

**MINUTES OF THE MEETING OF ASTON TIRROLD AND ASTON UPTHORPE PARISH COUNCIL  
HELD ON WEDNESDAY 19<sup>th</sup> NOVEMBER 2025**

**13/093 Apologies for absence**

Peter Butcher (PB), Tom Mooney (TM), Anne-Marie Simpson SODC (AMS), Crispin Topping SODC (CT), Johnny Hope-Smith OCC (JHS),

**13/094 Present**

Jane Imbush Chair (JI), Simon Young Vice-Chair (SY), Mary Severin (MS), Jane Knight (JBK), Joanna Hart (JH), Neil Carter (NC), Sarah Munro (SM), Charlotte Ray- Clerk (CR),

Members of the public - 3

**13/095 Declaration of any relevant interests**

None

**13/096 Minutes**

Minutes from the meeting held on 15<sup>th</sup> October 2025 were then agreed by all and signed by the Chair.

**13/097 Public questions, comments, or representations**

None

**13/098 SODC and OCC Reports to the Parish Council**

The report was read and noted by the councillors.

See link for SODC report

[Aston Tirrold Aston Upthorpe Parish Council DC Report 191125.docx](#)

See link for OCC report

[County Councillor Parish Report Nov 2025.docx](#)

**13/099 Planning**

To consider the following planning permissions:

- a) [P25/S3237/FUL](#) – For development work at the following location: Cowderys Yard, Spring Lane, Aston Tirrold.

The application is for: Phased development. Demolition of two existing buildings. Construction of new self-build dwelling and related works.

The owners of Cowderys Yard attended the meeting and presented their plans for the proposed development to the Parish Council. Councillor Knight raised several questions regarding the submitted drawings. Specifically, the overview images lacked measurements; in the west elevation, the highest point appeared to be the central section, while in the north and south elevations the gable ends were taller than the main body of the house. The drawings did not appear to align consistently.

The residents confirmed that a height restriction is in place and that the build will not exceed the height of neighbouring properties. A bat survey indicated that no bats are currently

residing in the barn, although there have been numerous sightings of bats in the surrounding area. Councillor Knight expressed concern about the extensive use of glazing and its potential impact on local wildlife. The residents responded that they have been advised during pre-planning advice and have already reduced the proposed glazing. External lighting has been kept to essential use only. The majority of glazing faces the garden and will not impact neighbouring properties. They also confirmed plans to increase the number of trees on the site.

Given the significant movement of materials to and from the site, the Parish Council requested that the owners remain mindful of traffic entering and leaving the village. Following discussion, the Parish Council unanimously voted to support the application.

### 13/100 ARC

- a) Approve Minute's from November's meeting. – **Approved**
- b) Bonfire Night was a huge success. The Parish Council extends its sincere and profound gratitude to ARC for their exceptional dedication and hard work. We are also deeply appreciative of the many volunteers whose generous contributions of time and effort were instrumental in making the event possible. Their commitment and community spirit are truly valued, and the Council wishes to place on record its immense thanks.
- c) Discuss/Agree the change of name for ARC's bank account - Following the comments from the PC's Internal Auditor and discussion at both the PC and ARC meetings, the PC and ARC have agreed that Councillor Hart can update the signatories on the ARC's bank account to Joanna Hart & Jane Imbush (as Chair of the Parish Council) with Jo Walshe retaining viewing access to the account, but not full signatory access. Councillor Hart will also in due course change the name of the bank account to 'Astons Parish Council – ARC'. Councillor Munro volunteered to join ARC and so will also be a signatory.
- d) Approve two more signatories to be added to ARC's bank mandate. Cllr Imbush and Cllr Munro volunteered and the remaining Cllrs voted to support.
- e) Approve a Councillor from the PC to join ARC's Committee. – Councillor Munro volunteered and the remaining Cllrs all supported.

### 13/101 Finance

- a) Payments below approved

Simplicity Payroll Service	£26.40
Charlotte Ray Clerk Fees	£310.00

- b) Approve October's Financial Statement- **Approved and formally noted the bank reconciliation.**
- c) Councillors noted the bank account and spreadsheet reconciliation
- d) Councillors also discussed the progress on the internal audit. Having identified new signatories and management of the bank accounts relating to ARC and the PC, noting the progress against the audit that has been made in year.
- e) Councillor Imbush was able to report that she had met with the Astons Webteam regarding concerns expressed over accessibility of the website. The PC now knows what needs to be achieved for compliance and will work with the Clerk and the Webteam to resolve the outstanding issues.

### 13/102 CLP Groups

- a) **Roads and traffic** – Works have commenced on Spring Lane, where two rows of kerbstones have been installed and drainage improvements are underway. The existing surface is scheduled to be removed tomorrow, followed by resurfacing. The gully has been altered to ensure that all water will drain away effectively. It was noted that potholes previously reported remain unrepaired. Councillor Knight will submit a further report via the “Fix My Street” service.
- b) **Housing and Development** – Nothing to report
- c) **Environment group** – The Hedge Row and Nature Plan document has been received. Councilor Carter is currently reviewing the contents and will subsequently submit the application online.

**13/103 Discuss/Approve the following Grant Applications:**

- a) St. Michael’s Church – Two invoices have been given to the PC one for £254.80 plus VAT for servicing the bells and £663.00 plus VAT to repair Bell 6. The PC discussed the application and agreed to use CIL funds to pay for the above invoices. The invoice will be addressed to the PC following the repairs. The total sum will be £917.80 plus VAT = £1101.36
- b) Village Hall Post Office - £500.00 - **Approved**
- c) Burial Ground - £1,000.00 - **Approved**

**13/104 Items for next agenda**

Date of the next meeting is at 7:30 pm on Wednesday 10<sup>th</sup> December 2025 which will be held in the Village Hall.

The meeting closed at: 20:26

**13/105 Review Monthly Calendar tasks**

Following meetings will be on the third Wednesday of the month except for December when it will be the second Wednesday due to the closeness to Christmas:  
10<sup>th</sup> December 2025

21<sup>st</sup> January 2026  
18<sup>th</sup> February 2026  
18<sup>th</sup> March 2026  
15<sup>th</sup> April 2026  
20<sup>th</sup> May 2026  
17<sup>th</sup> June 2026  
15<sup>th</sup> July 2026  
16<sup>th</sup> September 2026  
21<sup>st</sup> October 2026  
18<sup>th</sup> November 2026  
9<sup>th</sup> December 2026