

**Meeting of Ashbury Parish Council
At The Village Hall
Monday 8th November 2021 at 6.00pm
Minutes**

Present: Cllr C Prentice (Chair), P Cowx, A Reynolds, N Morgan, J Greenham, J Ruggiero, L Evans (Clerk), County Cllr Y Constance, P Smith (Chair of NPG) and 6 Members of the public.

ITEM

- 1 To receive apologies for absence**
District Cllr E Ware and District Cllr S Howell
- 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 13th September 2021**
The Minutes of the meeting held on Monday 13th September, were approved and signed as a true record.
- 4 To address matters arising from the previous meeting**
 - Signage – Cllr Prentice received a quote for £300 for signage to place by the Village Shop to discourage parking near the junction. A resident asked what the signage would look like, Cllr Prentice to consult councillors and residents about the wording and appearance of the proposed signs. **Action- Cllr Prentice**
 - Village Green booking- Deferred until Spring 2022 when the area will be used more.
 - Jubilee Planning- Deferred until the new year.
 - Website- **Action- Cllr Cowx** -A small working group to be formed to improve the current website.
 - Rospa Report- All minor issues raised on the report have been dealt with Cllr Cowx thanked Clive Bond during the meeting for helping with the playground maintenance. **Action Cllr Reynolds** to obtain quote for new swing seat.
 - Village Green- Tree damage, letter has been sent to BGG, awaiting response. **Action- Clerk to chase.** Cllr Prentice thanked J Blake for the good work monitoring the grass cutting on the green.
- 5 County & District Councillors-** To receive reports from County and District Councillors (5 minute time slot)

County Cllr Y Constance is trying to get more information from County about the new 20MPH and Civil Enforcement. Hopes to establish what OCC's plans are : will there be a standard process to apply and install which does away with expensive speed surveys and consultation? Will Parish Councils be required to pay only for signing and lining once they have satisfied OCC they have the support of their villages – she will update as and when the information is received.

The County Council is moving ahead with the climate change programme and the zero emission scheme for Oxford City Centre.

Cllr C Prentice explained that the forthcoming review of the Neighbourhood Plan will add any necessary Climate Change angles to the policies.

P Smith (Chair of NPG) raised concerns to County Cllr Y Constance that the Oxfordshire 2050 Plan is currently out of date in several respects. County Cllr Y Constance to receive the details and feedback this concern.

Air band- County Cllr Y Constance gave the contact details of the lead at OCC regarding the telegraph poles being erected for the Airband Fibre Broadband, and stated that there is a lack of communication from OCC to Parish Councils. **Action- P Smith-** to contact lead to find out more information as to why the Parish Council were not consulted.

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A member of public raised concerns that no consultation was carried out among residents to be able to gauge how many people would be interested in this internet provider.

6 Chairs Verbal Update (3 minute time slot)

Cllr Prentice had received a phone call from District Cllr E Ware with an update on the 5G Mast. After contacting the case officer, it was confirmed that 95 responses had been received, with 94 opposed to the siting of the mast. There had also been over forty signatures on the petition. The case was being reviewed this week. Cllr E Ware would continue to follow this closely. Her instinct was that the erection of a mast would be agreed in principle but that the company would be required to identify a different location.

Cllr Cowx raised concerns that no residents have been made aware of the benefits of placing a mast in Ashbury. Cllr Prentice concluded that there is a lack of clarity on this subject and suggested that a member of APC take the lead on this matter. Cllr Cowx agreed to be the lead and to contact P Smith regarding contact with the lead at OCC who will be able to provide further information.

Action – Cllr Cowx

Cllr Prentice explained that the NPG is pushing The Vale and South to take into account the Neighbourhood Plan on any proposals.

7 Clerks Verbal Update (3 minute time slot)

The Clerk confirmed the VAT Reclaim has been received.

8 Councillors Forum- To receive reports from responsible officers (12 minute time slot)

- a) 20MPH Tool Kit for Local Councils- Cllr Ruggiero explained a new campaign from OCC called '20 is Plenty'. The first step in the process is to find out further information and costs. Cllr Ruggiero proposed registering APC's interest. Cllr Prentice seconded the proposal which was unanimously agreed.
- b) Idstone Road Railings update – Cllr Greenham- The County Council will be replacing the entire length of the Idstone Road railings with a more sturdy and attractive rails. A site meeting is being held with the Project Manager and Coordinator with hopes of the installation beginning November/December and will be complete by the end of the Financial Year. The Council congratulated Cllr. Greenham for his perseverance in securing this promising outcome.

