

BIX AND ASSENDON  
**ANNUAL PARISH MEETING & PARISH COUNCIL MEETING**  
2<sup>ND</sup> MARCH 2020

Clerk - Mrs. Jane Pryce, 56 Galsworthy Drive, Caversham Park Village, Reading, Berkshire RG4 6PP  
Tel: 01189 475915 Email: [jane@lindonpryce.demon.co.uk](mailto:jane@lindonpryce.demon.co.uk)

**The minutes of Bix & Assendon Parish meeting held on 2nd March 2020**

**Parish Councillors present:**

Ms. Lisbeth Thiesen, Mr. William Murdoch and Mrs. Ina Chantry

Oxfordshire County Councillor David Bartholomew

Also present: Mrs. Jane Pryce (Clerk) and 9 members of the public

Key: BAG – Bix & Assendon Grapevine alert email service to residents

CIL – Community Infrastructure Levy

OALC – Oxfordshire Association of Local Councils

FMS – Fix My Street – website to report highway problems

**1/20 Confirmation of the minutes on the 4<sup>th</sup> March 2019**

The minutes were agreed to be a true and accurate record of the meeting.

**2/20 Chairman's Annual Report**

**Lisbeth Thiesen**

Chair Bix and Assendon Parish Council

First let me introduce the Parish Councillors who are present and have served the last three years.

Ina Chantry – Middle Assendon

Bill Murdoch – Middle Assendon

And myself as chair also from Middle Assendon

Matt Beesley from Bix announced his retirement from the Parish Council at last years' Annual Meeting, and despite our efforts we have not yet been able to recruit a replacement. In January Robert Walmsley from Lower Assendon stood down leaving us with 3 councillors and 2 vacancies, which will be addressed in point 026/20 Casual Vacancy at the Parish Council Meeting, following this Annual Meeting.

Each councillor has areas of responsibility and will report individually.

We are all superbly supported by Jane Pryce our clerk.

All Parish Council Meetings are open to the public and held in the village hall. Notices of the meeting are posted one week in advance on BAG (email to residents who have signed up to this service), put on the Bix and Assendon website and notices are posted on the notice boards in the 3 villages.

The remaining meeting dates for 2020 are:

4th May (Annual (Electors) parish council meeting),

6th July

7th September and

2nd November

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As a team, we have concentrated on the following areas this past year:

**Road Safety**

We are also supporting initiatives to reduce speeding, and it will be debated in the regular parish council meeting under point 027/20

Because the Parish Council has received Community Infrastructure Levy (CIL) the finances are healthy, and it will be possible to spend more funds on road safety and several proposals are being considered.

During the year the Parish Council also responded satisfactorily to a Freedom of Information request regarding their interaction with OCC highways on the issue of traffic calming measures.

Improvements have been made by having the 30mile circles and the white lines repainted by OCC without any cost to the Parish Council, and the large sign coming down the dual carriageway to the junction with B480 has finally been replaced.

**State of roads**

The problem at the end of Dobson's lane has been remediated but the issues on White Lane have still not been addressed. This is an ongoing matter which will be brought up in the

**Verges and triangles**

The verges and triangles in Middle and Lower Assendon have been kept by Paul Wyatt and the large triangle at the end of Lower Assendon on the A4130 is being kept by Henley town council for a fee.

However, we have a constant issue with landowners to keep their hedges from overgrowing the roads and are working with OCC highways to solve this.

We have not had any issues with the Assendon Spring as the water table has not been high enough for it to flow yet, but after the abnormal amount of rain this winter, it is not unreasonable to expect it will run again in a month's time. The ditches were cleared last year, and we will be asking riparian owners to make sure they are prepared and have cleared their ditches.

**Public Transport**

The Parish Council continue to support the Comet busses initiative of a "on-call" once a fortnight bus service from the outlying villages to Henley.

**Litter Picking**

Our annual litter picking event will take place Sunday 8th March. We urge you to volunteer as it is an excellent opportunity to meet other residents of the villages.

I am confident I speak on the entire council's behalf when I say that they are looking forward to another year, and I will hand over to my colleagues to give their reports.

