

MINUTES OF THE MEETING OF THE PARISH COUNCIL  
HELD IN THE JUBILEE HALL ON MONDAY 8<sup>TH</sup> June 2026

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

Cllr Georgina Heritage

**APOLOGIES FOR ABSENCE**

Cllr Duncan Boulton sent his apologies

<p><b>Item 1: MEMBERS’ DECLARATION OF INTEREST (FOR ITEMS ON THE AGENDA)</b> No declarations of interest were made.</p>
<p><b>Item 2: TO APPROVE &amp; SIGN THE MINUTES OF THE AGM MEETING HELD ON 11<sup>TH</sup> May 2026 and the MONTHLY MEETING HELD ON 11<sup>TH</sup> May 2026</b> The minutes of the AGM Parish Council meeting held on 11<sup>th</sup> May 2026 were accepted as being a true record of proceedings by councillors and signed accordingly by the Chair.  The minutes of the Parish Council meeting held on 11<sup>th</sup> May 2026 were accepted as being a true record of proceedings by councillors and signed accordingly by the Chair.</p>
<p><b>Item 3: MATTERS ARISING FROM PREVIOUS MINUTES (INFORMATION ONLY)</b> No matters arising</p>
<p><b>Item 4: PUBLIC PARTICIPATION IN SESSION</b> No members of the public were present.</p>
<p><b>Item 5: THAMES VALLEY POLICE REPORT</b> Nothing from TVP but a reported a vehicle parked near the allotments which had remained in place for approximately two and a half months and appeared to have been abandoned.  Members discussed the process for reporting abandoned vehicles and the respective responsibilities of the relevant authorities.</p>
<p><b>Item 6: DISTRICT AND COUNTY COUNCILLORS’ REPORTS</b> The District and County reports were posted on the website.</p> <p><b>a) Planning Appeal – Land at Watlington Road (P25/S1430/O)</b>  Councillor Heritage reported on the appeal hearing held on 3 June 2026 relating to the proposed development at Watlington Road.  It was reported that representatives of the Parish Council, the Neighbourhood Plan group and local residents had attended and made representations to the Planning Inspector. Key issues raised included the</p>

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impact on the landscape and village setting, sustainability, pedestrian access, public transport provision and neighbourhood planning policies.

Members recorded their appreciation to all those who had contributed to preparation for and attendance at the hearing.

The outcome of the appeal remained awaited.

The Parish Council offered it's thanks to all those who had participated, Cllr Fawell, Peter Gardener, Kayti Foster, and especially Cllr Heritage.

#### **b) Flood Defence Funding**

Councillor Heritage reported that funding had been secured for flood defence measures affecting the parish.

Members welcomed the announcement and discussed future liaison arrangements with project officers and stakeholders.

#### **ACTION:**

Clerk and relevant members to continue discussions regarding implementation and next steps.

#### **c) Quiet Lanes Initiative**

Councillor Heritage outlined Oxfordshire County Council's Quiet Lanes initiative and advised that parish councils could identify suitable roads for possible inclusion in future schemes.

Members discussed the objectives of the scheme and the requirement for local support before proposals could be progressed.

The information was noted.

#### **d) Highway Maintenance, Resurfacing and Potholes**

Councillor Heritage advised that Oxfordshire County Council's resurfacing programme was continuing and that each County Councillor had been invited to nominate three additional roads for consideration within future resurfacing programmes.

Members discussed the condition of roads within the parish and concerns regarding potholes and the durability of some resurfacing treatments. It was noted that different maintenance methods were used according to road condition and available budgets.

Councillor Heritage reported that the County Council's new administration and Cabinet Member for Highways were reviewing maintenance priorities and resurfacing techniques, with increased attention being given to rural roads.

Members identified Hill Road as a road of particular concern which could be considered for future resurfacing prioritisation.

#### **ACTION:**

Members to submit suggestions for roads requiring resurfacing or significant repair for consideration within future County Council programmes.

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**Date:**.....

**Item 7: REVIEW OF COUNCIL PROCEDURES AND DOCUMENTATION**

The Council considered the following governance documents:

- a) Financial Regulations
- b) Standing Orders
- c) Risk Assessment
- d) Asset Register
- e) Policy and Procedure Review Schedule

Members discussed the ongoing review of governance documentation and the need to ensure that documents remained current and accessible.

**Financial Regulations**

The updated Financial Regulations were considered.

**RESOLVED:**

That the Financial Regulations be adopted.

**Asset Register**

The Asset Register was reviewed but the version viewed was incomplete.

**RESOLVED:**

That the Asset Register be deferred to the next meeting

**Standing Orders**

Members agreed that further review was required before adoption.

**RESOLVED:**

That consideration of the Standing Orders be deferred to a future meeting.

**Risk Assessment**

Members agreed that further review was required before adoption.

