

LEWKNOR PARISH COUNCIL

www.lewknorparishcouncil.gov.uk

Chair: Caroline Hjorth
Clerk: Barbara Drysdale
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Tel: 07833 125 414

To members of the Council:

You are hereby summoned to attend a meeting of Lewknor Annual Parish Council on Monday 13th May 2024 (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

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

Item 3: TO APPROVE & SIGN THE MINUTES OF THE MEETING HELD ON 15th APRIL 2024

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 (no amendments necessary)
- ii) Review of Code of Conduct (no amendments necessary)
- 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, the Direct

Debits for the Clerk's phone and ICO fee and Standing Orders for the Clerk's pay and tax

- 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 (no amendments necessary)
- xiii) Review of provisions under the Data Protection Act (no amendments necessary)
 - 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. LPC's Minutes from 1894-2017 are stored at the Oxfordshire Records Office; the more recent Minutes are held by the Clerk. Various books are held by the Clerk or Chair, plus some other LPC documents are stored in a locked cabinet in the village hall.

- 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 hard-drive
- xx) Appointment of Representatives to Outside Bodies (reviewed and agreed in February 2024)
- xxi) Update of contact details
And to consider what details should be published on LPC's website
- xxii) Review of assignment of specialist topics (reviewed and agreed in February 2024)
- xxiii) Review the terms of reference for the staffing committee
- xxiv) Review the Dispute & Grievance Policy (no amendments necessary)
- xxv) Review Dignity in the Workplace (Bullying) policy (no amendments necessary)
- xxvi) Disciplinary Policy (no amendments necessary)
- xxvii) Health & Safety policy (no amendments necessary)
- xxviii) Review of Standing Orders (no amendments necessary)
- xxix) Review of Emergency Mandate (no amendments necessary)
- xxx) Review of Volunteer Policy (no amendments necessary)
- xxxii) Approval of Environment and Biodiversity Policy
- b) To formally confirm councillors' inspection of LPC property around the parish

Item 9: END OF YEAR FINANCES 2023-24

- a) To receive and discuss the Internal Auditor's report
- b) To receive, approve and sign the Annual Governance Statement (Annual Return Section 1) 2023-24
- c) To receive, approve and sign the Accounting Statements (Annual Return Section 2) for 2023/24
- d) To note that the RFO will now submit LPC's documents for External Audit and display the Notice of Public Rights from 3rd June to 12th July 2024

Item 10: FINANCE

- a) To receive and note a budgetary control report for year to date from the RFO and note that the RFO transferred £4,000 from LPC's Treasurers account to its saving account
- b) To approve payment of the following outstanding accounts:

i) Community First	Insurance	£260.04	S.111 LGA 1972
ii) TDP	Planters	£709.50	CIL
iii) PetWasteSolutions	Dog bin emptying	£92.95	S.111 LGA 1972
iv) Jane Olds	Internal Audit	£200.00	S.111 LGA 1972
- c) To note receipt of LPC's annual grasscutting grant of £1,111 from OCC
- d) To discuss the Tencer quote for renewal of the hall replacement heating pump
- e) To consider a donation request from Enrych

Item 11: PLANNING

- a) To discuss/note the status of the following applications:

i) P22/S2744/HH & P22/S2745/LB Poplar Farm, Box Tree Lane, Postcombe Proposed single storey rear extension, and internal/fenestration alterations to the existing house.	Refused
ii) P23/S2490/LDE The Storeground, Aston Hill, near Aston Rowant Mixed use of site for residential use workshops and storage Plus amendment with additional information	Decision awaited
iii) P24/S0616/HH Sheep Brook Cottage, Nethercote Lane, Lewknor Detached Oak frame garage on existing concrete base with storage & home office in roof space	Decision awaited
iv) P24/S1016/DIS Moorcourt Barn, Weston Road, near Lewknor Discharge of conditions 7(access), 10(hard landscaping) and 11(soft landscaping) 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 receive an update on the Salt Lane bridge steps
- b) To receive an update on the Salt Lane to Nethercote Lane footpath
- c) To discuss FixMyStreet superusers
- d) To receive an update on Hill Road steps
- e) To note or discuss and any other issues arising in the parish

Item 13: CIL

To discuss quotes for a new South Weston noticeboard and note order for the Postcombe planters

Item 14: WEBSITE

To discuss the LPC website including new accessibility rules

Item 15: DOG BINS

To discuss the current positioning of the dog bins

Item 16: PAROCHIAL CHURCH COUNCILS

To discuss their annual allowance for upkeep of the churchyards

Item 17: DEFIBRILLATORS

To discuss possible training session and quotes for replacement of defib battery and pads

Item 18: CPRE

To receive a report about discussions on their rooftop solar audits

Item 19: CORRESPONDENCE RECEIVED

DATE OF NEXT MEETING: 17th June 2024 Monthly Parish Council Meeting

Barbara Drysdale

Barbara Drysdale, Clerk to Lewknor Parish Council

8th May 2024