**Meeting of Ashbury Parish Council Via Zoom**

**Monday 11th May 2020 at 6.00pm**

**Minutes**

Present: Cllr C Davies (Chairman), P Cowx,C Prentice, A Reynolds, A Alvarez Nishio, J Greenham, L Evans (Clerk)

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| **ITEM** |  |  |
| **1** | **To receive apologies for absence**County Cllr Y Constance, District Cllr S Howell and E Ware |  |
| **2** | **To receive any declarations of Personal, or Personal and prejudicial interest in respect of items on the agenda for this meeting**None |  |
| **3** | **To approve the minutes of the Ordinary Meeting on Monday 9th March 2020**Approved |  |
| **4** | **To address matters arising from the previous meeting**Due to Covid-19 restrictions almost all actions are held in abeyance, but also see chairman’s report in appendix 1 |  |
| **5** | **County & District Councillors-** To receive reports from County and District Councillors (5 minute time slot)District Cllrs are providing regular Covid-19 led updates, and no further reports will be submitted until further notice – see appendix 2 for latest report.County Cllr report attached to minutes in appendix 3- in addition: OCC will manage a LIMITED re-opening to the waste tips from Monday 18th May. It was also pointed out:* all 7 tips will re-open from 8 to 4.00p.m. every day (allowing 1 hour for cleaning) – this will include the nearest site at Standord-in-the-Vale.
* to admit only about 50% of normal traffic to ensure safe distancing for staff and users: one out/ one in will be required  : no trailers or box vans even if licensed
* providing for all waste, but intended inly for such waste as cannot be safely stored at home
* expect to queue for hours (possibly) and follow the instructions of site: traffic marshalls may be employed at the site

OCC is facilitating temporary CV19 testing centres in addition to the ‘permanent’ centre in Thornhill P&R : Bicester, Banbury and Chipping Norton have been visited and a temporary centre opened today (11th) for 3 days in Didcot.**N.B**- Subsequent to the meeting Cllr C Davies has emailed County Cllr Y Constance to seek clarity as to whether Chapel Lane will be resurfaced as previously stated or patchworked as the notice boards state – it appears that a hybrid is proposed. |  |
| **6**  | **Chairs Verbal Update (3 minute time slot)****Vote of thanks**- Cllr C Davies proposed a vote of thanks to Sally-Ann Spence for her prompt & efficient action in forming a team of street coordinators to assist residents vulnerable to the impact of Covid-19, to the street coordinators themselves for providing this key service, and to those residents that have generously made donations, whether of time and/or gifts, in support of the group - the motion was unanimously carried.   The council also looks forward to the time when the community is able to come together and show its appreciation for the commitment shown by Sally-Ann and her team.To ensure that the group has the resources that it needs, it was further proposed that APC create a support fund. This too was unanimously agreed, with the initial amount and administration procedures to be determined after further discussion with Sally-Ann.**Village Green boundary**- The fence has now been relocated to the agreed position, but the necessary application to HMLR to record the boundary change has been delayed due to the owner of the adjacent property asking for some minor changes to the draft submitted for approval – this has now been prepared ready for submission, but waiting for confirmation of the required fee.**Parish Maintenance**- The contract has been renewed with the contractor for grass cutting within the Parish.Cllr A Alvarez Nishio proposed a vote of thanks to David Jilbert who is doing a full maintenance job for the bench on war memorial green - unanimously agreed**Shopperbus replacement**- Due to Covid 19 and the introduction of the lockdown this has resulted in many [if not all] of the prospective users ‘self isolating’ . This, and operating constraints introduced by UBW shas resulted in the replacement Shopperbus service having to be suspended. Cllr C Davies explained that even when lockdown restrictions are eased or lifted we are likely to see a reduction in the original numbers for the use of the service, with the result that the Parish Council will probably have to use a larger proportion of the allocated budget to support the service. | CD |
| **7** | **Clerks Verbal Update (3 minute time slot)**No update given |  |
| **8** | **Councillors Forum-** To receive reports from responsible officers (12 minute time slot) – only finance reported- see below. |  |
| **9**10 | **Sub Committee Reports-** To receive reports from Sub-committees (6 minute time slot)**Village Green –** Attached to minutes in appendix 4 – in addition:The landscaping contractor has finally addressed the remaining landscaping issues. Thanks have been noted to the Trustees of the Free Church for allowing the Village Green to use their outside tap to be able to water the trees. A dead tree will need replacing. There are now dog monitors for the Village Green to help prevent dog waste being left and not picked up. Due to Covid 19 still awaiting confirmation of the delivery dare for the Village Green map location of the trees.**Finance Matters –** Cllr A Reynolds explained that the Internal Audit has been completed and the need for management of the Risk Assesment process needs to be completed- Financial figures attached to minutes in appendix 5.  | LE/CD/AR |
|  | **Related Matters**1. Bank Reconciliation to be approved-Cllr C Davies approved and signed
2. Insurance Renewal- Proceed with renewal
3. Delegated approval to receive and note the Annual Internal Audit Report
4. Delegated approval of the Annual Governance Statement
5. Delegated approval of the Accounting Statement
 | LE |
| **11** | **Planning Matters****Applications;*** **P20/V0615/HH**- Billy's Cottage Church Lane Ashbury Swindon- Erection of 3 bay oak framed garage with loft room over, replacing existing garage.
* **P20/V1037/HH –** Kingstone Farm House, Kingstone Winslow- Rendering of East boundary concrete block wall.

