

**MINUTES OF THE MEETING OF ASTON TIRROLD AND ASTON UPTHORPE PARISH  
COUNCIL HELD ON WEDNESDAY 17<sup>th</sup> SEPTEMBER 2025**

**13/065 Apologies for absence**

Jane Knight (JBK),

**13/066 Present**

Jane Imbush Chair (JI), Simon Young Vice-Chair (SY), Mary Severin (MS), Joanna Hart (JH), Neil Carter (NC), Peter Butcher (PB), Anne-Marie Simpson SODC (AMS), Crispin Topping SODC (CT), Johnny Hope-Smith OCC (JHS), Charlotte Ray- Clerk (CR),

Members of the public - 2

**13/067 Declaration of any relevant interests**

None

**13/068 Minutes**

Minutes from the meeting held on 16<sup>th</sup> July 2025 were then agreed by all and signed by the Chair.

**13/069 Public questions, comments, or representations**

**13/070 SODC and OCC Reports to the Parish Council**

The PC have not received a report from SODC at present.

**OCC Report:**

- **OxRAIL 2040 – County Rail Strategy Consultation** - Oxfordshire County Council has launched OxRAIL 2040, a bold 15-year strategy to improve rail transport across the county. The plan sets out a vision for a more connected, accessible, and sustainable rail network.
- **Community Transport Grants Awarded Across Oxfordshire** - Oxfordshire County Council has awarded £64,572 to four organisations to support essential community transport services. Grants will help fund new routes, vehicle costs, and driver expenses.
- **Short Story Competition Returns to Oxfordshire Libraries**
- **Adult Social Care Rated 'Good' by CQC** - Oxfordshire County Council's Adult Social Care service has been rated 'Good' following a recent inspection by the Care Quality Commission (CQC).
- **Major Road Resurfacing Programme Under Way** - Oxfordshire County Council continues with its significant resurfacing programme to improve road quality and safety across the county. Running from late June to 17 October, the works will cover over 111,000 square metres of road surface across 36 sites, using nearly 22,000 tonnes of material.

See link for SODC report

**13/071 Planning**

To consider the following planning permissions:

- a) [P25/S2440/LB](#) - For development work at the following location: Aston Tirrold Manor, Aston Street, Aston Tirrold.

The application is for: Roof works: Recover and repair clay tile roof using salvaged and handmade tiles; upgrade insulation with breathable wood fiber; repair timbers and redecorate joinery Chimneys: Localised repointing, repairs, and new flashings. Windows and dormers: Replace/ repair all second-floor windows and dormers like-for-like in timber with conservation double glazing. Internal reconfiguration: Refurbish second floor to create new bathroom, laundry, cinema and games rooms; restructure stair; upgrade services with minimal intervention, thermal upgrades generally.

**Following the report from Listed Buildings the PC are happy to support the application.**

- b) [P25/S2472/HH](#)  
c) [P25/S2473/LB](#) - For development work at the following location: Aston Tirrold Manor, Aston Street, Aston Tirrold.

The application is for: Demolition of 2 existing glasshouses and 1 cold frame and the construction of a pool house in its place.

**The PC raised some concerns around the lighting the pool house would give off when dark however the owners were able to reassure the PC that there is not going to be significant lighting. On this basis and following the report from Listed Buildings the PC are happy to support the application.**

- d) [P25/S2524/DIS](#) - For development work at the following location: Aston Tirrold Manor, Aston Street, Aston Tirrold.

The application is for: Discharge of condition 3 (details of extract mechanisms) & 4 (material samples/photos) on application ref. P25/S0324/LB (Amalgamation of one dwellinghouse and two self-contained units back into a single-family dwelling, together with associated alterations, including changes to fenestrations. Demolition of existing orangery extension & replacement with new orangery extension in the same footprint. Alterations to existing driveway to facilitate access and new pedestrian gate, with associated landscaping. Addition of 2 x EV charging points.)

**The PC acknowledge the application**

- e) [P25/S2525/DIS](#) - For development work at the following location: Aston Tirrold Manor, Aston Street, Aston Tirrold.

The application is for: Discharge of conditions 7 (Surface Water Drainage) & 8 (Schedule of Materials) on Planning Application P25/S0323/FUL (Amalgamation of one dwellinghouse and two self-contained units back into a single-family dwelling, together with associated alterations, including changes to fenestrations. Demolition of existing orangery extension & replacement with new orangery extension in the same footprint. Alterations to existing driveway to facilitate access and new pedestrian gate, with associated landscaping. Addition of 2 x EV charging points.)

