

**Meeting of Ashbury Parish Council
At The Village Hall
Monday 17th January 2022 at 6.00pm
Minutes**

Present: Cllr C Prentice (Chair), P Cowx, A Reynolds, N Morgan, J Greenham, J Ruggiero, L Evans (Clerk), P Smith (Chair of NPG) and one member of the public

ITEM

1 To receive apologies for absence

County Cllr Y Constance, 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 8th November 2021

The Minutes of the meeting held on 8th November 2021, were approved and signed as a true record.

4 To address matters arising from the previous meeting

- **Signage**- Cllr Prentice is continuing to consult with the shop and 2 neighbours to discuss suitability of the signage to discourage parking near the junction. **Action – Cllr Prentice**
- **20MPH Toolkit**- Cllr Ruggiero received a response regarding registering APC's interest in the 20MPH limit. It was suggested that a poll/survey be undertaken to gauge the level of support for the scheme from residents. **Action – Cllr Ruggiero to draft a poll and circulate to all Councillors.**

P Smith reported that a resident on Idstone Road had expressed an interest in the scheme as the resident had concerns regarding vehicle speed on Idstone Road.
- **Website** – A small working group has now been formed, and small improvements have been made. The Chair of the Village Hall Committee raised concerns that when using the website, the Village Hall section shows as inaccessible which means the page cannot be updated. The plan of the working group is to restructure the website and make it easier to navigate. It was agreed that the website needs urgent action. Cllr Cowx suggested that the website should be more user friendly within 3 to 4 months. **Action – Cllr Cowx and the working group to focus on some of the easy quick wins to make the website more user friendly and to draw on the APC budget to pay for professional help, if needed to deliver early results.**
- **5G Mast** – The decision for the site was refused but VoWH failed to follow the national guidance which states that if a site is inappropriate, they should have engaged with the applicants to identify alternative options.
- **Broadband** – P Smith had contacted the lead at OCC to ask questions on behalf of APC and the NPG regarding Airband. The briefing document about the Digital infrastructure strategy and main phases had been re-sent to APC. This had been sent on 19 March 2021 but for whatever reasons was not received (OCC has 362 parish councils in its patch). The voucher system details and flyers have also been resent, which Ashbury residents could have used to fund the Airband connections. This scheme might still be available, if the numbers are achieved to access the voucher scheme.

P Smith was also made aware that BT will be switching off Landlines in 2024.

Cllr Prentice suggested a lead volunteer be found to engage with residents about the voucher scheme and broadband, with Cllr Cowx being the point of reference. P Smith and Cllr Cowx suggested two residents who have shown knowledge and keen interest in this area. **Action – Cllr Prentice to contact the residents suggested and P. Smith and Cllr Cowx to follow up.**
- **Swing Seat**- Cllr Cowx and a resident had inspected the dog chewed swing seat. The seat is perfectly safe and does not represent a safety risk. There are no sharp edges or anywhere that a child could trap their fingers. APC will not be proceeding with the quote provided due to this being more a cosmetic than a safety issue.

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- 5 **County & District Councillors-** To receive reports from County and District Councillors (5 minute time slot) Reports will be circulated when received from the County and District Councillors towards the end of the month.
- 6 **Chairs Verbal Update (3 minute time slot)**
Information Commissioners Office – A letter had been received from the ICO regarding a request from a resident for reserved business minutes, to which APC have 10 days to respond. APC believe these minutes fall under section 36 (2) (b) of the FOI Act. A response is to be drafted and circulated to all Councillor's for comment before responding. **Action – Cllr Prentice to draft a response to the resident, copied to the ICO. The draft to be circulated to Councillors for approval before issuing.**
- 7 **Clerks Verbal Update (3 minute time slot)**
No update provided.
- 8 **Councillors Forum-** To receive reports from responsible officers (12 minute time slot)
Shopperbus – A discussion was held regarding the Shopperbus budget, which due to Covid had been put on hold. Cllr Reynolds expressed concerns over the lack of monetary procedures, safeguarding, training and cleaning procedures. P Smith suggested ideas on how to reduce money handling by providing a voucher scheme for the shopperbus and it was also suggested that a volunteer might take the lead role and be responsible for a system of booking, financial procedures etc. Cllr Greenham shared the same concerns and proposed that further action on the shopperbus be again postponed until we are past the Covid pandemic. The scheme might be reassessed once Covid allowed, if there was an evident demand and if revised vigorous policies were to be in place. Cllr Cowx seconded the proposal and it was unanimously agreed.
- APC wished for it to be noted that should any resident need the type of support the shopperbus provides, they should contact the Parish Council who will seek to find a volunteer who can help.
- 9 **Sub Committee Reports-** To receive reports from Sub-committees (6 minute time slot)
- Ashbury Shop Sub-Committee – Revised Terms of Reference had been circulated to all Councillors and agreed. The sub-committee were ready to contact the lease holders to arrange a preliminary meeting. Opening hours and periods of closure to be among the issues discussed due to feedback from the public on present arrangements.
Still awaiting quotation for the legal costs for the shop lease- **Action- Ashbury Shop Sub Committee to obtain quote for legal costs.**
 - NPG Report (attached to the Minutes in appendix 1)
P Smith explained that the group are ensuring that the policies of the Neighbourhood Plan are properly recognised and applied in any planning applications.
The feedback provided by P Smith, since taking over as Chair of the NPG, to South and Vale has already had some effect and influenced the handling of planning issues.
Ashbury Parish Council wished to formally thank P Smith for all the hard work.
- 10 **Financial Matters**
Cllr Reynolds had prepared the Finance report and circulated it to all Councillors (attached to the Minutes in appendix 2)
- Bank Reconciliation- was signed by the Clerk and Chair
 - Finalising of Budget for 2022/23 - After discussions on budget figures for Legal Costs of £1,200 and £1,000 for potential work on the web site, Cllr Reynolds proposed the budget of £14,536, Cllr Greenham seconded the proposal, which was unanimously agreed.
Action – Cllr Prentice to write an article for Councillors Corner explaining the increase in the budget/precept.
 - Precept Form 2022/23 – Clerk to send signed Precept Form. **Action- Clerk**
 - Grounds Maintenance Contract 2022-23- The meeting noted that the contract for 1 year commencing 1st April 2022 has been signed.
- Cllr Prentice thanked Cllr Reynolds for all the work on the financial matters.

