

MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

| Parish Clerk: Kelly Parker | Email: Clerk@Minsterlovell-pc.gov.uk | Phone: 07712 705865 |

1st October 2026

To: All Members of Minster Lovell Parish Council

You are hereby summoned to attend the Parish Council Meeting on **Monday 19th October 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.

Recording of the Meeting

In accordance with Minster Lovell Parish Council's Recording of Meetings Policy, this meeting will be audio-recorded by the Parish Clerk for the purpose of assisting with the preparation of the official Minutes. Recordings will be securely stored and deleted once the Minutes have been formally approved by the Council.

Under the Openness of Local Government Bodies Regulations 2014, members of the public and press are permitted to film, photograph or audio-record public meetings. As a courtesy, anyone wishing to record is asked to notify the Parish Clerk or Chairman in advance or at the beginning of the meeting.

Further information can be found in the Recording of Meetings Policy on the Parish Council's website.

The Agenda is as follows:

1. 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 and approve the minutes of the Parish Council Meeting dated 21st September 2026
5. To receive and approve the minutes of the Parish Council Extraordinary Meeting dated 5th October 2026
6. To receive action log and progress update.
7. To receive an update from County Councillor Nick Field-Johnson .
8. To receive an update from WODC Councillor Paul Marsh and County & District Councillor Liam Walker.
9. To nominate Councillor for Carterton Area Place Board - Pre meeting
10. To review planning applications, decisions, and appeals*
 - 10.1 To agree next steps in challenging name of new development 'Dovecote Grove'
 - 10.2 Planning Applications
 - 26/02309/CLP - Certificate of Lawfulness (Conversion of garage into habitable space and construction of a single storey extension) 26 Abraham Way Minster Lovell Witney
 - 25/00144/OUT - Land At Peashell Farm Downs Road Curbridge - An appeal has been made against West Oxfordshire District Council's failure to give notice of its decision within the appropriate period for the planning application of Outline planning permission (with all matters reserved except for access from existing Downs Road roundabout) for up to 370 dwellings (use class C3) including the provision of affordable homes, land to accommodate up to 400sqm of local retail within classes E, together with pedestrian and cycle connections, bridle routes and internal roads, open space, landscaping to include area for play, allotments, surface water drainage and other supporting infrastructure (including utilities) wand engineering works including groundworks; demolition of existing farm buildings and removal of structures.

10.3 Enforcement Issues Updates

- 26/00186/PENF – Davana Holdings, Brize Norton Road Minster Lovell - Alleged unauthorised access created onto the highway and removing trees to create the access
- 26/00183/PENF – 6 Ripley Avenue - Alleged unauthorised use of land previously refused under 22/01902/CLE

10.4 To discuss and consider the proposed residential development of Approximately 765 dwellings on Land north of Burford Road, Witney

11. Neighbourhood Plan (Cllr. Usherwood)

11.1 To receive an update on the Neighbourhood Plan

12. Allotments report (Cllr Usherwood)

12.1 To receive an update on the allotments

12.2 To receive an update on allotment rents

13. Ripley Avenue Amenity Area: (Cllr. P. Lees)

13.1 To receive a monthly Inspection Report.

13.2 To receive an update on Insurance claims

13.3 To receive an update on damage and repairs

13.4 To consider and approve quote for Annual playground inspection

14. Highways and Traffic

14.1 To receive an update on Community Speed Watch (Cllr. S. Lees)

14.2 OxBus2040 – Future Bus Services in Oxfordshire - To consider and approve Oxon4Buses questionnaire

15. Wash Meadow (Cllr A. Cooper)

15.1 To receive an update on tree removal from wash meadow river.

15.2 To receive and consider the Wash Meadow Trustees accounts

15.3 To receive and consider the Wash Meadow Trustees future plans

16. Remembrance Day Service

16.1 To review arrangements for the Remembrance Day Service.

16.2 To consider and approve quote for printing Remembrance Service sheets - £72.50 + VAT

17. War Memorial

17.1 To approve the grant application request to help with repairs to the War Memorial

17.2 To approve 3 quotes to send with the grant application

18. Village Maintenance - To discuss any maintenance required in the village.

18.1 To receive update on Bus Shelter ceiling repairs

18.2 To receive update on village sign

18.3 To discuss the broken door on the Noticeboard at Dovecote park and consider next steps

19. Finance

19.1 To receive updates on the monthly bank reconciliation for September 2026 and note balances on bank account

Current Account: as at 30th £53,993.07

Instant Access Account: as at 30th £34,003.27

19.2 To receive and approve the six monthly accounts 2026/27.

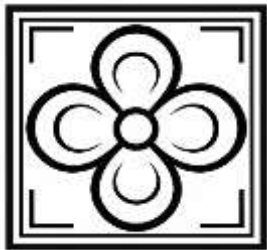
19.3 To approve an Internal Auditor for 2026/27

19.4 To approve Clerk Training OACL Finance Day - £125;

- VAT
- Procurement
- Budgeting
- Internal Controls
- Audit & changes for the 2026/27 AGAR

19.5 To note income received for September 2026

Date	Received from	Description	Amount £
01/09/26	Plot holder 13	Allotment Rent and Water charges	70.00
16/09/26	OCC	Grass cutting grant	1549.70
16/09/26	Plot holder 12	Water charges	20.00
17/09/26	WODC	2nd half Precept	40000.00
17/09/26	Plot holder 11	Allotment Rent and Water charges	70.00
21/09/26	Plot holder 1	Water charges	£15.58
30/09/26	Unity Bank	Credit Interest for Instant Access	167.13
Total			41892.41



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19.6 To note direct debits payments due in October 2026

Spending powers	Payee	Details	Net amount £	Total amount £
146	Castle water	October Water charges	11.48	13.77
106	HMRC	NIC & NI Contributions 6 th July – 5 th October	Private	Private

19.7 To consider and approve receipts and payments due in October 2026

Spending powers	Payee	Invoice No	Details	Payment method	Net amount £	Total amount £
115	R Hubber	PC07	Grass cutting at St Kenelm's churchyard	BACS	300.00	300.00
106	K Parker	October 2026	Clerk's October salary	BACS	Private	Private
106	V Oliveri	October 2026	Clerk's back pay 4 th April – 7 th August 2026	BACS	Private	Private
140	SLCC	BK228566-1	Agenda & Minutes training	BACS	77.00	92.40
103	Multi-Hands	INV01314	Bus shelter clean	BACS	50.00	60.00
102	TP Jones	P2381	Payroll Prep July – Sept 2026	BACS	52.83	63.40
140	SLCC	QL209893-1	GDPR E-Course	BACS	38.50	46.20
N/A	Unity Bank		Bank Charges Automatically debited	BACS	7.00	7.00
142	Minster Methodist church	N/A	Hiring Fees 10/03/26 – 1.5Hrs 06/07/26 – 2.5hrs 08/08/26 – 1.5hrs	BACS	71.50	71.50
101	Peashell Farm	28037	Rent Oct 2024 – March 2025	BACS	300.00	300.00
101	Peashell Farm	28037	Half year Rent Oct 2024 – March 2025	BACS	300.00	300.00
101	Peashell Farm	28038	Half year Rent Apr 2025 – Sept 2025	BACS	300.00	300.00
101	Peashell Farm	28039	Half year Rent Oct 2025 – March 2026	BACS	300.00	300.00
101	Peashell Farm	28040	Half year Rent Apr 2026 – Sept 2026	BACS	300.00	300.00

*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: *K. Parker*