

DRAFT MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL
HELD IN THE JUBILEE HALL ON 12TH MAY 2025

Present: Mrs Caroline Hjorth (Chair)
Mr Duncan Boulton (Vice Chair)
Mr John Poole
Mr Ray Hudson
Mrs Margaret Poole
Mrs Andrea Fawell

Mrs Donna Evans (Clerk)

Also present was: Cllr Georgina Heritage (SODC and OCC) – *left at 8pm*
Apologies were received from:

Item 1: CONSTITUTIONAL MATTERS The election of a Chair and Vice-Chair:
Duncan Boulton proposed Caroline Hjorth to be Chair; Ray Hudson seconded and the meeting formally voted to approve her appointment.
Cllr Hjorth signed her Declaration of Acceptance of Office as Chair.
Maragret Poole proposed Duncan Boulton to be Vice Chair; John Poole seconded and the meeting formally voted to approve his appointment.
Cllr Boulton signed his Declaration of Acceptance of Office as Vice Chair.
Both documents were countersigned by the Clerk.

Item 2: MEMBERS' DECLARATION OF INTEREST
None were received.

Item 3: APPROVAL OF THE MINUTES OF THE MEETING OF THE PARISH COUNCIL
The minutes of the parish council meeting held on 16th April 2025 were accepted as being a true record of proceedings by councillors and signed accordingly by the Chair.

Item 4: MATTERS ARISING FROM PREVIOUS MINUTES (INFORMATION ONLY)
There were no matters arising that are not covered under other items.

Item 5: PUBLIC PARTICIPATION IN SESSION
There was none.

Item 6: THAMES VALLEY POLICE
There was no police report.

Item 7: DISTRICT AND COUNTY COUNCILLORS' REPORTS
The councillors confirmed that they had read Cllr Heritage's monthly report and had no questions to raise.
No report was received from County due to county elections.
Cllr Heritage has been elected County Councillor and in her monthly report she stated that:
I am privileged to have been elected as County Councillor for the new Chinnor division, which includes the Lewknor & Postcombe parish, part of my ward as District Councillor. For the rest of the Haseley Brook ward, which is part of the Chalgrove & Thame West county division, I'm very

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much looking forward to working with newly elected County Councillor Judith Edwards (Lib Dem). I've had the opportunity to get to know Judith well in recent weeks and I have absolute confidence in her competence and conscientiousness for the residents of Haseley Brook.

As a District Councillor I have six parishes (and typically six monthly parish meetings) to serve. As County Councillor I will now have several additional parishes and I've noticed that some of their meetings coincide with my District ones. I will need to divide my time accordingly and will inevitably not be able to attend as many parish meetings as I would like overall, but please rest assured that I consider my District and County responsibilities to be of equal importance. I intend to be as responsive as I hope I have always been to questions and concerns from residents in my District ward.

Georgina confirmed that the South & Vale Joint Local Plan was making progress and the dates for the start of the public hearings had been set for June.

Item 8: REVIEW OF COUNCIL PROCEDURES AND DOCUMENTATION

a) The following documents were reviewed:

Document	Review
i. Review of Clerk's Contract	No amendments necessary
ii. Review of Code of Conduct	No amendments necessary, on LPC website
iii. iReview of Individual Declarations of Interest	All councillors present confirmed they had reviewed their DoI and had no changes to make. (link on LPC website to SODC website)
iv. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;	Staffing sub committee to consist of Duncan Boulton, Maragret Poole and Andrea Fawell
v. v) Review of the terms of reference for staffing committee	No amendments necessary (on website)
vi. vi) Review of assignment of specialist topics	This was reviewed and agreed to ensure coverage across all areas since Cllr Fawell joined.
vii. vi) Review of Standing Orders	The council noted receipt of this updated policy and the proposed amendments. It will now be published on the website.
viii. vii) Review of Financial Regulations	The council noted receipt of the new policy and the proposed amendments. It will now be published on the website.
ix. To approve continuation with online banking and direct debit payments	<i>The council formally approves a resolution for LPC to continue with online banking and the direct debits for the clerk's phone, ICO fee and Scribe payments. Standing orders for the Clerk's pay and tax will continue.</i>
x. Review of Banking Arrangements (in Risk Assessment)	The current banking arrangements were considered to be satisfactory (in Risk Assessment).
xi. Review of Budgeting Arrangements (in Risk Assessment)	LPC's budgetary procedures were considered to be satisfactory and all members present confirmed that they had a personal copy of the Outturn for the 2024/25. Budget and the budget

