MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD IN THE JUBILEE HALL ON MONDAY 13TH July 2026

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

Cllr Georgina Heritage (District and County Council)

Carl Stallwood (OCC Highway Schemes)
Ed Sadler (District Councillor)
Kayti Foster (Neighbourhood Plan)
Peter Gardner (Neighbourhood Plan)

APOLOGIES FOR ABSENCE

Cllrs Margaret Poole and John Poole sent their apologies

Item 1: MEMBERS' DECLARATION OF INTEREST (FOR ITEMS ON THE AGENDA)
No declarations of interest were made.

Item 2: TO APPROVE & SIGN THE MINUTES OF THE MEETING HELD ON 8TH JUNE 2026
The minutes of the Parish Council meeting held on 8th June 2026 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)
No matters arising

Item 4: PUBLIC PARTICIPATION IN SESSION
Katie Foster gave a detailed account of attending the planning appeal hearing and expressed disappointment with the manner in which South Oxfordshire District Council had presented its case. Whilst acknowledging that the Parish Council and community representatives had been able to make the points they wished to raise, concern was expressed that the District Council representatives appeared underprepared when compared with the appellant's professional team. It was considered that this had left community representatives responding to issues that would normally have been addressed by the District Council.

Members noted that the Inspector had attached significant weight to the District Council's inability to demonstrate a five-year housing land supply. The discussion also considered comparisons with a recent appeal decision in Tetsworth, where different conclusions had been reached, although Members acknowledged that the circumstances of each case may differ.

The Council noted concerns that the outcome could undermine public confidence in neighbourhood planning and future community engagement. Members emphasised the considerable amount of voluntary work undertaken in preparing the Lewknor Neighbourhood Plan and the importance of ensuring that local planning policies continued to carry appropriate weight.

Chair: ..... **Date:.....**

It was agreed that concerns regarding the conduct of the appeal should be raised formally with the newly appointed Head of Planning at South Oxfordshire District Council.

Kayti Foster expressed disappointment that the PC didn't have a bigger presence at the hearing. Cllr Fawell was at the meeting but the PC acknowledged this criticism and apologised for not being better represented.

RESOLVED:

- that a formal letter be prepared on behalf of the Parish Council setting out concerns regarding the District Council's handling of the appeal;
- that the Neighbourhood Plan Group also submit its own representation;
- that individual residents wishing to do so be encouraged to submit separate correspondence.

ACTION:
Chair and relevant Members to prepare draft correspondence for circulation and agreement by email during the August recess.

Members also noted that the detailed planning application arising from the outline consent would require close scrutiny when submitted, and agreed to begin preparing for that stage in due course.

Item 5: THAMES VALLEY POLICE REPORT
Nothing to report

Item 6: DISTRICT AND COUNTY COUNCILLORS' REPORTS
The written District and County Councillor reports had been circulated and published on the Parish Council website.

District Councillor Heritage highlighted forthcoming changes to the Oxford traffic filter scheme and offered to provide further information to Members if required. She also referred to the recently announced business rates support available for public houses.

The Council thanked Cllr Heritage for her reports.

Before leaving the meeting, Cllr Heritage also updated Members on discussions regarding planning enforcement and confirmed that South Oxfordshire District Council was reviewing its enforcement procedures. She advised that enforcement investigations necessarily remained confidential whilst evidence was being gathered, but acknowledged concerns raised by parish councils regarding the lack of progress updates provided to complainants.

Item 7: UPDATE ON OCC FLOOD PROJECTS

The Council received an update regarding ongoing flood alleviation work and the Oxfordshire County Council flooding grant scheme.

Members were advised that funding had been awarded through the OCC programme and that the Parish Council would be responsible for administering the grant and appointing contractors. It was noted that

funds could be reallocated between approved flooding locations provided that the expenditure remained within the scope of the grant scheme.

The proposed works included ditch and drainage improvements at locations including Weston Road, the B4009/A40 area and Church Lane. Members discussed the process for obtaining quotations and confirmed that a minimum of three quotations would be sought before works proceeded. Selection would not necessarily be based solely on price but on overall suitability and value for money.

The Council noted an indicative quotation received for drainage clearance works and discussed practical arrangements for disposal and spreading of excavated spoil. Assistance with traffic management and any necessary road closure arrangements would be explored as the project progressed.

RESOLVED:
To continue progressing the OCC-funded flood alleviation project and obtain the necessary quotations and permissions.

ACTION:
Cllr Hjorth to pass details of prospective contractors to Carl Stallwood.

Item 8: REVIEW OF COUNCIL PROCEDURES AND DOCUMENTATION

a) To review and confirm the latest version of the Standing Orders
Councillors reviewed the proposed amendments to the Standing Orders prepared by Cllr Boulton

RESOLVED:
To accept the amendments as detailed

b) To review and confirm the latest version of the Risk Assessment
Councillors reviewed the Risk Assessment prepared by Cllr Boulton

RESOLVED:
To accept the document as presented

c) To review and confirm the latest Asset Register
Councillors reviewed the Asset Register prepared by Cllr Boulton

RESOLVED:
To accept the document as presented

d) To review and confirm the spreadsheet schedule for monitoring and updating policies and procedures.
Cllrs Boulton, Fawell and Evans had selected the documents they would review and present to the Council. Outstanding items would be allocated amongst the remaining councillors.

