**Monday 13th September 2021 at 6.00pm**

**Minutes**

Present: Cllr C Prentice (Chair), P Cowx, A Reynolds, N Morgan, District Cllr E Ware, L Evans (Clerk), 4 Members of the public and J Constable from Airband.

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| **ITEM** |  |  |
| **1** | **To receive apologies for absence**  County Cllr Y Constance, District Cllr S Howell, Cllr J Greenham and Cllr J Ruggiero |  |
| **2** | **To receive any declarations of personal and/or prejudicial interest in respect of items on the agenda for this meeting -** None |  |
| **3** | **To approve the minutes of the Ordinary Meeting on Monday 12th July 2021**  The Minutes of the meeting held on Monday 12th July, were approved and signed as a true record |  |
| **4** | **To address matters arising from the previous meeting**   * Bus Service Consultation – Confirmation required from Cllr J Ruggiero as to whether a response has been sent.   **Action:** Clerk to email Cllr J Ruggiero for confirmation   * Cllr C Prentice is awaiting a quote for worded signage to place by the Village Shop to discourage visitors parking near the junction.   **Action:** Cllr C Prentice to update the Councillors once the quotation is received |  |
| **5** | **County & District Councillors-** To receive reports from County and District Councillors (5 minute time slot)  District Councillor E Ware presented the report (attached to the minutes in appendix 1)  A special Extraordinary Council meeting has been called by the Vale’s Opposition party led by Simon Howell to discuss the ongoing situation and determine a way forward regarding the garden waste service. This meeting will allow members of the public to address the Council. The meeting is to be held at the Council’s offices – 135 Milton Park Didcot on Tuesday 21 September at 7pm. If you wish to speak you are requested to register with Democratic Services by 5pm on Monday 20 September. Speakers are encouraged to attend remotely using Microsoft Teams.  **Action:** Cllr C Prentice to submit a response on behalf of the residents of the Parish  There will be another ‘Meet Your Councillors’ event at Watchfield Village Hall on Saturday 18th September 2021 from 10:30am – Midday, with both District Councillors, County Cllr Y Constance and Faringdon Neighbourhood Policing Team.  **Action:** Clerk to post event onto Facebook and Cllr P Cowx to post to the web site.  The works for the Whitehart Roundabout were originally estimated to last for 12 weeks. This has now been increased by a further four weeks (likely to now be mid December). Traffic will be able to use the junction to leave the A419 southbound to join the A420 eastbound or to leave the A420 westbound to join the A419 southbound only. Diversions will be signposted. Obviously, these works have had an impact on traffic flow and villages have seen a significant increase in traffic, often speeding, attempting to avoid any possible queuing on the A420. |  |
| **6** | **Chairs Verbal Update (3 minute time slot)**  Cllr C Prentice described the positive activity that has taken place since the last meeting, including the great turn out of volunteers for strimming the overgrown path, the resolution on storage of the archives, and the successful Rounders match that was held on the Village Green.  Cllr C Prentice thanked Pauline Smith for her work on the archives and in stimulating a collective response to Oxfordshire Plan 2050. |  |
| **7** | **Clerks Verbal Update (3 minute time slot)**  Nothing to report |  |
| **8** | **Councillors Forum-** To receive reports from responsible officers (12 minute time slot)   1. Cllr Greenham – Winter Readiness   The salt bins need to be checked for levels of salt and if requiring more then to report back to Winter Services at Oxfordshire by the end of September  **Action:** Cllr N Morgan volunteered to check salt levels and report to Winter Services.   1. Cllr P Cowx had spoken to Uffington regarding the Shopperbus. The service has restarted but is running a limited service.   **Action:** Cllr P Cowx and Cllr J Greenham to contact those in the parish who volunteered to drive and assist with the shopperbus to check whether they still wish to volunteer. |  |
| **9** | **Sub Committee Reports-** To receive reports from Sub-committees (6 minute time slot)   * Ashbury Shop Sub-Committee – To consider its Terms of Reference   The Council ratified the formation of the Ashbury Shop Sub-Committee, with Cllr J Greenham as Chair and Cllr N Morgan and Cllr J Ruggiero as members. The council invited the Sub Committee to continue the informal work already underway on draft Terms of Reference and asked for these to be circulated for approval when ready, without waiting for the November APC meeting.  **Action:** Sub-Committee to circulate draft Terms of Reference to all Councillors when ready   * Village Green – David Pain expressed interest in remaining the point of contact regarding the Village green, which the meeting accepted. David raised the outstanding matter of the trees that were damaged by the Contractor. Unfortunately, 3 of the trees had now died and needed replacing with the costs being charged to the Contractor. There is potential of long term damage to further trees again due to the strimming done by the Contractor.   **Action**: David Pain to forward relevant correspondence to Cllr C Prentice so a letter can be drafted from APC to register this potential future claim. |  |
