

# **Stonesfield Parish Council**

**Councillors are hereby summoned to attend the Full Parish Council meeting on the 1<sup>st</sup> October 2025 at 7.00 pm to be held at Stonesfield Primary School Hall.**

**Recording of meetings:** The law allows the public proceedings of Council meetings to be recorded, which include filming as well as audio-recording. The Clerk audio-records the meeting for accurate minute-taking. 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 & Folders](#)



Miss Kay Linnington  
Parish Clerk

25<sup>th</sup> September 2025

## **AGENDA**

1. **Apologies for 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 3<sup>rd</sup> September 2025.
5. **To note the 'Action Register' with updates from the last meeting (Paper 1)**
6. **Planning applications:** To note any planning application comments submitted between meetings under the Clerk's delegated authority and to consider and comment on any new applications.
  1. [25/02038/LBC](#)  
**LOCATION:** Stonesfield Manor Combe Road Stonesfield  
**PROPOSAL:** Internal layout alterations along with conversion of 2x windows to external doors in S elevation (former school house) and 1x window to external door within E elevation (breakfast room).
  2. [25/02205/HHD](#)  
**LOCATION:** 1 Limbeck Way Stonesfield Witney  
**PROPOSAL:** Erection of a single storey rear oak framed orangery

3. [25/01897/OUT](#)

**LOCATION:** Land West of Combe Road Stonesfield

**PROPOSAL:** Outline planning application with some matters reserved for erection of 20 dwellings within a nature enhancement scheme.

7. **County and District Reports.**

**To receive reports from County and District Councillors.**

8. **Working Groups.**

**To receive reports from Stonesfield PC Working Groups.**

**Neighbourhood Plan Steering Group:**

- a) To receive and approve the minutes from the meeting on the 28<sup>th</sup> September 2025.
- b) To note progress and to approve any further recommendations arising.

9. **Finance.**

**Payments:**

- a) To approve and ratify payments. **(Paper 2)**
- b) To ratify expenditure under the Clerks delegated authority:
  - I. Window cleaner – all 3 bus shelters
  - II. WODC - Glebe clearance £165.00

10. **Website:**

- a) To receive three quotations for the provision of a new Parish Council website **(Paper 3 – Comparison table)**
- b) To approve the appointment of a provider
- c) To approve delegated authority to the Clerk, in conjunction with the Chair and Vice Chair, to agree the final website design prior to launch.

11. **Clerks Report:** To be noted **(Paper 4)**

12. **Biodiversity Plan/Policy:** To discuss and approve the draft plan completed by Cllr U Rice.

13. **Policies and Parish Council Insurance.**

- a) **IT Policy:** Review and approve amendments to the IT policy **(Paper 5)**
- b) **Risk Management Policy:** To review the Council's Risk Management Policy along with the Risk Assessment Schedule and confirm that the policy remains fit for purpose **(Paper 6)**
- c) **Representative to Outside Bodies Policy:** Review and approve a new 'Representative to Outside Bodies' policy **(Paper 7)**
- d) **PC Insurance:** Review and approve the PC insurance renewal

14. **Village Hall.**

**Hedge cutting:** To discuss responsibility for the maintenance of hedges at the Village Hall, including whether there is any historic agreement in place and to consider how this should be managed going forward.

15. **Purchases.**  
**Video and audio-conferencing device:** To discuss and approve a contribution towards the purchase of a 360° video and audio-conferencing device, in partnership with local village groups, to enable the Clerk to attend meetings remotely in the event of illness or adverse weather.
16. **Working Groups Membership and Representatives to Outside Bodies (Paper 8)**  
a) **Working Groups Membership:** To review membership of working groups and to approve the appointment of additional members.  
b) **Reps to Outside Bodies:** To approve Parish Council representatives to outside bodies who will be responsible for attending meetings and reporting back to the Parish Council:  
    I. Village Hall  
    II. Playing Fields  
    III. Stonesfield Community Trust
17. **Maintenance.**  
a) **Maintenance log:** To review and approve the Parish Council's maintenance log, in line with boundary maps to be received from OCC Highways and other authorities confirming their areas of responsibility, so that the Council can identify appropriate tasks for the new Maintenance Operative (**Paper 9**)  
b) **OCC Delegated Model:** To agree for the Clerk to make further enquiries into the OCC delegated model, under which the Parish Council can be funded to carry out tasks that are not its responsibility but are not currently being maintained in the village.  
c) **Maintenance Operative Advert:** To discuss and approve the advert for a self-employed, zero-hours Maintenance Operative (**Paper 10**)
18. **Items to be added to the next agenda:**
19. **Next Meeting:** The date of the next full Parish Council meeting is **Wednesday 5<sup>th</sup> November 2025 at 7.00 pm.**