MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD IN THE JUBILEE HALL ON 14th JULY 2025

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

Also present was: Peter Gardner, Kayti Foster, Georgina Heritage

Apologies were received from: Mrs Donna Evans (Clerk), Mr John Poole, Mrs Margaret Poole

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 9TH JUNE 2025 The minutes of the Parish Council meeting held on 9TH June 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 County and District reports from received from Georgina Heritage (GH). There were no further questions about the County Council report, after Georgina encouraged Councillors to have their say regarding the single Council. Chair mentioned the email regarding Dark Skies and excessive lighting within the County and GH agreed that this was in our favour for the planning application from Rainier for 25 houses. Chair also congratulated OCC for the best performing Council for climate change & improving re-cycling, GH replied that SODC is also the best performing District Council much of that down to the residents. GH in her capacity as DC, explained that she had received questions from residents asking about commenting on the 25 houses planning application and had guided them to the policies they might like to consider. She also is completely aware of the big problems with the planning portal website which SODC are trying to bring "in house", we also explained our frustration about this and it was noted that pre-planning advice has been suspended for a while so the planning office can catch up, it was noted that the 25 houses application date for comments had been moved to 25th July, but this will also delay other applications they have received (noteably the Solar 2 which we understand is imminent) One point on her report was regarding the application for 15 outline houses in Stadhampton not dissimilar to our Rainier application (and it had been submitted previously for 30 houses). This went to Committee and was only approved on the casting vote of the Chair, however it was noted that Stadhampton don't have a NP and she does feel that this is a very important point when we are submitting our comments. She also explained that a larger planning application for Chalgrove had been refused and one of the arguments was that houses in Chalgrove already built were just not selling.	

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She explained that at Cabinet on 10th July it was decided that the bulk of the funding that had been put aside for Didcot Gateway is being re-directed to purchase social housing, in light of local Government reorganization.

RH asked if there were any plans to extend the initiative for decarbonization beyond Leisure Centres? Such as Public buildings owned by Parish Councils. Georgina explained that the Government money was just for Council owned buildings so far but she will keep us up to date.

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 30th June 2025:

Treasurers Account: £2,500.86
Business Savings Account: £9,410.86
Hall Account: £14,718.20

And noted that the RFO has transferred £2,000 from LPC's savings to the Treasurers account.

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

Supplier	Detail	Amount	Accounting Code
PetWasteSolutions	Dog bin emptying	£102.25	S.111 LGA 1972
BGG Grasscutting the park	Grasscutting	£144.00	S.19 PG(MP)A 1976
Heat Industrial	Boiler repairs	£1,536.00	Hall account
Sobell House Hospices Donation	S.137 Donation	£100.00	S.137 LGA 1972
Oxfordshire Wildlife Rescue	S. 137 Donation	£100.00	S.137 LGA 1972
Katherine House	S. 137 Donation	£100.00	S.137 LGA 1972
Oxfordshire Pension Fund	Clerk pension	£153.27	S.112 (2) LGA 1972
UK Solar Generation	25% Deposit	£3,585.00	Hall account
UK Solar Generation	35% for materials	£5,040.00	Hall account

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

Wickes	Playpark wood chippings	£1,084.00
Microsoft 365	Personal subscription for Clerk laptop	£84.99
Amazon	Ink Cartridges	£11.48

d) To note the Allen Landscaping invoice for £648 was paid in June as per previous minutes, this was from CIL funds.
e) To note grass cutting grant from OCC received for £1,111.00
f) To note that all CIL funds have now been spent, we overspent by £105.30 which was met by the LPC Hall account, it was transferred on 22nd June.
g) To note update regarding Lloyds accounts
h) To formally approve payment of outstanding bills during the summer recess
i) To note S.137 donations agreed for 2025-26 currently totals £1,381, we budgeted £1,500
j) The Capital Grant Scheme (closing on 25th July) was deemed unsuitable at this time as it requires projects to have a minimum total cost of £10,000 and exempts operational costs.

k) We have requested funding from Georgina to complete the playpark wood chippings work from the Councillor Community Grant she is able to access in August. She is going to request if this could be brought forward so we'd get the playpark finished as soon as possible. Allen Landscaping is now aware of this timeline.
l) Chair now has two quotes for the ash trees on the Recreation Ground which appear to have some ash dieback, she will sort one other quote for next full meeting, however the trees aren't deemed to be dangerous at this time.
m) Council resolved to meet the shortfall in the Hall account to pay the final balance of the UK Solar Generation invoice (when it comes in) from PC Business account. This has happened due to Heat Industrial emergency boiler repairs, (total is approx. £1,900 gross)

