

**Members are summoned to:
The meeting of Aston Tirrold and Aston Upthorpe Parish Council to be held in the Village
Hall Library Room on Thursday 17th September 2026 at 7.30pm**

Charlotte Ray, Clerk to the Council

MEETING AGENDA

1. Declaration

To receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting. (See note 1)

2. Apologies for absence:

3. Minutes

- a) To resolve that the minutes of the meeting of the Council held on 8th July 2026 and the minutes from the Extraordinary meeting of the Council held on the 3rd August 2026 (circulated to members) be signed as a correct record.

4. Public questions, comments or representations

5. SODC and OCC Reports to the Parish Council

To receive reports from SODC and OCC and ask any questions these raise.

6. Guy to present to the Parish Council the Wildfire Report.

7. Planning Applications

To consider the following planning permissions:

- a) **P26/S2603/LB**– For development work at the following location: [Stockwells Cottage Thorpe Street Aston Upthorpe OX11 9EG](#)

The application is for: Patent glazing above the staircase. Bathroom conservations Velux in lieu of PV panel Link and utility wing roof standing seam zinc in lieu of lead. New garden wall with pedestrian gate within the site.

- b) **P26/S3117/HH** - For development work at the following location: [Dairy Cottage Aston Street Aston Tirrold Didcot OX11 9DJ](#)

The application is for: Alterations to existing dwelling and the addition of a garage block.

- c) To note change of property name from Astons Farm to Oakridge Farm.

8. ARC

- a) Approve the Minute's from August's meeting. – There was no meeting in August.
- b) To discuss progress to the ARC proposals from the internal audit
 - a. meeting proposed with OALC to discuss the recommendations of the IA, including clarity on committee and sub committee structures
 - b. Possible changes to the current terms of reference
 - c. Possible changes to the current working arrangements with the PC
 - d. Financial management arrangements
- c) To donate £720 from Astonbury proceeds to Style Acre. (This was agreed at the March meeting: PC approved ARC request permission to contribute up to 15% of Astonbury profits to Style Acre.)

9. Finance

- a) Approve payments below for September

Simplicity Payroll Service	£26.40
Clerk Salary	£317.60
HMRC PAYE Liability	£2.40
Moore - External Auditors Review Invoice	£252.00
Rustic Management – Contracting services as agreed to the end of July 2026.	£910.00

- b) Approve August's Financial Statement.
- c) To note the new pay scales for clerks has been approved with an increase of 3.3% the increase is to be backdated to the 1st April 2026.
- d) To note the ICO (Information Commissioners Office) data protection fee is due for renewal and the direct debit of £52.00 will be collected around the 17th October 26.

10. To accept feedback and discuss matters arising from CLP Groups:

- a) Roads and Traffic
- b) Housing & Development
- c) Environment Group

11. To approve the adoption of the following policies as per the Internal Auditors recommendations: Financial Regulations, Standing Orders and IT.

12. To note the conclusion of the Audit and address any recommendations arising from the External Auditors Report.

13. To Discuss progress with the Internal Auditors Recommendations.

14. Review monthly tasks calendar

15. Items for next Agenda

Date for next meeting: 7.30pm on Wednesday 21st October 2026 in the Village Hall

Notes:

1. The disclosure must include the nature of interest. If you become aware, during the course of a meeting, of an interest that has not been disclosed under this item you must immediately disclose it. You may remain in the meeting and take part fully in discussions and voting unless the interest is prejudicial.

A personal interest is prejudicial if a member of the public with knowledge of the relevant facts would reasonably regard it as so significant that it is likely to prejudice your judgement of the public interest and it relates to a financial or regulatory matter.

For information, only

January	Agree budget/ Submit precept request
February	Submit VAT reclaim/ Confirm defibrillator checks
March	Reimburse ARC for Health and Safety Costs. Village Clear up
April	Grants paid
May	AGM/ Renew insurance. Review emergency plan/ Confirm defibrillator checks
June	AGAR Paperwork
July	
August	Confirm Defibrillator checks
September	Advertise for grant applications.
October	Final date for grant applications
November	Discuss grant applications/ begin budgeting process/ confirm defibrillator checks
December	Discuss draft budget

Upcoming Parish Council meeting dates:

Wednesday 21st October 2026

Wednesday 18th November 2026

Wednesday 9th December 2026