

## DRAFT MINUTES

2016/016

**ASHENDON PARISH COUNCIL**  
**Draft Minutes of Parish Council Meeting**  
**held in Ashendon Village Hall**  
**Monday 19<sup>th</sup> September 2016 at 8pm**

**PRESENT:** Councillors: Les Curtis (**LC**), Sian Miller (**SM**), Chris Rand (**CR**), Peter Smettem (**PS**), Venetia Davies (**Clerk and RFO**).

**The meeting was chaired by Peter Smettem, Vice Chairman**

**Parishioners:** There were 22 Parishioners present including Cllr Paul Irwin, PSCO Sue Jones, Kevin Iles (Thames Water) and Darren Hewitt (Thames Water).

### **Parishioners Question Time**

- A parishioner requested that the Parish Council apply for a reduction in the speed limit within the designated area of Pollicott, particularly in light of a recent accident (19th July 2016) involving a car, van and motorbike. The motor cyclist was badly injured and airlifted to hospital. The police estimated that the bike was travelling at a speed of about 65mph. Residents (young families, dog walkers, horse riders) living in Pollicott are nervous about walking between Pollicott and Ashendon. It was suggested, that a reduction in the speed limit could also lead to planning permission being granted for the proposed barn conversions as it would reduce the distance required for pulling out from side roads (rather than having to remove hedges for permission to be granted instead - which it was thought may result in an increase in traffic speeds). It was suggested a speed limit sign could be installed by the Ashendon sign (outside Harrow cottages). Residents here are concerned about pulling out on to the road. They would like to see a concealed entrance sign at the foot of the hill. **ACTION: CLERK to agenda for November meeting.**
- With regard to Broadband, a parishioner requested that the Parish Council inform residents of developments in broadband by other means that the Parish Council Minutes. It was suggested that the Parish Council make use of other expertise in the village by forming a Broadband Working Party consisting of Parish Council representatives and local residents. The wider implications of the Connected Counties programme (to provide BT fibre broadband to Ashendon) and Aylesbury Vale broadband (AVDC) were briefly discussed.

### **NB: Action points highlighted**

#### **1. Apologies for Absence**

Kevin Nash (**KN**)

#### **2. Approval of Minutes – Monday 20<sup>th</sup> June 2016**

Draft Minutes were accepted as a true record and signed by Vice Chairman, **PS**.

#### **3. Matters Arising from previous Minutes**

- **Archiving of Parish Council documentation.** Andy Howes has kindly offered a 3-drawer filing cabinet to the Parish Council. **ACTION: CLERK to arrange delivery of cabinet with Andy.**
- **Grass Cutting.** **ACTION: CLERK to agenda review of grass cutting at end of cutting season.**
- **Standing Order, Code of Conduct, Financial Regulations and Risk Assessment.** **ACTION: CLERK to agenda review of above at AGM 2017.**

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### 4. Declarations of Interest

There were no interests declared.

### 5. Road Closures - 27th October to 22nd December and from 3rd January to 27th February – Main Street Ashendon between East Farm and Gypsy Bottom, Ashendon

Darren Hewitt, Thames Water, outlined the planned work to the water main (a new 250mm water main requiring the excavation of a trench) and explained that the works, which are major and essential, can only be done through a Road Closure. Works will be carried out in a “length process” and will involve large machinery and equipment; 6 days a week in two phases, over the above dates. Thames Water will try to maintain access to households for residents but residents may be encouraged to park at Ashendon Playing Fields at times. Residents expressed concerns over other water bursts (there are 2 other frequent leaks in Ashendon) and asked what the contingency plan would be if the village closed. It was thought this an unlikely risk. Parishioners will be given 48 hours’ notice if the water has to be disconnected. Letters from Thames Water will be sent to every household showing diversions and contact details for Thames Water Customer Services. These will be sent out periodically and indicate if works are ahead or behind schedule. Thames Water will also liaise with the School buses. It was suggested that Thames Water also notify Westcott Venture Park. **ACTION: CLERK to liaise with Thames Water Customer Services over any matters arising and ensure “business as usual” signs are positioned for The Hundred of Ashendon. Darren Hewitt to forward contact details to Clerk. Cllr PS asked whether broadband could technically be installed in the trench during this period. It was thought unlikely but PI to investigate.**

