

NOTICE OF ANNUAL PARISH MEETING

15th May 2023 at 7.00pm

at Jubilee Hall, High Street, Lewknor

All members of the public are welcome to attend

All Parish and Town Councils throughout England are required by law to hold an Annual Parish Meeting, which must take place between 1st March and the 1st June. The Annual Parish Meeting is a meeting of all the local government electors for the Parish. It is NOT a Meeting of the Parish Council.

The purpose of the meeting is for the Parish Council to explain what it has been doing over the last year and to enable the electors to have their say on anything they consider is important to the people of the Parish.

Anyone may attend but only registered electors of Lewknor Parish may speak and vote.

AGENDA

1. Introduction and welcome
2. Parish Council annual report 2022-23 (on LPC website)
3. District Council annual report 2022-23 (on LPC website)
4. County Council annual report 2022-23 (on LPC website)
5. A report from the Neighbourhood Plan committee (on LPC website)
6. Matters raised by the public

Barbara Drysdale

Clerk to Lewknor Parish Council

10th May 2023

LEWKNOR PARISH COUNCIL

www.lewknorparishcouncil.gov.uk

Chair: Caroline Hjorth
Clerk: Barbara Drysdale
lewknorparishcouncil@gov.uk
Tel: 07833 125 414

To members of the Council:

You are hereby summoned to attend a meeting of Lewknor Annual Parish Council on Monday 15th May 2023 (not earlier than) 7.30pm (following the Annual Parish Meeting) for the purpose of transacting the following business:

AGENDA

APOLOGIES FOR ABSENCE

Item 1: CONSTITUTIONAL MATTERS The election of a Chair and Vice-Chair
And all councillors to sign their Acceptances of Office

Item 2: MEMBERS' DECLARATION OF INTEREST (FOR ITEMS ON THE AGENDA)

Item 3: TO APPROVE & SIGN THE MINUTES OF THE MEETING HELD ON 17th APRIL 2023

Item 4: MATTERS ARISING FROM PREVIOUS MINUTES (INFORMATION ONLY)

Item 5: PUBLIC PARTICIPATION SESSION

Members of the public may make representations or comments. To last no longer than 5 minutes. This is the only part of the agenda when the public is permitted to speak unless invited by the Chair to answer questions or give evidence in respect of items on the agenda.

Item 6: THAMES VALLEY POLICE REPORT

Item 7: DISTRICT AND COUNTY COUNCILLORS' REPORTS

Item 8: REVIEW OF COUNCIL PROCEDURES AND DOCUMENTATION

a) To review and agree all current procedures and documentation:

i) Review of Clerk's Contract

ii) Review of Code of Conduct

iii) Review of Individual Declarations of Interest

iv) Review of Financial Regulations

And to approve a formal resolution for LPC to continue with online banking and the Direct Debits for the Clerk's phone and ICO fee

v) Review of Banking Arrangements (in Risk Assessment)

vi) Review of Budgeting Arrangements (in Risk Assessment)

vii) Review of Property and Insurance

viii) Review of Risk Assessment

ix) Review of Financial Procedures (in Risk Assessment)

x) Review of Effectiveness of Internal Audit

xi) Confirmation of Chairman's Allowance (no change: £100 per annum)

xii) Review of Publication Scheme under the Freedom of Information Act

xiii) Review of provisions under the Data Protection Act

- Information & Data Protection Policy

- Privacy Notice

- Data Protection Consent Form

- Social Media and Electronic Communication Policy

- Data Protection breach reporting policy

xiv) Review of Play Policy (no change, on website)

xv) Review of Safeguarding Policy (no change, on website)

xvi) Review of Equal Opportunities Policy (no change, on website)

xvii) Review of Standing Orders for Clerk's salary & PAYE (regularly reviewed as needed)

xviii) Disposal of LPC records.

- xvix) Duplicate Archive. To cover the possibility of a catastrophic loss of the original materials, the Clerk has copies of all important correspondence/documentation raised by LPC for at least the past six years on separate CDs/USB sticks and/or in a password-protected DropBox in the cloud and/or in files, plus an external hardrive
- xx) Appointment of Representatives to Outside Bodies.
- xxi) Update of contact details
- xxii) Review of assignment of specialist topics
- xxiii) Review the terms of reference for the staffing committee
- xxiv) Review the Dispute & Grievance Policy
- xxv) Review Dignity in the Workplace (Bullying) policy
- xxvi) Disciplinary Policy
- xxvii) Health & Safety policy
- xxviii) Review of Standing Orders
- xxix) Review of Emergency Mandate
- xxx) Review of Volunteer Policy
- xxxi) Review of Transparency Policy
- b) To formally arrange councillors' inspection of LPC property around the parish

