

BRIZE NORTON PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council on Monday 4 April 2016 at
7.40 pm at The Sports Pavilion, Brize Norton

<u>1/17</u>	<u>PRESENT</u> Pip Squire (chairman), Tony Shillingford , Lawrence Taylor, Wendy Way, Andy Ball, Neil Owen, Alex Postan, Kyle Anderson, Alex Postan, Carolyn Peach	<u>ACTION</u>
<u>2/17</u>	<u>APOLOGIES</u> Keith Glazier, Stuart Guest (holiday)	
<u>3/17</u>	<u>DECLARATION OF INTERESTS</u> None identified.	
<u>4/17</u>	<u>MINUTES</u> Minutes of the meeting on 7 March 2016 were approved and signed by the Chairman as a true record.	
<u>5/17</u>	<u>CO-OPTION OF NEW COUNCILLOR</u> Andrew Ball has agreed to be co-opted to the Council. Tony Shillingford proposed and Pip Squire seconded. There was unanimous agreement to this proposal. Andrew Ball was duly co-opted to the council.	
<u>6/17</u>	<u>CHAIRMAN'S MEETINGS</u> 24/3/16 – WODC Environment scrutiny committee	
<u>7/17</u>	<u>COUNTY AND DISTRICT COUNCILLORS' REPORTS</u> Cllr Neil Owen reported that he had had discussions with Cllr Glazier re the state of the roads. Potholes can be fixed speedily but dependent on severity of damage that pot hole may cause. Cllr Owen suggested that chase PEM numbers. He has a monthly meeting with Area Steward, Ian Clarke and Gary Wilcox – next meeting 12 April. On 5 April 2016 there is a full council meeting. Devolution is an issue to be discussed. The counter suggestion by the Districts regarding devolution has 'put the cat among the pigeons'. The District proposals suggest that their devolution plans will cut down on the tiers of government. It is an ongoing discussion but it will be the Secretary of State who makes the decision. Cllr Owen specific current concerns regarding the funding of children's centre in Carterton and the Villager bus service. The Chairman asked Cllr Owen if he had information regarding the A40 roundabouts at Wolvercote and Cutteslowe – is the work on time and on budget? Cllr Owen to enquire and report back. Cllr Postan reported that half of council posts due for re-election on 5 May. The leader Sir Barry Norman is not standing due to ill health so there will be a new leader. There are challenges for the new leader not least the current failed Local Plan. Both Cllr Owen and Cllr Postan are to be invited to a meeting regarding Oxfordshire Working Together when it has been organised. Cllrs Owen and Postan left the meeting at 7.55pm.	Cllr Owen The Clerk
<u>8/17</u>	<u>ITEMS FOR OCC/WODC ATTENTION</u> Clerk is to ensure that outstanding PEM notifications have been chased up.	The Clerk
<u>9/17</u>	<u>VILLAGE EMERGENCY ACTION PLAN</u> Cllr Squire to complete.	Pip Squire

<u>10/17</u>	<u>TEMPORARY NOTICEBOARDS</u>	<u>ACTION</u>
	<p>Kyle Anderson reported in Cllr Guest absence that when vegetation has been moved then survey of area with CAT scanner to ensure safe to sink noticeboard holes. An idea for a noticeboard to record past/present of village for information. Cllr Guest asked to report further on idea.</p> <p>The Clerk asked Kyle Anderson to inspect the magnetic catch on the Burford Road noticeboard and repair/replace as necessary – the doors aren't closing effectively.</p>	<p>Cllr Guest</p> <p>Kyle Anderson</p>
<u>11/17</u>	<p><u>ELDERBANK HALL PAVING/EXTENSION</u> Paving job almost complete.</p>	
<u>12/17</u>	<p><u>VILLAGE SIGNAGE</u> Clerk still to contact OCC Highways/WODC planning to find out what limitations/rules there are regarding village signage.</p>	<p>The Clerk</p>
<u>13/17</u>	<p><u>HM THE QUEEN'S 90TH BIRTHDAY CELEBRATIONS</u> Cllr Shillingford reported meeting to be held 6 April. He has started to build bonfire and will be helped by Cllr Guest. We had been asked by Pageant master to delay lighting of bonfire on 21 April until 8.30pm but as children taking part have advised we shall light at 7.30pm. Arrangements for 12 June have changed – the celebration is a shared event with the school fete formerly scheduled for 26 June. Concerns over commitment of families to turn out for entertainment on 12th and then 2 weeks later. A flier is to be circulated to all houses in the village and to all families at the Primary school – one side to have details of event and the reverse a form to get details for distribution of commemorative medals.</p>	
<u>14/17</u>	<p><u>WEBSITE UPDATE</u> Cllr Shillingford to meet with Kyle. The Clerk has received forms re transparency grant from OALC and will forward with any additional information for Cllr Shillingford to complete. Need to document the work required and advise of cost.</p>	<p>Tony Shillingford/ The Clerk</p>
<u>15/17</u>	<p><u>UPDATE ON THAMES WATER MEETING AT WODC ENVIRONMENT SCRUTINY MEETING (24 MARCH 2016)</u> Cllr Glazier had attended meeting and written notes (e-mail 30 March 2016). It was reported that TW had advised of large budget jobs involved with but they were not relevant to our area. Cllr Glazier had again raised our local concerns on the sewage pumping station and the fact it failed earlier in the year. He also highlighted the claims and proposals made in previous years that had not been instigated.</p>	
<u>16/17</u>	<p><u>UPDATE ALLOTMENT HOLDERS MEETING HELD 4 APRIL 2016</u> There had been a good attendance at the meeting held prior to the Council meeting and the majority of rents had been paid. Issues regarding pollution of the water troughs due to produce and tools being washed off in them and the widths of paths were raised. Allotment holders were advised of arrangements for bonfire being held on 21 April.</p>	
<u>17/17</u>	<p><u>CPRE BACKED CAMPAIGN 'NEED NOT GREED OXON'</u> This is the call from the 'Need not Greed Oxon' campaign for councils to respond to the OxLEP consultation that is to be held in April/May. This is not an official consultation however it was decided that it was important to respond to the consultation with specific reference to West Oxfordshire and Brize Norton in particular. Responses may be viewed later in the year when the WODC Local Plan is again reviewed by the Inspectorate of Planning. It is considered that the forecasts for employment opportunities and the need for housing is too optimistic. Cllr Squire agreed to research the consultation documentation and formulate a</p>	<p>Pip Squire</p>

