



MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

Parish Clerk: Vanessa Oliveri

Email: clerk@minsterlovell-pc.gov.uk

Tel: 07712 705865

12th May 2026

To: All Members of Minster Lovell Parish Council

You are hereby summoned to the Annual Parish Council Meeting on **Monday 18th May 2026 at 7.00pm** at St Kenelm's 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. To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.
2. To elect the Vice Chairman of the Council and to receive the Vice Chairman's Declaration of Acceptance of Office.
3. Apologies for absence.
4. To confirm committee memberships – for decision
 - 4.1 Staffing Sub-committee (3 Parish Councillors)
 - 4.2 Village Hall Working Group (3 Parish Councillors)
 - 4.3 Ripley Avenue Playpark Working Group (Parish Councillors) – propose to stand down
 - 4.4 Membership of Neighbourhood Plan Sub-Committee
5. Declaration of interest in agenda items
6. Parishioner's public participation (for questions and comments on agenda items)
7. To receive and approve the minutes of the Parish Council Meeting dated 20th April 2026.
8. To receive and approve the minutes of the Annual Parish Meeting dated 20th April 2026.
9. To receive action log and progress update.
10. To receive an update from County Councillor Nick Field-Johnson
11. To receive an update from WODC Councillor Paul Marsh and Councillor Liam Walker.
12. To review planning applications, decisions, and appeals*
 - Planning Applications**
 - 12.1 None at date of publishing agenda
 - Planning Decisions**
 - 26/00615/HHD 16, Upper Crescent, Minster Lovell
Erection of single storey front, side and rear extensions.
APPROVED by WODC on 1/5/2026
 - 25/02907/FUL 116, Brize Norton Road, Minster Lovell
Erection of a two storey extension to create additional living space, with provision of a commercial hair salon along with construction of a detached carport.
APPROVED by WODC on 27/4/2026
 - 26/00408/S73 Dellfield, 90, Brize Norton Road, Minster Lovell
Application under Section 73 of the Town & County Planning Act 1990 for the variation of condition 2 (plans) of planning permission 25/01777/HHD: Erection of a single storey rear extension, front porch and two storey front extension, including a loft conversion, façade upgrade and associated works including an extended dropped kerb and installation of solar panels.
APPROVED by WODC on 21/4/2026
13. Neighbourhood Plan (Cllr. Usherwood)
 - 13.1 To receive an update on the Neighbourhood Plan
 - 13.2 To receive an up-date on actions from last meeting
 - 13.3 Preparation for Neighbourhood Plan Consultation Event Saturday May 30th 2.00 – 5.30 pm.



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14. Policy review - for decision
 - 14.1 To receive and adopt the Financial Risk Register.
 - 14.2 To receive Policies for Annual Review
 - 14.3 To receive and approve Annual Policy Review Plan
15. Allotments report – Cllr Ushwerwood
 - 15.1 To receive an update on the allotments.
 - 15.2 Skip provision.
16. Ripley Avenue Amenity Area:
 - 16.1 To receive a monthly Inspection Report
 - 16.2 To receive an update on damage and repairs
 - 16.3 To receive a report on the provision of CCTV at Ripley Avenue Play Area
17. Current position Purchase of St. Kenelm’s Hall
18. To receive and approve the Clerk’s resignation and delegate recruitment of a new Clerk to the Staffing Sub-committee
19. To discuss correspondence received that requires action:
 - 19.1 Trustees of Wash Meadow Meeting Request
20. Finance
 - 20.1 To receive updates on the monthly bank reconciliation for April 2026 and note balances on bank account
Current Account: as at 30.4.2026 £ 42,723.78
Instant Access Account: as at 30.4.2026 £33,838.76
 - 20.2 To receive and approve the annual accounts for 2025-26.
 - 20.3 Internal and External Audit Timelines
 - 20.4 Consider and approve receipts and payments due in May 2026

Spending powers	Payee	Invoice No	Details	Payment method	Net amount £	Total amount £
115	R Hubber	PC02	Grass cutting at St Kenelms churchyard	Online	300.00	300.00
125	Print Ready	15039	Plain white stickers applied to NP banner	Online	20.00	24.00
106	V Oliveri	N/A	Clerk’s salary May 2026	Online	Private	private

*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.

Signature Clerk: *V. Oliveri*

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.