

Bix and Assendon Parish Council

Clerk - Mrs. Jane Pryce, 56 Galsworthy Drive, Caversham Park Village, Reading, Berkshire RG4 6PP
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The minutes of Bix and Assendon Parish Council meeting held on 4th September 2017

Parish Councillors present:

Ms. Lisbeth Thiesen, Mr. Robert Aitken, Mr. Matthew Beesley and Mr. William Murdoch

Oxfordshire CC councillor David Bartholomew

Also present: Mrs. Jane Pryce (Clerk) and 6 members of the public.

Key: BAG – Bix & Assendon Grapevine alert email service to residents.

070/17 Apologies for absence

South Oxfordshire DC councillor David Nimmo-Smith and Parish councillor Mrs. Ina Chantry emailed their apologies.

071/17 Members declarations of personal and prejudicial interests

None

072/17 Confirmation of the minutes of 3rd July 2017

The minutes were declared true and accurate (proposed by Robert Aitken and seconded William Murdoch) and signed by the chairman. A couple of grammatical errors were corrected.

073/17 OCC Report from Cllr. D. Bartholomew

GENERAL OCC REPORT

This report can be found attached to the minutes.

SPECIFIC REPORT FOR BIX & ASSENDON

POTHoles, GENERAL ROAD DEFECTS AND VEGETATION CUTTING IN THE PARISH

I have arranged a site visit with the Area Steward on Monday 11th September at 2.00pm to review road maintenance. We will be joined by Cllr Aitken and a local resident who has sent me many emails relating to the condition of White Lane. Vegetation cutting can also be discussed.

Cllr. Robert Aitken – both grass triangles (Lower Assendon/A4130) and end of Dobson's Lane/B48) have now been cut but the infrequency of this and the leaving of the debris from the cuts have not helped in the intended condition of grass. Jungle like was more descriptive.

Flooding due to silt building up in various locations have been caused by lack of ditch/drainage maintenance.

Potholes on Dobson's Lane were mentioned as getting worse due to large amount of

construction traffic which was also causing soil to be dislodged and was being washed down and blocking the drainage.

Potholes were everywhere and Robert Aitken asked that the meeting next Monday include these. Cllr. David Bartholomew requested that a summary of these be emailed to him and preparation for the meeting.

The clerk was asked to put out a BAG for residents to cut back any vegetation/trees that are encroaching on the highway.

NATTRAN/SE/S247/2954 MAYFLOWER COTTAGE OBJECTION

I have been asked by DfT to communicate to the resident why I object to the 'stopping up' of the land adjacent to Mayflower cottage. I advised the resident as follows: *"It is self-evident that if an area of land that can be used and enjoyed by the community is moved into your private ownership there will be a consequent loss of amenity for the community."*

Cllr. Lisbeth Thiesen asked if Cllrs. Robert Aitken and William Murdoch could liaise to submit a parish council response to this stage. The planning application has been responded to.

A warning sign for cycles on road (A480) going from Middle Assendon to Stonor was asked about. There seems to be no official sign available.

It was suggested that the 'local event' hoardings should have one week before the event rather than the present two weeks. It was agreed to keep the two weeks – Cllr. Robert Aitken disagreed.

074/17 SODC Report from Cllr. D. Nimmo-Smith

Cllr. D. Nimmo-Smith was unable to attend.

075/17 Clerk's Report

An **archaeologist** has asked the clerk to contact the owner of the hill between the Bix Common and Lower Assendon. This has now been done.

There has been three large **signs** for local events – most without permission. The guilty parties have been informed of the correct procedure. All have offered apologies. And will not do it again.

Booking the OALC **Charity Law** course for 4 people. One of attendee might not make it so the clerk asked that she be informed as soon as possible to get the booking fee returned. The clerk was asked at the last meeting to order 5 booklets 'Good Councillor Guide'. Thanks to Lisbeth Thiesen for collecting these from Wallingford. These were handed out to the councillors.

Decommission of **Bix phone box** – the clerk informed Tom Wyatt of SODC but only the phone has been removed. Awaiting official paperwork for this from BT. Has the one at Middle Assendon gone? It was confirmed that it was still there.

External Audit – some questions were asked and answered. The clerk has received nothing since. No fee due.

