

## **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 2<sup>nd</sup> July 2018**

### **Parish Councillors present:**

Ms. Lisbeth Thiesen (Chairman), Mrs. Ina Chantry, Mr. Robert Walmsley and Mr. William Murdoch (Vice-Chairman).

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

Also present: Mrs. Jane Pryce (Clerk) and 13 members of the public.

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

### **053/18 Apologies for absence**

Matthew Beesley emailed his apologies.

### **054/18 Members declarations of personal and prejudicial interests**

None.

### **055/18 Confirmation of the minutes of 14<sup>th</sup> May 2018**

The minutes of 14<sup>th</sup> May 2018 were declared true and signed by the chairman.

### **056/18 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.

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

#### **DAMAGED/OBSCURED SIGNS AND FALLEN TREE ON DUAL CARRIAGEWAY**

I have had extended contact with officers in relation to these matters. The sign repairs have been costed and it has also been concluded the repairs will necessitate closure of one lane. Vegetation cutback will occur at the same time. I am pressing for a firm date. With regard to the fallen tree, the Tree Officer has deemed that it does not create any safety issues but does provide a habitat for wildlife; there are therefore no plans to remove it.

#### **DOBSONS LANE**

As previously advised, I was 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 became 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 I can confirm the lane has been added to the list of roads requiring

substantial repairs. I cannot give a timescale for this, but any pressing defects should be reported via FixMyStreet.

**NATTRAN/SE/S247/2954 - STOPPING UP OF HIGHWAY AT MAYFLOWER COTTAGE**

Residents may be bewildered that the Appeal Inspector has allowed the cottage owners to incorporate part of the highway into their garden, purely because there were no substantial planning grounds for objection.

**GRASS CUTTING SCHEDULE**

All vision splays should be completed within two weeks (weather depending). Rural cuts (outside 30mph limits) will start later in July and be finished by end of September. The current programme is on the public website here: [Grass verge cutting programme | Oxfordshire County Council](#) which includes a link to a map showing the areas.

**COUNCILLOR PRIORITY FUND**

As advised in earlier reports, 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

David Batholomew asked a question from the clerk about another OCC grant but was assured it was referring to same one.

Any news for the clerk's quote request for white lining as per your Highways Grant? Jon Beale did say he would get paperwork/plans for white lining from Mark Francis. (email 28/6/2018). This request for white lining was made initially a year ago. David Batholomew was copied on this and would check back.

A couple more white 30 circles in road from Lower Assendon to Middle Assendon were requested from councillors/public as vehicles believe they have entered a de-restricted stretch of road (less than a mile between hamlets).

White Lane had had a visit from the dragon patcher (potholes) was noted. Fawley Bottom Lane had not been patched.

Funding for potholes had been increased and the huge number of potholes, from the winter weather and now very hot weather, had been fixed.

The missing bollards for the large grass triangle in Lower Assendon were requested to reported again, to be replaced as a layby had been created.

**057/18 SODC Report from SODC Cllrs David Nimmo-Smith**

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

I have a councillor grant too which I will advise when open.

The District Council is going through an internal review of the Local Plan before the public consultation. This will not affect this area. But may affect the number houses

ultimately required in Henley but numbers may go down. Henley have quite a number of houses in the pipeline due to Henley Neighbourhood plan. But majority of building will be closer to businesses as in the Oxford, Wallingford and Thame areas. There was talk about houses close to the Reading boundary but no councillors want that. This would give more weight for the bid for the 3<sup>rd</sup> Reading bridge.

I agree with the concerns about Mayflower Cottage stopping up and about no concern shown about loss of amenity space.

The clerk had been asked to complete the grant report for grant money spent last year but the software for it is not written but the nag email has. The clerk wanted to assure the councillor that the grant had been spent and expressed thanks for this.

