

**Minutes of the Meeting of Steeple Aston Parish Council held on
Monday 20th October 2025**

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

County & District Councillors : D/Cllr David Rogers, C/Cllr Gareth Epps

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

In attendance: Cathy Fleet (Clerk)

10.25.01 Apologies
No apologies had been received, but it is known that Cllr Peter Dammermann is unwell.

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

10.25.03 Minutes of the last meeting held on 15th September 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.

10.25.04 Public Participation:
There was 1 member of the public present and the SAL Representative.

10.25.05 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	Agenda item Action closed
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 Completed. Action closed
Sept25.01	ALJ to write policy on Food Trucks parking in the VH carpark during events	ALJ	Agenda item Action closed
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 Action closed
Sept25.03	Toilet - Clerk to obtain quotes for redecoration of toilet.	CF	Outstanding
Sept25.04	Parking lines on Northside - ML to survey the area and report back. ALJ to respond to resident	ML ALJ	Agenda Item Action closed
Sept25.05	Damage to raised pavement Northside/Water Lane - ML to check if repairs have been carried out	ML	Agenda Item Action closed
Sept25.06	ALJ will chase Kat Gash as no action seems to have been taken on various highways issues previously reported	ALJ	Completed. Action closed.
Sept25.07	MCNP - Clerk to sign and return to MCNP the	CF	Completed

	approval of submission form.		Action closed
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 Action closed Completed Action closed
Sept25.09	Advertising on VH railings - ALJ to respond to Vicky.	ALJ	Agenda Item Action closed
Sept25.10	Planning - ML to draft responses to the Puy du Fou and Heyford Park planning applications	ML	Completed. Action closed

10.25.06**Reports from OCC/CDC****Cllr Epps reported:**

A written report had been submitted prior to the meeting.

- Cllr Epps thanked members of the PC for attending the Round Table meeting held on 24th September regarding the major planning developments in the area, saying that it was a very useful meeting and he will keep all parishes updated as to any progress. He urged the PC to submit comments to CDC highlighting the problems which can be foreseen and any mitigation which can be made to reduce the impact of the proposals.
- Unity Council proposals are on-going.
- OCC has a county strategic plan which is going through Cabinet tomorrow.
- Work is being carried out to try and accelerate some of the S106 projects.
- The business rates reset is ongoing
- A paper is going to cabinet tomorrow regarding the part time night street lighting proposal and parish councils' views are essential.
- The temporary (18 months) congestion charge in Oxford is starting next week and anyone can apply for 25 free passes per annum.

Cllr Rogers reported:

- He has requested officer time to support PCs on large development matters and to set up workshops at the Parish Liaison meeting
- CDC are creating a Local Impact Report on the SFRI and it was suggested that PCs email David Peckford , Head of CDC Planning, with mitigation suggestions

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
Ridgeway Inv 142	(S106) S&R kitchen	£2443.52	407.25	18/9
The Defib Pad	1634433	£372.59	62.10	
Seldram Supplies	234213	£103.13		
Kompan	264357	£5115.08	852.51	
Kompan	264139	£35517.10	5919.51	
Oxford Diocese	18909	£517.00		
CDC	dog bins 20027743	£75.50	12.58	
Cathy Fleet	Clk sal Oct	432.69		
Ridgeway Inv 184	(S106) S&R kitchen	£2443.52	407.25	
Penneys	23427	£919.20	153.20	
Nigel Prickett	2611	£438.00	73.00	
Cathy Fleet	clk expenses	£13.99		
AHS	Bark 198919	£1240.80	206.80	
Total (Excluding payment to Kompan)		14115.02		

Payment to Kompan was not approved as the project is not completed

- The Bank Reconciliation was received and approved
- The bank mandate was updated to approve the removal of Stuart Ferguson as signatory
- GEL, MW and CP will be added as signatories. **Clerk to complete forms for signature at the next meeting**

10.25.08**Approval of policies**

The Food Truck Policy was approved subject to minor alterations. . Parking of the van was discussed and it was agreed not to include a location in the policy.

The policy for display of banners on the railings on the village hall was approved, subject to minor alterations

10.25.09 Play area/Teenage facilities

- Progress on refurbishment - 12 cubic metres of bark had been delivered, and spread by a team of volunteers - thanks were expressed to them. A further delivery of 12 cubic metres to be ordered. **Action Clerk**
- The rubberised mulch did not cover the area required, but the volume was the same as in the original quote which was Kompan's mistake.. £4264 quoted for additional mulch, Kompan will pay 50%. **ALJ will further negotiate with Kompan.**
- There are other maintenance issues, e.g. the yellow slide and the bottom rung of the large climbing frame which need attention.

10.25.10 Toilet

The baby changing unit has been mended by GEL.