**Decisions:** No decision notices have been received.**Other:*** **Great Stall East - Land South Of The A420, South Marston Swindon**
* **Membership of Oxfordshire Neighbourhood Plans Alliance**
 |  |
| **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 |  |
| **13** | **Individual Topics (12 minutes allocated)****2020/2021 Meeting Dates-** Cllr C Davies proposed the future meeting dates of the Parish Council for 2020/21 be the 2nd Monday bi-monthly [see below]- Unanimously agreed |  |
| **14** | **Agenda Diary** |  |
| **15** | **Correspondence*** **19/03/2020- Upper Mill Pond- see Chairs report**
* **03/04/2020 – Vale of White Horse District Council Call for Sites- Local Development Scheme.**
* **21/04/2020 – WIAC AGM Postponed**
* **30/04/2020 – VWHDC appeal for business to register for financial assistance**
 |  |
| **16** | **Future Agenda Items**Revision to APC planning proceduresNeed for Volunteers Officer & Highways Officer | AANCD |

Meeting Closed at 18:44pm

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

**Future Meeting Dates 2020/2021**

**13th July 2020**

**14th September 2020**

**09th November 2020**

**11th January 2021**

**8th March 2021**

**10th May 2021**

**Appendix 1**

**Parish Council meeting on 11th May 2020**

**Chairman’s Report**

**ACTIONS by minute reference:**

**4b] Upper Mill Pond**

The district council’s Environmental Officer addressed the ongoing concerns over the state of the pond and indicated that neither the silting, nor surface debris was likely to be the cause of flooding, that they suggested was almost certainly due to the high rainfall levels in the preceding period - complete.

**4c] Potential breach of planning in Kingstone Winslow:**

District Councillor Elaine Ware advised that there has been no further feedback from the Enforcement Officer as a consequence of council staff being diverted to deal with issues arising from the Coronavirus pandemic - continuing.

**9b] Commercial use of Village Green**

Held over during current ‘lockdown’ - pending.

**15a] Pounds Piece early morning disturbance:**

District Councillor Elaine Ware has advised that PCSO had followed-up but np further issues have arisen - complete.

**15b] Pounds Piece ‘safety lighting’**

issue has been raised with housing association, but no further action proposed during current ‘lockdown’ due to vulnerability of some residence in current pandemic - held pending.

**15c] Horse box in Kingstone Winslow**

Owner is currently out of area - continuing.

**15d] Use of White-horse Hill**

National Trust notice on grazing circulated as requested - complete

**15e] Dangerous tree adjacent to Upper Mill pond**

Landowner was made aware, and appears to have dealt with the matter, but no independent confirmation of this - continuing pending verification.

**18] Tree maintenance**

Professional [local] contractor has been instructed, but has been unable to carry out work due to current ‘lockdown’ - pending.

**OTHER MATTERS**

**First & Foremost:**

We extend our thanks to Sally-Ann Spence and her team of street co-ordinators for their continuing support to the community during the current lock-down, particularly the assistance being given to those residents self-isolating’ and to Aia Alvarez Nishio for the regular updates provided to all residents.

**Village Green Boundary:**

The fence has now been relocated to the agreed position, but the necessary application to HMLR to record the boundary change has been delayed due to the owner of the adjacent property asking for some minor changes to the draft submitted for approval – this has now been prepared ready for submission, but waiting for confirmation of the required fee.

**Parish Maintenance:**

Following approval of the figures provided by the current contractors, their contract has been renewed, and they have since completed to maintenance [grass-cutting/strimming] visits as well as weed-killing the footpaths.

**Shopperbus replacement:**

Both the original service, and that intended were suspended by the respective operators in mid/late March. Since that time the introduction of the lockdown has resulted in many [if not all] of the prospective users ‘self isolating’ for reasons of age and/or medical conditions, and this coupled to the lack if any understanding of how/when UBW may restart their operation raises a number of issues about the replacement service;

a] what will the impact of user self-isolation & lock-down be on the anticipated demand for the service;

b] will any resulting service be safe for users, many of which are vulnerable through age and/or existing medical conditions, and;

c] can the replacement service remain viable.

