

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 14th May 2018

Parish Councillors present:

Ms. Lisbeth Thiesen, Mr. Matthew Beesley, Mrs. Ina Chantry and Mr. William Murdoch

Oxfordshire County Council councillor David Bartholomew
South Oxfordshire District Councillors David Nimmo-Smith

Also present: Mrs. Jane Pryce (Clerk) and 7 members of the public.

Key: BAG – Bix & Assendon Grapevine alert email service to residents.
CIL – Community Infrastructure Levy
OALC – Oxfordshire Association of Local Councils

035/18 Apologies for absence

Mr. Robert Walmsley emailed his apologies.

036/18 Members declarations of personal and prejudicial interests

None.

037/18 Confirmation of the minutes of 5th March 2018

The minutes of 5th March 2018 were declared true and accurate after 2 grammatical errors were corrected and signed by the chairman.

038/18 Election of the Chairman and Vice-Chairman

Lisbeth Thiesen was proposed as chairman by William Murdoch and seconded by Ina Chantry. William Murdoch was proposed as vice-chairman by Matthew Beesley and seconded by Ina Chantry. The forms 'Declaration of Acceptance of Office' were signed by Lisbeth Thiesen and William Murdoch and the Returning Officer, Jane Pryce.

039/18 OCC Report from Cllr. D. Bartholomew

GENERAL OCC REPORT

The full report can be found attached to the minutes and was emailed to councillors before the meeting.

This agenda item was moved up as Cllr Bartholomew has 3 other meetings to attend.

SPECIFIC REPORT FOR BIX & ASSENDON

POT HOLES

At the last PC meeting I was advised by resident Mr Crane that the Dragon-Patcher may have missed some potholes during its autumn visit, or that the repairs had failed. I arranged for the area to be re-inspected and some remedial work has been undertaken.

DOBSONS LANE

I have been contacted by residents with regard to the poor state of the lower part of

Dobsons Lane, in contrast to the top part which has been repaired. After extensive investigation, it has become clear that maintenance may have been overlooked because of confusion in respect of the county boundary and inconsistency of road naming on different maps. These matters have now been resolved and the road is to be visited by Highways inspectors shortly.

COUNCILLOR PRIORITY FUND

As advised in my March report, I have a £15k fund for Highways works, which I will allocate across my nine parishes in relation to parish size. In respect of Bix & Assendon, I will provide match-funding of up to £1k. This means that if the PC identifies projects costing a total of £2k, I will meet half the cost from my fund. If the works are costed via OCC Highways and undertaken by them, all that is needed is my agreement to proceed; if works are costed and undertaken by third-parties a form will need to be completed followed by a simple OCC approval process.

A member of the public asked if David would be at the planning committee meeting on the 30th May for Mayflower Cottage. He would be unable to attend but Lisbeth Thiesen and William Murdoch will be attending.

The large sign to the side of the dual carriageway (A4170) was reported by the clerk but it had been closed by Fix-my-Street as a new design was being considered and would be installed when funds came available. David Bartholomew requested the clerk send the emails about this to him so he could follow it up.

040/18 SODC Report from SODC Cllrs David Nimmo-Smith

A report was emailed before the meeting to councillors and will be attached to the minutes and will be on the website..

“SODC now has a new leader, Jane Murphy. There are elections next year. Our local plan was from 2016-2033. But where do you put the housing that government requires for the economic growth which the district is promoting? This in the Didcot/Harwell/Culham or north of Oxford area or the Bicester area.. The Government requires 100,000 houses over a 15 year period.

This area is protected because it is small village and it is in an AONB and not in economic growth area. There will be natural organic growth.

Nettlebed is a good example, as pressure for 4-5 sites for development and Sue Ryder home is one. The air base site at Chalgrove has been proposed for 3,500 houses. There has been arguments both for and against but Martin Baker needs the whole site for testing of air craft ejector seats. The business does not want to move and ‘Homes England’ have pledged £90m towards infrastructure, but SODC has worked out they need 190m. The Local Plan will have it’s second signing tomorrow and then go to public consultation and hopefully be complete by end of next year.

