

Minutes of the Meeting of Steeple Aston Parish Council held on Monday 15th September 2025

Present: Angharad Lloyd Jones (ALJ) [Chair], Martin Lipson (ML), Greg Elphick (GEL), Charlotte Powell (CP)

County & District Councillors : D/Cllr David Rogers

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

In attendance: Cathy Fleet (Clerk)

09.25.01 Apologies

Apologies had been received from Cllr Gareth Epps and Cllr Mat Watson

09.25.02 Declarations of Interest: Cllr Martin Lipson declared an interest in SAVA.

09.25.03 Minutes of the last meeting held on 21st July 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.

09.25.04 Public Participation:

There were no members of the public present except for the SAL Representative.

09.25.05 Clerk's Report and Actions from previous meeting

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	No update as yet
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	Outstanding Outstanding
July25.03	Playground - ALJ to obtain updated quote for path from Kompan	ALJ	Completed
July25.04	ALJ to ask GEL to repair damaged bench	ALJ	Completed
July25.05	ALJ to discuss refurbishment of toilet with GEL	ALJ	Agenda item
July25.06	4 Paines Hill - ML to discuss with Cllr Rogers	ML	Agenda Item
July25.07	Clerk to respond to OCC re salt requirements	Clerk	Completed
July25.08	Village Hall - ML to provide spec for external re-painting Clerk to obtain quotes	ML Clerk	Completed Quotes will be obtained ready for the next financial year.

09.25.06 Reports from OCC/CDC

Cllr Epps had submitted a written report which had been circulated ahead of the meeting and provided updates on:

- Planning
- Health Overview & Scrutiny
- Sale of County Hall
- Speeding on A4260
- Plan for Rail consultation
- Speeding, Enforcement & TVP
- Local Government Reform

- Infrastructure and community mitigation M40 Jct 10

Cllr Rogers reported :

- Update on the business rates re-set. The current CDC administration is lobbying Government to reconsider the policy. CDC are responsible for collecting business rates on behalf of the government and are allowed to keep a percentage of the monies collected which currently amounts to some £12m. The prospect of losing this income could be very serious for non-statutory Council services such as Leisure Centres.

09.25.07 Finance

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

Payee	Detail/Inv No	Total Amount	VAT	paid
Cathy Fleet	Clk Sal August	420.14		14/8
Ridgeway Interiors	S106 Kitchen Refurb	4887.06	814.51	14/8
Community Heartbeat	Defib phone service	120.00	20.00	14/8
JRB Enterprise	Dog poo bags	100.08	16.68	
Penneys 23271	Toilet cleaning	1903.20	261.00	
Moore 332941	External Audit	409.50	68.25	
Cathy Fleet	Clk sal Sept	496.64		
HMRC	PAYE	362.95		
2573	Grasscutting	<u>438.00</u>	73.00	
		9027.51		

- The Bank Reconciliation was received and approved
- The conclusion of audit was noted
- It was agreed to increase the Clerk's salary in line with NALC recommendations

09.25.08 Policy for Food Truck at VH events

A request had been received for permission to park a food truck on the car park for an event taking place at the village hall. It was thought that a policy would prevent frequent requests from VHMC for permission. The policy should detail the size of the vehicle and where it should be parked, insurance, licence to sell alcohol, disposal of rubbish, period of use and the liability to be held by the hirer of the village hall. **ALJ to write the policy.**

09.25.09 Play area/Teenage facilities

- Progress on refurbishment - Kompan have completed the majority of the work with the exception of the path. Some things are outstanding: more mulch is required, a walk around/snagging has not taken place.
- Bark quotes had been obtained. It was agreed to accept the quote provided by AHS who supplied the load of bark last year. 6 cubic metres at a cost of £522. **Clerk to speak to supplier regarding ordering 12 cubic metres and what discount may be available and obtain delivery dates.**
- A report had been received that the old water pump in the playground is wobbly and unsafe. **GEL to investigate and repair.**

09.25.10 Toilet

GEL has repaired the baby change unit in the toilet. ALJ and GEL have inspected the area and will write a spec of re-decoration required. **CF to obtain quotes for redecoration of toilet.**

09.25.11 4 Paines Hill

The Clerk had received a phone call from the owner of 4 Paines Hill during which he explained the history of the house and the problems associated with the current condition of it and he indicated that he is planning on renovating the property. The phone call was followed up by the owner sending a quantity of documents relating to historical communications he had had with CDC.