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		for the current year as adopted in January 2025 (on website).
xii.	Review of Asset Register and Insurance (sent on 27 th April)	<i>The council noted receipt and approval of LPC's annual insurance renewal cost in April 2025.</i> The council also noted receipt of the annual insurance documents and agreed that the current insurance policy provided adequate cover. The council approved the Asset Register and discussed adding to the insurance and Asset Register. Clerk to look into this.
xiii.	Review of Risk Assessment	Councillors approved annual revision.
xiv.	Review of Financial Procedures (in Risk Assessment)	It was agreed that LPC's financial procedures, as reflected in the Risk Assessment and the minutes of meetings were adequate and appropriate.
xv.	Review of Effectiveness of Internal Audit	Members approved the annual revision and agreed this represented an adequate approach for LPC and that it would, therefore, be appropriate to minute that the effectiveness of the current arrangements had been reviewed and been found satisfactory, given that the Internal Auditor had inspected and approved LPC's finances for 2024/25
xvi.	Confirmation of Chairman's Allowance (no change: £100 per annum)	The decision of 16 June 2008 to provide for a Chair's Allowance of up to £100 per annum under the terms of LGA 72, S.15(5) was re-endorsed for 2025/26.
xvii.	Review of Publication Scheme under the Freedom of Information Act	No amendments necessary, on website
xviii.	Review of provisions under the Data Protection Act	No amendments necessary (all on website)
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	No amendments were considered necessary (on website)
xxv.	Review of Safeguarding Policy	No amendments necessary (on website)
xxvi.	Review of Equal Opportunities Policy	No amendments were considered necessary (on website)
xxvii.	Review of Standing Orders for Clerk's salary & PAYE (regularly reviewed as needed)	The council formally noted the changes made last month to reflect the Clerk's salary increase.
xxviii.	Disposal of LPC records.	LPC's Minutes from 1894-2024 are stored at the Oxfordshire Records Office; the more recent Minutes are held by the Clerk. Various books are held by the Clerk or Chair, plus some other LPC documents are stored in a locked cabinet in the village hall.

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xxix.	Duplicate Archive.	To cover the possibility of a catastrophic loss of the original materials, the Clerk has copies of all important correspondence/documentation raised by LPC for at least the past six years on separate CDs/USB sticks and/or in a password-protected Dropbox/OneDrive in the cloud and/or in files, plus an external hard drive
xxx.	Appointment of Representatives to Outside Bodies	Reviewed and agreed in in May 2025 – Caroline Hjorth and Ray Hudson will continue to sit on the Hall committee.
xxxi.	Update of contact details	Members confirmed their details were up-to-date. Cllr Boulton raised telephone numbers available to councillors and it was decided that this would be at councillor discretion and the Clerk would remove accordingly.
xxxii.	Review the Dispute & Grievance Policy	No amendments necessary (on website)
xxxiii.	Review Dignity in the Workplace (Bullying) policy	No amendments necessary (on website)
xxxiv.	Disciplinary Policy	No amendments necessary (on website)
xxxv.	Health & Safety policy	No amendments necessary (on website)
xxxvi.	Review of Emergency Mandate	No amendments necessary (on website)
xxvii.	Review of Volunteer Policy	No amendments necessary (on website)
xxviii.	Review of Transparency Policy	No amendments necessary (on website)
xxxix.	Approval of Environment and Biodiversity Policy	No amendments necessary (on website)
xl.	Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.	The council noted all the arrangements for S.137 donations in 2025-26

b) Councillors confirmed that inspections of LPC property around the parish were being carried out regularly.

Item 9: END OF YEAR FINANCES 2024-25

a) The council received and discussed the Internal Auditor's report. The clerk confirmed that the new auditor was very helpful and the process went very smoothly. The report was fair and the actions that were stated had already been in the process of taking place whilst the audit was being undertaken. The remaining action is to write a Reserves policy.

b) The council received and approved the Annual Governance Statement (Annual Return Section 1) 2024-25. It was signed by the Chair and RFO/Clerk.

c) The council received and approved the Accounting Statements (Annual Return Section 2) for 2024/25. It was signed by the Chair and RFO/Clerk.

d) The council noted that the RFO would now submit LPC's documents for External Audit and display the Notice of Public Rights from 3rd June to 14th July 2025.

e) The council formally noted the revised SOs for the Clerk's pay for the previously agreed salary increase, this was signed by two councillors and the online payments approved by two councillors.

f) The council noted that the VAT reimbursement has been received on 23rd April 2025 for £2,359.58.

Clerk

CH and JP

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Item 10: FINANCE

a) The council received and noted the budgetary control report for year to date from the RFO in the new formats from Scribe. The RFO confirmed that Scribe was now all up and running and had the budget loaded into it and all payments to date. The RFO confirmed that the councillors would receive a monthly bank reconciliation, payments and receipts reports as well as an awaiting authorization report which will match with the invoices to be paid that month. There will be a summary report submitted quarterly to monitor the budget.

b) The council noted approval of the following 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) The council noted the use of Scribe for financial transactions with a direct debit set up for the monthly payments and the first payment was taken on 15th May 2025.

d) The council noted they had received the updated schedule of payments updates following confirmation of S.137 donations in April

e) The council confirmed they wished to donate to the parochial church councils and their annual allowance for upkeep of the churchyards. This would be paid in June.

