

MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

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

15th September 2026

To: All Members of Minster Lovell Parish Council

You are hereby summoned to attend the Parish Council Meeting on **Monday 21st September 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

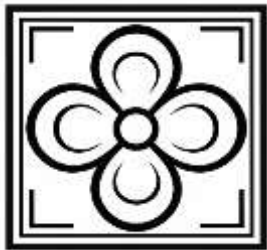
Please be advised that this meeting will be audio-recorded by the Parish Clerk for the sole purpose of assisting with the preparation of the official Minutes. Recordings will be securely stored and deleted once the Minutes have been formally approved by the Council.

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.

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 20th July 2026 & 17th August 2026
5. To receive action log and progress update.
6. To receive an update from County Councillor Nick Field-Johnson .
7. To receive an update from WODC Councillor Paul Marsh and County & District Councillor Liam Walker.
8. To review planning applications, decisions, and appeals*
 - 8.1 Planning Applications
 - 26/02025/FUL - Erection of timber cladding to parts of front elevation (retrospective) The Fire Sprite Pub And Grill Burford Road Minster Lovell
 - 26/02037/AD - Erection of new signage graphics to existing externally lit sign structure
 - (retrospective) The Fire Sprite Pub And Grill Burford Road Minster Lovell
 - 8.2 Enforcement Issues Updates
 - 26/00186/PENF – Davina 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
 - 8.3 Land South of Burford Road, Planning Application 25/02876/RES - To consider the proposed street names for the development and to agree any comments or alternative street names to be submitted to West Oxfordshire District Council.
9. Neighbourhood Plan (Cllr. Usherwood)
 - 9.1 To receive an update on the Neighbourhood Plan
 - 9.2 To consider next steps on Conservation area status
 - 9.3 To consider the West Oxfordshire Local Plan consultation and agree the Parish Council's response.
 - 9.4 To discuss the Carterton Area Regeneration Framework and the Parish Council's involvement.

10. Policy and Scheme review - for decision
 - 10.1 To review and approve Recording of Meetings Policy
 - 10.2 To review and approve Disposal and archive Policy
 - 10.3 To review and approve Financial Regulations Policy
 - 10.4 To review and approve Freedom of Information Publication Scheme.
11. Art Project (Cllr Sednaoui)
 - 11.1 To agree to the Extra-ordinary Parish Council meeting to discuss the Art Project in more depth.
 - 11.2 To agree and approve Agenda for art project
12. Allotments report (Cllr Usherwood)
 - 12.1 To receive an update on the allotments
 - 12.2 To consider and approve the return of deposit for Ex allotment holder of plot 15
13. Ripley Avenue Amenity Area:
 - 13.1 To receive a monthly Inspection Report (Cllr. P. Lees)
 - 13.2 To receive an update on damage and repairs
14. Highways and Traffic
 - 14.1 To receive an update on Community Speed Watch (Cllr. S. Lees)
 - 14.2 To consider the effectiveness of the 20mph speed limits within the Parish and agree a response to Oxfordshire County Council.
15. Wash Meadow (Cllr A. Cooper)
 - 15.1 To receive an update on tree removal from wash meadow river.
 - 15.2 To consider the ongoing management and maintenance of growth on the Wash Meadow Island following recent works to bring it under control.
16. Remembrance Day Service
 - 16.1 To note arrangements for the Remembrance Day Service.
17. Village News
 - 17.1 To receive and approve draft article for the Village News Oct-Dec 2026.
18. Charterville Day – Celebrating 180 years of Charterville in 2027
 - 18.1 To discuss ideas and appoint who will take on responsibilities for celebrating Charterville in 2027.
19. Correspondence Received that requires action:
 - 19.1 Email from resident at 55 Ripley Avenue asking for permission to instruct tree surgeon to cut back trees behind their property.
 - 19.2 Email from residents 18 – 20 Ripley Avenue regarding unsafe footpath and hedge needing cutting back on side of property.
20. Village Maintenance - To discuss any maintenance required in the village.
 - 20.1 To receive update on Bus Shelter ceiling repairs
 - 20.2 To discuss the use of roadside advertising notice boards in the Village.
 - 20.3 To discuss if there are any dry stone walls within the Parish for repair or restoration by Wychwood Forest Trust
 - 20.4 To consider if repairs are needed for the village sign near the Scout Hut and agree next steps
21. Finance
 - 21.1 To receive updates on the monthly bank reconciliation for August 2026 and note balances on bank account
 - Current Account: as at 31st August 2026 £16,745.87
 - Instant Access Account: as at 31st August £34,003.27
 - 21.2 To receive updates on the monthly bank reconciliation for July 2026
 - 21.3 To approve use of Credit to pay outstanding UBICO invoice
 - 6007903 – March 2026 Grass Cutting – Total 239.36
 - 21.4 To consider and approve receipts and payments due in August 2026
 - 21.5 To consider the purchase of a Shredder to aid in disposal and archiving of historical MLPC Documents
 - 21.6 To approve Clerks salary at the revised pay rate for the pay scale previously approved. Back dated to the 8th August.
 - 21.7 To approve training for new clerk
 - GDPR E-course - £46.20+VAT
 - Agenda & Minutes 24/9 & 1/10 - £77+VAT



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Spending powers	Payee	Invoice No	Details	Payment method	Net amount £	Total amount £
115	R Hubber	PC	Grass cutting at St Kenelms churchyard	Online	300.00	300.00
102	Moore	339740	Completion of External Audit 2025–26	Online	315.00	378.00
	The Royal British Legion	N/A	Wreath for Remembrance Day	Cheque	20.00	20.00
106	V Oliveri	N/A	Clerk's salary August 2026	Online	Private	Private
106	K Parker	N/A	Clerk's salary August 2026	Online	Private	Private
106	K Parker	N/A	Clerk's salary September 2026	Online	Private	Private
140	OACL	6493	New Clerk training	Online	125.00	150.00
111	SLCC	ORD510773-1	14th Edition Local Council Administration	Online	148.50	149.40
115	UBICO	60081628	Ground Works July 26	Online	259.00	310.80
143	UBICO	60081593	Grass Cutting June 26	Online	625.55	750.66
142	Village Hall	MLVH-2026-90	Village Hall hire June - Sept	Online	175.00	175.00
38	Community first oxfordshire	SI-821	Minister Lovell Neighbourhood Plan - Supplementary Work on Carterville	Online	1300	1560

*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*