| **10** | **Financial Matters**   * Cllr A Reynolds presented the Finance report (attached to the minutes in appendix 2) * Bank reconciliation- was signed by the Clark and Chair * To consider a donation to Shrivenham Heritage Society to acknowledge their service in taking custody of the APC archives and to contribute to the purchase of an Ashbury-only display/storage unit.   Cllr C Prentice described the excellent collaboration with SHS over the custody of the Parish’ archives and records. Thanks were due to Laura Evans for initiating this contact and to Pauline Smith for following it through. Cllr Prentice proposed a contribution of £150 towards the purchase of the case in which the APC archives would be displayed. Cllr P Cowx seconded the proposal, which was unanimously agreed.  **Action:** Clerk to arrange the donation to SHS |  |
| **11** | **Planning Matters**  **Update from Ashbury Neighbourhood Plan Group**  On 28 July 2021 at 6PM, members of the Ashbury Neighbourhood Plan Group gathered at Ashbury Manor to discuss the forthcoming consultation formally entitled “Oxfordshire 2050 (Reg 18 Part 2)”.  The Oxfordshire 2050 Plan will define the development strategy for the whole county for the next three decades. As a Joint Statutory Spatial Plan, it is being prepared by all four District Councils (including our Vale of White Horse DC), Oxford City Council and Oxfordshire County Council, working together as the Oxfordshire Growth Board. It will shape the very nature of Oxfordshire for the next generation, setting targets and locations for growth as well as a raft of policies. It will be of particular significance since existing district local plans will no longer identify their area’s housing and development targets - these will instead be drawn from the Oxfordshire 2050 Plan.  The meeting discussed different ways in which the Group could most easily collect and distil the views of residents. While we have neither the time nor the resources to conduct an in depth exercise of the scale carried out for the drafting of the Ashbury Neighbourhood Plan in 2018, nonetheless we have been able to put that experience to great use in designing a procedure for this time. Accordingly, we will be holding open workshops where residents will have the opportunity to discuss and ask about the Plan one on one with a member of the Group. The sessions will take place in the Cafe of the shop, between 10.00AM and 2.00PM, on three days this coming week Tuesday (14th), Thursday (16th) and Saturday (18th).  In addition, the Group will be engaging with the children in our Parish who, after all, are the ones whose lives are going to be most affected by policies in 2050. Under the leadership of Pauline Smith and with the assistance of Kate Watkins, the Group is hoping to include a discussion of this consultation into lessons and other activities at Ashbury Primary School, to find out directly what the children’s hopes and aspirations are for the place they call home. And finally, the Group has determined that this would be an ideal opportunity for the Parish Council to enhance its presence on social media, and will be supporting the Chairman and others in their efforts to publicise the Plan and engage with parish residents about it through electronic means.  The NPG welcomes this very sensible initiative, attempting as it does to form a coherent, joined up approach to shaping our community. Broadly, the Plan seeks to address five themes: climate change, environmental quality, strong & healthy communities, sustainable travel and connectivity and creating jobs and providing homes. Copies of the consultation document are available online and at the Ashbury shop. The public consultation on the Plan runs until 08 October 2021. The NPG will be formulating the Parish’s official response to the Plan based on input from residents but we strongly encourage everyone to send in their own comments directly as well.  **The meeting took note of the following Applications and Decisions:**  **Applications;**   * P21/V2028- Cross Trees Cottages Ashbury- Discharge of conditions 3(render), 4(glazing) & 5(landscaping) on application P18/V2279/LB (Reconstruction of outbuilding within the curtilage of a Listed Building) * P21/V2208/HH – Sunningwell House, Idstone Road, Ashbury- Single Storey Oak Framed Dining/Garden Room Extension to Front, Alteration of Barn Hipped Front Gable to Flat gable with New Glazed Windows, and Vertical Oak Weatherboard Cladding to Front and South-West Side Elevations. * P21/V2311/N4B - : Agricultural Barn Land at College Farm Ashbury- Proposed change of use of agricultural barn to single dwelling house (useclass c3) and associated building operations * P21/V2324/HH- Spring Cottage Kingstone Winslow- Demolition of existing porch and construction of new front entrance porch to Spring Cottage, Kingstone Winslow. * P21/V2402/LB - Triangle Cottage Idstone Road Ashbury- Repairs on 3 chimneys due to water damage -Capping, brick work replacing, repointing -Re haunching, chimney pot adding, brick work increased * P21/V2253/N4B – Bog End Kingstone Winslow- : Change of use of agricultural buildings and associated building operations to create 1 dwelling (res-submission of P18/V1860/N4B).   **Decisions:**   * P21/V1532/HH - Lower Mill House Kingstone Winslow- Construction of a new 2 bay oak framed car port. Minor alterations to the existing hardstanding area and construction of new crossover strip adjoining the existing roadway (amended plan submitted on the 06th August 2021) – Granted. |  |
