MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

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28th September 2026

Minutes of the Extraordinary Parish Council Meeting held on Monday 5th 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. Paul Lees
Cllr. Suzanne Lees
Cllr, Andrew Cooper
Mrs Kelly Parker, **Parish Clerk**
5 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. The Chairman also explained that confidential commercial matters could be considered in a closed session if required.

1. **Apologies for absence -** Cllr. Wendy Usherwood, her written comments on the proposal had been circulated and were considered during the meeting.

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

3. **Parishioner's public participation (for questions and comments on agenda items) -** A resident reiterated her interest in contributing to the Art Project, having previously made contact and expressed interest. She asked what roles would be available. The Chairman confirmed that the Council welcomed public involvement but explained that the meeting was to consider the proposal currently before the Council.
ACTION The Clerk would keep the resident informed and contact her if suitable opportunities for involvement arose.

4. **To receive and consider correspondence from Mr Graham Kew regarding the proposed Art Project -** The letter had been circulated and was considered. It was clarified that the project had not been awarded at the July meeting and further designs and cost information had been requested to enable the Council to make an informed decision. The matters raised concerning materials, seating and CCTV were considered under item 5. The proposed Charterville blue plaque was being pursued separately.

5. **Art Project (Cllr Sednaoui)**
5.1 To consider the proposed design and specification of the Art Project - The Parish Council considered the revised four-sided structure, with a galvanised iron frame and proposed Dibond panels approximately four feet high by three feet wide. The panels would include village illustrations, historical information and a walking map. Councillors requested further work before the design and specification could be approved.
    - The panels were considered too busy, with too many illustrations and too much text. Revised layouts were requested, showing the proposed text size and ensuring that illustrations matched the subject matter. Historical information would need to sit along the appropriate illustrations.
    - The map should include the wider Village and all relevant parts the Chartist Estate. It was suggested that the map be enlarged and illustrations positioned in relation to the places they represented.
    - A representative printed sample was required at the intended scale, using the proposed production process and panel material, to demonstrate the quality and resolution of the enlarged artwork.

- Further information was required on panel grade and thickness, coatings, UV and graffiti protection, cleaning, lifespan and replacement arrangements. Fixings would need to allow for expansion and contraction.

5.2 To consider the proposed location, installation requirements and any security/CCTV requirements - The grass verge near the Methodist Church and Spar shop remained the suggested location, subject to checks on visibility, underground services and any necessary planning permissions. Councillors noted the number of existing signs at the junction and will want to make sure that adding the proposed structure does not make the area appear cluttered. Foundation and installation requirements would need further consideration. A bench was not to be included. Dedicated CCTV was not supported and it was suggested that enquiries be made as to whether existing shop cameras covered the area.

5.3 To consider the funding available for the Art Project, including the Section 106 funding available - Councillors expressed differing views as to whether the proposal constituted an art installation or heritage information display. There was support for promoting the Village's history, but several Councillors considered that the proposal should be funded separately and not by the Section 106 art allocation.

Cllr. Haley proposed that the Parish Council progress the project through its own funding arrangements, rather than the Section 106 art funding, and consider how to fund it during the forthcoming budget and precept planning process, potentially over more than one year. Cllr Eaglestone seconded the proposal. The proposal was agreed by the Council with one abstention. The Section 106 art Project grant of £16,594 would remain available for a separate art project. The Council will consider next steps in early 2027 in relation to the Art Project.

5.4 To consider any procurement requirements applicable to the expenditure of the Section 106 funding and delivery of the Art Project - Following the decision to use a separate funding stream, the Chairman noted that the Section 106-specific requirements would no longer apply to this proposal.

5.5 To consider whether any further information, quotations or consultation are required before a final decision is made - Further information was required on the revised designs, printed sample, materials and installation arrangements as set out in 5.1 above. Cleaning and maintenance requirements would need to be considered in future budgets.

5.6 To consider agree the next steps and any actions required - The Clerk will write to Mr Kew confirming the Council's decision and setting out the design and technical feedback. Mr Kew can consider whether he wishes to continue developing the proposal under the revised funding approach. Revised layouts, a representative printed sample and answers to the outstanding questions would be required before further approval. Funding will be considered during budget and precept planning for 27/28

ACTION The Clerk to write to Mr Kew

6. **Exclusion of Press and Public**
   - **6.1 To consider and, if appropriate, to pass the following resolution:** The Parish Council resolved to exclude the press and public under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 because publicity concerning the commercially sensitive costings would be prejudicial to the public interest.
7. **Costings and Next Steps**

   7.1 To consider confidential costings relating to the Art Project - The Parish Council considered the confidential costings and agreed that the total cost of the project should not exceed £10,000.

Meeting Closed at 9:11pm

Signature Clerk: *K. Parker*