

## **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 & Assendon Parish Council 'Electors' meeting held on 13th May 2019.**

#### **Parish Councillors present:**

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

Oxfordshire County Councillor David Bartholomew  
South Oxfordshire District Councillors: Jo Robbs and Lorraine Hillier

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

#### **033/19 Apologies for absence**

None

#### **034/19 Members declarations of personal and prejudicial interests**

None

#### **035/19 Confirmation of the minutes of 4<sup>th</sup> March 2019**

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

#### **036/19 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 Ina Chantry and seconded by Lisbeth Thiesen.

#### **037/19 OCC Report from Cllr. D. Bartholomew**

The full report can be found attached to the minutes and on the website.

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

#### **OVO ENERGY WOMEN'S TOUR**

As detailed above, the cycling race will be going through the Assendons on Wednesday 12 June. Full details about communities and businesses can get involved are here:

<http://news.oxfordshire.gov.uk/oxfordshire-communities-and-local-businesses-gearing-up-for-ovo-energy-womens-tour-cycle-race/>

#### **DAMAGED/ SIGNS ON DUAL CARRIAGEWAY**

As previously reported, I am advised that the large damaged sign will be replaced in the summer. I continue to chase officers for a firm date.

**DOBSONS LANE, LOWER ASSENDON**

I'm advised that Stage I of the remedial work was completed at the end of February. Further monitoring and assessment is taking place and I am hopeful Stage II will take place later this financial year.

Old Bix Road potholes 'Fix-my-Street' – ref 1612489 – this information will be forwarded to David by the clerk.

A question was asked about White Lane potholes. The clerk would check if this was on 'Fix-my-Street' and report back.

The central reservation at Bix turning right from Rectory Lane slight lines are being blocked by grass. This was again asked to be reported.

Information was requested as to increase in fly-tipping 40% and was this due to charges at the Oakley Wood tip? Lorriane Hillier and Jo Robbs as the new District Councillors asked for the information already obtained.

White lining refresh for cycle race (above)? It was requested that the clerk email again to Highways and cc him.

**038/19 SODC**

The two new District councillors introduced themselves and accepted questions on the Oakley Waste and in regards to fly-tipping.

They asked to stay for the rest of meeting to hear any concerns. This request was readily agreed.

**039/19 Councillors 'Declaration of Acceptance of Office'**

The SODC election office has written to warn the parish council that it is short of the number of seats and must co-opt by 24<sup>th</sup> June to avoid a further election or direct appointments to the parish council.

Following Cllr. Matthew Beesley's resignation there is a causal vacancy and Cllr. Robert Walmsley, due to an error, unfortunately, was not registered at the nomination deadline.

Both these vacancies do not have to wait the 28 days before co-option. The co-option of Robert Walmsley was agreed by council.

A notice of 'Casual Vacancy' had been issued.

The other councillors, Lisbeth Thiesen, William Murdoch and Ina Chantry were nominated in a non-contested election. Declarations of Members' Interests have yet to be completed but the Acceptance of Office forms were signed by all councillors and witnessed by the Returning Officer – Jane Pryce.

**040/19 Clerk's Report**

The bus shelter (old – east bound to Henley) had been repaired and was an excellent job. This was caused by a bus hitting the shelter on the 7<sup>th</sup> February. This was paid for by the bus company.

I submitted a VAT claim for £1,579.35 using the new HMRC system and much easier now.

Elections and audit has been taking up the majority of the clerk's time. Please see above and below.

A councillor asked about the new bus shelter at Swiss Farm – was it within the B&A boundary? The clerk did email for clarification. Still waiting for a reply.

#### **041/19 Planning**

##### **a) Applications received**

No planning applications has been received where a response dates falls on or after this meeting.

##### **b) BAPC Recommendations**

###### **P19/S0756/HH**

Mulberry House, Old Bix Road, Bix Oxfordshire RG9 6BY  
Construct stables. Renewal of planning permission P16/S0795/HH.  
The parish council gave no response  
SODC Target Decision Date 3rd May 2019  
The clerk was informed that this had now been GRANTED

###### **P19/S0868/HH**

Campions, Henley Park, Fawley RG9 6HY  
Replacement garden room  
BAPC - NO OBJECTIONS  
SODC Target Decision Date 5th June 2019

###### **P19/S0284/FUL**

Half acre, Section of A4130 Running between Bix & Lower Assendon, Bix RG9 6DB  
Variation of condition 2 (approved plans) of planning permission P18/S2039/FUL to provide a larger garage building and amended parking area. The demolition of existing dwelling and redevelopment to form two dwellings.  
BAPC - NO OBJECTIONS  
SODC Target Decision Date 2nd April 2019

##### **c) SODC Decisions**

###### **P18/S3444/HH**

The Pightle, Old Bix Road, Bix RG9 6BY  
Erection of two storey extensions  
BAPC - NO OBJECTIONS  
SODC – GRANTED

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**P18/S2191/HH**

Lambridge Wood Farm, Bix RG9 4RZ  
Roof conversion and extension to the Old Stables. Rear extension to existing garage to provide additional storage.  
BAPC response - NO OBJECTIONS  
This application has been WITHDRAWN

#### **042/19 Footpath Report**

**Bix & Assendon Parish Footpath Report for Parish Council Meeting of 13 May 2019**

The biannual Chiltern Society Report on any path problems is due at the end of June. As yet not all paths have been walked since the last report.