10.25.13 Highways/footpaths

- Parking lines on Northside . David Knapman was attending the meeting in regard to the damage to the footpath at the top of Water Lane/Paines Hill as a resident of the area. He had witnessed the recent damage by a lorry which had hit the paving stones. Some residents park on the road outside Randolphs which further narrows the already narrow road and an accident happened when the postman fell off the stones when they had been dislodged Mr Knapman has spoken to neighbours who park on the road but nothing has changed. Cllr Epps suggested that white lines should be installed on the junction and added that white lines have been approved for installation at the junction of Grange Park/Fenway. Discussions took place regarding signage, lines, bollards and it was agreed that a white line outside Randolphs should be requested and a letter will be written to the residents. **Clerk to draft letter.**
- ALJ has spoken to Kat Gash who was in the village last week. The Water Lane drains are scheduled to be deep cleaned during October with the drains in the rest of the village schedule for cleaning in November.
- OCC have a new team, HART (Highways Asset Response Team) which will deal with small issues.

10.25.14 MCNP

Meeting of the forum on 1st October, attended by GEL who commented that it was a very good well attended meeting and that it is a very powerful group. The revised version of the Plan has now been submitted to CDC and they will put it out for consultation in due course. An examiner will be appointed and it will be approx 3 months before publication after which there will be a referendum and adoption of the plan expected in spring 2026.

10.25.15 Buildings

- **Village hall**
 - **Redecoration in 2026** . quotes had been received from various contractors, the cheapest of which was David Green. **Clerk to inform him that the PC would like him to proceed and ask him to lock in the rate of £6400. Also ask him if he will be prepared to redecorate the toilet.**
 - Vegetation maintenance around the village hall. Quotes had been received , the cheapest of which was David Lamb @ £200 per day for 3-4 days (this time) and 2-3 days a year on-going . He is prepared to cut the hedge in time for the bonfire. **CP to inform David**

- Condition Survey - Quotes have been received, Fraser Sneddon at Holywell Surveyors has offered to do one of the buildings free (and will use a drone). Vesores £2020 and . Andrew Eades £800 +VAT .
ALJ to asks Holywell how much the 2nd building will cost and instruct him if about £1K
- Wasps nest in VH - **Clerk to arrange for it to be removed. .**

10.25.16 Correspondence
Letter received from Anne Haymes - **Clerk to respond**
Letter from Robin Tick - **Clerk to acknowledge**

10.25.17 Committee Reports
No reports were available

09.25.17 Planning

Report on the Round Table meeting - ALJ thought that the PC has no clear view on the impact of major planning proposals. ML said that Steeple Aston is somewhat out of the way for direct impact from the developments, so it would be difficult to apply for S106 money which must be as a result of the developments. It was felt that the biggest impact would be on roads which will inevitably become more congested.

Heyford Park - There is strong negative feeling within the village and the PC's objection has been submitted

OxSFRI - needs further discussion

Puy du Fou - objection has been submitted

Overall, the parish council is against the major development in the area.

Mitigation will be considered and a list submitted to Cllr Rogers and David Peckford. The Parish Council Planning committee (not used for many years) will be resurrected and will meet in the near future. **CP to set up WhatsApp Group and identify a date for meeting.**

Bucknell Coalition Group - to be discussed at the Planning meeting. **Clerk to put ALJ in touch with Chris Wells,**

The following planning documents had been received:

25/02297/TCA

Acacia Cottage South Side Steeple Aston OX25 4RT

T1 - Apple tree removal. Large limb failure recently exposed decay within upper canopy, tree is situated in close proximity to new extension. Tree survey was carried out in accordance with planning upper canopy decay had not been sighted.
NO OBJECTION

APPEAL

App/C3105/W/25/337/3373904 Fir Cottage, Fir lane

DECISIONS

25/02221/TCA

25/00927/F

25/01638/F

Manor Court Cottage

The Nook, Cow Lane

Manor Court

Notice of Intent

Approved

Refused

Heyford Park Parish Council have not yet decided whether to support the Heyford Park planning application.

07.25.18 Website
No report

07.25.19 Date of next meetings
3rd Monday of the month
Dates for 2025
17th November
Proposed dates for 2026 :
19 Jan, 16 Feb, 16 March, 20 April, 18 May, 15 June, 20 July, 21 Sept, 19 Oct, 16 Nov

ACTION LIST SUMMARY

No	Action	Owner	Update
Oct25.01	Finance - Clerk to complete bank mandate forms to add GEL,MW and CP as signatories for signature at the next meeting	CF	
Oct25.02	Play area - Clerk to order a further 12 cubic metres of bark ALJ to further negotiate with Kompan re price of additional mulch	CF	Completed Action closed ALJ
Oct25.03	Highways - Clerk to draft letter to residents of Northside regarding parking and possible white lines	CF	
Oct25.04	Redecoration of village hall - Clerk to inform David Green that the PC would like him to proceed and ask him to lock in the rate of £6400.. Also ask him if he will be prepared to redecorate the toilet.	CF	
Oct25.05	Vegetation maintenance around village hall - . CP to inform David	CP	
Oct25.06	Clerk to arrange for wasps nest in village hall to be removed	CF	
Oct25.07	Correspondence - Clerk to respond to Ann Haymes Clerk to respond to Robin Tick	CF CF	Completed Action closed Completed Action closed
Oct25.08	CP to set up WhatsApp group for Planning Committee	CP	
Oct25.09	Bucknell Coalition Group - Clerk to put ALJ in touch with Chris Wells,	CF	Completed Action closed

Signed SAPC Chair Date