

Stonesfield Parish Council

Councillors are hereby summoned to attend the Annual Meeting of the Council on the 6 May 2026 at 7.00 pm (30-minute duration) 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

30 April 2026

AGENDA

1. **Election of Chair:**
 - a) To elect the Chair of the Parish Council for the 2026/27 Council Year
 - b) Newly elected Chair to sign the Declaration of Acceptance of Office before taking the Chair
2. **Election of Vice Chair:**
 - a) To elect the Vice Chair of the Parish Council for the 2026/27 Council Year
3. **Apologies for absence:** To receive and accept apologies for absence.
4. **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.
5. **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.
6. **Approval of draft minutes** from the full Parish Council Meeting on 1 April 2026.
7. **To note the 'Action Register' with updates from the last meeting (Paper 1)**
8. **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:
26/00639/HHD
Location: 10 Wootton End, Stonesfield, Witney, Oxfordshire, OX29 8EP
Proposal: Erection of timber framed carport to replace existing carport
Comment: No objection

New planning applications received:

26/00766/HHD

Location: Hillside Boot Street, Stonesfield, Witney, Oxfordshire

Proposal: Refurbishment of existing conservatory replacing existing timber roof with tiles and timber frame, windows and doors with UPVC.

Comments:

9. **County and District Reports:** To receive reports from County and District Councillors.
10. **Working Groups:** To receive reports from those working groups that have met since the last Council meeting.
11. **Finance.**

Payments: To approve and ratify payments (**Paper 2**) and expenditure under the Clerks delegated authority as listed below.

PayPal payments for IT costs and Clerk's mobile phone:

 - I. Anti-virus software (annual subscription) – £29.00
 - II. Giffgaff pay-as-you-go mobile phone credit (monthly) – £6.00
12. **Governance:** To review and approve the following documents.
 - 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
 - c) **Council Arrangements and Annual Reviews (Folder 3)**
 1. Insurance arrangements (including level of cover and asset values)
 2. Meeting schedule for the forthcoming year
13. **Police:** To report on village matters (if in attendance) including any relevant community information.
14. **Items to be added to the next agenda:**
15. **Next Meeting:** The date of the next full Parish Council meeting is **Wednesday 3 June 2026 at 7.00 pm.**