

MINUTES OF THE MEETING OF THE PARISH COUNCIL  
HELD IN THE JUBILEE HALL ON 8<sup>TH</sup> SEPTEMBER 2025

Present: Mrs Caroline Hjorth (Chair)  
Mr Duncan Boulton (Vice Chair)  
Mrs Andrea Fawell  
Mr Ray Hudson  
Mr John Poole  
Mrs Margaret Poole  
Mrs Donna Evans (Clerk)  
Mr Andrew White (Clerk)

Also present was: Mrs Georgina Heritage (District and County Councillor), 1 resident

Cllr Hjorth opened the meeting by welcoming Andy White, the new clerk.	
<b>Item 1: MEMBERS' DECLARATION OF INTEREST (FOR ITEMS ON THE AGENDA)</b> None were received.	
<b>Item 2: TO APPROVE &amp; SIGN THE MINUTES OF THE MEETING HELD ON 14<sup>TH</sup> JULY 2025</b> The minutes of the Parish Council meeting held on 14 <sup>TH</sup> JULY 2025 were accepted as being a true record of proceedings by councillors and signed accordingly by the Chair.	
<b>Item 3: MATTERS ARISING FROM PREVIOUS MINUTES (INFORMATION ONLY)</b> There were no matters arising that are not covered under other items.	
<b>Item 4: PUBLIC PARTICIPATION IN SESSION</b> There was none.	
<b>Item 5: THAMES VALLEY POLICE</b> There was no police report. Cllr Hjorth shared with the PC that over the summer there had been issues with someone selling vapes near the playground in Lewknor. PC Matthew has been informed and they are keeping an eye out for any unusual activity.	
<b>Item 6: DISTRICT AND COUNTY COUNCILLORS' REPORTS</b> The parish council noted that they all received Cllr Heritage's District and County Councilor reports.  Cllr Heritage informed the councilors that on a District level, Tetsworth were experiencing issues caused by a new Traveller site that the council was notified about on 22 <sup>nd</sup> August 2025. She stated the site was served notice on 23 <sup>rd</sup> August 2025 and SODC were doing everything in their power to support Tetsworth and surround areas with this however a planning application had now been submitted to regularize the breach. Cllr Heritage will keep councils informed of any updates surrounding this in her reports and in upcoming meetings. Cllr Heritage also confirmed she was expecting the Hasley Trading Estate to be called to planning committee next month. The council asked about the councilor grant and they were encouraged to send over any applications for Georgina's consideration. The council discussed an issue on B4009 with parking and perhaps having planters put here to stop people parking on areas they shouldn't	Clerk to send over costs to Georgina.
<b>Item 7: VACANCY</b> a) The council noted the resignation received from Donna Evans on 24 <sup>th</sup> July 2025. Donna explained the reasoning behind her resignation due to an increase her working hours in her	Clerk to inform councillors once

