



## 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 a meeting of the Parish Council on **Monday 21 August 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 24 July 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 Receive an up-date on works on land to the rear of Bushwell, Bushy Ground.
  - 7.3 **23/01875/HHD** Erection of single storey side extension, proposed porch and outbuilding. 166 Brize Norton Road Minster Lovell Witney. Deadline 16<sup>th</sup> August. Extended to 23<sup>rd</sup> August
8. Review of the action log – for discussion and decisions:
  - 8.1 Repair to fence at Spar Shop
  - 8.2 Noticeboard outside post office
9. Policy review Cllr Usherwood and Clerk
  - 9.1 Emergency planning
  - 9.2 Risk assessment
10. Speed Limits consultation results – for decision
11. Ripley Avenue
  - 11.1 Monthly Inspection Report
  - 11.2 Tree survey report – for decision
  - 11.3 Removal of tree branch
  - 11.4 Football club use – Cllr Haley
  - 11.5 Sale of land - update
  - 11.6 Lighting on the path at Ripley Avenue- for decision
12. Allotments update \_ Cllr Williams and Layt
  - 12.1 Termination of Agreements – for decision
  - 12.2 Allotment policy review – for decision
  - 12.3 Idea for a community garden – for decision
13. Village Hall Project (Cllr. Stowell)
  - 13.1 Receive working group minutes and project update



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- 14. Ripley Avenue Playpark Project up-date (Cllr. Bicker)
- 15. Dog warden report – To note
- 16. To discuss correspondence received that requires action
  - 16.1 Invite to consultation on Brize Norton's neighbourhood plan – for decision
  - 16.2 WODC Executive on tour – 13 December 2023 – for decision
  - 16.3 Letter from Robert Courts- funding for defibrillators – to note
  - 16.4 Signage on bus stops around the village – for decision
  - 16.5 Electric vehicle micro hubs – for decision
- 17. Finance
  - 17.1 Internal Audit recommendations and action plan Cllr King
  - 17.2 External audit update – To note -Clerk
  - 17.3 Method of payment for clerk's salary – for decision
  - 17.4 Review of accounting package – for decision Cllr King
  - 17.5 Review of bank account and payment methods - for decision Cllr King
  - 17.6 To receive updates on monthly bank reconciliation for July 2023
  - 17.7 To consider and approve quotes for:

Single sided noticeboard	Timberbyte £927.50 + VAT £1113.00 completion in 13-14 weeks.
Outdoor Annual Inspection	API £170 + VAT £204.
ST Solar light replacement head	Prolectic £455 + VAT
Installation	£150 + VAT Grand total £605
Repair to damaged fence outside SPAR	TBC

17.8 To consider and approve receipts and payments due

Receipts	Reason	£
Cash to bank	Sale of land Ripley Avenue	10,000
Credit	HMRC –VAT refund	1,771.42

Spending powers	Payee	Invoice No	Details	Net amount £	Total amount £
103	Multi-hands	INV00732	Window cleaning August	50.00	50.00
115	R Hubber	PC22	Grass cutting	250.00	250.00
106	D Rouget	August	Clerk salary	private	private
140	OALC	W-2754	OALC J King training	30.00	36.00
140	OALC	W-2754	OALC J King training	30.00	36.00
140	OALC	W-2753	OALC W Usherwood training	80.00	96.00
140	OALC	W-2741	OALC W Usherwood training	30.00	36.00
140	OALC	W-2760	OALC W Usherwood training	30.00	36.00
140	OALC	W-2740	OALC D Rouget training	30.00	36.00
115	UBICO	60062408	Grass cutting June 2023	751.15	901.38
118	John Welch and Stammers	29005-1	Licence for works Ripley Avenue	1200.00	1446.00
145	Mr Warner	Donation	Flowers- war memorial	50.00	50.00
	J King		Expenses August 2023	tbc	
140	OALC		J King Training 23 May 2023	30.00	36.00
130	Cooper Construction	6186	Benches	600.00	120.00
137	Parish Online	38UF056-0006	Digital mapping Aug 23-24	45.00	54.00
101	C.R.Straingre	25037	Allotment rental	300.00	300.00



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

Spending power	Payee	Reason	Net £	£
138	Giff Gaff	Mobile	10.00	10.00
137	SLCC	Membership 2/8/2023 for 1 year	189.00	189.00

\*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:**

- 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.
- 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.
- Speakers should clearly outline their views concerning the agenda item and representations should be confined to spoken comments.
- Councillors, through the Chairman, can seek clarification only of points made by the speakers.
- 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.