

MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD IN THE JUBILEE HALL ON 9th OCTOBER 2023

Present: Mrs Caroline Hjorth
Mr Duncan Boulton
Mrs Margaret Poole
Mr John Poole
Mr Ray Hudson

Ms Barbara Drysdale (Clerk)

Also present was: Mr Peter Gardner (Lewknor NPSG)

Apologies were received from: Cllr Freddie van Mierlo (OCC), Cllr Georgina Heritage (SODC), Mr Matthew Day (Aston Rowant PC) & 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 11th September 2023 were accepted as being a true record of proceedings by councillors and signed accordingly by the Chair.

Item 3: MATTERS ARISING FROM PREVIOUS MINUTES

- The Clerk told the meeting that OCC had welcomed LPC’s enthusiasm for a new bus service
- Grass contractor BGG will carry out the urban cut asap

Item 4: PUBLIC PARTICIPATION IN SESSION

No requests had been received by the Clerk.

Item 5: THAMES VALLEY POLICE

There were no reports.

Item 6: DISTRICT AND COUNTY COUNCILLORS’ REPORTS

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

Item 7: FINANCE

a) Councillors received and noted a budgetary control report for year to date from the RFO which showed balances as of 4th October 2023:

Treasurers Account: £2,148.50
Business Savings Account: £22,260.69
Hall Account: £7,236.18

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

i) BGG	Grasscutting (Aug)	£127.53	S.19 PG(MP)A 1976
ii) PetWasteSolutions	Dog bin emptying	£92.95	S.111 LGA 1972
iii) Allen Landscaping	Grasscutting	£84.00	S.19 PG(MP)A 1976
iv) BGG	Grasscutting (Sept)	£127.53	S.19 PG(MP)A 1976

Chair/RH

Chair:

Date:.....

And approved in advance (see also Item 12):

- v) MP Ryder LPRG&H CCTV up £2,000 S.19 LG(MP)A 1976
(should be around £1,635.00 but there may be extra unforeseen costs)
- c) The council agreed to formally minute that LPC passed its external audit (as emailed to councillors on 30th August)
- d) A donation to Age UK of £100 was formally agreed by the council. Clerk
- e) The council further considered suggestions made by the Internal Auditor. It was agreed that a debit card to replace Petty Cash was not needed at this time. The council also agreed that the budget for next year would specifically mention Contingent Reserves.
- f) The council received and approved the 1st draft budget for 2024-25. It was agreed this would be held over for formal approval until December, in case the need for any amendments arose. Clerk
The council discussed the grasscutting quotes for 2024-25 and formally accepted both. The Chair signed the BGG contract; the Clerk was instructed to write to Allen Landscaping. The RFO told the council that LPC's bank was offering a savings account with a better interest rate; it was agreed that Cllr Boulton (finance) would check this and if appropriate the RFO would apply for LPC's Bus Savings Account to be converted to the new one. DB/
Clerk

Item 8: PLANNING

a) The council considered the following new applications:

- i) P23/S2362/HH 26, Watlington Road, Lewknor
Retrospective application for a pergola over existing decking
The council formally agreed to support this application
- ii) P23/S3220/LDP Three Lands Cottage, Chalford Road, Postcombe
Replacement outbuilding
The council noted this application
- 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/S2309/HH 9, Salt Lane, Postcombe Approved
Single storey rear extension & front porch
- iii) P23/S2734/FUL Field Farm, Shirburn Road, Lewknor Decision awaited
Steel portal-framed agricultural cattle-housing building
- iv) P23/S2073/FUL The Manor House, Weston Road, Lewknor Decision awaited
Water and air permeable weed barrier laid with Cotswold Shingle sprinkled over the top
- v) P23/S2490/LDE The Storeground, Aston Hill, near Aston Rowant Decision awaited
Mixed use of site for residential use workshops and storage
- c) To council noted that Cllr John Poole would be attending an SODC planning training course tomorrow. JP

Item 9: ASTON ROWANT PC

The chair sent his apologies for not being able to attend.

Item 10: HIGHWAYS AND TRANSPORT

a) The council discussed the site meeting held on 26th September with OCC and Thames Valley Police about speeding on the A40 through Postcombe. A summary of action proposed:

- OCC will improve the road signage with "dragons teeth" and improve roundels.
- the gates at the north end of Postcombe would be moved to where the 30mph limit starts
- a quote for this work was be drawn up and OCC and LPC would split the cost.

