

BRIZE NORTON PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council on Monday 3 August 2015 at
7.30 pm at The Sports Pavilion, Brize Norton

<u>130/16</u>	<u>PRESENT</u> Keith Glazier, Selwyn Shorrocks, Tony Shillingford, Pip Squire, Stuart Guest, Neil Owen, Carolyn Peach	<u>ACTION</u>
<u>131/16</u>	<u>APOLOGIES</u> Lawrence Taylor (holiday), Alex Postan	
<u>132/16</u>	<u>DECLARATION OF INTERESTS</u> None identified.	
<u>133/16</u>	<u>MINUTES</u> Minutes of the meeting on 6 July 2015 were approved and signed by the Chairman as a true record.	
<u>134/16</u>	<u>CHAIRMAN'S MEETINGS</u> 22/7 Thames Water (with Selwyn Shorrocks) site visit. Keith Glazier reported that TW confirmed that 700 houses will be connected to Black Bourton sewage plant and not BZN SPS. Work on TW pipeline is limited due to lack of funds!	
<u>135/16</u>	<u>DISTRICT AND COUNTY COUNCILLORS' REPORTS</u> Cllrs Owen reported on current district planning news that proposed development on Shilton Road, Burford for care home and 99 houses had been refused. At OCC the chief executive leaves on 30 September when the role will cease to be. The County Solicitor is to take on role of head of paid services. Next full council is 9 September 2015 when they will start the budget process. Cllr Owen also reported on protest being held on Burford bridge this week against the continuation of HGV's accessing and crossing the bridge. The Chairman wished to record a vote of thanks to Cllr Owen for chairing the forum of local councils on 30 July.	
<u>136/16</u>	<u>ITEMS FOR OCC/WODC ATTENTION</u> The Clerk is asked to follow up on outstanding PEM reports for the roundabout at the Church. Cllr Owen advised he had been told that before each repatriation the roundabout surface is checked and repairs made if considered necessary. OCC have spent out on a machine that is meant to be more efficient and effective in repair of potholes. The Clerk is asked to report the 'shoulders' of the speed humps that have deteriorated badly. We have received an apology from OCC of the time it has taken to see the results of the OCC survey in village regarding HGV's. Results still outstanding.	The Clerk The Clerk Selwyn Shorrocks
<u>137/16</u>	<u>VILLAGE EMERGENCY ACTION PLAN</u> No further progress.	Pip Squire
<u>138/16</u>	<u>VILLAGE NOTICEBOARD – TEMPORARY ONE</u> Ground to be surveyed with CAT scanner to ensure no cables or services will be damaged by putting in posts. Stuart Guest to coordinate work.	Stuart Guest
<u>139/16</u>	<u>PLAYPARK SURFACES</u> Safe and Sounds Playgrounds contracted to do job – hope to complete work in August though very busy.	

<u>140/16</u>	<u>ELDERBANK HALL PAVING/EXTENSION</u> No further progress made. Keith Glazier and Pip Squire to meet and sketch out plan for revised access ramp to service Elderbank Hall main door and the proposed extension.	Keith Glazier/ Pip Squire
<u>141/16</u>	<u>ELDERBANK HALL TELEPHONE/INTERNET ACCESS</u> Diane Davies of Elderbank Hall Committee has been contacted to discuss provision and billing of services. The Pre-school are to be contacted about their specific requirement and cost. The Clerk is asked to contact Jeremy Charlett of WODC and confirm acceptance of £500 grant.	Tony Shillingford/ The Clerk
<u>142/16</u>	<u>UPDATE TENNIS COURT REPLACEMENT NET</u> Pip Squire wished to record thanks to Fred Bellenger for sorting the new net.	
<u>143/16</u>	<u>MEETING WITH TW</u> One of comments coming from TW meeting is that Thames Water do not get very made complaints from Brize residents.	
<u>144/16</u>	<u>BUS SHELTERS REFURBISHMENT</u> The Clerk had received a quote for supply of two bus stops (does not include installation) at £5,633.25 each. Keith Glazier to speak with Phil Shaw re funding, would want to argue that replacement bus shelters should be part of transport allocation –s 278 allocation and necessary for security and safety of users. Also replace bus shelter on Elm Grove. Further research required re village signage.	Keith Glazier The Clerk
<u>145/16</u>	<u>UPDATE RE S106 CLAIM</u> It is understood Bloor and Savills expect to have resolution of s106 for December. It is suggested Bloor Homes exhibition should be held in Elderbank Hall. Keith Glazier to contact and ‘start ball rolling’.	Keith Glazier
<u>146/16</u>	<u>UPDATE OF SCHOOL CROSSING REQUEST</u> David Tole of OCC has been contacted but no response received yet re dates to meet and discuss possible crossing. Details of any correspondence to be sent to Cllr N Owen.	The Clerk
<u>147/16</u>	<u>ANNUAL RETURN 31 MARCH 2015</u> BDO LLP have completed their annual review of the above return and signed off. There was one minor point brought to Councillors attention of £1 rounding variance in opening figure compared to last year. It was resolved that the annual return be formally agreed. Pip Squire proposed and Stuart Guest seconded. The Clerk was thanked for her work in progressing this.	
<u>148/16</u>	<u>KYLE ANDERSON – EMPLOYEE TRAINING</u> The Clerk had investigated training courses for brushcutter/trimmer maintenance and use. A one day course at RAC Cirencester (all equipment provided) £150 – September 2015. Expense agreed, Clerk to check dates/investigate further course if dates/transport arrangements not convenient for Kyle.	The Clerk
<u>149/16</u>	<u>CONSULTATION RESPONSES WODC 2020 VISION</u> Councillors to review online and come back to Keith Glazier with any comments. Emphasis seems to be on getting people to undertake jobs as volunteers and hence cut costs to Council. Response to consultation required by 15 September.	All
<u>150/16</u>	<u>REVIEW OF VILLAGE FORUM (30/7/15) FEEDBACK AND ACTION</u> Pip Squire had drawn up draft. Agreement that apart from Monahan Way there has been no other infrastructure in connection with Shilton Park. Selwyn Shorrocks to get actual statistics of growth from OCC – populations and dwelling numbers. It is felt that this is new information therefore acceptable to send to Inspectorate. Keith Glazier to speak with Jacky Allinson, chair of Bampton prior to writing to Chief Fire Officer over concerns expressed over stations at Bampton and Burford when Carterton have fire station. It was noted that in the event of a significant fire incident RAF BZN crew would only be attendance if interplay for hazardous	Pip Squire/ Selwyn Shorrocks Keith Glazier

