**Monday 16th January 2023 at 6.00pm**

**Minutes**

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

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| **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 14th November 2022**  The Minutes of the meeting held on 14th November 2022 were approved and signed as a true record. |  |
| **4** | **To address matters arising from the previous meeting**  **Connectivity**- Cllr C Prentice had sent a written request to County Cllr Y Constance regarding the issues being experienced with Airband and connectivity issues. There had been a positive response from OCC and some follow-up action already. (see paragraph 8 below)  **Footpath by Pond**- Cllr C Prentice had consulted the owners of Upper Mill Pond , who were now considering whether they would support such a path and whether it was practicable**.**  **Action: Cllr C Prentice to follow up with Upper Mill Pond with a view to a joint approach to Compton Beauchamp Estates, the landowners, if a path around the pond seems practicable and desirable.**  **Invoice for Legal Fees**- Cllr J Greenham had contacted the Solicitors on several occasions requesting the invoice but no response had been received. After discussion, the meeting agreed to allow the Solicitors to respond by middle of February. If no invoice has been produced by then, APC to write to the Solicitors stating that, if no invoice is received by 31st March, then APC shall assume there is no fee to pay.  **Action: Clerk to bring up for review on 15 February.**  **Resilience Plan** – Cllr J Greenham had updated the Resilience Plan following the guidance set by OALC. Confirmation was awaited from a few of the volunteers on the plan before it could be published. Cllr C Prentice asked whether the plan was GDPR compliant for public use. Cllr J Greenham confirmed it was GDPR compliant.  **Action: Cllr J Greenham to complete and circulate the updated Plan.**  **Action: The Clerk to ensure the Plan is reviewed annually.**  **Dog Waste Bins-** Cllr Ruggiero had confirmed with the planning department that no planning permission was required for erecting two dog waste bins. Cllr J Ruggiero had been informed by the Clerk at Bourton that OCC empty the Parish’s dog waste bins at no cost. The meeting agreed the two locations for the bins; one on the Village Green and one by the Church.  **Action: Cllr Ruggiero to source a quote for 2 dog waste bins and to formally request OCC to empty these bins, as they do at Bourton.**  **Hedgerow-** Cllr J Ruggiero had consulted VWH regarding hedgerow regulations after the hedges were cut by new owners of 3 parcels of land in the parish. From the information received there seemed to be no clear breach and to pursue would be a waste of time. The meeting agreed not to pursue.  **Climate Fund-** Still ongoing.  **Action: Cllr P Cowx to check with the funding department regarding the purchase of an Infra-red camera under the grant.**  **Risk Assessment**- continuing action**-**  **Action: Cllr P Cowx to research what might be added on Cyber Risk to the APC Risk Register.** |  |
| **5** | **County & District Councillors-** To receive reports from County and District Councillors (5 minute time slot)  County Councillors’ report was circulated to the Councillors prior to the meeting- Report attached to the minutes in appendix 1.  County Cllr Y Constance confirmed that the APC’s application to the County Councillors’ Priority Fund had gone through (for a contribution to the cost of the new flagpole).  OCC Public Health were broadening the offer of health checks to all aged 40-70 years old. This should be widely advertised.  County Cllr Y Constance thanked APC for the correspondence received regarding the connectivity issues and Airband. The OCC Digital Infrastructure Consultant was following up. Cllr C Prentice thanked for the swift response.  County Cllr Y Constance agreed to try to get publicity for the major risks currently being ignored from the planned switch-off of traditional telephone lines. Ofgem should be engaging more forcefully.  **Action: County Cllr Y Constance to lobby at OCC level and with the media on the risks associated with the switch-off of traditional telephone lines.** |  |
| **6** | **Chairs Verbal Update (3 minute time slot)**  Cllr C Prentice had received a request from a member of the public, who was in attendance, that a Memorial Plaque be erected for Airey Neave who lived in the village for many years and was a distinguished Soldier, Politician and Lawyer. P Smith confirmed that there is a crab apple tree planted in his memory on the green in Kingstone Winslow. Cllr C Prentice suggested that L Derrington be contacted to see if a plaque could be made for this tree so residents are aware. The resident suggested a memorial plaque be placed on the War Memorial. The Church was an alternative potential location. Cllr C Prentice suggested that the resident form a small committee, with Cllr C Prentice re-presenting APC, to research the options.  **Action: Cllr C Prentice to represent APC on the Airey Neave Memorial Committee.** |  |
| **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 Committee is no longer active and the meeting agreed this may be removed from the agenda.   **Action- Clerk to remove Ashbury Shop Sub-Committee from future agendas.**   * NPG (Neighbourhood Plan Group) Report attached to minutes in appendix 2 – P Smith requested that the full name be used for the NPG on the agenda and that the minutes should state that the NPG report to APC is attached. This was agreed.   **Action: Clerk to use full name of NPG on agenda and include the statement that the Group’s report to APC is attached.**  In the last two years 3 applications for change of use from agricultural buildings to residential had been received by the NPG. More could be expected.  There had been a lot of discussion around the village regarding the barn development beside the B4000. This had received planning permission and the works underway were fully compliant. P Smith requested that Councillors confirm to anyone enquiring that the development is fully compliant.   * Website Update- The Chair of the Village Hall Committee, attending the meeting, confirmed that the Village Hall webpage was working well. * Connectivity Update – In the absence of G Turner, P Smith gave a brief update.   Airband – There was now an appointed lead and team for the installation in Kingstone Winslow. A site meeting was scheduled for 17th January. The latest timing from Airband was that Kingstone Winslow would be connected by end-February. The meeting was asked to note that Cllr C Prentice had signed and returned a Wayleave Agreement to Airband, for works to be carried out on the green in Kingstone Winslow, which APC owned. The installation would require road closures. The APC would receive advance notice of these.  **Action: Cllr C. Prentice and P Smith to report back to OCC on the Airband installation.**  Cllr C Prentice reported a discussion at The Village Hall Committee on the need to install WiFi in the Village Hall. The question had been raised whether APC would contribute to the monthly fee that may be required, as the Village Hall was a community asset. APC would need more information before a decision could be made. The meeting agreed to support the Village Hall in communication with Airband about a connection and to consider the issue of funding at the next APC meeting.  **Action: Cllr C. Prentice and P. Smith to engage with Airband. Cllr. C. Prentice to co-ordinate next steps with the Village Hall Committee.** |  |
