



St Helen Without Parish Council

Working for You

**Minutes of St Helen Without Parish Council Meeting
held in the Dalton Barracks Community Centre on
Monday 11th May 2026 at 7.00 p.m.**

Present: Cllr. M. Page (Chair), Cllr R. Bahu, 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

1. Election of Chair – Cllr Michael Page was elected and signed the declaration of acceptance of office.
2. Election of Vice Chair – Cllr Sarah Rusby was elected as Vice Chair.
3. To note apologies for absence – MOD Station Staff Officer, David O’Hara.
4. To receive any Declarations of Interest from Councillors relating to items on the Agenda – Cllr Talbot declared an interest in the Lashford House Planning Application.
5. To receive updates relating to airfield events and related issues - MOD Station Staff Officer, David O’Hara & Cllr S Rusby. Cllr S Rusby gave an update: As anticipated, the MX event on 9 and 10 May was very noisy for residents in Blackhorse Lane and Gozzards Ford however, the requirements of the noise abatement notice were observed. Members of the public are reminded to keep dogs under control particularly as there will be sheep grazing on the airfield from June. The airfield should not be used for car driving practice as this activity is not covered by insurance.
6. To receive reports from District and County Councillors:
County Councillor James Plumb - Barrow Road and Cholswell Road have had the surface dressing done and the roads will be sealed and marked shortly. Additional pothole filling has taken place on Honeybottom Lane. Flooding on Long Tow - officers at the County Council have confirmed that they will be doing more drainage work ahead of the autumn. Inspection of the capacity of the ditch will be carried out and remedial action will be taken if required. Cllr James Plumb will ask officers to investigate flooding in two areas on Blackhorse Lane, Cothill. A reminder was made about the funds available under the Cllr Priority fund.
District Councillor Robert Clegg - the Joint Local Plan highlights the areas that are not suitable for building due to wetland. The IT system for Planning and Land Charges has been updated.
7. To note matters raised by members of the public – none.
8. To note the correction to the asset register and confirm the Minutes of the meeting held on 30th March 2026 – the correction of the asset register was noted. The minutes were approved and signed by the Chair.
9. To receive the Clerk’s Report –waiting to hear from Mick Herring about the repainting of the recreation ground play equipment. Waiting to receive information from OCC Highways about the location of the underground services to enable the installation of the litter bin on Faringdon Road. The grass cutting payment for 2025/26 was not received; this is in hand and will be received in 2026/27.

10. Community Orchard Proposals

A working party has been set up of Cllr Bahu, Cllr Littleboy, Cllr S Rusby and Cllr P Lane-Evans. It was agreed:

- a. To prepare a detailed plan and budget for seeking grants to develop a community orchard on the Sandleigh Road recreation ground.
- b. To continue to explore options for a site for a community orchard in Shippon.

It was agreed, as part of the work on community orchards, to sign up to membership of the Mid Shires Orchard Group at £25 for the year.

- 11.** To consider running a First Aid and Defibrillator Awareness session – it was agreed that Oxford First Aid would run a session at a cost of £244.10 in the studio room, Cothill School Sports Hall.
- 12.** To obtain quotes for the removal of scrub and brush from the boundary and copses on the Sandleigh Road Recreation Ground – it was agreed to seek advice regards biodiversity before progressing this with a view to undertaking any works as necessary in the autumn.
- 13.** To consider the quotes for the replacement or repair of the village entry gate on Barrow Road, Shippon – it was agreed to defer this to the following meeting but that a final decision should be made at that meeting.
- 14.** To consider the quote from Caloo to repair the Body Twist – it was agreed that, subject to the quote being honoured, this would be accepted.
- 15.** To receive feedback on the Scams Awareness meeting that was held in Wootton on April 14th – the event was well attended and the session was informative.
- 16. Governance**
 - a. To receive the Internal Audit report and note any comments – the Internal Audit Report was noted and thanks were extended to the clerk for the improvements made to the council over the past two years.
 - b. To complete section 1 of the Annual Governance and Accountability Return (AGAR).The statements were completed as follows:

	Assertion	Yes	No
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Yes	
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Yes	
3	We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	Yes	
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	Yes	
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Yes	
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Yes	
7	We took appropriate action on all matters raised in reports from internal and external audit.	Yes	
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	Yes	

9	(For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	n/a	
10	We have put in place arrangements for effective IT and data management in accordance with proper practices during the year under review.	Yes	

- c. To review and approve the bank reconciliation to 31st March 2026 – the bank reconciliation was checked by Cllr Littleboy and approved by the Council.
- d. To complete section 2 of the Annual Governance and Accountability Return (AGAR) - the figures in section 2 were reviewed and approved by the Council.
- e. To approve the redaction of signatures on the AGAR and other documents on the website – the redaction of signatures, for security reasons, was approved.
- f. To note the period for the exercise of public rights will run from 3 June 2026 – 14 July 2026 – this was noted and notices will be displayed on 2nd June.
- g. To review the General Risk Assessment – the revised Risk Assessment was approved subject to the addition of roadside working.
- h. To review the Financial Regulations – it was agreed that no changes were needed to be made to the Financial Regulations.
- i. To review of the Standing Orders - it was agreed that no changes were needed to be made to the Standing Orders.
- j. To consider Health and Safety Issues – none.
- k. To consider any training requirements – it was agreed that training requested by Councillors, up to a cost of £250 per training, would be arranged by the Clerk without further reference to the Parish Council.
- l. To agree allocation of roles. The allocation of roles was agreed as follows:

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

17. Finance

- a. To approve the insurance renewal – the insurance renewal was approved.
- 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 – this was noted.
- c. To note the price increase of The Shield to £3 per dog bin collection and £3.50 per general waste bin collection – this was noted.
- 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
B303	07/05/2026	Deborah O'Brien Audit	£ 200.00	bacs
B304	07/05/2026	Talk Home Mobile	£ 2.74	DD

a. To note that the PAYE to HMRC has been set up as a quarterly direct debit – this was noted.

b. To note the list of receipts; the following receipt was noted:

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

c. To consider any grant applications - none

18. To receive updates from Councillors:

a. Cllr Littleboy -

- i. Sandleigh Road Recreation Ground - rubble has been left in the copse.
- ii. Road Verges Grass Cutting - this was undertaken on 17th April. The verge which had been missed on Barrow Road has now been done.

b. Cllr M Rusby

- i. Highways Issues – no update.

c. Cllr Bahu

- i. Dalton Barracks Development - progress remains slow. The Joint Local Plan review is underway and the next hearing is in the week of 6th July.

19. Planning:

a. To discuss planning at 88 Lashford Lane. Dry Sandford Ox136EB P25/V2687/LDP – the building appears to conform to the planning application.

b. To discuss the construction currently in progress at Lashford House, Church Lane, Dry Sandford, Abingdon, OX136JP.

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 – none.

21. To note matters raised by members of the Council and Clerk – none.

22. Date and location of next meeting:

22nd June 2026 at 7pm in F1 of The Wootton and Dry Sandford Community Centre.

The meeting closed at: 21:05

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