### **058/18 Clerk's Report**

**Grass cutting** – although the large grass triangle off the A4130 at Lower Assendon was being mowed now by Henley Town Council, Dobson's Lane triangle was not agreed by HTC to be cut as well. All quotes previous obtained were for both areas. For larger contractors this was deemed too small a job. For small contractors – too big. But I have suggested if the area was cut by OCC then upkeep from a better starting point might be manageable. HTC cuts have been 4 and I have stated to keep to 3 cuts. But HTC seem unsure of when it is being cut so they have suggested a fee of £300 for 3 to 4 cuts. This was acceptable to council. Other areas in Middle Assendon should be added and these will be mapped out for quotes. Also a refund/rebate needs to be applied for from OCC for any work carried out that they have not done.

**Path clearance** – the pavement (tarmac) from Bix to the woods heading to Nettlebed on A4130 (north side) has been cleared. A grant of £500 specifically for this was given by SODC. VAT of £83.33 was charged on this invoice which was gross £500. As the grant was for the path, it was decided to use it for path clearance nearby.

**Speed Awareness** – PCSO Janice Smith and colleague Mark demonstrated a SID (Speed Indicator Device) to the clerk. It is very large flat screen on a tripod showing the speed of the car and was set up in Middle Assendon. As very visible there was no speeding except a horse nearly bolted and cycles failed to set it off. The process of logging speeding cars was very complicated. Details need to be written down were time, vehicle registration, make and colour of car and sex of the driver (if possible). This data then had to be given to the police within a week. The cost of the device is likely to be £2,600. Which will be proportioned out amongst willing parishes. Parishes that join will not pay a rental fee and will have priority booking. The proposal was accepted in principle but needed volunteers. A request for Traffic Monitoring devices to be installed in the meantime to judge the problem. Two devices were agreed at a cost of £240 (£40 VAT) for Middle Assendon.

The external audit 2017/18 has been submitted. Jane Pryce thanked Chris Chantry for updating the website with all the necessary paperwork involved with this.

A 'fix-my-street' was issued and parish council liaison number used to get trees and hedges cut back on Old Bix Road. But this has not been carried out. The clerk would forward the details to David Bartholow.

The new Model Standing Orders are still not issued after the previous one had been cancelled for additions.

### 059/18 Allotment Report

All allotment rents have been paid but plot 6 has decided to give up. The plot was deemed too large anyway and the clerk will get it halved.

The padlock code has been changed.

### 060/18 Planning

a) Applications received

#### P18/S2039/FUL

Halfacre, Bix RG9 6DB

"Variation of condition 2 - Approved Plans on application P16/S3421/FUL.

The demolition of existing dwelling and redevelopment to form two dwellings."

BAPC response required by 13.7.18

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#### P18/S1978/HH

14 Bix Common, Bix RG9 6BS

Erection of two storey side, front and rear extension.

BAPC response required by 12.7.18

A large number of residents attended the meeting to complain about this proposed application. The parish councillors will take into consideration their comments in their response to SODC.

b) BAPC Recommendations

#### P18/S1704/HH

Chalk Hill, White Lane, Middle Assendon RG9 6BD

"Double storey porch / bedroom extension, window replacement, drive alteration, external decoration work, internal revisions, and external revisions"

**BAPC - OBJECTS** - comments - windows on first floor facing north and east overlook another property - removes privacy as trees screening property have been removed.

**SODC Target Decision Date: 13th July 2018**

The parish council was invited, by the owner, to view the view from inside of the house to assure them that there was no loss of privacy to the adjacent property. This was agreed to.

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#### 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 OBJECTS** - comments - over-sized extension relative to history and the site.

Questions over choice of roof materials. Overdevelopment of site. Inappropriate in size for village surrounding. Zinc roof not in keeping with surrounding slate and tile roofs

**SODC Target Decision Date: 15th June 2018**

The owner of the property came to speak about his proposals. Before submitting the application, he had used the SODC pre-planning advice service. As the parish council had already responded to this application, the SODC decision would be awaited.

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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 OBJECTS** comments - Over-development of the site.

Will damage the keeping/historic as part of the village.

This cottage is at the centre of the village and should project the image of the village.

