



## 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](mailto: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 **15<sup>th</sup> August 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 Meetings  
18<sup>th</sup> July 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 and enforcements
  - a) To receive and review planning applications:  
None at the time of posting the agenda
  - b) To Receive and 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
  - a) Jubilee Committee recommendations for bench
10. To review the action log
11. To receive and discuss the allotment report
  - a) Hire of a skip
  - b) Hosepipe Installation
  - c) Allotment plot 13
12. Ripley Avenue Amenity Area
  - a) Amenity Area inspection report
  - b) Fence around children's play area
  - c) Waste Bins
  - d) Final arrangements for the Fun Day for youngsters in the village
  - e) Additional signage
  - f) Approval of Deed of easement
  - g) Land valuation
13. Traffic – Parking and Speed
  - a) Report of a near miss on the B4047 Burford Road
  - b) Accident on B4047 Burford Road, near White Hart PH
14. To receive the monthly dog fouling report



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15. To discuss correspondence received that requires action

- a) Waste bins near the Spar shop
- b) Weeds around Leylandii trees between Cotswold Close and Ripley Avenue
- c) Other work on the Leylandii trees between Cotswold Close and Ripley Avenue
- d) Request for funding for litter picking equipment

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

- a) PCSO report

17. Finance:

- a) Financial Regulations: Delegation of Authority
- b) To consider and approve payments due (Schedule of Payments & Receipts included)

Cheque Number	Spending powers	Payee	Invoice No	Details	Expense
200961	Ref 143 (Parish properties: maintenance of)	Multi Hands	000578	August bus shelter cleaning	£50.00
200962	Ref 115 (Grass cutting)	Mr R Hubbard	PC013	Grass cutting in churchyard August 2022	£250.00
200963	Ref 115 (Grass cutting)	Ubico Limited	60053679	Village grass Cutting in May 2022	£774.80
200964	Ref 115 (Grass cutting)	Mr L Cripps	MLPC/Cotswold Close	Removal and disposal of Elder and Bindweed at Cotswold Close	£260.00
200965	Ref 106 (Salaries and Allowance)	Sharon Palmer	08 / 2022	August Clerk salary and office allowance	Private
200966	Ref 132 (Ripley Avenue general maintenance)	Mr J King	Expenses	Materials to effect repairs to Ripley Avenue amenity area	£115.13
200967	Ref HMRC	HMRC	HMRC	Income Tax Fees	£414.00

- c) To report payments made with the Council Debit Card – No card payments made
- d) To report payments received – No payments received
- e) To receive monthly bank reconciliation for July

Date of next Parish Council Meeting:- Monday 19<sup>th</sup> September 2022 at 7:00pm in St. Kenelms Hall

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.