

MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD IN THE JUBILEE HALL ON MONDAY 11TH May 2026

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

APOLOGIES FOR ABSENCE

<p>Item 1: CONSTITUTIONAL MATTERS The election of a Chair and Vice-Chair</p> <p>1. Election of Chair Councillor Caroline Hjorth was nominated and seconded for the office of Chair. RESOLVED: That Councillor Caroline Hjorth be elected Chair of Lewknor Parish Council for the ensuing municipal year. Councillor Caroline Hjorth accepted the office and signed the Declaration of Acceptance of Office.</p> <p>2. Election of Vice-Chair Councillor Duncan Boulton was nominated and seconded for the office of Vice-Chair. RESOLVED: That Councillor Duncan Boulton be elected Vice-Chair of Lewknor Parish Council for the ensuing municipal year. Councillor Duncan Boulton accepted the office and signed the Declaration of Acceptance of Office.</p>
<p>Item 2: MEMBERS’ DECLARATION OF INTEREST (FOR ITEMS ON THE AGENDA) No declarations of interest were made.</p>
<p>Item 3: TO APPROVE & SIGN THE MINUTES OF THE MEETING HELD ON 13TH April 2026 The minutes of the Parish Council meeting held on 13th April 2026 were accepted as being a true record of proceedings by councillors and signed accordingly by the Vice Chair.</p>
<p>Item 4: MATTERS ARISING FROM PREVIOUS MINUTES (INFORMATION ONLY) The Clerk reported that the contractor had agreed in principle to undertake cutting of the area at the entrance to Boxtree Lane, but no quotation had yet been received, and the work had not been completed. ACTION: Clerk to chase the contractor and obtain a quotation.</p>
<p>Item 5: PUBLIC PARTICIPATION IN SESSION No members of the public were present.</p>
<p>Item 6: THAMES VALLEY POLICE REPORT Nothing from TVP but an informal update on the accident that happened in Postcombe</p>
<p>Item 7: DISTRICT AND COUNTY COUNCILLORS’ REPORTS The District and County reports were posted on the website.</p>
<p>Item 8: REVIEW OF COUNCIL PROCEDURES AND DOCUMENTATION</p>

Chair:

Date:.....

a)

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	To be reviewed and circulated by Cllr Boulton
viii. Review of Financial Regulations Fin Regs adopted from NALC May 2025	To be reviewed and circulated by Cllr Boulton
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 (<i>sent on 27th April</i>)	
xiii. Review of Risk Assessment last reviewed May 2025	To be reviewed and circulated by Cllr Boulton
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	

Chair:

Date:.....

	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)	
xxvii.	Review of Emergency Mandate Last updated Oct 2022 (ATTACHED)	
xxviii.	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.

The Council considered the annual review of policies and procedures.

It was agreed that, rather than reviewing all policies at one meeting, reviews would be spread throughout the year under a rolling programme.

The Standing Orders and Financial Regulations were identified as priorities to be reviewed before the annual audit.

RESOLVED:

1. That the Standing Orders, Risk Assessment and Financial Regulations be reviewed immediately.
2. That a rolling annual schedule for all remaining policies and procedures be introduced.

ACTION:

- Cllr Boulton to complete the review of Standing Orders, Risk Assessment and Financial Regulations.
- Clerk to prepare and circulate a schedule allocating policy reviews across the municipal year.

Chair:

Date:.....

B Asset Register Review

The Council reviewed the asset register.

The following amendments were identified:

- Two salt spreaders are held, not three.
- Five salt bins are located in the parish, but these are Oxfordshire County Council assets.
- References to weekly inspection of dog bins should be amended to reflect current arrangements.
- The bus shelter cladding required repair.

RESOLVED: That the asset register and risk assessment be amended accordingly.

ACTION:

- Clerk to circulate an updated asset register.
- Cllr Fawell to check whether the dog waste bin near Moor Court remains in place.
- Cllr Hjorth to obtain a quotation for repairs to the South Weston bus shelter.

Item 9: END OF YEAR FINANCES 2025-26

The Clerk reported that the year-end accounts had been completed using Scribe and submitted to the internal auditor.

The Council reviewed and signed the relevant AGAR documentation.

The Clerk reported that a VAT reclaim of approximately £6,139.22 had been submitted to HMRC.

RESOLVED: That the AGAR documents presented be approved and signed by the Chair and Clerk.

Item 10: FINANCE

The Council considered the latest budget monitoring report and bank reconciliations.

The Chair of Finance signed the reconciliation in accordance with the Financial Regulations.

The Clerk reported that:

- £10,000 had been transferred from the current account to savings.
- £3,500 had been transferred from savings to the Village Hall account.
- Clerks pay had been paid on 8th May

RESOLVED: That the financial reports and reconciliations be noted and approved.

The monthly bank reconciliation showed balances as of 30th April 2026:

Treasurers Account: £ 12,099.65

Business Savings Account: £ 7,557.37

Hall Account: £ 699.70

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:

Chair:

Date:.....

Supplier	Detail	Amount	Accounting Code
Scribe	Accounting Software	£37.20	
Tesco Mobile	Clerk Mobile	£8.42	
Lloyds	Service charge	£4.25	
Information Commission	Service Fee	£47.00	

The Council considered the payment schedule.