The Milestone on A4130 at Bix. The clerk examined the milestone which she spotted during the site meeting for the Bix village gateways. It reads:

XXXVII (37 miles to London?)

Miles

To Henley II

To Oxford XXI (with sign on west side – pointing west)

The shape is circular with a domed top and the word London may be missing. The wording is almost worn away and there has been some bits flaked off. It is marked on the OS map. It was agreed that the 'Milestone Register' should be informed of the wording.

The clerk was **BAG** for 2 weeks whilst Chris Chantry was away. And thank you Chris for coming round to the clerk's house and providing training.

All the **defibrillators** were updated with their new pads. Also advice to neighbouring parish of Pishill & Stonor clerk about defibrillators.

SODC grant application has been started and now requires agreement to the idea of clearing the path on A4130 heading from Bix to Nettlebed. Due to the gates cost being £1,019.07 and the grant (£1,000) requires match funding there is an excess. Suggested project is the path clearance. This was agreed and paperwork for the application was signed. With the grant and CIL taken off the cost to the parish is £406 total for both projects. The deadline is Wednesday 6th September.

Bin at Lower Assendon is being emptied more often and seems to be okay now. The clerk cleaned the paint off the noticeboard (the dumped paint can by the bin that had been run over by a vehicle and splatted over it).

Electoral Roll – after three years of getting this information, it is now unreadable. Repeated emails (back and forth) have not resolved the problem. So S137 payments and their limit is unknown.

Lower Assendon **village gate** (east side) has had a second coat. The flies now stuck to it are an added feature.

076/17 CIL payment

Decision about CIL payment (£594.00) for Middle Assendon. The clerk was asked to obtain a quote for refreshing of white lining (and check the junctions for 'give way').

077/17 Allotment Report

The clerk confirmed she had visited and inspected the whole site and found that the Ragwort was being eaten by the caterpillar of the Cinnabar moth. Any that were not (and very few that weren't) were cut down.

The poles to replace the rotten ones in the fence at plot 6 have been inspected at Bix Bottom Farm. They look suitable but at present the shed they are in is barely accessible.

078/17 Planning

a) Applications received

The following planning applications have not been received but coming soon:

Reference	Date Registered
Location/Description	Target Decision date
P17/S3035/LB	
Llalanpanzi, Middle Assendon RG9 6BG	
Removal of modern wall between kitchen & dining room and it's replacement with a steel beam. Replacement of modern tiled floor in kitchen.	
Replacement of carpet in dining room with tiled floor. Partial fill of steps in diningroom with more floor area protected by glass balustrade.	
Deadline for BAPC recommendation – 8 th September 2017	

b) BAPC Recommendations

Reference	Date Registered
Location/Description	Target Decision date
P17/S2648/HH	
Chalk Hill, White Lane, Middle Assendon RG9 6BD	
Erection of entrance porch extension, replacement and revisions to external windows and doors, new skylights and revisions to external landscaping/drive.	
BAPC recommendation – ‘NO STRONG VIEWS’	

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P17/S2257/FUL	
The Fox, Wallingford Road, Bix RG9 6DB	
Erection of detached outbuilding and associated landscaping to provide ancillary accommodation to the main dwelling and installation of klargester settlement tank to new building	
BAPC recommendation - 'NO STRONG VIEWS'	

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P17/S2556/FUL	
Land at Round Hill House Farm, Dobsons Lane, Fawley RG9 6HU	
The installation of 8no x 2m high radio receiving antennae and an associated equipment cabinet for a temporary period of 1 month.	
BAPC recommendation - 'SHOULD BE REFUSED' - serious concerns about longer term usage for this purpose and will ruin this AONB that is appreciated by the local community. Permission for 1 month may create a precedent for longer term.	
It should be noted that the antennae are 8 x 2m = 52ft	

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P17/S2186/FUL	29 June 2017
Land north of Old Bix Road, Bix	24th August 2017
Variation of conditions 3 (temporary structures) and 5 (enclosures) of planning permission P15/S2774/FUL: Change of use from agricultural to equestrian in respect to land north of Old Bix Road, Henley-on-Thames.	
BAPC recommendation – ‘NO STRONG VIEWS’	

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P17/S2397/HH	29 June 2017
Blythewood, Bix RG9 4RY	24th August 2017
Alterations and extensions ancillary to the above property.	

