

Meeting of Ashbury Parish Council
Ashbury Village Hall
Monday 12th November 2018 at 7.30pm
Minutes

Present: Cllrs K Watkins (Chairman), C Davies (Vice), P DuBois, C Prentice, A Alvarez Nishio,
L Evans (Clerk)
18 Members of Public

ITEM

74 To receive apologies for absence

Cllr B Spence, County Cllr Yvonne Constance, District Cllr Elaine Ware, District Cllr Simon Howell

75 To receive any declarations of Personal, or Personal and prejudicial interest in respect of items on the agenda for this meeting

None

76 To take reports from the District and County Councillors

- District Cllr Report presented by Cllr K Watkins. (Attached to minutes in Appendix 1)
- Reminder for Parish to action the 'Yellow Letter' household enquiry forms.
- Cllr C Davies highlighted that the Local Plan Part 2 is under scrutiny with a review due on the 19th November.

77 To approve the minutes of the Ordinary Meeting held on 10.09.18

Approved.

78 To address matters arising from the previous meeting.

- **Potholes** – Most have now been filled. Cllr K Watkins advised that if more appear please do persevere with logging on fixmystreet.com.
- **Gardener** – Still finding a contractor willing to take on the work. Cllr A Alvarez Nishio to contact more gardeners for quotes. Cllr K Watkins to provide specification of work and relevant maps, P Smith has offered to assist as she has extensive knowledge of the work required.
- **Online Banking** – Cllr P DuBois is in the process of setting up online banking for the new Clerk L Evans and Cllrs C Davies and C Prentice.

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79 To take questions and comments from the Councillors

None

80 New Parish Clerk

- **Agendas/Minutes**- Cllr K Watkins explained that the Meeting Agenda is placed on all 5 notice boards in the Parish, the website and the Ashbury Facebook Group the Wednesday before the meeting is due to take place. It was agreed that this will continue. The minutes will be displayed in only the Village Hall Notice Board. An information sheet will be created for every Noticeboard to advise of contact details for the Parish Council, the whereabouts of the minutes and any other pertinent information.
- **Pension** – Cllr P DuBois to look at Finance folder to find out more information regarding Auto Enrol Pension for Clerk.
- **Open Space Padlocks** – Cllr K Watkins explained that the keys for the bollards to access the village green have now been given to the Clerk.
- **Related Matter** – Cllr Davies proposed that, until the Clerk was established in post, he continue to deal with VWHDC on planning matters, and Cllr DuBois should act as the Parish Responsible Finance Officer (RFO). Both proposals were adopted.

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81 Update on Planning Issues

- **a. P18/V1860/4NB – Kingston Farm**- Approved - Cllr C Davies explained that this property has now been put on the market for sale. He has been in contact with the Planning Office to seek assurance that the proposed development will not increase in size, but the officer was unable to give such assurance. He assured the room that the Council will continue to monitor the situation, and keep the community informed.
- **b. P18/V2278//FUL & P18/V2279/LB – Crosstrees Cottage** – Approved
- **c. P18/V2201/FUL & P18/V2202/LB** – Approved
- **d. P18/V2394/LB** – Lower Mill House – Decision Due 29th November

- Cllr Davies made the meeting aware of two other large-scale projects that could ultimately impact on the parish: i] The Oxford to Cambridge Expressway, a government backed project that could result in 1-million new homes being built, over a corridor stretching, from Swindon (Via Oxford) to Cambridge, and ii] The Oxfordshire Economic Growth Plan, also government backed, that suggests the need for 100,000 new homes across Oxfordshire. These too will be monitored & reported on as more detail emerges.

82 Update on Neighbourhood Plan

Cllr C Davies presented the report. (Attached to minutes in Appendix 2)

83 Update from Open Space Committee (Going forward will be Village Green Committee)

Report presented by E Derrington (Attached to minutes in Appendix 3)

Motion to change name from Open Space to Village Green. Proposed: Cllr K Watkins, Seconded: P Dubois. Unanimously agreed.

Cllr P DuBois to look into how this is made official and what consequences there may be for the status of the space.