	<p>draft response that will be discussed at the May meeting. The Councillors passed the motion proposed that was outlined in the e-mail of 7 March “The Council notes the correspondence from the Need not Greed Coalition and its concerns that the Local Enterprise Partnership’s original “Strategic Economic Plan” (SEP) was not consulted upon nor debated in any full local authority meeting. The Council acknowledges the current SEP ‘refresh’ and the implications it may have for future growth in the area, and resolves to respond to the consultation”.</p>	
<u>18/17</u>	<p><u>OXFORDSHIRE WORKING TOGETHER</u> OCC representative Tim Shickle is able to attend a meeting on Thursday 14 April. Councillors to note in their diaries.</p>	
<u>19/17</u>	<p><u>REVIEW OF DRAFT ACCOUNTS TO 31 MARCH 2016</u> The Clerk presented accounts to councillors. Draft figures show income of £21,691.42 and expenditure of £21,432.71. The balance of general funds is £7,863.80 and earmarked reserves of £12,500. They are in line with the precept forecast figures – the Clerk is to circulate accounts against precept forecast and figures for past few years. At the next meeting the annual governance statement 2015/16 will be signed off. Other dates – 10/5/16 Internal audit review, 6/6/16 sign off accounting statements, 13/6/16 exercise of public rights commences, 5 July 2016 annual return to BDO LLP.</p>	

20/17 PLANNING APPLICATIONS

16/00757/HHD	Mr G Mulcahy Old Quarry House Burford Road	Alterations to include conversion of part of existing garaging and erection of first floor extension above.
--------------	--	---

Application reviewed – no objections raised. Clerk asked to advise WODC.

21/17 PENDING PLANNING DECISIONS

14/0399/P/FP	David Wilson Homes (Southern) Land at Swinbrook Road Carterton	Erection of 66 dwellings with associated access, open space and landscaping. Creation of extension to Kilkenny Lane Country Park and link road. Grid ref: 427785 207723
--------------	---	---

22/17 PLANNING DECISIONS

Refused: 15/03869/OUT	Mr David Moore Land west of Swinbrook Road Carterton	Up to 85 dwellings with associated access, public open space and landscaping, sports pitches and country park (extension to response to 11/12/15)
--------------------------	---	---

23/17 ORDERS FOR PAYMENT

100956	87.99	Stuart Guest	Dog poo vacuum
100957	1,498.80	Trafalgar Cleaning Equip	Wheelie bin vacuum
100958	2,202.72	Ox City Council	Overhaul and servicing mower
SO	75.00	Christchurch	Rent allotments
SO	5.00	Christchurch	Rent bus stops
100959	16.00	Keith Glazier	February chairman’s expenses
100960	200.00	Carolyn Peach	February clerk services
100961	326.02	Kyle Anderson	February village maintenance
100962	54.75	Zurich	Insurance cover 21/4/16
100963	162.32	OALC	Subscription 2016-17
100964	40.00	OPFA	Subscription 2016-17
100965	55.00	CFO	Subscription 2016-17 (formerly ORCC)
100966	165.00	HMRC	PAYE/NI mths 10-12
100967	7.19	A K Timms	Small tools – leaf hand grabber
	£4,895.79	Total	

24/17 PAYMENTS RECEIVED

None in period.