Item 8: PLANNING

a) The council noted the following new planning applications:

P25/S1676/HH The Garden House Rectory Lane, South Weston Proposed single storey extension to existing bungalow	Extension given to 15th July PC agreed Response, and added their comment: If SODC are minded to approve this proposal we would ask that due care and consideration are provided to access traffic, deliveries and operating hours given that the property lies along a dead end residential Lane. The access for deliveries will affect local roads and road users as well as damage to the road surfacing which itself is fragile in places. It would be considered that deliveries are provided on smaller vehicles where possible to reduce the noise and vibration.
P25/S1778/HH development work at the following location 11 Weston Road, Lewknor OX49 5TX Replacement of concrete cladding to existing property with facing brick finish	*End Consultation period 25th July* *LPC response is Approve, added:* *If SODC are minded to approve this application we would ask that due care and consideration are provided for access traffic, deliveries and operating hours as properties are close together and also Weston Road is narrow*

b) The council noted the status of the following 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	PDH Agreed on 19th June 2025
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 single-storey side extension no more than half the width of the original dwelling.	Certificate of Lawful Use or Development on 3rd July 2025 The proposed development as shown on drawings 0185-GA-0003 P01, 0185-GA-0012 P01, 0185-GA-0002 P01, 0185-GA-0011 P01 and 0185-GA-0010 P01

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	falls within Class A of Part 1 of Schedule 2 of the Town and Country Planning (General Permitted Development) Order 2015 (as amended) ("the Order") would be lawful development by reference to Section 58 of the Town and Country Planning Act 1990 and Article 3 of the Order.	
P25/S0961/LB Moor Court Farm Weston Road near Lewknor Replace rotting single glazed windows with similar double glazed windows.	Supported by LPC Approved on 1st July 2025	
P25/S1430/O, for development work at the following location: Land at Watlington Road Lewknor 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.	End Consultation Period: 25th July 2025 Target Decision Date: 14th August 2025 PC discussed Georgina calling it to Committee should the officer be minded to approve. And explained that we can present online for our 5 minutes should we wish to. Peter Gardner would like to volunteer as a resident to speak at Committee as well as a Council member. PC have still not yet submitted their response but will once JP returns.	
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)	Agreed on 17th June 2025	

c) Plans were discussed for the next step once Solar 2 planning has been published, PC agreed that it would be good for an "interim Grapevine" to be printed to let all residents know, the chair will arrange. PC resolved to discuss with JP to co-ordinate further actions

Item 9: HIGHWAYS AND TRANSPORT

a)CH is following up regrading missing street light and resolving the cabling issue with SSE & Christopher Marks from OCC
b)CH is following up with Georgina to find the OCC department that is responsible for clearing trees/hedges to enable South Weston & Salt Lane to have Westcotec fit the VAS
c)Clerk is following up with Paul Beeks for updates
d)BGG cut Parish verges Friday 11th July, as first "urban" cut of 2025

Item 10: CIL

Chair: …… **Date:……**

a)The Playground Inspection still hasn't been done by the Play Inspection Company, Clerk is following up. b)Allen Landscaping has begun the work to remove old membrane, replace with new, and spread wood chippings. Two pieces of equipment are currently out of action until more wood chippings are purchased	
Item 11: CHALK STREAM The £500 donation by All Souls College will be arriving soon and CH has asked Chalgrove PC for paperwork to be able to forward to them to go towards the Natural Flood Management project. River Thame Conservation Trust is bringing volunteers to Lewknor's chalk stream to help with maintenance, CH will update once we know dates.	
Item 12: EMERGENCY PLAN Council noted that adjustments had been made to Emergency Plan by adding AF	
ITEM 13: SOLAR PANELS UK Solar Generation are starting work on Monday 21st July & estimate a week to ten days installation, CH will ensure they have access & keys. To note that DB submitted a Grant bid to SSE	
Item 14: 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. Councillors resoved to begin the process of moving to Parish Online as we can also receive a discount by being with OALC.	
Item 15: CLERK'S APPRAISAL Council noted that this will be discussed nearer the one year date by sub committee DB, MP & AF	
Item 16: CORRESPONDENCE RECEIVED *Winter Prepardness – Council decided that we didn't need more Salt*	
DATE OF NEXT MEETING: No meeting scheduled in August, but Council resolves to meet during the Summer recess should the Solar 2 Planning Application comes in. **Monday 8th September 2025 Monthly Parish Council Meeting** **The meeting closed at 9.22pm** Caroline Hjorth - Lewknor Parish Council 17th July 2025	

Chair: …… **Date:……**