



## MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

Parish Clerk: Debra Rouget

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 summoned to the annual meeting of the Parish Council on **Monday 22 May 2023 at 7.00pm** at St Kenelm's 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. To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office
3. To elect the Vice Chairman of the Council and to receive the Vice Chairman's Declaration of Acceptance of Office
4. A note of thanks to Cllr Hill and Cllr Dingwall.
5. Declaration of interest in agenda items
6. Parishioner's public participation (for questions and comments on agenda items)
7. To receive the Minutes of the Annual Parish meeting dated 11 April 2022
8. To receive the minutes of the Annual Parish meeting dated 21 April 2023
9. To receive the minutes of the Parish Council Meeting dated 21 April 2023
10. To receive an update from District and County Councillor Liam Walker
11. To review planning applications, decisions, and appeals\*
  - 11.1 **17/03978/HHD** Receive an update regarding enforcement action: Lavender Cottage, Minster Lovell - Non-compliance with conditions. Update
  - 11.2 **23/00837/FUL** Conversion of residential storage/detached garage to dwelling (Class C3) with associated works. Crosswind, 128 Brize Norton Road, Minster Lovell, Witney, Oxfordshire, OX29 0SQ Expiry 11 May
  - 11.3 **23/01023/SCREEN** Screening opinion (EIA) proposed landscape led development of up to 600 dwellings and associated works Land South And East Peashell Farm Downs Road Curbridge Witney Oxfordshire. Expiry 4<sup>th</sup> May.
  - 11.4 **23/00620/HHD** Alterations to fenestration and doors to include provision of corner windows, bi-fold doors and roof lights. 70 Brize Norton Road Minster Lovell Witney Oxfordshire OX29 0SG. Validated: Thu 27 Apr 2023. Expiry date 1 June 2023.
12. Review asset register – for decision
13. Review of the action log – for discussion and decision
14. Dog warden report – for discussion
15. Ripley Avenue Amenity Area:
  - 15.1 Monthly Inspection Report
  - 15.2 ROSPA Inspection Report
  - 15.3 Path Construction - update



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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.

17. Around the village

17.1 Allotments

17.2 S106 projects:

Village Hall - Update

Children's Playpark development – update

Claiming S106 funding from WODC

17.3 Coronation – feedback on events

17.4 Purchase and siting of dog bins - for decision

17.5 Wreaths on war memorial – for decision

18. Finance

18.1 Consider and approve receipts and payments due

Payment from	Reason	Ref number	Amount
WODC	Precept 2023-24	103736	21,504.50
OCC	WODC grass cutting allowance	3111405109	1,549.70

Spending powers	Payee	Invoice No	Details	£
143	WODC	3351743X	Emptying dog bins 1 April 22-31 March 23	201.84
143	WODC	33517420	Emptying dog bins 1 April 22-31 March 23	457.25
144	Graham Kew Prints	130	Village news Apr/May/June	90.00
144	Graham Kew Prints	146	Half page play project	35.00`
139	Signway Supplies	56298	Parking signs	1461.00
143	Andrew J Taylor	100	Fence Horse and Radish	1700.00
118	Carter Jonas	FO227782	Valuation fees St Kenelm's Village Hall	2400.00
106	D Rouget	May 2023	Clerks Salary	private
114	ML flower and produce show	Grant	Supporting the running of the show	500.00
114	ML History Club	Grant	Windrush river bank project	300.00
114	Graham Kew Prints	Grant	Supporting village news	500.00
143	Multi Hands	INV00693	Window clean	50.00
114	OCC	Grant	Forest school for St Kenelm's CE primary school	1000.00
115	Richard Hubber	PC19	Third grass cut	250.00
143	David Griffin	80515571	Installation of bollards Outside Spar shop	396.11
111	D Rouget	May 2023	Expenses	Private

S137 grants 1<sup>st</sup> payment:

Spending power	Payee	£
134	Trustees of Wash Meadow	1375.00
134	Minster Lovell Playing Field Trust	925.00
134	Community Counts	850.00
134	St Kenelm's Village Hall (coffee and chat group)	100.00
134	Minster Lovell WI	200.00

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

Spending power	Payee	Reason	£
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146	Castle Water	Water bill as of 4 May 2023	199.69
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### 18.3 To receive updates on monthly bank reconciliation for April and May 2023

\*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.

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.