

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 Annual Parish Council on Monday 12th May 2025 (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

Chair: Propose

Second

Vice Chair: Propose

Second

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

Item 3: TO APPROVE & SIGN THE MINUTES OF THE MEETING HELD ON 16th APRIL 2025

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

Document	Review
i. Review of Clerk's Contract	
ii. Review of Code of Conduct	
iii. Review of Individual Declarations of Interest	
iv. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;	
v. v) Review of the terms of reference for staffing committee	
vi. vi) Review of assignment of specialist topics	
vii. vi) Review of Standing Orders	
viii. vii) Review of Financial Regulations	
ix. To approve continuation with online banking and direct debit payments	
x. Review of Banking Arrangements (in Risk Assessment)	
xi. Review of Budgeting Arrangements (in Risk Assessment)	
xii. Review of Asset Register and Insurance (sent on 27 th April)	
xiii. Review of Risk Assessment	
xiv. Review of Financial Procedures (in Risk Assessment)	
xv. Review of Effectiveness of Internal Audit	
xvi. Confirmation of Chairman's Allowance (no	

	change: £100 per annum)	
xvii.	Review of Publication Scheme under the Freedom of Information Act	
xviii.	Review of provisions under the Data Protection Act	
xix.	Information & Data Protection Policy	
xx.	Privacy Notice	
xxi.	Data Protection Consent Form	
xxii.	Social Media and Electronic Communication Policy	
xxiii.	Data Protection breach reporting policy (on website)	
xxiv.	Review of Play Policy	
xxv.	Review of Safeguarding Policy	
xxvi.	Review of Equal Opportunities Policy	
xxvii.	Review of Standing Orders for Clerk's salary & PAYE (regularly reviewed as needed)	
xxviii.	Disposal of LPC records.	
xxix.	Duplicate Archive.	
xxx.	Appointment of Representatives to Outside Bodies	
xxxi.	Update of contact details	
xxxii.	Review the Dispute & Grievance Policy	
xxxiii.	Review Dignity in the Workplace (Bullying) policy	
xxxiv.	Disciplinary Policy	
xxxv.	Health & Safety policy	
xxxvi.	Review of Emergency Mandate	
xxvii.	Review of Volunteer Policy	
xxviii.	Review of Transparency Policy	
xxxix.	Approval of Environment and Biodiversity Policy	
xl.	Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.	

b) To formally confirm councillors' inspection of LPC property around the parish

Item 9: END OF YEAR FINANCES 2024-25

- a) To receive and discuss the Internal Auditor's report
- b) To receive, approve and sign the Annual Governance Statement (Annual Return Section 1) 2024-25
- c) To receive, approve and sign the Accounting Statements (Annual Return Section 2) for 2024-25
- 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 14th July 2025
- e) To note the revised SOs for the Clerk's pay and tax following salary increase on 1st April 2025.
- f) To note the VAT reimbursement of £2,359.58 was received on 23rd April.

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:

Supplier	Detail	Amount	Accounting Code
Community First	Insurance	£308.55	S.111 LGA 1972
Pet Waste Solutions	Dog Bins	£102.25	S.111 LGA 1972
A. Oughton	Internal Audit	£180.00	S.111 LGA 1972
Scribe Accounts	Financial Software	£477.60	S. 111 LGA 1972
Allen Landscaping	A Frame removal playground	£264.00	CIL
Oxfordshire Pension Fund	Clerk Pension	£153.27	S.112 (2) LGA 1972

- c) To note the use of Scribe for financial transactions with a direct debit set up for the monthly payments.
- d) To note schedule of payments updates following confirmation of S.137 donations in April
- e) To discuss parochial church councils and their annual allowance for upkeep of the churchyards
- f) To note purchase of defib batteries needed for Lewknor Defib
- g) To note updates on Solar Panels Grant

h) To note and discuss SSEN communities fund that is now open to apply for until 25th June 2025

Item 11: PLANNING

a) The council noted the following new planning applications:

<p>P25/S1291/N4B, for development work at the following location: Upper Copcourt Farm Thame</p> <p>The application is for: Change of use of agricultural building to dwellinghouse, (Class C3</p>	<p>Target Decision Date: 17th June 2025</p> <p><i>Letter received from OCC stating: Unfortunately, I am unable to take into account any comments on this notification from your council. I would, however, be grateful if you could hold a copy of this notification in the event that an owner/occupier of neighbouring properties wants to inspect it.</i></p>
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b) The council noted 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>The appeal is allowed and planning permission is granted for division of site; construction of a new house and retention of existing bungalow at Lancing, 11A Weston Road, Lewknor OX49 5TX in accordance with the terms of application Ref P/24/S1542/FUL, subject to the conditions set out in the attached schedule at the end of this decision.</p>
<p>ii) P24/S2648/HH 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 Dae: 31st March 2025</p> <p>Decision Awaited</p>
<p>iii) 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>Decision Awaited</p>
<p>iv) 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>Decision Awaited</p>
<p>v) 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.(As amended by plans received 2025.04.10 showing a reduction in the roof ridge and eaves height and the replacement of front dormers with rooflights)</p>	<p>Planning permission is GRANTED for the carrying out of the development strictly in accordance with the description, plans and specifications contained in the application</p>
<p>vi) 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>This does not need a comment or response from LPC.</p> <p>Decision Awaited</p>
<p>vii) 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> <p>This is a statutory notification</p> <p>Decision Awaited</p>

c) To note updates on the Watlington Road Development

Item 12: HIGHWAYS AND TRANSPORT

- a) To receive update on electricity cables.
- b) To receive update on VAS signage.
- c) To receive update on Manor Close entrance.
- d) To receive update on Box Tree Lane trees
- e) To receive update on Nethercote Lane potholes.
- f) To note or discuss any other issues arising in the parish

Item 13: CIL

- a) To note email sent to Cil team regarding extension to spending remaining Cil money.
- b) To discuss purchases with remaining CIL money

Item 14: WEBSITE AND EMAILS

- a) To discuss the LPC website and emails with VisionICT and receive information on alternative models.

Item 15: FLOODING

- a) To discuss updates regarding the Chalk Stream and the funding request from Chalgrove Parish Council to support the Natural Flood Management (NFM) project that they are currently working on with River Thames Conservation Trust.

Item 16: CORRESPONDENCE RECEIVED

- a) To note email from a Postcombe resident regarding overgrown pavement outside their property and whose responsibility is this.
- b) To note bench for Susan Watts was due for delivery on 6th May.
- c) To note Chilterns Nature Recovery Plan public consultation received and put onto LPC website.

DATE OF NEXT MEETING: Monday 9th June 2025 Monthly Parish Council Meeting

Donna Evans

Donna Evans, Clerk to Lewknor Parish Council

6th May 2025