

MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD IN THE JUBILEE HALL ON MONDAY 14TH September 2026

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

Cllr Georgina Heritage (District and County Council)

Kayti Foster (Neighbourhood Plan)

APOLOGIES FOR ABSENCE

Cllrs Margaret Poole sent her 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 13TH JULY 2026

The minutes of the Parish Council meeting held on 13th July 2026 were accepted as a true record of proceedings and signed by the Chair.

Item 3: MATTERS ARISING FROM PREVIOUS MINUTES (INFORMATION ONLY)

No matters arising

Item 4: PUBLIC PARTICIPATION IN SESSION

Kayti Foster attended to assist with discussion of the response received from South Oxfordshire District Council (SODC) regarding the Parish Council's formal complaint about the handling of the appeal for planning application P25/S1430/O (Land at Watlington Road, Lewknor). 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. This is discussed further on **Item 9C**

Item 5: THAMES VALLEY POLICE REPORT

Members noted reports of a series of burglaries that had taken place approximately three weeks earlier, beginning in Wheatfield and continuing along Western Road and Hill Road. Targets included properties undergoing works. An orange glove recovered on Nethercote Lane remained uncollected by the investigating officer despite repeated requests.

Cllr Heritage confirmed she would raise the lack of response at the relevant Thames Valley Police and Crime Commissioner forum.

Item 6: DISTRICT AND COUNTY COUNCILLORS' REPORTS

The written District and County Councillor reports had been circulated and published on the Parish Council website.

Chair:

Date:.....

Cllr Heritage provided an update on Local Government Reorganisation (LGR). The process remained under review following recent government announcements; no formal written confirmation of next steps had been received. District council elections were expected to proceed as originally planned. Significant officer time and consultancy costs had already been incurred across councils.

Cllr Heritage highlighted two grant streams currently open:

SODC Council and Community Grant (minimum £250, maximum £7,500; decisions after Christmas).

OCC Priority Fund (applications closing end of November; decisions made on a rolling basis).

Both are capital funds suitable for community projects.

Cllr Heritage also noted forthcoming changes to the planning system effective 31 October 2026, under which many applications (including most under 50,000 m²) would be determined by officers under delegated powers rather than committee, subject to limited exceptions. She agreed to follow up previous concerns about the cessation of notifications to people who had commented on planning applications.

Item 7: REVIEW OF COUNCIL PROCEDURES AND DOCUMENTATION

a) Financial Regulations

The latest version of the Financial Regulations was reviewed. Minor date corrections were required.

RESOLVED: To adopt the Financial Regulations once the correct dates have been inserted.

b) Privacy Notice (DRAFT)

c) IT and Data Security Policy (DRAFT)

d) Data Protection Policy (GDPR) (DRAFT)

The draft policies, based on NALC model documents and tailored to the Parish Council, were reviewed.

A point was raised regarding the retention of email addresses collected (with consent) for the solar farm consultation. It was agreed that the retention schedule (Appendix A of the Data Protection Policy) should be updated to include email addresses retained for specific purposes.

RESOLVED:

To adopt the Privacy Notice.

To adopt the IT and Data Security Policy.

To adopt the Data Protection Policy (GDPR), subject to the addition of an entry in the retention schedule covering email addresses held with consent for specific campaigns or consultations.

e) Spreadsheet schedule for monitoring and updating policies and procedures

The updated schedule was noted. Most policies would be reviewed on a two-year cycle, with key documents (Financial Regulations, Asset Register etc.) reviewed annually.

ACTION: Clerk to finalise date corrections and the retention schedule amendment, circulate the approved documents, and update the website.

Chair:

Date:.....

Item 8: 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 31st August 2026:

Treasurers Account: £ 1,569.61

Business Savings Account: £ 14,078.99

Hall Account: £ 4,186.95

b) The July payment schedule as previously paid was confirmed.

c) To approve payment of the following outstanding accounts:

Payment schedule as at September 13th 2026

OUTGOING

Supplier	Detail	Amnt £	Inv Date	Inv No	Type
Lisa Armstrong	Flower Tubs	23.64	21/08/26		BACS
Parish Online	Annual website	428.40	27/08/26	38UD0430002	BACS
Pet Waste Solutions	Dog Bins	102.25	01/09/26	66356	BACS
Scribe	Accounting Software	37.20	01/09/26	21601	DD
Tesco Mobile	Clerk's phone	8.42	13/08/26	424278279	DD

INCOMING

Second half of the Precept paid 01/09/26 £12000 (after back reconciliation on 31/08/26)

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

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

d) Council payroll payments to the Clerk and HMRC for July and August were noted as having been approved and paid.

e) The invoice for the Annual Parish Grass Grant from OCC for 2026/27 was noted as paid.

f) The first invoice for the Bus Shelter Grant from OCC for 2026/27 was noted as paid. Works (including replacement guttering on both shelters) had been completed.

g) The second half of the precept was noted as received (after the August month-end).

h) A transfer of £10,000 from the Community Account to the Savings Account was noted (to appear on the September reconciliation).

i) The second Bus Shelter Grant invoice from OCC remained unpaid despite a reminder. Further chase would be made.