**3/20 Annual OCC Report**

**Cllr. David Bartholomew**

I come here every time the council meets, having circulated a general report before and I also deliver a local report on matters that have been identified. Over the last year, on general county matters, it has covered such topics as unitary government, or the lack of process in that direction, possible changes in Government re-organisation, SODC Local Plan which has

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impacted on the county in terms of its growth funding and the budget. Budgetary pressures remain on social/children and adult care, which takes well over half of our expenditure. Highway matters continue to dominate in rural areas.

The OCC General report had been circulated and if no questions on that I shall move to local items.

## **SPECIFIC REPORT FOR BIX & ASSENDON**

### **FMS WHITE LANE 1770645 (SOIL BUILD UP)**

I have escalated this to officers and a Highways Inspector is due to report back.

### **FMS WHITE LANE 7740192 (OVERGROWN HEDGE AND MISSING GIVE WAY SIGN)**

I have escalated this to officers and a Highways Inspector is due to report back.

### **VEHICLE ACTIVATED SPEED SIGNS**

Having been assured by the clerk that there has been local consultation with favourable results, I agreed to contribute 2 x £500 towards the cost of two VAS devices from my Councillor Priority Fund. The clerk completed and submitted the application form in early February. I would be grateful for an update on progress.

The clerk informed David Bartholomew that locations had been mapped but there was still a need to have speed data for Bix from the 'Speed/Volume' laser device that had been requested.

It was requested that the clerk issue a chase up email be done and copied to him.

### **DEER CROSSING ON THE NETTLEBED ROAD (A4130)**

A resident has raised the issue deer crossing on the Nettlebed road (A4130). Other than erecting additional signage (if justified) there is little OCC can do to assist in this matter and the PC is advised to visit <https://www.deeraware.com/>

Detailed examples of problems/accidents would be needed to justify additional signage.

Had the owners of the land either side been made aware of the large number of deer crossing? It was proposed to talk to them but as wild animals and the cost of deer fencing along the road, it would be very expensive. Information on accidents would be handed to the clerk to help with this.

This was a comment from a member of the public: 'It was a legal requirement to report any collision with a deer.'

Fly tipping was showed to increase where charges were made at a refuse tip. But when questioned about any fly tippers being prosecuted the answer was affirmative.

A question was asked about the building of a replacement SODC building. It was confirmed that the cost of renting (as at present) was very high and building was cheaper in the long run. There is a possible merger of SODC and Vale of White Horse. But Unitary is unlikely.

### **4/20 Annual SODC Report**

This report was not available.

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**5/20 COMET bus Annual Report**

**Claire Harwood**

COMET buses always run on a Thursday (10.30am) and Henley-Handy bus on a Tuesday (9.30am). There is a core of 12 customers. The bus has 14 seats but a wheelchair and shopping take up 2 seats. A bigger bus had been requested but there is not one. There had been problems with missing customers when called to be collected which reduces the shopping time. The usual time allocated to shopping was 1 hour with HandyBus and 1.5 hours with COMET. There will be short list of rules/regulations drawn up to avoid a delay. This will be for the bus to wait 5 minutes – drive off – and then phone Claire to find out what has happened.

If someone from Bix needs this service (which no-ones has yet asked for), this could be worked out.

All are complete regulars – two from Middle Assendon every time and one occasionally.

Henley HandyBus are asking for a volunteer helper for loading shopping into the bus – once every six weeks. On a Tuesday and be picked up from where a customer lives to reduce any delay. Full details for this are coming and it was agreed to BAG this. The dates that the buses run will be put out on BAG.

They are (2020):

**COMET (Thursday)** – 19 March, 2 & 9 & 23 April, 7 & 21 May, 4 & 18 May, 4 & 18 June, 2 & 9 & 23 July, 6 & 20 August, 3 & 17 September, 1 & 8 & 22 October, 5 & 19 November, 3 & 17 & 31 December.

**HandyBus (Tuesday)** – 10 & 24 March, 14 & 28 April, 12 & 26 May, 9 & 23 June, 14 & 28 July, 11 & 25 August, 8 & 22 September, 13 & 27 October, 10 & 24 November, 8 & 22 December.

