

**Minutes of the Meeting of Steeple Aston Parish Council held on
Monday 16th March 2026**

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

County & District Councillors : C/Cllr Gareth Epps

Members of the public: There were no members of the public present apart from the representative from SAL.

In attendance: Cathy Fleet (Clerk)

03.26.01 Apologies

Apologies had been received from Cllr David Rogers, Cllr Mat Watson, Cllr Charlotte Powell and Cllr Peter Dammermann (Peter has resigned as councillor with immediate effect due to ill health)

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

03.26.03 Minutes of the last meeting held on 16th February 2026 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 Acting Chair of that meeting. .

03.26.04 Public Participation:
There were no members of the public present.

03.26.05 Clerk's Report and Actions from previous meeting

No	Action	Owner	Update
Jan26.01	Clerk to draft policy regarding external funding requests	CF	Outstanding
Jan26.03	White Lines on Northside - ALJ to respond to residents explaining why the PC will proceed with installing white lines.	ALJ	To be delivered
Jan26.06	GEL, ML, ALJ to arrange meeting to discuss schedule of works for VH and SART	GEL/ML/ALJ	Outstanding - zoom meeting to be arranged
Jan26.07	Website - The website and email addresses will move to gov.uk in 2026. ALJ to action	ALJ	On-going . GEL to take ownership of this
Feb26.01	20 mph wheely bin stickers - clerk to respond to writer	CF	Completed
Feb26.02	Playground - Platforms around trees - GEL will look at the work involved and if necessary a contractor will be identified.	GEL	GEL has investigated the 4 trees in question and recommends that a contractor is employed. ALJ to speak to the playground installers. ML to see if Dr Rad's need more than 1 quote
Feb26.03	Bus shelter at The Beeches - Clerk to respond to email request	CF	Completed
Feb26.04	Clerk to invite Chris Neville (Environment Cttee Chair) to PC meeting	CF	Completed - he will attend April meeting

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

A written report had been submitted and circulated ahead of the meeting.

- Potholes and state of the roads - weekly stats are being shared by CDC
- Movement & Place plan is going to cabinet tomorrow.
- Review of speeds limits & road safety to be reviewed on roads not previously reviewed e.g. A4260
- Broadband connectivity - OCC has funding for surveying and presenting details to OFCOM
- Greater Oxford Development Corporation - more information regarding consultation to be revealed in Rachel Reeves' speech tomorrow.
- Future Generations Champion -GE reviews proposals put forward and has been to an High Sherriff event at BMW ensuring that the voice of young people is heard
- Village gateways - Cllr Epps to find out if it is possible to install gates not provided by OCC.

Cllr Rogers reported:

A written report had been submitted and circulated ahead of the meeting. .

03.26.07 Finance

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

Payee	Detail/Inv No	Total Amount	VAT	paid
White Horse Contractors	11143 (S106)	2040.00	340.00	20/02
Penneys	November	924.00	154	
	December	1912.80	318.80	
February	859.20	143.20		
OALC	6280	252.00	42.00	
SAVH		45		
Kompan	266865	1800	300.00	
Cathy Fleet	clk sal March	432.89		
HMRC		115.32		
Community Heartbeat	Telephone system	120.00	20.00	
		8501.20		

Receipts**CDC**

£33860.16 (to be transferred back into SAPC Savings Account after year end)

- The Bank Reconciliation was received.
- Assertion 10 emails & website - **GEL to progress migration to gov.uk**
- IT Policy required to comply with Asssertion 10 on AGAR . The NALC template has been personalised for SAPC and will be further amended after discussions with OALC for sign off at the next meeting. **ALJ to contact OALC**

03.26.08 Meetings

No meetings had been attended

03.26.09 Highways/footpaths

Fix my Street Superuser - Graham Porcas has agreed to remain as FMS Superuser.

Litterblitz - The litterblitz was carried out at the weekend - thanks to all volunteers and the Enviornment Commimttee for coordinating it. .

