

LEWKNOR PARISH COUNCIL

www.lewknorparishcouncil.gov.uk

Chair: Caroline Hjorth
Clerk: Donna Evans
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Tel: 07833 125 414

To members of the Council:

You are hereby summoned to attend a meeting of Lewknor Parish Council on Wednesday 16th April 2025 at 7.30pm for the purpose of transacting the following business:

APOLOGIES FOR ABSENCE

Item 1: MEMBERS' DECLARATION OF INTEREST (FOR ITEMS ON THE AGENDA)

Item 2: TO APPROVE & SIGN THE MINUTES OF THE MEETING HELD ON 10th MARCH 2025

Item 3: MATTERS ARISING FROM PREVIOUS MINUTES (INFORMATION ONLY)

Item 4: 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 5: PARISH COUNCILLOR VACANCY

- a) Confirmation was received on 17th March that no requests for an election had been called and the council could proceed with co-option.
- b) Co-option of new Parish Councillor.

Item 6: THAMES VALLEY POLICE REPORT

Item 7: DISTRICT AND COUNTY COUNCILLORS' REPORTS

Item 8: END OF YEAR FINANCES 2024-2025

- a) To receive, agree and sign the Financial Statement for 2024/25 (sent by email 1st April)
- b) To receive, agree and sign the Payments, Receipts, Petty Cash, Clerk's Salary & Expenses, Outturn, Cashflow, CIL, NP and S137 spreadsheets for 2024/25 (sent by email 1st April)
- c) To receive the Clerk's End of Year financial report (sent by email 1st April)
- d) To note that the RFO has submitted a VAT reclaim for 2024/25 **for £2,359.58**
- e) To note status of LPC's Internal Audit and if complete approve and sign AGAR 2024-2025
- f) To note payment of clerk's salary on 12th April was from 4th March-31st March 2025.
- g) To note the revised SOs for the Clerk's pay and tax following salary increase on 1st April 2025 will take effect from the end of this month.

Item 9: FINANCE

- a) To receive and note a budgetary control report for year to date from the RFO and note that the RFO has transferred £2,000 from LPC's savings to Treasurers account.
- b) To approve payment of the following outstanding accounts:

Supplier	Detail	Amount	Accounting Code
i) Grapevine	Annual Allowance	£700.00	S.232 LGA 1972
ii) PetWasteSolutions	Dog bin emptying	£102.25	S.111 LGA 1972
iii) The Play Inspection Company	Playground Inspection	£222.00	CIL
iv) ONPA	Membership	£50.00	S.111 LGA 1972
v) Heat Industrial	Boiler Service	£708.00	S.111 LGA 1972
vi) Heat Industrial	Pressure Investigation	£126.00	S111 LGA 1972
vii) Heat Industrial (note d below)	Deposit for Pressure rectification work	£1536.00	S111 LGA 1972
viii) Oxfordshire Pension Fund	Pension cont. March	£150.79	S.112 (2) LGA 1972
ix) Lisa Armstrong	Lewknor Planters	£151.00	CIL
x) CLB Landscaping	Sand for Playground	£300.00	CIL
xi) Oxford County Council	Hill Road Steps	£1,800	CIL

- c) To note payments made on the purchasing card in March:
- i) McAfee AntiVirus £29.99
 - ii) Amazon Smoke Detectors £63.00
- d) To note and discuss the repairs needed to the boiler in the Village Hall following the service in February 2025.
- e) To discuss Insurance renewal
- f) To note receipt of the first half of LPC's precept
- g) To note the RFO has transferred its LPRG&H annual allowance and solar panel grant money to its LPRG&H acc - £3,500 + £6,100 = £9,600
- h) To note the ICO's annual fee of £47 has been paid by direct debit
- i) To note that the Clerk mobile phone account is in credit by £20 as we met all of the terms.
- j) To discuss financial software – Scribe
- k) To discuss S137 donations

Item 10: PLANNING

- a) To consider the following new applications:

