

MINUTES OF THE MEETING OF THE PARISH COUNCIL  
HELD IN THE JUBILEE HALL ON 15<sup>th</sup> APRIL 2024

Present: Mrs Caroline Hjorth (Chair)  
Mr Duncan Boulton  
Mr Les Gordon  
Mrs Margaret Poole  
Mr John Poole

Ms Barbara Drysdale (Clerk)

Apologies were received from: Cllr Ray Hudson (LPC), Cllr Georgina Heritage (SODC)  
& Cllr Freddie van Mierlo (OCC)

During the course of the meeting, it became apparent that LPC would not be quorate for its June and July meetings; therefore, it was formally agreed to change those meeting dates to:

Monday 17<sup>th</sup> June 2024  
Wednesday 10<sup>th</sup> July 2024

**Item 1: MEMBERS’ DECLARATION OF INTEREST**

None were received.

**Item 2: APPROVAL OF THE MINUTES OF THE MEETING OF THE PARISH COUNCIL**

The minutes of the parish council meeting held on 11<sup>th</sup> March 2024 were accepted as being a true record of proceedings by councillors and signed accordingly by the Chair.

**Item 3: MATTERS ARISING FROM PREVIOUS MINUTES**

There were none, other than those covered elsewhere on the agenda

**Item 4: PUBLIC PARTICIPATION IN SESSION**

No requests had been received by the Clerk.

**Item 5: THAMES VALLEY POLICE**

There was no police report.

**Item 6: DISTRICT AND COUNTY COUNCILLORS’ REPORTS**

The council noted the receipt of monthly reports from both District and County councillors and their apologies for absence.

**Item 7: END OF YEAR FINANCES 2023-24**

- a) The council received, agreed and signed the Financial Statement for 2023/24
- b) The council received, agreed and signed the Payments, Receipts, Petty Cash, Clerk’s Salary & Expenses, Outturn, Cashflow, CIL, NP and S137 spreadsheets for 2023/24
- c) The council received the Clerk’s End of Year financial report.
- d) The council noted that the RFO had submitted a VAT reclaim for 2023/24 and the rebate (£2,412.98) had been paid into LPC’s bank account.
- e) The RFO told the council that she had submitted LPC’s documentation for Internal Audit and had had a 90 minute Zoom meeting with the Internal Auditor. The auditor’s report is

Chair: .....

Date:.....

awaited.

- f) The council formally noted the revised SOs for the Clerk's pay for the previously agreed salary increase which had been signed by two councillors and the online payments approved by two councillors.

### Item 8: FINANCE

- a) The council received and noted a budgetary control report for the year to date from the RFO which showed balances as of 10<sup>th</sup> April 2024:

Treasurers Account: £6,999.69

Business Savings Account: £16,204.97

Hall Account: £8,185.80

- b) The council approved payment of the following outstanding accounts:

i) Grapevine	Annual allowance	£600.00	S.232 LGA 1972	LG/JP
ii) Community 1 <sup>st</sup> Oxon	Membership	£55.00	S.137 LGA 1972	
iii) PetWasteSolutions	Dog bin emptying	£92.95	S.111 LGA 1972	
iv) Tencer	Boiler call out	£232.80	S.111 LGA 1972	
v) ONPA	Membership	£50.00	S.111 LGA 1972	

- c) The council noted receipt of the first half of LPC's precept (£10,000).

- d) The council noted the ICO's annual fee of £35 had been paid by direct debit.

- e) The council noted that the RFO had transferred its £3,500 LPRG&H annual allowance to its LPRG&H account.

### Item 9: PLANNING

- a) The council considered the following new applications:

- i) P24/S0616/HH Sheep Brook Cottage, Nethercote Lane, Lewknor  
Detached Oak frame garage on existing concrete base with storage  
& home office in roof space

Clerk

The council agreed to submit the following Response:

Lewknor Parish Council is concerned about the size of footprint of the garage.

- ii) 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).

