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

You are hereby summonsed to attend a meeting of the **Parish Council** to be held at **St Kenelm’s Hall, Minster Lovell** on **Monday 18th November 2019 at 7.30pm** 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 receive the Minutes of the Parish Council Meeting dated 21st October 2019.**
5. **To receive an update from District Councillor Gill Hill.**
6. **To receive an update from District Councillor Kieran Mullins.**
7. **Feedback from WODC Water Day.**
8. **To receive an update from County Councillor Liam Walker.**
9. **To review planning applications, decisions, appeals and enforcements\***
10. **To receive and discuss planning application 19/02795/HHD: Shalimar Cottage, 23 Upper Crescent, Minster Lovell; Extension to detached garage.**
11. **To discuss path through Ripley Avenue.**
12. **Impact of new Housing Development Construction.**
13. **Update on enforcement issues.**
14. **Monthly dog fouling report.**
15. **Allotments report.**
16. **Remembrance Service feedback.**
17. **Christmas refreshments.**
18. **Matters and actions arising from the previous meeting which are not covered by other agenda items:**
19. **To review Action Log.**
20. **To receive Ripley Avenue play park inspection.**
21. **To review quotations for work to Ripley Avenue and select a contractor.**
22. **Farming machinery at the entrance to Wychwood Close.**
23. **Finance:**
24. **To consider and approve payments due**

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| **Payee** | **Details** | **Amount** |
| Alexandra Molton | Wages and office allowance Clerk salary increment payment 2018/19Reimbursement of payments to Audible.co.uk**Total** | £637.95£223.60-£8.98**£852.57** |
| DF Williams | Bus shelter window cleaning | £16.16 |
| Ubico | Village Maintenance work | £2,143.98 |
| Moore | Fee for late submission of AGAR | £48.00 |

1. **To report payments made with the Council debit card**

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| **Payee** | **Details** | **Amount** |
| Audible.co.uk | Purchase of audible books (card incorrectly selected for payment) | £8.98 |
| Amazon | Ink cartridges | £23.98 |

1. **Bank reconciliation report for October 2019.**
2. **External audit observations and report 2018/19.**
3. **To discuss correspondence received.**
4. **‘Around the Village’ – matters not covered by other agenda items that need addressing or noting.**

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| 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.