

STONESFIELD PARISH COUNCIL
Minutes of the Annual Meeting of the Council held at Stonesfield Village Hall on
Wednesday 6 May 2026 at 7.00pm

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

Others present: 4 members of the public. The Clerk and WODC Cllr T Sumner.

26/62 Election of Chair:

- a) To elect the Chair of the Parish Council for the 2026/27 Council Year. Cllr U Rice was duly elected as Chair.

Proposer: Cllr C Renshaw

Seconder: Cllr P Lowe

All in favour

26/63 Election of Vice Chair:

- a) To elect the Vice Chair of the Parish Council for the 2026/27 Council Year . Cllr C Renshaw was duly elected as Vice Chair.

Proposer: Cllr U Rice

Seconder: Cllr P Lowe

All in favour

26/64 To receive and accept apologies for absence: Apologies received from Cllr D Brown and L Bate were accepted.

26/65 Public Participation: There were none.

26/66 Declarations of interest: There were none.

26/67 To approve the minutes of the meeting 1 April 2026: It was **RESOLVED** to approve and sign the minutes as a true record.

Proposer: Cllr C Renshaw

Seconder: Cllr U Rice

All in favour

26/68 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.

26/69 Actions Register: The action register was reviewed and updates noted.

Cllr P Lowe stated that a response to the Examiner's clarification queries, including his invitation to comment on the various representations, had been circulated and submitted to WODC. This had been a substantial amount of work and she thanked members of the NPSG for their input to this.

26/70 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: No objection

26/71 To receive reports from County and District Councillors:

1. **OCC Cllr Andy Graham report:** Cllr A Graham provided an update on County matters, including: Cllr A Graham was not in attendance and had sent apologies.
2. **WODC Cllr Genny Early report:** Cllr G Early provided an update on District matters, including: Cllr G Early was not in attendance and had sent apologies.
3. **WODC Cllr Tim Sumner report:** Cllr T Sumner provided an update on District matters, including: Cllr T Sumner reflected positively on the strength of the village community over the past year, noting that despite wider pressures and challenges faced locally and district-wide, the community had continued to work together successfully. He praised the level of resident involvement and community spirit within the parish, referring particularly to the village newsletter “The Slate” and local community activities and events which he felt demonstrated strong engagement and support within the village.

26/72 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.

26/73 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 Apr 2026
194.16	32.36	Microshade VSM	Apr IT & Email hosting
325.76		OCC	LGPS Pension Apr 26
65.56		HMRC	PAYE/NI Mar 26
48.30		Stonesfield Village Hall	Hall hire x 3 inv's 3320, 3325, 3331
192.00	32.00	West Oxon DC	Inv 33673102 Burial Ground Grass Cutting
<i>Confidential</i>		<i>K Linnington</i>	<i>Clerks Salary</i>
65.00		K Linnington	Clerks Monthly Expenses
29.00	4.83	<i>Total AV</i>	<i>Antivirus – paid via charge card</i>

b) Expenditure under the Clerk’s delegated authority

The following expenditure was ratified for 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

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

Proposer: Cllr U Rice

Seconder: Cllr C Renshaw

All in favour

26/74 Governance: To review and approve the following documents. 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

a) 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

b) Council Arrangements and Annual Reviews (Folder 3)

1. Insurance arrangements (including level of cover and asset values)
2. Meeting schedule for the forthcoming year

It was **RESOLVED** to approve all the governance documents and policies listed above. It was noted that the Biodiversity Policy may require further review at a future meeting following receipt of additional documentation.

Proposer: Cllr U Rice

Seconder: Cllr P Lowe

All in favour

26/75 Police: To report on village matters (if in attendance) including any relevant community information. The police rep gave their report at the APM which followed immediately after the meeting.

26/76 Items to be added to the next agenda:

1. AGAR – External Audit
2. Review the TOR's for working groups, HR committee and Reps to Outside Bodies
3. PC logo/emblem update
4. Grants
5. Councillor co-option

26/77 Date of the next Full Council Meeting: The date of the next full Parish Council meeting is Wednesday 3 June 2026 at 7.00 pm.

Meeting closed at 7.16 pm