

**Minutes of the Annual Meeting of Steeple Aston Parish Council held on  
Monday 18th May 2026**

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

**County & District Councillors :** C/Cllr Gareth Epps. Cllr David Rogers (joined the meeting at Item 12)

**Members of the public:** There were 2 members of the public present including the representative from SAL

**In attendance:** Cathy Fleet (Clerk)

**05.26.01 Election of chair**  
AG proposed GEL as Chair, ML seconded. GEL accepted and signed the Rol and Acceptance of Office

**05.26.02 Election of Vice Chair**  
GEL proposed ML as Vice chair and AG seconded. ML accepted and signed the Rol and Acceptance of Office

**05.26.03 Appointment of RFO**  
GEL proposed and AG seconded that Cathy Fleet continue as RFO for another year

**05.26.04 Confirmation of members of the Website and Environment Committees.** Cathy Fleet agreed to continue as RFO

**05.26.05 Apologies**  
Apologies had been received from Cllr Mat Watson, who has confirmed that he is standing down from the PC

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

**05.26.07 Minutes of the last meeting** held on 20th April 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.

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

**05.26.09 Co-option of Councillors**  
Angharad Lloyd Jones and Charlotte Powell were attending the meeting with a view to being co-opted as councillors. ML proposed and AG that they both be co-opted as councillors and the Rol and Acceptance of Office were signed

At this point in the meeting GEL suggested that he had second thoughts about becoming Chair and proposed that ALJ take over the role as Chair. This was seconded by ML and ALJ duly accepted.

**05.26.10 Clerk's Report and Actions from previous meeting**

No	Action	Owner	Update
Jan26.01	Clerk to draft policy regarding external funding requests	CF	Outstanding

<b>March26.05</b>	Clerk to ask VHTC to copy the PC into their meeting minutes	<b>CF</b>	<b>Outstanding</b>
<b>April26.01</b>	GEL to contact TVP Speedwatch Co-ordinator	<b>GEL</b>	<b>Completed Action closed</b>
<b>April26.02</b>	ALJ will re-write the IT Policy	<b>ALJ</b>	<b>Completed Action closed</b>
<b>April26.02</b>	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	<b>CF</b>  <b>ALJ</b>	<b>Completed Action closed</b>  <b>Completed Action closed</b>
<b>April26.03</b>	<b>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.</b>	<b>ML</b>	<b>Completed Action closed</b>
<b>April26.04</b>	<b>Deed of Variation - ML to find out about serving the Notices and the Declaration</b>	<b>ML</b>	<b>Deed of Variation signed.</b>
<b>April26.05</b>	<b>Playground - ALJ will speak to a contractor re removal of wood. ALJ will investigate water pump</b>	<b>ALJ</b>	<b>Water pump is sturdy but wobbles and needs to be concreted in. GEL to concrete around base of pump</b>
<b>April26.06</b>	<b>CP to liaise with Brenda Bickley over debris removal</b>	<b>CP</b>	<b>In hand Action closed</b>

**05.26.11****Reports from OCC/CDC**

**Cllr Epps has submitted had written report and highlighted the following:**

- New leadership of Council
- GE appointed to cabinet following elections with responsibility for Transport
- Community Speedwatch - more groups being set up and GE is happy to assist
- Waste Recycling
- Fire & Rescue
- EV Charging
- Energy
- School Transport
- Paper going to cabinet where parish councils are proposing
- Area Oversight Board will be established

**Cllr Rogers had submitted a written report and highlighted:**

- Portfolios will be decided at the CDC meeting on 19th May.
- If he does not retain the position on the Planning Committee, he wishes to remain involved with planning matters and will do all he can to assist parishes.

**05.26.08****Finance**

- 05.26.08.1 The EoY 2025/26 accounts were approved
- 05.26.08.2 The monthly accounts were approved for payment
- 05.26.08.3 The annual internal audit report
- 05.26.08.4 The end of year bank reconciliation was received and approved
- 05.26.08.5 The Annual Governance Statement 25/26 was approved and signed
- 05.26.08.6 The Accounting Statement 25/26 was approved and signed
- 05.26.08.7 The IT policy in relation to Assertion 10 requirements was approved and adopted and ALJ will send final draft the Clerk to filing on the G-drive.

