



MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

Parish Clerk: Alexandra Molton

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To: All Members of Minster Lovell Parish Council

You are hereby summonsed to participate in a meeting of the **Parish Council** to be held at **St Kenelm's Hall, Brize Norton Road, Minster Lovell** on **Monday 16th August 2021 at 7.00pm** for the transaction of the business stated below.

The Agenda is as follows:

1. **Welcome / Members present and apologies for absence.**
2. **Declarations of interest in agenda items.**
3. **Parishioner's Public Participation (for questions and comments on agenda items).**
4. **To receive the Minutes of the Parish Council Meeting dated 19th July 2021.**
5. **To sign Acceptance of Office forms (new Councillors).**
6. **To receive an update from District Councillor Gill Hill.**
7. **To receive an update from District Councillor Colin Dingwall.**
8. **To receive an update from County Councillor Liam Walker.**
9. **To review planning applications, decisions, appeals and enforcements***
 - a) **To receive and review planning application 21/02580/FUL: 5 Upper Crescent Minster Lovell Witney; Construction of detached dwelling with associated works and formation of additional access.**
 - b) **To receive a progress update on planning enforcements.**
 - c) **Ripley Avenue Amenity Area:**
 - i) **To receive and approve a final specification for a path through Ripley Avenue Amenity Area.**
 - ii) **To receive and consider quotations to trim laurels in Ripley Avenue Amenity Area.**
 - iii) **To receive monthly Ripley Avenue Play Park inspection report.**
10. **To receive monthly dog fouling report.**
11. **To receive monthly Allotments report.**
12. **To receive an update from the Village Hall Working Group.**
13. **To confirm salt requirements for winter 2021/22.**
14. **Matters and actions arising from the previous meeting which are not covered by other agenda items:**
 - a) **To review Action Log.**
 - b) **Village maintenance:**
 - (i) **To receive an update on the broken bus shelters on Brize Norton Road.**
15. **To discuss correspondence received.**
16. **'Around the Village' – matters not covered by other agenda items that need addressing or noting.**

Parishioners will be invited to leave the meeting at this point if they so wish.

17. Finance: To Receive and Review August Finance Report.

a) To consider and approve payments due:

Invoice number/ Reference	Cheque number/ Spending Power	Payee	Details	Amount
00427	(Parish properties: maintenance of)	Multi Hands	August bus shelter window cleaning	£50.00
PC06	(Grass cutting)	Richard Hubber	St Kenelm's Churchyard grass cutting	£235.00
08/21	(Salaries)	Alexandra Molton	August salary and office allowance	£692.16
60043968	(Grass cutting)	Ubico	Grass cutting and litter picking June 2021	£737.92
IF 307830	(Parish properties: maintenance of)	I.F. Glass	Replacement of smashed bus shelter window	£352.80

b) To report payments made with the Council debit card

Payee	Details/Spending power	Amount
Amazon	File dividers (Office equipment: purchase and maintenance of)	£3.91

c) To review and confirm payments received.

None.

d) To receive bank reconciliation for July 2021.

e) To receive internal controls report April – June 2021.

f) To receive budget report April – June 2021.

Signed: _____
Parish Clerk

*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.

Public Speaking Policy

Minster Lovell Parish Council recognise that communication with parishioners is valuable when making informed decisions and a Parishioner's Public Participation section is made available at the beginning of Council meetings for this purpose.

Please Note:

- Public speaking will be allowed on any agenda item by parishioners of Minster Lovell, at the Parishioner's Public Participation section only. Thereafter public speaking is not permitted.
- Parishioners are permitted to speak for 3 minutes on Planning Applications and Decisions and a further 3 minutes on other agenda items. The time must be strictly adhered to and speakers are encouraged to practice their presentation in order to use the time constructively.
- Speakers are required to introduce themselves and confirm their address to the Council.
- Speakers should clearly outline their views concerning the agenda item.
- Representations should be confined to spoken comments only. Any written material, photographs or drawings should be provided before the meeting.
- Councillors, through the Chairman, can seek clarification only of points made by the speakers.
- Please remember that Council meetings are held in public and therefore, no comments of a personal, slanderous, defamatory or otherwise offence or abusive nature should be made.
- The Chairman of the Council has the right to stop anyone speaking if such comments are made and the speaker may then forfeit their opportunity to continue to speak.