chemicals. Once draft completed the Clerk is to send out to all participating councils for their agreement and signature (electronic copies). Questionnaire also asked to be completed and returned.	The Clerk
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151/16 PLANNING APPLICATIONS

15/0222/S73	Mr Bowtell Swallows Cottage Grove Farm Brize Norton Road	Removal of Condition 7 of consent W2000/0828 to allow the annexe to be used as accommodation ancillary to Grove Farmhouse and shall not be occupied as a separate dwelling. Single storey stone/oak framed extension
15/02378/HHD	Mr Damian Brown Upper Haddon Cottage 98 Station Road Brize Norton	
15/02517/FUL	Garry Griffin Land South Of Garston Court Burford Road Brize Norton	Erection of new dwelling

Applications 15/0222/S73 AND 15/02378/HHD no comments to be submitted.

Discussion re application 15/0251/FUL considered that the objections highlighted in the Appeal Officers report when last application was refused have been met. Condition of permission is that wall to remain and maintained on all sides. A shallow pitched roof would be preferred so more in keeping with village character. Also to be a statement of materials and approval prior to commencement of build.

152/16 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
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153/16 PLANNING DECISIONS

Granted: 15/02051/FUL	Mr Stuart Finlayson Masons Arms Burford Road Brize Norton	Proposed re-roofing of main slopes with imitation stone slates and plain concrete roof tiles.
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Note 15/01783/OUT Land at Minster Lovell, 76 houses has been refused.

154/16 ORDERS FOR PAYMENT:

100880	82.09	A K Timms	Hoses/small tools
100881	25.44	Shillbrook Stationery	June a/c stationery
100882	200.00	Carolyn Peach	July clerk services
100883	84.90	Richard Wargent	July village maintenance to 16/7/15
100884	48.85	Kyle Anderson	July village maintenance from 17/7/15
100885	16.00	Keith Glazier	May chairman's expenses
100886	120.00	BDO	External review annual return 31.3.15
100887	958.45	Zurich Insurance	Insurance premium 4/8/15-3/8/16
100888	80.00	Kyle Anderson	Watering trees pre-employment terms
100889	323.48	Thames water	Water 17/4-20/7 allotment share £165.18
100890	273.60	5A's tool & plant hire	Herras fencing panels (6)
100891	12.52	Carolyn Peach	Reimburse refreshment costs 30/7/15
100892	27.95	A K Timms	Hose connections/small tools
	£2,253.28	Total	

155/16 PAYMENTS RECEIVED:

24/7/15	34.97	WODC	Interest October 2014
24/7/15	44.24	WODC	Interest March 2015
	£79.21	Total	

156/16 OFFICIAL CORRESPONDENCE:

- a) WODC monthly update electoral role
- b) CAB posters notice board Pension wise
- c) BDO audit completion
- d) Realise Futures – advertising eco furniture
- e) Creative Play – advertising playgrounds
- f) Sue Ryder Nettlebed Hospice advertising events
- g) Zurich insurance documentation renewal date 4/8/15
- h) Wellplan – pension auto enrolment details (provided by payman.co.uk_

