

**Minutes of the Meeting of Steeple Aston Parish Council held on
Monday 20th April 2026**

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

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

Members of the public: There were 3 members of the public present and the representative from SAL.

In attendance: Cathy Fleet (Clerk)

04.26.01 Apologies

Apologies had been received from Cllr Mat Watson

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

04.26.03 Minutes of the last meeting held on 16th March 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 Chair.

04.26.04 Public Participation:

There were 2 members of the public present, and the representative from SAL. One member of the public was pleased to learn that the readout on the two SIDs has been changed to show 20mph (thanks to OCC!) and is also interested in supporting Community Speedwatch should a group be set up. **GEL will contact the TVP co-ordinator** and there may be volunteers from Middle Aston who would assist in volunteering.

The other member of the public was representing the Environment Committee.

04.26.05 Clerk's Report and Actions from previous meeting

No	Action	Owner	Update
Jan26.01	Clerk to draft policy regarding external funding requests	CF	Outstanding
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 . Dr Rads are happy with the PC's policy for quotes and contractors are due this week. Action closed.
March26.01	Emails and Website - GEL to progress migration to gov.uk	GEL	GEL has contacted Parish Online.
March26.02	IT Policy - ALJ to discuss with OALC	ALJ	To be dealt with further down the agenda.
March26.03	VH & SART Roof - ML to find out if planning permission is required	ML	Work has been

			carried out. ML was unable to find out if planning permission is required. , but it can be done retrospectively if necessary
March26.04	ALJ to respond to query about working party for VH surrounds	ALJ	Action closed
March26.05	Clerk to ask VHTC to copy the PC into their meeting minutes	CF	Outstanding

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

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

- SEND figures on assessments have shown a big improvement in timeliness and has resulted in government lifting the notice which OCC has been under for 3 years.
- The Councillor Priority Fund deadline for applications is October.

Cllr Rogers reported:

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

- Heyford Park will not be a new town, just a 9000 home planning application.
- It is hoped that after the elections, CDC will look at cumulative impact of major planning applications.

04.26.07 Committee Reports

Chris Nevile was attending as Chair of the Environment Committee (EC) and reported:

- The minutes from the last Environment Committee had been circulated to all councillors.
- The committee wishes to engage more with the village and communicate better and a WhatsApp chat has been set up and articles will be placed in SAL/Facebook/Instagram.
- Various events have taken place and more are planned, the next one being the Peoples Emergency Briefing to be held on 27th May in the village hall.
- ML raised the accountability of the EC to the PC and wondered if the PC could be informed of any EC announcements ahead of general release via website/facebook/etc.
- Another event being considered is to hold a Home Energy Workshop

Works to the SART and VV roofs have been carried out and much admired.

04.26.08 Finance

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

SAPC Monthly Account payable April 2026				
To	Inv No	Detail	Amount	VAT
Community First		subscription	70	
TP Jones	2225	payroll	62.4	
CDC	20022254	dog bin emptying	75.5	12.58
Seldram supplies	254857	toilet supplies	103.13	17.19
SAVH	6006	hall hire	17	
HMRC		PAYE	115.32	
Cathy Fleet		Clk sal April	432.89	

Cathy Fleet		Reimbursement for VH brown bin subscription	118		
Astons Roofing	8	Flat roof work to VH & SART	4187.02		
Astons Roofing	9	repair to brickwork/handrail	300		
Astons Roofing	10		337.55		
Steeple Aston Preschool		S137 grant	300		
SA Baby & Toddler Group		S137 grant	300		
SART		S137 grant	1500		
SAVA		S137 grant	500		
SAL		S137 grant	575		
PCC		S137 grant	1737.6		
		TOTAL	10731.41		

- The Bank Reconciliation was received.
- It was noted that Helen White has been appointed as Internal Auditor and that the End of Year Accounts and AGAR documentation has been given to her and will be available for approval at the next meeting prior to submission to Moore by end of June.

The IT policy has been reviewed and ALJ has spoken to OALC who recommended that the Clerk should have a separate laptop for each council she works for, but understands that this would be impractical. It was confirmed that the Clerk's laptop used for PC work is rarely used for personal use, is password protected, fully virus protected, not available to be used by family members, not used for any HMRC software and that all PC data is stored on the G-drive. It was therefore agreed that **ALJ will re-write the IT policy** which will be approved and adopted at the next PC meeting in order to comply with Assertion 10 of the AGAR.

04.26.09 Meetings

ML and GEL attended an online meeting with Dorchester who have been removed as members of MCNP Forum. The CEO of Dorchester was asked what the government funding of £500K is for and was unable to answer definitively, but it may be to prevent future Dorchester Living applications for Heyford Park going to appeal.

04.26.10 Community Orchard

Quote from KP Treecare of £300+ VAT to fell dead Larch tree, leaving resulting logs in situ.

Quote from Salyx for £1104

No response from Nicholsons

Clerk to instruct KP Treecare to proceed

ALJ to speak to Annie Stogdale regarding retaining the logs and engaging with villagers to collect them and suggest that the Community Orchard requests a brown bin from CDC

04.26.11 Highways/footpaths

- **Village gateway proposals** - no decision made.

