**Monday 16th May at 6.00pm**

**Minutes**

Present: Cllr C Prentice (Chair), J Greenham (Vice Chair) P Cowx, A Reynolds, N Morgan, J Ruggiero, L Evans (Clerk), P Smith (Chair of NPG), District Cllr E Ware, and 3 members of the public.

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| **ITEM** |  |  |
| **1** | **To receive apologies for absence**  County Cllr Y Constance 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 14th March 2022**  The Minutes of the meeting held on 14th March 2022, were approved and signed as a true record. |  |
| **4** | **To address matters arising from the previous meeting**   * **Ashbury Shop Bin Screening –** The preparation for the screening of the bins has begun. OCC have been contacted and confirmed that no planning application is needed. The Landlord has consulted with the occupiers of the flat and they have no objection. The work is proposed to commence in July 2022. * **Play Park Graffiti – Action carried forward**, Cllr J Ruggiero and Cllr Morgan to source paint/graffiti remover and remove graffiti from the park. * **Bus Shelter –** A drawing of the plan for the bus shelter was requested by Cllr Ruggiero. P Smith reminded APC that, when the work commences on the shelter, the No.47 Bus operators should be informed, so a temporary bus stop can be placed. * **Website –** 4 meetings have been held and made some progress. Unfortunately, the website designer has not unlocked parts of the website, which means some areas cannot be updated. It has been requested on numerous occasions that these be unlocked. The Chair of the Village Hall Committee requested that a new, simpler website be made as the current one is not fit for purpose. Cllr Prentice offered, before that, to contact the website designer and make a final request for the necessary action to be taken. If that final plea fails, a new website should be commissioned. The website committee to obtain 2 quotes for a website designer. P Smith suggested contacting Uffington Parish Council as the website was designed by a previous Councilor and is very simple and effective. District Cllr E Ware would contact Shrivenham PC and forward the details of their website**. Action- Cllr C Prentice to Contact S Treadwell regarding the unlocking of the website. Action – Cllr Cowx and Committee to contact Uffington Parish Council and obtain 2 web design quotes.** * **Lime Trees, Church Lane-** Cllr Reynolds consulted with a resident, a tree surgeon, and a comprehensive report has been carried out on the condition of the trees. Approval has been given from VoWHDC for the works that need to be done on the Lime Trees in Chapel Lane. |  |
| **5** | **County & District Councillors-** To receive reports from County and District Councillors (5 minute time slot)  District Cllr E Ware reported that the 12 electric charging ports that were installed at Southampton Road Car Park in Faringdon are currently not working due to a microchip fault.  The 90 dwellings that were proposed at Townsend Road, Shrivenham have been refused.  The formal application for a 64-bed care home in Townsend Road has already received a significant number of objections; we are now waiting to hear if the application is refused or approved.  A tree preservation order has been placed on 51 trees at Shrivenham Golf Course.  South Oxfordshire and Vale of the White Horse district councils have opened an online public consultation for their new Local Plan 2041 from 12th May until 23rd June 2022.  Cllr Cowx raised concerns with District Cllr Ware that, despite a resident having a bad fall having tripped on a pothole, Berrycroft was not included in the recent road re-surfacing works; and a number of residents from Pound Piece have raised concerns that their road was not part of the re-surfacing despite its extremely poor condition. In Idstone, the horseshoe bend area was also not re-surfaced and this is in a poor state. **Action – District Cllr E Ware to feedback details of the roads that need re-surfacing to County Cllr Y Constance.** |  |
| **6** | **Chairs Verbal Update (3 minute time slot)**  Covered under the Annual Assembly |  |
| **7** | **Clerks Verbal Update (3 minute time slot)**  Nothing to report. |  |
| **8** | **Sub Committee Reports-** To receive reports from Sub-committees (6 minute time slot)   * Ashbury Shop Sub-Committee – The Sub-Committee had met and the minutes of the meeting had been circulated. The terms have been agreed by the Lease Holder and APC are ready to sign another 7-year lease. A business plan has been requested twice but has not been forthcoming. Opening hours were raised when the terms were discussed, but the Shop Manager explained that there is currently not enough trade to open longer hours. The Lease is currently being drawn up by the Solicitors. Cllr Prentice raised concerns that there had been no sight of a business plan, and that it would be irresponsible of APC not to see a broad scope of a business plan before renewing the lease.   Cllr Prentice proposed that before the next meeting an updated outline business plan is provided by the Shop for APC Councillors to see before the lease is signed. This was unanimously agreed**. Action – Shop sub-Committee to contact the shop regarding the business plan**   * NPG Report- Report attached to the Minutes in appendix 1   An annual report was provided by the NPG and circulated to all Councillors prior to the meeting.  P Smith will circulate to all Councillors the Ashbury NPG Resource pack for orientation to the activities/work of the NPG. **Action- P Smith to circulate the NPG orientation pack to APC Councillors.**  P Smith explained that the Neighbourhood Plan has been moved to amber risk status. This means the NPG need to maintain a heightened state of alert to planning developments.  The NPG have been very active. A new member has been recruited and other candidates are being approached. A formal review of the Neighbourhood plan was likely to be needed, starting in 2023, after the new national planning legislation had been passed.  APC noted the thorough work of the NPG with appreciation, with particular thanks to P Smith for her sustained efforts which had transformed the way planning issues were understood and handled in the Parish.   * Website Update – Covered under item 4 |  |