05.26.08.8 The bank mandate for removal of Peter Dammermann as signatory was signed.

#### 05.26.12 **Play area/teenage facilities**

Notification has been received that Playsafety will carry out the ROSPA report in July.

- The sub contractor for groundwork has quoted for fixing the rot in the big ladder (strut has been removed) £1075 quoted. There are other areas of rot which require attention which can be dealt with at the same time so ALJ will request an amended quote. **CP to cost replacement timber.**
- The platforms - Kompan's contractor has proposed that all platforms are lifted and replaced as needed £2900 (to be paid by Dr Rads) ML to check that Dr Rads are happy with just one quote.
- Plastic slide - has broken at the top and needs removal/replacement. **ML to ask Graham Porcas to offer advice**
- A report had been received that the Zip wire was 'wobbly' - this has been inspected by the Clerk and councillors and found to be safe A report had also been received that there was a small stump of wood visible through the bark chips - this has been removed.

#### 05.26.13 **Highways/footpaths**

- **Northside white lines** .- no further response has been received from Mr & Mrs Moran. **Clerk to contact Kat Gash for advice to how to proceed.**

#### 04.26.14 **Buildings**

- Village Hall -
  - repairs to 2 window frames outside History Centre are being repaired by Stuart Cummins after which Clerk will instruct Tom Green to come back and re-paint.
  - ALj to send copies of the survey report to John White, Vicky Clifton and Torquil McLusky,
  - purchase of sign, - CF to ask Vicky Clifton to purchase and invoice the PC
  - flat roof quotes, quotes of around £4K from Town & Country and Aston Roofing . These quotes are for felt, **GEL to request quotes for single ply rubberized material.**
  - Pizza van licence - a pizza van will be in the car park regularly, ALJ has requested sight of her insurance, licences etc.
  - David Lamb will commence vegetation maintenance
- S&R
- Sub Leases The leases were signed by Chair and Clerk

#### 05.26.15 **Emergency Plan**

ML has arranged for members of the Valentine Club to be asked if they would like to be added to the list of vulnerable residents for energy providers so they can be contacted in the event of an emergency.

#### 05.26.15 **Correspondence**

#### 05.26.17 **Committee Reports**

The website minutes had been received

#### 05.26.18 **Planning** : The following planning documents had been received:

[26/00856/M106](#)

OS Parcel 0243 Adjoining Fenway NE Of Westfield Farm Fenway Steeple Aston	Modification of Section 106 - Removal of all Staircasing restrictions to allow the two shared owners on this site to staircase to
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100% ownership S106 dated 24.07.2013

[26/00618/DISC](#)Oakridge Cow Lane Steeple Aston  
Oxfordshire OX25 4SGDischarge of Conditions 3 (wall and roof  
material) and 4 (Arboriculture Method  
Statement ) of 23/01940/F**05.26.19 Website/email addresses**

GEL had received quotes from Aubergine. **GEL will arrange for demo of website. Clerk to demonstrate the use of Somerton's Aubergine website to GEL**

OxSFRI has been accepted by Planning Inspectorate for examination. Examination will be announced at some point and local organisations can register to be interested parties to appear at the examination. MCNP will be registering.

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

15 June, 20 July, 21 Sept, 19 Oct, 16 Nov

**Other matters**

Signed ..... SAPC Chair      Date .....

**ACTION/DECISION LIST SUMMARY**

No	Action	Owner	Update
<b>Jan26.01</b>	Clerk to draft policy regarding external funding requests	<b>CF</b>	<b>Outstanding</b>
<b>March26.05</b>	Clerk to ask VHTC to copy the PC into their meeting minutes	<b>CF</b>	<b>Outstanding</b>
<b>May26.01</b>	<b>Replacement of rotten timber to ladder in playground</b> - CP to cost replacement timber	<b>CP</b>	
<b>May26.02</b>	<b>Plastic slide</b> - . ML to ask Graham Porcas to offer advice	<b>ML</b>	
<b>May26.03</b>	<b>Northside white lines</b> - Clerk to contact Kat Gash for advice to how to proceed	<b>CF</b>	
<b>May26.04</b>	<b>Flat roof quotes</b> - GEL to request quotes for single ply rubberized material.	<b>GEL</b>	