- 09.25.12 Blandford Fly project**
No update available.
- 09.25.13 Highways/footpaths**
- Parking lines on Northside - As a result of the damage to the raised pavement it has been suggested by a resident that parking lines should be placed on the opposite side of the road to allow easier access for lorries. Most of the parked cars are owned by residents who have drives/garages. **ML to survey the area and report back. ALJ to respond to resident**
 - Damage to raised pavement - an email has been received from resident of Northside who witnessed the damage caused by a lorry at the top of Water Lane/Northside. It is thought that repairs have now been made. **ML to check.**
 - **ALJ will chase Kat Gash as no action seems to have been taken on various highways issues previously reported.**
- 09.25.14 MCNP**
It is hoped that the Neighbourhood Plan will be submitted to CDC later this month. This will mean that CDC will have to go out to consultation after which it will go to the Examiner after which there will be a referendum.
The PC agreed to support submission of the Plan. It was agreed that the Clerk should sign and return to MCNP the approval of submission form.
- 09.25.15 Buildings**
- **Village hall**
 - Redecoration in 2026 - Clerk to obtain quotes ahead of the next financial year.
 - Vegetation maintenance - The VHMC have suggested that a budget could be given to them and they will control the vegetation. **CP to ask a garden contractor if he will take on regular maintenance on behalf of the PC. Clerk to respond to VHMC asking for a suggested schedule of work.**
 - Advertising on railings - ALJ has spoken to Vicky Clifton, Chair of VHMC, about the length of time advertising could be put up ahead of shows. Vicky is open to discussions. It was suggested that signs could be put up 3 weeks ahead of an event and removed within 3 days after the event. **ALJ to respond to Vicky.**
 - Deed of Variation update - work is on-going. .
 - **SART**
S106 money has been obtained from CDC for the deposit on the kitchen.
- 09.25.16 Correspondence**
ALJ had an email regarding the decline in swifts in the village. A meeting/workshop has been organised and a request for a donation from the parish council made. It was agreed that a donation would not be appropriate.
- 09.25.17 Committee Reports**
No reports were available
- 09.25.17 Planning** –The following planning documents had been received:

<u>25/02221/TCA</u>	Manor Court Cottage North Side Steeple Aston OX25 4SE	T1 Lawson cypress Section fell to ground level. Replant with native specimen tree. T2 Thuja plicata - Section fell to ground level. Replant with native specimen tree. T3 Cypress - Suppressed due to group pressure. Section fell to ground level. Replant with native specimen tree.
<u>25/02129/DISC</u>	Manor Court Cottage North Side Steeple Aston Oxfordshire OX25 4SE	Discharge of Condition 3 (external door) of 24/00644/LB
<u>25/02232/OUT</u>	Land North And East Of Manor Farm Bainton Road Bucknell	Outline application with all matters reserved for tourism development including outdoor and indoor theatres, restaurants, hotels, conference facilities, offices, warehousing and storage, security control centre, medical centre, animal facilities (including stables, aviary, animal sheds), laundry facility and workshops, and supporting infrastructure including waste management centre, wastewater treatment facility, energy centre and sub-stations, photovoltaic (pv) solar panels, water storage tanks and pumps, lakes and water management systems, structural landscaping, internal footpaths, internal vehicular routes, active travel routes, parking and access (outline masterplan). ML to draft comment
25/02190/HYBRID	Heyford Park	Up to 9000 Dwellings ML to draft comment
<u>Decisions</u>		
<u>25/00871/F</u>	Chancel Cottage, Fir Lane	APPROVED 21/08/25
<u>25/01516/TCA</u>	The Rise, Southside	Notice of Intent
<u>25/01578/LB</u>	Acacia Cottage, Southside	APPROVED 22/08/25

A meeting has been arranged on 24th by Cllr Epps for all local parish councils to discuss the major planning applications in the local area and the mitigation required. ML and ALJ will be attending.

07.25.18 **Website**
CP to further discuss with James Lewin

07.25.19 **Date of next meetings**
3rd Monday of the month
Dates for 2025
20th October, 17th November

ACTION LIST SUMMARY

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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	No update as yet
July25.02	Clerk to set up WhatsApp group for Emergency Plan ALJ to write a report for SAL explaining the Emergency Plan process.	CF ALJ	Outstanding Outstanding
Sept25.01	ALJ to write policy on Food Trucks parking in the VH carpark during events	ALJ	
Sept25.02	Playground - Clerk to speak to bark supplier regarding ordering 12 cubic metres and what discount may be available and obtain delivery dates. GEL to investigate and repair old water pump in playground	CF GEL	Completed
Sept25.03	Toilet - Clerk to obtain quotes for redecoration of toilet.	CF	
Sept25.04	Parking lines on Northside - ML to survey the area and report back. ALJ to respond to resident	ML ALJ	
Sept25.05	Damage to raised pavement Northside/Water Lane - ML to check is repairs have been carried out	ML	
Sept25.06	ALJ will chase Kat Gash as no action seems to have been taken on various highways issues previously reported	ALJ	
Sept25.07	MCNP - Clerk to sign and return to MCNP the approval of submission form.	CF	Completed
Sept25.08	Village Hall - CP to ask a garden contractor if he will take on regular maintenance. Clerk to respond to VHMC asking for a suggested schedule of work.	CP CF	Completed
Sept25.09	Advertising on VH railings - ALJ to respond to Vicky.	ALJ	
Sept25.10	Planning - ML to draft responses to the Puy du Fou and Heyford Park planning applications	ML	

Signed SAPC Chair Date