



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

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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 **15th 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
Cllr Stowell has sent his apologies.
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
18th July 2022
Please review and send any amendments to the Clerk by lunchtime on Monday 15th August so that a clean copy can be brought to the meeting for signature.
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
The planning summary is on the Councillors section of the website – please review ahead of the meeting. NB: One notable entry is that the application for development at number 112 Brize Norton Road had been withdrawn.
 - 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.
We will ask Cllr Dingwall for an update.
9. Matters and actions arising from the previous meeting which are not covered by other agenda items
 - a) Jubilee Committee recommendations for bench
Clerk wrote to Sally Cooper and Sue Thomas asking them to provide details for the bench to be purchased.
10. To review the action log
Please review on the website ahead of the meeting
11. To receive and discuss the allotment report
 - a) Hire of a skip
Skip was well used and B&E have been asked to remove on/after 12th August
 - b) Hosepipe Installation
New taps have been installed at a cost of c£235
 - c) Allotment plot 13
Clerk visited Mrs Morrison. Her husband said the reason they have not been at the allotments was because she was in hospital and that he too had been unwell. He confirmed they wished to keep the allotment and that they would continue to cultivate the plot when they were well.



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12. Ripley Avenue Amenity Area

- a) Amenity Area inspection report
- b) Fence around children's play area
- c) Waste Bins
This will be updated by Cllr Haley when he talks about his meeting with Bill Oddy of WODC.
- d) Final arrangements for the Fun Day for youngsters in the village
Cllrs, Bicker, King and Leach to report.
- e) Additional signage
Clerk and Cllr Stowell met with representatives from Bovis (now known as Vistry) and Bovis offered to obtain and site a new sign, in the park near the cut-through from Dovecote Park.
- f) Approval of Deed of easement
A draft Deed was received and amendments were confirmed by Cllr Stowell. The solicitor has issued an updated draft. We are waiting for Bovis solicitors to review and confirm changes.
- g) Land valuation
The next action is for Mr Collett to instruct the valuation to take place.

13. Traffic – Parking and Speed

- a) Report of a near miss on the B4047 Burford Road
A resident sent details of a near-miss accident involving a car turning out of Upper Crescent onto the B4047 and a car coming from Witney towards Burford.
- b) Accident on B4047 Burford Road, near White Hart PH
Cllr Dingwall requested this be added to the agenda. A child was in collision with a car close to the White Hart PH. The child's father wrote to Cllr Dingwall.

14. To receive the monthly dog fouling report

15. To discuss correspondence received that requires action

- a) Waste bins near the Spar shop
Mr Ian Lewis has written to the Parish and District Councils regarding the removal of bins in the layby opposite the Spar shop. WODC advised Mr Lewis to remove the bins outside the shop. This had resulted in litter being left in and around the shop. Cllr Haley will tell us about this when he reports on his meeting with Bill Oddy of the WODC.
- b) Weeds around Leylandii trees between Cotswold Close and Ripley Avenue
Following Mr Collett's report of invasive weeds around these trees a contractor had removed the undergrowth. This would not kill the weeds which will require ongoing maintenance.
- c) Other work on the Leylandii trees between Cotswold Close and Ripley Avenue
The Council will be asked to debate if the trees should have their height lowered.
- d) Request for funding for litter picking equipment
The Council will be asked to approve purchase of new litter picking equipment. Below is an indication of pricing – from Screwfix – there are many models available on Amazon.

<p>Bentley Litter Picker 164 x 858mm (9777J) ★★★★☆ (26) • Heavy Duty Construction • Rubberised Claw • Easy to Use Trigger</p> <p><input type="checkbox"/> COMPARE</p> <p>BULK SAVE - VIEW OFFER</p> <p>1 £18.49 <small>INC VAT</small></p> <p><input type="button" value="Click & Collect"/> <input type="button" value="Deliver"/></p>	<p>Unger Litter Picker 125 x 928mm (1332X) ★★★★★ (24) • Magnetic Tip</p> <p><input type="checkbox"/> COMPARE</p> <p>BULK SAVE - VIEW OFFER</p> <p>1 £27.99 <small>INC VAT</small></p> <p><input type="button" value="Click & Collect"/> <input type="button" value="Deliver"/></p>
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16. Around the Village' – Matters not covered by other agenda items that need addressing or noting



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a) PCSO report

17. Finance:

a) Financial Regulations: Delegation of Authority

Cllr Haley will make a suggested change to the Council's Policy..

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 19th 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.