| **12** | **Public Forum-** To take comments , representation or queries on agenda items (15 minute time slot)  A resident asked if it was possible to hold regular 5 a side football matches on the Village Green and this would be for residents of the Parish. Cllr C Prentice asked that an email request be sent to the Clerk and suggested that this might be the process going forward to arrange regular bookings of the prepared pitch area of the Village Green. It was noted, however, that we did not wish to constrain impromptu use of the Village Green for sporting activities.  **Action:** Cllr. C. Prentice to consult others about the best way to manage such bookings.  The resident also enquired about the web site, as it is not kept up to date and relevant. Cllr P Cowx, as an administrator of the website, explained that, because of the site’s complex design, it is difficult to upload and amend items. Cllr C Prentice suggested that there is potential to start a new website  **Action:** Cllr P Cowx to investigate alternatives for improving the website. |  |
| **13** | **Individual Topics (12 minutes allocated)**   * Speed Indicator Device – Item deferred for six months pending the autumn rollout of 20mph in six trial areas. * Rospa Play Park Inspection- Report circulated   All Councillors agreed that APC could remedy in house the simple issues highlighted in the report.  **Action:** Cllr P Cowx to address the issues, with help from others as needed.   * To consider the request to name the new development in Kingstone Winslow to Kingstone Farm Yard.   Cllr C Prentice said that he had consulted the owner of Kingstone Farm House, who would be directly affected by this proposal. He would be content with the new development being called Kingstone Farmyard but not Kingstone Farm Yard. The meeting agreed with this view.  **Action:** Cllr C Prentice to report the above position to the Street Naming Officer.   * To note and record that the APC Minutes since 1894 and supporting documents have been successfully moved to long term storage/archiving at Shrivenham Heritage Society on 23rd August 2021 * Shrivenham Heritage is offering an Opportunity for Ashbury residents to tell their story of Ashbury, as part of their history making records. The meeting agreed that APC should advertise this opportunity of contributing to this long-term oral history project. Some residents had already put their names forward.   **Action:** Clerk to post to Facebook. Councillors should also encourage those residents who they believe would wish to take part.   * To agree the items proposed to be destroyed, weeded out and or removed from the APC documents/material given to SHS – Cllr C Prentice and Pauline Smith were authorised to agree with SHS which non-heritage assets might be destroyed.   **Action:** Cllr C Prentice and Pauline Smith to liaise further with SHS.   * Call for Vale of White Horse to hold extraordinary council meeting- From District Cllr S Howell regarding garden waste collections- see item 5 * June 2022 Celebration of Platinum Jubilee – Cllr C Prentice to engage with M Simons on how best to organize the response across the Paris. Clerk to contact some members of the Village Fete committee. Desirable if Jubilee planning could be taken forward by a separate dedicated Group.   **Action:** Cllr C Prentice to contact M Simons about Jubilee planning; Clerk to post a notice in the Round Robin for ideas and contributions to be sent to the Clerk  Briefing from Airband re. high speed Internet –  J Constable explained that Airband in partnership with Oxfordshire County Council have been commissioned to build a brand new ultra fast ,fibre to the premises, broadband network within the Ashbury area. As recently seen new telegraph poles are being erected, for the most part these poles will be situated along roads. Building will start in Q3 of 2021, with completion due in Q1 2022. Packages and download speeds are available on the website.  Should residents have any queries or wish to find out more information or register interest in the service, visit [www.airband.co.uk](http://www.airband.co.uk) or contact the Clerk who can forward the presentation.  **Action:** Clerk to post website address and information to Facebook  **Action:** District Cllr E Ware to contact County Cllr Y Constance regarding no notification being issued to the Parish Council that these works to erect the telegraph poles would be taking place. |  |
| **14** | **Agenda Diary**   1. Councillors to sign Code of Conduct- All Councillors present signed the Code Of Conduct 2. Review of APC Complaints Policy – The policy was reviewed and the meeting agreed to re-adopt the Complaints Policy 3. Review of APC Vexatious Complaints Policy – The policy was reviewed and the meeting agreed to re-adopt the Vexatious Complaints Policy |  |
| **15** | **Correspondence**  The meeting noted the receipt of a letter dated 30 July from a resident of Ashbury.  This was discussed in closed session after the public meeting and the Council decided to invoke Stage 1 of the Complaints Policy in this case because of the repeated raising of points that have been adequately answered previously  **Action:** Cllr. Prentice to draft a response for agreement by all Councillors and to be sent by the Clerk. |  |
| **16** | **Future Agenda Items**   * Update on the Shop Lease * Budget Review |  |