| **9** | **Financial Matters**  Cllr Reynolds had prepared the Finance report and circulated to all Councillors (attached to the Minutes in appendix 2)   * Bank Reconciliation- was signed by the Clerk and Chair * Receive and note Annual Internal Audit Report – Received and noted. * Approve Annual Governance Statement -Approved and signed. * Approve Annual Accounting Statements- Approved and signed. * Approve Certificate of Exemption - Approved * Approve Exercise of Public Rights dates - 6 June to 15 July 2022 - Approved * To note - work to Parish Council trees approved and contractor selected prior to meeting so that work could be progressed. |  |
| **10** | **Planning Matters**  **Applications;**   * P22/V0683/LB - Village Hall Ashbury - Replacement of west window. * P22/V0176/HH- Ashbury Manor Berrycroft Ashbury Swindon- The amendment is for: As amended by plan received 01 April 2022   **Decisions:**   * P21/V3488/HH - Sunningwell House Ashbury, SN6 8LN- New garage and craft room building. As clarified by Arboricultural report received 7 March 2022 – Granted. * P22/V0176/HH -Ashbury Manor Berrycroft Ashbury Swindon SN6 8LX- Proposed sustainable energy installations- Granted. * P22/V0177/LB- Ashbury Manor Berrycroft Ashbury Swindon SN6 8LX - Proposed sustainable energy installations- Granted. * P22/V0648/HH- 2 Wixes Piece Ashbury-Construction of single storey ground floor extension to accommodate a utility room- Granted |  |
| **11** | **Public Forum-** To take comments , representation or queries on agenda items (15 minute time slot)  No comments or questions were raised. |  |
| **12** | **Individual Topics (12 minutes allocated)**   * **Platinum Jubilee Celebrations 5th June** – A lot of work is going ahead to make the party a success in collaboration with the Village Hall Committee. A meeting was set for 17th May to plan the children’s games. Door to door delivery of leaflets for the Jubilee Celebration would be completed that week. Residents were encouraged to book food tickets in advance. * **Ukraine**- Cllr Prentice had been approached by a resident who had raised £600 for Ukraine Refugees by holding a plant and cake sale, asking if APC were able to hold these funds. Cllr Reynolds explained that, as much as APC might wish to help, Parish Councils worked under strict Financial Regulations, which meant that APC would not be able to hold this money. The meeting suggested that Cllr Prentice, when replying to the email, suggest to the resident that these funds be donated to one of the Ukrainian Charities. **Action- Cllr Prentice to make the resident aware of the outcome, that APC cannot hold the money.** * **Report from Canal Meeting** – The Canal briefing was attended on 23rd March by resident K Donald. The key messages from the briefing were: the Wilts & Berk Canal will be restored but there are no firm dates for when this might be achieved; Councils were asked to encourage local land owners to allow stretches of the canal which crossed their land to be accessed by the public; the Wilts & Berks canal was relevant and useful for Neighbourhood Plans, should be specifically mentioned in those Plans; and Councils should seek to protect and promote the Canal, on both its traditional route and its new routes, when framing their responses to planning applications. * **Airband delivery contract to Kingstone Winslow**- The meeting held by Airband on 27th April was poorly attended due to Airband inviting only those who have not yet signed up, neglecting those who have already expressed interest but not yet received service. Airband had evident capacity problems but the new Project Manager appeared to be taking a better grip.   Some premises in Ashbury village had been connected and some others might be connected in the near future. The current plans do not include coverage of Idstone but this was being reconsidered.  A three phase deployment is planned for Kingstone Winslow. The first phase covers premises in the general area of Lower Mill but there are still several issues to be resolved.  5G Mast – G Turner confirmed that, for an area like Ashbury, the solution should be lots of mini 5G Masts, if there was to be a good service. Cllr Prentice asked whether G Turner would be able to suggest locations so that APC were ready and prepared for the next opportunity to install 5G capacity. G Turner said he would consult a few experts in this field and report back.   * **Possible Volunteer scheme for help to individuals in the Parish**   Cllr Prentice had been contacted by County Cllr Y Constance, who had been contacted by a resident who was struggling to attend Doctor/Hospital appointments and had concerns the NHS transport scheme was no longer available. The meeting discussed the possibility of volunteer drivers from the Parish who would be willing to drive any parishioners who had no other means to get to medical appointments, do urgent shopping etc. Cllr Greenham said that the Parish Council should be cautious. Any system would need to be proof against potential abuse. Other similar concerns were raised in discussion.  The meeting agreed that APC unfortunately would not able to set up any volunteer scheme just for this need. **Action- Cllr Prentice to reply to County Cllr Y Constance and make her aware of the decision not to proceed with a volunteer driving scheme.** |  |
| **13** | **Agenda Diary**   * Review and re-approve APC’s Freedom of Information Policy – Reviewed and approved. * Review and re-approve APC’s Data Protection Policy- Reviewed, with two minor changes that need correcting – approved. **Action – Clerk to change the two errors highlighted on the Data Protection Policy.** |  |
| **14** | **Correspondence**  The meeting noted that no correspondence had been received. |  |
| **15** | **Future Agenda Items**   * Ukraine * NPG * Ashbury Shop Sub-Committee * Website |  |
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The meeting closed at 8:35pm

