August 2026 PC meeting	Action required	PC Action
13.1	Update signs in park	Clerk to cover/remove contact details at play park
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.
September 2026 PC meeting	**Action required**	**PC Action**
8.3	Land South of Burford Road – street naming	Clerk to query how "Dovecote Grove" had been approved and submit the Parish Council's comments to WODC.
8.3 / 9.4	Meeting with Chris Hargreaves / WODC	Clerk to follow up the requested meeting regarding the Redrow development
10.2	Disposal and Archive Policy	Clerk to contact OALC for a current template and work with Cllr Eaglestone to prepare a revised draft.
10.4	Freedom of Information Publication Scheme	Clerk to confirm the statutory cost/time threshold provisions and amend the Scheme accordingly.
October 2026 PC meeting	**Action required**	**PC Action**
13.3	Insurance Claims	Clerk to chase HAGS again to follow up on validating Invoice for Insurance Claim
10.4	Gladman – land north of Burford Road	Clerk to reiterate the Council's existing objection and advise that it does not wish to arrange a further meeting at this stage.
13.3	Local playground contractor	Cllr P Lees to be asked to meet the local playground contractor at the play area to discuss maintenance and repairs.
13.4	Annual playground inspections	Clerk to contact the Play Inspection Company to inform them of the Parish Council decision
14.2	OxBus2040 / Oxon4Buses response	Clerk to submit the agreed questionnaire response incorporating Councillors' amendments.
16.2	Orders of Service printing	Clerk to arrange printing of 150 Orders of Service and obtain the reduced price in line with the agreed quotation.

17	War Memorial grant and quotations	Clerk to complete the grant application and supporting documents. Cllr Eaglestone to meet the third contractor; Clerk to obtain the third quotation and submit all three with the application. Deadline 31st October 2026
18.1	Bus shelter ceiling replacement	Clerk to obtain quotations for replacement of the full ceiling.
18.2	Village sign near Scout Hut	Cllr Cooper to inspect the sign and consider how it can be secured.
18.3	Dovecote Park noticeboard door	Cllr Cooper to inspect the broken door and arrange a local repair if possible.
18 – additional discussion	Overhanging hedges and tree roots	Clerk to report encroaching hedges near O'Connors and tree-root trip hazards outside the Spar through FixMyStreet; contact OCC Highways; arrange polite letters to the relevant householders and update the resident.
19.3	Internal auditor appointment	Clerk to confirm Theresa Goss's appointment for 2026/27 and discuss arrangements for attendance at a Council meeting.

REF	Planning/Enforcement problem	Action
REF – 2453644 26/00186/PENF	Davana Holdings, Brize Norton Road, Minster Lovell	Contact Enforcement
26/00183/PENF	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
26/02309/CLP	26 Abraham Way – garage conversion and extension	Clerk to ask WODC whether conditions on the original permission restrict the proposed garage conversion or affect parking provision.