BAPC recommendation – ‘NO STRONG VIEWS’

c) SODC Decisions

P17/S1685/HH

19th May 2017

Round Hill House, Fawley RG9 6HU

14th July 2017

Alterations of the route of the main driveway.

Rear extension to the main house.

Construction of a new staff/family lodge within the residential curtilage.

BAPC recommendation – ‘NO STRONG VIEWS’

SODC GRANTED

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P17/S2405/HH

1 Rectory Lane, Bix RG9 6DH

Single storey rear extension to create family dining room and proposed new corridor link between the house and garage outbuilding

BAPC recommendation - 'NO STRONG VIEWS'

SODC GRANTED 2.8.17

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P17/S0992/FUL Amendment 3

13th March 2017

Witness Farm, LA RG9 6AW

7th July 2017

Change of use from private and recreational equestrian use to private, recreational and small business equestrian use (additional information about business operation and details of flooding and parking received 25th April 2017 and block plan with visibility splay details received 8th June 2017).

BAPC recommendation - ‘NO STRONG VIEWS’

SODC GRANTED

079/17 Correspondence

The Soldiers of Oxfordshire Museum request for a donation. Lisbeth Thiesen was handed this to consider.

Oxfordshire Age UK ‘Dignity in Care Awards’ nomination request. This was agreed to be put on BAG.

Oxfordshire County Council Waste Management Team – changes to charging. This was also need to be put of BAG with a link to see the charges list for various DIY items.

080/17 Finance

a) Cheques for payment

COMET buses quarterly (Q3) payment £134. Due 1st October, cheque post-dated.

Bix Parochial Church Council £500 donation

Henley & District CAB £100 donation

Chiltern Conservation Board £50 subscription.

T.V.A.A. (Thames Valley Air Ambulance) £100

Sue Ryder £100

Clerks wages: £444.68 (wages £403 office rent £41.68) for August and September 2017.

Clerk's expenses: 4 OALC courses booked (£252.00 VAT £42) and 5 booklets £20 – paid by BACS personally.
Total £716.68

Chris Chantry was re-inbursed £447.14 for BAG expenses.

b) Payments received

The order for Centrewire £368.95 (VAT £61.49) for 2 kissing gates at Middle Assendon (Gingerbread Way) has been re-inbursed at net cost of £307.46 from Chiltern Society.

Bank balance: £15,426.66

081/17 Village Hall Report

Report to Parish Council from chairman of the Village Hall committee.

For meeting of 4th September 2017

Montessori Report: Sophie Jackson reported that it continued to be an excellent year for the nursery with a total roll call for the summer term of 43, although a big drop at the end of the year was expected as usual.

Good use was being made of the 'Forest School'. The garden at the side was being re-designed and extended. A climbing frame was being built and a veg/garden plot was being planted up as well. The outside tap on that side of the building had now been enclosed by the boundary fence, but a new tap has been installed just under the kitchen window.

Maintenance: The Electrical Testing Certificate, due every five years, has been carried out by P J Sparks Electrical over the summer break. It has now been completed and a new Certificate has been issued. There have been no other major maintenance issues.

Bookings: Bookings remain very busy, with a good mix of events. August has been very quiet but that is usual and from the beginning of September, week-end and evening slots are filling up. The Management Committee continue to allow free sessions for local charities and any local events put on for children or local fund raising.

Projects: The Committee have agreed to make a significant donation from their accumulated reserves, for the proposed extension at St.James' Church. As this project was viewed as a community project it was agreed to fund a certain area of the project. The final amount of the contribution will be decided when further details of the building works become available, but a provisional reserve of £10,000 was mooted.

Scope of Charity Remit: The Chair of the Parish Council agreed to draft a 'governing document' drawing together a statement from all relevant sources for consideration by the Management Committee. It was agreed that the general intent was to prioritise the needs of the hall and any surplus monies should be considered for application in the interest of the community. A draft approved by the committee should be sent to solicitors for comment.

The next meeting of the Bix & Assendon Village Hall Management Committee will be held on Tuesday 12th September at 7.30 p.m.