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84 Ashbury Parish A Team (Planters Group) Update

- **Asset Register** – A first draft has been produced, however information regarding ownership of legacy items is difficult to source.
 - Cllr P Dubois to work with group as the Parish Council Archives have some of this information in them.
 - P Smith will be approaching the Christmas Bazaar organisers to ask for a table on 24th November 2018. Residents will be approached for their memories of assets being installed or planted. Cllr K Watkins advised P Smith to approach the Council to reimburse any fee incurred for this.
 - Cllr A Alvarez Nishio proposed reaching out to the community via the Round Robin Email and the Newsletter.
 - N.B. There will be no Newsletter produced for January. The December edition will be a joint one.
- **Planter Sites and Gardening Contractor** - There will be further planting in the areas around the Planters. This will start with the Wantage and Idstone Road sites.

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85 Update on Wixes Piece Village Green Access

- Cllr C Davies advised that there are letters prepped ready to be sent to Redcliffe homes and Land Registry. These will need a letterhead created and then sent out.

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86 Update on Shop Lease

- **Building Regulations** – Building Regulations have come back with the correspondence requested.
- **Planning Application re Use & Funding** – Cllr K Watkins advised that the cost of this application reduces from £462 to £231 if it is submitted by the Parish Council rather than the under tenant. She proposed that the Council go forward with this. Cllr C Davies advised that while he was keen to resolve the paperwork it is to be noted that the Council are not progressing this to favour a private business, but rather to ensure that the Parish lease reflected the intended use – this application should have been made prior to the lease being offered to the under tenant. Council unanimously agreed to progress this issue, Cllr C Prentice will submit the application.
- **Lease Addendums** – Cllr C Davies advised that the Addendum relating to the head-lease has been submitted to the Landlord but it is currently held pending that on the under-lease. Once the Change of Use Planning Application is in place then the Lease Addendum between the Council and under tenant can be progressed.
- Cllr A Alvarez Nishio asked the room for comment.
 - The Wixes Piece Residents Group raised their concerns that the Shop has been renamed to “Ashbury Tea Room and Shop” and questioned whether the Council will take action on this. The Council advised that the under tenant would be contacted to comment on changes being made but that the use of the building as a shop and tea room had been agreed.
 - Additionally concern was raised again over the potential increase of traffic to the shop in relation to the tea room. It was highlighted that the tea room has been part of the shop (and marketed thus) since the day that it opened so there was no

reason to suggest that there would be any increase in traffic. The Change of Use Planning application is being submitted retrospectively to align the paperwork with the actual use.

- A number of concerns were raised that the shop has not been open for the past 6 weeks. Cllr K Watkins advised that the Council were not at liberty to discuss the reasons behind this but that it is due to re-open on Wednesday 15th November. In response to the discussion the Council agreed to keep a focus on the need for the shop to deliver, within the terms of the amended sub-lease, the intended amenity to the village.
- Cllr A Alvarez Nishio highlighted that all parties seem to wish for the shop to be successful and made a plea to the community to be supportive to the business.
- **Post Meeting Note**
Cllr K Watkins spoke to the under tenant and confirmed that there is no change of name for the business nor other substantial changes. The tea room menu is currently being reviewed. The Facebook page associated to the business has had a name change from “Ashbury's Village Shop and The JamJar Tea Room” to “Ashbury Tea Room and Shop”. This does not represent any material change to the business.

87 Archive Storage

Cllr P DuBois explained that he is currently working his way through the old archives for the Parish and will keep all historical/valuable documents.

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88 Deep Cleanse of Village 18th-22nd October – Feedback

- Cllr K Watkins explained that the deep cleanse performed represented only a fraction of the list requested. She will feed back to the team.
- Member of the public commented that the bollard on the crossroads coming from Wantage into Ashbury is in a bad state of repair – Clerk to photograph and send to highways.

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89 Finances to Note

| Name | Date | Total Gross | Detail |
|-----------------------------|----------|-------------|---|
| Vale Of White Horse | 06/09/12 | £3199.50 | 2 nd Installment of Precept |
| Moore Stephens | 06/09/18 | -£48.00 | Audit Fee |
| Barry Barwell | 06/09/18 | -£420.00 | Grass Cutting |
| DCK Accounting Solution | 26/09/18 | -£48.00 | Payroll Services |
| RBL Poppy Appeal | 09/10/18 | -£17.00 | Poppy Wreath |
| Slade Legal | 12/10/18 | -£132.00 | VAT Invoice - Open Space Access |
| PC World (Chq to K Watkins) | 12/10/18 | -£848.96 | Clerk-Laptop, Printer & Software (Funded by Transparency Grant) |
| Barry Barwell | 12/10/18 | -£505.00 | Grass Cutting |
| DCK Accounting Solutions | 12/10/18 | -£72.00 | Payroll Services |
| Nationwide | 22/10/18 | £2469.61 | Account closure transfer |

Cllr A Alvarez Nishio proposed a vote of thanks to Cllr P Dubois for all his work on finance, in particular the Nationwide Account.

