

## **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 16<sup>th</sup> January 2017**

#### **Present:**

Ms. L. Thiesen (LT), Mr. R. Aitken (RA), Mr. W. Murdoch (WM) and Mr. M. Beesley (MB)  
Also present: Cllr. D. Bartholomew (DB) for part of the meeting.  
Mrs. J. Pryce (JOP - Clerk) and 6 members of the public.  
PCSO Janice Smith (for part of the meeting).

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

#### **001/17 Apologies for absence**

Cllr I. Chantry sent her apologies and was attending a charity meeting.  
SODC Cllrs David Nimmo-Smith and Charles Bailey did not attend.

#### **002/17 Members declarations of personal and prejudicial interests**

None

#### **003/17 Confirmation of the minutes of 7<sup>th</sup> November 2016**

There was an error in the date for the next meeting. This was corrected and the minutes were then declared true and accurate and signed by LT.

#### **004/17 Report from Cllr. David Bartholomew (Oxfordshire County Council)**

This report is attached to the minutes.

The Flood Toolkit and Home Library Volunteer sections of that report were requested to be put on GAG.

#### **SPECIFIC REPORT FOR BIX & ASSENDON**

##### **POTHOLES ALONG RECTORY LANE FROM CHURCH TO JUNCTION WITH WHITE LANE**

Cllr Aitken advised me that these (along with some others) had not been dealt with despite being reported on FixMyStreet. I raised this with the Area Steward for investigation.

##### **POTHOLES ALONG DOBSONS LANE UP TO THE OXFORD/BUCKS BOUNDARY**

Cllr Aitken advised me that there were more potholes that had not been dealt with despite being reported on FixMyStreet. I again raised this with the Area Steward for investigation.

##### **FLOODING ON OLD BIX ROAD WHERE IT JOINS THE B480 IN LOWER ASSENDON**

I reported this to the Area Steward and he has advised me that a Highways inspector was booked in to visit today. I would draw the PC's attention to the flooding 'Toolkit' referred to in the attached report.

## **P16/S3853/FUL - CHANGE OF USE FROM PUBLIC HIGHWAY TO PRIVATE GARDEN**

The owners of Mayflower Cottage, Lower Assendon, have put in the above application. I have asked OCC officers to investigate.

### **JOINT MEETING OF PARISHES IN MY DIVISION**

The joint meeting between the Chairman and Planning leads of the nine parishes in my Division originally planned for Friday 13th January has been postponed in order to await the outcomes of John Howell MP's planning conference on 20th January and because of further delays on the Third Reading Bridge traffic modelling study (findings were due the end of November, then the end of December and now the end of January).

### **005/17 Report from Cllr. David Nimmo-Smith (South Oxfordshire District Council)**

This report is attached to the minutes.

As PCSO Janice Smith was on duty, she gave a short report and answered some questions. A Neighbourhood Policing newsletter (which is attached) was handed out. There had been a number of break-ins the outbuildings. Issues with speeding were asked about especially when the weather getting warmer and motorbikes use the A4130. It was asked if a speed check could be done on a Sunday as this is the worse day. Hawkers selling at the door were asked about. Calling 101 would be appreciated. Janice asked for an email to highlight vulnerable people who might be intimidated by this. There is a sticker 'We don't buy at the door' which if ignored and they came again, they would be arrested. It was advised not to buy at the door.

PCSO Janice Smith and JOP have security marked all the defibrillators and bench. The PA system was not found and so could not be marked. Thanks were given to PCSO Janice Smith for her time.

It is decided that Cllr Ina Chantry and PCSO Janice Smith put together some information about how to deal with people selling at the door and publicize it on BAG and on the website.

### **006/17 Telephone Kiosks**

The clerk has received (and distributed to members) a letter from BT via Tom Wyatt (SODC) about the removal of public telephone kiosks at Bix and in Middle Assendon. JOP and WM had been in receipt of two concerns about the removal of the one at Middle Assendon. This kiosk had been used 13 times in the last 12 months. The councillors agreed to the removal.

