

Stonesfield Parish Council

**Councillors are hereby summoned to attend the Full Parish Council meeting at
7.00 pm on the 2nd April 2025 to be held in Stonesfield Primary School in the Hall.**

Recording of meetings: The law allows the public proceedings of Council meetings to be recorded, which include filming as well as audio-recording. Photography is also permitted as is live or subsequent broadcast. Live commentary is not permitted. As a matter of courtesy, if you intend to record any part of the proceedings, please let the Clerk know prior to the date of the meeting.

Papers for the meeting can be viewed here by clicking on the link → [Papers](#)



Miss Kay Linnington
Parish Clerk

27th March 2025

AGENDA

1. **Apologies of absence:** To receive and accept apologies for absence.
2. **Public Participation:** Members of the public may make representations, answer questions and give evidence at a meeting in respect of the **business on the agenda**. The time designated in accordance with standing order 3 (e) shall not exceed 15 minutes unless directed by the Chairperson of the meeting. A member shall not speak for more than 3 minutes.
3. **Declarations of interest:** To receive and note. Members are asked to declare any personal interest and the nature of that interest that they may have in any of the items under consideration at this meeting.
4. **Approval of draft minutes** from the full Parish Council Meeting on 5th March 2025.
5. **To note the Actions Register and Updates. (Paper 1)**
6. **Planning applications:**
 - 1) **APPLICATION NO:** [25/00646/HHD](#)
PROPOSAL: Erection of rear first floor extension
LOCATION: 50 Longore Stonesfield Witney
7. **To receive a report from County Councillor.**
8. **To receive reports from District Councillors.**
9. **To receive reports from Parish Councillors.**

10. **To receive reports from Stonesfield PC working groups**
Neighbourhood Plan Steering Group:
a) To receive any updates
- SAFER:**
a) To receive any updates
11. **Microsoft 365 Business Subscription: (Paper 2)** To consider and approve a recommendation from the Clerk to modernise its digital services switching from Microshade (Citrix Cloud) and VisionICT (email system) to Microsoft Office 365.
12. **Website and .gov emails for members: (Paper 3)**
a) To consider and approve the creation of a dedicated Parish Council website.
b) To authorise the Clerk to obtain quotes for its development, including the provision of .gov email addresses.
13. **HR Committee: Draft Terms of Reference and Scheme of Delegation. (Paper 4)**
To consider and approve the draft 'Terms of Reference and Scheme of Delegation' for the HR Committee and agree on any amendments before formal adoption at the May meeting.
14. **To consider matters of finance and policies**
a) Ratification of payments – all are paid via bank transfer.

Gross £	VAT £	Payee	Description	Spending Power
900.00	-	C Carruthers	April RFO & Locum Clerk Inv 1743	LGA 1972 S112
595.00	99.20	CIS Ltd	New laptop	LGA 1972 S112
56.38	9.40	C Carruthers	Cromwell Tools - Ice signs reimbursement	Rd Traffic Reg 1984 s57
588.00	98.00	Richard Morris	JDP Printing - NP printing reimbursement	LGA 1972 S112
<i>confidential</i>		K Linnington	Clerks Salary March	LGA 1972 S111
60.00		K Linnington	Clerks Expenses March	LGA 1972 S112
99.90	16.65	C Carruthers	Training Reimbursement	LGA 1972 S112
105.00		St. James the Great	PCC reimbursement to waste licences	Open Spaces Act
144.00		St James' Centre	NP Room hire Exhibition 2	LGA 1972 S112
684.00	114.00	Ubico Ltd	Mowing Glebe & Burial Ground Nov 24	Open Spaces Act

205.00		Windrush group	Village Character Assessment NP	LGA 1972 S112	
205.00		Windrush group	Landscape Assessment NP	LGA 1972 S112	
<i>confidential</i>		K Linnington	Clerks Salary April	LGA 1972 S111	<i>Approve for April</i>
60.00		K Linnington	Clerks Expenses April	LGA 1972 S112	<i>Approve for April</i>

15. **Correspondence received:**

16. **Deferred items from previous meetings:**

- a) Biodiversity Policy - April
- b) ACV Shop - June
- c) Safer Working Party, delegation and constitution at May meeting.

17. **Items to be considered for the next agenda:**

18. **Next Meeting:** The date of the next full Parish Council meeting is 7th May 2025 at 7.00 pm - 7.30 pm. This is a reminder that this will be the **Annual Meeting of the Parish Council**, followed immediately by the **Annual Parish Meeting (APM)** - a meeting for the electorate) at 7.30pm.