



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 on **Friday 23rd December 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 Monday 21st November 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) **APPROVED** - 22/02856/FUL 117 Brize Norton Road. Conversion of attached garage and store into self-contained annex (PC had no objection)
 - b) **REFUSED** - 22/02860/HHD 43 Ripley Avenue. Erection of two storey rear and side extensions (PC had no objection)
 - c) **APPROVED** - 22/02761/HHD. Manor House, old Minster. Erection of two storey extension (PC had no objection)
 - d) **REFUSED** - 22/01902/CLE 6 Ripley Avenue. Residential use of adjacent land
 - e) **22/03152/FUL** - 112 Brize Norton Road, Minster Lovell, Witney, Oxfordshire OX29 0SQ - Erection of a detached dwelling and associated works
 - f) **UNDER CONSIDERATION** - 22/03240/OUT. Land south of Burford Road, Minster Lovell. (Expiry date 29th 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
 - g) **Receive** an update regarding enforcement action: Lavender Cottage, Minster Lovell - Non-compliance with conditions attached to 17/03978/HHD
 - h) **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
9. Matters and actions arising from the previous meeting which are not covered
10. To review the action log
11. To receive and discuss allotment report
12. To receive and discuss the Ripley Avenue Amenity Area inspection report and any other points that arise
13. To receive the monthly dog fouling report
14. To discuss correspondence received that requires action
15. Around the Village – matters not covered by other agenda items that require addressing or noting.
16. Finance



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- a) To agree budget for precept claim to WODC
- b) To discuss grant payments
- c) 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	629	December bus shelter cleaning	£50.00
Ref 106 (Salaries and Allowance)	Sharon Palmer	12/2022	December Clerk salary, office allowance and expenses	Private
Ref 140 (Training)	OALC	W-2320	Planning Course Cllrs Layt & King	£132.00
Ref 115 (Grass cutting)	Ubico	60056106	Ground works clearing ditch adjacent to the Mound	£87.02
Ref 116 (Hall hire)	St Kenelms Hall	Ref Mrs Diver	Hire of St Kenelms Hall 2022	£450.00
Ref 130 (Recreational Facilities)	Play Inspection Company Ltd	58399	Inspection of play equipment	£180.00
Ref 111 (Expenses)	Sharon Palmer	n/a	Refreshments for meeting	£12.10

- d) 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
2	Ref 122 (Non-recurring)	Atex (UK) Ltd t/a Memorial Benches UK	000002084	2 memorial benches	£1,054.85
3	Ref 137 (Subscriptions)	NortonLifelock Ireland Ltd	AP1432112937	Annual subscription	£64.99

- e) To report payments received into Active Saver Account
 - i) Interest payment of £1.81
 - ii) *Transfer of WODC Deposit monies (including interest) into Active Saver Account - £30,172.94
- f) To receive monthly bank reconciliation for October 2022

Current balances	£
Community Bank Account	51,608.51
WODC Deposit*	0
Active Saver Account	51,715.23
Total	£ 103,323.74

Signed:

Parish Clerk



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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.