Contact phone numbers are: 01491640805 or mobile 07947737121 for both COMET and HandyBus.

And the parish council would continue to support this excellent service.

**6/20 Bix & Assendon Grapevine (BAG) and website Annual Report**

**Chris Chantry**

The Bix & Assendon Grapevine continues to be incredibly popular with 280 subscribers.

Which is about 80-85% of the parish. Very stable for the last 5 years.

Website also stable and mainly maintained for the legal requirements of the parish council so public access to minutes, reports and financial papers are maintained.

Chris and the clerk attended a course for helping a website become compliant for the visually impaired. This will be a work in progress for both.

A question was asked whether it was worth having another push for those who are not on the BAG distribution. It was felt that word of mouth worked best now.

What was the open rate? About 65%. And the use of links was 15/20% which is very high.

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**7/20 Village Hall Annual Report**

**Jackie Walker**

A very nice committee for this hall. A great community asset. During school term time it is hired out to the Montessori school and they had received the OFSED highest outstanding rating again for the second year. There are some children from Bix and shortly one from Assendon. They are keen to be more environmentally friendly and are meeting with Greener Henley in March. They are looking to be accredited as an eco-nursery.

There has been a well-balanced range of bookings including children parties, yoga sessions, the Bix 6, election station, pop-up pub, quizzes.

Maintenance issues have been slight – the toilet flush handles had been coming off – this has now been fixed. Toilets will be getting a refurbishment – anyone know a good plumber?

The postage problems have been fixed since the post code RG9 6BS was registered and a post box put outside.

Change of website. Another platform is to be chosen and Chris Chanty is helping with this.

6 Gazebos have been bought.

The roof has been inspected and we are awaiting the report.

Solar panels might be considered.

We are still committed to a donation to the church extension for £10,000.

The village hall finances are: current account £3,650.27 and the saver account £63,400.

**8/20 Henley Town Council Liaison Annual Report**

**Jackie Walker**

There hasn't been any recent meetings of the Transport Strategy Group – which are developing plans for walking and cycling routes. There has been talk of the renovation of the Bix to Lower Assendon cycle path which would then link to the Fairmile cycle path to Henley. A contact at Sustrans (the cycling charity) has been identified and will help with collating what needs to be done.

A Climate Emergency Working group has been set up. There was a recent meeting about solar panels group buy.

**9/20 Henley Municipal Charities 2019/20**

**Dr. Richard Tomlin**

I have been the parish's representative for a good few years. The first almshouses in Henley were built in 1547 so there has been a long history.

Henley Municipal Charities (HMC) comprises the following individual charities, The Almshouse Charity, The Relief in Need Charity, The Educational Charity, The Bridge Charity and the Church Charity which are managed on a unified basis. The first three charities offers assistance to people living in the areas of benefit by way of almshouses and grant allocations

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The management of the HMC is the responsibility of the trustees, who are 13 in number and include 2 Ex-officio trustees (the Mayor of Henley on Thames and the Rector of St Mary the Virgin Church, Henley on Thames) 3 Nominative trustees one from each of the Parish Councils of Bix and Assendon, and Rotherfield Greys and from the Town Council of Henley on Thames, and 8 Co-opted trustees.

The day to day running of the HMC is carried out by the clerk who liaises with the chairman, treasurer and committees of trustees who oversee particular areas of activity i.e. grant applications from educational establishments, planning issues, property development. Trustees are responsible, by rota, for carrying out monthly visits to all the alms house residents to report on the state of the properties and the health of the residents. Trustees meetings are held monthly.

Commercial rents are received from 8 properties in Henley on Thames and the income is applied to meet the objectives of each of the named charities.

The areas of benefit for the HMC are the parishes of Bix, Rotherfield Greys and the Town of Henley on Thames

### **Almshouses**

The HMC is responsible for the administration of 23 alms houses (11 for double occupancy and 12 single) which are situated in Church Avenue, Western Close and Vicarage Road, Henley on Thames. All properties have residents in place. Currently there are 30 residents. 8 single males, 8 single females and 7 couples. Regular property maintenance of the almshouses and the commercial properties has been the major activities this year. No new major project has been started.

