**To: All Members of Minster Lovell Parish Council**

You are hereby summonsed to participate in an extra meeting of the **Parish Council** to be held at **St Kenelm’s Hall, Brize Norton Road, Minster Lovell** on **Tuesday 12th October** **at 7:00pm** for the transaction of the business stated below. The Public and Press are also invited to attend.

**The Agenda is as follows:**

1. Welcome / Members present and apologies for absence
2. Declaration of interest in agenda items
3. Parishioner’s Public Participation (for questions and comments on agenda items)
4. To review planning application 21/02982/HHD & 21/02983/LBC: 5 Upper Crescent, Minster Lovell

Replace windows and doors

1. To discuss the specification and costings for the path and lighting received from Bovis for the Ripley Avenue Amenity Area
2. To receive details of the Remembrance event
3. To receive an request for permission to purchase spare pads for the defibrillator
4. To receive a request to display posters by local playgroup
5. Update on metal advertising sign situated on the B4047 Burford Road, opposite The White Hart PH
6. To receive recommendations for a printer for the Parish Clerk
7. To receive a request for the purchase of the latest copy of the publication: Arnold-Baker on Local Council Administration
8. Finance:
9. To consider and approve payments due (Schedule of Payments & Receipts included)

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| --- | --- | --- | --- | --- |
| 1. **Cheque**   **No** | 1. **Payee** | 1. **Invoice No** | **Details** | **Amount £** |
| 101391 | David Haley | Receipt | Bouquet of flowers for former Parish Clerk | 20.00 |
| 101392 | Moore East Midlands | 307859 | Fee for completing the 2020/21 External Auditor’s review | 240.00 |
| 101393 | Ubico | 60046119 | Grounds works August 2021 | 606.90 |
| 101394 | Ubico | 60046182 | Village Weed Spray 12.08.2021 | 200.57 |

1. Matters not covered by other agenda items that need addressing or noting

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| Signed: |  |
|  | **Parish Clerk** |

**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.