| **9** | **Financial Matters**  Financial report attached to the minutes in appendix 3   * Bank Reconciliation – was signed by the Clerk and Chair. * Quotations for Grounds Maintenance Contract 2023-24 - Cllr N Morgan had located a map of the areas to be maintained but this was dated to 2017**.**   **Action - Cllr N Morgan to finalise the areas for maintenance; and then secure quotations from the three contractors for the 2023-24 Contract.**   * Finalising of Precept Bid and Budget for FY 2023-24 – It was noted that the APC needed to protect the real value of the precept from erosion through inflation; on the other hand everyone in the parish was feeling the pressure from the rampant cost of living. Increases in the precept from 0% to 10% had been discussed. Cllr C Prentice proposed a compromise 5% increase, which would bring the precept to £15,263.00. This was unanimously agreed. * Precept Form 2023/24 - Clerk to send signed Precept Form.   **Action- Clerk to send signed Precept form with a 5% increase, as agreed.** |  |
| **10** | **Planning Matters**  **Applications;**   * P22/V2727/DIS - 1 Kingstone Farmyard Kingstone Winslow- The application is for: Discharge of condition 5 (contaminated land survey) under application reference number P21/V0007/FUL and condition 4 (contaminated land survey) on application reference number P21/V2915/FUL. (Change of use and conversion of redundant farm building to provide a one bedroom dwelling. together with associated ancillary works. ) * P22/V2907/LB & P22/V2905/FUL - Lower Idstone Farm Idstone Swindon- The application is for: Conversion of a range of redundant agricultural buildings into 4 residential units, including part extension. Demolition of modern agricultural buildings.   P Smith and R Meek from the NPG had had a productive meeting with the Landowner to discuss the response submitted by NPG. A resident of Idstone had raised concerns over the new owner of Lower Idstone Farm cutting the trees and hedges down the track. P Smith said that that had been no more than long overdue maintenance. A resident had also raised concerns over whether an Ecology Report had been carried out for the planning application for Lower Idstone Farm. P Smith confirmed that the landowner has carried out a report but this would not be made public until the whole application had been decided by the planning department.  **Decisions:**  The meeting noted that no decisions had been received. |  |
| **11** | **Public Forum-** To take comments , representation or queries on agenda items (15 minute time slot)  No comments or representations were made by the members of the public in attendance.  An email had been received by the Clerk from a resident reporting that the flashing sign on the descent of Ashbury Hill was not working.  **Action: Cllr Ruggiero to find out who installed the sign (probably OCC Highways) and report to them that it is not working.** |  |
| **12** | **Individual Topics (12 minutes allocated)**   * **Flagpole**- The funding application has been submitted to the County Councillors’ Priority fund for the purchase of the Flagpole. County Cllr Y Constance had approved the application. A generous offer to sponsor the flagpole from a resident had also been received. M Simons offered to pass the contact details to Cllr J Ruggiero.   **Action- Cllr Ruggiero to make contact with the potential sponsor.**   * Dog Waste Bins – covered under item 4 * Playpark- After consultation with the Toddler Group it was suggested that a baby swing would be a good addition to the park. The surface of the park needs attention. **Action- Cllr A Reynolds to contact the companies requesting a site visit to be able to quote for a baby swing and resurfacing of the play area.** * Footpath by Pond- covered under item 4 * Resilience Plan – covered under item 4 * Speed Indicator Device (SID) – Cllr J Ruggiero to forward the information received regarding the SIDs. Cllr C Prentice had attended the OALC Chair’s online forum for Parish Council Chairs. An initiative is being run in Oxfordshire called ‘Quiet Lanes’, which could be of interest to Ashbury. He had two email addresses for follow-up.   **Action- Cllr Ruggiero to explore ‘Quiet Lanes’ from the details passed by Cllr C Prentice.**  Community Speed Watch had also been discussed at the OALC Chair’s Forum. Any CSW initiative needed a committed group of volunteers. 3 people were needed each time. This was difficult to sustain over time. The meeting agreed it was worth exploring how many residents were interested in volunteering.  **Action- Cllr J Greenham to put a call for volunteers who wish to take part in CSW and if needed hold a separate meeting to gauge interest.**   * May Elections – Will be on the agenda for the next meeting. The Clerk reported that, once received from South Oxfordshire and Vale of The White Horse District Council, the relevant application forms would be circulated with guidance on how to fill and submit the forms. It was agreed that the APC should advertise the opportunity to serve on the next Council. It was important that the Council be as diverse as possible in all respects.   **Action: Clerk to advertise the opportunity, once the forms are received.**   * Proposed Public Memorial to Airey Neave – discussed under item 6 * The King’s Coronation - With the Kings Coronation being the first weekend in May, it was suggested a committee be formed, in collaboration with the Village Hall Committee, to organize the celebration, as was done with the late Queen Elizabeth II Jubilee celebration last year. One emerging idea was a street party with residents providing food to share. There will be a meeting on Thursday 2nd February at 7pm in the Village Hall for residents to attend to explore ideas of how to celebrate the coronation. |  |
| **13** | **Agenda Diary**  No items needed addressing on the agenda diary. |  |
| **14** | **Correspondence**  The meeting noted no correspondence had been received. |  |
| **15**  **16** | **Future Agenda Items**   * **Connectivity** * **Footpath by Pond** * **Dog waste bins** * **Climate Fund** * **NPG** * **Community Speed Watch** * **Playpark** * **May Elections** * **Memorial for Airey Neave** * **Quotation for Grounds Maintenance 2023-24** * **Village Hall Wifi** |  |

