



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 18 September 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 21 August 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 **23/02261/HHD** Demolition of conservatory, two storey rear extension, loft conversion. 138 Brize Norton Road Minster Lovell Witney OX29 0SQ. Deadline 5 October.
 - 7.2 **23/02346/HHD** Erection of two storey side extension and creation of basement. 125B Brize Norton Road Minster Lovell OX29 0SH
 - 7.3 **17/03978/HHD** Receive an update regarding enforcement action: Lavender Cottage, Minster Lovell - Non-compliance with conditions.
 - 7.4 Receive an up-date on works on land to the rear of Bushwell, Bushy Ground.
 - 7.5 Notification of consultation for development proposals for Land west of Downs Road, Witney Comments by 25th September.
 - 7.6 Brize Norton Neighbourhood Plan - Update
8. Review of the action log – for discussion and decisions:
 - 8.1 Repair to fence at Spar Shop
 - 8.2 Generic e mail addresses for Councillors – for decision
9. Remembrance day preparations – for decision
10. Approval of copy for Village news – for decision
11. Ripley Avenue
 - 11.1 Monthly Inspection Report
 - 11.2 Lighting on the path at Ripley Avenue- update
12. Allotments update - Cllr Williams and Layt
 - 12.1 Idea for a community garden – update
13. Village Hall Project (Cllr. Stowell)
 - 13.1 Receive working group minutes and project update
14. Ripley Avenue Playpark Project up-date (Cllr. Bicker)



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15. Dog warden report – To note

16. To discuss correspondence received that requires action

- 16.1 Community Transport grants
- 16.2 WODC Local Plan consultation
- 16.3 Safe and found initiative Thames Valley Police
- 16.4 OCC Community planting project

17. Finance

- 17.1 Internal Audit recommendations and action plan Cllr King
- 17.2 To receive updates on monthly bank reconciliation for August 2023
- 17.3 To consider and approve quotes for:

Ripley Avenue Play Park enhancement - Sports and Play consulting Ltd:
 Procurement and tendering £2500
 Project Management -4% project costs. e.g. £100k total = £4k £4000 tbc
 VAT exempt.

- 17.4. Citizens Advice West Oxfordshire - request for financial assistance 2023-24
- 17.5 To consider and approve receipts and payments due

Spending powers	Payee	Invoice No	Details	Net amount £	Total amount £
103	Multi-hands	INV00732	Window cleaning August	50.00	50.00
115	R Hubber	PC23	Grass cutting	250.00	250.00
106	D Rouget	September	Clerk salary	private	private
110	W Atkinson	Donation	Wreath for remembrance service	20.00	20.00
137	Scribe	INV-4468	Accounts set up and annual subs	657.00	788.40
115	Ubico	60062981	Ground works 11/7/2023	388.57	466.28
111	Jean King	Sept	Cllr King expenses	49.98	49.88
128	Sharon Palmer		Reimbursement council postage redirection	32.15	32.15
120	Ubico	33534922	Waste and dog bin emptying	2393.82	2872.59

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

Spending power	Payee	Reason	Net £	£
138	Giff Gaff	Mobile	10.00	10.00

*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:

- o 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.
- o After introducing themselves, 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.
- o Speakers should clearly outline their views concerning the agenda item and representations should be confined to spoken comments.
- o Councillors, through the Chairman, can seek clarification only of points made by the speakers.
- o Council meetings are held in public and therefore, no comments of a personal, slanderous, defamatory or otherwise offence or abusive nature should be made.



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- 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.