



MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

Parish Clerk: Debra Rouget

Email: info@minsterlovell-pc.gov.uk

Tel: 07712 705865

To: All Members of Minster Lovell Parish Council

You are hereby summoned to a meeting of the Parish Council on **Monday 24 July 2023 at 7.00pm** at St Kenelm's Hall, Brize Norton Road, Minster Lovell, for the transaction of the business stated below. The Public and Press are also invited to attend.

The Agenda is as follows:

1. Welcome/Members present and apologies for absence
2. Declaration of interest in agenda items
3. Co-option of new Councillor
4. Parishioner's public participation (for questions and comments on agenda items)
5. To receive the minutes of the Parish Council Meeting dated 19 June 2023
6. To receive an update from District and County Councillor Liam Walker
7. To receive an update from District Councillor Colin Dingwall
8. To review planning applications, decisions, and appeals*
 - 8.1 **17/03978/HHD** Receive an update regarding enforcement action: Lavender Cottage, Minster Lovell - Non-compliance with conditions.
 - 8.2 Receive an up-date on works on land to the rear of Bushwell, Bushy Ground.
 - 8.3 **22/03240/OUT** Outline planning permission for the development of up to 134 dwellings (Use Class C3) including means of access into the site (not internal roads) and associated highway works, with all other matters (relating to appearance, landscaping, scale and layout) reserved (amended description) (amended plans) Update: WODC Lowlands Planning Sub-committee Agenda Item Monday 17th July at 2.00 pm
9. Review of the action log – for discussion and decisions:
 - 9.1 Repair to fence at Spar Shop
 - 9.2 OCC Highways Matters
 - 9.3 Dog and Litter Bins
10. Ripley Avenue
 - 10.1 Monthly Inspection Report
 - 10.2 Path Construction
 - 10.3 Annual Laurel Hedge Cutting – decision on quotes
 - 10.4 Tree survey report
 - 10.5 Removal of tree branch
 - 10.6 Position of new bench
 - 10.7 Sale of land adjacent to 3 Ripley Avenue
11. Allotments update
 - 11.1 Condition of plots
 - 11.2 Provision of skip
12. Village Hall Project (Cllr. Stowell)
 - 12.1 Receive working group minutes and project update
 - 12.2 Terms of Reference –approve



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13. Ripley Avenue Playpark Project up-date (Cllr. Bicker)

14. Dog warden report – To note

15. To discuss correspondence received that requires action

16. Finance

16.1 Update on HMRC overpayment Cllr King

16.2 Audit recommendations and action plan Cllr King

16.3 Method of payment for clerk's salary – for decision

16.4 Review of accounting package – for decision Cllr King

16.5 Review of bank account and payment methods for decision

16.6 To receive updates on monthly bank reconciliation for June 2023

16.7 To receive the final budget report from 2022-23 Cllr King

16.8 To receive an update on invoice for noticeboards (line 5 on the payments schedule)

16.9 To approve quotes for:

Hedge cutting at Buzzers Piece

Ubico £470 + VAT

Weed killing road down to the lower village and up school hill

Ubico £125 + VAT

Double sided notice board outside the post office

Timbertyte £1370+VAT

Donation for bedding plants for war memorial

16.10 To approve membership of the Society for Local Council Clerks (SLCC)

16.11 To consider and approve receipts and payments due

Receipts	Reason	£
Cash to bank	Council reimbursement for Coronation events	400.00

Spending powers	Payee	Invoice No	Details	Net amount	Total amount
103	Multi-hands	INV00715	Window cleaning July	50.00	50.00
115	Ubico	06601616	Grass cutting	584.15	700.98
115	R Hubber	PC21	Grass cutting	250.00	250.00
106	D Rouget	July	Clerk salary	private	private
126	Day1displays	INV0390	Installation of noticeboards	320.00	384.00
N/A	HMRC		Re-imburement for VAT error	38,035.00	38,035.00

16.12 To report payments to be made with the Council Debit Card

Spending power	Payee	Reason	£
128	Post Office	Stamps	119.00

*Listed planning applications and financial entries are those received by the Clerk in advance of drafting the meeting agenda. The Council will review all applications received and financial transactions up to the date of the meeting.

Signature Clerk:



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Public Speaking Policy. Minster Lovell Parish Council recognise that communication with parishioners is valuable when making informed decisions and a Parishioner's Public Participation section is made available at the beginning of Council meetings for this purpose.

Please Note:

- Public speaking will be allowed on any agenda item by parishioners of Minster Lovell, at the Parishioner's Public Participation section only. Thereafter public speaking is not permitted.
- After introducing themselves, Parishioners are permitted to speak for 3 minutes on Planning Applications and Decisions and a further 3 minutes on other agenda items. The time must be strictly adhered to and speakers are encouraged to practice their presentation in order to use the time constructively.
- Speakers should clearly outline their views concerning the agenda item and representations should be confined to spoken comments.
- Councillors, through the Chairman, can seek clarification only of points made by the speakers.
- Council meetings are held in public and therefore, no comments of a personal, slanderous, defamatory or otherwise offence or abusive nature should be made.
- The Chairman of the Council has the right to stop anyone speaking if such comments are made and the speaker may then forfeit their opportunity to continue to speak.