9 Sub Committee Reports- To receive reports from Sub-committees (6 minute time slot)

- Ashbury Shop Sub-Committee (i) The Terms of Reference were accepted by the Council with one amendment from Cllr Prentice that the core issues would be brought by the sub-committee for decision by the whole Council. **Action:** Cllr Greenham to circulate revised ToRs to cover this point, for final agreement by Councillors by correspondence.
- Ashbury Shop Sub-Committee (ii): The Sub-Committee chair reported on their discussions since the last meeting. The Sub-Committee recommended, in light of developments in the last year, that the APC adjust their previous plan for renewal of the sub-lease of the shop. They recommended opening negotiations now with the existing sub-tenant for renewal of the sub-lease, rather than waiting to seek alternative bids for the sub-tenancy. The main arguments were that the shop was serving the community increasingly well and this despite going through a difficult period, both for the sub-tenant personally but also for the community during the pandemic; that the various issues that had been raised historically about the shop had been and were being addressed with good will by the sub-tenants and increasingly by many of the shop's neighbours ; that, although the present sub-tenants had no right under the sub-tenancy to automatic renewal, there was also no obligation in the head lease on the APC to put the sub-tenancy out to tender at renewal and it seemed unlikely that an alternative sub-tenant would be able to run a shop successfully in Ashbury on a different model or with a different offer to the community. Given all these

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considerations, the Sub-Committee saw no value in soliciting new tenants, given the desire of the incumbent tenants to continue.

A resident raised concerns that these were big decisions being made by a Sub-Committee. Cllr Prentice explained that, in line with the amended ToRs, this was only a sub-committee recommendation to the APC. On this point and on other strategic aspects the Council, as a whole, would be taking the overall decisions, having heard analysis and recommendations from the sub-committee.

Cllr. Ruggiero, a member of the Sub-Committee, said that another important factor influencing the recommendation of the sub-committee had been that the present sub-tenants had strong local roots. The other councillors agreed this was a significant factor.

In response to another observation from a resident that the shop had become a café more than a shop, it was noted that much research had established that there was no detailed legal definition of a 'Village Shop' or 'Community Shop'. The shop had from the start offered hot drinks and food. This was integral to the original business plan, on the basis of which the sub-lease had been agreed.

It was noted by another resident with a direct interest that in the negotiations seven years ago the then APC had initially offered a 21-year sub-lease, mirroring the length of the head lease. The sub-lease had at the time been reduced to 7 years at the request of the eventual sub-leaseholder.

Cllr.s Reynolds and Morgan noted that, whoever took the sub-lease, APC as leaseholder could not dictate what the shop offered; that any alternative sub-tenant would face the same market realities and pressures; and that we could have no certainty, if we sought other sub-tenants, that their offer would be different or better.

After an extended discussion, Cllr Prentice took a vote on whether to authorise the Sub-Committee to proceed on the basis of their recommendation and engage with the existing sub-tenant over the renewal of a lease for a further period, the length to be decided, and subject to the suitable updating of the terms of the lease. The sub-committee would report regularly to the full Council and seek full Council agreement on the key elements, in line with the ToRs. This proposal was agreed unanimously by a show of hands. **Action – the Sub-Committee to proceed on this basis.**

- Planning Sub-Committee – On behalf of the Council, Cllr Prentice thanked P Smith for taking on the Chair role of the NPG and thanked Yoshi Nishio for all the hard work and expertise that he had brought to the NPG.

A report to APC was provided and circulated to all Councillors prior to the meeting (attached to the minutes in appendix 1).

Requests were made by the NPG to APC for the following;

- For NPG Chair to be included in circulation of APC meeting Agendas with date provided for submission of report for APC meeting for circulation prior to the meeting. **Action -Clerk**
- To change the title of the agenda item from 'Planning Committee' report to NPG report.

Action - Clerk

- To approve use of NPG logo in all correspondence, internal and external, both retrospectively and for the future; this could be used in combination with any APC logo;
- That documents being generated by NPG (letters sent to the Vale, NPG meeting notes, issues related material) be uploaded to the APC website pages – with new section of current activity and issues headed folders; recent documents of continued relevance also to be uploaded; **Action: P. Smith and Cllr. Cowx** to consult

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- Actions to raise the profile of the existence of the NPG and current work to the parish residents – and to make available the final version of the NP on the website; **Action: Cllr Prentice and P.Smith** to consult

The meeting agreed to all the requested actions.

