

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 8th January 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 and Charles Bailey

Also present: Mrs. Jane Pryce (Clerk) and 4 members of the public.

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

001/18 Apologies for absence

None

002/18 Members declarations of personal and prejudicial interests

None

003/18 Confirmation of the minutes of 6th November 2017

The minutes were declared true and accurate and signed by the chairman.

004/18 OCC Report from Cllr. D. Bartholomew

GENERAL OCC REPORT

This report can be found attached to the minutes.

SPECIFIC REPORT FOR BIX & ASSENDON

POTHOLES

The Dragon-Patcher visited the parish in late October/early November to repair potholes. In addition, the Defects Gang visited White Lane late November to repair potholes in areas inaccessible to the Dragon-Patcher.

The clerk had a report about Rectory Lane and potholes but needed dry weather to photo potholes (not ones filled with water).

BROADBAND UPDATE

Henley on Thames P37: Expected to go live in January 2018. This cabinet will deliver ~85 superfast premises to postcodes mostly in the Bix part of the parish.

Henley on Thames P38: Expected to go live in January 2018. This cabinet will deliver ~94 superfast premises to postcodes in the Middle Assendon part of the parish. It was ready to go live last year but some systems issues caused a delay. As of 05/12/17 these issues were fixed,

THIRD READING BRIDGE

The Chair of Highmoor PC has convened a meeting at 7.00pm on 18th January at Highmoor village hall in order that affected parishes can review the current situation. I have arranged for an OCC officer to attend to answer technical questions.

Jane Pryce, who is also clerk for Highmoor, was asked to confirm changing the title of the meeting from Opposition to Information.

005/18 SODC Report from SODC Cllrs David Nimmo-Smith and Charles Bailey

The District council is in its budget cycle, as is the county. The county is likely to raise theirs by 4-5%. It is hoped that the district budget (and hence council tax) will start the same. The budget of £5,000 per district councillor as last year has been requested to stay as provides grants for parish councils in funding projects. He asked if the Bix & Assendon parish council has applied and this was confirmed. The clerk thanked David Nimmo-Smith for £1,000 for the village gates at Bix.

A new bus route X38 had started that goes all the way to Oxford without changing.

There have been problems in the planning department. The large number of planning applications is creating a heavy workload for the number of planning officers to deal with in an 8 week turnaround. There are more and more committee meetings due to a mismatch in SODC granting and the parish council asking for refusal. There have been more appeals too. The District Council is watching the situation and is close to being put into 'Special Measures'.

Lisbeth Thiesen asked about the antenna planning application. It was confirmed that it had been granted. A member of public asked what the next stage was. As this is a test of new technology and if it was successful, another planning application would be submitted.

She also asked that the SODC councillors provide their reports before the meeting.

006/18 Casual Vacancy

Cllr. Robert Atkin felt he was no longer able to be a councillor on the Bix & Assendon Parish Council and offered his resignation which the chairman accepted. The chairman thanked him for his excellent work he had carried for the parish council and residents of the parish. The councillors were asked if someone could fill in the gap made in the meantime. It was agreed that Lisbeth Thiesen and William Murdoch would.

The clerk had informed SODC elections office of this and issued a casual vacancy poster. The period till co-opting is 15th January 2018 but the SODC Elections Team have still to confirm this.

It was confirmed that Robert Aitkin would still represent the community on the Townlands Committee and that the Parish Council would welcome updates at his convenience.

Jane Pryce was asked to BAG the casual vacancy. It was confirmed that the contact point for any interested persons.

Cllr. William Murdoch was proposed as new vice-chairman and was proposed by Matthew Beasley and seconded by Ina Chantry. The clerk gave the necessary form to William Murdoch to state his name and sign and this then then signed by the Returning Officer.

007/18 Clerk's Report

The information held by BAG is secure so Data Protection directive compliant.

The second (west side) of the pair of village gates at Lower Assendon has been destroyed by a 4x4. The insurance and replacement is being dealt with by OCC. Cllr. Matthew Beasley asked if the signs would also be replaced and by who. The clerk confirmed that OCC would be replacing the gate and the signs and claiming on their insurance not the parish councils.

The Clerk attended the 4th December GO-ACTIVE Gold session which was a MOT for previous attendees, at Nettlebed. Only 3 people turned up and none from BAPC.

The War World II Memorial tree in Lower Assendon is being looked at and will be included in the parish assets at zero value. And include the WW2 one (thought to be an American Oak) next to church. Although not planted by the parish council, they are a parish asset. The Jubilee tree outside the village hall in Bix is thought to be a wild cherry.

G-mail is being investigated as part of Data Protection Regulations. Once tested, each councillor can be assigned a new email account to use for parish council business. This email service is free.

Litter on the central reservation of the A4130 dual carriageway is generating complaints but many attempts to have been made to address this, with no success. The clerk will drive up and down and find the worse bit and take a photo from verge to report it (again) on 'Fix my Street'.