04.26.12 MCNP

A request had been received for emergency funding of £1000 to MCNP to support their consultancy/legal fees against OxSFRI. The application has government support and will not be going through usual planning processes. Research has shown that the issue not

properly explained is that they propose to employ 9500 people at the warehouses - where will they live and how will they travel to site - this could be the undoing of the project. MCNP want to commission consultancy work to be presented to the examiner as the main objection. MCNP has asked 9 councils to put in £1000 each. Upper Heyford PC has agreed, Lower Heyford PC has declined. **It was agreed that SAPC could gift up to £1000 on a claw back basis., i.e. the expectation is that MCNP continue to secure funding from all parishes and based upon (a) the final fee and (b) the amount raised from other councils, not all of the £1000 will be spent.**

A further email had been received from Richard Preston regarding the field adjacent to Grange Park, which was agreed by the PC as a nominated site for development, which involved the demolition of 1 property in Grange Park. This property has now been sold so there is no agreement for access. This means that technically the site is no longer available. This could mean that the entire Neighbourhood Plan could be rejected as the numbers of new dwellings required might not be enough.

ML will write to RP asking if he can re-draw the map of the field with a solution to the access problem.

04.26.13 **Emergency Plan**

Carry over to the next meeting

04.26.14 **Buildings**

The new leases for the SART and VH including the Deed of Variation are complete and ML has a copy of the document which has been signed by Dr Radcliffe's Trust and was signed by ML, ALJ and CF as Clerk.

Notices need to be served on the SART and VH and a Declaration needs to be made by the recipients. **ML to check details.**

The roofing work on the Village hall and SART are now complete. The lead flashing on the VH has been done but the flat roof may need replacement before long.

The surveyors report has been actioned (short and long term)

Playground - A piece of wood had fallen over and had been removed by GEL. **ALJ will asks the groundworkers who are reconstructing the platforms around the trees to look at this.**

The water pump has been reported as loose again. ALJ to investigate.

04.26.15 **Correspondence**

- A letter had been received from Richard Preston (RP) regarding the issuing of a TPO on his land by Grange Park. This was responded to by the Clerk, followed up by a further email from Richard which has not been responded to as all points were covered in the previous response.
- An Email had been received from Brenda Bickley regarding bonfire debris on the paddock by the playground.. **CP will organise the burning of the remaining debris.**

04.26.16

26/00618/DISC

Planning : The following planning documents had been received:

Oakridge Cow Lane Steeple Aston Oxfordshire OX25 4SG	Discharge of Conditions 3 (wall and roof material) and 4 (Arboriculture Method Statement) of 23/01940/F	26/03/2026	Under Consultation
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26/00764/TEL

Street Record South Side Steeple Aston	Installation of Subtended Headend Sidepod onto existing BT cabinet	25/03/2026	Under Consultation
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26/00765/TEL

Street Record South Side Steeple Aston	Installation of Subtended Headend Sidepod onto	25/03/2026	Under Consultation
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<u>26/00766/TEL</u>	Street Record Fenway Steeple Aston	existing BT cabinet Installation of Subtended Headend Sidepod onto existing BT cabinet	25/03/2026	Under Consultation
<u>26/00778/TCA</u>	Kiftsgate House South Side Steeple Aston OX25 4RY	T3 Apple - section fell to ground level and replant. T4 Pear -section fell to ground level and replant.	25/03/2026	Case Officer Assigned
<u>26/00674/NMA</u>	The Old Quarry House Fenway Steeple Aston Oxfordshire OX25 4SS	Change roof from grey fibre cement sheet roofing to grey insulated metal sheet roofing (proposed as non-material amendment to 24/02108/F)	16/03/2026	Application Permitted
<u>26/00776/TPO</u>	Kiftsgate House	Treework to Beech trees subject to TPOs		

Decisions

<u>26/001925/F</u>	3 New Manor House, Southside	Approved by CDC
<u>26/000121/F</u>	The Garden Cottage, Southside	Approved by CDC

04.26.17 Date of next meetings - 3rd Monday of the month**Dates for 2026 :**

18 May (APM & AMPC), 15 June, 20 July, 21 Sept, 19 Oct, 16 Nov

Other matters

Election - Only 2 current councillors (+ 1 other) have been nominated as councillors and there will therefore not be an election on 7th May. The remaining current councillors will be co-opted after the election.

Signed SAPC Chair Date

ACTION/DECISION LIST SUMMARY

No	Action	Owner	Update
Jan26.01	Clerk to draft policy regarding external funding requests	CF	Outstanding
March26.05	Clerk to ask VHTC to copy the PC into their meeting minutes	CF	
April26.01	GEL to contact TVP Speedwatch Co-ordinator	GEL	
April26.02	ALJ will re-write the IT Policy	ALJ	Completed
April26.02	Clerk to instruct KP Treecare to proceed with felling the Larch in the Community Orchard . ALJ to discuss logs and brown bin with Annie Stogdale	CF ALJ	Completed Completed
April26.03	Field adjacent to Grange Park - ML will write to RP asking if he can re-draw the map of the field with a solution to the access problem.	ML	
April26.04	Deed of Variation - ML to find out about serving the Notices and the Declaration	ML	

April26.05	Playground - ALJ will speak to a contractor re removal of wood. ALJ will investigate water pump		ALJ
April26.06	CP to liaise with Brenda Bickley over debris removal		CP