**RESOLVED:**

That consideration of the Risk Assessment be deferred to a future meeting.

**Policy and Procedure Review Schedule**

The review schedule was noted as part of the ongoing governance review process and adopted

**ACTION:**

Councillors were asked to select documents they were willing to review as and when the schedule required it.

Clerk to continue the review programme and bring deferred documents back to a future meeting.

**Item 8: END OF YEAR FINANCES 2025-26****a) Internal Auditor's Report**

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The Internal Auditor's report was received and considered.

Members discussed recommendations relating to governance documentation and purchasing card procedures.

**RESOLVED:**

That the Internal Auditor's report be received and noted.

**b) External Audit**

The Council noted that the Annual Governance and Accountability Return would be submitted for external audit and that the Notice of Public Rights would be published between 10 June and 21 July 2026.

**c) Clerk's Salary and Tax**

The statutory salary increase effective from 1 April 2026 was noted, but the offer has not been accepted so this item will be deferred until a later date.

**d) VAT Reimbursement**

The Council noted receipt of a VAT reimbursement of £6,139.22 on 19 May 2026.

**Item 10: FINANCE**

a) The Council considered the latest budget monitoring report and bank reconciliations. Cllr Evans signed the reconciliation in accordance with the Financial Regulations.

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

The monthly bank reconciliation showed balances as of 31<sup>st</sup> May 2026:

Treasurers Account: £ 6,751.62

Business Savings Account: £ 14,061.45

Hall Account: £ 4,199.70

b) To approve payment of the following outstanding accounts:

Supplier	Detail	Amount	Accounting Code
PetWasteSolutions	Dog bin emptying	£102.25	S.111 LGA 1972
Clerk's travel expenses and consumables		£188.51	
Grapevine	Annual Allowance	£700.00	S.232 LGA 1972
A. Oughton	Internal Audit	£185.00	S.111 LGA 1972
Allen Landscaping	Grass cutting	£360.00	S.19 PG(MP)A 1976
BGG	Grass cutting	£151.20	S.19 PG(MP)A 1976

c) To note direct debit payments automatically paid:

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

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**RESOLVED:** That the payments listed on the schedule be approved.  
**ACTION:** Payments to be authorised by Cllr Hjorth and Cllr Fawell  
**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.

**d) Payroll**

Payroll payments to the Clerk and HMRC made on 4 June 2026 were noted.

**e) OCC Grass Grant**

The Clerk reported that Oxfordshire County Council would provide approximately £1,100 towards verge cutting, but that we are still awaiting payment.

The Council agreed that verge cutting could be booked

**RESOLVED:** That verge cutting could be booked for the end of June.

**f) Transfer of Funds**

The transfer of £10,000 from the Community Account to the Instant Access Account was noted.

**g) Transfer of Funds**

The transfer of £3,500 from the Instant Access Account to the LPRG&H Account was noted.

**Item 10: PLANNING**

a) The council noted the following new planning applications:

Nothing to date	
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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>

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<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>

c) To discuss the outcome of the appeal hearing from 3<sup>rd</sup> June

This was discussed in Item 6

**Item 11: HIGHWAYS AND TRANSPORT**

a) **Manor Close entrance**

Nothing to report.

b) **Traffic Advisory Committee**

The next meeting would be held on 13 July 2026 at Chinnor Community Pavilion.

The agenda has yet to be prepared

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

Members also considered wider concerns regarding road condition, traffic speeds and future opportunities arising from County Council initiatives.

**ITEM 13: PLAY PARK AND ENVIRONMENT**

a) The application for a grant was unsuccessful, Cllr Heritage to investigate why, but suggested that a discretionary fund might be able to replace the grant.

**ACTION:** Clerk to liaise with Cllr Heritage to submit an application for funding of the purchase of play bark.

b) To discuss the overgrown hedge in Box Tree Lane and agree the wording of a standard letter  
Members considered concerns regarding overgrown hedges affecting highways and footways.

**RESOLVED:**

That a standard advisory letter be prepared for issue where vegetation was obstructing the highway or footway.

**ACTION:**

Clerk to prepare a draft letter for circulation to members.

c) Update on Defib awareness sessions

An email has been sent to South Central Ambulance Charity who do defib awareness courses, awaiting reply

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**ACTION:** Clerk to review availability dates and circulate to councillors

d) To discuss the consultation regarding funding for councils from renewable energy projects  
This was deferred to the next meeting

e) To discuss the latest information on flood defences  
No further updates available.

**Item 14: CONSIDERATION OF MATTERS RAISED BY THE PUBLIC**

**DATE OF NEXT MEETING: Monday 13<sup>th</sup> July 2026 Monthly Parish Council Meeting**

**The meeting closed at 21:44**

**Chair:** .....

**Date:**.....