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

You are hereby summonsed to attend a meeting of theParish Council to be held at the **18th July 2022 at 7:00pm** in St Kenelm’s Hall, Brize Norton Road, Minster Lovell 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 Meetings

a) 20th June 2022

b) 27th June 2022

1. To receive an update from District Councillor Gill Hill
2. To receive an update from District Councillor Colin Dingwall
3. To receive an update from County Councillor Liam Walker
4. To review planning applications, decisions, appeals and enforcements
5. To receive and review planning application:

22/01434FUL The siting of 8 no. Shepherds Huts together with hard and soft landscaping to include provision of a pond, access track, external lighting and associated services. The Horse and Radish, Burford Road, Minster Lovell, Witney, Oxfordshire, OX29 0RZ (westoxon.gov.uk)

1. To Receive and update regarding enforcement action:

Lavender Cottage, Minster Lovell - Non-compliance with conditions attached to 17/03978/HHD.

1. To receive and discuss Certificate of Lawfulness (22/01902/CLE) to establish the proposed use of land. 6 Ripley Avenue, Minster Lovell, Witney, Oxfordshire, OX29 0RP
2. Matters and actions arising from the previous meeting which are not covered by other agenda items
3. Purchase of a bench with funds raised by the Jubilee Committee
4. Jubilee Committee Accounts
5. To review the action log
6. To receive and discuss the allotment report
7. Hire of a skip
8. Signature on contracts for plot 14
9. Hosepipe Installation
10. Ripley Avenue Amenity Area
11. Amenity Area inspection report
12. Fence around children’s play area
13. Quotation for heavy duty pins for the goal nets
14. Fun Day for youngsters in the village – Climbing Wall
15. Additional signage
16. Deed of easement
17. Land valuation
18. Additional signage
19. 175th Anniversary of Charterville
20. Summary of expenditure
21. Commemorative plaque
22. Traffic – Parking and Speed
23. White lining Lower Village
24. Speed Limits
25. To receive the monthly dog fouling report
26. To discuss correspondence received that requires action
27. Email from villager regarding potential development to the West of the Village on land being marketed by Catesby Estates
28. Email from villager regarding correspondence received from West Oxfordshire District Council
29. Around the Village’ – Matters not covered by other agenda items that need addressing or noting
30. Email from villager regarding potholes on the Burford Road between the Horse & Radish and White Hart
31. Email from villager in response to the OCC Highways decision not to improve the pavement outside of the Spar
32. Painting of village signs - Thanks to Mr & Mrs Ford for repainting the signs on the entry to the village
33. PCSO report – circulated via website
34. Email from villager regarding weed killing
35. Photos of Jubilee events
36. Report from OALC AGM (Cllr Brian Layt)
37. Councillor email addresses - (audit notes state this would be discussed at this meeting)
38. Finance:
39. The Annual Governance and Accountability Return (AGAR) were submitted to the External Auditor on 28th June and the Electors’ Rights notice was posted on the noticeboards and the Council website also on 28th June.
40. Operation London Bridge – approval of expenditure
41. To consider and approve payments due (Schedule of Payments & Receipts included)

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| **Cheque**  **Number** | **Spending powers** | **Payee** | **Invoice No** | **Details** | **Expense** |
| 101529 | Ref 143 (Parish properties:  maintenance of) | Multi Hands | 00564 | July bus shelter cleaning | £50.00 |
| 101530 | Ref 115 (Grass cutting) | Mr R Hubbard | PC012 | Grass cutting in churchyard  July 2022 | £250.00 |
| 101531 | Ref 106 (Salaries and Allowance) | Sharon Palmer | 07 / 2022 | June Clerk salary and office allowance | Private |
| 101531 | Ref 128 (Postage) | Sharon Palmer |  | Postage | £10.00 |
| 101532 | Ref 102 (Audit fees) | Jane Olds | JO184 | Internal Audit | £210.00 |
| 101533 | Ref 115 (Grass cutting) | Ubico Limited | 60052798 | Village grass Cutting in April 2022 | £561.46 |
| 101534 | Ref 109 (Fun days) | Adventure Plus | MINSTER LOVELL 22 | Hire of climbing wall | £390.00 |
| 101535 | Ref 136 (Stationery)  Ref 143 (Bus shelter repair) | Mrs J King |  | Stationery | £32.99 |
| 101536 | Ref 144 (Village News) | Graham Kew | 55 | Village News issues 170 & 171 | £135.00 |

1. To report payments made with the Council Debit Card – No card payments made
2. To report payments received

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| **Received from** | **Details** | **Amount** |
| Jubilee Committee | Jubilee Grant balance repaid | £2,179.30 |
| J Morrison | Annual rent for allotment plot 13 (full plot) | £29.42 |

1. To receive monthly bank reconciliation for June
2. To receive bank reconciliation for 4th quarter 2021/2
3. To receive quarterly expenditure report

Date of next Parish Council Meeting:- Monday 15th August 2022 at 7:00pm in St. Kenelms Hall

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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.