

# LEWKNOR PARISH COUNCIL

www.lewknorparishcouncil.gov.uk

Chair: Caroline Hjorth  
Clerk: Andy White  
lewknorparishcouncil@gov.uk  
Tel: 07833 125 414

## To members of the Council:

You are hereby summoned to attend a meeting of Lewknor Annual Parish Council on Monday 11<sup>th</sup> May 2026 (not earlier than) 7.30pm (following the Annual Parish Meeting) for the purpose of transacting the following business:

## AGENDA

### APOLOGIES FOR ABSENCE

**Item 1: CONSTITUTIONAL MATTERS** The election of a Chair and Vice-Chair

**Chair: Propose**

**Second**

**Vice Chair: Propose**

**Second**

**Sign Declaration of Acceptance**

**Item 2: MEMBERS' DECLARATION OF INTEREST (FOR ITEMS ON THE AGENDA)**

**Item 3: TO APPROVE & SIGN THE MINUTES OF THE MEETING HELD ON 13<sup>th</sup> APRIL 2026**

**Item 4: MATTERS ARISING FROM PREVIOUS MINUTES (INFORMATION ONLY)**

**Item 5: PUBLIC PARTICIPATION SESSION**

Members of the public may make representations or comments. To last no longer than 5 minutes. This is the only part of the agenda when the public is permitted to speak unless invited by the Chair to answer questions or give evidence in respect of items on the agenda.

**Item 6: THAMES VALLEY POLICE REPORT**

**Item 7: DISTRICT AND COUNTY COUNCILLORS' REPORTS**

**Item 8: REVIEW OF COUNCIL PROCEDURES AND DOCUMENTATION**

Document	Review
i. Review of Clerk's Contract	
ii. Review of Code of Conduct On the website we have Adopted-OSMOG-code_final.pdf from 2022 but we also have our own version not on the website	
iii. Review of Individual Declarations of Interest Cllr Evans needs to sign this	
iv. Review of delegation arrangements to committees, sub-committees, staff and other local authorities	
v. Review of the terms of reference for staffing committee  The latest document I have is 2017	
vi. Review of assignment of specialist topics Amended as per Feb 26	
vii. Review of Standing Orders SO is based on NALC May 25 This hasn't changed	
viii. Review of Financial Regulations Fin Regs adopted from NALC May 2025	
ix. To approve continuation with online banking and direct debit payments	
x. Review of Banking Arrangements (in Risk Assessment) See item xiii	

xi.	Review of Budgeting Arrangements (in Risk Assessment) See item xiii	
xii.	Review of Asset Register and Insurance (sent on 27 <sup>th</sup> April)	
xiii.	Review of Risk Assessment last reviewed May 2025	
xiv.	Review of Financial Procedures (in Risk Assessment) See item xiii	
xv.	Review of Effectiveness of Internal Audit Last reviewed MAY 2025	
xvi.	Confirmation of Chairman's Allowance (no change: £100 per annum)	
xvii.	Review of Publication Scheme under the Freedom of Information Act Last update May 2021	
xviii.	Review of provisions under the Data Protection Act	
xix.	Information & Date Protection Policy Last updated May 2022	
xx.	Privacy Notice Last updated May 2022 **** Please note this is not the privacy policy on the website	
xxi.	Data Protection Consent Form Last Updated April 2022	
xxii.	Social Media and Electronic Communication Policy Last updated May 2022 Data Protection breach reporting policy Last updated May 2022	
xxiii.	Review of Play Policy	
xxiv.	Last updated May 2022	
xxv.	Review of Safeguarding Policy This is up to date	
xxvi.	Review of Equal Opportunities Policy Last updated May 2022	
xxvii.	Review of Standing Orders for Clerk's salary & PAYE (regularly reviewed as needed)	
xxviii.	Update of contact details	
xxix.	Disposal of LPC records.	
xxx.	Duplicate Archive.	
xxxi.	Appointment of Representatives to Outside Bodies	
xxxii.		
xxxiii.	Review the Dispute & Grievance Policy Last updated May 2020	
xxxiv.	Review Dignity in the Workplace (Bullying) policy Last updated May 2017	
xxxv.	Disciplinary Policy	
xxxvi.	Health & Safety policy Last updated May 2018 (ATTACHED)	
xxxvii.	Review of Emergency Mandate Last updated Oct 2022 (ATTACHED)	
xxxviii.	Review of Volunteer Policy Last updated May 2022 (ATTACHED)	
xxxix.	Review of Transparency Policy Last updated May 2014 (ATTACHED)	
xl.	Review of Environment and Biodiversity Policy Last updated May 2024 (ATTACHED)	
xli.	Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.	