### 6. Presentation from Outside Bodies

PSCO Sue Jones outlined the steps required to set-up on a No Doorstep Selling Zone in Ashendon. The scheme is run by Trading Standards and before street sign and door stickers are supplied, a majority of residents must be in favour of the scheme. Particular areas/roads can be selected. Consent must be sort before affixing signs to lampposts or other council property. Signs bear the phrase “No doorstep selling zone”. Door stickers complement the street signs and must be given out and displayed on households in the scheme. The door sticker has the force of law and bears the phrase “warning no cold callers, please leave and do not return, failure to do so is a criminal offence”. The Parish Council is required to complete a form to Bucks County Council who must inform AVDC of the intention to create a new No Doorstep Selling Zone (10 days before any signs are erected). Sue also outlined the Neighbourhood Watch scheme, where residents have a coordinator as a single point of contact and receive community alerts by email, which are then circulated by email or in person (in the case of an elderly resident or may not have email). Individuals can also sign up to free crime alerts by email, phone or text by registering at [www.thamesvalleyalert.co.uk](http://www.thamesvalleyalert.co.uk). It is preferred if the No Doorstep Selling Zone is run in conjunction with Neighbourhood Watch. In this case, signs must be placed on the same post. Councillors **agreed** to survey the village to establish resident’s agreement for this initiative prior to implementation. **ACTION: KN/SM/CLERK to produce survey and circulate.**

### 7. Contributions from BCC Cllr and AVDC Cllr

Cllr Paul Irwin reported on the plane and patch work completed at Pollicott. He encouraged the Parish Council to apply for a speed limit reduction – an expensive legal process (approximately £8,000) but one that may be part funded by LAF. The process would start with a preliminary application (approximately £400) which would indicate likelihood of obtaining reduction in speed. SM asked what the likely reduction would be (40mph or 30mph) and pointed out that a speed limit reduction had been refused prior. **ACTION: PI to obtain historic documentation regarding this for November meeting. CLERK to agenda for November.**

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### 8. Broadband

PI informed the meeting that Connected Counties has announced that some Ashendon postcodes will be included in the next phase of the broadband programme across Bucks but timescales and actual postcodes remain unknown. SM outlined an opportunity regarding a joint funding agreement with Openreach - a "Community Fibre Partnership" scheme which allows communities to assist in gap-funding for the provision of a local cabinet. (Ashendon does have a street side cabinet which has been upgraded to Superfast Broadband but the location is too far to benefit from any noticeable increase in speeds). The gap-funding is between what Openreach are willing to spend (calculated on a commercial model) and the actual costs of the provision of work. The gap remaining would have to be self-funded by the village. The cabinet would become the property of Openreach (who are fully responsible for on-going costs) and residents would then be able to place orders for Superfast Broadband with the Internet Service Provider of their choice. There are some grants available to assist but because Ashendon receives speeds of less than 2meg it would qualify for the Better Broadband Voucher Scheme. This allows a voucher to be claimed at a value of £350 and can be used in the provision of individual satellite broadband links. However recent policy changes means individual homes/businesses can apply for the vouchers but collate them into a single cumulative total value which can be offset against the total cost of Openreach providing Superfast to a community. Depending on number of premises, if everyone applied the vast majority of the cost could be covered. Communities are required to pull together by way of gathering telephone numbers and addresses as well as applying and collating the voucher returns, but it was thought this could be a positive development. PS read a report from Councillor Nash which summarised the current position of fibre broadband and outlined proposals to:

1. Await the decision of Connected Counties who, as above, are in the process of obtaining tenders from BT. AVDC has identified Ashendon as one of nine preference areas for installation (a response from BT is expected within the next 3 months, November).
2. Conduct a survey to see if households in Ashendon would subscribe to faster broadband if it were available and whether, if all else fails, they would contribute to the installation of Ashendon's own fibre network (by employing a company to plan, execute and manage though it may be possible to use local labour to dig trenches to take supply),
3. Decide how to communicate with Parishioners so that they are aware of what the Parish Council has done, what it is able to do, what the alternatives are and how to update residents on the current position.

