

**BIX AND ASSENDON PARISH COUNCIL**  
**Minutes of the Parish Council meeting convened and held on Monday 15<sup>th</sup> September 2025**  
 at Bix Village Hall

<https://www.bixandassendon-pc.gov.uk>

**Present:** Cllrs K Duthie (Chair), J Montagu-Williams, P Bradford, R Borton  
 Cllr Jo Robb, District Councillor; Cllr Ben Higgins, County Councillor

**Apologies noted:** W Murdoch

**In Attendance:** Clerk – Denise Corney.

5 Members of the public were in attendance.

The meeting opened at 7.30pm

	<p><b>Public Participation – 15 minutes</b></p> <p>Residents noted that there were continued concerns with 'land grab' issues. Kevin Duthie gave a brief highways group update. Speed Indicator Devices relocated. Data shows that traffic in general has slowed within the 20mph zones but within the 20mph limit. Training has taken pace for members of the speedwatch group. More volunteers welcome – please contact Kevin for further information.</p>
1.	<p><b>Welcome, Apologies and Quorate</b></p> <p>The Chair welcomed all to the meeting. Apologies were noted. The meeting was Quorate.</p>
2.	<p><b>Declarations of personal and prejudicial interest</b></p> <p>Cllr Duthie drew attention to being Church Warden. There were no further declarations of interest.</p>
3.	<p><b>To Approve and sign minutes of the meeting held on 14<sup>th</sup> July 2025.</b> The minutes were approved and signed by the Chair. The Clerk would upload scanned minutes to the website.</p>
4.	<p><b>To receive reports from County and District Councillors</b></p> <p>District Councillor Update: September 2025                  A full report can be found on the Bix and Assendon PC website.                  Cllr Jo Robb, Cllr James Norman</p> <p><b>New Number for the Waste Service</b>                  Please note that residents should use a new number for district council waste and recycling enquiries: <b>01235 422 123</b></p> <p><b>Grants</b>  <b>Councillor Community Grant Scheme</b>                  Community groups are warmly encouraged to take note of and apply for the grants that are currently open.</p> <p>Each South Oxfordshire district councillor has £7,500 to award to projects and activities that offer community benefits in their ward area, budget permitting. We are particularly keen to fund projects of greatest impact for residents, such as activities that protect and restore our natural world, promote action on the climate emergency, and support</p>

thriving, healthy and inclusive communities.  
**This scheme closes for applications at midday on 5 December 2025.**

The **CIL Grant Fund** opens in January 2026. £750k is available under this large scheme and groups contemplating putting in an application should start planning their applications now. Please do reach out to Jo or James if you'd like to find out more or arrange a discussion with our Grants team who can advise you on how to submit a successful application.

**SOHA Grant Information Evening**  
 SOHA's Community Fund provides grants to charities, voluntary organisations, and local groups delivering projects that benefit our neighbourhoods. An information evening is being held on Thursday 25<sup>th</sup> Sept 2025. Jo and/or James will be attending and we will feed back to parishes and community groups about the SOHA Community Fund and how you can apply.

**Planning Update**  
 The change to the council's IT systems resulted in some major delays to the uploading of planning applications online. There is still a backlog and officers are working hard to address but it means that we are currently working around two weeks behind standard time for processing planning applications.

**Electoral Register Email**  
 Everyone who has registered to vote or applied for a postal vote and provided an email address will receive an email asking them to check their voter registration information and either confirm or update their details online. This saves on printing and postage costs. Please do look out for the email and encourage your local communities to update/confirm their details online.

**New scheme to help residents switch to EVs**  
 Oxfordshire residents without off-street parking can apply for a new scheme that allows them to charge an electric vehicle (EV) outside their own home. It is estimated that 86,000 households across the county lack driveways and so cannot easily install a home charger.

**Local Government Reorganisation**  
 We are nearing deadline when councils must submit their proposals for local government reorganisation.

The decision about which proposal to submit and what form the proposal will take is one for the leader and cabinet and there is no requirement for Full Council to approve or discuss the proposal.

