



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 19 February 2024 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 15 January 2024
5. Update on progress from the Minutes – the Clerk to report on progress of outstanding items which do not require further decision
6. Co option – for decision
7. To receive an update from District and County Councillor Liam Walker
8. To receive an update from District Councillor Colin Dingwall
9. To review planning applications, decisions, and appeals*
 - 9.1 **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
 - 9.2 **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 25th January 2024. Update
 - 9.3 **24/00115/HHD** Proposed dropped kerb and hard standing for off street parking. 9 Charterville Close Minster Lovell Witney Oxfordshire OX29 0SL. Comments by 19th February 2024. Extension agreed to 21 February 2024.
10. Ripley Avenue
 - 10.1 Monthly Inspection Report
 - 10.2 Ripley Avenue Playpark Project up-date (Cllr. Bicker)
 - 10.3 Consultation event – Ripley Avenue Play Park Development
11. Allotments update - Cllr Layt
 - 11.1 Tenancy Agreement. Plot 6 – For signature
 - 11.2 Issues with plot 4b – for decision
12. Policy review.
 - 12.1 Internal Financial Control Policy and checklist – for decision
 - 12.2 Emergency Plan – for decision
13. Dog warden report – To note
14. To discuss correspondence received that requires action
 - 14.1 E mail regarding traffic problems in the High Street in the Old Village, a request to cut down bushes and trees on the island adjacent to Wash Meadow and to tidy up the river bank along the length of Wash Meadow and Village draining issues.



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- 14.2 Email received about the role of the Working Group, Ripley Play area development.
- 14.3 Email about the use of land between numbers 6 and 8 Ripley Avenue, Minster Lovell
- 14.4 E mail received about the consultation event planned regarding Ripley Play area development

15. Finance

15.1 Internal Audit

15.2 To receive and approve quotes for:

- Repeat Order form for Outdoor Annual Inspection Play Inspection Company £179 + VAT
- To note: Quote agreed by Chair for repair to fence outside the Spar shop. Cotswold Tree Surgery £ 50 no VAT
- Community First Subscription £ 70 no VAT
<https://www.communityfirstoxon.org/>
- Scribe Year End Health Check £ 49 + VAT
- Fence in Ripley Avenue:
 - 1. F C Harriss £534.50 + VAT
 - 2 .ODS £558.00 + VAT
- Internal Auditor attendance at future Council meeting £70 plus mileage.

15.3 To receive updates on the monthly bank reconciliation for January 2024 and note balances on bank account


15.4 To approve use of a direct debit for future tax payments.

15.5 To consider and approve receipts and payments due:

Income			
Name	Reason	Method	Amount £
S Empson	Allotment water charge	Cheque	10.85
D Ansell	Allotment water charge	Cheque	21.70
D Rouget	Salary overpayment in December	On line	494.80

Spending powers	Payee	Invoice No	Details	Payment method	Net amount £	Total amount £
103	Multi-hands	INV00796	Window cleaning Feb 2024	Cheque	50.00	50.00
143	Timbertyte	7362	Single sided noticeboard	Cheque	927.50	1,113.00
106	D Rouget	December	Clerk salary	Cheque	private	private
N/A	HMRC		Tax bill 6 Dec 23 – 5 Jan 24	Online (by J King)	656.24	656.24
111	D Rouget		Expenses Dec/Jan	Cheque	20.00	20.00
137	Community First Oxfordshire		Membership 2023-24	Cheque	70.00	70.00
132	Ubico	6006540X	Laurel Maintenance	Cheque	2575.20	3090.24
143	Cotswold Tree Surgery	13	Repair to fencing outside Spar shop	Cheque	240.00	240.00

*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:



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- 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.