

DRAFT MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD IN THE JUBILEE HALL ON 9TH JUNE 2025

Present: Mrs Caroline Hjorth (Chair)
Mr John Poole
Mrs Margaret Poole

Mrs Donna Evans (Clerk)

Also present was: Cllr Georgina Heritage (OCC and SODC), 5 residents

Apologies were received from: Mr Duncan Boulton (Vice Chair), Mrs Andrea Fawell, Mr Ray Hudson

Item 1: MEMBERS' DECLARATION OF INTEREST (FOR ITEMS ON THE AGENDA) None were received.				
Item 2: TO APPROVE & SIGN THE MINUTES OF THE MEETING HELD ON 12TH MAY 2025 The minutes of the annual parish meeting and the annual parish council meeting held on 12 TH May 2025 were accepted as being a true record of proceedings by councillors and signed accordingly by the Chair.				
Item 3: MATTERS ARISING FROM PREVIOUS MINUTES (INFORMATION ONLY) 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 both the District Council and the County Council reports received from Georgina. There were no further questions from councillors regarding these. Cllr Heritage did state that the capital grant funding was now open so the parish council should continue to think about any further funds that may be needed for the village hall or the playground. Councillors did ask about bin permits as there were still some missing in Lewknor. Cllr Heritage asked that any residents missing a permit should email her about this, she hasn't currently received any emails from Lewknor residents. Cllr Heritage did also confirm with councillors that the congestion charge would be coming to Oxford and she would be giving more information on this in her upcoming reports.				
Item 7: FINANCE a) The council received and noted the budgetary control report for year to date from the RFO. The summary budget report was received as was the payments awaiting authorization and the monthly bank reconciliation which showed balances as of 31 st May 2025: Treasurers Account: £3,142.78 Business Savings Account: £ 12,402.50 Hall Account: £14,827.75 And noted that the RFO has transferred £3,000 from LPC's savings to the Treasurers account. b) The council confirmed payment of the following outstanding accounts:				CH and JP
Supplier	Detail	Amount	Accounting Code	CH and JP
PetWasteSolutions	Dog bin emptying	£102.25	S.111 LGA 1972	
Lewknor PCC Allowance	Allowance	£200.00	S.137 LGA 1972	

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South Weston PCC	Allowance	£100.00	S.137 LGA 1972
BGG Grasscutting the park	Grasscutting	144.00	S.19 PG(MP)A 1976
Sharing Life Trust Donation	Donation	£100.00	S.137 LGA 1972
Clean Slate	Donation	£100.00	S.137 LGA 1972
Allen Landscaping	Grasscutting	£360.00	S.19 PG(MP)A 1976
Greenbarnes	Noticeboards delivery fee	£74.40	CIL
Community Heartbeat	Defib pads	£77.94	S.234 Public Health Act 1936
Oxfordshire Pension Fund	Clerk pension	£153.27	S.112 (2) LGA 1972

c) The council noted payments on the purchasing card in May:

Amazon	Ink Cartridge	£13.99
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d) The council noted the revised SOs for the Clerk's pay, this was due to reporting issues with pension and tax which have now been rectified by the Clerk and Cllr Boulton. Two councillors signed the revised salary letter and would approve the standing orders for salary and HMRC when logged onto Lloyds.

e) To council noted the updated asset register with addition of new bench, which has also been uploaded into Scribe. The RFO confirmed that there would be no change in the insurance premium for this year.

f) Cllr Hjorth confirmed that she would speak to Lloyds to get an update on the issue around bank accounts. To council update from Lloyds on bank accounts.

CH and JP

Item 8: PLANNING

a) The council noted the following new planning 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	Target Decision Date: 19th June 2025 Letter from OCC stating: "I am writing to make you aware that I am currently processing the above notification that seeks a determination from the District Council as to whether their prior approval is required for an extension which could be built under the new permitted development rights. Unfortunately I am only able to consider comments from the owners/occupants of adjoining properties and I am unable to take any views or comments about this www.southoxon.gov.uk 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."
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	Target Decision Date 4th July 2025 Letter received from Lilua (Assistant Planning Officer) stating: <i>They are currently assessing the application that seeks a Certificate of Lawful Use or Development at the above site. The applicant submits that the</i>

