

• **Minutes of the Annual Meeting of Steeple Aston Parish Council held on
Monday 19th May 2025**

Angus Lloyd Jones

Present: Martin Lipson (ML), ~~Martin Lipson~~, Charlotte Powell (CP), Peter Dammerman (PD), Mat Watson (MW), Greg Elphick (GEL)

County & District Councillors : Cllr Gareth Epps (GE), OCC and , Cllr David Rogers (DR) CDC

Members of the public: There were 2 members of the public present

In attendance: Cathy Fleet (Clerk)

Apologies No Apologies had been received

05.25.01 Election of Chair

Cllr Powell nominated and Cllr Lipson seconded that Cllr Lloyds Jones be elected Chair and the Declaration of Acceptance was signed

05.25.02 Election of Vice chair

The Chair nominated Cllr Lipson as Vice Chair seconded by Cllr Powell and the Declaration of Acceptance was signed

05.25.03 Appointment of RFO

The Chair nominated Cathy Fleet, seconded by Cllr Lipson

05.25.04 Election of Website Committee members

The current website committee was re-elected en-block.

Declarations of Interest need to be completed as some councillors are members of the Community Land Trust. **Clerk to send out forms for completion.**

05.25.05 Declarations of Interest: Mr. Lipson declared an interest in SAVA.

05.25.06 Minutes of the last meeting held on 28th April 2025 were checked for accuracy and content and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

05.25.07 Public Participation :

One member of the public asked why there had been no road sweeper in the village for some considerable time. The sweeper last attended within the last year. Cllr Epps was asked if the sweeper could attend as a matter of urgency, and also the state of the drains is terrible and requires clearance. Cllr Epps

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responded that he has a schedule for drain clearance and The Aston & Heyfords are due for attention in the summer. Cllr Rogers said that the sweeper is a CDC issue and he will chase the matter. He added that the Unitary Authority will be a benefit to such matters, the Secretary of State will make the decision and there are 3 proposals:

- Whole of Oxfordshire to be Unitary Authority
- Oxford City to remain as authority (expanded to include Botley & Kidlington)
- CDC & WODC merge

These proposals will be submitted to Secretary of State in November after which a decision will be made.

05.25.08 Clerk's Report and Actions from previous meeting

Sept24.06	ML to arrange repairs to table tennis table. Repairs have been attempted but wood filler will not set in the current weather conditions.	ML	Pending until summer
Nov24.04	PD to replace South Side bus shelter bin with larger bin	PD	Outstanding. PD to find out if the bin he has is bigger than the existing bin and report back. The extra bin will be put on the telegraph pole near Bradshaw Close, and fullness of the existing bin will be monitored.
Jan25.03	Highways - GE to get shed key back from Barbara Brewer	GE	Outstanding
March25.04	Village hall - ALJ to ask GE to trim the vegetation asap ML to look at the missing end stop on the guttering	ALJ ML	On hold until September The stop end is missing but there is no evidence of water out going. To be monitored
March25.05	CP to identify a surveyor to carry out surveys on the VH and SART roof	CP	Outstanding. Carter Jonas will be expensive. Internal and External drone surveys would also be expensive. Quotes to be obtained by CP
April25.01	Highways – Clerk to respond to email regarding trees on Heyford Road Clerk to respond to email regarding dangerous footpath near Red Lion MW to survey overhanging trees and hedges throughout the village and report back.	CF CF	Completed Completed Completed. Hedge by The Dickredge trees – PC responsibility, Nizewell hedge over footpath – privately owned . Letter to be circulated by clerk to councillors. Shepherds Hill/Coneygar - PC responsibility will



			be strimmed in September by PC.MW to circulate photos of areas requiring attention
April25.02	Emergency Plan - CP to send updates to ML. CF to check phone numbers etc still apply ML to ask ALJ re lead role.	CP CF ML	Completed Agenda Item
April25.03	SART - . ML to write to chairs of VH and SART suggesting that part payment could be a solution for payment for dealing with future blockages	ML	Completed Awaiting response
Apri25.04	Clerk to write to chairs of village groups inviting them to the APM	CF	Completed
April25.05	RFO to provide spending projection for next 3 months and recommend sum to be transferred to savings account	CF	Completed

05.25.09 Reports from OCC/CDC

Gareth Epps – OCC – explained that he has had briefings on various topics and will work with and support the PC as best he can.

Cllr Rogers spoke of the planning application for 130 houses in Bloxham. Bloxham Neighbourhood Plan is 5 years old and holds little weight. The application in Bloxham has been approved. Cllr Rogers emphasized the importance of Neighbourhood Plans in order to have a say in housing allocation. ML added that the MCNP has been delayed by a year and is about to be submitted to CDC by the end of July after which it will carry weight legally. By the end of the year or early 2026 it is hoped the Neighbourhood Plan will be a legal document. CDC's Local Plan is at the Regulation 19 Stage. Cllr Rogers also spoke of Primary Care and that this should be integrated with the Local Plan policy.

