



## MINSTER LOVELL PARISH COUNCIL

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

Parish Clerk: Alexandra Molton

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### 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 15<sup>th</sup> February 2021 at 7.00pm** for the transaction of the business stated below. Please log on at 6.45pm for a prompt start at 7.00pm.

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 obtained 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 18<sup>th</sup> January 2021.
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 and review planning application 21/00018/FUL; 21/00018/FUL: Kempsfield, Bushey Ground, Minster Lovell; Demolition of existing garage/stables. Erection of a replacement garage and stable/pool block.
  - b) Consultation on 7.5 tonne weight limit on Burford Bridge.
  - c) To receive a progress update on planning enforcements.
  - d) To receive an update on installation of footpath across Ripley Avenue Amenity Area.
9. To receive monthly dog fouling report.
10. To receive monthly allotments report.
  - a) To approve new tenant for plot 15 and sign tenancy agreement.
11. To receive an update on the Churchyard Extension project.
12. To receive an update from the Village Hall Working Group.
13. To approve purchase of a cupboard for storing Council filing.
14. To receive and approve the Village News submission for the April/May 2021 edition.
15. To discuss Elections in 2021.
16. 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 receive monthly Ripley Avenue Play Park inspection report.
    - (ii) To discuss the opening of Ripley Avenue Play Park.
    - (iii) To receive quotations for work to install a handrail and replace a wooden post in the village and select a contractor.
    - (iv) To receive a quotation for replacement of the broken bus shelter on Brize Norton Road and confirm a course of action.
    - (v) To receive an update on speed signs and white gates on Burford Road.

- (vi) To receive and consider a quotation for additional bin collections in the old Village during the summer.
- (vii) Feedback from meeting with Helen Allen from English Heritage about parking at the Ruins.
- (viii) Grass cutting contract 2021-2024.

**17. Finance: To Receive and Review February Finance Report.**

**a) To consider and approve payments due:**

Invoice number/Reference	Cheque number	Payee	Details	Amount
200916499	101333	Jean King	Expenses for ink cartridges	£11.39
3511	101334	New Leaf	Tree works	£1,812.00
00372	101335	Multi-Hands	January bus shelter window cleaning	£50.00
02/21	101336	Alexandra Molton	February salary and office allowance	£692.30

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

Payee	Details	Amount
Giff Gaff	Credit for Clerk mobile phone	£6.00
Zoom	Monthly charge for Zoom Pro	£14.39

**c) To review and confirm payments received.**

Payer	Details	Amount
NIL	NIL	NIL

- d) To receive bank reconciliation for January 2021.
- e) To receive internal controls report for July – September 2020
- f) To receive internal controls report for October – December 2020.
- g) To consider Clerk's request for an office chair.
- h) To consider and approve Clerk's request to attend OALC training: Clerk: The knowledge.

**18. To discuss correspondence received.**

**19. '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.