157/16 E-MAILS CIRCULATED IN MONTH

Rural Services weekly update 6/7, 13/7, 20/7, 27/7

Rural vulnerability – broadband 15/7

Rural vulnerability – fuel 22/7

Rural spotlight – housing 8/7

Rural spotlight – health 29/7

WODC weekly planning lists 6/7, 10/7, 17/7, 24/7, 31/7

Public Sector Executive (PSE) 3/7, 6/7, 14/7, 16/7, 20/7, 23/7, 27/7

3/7 J Webb, Brize Norton Primary School staff request for crossing

6/7 K Glazier Reporting of contractors lorries to Rob Steel 023 8058 400

6/7 S Guest template for playpark signs

8/7 Planning progress – neighbourhood development plan – advertising

10/7 Grass cutting complaint Burford Road

14/7 RSS fwd WODC response to CTC masterplan (dated 3/7/15)

15/7 WODC gambling Act 2005 policy statement review – consultation end date 13/9/15

15/7 RSS comments on CAG Consultants support docs of local plan

16/7 Thames Valley Police Open Day Sat 8 August – posters for notice board

21/7 ORCC report on community planning workshop

21/7 OCCG (Oxfordshire Clinical Commissioning Grp) e-newsletter July 2015

23/7 WODC Andrew Thomson submission of Local Plan 2031

23/7 OCC minerals and waste local plan core strategy consultation 19/8-30/9/15 (printed off)

23/7 OCC financial transactions processed by Hampshire County Council integrated business centre – clerk responded with details

23/7 OALC password change

23/7 Glasdon quote for bus shelters Manor Road

23/7 TW request for information on privately owned sewage pumping stations

24/7 OCC invitation to town and parish councils event Monday 21 September County Hall

Oxford- to explore opportunities for working together across range of public services

24/7 OCC Childrens social care and early intervention unit invitation to stakeholder engagement event Bicester 6/8, Didcot 10/8, East Oxford 13/8

26/7 Pip Squire – change of e-mail to p.squire@brizenortonparishcouncil.co.uk

26/7 Pip Squire – response re planning application 15/01783/OUT

28/7 OALC July 2015 (printed off)

28/7 Rural Services Network survey

27/7, 29/7 RSS drafting of questionnaire for village forum 30/7

30/7 Rural Innovation Centre – brushcutter training £150, 25/9/15 (printed off)

30/7 LCWG RAF BZN meeting minutes 15/6/15 published

31/7 WODC 2020 Vision consultation comments to 15 September 2015

<u>158/16</u>	<u>RICHARD WARGENT</u> The clerk is asked to write to Richard Wargent to express thanks of Parish Council for his work over the past few years.	<u>ACTION</u> The Clerk
<u>159/16</u>	<u>RECREATION MEMORAIL TREES</u> Concern that one of the memorial trees may have died. Keith Glazier to speak with Bampton Garden Centre re replacement.	Keith Glazier
<u>160/16</u>	<u>AUTO ENROLMENT PENSIONS</u> Based on current employees' salaries, the employees have a right to join a pension scheme. If employees ask Council then must provide a pension scheme but PC not have to make contributions into the scheme. Staging date for PC pension scheme is 1 February 2017.	
<u>161/16</u>	<u>DECOMMISSIONING PLAY PARK DAUBIGNY MEAD</u> Although no correspondence received from Cottsway the lease has run out May 2015. Decision to remove any usable play equipment and then cut rest to ground and remove bench. Unfortunately inspection undertaken - no notification of date given and hadn't cancelled in time. Clerk asked to contact Cottsway and notify of decision to hand back.	The Clerk
<u>162/16</u>	<u>OCC MINERALS AND WASTE LOCAL PLAN CORE STARTEGY CONSULTATION</u> Consultation 19/8-30/9/15. Need to check on vicinity of proposals. Councillors asked to review. Agenda item for September meeting.	All
<u>163/16</u>	<u>LOCAL PLAN 2031 INSPECTORATE TIMETABLE</u> The Clerk is asked to contact Programme Officer and advise the representative from the Council would like to speak at planning inspectorate interviews. Nominated person to speak will be notified when know date of interview.	The Clerk
<u>164/16</u>	<u>COUNCIL WEBSITE</u> Tony Shillingford had spoken with Kyle Anderson re presentation of website. To schedule as agenda item for September.	Tony Shillingford
<u>165/16</u>	<u>PARISH COUNCIL SHED</u> Stuart Guest asked if the shed could be sorted. He is to speak with Tim Gush to see if BNS&SC want some of chairs and tables though many seem to be broken. The Clerk to contact Standlake museum store/Witney Museum/Cogges Museum to ask if they would like the bier. This would be preferred use over request for it to be used for floral display purposes.	Stuart Guest/ The Clerk
<u>166/16</u>	<u>CONTINUATION OF RECREATION GROUND CLEARANCE</u> Stuart Guest asked if councillors would be available to help with scrub/branch clearance week beginning 14 September. He had also investigated storage reel for 100m hose used to water trees. At £120 plus VAT councillors decided to manage with the current rack.	All
<u>167/16</u>	<u>RIGHT TO CONTEST</u> The Clerk is asked to chase up a response to 'right to contest' application made in August 2014.	The Clerk

There being no further business the meeting was closed at 9.05 pm. Date of next meeting Monday 7 September 2015 at 7.30 pm.

Signed as true and correct record of the meeting by Selwyn Shorrocks 7 September 2015.