05.25.10 Finance

- The monthly accounts schedule was approved and will be authorized by ALJ and ML

Payee	Detail/Inv No	Total Amount	VAT	paid
CDC	20022323 dog bins	66.92	11.15	
	(on April list but not paid)			
Complete Weed Control	weed spraying 4537	350.40	58.40	
Nigel Prickett	grasscutting 2483 438.00		73.00	
Cathy Fleet	clk sal May	419.94		
Express Plumbing & Heating	S106 VH radiator	790.98	131.83	
Clear Council	Insurance	4095.82		
Transfer of 5K to CCLA account and £10K to Unity Instant Access account				

- 05.25.10.1 The annual internal audit report was received
- 05.25.10.2 The end of year bank reconciliation was approved and signed
- 05.25.10.3 The Annual Governance Statement was approved and signed
- 05.25.10.4 The Accounting Statement 24/25 was approved and signed

- The Internal Auditor's report contained comments on the amount being spent on the toilet. **ALJ to draft a response.**

- It was agreed to transfer £10K to the Unity Savings account and £5K to the CCLA account.
- The Insurance premium for 2025/26 was agreed

05.25.11 Play area/Teenage facilities

Kompan have not confirmed a start date and a meeting with the contract manager is awaited. The quote for the hoggin path is £4262 vs the original quote from Childrens Playground Company of £2576 ALJ suggests seeking alternative quotes for the path.

ROSPA Report – awaiting response from Playsafety re Inspection confirming if the inspection can be done at a later date at the same price

05.25.12 Blandford Fly project

GEL felt that public interest needs to be escalated and GEL and MW will canvas the village with a survey, starting with Steeple Aston and radiating out to other villages. GE will find out where ex Cllr Fatemian had got to with public health funding. **MW to send copy of reports from BUG to GE and DR.**

05.25.13 Highways/footpaths

Covered above in Clerk's report

05.25.14 Emergency Plan

ML has updated the Emergency Plan and the draft had been circulated to all councillors. The key part of the plan is the Phone Tree which has now been populated and will ensure that people are aware of what needs to be done. The document will be put on the village website by the end of the month. **ML will contact OCC to find out how statutory undertakers contacting the village will work.**

05.25.15 Community Land Trust

When CLT was initially set up a lot of people were keen on the idea in principle of more affordable housing in the village. The sticking point was the history of affordable housing in the village where priority was not given to people who thought they would get priority and people from Bicester and Banbury were housed ahead of SA residents. There is a default mechanism which is applied to people who qualify for affordable housing. Contact has been made with the housing department and it has been found that a CLT can agree with CDC ahead of a project a bespoke allocation system. A new version of the criteria is being written and CDC have said they will use the criteria as long as it is reasonable instead of CDC system.

05.25.16 Buildings

• **Village hall**

- It was noted that hornets have been seen in the village hall vicinity but are not causing a problems.
- Baby changing unit in toilet – reports of it being sloping and dilapidated. **GEL will check it out tomorrow,**

- **SART**

- AGM will be held this week

05.25.16 Correspondence

A letter has been received from Bucknell PC, together with Stoke Lyne asking for support in opposing the proposed Puy du Fou development. ML suggested that MCNP could respond on SA's behalf as the Forum has a meeting arranged with NORA (North Oxfordshire Residents Action) to discuss the proposal. ML will report back. **CF to respond to email received**

05.25.17 Committee Reports

Covered in detail in Annual Parish meeting - nothing further to add

05.25.18 Planning –The following planning documents had been received:

25/01067/DISC

Primrose Gardens North Side Steeple Aston
Oxfordshire OX25 4SE

Discharge of Conditions 3 (stone sample panel), 4 (brick sample), 5 (slate sample), 6 (doors and windows) and 8 (Biodiversity Method Statement) of 24/01728/F
NO OBJECTION

25/01218/F

7 Jubilee Close

Removal of garage and re-build, SSRE an internal alteration
NO OBJECTION

DECISIONS

25/00173/F

Cowslip Cottage, Cow Lane

APPROVED BY CDC

05.25.19 Website – CP will chase James Lewin regarding change of domain to gov.uk

04.25.20 Date of next meetings

3rd Monday of the month

Dates for 2025

30th June (please note change of date), 21st July, 15th Sept, 20th Oct, 17th Nov

ACTION LIST SUMMARY

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May25.01	Clerk to send Rol forms to all councillors for completion.	CF	Completed – awaiting responses
May25.,02	ALJ to draft response to Helen White regarding her comments on the audit report about toilet cleaning costs	ALJ	
May25.03	Blandford Fly project - MW to send copy of reports from BUG to Cllrs Epps and Rogers	MW	
May25.04	Emergency Plan - ML will contact OCC to find out how statutory undertakers contacting the village will work.	ML	
May25.05	Baby changing unit in toilet – GEL will check the condition tomorrow	GEL	Completed
May25.06	Puy du Fou - Clerk to respond to letter regarding coalition of parishes.	CF	Completed
May25.07	CP to check with James Lewin regarding the process of transferring to gov.uk		