

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 Monday 14th July 2025 at 7.30pm for the purpose of transacting the following business:

AGENDA

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 9th JUNE 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: THAMES VALLEY POLICE REPORT

a) [Annual Report](#) published by Matthew Barber

b) **Thames Valley Alert:** Action Fraud is urging people to look out for rogue QR codes, after 784 reports of 'quishing' were made to Action Fraud between April 2024 and April 2025, with almost £3.5 million lost.

Item 6: DISTRICT AND COUNTY COUNCILLORS' REPORTS

Item 7: FINANCE

a) To receive and note a budgetary control report for year to date from the RFO

And to note that the **chair** transferred **£2,000** from LPC's savings to Treasurers acc

b) To approve payment of the following outstanding accounts:

Supplier	Detail	Amount	Accounting Code
PetWasteSolutions	Dog bin emptying	£102.25	S.111 LGA 1972
Heat Industrial	Boiler repairs	£1,536.00	Hall account
Oxfordshire Wildlife Rescue	S.137 Donation	£100.00	S.137 LGA 1972
Sobell House Hospice	S.137 Donation	£100.00	S.137 LGA 1972
Katharine House Hospice	S.137 Donation	£100.00	S.137 LGA 1972
Oxfordshire Pension Fund	Clerk pension	£153.27	S.112 (2) LGA 1972
BGG	Grasscutting	£144.00	S.19 PG(MP)A 1976
Grasscutting the park – June 25			
UK Solar Generation	Deposit invoice for Solar Panels	£3,585.00	Hall account
UK Solar Generation	35% for materials	£5,040.00	Hall account

c) To note the payments on the purchasing card in June:

Supplier	Detail	Amount
Wickes	Play Bark	£1,084.00
Microsoft 365	Personal Subscription for Clerk laptop	£84.99
Amazon	Ink Cartridges	£11.48

d) To note the Allen Landscaping invoice for £648.00 was paid in June as per previous minutes, this was from CIL funds.

e) To note grasscutting grant from OCC received for £1,111.00.

- f) To note all CIL funds have now been spent. We overspent by £105.30 however, this overspend was met by the village hall account and the trustees. This amount has been transferred from the hall account to the treasurers current account on 22nd June 2025.
- g) To note update regarding Lloyds accounts
- h) To formally approve payment of outstanding bills during the summer recess
- i) To note S.137 donations agreed to for 25-26 currently totals £1,381 and we budgeted £1,500.
- j) To discuss capital grant application
- K) To note issues around slight discrepancies with clerk salary when put into payroll system.
- l) To discuss the issues with the playground wood chip and trees on the playing field

Item 8: PLANNING

- a) To consider the following new applications:

P25/S1676/HH, for development work at the following location: The Garden House Rectory Lane South Weston The application is for: Proposed single-storey side extension to existing detached bungalow.	Response needed by 11 th July – extension given to parish council of 15 th July
P25/S1778/HH, for the development at the following location: 11 Weston Road Lewknor OX49 5TX The application is for: Replacement of concrete cladding to the existing property with facing brick finish.	End Consultation Period: 25th July 2025 Target Decision Date: 28th July 2025

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

P25/S1471/PDH for development work at the following location: 4 Hill Road Lewknor RE: Single storey rear extension. Depth - 8.00m Height - 3.50m Height at Eaves - 3.00m AT: 4 Hill Road Lewknor OX49 5TS REF: P25/S1471/PDH	Decision: PDH Agreed on 19th June 2025
P25/S1498/LDP, for development work at the following location: 4 Hill Road Lewknor Watlington The application is for: Construction of a 3m deep two-storey rear extension to the original dwelling along with a single-storey side extension no more than half the width of the original dwelling.	Decision: Certificate of Lawful Use or Development on 3rd July 2025
P25/S0961/LB Moor Court Farm Weston Road near Lewknor Replace rotting single glazed windows with similar double glazed windows.	Decision: Approved on 1 st July 2025
P25/S1430/O, for development work at the following location: Land at Watlington Road Lewknor The application is for: Outline planning application for erection of up to 25 homes, associated open space, play area and other infrastructure with all matters reserved save for that of access into the site.	End Consultation Period: 3rd July 2025 EXTENSION TO 21ST JULY 2025 Target Decision Date: 14th August 2025
P25/S1291/N4B, for development work at the following location: Upper Copcourt Farm Thame The application is for: Change of use of agricultural building to dwellinghouse, (Class C3)	Decision: Approved on 17 th June 2025

- c) To discuss next steps as the solar farm application is expected imminently.

Item 9: HIGHWAYS AND TRANSPORT

- a) To note/discuss update on electricity cables and Hill Road steps and missing street light
- b) To note/discuss update on VAS signage
- c) To note/discuss updates on Manor Close
- d) To note or discuss any other issues arising in the parish

Item 10: CIL

- a) To discuss the playground inspection report and discuss next steps
- b) To note the works carried out by Allen Landscaping in installing the bark new weed membrane

Item 11: Chalk Stream

- a) To receive update from Cllr Hjorth on the chalk stream
- b) To note £500 from Savills for Chalgrove PC to put towards the Natural Flood Management of the area.

Item 12: EMERGENCY PLAN

- a) To approve adjustments to Emergency plan (clerk name and adding Andrea)

Item 13: SOLAR PANELS

- a) To note update regarding solar panels
- b) To note Cllr Boulton submitted a bid to SSE for £4850 to support the addition of Battery Storage to the Solar PV system which is being installed on the Jubilee Hall roof.

Item 14: WEBSITE AND EMAILS

- a) To discuss contract with VisionICT and whether the council move to a new provider for the website and email.

Item 15: CLERK'S APPRAISAL

To discuss the Clerk's forthcoming annual appraisal

Item 16: CORRESPONDENCE RECEIVED

DATE OF NEXT MEETING: No meeting scheduled in August

Monday 8th September 2025 Monthly Parish Council Meeting

Donna Evans

Donna Evans, Clerk to Lewknor Parish Council

9th July 2025