



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 **20th June 2022 at 7:00pm** in 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. Parishioner's Public Participation (for questions and comments on agenda items)
4. To receive the Minutes of the Parish Council Meeting – 16th May 2022
5. To receive an update from District Councillor Gill Hill
6. To receive an update from District Councillor Colin Dingwall
7. To receive an update from County Councillor Liam Walker
8. To review planning applications, decisions, appeals
 - a) Receive and discuss planning application: 22/00885/FUL - 112 Brize Norton Road, Minster Lovell, Witney, Oxfordshire OX29 0SQ - Demolition of existing dwelling and erection of four new dwellings together with associated works including closing of existing vehicular access and formation of new in revised position
 - b) To receive and review planning application: 22/01196/HHD - 36 Upper Crescent, Minster Lovell, Witney, Oxfordshire OX29 0RT- Erection of a detached garage
 - c) To receive and review planning application: 22/01496/DEM – 7 Bushey Ground, Minster Lovell Witney Oxfordshire OX29 0SW - Demolition of residential dwelling house and outbuildings
 - d) To receive and review planning application: 22/ 01441/HHD - 34 Upper Crescent Minster Lovell Witney Oxfordshire OX29 0RT - Proposed alterations to existing loft conversion to include removal of side dormer, raising of roof height, updating of facade of original dwelling, changes to fenestration and the addition of solar panels.
 - e) Receive an update regarding enforcement action:
Lavender Cottage, Minster Lovell - Non-compliance with conditions attached to 17/03978/HHD
9. Matters and actions arising from the previous meeting which are not covered by other agenda items
10. To review the action log
11. To receive and accept draft article for July-September issue of the Village News
12. To receive and discuss the allotment report
 - a) Hire of a skip
 - b) Signature on contracts for plot 14
 - c) Hosepipe installation
13. Ripley Avenue Amenity Area
 - a) Amenity Area inspection report
 - b) Quotation for heavy duty pins for the goal nets



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- c) Fun Day for youngsters in the village
 - d) Deed of easement
 - e) Land valuation
 - f) Additional signage
14. Traffic – Parking and Speed
- a) Speed limit Burford Road
 - b) 20 mph speed limit
 - c) White lining Lower Village
15. To receive the monthly dog fouling report
16. Queen's Platinum Jubilee Celebration
17. To discuss correspondence received that requires action
- a) Email from D Ilbert regarding a number of matters around the village
18. Around the Village' – Matters not covered by other agenda items that need addressing or noting
19. Finance:
- a) Internal Audit – to receive and review the report from the Internal Auditor
 - b) External Audit – to consider the 2021/22 AGAR for submission to the External Auditor
 - c)
 - i. Annual Governance Statement - to consider the questions and respond accordingly
 - ii. Accounting Statements - to consider and agree the accounting statement figures
 - iii. Electors' Rights – to consider and approve the dates
 - iv. Statement of Variance – to consider the draft Statement of Variance
 - d) To receive and review the report from OALC – Fraud in Parish Council
 - e) To consider and approve payments due (Schedule of Payments & Receipts included)

Cheque Number	Spending powers	Payee	Invoice No	Details	Expense
101524	Ref 143 (Parish properties: maintenance of)	Multi Hands	549	June bus shelter cleaning	£50.00
101525	Ref115 (Grass cutting)	Mr R Hubbard	PC11	Grass cutting June	£250.00
101526	Ref 106 (Salaries and Allowance)	Sharon Palmer	06 / 2022	June Clerk salary and office allowance	Private
101527	Ref 134 (S137 Grants)	Minster Lovell History Group	Letter	Celebrations for 175 th Anniversary of Charterville	£500.00
101528	Ref 117 (Insurance)	CAS Ltd	2022-23ACY001	Council Insurance	£725.62

- f) To report payments made with the Council Debit Card – No card payments made
- g) To report payments received

Received from	Details	Amount
Mr P Rushby	Allotment rent 2022/3 & water rates 2021 (full plot)	£29.42



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h) To receive monthly bank reconciliation for May

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:

- 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.
- 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 are required to introduce themselves and confirm their address to the Council.
- Speakers should clearly outline their views concerning the agenda item.
- Representations should be confined to spoken comments only. Any written material, photographs or drawings should be provided before the meeting.
- Councillors, through the Chairman, can seek clarification only of points made by the speakers.
- 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.
- 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.