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single-storey side extension no more than half the width of the original dwelling.	<i>proposed use or development can be carried out as permitted development under the allowances of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) and, on that basis, can proceed without the need for a planning application to be submitted. Since the certificate only seeks confirmation from the Local Planning Authority that the proposed development is lawful, I am unable to take any comments on the planning merits of the proposal into account. I hope this helps to explain the situation.</i>	
P25/S0961/LB Moor Court Farm Weston Road near Lewknor	The parish council discussed this application and were in favour to support this.	
Replace rotting single glazed windows with similar double glazed windows.	Clerk to respond in support of the application	DE
P25/S1430/O, for development work at the following location: Land at Watlington Road Lewknor	End Consultation Period: 3rd July 2025 Target Decision Date: 14th August 2025	
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.	The clerk confirmed that the parish council had secured an extension to their comments on this application to 16 th July. The parish council confirmed that they were opposed to this development and their response would detail the reasons for this. Cllr John Poole had already started drafting a response to this and shared this with councillors and the local residents in attendance. The response was detailed and referenced different housing policies as well as the local and joint neighbourhood plans. Cllr John Poole stated that planning history of this site dates back as far as 1956, every one of them has been refused. All councillors and Cllr Heritage encouraged residents to discuss this application with neighbours and once the planning portal was up and running again to submit a response. It was discussed about alternative means to responding and how a petition, if done in the correct way by residents could be beneficial. Cllr Heritage signposted residents to the SODC website where there is guidance on responding to an application. The councillors agreed to continue to work on their response outside of the meeting and discuss this amongst themselves, the final version of which would be agreed at the July parish council meeting. Cllr Heritage stated that she would be calling the application to planning committee once the planning portal was open and explained to	All councillors

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	councillors and residents how this would then work.	
b) The council noted the status of the following applications:		
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)	Target Decision Date: 17th June 2025 <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>	
P25/S1022/T28, for development work at the following location: S/O Mill Lane Cherry Tree Road Chinnor Kingston Blount The application is for: Regulation 5 Notice of Intention to Install Fixed Line Broadband Apparatus.	This is a statutory notification	
c) The council noted no further updates had been received concerning the proposed solar farm.		
Item 9: HIGHWAYS AND TRANSPORT		
a) The council noted there were no further updated on the electricity cables at Hill Road steps but Cllr Hjorth was following up on this as one of the street lamps on the B4009 for the Lewknor Interchange had disappeared. She confirmed it was the one that lit the "pedestrian traffic island crossing" at the entrance to Hill Road that goes up to the Ridgeway has disappeared! The opposite one is still there (near the top of the steps down into Lewknor).		CH
b) The council noted that Westcotec has been in touch with the Clerk and Cllr Hjorth. It had been agreed that it would be a waste to install the new sign where it cannot be seen and clarity had been sought from OCC that they would trim and maintain the hedges. A response from OCC was still awaited and would be chased.		CH
c) The council noted an update from Cllr Heritage regarding the entrance at Manor Close. She had spoken with a resident and this was now back with them to follow up with Paul Beeks on the next steps in resolving this. The entrance is falling into disrepair and will lead to further issues with potholes/flooding if it is not dealt with. Clerk to speak with residents on their next steps.		Clerk
d) The council noted the Temporary Traffic Regulation Order – S14 Road Traffic Regulation Act 1984. Temporary Road Closure at - Watlington, Shirburn Road (B4009). This was already causing issues with traffic. Watlington Parish Council had been in touch regarding placing some more signage up in the parish which the council agreed to as traffic is chaotic and local businesses are struggling. Cllr Heritage stated that this will be ongoing for at least another 8 weeks. Cllr John Poole and Cllr Margaret Poole noted 3 instances of flytipping in the parish, all of which had been reported.		

