



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 19 June 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. Parishioner's public participation (for questions and comments on agenda items)
4. To receive the minutes of the Parish Council Meeting dated 22 May 2023
5. To receive an update from District and County Councillor Liam Walker
6. To receive an update from District Councillor Colin Dingwall
7. To review planning applications, decisions, and appeals*
 - 7.1 **17/03978/HHD** Receive an update regarding enforcement action: Lavender Cottage, Minster Lovell - Non-compliance with conditions.
 - 7.2 **23/01283/FUL** Formation of a Flower Farm with associated buildings (Retrospective) Ivydene, Burford Road, Minster Lovell. Comments by 26 June 2023.
 - 7.3 **23/01276/HHD** Proposed alterations to loft conversion, including removal of side dormer, updating of facade of original dwelling and insertion of solar panels (amendments to previously approved 22/01441/HHD) 34 Upper Crescent, Minster Lovell, Witney. Comments by 29 June 2023
 - 7.4 **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
 - 7.5 **23/01464/FUL** Temporary change of use of land to allow the siting of 2no. static caravans to be used during building works in relation to planning permission 19/02986/HHD. (Retrospective). Ivydene, Burford Road, Minster Lovell Comments by 7th July.
8. Review of the action log – for discussion and decision
9. Consultation planning – reduction in speed limits
10. Ripley Avenue Amenity Area:
 - 10.1 Monthly Inspection Report
 - 10.2 Path Construction - progress update
 - 10.3 Annual Laurel Hedge Cutting – approval to seek quotes
11. Allotments:
 - 11.1 Tenure of Plots
 - 11.2 Water Supply
12. Village Hall Project:
 - 12.1 Project up-date (Cllr. Stowell)



MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

Parish Clerk: Debra Rouget

Email: info@minsterlovell-pc.gov.uk

Tel: 07712 705865

12.2 Terms of Reference – approve

13. Ripley Avenue Playpark Project

13.1 Project up-date (Cllr. Bicker)

13.2. Terms of Reference – approve

14. Village News Article July to September – approval

15 Dog warden report – To note

16. To discuss correspondence received that requires action:

16.1 E Mail from a resident requesting the hedge at Buzzers Piece on the Burford Road opposite the Horse and Radish be cut back, as its overgrown and unsightly.

16.2 Letter from resident requesting grass to be cut on Burford Road between Upper Crescent entrance and Dovecote Park entrance, the pothole in Upper Crescent to be repaired and the potholes at the Charterville Close/Brize Norton Road junction to be repaired.

17. Around the Village

18. Year End

18.1 Internal Audit – to receive the report from the Internal Auditor

18.2 Annual Governance Statement – to consider the questions and respond accordingly

18.3 Audit Accounting Statements – to consider and agree the accounting statement figures

18.4 Electors' Rights – to note the dates of the Exercise of Public Rights 2023

19. Review Code of Conduct – for decision

20. Finance

20.1 Process and regulations for Claiming S106 monies

20.2 Consider a grant application in support of the Village News – for decision

20.3 Revision of grant application forms – for decision

20.4 Consider and approve receipts and payments due

Payment from	Reason	Ref number	Amount
HMRC	VAT refund	April 2022 to March 2023	38,035.08

HMRC has sent this payment in error and it should be £1771.42. A note has been sent to the internal auditor and will be provided to the external auditor in due course

Spending powers	Payee	Invoice No	Details	£
143	Ubico	60060996	Ground works April	617.60
101	J Morrison	Letter	Allotment	29.42
122	Worths coaches	27252	Standard coach 30 May 2023	330.00
103	Multi hands	INV00703	Window Clean	50.00
140	SLCC	BK210426-1	Clerk Training	36.00
	David Haley	Expenses Claim Form	Travel to meetings with the clerk and solicitor Thank you cards as approved by the Council	14.94
143	Climbers Way Tree care	4915	Approved in May 2023 not yet paid	480.00
117	Business Services CAS	2023-24 ACY 011	Insurance renewal from 1 June 2023	810.56
139	Signway supplies	56298	Chq issued in May but not received. Stop placed on chq	1461.00
111	D Rouget	Expenses	June 2023	14.98



MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

Parish Clerk: Debra Rouget

Email: info@minsterlovell-pc.gov.uk

Tel: 07712 705865

111	J Stowell	Expenses	June 2023	40.00
115	R Hubber	PC20	Grass Cutting	250.00
106	D Rouget	June	Clerk Salary	Private
101	Waterpark Heating	111	Tap repair for allotment	78.00
102	J Olds	JO245	Internal Audit	375.00

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

Spending power	Payee	Reason	£
146	Castle Water	Water bill as of 4 May 2023	259.80
N/A	HMRC	6 Jan to 5 April 2023 fourth quarter	1739.20

20.6 To receive updates on monthly bank reconciliation for April and May 2023

*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:

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.