I reminded the pc that he and Charles Bailey each has £5k Councillor Community Grants. The minimum grant is £500 and I invite parish council to apply. The grant is for

special projects e.g. Rotherfield Greys have white gates to help manage speeding, Checkendon upgraded the children's playground. This opens end of May. I will let you know when this opens."

041/18 Clerk's Report

Action Fraud was contacted and it was confirmed that as Douglas Tonks, the payroll provider for the previous parish council clerk, was a limited company and had been closed down, there would be no refund of the £425.20 that was de-frauded from the parish council. The money taken was supposedly for tax/NI but was not paid but pocketed and then taken out the company before being closed down. HMRC demanded the payment with fines from the pc and there was little we could do except write it off a bad debt.

Grass cutting quotes had been sought but Henley Town Council had cut the large triangle off the A4130 without agreement. This leaves the other areas – Dobson's Lane triangle and Middle Assendon and Bix to be quoted for again. Is the council in agreement about Henley TC doing just the large triangle? This was agreed but we need see the invoices. They have agreed to do 3-4 cuts per year at £100 per cut but will not do the other areas. See how SODC does/when cuts.

Jane Pryce tried out the COMET bus and found it most enjoyable and an excellent service. The service was promoted again through the notice boards and 'The Link' magazine. There has been some discussion with the Henley Standard about this for Rotherfield Greys and surrounding parishes. It was agreed to do an article about finding people in need of this service generally. Latest news – one more person from Middle Assendon is using the bus but heard about it from Henley Handybus driver. Lisbeth Thiesen informed the meeting that there is a service once a month to Reading which is being used by two Middle Assendon residents.

The Greys WI had contacted the clerk to ask to promote their meetings as need more members. This was done and one new member was the result. It was agreed to continue to put out on BAG.

Path/pavement clearance from Bix to wood going towards Nettlebed on A4130 (north side). The clerk had a site meeting to discuss with Lord Alvingham's farm manager about the waste soil. As this soil has been contaminated, it should not be put on the field. The soil can be put under the hedge to the Bix sign as there room. Any further and the soil could be put on the hedge edge on the field side but must be spread thinly. Have found a company that is doing a similar path/pavement clearance and have left a message. And again. Nothing yet.

A SID (Speed Indicter Device) is being purchased either cross parish or by Highmoor. Jane Pryce has met with PSCO Janice Smith and it was agreed to look at a group for provides training and advice. Unfortunately their 'contact us' didn't work so awaiting reply from an existing Speedwatch group at Kidmore End. Was the parish council interested in this? Yes, further information was needed. And either by a sum of money or rent for a week, it would be available to use to monitor and record speeding cars so the police can send letters to warn the driver they have been reported. After a number of letters a penalty will be issued.

The clerk thanked Robert Walmsley for a photo of the sign on the dual carriageway so she could put on 'Fix my Street'. This will be reported to David Bartholomew to escalate, as above.

042/18 Village Spring Clean – a report

Bix – 22 volunteers and only 18 sets of equipment. Ten bags of rubbish and various car parts and clothes. A great success.

Middle Assendon – 16 volunteers and 10 bags.

Lower Assendon – 12 volunteers and 5 bags.

The amount of litter is less than the last year.

Thanks for all the volunteers and the Rainbow pub for receiving one and all. After the first refreshment, most stayed and had lunch. Jane Pryce had dragged Bix volunteers to this. A good time was had by all.

There were problems with a delayed pick up of the rubbish bags for the Assendons – SODC Waste Team apologised for this.

Lord and Lady Alvingham asked that their thanks and good wishes be passed to the volunteers. They apologise for non-attendance due to age.

043/18 Allotment Report

Invoices for annual rent for allotment holders were sent out. Four out of six had paid.

044/18 Planning

a) Applications received

[P18/S1247/HH](#)

The Rickyard Section off B480, Through Middle Assendon RG9 6AP

"Construction of an extension in the form of a barn to the rear of the property. Extension and installation of glazing along the existing rear facade. Single storey extension at first floor level on the north facade to create two new bedrooms.