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11 Planning Matters

The APC noted the following:

Applications;

- P21/V3357/LB - Craven Cottage 6 High Street Ashbury SN6 8NA- Provision of first floor WC
- P21/V3488/HH - Sunningwell House Ashbury SN6 8LN - New garage and craft room building
- P21/V2820/LB - Ridgeway House High Street Ashbury -
The application is for: Part Replacement of the worn thatch. Replacement, alteration and/or repair of various rotten windows and French patio door to the cottage and annex.
Replacement of roof coverings on the extended elements to the rear of the property.
(Additional plan received on 21-12-2021)
The relevant planning policies were:
Local Plan Policy CP39 The Historic Environment
Local Plan Policy DP36 Heritage Assets
Local Plan Policy DP37 Conservation Areas
Local Plan Policy DP38 Listed Buildings

Decisions:

- P21/V2915/FUL- Kingstone Farm Kingstone Winslow Ashbury, SN6 8NJ - Change of use and conversion of redundant farm building to provide a one bedroom dwelling. together with associated ancillary works. (Amended drainage information received 24 November 2021) (Additional ecology plan with bird boxes received 3 December 2021)- Granted
- P21/V2324/HH - : Spring Cottage Kingstone Winslow, SN6 8NG - Demolition of existing porch and construction of new front entrance porch (as amended by plans received on 15/11/21)- Granted

12 **Public Forum-** To take comments , representation or queries on agenda items (15 minute time slot)
There were no comments or queries received from Members of the public.

13 Individual Topics (12 minutes allocated)

- Community Governance Review 2022 – The meeting noted that APC did not wish to take part in Vale of The White Horse Community Governance Review 2022 as there is no requirements to seek any changes.
- Swing Seat at the Playground – Refer to item 4
- Oxfordshire County Council - Local Transport and Connectivity Plan- Consultation – Cllr Prentice found the consultation frustrating due to its lack of information about the content of the proposed policies.
- Friends of the Ridgeway- Possible APC Membership- The meeting agreed to subscribe for the fee of £15 for a year and review if necessary. **Action – Clerk to arrange subscription.**
- Jubilee Celebration – APC support establishing a small group of volunteers to lead on organizing a communal street party/ Celebration and to engage the school with regards to the celebration. Cllr Prentice had spoken to a resident who may be interested in taking this lead. **Action – Cllr Prentice to contact the resident regarding being the lead volunteer for the Jubilee Celebrations.**

14 Agenda Diary

Items covered under Financial Matters

15 Correspondence

The meeting noted that no correspondence had been received.

16 Future Agenda Items

No future agenda items were raised.

The meeting closed at 20:15pm

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The next meeting will be held on Monday 14th March 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 continue consulting with the Shop and neighbours regarding the suitability of the signage.
- **Broadband – Action – Cllr Prentice-** to contact the residents suggested and P. Smith and Cllr Cowx to follow up.
- **ICO- Action- Cllr Prentice-** to draft a response to the resident, copied to the ICO. The draft to be circulated to Councillors for approval before issuing
- **Jubilee Celebrations – Action Cllr Prentice –** to contact the resident regarding being the lead volunteer for the Jubilee Celebrations.

Cllr Greenham

No Actions

Cllr Ruggiero

- **20 MPH Toolkit- Action – Cllr Ruggiero-** To draft a poll to gauge support for the 20MPH scheme and circulate to all Councillors for approval.

