

STANTON ST JOHN PARISH COUNCIL

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Minutes of the Meeting held on Monday 15 June 2026 at 7.30 pm in the Village Hall

Present

Cllr Justin Worrall (Chair), Cllr Greta Shepherd, Cllr David Elliott, Cllr David Polgreen, and six members of the public. Clerk: Anita James.

95/26. Apologies for Absence

Apologies were received from Cllr Dina Cooper.

96/26. Public Participation (Maximum 15 Minutes)

A resident enquired about the progress of the Village Hall car park lighting. It was noted that no progress had been made as the Council had not reached a consensus on the matter. The item will be included on the agenda for the July meeting.

A resident spoke regarding Oxfordshire County Council's proposal to designate Shepherd's Pit as a Quiet Lane. The resident objected to the proposal, expressing concern that it would contribute to the further integration of Stanton St John into what has been described during Local Government Reorganisation discussions as 'Greater Oxford'.

The Chair of Blackthorn Parish Council, and a former resident of Stanton St John, explained that Blackthorn Parish Council had expressed an interest in the Quiet Lanes scheme and outlined how such schemes can improve safety and enjoyment for residents, walkers, cyclists, horse riders, farmers and local businesses.

A prospective resident stated that she would welcome factual information rather than speculation in order to form an informed opinion.

A Councillor noted that residents had requested a safer cycling route into Oxford for many years. The proposal formed part of traffic-calming measures identified by the Traffic Working Party, which has operated for approximately four to five years and includes residents and Parish Councillors. The Working Party has held numerous meetings, including public meetings, and commissioned an in-depth traffic survey in 2022.

County Councillor Tim Bearder advised that the Shepherd's Pit Experimental Traffic Regulation Order would only proceed with the support of the Parish Council.

97/26. Declarations of Interest, Dispensations and Use of Delegated Powers

Cllr David Polgreen declared that he is a member of the environmental group REBORN.

98/26. Report from the County and District Councillor and County Council

Leader, Cllr Tim Bearder

The principal issue currently affecting the village is the Shepherd's Pit proposal, which had already been discussed during Public Participation.

99/26. Minutes of the Previous Meeting

Cllr Andrew Clark proposed that the minutes of the meeting held on 18 May 2026 be approved. The proposal was seconded by Cllr Justin Worrall and the Council RESOLVED that the minutes be accepted as a true and accurate record of proceedings. The minutes were signed by the Chair.

100/26. Clerk's Report and Update on Actions

- Dog bin signs have been installed in the playground.
- ACTION: Clerk to follow up with Oxfordshire County Council regarding the remaining balance of the defibrillator grant.
- ACTION: Clerk to prepare a draft Communications and Social Media Policy for consideration at the July meeting.

101/26. Annual Accounts and Annual Governance & Accountability Return (AGAR) 2025/26

The Council reviewed the Annual Accounts, Internal Audit Report, Annual Governance Statement (Section 1 AGAR), Accounting Statements (Section 2 AGAR), and noted the dates for the exercise of Public Rights from 23 June to 3 August 2026.

Cllr Justin Worrall proposed approval of all documents. The proposal was seconded by Cllr David Polgreen and the Council RESOLVED to approve all items. The Chair signed Sections 1 and 2 of the AGAR.

102/26. Financial Matters

Payments approved:

- Clerk salary, pension contributions and HMRC payments
- Adobe software reimbursement – £36.94
- TFM dog waste collection (June) – £55.85
- Microshade IT hosting – £107.94

Council noted bank balances as at 31 May 2026:

- Unity Current Account: £12,952.93

- Unity Savings Account: £30,657.03
- Total: £43,609.96

103/26. Approval of Councillors Authorised to Approve Payments on Unity

The Council agreed that Cllr Andrew Clark and Cllr Justin Worrall would authorise this month's payments.

104/26. Planning Matters

Application P26/S1607/HH, 19 Middle Road, Stanton St John – Single-storey rear extension and second-floor alterations.

Cllr Justin Worrall proposed that the application be supported, with a recommendation that consideration be given to providing nesting space within the eaves for swallows. Seconded by Cllr David Elliott. The Council RESOLVED to support the application.

ACTION: Clerk to update the planning portal.

Planning Decisions: None.

105/26. Clerk's Email Traffic

The Council agreed that written comments and complaints received from residents should be stored in a dedicated folder on the Council's shared drive.

The Clerk will continue to circulate communications received from Oxfordshire County Council and other stakeholders. Councillors should advise the Clerk of any items to be included in SSJ News.

106/26. Growing the SSJ News Email Distribution List

The Clerk reported that posters containing the SSJ News QR code had been produced and laminated. Councillors and the Clerk will distribute them at prominent locations around the village and at Rectory Farm.

107/26. Confirmation of the Correct Name for Shepherd's Pit

It was RESOLVED that the Parish Council will use the name 'Shepherd's Pit' in all Council communications and records.

108/26. Relationship Between the Parish Council and the Village Hall Management Committee

The Council discussed the historical relationship between the Parish Council and the Village Hall Management Committee. It was recognised that valuable institutional knowledge should be documented.

ACTION: Cllr Andrew Clark to record relevant historical information.

ACTION: Cllr Justin Worrall to speak with Russell Warner.

109/26. Auto-Transcription of Council Meetings

The Council discussed the use of automatic transcription software. It was agreed that the matter would not be progressed and that the Clerk would continue to manually prepare the minutes. The Clerk advised that AI tools are used to assist with proofreading and grammar.

110/26. Approval of Public Sector OS Mapping Access for REBORN

Cllr Justin Worrall proposed that REBORN be granted access to Public Sector Ordnance Survey Mapping. Seconded by Cllr Andrew Clark. The motion was carried.

111/26. To Propose a Bike Rack at the Village Hall Cllr Justin Worrall proposed that Council approve feasibility study into the provision of a bicycle rack at the Village Hall, seconded by Cllr David Polgreen. The motion was carried.

ACTION: Cllr Andrew Clark to speak to the resident who is willing to do the feasibility study and apply for grants.

112/26. To Propose the Installation of Signage Indicating Ramp Access to the Footpath Opposite the Village Hall.

Council approved installation of signage indicating ramp access to the footpath opposite the Village Hall.

ACTION: Cllr Andrew Clark will consult with the Clerk on purchasing and fitting the signs.

113/26. Strategy and Responsibility

Cllr Greta Shepherd clarified that she is not responsible for cycleways, contrary to information recorded in the May minutes.

Areas of responsibility were confirmed as follows:

- Cllr David Polgreen – Environmental and Recreational Matters
- Cllr Andrew Clark – Village Hall Hub and Planning
- Cllr Justin Worrall – Information Technology and Communications

114/26. Any Urgent Matters

The Council discussed possible methods of gathering residents' views regarding the proposed Shepherd's Pit Quiet Lane scheme. No decisions were made.

115/26. Date of Next Meeting

Monday 13 July 2026 at 7.30 pm. Agenda items to be submitted to the Clerk by 5 July 2026.

The meeting ended at 9:30pm.