Mark Groom (a local planning consultant for small developments) addressed the council about his pre-planning application for a new 2 bed house in garden of Foxwell Cottage. This is a new application in addition to the extensions in P17/S4430/HH Foxwell Cottage, listed below under 'applications received'. Details of parking, amenity space and drive access were discussed. Concerns were expressed about additional traffic entering/exiting on a fast and busy road.

008/18 Allotment Report

No report for this meeting.

009/18 Planning

a) Applications received

Reference Location/Description	Date Registered Target Decision date
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<p>P17/S4070/FUL & LB Bix Manor, Barn Road, Known as Broad Plat Lane, Bix RG9 4RS Change of use from function and events to residential. Formation of a new access for existing dwelling BAPC response required by 8.1.2018</p>	<p>5 December 2017 30 January 2018</p>
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<p>P17/S4381/FUL St James Church, Henley Construction of single storey extension to Grade II listed church for the provision of kitchen and toilet facilities. BAPC response required by 21.1.2018</p>	<p>18 December 2017 12 February 2018</p>
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<p>P17/S4430/HH Foxwell Cottage, Bix RG9 6DB Single storey side extensions BAPC response required by 22.1.18</p>	<p>21 December 2017 15 February 2018</p>
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b) BAPC Recommendations

Reference Location/Description

<p>P17/S3847/HH Amendment 1 The Fables, Wallingford Road, Bix RG9 6DB "Erection of detached timber garage building (position of building and embankment adjusted as shown on amended plans received 23rd November 2017)" BAPC recommendation 'NO STRONG VIEWS' - comment 'Presumably the building line 'applied' will be that of the properties to the east side. The south elevation to the main road (A4130) could be improved.' WITHDRAWN</p>
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<p>P17/S4154/FUL Bromsden Farmhouse, Bix RG9 4RG Installation of photovoltaic modules BAPC recommendation 'NO STRONG VIEWS'</p>
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<p>P17/S4189/FUL Henley Four Oaks Caravan Club Site, Marlow Road, HENLEY RG9 2HY Relaxation of a seasonal occupancy condition from 8.5 months to 12 months of the year.</p>

BAPC recommendation 'NO STRONG VIEWS'

[P17/S3158/HH](#)

4 September 2017

Leys Cottage, Old Bix Road, Bix RG9 6BY

27 November 2017

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.

BAPC recommendation 'NO STRONG VIEWS'

SODC still under consideration

[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.

[P17/S3318/FUL](#)

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'

Amended – see above

[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'

Amended – SODC information only

c) SODC Decisions

[P17/S3688/HH](#)

Hill Cottage, Rectory Lane, Bix RG9 6DA

Conversion of garages to kitchen area with new windows installed to front elevation with flat roof removed and new roof constructed. Existing brick storage shop removed and garden restored.

BAPC recommendation 'NO STRONG VIEWS'

SODC granted

[P17/S3194/FUL](#)

Old Post Office, Bix RG9 6DB

Erection of single three bedroom detached house. Conversion of existing bungalow to double garage + storage. Moving of fence on the boundary with orchard house to enlarge the site. Altered access to improve visibility of shared entrance.

BAPC recommendation 'NO STRONG VIEWS'

SODC granted

[P17/S3370/FUL](#)

Oak Rise, Lower Assendon RG9 6AW

Provision of wool shed/hay storage

BAPC recommendation 'NO STRONG VIEWS'

SODC granted

[P17/S3404/FUL](#)

Halfacre, Bix RG9 6DB

Variation of condition 2 of Planning Permission P16/S3421/FUL (approved plans) to add car ports. (As amended by plan 1000C received 2017_10_20 to minor alter external appearance). The demolition of the existing dwelling and redevelopment to form two dwellings. (As amended by plans received 2016_12_13 to increase garden sizes for Plot 1&2 and provide landscaping proposal). (As amended further by plans received 2017_01_17 reducing number of dwellings and altering the layout of the development) (Amended further by plans received 2017_04_13 to reduce scheme to two dwellings).

BAPC recommendation 'NO STRONG VIEWS'

SODC refused

[P17/S3208/FUL](#)

Round Hill House, Fawley RG9 6HU

Construction of an outbuilding comprising ground floor gymnasium and first floor office.

BAPC recommendation 'NO STRONG VIEWS'

SODC granted

[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

SODC granted

010/18 Correspondence

SODC precept form for amount required for 2018/19.

Thanks from Nettlebed District & Commons Conservators for £100 donation.

011/18 Budget 2018/19

The members discussed the projects put forward. The bus shelter was agreed – the funds needed would half from the parish council and from grants and CIL payments. The type on shelter will depend on amounts received. Hard standing would at least be done.

Grass cutting was discussed as was done 2/3 times a year by OCC but if the parish council paid for this to be done, would the cost be refunded? The clerk confirmed that as soon as quotes were obtained and a contractor agreed, this would be pursued.

The white lining at Middle Assendon was already paid for by a CIL payment.

The precept remains at £7,100 and letter for confirming this to SODC was signed by the chairman.

