

STONESFIELD PARISH COUNCIL

Minutes of the Parish Council meeting held at Stonesfield Primary School on Wednesday 2nd April 2025 at 7pm

Attendees: Cllrs Ursula Rice (Chair), Claire Renshaw (Vice Chair), Laura Bate, David Brown, Jessica Huband, Simon Powell and Simon Warr.

Other present: The Clerk, OCC Cllr Andy Graham and WODC Cllr Genny Early and 7 members of the public.

25/861 To receive and accept apologies for absence: Apologies from Cllr Philippa Lowe, were noted.

25/862 Public Participation: A resident addressed the Parish Council regarding the mirror at Laughton Hill, raising concerns about its visual impact. **ACTION:** The Chair agreed to send a formal response on who owns the mirror and the land to the resident, along with the minutes where the resolution was approved. It was noted that the resident had not been informed before the work was carried out.

25/863 Declarations of interest: Cllr Claire Renshaw as she is a Village Hall Committee member. Note: There is no item on the agenda relating to this.

25/864 To approve the minutes of the meeting 5th March 2025:

It was RESOLVED to approve the minutes as a true record. To be signed noting the incorrect sequence of the numbering on the last item, date of next meeting should read 24/861.

Proposer: Cllr Ursula Rice **Seconder:** Cllr Claire Renshaw **All in favour**

25/865 Actions Register: The register was reviewed and updates noted.

- The Old Jail and Community Orchard remain ongoing matters. It was noted that contact with the PCC and Rector is still required to progress the orchard.
- Litter bin complaints continue; location changes and emptying frequency are being reviewed.
- Neighbourhood Plan, Biodiversity Policy, and WODC ROIs were ongoing.

25/866 Planning applications:

1. Application No: 25/00646/HHD

Location: 50 Longore, Stonesfield
Proposal: Rear first-floor extension
Comments: No objection.

25/867 To consider and receive reports from the County Councillor:

OCC Cllr Andy Graham gave an update on the following:

- Update on new doctor's surgery in Woodstock: 1200 sq.m., £8m build, decision expected in 6–8 weeks. Timeline: 3–4 years to completion.
- Windrush Valley HGV study ongoing.

- Plans to re-configure (to improve the safety of) the Judds Garage / Duke of Marlborough / Woodleys Corner junction - and that this might involve traffic lights.
- Plans to rebuild Woodstock Library as a community hub, including public toilets.

25/868 To consider and receive reports from District Councillors:

WODC Cllr Genny Early gave an update on the following:

- WODC Youth Development Officer in place; Clerk to connect them with Cllr Claire Renshaw and community groups.
- Potential for skatepark suggested.
- Empty Homes initiative ('Lendology' scheme) launched which offers loans to bring empty homes back into use.
- A botanical survey on a rare lily taking place in Whitehill Woods.

25/869 To consider and receive reports from Parish Councillors:

- a. It was reported that there was a need for PCSO presence in the village. The Council agreed to keep an eye on this.

25/870 To receive reports from Stonesfield PC working groups:

1. Neighbourhood Plan Steering Group:

- a. Update on residents' responses to Reg 14 so far.
Reg 14 Consultation ongoing; closing date 3rd May.
- b. Update on NP timeline and next steps/actions.
Consultation ends 3rd May – meet and review all the key concerns and suggestions by the 28th May. The Parish Council RESOLVED to review Reg 14 feedback and sign off next NP steps at the July meeting.
- c. Acknowledgement (receipt of response) letter for Local Green Space responses.

ACTION: NPSG to draft an acknowledgement/receipt of response letter for LGS responses, for PC to send. Cllr Ursula Rice asked for the letter to reiterate what LGS are and for an explanation (for landowners) of the next steps.

- d. Reminder re. 29th April exhibition.

2. SAFER:

The Safer Group has been disbanded. It was discussed and agreed that the Parish Council will consider in May whether to re-establish the group. **ACTION:** In the meantime, an audit of the remaining equipment and general housekeeping will be carried out to tidy up what was left from the group once the Neighbourhood Plan has been completed, due to the current workload.

Mirror – Laughton Hill Update. Due to a problem with the install, the mirror on Laughton Hill could not be completed. The Parish Council RESOLVED for a contractor to be instructed to reinstall the mirror post securely. **ACTION:** The Clerk to instruct a contractor.

25/871 Microsoft 365 Business Subscription: To consider and approve a recommendation to modernise the councils' digital services, switching from Microshade and VisionICT to Microsoft 365 Business. The Parish Council RESOLVED to approve for the Clerk to prepare for switching

over to Microsoft Office 356, **subject to any contractual obligations with the current providers.**

Proposer: Cllr Ursula Rice **Seconded:** Cllr C Renshaw **All in favour**

25/872 Website and .gov emails for members:

- 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. Ursula proposed Claire seconded

The Parish Council RESOLVED to approve for the Clerk to obtain quotes.

Proposer: Cllr Ursula Rice **Seconded:** Cllr Claire Renshaw **All in favour**

25/873 HR Committee: 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. The Parish Council RESOLVED to approve with the following amendments,

- Quorum 2 Councillors
- To obtain HR/Legal advice as and when required.
- Review staff salaries (including pension) and conditions annually, making recommendations to the Full Council.
- The Committee shall meet 2 times per year, with additional meetings as required.

Proposer: Cllr Claire Renshaw **Seconded:** Cllr Ursula Rice **All in favour**

25/874 To consider and approve matters of finance and policies.

i. **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>

The council RESOLVED to approve the payments. It was noted from previous payments that we need to check on the water meter readings with the church warden at Churchfields churchyard.
ACTION: Clerk to contact the church warden.

Proposer: Cllr Claire Renshaw **Seconded:** Cllr Ursula Rice **All in favour**

25/875 Correspondence received: To note that the Clerk had received information from Moore re. submission of accounts for external audit. Information from OALC, updates to the Practitioners Guide on the AGAR Accounts and WODC to say they will not be charging for VE Day road closures.

25/876 Deferred items from previous meetings:

- a) Biodiversity Policy
- b) ACV Shop – June
- c) SAFER Working Party delegation and constitution - May.

25/877 Items to be considered for the next agenda:

- a) Biodiversity Policy. **ACTION:** The Clerk to circulate the plan to members in readiness to start discussions in May.
- b) SAFER and Comms Working Party to be formed in May.
- c) Update on Neighbourhood Plan.

25/878 Date of the next Full Council Meeting: The date of the next full Parish Council meeting is 7th May 2025 at 7.00 pm - 7.30 pm. The members were reminded 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. **ACTION:** send out invitations to local groups, post on social media, on the noticeboard and in the Slate.

Meeting closed at 20.43