Swimming pool in the rear garden. New entrance in the form of pillars and gates."

BAPC response due 15.5.18

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[P18/S1125/HH](#)

Old Manor Farm Cottage, Bix RG9 6BY

"Demolish existing breakfast room and utility and erect an extension to the kitchen together with a new double garage."

BAPC response due 15.5.18

A parishioner asked if consideration for an objection be considered in the parish council response:

“The history of this is that this was the original farm cottage on which its land has been split and now consists of three very large houses. Originally planning was agreed for one new house to be built and on the completion of that new build the original farm house (Old Manor Farm Cottage) was to be demolished – all these stipulations were somehow overturned.

I personally feel this plot has now been developed to its maximum potential without spoiling the original character and this further proposed extension is going to be completely out of proportion.”

b) BAPC Recommendations

[P18/S1066/FUL](#)

Benwells Farm Barn, Land adjoining Benwells Farmhouse, Bix RG9 4RT
Conversion of existing barn to residential use
BAPC response - NO STRONG VIEWS
SODC target decision 23th May 2018

[P18/S1112/FUL](#)

Land adjacent to Foxwell Cottage, Bix RG9 6DB
Erection of two storey 2-bedroom dwelling
BAPC - NO STRONG VIEWS

[P18/S1168/HH](#)

14 Bix Common, Bix RG9 6BS
Erection of two storey side, front and rear extension.
BAPC 'NO OBJECTIONS WITH COMMENTS' - Extension much larger than previously recommended - apparently over double original area (ref. policy H13)

[P18/S0480/HH](#)

The Fables, Wallingford Road, Bix RG9 6DB
Erection of detached timber garage building
BAPC response NO STRONG VIEWS - comment 'in the same position as previously'
SODC target decision date 6th April 2018

c) SODC Decisions

[P17/S4024/FUL](#)

Campions, Henley Park, Fawley RG9 6HY
"Variation of condition 2 of planning application P17/S0847/FUL to vary approved plans with revised basement layout to incorporate a garage"
BAPC NO STRONG VIEWS - comment 'Adjoining neighbour has pointed out closeness of the required excavation for the underground garage to their tree. Not all that obvious from the drawings.'
SODC informed that the application is WITHDRAWN

[P18/S0742/HH](#)

Walnut Cottage, Middle Assendon RG9 6AX
Rear bay window extension with lean-to roof over
BAPC - SHOULD BE APPROVED
SODC GRANTED

[P18/S0533/HH](#)

Orchard Dene, Old Bix Road, Lower Assendon RG9 6AG
Construction of swimming pool.
BAPC - NO STRONG VIEWS
SODC GRANTED

P17/S3158/HH

Leys Cottage, Old Bix Road, Bix RG9 6BY

External alterations to ground floor garaging within existing linked extension to facilitate the creation of a home office and construction of a new triple bay car port upon concrete hardstanding on land to the south.

The forestry officer is concerned that the work will damage surrounding trees.

BAPC recommendation 'NO STRONG VIEWS'

SODC GRANTED

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P17/S3318/FUL - amendment No. 2

Bix Hill House, Old Bix Road, Bix RG9 6BY

Demolition of existing house and erection of new house and garage

BAPC recommendation 'SHOULD BE REFUSED - An inappropriate design for the location and this is not a replacement as the new house is in a completely different site.

SODC decision REFUSED

Tree Preservation Order on 2 oak trees and a group of oak trees at The Pightle, Old Bix Road. Two members of the public asked to a copy of this and the clerk will forward it on.

045/18 Village Fete

A report by Matt Beesley. This is deferred till the next meeting. And the clerk was asked to BAG it a week before. The village fete is on the Saturday 14th July at 2pm. Thanks given to Matt Beesley and his crew for organising it and it was noted how good it was last year.

046/18 Correspondence

Neighbourhood Policing May 2018 newsletter. To be put on website.

A temporary Notice is being made to implement the temporary closure and will operate on Sunday 3 June 2018 for 1 day (07:00 – 19:00). Nettlebed High Street. A week before for putting on BAG.

The clerk apologised for missing the following item off the agenda.

