

# Stonesfield Parish Council

**Councillors are hereby summoned to attend the Full Parish Council meeting on the 1 April 2026 at 7.00 pm to be held at Stonesfield Village Hall (Club Room)**

**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

27 March 2026

## **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 4 March 2026.
5. **Co-option of a Councillor:**  
To consider applications received for the councillor vacancy and to resolve to co-opt a new member to the Parish Council.
6. **To note the 'Action Register' with updates from the last meeting (Paper 1)**
7. **Planning:** To note any planning application comments submitted between meetings under the Clerk's delegated authority and to consider and comment on any new applications.  
**Planning application comments submitted between meetings:**  
**26/00368/LBC**  
**Location:** Austins Farm High Street Stonesfield Witney Oxfordshire OX29 8PU  
**Proposal:** Internal and external alterations to replace two existing dormer windows on rear elevation.  
**Comment:** No objection  
  
**New planning applications received:**  
[26/00512/HHD](#)  
**Location:** 2 Busby Close Stonesfield Witney  
**Proposal:** The construction of a detached garden building to be used as an office and garden/tv room.  
**Comments:**

8. **County and District Reports: To receive reports from County and District Councillors.**
9. **Working Groups: To receive reports from those working groups that have met since the last Council meeting.**
10. **Finance.**  
**Payments:**
  - a) To approve and ratify payments. **(Paper 2)**
  - b) To ratify expenditure under the Clerks delegated authority:
    - I. Purchase of garden waste licences for the two churchyards (2026–2027) at a cost of £105.
11. **Parish Council logo/emblem: To approve the design kindly produced at no cost by Richard Morris (Paper 3)**
12. **Neighbourhood Plan - Regulation 16 Feedback: To consider response to WODC – verbal report from Cllr P Lowe.**
13. **Governance: To review the following documents ahead of approval at the Annual Meeting of the Council in May.**
  - a) **Policies: (Folder 1)**
    1. Declaration of Interests Policy
    2. Complaints Policy
    3. Freedom of Information (FOI) Policy
    4. Data Protection / GDPR Policy
    5. Subject Access Request (SAR) Policy
    6. Retention and Disposal Policy
    7. IT and Information Security Policy
    8. Biodiversity Policy
  - b) **Other PC Documents: (Folder 2)**
    1. Standing Orders
    2. Publication Scheme
    3. Financial Regulations
    4. Code of Conduct
    5. Asset Register
    6. Terms of Reference for Neighbourhood Plan Working Group
    7. Risk Assessment
14. **Police:**  
To report on village matters (if in attendance) including any relevant community information.
15. **Items to be added to the next agenda:**
16. **Next Meeting:** The date of the next full Parish Council meeting is **Wednesday 6 May 2026 at 7.00 pm**, followed by the Annual Parish Meeting (APM) at 7.30 pm.