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<p>other employment. Cllr Hjorth thanked Donna for her work on the Parish Council during her short time with them.</p> <p>b) The council noted the new clerk and RFO, Andy White was appointed on 14<sup>th</sup> August 2025 and started on 25<sup>th</sup> August 2025.</p> <p>c) The council agreed and signed to approve permission for Andy to continue recording the meetings for the purposes of the minutes.</p> <p>d) The council noted that the first salary to the new clerk would include all handover hours + August and September payroll. This would be paid in October and the councillors agreed to approve this payment before the next meeting.</p>	<p>payment on Lloyds for payment at start of October</p>																																																												
<p><b>Item 8: FINANCE</b></p> <p>a) The council received and noted the budgetary control report for year to date from the RFO (Bank Rec for July and August). The monthly bank reconciliation showed balances as of 31<sup>st</sup> August 2025:</p> <p style="padding-left: 40px;">Treasurers Account: £3155.87 Business Savings Account: £3022.14 Hall Account: £737.95</p> <p>And noted that the RFO has transferred £4,500 from LPC's savings to the Treasurers account.</p> <p>b) The council confirmed payment of the following outstanding accounts:</p> <table border="1" data-bbox="142 884 1320 1314"> <thead> <tr> <th>Supplier</th> <th>Detail</th> <th>Amount</th> <th>Accounting Code</th> </tr> </thead> <tbody> <tr> <td>PetWasteSolutions</td> <td>Dog bin emptying</td> <td>£102.25</td> <td>S.111 LGA 1972</td> </tr> <tr> <td>Chalgrove Parish Council</td> <td>Natural Flood Management Scheme Funding</td> <td>£500.00</td> <td></td> </tr> <tr> <td>OALC</td> <td>Finance Training - Clerk</td> <td>£66.00</td> <td>S.111 LGA 1972</td> </tr> <tr> <td>OALC</td> <td>Planning Training - Clerk</td> <td>£78.00</td> <td>S.111 LGA 1972</td> </tr> <tr> <td>Parish Online</td> <td>New website and email</td> <td>£378.00</td> <td>S.142 LGA 1972</td> </tr> <tr> <td>Oxfordshire Pension Fund</td> <td>Clerk pension</td> <td>£178.02</td> <td>S.112(2) LGA 1972</td> </tr> <tr> <td>D. Evans</td> <td>Clerk Expenses</td> <td>£27.99</td> <td>S.112(2) LGA 1972</td> </tr> </tbody> </table> <p>c) The council noted payments made during summer recess:</p> <table border="1" data-bbox="142 1409 1320 1772"> <thead> <tr> <th>Supplier</th> <th>Detail</th> <th>Amount</th> <th>Accounting Code</th> </tr> </thead> <tbody> <tr> <td>PetWasteSolutions</td> <td>Dog bin emptying</td> <td>£102.25</td> <td>S.111 LGA 1972</td> </tr> <tr> <td>Moore</td> <td>External Audit</td> <td>£283.50</td> <td>S.111 LGA 1972</td> </tr> <tr> <td>Allen Landscaping</td> <td>Lewknor and Postcombe Grasscutting</td> <td>£360.00</td> <td>S.19 PG(MP)A 1976</td> </tr> <tr> <td>Oxfordshire Pension Fund</td> <td>Clerk pension</td> <td>£153.27</td> <td>S.112 (2) LGA 1972</td> </tr> <tr> <td>UK Solar Generation</td> <td>Village Hall Solar Panels</td> <td>£5,715.00</td> <td>Hall account</td> </tr> <tr> <td>BGG</td> <td>Urban and Rural Grasscutting</td> <td>£510.00</td> <td>S.19 PG(MP)A 1976</td> </tr> </tbody> </table> <p>d) The council noted the purchasing card payments in August and September to date:</p>	Supplier	Detail	Amount	Accounting Code	PetWasteSolutions	Dog bin emptying	£102.25	S.111 LGA 1972	Chalgrove Parish Council	Natural Flood Management Scheme Funding	£500.00		OALC	Finance Training - Clerk	£66.00	S.111 LGA 1972	OALC	Planning Training - Clerk	£78.00	S.111 LGA 1972	Parish Online	New website and email	£378.00	S.142 LGA 1972	Oxfordshire Pension Fund	Clerk pension	£178.02	S.112(2) LGA 1972	D. Evans	Clerk Expenses	£27.99	S.112(2) LGA 1972	Supplier	Detail	Amount	Accounting Code	PetWasteSolutions	Dog bin emptying	£102.25	S.111 LGA 1972	Moore	External Audit	£283.50	S.111 LGA 1972	Allen Landscaping	Lewknor and Postcombe Grasscutting	£360.00	S.19 PG(MP)A 1976	Oxfordshire Pension Fund	Clerk pension	£153.27	S.112 (2) LGA 1972	UK Solar Generation	Village Hall Solar Panels	£5,715.00	Hall account	BGG	Urban and Rural Grasscutting	£510.00	S.19 PG(MP)A 1976	<p>Ray and John approved</p> <p>John/Caroline approved</p>
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Supplier	Detail	Amount
UK Bark Online	Bark Chippings for playground	£1,529.91
Morrisons Daily	A4 Paper for the clerk printer	£5.25

- e) The council noted the clerk salary, paid in August (£452.11) and final clerk salary paid in September (£520.71). The increase in September was due to backpay from April owed to the clerk. The final salary to the outgoing clerk will be paid on 9<sup>th</sup> September.
- f) The council noted the final clerk expenses of £27.99 for the period March – September paid to D.Evans as stated above and spreadsheet sent to D.Boulton.
- g) The council noted that LPC has passed its external audit and actions to be discussed under item 12.
- h) The council noted that the Councillor Grants is open. Councillors discussed possibly looking at any issues identified under Item 11 for the grant or looking at resolutions to parking on the B4009. Councillors discussed the use of planters like that in Postcombe and the clerk was asked to look at the cost of this.
- i) The council discussed submitting a a V126 VAT reclaim in September due to the high amount of invoices paid to date. All councillors agreed to this and RFO to action.
- j) The council noted £1,900.00 was transferred from the Savings account to Hall account as agreed in the July meeting.
- k) The council discussed the actions carried out with Lloyds bank:
  - i) New clerk and addresses changed – *done on 16<sup>th</sup> August 2025*
  - ii) Apply for Debit card for new clerk – *councillors signed forms so can now be sent. RFO to action*
  - iii) Andrea Fawell added – *done on 16<sup>th</sup> August 2025*
  - iv) Removed Donna Evans
  - v) Removed Leslie Gordon – *this had been done previously but was still showing, now correct.*
- l) The council noted that the address on the Tesco Mobile account had been changed and the business name was LPC but the name on the account had to remain as D.Evans. The two clerks had discussed this as resolved to it being ok as the account was easily managed online. All councillors agreed.
- m) The council noted the £500 donation had now been received from Savills for the flooding mitigation scheme at Chalgrove PC. This has been transferred to Chalgrove PC now as the accounts show above.