Chair:

Date:.....

j) The annual Parish Online invoice was discussed. Members noted ongoing frustration with the email system but agreed the invoice must be paid to maintain the website and email service.

RESOLVED: To pay the Parish Online invoice.

A fuller discussion on the suitability of the provider would be placed on a future agenda (likely early 2027).

k) The Clerk's request for a new authorisation card for Cllr M Poole was noted. Lloyds Bank required Cllr Poole to complete the process herself.

Item 9: PLANNING

a) The council noted the following:

P26/S2884/FUL Full Application Consultation Period Installation of a timber agricultural storage shed	The council submitted a response of no specific objections or comments on 25/08
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 Awaiting Decision

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

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 No further update
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 No further update

Chair:

Date:.....

c) Response from SODC to the complaint regarding the appeal for P25/S1430/O

Members considered the response from SODC. Concern was expressed that the reply appeared to characterise the original complaint as a personal attack on individual officers, which the Parish Council had explicitly sought to avoid.

After discussion, including input from Mrs Foster (who had received a similar personal response), it was agreed that a measured reply should be sent. The reply would:

- Clarify that no personal criticism of individual officers had been intended or made.
- Thank SODC for responding.
- Note the Parish Council's willingness to engage constructively on future reserve matters and detailed applications.
- Avoid escalating the matter further.

RESOLVED: That a draft response be prepared and circulated by email for agreement before submission.

ACTION: Chair and relevant Members to prepare and circulate the draft.

Item 10: HIGHWAYS AND TRANSPORT**a) Manor Close entrance**

The entrance surface had been repaired by OCC following reports of potholes. Ownership and adoption issues remained unresolved, but residents were currently content with the condition. No further action was proposed at this stage.

b) Traffic Advisory Committee

Cllr Hjorth reported on the most recent meeting. Discussion continued to be dominated by Chinnor issues. A trial of "Quiet Road" status for Kingston Hill was noted with scepticism. The next meeting was scheduled for November; footpath connectivity along the B4009 would again be raised.

c) Other issues

- Repeated road closures by Thames Water with incomplete works.
- Damaged signs at the top of Box Tree Lane (to be re-reported).
- Ongoing path clearance and litter picking by volunteers along the A40.
- Number 40 bus drop-off arrangements for an elderly resident (being pursued by Cllr Heritage with OCC).

d) Residents-only parking in Watlington Road

A single resident had approached Cllr Heritage requesting residents-only parking. Members agreed this could not be considered on the basis of one request and would require wider village consultation and a formal approach to the Parish Council supported by multiple residents.

Item 11: PLAY PARK AND ENVIRONMENT**a) Annual Play Park inspection**

The inspection report had been circulated. No "red" (high-risk) items were identified. Detailed consideration and any working-party actions were deferred to the October meeting so that all Members could review the report.

Members noted the possibility of applying to Cllr Heritage's capital grant pot for bark top-up.

ACTION: Members to review the report ahead of the next meeting.

ACTION: Clerk to obtain current bark pricing and raise a grant request with Cllr Heritage to pay for this.

b) Replanting of the planters in Postcombe

Ten hebe plants were required at a cost of £56.90 (or £51.21 with collection discount).

RESOLVED: To approve expenditure of up to £56.90 for the plants.

ACTION: Cllr M Poole to arrange purchase and planting.

Chair:

Date:.....

c) Village Hall defibrillator batteries

The existing batteries remained serviceable. Replacement would be deferred until later in the year; comparative quotes had been obtained.

d) "Spruce up your signs" initiative

Limited interest had been expressed. Members agreed that ad-hoc clearance of vegetation from signs by residents or councillors was the most practical approach.

e) Possibility of a Postcombe children's play area on land associated with the Padel Courts

A resident had raised the suggestion following informal discussion with the operator. Members noted significant practical, legal, access, parking, liability and cost issues.

ACTION: Chair to make an informal courtesy visit to the operator to clarify the suggestion, without making any commitment on behalf of the Council.

Item 12: CORRESPONDENCE RECEIVED

Nothing of note

DATE OF NEXT MEETING: Monday 12th October 2026 – Monthly Parish Council Meeting.

The meeting closed at 21:40

Chair:

Date:.....