Chair:

Date:.....

- the Clerk was investigating whether LPC's share could come from OCC's CIL budget for Lewknor parish but at the moment no officer was in post to cover CIL issues.
 - councillors had queried whether new gate posts were needed; the hope was to reuse the current ones; no response had been received so far from OCC.
 - OCC will move the 30mph VAS from the new 20mph areas and use them on the A40.
 - new 20mph will be installed by OCC, dated to be confirmed. Clerk
 - the Clerk would investigate LPC signing up for Community Speed Watch.
- b) The Clerk told the meeting that she had reported on FixMyStreet the poor state of the pathways along the B4009 between the bus stops. The meeting noted a petition launched by a Thame resident to improve the areas for pedestrians.
- It was agreed the Clerk would contact Cllr van Mierlo about the issue in the hope OCC could get some funding from the bus companies. Clerk
- c) The Clerk had reported concern about the Hill Road steps: an SODC official was going to make a site visit. The Chair had asked the OCC tree officer to get trees there cut back.
- d) The Clerk said she had received no response from landowners to requests to cut back hedges; she was instructed to contact them again stating the issue would be passed to OCC if the work was not carried out. A note had also been put on the LPC website asking all residents and landowners to cut back their hedges overhanging public areas. Clerk

Item 11: CCTV AT THE VILLAGE HALL

- The Chair told the meeting that the CCTV installation would take place on 24th October. The council received the grant acceptance form from SODC which was signed by the Chair and Vice Chair. See also Item 7b (v) Clerk

Item 12: NEIGHBOURHOOD PLAN

- NPSG chair, Mr Peter Gardner, told the council that the Examiner's report and all issues had now been finalised and that the referendum would be held on Thursday 23rd November, at the village hall. The council thanked the steering group for all their hard work. All
- Notices publicising the referendum would be published in Grapevine and put on the three parish noticeboards and the NP and LPC websites.
- It was agreed that LPC would pay for two copies of the Neighbourhood Plan to be printed as a cost of £34 each. PG/Clerk

Item 13: LEWKNOR'S EMERGENCY PLAN

- The council noted OCC's response and the suggestion of adding first aiders to the plan. It was agreed the Chair and Cllr Margaret Poole would approach residents with medical training. Chair/
MP/
Clerk

Item 14: PROBATION UNPAID WORK

- The Clerk told the council that no response had been received so far to LPC's enquiry about volunteers to help clear pavements in the parish.

Item 15: VILLAGE SHOP

- The council noted that SODC Cllr Heritage had been in contact with SOHA about the vacant shop. It was agreed that getting a tenant was the top priority. The Clerk was instructed to write to SOHA to impress the urgency of the situation and that at least two potential tenants had come forward. Clerk

Chair:

Date:.....

Item 16: CLERK

The council approved the salary rise proposed by the Staffing Committee. Revised Standing Orders forms were approved and signed. It was agreed that revisions needed for November's pay would be signed by two councillors ahead of next month's meeting (which coincided with salary payment day).

Clerk

Amendments would be made to the Clerk's Contract of Employment which would be circulated to all and then approved and signed at LPC's November meeting.

DB/
Clerk

Item 17: MEETING DATES FOR 2024

The proposed meeting dates were agreed by the council and would be circulated to all and published on the LPC website.

Clerk

Item 18: POSTCOMBE BULBS

Cllr Margaret Poole told the meeting that the bulbs had arrived safely and that a quote had been received for planting all 2,000 of them. The council approved the quote of £250+VAT to be paid from CIL funds. Because of the plans to move the north gates, it was agreed that those bulbs would be left to a later day so the project would be carried out in two stages.

The Chair told the council that the upkeep of the flower tubs in Lewknor was being taken over by a different resident. The council agreed an annual budget of up £100.

Item 19: CORRESPONDENCE RECEIVED

- a revised OCC grasscutting contract had been received; to be presented next month.
- OCC tree planting opportunity; email to be sent to all.
- the Chair told the meeting that emergency work had to be carried out at the village hall due to an infestation of glis glis; an invoice to be paid from LPC's LPRG&H account next month.

Clerk

The meeting closed at 9.30pm

Chair:

Date:.....