However, in the interests of transparency and public accountability, South and Vale councils will have the opportunity to publicly debate the final proposal at Full Council in November. There will also be a Joint Scrutiny meeting where members will make recommendations on the final draft of the Two Councils proposal.

Oxfordshire County Councillors will NOT have the opportunity to publicly discuss and debate the One Oxfordshire proposal at Full Council, and we understand that Oxford City Council has taken the same approach to their Greater Oxford proposal. I think it's safe to say that the process has been enormously costly, shambolic and inefficient. Our officers have done a sterling job of putting together the Two Councils proposal and have worked

<p>collaboratively and constructively with our neighbours. But it's clear that the speed of the announcement of local government reorganisation, and the lack of meaningful guidance from MHCLG has left local authorities under enormous pressure.</p> <p>Almshouse Vacancy - Apply to: <a href="mailto:info@henlevmcharities.com">info@henlevmcharities.com</a></p> <p>Giving background details of circumstances, if initial criteria is met an application form will be sent.</p> <p>Closing date: Thursday 9 October 2025</p> <p><u>County Councillor</u>- Ben Higgins – summary of report</p>	<p>Oxfordshire Congestion Charge – free park and ride journeys and additional free permit types have been added to the proposal for a temporary congestion charge in Oxford which will be discussed by OCC cabinet on 10<sup>th</sup> September.</p> <p>Rural connectivity enhances for near 200 public sites in Oxfordshire</p> <p>Residents are benefitting from faster broadband after OCC completed its Gigahubs project at 192 public service and local authority sites.</p> <p>Road maintenance programme continues – the first phase of major road maintenance programme in Oxfordshire has been completed on schedule, despite hold ups due to weather.</p> <p>Drains clearance scheduled.</p> <p>Healthwatch Oxfordshire annual impact report</p> <p>The annual impact report has been published. <a href="https://healthwatchoxfordshire.co.uk/report/">https://healthwatchoxfordshire.co.uk/report/</a></p> <p>Clir Higgins would check the status of the road markings on Fairmile due to an incident of road rage.</p>
<p>5.</p>	<p><b>To Approve: Allotment – Health and Safety Compliance Assessment – Worknest.</b></p> <p>Councillors RESOLVED to approve the quotation for an assessment as quoted. Councillors RESOLVED for BAPC to join the National Allotment Association.</p>
<p>6.</p>	<p><b>To Discuss: Emergency Plan</b></p> <p>The Clerk drew attention to the need for an emergency plan. Councillors agreed that a plan should be drafted. The Clerk to complete and circulate the template for approval at the next meeting.</p>
<p>7.</p>	<p><b>To Discuss: Concerns with adoption of land without permission</b></p> <p>Clir Robb confirmed that she would investigate further regarding concerns with land being fenced and not necessarily owned (potential land grab). JMW to forward a what3words location. JMW reported that he spoken to a solicitor for basic advice and will forward a quotation to the Clerk. Clir Robb confirmed that she would follow up with the SODC Head of Property.</p> <p>Home Farm – apparent unauthorised equestrian use – enforcement investigation underway.</p>

