



## MINSTER LOVELL PARISH COUNCIL

[www.minsterlovell-pc.gov.uk](http://www.minsterlovell-pc.gov.uk)

Parish Clerk: Alexandra Molton

111 Walker Drive, Faringdon SN7 7FY

Email [info@minsterlovell-pc.gov.uk](mailto: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 20<sup>th</sup> April 2020** for the transaction of the business stated below.

**THE PARISH COUNCIL WILL BE CONDUCTING THIS MEETING VIA EMAIL ON 20<sup>TH</sup> APRIL 2020. PLEASE CONTACT THE CLERK BY EMAIL OR TELEPHONE BY 5PM ON SUNDAY 19<sup>TH</sup> APRIL 2020 WITH QUESTIONS AND COMMENTS ON AGENDA ITEMS. THE COUNCIL WILL THEN CONSIDER THESE DURING THE MEETING.**

### 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. Council response to Covid-19.
5. To receive the Minutes of the Parish Council Meeting dated 16<sup>th</sup> March 2020.
6. To receive an update from District Councillor Gill Hill.
7. To receive an update from District Councillor Kieran Mullins.
8. To receive an update from County Councillor Liam Walker.
9. To review planning applications, decisions, appeals and enforcements\*
  - a) Update on enforcement cases.
10. Monthly dog fouling report.
11. To consider quotations for Parish Council annual insurance and select a provider.
12. Allotments report.
  - a) To approve and sign tenancy agreement for new allotments tenant.
13. Working Groups: Church Yard Extension and Village Hall.
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 Ripley Avenue play park inspection.
  - c) Access to Post Office noticeboard.
  - d) Wychwood View fencing.
15. Finance:
  - a) To consider and approve payments due

Invoice number/ Reference	Cheque number	Payee	Details	Amount
04/12	200926	Alexandra Molton	Wages and office allowance	£692.80
95463	200927	DF Williams	Bus shelter window cleaning	£24.23
INV00288	200928	Multi Hands	Bus shelter window cleaning	£50.00
ZA329531	200929	Information Commissioner's Office	Annual data protection fee	£40.00

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



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Payee	Details	Amount
	No payments	

- c) Bank reconciliation report for March 2020.
- d) Receive and review final budget statement for 2019/20.
- e) Clerk Pension payments 2020-21.
- f) Internal pre-audit review.

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.