

**STONESFIELD PARISH COUNCIL**  
**Minutes of the Full Council Meeting held at Stonesfield Village Hall on**  
**Wednesday 1 April 2026 at 7.00pm**

**Attendees:** Cllrs U Rice (Chair), C Renshaw (Vice Chair), L Bate and P Lowe.

**Others present:** 0 members of the public. The Clerk, OCC Cllr A Graham and WODC Cllr G Early.

**26/46 To receive and accept apologies for absence:** Apologies received from Cllr D Brown were accepted.

**26/47 Public Participation:** There were none.

**26/48 Declarations of interest:** There were none.

**26/49 To approve the minutes of the meeting 4 March 2026:** It was **RESOLVED** to approve and sign the minutes as a true record.

Proposer: Cllr C Renshaw      Seconder: Cllr P Lowe      All in favour

**26/50 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. No applications had been received.

**26/51 Actions Register:** The action register was reviewed and updates noted.

**26/52 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.

**Comments:** 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:** No objection

**26/53 To receive reports from County and District Councillors:**

- 1. OCC Cllr Andy Graham report:** Cllr A Graham provided an update on County matters, including:
  - There are multiple potholes around the village that have recently been inspected and reported. Many repairs are scheduled and some have already been completed. OCC systems prevent re-reporting potholes once logged, though councillors noted the community's concerns about delays and visibility of repair dates. A resident has come forward to be part of OCC's panel of local volunteers, reporting this way is the fastest way of resolving potholes.
  - Flooding mitigation grant scheme launched for Parish and Town Councils across Oxfordshire, offering up to **£25,000** for local flood-prevention measures; Stonesfield may consider applications for problem areas. Warning raised about potential impact on landowners if new drainage channels are created; past trenching has caused runoff into private land, so future projects must consider landowner rights and environmental impact.

- Oxford Park & Ride bus fares are currently **free until 31 May**, though parking charges still apply. Increased passenger use noted, but some operational issues raised by residents (overcrowding, buses not stopping).
- 2. WODC Cllr Genny Early report:** Cllr G Early provided an update on District matters, including:
- Planning processes. West Oxfordshire District Council (WODC) has responded to a Government consultation on proposed changes to the National Planning Policy Framework (NPPF) highlighting significant concerns:- nature recovery and climate resilience are treated as secondary considerations rather than fundamental planning principles; nationally set planning rules will lose the value of local input to improve building developments; local plans must continue to play a strong role in shaping development at the local level, reflecting the unique needs and circumstances of individual areas. This includes safeguarding net zero energy standards at Salt Cross Garden Village.
  - Thames Water. Following the ‘Dirty Business’ docudrama in February, highlighting the large-scale release of untreated sewage to our rivers, WODC councillors have asked the Leader to write to the Prime Minister, to ask that Thames Water be brought back into a special administration regime [SAR] and then some form of non-profit, public ownership. Also to request that Thames Water report on a quarterly basis to WODC on how much raw sewage has been pumped into West Oxfordshire rivers and the progress towards preventing this.
  - Community Safety. West Oxfordshire Community Safety Partnership (WOCSP) brings together local organisations with a shared goal of creating safer communities in which to live, work and visit. They work to prevent and reduce crime, disorder and fear of crime, and to develop safer communities. Among the priorities for 2024-2027 is work to address Domestic Abuse and Violence Against Women and Girls. The Council’s Youth Development officer, the Violence Against Women and Girls Coordinator and a small subgroup has designed a Theatre based intervention and secured significant funding from the Council. Domestic abuse in rural areas can be distinctly different from abuse in urban settings. It lasts longer, policing is largely inadequate, and rurality and isolation can be deliberately used as weapons by abusers. Support services are scarce – less available, less visible and less effective. For more information, please read: Captive & Controlled: Domestic Abuse in Rural Areas.
- 3. WODC Cllr Tim Sumner report:** Cllr T Sumnor provided an update on District matters, including: Cllr T Sumnor was not in attendance and had sent apologies.

**26/54 PC Working Groups:** To receive reports from those working groups that have met since the last Council meeting. No meetings had been held since the last PC meeting.

**26/55 Finance:**

- a) **Payments:** It was **RESOLVED** to approve the ratification of payments – see table below.

Gross Amount (£)	VAT Value (£)	Payee	Details
150.00		C Carruthers	RFO Mar 2026
194.16	32.36	<del>Microshade</del> VSM	Mar IT & Email hosting
348.84		OCC	LGPS Pension Mar 26
65.56		HMRC	PAYE/NI Mar 26
398.53	66.42	OALC	Annual Membership fee
100.00		Autonomy One Ltd	First Aid Training
<i>Confidential</i>		<i>K Linnington</i>	<i>Clerks Salary</i>
65.00		K Linnington	Clerks Monthly Expenses

**b) Expenditure under the Clerk’s delegated authority**

The following expenditure was ratified:

- I. Purchase of garden waste licences for the two churchyards (2026–2027) at a cost of £105.

It was **RESOLVED** to approve the ratification of payments and any expenditure under the Clerk’s delegated authority to spend.

Proposer: Cllr U Rice    Second: Cllr C Renshaw    All in favour

**26/56 Parish Council logo/emblem:** To approve the design kindly produced at no cost by Richard Morris (**Paper 3**) It was agreed that the proposed logo resembled the Football Club’s emblem too closely.

**ACTION:** The PC therefore decided that the Clerk should go back to Richard and ask him to develop an alternative design to be presented at the May/June meeting.

**26/57 Neighbourhood Plan - Regulation 16 Feedback:** To consider response to WODC – verbal report from Cllr P Lowe. Cllr P Lowe reported that the Parish Council has received the Examiner’s Clarification Note for the Stonesfield Neighbourhood Development Plan, which sets out initial observations and requests for further information on various policies. The PC agreed to delegate the task of reviewing the note and preparing responses to the Neighbourhood Plan Working Group.

It was **RESOLVED** to approve the draft response on housing needs is sent by the Clerk to WODC and to delegate the task of providing further information to the examiner of the NP to the NP Working Group.

Proposer: Cllr U Rice    Second: Cllr C Renshaw    All in favour

**26/58 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

It was **RESOLVED** to approve the governance documents and policies for formal review and adoption at the Annual Meeting of the Council in May, with the addition of further information including which areas are managed by the PC i.e grass cutting and link the policy to the Neighbourhood Plan, to be incorporated into the Biodiversity Policy prior to adoption.

Proposer: Cllr U Rice    Second: Cllr C Renshaw    All in favour

**26/59 Police:**

To report on village matters (if in attendance) including any relevant community information.  
There were no police in attendance.

**26/60 Items to be added to the next agenda:**

- a) Election of Chair and Vice Chair
- b) Review of Standing Orders
- c) Review of Financial Regulations
- d) Review and adoption of policies and other governance documents
- e) Review of insurance arrangements
- f) Appointment of councillors to roles and responsibilities, including:
  - 1) HR Committee
  - 2) Representatives to outside bodies
  - 3) PC Working Groups
- g) Review of bank signatories and banking arrangements
- h) Confirmation of council subscriptions (e.g. OALC/NALC)
- i) Agreement of meeting schedule for the forthcoming year

**26/61 Date of the next Full Council 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.

Meeting closed at 7.53 pm