25/17 OFFICIAL CORRESPONDENCE:

- a) BDO – notice of annual review 31.3.16 and associated materials
- b) Oxford Mail – article High Sheriff’s awards
- c) WODC - update electoral register
- d) WODC environmental confirmation continuation of grounds work 2016/17 – Rpi forecast 1%
- e) Network Rail! Electrification of rail on Great Western Route – we’re classed as a Railway neighbour
- f) Termination of licence agreement

26/17 E-MAILS CIRCULATED IN MONTH

Rural Services weekly update 8/3, 14/3, 21/3

Rural Economy spotlight 16/3

Spotlight on heart of village 23/3

Rural vulnerability – fuel poverty 15/3

WODC weekly planning lists 2/3 (backdated from February), 12/3, 18/3, 24/3

Public Sector Executive (PSE) 3/3, 7/3, 10/3, 14/3, 17/3, 21/3

2/3 Savills – confirmation no asbestos concerns present in bus stops

2/3 Cllr Ian Hudspeth OCC – response re devolution suggestion by District leaders

3/3 OCC – confirmation of termination of agreement re school use of recreation ground

3/3 WODC – Carys Davies confirmation aware of bonfire event

3/3 Geoff Berry – re flooding assistance – forwarded to KG only

4/3 WODC press release Chipping Norton neighbourhood plan

5/3 F Bellenger- thank you for High Sheriff’s nomination

6/3 P Hawkins – quote re EBH access repairs - £1,948

7/3 OCC transport – G Wilcox – advising review roundabout defects

8/3 ‘Need not Greed’ – CPRE backed campaign

8/3 Community First Oxfordshire – Feb/Mar 2016

9/3 KG response to RAF BZN re stream pollution (copied in on e-mail)

9/3 Keith Butler WODC – new councillor forms

10/3 OCC Annual Parish survey – forwarded to Pip Squire

11/3 OALC – public service reorganisation in Oxfordshire – response re district devolution proposals

11/3 OALC – s137 expenditure - £7.42 per elector and training opportunities

16/3 OPFA – playground inspection training 7/5/16 Ardley Village Hall

16/3 SLCC Oxon branch meeting 22/3/16

18/3 Smiths Bletchington – notice of blasting 21/3/16 at quarry

18/3 P Hawkins – start work on EBH access Wednesday 30 March 2016

22/3 OCC – subsidised bus services update

22/3 Bill Haire, ABS Accounting Services – confirmation that can undertake work of internal audit – fee as last year £175

22/3 Planning application consultation 16/00757/HHD

24/3 CPRE – Oxon news March 2016

<u>27/17</u>	<u>SAVILLS CORRESPONDENCE</u> As the s106 is currently held up there has been no progress by Bloor so there would be no merit in having a meeting currently. Clerk is to confirm and circulate the most up to date copy of lease for comment to progress the review by solicitors.	<u>ACTION</u> The Clerk
<u>28/17</u>	<u>REQUEST FOR FUNDING TO PURCHASE TREES FOR SCREENING</u> Currently we do not have expertise on Council to advise on trees that could be used for screening. Request made by owners of Yew Tree Cottage, Station Road. Tree screening in their back garden paddock would probably benefit houses north of 58 Station Road and possible even to Recreation Ground. The Councillors would be pleased to support. The Clerk is asked to suggest that the landowners make proposals for screening with idea of costs for Councillors to consider further.	 The Clerk

<p><u>29/17</u></p>	<p><u>MANOR ROAD VERGE</u> Mr Charlie Brennand, Rams Head Cottage, Manor Road has spent time rebuilding verge on Manor Road filling in ruts left by vehicles who have parked on verge over winter. The Clerk advised she had thanked Mr Brennand for his work as he has also planted up snowdrops and arranged for some spoil to be removed following works by the electricity contractor. Mr Brennand has requested that signs ‘No Parking’ be put up. Councillors were not in favour of this as they created obstructions to the mowing of the verge. Also there were questions if they could anyway as verges are owned by Highways. The Clerk is asked to contact Highways to ask for suggestions/costs of possible measures to help. When the s106 traffic calming measures are put in place it is hoped that there would be a reduction in traffic coming through village that may also benefit the verge wear and tear.</p>	<p><u>ACTION</u></p> <p>The Clerk</p>
<p><u>30/17</u></p>	<p><u>RUBBISH CARTERTON ROAD VERGE</u> The rubbish in the verge between the village and the SPAR garage was brought to the meetings attention. There are no rubbish bins on the Carterton Road. The Clerk is asked to report the litter to WODC. There are issues when the dog poo bins are not emptied regularly enough.</p>	<p>The Clerk</p>

There being no further business the meeting was closed at 9.10 pm. Date of next meeting Monday 9 May 2016 at 8.00 pm (note this proceeds the annual meeting).

Signed as true and correct record of the meeting by Pip Squire 9 May 2016.