90 Agenda Diary

- **Bank Reconciliation and Budget Review**
Bank Reconciliation signed off by Cllrs K Watkins and P Dubois.

91 Correspondence

- a. **Estimate Election Costs** – Election Costs £2.5k-£3.5k if contested. Approx. £100 if uncontested.
- b. **Be Free Young Carers – Grant Request** – Clerk will be keeping all grant request letters on file for the Councillors to look at annually.
- c. **Citizens Advice – Donation Request** – Clerk will be keeping all donation request letters on file for the Councillors to look at annually.
- d. **Parish Council Consent Documents** – Clerk contact details to be updated and sent back.
- e. **Oxfordshire Resilience Group – Emergency Planning** – Cllr A Alvarez Nishio will discuss the

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merits of an Emergency Response Plan and what form this might most usefully take with members of the village who have developed these before and will present options at the next meeting.

- f. **OALC October Update** – Council agreed again that Clerk can go ahead and book a training course with OALC.
- g. **Elm Tree Surgery Press Release** – This is reassurance that there will be no effect to the service the surgery provides to patients from an increase in patients registered.
- h. **High Sheriff Awards 2018/2019** – Cllr K Watkins explained that if you wish to nominate someone in recognition to a service they provide to the community, send an email to the Clerk.
- i. **Garden Waste Disposal** – A number of complaints received regarding garden waste being dumped over fences onto private land and verges - residents are reminded that you can request brown garden waste bins from the Council for £40.50 per year and these are collected fortnightly.
- j. **Fireworks and Livestock** – A number of complaints received re fireworks released next to livestock fields. The Council urged residents to be considerate of their neighbours at this time of year.

92 To take questions and comments from members of the public

- Member of the public brought to the Council's attention that there is a bollard missing and 2 others damaged on the foot path next to the Free Church and has concern that someone may try to drive down the footpath - Clerk to report to Highways.
- NAG advised that there are a large number of vehicles getting broken into in the National Trust Car Parks in and around the Parish so please be vigilant and report any suspicious behaviour to the Police.

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93 Any Other Business

- **Resignation of Councillor** - Cllr P DuBois proposed a vote of thanks to Cllr K Watkins for all her hard work and contribution to the Council in the last 2 years.
Cllr C Prentice proposed Cllr C Davies as the new Chair, unanimously agreed.

Meeting closed at 21.30

Laura Evans

Clerk to Ashbury Parish Council

Next meeting will be held on Monday 14th January 2019, 7.30pm at Ashbury Village Hall

Appendix 1 – District Councillor Report

District Councillors Report to Parish Councils

Watchfield & Shrivenham Ward – November 2018

Planning

Local Plan Part 2 -The Planning Inspector completed the inspection in early September. A recent letter from the Inspector provided some areas of feedback and clarification which the Planning Officers are dealing with urgently. A Special Council meeting on 19th November has been called to consider and agree the response to the Inspector.

Three year Land Supply

Following a consultation in July Councils in Oxfordshire now only need to provide a three year land supply of land for housing. This change has been agreed while all Oxfordshire Councils work together on a joint statutory spatial plan. The document will address the collective plan to deliver 100,000 homes across the county by 2031 which is part of the Oxfordshire Growth deal.

Gladman Shrivenham – The outline application has been refused. Details of the reasons for refusal are available on the Vale website

Legal & General Shrivenham - P18/V0862/RM-2 Re-consultation: Reserved matters application following application ref. P13/V1810/O for layout, scale, appearance and the landscaping of the site. Development of up to 240 dwellings and a site for a primary school along with associated public open space and highways works.

Stakeholder Forum being held on 21st November, 2-3pm.

Bovis Development Shrivenham – Townsend Road

Bovis has submitted a Construction Traffic Management Plan which indicates that access from the A420 will be from Bourton Wharf. Simon and Elaine have liaised with Vale Planning Officer to ensure that the plan includes NO ACCESS for construction vehicles via the High Street.

Community Grants – The current schemes for Grants are under review and not currently open to applications. Towns & Parishes will be advised of any new arrangements.

In the meantime, grants remain available for organisers of community events. Grants of up to £1000 are available to cover up to 75% of the cost for local community events with at least 100 people expected.

