



MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

Parish Clerk: Alexandra Molton

111 Walker Drive, Faringdon SN7 7FY

Email info@minsterlovell-pc.gov.uk

Tel: 07712 705865

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 17th May 2021 at 7.30pm** for the transaction of the business stated below. The meeting will be preceded by the **Annual Meeting of the Parish Council** at **7.00pm**.

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 April 2021.
5. To welcome Linda Shelley of the Cotswold Wardens.
6. To receive an update from District Councillor Gill Hill.
7. To receive an update from County Councillor Liam Walker.
8. To review planning applications, decisions, appeals and enforcements*
 - a) To receive and review planning application: 21/00858/OUT: Land North of 7 St Kenelms Close Minster Lovell; Erection of one new dwelling house and associated parking.
 - b) To receive and review planning application: 21/01122/HHD: Bridge Cottage Old Minster Lovell Minster Lovell; Proposed sunroom/garden room off of the existing dining room. Relocation of the existing kitchen to the dining room, sunroom/garden room would then become a dining space. Removal the thatch roof above the dining room to match the proposed tiled roof on the sun room/garden room. Proposed oak porch on the front elevation with stone pillars and a tiled roof. Proposed 1st floor extension over a flat roof currently used as a balcony above the present kitchen. Create a room and a pitched roof to meet the present roof. Create dormers to the front of the 3rd bedroom and create a dormer over the current eye brow window at the rear of the 3rd bedroom. Create a 2nd window into the main bedroom. Proposed thatch the main cottage roof with a water reed. Erection of new Garage and driveway to garage. Proposed enlarge driveway entrance and driveway openings keeping the original stone posts.
 - c) To receive a progress update on planning enforcements.
 - d) Ripley Avenue Amenity Area:
 - i) To review and discuss options for lighting.
 - ii) To review and discuss options for safety barriers.
 - iii) To receive monthly Ripley Avenue Play Park inspection report.
 - iv) To review quotations for pruning trees behind Ripley Avenue.
9. To receive monthly dog fouling report.
10. To receive monthly Allotments report.
11. To receive an update on the Churchyard Extension project.
12. To receive an update from the Village Hall Working Group.
 - a) To receive and approve a Briefing Paper on the project.
13. To receive nominations for new members of Council working groups:
 - i) Clerk's performance management group (1 Councillor required).
 - ii) Village Hall working group (1 Councillors required).
 - iii) Churchyard Extension project (1 Councillor required).
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 review quotations to repair/replace the broken bus shelter on Brize Norton Road.
 - (ii) To review quotations for a new speed sign on Brize Norton Road.
 - (iii) To receive an update on speed signs and white gates on Burford Road.
 - (iv) To receive an update on parking at the Ruins.
 - (v) To review quotations for weed-killing in the village.
 - (vi) To review quotations for installing a wooden bench in the Burford Road bus shelter.

15. Finance: To Receive and Review March Finance Report.

- a) To consider and approve payments due:

Invoice number/Reference	Cheque number	Payee	Details	Amount
04/21 and 05/21	101397	Alexandra Molton	March salary and office allowance (previous cheque 101384 not accepted for payment by the bank) April salary and office allowance Total:	£692.30 £692.30 £1,384.60
00399	101398	Multi Hands	May bus shelter window cleaning	£50.00
PC02	101399	Richard Hubber	Grass cutting at St Kenelm's churchyard	£235.00
Gift 1	101400	David Haley	Cards and gift voucher for Councillors	£54.48
6004211X	101401	Ubico Limited	May grass cutting	£200.99
0005449121	101402	Castle Water	Allotments water supply February – July 2021	£28.36
PR1	101403	Paul Woodley	S137 1st payment 2021/22 Fishing bailiff	£75.00
PR2	101404	M Nwanze	S137 1st payment 2021/22 Defibrillator electricity	£15.00
PR3	101405	Trustees of Wash Meadow	S137 1st payment 2021/22	£1,250.00
PR4	101406	Minster Lovell Playing Field Trust	S137 1st payment 2021/22	£475.00
PR4	101407	Community Counts	S137 1st payment 2021/22	£750.00
PR5	101408	St Kenelm's Village Hall	S137 1st payment 2021/22	£150.00

- b) To report payments made with the Council debit card

Payee	Details	Amount
Amazon	Receipt book	£2.89
Amazon	8 Fireproof boxes at £39.98 each	£319.84
Amazon	Filing cabinet	£133.99
Zoom	Monthly charge for Zoom Pro	£14.39

- c) To review and confirm payments received.

Invoice number/Reference	Payer	Details	Amount
Kfv12600001454	HMRC	VAT refund September – December 2020	£439.59
INV2021/22-23	M Cox	Allotment water rates 2019-20 plot 5	£5.10
INV2021/22-24	A Fayers	Allotment water rates 2019-20 plot 6	£5.10
INV2021/22-9	A Fayers	Annual allotment rent plot 6	£15.00
INV2021/22-26	H Kane	Allotment water rates 2019-20 plot 8	£5.10
INV2021/22-11	H Kane	Annual allotment rent plot 8	£15.00
INV2021/22-4	N Bryant	Annual allotment rent plot 2	£25.00
INV2021/22-3	S Burbage	Annual allotment rent plot number 1	£25.00
INV2021/22-5	P Rushby	Annual allotment rent plot number 3	£25.00
INV2021/22-6	R Wait	Annual allotment rent plot number 4a	£15.00
INV2021/22-7	R Duffield	Annual allotment rent plot number 4b	£15.00
INV2021/22-13	D Hubber	Annual allotment rent plot number 11	£25.00
INV2021/22-17	JS Motors	Annual charge for bus shelter publicity information	£200.00
INV2021/22-18	S Burbage	Allotment water rates 2019-20 plot 1	£10.20

INV2021/22-20	P Rushby	Allotment water rates 2019-20 plot 3	£10.20
INV2021/22-21	R Wait	Allotment water rates 2019-20 plot 4a	£5.10
INV2021/22-28	D Hubber	Allotment water rates 2019-20 plot 11	£10.20
INV2021/22-33	S Payne	Deposit for plot 5	£50.00
INV2021/22-34	S Payne	Annual allotment rent plot number 5	£15.00
INV2019/20-23	D Hubber	Allotment water rates 2019-20 plot 11 (2019-20)	£15.84
34052131	WODC	1 st Precept payment 2021/22	£21,345.50

- d) To receive bank reconciliation for April 2021.
- e) Update on internal audit 2020/21.
- f) Appointment of internal auditor 2022/23.
- g) To receive End of Financial Year internal controls report 2020/21.
- h) To receive and review report on Precept increase for 2021/22.

16. To discuss correspondence received.

17. 'Around the Village' – matters not covered by other agenda items that need addressing or noting.

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:

- o 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.
- o 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.
- o Speakers are required to introduce themselves and confirm their address to the Council.
- o Speakers should clearly outline their views concerning the agenda item.
- o Representations should be confined to spoken comments only. Any written material, photographs or drawings should be provided before the meeting.
- o Councillors, through the Chairman, can seek clarification only of points made by the speakers.
- o 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.
- o 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.