While it is unlikely that any new service will commence for some months yet, APC does need to consider how best to move things forward when the current restrictions are relaxed.

Cliff Davies

30th March 2020

**Appendix 2**

**Update from 10th May 2020**

Please find below this week’s update, including:

* VWHDC Important Messages including parish update
* Oxfordshire NHS Key Points from recent update
* Useful Web Addresses
* OCC Document explaining the **re-opening of recycling centres**: <https://www.oxfordshire.gov.uk/sites/default/files/file/coronavirus/HWRCReopeningFAQs.pdf>

**Help is available**

 The first step if you need help is to check with your friends or family, or a trusted neighbour.  If they can’t help, then your local volunteer group might be able to and, if you have no success with either, please don’t hesitate to call or email us.

**Call us on 01235 422 600 or email****communitysupport@southandvale.gov.uk**

For more information on how you can find more help and support, please see our Coronavirus community support page

**Appendix 3**

**End APRIL 2020 ; COUNTY COUNCILLOR’S REPORT to PARISH COUNCILS**

OXFORDSHIRE County Council has functioned very well through the CV19 lockdown. We have reviewed our activities after first month of lockdown, and these are the main findings:

ICT

Progress on the ICT in the Transformation programme enables 3,500 employees to work from home and performance has been maintained across all services. Plans advanced for holding Council meeting on 4th May to decide essential business, so full audit of all cllr IT capability is taking place. I will chair the first ‘public meeting’ on transport issues on 30th April, with participants ‘meeting’ on TEAMS and the public able to observe on a separate connection from the internet.

CUSTOMER CONTACT CENTRE

OCC has re-formed its Customer Contact Centre, who are dealing with calls from the ‘shielded’ residents (up to 20% of all incoming calls) with about 8,000 to call outbound on welfare issues.

OCC is adapting fast and well to new ways of working.

BROADBAND

 Oxfordshire’s Superfast BB rolled out to 97%+ residences is robust and has enabled huge change to working from home. Oxon may get onto Ultrafast (Gigabit) connectivity in next tranches next year.

ADULT SOCIAL CARE/PUBLIC HEALTH

CV19 CASES : 1336 ( AT 24TH April)

CV19 deaths : 135

Testing expanded to all essential staff; considerable local provision to supplement national provision Test centre opened at Thornhill Park&Ride.

Care Homes working with Public Health on Action Plan to test all care home residents: supported safe discharge of 302 Oxon patients ( to isolation where necessary) and OCC attend daily at JR A&E to find safe placements to avoid hospital admission.

PUBLIC HEALTH services on reduced offer : sexual health kits by post; telephone support where possible; drugs and alcohol, stop-smoking difficult to maintain esp.with homeless in temp. accommodation (some in hotels) so aware there will be a backlog when lockdown is over.

Health visitors deployed on CV testing. Staff absences are lower than last year.

CARE PROVIDERS and DIRECT PAYMENTS increased by 10% one-off payment, to keep care providers ‘in business’.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EDUCATION and CULTURAL SERVICES

90.6% children offered first choice for primary school in Sept 2020. School building continuing subject to social distancing requirements. Music being taught on-line

Aware that childminders and nurseries are closing, Referrals for Domestic Abuse. Mental Health and to A&E are down – expecting bulge in demand when lockdown is over.

All 44 libraries are closed. Staff supporting Customer Service Centre and managing death certificates. Temporary Place of Rest established at Upper Heyford.

800 births already waiting to be registered when staff available\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ENVIRONMENT and TRANSPORT

LTCP5 – next transport strategy (with real change planned for A420) has extended its ‘engagement’ to end of May. Still on track to get Council approval by end 2020.

OCC invited to speak at national conference (on line) on progressing Natural Capital into planning requirements. I spoke with lead officer researching with Oxford University.

HWRCS – RECYCLING TIPS are closed but being ‘reconsidered’. Initially treated as non-essential travel (all Districts have kerbside collection of all waste) OCC is examining how to keep staff and users safe. All District Councils now collecting bulky waste again

Oxford City traffic schemes : ZEZ, congestion management etc postponed till end of 2020 to consult fully. New Respark schemes are being decided and plan to implement 9 in 2020 which is start of congestion management programme. Increased interest to make ‘gains’ from the traffic slowdown.

OX/CAM ARC ; continues its work, seeing its importance grow as science becomes ever more relevant during CV outbreak. Staff currently deployed to transport issues for CV19.