FOOTPATH REPORT

May 2018

I am due to check all the Rights of Way in Bix & Assendon before the end of June as part of the Chiltern Society's six monthly reporting schedule. If you are aware of any problems yourself, please let me know.

OxfordshireWay – Middle Assendon to Pond Cottage

The first two stiles on this path (from the Middle Assendon end) have been replaced with donated wooden kissing gates. I am pleased to report that an application to Trust for Oxfordshire Environment to replace the remaining three stiles, also with gates, has been approved. Thanks are also due to the landowner for agreeing to this change.

The South Chilterns Path Maintenance Volunteers will be installing the gates – although there is currently no date scheduled for this as we have a heavy programme of work to which we are already committed. However – hopefully the new gates will be worth waiting for!

Chiltern Society Walk

I am leading a walk on Sunday 3rd June, starting at 10 a.m. from the top of Hollandridge Lane, at Christmas Common. The walk will take about 2.5 hours (max) and is a figure

of eight, so that you can just do the first half if you prefer. All welcome, including dogs (which will need to be on the lead some of the time for fields containing stock). For further information, please contact Maggie Templeman 01491 637942/07831 878679.

This walk will be put on BAG.

047/19 Data Protection Directive

Jane Pryce registered the parish council with ICO (Information Commissioners Office). The registration reference is A82743931.

048/18 Audit 2017/18

The EOY Receipts and Payments 2017/18 was agreed (circulated to councillors before) and signed.

The Accounting Governance statements were read out and agreed.

The Exemption from External Audit form was signed.

All the above will be put on the website plus the 'Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return' poster.

049/18 Finance

a) Cheques for payment

Clerk's wages and office rent for April/May 2018 = £470.68

Parish council expenses (paid by the clerk):

COMET bus 3 quarters to make next year an annual payment £402.00

2 USB sticks with greater capacity £16.00 (VAT £2.67)

CFO annual subscription £35

Cheque Total = **£923.68**

Lisbeth Thiesen expenses refund for refreshments provided to volunteers after the litter pick is **£88.55**

Open Spaces – annual subscription **£45**

Parish Council insurance from Zurich **£303.66**

Jefferies Accountancy Services Ltd (Internal audit) - **£357.00**

ICO – direct debit **£35** annual payment.

A letter from Barclays to confirm signing arrangement had been amended to remove Robert Aitken.

b) Payments received

Allotment rent **£72** plot 2, 3, 4 & 5

First half precept **£3,550.00**

Second payment of CIL from Walnut Cottage **£1,209.38**. The clerk checked and can be used for white lining if first payment (£1,209.38) is spent and any remaining can be used to the bus shelter cost.

Bank balance £18,568.12.

VAT reclaim for £422.24 has been submitted.

050/18 Village Hall Report

The village hall committee meeting is tomorrow.

There are no major issues regarding the village hall, which has its meeting tomorrow night. This will be the first meeting chaired by Jackie Walker and the presentation of the accounts by Calvin Frankum. In spite of having recruited these two volunteers, the village Hall committee is still looking for a secretary.

Lisbeth Thiesen

051/18 Any other business

A USB stick was handed to Lisbeth Thiesen to have an off-site backup of minutes and accounts. This would be forward at every meeting with an up-to-date second USB stick. The second USB stick was not available and will be swapped at the next meeting.

The inspection log lists all parish assets that the parish council looks after and insures. The assets are checked twice a year and assigned to councillors and the clerk. This was handed out in November 2017. This is due to be handed back completed when the clerk has inspected the milestone and the allotment at the next meeting.

The Risk Assessment also lists parish assets and other procedural controls which Lisbeth Thiesen signed as Chairman as well as Inspection Log.

A course for Robert Walmsley 'Roles and Responsibilities' was agreed £80. This was agreed.

052/18 Public Comments

Is there any updates on Boardband? There was more to just switching on. It was advised to contact your provider.

Access to field being difficult due to overgrowing trees/bushes. The clerk would take photos and report on 'fix my street'.

Next Meeting – Monday 2nd July 2018 at 7.30pm.

The meeting ended at 8.55 pm