Clerk

The council agreed to submit the following response:

The Inspector did not specify therefore LPC requests that a new access be put in place before work commences so that all building vehicles can safely access and exit (re P17/S1013/FUL)

- b) The council noted 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/S2490/LDE The Storeground, Aston Hill, near Aston Rowant Decision awaited  
Mixed use of site for residential use workshops and storage  
Plus amendment with additional information

- iii) P23/S4010/HH Poplar Cottage, Box Tree Lane, Postcombe Approved  
Alteration/extension to existing outbuilding to form residential annexe  
And to note amendment: information on drainage

- iv) P23/S4282/FUL Aston Rowant National Nature Reserve Carpark, Sunken Way Walk

Chair: .....

Date:.....

Provision of revised access arrangements to Aston Rowant National Nature Reserve carpark to improve public accessibility and reduce anti-social behaviour Approved

- c) The council agreed to ask the developers of Knapp Farm to attend Lewknor’s Annual Parish meeting on 13<sup>th</sup> May to give a brief presentation on their proposed plans and take questions from residents. The Clerk would extend the invitation. Clerk

**Item 10: HIGHWAYS AND TRANSPORT**

- a) Hill Road steps: there was no update
- b) Salt Lane bridge steps: the Clerk told the council that contractors Egis Road Operation M40 had written to say this issue was now being considered by UK Highways and National Highways.
- c) "Funeral path" in Postcombe: following a site meeting involving the Chair, Vice Chair and the OCC Paths officer, it was agreed that the Clerk would write a notice to be put on Facebook making it clear that the path from Salt Lane to Nethercote Lane was a FOOTpath not a bridal way. A letter would also be drafted to send to all local studs. Clerk
- d) Postcombe Speedwatch: Cllr John Poole reported that another speedwatch session had been carried out; and another volunteer had been recruited.
- e) Watlington PC’s project to improve cycle and footpath network: it was agreed that the Chair would represent LPC in any discussions on this. Chair/Clerk

**Item 11: CIL**

Cllr John Poole presented 3 quotes for the proposed planters at the corner of A40 London Road and Box Tree Lane; plus quotes for the soil and plants. It was formally agreed that LPC would accept the TDP quote, totalling £959.50, which the Clerk would action, once she had checked with OCC that they were happy for this project to go ahead on their land. Clerk

The Clerk raised the issue of the South Weston noticeboard and suggested that it was perhaps time to replace it, using CIL money. The council instructed the Clerk to get quotes for it and look into possible grants. Clerk

**Item 12: ANNUAL PARISH MEETING & ANNUAL PARISH COUNCIL MEETING**

See item 9c.  
It was noted that the annual policy review would be part of LPC’s Annual Parish Council Meeting in May. And it was agreed that a new Biodiversity Policy would be introduced. All/Clerk

**Item 13: VILLAGE SHOP**

The Clerk told the meeting that both sides (SOHA and the prospective new tenant) had reported that the legal process was nearly finalised.

**Item 14: FLOODING**

The council considered the OCC proposed Priority Action Project. It was agreed that the Clerk would write asking that instead of any one-off project, OCC should ensure that feeder pipes, gullies and culverts were regularly cleared as this would make a substantial difference to flooding issues in the parish. Clerk

The areas to be specifically mentioned are:

- A40 T junction by the Lambert Arms
- Box Tree Lane and Lower Road
- A40 north of the Lambert Arms
- A40 north of England’s Rose

Chair: .....

Date:.....

**Item 15: CORRESPONDENCE RECEIVED**

- SODC Climate Survey: the Chair would respond
- Enrych donation request: more information needed; to be discussed at May meeting.
- Cowleaze Woods: the Clerk told the meeting that the thinning work had now been completed and the paths were being reinstated. It was hoped the woods and car park would reopen later this week or next.
- CPRE rooftop solar audit: the Clerk would respond with initial expression of interest.

Chair  
Clerk

Clerk

**The meeting closed at 9.20pm**

**Chair:** .....

**Date:**.....