

BIX AND ASSENDON PARISH COUNCIL

Minutes of the Parish Council meeting duly convened and held on Monday 9th March 2026

at Bix 7.30pm - Village Hall

Present: Cllrs K Duthie (Chair), R Borton, P Bradford, J Montagu-Williams

Cllr. Ben Higgins– County Councillor; Cllr. Jo Robb

Apologies noted: Clerk – Denise Corney

Notes taken by Cllr Bradford due to Clerk's absence.

The meeting opened at 7.30pm

	Public Participation – 20 Minutes	ACTION
	<p>Members of the public noted that there was continued illegal discharge from a klargester located in Middle Assendon into the kerbside ditch.</p> <p>Noted – new booking system at Oakley Wood recycling centre. Cllr Ben Higgins confirmed that the new system would be reviewed in the coming months. The allotment padlock had seized and needed replacing (Clerk to organise)</p>	
1.	Welcome, Apologies and Quorate The Chair welcomed all to the meeting. Apologies were noted. The meeting was Quorate.	
2.	Declarations of personal and prejudicial interest None	
3.	To Approve and sign minutes of the meeting held on 12th January 2026 The minutes were approved and signed by the Chair. The Clerk would upload scanned minutes to the website.	
4.	To receive reports from County and District Councillors Cllr Higgins presented his report which can be found on the Bix and Assendon PC website. Cllr Jo Robb presented her report. The report can be found on the website.	
5.	To note: Chairs Report and Village Hall Report Jackie Walker gave an update on behalf of the Village Hall Committee: A survey had been completed on the hall with a number of recommendations which had been put forward for prioritisation and action.	
6.	To note: Clerk's Report The Chair gave a summary of the Clerk's report. Finance: Current account: £46516.53. Consider moving CIL monies to instant access account, once UTB account has been opened. Budget Variance – Additional funds from CIL Monies claimed 2025-26 – Decisions and ideas for spend to be agreed:	

	<p>For further review and approval:</p> <ul style="list-style-type: none"> Allotments- improvements – to be agreed. Now member of National Allotment Society. New tenancy agreements to be drafted. Encourage tenants from Henley area. SODC have contacted me regarding a lease agreement with SODC. This is a continuing conversation via email with SODC. I advised that once the allotments have been improved, the tenancy agreements will be revised and updated and with the intention of advertising the allotments to Henley residents and surrounds. Additional Path – Church to Village Hall Improved cycle path to Henley Tree planting Unity Trust Bank – process in progress for the changeover and setting up a new account for the BAPC. – ID documents required to submit as requested for submission to UTB. Co-option vacancy posted on going Emergency plan – to progress and councillors to request additional information from residents. Wooden/plastic posts to purchase through Highways – quote received: £1450 for 6 wooden and £2600 for 6 flexible plastic. I will order as soon as possible when Councillors have agreed whether wooden or flexible plastic. Plastic may last longer with the flexibility and may be less likely to become damaged. 									
7.	<p>Co-Option Councillor No applications had been received.</p>									
8.	<p>To discuss and agree: Annual Village Meeting – (Monday 11th May 2026) Approved</p>									
9.	<p>To consider and approve: IT Policy and Reserves Policy Approved</p>									
10.	<p>To agree responses to planning applications listed: None</p>									
11.	<p>Finance: (see Clerk's report)</p>									
12.	<p>To note: Payments to approve and made between meetings:</p> <table border="1" data-bbox="284 1892 1177 2065"> <thead> <tr> <th>Payee</th> <th>£</th> </tr> </thead> <tbody> <tr> <td>Clerk Salary February and March 2026</td> <td>£508.66 x 3</td> </tr> <tr> <td>HMRC inc Employer NI</td> <td>NIL – in credit</td> </tr> <tr> <td>Clerk Expenses – January and February 2026</td> <td>£46.30 and £45.49</td> </tr> </tbody> </table>	Payee	£	Clerk Salary February and March 2026	£508.66 x 3	HMRC inc Employer NI	NIL – in credit	Clerk Expenses – January and February 2026	£46.30 and £45.49	
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	WTG Consultant (interim internal audit)	£112.50	
13.	Items for report and to include on the next Agenda: Annual Meetings – 11 th May 2026. Policies and annual report updates		
14	Date of Next Meeting – Annual meeting of PC and Annual Village Meeting – 11 th May 2026		
	The meeting closed at: 9pm		