Village gateway proposals - There was discussion around what the £6K allocated for village gates could be spent on instead of gates. At the recent workshop footpaths rated highly in residents' wishlist, particularly along The Beeches towards Heyford Station and safety outside school. To be further discussed.

- 03.26.10 MCNP**
 Consultation for the Neighbourhood plan ends next week and it is hoped that judicial review will be avoided. The government has held back its decision on New Towns and the announcement will be made in due course.
 Cllr Epps brought the Chief Exec of OCC to the area and introduced him to 2 members of Somerton PC representing MCNP to discuss the matter of cumulative impact of all the major planning applications. The Chief Exec was very supportive of this proposal. It has been agreed that MCNP will work with NORA, CARA and other groups and will set up working groups on specific topics.
- 03.26.11 Emergency Plan**
 ML to circulate list of vulnerable people made during Covid for updating and use as part of the Emergency Plan.
- 03.26.12 Buildings**
Village hall - Clerk is attempting to make payment for the garden waste subscription - CDC have classified the VH as commercial premises which is making it difficult.
SART - Playground - it was noted that the bark requires raking as the matting is showing through in some places. **GEL to rake the area.**
 Roof repair quotes for decision.
 Astons (Bradley) quoting £4,187 for both roofs + £550 for internal bricking up of dormer voids.
 Total £4,737 no VAT to be added.
 Attachments are A&D Roofing (Dan) quotes QU-1098 for village hall repairs @ £1,092 inc VAT and QU-1099 for Rec hall reroofing @ £5,880 inc VAT.
 Total £6,972 (£5810 before VAT)
 Also a quote from A&D for brickwork repair to steps and handrail at changing room exit point to rec hall, reference QU-1118 @£1,560.
 Bradley at Astons has quoted £350 for same work.
GE and John White recommend that Astons are contracted to carry out the work. ML to find out if planning permission is required.
- 03.26.13 Correspondence**
- Email re allotment rent - It was confirmed that the Diocese will issue the next rent invoice in September, along with any proposed increase, which will be passed to the Allotment Society.
 - Email re working party for VH surrounds - surface will be cleared in spring, weeds will be sprayed and woody perennials trimmed in May. The PC will follow the schedule provided by the VHTC . **ALJ to respond to writer.**
- 02.26.14 Committee Reports**
 There were no reports from committees.
Clerk to ask VHTC to provide minutes following their meetings
- 02.26.15 Planning :** The following planning documents had been received:
26/00106/F Merlins, Fir Lane - installation of solar panels
26/00107/LB Merlins, Fir Lane - installation of solar panels - no objection
 The Windmill at Brasenose Farm has been removed for safety reasons. It was recognised as significant to the community as a local heritage asset by CDC. The CDC list of local heritage assets has not been published which ML has questioned.

03.26.16 **Date of next meetings - 3rd Monday of the month**
Dates for 2026 :
 20 April, 18 May (APM & AMPC), 15 June, 20 July, 21 Sept, 19 Oct, 16 Nov

Signed SAPC Chair Date

ACTION LIST SUMMARY

No	Action	Owner	Update
Jan26.01	Clerk to draft policy regarding external funding requests	CF	Outstanding
Feb26.02	Playground - Platforms around trees - GEL will look at the work involved and if necessary a contractor will be identified.	GEL	GEL has investigated the 4 trees in question and recommends that a contractor is employed. ALJ to speak to the playground installers. ML to see if Dr Rad's need more than 1 quote
March26.01	Emails and Website - GEL to progress migration to gov.uk	GEL	
March26.02	IT Policy - ALJ to discuss with OALC	ALJ	
March26.03	VH & SART Roof - ML to find out if planning permission is required	ML	
March26.04	ALJ to respond to query about working party for VH surrounds	ALJ	
March26.05	Clerk to ask VHTC to copy the PC into their meeting minutes	CF	