Councillors considered the proposals and **agreed** with suggestions that a Broadband Working Group (BWG) be set up and lead by the Parish Council, supported with the knowledge of other village residents. It was **agreed** this party consist of Cllr Sian Miller (Parish Council and lead representative), assisted by Cllr Chris Rand (Parish Council), Cllr Paul Irwin and David Crwys-Williams, previous Chairman of Ashendon Community Led Plan (CLP). The BWG to appoint other members as required. It was **agreed** Terms of Reference be drawn up and adopted. **ACTION: PS/SM to draw up Terms of Reference.** Parishioners requested that different demographics (families with school aged children) be included. The effect on house prices, as a result of broadband not being available, was voiced. **ACTION: BWG to submit findings at November meeting. CLERK to agenda.**

### 9. Parish Council Website

The new Parish Council website is near completion. Parishioners are to be encouraged to sign up for email alerts which will keep villagers informed of Parish Council activity and news. **ACTION: SM and CLERK to agree final content and aim for the "go live" date of Monday 26th September 2016. ACTION: KN, SM, CLERK to promote new website via village email group, Facebook, Notice Board and Bernwode News.**

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### 10. Village Walk About

Councillors were of the opinion that the white lines may reduce speed limits and deter HGV traffic and so endorsed the recommendations from Transport for Bucks of white edge lines (156 linear metres) from where the road narrows (from the sign located outside The Ridge through to The Cottage on both sides but not around the blind bend) but **agreed** to reconsider removing the "Pedestrians in Road" sign along with sub plate stating "No footway" and replacing with new sign and sub-plate: "Road narrows both sides" and sub plate stating "Oncoming vehicles in middle of road" at a later stage. **ACTION: CLERK to inform Tfb.**

### 11. Code of Conduct

Councillors **agreed** to adopt the circulated Code of Conduct. **ACTION: CLERK to agenda review of Code of Conduct at AGM 2017.**

### 12. Reports from Councillors attending meetings and outside organisations

#### 1. LAF meeting - 20<sup>th</sup> July 2016.

The report received from Cllr KN (**attached**) contained information on:

- An enquiry from Charles Harris, Edgcott Parish Councillor for a possible joint venture with Ashendon to commission a contract to purchase a large quantity of LED street lamps to reduce installation costs. **ACTION: CLERK to agenda for November.**
- The Community Library at Waddesdon School (opens at 5.30-8.30pm every Monday evening during school terms times)
- An update on Transport for Bucks (extra £1.5m funding for plane and patch repairs, a trial reduction in number of Local Area Technicians per area for a 12 week period and the importance of online reporting on the Tfb website as an audit trail)
- The sentinel speed watch equipment from Thames Valley Police (equipment that is operational by just one person. A rota is being set up for Parish Council use and training for volunteers). **ACTION: PI to contact SM with details.**
- An update on AVDC (the unitary authority debate continues and the Community Chest fund is in its final year)
- The fully operational Bernwode Community Bus ( a 12 passenger seated bus with wheelchairs access serving social clubs in the villages). **ACTION: CLERK to agenda for next meeting so that Councillors can determine use within Ashendon.**

#### 2. Waddesdon Local Priorities funding update (Village Health and Fitness Project)

Up to £500 is available for funding for village halls to encourage activities which increase health and fitness. Suggestions included a folding table tennis board. If agreed, the process will be for the Parish Council to purchase and invoice the County Council and then provide the equipment to the relevant venue. **ACTION: SM to email APFA Committee with details and stress request deadline date of 23<sup>rd</sup> September.**

#### 3. Play around the Parishes - 26th July 2016.

The session was well attended with 72 attendees (42 children and 30 parents). Under 5 year olds (28) and over 5 year olds (14). Special thanks were paid to Clare Cook for publicising and overseeing the event.

