

August 2026 PC meeting	Action required	PC Action
11.1	To meet and discuss the Art Project in much more detail.	Extra-ordinary meeting date to be agreed. Clerk to create and post Agenda and date for residents.
12.1	Contact allotment tenant plot 15 with PC decision from August meeting.	Clerk to contact the allotment holder again to inform them they have 3 months to make changes to plot or will need to give up plot.
12.1	Contact allotment tenant plot 14 with PC decision from August meeting	Clerk to contact the allotment holder to inform them they have a 3month notice period. They need to clear plot ready for the next tenant or risk deposit.
5	To write to Minster Lovell Playing Field Trust to request in principle for the PC to purchase the entire site when St. Kenelm's hall is situated.	Cllr Hayley has offered to draft a letter for the clerk to send
13.2	Graffiti on bridge	Clerk to chase up quote from ubico for removal of graffiti on bridge
8	Send Police future meeting dates.	Clerk to email the Police with future meeting dates and invite them to the annual Parish meeting
10	Send Local Green Space correspondence	Cllr Usherwood to write a response for the clerk to post.
11.1	Email Graham in response to his letter	Clerk to write a letter to clarify art project has not been awarded to him and inform him of expected extra-ordinary meeting to discuss art project in full
	Update signs in park	Clerk to cover/remove contact details at play park
3.1	Draft recording of meetings Policy	Clerk to contact OACL for a template and draft a new recording of meetings policy
5	Write to resident who had concerns about parking opposite the Fire Spirit pub.	The Clerk was asked to ensure that the resident who had raised concerns regarding parking on the grass verge opposite the fire Sprite Pub was sent a response confirming the action taken
10	Follow up letter regarding Jubilee Walk	The Clerk will send a follow-up letter to Oxfordshire County Council regarding Jubilee Walk, copying in Cllr. Walker.
12.1	Contact the people on the allotment waitlist to see if they are still wanting plots	Clerk to contact the 3 people on the waitlist to see if they are still interested in an allotment plot. Mister Lovell resident is considered 1 st for a Plot
13.2	Clerk to chase for a quote on repairs to mushroom tops and see saw	Clerk to email Hags with recent pictures and Park inspection to get quote for repairs for mushroom and see saw.
13.2	Clerk to look into Insurance claim for recent repairs	Clerk to look to see if an insurance claim has been made. If not Clerk needs to make an insurance claim for play park repairs.

15.1	The Clerk to look into previous grants provided to the Wash Meadow Trust	The Clerk to look into previous grant amounts the Parish council has given to the Trust to help with clear records. The Clerk to look into what year the Parish Council awarded a grant to help with Septic tank repairs.
15.1	Clerk to contact botanist	Clerk to notify them the Parish Council has no objections and to contact the trustees of Wash Meadow through Cllr. Cooper,

REF	Planning/Enforcement problem	Action	Update
REF – 2453644 26/00186/PENF	Davana Holdings, Brize Norton Road, Minster Lovell		18/08/26 allocated to staff member, they will update in the next few week as they investigate the claims
22/01902/CLE	residents of 6 Ripley Avenue have been using the land adjacent to their property and it now appears as if it is part of their land	Contact Enforcement	17/08/26 added to the case load awaiting being allocated to someone
26/00112/PENF.	Fire spirit pub Cladding and sign not in line with planning application	Chase for an update	17/08/26 – 2 breaches of planning have been confirmed. Ongoing case they will update when they are able to