The meeting closed at 19:46pm

The next meeting will be held on Monday 8th November 2021 in the Village Hall.

Signed…………………………………………………………………………………………………Dated……………………………………………………….

**Councillors Actions Arising**

**Cllr C Prentice (Chair)**

* **Action:** Cllr C Prentice to update the Councillors once the quotation is received- worded signage to discourage parking
* **Action:** Cllr C Prentice to submit a response on behalf of the residents of the Parish – Vale’s Extraordinary meeting regarding the garden waste service.
* **Action:** Cllr. C. Prentice to consult others about the best way to manage such bookings- Village Green
* **Action:** Cllr C Prentice to report the above position to the Street Naming Officer- Kingstone Farmyard
* **Action:** Cllr C Prentice and Pauline Smith to liaise further with SHS- non heritage destruction
* **Action:** Cllr C Prentice to contact M Simons about Jubilee planning; Clerk to post a notice in the Round Robin for ideas and contributions to be sent to the Clerk- 2022 June Jubilee
* **Action:** Cllr. Prentice to draft a response for agreement by all Councillors and to be sent by the Clerk to the resident who sent the letter on 30th July

**Cllr P Cowx**

* **Action:** Clerk to post event onto Facebook and Cllr P Cowx to post to the web site- Meet your Councillors event
* **Action:** Cllr P Cowx and Cllr J Greenham to contact those in the parish who volunteered to drive and assist with the shopperbus to check whether they still wish to volunteer.
* **Action:** Cllr P Cowx to investigate alternatives for improving the website
* **Action:** Cllr P Cowx to address the issues, with help from others as needed- Minor issues raised on the Rospa report

**Cllr J Greenham**

* **Action:** Cllr P Cowx and Cllr J Greenham to contact those in the parish who volunteered to drive and assist with the shopperbus to check whether they still wish to volunteer.

**Cllr J Ruggiero**

* **Action:** Clerk to email Cllr J Ruggiero for confirmation – Bus Service Consultation

**Cllr N Morgan**

* **Action:** Cllr N Morgan volunteered to check salt levels and report to Winter Services.