This size of development, particularly, the garage is disproportionate and inappropriate.

**SODC Target decision date: 14th June 2018**

**c) SODC Decisions**

[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)**

**SODC - GRANTED**

**Resubmitted – see above.**

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[P18/S1112/FUL](#)

Land adjacent to Foxwell Cottage, Bix RG9 6DB

Erection of two storey 2-bedroom dwelling

**BAPC - NO STRONG VIEWS**

**SODC - GRANTED**

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[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 decision: GRANTED**

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[P18/S0480/HH - Amendment No. 1](#)

The Fables, Wallingford Road, Bix RG9 6DB

Erection of detached timber garage building (repositioned closer to house as shown on amended site plan received 24th May 2018)

**BAPC - NO OBJECTIONS**

**SODC - GRANTED**

**061/18 Broadband update**

The cabinet known as Henley P37 which will covers premises in the Bix & Assendon parish, currently has an anticipated completion date of the end of July. Whereas this has been targeted for an end of June completion, there has been a delay in securing permission for works on Broad Plat Lane.

This work is now scheduled for the next few weeks with a targeted go-live date for the

cabinet of end July.

### **062/18 Correspondence**

None

### **Footpath Report**

There is no report this month as the new Chiltern Society Representative has only just come on board – it is Jane Aitken.

### **063/18 Finance**

a) Cheques for payment

Clerk's wages and office rent for June/July 2018 = £470.68

Parish council expenses (paid by the clerk):

OALC course: £96 (VAT £16)

Cheque Total = **£566.68**

NJ Vincent Groundworks to path clearance at Bix village to wood heading west.

Cheque total: **£500** (£83.33 VAT)

b) Payments received

Allotment rent **£72**

VAT reclaimed **£422.24**

Bank balance £ **17,281.60**

### **064/18 Village Hall Report**

Lisbeth Thiesen and Jackie Walker.

Jackie Walker (chairman of the village hall committee) emailed the clerk for a BAG to be put out for a plea for a secretary for the village hall. This was also picked up by the Henley Standard. It was suggested to also put on the village hall website and Facebook page.

Also mentioned was the salt box (by the village hall car park) which the clerk confirmed was parish council property. The drilling of holes to let out the water had been advised. The suggestion that it be moved closer to road was also discussed but was put there for use of the nursery school. This item will be discussed again at the next meeting. The trees had been removed that were growing up by the electric cable and wall. The guttering is still to be fixed.

The floor in the hall was going to be addressed and still to be decided. And exterior painting would be done in time for the War Memorial day.

The Bix & Assendon parish website and the village hall website will be merged. Pop-up adverts were appearing on the VH site as the software to write it was free and so carried this penalty.

### **065/18 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 inspection log lists all parish assets that the parish council looks after and insures. The clerk had inspected the milestone and the allotments so the current (Nov to May inspection) was complete but Dobson's Lane Triangle Bridge had not been reallocated in time after the resignation of Robert Aitken. Robert Walmsley agreed to all the assets to be allotted to him. The Dobson's Lane Triangle Bridge is inaccessible at present due to the overgrowth. The new updated (May to November) inspection log was handed to Jane Pryce.

A course for Robert Walmsley 'Roles and Responsibilities' has been booked for 19<sup>th</sup> September 2018.

Robert Aitken submitted a report on Townlands. This report would be available on the website.

A summary of the report was read out by Lisbeth Thiesen:

Robert Aitkin, previous vice-chair of the Parish Council, is on the Townlands Steering Group (TSG) representing the parish. Robert has provided a written update for the Parish Council.

Since the opening of the hospital the role of TSG has changed to monitoring and promoting the development of the new hospital and continuing to protect the interests of the residents within its catchment area regarding matters related to its site & services. The new Townlands facilities in general are working well and patient satisfaction is high.

The full report will be available with the minutes on the website.

### **066/18 Public Comments**

Next Meeting – Monday 3<sup>rd</sup> September 2018 at 7.30pm.

The meeting ended at 9pm