To discuss the recommendation from the clerk that the document review process be conducted on a rolling basis where the clerk creates a spreadsheet of all policies and procedures and assigns a month where they are reviewed at which point they will be reviewed every two years or on an adhoc basis if legislation changes.

b) To formally confirm councillors' inspection of LPC property around the parish and approve the Asset Register

### Item 9: END OF YEAR FINANCES 2025-26

- a) To note that the RFO will now submit all documents to the internal auditor  
 b) To note a VAT reclaim form has been submitted

### Item 10: FINANCE

- a) To receive and note a budgetary control report for year to date from the RFO.  
 b) To approve payment of the following outstanding accounts:

Supplier	Detail	Amount	Accounting Code
PetWasteSolutions	Dog bin emptying	£102.25	S.111 LGA 1972
Community First membership	Membership	£55	S.137 LGA 1972
Community First Insurance	Insurance	£308.34	
LPRG&H	Hall Rental	£84	S.111 LGA 1972
Lewknor Parish Church	Contribution	£200	S.111 LGA 1972
South Weston Church	Contribution	£100	S.111 LGA 1972

c) To note direct debit payments automatically paid:

Supplier	Detail	Amount	Accounting Code
Scribe	Accounting Software	£37.20	
Tesco Mobile	Clerk Mobile	£7.95	
Lloyds	Service charge	£4.25	
Information Commission	Service Fee	£47.00	

d) To note Council Payroll payment to the clerk and HMRC has been approved and paid on 8<sup>th</sup> May 2026.

e) To note that the Annual Parish Grass Grant from OCC for 2026/27 is now being managed by a PO/Invoice system, the clerk has replied with the details requested on 1<sup>st</sup> May.

f) To note that £10000 was transferred from the Community Account into the Instant Access Account

g) To note that £3500 was transferred from the Instant Access Account to the LPRG&H Account

### Item 11: PLANNING

a) The council noted the following new planning applications:

<p>Application <b>P26/S1150/HH</b>            Buddleia Cottage Postcombe Oxfordshire            Thame OX9 7DY            Double Story Side &amp; Rear Extensions</p>	<p>Received Date 15 April 2026            Application Received Date 21 April 2026            Consult Letter Date 05 May 2026            Consult Expiry Date 02 June 2026</p> <p><b>Comments by 26 May 2026</b></p>
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b) The council noted the status of the following applications:

<p>P26/S0550/N4C/P26/S0551/N4C</p> <p>Prior Approval for proposed change of use of an agricultural building to a flexible use (gym and cafe) within Use Class E</p> <p>Prior Approval for a proposed change of use of an agricultural building to an outdoor tennis court and changing facilities within Class F.2(c)</p>	<p>Date Received 23rd February 2026            Registration Date 23rd February 2026            Target Decision Date 20th April 2026</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>Date Received 2nd May 2025            Registration Date 15th May 2025            Start Consultation Period 20th May 2025            End Consultation Period 16th January 2026            Target Decision Date 23rd January 2026</p> <p><b>REFUSED</b></p> <p><b>APPEALED</b>  <b>The appeal will be heard on 3 June at Abbey House offices. More details can be obtained from the Clerk</b></p>

<p>P25/S1987/FUL, Land bordering either side of the M40 near Postcombe.</p> <p>The application is for installation of a solar farm &amp; cable corridor with associated infrastructure, access, security fencing and landscaping.</p>	<p>Date Received 25th June 2025 Target Decision Date 28th February 2026</p>
<p>P24/S3485/FUL Wooden Shed 20 x 16 foot retrospective land on northwest side of Icknield Way Lewknor</p>	<p>Decision 4<sup>th</sup> February 2025 Refused (Building still in place) During January 2026 an enforcement notice has now been posted at the site</p>

**Item 12: HIGHWAYS AND TRANSPORT**

- a) To note/discuss any updates with Manor Close entrance
- b) To discuss our engagement with the new Traffic Advisory Committee
- c) To note or discuss any other issues arising in the Parish

**ITEM 13: PLAY PARK AND ENVIRONMENT**

- a) To Note that a grant application has been submitted to Everyone Active which is a scheme run by SODC requesting £1000 towards the additional play bark (the maximum grant amount is £1000) and to discuss the cost and supply of play bark
- b) To discuss the monitoring of the play park
- c) To thank the volunteers for their work on the Village litter pick on March 14th
- d) Update on Defib awareness sessions
- e) To discuss Ed Sadler’s role in securing the appropriate work to be done on flood defences

**Item 14: CORRESPONDENCE RECEIVED**

To discuss Freddie van Mierlo email regarding Thames Water

**DATE OF NEXT MEETING: Monday 8<sup>th</sup> June 2026 Monthly Parish Council Meeting**

**Andy White, Clerk to Lewknor Parish Council**

**6th May 2026**