Signed……………………………………………………………………………………………………………………..Date……………………………………………

**Councillors Actions Arising**

**Cllr C Prentice (Chair)**

* **Website - Action- Cllr C Prentice to Contact S Treadwell regarding the unlocking of the website.**
* **Ukraine - Action- Cllr Prentice to make the resident aware of the outcome, that APC cannot hold the money raised.**
* **Volunteer Scheme - Action- Cllr Prentice to reply to County Cllr Y Constance and make her aware of the decision not to proceed with a volunteer driving scheme**.

**Cllr J Greenham**

**No Actions**

**Cllr N Morgan**

* **Play Park Graffiti - Action- Cllr J Ruggiero and Cllr N Morgan to source paint/graffiti mover and remove the graffiti from the park**

**Cllr J Ruggiero**

* **Play Park Graffiti - Action- Cllr J Ruggiero and Cllr N Morgan to source paint/graffiti mover and attemt to remove the graffiti from the park**

**Cllr P Cowx**

* **Website - .Action – Cllr Cowx and Committee to contact Uffington Parish Council for information on their website and obtain 2 web design quotes.**

**Cllr A Reynolds**

**No actions**

**Clerk**

* **Data Protection Policy - Action – Clerk to change the two errors highlighted on the Data Protection Policy.**

**Ashbury Shop Sub-Committee**

* **Action – Shop sub-Committee to contact the shop regarding the business plan, and provide for the next meeting.**

**District Councillors**

* **Road Re-surfacing- Action – District Cllr E Ware to feedback roads ( Berrycroft, Pound Piece and Idstone) that need re-surfacing to County Cllr Y Constance.**

**NPG-**

* **Action- P Smith to circulate the NPG orientation pack to APC Councillors.**

**Appendix 1**

**Report to Ashbury Parish Council (APC) from Ashbury Neighbourhood Plan Group (NPG) for period March 14th – May 16th 2022**

***Internal Activity***

1. **Ashbury NP rated Amber at risk status**

Very briefly: This is to formally record the exposed status of our NP because of the following situation which applies to different degrees of risk in all Oxfordshire Districts and County Council. It is a national requirement for all District/County Councils, as per NPPF21, to provide a 5 year land supply figure for house build + buffer room. When this supply is less than 5 years, the local plan and all associated NP’s become void and invalid, so that developers and build can proceed, in sites not listed in the Local plan or NP or with increased build for sites already available and planned, with no planning obstruction.