### **Grants**

Applications from local state primary schools were invited and educational grants of £250 were given to each of Sacred Heart School and Trinity School and £2,500 to Valley Road School toward the redevelopment of a condemned outside playing area. Grants were also given to the Henley Youth Festival, and The River and Rowing Museum, Christmas grants to almshouse residents, the Mayors Christmas party, the Christmas parcels fund. The Church Charity gave its annual grant for the update and repairs to the Church Wardens of St Mary the Virgin Church.

### **10/20 Planning Annual Report**

#### **William Murdoch**

14 approved by both parish council and SODC

1 new and pc NO OBJECTIONS

2 WITHDRAWN

2 STILL to be decided by SODC 24th July 2019 (Grey Lodge) & 27th January (The Barn)

1 Information only (Smiths Centre)

Total applications = 20

### **11/20 Police Matters**

#### **Ina Chantry**

#### **Police Report 2019-20**

Figures show that a total of 124 crimes were committed in Henley last year. If the prosecution rate is the same for Henley as for the rest of Thames Valley, less than half of

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them would have resulted in prosecution. Bix had no reported crime, Lower Assendon 3- 2 burglaries and 1 theft and Middle Assendon 2 criminal damage and 1 theft.

### **Henley Police Priorities**

#### **Anti-social behaviour**

Local police are focusing on anti-social behaviour and working with the community to raise awareness of the impact of alcohol and drugs. This includes going into local schools and working with groups of students.

#### **Fraud**

There is now a single point of contact to manage the risk and vulnerability assessments of victims of fraud. The police have built good working relationships with financial businesses and raised awareness of the methods used by fraudsters. Victims are signposted to support agencies.

Common fraud attempts include telephone calls to say your computer software is at fault and asking for remote access, recruitment fraud with employment opportunities and claims to be the police saying there is an issue with your bank account.

#### **Sources**

[Www.police.uk/thamesvalley](http://www.police.uk/thamesvalley)

[Www.thamesvalley-pcc.gov.uk](http://www.thamesvalley-pcc.gov.uk)

The little book of cyber scams 2.0 - Metropolitan Police Service 2019

The little book of big scams - Metropolitan Police Service 2019

It was suggested that a link be given to access these booklets and a BAG for it.

### **12/20 Footpaths Annual Report**

#### **Jane Aiken**

The Chiltern Society path reps are expected to walk all paths in their parishes at least twice a year. Bix and Assendon has 35 paths. Obviously some paths need inspected more often to report on vegetation overgrowth, fallen branches, stile condition and general maintenance. Any problems which reps can't deal with are reported to area managers who will organise appropriate responses.

The southern Chiltern's path maintenance volunteers are a group able to carry out work beyond the scope of path reps.

Some of you may have seen a write up in the recent addition of the Henley Standard regarding work done in the parish. The path on the Bix side of the cemetery had been blocked for some time by a fallen tree. Walkers had rerouted the path and formed a new exit from the woods into the cemetery. The maintenance volunteers had a very difficult task to clear the tree and undergrowth in order to get the path back to its correct alignment and block the false path. The path is very steep and slippery so wielding chainsaws couldn't have been easy. The Chiltern Way runs through the parish on path 8 from the dual carriageway to Famous Copse. This stretch presents problems for some people as it involves climbing over 7 stiles in a short distance. The farm manager wasn't happy about installing kissing gates as the fields are used for young calves.

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A proposed stile free access plan was approved by OCC, the farm manager and the Nettlebed Estate. It is hoped that, in future, this route will be recognised as another stile free part of the Chiltern Way.

The application for the work was approved by the Trust for Oxfordshire Environment and funding was provided by Grundon waste management and the Landfill Communities Fund. The new route is along path 13 by the dairy farm pond. Steps, handrail and gates have been installed, clearing obstacles to Famous Copse. This route through the farmland doesn't go through fields used by cows with their calves.

At present I'm not aware of more work, apart from maintenance of paths, due to be carried out in the near future. But if I hear otherwise, I will report at the next parish meeting.