RFO

f) The council noted that one set of defibrillator pads need to be replaced in Lewknor and this will be done so payment can be made in June

CH

g) Cllr Hjorth informed the council that there were no further updates on additional grants for the Solar Panels but she would keep everyone updated.

h) The council noted they had received the SEN communities fund information as it had opened on 6th May. Cllr Boulton is going to look into this further.

DB

Item 11: PLANNING

a) The council noted the following new planning applications:

P25/S1291/N4B, for development work at the following location: Upper Copcourt Farm Thame	Target Decision Date: 17th June 2025
The application is for: Change of use of agricultural building to dwellinghouse, (Class C3)	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.

b) The council noted the status of the following applications:

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<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) <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>Refused</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>Approved with conditions</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>Approved with conditions</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>Approved</p>

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<p>vii)</p> <p>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>
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c) The council noted that planning permission had been submitted by Rainier but this has not been received the parish council yet as it has not been validated. The council resolved that if a planning application is received by the next meeting then councillors would agree to meet to discuss formulating a response ahead of the meeting if necessary.

Item 12: HIGHWAYS AND TRANSPORT

- a) The council noted that there were no further updates on the electricity cables at Hill Road steps. Cllr Hjorth to follow this up.
- b) The council noted that they had received an update regarding the VAS signage and that locations of the poles where the new signage is to be placed had been agreed and the type of VAS sign had now been confirmed.
- c) The council spoke with Cllr Heritage regarding an update on the Manor Close entrance. She was aware of this and had asked for it to be put onto an agenda for discussion with the previous county councilor when they meet. Cllr Heritage confirmed she had already heard from one resident regarding this and resolved to assist in finding out exactly what stage this was at so that a resolution could be had for all parties. Cllr Hudson also commented that his wife had a fall in this entrance recently and it looks like it is falling into dis-repair which is concern for other residents and villagers.
- d) The council received an update on the trees at Box Tree Lane. These had been visited by the tree officer and it was confirmed that these trees form part of the Highway Boundary and are therefore not the responsibility of Oxfordshire County Council. The tree officer was going to write to the resident, Mr Birch-Reynoldson about managing his trees.
- e) The council noted that the Nethercote Lane potholes have been filled in.
- f) To note or discuss any other issues arising in the parish

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GH

- The yew tree on Weston Road – confirming had been received from the tree officer that: *the 1 metre reduction will clear back the tree from their property there for eliminating the needle fall into their gutters. The County does not carry out works to trees for reasons of shade cast or leaf fall. Please see the County tree policy here.*

<https://www.oxfordshire.gov.uk/residents/environment-and-planning/energy-and-climate-change/tree-policy-oxfordshire> The reason that this tree is only being reduced by 1 metre is due to its age, carrying out a heavier reduction is likely to stress the tree to the point where it may not recover. In conclusion the tree will have the recommended work carried out, I will revisit the tree next year to see how it has responded and if appropriate have more work carried out. However, the resident is now in direct contact with the tree officer regarding this issue.

- The Give Way sign in Postcombe is in a state of dis-repair. It was agreed that Cllr John Poole would report to Highways Engagement.

JP

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Item 13: CIL

- a) The council noted that an extension had been confirmed by the Infrastructure Team for an extension until the end of June 2025.
- b) The council discussed purchases with the remaining CIL money and it was agreed to use the remaining funds to pay the delivery fee for the noticeboards that had been received earlier in the year and to then purchase bark and weed fabric for the playground. The clerk will cost this out and place an order. Cllr Hjorth will discuss with Allen Landscaping a cost for laying this.

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Item 14: WEBSITE AND EMAILS

- a) The council discussed the use of Vision ICT for emails and website. Feedback was received from councillors and the clerk that although some people have managed to make this work on their mobile devices others were still struggling. An alternative had been put together by the Clerk and seen by councillors but contact would be made with other parish councils to see what they use and gather some feedback so a definitive decision could be made at the June meeting.

Clerk

Item 15: FLOODING

- a) The council discussed 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. Savills had been engaging with All Souls College and they had agreed to donate £500 to this. Cllr Hjorth is meeting with Jo Letts regarding this next week.

Item 16: CORRESPONDENCE RECEIVED

- a) The council noted an email had been received from a Postcombe resident regarding overgrown pavement outside their property and whose responsibility is this. Cllr Hjorth had responded to this.
- b) The council noted the bench for Susan Watts is due for delivery at the beginning of June. Cllr Hjorth will find out the cost of this so it can be added to the asset register.
- c) The council noted that the Chilterns Nature Recovery Plan public consultation was received and Cllr Fawell is going to look into this.

CH

AF

DATE OF NEXT MEETING: Monday 9th June 2025 (7.30pm) Monthly Parish Council Meeting**The meeting closed at 9.29pm****Chair:****Date:.....**