



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 December 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 20th November 2023
5. Councillor resignation and co-option of new Councillor – for decision
6. To receive an update from District and County Councillor Liam Walker
7. To receive an update from District Councillor Colin Dingwall
8. To review planning applications, decisions, and appeals*
 - 8.1 **22/03240/OUT** Notification of Planning Appeal to Outline planning permission for the development of up to 134 dwellings on land south of Burford Road, Minster Lovell. - Update Cllr Stowell
 - 8.2 **23/02753/FUL** Change of use from domestic garden to equestrian use. Works to include construction of a menage and stable building (part retrospective). Bushwell Bushey Ground Minster Lovell. Comments by 1 January 2024.
 - 8.3 **23/03072/FUL** Erection of four detached houses with associated access and works. Land to the rear of 112 Brize Norton Road Minster Lovell. Comments by 28th December 2023.
9. Review of the action log – To note or for further discussion and decisions
 - 9.1 Litter bin – Cllr Bicker
10. Ripley Avenue
 - 10.1 Monthly Inspection Report
11. Ripley Avenue Playpark Project up-date (Cllr. Bicker)
 - 11.1 Tender document and process timelines – for approval
12. Allotments update - Cllr Layt
13. Dog warden report – To note
14. To discuss correspondence received that requires action
15. Finance
 - 15.1 To receive updates on the monthly bank reconciliation for November 2023 and note balances on bank account.
 - 15.2 To agree the minutes of the parish council finance meeting of the 8 December 2023 and the precept for 2024-25 – for decision
 - 15.3 To agree Terms of Engagement – Internal audit 2023-24- for decision
 - 15.4 To consider and approve receipts and payments due



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Spending power	Income	Reason	Net £	£
N/A	Halls Bakery	Fence post repairs Spar shop	240.00	240.00

Spending powers	Payee	Invoice No	Details	Payment method	Net amount £	Total amount £
103	Multi-hands	INV00785	Window cleaning December	Bank tnf	50.00	50.00
115	Ubico	60064770	Ground works October	Bank tnf	388.57	466.28
106	D Rouget	December	Clerk salary	Bank tnf	private	private
147	Parish Online	38UF056-0007	Website service	Bank tnf	440.00	528.00
130	Sports and Play consulting	063	Ripley play area – procurement and tendering	Bank tnf	2,500.00	2,500.00
122	Cotswold Tree surgery	11	Tree work following tree survey report	Bank tnf	490.00	490.00
138	Giff Gaff		Mobile	Card	10.00	10.00
104	British Polio Fellowship		Donation	Cheque	50.00	50.00
116	St Kenelms Village Hall	10.12.23	Village Hall hire	Bank tnf	427.50	427.50
146	Castle Water	10000894873	Water – allotment	Bank tnf	21.89	29.29
137	Norton		Anti virus	card	24.99	24.99
111	Cllr King		Expenses(giff gaff & Norton)	Bank tnf	59.99	59.99
111	Cllr Bicker		Xmas refreshments 18.12.23	Cheque		

*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 offensive 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.