10 Financial Matters

- Cllr Reynolds had circulated the Finance Report prior to the meeting (attached to the minutes in appendix 2)
- Bank reconciliation- was signed by the Clerk and Chair.
- Proposal of Risk Assessment – Cllr Prentice proposed approval of the Risk Assessment. Cllr Greenham seconded the proposal which was unanimously agreed.
- Budget Review 2022/23
 - a) Community bus – Cllr Cowx to report back to Cllr Reynolds in a couple of weeks with more info in terms of likely numbers of people interested in the service.
Action- Cllr Cowx
 - b) Bus shelter - from 2022/23 APC are going to put £3,000 in the budget each year with a view to replacing the shelter in 2-3 years time.
 - c) Website – Cllr Cowx to look into what might be done with the website and the likely cost. **Action- Cllr Cowx**
 - d) Shop lease – Cllr Greenham to obtain estimate as to the legal costs.
 - e) Play equipment – **Action - Clerk** to contact Greenfields for a quote for a replacement swing seat; and to explore the cost of a piece of equipment for the younger children. Both of these to come from section 106 monies.
 - f) BGG contract – **Action: Cllr Reynolds** to contact BGG to obtain figures for 2022/23.
 - g) Insurances – Budget to be for the same amount as 2021-22 but Cllr Reynolds to look re-examine scope of insurance cover in the new
 - h) Contingency for Covid support - £100.
 - i) Parking signs near shop - £150.
 - j) Poppy wreath - £25.
 - k) Footpaths - nothing to go in the budget.
 - l) Jubilee celebrations - will need to be self-financing.
 - m) Inflation rate to be used - 5%.
- Review of the level of reserves held
Cllr Prentice proposed that the reserve levels be held at £12.5K for the financial year end, which was unanimously agreed.

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11 Planning Matters

Applications;

- P21/V1765/LB – Craven Cottage, 6 High Street, Ashbury – Internal alterations to form first floor bathroom
- P21/V2820/LB - Ridgeway House High Street Ashbury- Replacement of the worn thatch. Remove excess thatch.
- P21/V2915/FUL- Kingstone Farm Kingstone Winslow Ashbury- Change of use and conversion of redundant farm building to provide a one bedroom dwelling. together with associated ancillary works.
- P21/V2892/HH- Sunningwell House Ashbury - Replacement of two life expired fire fired boilers (20+ years old) with 2 off air source heat pumps. This is part of a renewal of the heating system for Sunningwell House which includes extending underfloor heating, smart control system and additional insulation to make a substantial improvement to efficiency and minimise Carbon / climate impact. The system will use two off Stiebel Eltron heat pumps and associated system controls that are currently the most efficient and lowest noise air source heat pumps available in the UK. Provision is to be made for future connection to photo voltaic panels, to be part of a future planning application. The aim is to virtually eliminate our carbon emissions for heating our home.

Decisions:

- 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 – Granted
- 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. (Amended plans received 11th August under drawing number 47669/04 Rev A)- Granted

Other;

- 5G Mast Walnut Tree Hills – P21/V2804/T56- Covered under item 6

12 **Public Forum-** To take comments , representation or queries on agenda items (15 minute time slot)
No comments or queries were received from members of the public under this agenda item.

13 Individual Topics (12 minutes allocated)

- Change of date for January meeting- The meeting agreed to the change of date to the 17th January 2022.

14 Agenda Diary

- Review of Standing Orders – The Standing Orders were reviewed and reapproved.
- Review of Financial Regulations – The Financial Regulations were reviewed and reapproved.
- Review of adequacy of Bank Mandate- The Bank Mandate was reviewed and approved as adequate.

15 Correspondence

The meeting noted that no correspondence had been received.

16 Future Agenda Items

- Queen’s Jubilee Celebrations
- Precept Setting

17 Reserved Business

The meeting closed at 20:38pm

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The next meeting will be held on Monday 17th January 2022 in the Village Hall.

Signed.....Date.....

APC Draft

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Councillors Actions Arising

Cllr C Prentice (Chair)

- **Signage- Action- Cllr Prentice-** To organize showing the residents of Wixes Piece a replica of the signage that would be purchased.
NP- ; Action: Cllr Prentice and P.Smith to consult- to raise the profile of the existence of the NPG and current work to the parish residents
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Cllr Greenham

- **Budget – Action-** Cllr Greenham to send proposed budget costs for legal costs for shop lease.
- **Terms of Reference- Action:** Cllr Greenham to circulate revised ToRs to cover this point, for final agreement by Councillors by correspondence

Cllr Ruggiero

- **20MPH Toolkit- Action:** Cllr Ruggiero to register APC's interest in the scheme

Cllr Cowx

- **Website- Action- Cllr Cowx** -A small working group to be formed to better the current website.
- **5G Mast- Action- Cllr Cowx** to lead on this proposal and contact P Smith regarding contact with the lead at OCC, who will be able to provide further information.
- **Budget – Action – Cllr Cowx** to report back with figures for the proposed figures for the Shopperbus and Website

