



MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

Parish Clerk: Sharon Palmer

2 Charterville Close, Minster Lovell, Witney, Oxon OX29 0SL

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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 on **Monday 21st November at 7:00pm** in the Village 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 held on 17th October 2022
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 Walk
8. To review planning applications, decisions, appeals
 - a) 22/02856/FUL - 117 Brize Norton Road, Minster Lovell, Witney, Oxfordshire OX29 0SQ - Conversion of attached garage and store into self-contained annex
 - b) 22/02860/HHD - 43 Ripley Avenue Minster Lovell Witney Oxfordshire OX29 0RP - Erection of a two storey rear and side extension
 - c) 22/03089/Screen - Land South Of Burford Road Minster Lovell Oxfordshire - Screening opinion request for development of up to 140 dwellings.
 - d) Receive an update regarding enforcement action: Lavender Cottage, Minster Lovell - Non-compliance with conditions attached to 17/03978/HHD
 - e) Discuss the adoption of a Neighbourhood Plan
9. Matters and actions arising from the previous meeting which are not covered by other agenda items
10. To review the action log
11. Village Bins – Update
12. To receive and discuss the allotment report
13. Ripley Avenue Amenity Area
 - a) Amenity Area inspection report
 - b) Waste bins
 - c) Deed of Easement
14. Traffic – Parking and Speed
15. To receive the monthly dog fouling report
16. Jubilee Committee benches
17. To discuss correspondence received that requires action
18. Around the Village – Matters not covered by other agenda items that need addressing or noting
 - a) Playground Inspections
19. Councillors generic email addresses
20. Clerk payment during notice period
21. Finance:
 - a) 2021/2 Audit
 - b) To consider and approve payments due (Schedule of Payments & Receipts included)

Cheque Number	Spending powers	Payee	Invoice No	Details	Expense
200992	Ref 143 (Parish properties: maintenance of)	Multi Hands	619	November bus shelter cleaning	£50.00
200993	Ref 115 (Grass cutting)	Mr R Hubbard	PC14	Grass cutting September	£250.00
200994	Ref 106 (Salaries and Allowance)	Sharon Palmer	11 / 2022	November Clerk salary and office allowance	Private
200995	Ref102 (Audit fees)	Moore	313692	External audit charges	£240.00
200996	Ref 115 (Grass cutting)	Ubico	60056106	Grass cutting and weedkilling	£210.84



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200997	Ref 101 (Allotments)	C R Straingé	24042	Rent for Allotments	£300.00
200998	Ref 116 (Hall hire)	Minster Lovell Methodist Church	Letter 20.10.2022	Rental of meeting room between December 2021 and October 2022	£117.50
200999	N/A contingency	Mr J Stowell	43785	Official memorial photographs of Queen Elizabeth	£108.00
201000	Ref 144 (Village News)	Graham Kew Prints	96	Village News article	£90.00
201001	Ref 107 (Domain Name)	Evergreen Computing Ltd	16941	Domain name minsterlovell- pc.gov.uk	£66.00
201002	Ref 132 (Ripley Avenue Maintenance)	McCracken & Sons Ltd	14482	Hedge cutting in Ripley Avenue	£1,092.00

c) To report payments made with the Council Debit Card

Transaction No	Spending Power	Payee	Invoice No	Details	Expense £
1	138	Giffgaff	1667919125539	Clerk Mobile phone credit	£10.00
2	N/A Contingency	Tudor Environmental	IN0216336	Litter pickers, hoops and gloves	£527.66
3	N/A Contingency	Newsquest Media Group Ltd	GSU3156899	Advertisement for Clerk vacancy	£609.60

d) To report payments received

e) To receive monthly bank reconciliation for October 2022

Current balances	£
Community Bank Account	54,388.30
WODC Deposit	29,959.20
Active Saver Account	21,540.48
Total	£ 105,887.98

Signed:

Parish Clerk

22. Precept Planning:

- Declaration of interest in agenda items
- To discuss and draft the Precept for 2023/24
- To discuss grant payments
- To discuss and confirm an annual village maintenance budget

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.