Clerk  
Clerk/RFO  
Clerk/RFO

**Item 9: PLANNING**

a) The council considered the following new applications:

<p>P25/S2360/DIS, for development work at the following location: 1 Rectory Lane South Weston Thame</p> <p>Discharge of condition 4 (Tree Protection) on application P24/S2737/HH (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.)</p>	<p>Date Received: 28th July 2025 Registration Date: 28th July 2025 Target Decision Date: 22nd September 2025</p> <p>All noted by councillors.</p>
<p>P25/S1987/FUL, for development work at the following location: Land bordering either side of the M40 near Postcombe and Lewknor villages</p>	<p>Date Received: 25th June 2025 Registration Date: 25th June 2025 Start Consultation Period: 16th July 2025 End Consultation Period: <b>9<sup>th</sup> September 2025</b> Target Decision Date: 15th October 2025</p>

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<p>The application is for: Installation of a solar farm and cable corridor with associated infrastructure, access, security fencing and landscaping.</p>	<p>LPC comments on this application have been submitted. The councillors noted they were very happy with their response and thanked Cllr John Poole for all his time and effort drafting this and discussing with councillors.</p>	
<p>P25/S2164/HH, for development work at the following location: The Forge Salt Lane Postcombe</p> <p>The application is for: Conversion of existing double garage with replacement roof and addition of gallery all for residents use plus existing dormer alterations and insertion of rooflights to house</p>	<p>Date Received: 10th July 2025                  Registration Date: 6th August 2025                  Start Consultation Period: 8th August 2025                  End Consultation Period: 30th August 2025                  Target Decision Date: 1st October 2025</p> <p><b>Extension given to LPC to comment: 10<sup>th</sup> September 2025</b></p> <p>Councillors discussed this application and clerk to submit a response.                  The council are concerned about the noise, time and access arrangements as well as the design to the long window and the impact this could have on neighbours.</p>	<p>Clerk</p>
<p>P25/S2399/HH, for the development at the following location: 4 Hill Road Lewknor OX49 5TS</p> <p>The application is for: Proposed part two storey/part single storey rear extension, with fenestration additions.</p>	<p>Date Received: 31st July 2025                  Registration Date: 31st July 2025                  Start Consultation Period: 15th August 2025                  End Consultation Period: 6th September 2025                  Target Decision Date: 25th September 2025</p> <p><b>Extension given to LPC to comment: 10<sup>th</sup> September 2025</b></p> <p>Councillors discussed this application and clerk to submit a response.                  The council are concerned about the noise, time and access arrangements.</p>	<p>Clerk</p>
<p>b) The council noted the status of the following planning applications:</p>		
<p>P25/S1676/HH The Garden House Rectory Lane, South Weston</p>	<p>Approved</p>	
<p>Proposed single storey extension to existing bungalow</p> <p>P25/S1778/HH development work at the following location                  11 Weston Road, Lewknor OX49 5TX</p> <p>Replacement of concrete cladding to existing property with facing brick finish</p>	<p>Approved</p>	
<p>P25/S1430/O, for development work at the following location: Land at Watlington Road Lewknor</p> <p>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.</p>	<p>Target Decision Date: 12th September 2025</p> <p>Cllr Heritage confirmed she has called this to committee</p>	