**The PC acknowledge the application.**

### 13/072 ARC

- a) Approve Minute's from September's meeting. - **Approved**
- b) Approve £875 (no VAT) for replacing rotten boards with new wood to both gable ends. - **Approved**
- c) To discuss the changes required for the ARC banking arrangements following the internal auditor report and the associated new process to be put in place to enable effective and timely management of ARC finances. – The PC and two members from ARC discussed the options available in great detail. ARC have always kept their bank account separate from the PCs account. However, following legal obligations, the accounts name will need to be changed as it must include Parish Council within its name. ARC and the PC will agree on a name in November and plan to make the change in December. Also in November's meeting two more signatories will need to be agreed and added to ARCs account, as currently there is not enough people on the bank mandate. A member of the PC will also need to join ARCs committee and likewise if any members of ARC would like to join the PC they would be very welcome. ARCs operating procedures will need to be established to detail exactly what ARC do therefore a smooth transition to the Parish Clerk handling the accounts can be established. It was suggested the Clerk would produce a monthly statement of accounts for ARC to present at their meetings, this will allow them to continue to monitor and have control of finances and still comply with legal legislations.

### 13/073 Finance

- a) Payments below approved

Simplicity Payroll Service (August & September)	£52.80
Charlotte Ray Clerk Fees	£310.00
Aggregate for Boules Pitch (Payment agreed to be taken from CIL fund)	£418.20
Rustic Management Invoice for services agreed from Jan-July 25	£1,290.00
Printer Ink for Clerk	£11.48

- b) Approve August's Financial Statement- **Approved**
- c) Approve purchase of Microsoft package for the Clerk Laptop £119.99 for 1 PC lifetime use. - **Approved**
- d) Acknowledge when the clerk purchased the laptop it had been reduced by a further £50.00 in promotion so the clerk now owes the PC £50.00. – The PC agree the £50.00 will be used towards the cost of the Microsoft package.
- e) In line with the 2025 internal audit report, the PC have considered other bank options but feel there are pros and cons when switching accounts. It was agreed at the meeting to keep the bank account with Lloyds and there is not a need to move.

### 13/074 CLP Groups

- a) **Roads and traffic** – A417 speed limit reducing proposal has been submitted to change from 50 to 40mph from west of Spring Lane to Aston Tirrold to east of Carrimers Farm. It was agreed the Clerk will respond to the proposal saying the PC strongly support this proposal. However, feel the road should remain 40mph once turning into the village

and not increase back to 50mph. It was also noted at the bottom of Spring Lane some potholes are still waiting to be filled which were marked a few month ago.

- b) **Housing and Development** – Nothing to report
- c) **Environment group** – A walk around the villages took place in August with members of the PC and a bio diversity officer from OOC. Photos were taken and a plan is being put together. Current thoughts are to put sleepers down the side where the unofficial pull-in is on Chalk Hill and Spring Lane (Lollingdon Track and the Rec gateway should be used on Chalk Hill). On Spring Lane the 2 unofficial laybys (where there is repeated fly-tipping) will also have sleepers added and once repaired the PC will look to plant a variety of flowers. This will aim to prevent people from pulling in on non-maintained areas causing damage to the verge. The PC will look to receive some grants for funding this project. Behind the memorial, and triangle by Aston Street where currently daffodils are planted, the plan is to add some flowers and planting to provide biodiversity and interest all year. The PC also noted a blocked a metal pipe has emerged from the ground on Spring Lane near Copsestile Farm drain/stream; this part of the village already floods easily so the PC will ask the Flood team at OCC to see what can be done.

### **13/075 Replacing the notice board outside the Village Hall**

The PC arranged for the notice board to be assessed by Rustic Management. Tom Coates will also assess the other 2 notice boards in the village and if work is needed will make repairs over the winter. The doors to all Boards have become warped and it was agreed the contractor will fix and restore and submit a bill which the PC are happy to pay using CIL monies.

### **13/076 Items for next agenda**

Date of the next meeting is at 7:30 pm on Wednesday 15<sup>th</sup> October 2025 which will be held in the Village hall.

The meeting closed at: 20:43

### **13/077 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:

15<sup>th</sup> October 2025

19<sup>th</sup> November 2025

10<sup>th</sup> December 2025