



St Helen Without Parish Council

Working for You

To Members of St Helen Without Parish Council

You are hereby summoned to attend the Annual Parish Council Meeting of St Helen Without Parish Council to be held in The Community Centre, Cholswell Road, OX13 6HA on Monday 11th May 2026 at 7.00 p.m.

Members of the public and press are welcome to attend and may make representations when invited by the Chair. Anyone wishing to address the Council will be given five minutes to do so. The public participation section is limited to 15 minutes. They may then observe the rest of the meeting but will not be able to speak other than at the express request of the Chair. No alcohol is to be consumed at the meeting.

W Bates

Clerk to St Helen Without Parish Council, 5th May 2026

Minutes & Agendas can be found on our website at: <https://sthelenwithout-pc.gov.uk>

AGENDA

- 1) Election of Chair.
 - a) To elect the Chair for the forthcoming year
 - b) The Chair to sign the Declaration of Office Form
- 2) Election of Vice Chair
 - a) To elect the Vice Chair for the forthcoming year
- 3) To note apologies for absence
- 4) To receive any Declarations of Interest from Councillors relating to items on the Agenda
Members to declare any interests, including Disclosable Pecuniary Interest, they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for dispensations that accord with the Localism Act 2011 s33(b-e). (NB this does not preclude any later declarations)
- 5) To receive updates relating to airfield events and related issues - MOD Station Staff Officer, David O'Hara & Cllr S Rusby
- 6) To receive reports from District and County Councillors
- 7) To note matters raised by members of the public
- 8) To note the correction to the asset register and confirm the Minutes of the meeting held on 30th March 2026
- 9) To receive the Clerk's Report
- 10) Community Orchard Proposals
 - a) To prepare a detailed plan and budget for seeking grants to develop a community orchard on Sandleigh recreation ground.
 - b) To continue to explore options for a location for a second community orchard in Shippon.
- 11) To consider running a First Aid and Defibrillator Awareness session
- 12) To obtain quotes for the removal of scrub and brush from the boundary and copses on the Sandleigh Road Recreation Ground
- 13) To consider the quotes for the replacement or repair of the village entry gate on Barrow Road, Shippon
- 14) To consider the quote from Caloo to repair the Body Twist.

15) To receive feedback on the Scams Awareness meeting that was held in Wootton on April 14th

16) Governance

- a) To receive the Internal Audit report and note any comments
- b) To complete section 1 of the Annual Governance and Accountability Return (AGAR)
- c) To review and approve the bank reconciliation to 31st March 2026
- d) To complete section 2 of the Annual Governance and Accountability Return (AGAR)
- e) To approve the redaction of signatures on the AGAR and other documents on the website.
- f) To note the period for the exercise of public rights will run from 3 June 2026 – 14 July 2026
- g) To review the General Risk Assessment
- h) To review of the Financial Regulations
- i) To review of the Standing Orders
- j) To consider Health and Safety Issues
- k) To consider any training requirements
- l) To agree allocation of roles:

Councillor	Area of Responsibility
Cllr Richard Bahu	Neighbourhood Plan, Dalton Barrack redevelopment overview
Cllr Pat Lane-Evans	Planning (Dry Sandford)
Cllr Monica Littleboy	Highways Verges and Amenities, Financial Internal Controller
Cllr Mike Page	Chairman
Cllr Mark Rusby	Highways, Planning (Cothill)
Cllr Sarah Rusby	Vice Chair, Councillor/Liaison with Dalton Barracks
Cllr Victoria Talbot	Planning (Shippon)

17) Finance

- a) To approve the insurance renewal
- b) To note the increase of the Unity Bank Service Charge from £6 to £7. This affects B282 that was approved at the March meeting.
- c) To note the price increase of The Shield to £3 per dog bin collection and £3.50 per general waste bin collection.
- d) To agree the list of payments and any additional invoices presented for payment since the circulation of the agenda and to note any payments made since the last meeting:

Ref	Date	Payee	Amount	Method
B290	01/04/2026	HM Land Registry	£ 7.00	card
B291	27/03/2026	Shield Maintenance LTD	£ 54.59	bacs
B292	03/04/2026	Wootton and Dry Sandford Community Centre	£ 32.00	bacs
B293	07/04/2026	Talk Home Mobile	£ 2.74	Card
B294	05/04/2026	HMRC PAYE	£ 626.74	bacs
B295	23/04/2026	Wootton and Dry Sandford Community Centre	£ 380.00	bacs
B296	24/04/2026	Shield Maintenance LTD	£ 54.59	bacs
B297	28/04/2026	Payroll	£ 619.52	so
B298	30/04/2026	Unity Trust Bank	£ 7.00	DD
B299	27/04/2026	Lloyds Monthly Fee	£ 3.00	card
B300	18/04/2026	Virtual Landline	£ 8.75	card
B301	05/05/2026	Gallagher (AJGIBL) Insurance	£ 1,290.31	bacs
B302	01/05/2026	St Mary Magdalene, Shippon	£ 48.00	bacs

e) To note that the PAYE to HMRC has been set up as a direct debit

f) To note the list of receipts:

Date	Ref	Received From	Amount	Details	Analysis
02-Apr-26	R13	Vale of White Horse DC	27,618.50	Q1	Precept

- g) To consider any grant applications
- 18) To receive updates from Councillors:**
- a) Cllr Littleboy -
 - i) Sandleigh Road Recreation Ground
 - ii) Road Verges Grass Cutting
 - b) Cllr M Rusby
 - i) Highways Issues
 - c) Cllr Bahu
 - i) Dalton Barracks Development
- 19) Planning:**
- a) To discuss planning at 88 Lashford Lane. Dry Sandford Ox136EB P/25/V2687/LDP
 - b) To discuss the construction currently in progress at Lashford House Church Lane Dry Sandford Abingdon OX136JP. P25/V2687/LDP
 - c) To consider any Planning Applications received:
 - Householder Application P26/V0726/HH
17 Sandleigh Road, Dry Sandford, Abingdon, OX13 6DP
Proposed ancillary residential annex
Response submitted by the Clerk of “No Objection, but a stipulation that the property should remain as a single entity (as indicated) should be included”
- 20) To review and note Communications received and to consider any responses if required**
- 21) To note matters raised by members of the Council and Clerk.**
- 22) Date and location of next meeting:**
22nd June 2026 at 7pm in Shippon Church Hall.
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