Cllr Cowx

- **Website- Action – Cllr Cowx and the working group** to focus on some of the easy quick wins to make the website more user friendly and to draw on the APC budget to pay for professional help, if needed to deliver early results.

Cllr Reynolds

No Actions

Clerk

- **Precept Form 2022-2023- Action Clerk-** To send the signed precept form for 2022-2023 to the relevant email address
- **Friends of The Ridgeway – Action Clerk –** Arrange subscription



Ashbury Shop Sub-Committee

- **Lease – Action- Ashbury Shop Sub Committee –** To obtain quotation for the legal costs for the shop lease.


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Appendix 1

Report to Ashbury Parish Council (APC) from Ashbury Neighbourhood Plan Group (NPG) for period November 2021 – January 2022

<i>Activity</i>	<i>Outcomes</i>
<p>1. NPG group meeting in December 2021 and Agreed:</p> <ul style="list-style-type: none"> • NP monitoring process for planning applications and other aspects of the plan • value statement for plan, to share • work plan agenda for APC from NP Appendix 2 Non – Land use Community Aspirations, Appendix 3 Key Infrastructure Requirements --- • work plan for time period December 2021 – end of March 2022 <ul style="list-style-type: none"> ○ PS to develop a scoping plan to address ‘planning’ issues re climate change and sustainability agenda such as fuel/heating/travel/type of build to support Ashbury residents in their current homes and to meet any requirements should NP be reviewed/revised commencing 2023 ○ PS to complete draft and implement NPG recruitment plan, using a number of recruitment methods and communication/messaging ○ PS to draft and implement NP work orientation package ○ PS to write up method/actions when need to brief residents about a planning application which contravenes NP 	<p>NPG will provide a yearly report for the APC AGM re applications, review/analysis of policies/issues /use of Nplan and likely future build/ development issues</p> <p>APC see attached document: items and progress so far</p> <p> APCworkalignedANP.docx</p> <p>Scoping plan revised and work to be led by JL: group in process of being convened</p> <p> scopeclimatechangeV2.docx</p> <p>ALL in progress</p>
<p>2. Ongoing agenda of concerns re planning application process and use of NP by Vale of White Horse District Council (VWHDC)</p> <ul style="list-style-type: none"> • PS on behalf of group submitted paper early November 2021 to VWHDC outlining a number of issues with proposals and suggestions to trigger discussions in VWHDC Planning and Development and other • PS and CP met with Elaine Ware (EW) in late December 2021 to discuss a range of issues and concerns as above • ONPA Exec Team met with senior members of VWHDC/ 	<p>Response received mid December, further meeting requested with TM and RR to seek clarification and further discussion. Awaiting date for meeting</p> <p>EW has set up meeting with EH</p>

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<p>South and Vale (as now working together) December 3rd to discuss a range of issues as above (<i>so our concerns also shared by a number of other NP/PC groups</i>)</p> <p>ONPA Exec request to Housing Minister to confirm continuing status of NP – see attached response</p> <ul style="list-style-type: none"> • PS contacted Craig Bower re issues related to the circulation, use of by DC's, implementation and monitoring of implementation process of the OCC Digital Infrastructure strategy (<i>it's a good strategy</i>) • Contact feedback to a VWHDC Case Manager who stated in a planning application 'decision report' that in Ashbury there was 'no made NP'. Requested to correct this 	<p>(Senior Case Officer) for New year</p> <p>ONGOING</p>  <p>Chris+Pincher+letter +to+Anneliese+Dodd</p> <p>Response: for Meeting with CB planned for mid January 2022</p> <p>Awaiting response/correction as these decision reports are mostly signed off by AD</p>
<p>3. ONPA AGM and General meeting Dec 4th 2021</p> <p>PS attended meetings online and raised 2 items for discussion during general meeting – re 'change of use' and house build numbers and a letter from VWHDC concerning 'prior approval'</p> <p><i>Content of meeting also provided the latest detail of 'land availability and house build target progress' – both Vale and South have approx. 5 years at the moment (but of course have been generating a register of land for build availability after this or after 2031 when VWHDC plan ends).</i></p> <p>Woodcote NP/PC shared their revised NP which includes CC planning policies</p>	<p>Ongoing</p> <p>I have copy of the plan and their CC policies for any requests to view these</p>

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Appendix 2

ASHBURY PARISH COUNCIL

FINANCE REPORT TO 31 DECEMBER 2021

1. The Parish precept for 2021/2022 is £9,984.
2. Both tranches of the precept have now been received.
3. To 31 December 2021, precept-related expenditure was expected to be £9,331.
4. To 31 December 2021, precept-related expenditure was actually £7,414. The underspend was mainly due to the community bus service not having started (owing to Covid) and fewer 'cuts' of the grass at the old churchyard. This was 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 December 2021, total reserves stood at £47,483 (compared to £48,216 at 31 March 2021) of which £32,394 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.