



## MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

Parish Clerk: Debra Rouget

Email: [clerk@minsterlovell-pc.gov.uk](mailto:clerk@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<sup>th</sup> November 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 21<sup>st</sup> October 2024
5. Update on progress from the Minutes – the Clerk to report on progress of outstanding items which do not require further decision
6. Parish Councillor Vacancy - for decision. Deadline 25<sup>th</sup> October 2024
7. Parish Clerk vacancy – update recruitment closing date 8<sup>th</sup> November 2024
8. To receive an update from District and County Councillor Liam Walker
9. To receive an update from District Councillor Paul Marsh
10. To approve the Terms of Reference and to constitute a Neighbourhood Plan Steering Group (NPSG) and to confirm the date and invites to the first NPSG meeting.
11. To review planning applications, decisions, and appeals\*
  - 11.1 Appeal - Land to the Rear of 112 Brize Norton Road: Erection of four detached houses with associated works. Update
  - 11.2 24/02788/S73 Variation of condition 2 of permission 18/00789/FUL to allow changes to the approved plans of the studio (cabin 5). Four Winds, Bushy Ground, Minster Lovell. Comments by 6<sup>th</sup> December.
  - 11.3 24/027767/SCREEN. EIA for the development of 400 residential dwellings and infrastructure, open space and access. Expiry date 20<sup>th</sup> November 2024.
12. S106 and CIL funding
  - 12.1 Spend on S106 funding 17/01859/OUT Dovecote Park. Public Art contribution £16,594.49 – for update and decision
  - 12.2 Arrangements to meet with housing developer, Catesby (item 5 16 September 2024)
13. Policy Review – for approval
  - 13.1 Equal Opportunities Policy – for approval
14. Ripley Avenue
  - 14.1 Monthly Inspection Report
  - 14.2 Ripley Avenue Playpark project update and plans for opening – for decision
  - 14.3 Boundary hedge, raised footpath and cycle barriers between 18 and 20 Ripley Avenue
15. Allotments update - Cllr Usherwood



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16. Remembrance Service feedback – to note
17. Receive and discuss minutes of the meeting held on 11th November between the Parish Council, Parochial Church Council and Minster Lovell Playing Field Trust
18. Dog warden report – To note
19. Arrangements for Christmas meet and greet – for decision
20. To discuss correspondence received that requires action
  - 20.1 Quotes to tidy island at Wash Meadow – for decision.
  - 20.2 E mail from Society for the Protection of Minster Lovell regarding collaborative working– for decision
  - 20.3 Request from J S Motors to continue with signage in the Village with a charge being made – for decision
21. Finance
  - 21.1 To consider raising the spending limit on the Council's debit card – for approval
  - 21.2 To receive and approve quotes for:  
 Remedial works to the path at Ripley Avenue Play Park  
 GW Hardscaping Ltd 3.5m of hoggin footpath £435.00 + vat
  - 21.3 Pay award for the Clerk and backdated payment – for approval.
  - 21.4 Additional hours for Clerk October 2024 – for approval
  - 21.5 Funding request from Minster Lovell Playing Field Trust – for decision
  - 21.6 To receive updates on the monthly bank reconciliation for 31<sup>st</sup> October 2024 and note balances on bank account:  
 Balance on savings account as at 31 October 2024 £ 57,456.98  
 Balance on current account as at 31 October 2024 £121,703.07
  - 21.7 To consider and approve September receipts and payments due:

Income			
Name	Reason	Method	Amount £
Barclays Bank	Amended closing balance payment owing	To savings account	161.34

Spending powers	Payee	Invoice No	Details	Payment method	Net amount £	Total amount £
103	Multi-hands	00963	Window cleaning November	Online	50.00	50.00
106	D Rouget	N/A	Clerk salary October 2024	Online	private	private
Admin	Newsquest	23758036	Recruitment advert	Online	540.00	540.00
N/A	HMRC		August to October 2024	DD	688.94	688.94
116	St Kenelm's Village Hall	46	Hall hire July to Oct 2024	Online	166.25	166.25
110	Flying Press	48986	Orders of Service print 150	Online	65.40	65.40
130	Sports & Play consulting	091	Play Park development	Online	4,217.50	4,217.50
Admin	RYAL Media group	7053	Recruitment Issue	Online	98.20	117.84
134	Fishing bailiff	Grant	S137 grant	Cheque	75.00	75.00
111	Cllr King	N/A	Expenses Nov 2024	Online	90.00	90.00

\*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.

- 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.



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- 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.