**13/20 Allotments Annual Report**

**Jane Pryce**

Plots 1 and 6 have been divided into 2 halves as the plots were seen as too large.

The back of plot 6 (long end) is half rabbit proofed and deer fencing erected. Plot 1 long edge needs doing.

All plots are rented and there is a waiting list of 1.

Some overhanging branches were lopped.

Two trees were removed from plot 6. Trees are not allowed.

A shed has been erected on plot 1b without permission. The rules (sheds and trees) are detailed in the tenancy agreement which is handed to new tenants and was recently re-issued to all tenants. Permission should be requested to the parish council and a decision would be made at a parish council meeting.

Retrospective permission was granted.

**The full Parish Council meeting followed the Annual parish meeting**

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**PARISH COUNCIL MEETING**

**The minutes of the Bix & Assendon Parish Council meeting held on 2<sup>nd</sup> March 2020**

**020/20 Apologies for absence**

Jo Robb had sent her apologies.  
Lorraine Hillier did not attend.

**021/20 Members declarations of personal and prejudicial interests**

None

**022/20 Confirmation of the minutes on the 4<sup>th</sup> November 2019 & 13<sup>th</sup> January 2020**

As the previous meeting was not quorate the minutes could not be approved or signed. Both minutes were then signed and agreed as true and accurate record of the meetings.

**023/20 OCC Report from Cllr. D. Bartholomew**

Please see agenda item 3/20 in the above annual part of the meeting.  
The full report can be found attached to the minutes and on the website.

**024/20 SODC Report**

This report was unavailable.

**025/20 Clerk's Report**

Litter pick is booked for 8th March 11am and 20 sets of equipment for Bix, 18 for Middle Assendon and 18 for Lower Assendon. I will be manning the Bix end. Lower Assendon with Aafke Oldridge and Lisbeth Thiesen for Middle Assendon.

Extra bags have been purchased as last year the volunteers ran out.

I attended a 'Website Accessibility' course with Chris Chantry. Minutes format was also discussed and only naming of documents may need to be addressed. Currently all files have the same name on the website. This will be checked.

**026/20 Casual Vacancy for councillors**

Lisbeth Thiesen provided the following:

As mentioned in my annual report we are now only 3 councillors, which resulted in the previous meeting not being quorate due to illness of one councillor.

Adding to this is that after 9 years on the council of which 5 as chair, I will not seek re-election in May as I feel I do not have any more to give and new blood is needed.

It is therefore imperative that parishioners come forward to keep the Parish Council going to avoid disbanding it and being swallowed up by another parish council or more likely Henley Town council. This will take away the local influence on roads and planning. It will take at least 5 years before a parish council can be re-established.

Those interested to know more about what a parish council does can read Ina's excellent letter to the Henley Standard, ask one of us, or Google it.

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A BAG series of bite-sized information was suggested for this. What a parish councillor does, how much time it takes and what will happen if no-one steps up, etc. Broad brush strokes for this were asked for from the clerk. It was agreed to proceed with this series.

**027/20 Speed Awareness measures**

Two Speed Awareness signs have been ordered as per the agreement of 4 November. These are for Bix and the north end of Middle Assendon.

This purchase will not hinder alternative measures for traffic calming in Lower Assendon.

A new SID machine had been purchased with a SODC grant £2,100 and parish council funding of £250 (VAT £470). It was agreed that the parish council funds from CIL will be used.

It was agreed to form a working group consisting of 6-8 parishioners to discuss measurements that would identify the specific needs of the parish in various locations and agree an ‘Overarching Strategy,’ which would be an all-encompassing solution for the parish/villages. This will be achieved by combining a number of strategically sited roadside interventions to maximise traffic calming globally throughout the Parish. Due to budgetary constraints, the Overarching Strategy may need to be implemented in a phased approach over a period of a number of years.