**Clerk**

* **Action:** Clerk to email Cllr J Ruggiero for confirmation – Bus Service Consultation
* **Action:** Clerk to post event onto Facebook and Cllr P Cowx to post to the web site- Meet Your Councillors Event
* **Action:** Clerk to arrange the donation to SHS
* **Action:** Clerk to post to Facebook. Councillors should also encourage those residents who they believe would wish to take part.- SHS oral history project
* **Action:** Cllr C Prentice to contact M Simons about Jubilee planning; Clerk to post a notice in the Round Robin for ideas and contributions to be sent to the Clerk – June 2022 Jubilee
* **Action:** Clerk to post website address and information to Facebook – Airband

**Ashbury Shop Sub-Committee**

* **Action:** Sub-Committee to send the draft set of Terms of Reference to all Councillors

**Village Green**

* **Action**: David Pain to forward relevant correspondence to Cllr C Prentice so a letter can be drafted from APC to register this potential future claim.

**County/District Councillors**

* **Action:** District Cllr E Ware to contact County Cllr Y Constance regarding no notification being issued to the Parish Council that these works to erect the telegraph poles would be taking place.

Appendix 1

**District Councillors Report to Parish Councils**

**Watchfield and Shrivenham Ward**

**September 2021**

**Vale of White Horse District Council**

**Covid** – The return to some form of normality has in the main been a success. However, care must still be taken and any guidance followed. We must all be careful and follow the guidance. If there should be any changes the Vale will keep Town and Parish Councils informed. In the meantime we encourage you to keep a watching brief on the Vale’s website – [www.whitehorsedc.gov.uk](http://www.whitehorsedc.gov.uk)

As many of the villages in our Ward are served by Swindon Health services it is noted that there has been a significant increase in the infection rate and the number of Covid patients being treated at Great Western Hospital. A number of the in-patients are in the 20-30 age group.

**Garden Waste Service –** The suspension of the garden waste service continues. There is no indication at the time of writing when any service will resume. A special Extraordinary Council meeting has been called by the Vale’s Opposition party led by Simon to discuss the ongoing situation and determine a way forward. This meeting will allow members of the public to address the Council. The meeting is to be held at the Council’s offices – 135 Milton Park Didcot on Tuesday 21 September at 7pm. If you wish to speak you are requested to register with Democratic Services by 5pm on Monday 20 September. Speakers are encouraged to attend remotely using Microsoft Teams.

**Afghan Refugees –** The Vale is working closely with the County Council and other Oxfordshire partners to assist with finding suitable accommodation, health, education and other services. The County Council is the lead organisation and they have indicated that at this time items are not currently needed. However, there are a number of national appeals that include the British Red Cross. Additionally, there is an Amazon Wishlist that has been set up for specific items. This would be activated if the need arises and information shared by the County Council’s social media channels. Details may be found on the County Councils website.

**Planning** – Last month we mentioned another possible housing development in Shrivenham. A formal planning application has been submitted to the Vale for 26 “Affordable” dwellings on land at Townsend Road. This application has caused a great deal of concern and numerous objections have been sent to the Vale Planning department. Simon and Elaine have sent a response in support of the Parish Council and local objections as well as outlining other concerns that would impact on the village.

During the month of August and the first week of September 16 Planning applications have been registered for the Watchfield and Shrivenham Ward. Most are for extensions and some listed building amendments.

**Oxfordshire Plan 2050** – Parish Councils are encouraged to respond to the consultation on the Oxfordshire Plan 2050 Reg 18. The consultation is online at **oxfordshireopenthought.org** The Plan will set out the framework for future planning decisions on housing and infrastructure needs and closes on 8 October.

**Joint Local Plan 2041**- Part of the new Joint Local Plan is a Joint Statement of Community Involvement (SCI). This document will set out who, how and when the Councils will engage with local communities as part of the planning process. The consultation is open until midnight on Wednesday 20 October. It is recommended to comment by using the online comment form.

The “Call for Land and Buildings Available for Change” is an invitation to landowners, developers, community groups and others to submit potential development sites for the councils to consider for inclusion in the new Joint Local Plan. The responses are due to be returned by Midnight on 30 September. The requirements are as follows:

\*located in or partially in South or Vale administrative boundaries

\*able to accommodate 5 or more homes if proposed for residential use

\*able to accommodate 500sqm or more if proposed for economic development

\*an area of at least 0.25 hectares where an alternative use is proposed (or when site capacity is unknown)

Note: The process does NOT grant planning permission to any sites submitted.

**Climate Emergency Advisory Committee** – The next two meetings of this Committee have been arranged for 4 October and 10 January 2022.