HIGHWAYS MAINTENANCE/ NETWORK MANAGEMENT

Schemes paused initially to ensure safe working, now re-programmed for delivery

£32 million has been agreed for highways again this year, and investment in resurfacing schemes will continue. Fawler Road/Hill will be done; Letcombe Regis has notice of 3 separate schemes etc.

At first road teams met aggression from public for being out at work, but understanding has grown.

Increase in use of Public Rights of Way has caused some concerns, but all are open expecting users to observe social distancing.

Key projects : new parking enforcement contract; Civil Parking Enforcement for DCs; street-lighting procurement; electric vehicle charging; Skanska contract extension; OCC/CDC p’ship opportunities and community engagement all continue to progress along with Highway Asset and Network Management programmes.

TRADING STANDARDS has suspended some services ( food inspections to be re-set by Food Standards Agency; age-related sales) to focus on new services. Advised 5,386 business on Gov support schemes; visited 17,709 businesses; issued 61 Enforcement Notices

Trading Standards monitors PPE imports and product from smaller suppliers. TS is maintaining contactfarmers.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OCC LEADER meets weekly with District Council Leaders, MPs and SoS Robert Jenrick to co-ordinate work as much as possible and avoid duplication. FINANCES will take a very big hit : £100 million is expected to be overspent in Oxfordshire Councils alone. So far OCC has received £14 million in share of first £1.6 billion to local councils. Second £1,6 billion has been announced; not yet distributed.

Cllr YVONNE CONSTANCE 28 April 2020

**Appendix 4**

**Ashbury Parish Council - Village Green Sub-committee**

**Progress Report May 2020**

1. The trees we planted on the Green over the winter are – with one or two exceptions – doing very well. We're carefully monitoring and supporting the few that are struggling. We've been watering them regularly for the last month – many thanks to the Trustees of the Free Church for allowing us to use their outside tap – and will continue to do that as needed over the summer.
2. As agreed by APC, we have ordered an Eastbury Low Level Lectern from Fitzpatrick Woolmer Design. This will display a map of the Green and the Tree Trail and also the plaques with sponsors' dedications. We expect to receive a delivery date very shortly.
3. The landscaping contractor (Cotswold Turfcare) has finally addressed the remaining landscaping issues - and also the unfinished work at the Malthouse Close entrance - and has been paid the full amount agreed in the landscaping contract (we retained £5000 last September pending satisfactory completion). There are a few areas where we are waiting for grass seed to grow and others that need a bit of final neatening – which will be done by volunteers from the Village Green Group – but overall we are pleased with the results. The contractor has agreed to return, when the new grass is fully established, to aerate the playing field. There will be no extra cost for this, although it was not expressly included in the original contract. We have also asked him to supply a further 24 tons of soil (at a cost of £300) most of which will be used to create a level space at the end of the willow tunnel in the lower corner of the Green near Miller's Lane. After paying for the extra soil we shall have a balance of £1140 in the landscaping account. We would like to use this money to buy picnic tables, but have not yet finalised a proposal to put to APC. There is still discussion in the Group about the pros and cons of recycled plastic versus wooden tables.
4. We have started a “Keep the Green Clean” campaign – aimed mainly at the small minority of dog owners who fail to clear up after their dogs. Our hope is that giving publicity to the issue, putting up polite signs on the Green, and using fluorescent paint to highlight any uncleared waste will be enough to resolve the problem (we are aware that it has been successful in other areas). We shall monitor the results and propose further steps if necessary.
5. After paying for the Eastbury Low Level Lectern and all tree-related expenses we have a balance of £2541 in the Tree Trail account. This provides the start of a fund for future maintenance - our aim is to increase this gradually by continuing to offer opportunities for tree-sponsorship and also by fundraising at village events.
6. We have, of course, had to cancel the celebration planned for 8 May because of Covid-19 restrictions and at the moment it seems unlikely that it will be possible to reschedule it later in the summer. If the current restrictions are relaxed we shall, of course, re-assess the situation.

Liz Derrington

28 April 2020

**Appendix 5**

**ASHBURY PARISH COUNCIL**

**FINANCE REPORT TO 30 APRIL 2020**

1. The Parish precept for 2020/2021 is £9,984.

2. To 30 April 2020, precept-related expenditure was expected to be £108.

3. To 30 April 2020, precept-related expenditure was actually £42. The details can be found in the attached report.

4. At 30 April 2020, total reserves stood at £46,304 (compared to £46,554 at 31 March 2020) of which £30,191 related to earmarked reserves. Again, the details can be found in the attached report.

5. The General Reserves increased as the first precept instalment was received (£4,992) and the Village Green earmarked reserves decreased by £5,200 mainly as a result of the retention for the landscaping being paid.