

MINUTES OF THE MEETING OF THE PARISH COUNCIL  
HELD IN THE JUBILEE HALL ON 14<sup>th</sup> OCTOBER 2024

Present: Mr Duncan Boulton (acting Chair)  
Mrs Margaret Poole  
Mr John Poole  
Mr Ray Hudson

Ms Barbara Drysdale (Clerk)

Also present was: Cllr Georgina Heritage (SODC)

Apologies were received from: Mrs Caroline Hjorth (Chair) & Cllr Les Gordon (LPC)

**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 9<sup>th</sup> September 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 no matters arising that are not covered under other items.

**Item 4: PUBLIC PARTICIPATION IN SESSION**

There was none.

**Item 5: THAMES VALLEY POLICE**

There was no police report.

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

The council noted receipt of Cllr Heritage’s monthly report. She told the council that the main focus for SODC had been completing the draft of the new Local Plan so it could be submitted in good time. There was discussion about updating the Lewknor Neighbourhood Plan.

**Item 7: FINANCE**

a) The council received and noted a budgetary control report for the year to date from the RFO which showed balances as of 9<sup>th</sup> October 2024:

Treasurers Account: £3,564.78  
Business Savings Account: £21,294.09  
Hall Account: £8,214.70

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

i) OALC	Finance training course	£72.00	S.111 LGA 1972	
ii) OALC	Finance training course	£66.00	S.111 LGA 1972	JP/RH
iii) Allen Landscaping	Grasscutting	£192.00	S.19 PG(MP)A 1976	
iv) PetWasteSolutions	Dog bin emptying	£92.95	S.111 LGA 1972	

c) The council noted receipt of half yearly Finance Report

Chair: .....

Date:.....

d) The RFO told the council she would be drafting the budget for 2025-26 in early November and asked for any items, comments etc before the end of October. The draft budget would be discussed at LPC's November meeting.

All

**Item 8: PLANNING**

a) The council considered the following new applications:

i) P24/S3003/T28 Land adjacent to Cop Field off Salt Lane Adwell

Remove and replace three antennas, a cabinet and add a GPS Node, along with associated equipment works

The council noted this application but agreed on no comment.

ii) P24/S2737/HH 1 Rectory Lane, South Weston

Conversion of existing ground floor kitchen to a bedroom, construction of a new single storey side extension to accommodate a new kitchen and dining area. New front door closer to the street than existing front door  
The council agreed to support this application.

Clerk

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

i) P24/S1948/FUL & P24/S1949/LB Knapp Farm, Weston Road, Lewknor

Conversion and extension of a barn, stable (including demolition of the stables lean-to) and garage block to create 4 dwellings together with a separate outbuilding, bin store, car and cycle parking and associated works, with a new (i) vehicular and pedestrian

access and (ii) pull in area and field access, both off Weston Road

Decision awaited

Plus amendment: Arboricultural Impact Assessment

ii) P24/S2648/HH Sheep Brook Cottage, Nethercote Lane, Lewknor

Decision awaited

Two storey side extension, the addition of dormer windows in the loft and internal alterations

The council noted the amendments to this application

c) Proposed solar farm: there were no updates.

**Item 9: HIGHWAYS AND TRANSPORT**

a) Hill Road steps: The Clerk told the meeting that the handrail was still being finalised but that the officer in charge of the project was out of the office for the whole of October. It was agreed she would raise this issue with the OCC councillor.

Clerk/  
FvM

b) Manor Close: Cllr Hudson said the Beeks had still not tarmacked the splayed entrance as had been agreed. The clerk would raise this too with the OCC councillor.

Clerk/  
FvM

Postcombe drainage: Cllr John Poole said he had had a site meeting with an OCC official about drainage issues and it was hoped OCC would be drain clearing in Postcombe soon.

JP

Abandoned car: the Clerk was instructed to report this vehicle on Salt Lane to the local police.

Clerk

Overgrown brambles on football under the M40: the Chair had reported this issue several times on FixMyStreet to no avail. Cllr Heritage agreed to investigate.

GH

Speedwatch: another session had been carried out in Postcombe; 240 passed and none were speeding.

**Item 10: VILLAGE HALL**

The Energy Audit report had arrived and would be forwarded to the SODC grant team. LPC would discuss fully at its November meeting once councillors had had time to read it fully.

Clerk

Cllr Boulton told the meeting that they were on the last bit of testing the boilers and he would update all next week, including whether LPC still needed the offer of grant funding from SODC and OCC councillors.

DB

Chair: .....

Date:.....

**Item 11: INTERNAL AUDITOR**

The Vice Chair and finance councillor told the meeting that, as agreed at LPC’s September meeting, he had formally terminated the council’s agreement with Jane Olds and that he and the Clerk had met Andrea Oughton who had formally signed LPC’s agreement to become the council’s new Internal Auditor. They had also discussed the scope and content of her audit. Her fee will be £180 (unless there are any unforeseen issues).

**Item 12: MEETING DATES FOR 2025**

The council received the proposed dates for LPC’s meetings next year but agreed to hold off formal approval until the new clerk had been consulted.

Clerk

**Item 13: CLERK VACANCY**

Following discussions among all councillors via email on the shortlist drawn up by the clerk, the Chair and vice Chair had interviewed one candidate with a second interview scheduled for Tuesday.

Chair/  
Vice Chair

It was formally agreed that the appointment would be made by Chair and Vice Chair and that they would set the salary and start date, with a period of overlap for training with the present clerk.

**Item 14: SEXUAL HARRASSMENT POLICY**

The council approved the draft new policy (now on LPC’s website).

Clerk

**Item 15: CORRESPONDENCE RECEIVED**

- Hope after Harm donation request: it was agreed that given LPC’s financial constraints the council could sadly not agree to this request.

Clerk

- SODC/TOE grants: email forwarded to all councillors about funding for nature projects; next closing date 6<sup>th</sup> January 2025. To be discussed at LPC’s November meeting.

Clerk

**The meeting closed at 8.20pm**

**Chair:** .....

**Date:**.....