**Electric Vehicles** Work is continuing with the County Council regarding installation of charging points. It is anticipated that all will be completed by next March.

**Civil Parking Enforcement** – The County Council has confirmed that the new scheme will “go live” on 1 November. Under the new powers officers will be able to enforce the majority of restrictions where traffic orders and regulatory signs and lines are in place. It should be noted that problems such as pavement parking are not automatically enforceable unless there are formal restrictions in place. In order for the scheme to settle PCN’s (Penalty Charge Notices) will not be issued until January 2022.

**White Horse Community Lottery** – The lottery was launched on Monday 14 June. The Lottery now has its own website: www.whitehorselottery.co.uk which provides all the information required to participate. The first draw will take place on Saturday 18 September.

**Consultations –** There are a few consultations for people to have their say these include the following:

**Oxford City Council’s** consultation portal

Have your Say on the Ox-Cam Arc - Open until 12 October and accessed via placebuilder.io/futureofthearc

**OCC**

Household Waste Recycling Centres (HWRC’S) – Open until 27 September and accessed via the Oxfordshire County Council’s website Let’s Talk page

**Swindon Borough Council** Local Plan 2026 – SBC are reviewing its adopted local plan to extend the period to 2036 - Open until 16 September and accessed via swindon.gov.uk/localplanreview

Swindon BC is also refreshing its Local Transport Plan – Open until 17 September and accessed via swindon.gov.uk/local\_transport\_plan\_refresh\_consultation

**Swindon Borough Council** – **New Eastern Villages**

The effect from the major reconstruction work at the White Hart Roundabout cannot be underestimated. The works were originally estimated to last for 12 weeks. This has now been increased by a further four weeks (likely to now be mid December).Traffic will be able to use the junction to leave the A419 southbound to join the A420 eastbound or to leave the A420 westbound to join the A419 southbound only. Diversions will be signposted. Obviously these works have had an impact on traffic flow and villages have seen a significant increase in traffic, often speeding, attempting to avoid any possible queuing on the A420.

As mentioned in our August report Swindon’s continuing roadworks have had a knock on effect to the construction of the new roundabout on the A420. This roundabout is to serve the residents of Cross Trees Park and existing residents of Shrivenham. It is now unlikely that the roundabout will be constructed until late summer 2022.

Swindon BC NEV Planning – Two major planning applications have been approved. North of the A420 to expand South Marston and deliver the new village of Rowborough. This outline application will provide 2380 homes. South of the A420 Great Stall East will provide 1550 homes, a new secondary school, a new primary school, a 1000 vehicle park & Ride site, a sports hub, a local centre and open space.

Although we don’t normally hold surgeries we are always available to deal with any issues.

However, following the success of the event we held in Shrivenham on Saturday 24 July we have arranged another **Meet your** **Councillors event.**  We shall be at Watchfield Village Hall on Saturday 18 September from 1030-Midday and look forward to residents joining us for a chat about any concerns they may have or just have a moan about things that irritate them. We will be joined by County Councillor Yvonne Constance and representatives from the Faringdon Neighbourhood Police Team.

Simon Howell – 01793 784491 – [simon.howell@whitehorsedc.gov.uk](mailto:simon.howell@whitehorsedc.gov.uk)

Elaine Ware - 01793 783026 - [elaine.ware@whitehorsedc.gov.uk](mailto:elaine.ware@whitehorsedc.gov.uk)

Appendix 2

**ASHBURY PARISH COUNCIL**

**FINANCE REPORT TO 31 AUGUST 2021**

1. The Parish precept for 2021/2022 is £9,984.

2. The first tranche of the precept (£4,992) was received during April.

3. To 31 August 2021, precept-related expenditure was expected to be £3,344.

4. To 31 August 2021, precept-related expenditure was actually £2,487. The underspend was mainly due to the community bus service not having started (owing to Covid), partially offset by a large increase in the annual insurance premium. The details can be found in the attached report.

5. At 31 August 2021, total reserves stood at £45,533 (compared to £48,216 at 31 March 2021) of which £30,509 related to earmarked reserves. The main area of spend was on the bases and picnic tables, from the Village Green reserve. Again, the details can be found in the attached report.