



Banbury Office:
52-54 The Green
Banbury
Oxfordshire
OX16 9AB

Andrew Woods
DD: +44 (0) 1295 204110
Fax: +44 (0) 1295 204010
awoods@se-solicitors.co.uk
www.se-solicitors.co.uk

DX 24204 Banbury

Weston-on-The-Green Parish Council
Oak View
North Lane
Weston-on-The-Green
Oxfordshire
OX25 3RG

Your Reference:

Our Reference: 143550.002/AW/SLC
13th April 2026

Dear Jane

GIFT OF FOOTPATH NORTH LANE, WESTON ON THE GREEN OX24 3RG

1. Your Instructions

Thank you for your instructions to SE-Solicitors, the trading name of Spratt Endicott Limited ("we" or "us") to act on the gift of the footpath North Lane, Weston on the Green OX24 3RG (the "Property").

We will not give advice on or deal with any of the following matters:

- a. valuation;
- b. investments; and
- c. tax;

If your circumstances and instructions change, please let me know. If anything changes as the matter progresses, I will let you know and discuss the options for moving forward.

2. Likely Timeframe

We will endeavour to carry out the transaction within the timeframe set out in the heads of terms (if any) and, subject to the co-operation of the other parties and their advisers, will aim to complete the matter as quickly as is practicable.

3. Terms of Engagement

This Letter of Engagement, along with our Terms of Business, provides the basis of our agreement to provide legal services to you.

4. Terms of Business

A copy of our current Terms of Business can be accessed here: <https://www.se-solicitors.co.uk/terms/>. If you would prefer a paper copy, please let me know. You should read these Terms of Business carefully. There may be information which we need to let you know which is relevant to your type of case. If so, this will be found in Appendix 9. If you have any questions, please let me know and I will be happy to discuss them with you.

5. Responsibility for Work

I will deal with your matter personally, with the assistance of appropriate colleagues. I may be reached at the contact details above, but if I am not available my assistant Sarah Corner will be able to assist.

The person with overall responsibility for the supervision of your matter is Andrew Querelle, who is a Director and Co-Head of the Commercial Property Department. Should you have a problem with my work and not feel able to speak with me about this, you may approach him and he will assist.

We try to ensure the same person handles your matter throughout. Where it is necessary to change, you will be notified promptly of the reason and the name and status of the person who will take over.

6. Communication

We can keep in touch in various ways – by email, post or telephone. Please let me know which methods you would prefer and confirm your contact details. Official documents may still need to be sent by post, DX or courier.

If you choose to change how you prefer to be contacted, please let me know and I will confirm this with you by an alternative method.

Our goal is to provide you with a high-quality service. In particular, we will endeavour to:

- a. Respond to all correspondence within a reasonable time;
- b. Provide you with regular updates on the progress of your matter;
- c. Notify you of any material developments that affect the prospects of success;
- d. Keep you informed of the cost of the matter at least every three months; and
- e. Notify you of any developments that affect the overall cost of your matter.

As a client of this firm, you have a duty of good faith towards us as your Solicitor and, more specifically but not limited to, the responsibility to:

- a. Notify the firm if any of the information you have provided at any stage is false, inaccurate or misleading;
- b. Notify us of any material developments that affect your case;
- c. Advise us of any change in your circumstances that may result in you being unable to pay our fees;
- d. Respond to all correspondence within a reasonable time;
- e. Provide us with clear and timely instructions, information and any documents that we may require; and
- f. Provide us with accurate bank account identification and routing information to ensure that any funds we may need to transmit electronically reach the correct account. We cannot be held liable for any losses incurred as a result of any failing so to do.

I will contact you in writing should an important stage be reached or developments occur, in any event. I have also discussed and agreed to contact you in order to keep you informed.

7. Our Fees

7.1. Fixed Fee

Our fees in this matter will be £500.00 plus VAT and disbursements.

In the event that the amount of the work increases, either because of your instructions or as a result of an action by another party, then the fixed fee provided may need to be revised to meet the change of circumstances. If a revised fixed fee cannot be given, then our hourly rates will apply as set out below. In either case, we will inform you of any increase in our fees in advance.

Disbursements involve payments to third parties which are sometimes necessary for completing our work. Typical disbursements include HM Land Registry fees, same day payment transfer fees

(CHAPS) and Companies House registration fees. We will inform you of such costs before we incur them.

7.2. Our hourly rates

The current hourly rates, which are subject to VAT, are as follows:-

Andrew Woods	£375
Andrew Querelle	£375
Emma Daniels	£375
Andrew Symington	£350
Sneh Parekh	£350
Kylie Cooper	£350
Graham Roberts	£325
Philippa Hebbard	£325
Ryan Pledge	£300
Trainee Solicitor	£205

7.3. Funding

As it is you for whom we are acting, you will be ultimately responsible for our fees.

7.4. Client Identity Verification

We hold necessary ID information/verification for you.

7.5. Bills

We will send our account on completion of the matter in hand. However, we reserve the right to send you an interim bill, particularly when the matter is likely to continue for some time.

Please also note that this firm also reserves the right to render an interim account at the end of March to coincide with the firm's year end.

8. Liability

Our total liability for any claims, demands and costs arising in connection with the performance or contemplated performance of our services will be £3m. Please see clause 4.1 of our Terms of Business.

9. Using Technology including Artificial Intelligence "AI"

You will be aware that AI products of various kinds are freely available to use online for consumers and for businesses. This includes in the context of providing and receiving legal advice.

As a firm we do make use of some AI tools to help our research but any tools we use are subject to strict controls on data sharing and we are careful to ensure that any information provided by AI is double checked and reviewed to ensure that we can deliver the best service to you.

We are aware that some individuals and organisations may not be as thorough as we are so if you decide to run our advice through any independent software, or use AI to help you draft letters, witness statements or otherwise collate information, it's very important to always double-check the information. This is because AI will sometimes make mistakes or misunderstand what it is being asked to do.

In addition, please note that if we are in proceedings, we may share with you confidential documentation. Putting such documentation into an AI tool may breach duties of confidentiality you owe to the court or another party, and could be a serious matter.

We are not responsible for any errors that might occur if you use AI to interpret our advice or to share confidential information online and/or with any AI tool.

10. Complaints

SE-Solicitors is committed to high quality advice and client care. If you are unhappy about any aspect of the service you have received, or about a bill, you have the right to complain to us and/or the Legal Ombudsman. We have a Complaints Handling Policy which sets out the procedure to follow and which is available on our website at <https://www.se-solicitors.co.uk/complaints-policy/>. It is also reproduced at Appendix 3 to our Terms of Business. If you would like a paper copy please let us know.

11. Money Laundering

Please read our Terms of Business and particularly clause 5.6.

We already hold the information and documents from you in order to complete this obligation.

SE-Solicitors will not accept cash in excess of £250 in total on any given matter.

12. Agreement

Your continuing instructions will amount to your acceptance of this Letter of Engagement and our Terms of Business.

Subject to the terms of the retainer set out above and our Terms of Business, we agree to act on your behalf providing that we have capacity, expertise, no conflicts of interest or other reason under the SRA Code of Conduct and that our client due diligence is successfully completed.

If you have any queries, please do not hesitate to contact me.

These are important documents which we would urge you to read and keep a copy safe for future reference.

Yours sincerely

Andrew Woods

Andrew Woods
Consultant
Spratt Endicott Limited