

**Minutes of the Meeting of Steeple Aston Parish Council held on
Monday 21st July 2025**

Present: Angharad Lloyd Jones (ALJ) [Chair], Martin Lipson (ML), Peter Dammerman (PD), Mat Watson (MW), Charlotte Powell (CP)

County & District Councillors : Cllr Gareth Epps , OCC,

Members of the public: There was 1 member of the public present representing SAL

In attendance: Cathy Fleet (Clerk)

07.25.01 Apologies

Apologies had been received from Greg Elphick

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

07.25.03 Minutes of the last meeting held on 30th June 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.

07.25.04 Public Participation:

There were no members of the public present

07.25.05 Clerk's Report and Actions from previous meeting

No	Action	Owner	Update
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	Completed ML suggested that there could be a 're-launch' of the table with the possible setting up of a tournament. There are also 2 tables in the container which could be used.
March25.05	CP to identify a surveyor to carry out surveys on the VH and SART roof	CP	Outstanding. Quotes to be obtained by CP Clerk to chase CP – email sent 1/7/25 ALJ to obtain quotes
May25.,02	ALJ to draft response to Helen White regarding her comments on the audit report about toilet cleaning costs	ALJ	Outstanding
May25.03	Blandford Fly project - MW to send copy of reports from BUG to Cllrs Epps and Rogers	MW	Completed
May25.07	CP to check with James Lewin regarding the process of transferring to gov.uk	CP	Outstanding Clerk to Chase CP – email sent 1/7/25
June25.01	Playground - Clerk to confirm to Playsafety that SAPC playground inspections will resume in July 2026.	CF	Completed. Email sent 1/7/25
June25.02	Toilet – GEL to investigate costs and designs of baby changing units and report back.	GEL	Outstanding - See agenda item

June25.03	4 Paines Hill – ML will continue to chase Building Control	ML	On-going .. See agenda item
June25.04	Overgrown tree by War Memorial – Clerk to write to Kat Gash (OCC)	CF	Completed. Email sent 1/7/25. Kat responded and said that the tree is on the property the Nevilles bought from the PC.
June25.05	Emergency Plan - ML will contact SSE and inform them that the PC wishes to be on their notification list in the event of an emergency,	ML	Completed . Clerk is on the priority contact list for SSE. AJ to write article for SAL Clerk to set up WhatsApp Group for Emergency Notification

07.25.06 Reports from OCC/CDC

Cllr Epps had submitted a written report which had been circulated ahead of the meeting. This was largely focused on the Unitary Councils, roadworks including the closure of Lower Heyford and Somerton roads. Dorchester will be submitting their masterplan soon which will include an additional 6000-8000 houses for Heyford Park.. Consultations for the speed limits on the A4260 have concluded and will go to the 4th September OCC meeting.

07.25.07 Finance

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

Payee	Detail/Inv No	Total Amount	VAT	paid
TP Jones	2061	62.40	10.40	
Nigel Prickett	2550	438.00	73.00	
Cathy Fleet	Clk Sal July	419.94		
Complete weed control	4594	350.40	58.40	
Helen White	Internal Audit	150.00		
Penneys	22980	924.00	154.00	
OPFA	subs	49.00		
Cathy Fleet	clk expenses	17.59		
Martin Lipson	reimbursement	80.56		
		2489.89		

- The Bank Reconciliation was received
- The Bank mandate and the CCLA subscription forms were completed

07.25.08 Play area/Teenage facilities

Kompan have quoted for a single belt of sleepers due to their incorrect measurements. They said that additional materials were required which ALJ has pushed back on and Kompan have now agreed to fund materials and labour. The original order was ready but because it has been doubled it will not be available until the end of August. An announcement will be made when a date is known.

A quote has been received for a new path from M&C Paving, for slightly more cost than Kompan's original quote - 2 additional quotes have been received - one supplier can no longer carry out the work and Kompan's original quote has expired - **ALJ to verify Kompan can honour their original quote.**

Clerk had been called by a member of the public witnessing damage caused by hirers of the S&R. The hirers were a group of home schooled children and their supervisors. Clerk attended and found that one of the bollards had been pulled out and a manhole cover removed with the children attempting to get in the manhole. Clerk spoke to the hirers of the S&R and it was agreed that closer supervision of the children is required if hirings are to continue. A report of events was sent to councillors and John White who has passed the information to Chris Cooper.