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Councillors discussed the urban cut needed from BGG as some areas were becoming very overgrown, Cllr Hjorth had asked for a date for this.	CH
Item 10: CIL a) The council noted that 9 bags of 500litre bark had been purchased from Wickes and was due for delivery on 18 th June. b) The council discussed the quote from Allen Landscaping for carrying out repairs and laying of bark and weed membrane on the playground. The hall were paying for the weeds to be killed off and this was due to happen this week. It was then agreed that the council approved the quote for £540 +VAT for the remaining work as a digger and skip would be needed. This resolves to spend all of the remaining CIL money. The council agreed to pay the Allen Landscaping invoice before 30 th June as the extension to the CIL money needs to be settled by this date.	Clerk
Item 11: Grants a) The council noted that Cllr Boulton was not present for the meeting but we needed to seek an update on the SSE grant he was looking into. b) The council discussed the remaining funds needed for the solar panels. Cllr Hjorth agreed to contact the contractor that will be used and get a lead time from them. The funds are available in the hall account so should the council decide to pay for the second half of the panels. A decision would be made at the July meeting c) The council discussed the capital grant funding scheme that was now open for applications. This is run by South Oxfordshire District Council, to help improve the quality of life of local people. The grant gives organisations a financial boost towards capital expenditure such as making improvements to buildings or play areas. The council agreed to await the decision of the playground inspection and think about further work that is needed to the village hall and discuss further at the July meeting.	DB to update councillors CH
Item 12: Chiltern's Nature Recovery Plan a) The council noted the update received from Cllr Fawell on the Chiltern's Nature Recovery Plan. She confirmed she had read the Chiltern Nature Recovery Plan, whose purpose is to restore and protect Chiltern's natural environment. Page 95, section 11.4 refers to The Ridgeway as being a golden thread/corridor, nature rich chalk ridge. Page 92 refers to the Ridgeway as offering panoramic views over surrounding landscape providing a landscape that is nationally significant for its natural beauty. These points have the potential to be helpful as/when/if these views and the Ridgeway is under threat of being compromised in the future. Regarding the cancellation of the Chilterns Boundary Review by Natural England this, Cllr Fawell noted that if she is understanding it correctly, means at this stage at least, the Chilterns will not be extended, nor indeed reduced. Cllr Fawell asked if there was anything further that she needed to do with this. Cllr Hjorth to confirm with her.	CH
Item 13: WEBSITE AND EMAILS a) The council noted the contract expiry date with Vision ICT is 1st October 2025 with a month's notice period. The renewal for our domain is due January 2026. b) The council discussed moving away from Vision ICT and had received and watched the demo videos for Parish Online website and emails that had been circulated by the clerk. Cllr John Poole asked if we could gather the site traffic for Vision ICT and make a final decision at the July meeting. This was agreed by all councillors.	Clerk
Item 14: FLOODING a) The council received an update from Cllr Hjorth that she had attended a meeting about the Chalk Stream and on further investigation to the stream at Knapp Farm there is a weed present there that is identified as a hazard and has to be removed via a hazard suit. This is	Clerk CH

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going to be actioned appropriately. All Souls College have agreed to a donation of £500 towards the chalk stream and the Clerk will go back to Chalgrove Parish Council to keep them updated that the donation towards the Natural Flood Management (NFM) project will be coming their way.	
<p>Item 15: THAMES WATER</p> <p>a) The council noted the update from Cllr Hjorth on correspondence with the Office of Freddie van Mierlo MP regarding sewage infrastructure and issues with Thames Water in the parish. Cllr Hjorth had updated Freddie on the issues surrounding the parish.</p> <p><i>'Taking Postcombe, none of the village is on mains drainage so in many ways Thames Water are only their "supplier". Their huge problem with water is when rain is very heavy the lower lying dwellings find sewage bubbling up and homes flooding from blocked gullies/drains. This problem has traditionally been addressed by County Councillor so our wish would be that maintenance is scheduled to happen with some regularity. The concern with Lewknor, is the number of planning applications that will increase the village size by 30 houses possibly within the next 1 to 2 years who will need to be connected to the sewage plant on Nethercote Lane which itself is low lying in the village, in addition to the 16 dwellings built since 2012 in the main part of the village.</i></p> <p><i>In answer to your specific questions:</i></p> <ol style="list-style-type: none"> <i>1. No we don't have Sewage leaks at present in the Parish</i> <i>2. Tankering hasn't happened to my knowledge'</i> <p><i>The response received is noted by councillors.</i></p> <p><i>'The information you've provided is vital as we continue to build a clear picture of the issues facing residents in Lewknor, Postcombe, and South Weston. Freddie is particularly concerned by the potential future strain on the sewage infrastructure in Lewknor with new developments on the horizon, and the ongoing flooding and drainage issues in Postcombe. Rest assured,, he will continue to hold both Thames Water and the relevant government bodies accountable for addressing these matters, and your input strengthens that case significantly.</i></p> <p><i>Your point about the number of unmetered dwellings is well taken, and Freddie agrees that raising awareness in your Parish newsletter could be a helpful step forward. Please do keep us informed of any updates, and we'll likewise stay in touch with any new developments or opportunities to push for better outcomes on your behalf.'</i></p>	
<p>Item 16: CORRESPONDENCE RECEIVED</p> <p>There was none.</p>	
<p>DATE OF NEXT MEETING: Monday 14TH JULY 2025 (7.30pm) Monthly Parish Council Meeting (statutory Meeting)</p> <p>The meeting closed at 9.37pm</p>	

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