



MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

Parish Clerk: Sharon Palmer

2 Charterville Close, Minster Lovell, Witney, Oxon OX29 0SL

Email: info@minsterlovell-pc.gov.uk

Tel: 07712 705865

To: All Members of Minster Lovell Parish Council

You are hereby summonsed to attend a meeting of the Parish Council to be held at the **Methodist Church, at the junction of Brize Norton Road and Upper Crescent, Minster Lovell** on **Monday 11th April 2022 at 8:00pm** 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. Parishioner's Public Participation (for questions and comments on agenda items)
4. Co-option of Councillor
To receive and approve application from Mrs Hannah Leach
5. To receive comments and questions to County and District Councillors
6. To receive the Minutes of the Parish Council Meeting – 21st March 2022
7. To review planning applications, decisions, appeals
 - a) Receive and discuss planning applications
To receive and review planning application: 22/00818/HHD - 33 Brize Norton Road Minster Lovell Witney Oxfordshire OX29 0SF - Extension to Front of Property
 - b) Receive an update regarding enforcement action
Lavender Cottage, Minster Lovell - Non-compliance with conditions attached to 17/03978/HHD
 - c) Follow up from meeting with Chris Hargraves, Strategic Planning Manager
8. Matters and actions arising from the previous meeting which are not covered by other agenda items
9. To review the action log
10. To receive and accept quotations for Noticeboards
11. Planning the Queens Platinum Jubilee celebration
 - a) To receive a report on progress
12. To receive and discuss the allotment report
13. Ripley Avenue Amenity Area
 - a) Amenity Area inspection report
 - b) Deed of Easement and Path lay-out approval
14. To receive the monthly dog fouling report
 - a) Frequency of dog and litter bin emptying during the Summer
15. Traffic – Parking and Speed
 - a) Speed Limit on B4047 Burford Road
16. To discuss correspondence received that requires action



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17. Around the Village' – Matters not covered by other agenda items that need addressing or noting

18. Finance:

- a) Report and discuss reduction in capital lodged with WODC due to administrative charges being more than interest received.
- b) To consider and approve payments due (Schedule of Payments & Receipts included)

Cheque Number	Spending powers	Payee	Invoice No	Details	Expense
101506	Ref 137 (Subscriptions)	Information Commissioner's Office	ZA329531	Annual data protection fee	£40.00
101507	Ref 101 (Allotments)	C R Straine C R Straine (Peashell Farm)	23088	Rent for Allotments- April 2021, Nov 2021 and April 2022	£900.00
101508	Ref 115 (Grass cutting)	Mr R Hubber	PC09	Grass cutting March	£250.00

- a) To receive, review and sign bank documents to add the Clerk to the bank mandate list
- b) To approve Debit Card holders
- c) To report payments made with the Council Debit Card
- d) To receive bank reconciliation for 4th quarter 2021/2
- e) To receive quarterly expenditure report

Transaction No	Spending Power	Payee	Invoice No	Details	Expense £
1	138	Giffgaff	1646756798685	Clerk Mobile phone credit	£6.00

- f) To report payments received
- g) [To approve Ubico grass cutting contract for 2022]
- h) To receive monthly bank reconciliation for February and March

Signed: _____

Parish Clerk

*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.

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:

- o 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.
- o 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.
- o Speakers are required to introduce themselves and confirm their address to the Council.
- o Speakers should clearly outline their views concerning the agenda item.
- o Representations should be confined to spoken comments only. Any written material, photographs or drawings should be provided before the meeting.
- o Councillors, through the Chairman, can seek clarification only of points made by the speakers.
- o Please remember that Council meetings are held in public and therefore, no comments of a personal, slanderous, defamatory or otherwise offence or abusive nature should be made.
- o 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.