Exploring options for on-street parking enforcement

The Council is exploring whether to take over on-street parking enforcement.

Officers have met with Oxfordshire County Council (the highways authority), which is responsible for formally applying for powers and then delegating civil parking enforcement to consider the proposal to procure a feasibility study. In the meantime Officers are carrying out work to look at the business case involved in taking over enforcement, including costs and projected income.

Formal agreement from the county is required in order to apply to the Department of Transport to delegate civil parking enforcement powers. If county agree and the council decides to take over responsibility it would then need to carry out a full review of the existing car parking orders and yellow lines.

“Yellow Letters” – A reminder

In August a “Yellow Letter” Household Enquiry Form has been sent to every home in the Vale. This requires residents to confirm who lives in their property.

All residents should visit householdresponse.com/southandvale to confirm their details are correct or, if not, provide the correct information. They will need the code on the letter to do this.

To date the Vale has received 87,000 responses but there are still some 34,000 outstanding. Outstanding households are being contacted to ensure details are correct.

Christmas Parking

You can park for free at the following District Council locations and dates:

- Abingdon - each Saturday from 1 December
- Faringdon - each Saturday from 1 December
- Wantage - each Friday from 30 November

Oxford to Cambridge Expressway Route Announcement

The Government announced that Corridor B is its preferred option for the proposed expressway. The road would pass either to the north-west or south-east of Oxford then North to Bicester and beyond. A statement from the Leader of the Vale is on the website.

As you know we don't hold surgeries but are always available to deal with issues.

Simon Howell – 01793 784491 – simon.howell@whitehorsedc.gov.uk

Elaine Ware – 01793 783026 – elaine.ware@whitehorsedc.gov.uk

Appendix 2 – Ashbury Neighbourhood Plan Report
REPORT TO THE PARISH COUNCIL MEETING

to be held on 12th November, 2018

PLAN PROGRESS:

The Examination Version of the Plan was submitted to the District Council on 9th October, and having progressed our submission on 2nd inst our Liaison Officer at VWHDC advised that it is scheduled to be reviewed within the next 2-weeks. At the same time the Community Engagement Officer at the Vale advised that, subject to the findings of the examination, the pre-referendum publicity period would be notified to all concerned shortly – this being the start of the countdown to the actual referendum.

What the actual time-scale will be is impossible to predict as we are entirely in the hands of VWHDC. That said, this initial stage of the process has certainly gone as well as projected, which gives some cause for optimism.

As previously indicated, we are now working on a much abbreviated version of the Plan document with the aim of distributing this to the community as part of the lead-up to the referendum.

PLAN FUNDING:

Having secured sufficient bridging funding to complete the Plan process, we have now made a second approach to VWHDC, and this is currently being processed.

Cliff Davies

5th November, 2018

APC DRAFT

The subcommittee

There was a really good response to the request for volunteers and we have a subcommittee with an excellent range of knowledge and expertise.

We have met twice so far and have agreed (subject to APC approval) basic terms of reference and aims for the subcommittee (attached) and also (again subject to APC approval) to use the name “Village Green” rather than “Open Space”.

It would be helpful to have APC's guidance on the subcommittee's role with regard to maintenance of the Green and safety checks.

Action so far and the way forward

We think that the next steps in terms of developing the Green should be to:

- Agree a basic plan of what the Green will look like when it's finished
- Take action to get rid of dog waste on the Green
- Make part of the Green into a playing field suitable for use by the School

With these objectives in mind we have:

- Asked a member of the subcommittee to produce a first sketch of the overall design.
- Met the School headteacher, who is keen for the school to be involved in the project and for the School sports day to be held on the Green next summer.
- Obtained advice on the work/expense required to make part of the Green suitable for sports. It seems likely that the cost of bringing even part of the Green up to sports ground standard would be more than the village could afford (even with support). So we have started a detailed survey of the soil and drainage to help work out what we could achieve more cheaply.
- Started to look into options for addressing the dog waste issue. A resident of the village who has contacts with dog charities is making enquiries about how kennels dispose of waste.
- Started to look into options for funding/support for different aspects of the project (playing field, exercise/sports equipment, trees and shrubs, dog waste disposal).
- Contacted the Oxfordshire Playing Fields Association who offer guidance and also put communities in touch with others that have worked on similar projects.

We meet next on 19 November.

Elizabeth Derrington
6 November 2018