This initiative will be led by Ina Chantry

- identify the specific needs of the parish in various locations and agree an ‘Overarching Strategy,’ which would be an all-encompassing solution for the parish/villages. This will be achieved by combining a number of strategically sited roadside interventions to maximise traffic calming globally throughout the Parish. Due to budgetary constraints, the Overarching Strategy may need to be implemented in a phased approach over a period of x years and as laid out below:
- clearly identify what is permissible from OCC and SODC, referring to the Department of Transport document (xxx) for informed examples as a discussion document.
- research traffic calming schemes already in existence in South Oxfordshire to use as examples
- work together to identify a range of traffic calming methods that would meet the identified need
- produce documentation showing the benefits, problems and potential costs for each method
- obtain public support before any schemes are implemented
- investigate areas of funding whether grants, precept or CIL and apply for them as appropriate
- work with OCC and SODC to identify methods that are appropriate and acceptable to those bodies
- produce a phased plan that develops links / connections with the three villages and makes the roads safer and user friendly for all, including pedestrians, cyclists, horse riders etc.

**028/20 Planning**

SODC notice of 2 new residential dwelling to be named: Morello and Celeste (was Halfacre).

a) Applications Received

No planning applications received that the response deadline fell on or after the meeting.

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b) BAPC Recommendations

**P20/S0170/FUL**

Halfacre, Section Of A4130 Running Between Bix And LA, Bix RG9 6DB

Proposal: Variation of condition 1 - Approved Plans of application P19/S0284/FUL to omit the walls that surround the cart shed. Variation of condition 2 (approved plans) of planning permission P18/S2039/FUL to provide a larger garage building and amended parking area.

BAPC - NO OBJECTIONS

**P20/S0039/HH**

Oak House, Lower Assendon RG9 6AW

Insertion of first floor window in permitted extension.

BAPC response – NO OBJECTIONS

SODC GRANTED

**P19/S1548/FUL**

Grey Lodge, Old Bix Road, Bix RG9 6BY

Demolition of existing dwelling and studio and replacement with a new house.

BAPC - NO OBJECTIONS

SODC Target Decision Date: 24th July 2019 - still under consideration

**P19/S4395/HH**

The Barn, Broadplat Lane, Bix RG9 4RS

Alterations to external openings with new glazing, raised chimney stack, new external timber cladding, roof alterations and installation of new rooflights/repositioning of existing rooflights

BAPC - NO OBJECTIONS

SODC Target decision date - 27th January 2020

c) SODC Decisions

**P19/S4226/HH**

Brawns, Bix RG9 4RY

Demolition of the existing single garage and replacement with a 3 bay oak framed garage, including Room over, a garden store and log/bin store. Construction of an outdoor swimming pool. To move the existing tennis court approx 5m to the west to enable construction of the swimming pool.

BAPC response – NO OBJECTIONS

SODC - GRANTED

**P19/S4227/LB (Listed Building)**

Brawns, Bix RG9 4RY

Demolition of the existing single garage and replacement with a 3 bay oak framed garage, including Room over, a garden store and log/bin store. Construction of an outdoor swimming pool. To move the existing tennis court approx 5m to the west to enable construction of the swimming pool.

WITHDRAWN

**P19/S4429/HH**

9 Bix Common, Bix RG9 6BS

2 storey side and rear extension, with single storey rear element.

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Single storey front extension to create hall.

BAPC - NO OBJECTIONS

SODC - GRANTED

**P19/S2047/HH**

Lambridge Wood Farm, Bix RG9 4RZ

Roof conversion and extension to the Old Stables. Rear extension to existing garage to provide additional storage.

BAPC – NO OBJECTIONS

WITHDRAWN

**029/20 Correspondence**

A request from **Stonor park** to display the following signs on the large triangle facing the A4130 at Lower Assendon. Agreement has already been made that these would not be put till 2 weeks before and removed by the day after the event:

1-19 April Easter

3 May – Antique & Vintage Car boot fair

17th May – Stonor Supercar Sunday

31st May – Stonor VW20 Rally

27-28 June – Stonor Food Festival

12th July – The Great Antique & Vintage Car Boot Fair

14th July Summer adventures at Stonor – need to confirm how long we can keep this info up.

