



## MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

**Parish Clerk: Debra Rouget**

24 Abbey Road, Witney Oxon OX28 5LE

Email: [info@minsterlovell-pc.gov.uk](mailto:info@minsterlovell-pc.gov.uk)

Tel: 07712705865

### To: All Members of Minster Lovell Parish Council

You are hereby summoned to a meeting of the Parish Council on **Monday 16<sup>th</sup> January 2023 at 7:00pm** in the Village 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 on Friday 23<sup>rd</sup> December 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, and appeals\*
  - a) **22/03450/LBC** - Minor alterations and refurbishment including single storey rear extension linked by a glazed lobby element Planning (Listed Building and Conservation Areas) Act
  - 22/03449/HHD** - Minor alterations and refurbishment including single storey rear extension linked by a glazed lobby element - The Croft 81 Brize Norton Road Minster Lovell
  - b) **22/03152/FUL** - 112 Brize Norton Road, Minster Lovell, Witney, Oxfordshire OX29 0SQ - Erection of a detached dwelling and associated works
  - c) **UNDER CONSIDERATION** - 22/03240/OUT. Land south of Burford Road, Minster Lovell. (Expiry date 29<sup>th</sup> December 2022) - Outline planning permission for the development of up to 140 dwellings (Use Class 3C) 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
  - d) **Receive** an update regarding enforcement action: Lavender Cottage, Minster Lovell - Non-compliance with conditions attached to 17/03978/HHD
  - e) **23/00011/HHD** Removal of existing conservatory and erection of a single story rear extension. Demolition of existing and erection of new detached garage in revised position.  
The Chestnuts Burford Road
  - 22/03168/LBC** Internal and external alterations to remove existing conservatory and erection of single storey rear extension The Chestnuts Burford Road Minster Lovell Witney
  - f) **22/03499/HHD** Single storey side and rear extension and conversion of garage to accommodation (Amendments to previously approved 22/03610/HHD). 59 Wenrisc Drive, Minster Lovell, Witney. Deadline 1<sup>st</sup> Feb 2023
9. To review the action log
10. To receive and discuss allotment report
11. To receive and discuss the Ripley Avenue Amenity Area inspection report and any other points that arise
12. To receive the monthly dog fouling report



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13. To discuss correspondence received that requires action:

- a) Petition to help swifts and 3 other cavity nesting birds facing national extinction (see email from Hannah Bourne-Taylor) For decision
- b) Communication from the village hall committee requesting a significant contribution to a defibrillator. For decision
- c) Tree issue at 2 Ripley Avenue. For decision
- d) Request from Crawley Council to be involved in water testing along the Windrush river. For decision
- e) Signage in Minster Lovell. For decision

14. Finance

- a) Receive quote for low level fence opposite the Horse & Radish Public House – for decision
- b) Receive quote for bollards near layby opposite Spar shop – for decision
- c) Receive a quote for grass cutting around the village – for decision
- d) Grass cutting at St. Kenelms Church. For information
- e) Receive quotes regarding hardware and software required by the clerk- for decision

e) To consider and approve payments due (Schedule of Payments & Receipts included)

Spending powers	Payee	Invoice No	Details	Expense
Ref 143 (Parish properties: maintenance of)	Multi Hands		January bus shelter cleaning	£50.00
Ref 106 (Salaries and Allowance)	Debra Rouget	12/2022	January Clerk salary, office allowance and expenses	Private
Ref 140 (Training)	OALC	W-2337	Course: Clerks The Knowledge For Debbie Rouget	£132.00
Ref 140 (Training)	OALC	W-2338	Course: Allotment tenancy agreements and policies. For Debbie Rouget	£36.00
Ref 140 (Training)	OALC	W-2339	Course: Year-end & Audit - Receipts & Payments accounts. For Debbie Rouget	£36.00

f) To report payments made with the Council Debit Card

Transaction No	Spending Power	Payee	Invoice No	Details	Expense £
1	Ref 138 (Telephone)	Giffgaff	1667919125539	Clerk Mobile phone credit	£10.00

g) To report payments received

h) To receive bank reconciliation for 3rd quarter 2022/3

i) To receive monthly bank reconciliation for December 2022

£4,000 transferred from Community Savings Bank Account to Savings Account on 31.12.2022 by S.Palmer

Current balances	£
Community Bank Account	51,608.51
Active Saver Account	51,715.23
<b>Total</b>	<b>£ 103,323.74</b>

Signed:

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Parish Clerk



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\*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.