Chris Cooper is speaking to the hirer and has asked for no action to be taken until discussions have taken place.

The recently purchased bench in the playground has also suffered damage on a separate occasion. **ALJ to ask GEL to mend the bench.,**

07.25.09 Toilet

There was no update on the baby change unit but there was discussion about refurbishing the toilet and installing a free standing baby changing table. **ALJ to discuss with GEL.**

07.25.10 4 Paines Hill

A letter had been sent to the owner and was signed for but no response has been received. Building control say it is not a matter of public safety and that neighbours should resolve the problem **ML to discuss with Cllr Rogers.**

07.25.11 Blandford Fly project

No update available.

07.25.12 Highways/footpaths

No salt required. **Clerk to respond to OCC**

07.25.13 Emergency Plan

Covered above in Clerks report

07.25.14 Buildings

- **Village hall**

- VHMC had requested that weeding is carried out around the playground. It was agreed that a programme of weeding will be carried out in September.
- External re-decoration of the VH will need to be done in 2026. **ML to find spec. Clerk to get quotes.**
- Deed of Variation - the Title of the Village Hall building is registered on Land Registry as Caterpillar Nursery which has not existed for over 20 years. The Deed of Variation needs to be updated but cannot be done until this error on the Land Registry is corrected. It was **resolved** to give delegated responsibility to ML to rectify this problem.

- **SART**

No update available.

07.25.15 Correspondence

No correspondence had been received which has not been dealt with elsewhere.

07.25.16 Committee Reports

No reports were available

07.25.17 [25/01638/F](#)

Planning –The following planning documents had been received:

Manor Court North Side Steeple Aston Oxfordshire OX25 4SE	New two storey rear extension to replace existing single storey extension, along with internal refurbishment and window replacement NO OBJECTION	07/07/2025
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[25/01693/F](#)

Fir Cottage Fir Lane Steeple Aston Oxfordshire OX25 4SF	Demolition of existing single-storey extensions and part demolition of an existing first-floor extension. Erection of a part single-storey/part two-storey rear extension and associated internal alterations. NO OBJECTION	30/06/2025
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[25/01694/LB](#)

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[25/01516/TCA](#)

The Rise South Side Steeple Aston OX25 4RU	T1 Cherry, fell to ground level. T2 Rowan, diseased, fell to ground level. T3/4 Holm oak, fell to ground level. G1 Laurel, Reduce in height by 2 meter to form even plane. Cut back face over Jubilee Close by 1meter. G2 Mixed garden species, surrounding garage, fell to ground level. G3 Mixed garden species, surrounding office, fell to ground level. G4 Mixed garden species, surrounding neighbours garage, fell to ground level.
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25/01578/LB

Acacia Cottage, South Side	Removal of by window, erection of single storey rear and side extension NO OBJECTION
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DECISIONS

25/01218/F
25/00301/Q56

7 Jubilee Close
Brasenose Cottage, Fenway

APPROVED
REFUSED

07.25.18

Website

A meeting has been arranged for September to discuss - James Lewin will be invited.

07.25.19

Date of next meetings

3rd Monday of the month

Dates for 2025

15th September, 20th October, 17th November

ACTION LIST SUMMARY

No	Action	Owner	Update
July25.01	ALJ to speak to CP and see if she knows other surveyors to obtain quotes for surveys on the VH & SART roofs	ALJ	
July25.02	Clerk to set up WhatsApp group for Emergency Plan ALJ to write a report for SAL explaining the Emergency Plan process.	Clerk ALJ	
July25.03	Playground - ALJ to obtain updated quote for path from Kompan	ALJ	
July25.04	ALJ to ask GEL to repair damaged bench	ALJ	
July25.05	ALJ to discuss refurbishment of toilet with GEL	ALJ	
July25.06	4 Paines Hill - ML to discuss with Cllr Rogers	ML	
July25.07	Clerk to respond to OCC re salt requirements	Clerk	
July25.08	Village Hall - ML to provide spec for external re-painting Clerk to obtain quotes	ML Clerk	