The meeting closed at 8:20pm

The next meeting will be held on Monday 13th March at 6pm in the Village Hall.

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

**Councillors Actions Arising**

**Cllr C Prentice (Chair)**

* **Footpath by Pond - Action: Cllr C Prentice to follow up with Upper Mill Pond with a view to a joint approach to Compton Beauchamp Estates, the landowners, if a path around the pond seems practicable and desirable**
* **Airey Neave Memorial - Action: Cllr C Prentice to represent APC on the Airey Neave Memorial Committee.**
* **Connectivity- Action: Cllr C. Prentice and P Smith to report back to OCC on the Airband installation.**
* **Village Hall Wifi- Action: Cllr C. Prentice and P. Smith to engage with Airband. Cllr. C. Prentice to co-ordinate next steps with the Village Hall Committee.**

**Cllr J Greenham**

* **Resilience Plan - Action: Cllr J Greenham to complete and circulate the updated Plan**
* **Community Speed Watch -** **Action- Cllr J Greenham to put a call for volunteers who wish to take part in CSW and if needed hold a separate meeting to gauge interest.**

**Cllr N Morgan**

* **Grounds Maintenance Quotations- Action - Cllr N Morgan to finalise the areas for maintenance; and then secure quotations from the three contractors for the 2023-24 Contract.**

**Cllr J Ruggiero**

* **Flashing Speed Sign on descent of Ashbury Hill - Action: Cllr Ruggiero to find out who installed the sign (probably OCC Highways) and report to them that it is not working.**
* **Dog Waste Bins - Action: Cllr Ruggiero to source a quote for 2 dog waste bins and to formally request OCC to empty these bins, as they do at Bourton.**
* **Flagpole - Action- Cllr Ruggiero to make contact with the potential sponsor.**
* **Quiet Lanes Initiative- Action- Cllr Ruggiero to explore ‘Quiet Lanes’ from the details passed by Cllr C Prentice.**

**Cllr P Cowx**

* **Climate Fund - Action: Cllr P Cowx to check with the funding department regarding the purchase of an Infra-red camera under the grant.**
* **Risk Assessment- Action: Cllr P Cowx to research what might be added on Cyber Risk to the APC Risk Register.**

**Cllr A Reynolds**

* **Playpark - Action- Cllr A Reynolds to contact the companies requesting a site visit to be able to quote for a baby swing and resurfacing of the play area.**

**Clerk**

* **Invoice for Legal Fees- Action: Clerk to bring up for review on 15 February.**
* **Resilience Plan- Action: The Clerk to ensure the Plan is reviewed annually.**
* **Ashbury Shop Sub-Committee-**  **Action- Clerk to remove Ashbury Shop Sub-Committee from future agendas.**
* **NPG - Action: Clerk to use full name of NPG on agenda and include the statement that the Group’s report to APC is attached.**
* **Precept Form- Action- Clerk to send signed Precept form with a 5% increase, as agreed.**
* **May Elections- Action: Clerk to advertise the opportunity, once the forms are received.**

**NPG**

* **Village Hall Wifi- Action: Cllr C. Prentice and P. Smith to engage with Airband.**
* **Connectivity- Action: Cllr C. Prentice and P Smith to report back to OCC on the Airband installation.**

**County/District Councillors**

* **Connectivity- Action: County Cllr Y Constance to lobby at OCC level and with the media on the risks associated with the switch-off of traditional telephone lines.**