Cost to adopt as working telephone is £300 (+£60 VAT) per annum.

The one at Bix would need the formation of a committee to adopt (£1). It would then need to be renovated, insured and decide on a use (library, information/history display?). There are grants available for this. The clerk was requested to issue a BAG for this.

**007/17 Broadband & Website**

The installation of two new BT cabinets are going to be installed at Bix and Middle Assendon at some point in the near future. Chris Chantry informed the parish council that the new website was up and running. He added that he and JOP were liaising about the transparency code. The required documents for publication on the website were to be provided shortly. MB offered to be back up for emergency cover.

Dr. Kirsite McIntyre asked about putting an advert for play equipment (free) on BAG. As this sets a precedent and BAG is used as a vehicle for the parish council to inform residents of parish matters, this was refused.

**008/17 Allotment Report**

The tap had been insulated for winter. Cheques, donated from allotment holders, to the Bix Church had been confirmed for a trailer load of manure to be delivered.

**009/17 Planning**

a) Applications received

The following planning application has been received:

<b>Reference Location/Description</b>	<b>Date Registered Target Decision date</b>
<p><a href="#">P17/S0070/HH</a> Greenmarsh Cottage, Bix RG9 4RY Extension to existing garage BAPC response deadline 4.2.17</p>	<p>10th January 2017 7th March 2017</p>
<p><a href="#">P16/S3853/FUL</a> Mayflower Cottage, LA RG9 6AH Change of use from public highway to private garden. The proposal is to obtain this area of highway grass verge at the front of the property next to the B480 and convert to a private garden. BAPC response deadline 1.2.17</p>	<p>5th January 2017 2nd March 2017</p>
<p>..... <a href="#">P16/S4220/FUL</a> Merrimoles Farm Bix Proposed redevelopment of dairy unit, revised submission following the withdrawal of P16/S3376/FUL. BAPC response deadline 23.1.17</p>	<p>21 December 2016 22 March 2017</p>
<p>..... <a href="#">P16/S4133/FUL</a> Swiss Farm Marlow Road HENLEY RG9 2HY Removal of existing portacabin office and timber outbuilding. Provide New Modular Single Storey Reception Building BAPC response deadline 21.1.17</p>	<p>16 December 2016 10 February 2017</p>
<p>..... <a href="#">P16/S4041/FUL</a> Land adjoining The Fox Wallingford Road Bix RG9 6DB Demolition of existing outbuilding and erection of detached dwelling with access, parking and amenity space</p>	<p>13 December 2016 7 February 2017</p>

BAPC response deadline 21.1.17

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[P16/S4111/T28](#) 9 December 2016

PCP037 Section of A4130 Running between  
Bix and Lower Assendon  
OPP Leys Cottage Old Bix Road Bix RG9 6AP  
The proposal incorporates the installation of 1x DSLAM equipment cabinet olive green, the dimensions of which are: Height 1300mm x Length 1430mm x Depth 450mm

**Information only**

b) BAPC Recommendations

[P16/S3421/FUL amendment](#) 21 October 2016

Halfacre, Bix RG9 6DB 25 November 2016

The demolition of the existing dwelling and redevelopment to form four (two pairs) of semi-detached dwellings.  
BAPC response SHOULD BE REFUSED

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[P16/S4010/FUL](#) 7 December 2016

Mulberry House Old Bix Road Bix RG9 6BY 1 February 2017

Construct new dwelling  
BAPC response SHOULD BE REFUSED (reasons – open land not infill and inappropriate access to A4130 9.1.17

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[P16/S3650/LB](#) 3 November 2016

Bix Bottom Farm, Road Running North From 29 December 2016

Bix Bottom Farm to Valley Farm, Bix RG9 6BH  
Extension to listed main farmhouse and alterations. Conversion of garage to playroom/office. Conversion of stable to dwelling. Conversion of house to holiday let. Replacement Pigsty building with pool changing room. 2 new shepherd huts and tool shed.  
BAPC response NO STRONG VIEWS

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[P16/S3649/FUL](#) 3 November 2016