#### 4. Best Kept Village comments from Judges.

The Village was judged on principal features (Cemetery, playing fields, children's play area, natural conservation areas, village hall and general environmental features (hedges, verges, ditches, pond, stream, pump) as well as other features (area around shop, pub, bus shelters, notice boards, war memorial, overall appearance, lack of litter and evidence of community

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effort. Ashendon was awarded 81 out of 100 possible marks with favourable comments. Thanks were paid to everyone who worked hard to prepare the village in time for judging. The report and marking sheet is **attached**. **ACTION: CLERK to upload report and marking sheet on website.**

5. **HGV meeting in conjunction with neighbouring parishes (4<sup>th</sup> August) and BCC (31<sup>st</sup> August 2016).**

Cllr PS reported on the two surveys conducted by Chearsley, Cuddington, Westcott and Ashendon the results of which showed 28 HGV's used the Ashendon/Westcott road, 47 through Cuddington and 98 through Chearsley (10<sup>th</sup> June) and 20 used the Ashendon/Westcott road, 58 through Cuddington and 101 through Chearsley (7<sup>th</sup> July). Thanks were paid to volunteers who carried out the survey. The Parishes met on 4<sup>th</sup> August and agreed to attend the BCC Transport Focus Group on 31<sup>st</sup> August. Ashendon now form part of this focus group. The use of HGV's using unsuitable roads is a county wide problem and PS has requested that a condition is placed on new planning permissions as part of the VALP preventing HGV's using classification C roads. **ACTION: PS to follow up. PS to attend a liaison meeting with FCC, the operator of the Calvert Landfill site and the Residual Waste Treatment plant at Calvert on 5<sup>th</sup> October. FCC will discourage firms using the landfill site from using the route through Ashendon and Westcott. PS to also attend a meeting with BCC to determine the process and costs of applying a weight restriction on Ashendon/Wescott road. Date to be confirmed.**

6. **Community Infrastructure Levy and Section 106 Agreements**

It was **agreed** Councillors would not highlight Ashendon's current infrastructure priorities as, unless there was to be a major expansion in planning terms in Ashendon, monies from Section 106 would unlikely to be received.

7. **New development at Westcott Venture Park**

A short presentation on a new rocket engine for atmospheric flight and space flight at Westcott was attended by KN and Clerk. This will be a major planning application and will come to the Parish Council for comment in due course. Report as **attached**.

### 13. Correspondence

There was no correspondence outside the Agenda items.

### 14. Finance

Orders for payment were noted (as below) and cheques signed.

a. **Balance from Minutes of previous meeting (20th June 2016): BALANCE: £7,761.21**

- Receipts: £487.00 (Transparency Funding)
- Debits: £182.70 (£143.00 Standing Order to Clerk re salary, £39.70 E.on)
- Plus unrepresented cheques: £0.00
- Balance of current Bank Account: £8,065.51(as at 22nd July 2016).  
Available Funds: £8,065.51 (balance of bank account less unrepresented cheques).  
(Business Saving Account: £142.29 (as at 14/06/16).

b. **Orders for Payment: £1,025.28**

- Venetia Davies - £238.34 (July Clerk Salary) and £238.34 (August Clerk Salary)
- Venetia Davies - £12.60 (Clerk travel)
- ToolShed - £226.00 (£188.33 + £37.66 (VAT) - July Grass Verge Cutting)
- Aylesbury Vale District Council - £310.00 (Play Around the Parishes)

**BALANCE: £6,814.23 - (Available Funds less Orders for Payment)**

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### 15. Planning

The Parish Council's response of **No Objections** to AVDC for the following application was noted.

- 16/02348/APP - Temple House, Lower End, Ashendon, Buckinghamshire, HP18 0HE  
Provision of new windows and doors to side and rear elevations of existing garage.  
Case Officer: Mr James Davis. Comments: 25th July 2016.

### 16. Items for Information

1. Cllr Peter Smetten to attend Committee meeting on HGV traffic at Calvert Landfill Liaison held at FCC Environment EfW Offices, 5<sup>th</sup> October 2016 (revised date).
2. Representatives of Bucks County Council to be present at Ashendon Parish Council meeting to discuss proposals for streamlining local government in Buckinghamshire, 21st November 2016.

### 17. Date and Time of Next Meeting

**Monday 21<sup>st</sup> November 2016, 8pm**  
**Ashendon Village Hall**