<p>8.</p>	<p><b>To note: Chairs Report, Clerk's Report and Village Hall Report</b></p> <p>The Chair drew attention to the Alms House vacancy which would be circulated. Ideas for possible funding from the Community Grant are sought from residents and Councillors.</p> <p>The Clerk's report was noted. Use of CIL money to be discussed in more detail. Full report can be seen on the Bix and Assendon Parish Council website.</p> <p>Village Hall Report – Jackie Walker gave a brief update: Montessori now open Monday to Friday; the hall has had a deep clean; new treasurer appointed.</p>
<p>9.</p>	<p><b>To agree: response to planning applications submitted:</b></p> <p><a href="#">P25/S2699/DIS</a> Land at Old Manor Farm Rectory Lane Bix RG9 6BT Discharge of condition 5 (Landscaping Scheme (trees and shrubs only) on application P25/S1353/FUL (Erection of a self-build detached two storey dwellinghouse with attached double car-port together with associated external parking &amp; manoeuvring space and amenity space. Creation of new vehicular access from Rectory Lane (alternative development to that previously approved by planning application P24/S1924/FUL). NO OBJECTIONS 1 September 2025</p> <p><a href="#">P25/S2654/DIS</a> The Barn Bix RG9 4RS Discharge of condition 5 (windows) on application ref. P23/S3711/LB (Change of use barn from function and events to residential. Formation of new access for existing dwelling. Erection of garage). NO OBJECTIONS 21 August 2025</p> <p><a href="#">P25/S2400/HH</a> Round Hill House Fawley RG9 6HU Conversion of existing space in the detached barn into ancillary accommodation. 15 August 2025 – OUT OF PARISH BOUNDARY</p> <p><a href="#">P25/S1824/FUL</a> Woodside Bix RG9 4RU Removal of existing dwelling and erection of two dwellings, with associated garaging, parking, turning, landscaping, private amenity space and access arrangements. 14 August 2025 NO OBJECTIONS</p> <p><a href="#">P25/S2470/LB</a> Home Farm Middle Assendon RG9 6AP Conversion of existing residential outbuilding to form annexe and home gym with front extension to the north elevation of the building and replacement roof, and proposed swimming pool. <i>BAPC concerned that the annex will become a separate dwelling.</i> 5 August 2025</p>
<p>10.</p>	<p><b>Finance:</b></p> <ul style="list-style-type: none"> <li>Bank Reconciliation closing balance at 31st March 2025 12168.50 Receipts 25147.40 Not cashed 0.00 Payments -5244.70 Balance at 4 Sept 2025 32071.20</li> <li>Budget Variation Report - no significant variance against budget. CIL money received.</li> </ul>



	<ul style="list-style-type: none"> <li>To Note: Clerk Salary increase – NALC pay review – SCP27 increase to £19.81 per hour</li> <li>To Agree: Change banking provider from Barclays to Unity Trust Bank – Councillors RESOLVED to approve the change in provider. Signatories on mandate to be RB, JMW, PB and KD. Clerk will initiate the process.</li> </ul>																						
11.	<p>To note: payments made between meetings and to approve:</p> <table border="1" data-bbox="335 1258 542 1937"> <thead> <tr> <th>Payee</th> <th>£</th> </tr> </thead> <tbody> <tr> <td>Clerk Salary – July and August inc backpay</td> <td>1055.30</td> </tr> <tr> <td>HMRC inc Employer NI</td> <td>30.86</td> </tr> <tr> <td>Comet Bus</td> <td>295.46</td> </tr> <tr> <td>K Duthie – SIDS fixings</td> <td>12.44</td> </tr> <tr> <td>Clr Duthie – Constant Contact renewal</td> <td>73.08</td> </tr> <tr> <td>Clerk Expenses -July/August</td> <td>31.00</td> </tr> </tbody> </table> <table border="1" data-bbox="582 1258 758 1937"> <thead> <tr> <th>Payee</th> <th>£</th> </tr> </thead> <tbody> <tr> <td>Clerk Salary - September</td> <td>496.00</td> </tr> <tr> <td>HMRC PAYE</td> <td>15.53</td> </tr> <tr> <td>Expenses</td> <td>TBC</td> </tr> </tbody> </table>	Payee	£	Clerk Salary – July and August inc backpay	1055.30	HMRC inc Employer NI	30.86	Comet Bus	295.46	K Duthie – SIDS fixings	12.44	Clr Duthie – Constant Contact renewal	73.08	Clerk Expenses -July/August	31.00	Payee	£	Clerk Salary - September	496.00	HMRC PAYE	15.53	Expenses	TBC
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12.	Items for report and inclusion on the next agenda: update on planning concerns; allotments; additional policies; CIL money, budget review and preparation.																						
13.	Date of next meeting: <b>Monday, 10<sup>th</sup> November 2025 at Bix Village Hall.</b>																						

The meeting closed at 9.05pm.