Bix Bottom Farm, Bix RG9 6BH 29 December 2016

Extension to listed main farmhouse and alterations.  
Conversion of garage to playroom/office.  
Conversion of stable to dwelling.  
Conversion of house to holiday let.  
Replacement Pigsty building with pool changing room. 2 new shepherd huts and tool shed.  
BAPC response SHOULD BE REFUSED

.....  
[P16/S3421/FUL](#) 21 October 2016

Halfacre, Bix RG9 6DB 13 January 2017

The demolition of the existing dwelling and redevelopment to form four (two pairs) of semi-detached dwellings.  
BAPC response SHOULD BE REFUSED

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[P16/S3555/FUL](#) 25 October 2016

Leys Stable Cottage, Old Bix Road, Bix RG9 6BY 27 January 2017

Variation of condition 2 and 5 of planning permission P14/S4069/FUL to replace approved plans and for the insertion of a clear glazed first floor window in north or south elevation, Variation of condition 2 of planning permission P14/S1529/FUL Demolition of existing dwelling and erection of a replacement 4 bed dwelling with integral double garage and associated amenity space provision.(As amended by drawings 13 357 03C and 13 357 13 to reduce the width of the garage and revise the roof design of the proposed dwelling).  
BAPC response SHOULD BE REFUSED 18.11.16

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**P16/S2549/FUL** 28 September 2016  
Spring Cottage, Lower Assendon Oxon RG9 6AH 18 January 2017  
Demolition of existing house and replacement with new house  
BAPC – NO STRONG VIEWS 25 August 2016

WM - The planning application for this house has reduced in size from last application.  
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WM - Other planning matters

P15/S4357 - Orchard House, Bix  
The dispute with Highways over access seems to have been resolved.  
Target decision date 17 February 2017

c) SODC Decisions

Building materials on Old Bix Road – SODC has closed the file on this as the matter has dealt with.

**P16/S1617/LB**  
Meadow Cottage, 3 Middle Assendon, Middle Assendon RG9 6AX  
To replace current staircase and remove the existing non-supporting walls to create one living room downstairs.  
BAPC NO STRONG VIEWS  
SODC decision REFUSED 20.12.16

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**P16/S3240/HH** 29 September 2016  
Chalk Hill, White Lane, Middle Assendon RG9 6BD 24 November 2016  
Single storey extension, form new front door entrance,  
paint existing house, new windows and roof tiles, relocate existing drive,  
conversion of existing garage to garden room and new double garage.  
BAPC 'NO STRONG VIEWS' 27 October 2016  
SODC GRANTED 18.11.16

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**P16/S2893/HH** 28 September 2016  
Old Chilterns, Lower Assendon RG9 6AN 23 November 2016  
Re-build of a double garage next to the house.  
The double garage will be a single storey detached building,  
oak-framed with tiled roof.  
BAPC 'NO STRONG VIEWS' 20 October 2016  
SODC GRANTED 22.11.16

P16/S2166/HH

28th June 2016

Beech House, White Lane, Middle Assendon RG9 6BD

23 August 2016

Two storey rear and side extensions and internal alterations to include new basement and double garage  
BAPC – NO STRONG VIEWS 23rd July 2016 and again 27 October 2016 for amendment - reduction in size.  
SODC – GRANTED 11.11.16

**010/17 Correspondence**

The NDCC expressed their gratitude for the £100 donation.  
OALC

As JOP is going on the ‘End of Year processes’ through RGPC, she requested that BAPC pay for ‘The Clerks Year’ on 27<sup>th</sup> June. This was agreed.

- January 18<sup>th</sup> **End of Year processes**
- February 15<sup>th</sup> **Meeting Internal Audit Requirements**
- March 15<sup>nd</sup> **Roles and Responsibilities** for new councillors and clerks
- April 19<sup>th</sup> **Finance**
- May 17<sup>th</sup> **Social Media**
- June 27<sup>th</sup> **The Clerks Year**
- July 19<sup>th</sup> **Chairmanship**
- September 20<sup>th</sup> **Roles and Responsibilities** for new councillors and clerks
- October 18<sup>th</sup> **Charity Law**
- November 15<sup>th</sup> **VAT for clerks**

TBA Planning

LT asked to go the Chairmanship course and the members agreed the clerk attend the ‘Clerks Year’.