* Until last year the Oxfordshire Growth Board provided cushioning support so that Oxfordshire Districts and County only needed to provide a 3 year supply calculation
* In 2021, South Oxfordshire (SODC) and VWHDC used 1 team between them to provide the calculation figures, for SODC this was 5.33 years and VWHDC 5.04 years
* In 2022 in SODC, so far, 3 separate Appeals Planning Inspectors and Developers have challenged the calculation (to be significantly less than 5 years) and supply and won their appeals. It is expected the same will happen in the Vale. Their supply figure is lower/less
* Some Parishes in SODC are in the process of revising their NP (requires External Examiner and referendum) to secure their previously agreed sites and numbers for build

Our NP is at risk until we receive verification from VWHDC, currently reviewing their supply figure calculation, that either the risk remains or the risk status can be removed.

* We are rated by VWHDC in their LPP1 as a small village and have no agreed sites or build numbers. However our Policy 4 allows for ‘limited infill’ build/development in Ashbury settlement under stated circumstances. The term ‘limited’ has not been tested. At the time of writing the report, there is no new land registered by developer or land owner for build.
* As part of ‘on alert’ actions PS has asked E Ware to seek clarification on the Vale land supply figure

1. **No of planning application responses completed** x 2 since March meeting
2. **Recruitment of a new member and ongoing recruitment activity**

We recruited and welcomed a new member to our NPG at the end of March. We are in the process of recruiting for a further 2 core members as well as adding to an affiliated, and or expert panel or support member numbers/list

1. **NPG meeting held at the end of April 2022** to discuss and agree a range of issues related to the implementation, monitoring and review functions, with work plan agreed for May 2022 - 2023 (as laid out in the submitted 2021 – 22 Annual Report)

* **Resource pack for orientation to the activity of NPG**: the circulated draft was approved and will be drawn from by any new members to the NPG and to be circulated to the APC Councillors as reference resource material. To note that ONPA members and the ONPA Exec team had requested a copy of this resource pack for member circulation at the April 2022 meeting. NPG members agreed to forwarding the resource pack to this group.

1. **Ongoing monitoring of Ashbury Parish connectivity piece of work with Graham Turner (**implementation of the OCC digital infrastructure Strategy as it applies to Ashbury parish) Graham Turner the lead, will be providing an update on this piece of work at the meeting.
2. **Britchcombe Farm build plans by Lovat Parks**

The latest update from Uffington PC re this site was circulated by PS to APC after their April PC meeting. No planning application submitted to date.

***NPG and Vale activity***

1. 2nd meeting March 16th 2022 PS, CP, EW with Emily Hamerton Vale and South Development Manager Planning, to continue discussions re issues and concerns and mistakes raised in meeting 1. The intention of NPG input to register the issues for best use of ANP/NP’s in and for the planning application process. However organisational culture, practice, workload, workforce and reduced capacity to address demand, lead us to conclude core change at VWHDC unlikely.

***ONPA***

1. meeting 9th April 2022

31 members from Parish Councils/NPG attended including PS. Some very interesting, disturbing, problematic shared concerns discussed and ways forward outlined.

Pauline Smith as Chair Ashbury Neighbourhood Plan Group May 2022

**Appendix 2**

**ASHBURY PARISH COUNCIL**

**FINANCE REPORT TO 30 APRIL 2022**

1. The Parish precept for 2022/2023 is £14,536.

2. The first tranche of the precept (£7,268) was received during April.

3. The other main areas of financial activity during April were the receipt of the Community Infrastructure Levy (£1,365) and the receipt of reclaimed VAT from HMRC. The details can be found in the attached report.

4. At 30 April 2022, total reserves stood at £55,488 (compared to £46,840 at 31 March 2022) of which £36,130 related to earmarked reserves. Again, the details can be found in the attached report.