

**MINUTES OF THE MEETING OF ASTON TIRROLD AND ASTON UPTHORPE PARISH COUNCIL
HELD ON THURSDAY 17th SEPTEMBER 2026**

26-27/033 Apologies for absence

Mary Severin (MS), Peter Butcher (PB), Johnny Hope-Smith OCC (JHS)

26-27/034 Present

Jane Imbush Chair (JI), Simon Young Vice-Chair (SY), Jane Knight (JBK), Tom Mooney (TM), Neil Carter (NC), Joanna Hart (JH), Sarah Munro (SM), Anne-Marie Simpson SODC (AMS), Crispin Topping SODC (CT),

Members of the public - 4

26-27/035 Declaration of any relevant interests

Councillor Carter declared a conflict with item 26-27/040 b as an immediate neighbour.

26-27/036 Minutes

Minutes from the meeting held on 8th July 2026 and the minutes from the Extraordinary meeting of the Council held on the 3rd August 2026 were then agreed by all and signed by the Chair.

26-27/037 Public questions, comments, or representations

26-27/038 SODC and OCC Reports to the Parish Council

SODC: Report received

OCC: Report received

See link for SODC report

The PC took the opportunity to discuss with Councillor Simpson the continued breaches of the enforcement notice that has been levied on the property to be known as Oakridge Farm on Moreton road. The PC expressed their disappointment that after 6 months, no action had been taken by the planning department despite repeated evidence being provided to the Enforcement Officer. The PC has been advised that a planning contravention notice should be issued given the continued breaches.

Councillor Simpson assured the PC that the enforcement team is fully engaged and understand that the perceived inaction is frustrating. However, we were advised to have confidence in the enforcement process

See link for SODC report

See link for OCC report

26-27/039 Guy to present to the Parish Council the Wildfire Report.

This item was deferred to the October meeting to allow councillors to read the report.

26-27/040 Planning

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.

The applicant was not represented at the meeting. The Parish Council is **unable to support** the application given that it is their understanding that a householder application is needed for this to be considered in full.

In addition, the Parish Council could see no detail on the application before them relating to the internal height of the Velux window and recommend that the bottom of the window be at least 1.8 from floor level to mitigate any overlooking of neighbours property

- 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.

The PC is **unable to support** this application and await additional information on the garage element of the application.

The applicant and neighbour were present at the Parish Council meeting.

Two members of the Parish Council undertook as site visit at the request of the neighbours in Manor Farm House.

There was considerable discussion by both parties relating to the proposed location, mass and possible use of the garage which would appear to be disproportionate given the size of the plot. The applicant is aware of the views of their neighbours and have asked their architect to resubmit plans for the garage to remove all elements of glazing from the southern roof elevation to avoid overlooking into the neighbours property and enclose the stairwell. The proposals have been submitted to SODC planning for consideration, but at the time of the meeting, the PC was unsighted of these new proposals.

The internal arrangements for the main house were not in question (with the exception of the loss of roof hips which is a characteristic of downland village properties)

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

26-27/041 ARC

- a) Approve Minute's from September's meeting. Approved
- 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

There was discussion on process and preferred options for the future management arrangements for ARC. This is to be an evolutionary process with ARC taking on an advisory role reporting to the PC. Planning of payments and access to banking will change to be more structured than currently and more responsive when needed. It will also need to reflect the financial regulations and standing orders that are being updated.

A third councillor will be required to join ARC. The Terms of Reference will need to be strengthened but this will be easier as the processes become clearer. All Parish Councillors supported this approach and thanked Councillor Hart and Munro for their support.

- 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.) **Approved**

26-27/042 Finance

- a) Payments below approved

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- **Approved**
- 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.
Jane to contact Simplicity Payroll and confirm pay rise to be implemented from October and back pay for April to September to be reflected in the October payslip.
- 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.
Noted.

26-27/043 CLP Groups

- a) **Roads and traffic** – Councillor Knight has been contacted about the effectiveness of the 20mph speed limits within the village. The worst area is travelling east on Hagbourne Road toward the village. It was suggested that rumble strips may work and would avoid hard street calming measures that require street lighting. Flood training is available but as the venue is in Kidlington, it was unlikely a councillor will attend
- b) **Housing and Development** –
- c) **Environment group** – Councillor Carter has had a further walk round the village with OCC. The damage to the verge by the REC needs attention before the winter and it was agreed that the PC would approve the use of hardcore and material to address the issue in the short term.

26-27/044 To approve the adoption of the following policies as per the Internal Auditors recommendations: Financial Regulations, Standing Orders and IT.

The PC approved the Financial Regulations Policy

The PC approved option 1 of the Standing Orders policy

The IT policy seems incredibly detailed. An alternative will be investigated.

26-27/045 To note the conclusion of the Audit and address any recommendations arising from the External Auditors Report.

The PC note the conclusion of audit and will review the auditors comments and address where necessary over the coming months.

26-27/046 To Discuss progress with the Internal Auditors Recommendations.

The PC are continuing to work through the recommendations from the internal auditor.

This year's report will follow the same steps as last year and a plan will be put forward in the coming months.

26-27/047 Items for next agenda

Date of the next meeting is at 7:30 pm on Thursday 21st October 2026 which will be held in the Village Hall.

The meeting closed at: 21:10

26-27/048 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:

18th November 2026

9th December 2026