



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
Tel: 07712 705865

To: All Members of Minster Lovell Parish Council

You are hereby summonsed to attend a meeting of the **Parish Council** to be held at **St Kenelm's Hall, Brize Norton Road, Minster Lovell** on Monday 17th January 2022 at **7:00pm** 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 Meetings
 - a) 1st September 2021
 - b) 22nd September 2021 (Village Hall meeting)
 - c) 12th October 2021 (extra meeting)
 - d) 18th October 2021
 - e) 15th November 2021
 - f) 7th December 2021 (budget setting)
 - g) 20th December 2021
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
 - a) Receive and discuss planning applications
 - To receive and review planning application: 21/04041/HHD - Old Manor House School Lane Little Minster Minster Lovell Witney Oxfordshire OX29 0RS - Proposed demolition of existing conservatory and replacement garden room
 - To receive and review planning application: 21/04042/LBC - Old Manor House School Lane Little Minster Minster Lovell Witney Oxfordshire OX29 0RS - Proposed demolition of existing conservatory and replacement garden room
 - To receive and review planning application: MW.0150/21 - Old Worsham (Asthall) Quarry, Near Worsham - Importation, levelling and compacting of 10,470m³ of inert waste soils for the construction of 7 bunds (varying between 186m³ and 7,797m³) for use by Brize Norton Gun Club
 - b) Receive an update regarding enforcement actions
 - Lavender Cottage, Minster Lovell - Non-compliance with conditions attached to 17/03978/HHD
9. Co-option of Councillor
10. Matters and actions arising from the previous meeting which are not covered by other agenda items:
 - a) Queens Platinum Jubilee
11. To review Action Log
12. To discuss correspondence received that requires action
13. To receive and discuss the Allotment report
14. Ripley Avenue Amenity Area
 - a) Amenity Area inspection report
 - b) Change of address on Deed
 - c) Deed of Easement and Path lay-out approval
15. To receive the monthly dog fouling report
16. Playground Amenities / Skateboard Park



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17. Traffic - Parking and Speed

- a) Progress with traffic management issues on B4047
- b) Parking in lower village
- c) 20mph speed limits

18. Around the Village' – Matters not covered by other agenda items that need addressing or noting

19. Finance:

- a) To consider and approve payments due (Schedule of Payments & Receipts included)

b) Cheq No	c) Spending powers	d) Payee	e) Invoice No	Details	Expense
101493	Ref 143 (Parish properties: maintenance of)	Multi Hands	00477	January bus shelter cleaning	£50.00
101494	Ref 106 (Salaries and Allowance)	Sharon Palmer	01/22	December salary and office allowance	Private
101495	Ref 145 (War memorial)	M.A.C. Joinery	067	Replacement for cheque 101486 written in error	£150.00

- a) To report payments made with the Council Debit Card

Transaction No	Spending Power	Payee	Invoice No	Details	Expense £
1	138	Giffgaff	1632832838140	Clerk Mobile phone credit	£6.00

- b) To report payments received
- c) To receive bank reconciliation for 3rd quarter 2021
- d) To receive quarterly expenditure report
- e) To approve the use of online banking for administration purposes (not payments)

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:

- 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 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 are required to introduce themselves and confirm their address to the Council.
- o Speakers should clearly outline their views concerning the agenda item.
- o Representations should be confined to spoken comments only. Any written material, photographs or drawings should be provided before the meeting.
- o Councillors, through the Chairman, can seek clarification only of points made by the speakers.
- o 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.
- o 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.