ST/08/17

The sad news is that Stephanie Tomlins is resigning as chairman of the committee as is Melanie Warmesley (as Treasurer) in February 2018 at the AGM village hall committee meeting. Stephanie will continue as booking secretary on the hall. The parish magazine will have a call for volunteers and it was suggested that an informal gathering take place at the village hall to introduce more people to the hall so they could help. On the 19th November there is a lunch being held at which there will be a speech made to ask villagers for their support.

The OALC course 'Charity Law' (18th October) of which two councillors and two village hall committee members will be attending with give much needed advice.

Stephanie Tomlins also gave Lisbeth Thiesen a copy of ACRE Information Sheet titles: Village Halls run by the parish councils as sole trustee.

082/17 Village Hall Contingency Plan Contingency Plan for management of Village Hall

As the Parish Council is the Custodian Trustee of the Village Hall, a general contingency plan needs to be adopted to deal with the eventuality of the Parish Council having to take over the responsibilities of running the Village Hall.

These are the questions we need to have answered to put a plan together:

- What will trigger the responsibility to be transferred to the Custodian Trustees, the Parish Council?
- Lack of Management trustees?
- Mismanagement of funds?
- No confidence in the management trustees by the parishioners?
- What can be done?
- What should be done?
- Who does what?

The course in October, which will be attended by Stephanie, Ina, Melanie and myself, specifically on the topic of the relationship between Parish Councils and village Halls, should give us most of the answers. It will also clarify questions about charity law.

*Lisbeth Thiesen
4 September 2017*

083/17 Footpath Report FOOTPATH REPORT SEPTEMBER 2017

Maggie Templeman
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Greys Court Estate Walk

Anyone who walks either this route or around Famous Copse (at Broadplatt) will know that it is a very common sight to come across people clutching their National Trust Greys Court map - and being hopelessly lost! The Chiltern Society, together with Greys

Court and OCC, has re-waymarked the walk with additional waymark posts and clearer discs. I believe that the map is due also to be redone - which will hopefully be a major improvement on the current one. I think that fewer walkers are getting lost since the new waymarking - if you are aware of any ongoing problems with this route, please let me know.

Flytipping at Broadplatt

This has been reported online - but has yet to be dealt with after a builder dumped several bags of broken paving stones.

South Chilterns Path Maintenance Volunteers - work stats

I thought it might be interesting to include some statistics on the work completed by the South Chilterns Path Maintenance volunteers during the first six months of the year (compared with the same period for the prior year). The work of this group will become increasingly valuable as resources at Oxfordshire County Council's Countryside team are reduced even further.

South Chilterns Path Maintenance Volunteers (SCPMV)

SCPMV outputs for period 1 January to 30 June 2017

2016 2017

	2016	2017
Volunteer hours	971	924
Gates installed (all types)	17	15
Waymark posts installed	38	27
Clearance & Mowing		10.3 km

Replacement of rotted gate posts and, even more so, rotted waymark posts is taking considerable resource. If anyone notices a wobby post, this may well indicate rot. Please let me know! Replacement posts are now being "post sleeved" by SCPMV and hopefully will last longer.

Gate programme

For your interest, funding from Trust for Oxfordshire Environment has been received to replace stiles with kissing gates as follows: Shirburn Oxfordshire Way (12 gates), Lewknor (5 gates), Berrick Salome (5 gates).

In Bix & Assendon, two gates on the Oxfordshire Way in Middle Assendon are being funded by the Long Distance Walkers and the Oxford Fieldpaths Society, and will be installed by the South Chilterns Path Maintenance Volunteers.

Next Chiltern Society Walk: Sunday 3rd September 2017

10 a.m. start from the Five Horseshoes Pub at Maidensgrove. A hilly walk, with great views (weather permitting). Dogs welcome. Please only park in the pub car park if you have booked for lunch; plenty of parking along the edge of the common. For further details, please contact me.

The walk has been put on BAG.

084/17 Any other business

A USB stick was handed to Lisbeth Thiesen to have an off-site backup of minutes and accounts. This will be swapped at every meeting with an up-to-date second USB stick.

085/17 Public Comments

A question was asked about people doing metal detecting on the Bix Common. A member of the Bix Common Field Holders was present and stated this was not a problem as long as any digging was made good after.

Drones were coming more prevalent and there were concerns. At present the guidelines are that below 20 metres was an invasion of privacy but any higher was legal.

Next Meeting – Monday 6th November 2017 at 7.30pm

The meeting ended at 8.58 pm