



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 on **Monday 17th August 2020 at 7.30pm** for the transaction of the business stated below. Please log on at 7.15pm for a prompt start at 7.30pm.

The meeting will be conducted via Zoom; please contact the Clerk if you would like details to access the meeting. Please note: the meeting may be recorded and by participating in the meeting you agree to being filmed and this video being stored securely by the Council. A copy of the Council's Privacy Notice can be found on the Council website or directly from the Clerk.

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 20th July 2020.**
5. **To receive an update from District Councillor Gill Hill.**
6. **To receive an update from District Councillor Kieran Mullins.**
7. **To receive an update from County Councillor Liam Walker.**
8. **To review planning applications, decisions, appeals and enforcements***
 - a) **To receive progress update on planning enforcements.**
 - b) **To welcome Crawley Councillors to discuss their plans for HGV weight restrictions in the village.**
 - c) **To receive an update on Minster Lovell Parish Council submission to Oxfordshire County Council September committee meeting re: consultation B4437 Forest Road, Windrush River & Ninety Cut Hill Bridges (Charlbury, Minster Lovell & Astall) Proposed Weight Restrictions**
9. **To receive monthly dog fouling report.**
10. **To receive monthly Allotments report.**
11. **To receive update on Churchyard Extension Project working group.**
12. **Travellers Counter Measures.**
13. **Clerk to report on progress in meeting the website Accessibility Guidelines.**
14. **Matters and actions arising from the previous meeting which are not covered by other agenda items:**
 - a) **To review Action Log.**
 - b) **To receive and review Ripley Avenue Play Park inspection report.**
 - (i) **To discuss the possibility of opening Ripley Avenue Play Park.**
 - (ii) **To approve a risk assessment and management plan for Ripley Avenue Play Park.**
 - c) **To discuss graffiti and part removal of fence post at Wychwood View.**
 - d) **To discuss Brize Norton Road bus shelter roof cleaning.**
 - e) **To consider salt bins and salt bags from OCC for 2020/21.**



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

a) To consider and approve payments due:

Invoice number/Reference	Cheque number	Payee	Details	Amount
08/12	101326	Alexandra Molton	Wages and office allowance Additional salary April – August due to incremental increase Less National Insurance Total:	£708.97 £64.68 -£7.31 £766.34
9510	101327	Bookmarque Publishing	Village News August/September 2020	£60.00
60035456	101328	Ubico	Grass cutting April	£528.90
60035554	101329	Ubico	Grass cutting and litter pick May	£600.30
60035590	101330	Ubico	Grass cutting and litter pick June	£600.30
JO95	101331	Jane Olds	Pre-audit report	£135.00
08/20	101332	HMRC	National Insurance payments	£23.99

b) To report payments made with the Council debit card

Payee	Details	Amount
Amazon	File dividers	£1.99
Zoom	Monthly subscription	£14.39

c) To review and confirm payments received.

d) To receive an update on actions from pre-audit report.

e) To receive an update on preparation for internal audit.

16. To discuss correspondence received.

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

Signed: A Molton

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.



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