



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 20 March 2023 at 7:00pm** at St Kenelms 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 27th February 2023
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*
 - 8.1 Conversion of workshop to dwelling with whole site biodiversity works, Workshop Waterworks Cottage. Worsham. **23/00365/FUL** REGISTERED: 8th March 2023. DEADLINE 31 March 2023
 - 8.2 Receive an update regarding enforcement action: Lavender Cottage, Minster Lovell - Non-compliance with conditions attached to **17/03978/HHD** Update
 - 8.3 **22/03240/OUT** and **PP-11630793** Outline Planning proposal for 140 new houses; Park Gate development. Update
 - 8.4 **22/03152/FUL** Erection of a detached dwelling and associated works. 112 Brize Norton Road Minster Lovell. Approved Update
9. Policy review
 - 9.1 Standing Orders
 - 9.2 Financial regulations
10. Local elections- For information
11. Village Playing fields Trust- For discussion and decision
12. Village Hall Working Party- For discussion and decision
13. Generic email addresses for Councillors - for decision
14. Review of the action log
15. Section 106 Monies – Update
16. Village notice Boards - for decision
17. To receive an updated allotment report



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17.1 Request from allotment 14 for decision

18. Dog warden report

19. Ripley Avenue Amenity Area:

16.1 Monthly Inspection Report

16.2 ROSPA Inspection Report

16.3 Deed of Easement and Path Construction

20. To discuss correspondence received that requires action:

17.1 Community emergency plans

21. Around the village

18.1 Litter bins in the village

18.2 Speed limits

22. Finance

22.1 Receive quote for bollards near layby opposite Spar shop – for decision

22.2 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	INV00663	Window cleaning (ref 2538)	£50.00
Ref 106 (Salaries and Allowance)	Debra Rouget	03/2023	March Clerk salary, office allowance and expenses	Private
114	Playing Field Trust	Grant	Error made when grant paid	20.00
115	Richard Hubber	PC17	Grass cutting	250.00
137	OALC	M00201/2023/3	Membership 2023/24	343.21
137	Community First		Membership 2023/24	70.00

22.3 To report payments made with the Council Debit Card

Transaction No	Spending Power	Payee	Invoice No	Details	Expense £
1	Ref 138 (Telephone)	Giffgaff		Clerk Mobile phone credit	10.00
2	107	Amazon		Ink for printer	16.48
3.		L. Jeffrey		Items for Coronation celebrations	200.00
4					

22.4 To report payments received

22.5 To receive monthly bank reconciliation for February 2023

22.6 Internal control reports

22.7 Year end and audit timetable

*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:



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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.