Cllr Reynolds

- **Rospa Report- Action- Cllr Reynolds-** Obtain a quote for a new swing seat
- **Budget – Action- Cllr Reynolds –** To obtain costs from BGG for 2022-23

Clerk

- **Tree Damage- Action- Clerk –** Chase BGG for a response to the letter sent on 18th October
- **NPG- Action Clerk –** To ensure APC Agendas are sent to P Smith and a date given for the NPG report to be submitted in time to send to all Councillors prior to the meeting.
- **NPG- Action Clerk –** To change the name of the agenda item Planning Committee to NPG
- **Play Equipment - Action - Clerk** to contact Greenfields for a quote for a replacement swing seat; and to explore the cost of a piece of equipment for the younger children

Ashbury Shop Sub-Committee

- **Lease- Action- Sub-Committee-** To proceed with the process and legal aspects of the renewal of the updated lease, subject to the terms being agreed.
- **Terms of Reference - Action:** Cllr Greenham to circulate revised ToRs to cover this point, for final agreement by Councillors by correspondence

Neighbourhood Plan Group

- **Airband Fibre Broadband- Action P Smith-** To contact lead at OCC to understand why the Parish where not informed correctly about the erection of telegraph poles.

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- **NP- Action: Cllr Prentice and P.Smith** to consult- to raise the profile of the existence of the NPG and current work to the parish residents

County/District Councillors

- **Oxfordshire Plan 2050** – To feedback the concerns raised by P Smith of out of date actions on the plan.

APCC Draft

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Appendix 1

Report to Ashbury Parish Council (APC) from Ashbury Neighbourhood Plan Group (NPG) for APC meeting on 8th November 2021

1. **For APC to note** change of Chair to NPG, now Pauline Smith as of 28.10.2021

Copy of notes recording this attached (they will need uploading on the website)

2. Requests to APC from NPG:

- For NPG Chair to be included in circulation of APC meeting Agendas with date provided for submission of report for APC meeting for circulation prior to the meeting
- To change the title of the agenda item from 'Planning Committee' report to NPG report
- To approve of NPG logo used in all correspondence internal and external since YN took up chair role or to recommend revising in line with APC logo/letter heading (see report header for current heading used)
- That documents being generated by NPG (letters sent to the Vale, NPG meeting notes, issues related material) be uploaded to the APC website pages – with new section of current activity and issues headed folders
 - i. There are several meeting notes and other material that needs to be formally logged and stored
- Actions to raise the profile of the existence of the NPG and current work to the parish residents – and to make available the final version of the NP on the website (maybe a piece in the newsletter, possibly once manual below complete and uploaded ---)

3. To note current actions in progress by NPG

- Development of a manual for orientation purposes for new members, chair appointment and activity to the NPG
- The proposal for a recruitment process for new members to NPG using a range of recruiting members
- The start of dialogue with the VWHDC new department Policy and Planning Head and Senior Lead (Neighbourhood Planning) part of the Policy and Programme directorate – with the intention of making more visible and transparent the value and use of NP in planning application decision making processes made by Case Officers in the Planning Department
 - i. This dialogue connection led by ONPA Executive Team and using 5G mast planning application process as pilot for how the connection would work in practice
 - ii. First meeting held between NPG Chair, Peter Cowx and Head and Senior Lead on 5th November (notes circulated to NPG members and attached here for interest, they need uploading onto website NPG pages)
 - iii. To explore when and how climate change actions that affect house build and other will become part of NPlanning
- To revisit and review agenda for action for Ashbury outside of NP that was generated during development of the NP
- To provide a yearly report of action so that our work is more visible to Ashbury residents – for example we think we provide the APC response to at least forty-five planning applications a year and this year have been involved in the Oxfordshire 2050 planning consultation and the wider circulation and response to the 5G mast planning application submission
- To review our plan against the newly 'review and monitoring of NP' document developed by the Policy Planning team (Neighbourhood Plans) at VWHDC

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Appendix 2

ASHBURY PARISH COUNCIL

FINANCE REPORT TO 31 OCTOBER 2021

1. The Parish precept for 2021/2022 is £9,984.
2. Both tranches of the precept have now been received.
3. To 31 October 2021, precept-related expenditure was expected to be £7,830.
4. To 31 October 2021, precept-related expenditure was actually £6,486. 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. Transfers from general reserves have been made to the Parish Maintenance and Village Green Future Maintenance reserves - £758 and £1,768 respectively.
6. At 31 October 2021, total reserves stood at £49,482 (compared to £48,216 at 31 March 2021) of which £33,466 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.