MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

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

20th October 2026

To: All Members of Minster Lovell Parish Council

You are hereby summoned to attend the Parish Council Meeting on **Monday 16th November 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 19th October 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
8. To receive an update from County & District Councillor Liam Walker.
9. Martyn's Law - To note that the Clerk is investigating the implications of Martyn's Law, which concerns protecting people from terrorist attacks at public venues and events, including emergency procedures such as evacuation, and any requirements that may apply to the Parish Council.
10. Defibrillator checks - To note that the defibrillator outside the Post Office was checked on 18th October 2026 and reported to The Circuit as being in order
11. Policies for review and adoption.
    11.1 To review and approve IT Policy
    11.2 To review and approve Document retention, disposal and archiving Policy
    11.3 To review and approve Sexual and General Harassment Policy
    11.4 To review and approve Equal Opportunities Policy
12. To review planning applications, decisions, and appeals*
    12.1 To discuss community governance review and consider Parish Councils response
    12.2 To receive an update from Councillors meeting with WODC Head of Planning Chris Hargraves
    12.3 To receive an update on Witney Infrastructure Neighbourhood Group (Cllr. Usherwood)
    12.4 Planning Applications
    - 26/02607/FUL - 6 Ripley Avenue - Change of use of land to increase domestic curtilage (retrospective)

- 26/02037/ADV - The Fire Sprite Pub And Grill Burford Road - Erection of new signage graphics to existing externally lit sign structure and installation of signage boards fixed to the building exterior (retrospective) **APPROVED**
- 26/02025/FUL - The Fire Sprite Pub And Grill Burford Road - Erection of timber cladding to parts of front elevation (retrospective) - **REFUSED**

12.5 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

13. Allotments report (Cllr Usherwood)
    13.1 To receive an update on Allotments
    13.2 To receive an update on handover and re-letting of Plot 14
    13.3 To confirm winter water shut off arrangements and recording of the water meter reading.

14. Neighbourhood Plan (Cllr. Usherwood)
    14.1 To receive an update on neighbourhood plan4
    14.2 To consider quotations for specialist assistance with progressing Conservation Area status for Charterville and approve any expenditure

15. Ripley Avenue Amenity Area: (Cllr. P. Lees)
    15.1 To receive a monthly Inspection Report.
    15.2 To discuss and approve new Weekly and Monthly Play Park Inspection reports
    15.3 To receive an update on Insurance claims, damages and repairs

16. Highways and Traffic
    16.1 To receive an update on Community Speed Watch (Cllr. S. Lees)
    16.2 To discuss 20mph schemes in West Oxfordshire and consider Parish Councils response

17. Village Maintenance - To discuss any maintenance required in the Village.
    17.2 To receive update on village sign
    17.3 To receive update on broken door on the Noticeboard at Dovecote park
    17.3 To receive an update on tree removal from Wash Meadow River.
    17.4 To receive notice of any other village maintenance issues.

18. Finance
    18.1 To receive updates on the monthly bank reconciliation for October 2026 and note balances on bank account
        Current Account: as at 31st £49,185.52
        Instant Access Account: as at 31st £34,170.40
    18.2 To consider scribes Yearly health check of accounts
        - £79 plus VAT for Receipts & Payments.
        - £129 plus VAT for Income & Expenditure.
    18.3 To consider adopting a shared drive using Parish Online software in order to improve back up and visibility in accordance with the IT Policy and Financial Risk Assessment– Parish Online £42 + VAT per year
    18.5 To confirm the date for Budget and Precept meeting for 2027-2028 and receive updates on publicity inviting grant applications ahead of budget setting.
    18.6 To note income received for October 2026

Date	Received from	Description	Amount £
12/10/2026	UBICO	Credit	390.56
12/10/2026	Plot holder 10	Allotment Rent & water charges	50.00
12/10/2026	Plot holder 9	Allotment rent	30.00
22/10/2026	Plot holder 15	Allotment Rent & water charges	70.00
30/10/2026	JS Motors	Advertisement	200.00
		Total	£740.56

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18.7 To note direct debits payments due in November 2026

Spending powers	Payee	Details	Net amount £	Total amount £
146	Castle Water	Allotment Water charges	11.68	14.01

18.8 To consider and approve receipts and payments due in November 2026

Spending powers	Payee	Invoice No	Details	Payment method	Net amount £	Total amount £
115	R Hubber	PC08	Grass cutting at St Kenelm's churchyard	BACS	300.00	300.00
140	OACL	Invoice 6585	Clerks Training - Finance Day	BACS	125.00	150.00
106	K Parker	November 2026	Clerk's November salary	BACS	Private	Private
144	Graham Kew Prints	Invoice 436	Village news article	BACS	90.00	90.00
111	Cllr Wendy Usherwood	N/A	Reimbursement of Remembrance Service printing	BACS	70.00	70.00
N/A	C Lovell	ML2026	Musician for Remembrance Service	BACS	50.00	50.00
134	Minster Lovell Flower & Produce	N/A	Section 137 payment	BACS	250.00	250.00
134	Coffee & Chat	N/A	Section 137 payment	BACS	500.00	500.00
134	Trustees of Wash Meadow	N/A	Section 137 payment	BACS	1250.00	1250.00
134	Community Counts	N/A	Section 137 payment	BACS	900.00	900.00
134	Minster Lovell Playing field Trust	N/A	Section 137 payment	BACS	500.00	500.00
134	Minster Lovell Museum	N/A	Section 137 payment	BACS	250.00	250.00

18.9 To consider the Council's historic financial position

*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*