<p>i) P25/S0723/HH, for development work at the following location: 4 Hill Road Lewknor</p> <p>The application is for: New detached garage with ancillary accommodation and associated external landscaping.</p>	<p>End Consultation Period: 31st March 2025</p> <p>Target Decision Date: 2nd May 2025</p> <p>Comments submitted by LPC</p>
<p>ii) P25/S0700/DIS, for development work at the following location: Sheep Brook Cottage Nethercote Lane near Lewknor</p> <p>The application is for: Discharge of condition 3 (materials & finishes) and 7 (external lighting) on application P24/S2648/HH (Two storey side extension, the addition of dormer windows in the loft and internal alterations).</p>	<p>Target Decision Date: 29th April 2025</p>
<p>iii) P25/S1022/T28, for development work at the following location: S/O Mill Lane Cherry Tree Road Chinnor Kingston Blount</p> <p>The application is for: Regulation 5 Notice of Intention to Install Fixed Line Broadband Apparatus.</p>	<p>Target Decision Date: 28th April 2025</p>

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

<p>i) APP/Q3115/W/24/3352135 on P24/S1542/FUL Lancing, 11A Weston Road, Lewknor</p> <p>Division of site. Construction of a new house and retention of existing bungalow</p>	<p>Decision awaited</p>
<p>ii) P25/S0116/N4B, for development work at the following location: Upper Copcourt Farm Thame Road Postcombe</p> <p>The application is for: Change of Use of agricultural barn to 3 bedroom dwellinghouse.</p>	<p>It was noted that this is not actually in the LPC boundary</p> <p>Application withdrawn on 25th March 2025</p>
<p>iii) <u>P24/S2648/HH</u> Sheep Brook Cottage Nethercote Lane Lewknor - The application s for discharge of conditions 3 (slab levels & materials), 4 (tree protection), 5 (CEMP), 6 (biodiversity enhancements), 7 (external lighting) & 8 (GCN licence) on application P24/S2648/HH (Two storey side extension, the addition of dormer windows in the loft and internal alterations).</p>	<p>Target Decision Date: 31st March 2025</p>
<p>iv) P25/S0632/N4C, for development work at the following location: Poplars Farm Chalford Road Postcombe</p> <p>The application is for: Conversion and change of use of two barns from agricultural use to a storage/distribution Class B8 use.</p>	<p>Target Decision Date: 23rd April 2025</p> <p>Comments submitted from LPC</p>
<p>v) P25/S0633/N4C, for development work at the following location: Poplars Farm Chalford Road Postcombe</p> <p>The application is for: Change of use of an area of hardstanding within the curtilage of a barn to Class F2(c) for the provision of an open tennis court</p>	<p>Target Decision Date: 23rd April 2025</p> <p>Comments submitted from LPC</p>

- c) To note/discuss any development concerning the proposed solar farm

d) To note/discuss any development concerning Watlington Road proposals

Item 11: HIGHWAYS AND TRANSPORT

- a) To note/discuss any further updates on Hill Road Steps and electricity cables
- b) To note/discuss update from Traffic and Road Safety on 20mph signage and VAS.
- c) To note/discuss any updates on Manor Close
- d) To note/discuss update on Jubilee Hall driveway
- e) To note any update on visit from Tree Officer, OCC visit – visited on Friday 21st March
- f) To note or discuss any other issues arising in the parish

Item 12: CIL

- a) To note the quote from The Play Inspection Company for £222, this was booked in and being carried out in June
- b) To note/discuss purchasing play safe bark from Wickes for the playground
- c) To note completion of handrails on Hill Road Steps

Item 13: Grants

- a) To note any updates in relation to second half of solar grant
- b) To note and discuss the Everyone Active grant that opened on 1st April

Item 14: ANNUAL PARISH MEETING & ANNUAL PARISH COUNCIL MEETING

To discuss these annual meetings due to be held on 12th May 2025 and note policy review

Item 15: FLOODING

- a) Flood project funding Expressions of Interest - Oxfordshire County Council Priority Action flood projects 2025/6 –

Item 16: CORRESPONDENCE RECEIVED

- a) To note the bench has been purchased by the family of Susan Watts and location has been agreed.
- b) To note email received from resident of Barley Close about the bollards being put up on the steps.
Responded to by Chair.
- b) To note letter received regarding Race to the Stone event taking place in July. Information posted on Lewknor Parish Council website and sent to councillors.
- c) To note clerk received response from Hall committee regarding summer event and this is not proceeding any further.

DATE OF NEXT MEETING: 12th May 2025 Annual Parish Meeting 7pm (open to all residents)
followed by the **Annual Parish Council Meeting**

Donna Evans

Donna Evans, Clerk to Lewknor Parish Council

10th April 2025