ACTION:
Clerk to update the website with the approved documents

Item 9: FINANCE

a) The Council considered the latest bank reconciliations.
Cllr Boulton 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 30th June 2026:
Treasurers Account: £ 4511.49
Business Savings Account: £ 14,067.04
Hall Account: £ 4,191.20

b) To approve payment of the following outstanding accounts:

Payment schedule for July 13th 2026 meeting
OUTGOING

Supplier	Detail	Amnt £	Inv Date	Inv No	Type
Pet Waste Solutions	Dog Bins	102.25	01/06/26	63237	BACS
BGG	Grass Cut	151.20	30/06/26	26410	BACS
Allen Landscaping	Grass Cut	288.00	11/07/26	SI-822	BACS
Oxfordshire Wildlife Rescue	S.137 Donation	100.00			BACS
Sobell House Hospice	S.137 Donation	100.00			BACS
Katharine House Hospice	S.137 Donation	100.00			BACS
Sharing Life Trust Donation	S.137 Donation	100.00			BACS
Clean Slate	S.137 Donation	100.00			BACS
Microsoft 365	Annual Charge	84.99	05/07/26		BACS
Lisa Armstrong	Flower tubs	55.56	06/06/26		BACS
Scribe	Accounting Software	37.20	01/07/26	19724	DD
Tesco Mobile	Clerk's phone	8.42	13/06/26	221963	DD

INCOME
OCC Devolved grass cutting grant received 08/07/26 £1111.00
OCC Bus shelter grant received 08/07/26 £1270.00

RESOLVED: That the payments listed on the schedule be approved.

ACTION: Payments to be authorised by Cllr Hjorth and Cllr Fawell

c) Payroll

Payroll payments to the Clerk and HMRC made on 6th July 2026 were noted.

d) OCC Grass Grant

This money was received 8th July 2026

Chair: ..... **Date:.....**

e) OCC Bus Shelter Grant

This money was received 8th July 2026

Item 10: PLANNING

a) The council noted the following new planning applications:

Appeal reference: 6010671 This relates to P24/S3485/FUL Site Address: Field near London bound M40 sliproad Junction 6 Alleged breach: Without planning permission the erection of a non agricultural building	Appeal start date: 23 June 2026 Comments to be received by 4 August 2026

b) The council noted the status of the following applications:

P26/S1150/HH Buddleia Cottage Postcombe Oxfordshire Thame OX9 7DY Double Storey Side & Rear Extensions	Planning permission granted 26th June 2026
P26/S0550/N4C & P26/S0551/N4C Prior Approval for proposed change of use of an agricultural building to a flexible use (gym and cafe) within Use Class E 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)	This has been reported to enforcement for breaching the conditions of acceptance
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.	Planning Reference 6005839 Planning Decision Date 11/02/26 Appeal Received Date 03/03/26 Appeal Start Date 16/3/26 Inquiry Date 03/06/26 **Appeal Allowed**
P25/S1987/FUL, Land bordering either side of the M40 near Postcombe. The application is for installation of a solar farm & cable corridor with associated infrastructure, access, security fencing and landscaping.	Date Received 25th June 2025 Target Decision Date 28th February 2026

Chair: ..... **Date:.....**

P24/S3485/FUL Wooden Shed 20 x 16 foot retrospective land on northwest side of Icknield Way Lewknor	This has now gone to appeal

The P25/S1430/O appeal was discussed in great detail in Item 4

Item 11: HIGHWAYS AND TRANSPORT
a) **Manor Close entrance**

Nothing to report.

b) **Traffic Advisory Committee**
Cllr Hjorth attended the TAC meeting on 13th July and reported on the meeting.
Most of the items related to Chinnor and its surrounding area, there was a proposal from Aston Rowant that Kingston Hill should become a quiet road, but discussions continue on that.
The next meeting is on 9th November at 1pm and Cllr Hjorth will suggest agenda items regarding the footpath requirements along the B4009

c) To note or discuss any other issues arising in the Parish
Councillors discussed the fact that potholes have been marked for fixing and then left.

ITEM 12: PLAY PARK AND ENVIRONMENT
a) There is a grant available from Cllr Heritage, but it was decided not to apply for the play-bark money until after the next play park inspection which is in July in case it flagged up more remedial work.

ACTION: Clerk to liaise with Cllr Heritage after the inspection and apply for a grant to cover remedial work.

b) Update on Defib awareness sessions
Cllr Hjorth spoke to the person who previously did a defib awareness course, they are available to do another one for £175 plus VAT

RESOLVED:
The council suggested a date of 12th September

ACTION: Cllr Hjorth to liaise with the contact to see which times might be available.

c) To discuss the latest information on flood defences
This was discussed as a separate agenda item.

d) To discuss footpaths in the parish
Cllr Evans provided photographs of a badly maintained stile and overgrown footpath

ACTION: Cllr Evans to contact OCC about the ownership of the stile
ACTION: Cllr Hjorth to contact the landowner to request a mow

Chair: ..... **Date:.....**

Item 13: CORRESPONDENCE RECEIVED

Joe Letts of Savills contacted Cllr Hjorth to give an update on the work planned for Knapp Farm

DATE OF NEXT MEETING: Monday 14th September 2026 Monthly Parish Council Meeting

The meeting closed at 22:02

Chair: …… **Date:……**