**011/17 Finance.**

a) Precept 2017/18

The budget for this had been passed round the members. There is small increase in the amount of precept requested. The major project for the new financial year will be the Bix village gates. Some changes to wording and cancelling of phone box charge. The budget was agreed.

b) Donations/Subscriptions

None

b) Cheques for payment

COMET buses quarterly subscription £134

Wages and office rent for clerk – Wages £ 403.00 and office rent £41.68 for months December and January. Cheque total £444.68.

Penny Gilbert for re-imburement of expenses for village event refreshments (Carols in the Barn) for £58.99

c) Payments received

None

Bank balance £13,684.13

### **012/17 Village Hall Report**

The village hall is going very well for the Montessori is full as it can be and quite a lot of rental for parties. Funds are building up for maintenance. There are two more people who have volunteered for the committee.

Was the hall booked every night? Tricia was asked to speak to S. Tomlins about bookings.

Please also find the minutes of the November meeting attached.

### **013/17 Footpath Report**

Maggie Templeman (maggie@swimmingwithlabradors.com)

#### **Oxfordshire Way, Bix 20, Middle Assendon**

I have now spoken to the landowner with the broken stile at the top of the field (leading up from Middle Assendon). He will (or already has) repaired this.

#### **Chiltern Society Walk 5<sup>th</sup> March**

The next Chiltern Society Walk I will be leading starts at 10 a.m. on Sunday 5<sup>th</sup> March. Meet in the parking area at Cowleaze Wood, HP14 3YL. A hilly walk of about 5 miles, with spectacular far-reaching views (weather permitting), taking in a section of the Ridgeway and the mediaeval Sheepcote Lane. Dogs welcome. Allow 2 hours. Two stiles near the beginning.

This walk was noted to be on the same day as the village spring clean. JOP to give details of the walk to Chris Chantry nearer the time for BAG.

Chris Chantry informed the clerk and Maggie Templeman that the stile mentioned above had been incorrectly positioned. Also a kissing gate was desired and the landowner agreed but will not pay for it. The cost estimate is £300 but this may be recouped via a grant from TOE2. There was no agreement on this and further details were required.

### **014/17 Spring village clean**

The village clean is set for Sunday 5<sup>th</sup> March 2017. The equipment has been ordered and will be delivered by JOP nearer the time.

JOP will deliver the equipment to LT and MB on the day before and RA on the morning 5.1.17.

Rotherfield Greys is having their village clean the same day, the clerk asked if it was possible to get the equipment packed up by 1.30pm, so she can deliver to them by 2pm.

### **015/17 Any other business**

Go Active Gold is now set for a taster event at Bix Manor on the 30<sup>th</sup> January 10am. Booking essential via Simone Passeri on 07717322461. Tricia will liaise with Simone to have a more detailed BAG with which sports/exercises will be available.

JOP suggested a site meeting to plan for the Bix village gates, for both width and position. MB suggested late February – JOP to liaise.

The clerk requested an annual statement of council tax from a resident for research into the accounts into Fair Mile cemetery. RA confirmed he would find a statement.

The clerk has 200 (100 of each design) wheelie bin stickers, would the council be interested in going halves with Rotherfield Greys parish council (amount would be £76). The members declined.

There were questions about warning signs for deer. It was confirmed that there were two deer signs at either end from Bix/Nettlebed road. The accidents that had occurred might have had deer involved but the main cause seemed to be careless driving.

The clerk asked if there was any plans for the 100 year commemoration of the First World War that takes place of 11<sup>th</sup> November 2018. LT stated that this was something that the parish council would not be leading on but would support any initiative.

### **Time set aside for the Public**

**Next Meeting – Monday March 6<sup>th</sup> 2017 which starts with the Annual Parish meeting at 7.30pm**

**The meeting ended at 9.00 pm**