk would update the residents and advise No. 20 that October hedge cutting would include the section adjoining Parish Council land where appropriate.

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

20.1 To receive update on Bus Shelter ceiling repairs – Cllr Cooper advised that the repairs to the bus shelter ceiling were due to be carried out shortly. A further section of the ceiling was also beginning to come away and would be attended to at the same time. Councillors noted that, due to the ongoing deterioration, more substantial replacement of the ceiling may be required in the future.

20.2 To discuss the use of roadside advertising notice boards in the Village – It was agreed that the situation would be kept under review**.** An old advertising sign near the Methodist Church was also identified, and it was agreed that this could be removed.

20.3 To discuss if there are any dry stone walls within the Parish for repair or restoration by Wychwood Forest Trust – A section of dry-stone wall forming the boundary wall of the Methodist Church, which was beginning to come apart, was identified as a possible project. The Clerk was asked to contact the Wychwood Forest Trust to establish whether they would consider undertaking the repair.

20.4 To consider if repairs are needed for the Village sign near the Scout Hut and agree next steps – Cllr Usherwood reported that the village sign near the Scout Hut was leaning forward and would not remain upright when pushed back into position. Cllr Cooper agreed to inspect the sign to establish what repairs could be undertaken.

21. Finance

21.1 The Council received the monthly bank reconciliation for August 2026 and noted the balances on the bank accounts as at 31st August 2026

Current Account: as at 31st August 2026 £16,745.87

Instant Access Account: as at 31st August £34,003.27

21.2 The Council received and noted the bank reconciliation for July 2026. It was agreed that future financial schedules would also show income received and payments made by standing order, direct debit and bank card.

21.3 The Parish Council approved the use of credit held on the UBICO account towards Invoice 6007903 for March grass cutting of 252.00

21.4 To consider and approve receipts and payments due in September 2026 – An amendment was required to the cost of the Remembrance Day wreath, which was confirmed as £23.00**.** Cllr Usherwood proposed that, subject to this amendment, all payments be approved. Cllr Cooper seconded the proposal. A unanimous vote was taken, with all Councillors voting in favour.

21.5 To consider the purchase of a Shredder to aid in disposal and archiving of historical MLPC Documents – Cllr Cooper advised that he may have a suitable shredder available for the Council to use and agreed to check and advise the Clerk and Cllr. Eaglestone. A new shredder would therefore not be purchased at this stage.

21.6 To approve Clerks salary at the revised pay rate for the pay scale previously approved. Back dated to the 8th August – Cllr P Lees proposed that the revised pay rates and associated backdated payments be approved for the current and Previous Clerk. Cllr Eaglestone seconded the proposal and it was agreed unanimously.

21.7 To approve training for new clerk

- GDPR E-course - £46.20+VAT
- Agenda & Minutes 24/9 & 1/10 - £77+VAT

Cllr P Lees proposed the approval of the above-mentioned training courses. Cllr Eaglestone seconded the proposal and it was agreed unanimously.

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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
102	Moore	339740	Completion of External Audit 2025–26	Online	315.00	378.00
	The RBL	N/A	Wreath for Remembrance Day	Cheque	23.00	23.00
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
106	K Parker	N/A	Clerk's salary September 2026	Online	Private	Private
140	OACL	6493	New Clerk training	Online	125.00	150.00
111	SLCC	ORD510773-1	14th Edition Local Council Administration	Online	148.50	149.40
115	UBICO	60081628	Ground Works July 26	Online	259.00	310.80
143	UBICO	60081593	Grass Cutting June 26	Online	625.55	750.66
142	Village Hall	MLVH-2026-90	Village Hall hire June - Sept	Online	175.00	175.00
38	Community first Oxfordshire	SI-821	Minister Lovell Neighbourhood Plan - Supplementary Work on Carterville	Online	1300.00	1560.00

*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 9:20pm