



St Helen Without Parish Council

Working for You

Minutes of St Helen Without Parish Council Meeting
held in Shippon Church Hall on Monday 23rd June 2025 at 7.00 p.m.

Present: Cllr. M. Page (Chair), Cllr R. Bahu, Cllr D. Churchouse, Cllr P Lane-Evans, Cllr M. Littleboy, Cllr M Rusby, Cllr S Rusby, Cllr V Talbot

Absent: none

Also in attendance: W Bates (Clerk), District Cllr Robert Clegg, County Cllr James Plumb

The meeting opened with a minute's silence in memory of Gerry Quaghebeur, Chair of Wootton Parish Council and a member of the Wootton and Dry Sandford Executive Committee who died last week.

- 1) To note apologies for absence - Station Staff Officer David O'Hara
- 2) To receive any Declarations of Interest from Councillors relating to items on the Agenda - Cllr M Rusby and Cllr S Rusby declared an interest in 12ci and Cllr Littleboy declared an interest in planning application P25/V1021/HH.
- 3) To receive updates relating to airfield events and related issues - MOD Station Admin Manager, David O'Hara & Cllr S Rusby – a report was received from David O'Hara in his absence. It was raised that the Car Boot signs are not being removed between events. Cllr Page to raise this with David O'Hara.
- 4) To receive reports from District and County Councillors – County Cllr Plumb advised that the Councillor Priority fund was available, more money is being invested in drains and gullies, consultation on City Congestion charge is open.
District Cllr Clegg advised about the Climate Action Fund and recommended that the form be completed in anticipation of future funds.
A discussion took place about the Unitary Proposals.
- 5) To note matters raised by members of the public - none
- 6) To confirm the Minutes of the meeting held on 19th May 2025 – it was RESOLVED to approve the minutes.
- 7) To receive the Clerk's Report
SID signs delivered. The quote from MR Herring for installation of these has been requested. Clips to attach these to the poles were also required and have been purchased. The Clerk advised that the solar panels are not easy to move between poles so additional ones may be required on the poles that are to be used with the new SID signs.
Speedwatch Signs have been delivered.
The defibrillator and cabinet have been ordered and delivered. Changes to contact details have been requested with The Circuit.
The website is being updated as information is provided to the Clerk. A meeting summary was emailed to people who have registered for email updates.
Playground inspection due shortly but no date has been provided.
The Clerk attended the recent SLCC Oxon Branch meeting – useful information on resilience and emergency planning.
The Clerk has purchased a printer personally and will charge the Parish Council for ink cost per page. Paper has been purchased for use by the Parish Council.

- 8) To consider the proposal to support the First Aid Course run by Wootton Parish Council - St Helen Without Parish Council is interested in contributing towards the first aid course but would like to know more about the proposals and also to look into free options provided by St John's Ambulance and the British Red Cross. Clerk to respond.
- 9) To consider renewing membership of Community First Oxfordshire at £70 – it was RESOLVED to approve this.
- 10) To consider the Clerk's request for a paid PDF subscription – it was RESOLVED to approve the purchase of the I Love PDF Subscription at £60 for a year.

11) Governance

- a) To consider the quotes provided by internal auditors – it was RESOLVED to appoint Deborah O'Brien as the internal auditor.
- b) To consider the proposed IT Policy – it was RESOLVED to approve the IT Policy.
- c) To consider the proposed Speedwatch Risk Assessment – it was RESOLVED to approve the Speedwatch Risk Assessment.
- d) To consider any training opportunities and requirements and review any training attended – it was agreed to enroll Pat Lane-Evans on the Roles and Responsibilities Training with Oxford Association of Local Councils at £60 ex VAT and Mark and Sarah Rusby on the Talking Tables event at £30 ex VAT each.
- e) To discuss the need for risk assessments of activities undertaken by Councillors on behalf of the Council – the need to provide the Clerk with details of any activities being undertaken together with a risk assessment was highlighted.

12) Finance

- a) To agree the list of payments and any additional invoices presented for payment since the circulation of the agenda; the following payments were approved:

Ref	Invoice Date	Payee	Amount
b129	02/06/2025	Gallagher (AJGIBL) Insurance	£ 1,034.37
b130	31/05/2025	MRH Services/Equipment Painting & SID	£ 502.44
b131	05/06/2025	Sign Wizard/Speedwatch Signs	£ 177.96
b132	30/06/2025	Payroll	£ 601.03
b133	30/06/2025	Nest Pension	£ 120.24
b134	05/07/2025	HMRC/PAYE	£ 601.31
b135	21/05/2025	Prince of Wales/Annual Parish Meeting	£ 100.00
b136	21/05/2025	Prince of Wales/Shippon News	£ 50.00
b137	23/05/2025	Elan City/SID Signs	£ 5,615.98
b138	30/05/2025	Shield Maintenance Ltd/Bin Emptying	£ 46.80
b139	10/06/2025	Sign Trade Supplies/fixings for SIDs	£ 89.10
b140	30/05/2025	British Heart Foundation/Defib & Cabinet	£ 2,133.98
b141	15/05/2025	Oxfordshire Association of Local Councils	£ 138.00
b142	10/06/2025	Oxfordshire Association of Local Councils	£ 72.00
b143	19/05/2025	Friends of Shippon Grant	£ 500.00
b144	18/05/2025	Virtual Landline	£ 8.75
b145	18/06/2025	Virtual Landline	£ 8.75
b146	26/05/2025	Royal Mail/Freepost Charges	£ 2.30
B147	23/06/2025	Community First Oxfordshire	£ 70.00
B148	23/06/2025	Wootton and Dry Sandford Community Centre	£ 200.00

- b) To note the list of receipts

None

- c) To consider the following grant applications:

- the request for a grant to support Cothill Fest – it was RESOLVED to purchase two or three trestle tables and chairs for £350 for the use by Cothill Fest; these will be stored on behalf of the Parish Council. It was further RESOLVED to provide a grant of £250 towards the event; there is no residents association so it was agreed that the invoices for the Portaloo and the Ceilidh are to be sent to the Clerk for payment. The Clerk advised that VAT cannot be reclaimed on these items.
- the request for a grant from WADSCC for WadsFest – it was RESOLVED to approve a grant of £200

13) To receive updates from Councillors:

a) Cllr Littleboy -

- Sandleigh Road Recreation Ground: the grass has been cut; the sputnik needs retouching where the red is coming through the blue and black. The Clerk is to contact MRH Services.
- Road Verges Grass Cutting – no further cut has been done.

b) Cllr M Rusby

- Highways Issues – the Speedwatch signs are to be put up. The two new SIDS are to be put up on Cholswell Road. The issues with improved road markings at the T junction on Barrow Road have been raised with the County Council Highways Engagement Team; a response is awaited. Issues with the damage to the walls on Barrow Road and the damage to the road surface were discussed and these are to be followed up with Oxfordshire County Council Highways.

c) Cllr S Rusby

- Defibrillator – this needs to be installed, but contact has not been established with the Merry Miller since the defibrillator was delivered.
- War Memorials – A quote is being sought from Spencer Hall and Abingdon Stone Mason.
- Airfield – it was suggested that the abnormal riftsoft events should be added to the “noisy events calendar”. The recent Carnival event was exceptionally noisy.

d) Cllr Bahu

- Dalton Barracks Development and engagement with the Defence Infrastructure Organisation – progress is very slow, the consultation has been delayed. The next meeting is on the 8th July. An Oxford Mail article on the 11th June claiming that the army had moved out has caused a stir as the information is inaccurate.

14) Planning:

a) To consider any Planning Applications received:

Reference

Location/Description

Date Registered

[P25/V1062/SCR](#)

Cothill Fen SSSI

Completion of Form B prior to an application to the Secretary of State for Energy Security and Net Zero to replace two 11kV electricity wood pole structures (like-for-like) on its North Hinksey (NHIN) E6L5 11kV Circuit as detailed herein and as shown on the attached plan (accompanying Form B). This work is required due to the condition of the existing poles.

12 May 2025

Application for information only

[P25/V1021/HH](#)

75 Lashford Lane Dry Sandford Abingdon OX13 6DZ

Single storey front and rear extensions, extension of existing first floor accommodation and insertion of garden annexe. Dormer windows to be introduced and general changes to the fenestration. (Resubmission of previously approved planning permission P21/V0709/HH)

12 May 2025

Comment submitted by Clerk: No Objection to this planning application which is a re-submission of P21/V0709/HH which has fallen out of time. We do note the comments made by another respondent with regard the main sewer and trust that this will be clarified as part of the planning process.

P25/V0998/HH

3 Sycamore Close Shippon Abingdon OX13 6ER

Demolition existing garage and boot room to the front, replace with new home gym with new shower room (same footprint) with flat roof and curved velux roof light.

11 June 2025

Cllr Churchouse to review this and advise of any issues.

b) To note Planning Applications decisions:

None

15) To review and note Communications received and to consider any responses if required

None

16) To note matters raised by members of the Council and Clerk.

Further consideration to be given to advertising.

Cllr Talbot to provide a proposal for a litter bin on Faringdon Road.

17) Date of next meeting:

To confirm the date of the next Parish Council Meeting, which is scheduled for 7.00 p.m. on Monday 4th August 2025 in the Music Room, Cothill School.

The meeting closed at: 21:30

Signed..... Date.....