28th-31st August Henley Country Craft Fair

6th September – Antique & Vintage Festival

18-20th September Luna Open Air Cinema

26th-27th September Medieval Jousting at Stonor

21st-31st October Halloween

19th – 22nd November Country Homes & Interiors Christmas Fair

30th Nov – 13th December Christmas at Stonor

**Council agreed**

**Training courses from OALC:**

Wednesday 18th March

**Roles and Responsibilities for new councillors and clerks** Full day

FULLY BOOKED

Didcot Civic Hall, Britwell Road, Didcot OX11 7JN

Wednesday 22nd April

**Information Management** Half/morning

**Social Media** Half/afternoon

Didcot Civic Hall, Britwell Road, Didcot OX11 7JN

Wednesday 15th July

**Chairmanship skills** Full day

Didcot Civic Hall, Britwell Road, Didcot OX11 7JN

Wednesday 9th September

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**The Experienced Councillor** Half/morning  
**Chairing and Facilitation skills** Half/afternoon  
Oak Room, Bloxham Mill Business Centre,  
Barford Road, Bloxham, Banbury OX15 4FF

Wednesday 23rd September

**Roles and Responsibilities for new councillors and clerks** Full day  
Didcot Civic Hall, Britwell Road, Didcot OX11 7JN

Wednesday 21st October

**Finance for councillors** Half/ morning  
**Contracts & procurement** Half/ afternoon  
Blenheim Room, Begbroke Science Park, Begbroke OX5 1PF

SATURDAY 7th November

**Roles and Responsibilities for new councillors and clerks** Full day  
Didcot Civic Hall, Britwell Road, Didcot OX11 7JN

At present none of the councillors expressed a wish to attend any of these.

**Annual Community Emergency Planning Unit Survey 2020 from OCC**

Information request for use during an incident/emergency. The Bix village hall was decided on for a place of safety and could accommodate 60 people. The clerk would fill in the details on the form and submit.

**030/20 Budget 2020/21**

The budget was distributed to the councillors in advance of the 13 January meeting  
It has been developed with the following assumptions:

**Income:**

Precept raised to the maximum we are allowed

We are expecting CIL payment from the development at Half Acre in Bix, two houses of maybe £3,000 each

**Expenses:**

Variations from last year

We have included £150 for Freedom of Information costs, to highlight that this has a cost and £1,000 for legal cost. We may need that if we are negotiating buying the tip.

The BAG and Website costs have been increased due to new regulations notably improved access.

We have included £250 for traffic surveys.

The SID and two VAS devices (£5,000 each) are expected to be purchased in 19/20 and the third VAS for Bix or alternative measures in the new financial year after the traffic survey.

This brings the reserve to roughly one year's precept, which is within our guidelines.

The budget was agreed and accepted by the council

**031/20 Finance**

Bank Mandate form to allow Ina Chantry a signatory for parish council bank account was approved. The authorization pages were signed.

BIX AND ASSENDON  
**ANNUAL PARISH MEETING & PARISH COUNCIL MEETING**  
2<sup>ND</sup> MARCH 2020

a) Cheques for payment

**Clerk's wages** and office rent for February/March £470.68 plus Freedom of Information expenses £137.02 and printing expenses for questionnaire in the Link magazine £39.19.  
Total Cheque £646.89

**Donations/Subscriptions**

CFO - £35 annual subscription.

OALC - £140.42 annual subscription

Henley & District CAB (O.S.A.V. CAB) - £100 donation

b) Payments received

Interest: £0

Bank balance £21,140.91

The clerk pointed out that if the annual income of the parish exceeded £25,000, we would require an external audit.

**032/20 Community Infrastructure Levy**

Total CIL 2018/20 receipts = £12,324.62 (£1,873.31 coming)

Total CIL spend £594.00 so far.

SID machine £250 (cost £2,350 less SODC grant £2,100)

Remaining CIL = £11,730.62

First CIL payment to be spent before deadline of 26th April 2022 is £1,209.39

**033/20 Any other business**

An updated USB stick backup of council business was given by the chairman but the clerk forgot hers to be swapped for the previous update. This will be done and swapped next week.

**034/20 Public Comments**

The clerk was requested to submit a FMS report on a pile of trees left on the side of the dual carriageway at Bix since before Christmas.

Next Meeting – Monday 4th May 2020 at 7.30pm.

The meeting ended at 9.28pm