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<p>P25/S2120/MPO, for development work at the following location: Blue Cross Little Close Lower Icknield Way Lewknor</p> <p>The application is for: Modification of a planning obligation on planning application P03/E0563 - Section 106 Agreement dated 07 May 2004 (ref: 04S13) - To revert back to the original wording of the agreement - previously restricting use of the accommodation to the users of the site.</p>	<p>Agreed on 22nd August 2025</p>	
<p>c) The council did not discuss the communication regarding the implications of a recent Towersey Planning Application (reference: <b>P25/S1828/FUL</b>).</p> <p>Cllr John Poole did raise concerns over a planning application from December 2024 (P24 S3485 FUL) that had been refused and the applicant was told to take down the shed but this had not happened. Cllr Heritage to look into this.</p>		
<p><b>Item 10: HIGHWAYS AND TRANSPORT</b></p>		
<p>a) The council noted that there was no further update on the electricity cables at Hill Rd                  b) The council discussed the VAS situation and Georgina is helping to resolve this. The VAS is ready to be put up but the issue is over the trimming of the hedges around where it needs to be placed in one location so that they can actually be seen.                  c) The council received an update from the resident present on the Manor Close entrance. The resident is in communication with Georgina regarding this and she advised that they perhaps speak to Freddie Van Mierlo as the MP to see if there is anything he can do. Beeks are still refusing to sign the document needed in order to complete the work. The resident stated that they may look into legal advice on this matter due to the deterioration of the road and the issues and injuries this may cause going forward.                  d) The council discussed the Box Tree Lane works going on at present but noted that the workmen were being considerate and supportive of residents access needs. The council also received an update from the Speedwatch team that the police had been informed of one particular offender and they were grateful for the work and information from the Speedwatch team.</p>		
<p><b>Item 11: SOLAR PANELS AND ENERGY SOLUTIONS</b></p>		
<p>a) The council noted the solar panels have been installed and been added to the Village Hall insurance policy. MCS certificate received and a copy in the file at the Village Hall. However, nothing has been heard on the grant for the battery.                  b) The council noted that all paperwork had now been sent in in order to received the export tariff.                  b) The council discussed other energy solutions identified from energy report and agreed to look into LED lighting. Cllr Fawell agreed to look into this with the Clerk. Clerk to send Andrea the energy report as she wasn't on the council at the time this was done. Clerk to look into Energy Solutions Oxfordshire options.</p>		<p>Clerk and AF</p>
<p><b>Item 12: PLAYGROUND INSPECTION</b></p>		
<p>a) The council noted they had all received the playground inspection report. Cllr John Poole and Cllr Hjorth to walk the playground and discuss the report before feeding back to the councillors on next steps.</p>		<p>JP and CH</p>
<p><b>Item 13: AUDITOR'S REPORTS</b></p>		
<p>a) The council noted the points raised from the Internal auditor's report had all been met.                  b) The council noted receipt of the Reserves Policy and approved this for publication on the website. The Reserves still need building and the councillors noted this. The RFO needs to</p>		<p>Clerk/RFO</p>

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<p>create a central schedule for all earmarked reserves and the purpose for which they are held. RFO needs to create a template for end of the financial year.</p> <p>c) The council discussed the External Auditor’s report and recommendations of which their were only two. The outgoing clerk noted how next year’s audit will help to address these as Scribe is going to produce the reports and figures needed. The Clerk/RFO could contact the internal auditor to see if they have an example for the ‘explanation of variances’ for comparison/advice.</p>	<p>Clerk/RFO</p>
<p><b>Item 14: MEETING DATES FOR 2026</b></p> <p>a) The council asked for this to be pushed to the October agenda.</p>	<p>Clerk</p>
<p><b>Item 15: WEBSITE &amp; EMAIL ADDRESSES</b></p> <p>a) The council noted that Parish Online new website and emails are now set up and teething problems are still being ironed out but progress was being made. The website is looking tidy and well organised.</p>	
<p><b>Item 16: CORRESPONDENCE RECEIVED</b></p> <p>a) The council noted correspondence received from a couple of residents, asking if there would be a resident’s meeting regarding the solar farm application. The clerk responded to these referencing the minutes of the summer meeting held in 2024.</p> <p>b) The council noted the thank you received from the family of Susan Watts for the help with the memorial bench.  <i>‘I’m just writing to say that I brought members of the family along to Lewknor the other day and everybody was delighted with the bench and I’m quite sure we’ve got the best position for it. Many thanks for your help all along the line.’</i></p> <p>c) The chair received a resignation from Cllr Hudson at the end of the meeting. He explained his reasoning to councillors and thanked them all for his time at LPC. The council thanked Ray for his time and dedication to the role over the last 2 ½ years. Clerk to action notice of vacancy with democratic services.</p>	<p>Clerk</p>
<p><b>DATE OF NEXT MEETING: MONDAY 13<sup>TH</sup> OCTOBER 2025 Monthly Parish Council Meeting</b></p> <p><b>The meeting closed at 21:24</b></p>	

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