Item 9: END OF YEAR FINANCES 2022-23

- a) To receive, approve and sign the Annual Governance Statement (Annual Return Section 1) 2022-23
- b) To receive, approve and sign the Accounting Statements (Annual Return Section 2) for 2022/23
- c) To note that the RFO will now submit LPC's documents for External Audit and display the Notice of Public Rights from 6th June to 17th July 2023

Item 10: FINANCE

- a) To receive and note a budgetary control report for year to date from the RFO
- b) To approve payment of the following outstanding accounts:

i) Community First	Insurance	£258.15	S.111 LGA 1972
ii) Jane Olds	Internal Audit	£200.00	S.111 LGA 1972
iii) Grapevine	Annual allowance	£500.00	S.232 LGA 1972
iv) PetWasteSolutions	Dog bin emptying	£92.95	S.111 LGA 1972
v) Cllr M Poole	Coronation items	£59.63	S.111 LGA 1972
vi) Mrs Jean Senior	Coronation items	£153.17	S.111 LGA 1972
vii) B Drysdale	Petty cash uplift	£75.00	S.112(2) LGA 1972
viii) HomeStart	Donation	£50.00	S.137 LGA 1972
ix) CLB	Bench installation	£144.00	CIL
- (as agreed at LPC's March meeting; item 7b)
- c) LPRG&H's annual allowance: To note the transfer of £3,500 from LPC's savings account to its LPRG&H account
- d) To note receipt of LPC's annual grasscutting grant of £1,111 from OCC
- e) To approve a higher cost for replacing the sand in the village hall sandpit

Item 11: PLANNING

- a) To consider the following new application:
P23/S1518/HH Chiltern Croft Lower Road Postcombe
Single storey extension
- b) To note/discuss the status of the following applications:
 - i) P22/S2744/HH & P22/S2745/LB Poplar Farm, Box Tree Lane, Postcombe Decision awaited
Proposed single storey rear extension, and internal/fenestration alterations to the existing house.
 - ii) P23/S0174/FUL National Land Access Centre Aston Rowant National Nature Reserve, Aston Hill
Retrospective change of use of land from agricultural to mixed agricultural use and for the demonstration of BS5709:2018 in practice being the use, maintenance and installation of gaps, gates and styles and to undertake training courses for countryside manager to increase access to the countryside for all, with associated operational development. Decision awaited
 - iii) P23/S0203/SCO Land bordering M40 near Lewknor
Environmental Impact Assessment Scoping Opinion for a proposed solar PV array with an export capacity of approximately 49.9 MW covering an area of 83 ha, with an indicative maximum panel height of 3.2 m Response published
 - iv) P23/S0457/DIS Highfield, Lower Road, Postcombe Fully discharged
Discharge of condition 4 (Plan of Car Parking Provision (specified number of spaces)) on application reference number P22/S3243/FUL (Change of use to create a secure dog field on part of the extensive garden/open area of the applicant's house and a 2m high fence around the field.)
 - v) P23/S0047/HH Chiltern View, Lower Road, Postcombe Decision awaited
Three storey rear extensions and reconfigure internally

vi) P23/S1108/DIS Moorcourt Barn, Weston Road, near Lewknor
Discharge of conditions 3(Reptile Mitigation Strategy) & 4(Landscaping & Drainage)
on application P20/S0909/FUL (1. Demolition of existing green barn, closure of access
to footpath track. 2. Erection of 1 dwelling with new access, garage, outbuilding,
and associated works. 3. Provision of additional parking/car storage area to adjoining
commercial unit (at The Barn/Str8six.)) Decision awaited

Item 12: HIGHWAYS AND TRANSPORT

- a) To discuss electric car charging points
- b) To note or discuss and any other issues arising in the parish

Item 13: TREE MAINTENANCE

To discuss tree maintenance with OCC officer

Item 14: GRASSCUTTING

To discuss grasscutting in the parish

Item 15: SODC GRANT/CIL

To note the completion of the grant project

Item 16: EMERGENCY PLAN

To continue discussion on the proposed LPC plan

Item 17: PAROCHIAL CHURCH COUNCILS

To discuss their annual allowance and upkeep of the churchyards

Item 18: CORRESPONDENCE RECEIVED

DATE OF NEXT MEETING: 12th June 2022 Monthly Parish Council Meeting

Barbara Drysdale

Barbara Drysdale, Clerk to Lewknor Parish Council

10th May 2023