Some nettle clearing round stiles has been carried out but, at this time of year, it is a constant job.

The weather and time have faded some direction arrows which are gradually being refreshed. Work is being done in the field between the dairy unit and Bix village. A trench has been dug to put overhead cables underground. As far as I could make out any disruption will be short term.

Last week I was able to offload the three other parishes I was Path Rep for so I will be able to spend more time walking and reporting on Bix & Assendon.

Jane Aitken  
Chiltern Society Footpath Representative for Bix & Assendon Parish  
11 May 2019

Jane was thanked for her report.

#### **043/19 Correspondence**

The clerk had written to the owner of Garden Cottage about garden refuse in front of the garden wall. The reply confirmed that the waste would be removed.

OALC (Oxfordshire Association of Local Councils) are asked for nominations on their Executive Committee. The nominations are open from 1<sup>st</sup> May to 3<sup>rd</sup> June. Please ask the clerk for more information/nomination forms.

CPRE invite to an open farm event 6<sup>th</sup> June.

Questions were asked about the results/feedback from the litter pick on the 31<sup>st</sup> March. This had been reported in the Henley Standard.

Lower Assendon had 13 volunteers and 7 bags

Middle Assendon 14 volunteers and 10 bags

Bix 25 volunteers and 8 bags

There had been less bags each year so seems to be working.

#### **044/19 Finance**

a) Cheques for payment

Lisbeth Thiesen – refund of expenses re. Refreshment for volunteers after litter pick £33.70

CRC Associates for website and BAG administration £960.00

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

Paul Wyatt for grass cutting and clearing pavement edges at Rainbow pub - £250

b) Payments received

Refund (net) from the Chiltern Society for 3 kissing gates paid gross by council £558

Allotment payments of £108 – all rents received.

Precept £3,590.50

CIL payment of £9,241.93

Bank balance £19,724.95

**045/19 Community Infrastructure Levy – Proposals**

CIL payments received:

Walnut Cottage, MA £2,723.30

Half Acre, Bix £112.32

The Fox, Bix £3,978.00

Foxwell Cottage, Bix £2,432.86

Total CIL 2019/20 payments = £9,246.86

The EOY 2018/19 CIL report has been submitted showing £2,418.75 (Walnut Cottage, Middle Assendon) not spent.

The sum of £594 from CIL generated at Bix was used to fund the village gate.

Ideas for projects.

Only £5,142.06 CIL payments were for Middle Assendon.

The remaining CIL payment of £6,523.18 should be used for Bix. It is likely that more CIL monies will be generated from Half Acre once building is complete.

As the bus shelter is already in place, this cannot be used.

Also be aware there is a £500 OCC Highways grant 2019/20 available.

Although a refresh of the white lining (with additional 30 roundels in road) in Middle Assendon has been requested, this is due for a refresh anyway and will be free (except the roundels).

There was discussion about a flashing speed warning sign. The clerk will check the price of these. It was also requested that the remit to spend be checked as strictly with the hamlet effected by the development or for community benefit?

Deer signs were also requested at two crossing points they used. One down the Nettlebed Road, halfway between Nettlebed and Bix. The clerk will liaise with the Nettlebed clerk about this. The other is between Lower and Middle Assendon where there had been a sign but had been knocked over and removed but not replaced.

Speed Indicator Devices that were strapped to posts and used in tandem with a speed check were considered which cheaper. The clerk will provide a variety of designs and prices to consider at the next meeting.

A speed reduction was discussed.

The use of CIL for mitigation of the developments also needs to be clarified. Could it be used more like a pot for the whole parish/community? The clerk will seek advice.

**046/19 The Internal Audit**

The following statements were read out and agreed by council:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
7. We took appropriate action on all matters raised in reports from internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.

The above statements were confirmed and approved.

**AGAR forms and paperwork:**

End of Year Accounts

The Bank Reconciliation

The Significant Differences explanation

AGAR (Annual Governance and Accountability Return) part 2 sheets 3, 5 and 6.

All of the above documents were agreed by council and were signed by the clerk and the Chairman.

The AGAR sheet 6 will be on the website.

**047/19 Any other business**

Village Hall meeting is tomorrow 7.30 14<sup>th</sup> May.

It is a stable time for bookings and all outstanding work has been complete

But we still need a secretary.

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.

ICO Data protection annual fee of £35 has been cancelled as no longer law for smaller parish councils.

The new priest was being welcomed on 4<sup>th</sup> June at St. James church, Bix. All welcome and a BAG for this should be put out. Robert Walmsley would provide the clerk with the information.

**048/19 Public Comments**

Jackie Walker informed council, that as their representative on the Transport Strategy committee at Henley Town Council, she had made the committee aware of the possible cycle track running from Lower Assendon to Bix. There was positive feedback given.

Next Meeting – Monday 8<sup>th</sup> July 2019 at 7.30pm.  
The meeting ended at 8.30 pm