The increase in the clerk's wages by £1 per hour was agreed. This is an increase from £15.50 to £16.50 with no increase in hours.

Website and BAG retainer fee of £480 per year was agreed.

The Budget 2018/19 was agreed and signed by the chairman.

012/18 Finance

a) Cheques for payment

Clerk's wages and office rent for December 2017/January 2018

Total = £444.68

Penny Gilbert – expenses incurred for village event 'Carols in the Barn' £56

Website work carried out in early 2017 and late 2017 £800 (two days). The councillors agreed to this payment.

b) Payments received

SODC grant for Bix village gate £1,019.

Bank interest of £2.84

Bank balance £16,186.68

013/18 Village Hall Report

Bix & Assendon Village Hall Management Committee

Report to Parish Council ~ 8th January 2018

Montessori Nursery:

All going well at the nursery. Sophie Jackson had to go into hospital for a small operation shortly before term ended for the Christmas period. All went well and the nursery was run efficiently by the staff. Numbers buoyant and all doing well.

Maintenance :

Mice had been found in the large store room at the back, a hole had been chewed in the bottom of the door. This would be looked into.

It has been agreed to look into the possibility of fitting a larger key code box. It was becoming increasingly difficult to see the numbers in the dark. This will be actioned.

Bookings:

They continue to be busy, especially with the run up to Christmas. There have been a couple of workshops for Christmas wreaths and decorations and the usual children's parties which are popular. A few problems had arisen with party children damaging the fish and snail tanks of the nursery and also some bookings leaving the hall in an unclean

state. One such party had to have a penalty on their deposit, which is unusual, but a standard has to be set to leave the hall as clean and tidy as the hirer finds it.

The computerised system of booking has been renewed for another year, the system was working very well.

At the November meeting Lisbeth informed the committee that two residents of Middle Assendon had agreed to stand for election at the forthcoming AGM in February. Calvin Frankum had agreed to stand as the new Treasurer and Jackie Walker as Chair. Both would act as co-opted members until the elections in February. This was indeed good news as now the only vacancy is for a Minute Secretary and the committee would be going into the New Year with 6 members.

Stephanie Tomlins
January 6th 2018

014/18 Village Spring clean

March 18th Sunday was agreed. Equipment will be ordered and distributed as before as 12 sets per village and a notice of BAG 5 weeks before (11th February 2018).

015/18 Footpath Report

Kissing gates on the Oxfordshire Way in Middle Assendon

The first kissing gate has now been installed by the South Chilterns Path Maintenance Volunteers (Chiltern Society) on the Oxfordshire Way in Middle Assendon. A second one - at the top of the field - was due to be installed towards the end of last year but had to be postponed because of a shoot. This will now be installed on 31st January this year. Both gates were very generously donated - one by the Oxford Fieldpath Society and the other by the Long Distance Walkers Association.

Damaged finger post Bix 3

This was reported to OCC who have now replaced it.

Path checking

I have recently checked all rights of way in Bix & Assendon and reported any problems, but with the recent strong winds and heavy rain, more trees may have come down and be causing an obstruction. Please let me know if you come across any problems.

016/18 Third Reading Bridge Opposition Meeting

Jane Pryce is organizing the Highmoor parish council 3rd Reading Bridge Opposition Bridge meeting and requested a name of the councillor who would be going. The parish council objected to the meeting being called an Opposition meeting and asked if Information could be substituted. The clerk would ask at the Highmoor parish meeting on Wednesday 10th January and then re-issue the agenda. Any councillor wishing to attend should contact Jane Pryce.

017/18 Any other business

During a site meeting, the clerk noted that the stake needs shorting and is loose. Tree guard is sinking on one side. Jane Pryce would instigate. The other tree (American Oak) is a WW2 tree planted by British Legion The LA tree is WW2 and planted by

British Legion. Both latter trees shall be entered into the assets register and the asset inspection log.

The clerk was awaiting information on memorial plaque in church. Needs names and regiments for War Memorial Trust. She also requested that the information be put on the website. This was agreed.

A general overview of the **Memorial Day** events was gone through. The plans are at an early stage at present but the village hall is booked from 5pm. The parish council agreed to gift £200 for refreshments as a village event. Gary Hall (as a Bix Common Field Holder) has granted permission for the beacon lighting. The beacon is coming from Maidensgrove. There will be a site meeting to discuss Health & Safety and insurance. The meeting is between the Royal British Legion and the other parishes are involved.

Ina Chantry would like the ‘Survey on an increase in council tax to help protect operational policing’ put on BAG in a shorten form. This was agreed.

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.

018/18 Public Comments

A member of the public asked about adoption of the Bix telephone kiosk. It was explained this had been gone through last year and had already been requested to be removed. The kiosk had been decorated for Christmas and a photo would be sent to the clerk.

Next Meeting – Monday 5th March 2018 at 7.30pm. This meeting is the Annual Parish Meeting followed by the Parish Council Meeting.

The meeting ended at 9.03 pm