10.1 Community First Membership (£55)

The Council noted that membership was not required in order to obtain insurance.

RESOLVED: That the Community First membership renewal not be paid.

10.2 Community First Insurance (£308)

RESOLVED: That the annual insurance premium of £308 be approved for payment.

10.3 BGG Garden Services

A late invoice had been received for grass cutting.

RESOLVED: That the late invoice from BGG Garden Services be paid on this occasion, with a request that future invoices be submitted promptly.

10.4 Tesco Mobile

The Council noted that the monthly charge had increased from £7.95 to £8.42.

10.5 Information Commissioner’s Office

The annual fee of £47 (discounted from £52 by direct debit) was noted.

10.6 Churchyard Maintenance Contributions

Invoices had been received from Lewknor Parish Church and South Weston Church.

RESOLVED: That the payments listed on the schedule, as amended, be approved.

ACTION: Clerk to bring a proposal to the next meeting to present the payment schedule as a document tabled at the meeting to accommodate late invoices.

The Clerk reported that Oxfordshire County Council would provide approximately £1,100 towards verge cutting.

The Council agreed that cutting could be deferred until after the June meeting, subject to monitoring growth and visibility.

RESOLVED: That verge cutting be reviewed after the June meeting.

Item 11: PLANNING

a) To consider the following new applications:

Application P26/S1150/HH Buddleia Cottage Postcombe Oxfordshire Thame OX9 7DY Double Story Side & Rear Extensions	Received Date 15 April 2026 Application Received Date 21 April 2026 Consult Letter Date 05 May 2026 Consult Expiry Date 02 June 2026 Comments by 26 May 2026
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b) To note/discuss the status of the following planning applications:

P26/S0550/N4C/P26/S0551/N4C	Date Received 23rd February 2026 Registration Date 23rd February 2026 Target Decision Date 20th April 2026
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Chair:

Date:.....

<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>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 REFUSED</p> <p>APPEALED The appeal will be heard on 3 June at Abbey House offices. More details can be obtained from the Clerk</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 & 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 4th February 2025 Refused (Building still in place) During January 2026 an enforcement notice has now been posted at the site</p>

P26/S1150/HH

The Council considered an application for substantial extensions to a property in Boxtree Lane. Concerns raised by neighbouring residents included:

- Scale and massing of the extension.
- Impact on light to adjoining property.
- Potential heritage considerations.
- Construction access and possible damage to neighbouring boundaries.

RESOLVED: That the Parish Council submit comments raising concerns regarding the scale of the proposed extensions and their impact on neighbouring properties.

Planning Appeal – P25/S1430/O

The Council discussed arrangements for attendance at the appeal hearing in Abingdon.

ACTION: Cllr Heritage, Cllr Fawell, Cllr Boulton and Cllr Hjorth to meet informally on Tuesday 26 May at 6.30 pm to coordinate preparations.

P26/S0550/N4C/P26/S0551/N4C

The council discussed the material differences between the approved planning application and the situation as it currently is.

ACTION Cllr J Poole to detail the variances for submission to enforcement.

Item 12: HIGHWAYS AND TRANSPORT

a) **Manor Close entrance**

Nothing to report, but there have been some temporary fixes to the potholes.

Chair:

Date:.....

b) Traffic Advisory Committee

A report was received on the recent Traffic Advisory Committee meeting.
The committee agreed to focus on cross-boundary transport issues.
The next meeting would be held on 13 July 2026 at Chinnor Community Pavilion.

c) To note or discuss any other issues arising in the Parish

Councillors noted continuing concerns regarding potholes, vegetation growth and signage visibility.
ACTION: Further reports to be submitted via FixMyStreet and follow-up to be made with Oxfordshire County Council officers.

ITEM 13: PLAY PARK AND ENVIRONMENT

a) The Clerk reported that an application had been submitted for a grant of up to £1,000 towards play park and associated works. A discussion of who to buy the play park from generated some options.

RESOLVED: That the application be noted.

b) To discuss the monitoring of the play park

Cllr Hjorth noted that the play park is inspected every week and in more detail every month by the VH trustees.

ACTION Cllr Hjorth to update the inspection sheet and circulate to the council.

c) To thank the volunteers for their work on the Village litter pick on March 14th

ACTION Cllr M Poole to arrange a thank you.

RESOLVED: to use some of the chair's discretionary fund to pay for the refreshments.

d) Update on Defib awareness sessions

No further response from the training company

ACTION Clerk to find another supplier

e) To discuss Ed Sadler's role in securing the appropriate work to be done on flood defences

This was discussed in the APM

Item 14: CONSIDERATION OF MATTERS RAISED BY THE PUBLIC

The Clerk reported correspondence including:

- Information from the MP regarding Thames Water.
- Information about emergency planning.
- Information on nature recovery opportunities.

The Council noted that no additional Parish Council-owned land suitable for nature recovery had been identified.

DATE OF NEXT MEETING: Monday 8th June 2026 Monthly Parish Council Meeting

The meeting closed at 21:25

Chair:

Date:.....